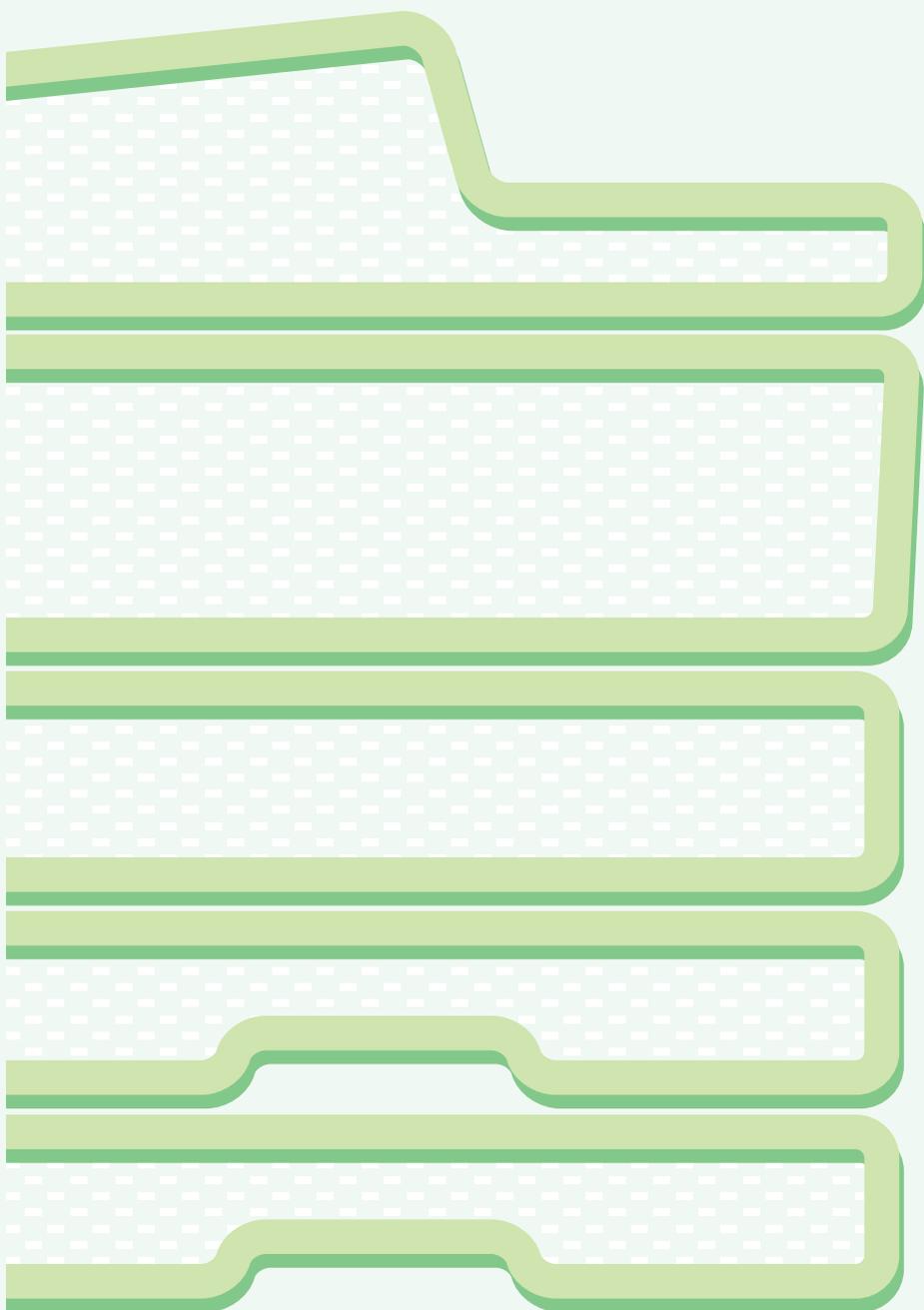


DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

Quick Start Guide



Keep this manual close at hand for reference whenever needed.

General information

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

Copying

Using the copy function.

Printing

Using the printer function.

Scanning

Using the scan function.

Document filing

Storing jobs as files on the hard drive.

System settings

Configuring settings to make the machine easier to use.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals in PDF format are provided with the machine. The manuals in PDF format are stored on the hard drive in the machine.

The printed manuals contain information that you should know before using the machine, including the basic procedures for operating the machine. Please read these manuals well.

The manuals in PDF format provide detailed explanations of the functions of the machine. When the machine is used in a network environment, the PDF manuals can be viewed at any time by simply downloading them using a Web browser.

Printed manuals

Quick Start Guide (this manual)



This manual is intended to help you get started using the many basic and convenient functions of the machine.

When you are ready to learn about the machine in more detail, see the manuals in PDF format described on the next page.

Troubleshooting



This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.

Safety Guide



This manual contains instructions for using the machine safely and the specifications the machine and its peripheral devices.

Software Setup Guide



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

Facsimile Quick Reference Guide



This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications.

For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide" in PDF format.

Manuals in PDF format

Manuals in PDF format can be downloaded from the Web server* in the machine.

The manuals contain detailed explanations of the procedures for using the machine. To download the PDF manuals, see "How to download the manuals in PDF format" (page 3).



User's Guide

This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.



Copier Guide

This manual provides detailed explanations of the procedures for using the copy function.



Printer Guide

This manual provides detailed explanations of the procedures for using the printer function.



Facsimile Guide

This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax.



Scanner Guide

This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.



Document Filing Guide

This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.



System Settings Guide

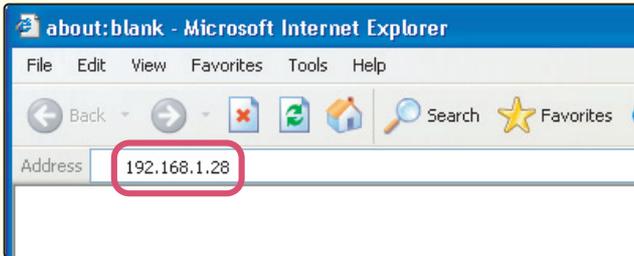
This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

* You will need the IP address of the machine in order to access the Web server in the machine. The IP address is configured in the Network Settings menu in the system settings.

ACCESSING THE WEB SERVER IN THE MACHINE

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

Opening the Web pages



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

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

Recommended Web browsers

Internet Explorer: 6.0 or higher (Windows®)

Netscape Navigator: 7.0 or higher

Safari: 1.2 or higher

The Web page will appear.

The machine settings may require that user authentication be performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.

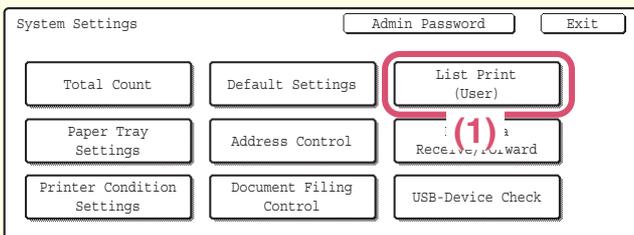
Checking the IP address

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



1

Press the [SYSTEM SETTINGS] key.



2

Select the all custom setting list in the touch panel.

(1) Touch the [List Print (User)] key.

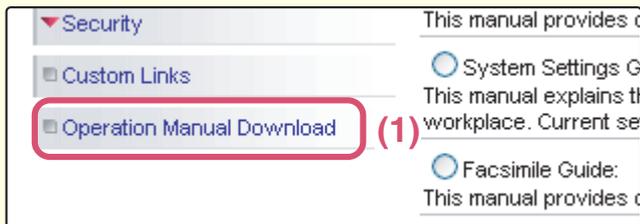


(2) Touch the [All Custom Setting List] key.

The IP address is shown in the list that is printed.

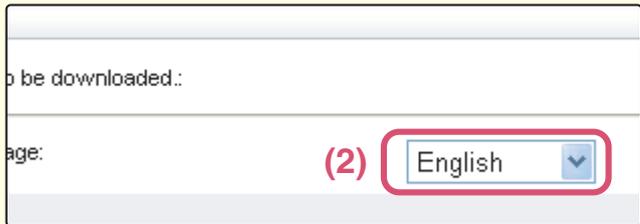
How to download the manuals in PDF format

Manuals containing detailed information on the machine can be downloaded from the Web pages.

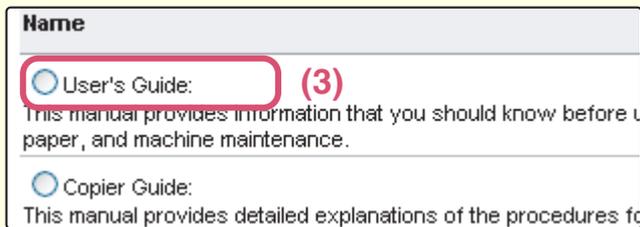


Download a manual in PDF format.

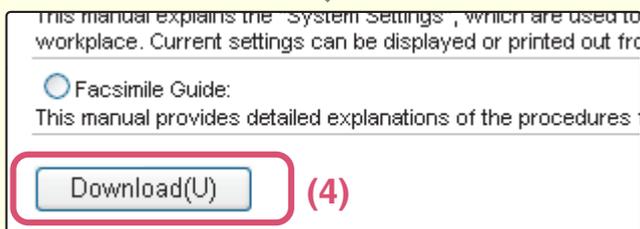
(1) Click [Operation Manual Download] in the menu of the Web page.



(2) Select the desired language.



(3) Select the manual that you wish to download.



(4) Click the [Download] button.
The selected manual is downloaded.

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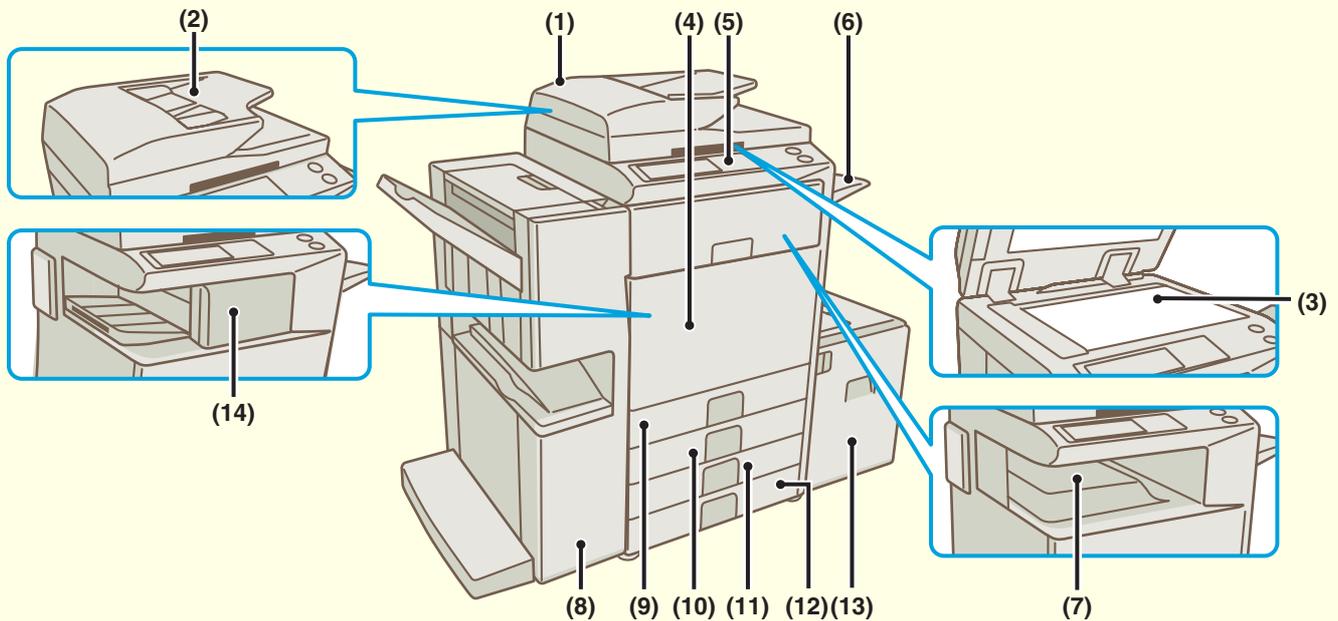
General information

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	8
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PART NAMES AND FUNCTIONS

Exterior



(1) Automatic document feeder

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

(2) Document feeder tray

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

(3) Document glass

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

(4) Front cover

Open to replace a toner cartridge.

(5) Operation panel

(6) Exit tray unit (right tray)

When installed, output can be delivered to this tray.

(7) Output tray (center tray)

Copy jobs and print jobs are delivered to this tray.

(8) Saddle Stitch Finisher

This can be used to staple output. The saddle stitch finisher can automatically staple output at the center line and fold the pages to create a pamphlet. A punch module can be installed to punch holes in output.

(9) Tray 1

This holds paper. Up to 500 sheets of paper can be loaded.

(10) Tray 2

This holds paper. Up to 500 sheets of paper can be loaded.

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

This holds paper. Up to 500 sheets of paper can be loaded.

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

This holds paper. Up to 500 sheets of paper can be loaded.

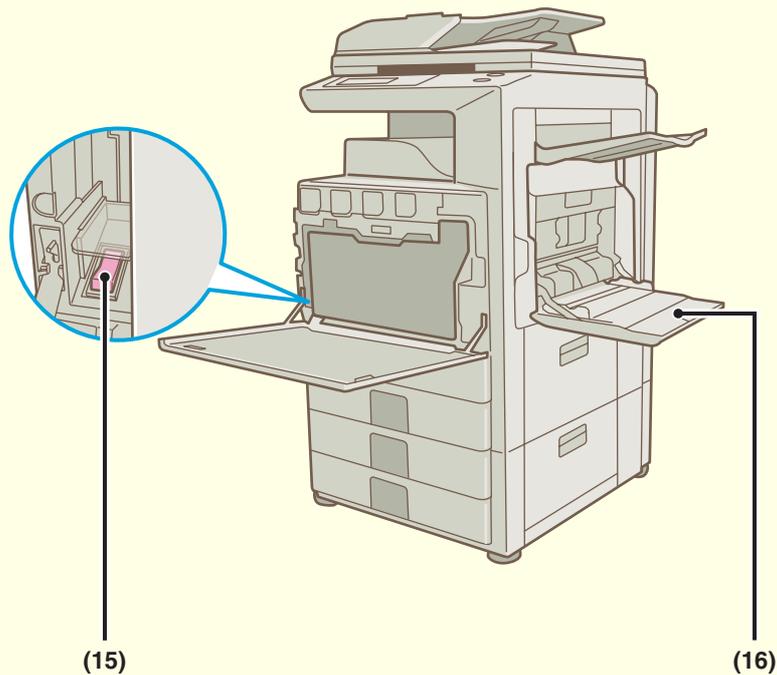
(13) Tray 5 (when a large capacity tray is installed)

This holds paper. Up to 3500 sheets of paper can be loaded. When a stand/1 x 500 sheet paper drawer is installed, this is tray 4.

(14) Finisher

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

Interior



(15) Main power switch

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

(16) Bypass tray

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

Peripheral devices

The following are some of the peripheral devices that are available. For information on the other peripheral devices, see "4. PERIPHERAL DEVICES" in the User's Guide.

PS3 expansion kit (MX-PKX1)

This kit enables the machine to be used as a PostScript 3 compatible printer.

Facsimile expansion kit (MX-FXX1)

This kit enables the fax function of the machine to be used.

Internet fax expansion kit (MX-FWX1)

This kit enables Internet fax function of the machine to be used.

OPERATION PANEL

Touch panel

Messages and keys appear in the LCD display.

Operations are performed by directly touching the displayed keys with your fingers.

When a key is touched, a beep sounds and the selected item is highlighted. This lets you check an operation as you perform it.

[SYSTEM SETTINGS] key

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

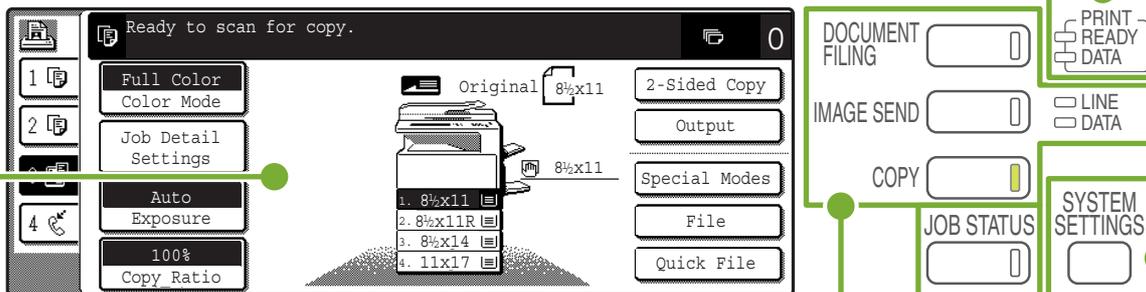
Print mode indicators

READY indicator

Print data can be received when this indicator is lit.

DATA indicator

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



Mode select keys

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

[DOCUMENT FILING] key

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

[IMAGE SEND] key

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

• LINE indicator

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

• DATA indicator

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

[COPY] key

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

[JOB STATUS] key

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

Numeric keys

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

[LOGOUT] key (*)

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

[#/P] key (#/P)

Press this key to use a job program when using the copier function. When using the fax function, press this key to dial using a program.



[CLEAR] key

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

[STOP] key

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

[COLOR START] key

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

Main power indicator

This indicator lights when the main power is switched on.

[POWER] key

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

[CLEAR ALL] key

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

[BLACK & WHITE START] key

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

[POWER SAVE] key

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

USING THE TOUCH PANEL

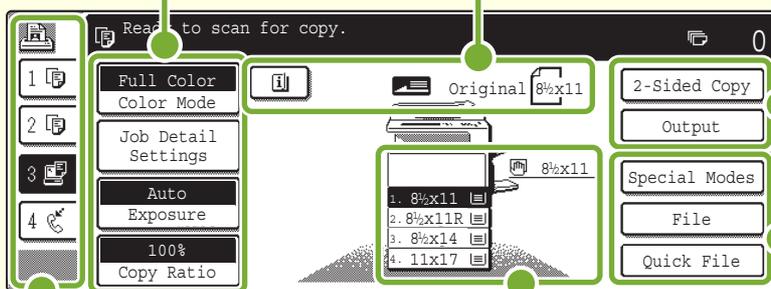
The touch keys that appear in the touch panel are grouped for easy operation. The layout and functions of the touch keys are explained below.

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

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

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

 The size of the original appears automatically.

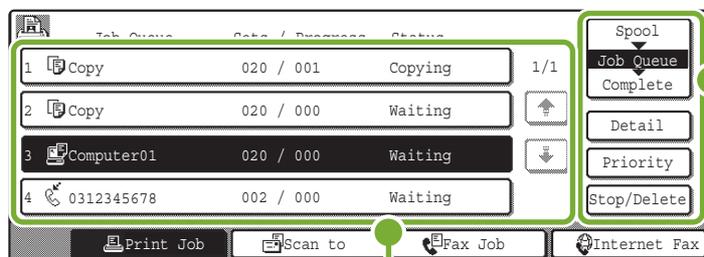


Settings related to output are generally grouped together on the top right side of the base screen.

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

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

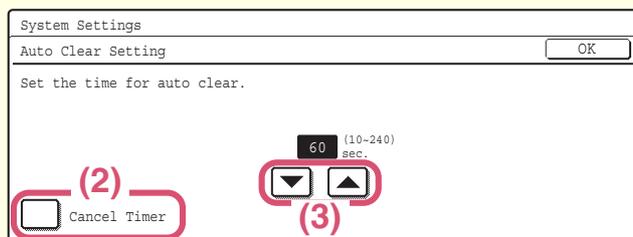
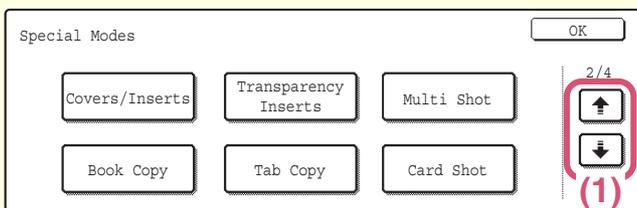
The job status screen normally appears behind the base screen of the currently selected mode. Only the left edge of the job status screen appears, and this can be touched to bring the screen to the front.



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

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

Using general keys



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

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

(3) The   keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.

USER AUTHENTICATION

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

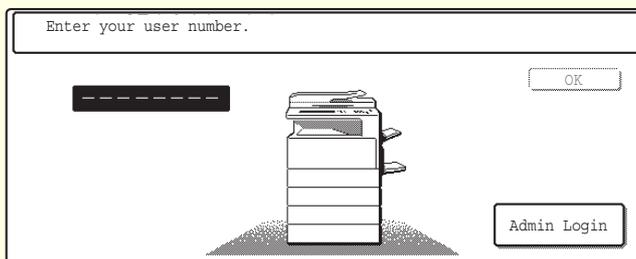
When you have finished using the machine, log out.

User authentication methods

There are two methods for performing user authentication: login by user number and login by login name and password. Please ask the administrator of the machine for the information that is required to log in.

For more information on user authentication, see "USER AUTHENTICATION" in the User's Guide.

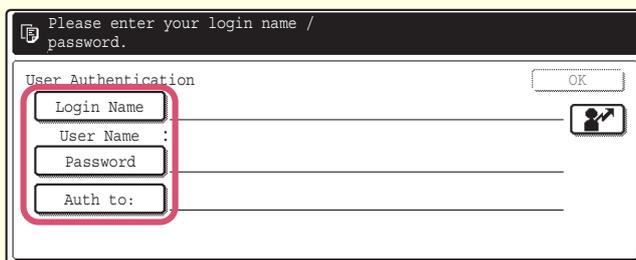
Login by user number



The screenshot shows a user authentication dialog box. At the top, it says "Enter your user number." Below this is a text input field with a dashed line indicating where to enter the number. To the right of the input field is an "OK" button. In the center of the dialog is an illustration of a multi-story office building. At the bottom right of the dialog is an "Admin Login" button.

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

Login by login name and password



The screenshot shows a user authentication dialog box. At the top, it says "Please enter your login name / password." Below this is a "User Authentication" section with four input fields: "Login Name", "User Name", "Password", and "Auth to:". The "Login Name" and "User Name" fields are highlighted with a red box. To the right of the "User Authentication" section is an "OK" button and a small icon of a person.

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

Logout

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

How to log out

You can log out from all modes of the machine by pressing the [LOGOUT] key ([*]). However, note that the [LOGOUT] key cannot be used to log out when a fax number is being entered in fax mode, as the [LOGOUT] key ([*]) functions as a numeric key ([*]) at this time.

If a preset duration of time elapses after the machine is last used, the auto clear function will activate. When auto clear activates, logout automatically takes place.

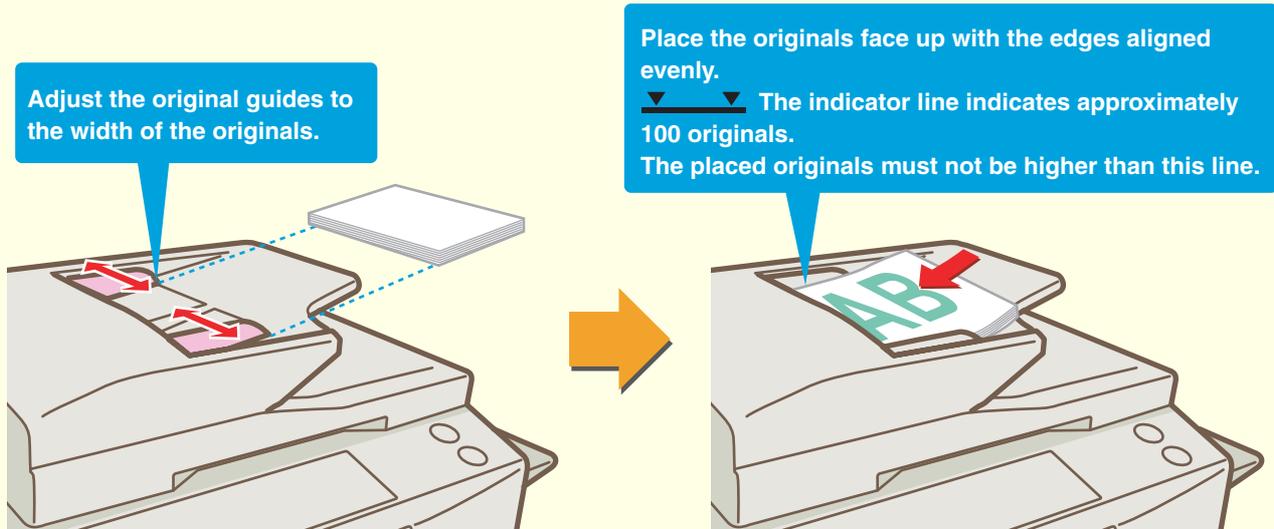
PLACING ORIGINALS

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

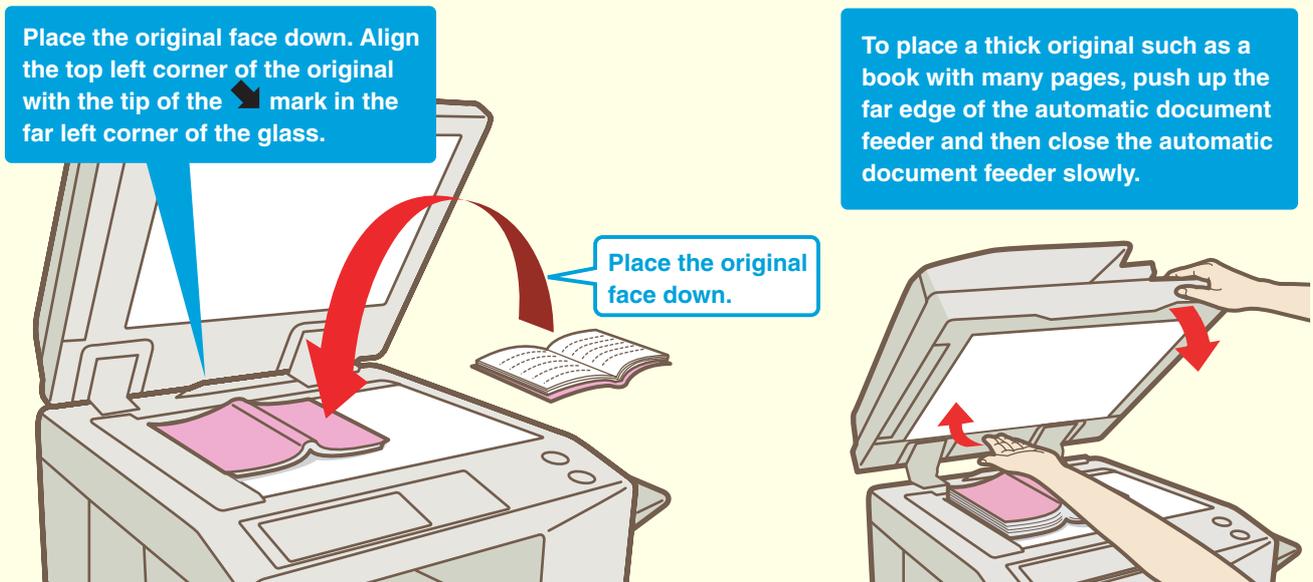
For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

Using the automatic document feeder

When using the automatic document feeder, place the originals in the document feeder tray.



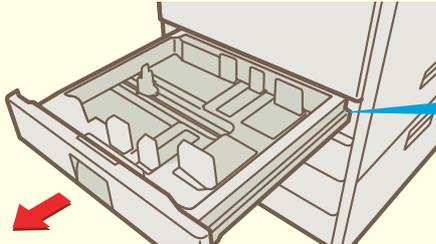
Using the document glass



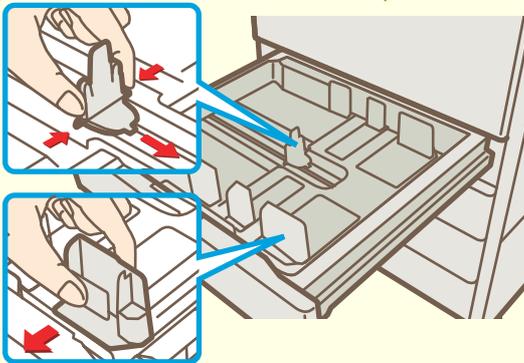
CHANGING PAPER IN A TRAY

To change the paper in a tray, you must load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. As an example, this section explains how to change the paper in tray 1 from 8-1/2" x 14" (B4) plain paper to 8-1/2" x 11" (A4) recycled paper.

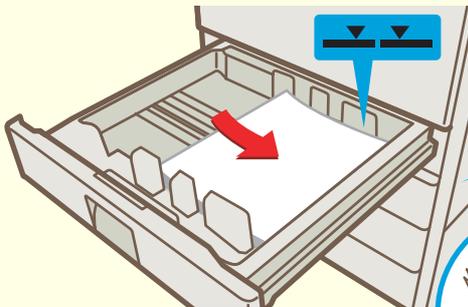
Loading paper in a tray



Pull out the paper tray.
If paper remains in the tray, remove it.



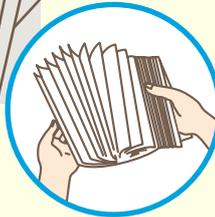
Move the two guides on the tray to change the size from 8-1/2" x 14" (B4) to 8-1/2" x 11" (A4).



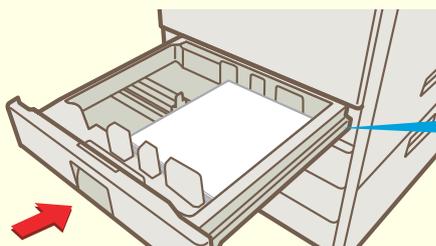
Insert the paper with the print side face up. Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.

Indicator line

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



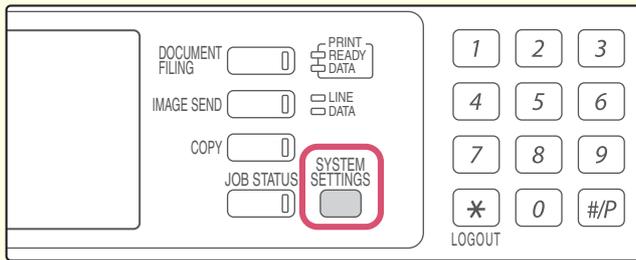
When using letter head paper or pre-printed paper, insert the paper with the print side face down. If "Disabling of Duplex" is enabled in the system settings, insert the paper with the print side face up.



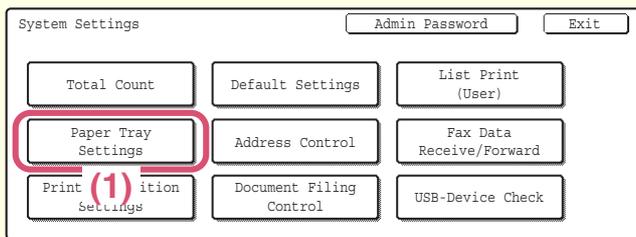
Gently push the tray into the machine.

Changing the tray settings

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



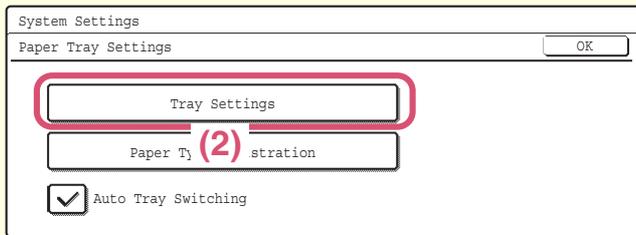
1
Press the [SYSTEM SETTINGS] key.



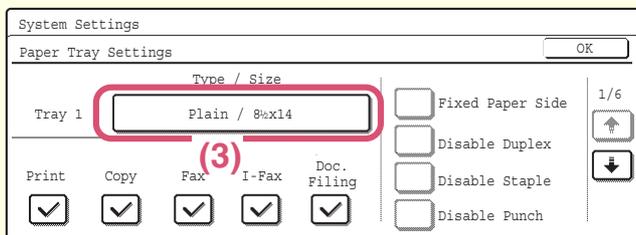
2
Configure the tray settings in the touch panel.

Some of the settings only appear when you have administrator rights.

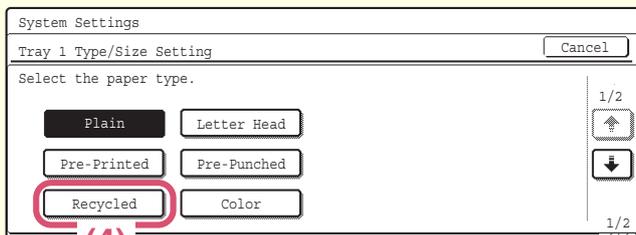
(1) Touch the [Paper Tray Settings] key.



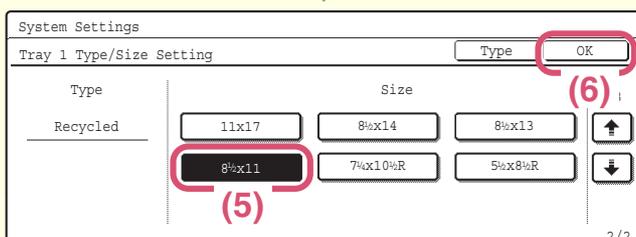
(2) Touch the [Tray Settings] key.



(3) Touch the [Tray 1] key.



(4) Touch the [Recycled] key.

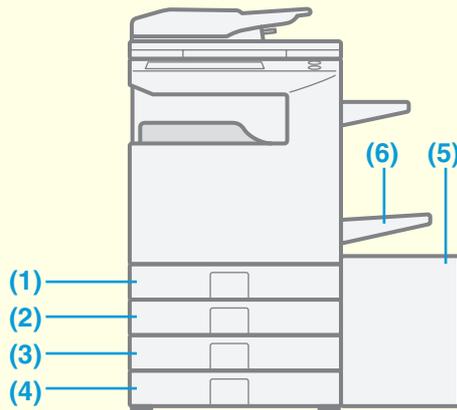


(5) Touch the key of desired paper size.

(6) Touch the [OK] key.

The above steps change the paper settings for tray 1 to 8-1/2" x 11" (A4) recycled paper.

Names of the trays



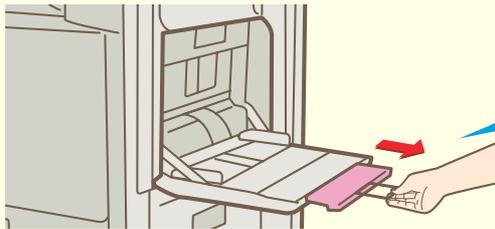
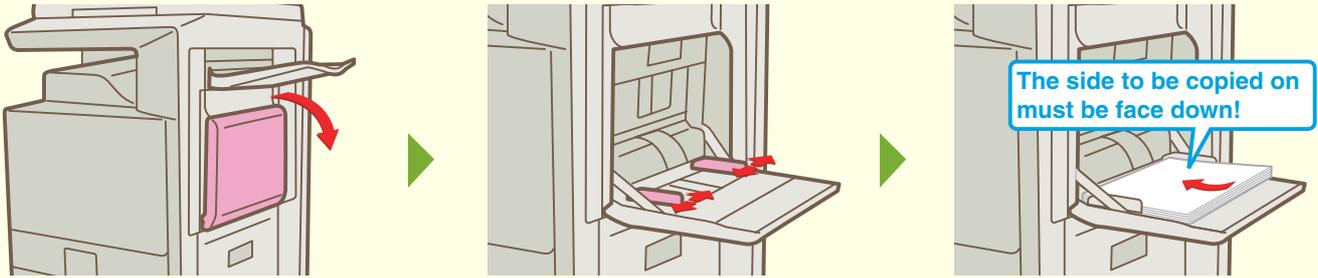
- (1) Tray 1
- (2) Tray 2
- (3) Tray 3
- (4) Tray 4
- (5) Tray 5 (large capacity tray)
- (6) Bypass tray

Paper that can be loaded in each tray

Tray1/Tray2	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Color
	Acceptable paper sizes	Inch	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, (8K, 16K, 16KR)
		AB	A3, B4, A4, A4R, B5, B5R, A5R, 216 mm x 330 mm (8-1/2" x 13"), (8K, 16K, 16KR)
Tray3/Tray4	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Color
	Acceptable paper sizes	Inch	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, (8K, 16K, 16KR)
		AB	A3, B4, A4, A4R, B5, B5R, 216 mm x 330 mm (8-1/2" x 13"), (8K, 16K, 16KR)
Tray5 (large capacity tray)	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Color, Heavy Paper
	Acceptable paper sizes	Inch	8-1/2" x 11", A4
		AB	A4, B5, 8-1/2" x 11"
Bypass tray	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Color, Thin Paper, Heavy Paper
	Acceptable paper sizes	Inch	12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, B4, A4, B5, (8K, 16K, 16KR)
		AB	A3W, A3, B4, A4, A4R, B5, B5R, A5R, 11" x 17", 8-1/2" x 13", 8-1/2" x 11", (8K, 16K, 16KR)
	Type		Labels
	Acceptable paper sizes	Inch	8-1/2" x 11", 8-1/2" x 11"R
		AB	A4, A4R, B5, B5R
	Type		Transparency Film
	Acceptable paper sizes	Inch	8-1/2" x 11", 8-1/2" x 11"R
		AB	A4, A4R
	Type		Tab Paper
	Acceptable paper sizes	Inch	8-1/2" x 11"
		AB	A4
Type		Envelope	
Acceptable paper sizes		Monarch, Com-10, DL, C5	

Other trays

Bypass tray



When loading 12" x 18", 11" x 17", 8-1/2" x 14", or 8-1/2" x 13"R size paper, pull out the tray extension. The maximum number of sheets that can be loaded in the bypass tray is approximately 100 for plain paper and approximately 20 for postcards.

Special types of paper that cannot be loaded in other trays can be loaded in the bypass tray.

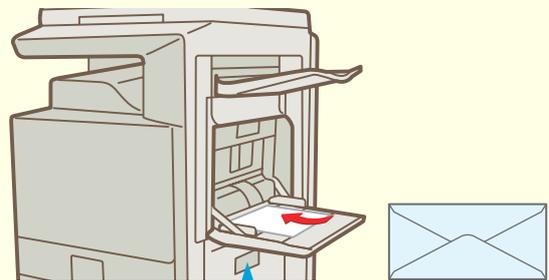
Loading special paper

Loading postcards



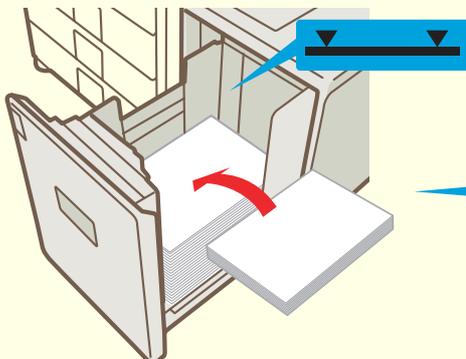
Place postcards face down in the indicated orientation.

Loading envelopes



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

Large capacity tray



Load paper in the large capacity tray as shown. The size of paper used in the large capacity tray can only be changed by a service technician.

For detailed information on the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

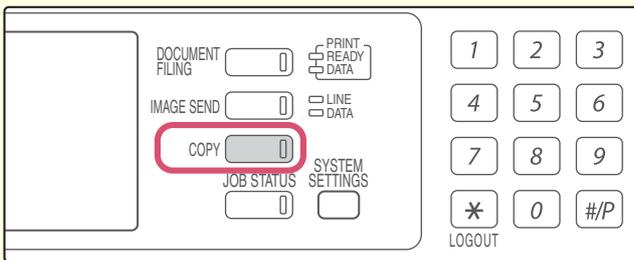
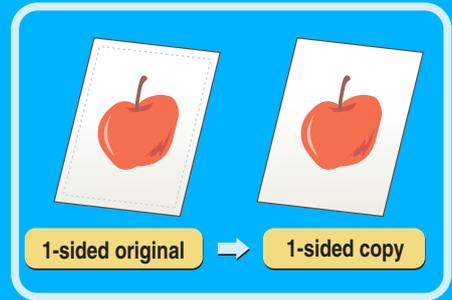
Copying

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

▶ MAKING COPIES	20
▶ 2-SIDED COPYING (Automatic Document Feeder) ..	21
▶ COPYING ON SPECIAL PAPER (Bypass Copy)	22
▶ SELECTING THE EXPOSURE MODE	24
▶ FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection)	25
▶ ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)	27
▶ INTERRUPTING A COPY RUN (Interrupt Copy)	29
▶ STORING COPY OPERATIONS (Job Programs)	30
▶ SPECIAL MODES	33
▶ SELECTING A SPECIAL MODE	34
▶ CONVENIENT COPY FUNCTIONS	35

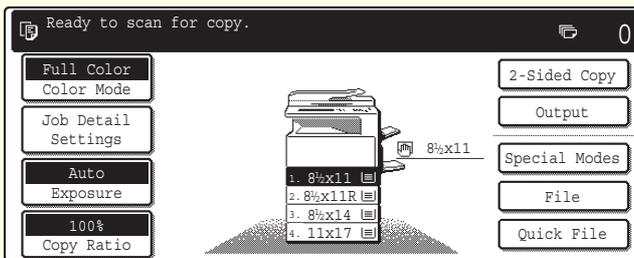
MAKING COPIES

This is the most basic procedure for making copies.



1
Press the [COPY] key.

The base screen of copy mode appears.



The side to be scanned must be face up!

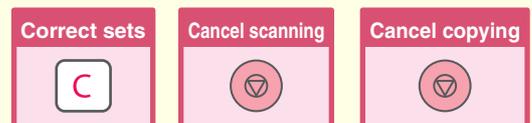
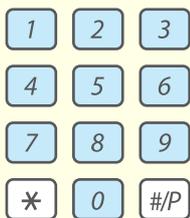


2
Place the original.

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

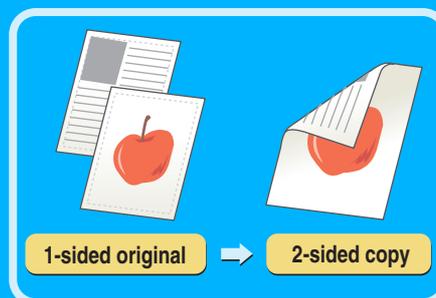
3
Set the number of copies and then press the [COLOR START] key or the [BLACK & WHITE START] key.

When [Auto] is selected for the color mode, the machine automatically detects whether the original is black and white or color when the [COLOR START] key is pressed.

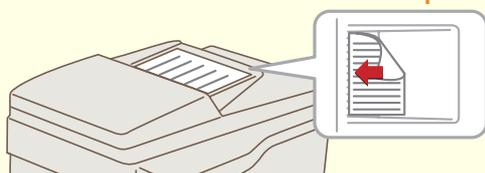


2-SIDED COPYING (Automatic Document Feeder)

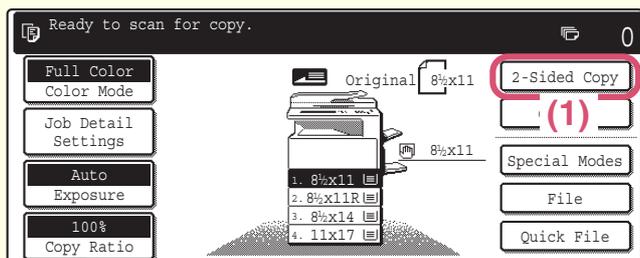
You can use the automatic document feeder to make automatic 2-sided copies without the bother of manually turning the originals over and re-inserting them. This section explains how to copy 1-sided originals onto both sides of the paper.



The side to be scanned must be face up!

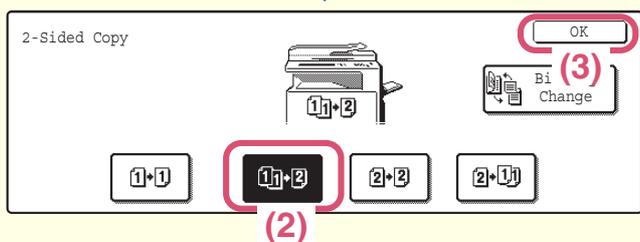


1
Place the originals.



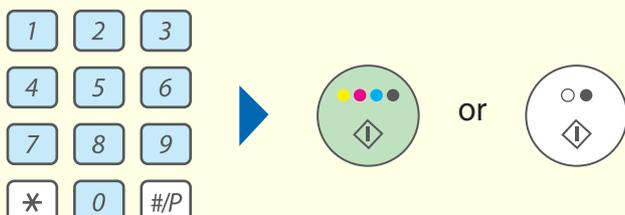
2
Select 2-sided copying in the touch panel.

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

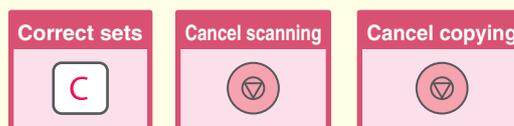


(2) Touch the [1-Side to 2-Side] key.

(3) Touch the [OK] key.

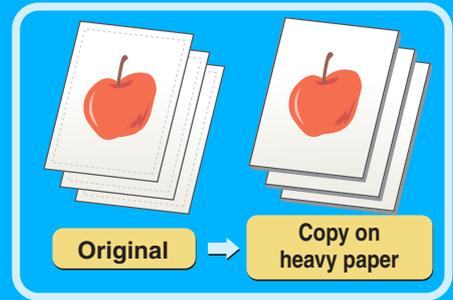


3
Set the number of copies and then press the [COLOR START] key or the [BLACK & WHITE START] key.

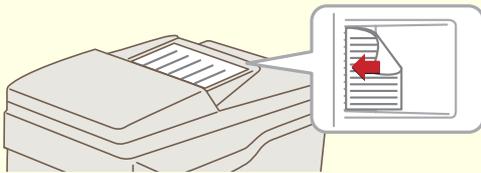


COPYING ON SPECIAL PAPER (Bypass Copy)

Use the bypass tray to copy on special types of paper such as heavy paper, envelopes, and tab paper. This section explains how to load 8-1/2" x 11" heavy paper in the bypass tray.



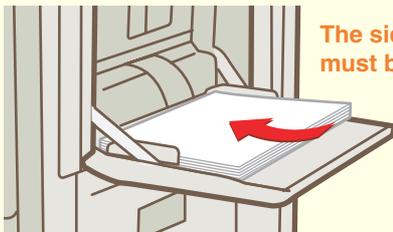
The side to be scanned must be face up!



1

Place the originals.

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



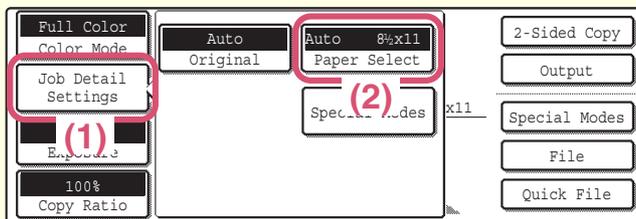
The side to be copied on must be face down!

2

Insert paper in the bypass tray.

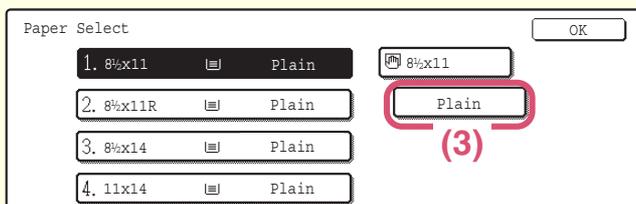
3

Select paper settings in the touch panel.



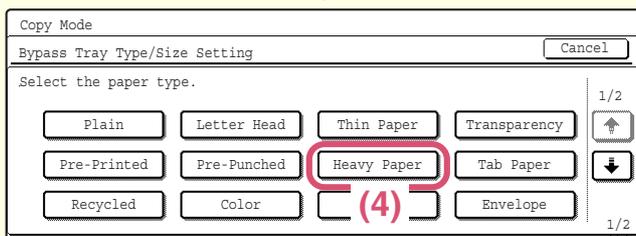
(1) Touch the [Job Detail Settings] key.

(2) Touch the [Paper Select] key.

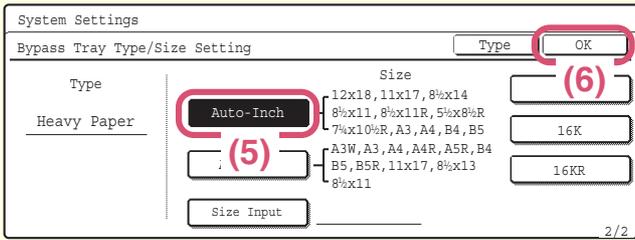


(3) Touch the [Plain] key.

Touch the key of the type of paper that is loaded in the bypass tray.

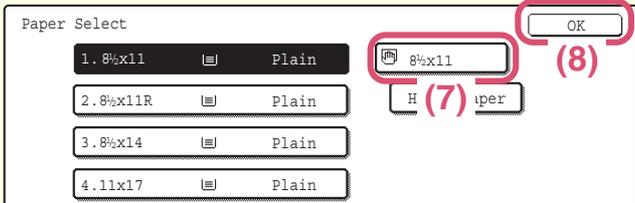


(4) Touch the [Heavy Paper] key.

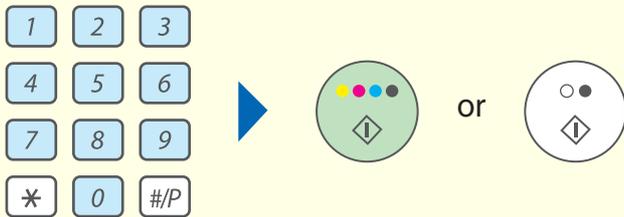


Select paper settings in the touch panel.
(Continued)

- (5) Touch the [Auto-Inch] key.
- (6) Touch the [OK] key.

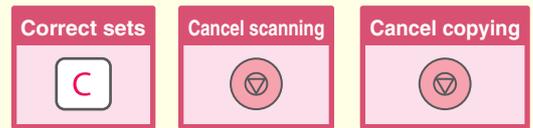


- (7) Touch the bypass tray key.
- (8) Touch the [OK] key.

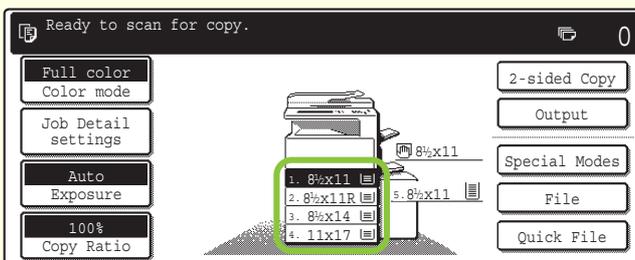


4

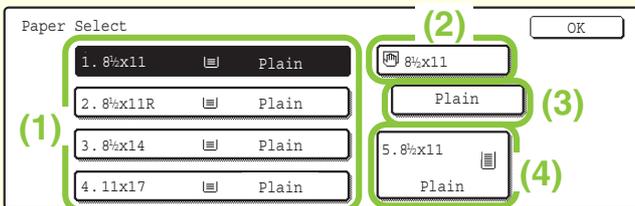
Set the number of copies and then press the [COLOR START] key or the [BLACK & WHITE START] key.



Selecting a tray



To select the paper to be used for a copy job, touch the image of the machine in the base screen of copy mode.



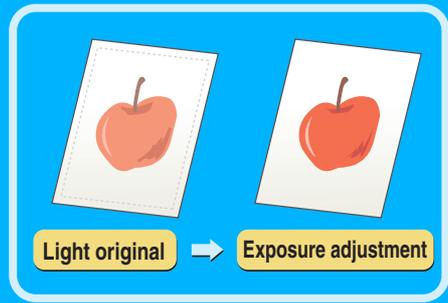
Touch a key to select a tray.

- (1) The keys appear in the following order from the top: Tray 1, Tray 2, Tray 3, Tray 4.
- (2) Touch this key to select the bypass tray.
- (3) Touch this key to set the type of paper in the bypass tray.
- (4) Touch this key to select Tray 5 (large capacity tray).

SELECTING THE EXPOSURE MODE

For a clearer copy result, select an exposure mode appropriate for the original type.

The example of copying an original with light colors such as pencil writing is explained below.



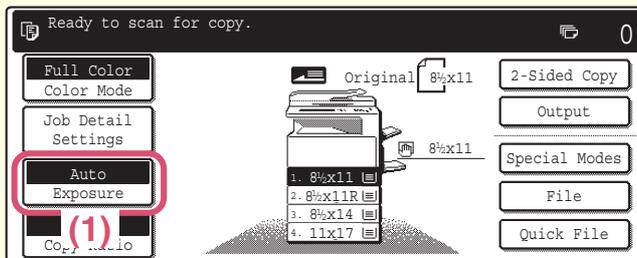
The side to be scanned must be face up!



1

Place the original.

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

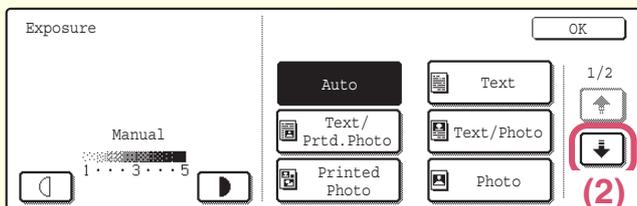


2

Select exposure settings in the touch panel.

(1) Touch the [Exposure] key.

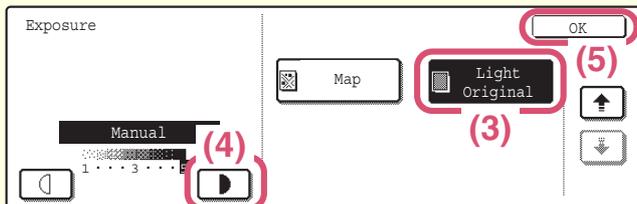
(2) Use the keys to switch through the screens.



(3) Touch the [Light Original] key.

(4) Darken the exposure with the key.

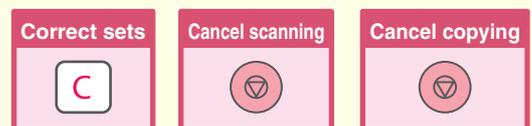
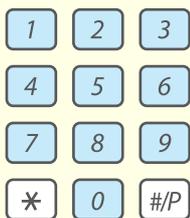
Nine levels are available for the exposure. Darken the exposure with the key, and lighten the exposure with the key.



(5) Touch the [OK] key.

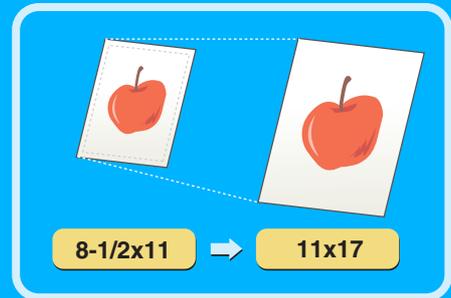
3

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

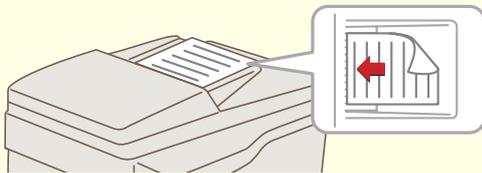


FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection)

You can copy an original onto any size of paper using automatic enlargement/reduction.
This section explains how to copy an 8-1/2" x 11" original onto 11" x 17" paper.



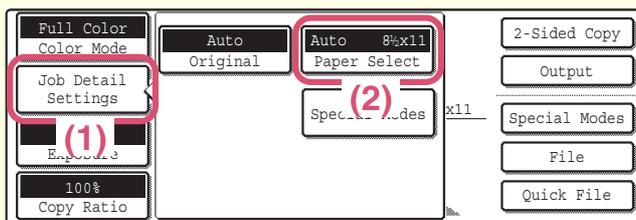
The side to be scanned must be face up!



1

Place the original.

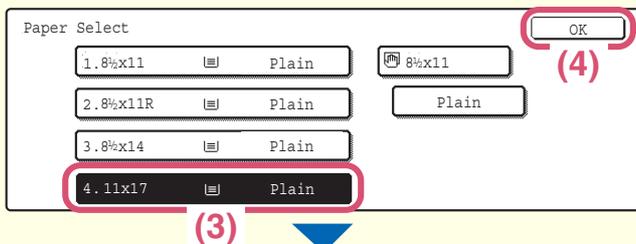
When using the document glass, place the original with the side to be scanned face down.



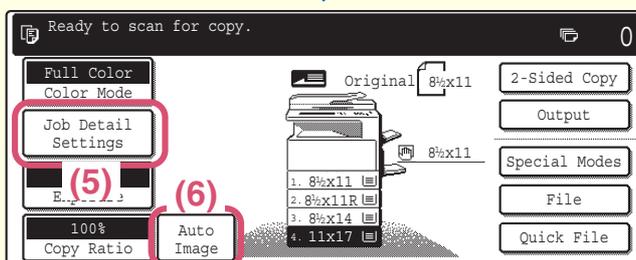
2

Select automatic ratio selection in the touch panel.

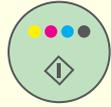
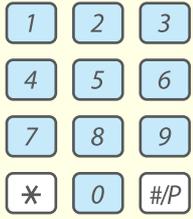
- (1) Touch the [Job Detail Settings] key.
- (2) Touch the [Paper Select] key.



- (3) Touch the tray that has the desired paper size.
- (4) Touch the [OK] key.



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

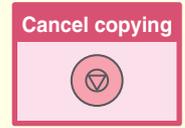
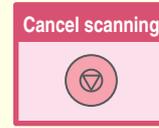


or



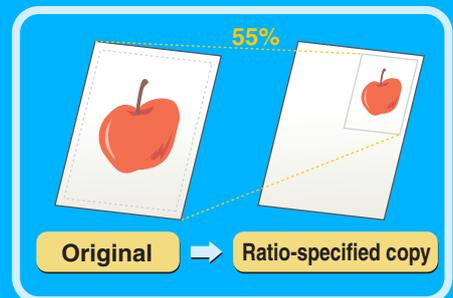
3

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



ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

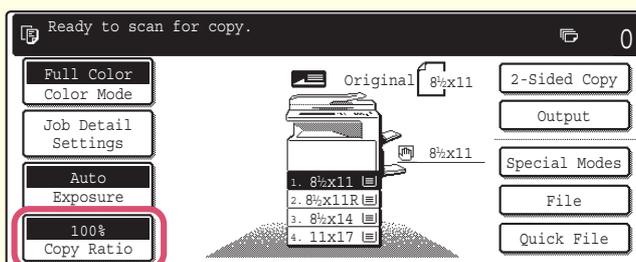
In addition to selecting a preset ratio, you can adjust the ratio in increments of 1% for precise adjustment of the copy size. As an example, this section explains how to reduce the image to 55%.



The side to be scanned must be face up!



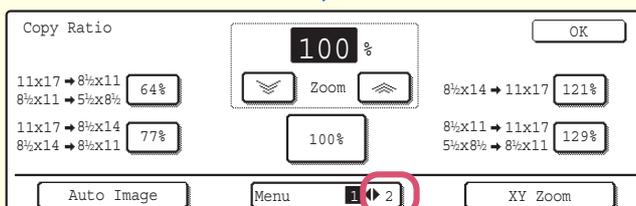
1
Place the original.



(1)

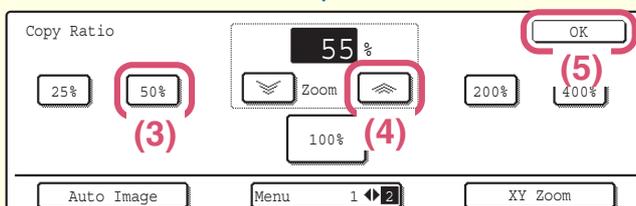
2
Select the ratio in the touch panel.

(1) Touch the [Copy Ratio] key.



(2)

(2) Change the ratio menu.



(3)

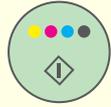
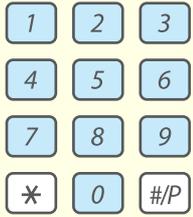
(4)

(5)

(3) Touch the [50%] key.

(4) Set the copy ratio to 55% with the key. The ratio can be adjusted in increments of 1%. Touch the key to make the ratio smaller, or the key to make the ratio larger.

(5) Touch the [OK] key.

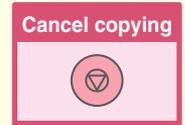
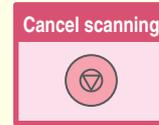


or



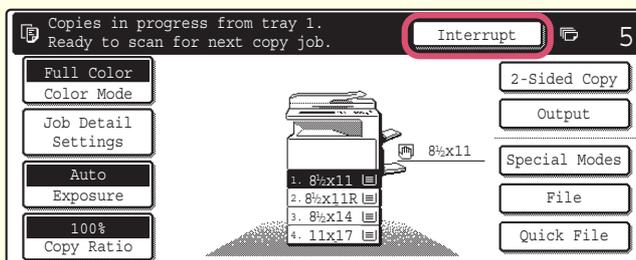
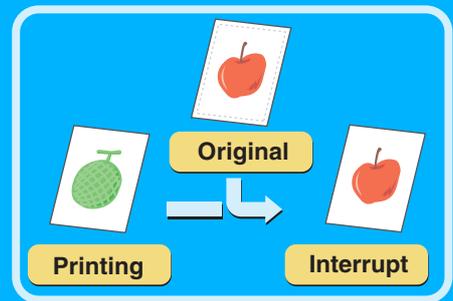
3

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



INTERRUPTING A COPY RUN (Interrupt Copy)

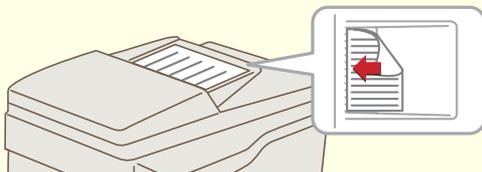
When the machine is busy printing another job, you can temporarily stop the job and make a copy. This feature is useful when you need to make an urgent copy during a long copy run.



1 Touch the [Interrupt] key.

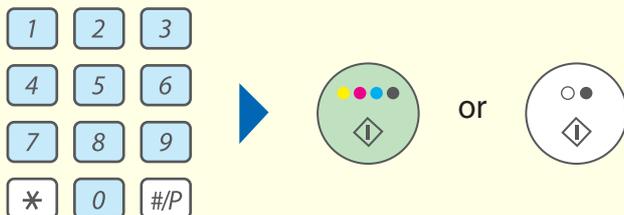
The [Interrupt] key appears in the base screen while the machine is printing.

The side to be scanned must be face up!



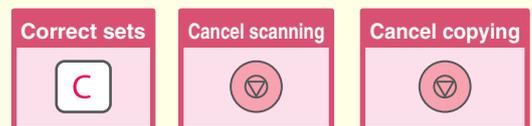
2 Place the original.

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



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

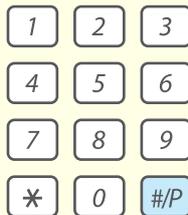
The interrupted copy job will resume when the copy job is finished.



STORING COPY OPERATIONS (Job Programs)

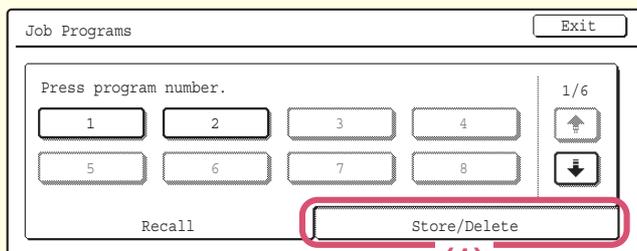
You can store a group of copy settings. The settings can be called up and used whenever needed. When you frequently use the same group of settings, this saves you the trouble of manually selecting the settings each time you need to use them.

Storing a job program



1

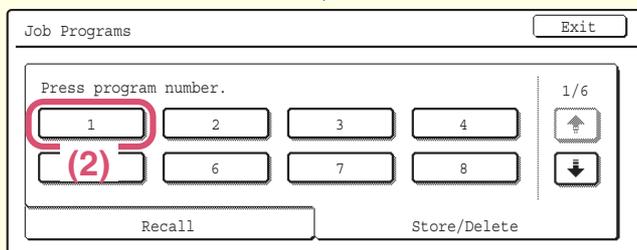
Press the [#P] key ().



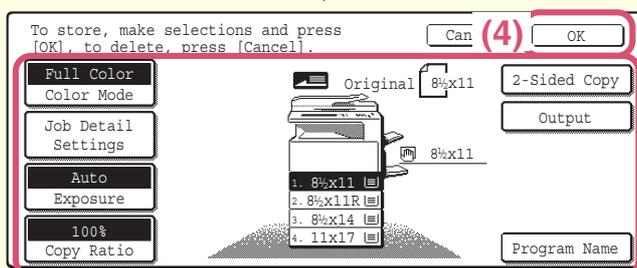
2

Store the job program in the touch panel.

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



(2) Touch the key of the job program that you wish to store.



(3) Select the copy settings that you wish to store.

(4) Touch the [OK] key.

Touch the [Program name] key to display a text entry screen. Enter a name for the program.

To enter text, see "6. ENTERING TEXT" in the User's Guide.

Calling up a job program



1

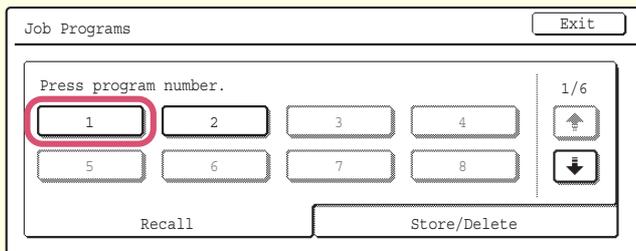
Press the [# / P] key ().

Place the original.

2

Touch the numeric key of the desired job program.

Set the number of copies and start copying.



Deleting a job program



1

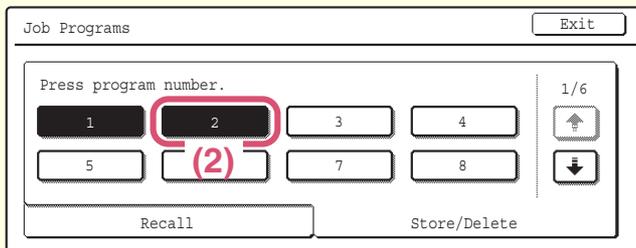
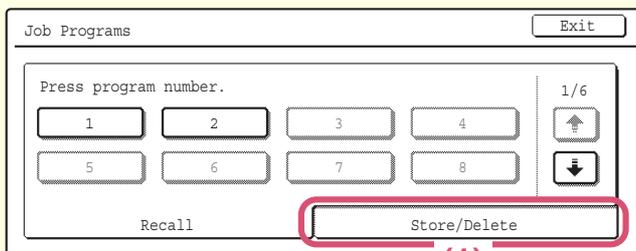
Press the [# / P] key ().

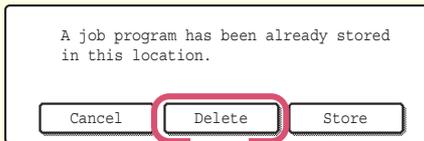
2

Delete the job program in the touch panel.

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

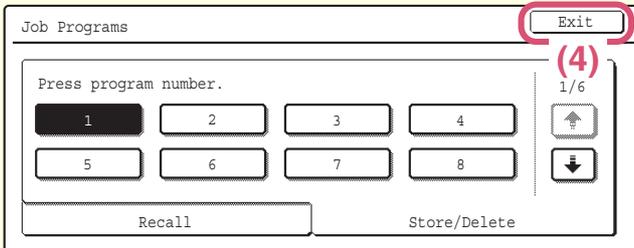
(2) Touch the numeric key of the job program that you wish to delete.





Delete the job program in the touch panel. (Continued)

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



(4) Touch the [Exit] key.

SPECIAL MODES

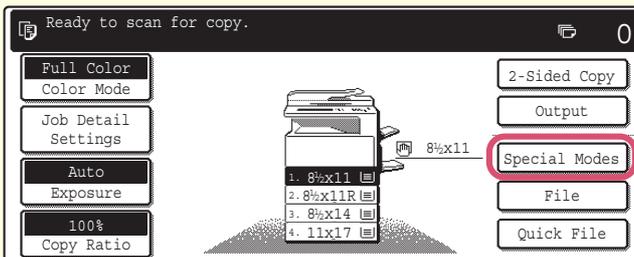
The special modes can be used for a variety of special-purpose copy jobs.

This section introduces the types of copies that can be made with the special modes. (The procedures for using each of the special modes are not explained.)

Although each special mode has its own settings and procedures, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Margin Shift" as an example.

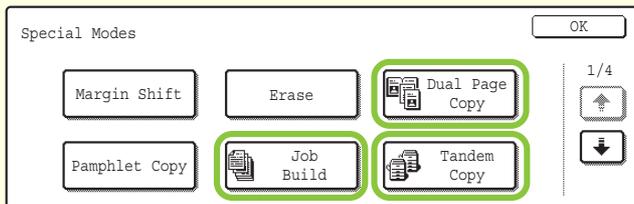
For the specific procedures for selecting each of the special modes, see "2. CONVENIENT COPY FUNCTIONS" in the Copier Guide.

Special modes

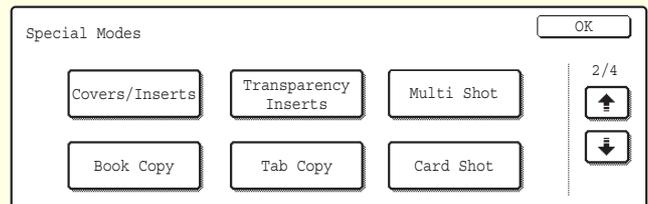


To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of four screens. Use the keys to switch through the screens. Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu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

1st screen



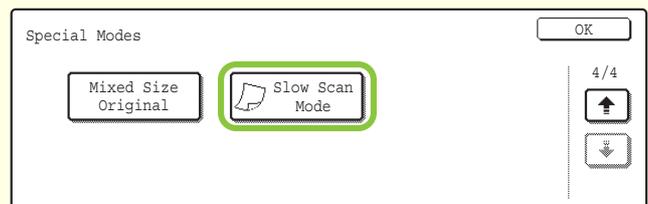
2nd screen



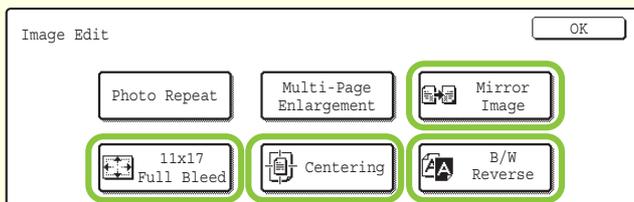
3rd screen



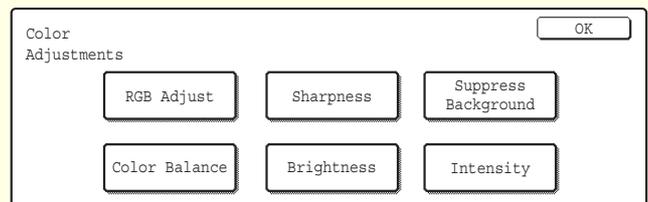
4th screen



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



When the [Color Adjustments] key is touched in the 3rd screen, the following menu opens.

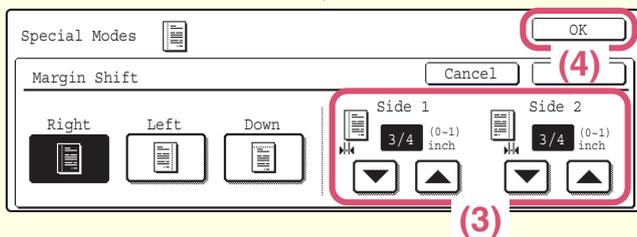
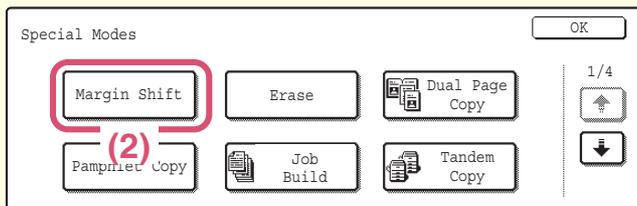
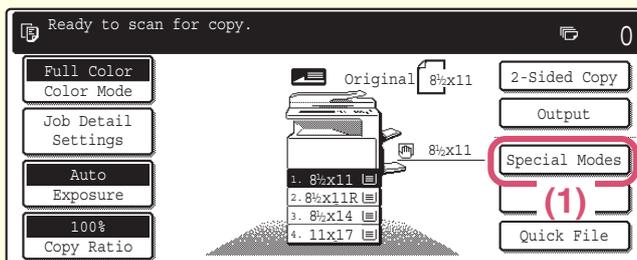


When a special mode key encircled by is touched, the key is highlighted and the setting is completed. When any other special mode key is touched, a setting screen appears to let you select settings for that mode. The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

The procedure for selecting settings for a special mode is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting settings for "Adding margins (Margin Shift)" is explained below as an example.

The side to be scanned must be face up!



1

Place the original.

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

2

Select the desired special mode (example: margin shift) settings in the touch panel.

(1) Touch the [Special Modes] key.

(2) Touch the [Margin Shift] key.

Settings to shift the left margin by 3/4" will be selected.

(3) Select 3/4" for the front side and 3/4" for the reverse side using the keys.

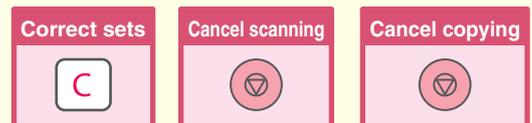
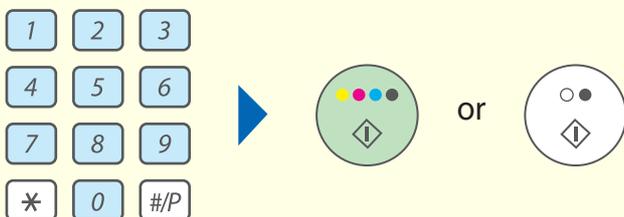
(4) Touch the [OK] key.

The margin shift position is initially set to "Right".

To change the position to "Left" or "Down", touch the corresponding key.

3

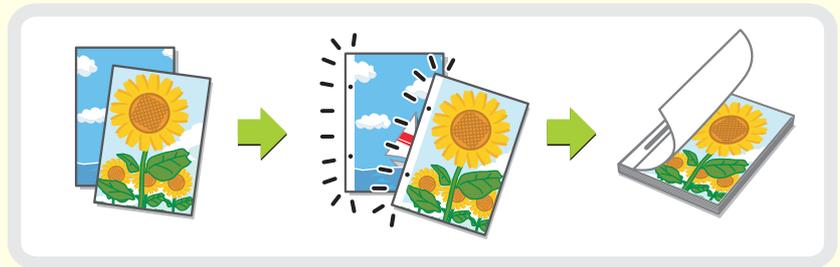
Set the number of copies and then press the [COLOR START] key or the [BLACK & WHITE START] key.



CONVENIENT COPY FUNCTIONS

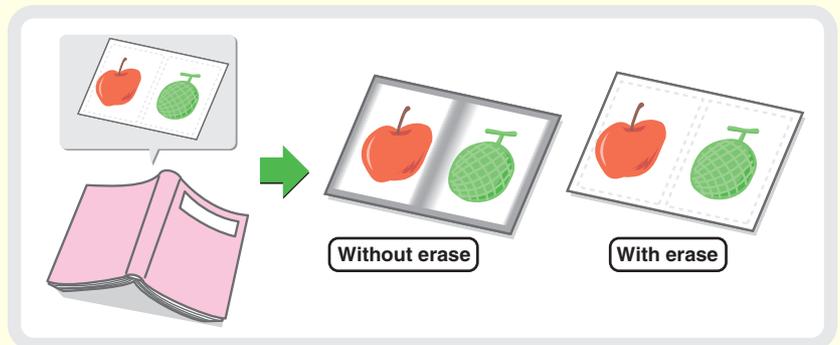
Adding margins (Margin Shift)

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



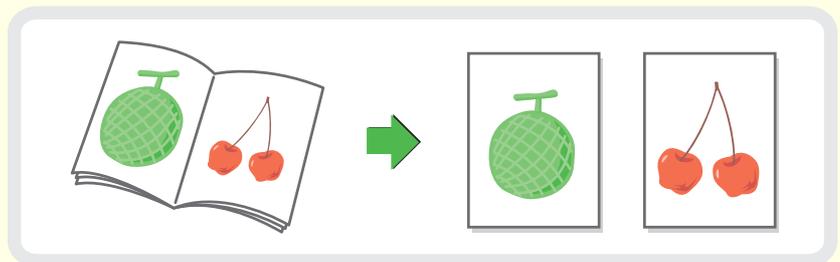
Erasing peripheral shadows (Erase)

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



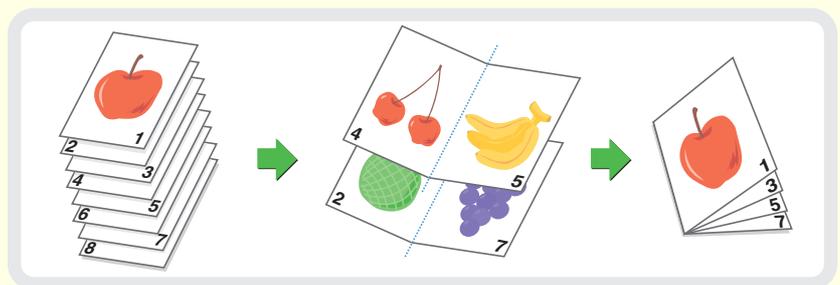
Copying each facing page of a bound document (Dual Page Copy)

Use this function to make separate copies of the left and right pages of a bound document such as a pamphlet. In addition, two facing pages can be copied to both sides of one sheet of paper.



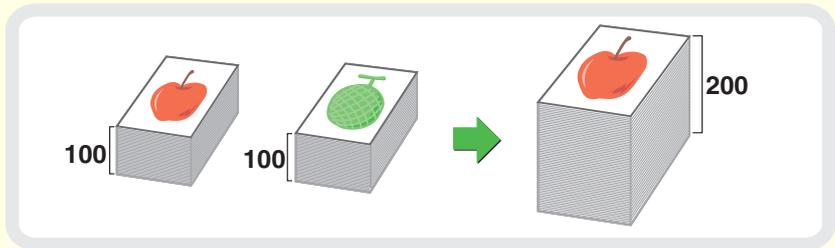
Making copies in pamphlet format (Pamphlet Copy)

Use this function to make copies that can be folded into a pamphlet. Pamphlet copy makes it easy to create pamphlets. When a saddle stitch finisher is installed, the output is automatically folded at the center and stapled.



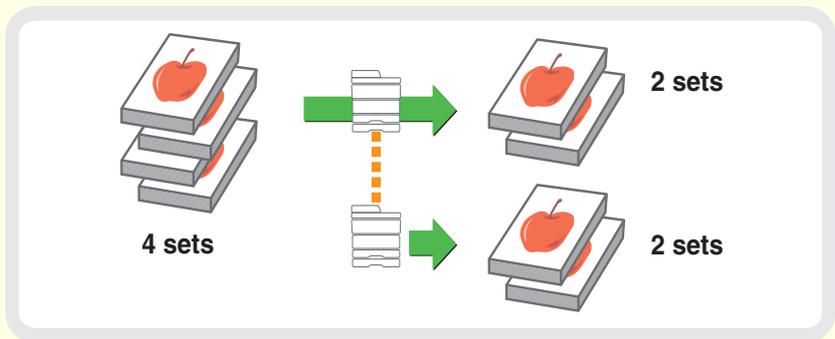
Copying a large number of originals at once (Job Build)

The maximum number of originals that can be fed through the automatic document feeder at once is 100 sheets. If you need to copy more than 100 originals as a single job, the job build function lets you divide the originals into sets and feed each set. (An automatic document feeder must be installed.)



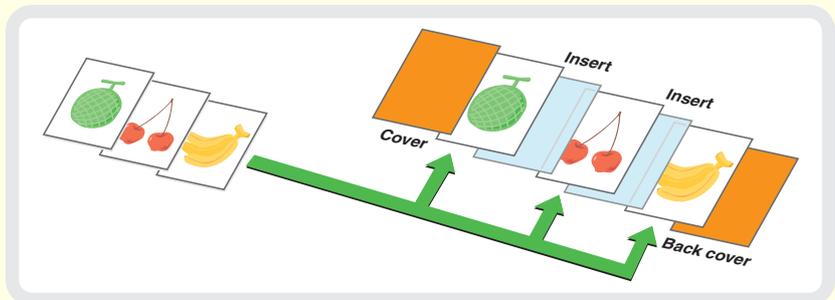
Using two machines to copy a large number of originals (Tandem Copy)

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



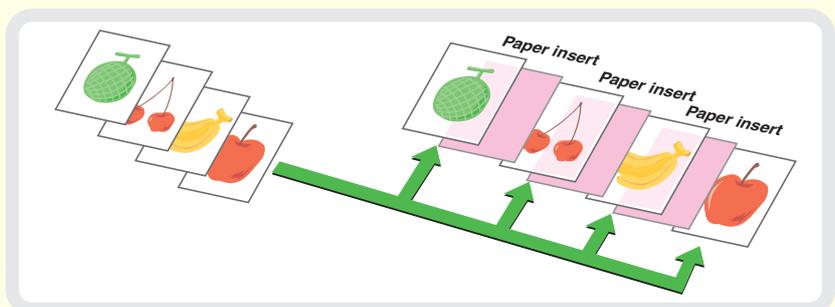
Using a different paper type for covers (Covers/Inserts)

This function enables you to use a different type of paper for the front and back covers of a set of copies. A different type of paper can also be added as an insert at specified pages. (An automatic document feeder must be installed.)



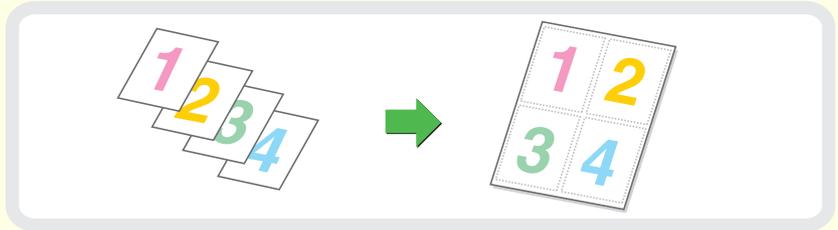
Adding inserts when copying on transparency film (Transparency Inserts)

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



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

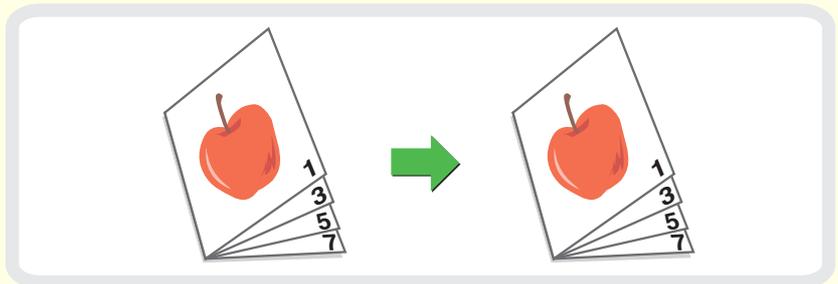
Use this function to copy two or four original pages onto one sheet of paper.



Copying a pamphlet (Book Copy)

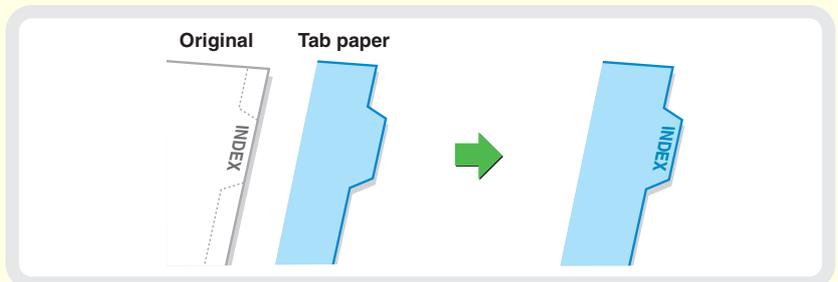
Use this function to copy a book, pamphlet, or other bound original. The copies will be arranged in the same pamphlet-style layout.

When a saddle stitch finisher is installed, the output is automatically folded at the center and stapled.



Copying captions onto tab paper (Tab Copy)

Use this function to copy captions onto the tabs of tab paper.



Copying both sides of a card onto one sheet of paper (Card Shot)

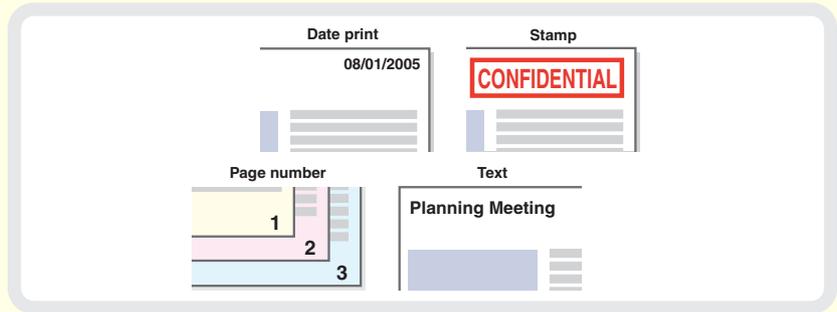
Use this function to copy the front and reverse side of a card onto one sheet of paper.



Printing the date or a stamp on copies (Stamp)

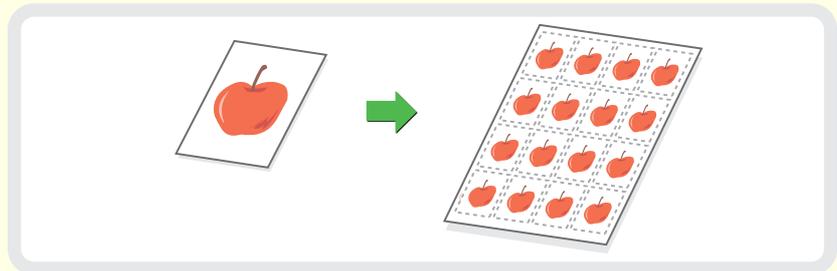
Use this function to print the date, a stamp, the page number, or text on copies.

A color can be selected to print a stamp or text in color.



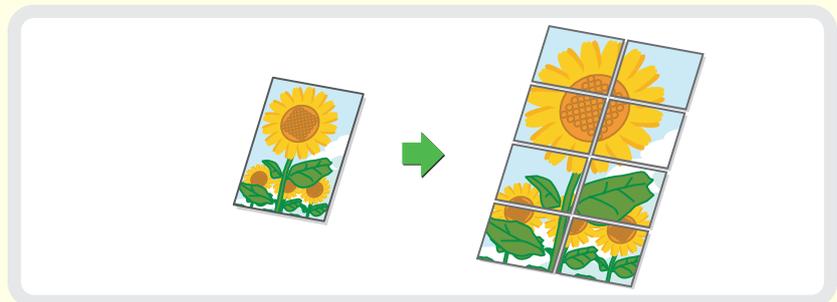
Repeating photos on a copy (Photo Repeat)

Use this function to print up to 24 copies of one photo on one sheet of paper.



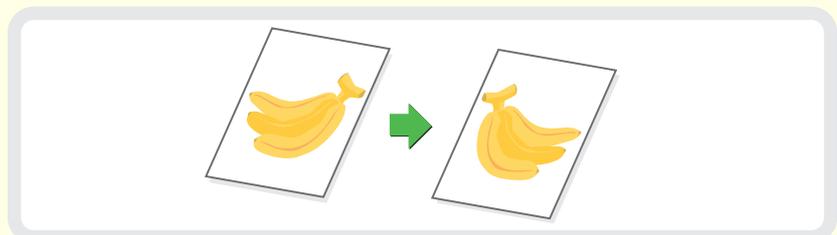
Creating a large poster (Multi-Page Enlargement)

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



Inverting the image (Mirror Image)

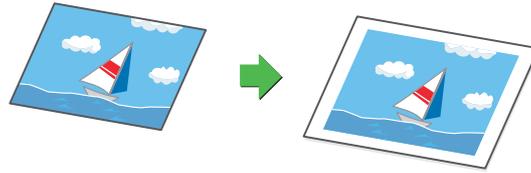
Use this function to make a copy that is a mirror image of the original.



Copying an 11" x 17" size original without cutting off the edges (11x17 Full Bleed)

Use this function to copy an 11" x 17" size original at full size without cutting off the edges.

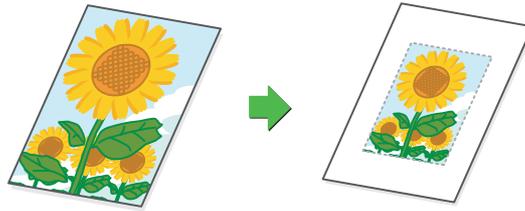
The original must be placed on the document glass. (A right tray or finisher must be installed.)



Copying in the center of the paper (Centering)

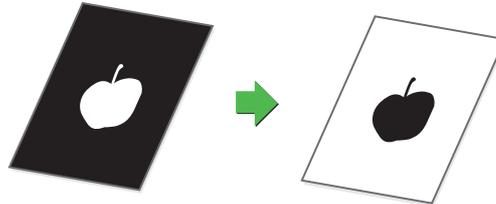
Use this function to position the copy image at the center of the paper.

This is convenient when the image is reduced or copied onto paper that is larger than the original.



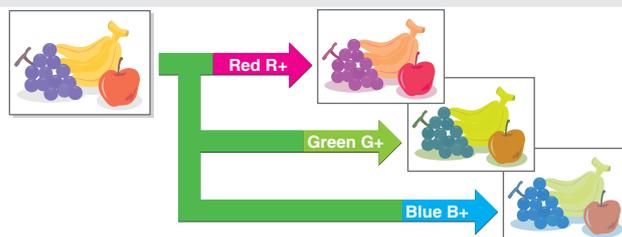
Reversing white and black in a copy (B/W Reverse)

This function reverses black and white in a copy to create a negative image. Use this function to save toner when copying an original with large black areas.



Adjusting red/green/blue in copies (RGB Adjust)

Use this function to strengthen or weaken red, green, or blue (one color only) and thereby change the overall hue of the copy.



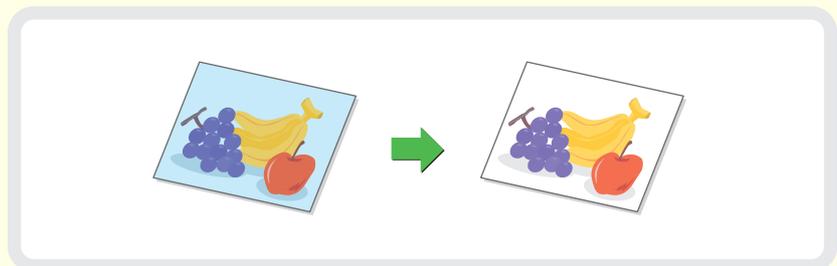
Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copied image.



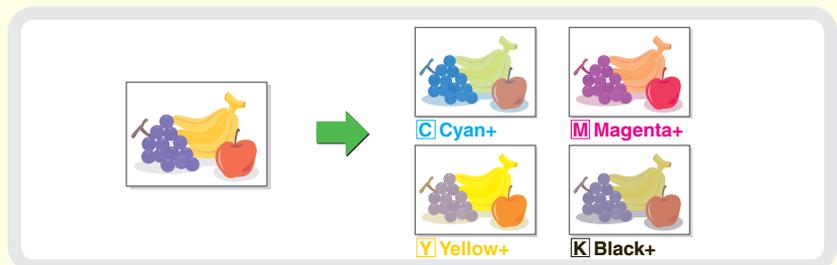
Whitening faint colors in copies (Suppress Background)

Use this function to suppress light background areas of the copied image. This is convenient for making a copy of an original that is printed on colored paper.



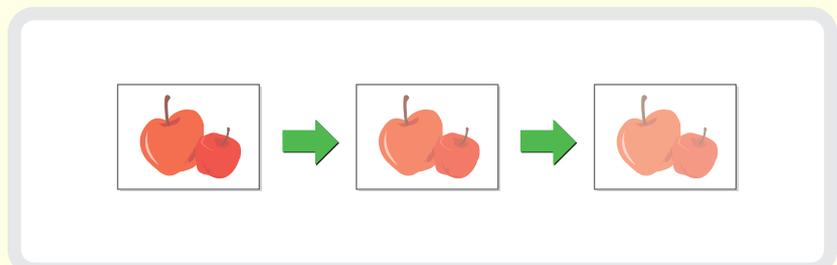
Adjusting the color (Color Balance)

Use this function to adjust the color balance in a color copy. The densities of the four colors cyan, magenta, yellow, and black can be adjusted.



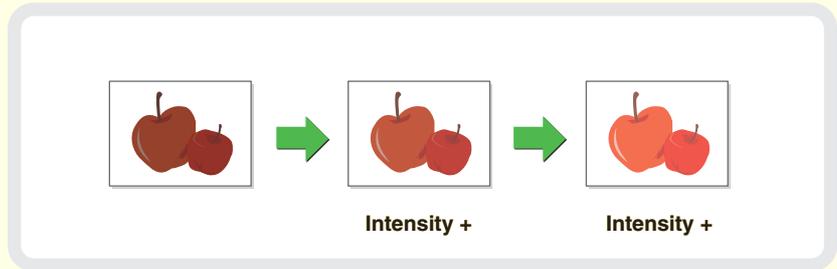
Adjusting the brightness of a copy (Brightness)

Use this function to adjust the brightness of a copy.



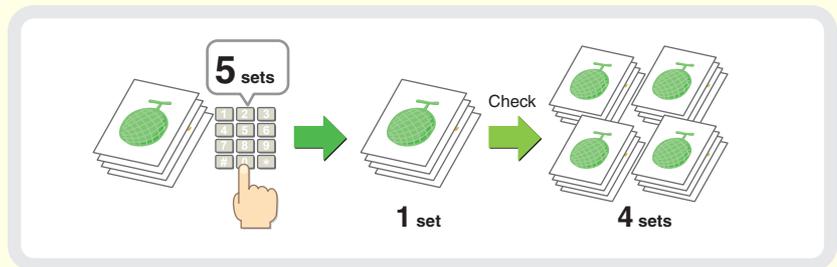
Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy.



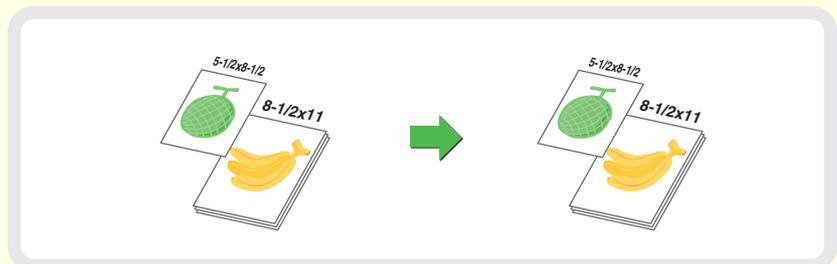
Checking copies before printing (Proof Copy)

When this function is used, only one set of copies is made, regardless of the number of sets specified. After the first set is checked for errors, the remaining sets can be printed.



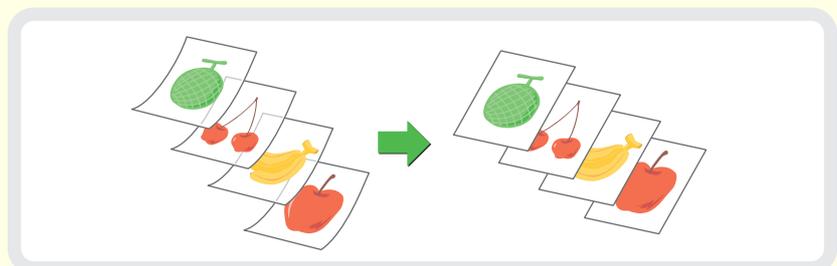
Copying originals that are different sizes (Mixed Size Original)

Even when a 5-1/2" x 8-1/2" original is mixed in with 8-1/2" x 11" originals, all originals can be copied at once. (An automatic document feeder must be installed.)



Copying thin originals (Slow Scan Mode)

Use this function to copy thin originals, which misfeed easily, using the automatic document feeder. (An automatic document feeder must be installed.)



Printing

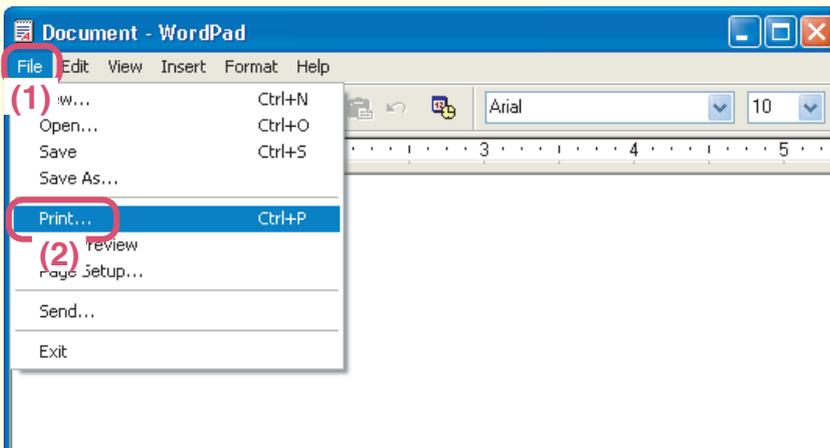
This section explains the basic procedure for printing using the printer driver of the machine. The settings that can be selected in the printer driver are also introduced.

The explanations of screens and procedures are primarily for Windows® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments.

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PRINTING

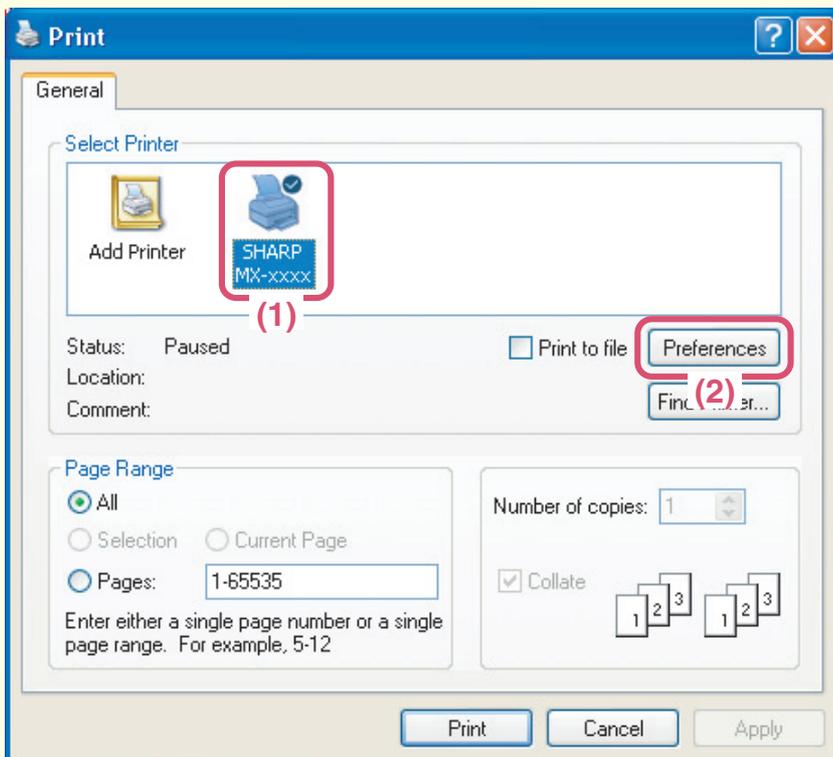
The basic procedure for printing a document or image from your computer is explained below. The procedure shows how to print a letter-size document using WordPad.



1

Select the print command in the application.

- (1) Open the [File] menu.
- (2) Select [Print].

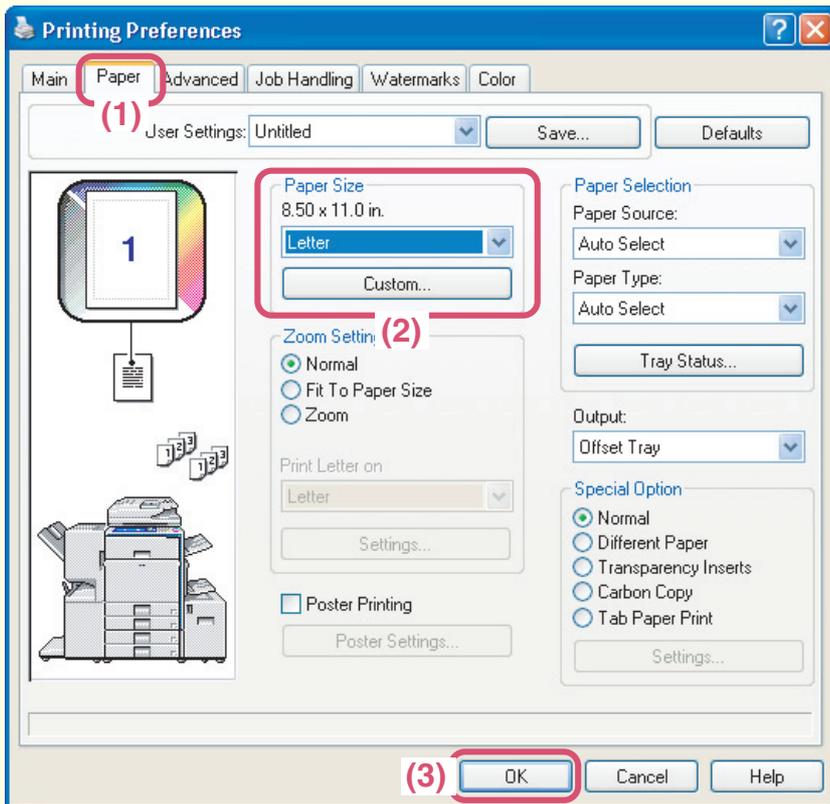


2

Open the printer driver properties window.

- (1) Select the printer driver of the machine.
- (2) Click the [Preferences] button.

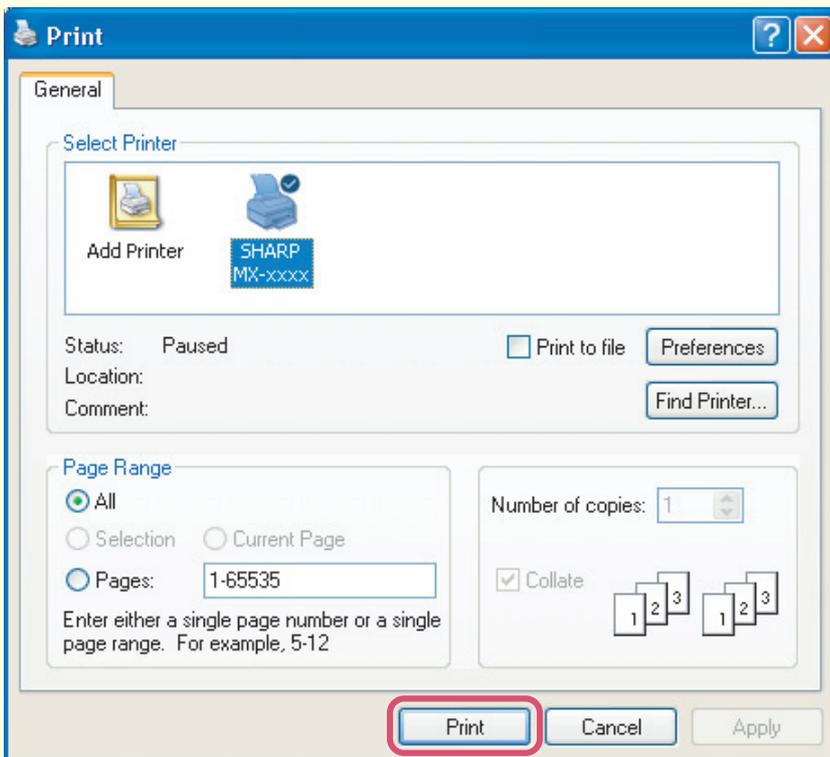
In Windows 98/Me/NT 4.0, click the [Properties] button. In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.



3

Select print settings.

- (1) Click the [Paper] tab.
- (2) Select the paper size.
- (3) Click the [OK] button.



4

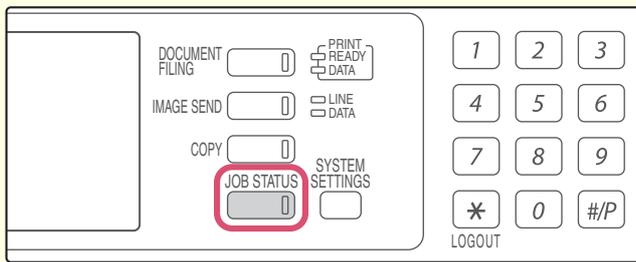
Click the [Print] button.

Printing begins.

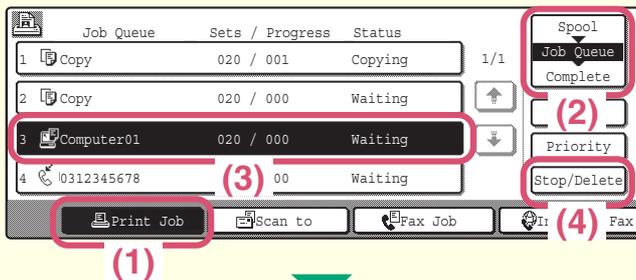
In Windows 98/Me/NT 4.0, click the [OK] button.

CANCELING A PRINT JOB

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

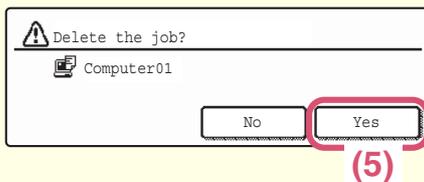


1
Press the [JOB STATUS] key.



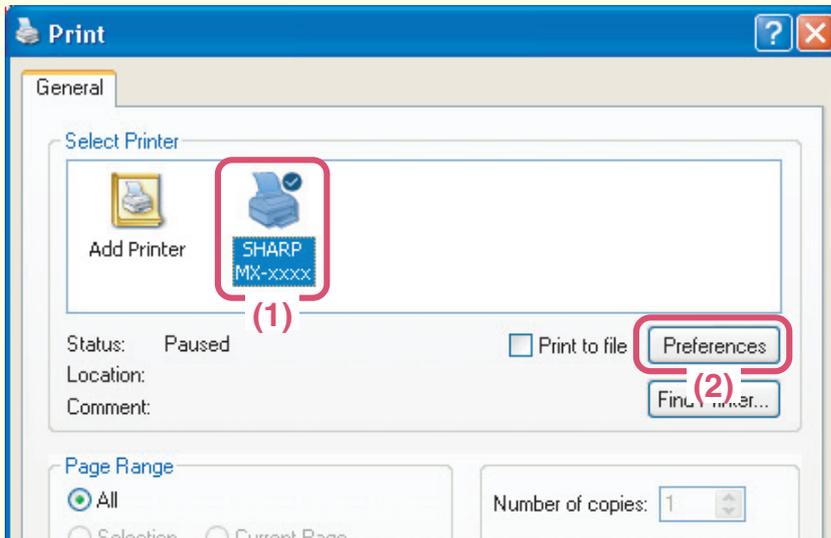
2
Cancel the job in the touch panel.

- (1) Touch the [Print Job] key.
- (2) Change the print job status mode to [Spool] or [Job Queue]
Change to the mode that shows the key of the job that you wish to cancel.
- (3) Touch the key of the print job that you wish to cancel.
- (4) Touch the [Stop/Delete] key.
- (5) Touch the [Yes] key.



USING PRINTER DRIVER HELP

When selecting settings in the printer driver properties window, you can display Help to view explanations of the settings.



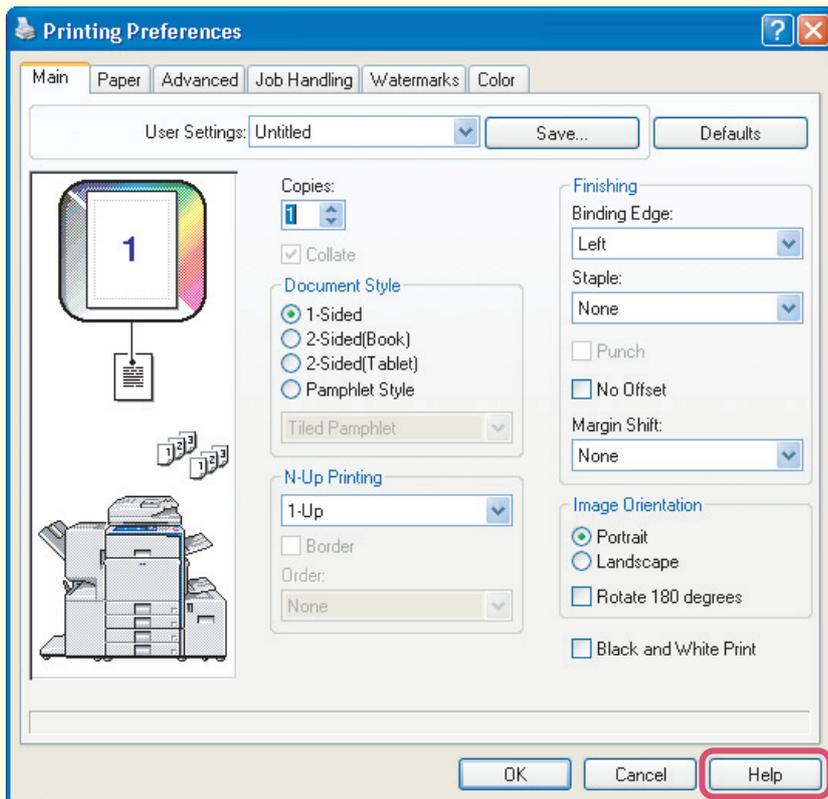
1

Open the printer driver properties window.

(1) **Select the printer driver of the machine.**

(2) **Click the [Preferences] button.**

In Windows 98/Me/NT 4.0, click the [Properties] button. In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.



2

Click the [Help] button.

To view Help for a particular setting, click the ? button in the upper right-hand corner of the window and then click the setting. If the information icon (i) appears, you can click the icon to view information on prohibited combinations of settings and other matters.

PRINTER DRIVERS

When using the printer function of the machine, you can configure a variety of settings in the printer driver properties window. This section introduces the types of printer drivers and the printer driver settings.

Printer driver types

PCL printer driver (provided with the machine)

The machine supports the Hewlett-Packard PCL6 and PCL5c printer control languages. It is recommended that you use the PCL6 printer driver. If you have a problem printing from older software using the PCL6 printer driver, use the PCL5c printer driver.

PS printer driver (for use when the PS3 expansion kit is installed)

This printer driver supports the PostScript 3 page description language developed by Adobe Systems Incorporated and enables the machine to be used as a PostScript 3 compatible printer.

For detailed information on using the drivers, see "PRINTER FUNCTION OF THE MACHINE" in the Printer Guide.

Printer driver settings

The settings that can be selected in the printer driver are grouped on six tabs. Click on a tab to bring it to the front. The settings on each tab are shown below.

Note that there are additional settings that are not shown below. For explanations of the other settings, see printer driver Help.

Main tab

- Document Style
- N-Up Printing
- Staple
- Punch
- Black and White Print
- Pamphlet style / Pamphlet staple
- Margin Shift
- Rotate 180 degrees

Paper Tab

- Fit To Paper Size
- Poster Printing
- Zoom / XY-Zoom
- Different Paper
- Transparency Inserts
- Carbon Copy
- Tab Paper Print (PCL only)

Advanced tab

- Mirror Image (PS only)
- Overlays
- Tab Paper Settings
- Tandem Print

Job Handling tab

- Retention
- Document Filing Settings

Watermarks tab

- Watermark
- Image Stamp

Color tab

- Color Adjustment
- Text To Black/Vector To Black
- Image Type

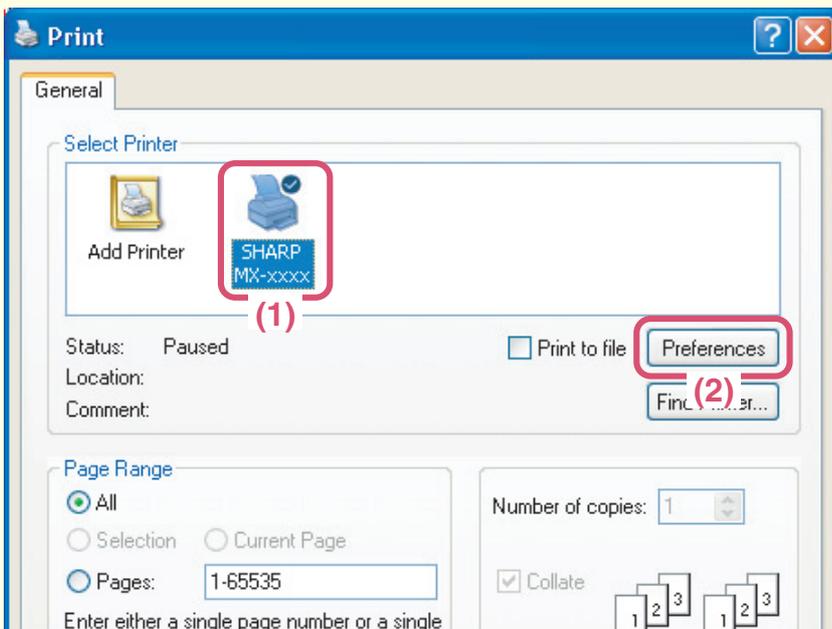
SELECTING PRINTER DRIVER SETTINGS

The procedure for selecting settings in the printer driver is explained below using "Fit To Paper Size" as an example.

The Fit To Paper Size function is used to automatically enlarge or reduce the print image to fit the selected paper size. In this example, a letter-size image will be printed on ledger-size paper.

The procedures for configuring printer driver settings vary by setting.

For more information on each of the settings, see "2. CONVENIENT PRINTING FUNCTIONS IN WINDOWS" in the Printer Guide.



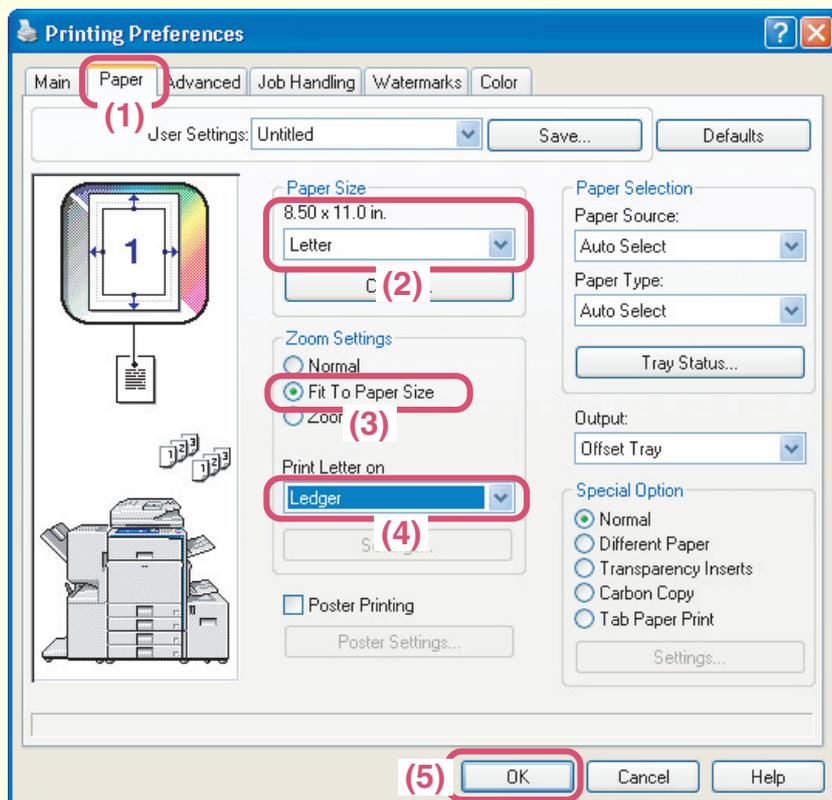
1

Open the printer driver properties window.

- (1) **Select the printer driver of the machine.**
- (2) **Click the [Preferences] button.**

In Windows 98/Me/NT 4.0, click the [Properties] button.

In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.



2

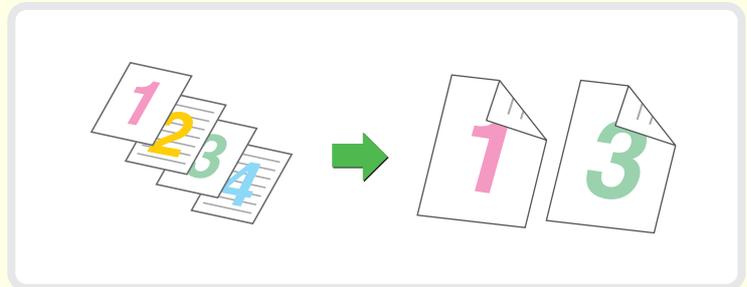
Select print settings.

- (1) **Click the [Paper] tab.**
- (2) **Select [Letter].**
Select the size of the print image.
- (3) **Select [Fit To Paper Size].**
- (4) **Select [Ledger].**
Select the size of paper that you want to print on.
- (5) **Click the [OK] button.**
This completes the settings. Start printing.

CONVENIENT PRINTER FUNCTIONS

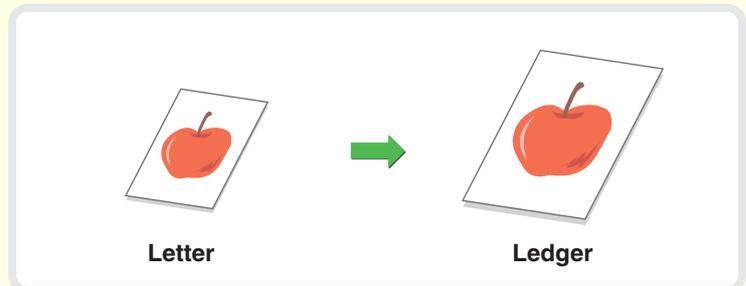
2-sided printing (Document Style)

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



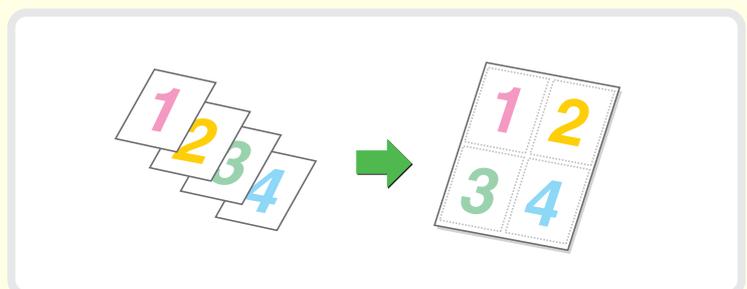
Fitting the print image to the paper (Fit To Paper Size)

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



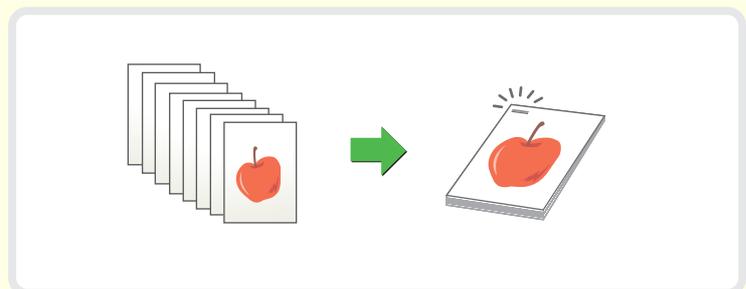
Printing multiple images on one sheet of paper (N-Up Printing)

Use this function to reduce and print multiple images on a single sheet of paper. 2, 4, 6, 8, 9, or 16 images can be printed on one sheet of paper. This is convenient when you wish to show an overall view of multiple pages or conserve paper.



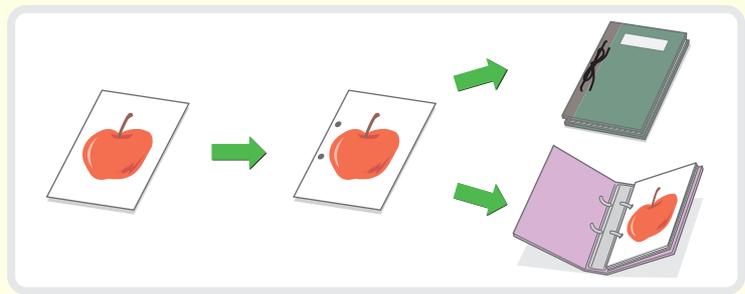
Stapling printed pages (Staple)

Use this function to staple printed output. (When a finisher is installed.)



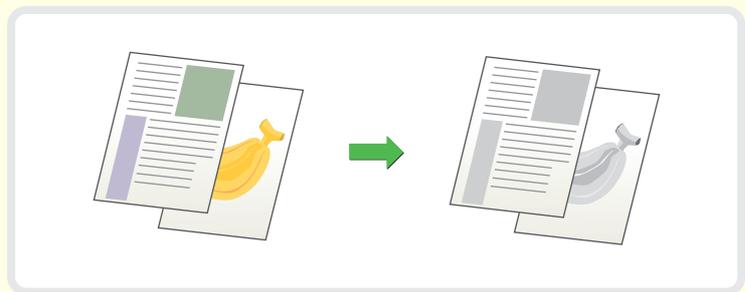
Punching holes in output (Punch)

Use this function to punch holes in the output.
(When a finisher/punch module is installed.)



Printing a color image in grayscale (Black and White Print)

Use this function to print color images in grayscale.
This lets you save color toner when color printing is not necessary, such as when you only need to check the contents of a document.



The machine also has these functions

See "2. CONVENIENT PRINTING FUNCTIONS IN WINDOWS" in the Printer Guide for detailed information on each function.

Functions convenient for creating pamphlets and posters

- Creating a pamphlet (Pamphlet/Pamphlet Staple)
- Adding margins (Margin Shift)
- Creating a large poster (Poster Printing)

Functions to adjust the size and orientation of data

- Rotating the print image 180 degrees (Rotate 180 Degrees)
- Enlarging and reducing the print image (Zoom/XY-Zoom)
- Inverting the image (Mirror Image)

Color mode adjustment function

- Adjusting the brightness and contrast of the image (Color Adjustment)
- Printing light text or lines in black (Text To Black/Vector To Black)
- Selecting color settings to match the image type (Image Type)

Functions that combine text and images

- Adding a watermark to printed pages (Watermark)
- Printing another image over the print image (Image Stamp)
- Creating overlays for print images (Overlays)

Print functions for special purposes

- Printing specified pages on different paper (Different Paper)
- Keeping sheets from sticking together when printing on transparency film (Transparency Inserts)
- Printing a carbon copy (Carbon Copy)
- Printing text on the tabs of tabbed paper (Tab Printing)

Convenient printer functions

- Using two machines to print a large print job (Tandem Print)
- Using the document filing function (Retention/Document Filing)

PRINTING FROM A MACINTOSH

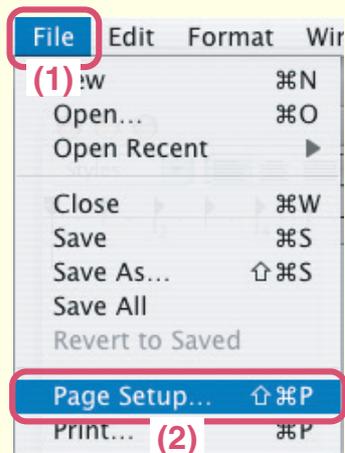
This section explains the basic procedure for printing from a Macintosh.

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

To print from a Macintosh, the PS3 expansion kit must be installed in the machine and the machine must be connected to a network. For the procedure for installing the PPD file, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

Setting the paper size

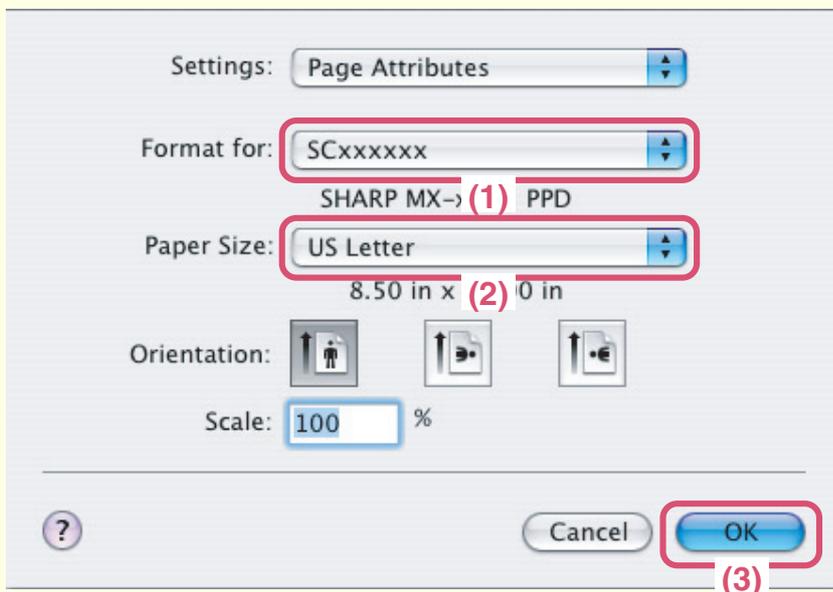
The following example explains how to set the paper size to "Letter".



1

Open the page setup screen in the software application.

- (1) Open the [File] menu.
- (2) Select [Page Setup].



2

Set the paper size in the page setup screen.

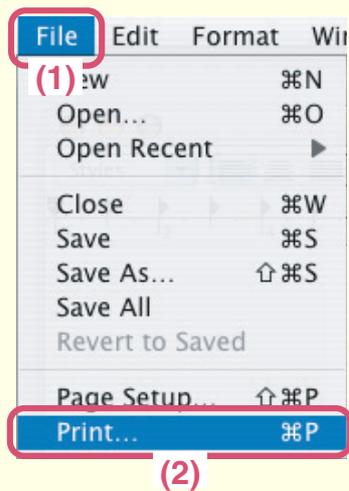
- (1) Make sure that the correct printer is selected.

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

- (2) Select [US Letter].
- (3) Click the [OK] button.

The window varies depending on the operating system version, the printer driver version, and the application.

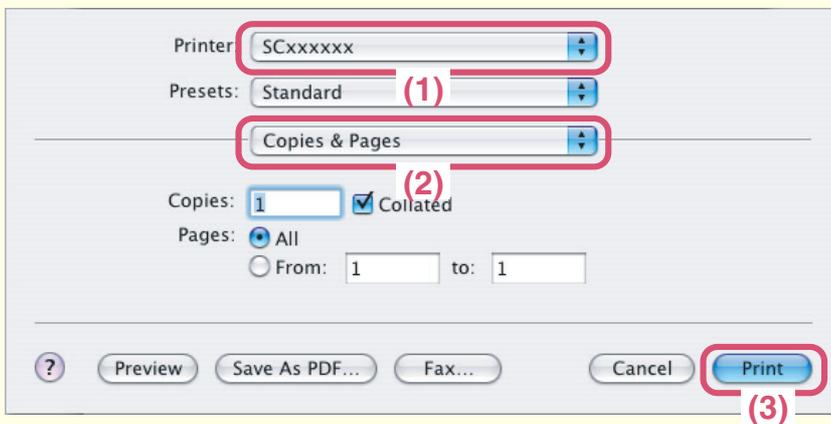
Printing a file



1

Select the print command in the application.

- (1) Open the [File] menu.
- (2) Select [Print].



2

Select print settings and click the [Print] button.

- (1) Make sure that the correct printer is selected.

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

- (2) Select print settings.

Click ▾ next to [Copies & Pages] ([General] in Mac OS 9.0 to 9.2.2) and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.

- (3) Click the [Print] button.

Printing begins.

The print window varies depending on the operating system version, the printer driver version, and the application.

Scanning

This section explains the uses of the network scanner function and the basic procedure for using scan mode. In addition, special modes that can be used with the network scanner function are introduced.

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

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▶ SELECTING THE EXPOSURE AND EXPOSURE MODE	60
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NETWORK SCANNER FUNCTION

You can send a scanned image file to various destinations using the network scanner function of the machine. The network scanner function has the following modes.

Scan modes

Scan to E-mail

The scanned file is sent by e-mail.

Scan to FTP

The scanned file is sent to a specified directory on an FTP server.

Scan to Network folder

The scanned file can be sent to a shared folder on a computer on your network. Transmission is possible to computers running the following operating systems:

Windows 98/NT 4.0/2000/XP/Server 2003

Scan to Desktop

The scanned file is sent to a specified folder on your computer. (Software must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM provided with the network scanner expansion kit that accompanies the machine. For the procedures for installing the software, see the Sharpdesk Installation Guide.)

Internet Fax mode

A fax can be sent via the Internet. This function requires the expense of an Internet connection, however, if you already have Internet service or frequently send faxes, this function can help reduce communication costs.

USB Memory mode

The scanned file is sent to and stored in a USB memory device*¹ connected to the machine.

PC Scan mode

You can scan an original using a TWAIN*² compliant software application on a computer on the same network as the machine.

When you intend to edit the scanned image, it is convenient to be able to perform the scan operation from your computer.

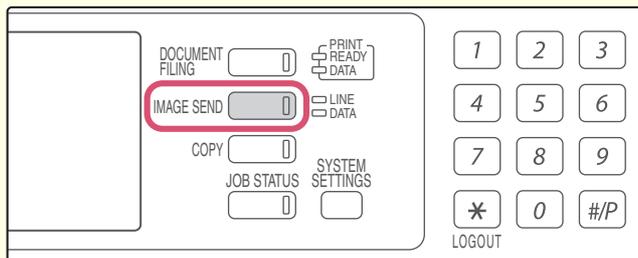
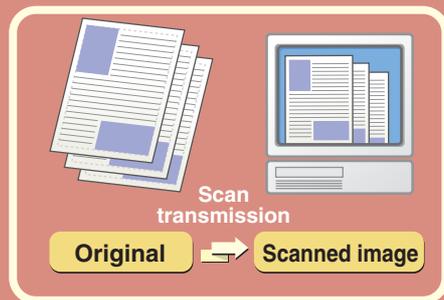
To use PC Scan mode, the scanner driver must be installed from the "Software CD-ROM" provided with the machine. Operating systems that can be used are Windows 98/Me/2000/XP/Server 2003.

*1 A USB memory device is a storage device that is connected via a USB interface.

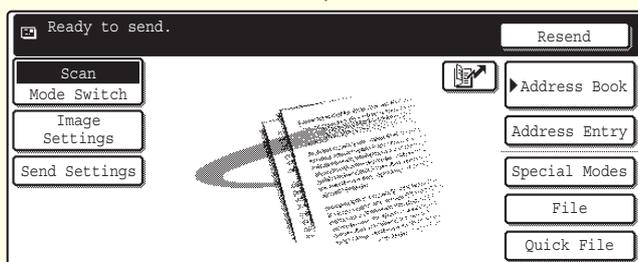
*2 TWAIN is an interface standard used for scanners and other image input devices. When the TWAIN driver is installed on your computer, you can use any TWAIN-compliant application to scan an image.

SCANNING AN ORIGINAL

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



1
Press the [IMAGE SEND] key.



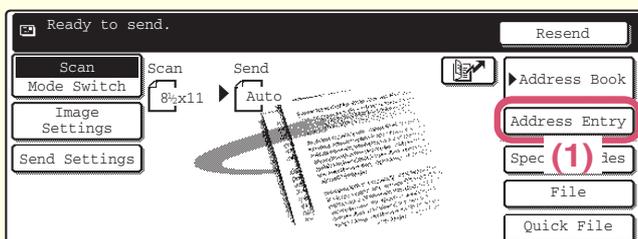
The base screen of scan mode appears.

The side to be scanned must be face up!



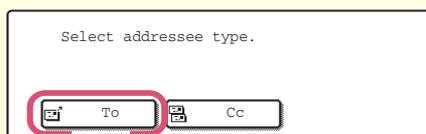
2
Place the original.

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



3
Select the destination in the touch panel.

(1) Touch the [Address Entry] key.



(2) Touch the [To] key.

A text entry screen will appear. Enter the destination e-mail address.

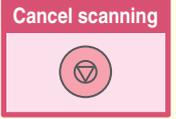
To enter text, see "6. ENTERING TEXT" in the User's Guide.

4

Press the [COLOR START] key or the [BLACK & WHITE START] key.



or

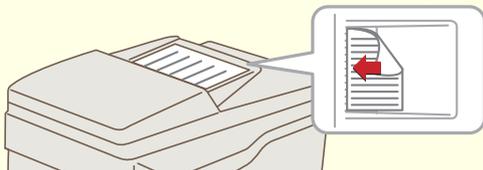


CHANGING THE RESOLUTION

You can select the resolution to match the original type.

This section explains how to set the resolution to "300x300dpi", which creates a clearer image than the default resolution.

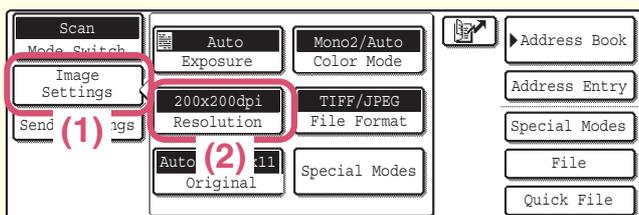
The side to be scanned must be face up!



1

Place the original.

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

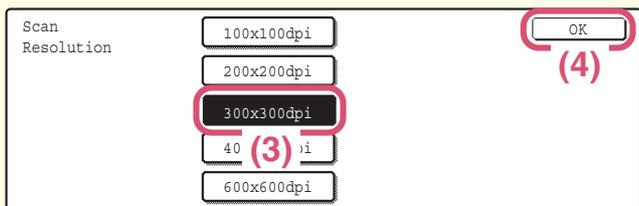


2

Select the resolution in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [Resolution] key.



(3) Touch the [300x300dpi] key.

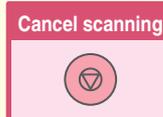
(4) Touch the [OK] key.

3

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



or

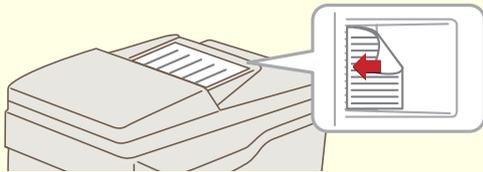


SELECTING THE EXPOSURE AND EXPOSURE MODE

The exposure can be set to match the darkness of the colors in the original and the exposure mode can be set to match the original type.

This section explains how to darken a light original and set the exposure mode to "Text".

The side to be scanned must be face up!



1

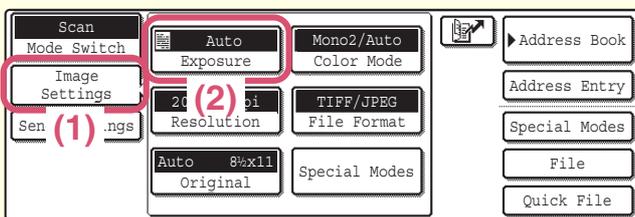
Place the original.

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

2

Select exposure settings in the touch panel.

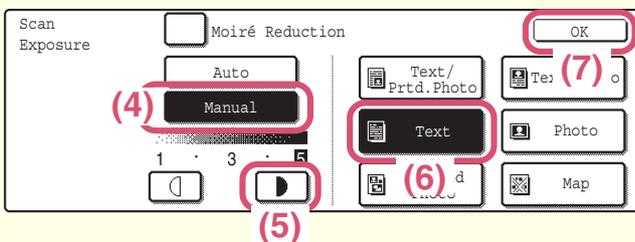
- (1) Touch the [Image Settings] key.
- (2) Touch the [Exposure] key.
- (3) Read the displayed message and touch the [OK] key.
- (4) Touch the [Manual] key.
- (5) Darken light colors with the  key. Five levels are available for the contrast. Darken light originals with the  key, and lighten dark originals with the  key.
- (6) Touch the [Text] key.
- (7) Touch the [OK] key.



When Fax/I-Fax address is included, exposure setting shared among Fax/I-Fax/Scanner mode is selected.

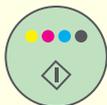
OK

(3)

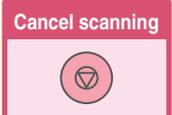


3

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



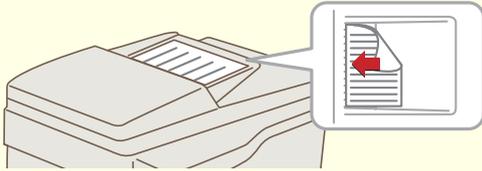
or



CHANGING THE FILE FORMAT

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

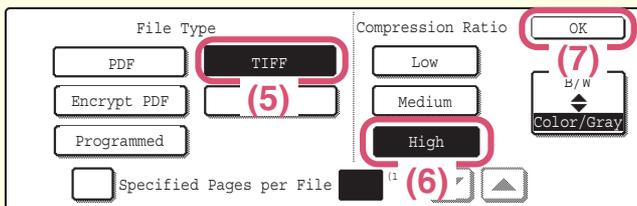
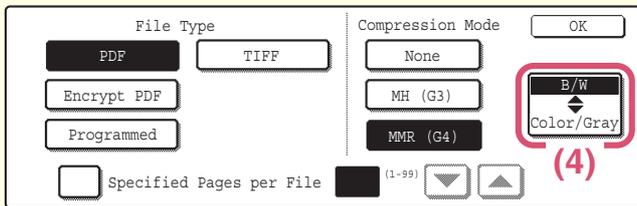
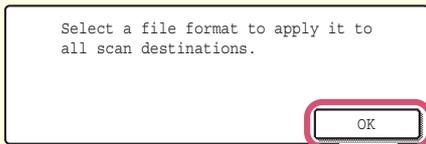
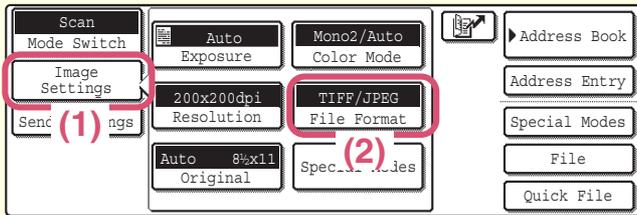
The side to be scanned must be face up!



1

Place the original.

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



2

Select format settings in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [File Format] key.

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

(4) Change the mode to Color/Grayscale mode.

(5) Touch the [TIFF] key.

(6) Touch the [High] key.

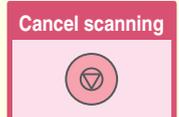
This sets the compression to high. A higher compression ratio creates a smaller file size.

(7) Touch the [OK] key.

3

Select the destination and press the [COLOR START] key.

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

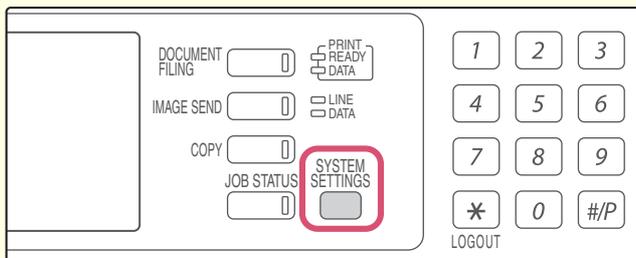


STORING A DESTINATION

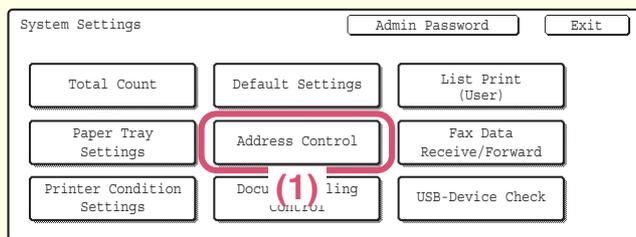
The procedure for storing e-mail addresses in one-touch keys for Scan to E-mail is explained below. Stored e-mail addresses can be entered quickly and easily.

If you frequently send images to the same group of destinations, the e-mail addresses of those destinations can be stored as a group. To store destinations for the other modes of the network scanner function, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" in the Scanner Guide.

Storing a individual key

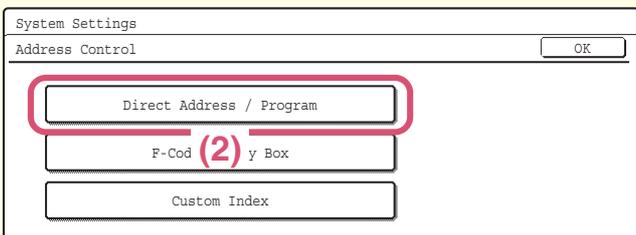


1
Press the [SYSTEM SETTINGS] key.

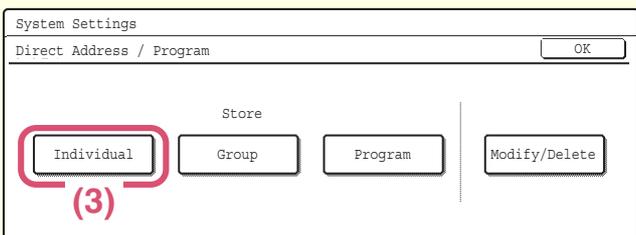


2
Store the Scan to E-mail destination in the touch panel.

(1) Touch the [Address Control] key.



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

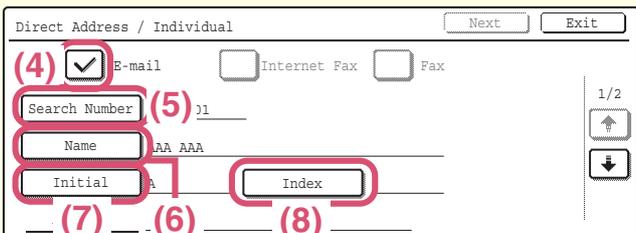


(3) Touch the [Individual] key.

(4) Select the [E-mail] checkbox so that a checkmark appears.

(5) Touch the [Search Number] key.

The "Search Number" is automatically assigned. The search number can be changed in the screen that appears when the [Search Number] key is touched. However, a number that is already in use cannot be used.



(6) Touch the [Name] key.

A text entry screen appears. Enter the name of the destination (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(7) Touch the [Initial] key.

A text entry screen appears. Enter initials for the destination (max. of 10 characters).

(8) Touch the [Index] key.

Direct Address / Individual

No.001

Index OK

Select the custom index where you register this address.

User 1 User 2 User 3 User 4 User 5 User 6

Do (9) register this address at the [Frequent Use], too?

Yes No

Direct Address / Individual

E-mail Internet Fax Fax

Search Number 001 Registration is completed.

Name AAA AAA

Address xxx@xx.xxx.com

Index User 1

1/2

Exit

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

- (9) **Touch the [User 1] key.**
The user index selected here can be used in the address book screen.
- (10) **Touch the [Yes] key.**
Touch the [Yes] key if you wish to have the stored destination appear on the frequent use tab of the address book. Otherwise, touch the [No] key.
- (11) **Touch the [OK] key.**
- (12) **Touch the [Address] key.**
A text entry screen appears. Enter the E-mail address that you want to store.
- (13) **Touch the [Exit] key.**

Storing a group key

DOCUMENT FILING PRINT READY DATA

IMAGE SEND LINE DATA

COPY

JOB STATUS SYSTEM SETTINGS

LOGOUT

1 2 3

4 5 6

7 8 9

* 0 #/P

1

Press the [SYSTEM SETTINGS] key.

System Settings

Admin Password Exit

Total Count Default Settings List Print (User)

Paper Tray Settings Address Control Fax Data Receive/Forward

Printer Condition Settings Docu ling Control USB-Device Check

2

Store the group in the touch panel.

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

System Settings

Address Control OK

Direct Address / Program

F-Cod y Box

Custom Index

**Store the group in the touch panel.
(Continued)**

(3) Touch the [Group] key.

(4) Touch the [Group Name] key.

A text entry screen appears. Enter the name of the group (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(5) Touch the [Initial] key.

A text entry screen appears. Enter initials for the destination (max. of 10 characters).

(6) Touch the [Index] key.

(7) Touch the [User 1] key.

The user index selected here can be used in the address book screen.

(8) Touch the [Yes] key.

Touch the [Yes] key if you wish to have the stored destination appear on the frequent use tab of the address book. Otherwise, touch the [No] key.

(9) Touch the [OK] key.

(10) Touch the [Address] key.

(11) Touch the destination key that you want to store next.

The selected key is highlighted.

To store a destination that is not stored in a one-touch key, touch the [Direct Entry] key and enter the e-mail address.

(12) Touch the [OK] key.

(13) Touch the [Exit] key.

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same image can be sent to multiple destinations in a single operation. The destinations can also include fax and Internet fax destinations.

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

The side to be scanned must be face up!



1

Place the original.

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

2

Select destination settings in the touch panel.

(1) Touch the [Address Book] key.

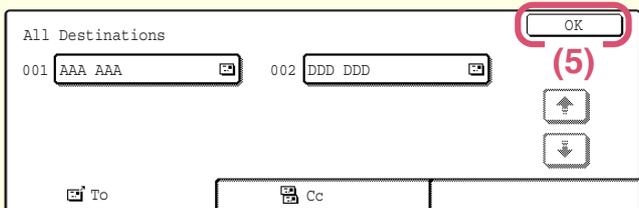
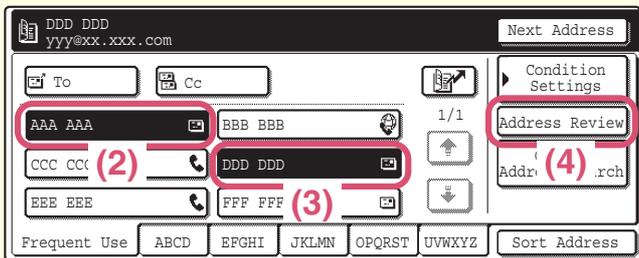
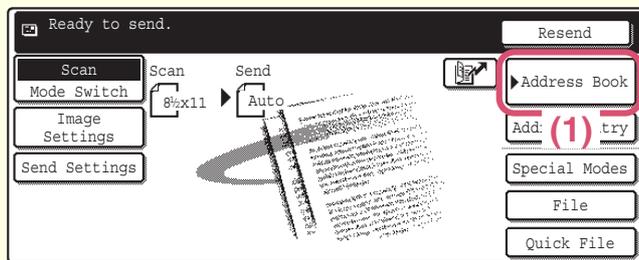
(2) Touch the one-touch key in which the desired destination is stored.

(3) Touch the one-touch keys of the other desired destinations.

(4) Touch the [Address Review] key.

(5) Check the destinations and then touch the [OK] key.

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

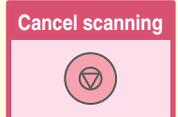


or



3

Press the [COLOR START] key or the [BLACK & WHITE START] key.

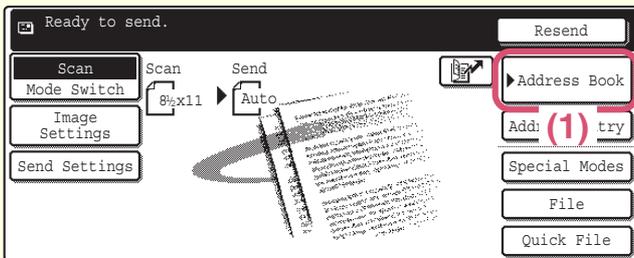


CONVENIENT TRANSMISSION METHODS

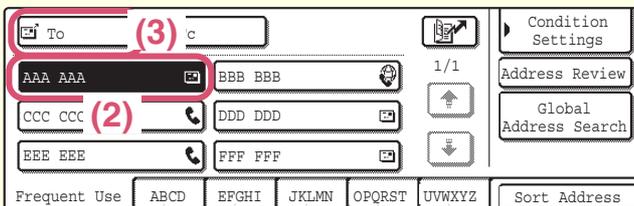
Convenient transmission functions are available such as one-touch sending and resending that make it easy to send an image.

One-touch key

A destination stored in a one-touch key can be called up by a simple touch of the key.



(1) Touch the [Address Book] key.



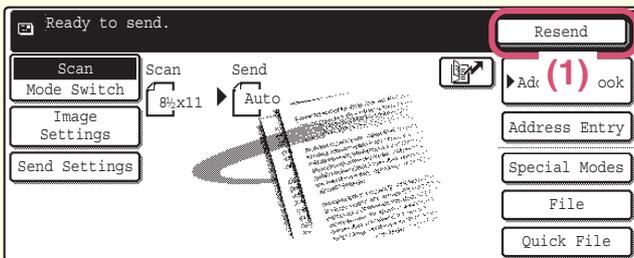
(2) Touch the key of the desired destination.

(3) Touch the [To] key.

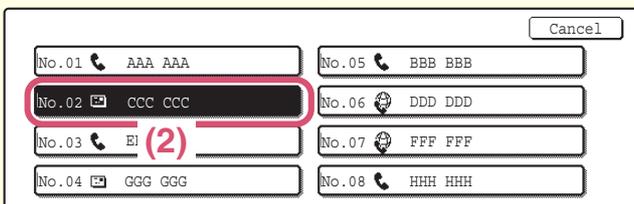
If an e-mail address is stored in the one-touch key, select [To] or [Cc] to specify the type of recipient after selecting the key.

Resending

The [Resend] key can be touched to send an image to one of the most recent 8 transmission destinations. Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.



(1) Touch the [Resend] key.



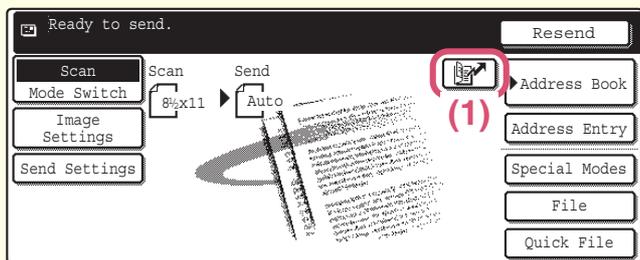
(2) Touch the key of the desired destination.
The destinations that appear also include fax and Internet fax destinations.

Speed sending

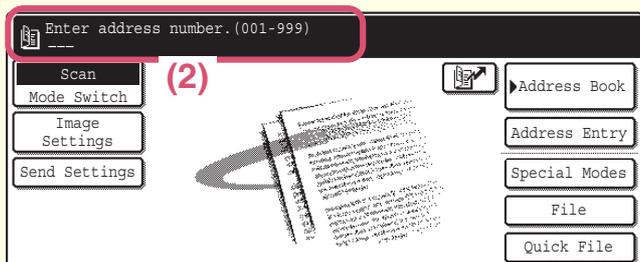
When you store a individual key or a group key, a 3-digit search number is assigned.

You can select a destination using the  key and the 3-digit search number.

To check a search number, print the appropriate list in the sending address list menu in the system settings.



(1) Touch the  key.



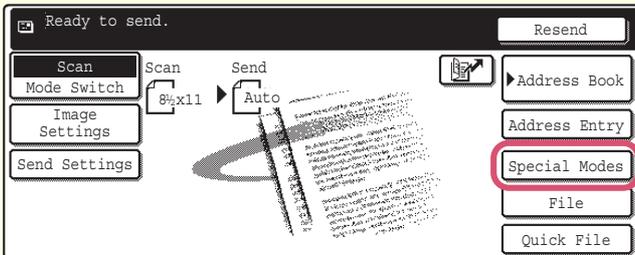
(2) Enter the 3-digit search number with the numeric keys.

SPECIAL SCAN MODES

The special modes make it possible to perform a variety of scan transmissions for specific purposes. The following pages show the types of scan transmissions that can be performed. (The procedures for using each special mode are not explained.)

Each special mode has its own settings and procedures, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Suppress Background" as an example.

For the specific procedures for using the special modes, see "7. CONVENIENT FUNCTIONS" in the Scanner Guide.



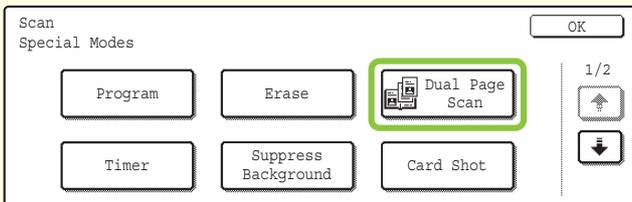
To use a special mode, open the special modes menu and touch the key of mode that you wish to use.

The menu varies depending on whether scan mode, Internet fax mode, or USB memory scan mode is selected.

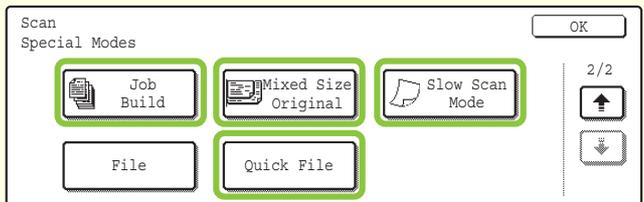
Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu by touching the [Special Modes] key that appears after the [Image Settings] key is touched.)

Scan mode

1st screen

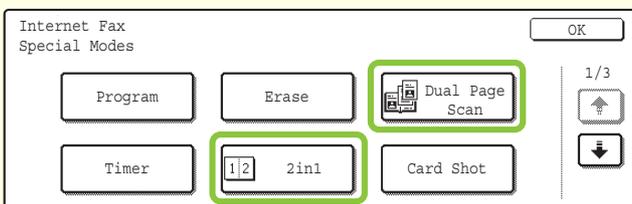


2nd screen

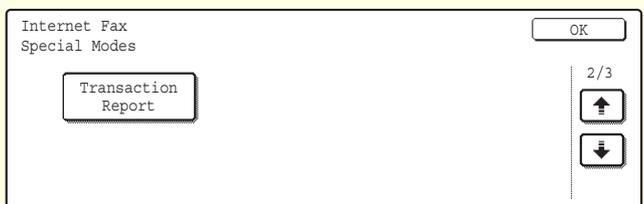


Internet fax mode

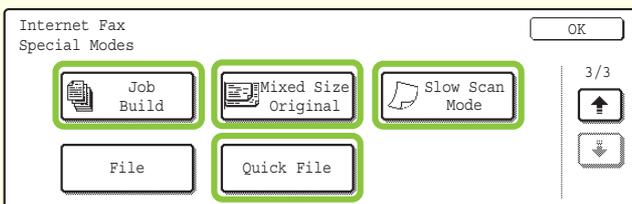
1st screen



2nd screen

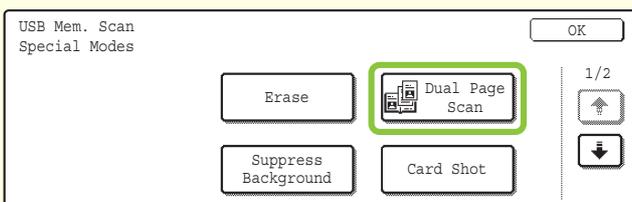


3rd screen

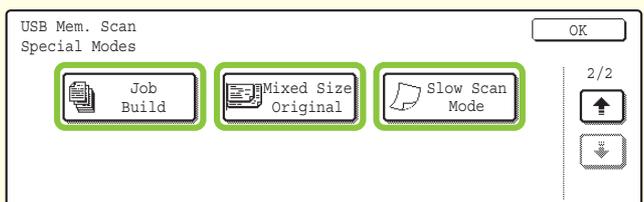


USB memory scan mode

1st screen



2nd screen



When a special mode key encircled by  is touched, the key is highlighted and the setting is completed. The keys that appear will vary depending on what peripheral devices are installed.

SELECTING SPECIAL MODES FOR THE SCANNER FUNCTION

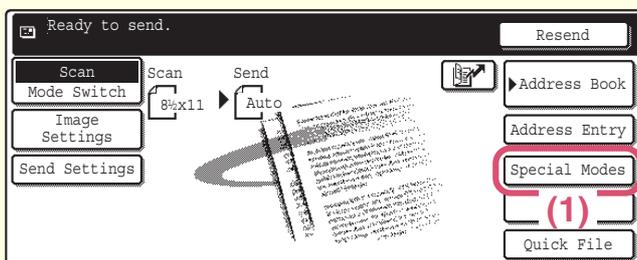
The procedure for selecting a special mode for the scanner function is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting "Suppress Background" is explained here as an example.

The side to be scanned must be face up!



1 Place the original.

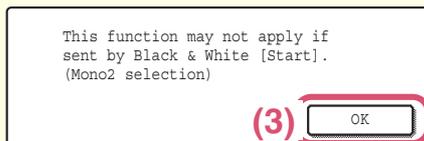
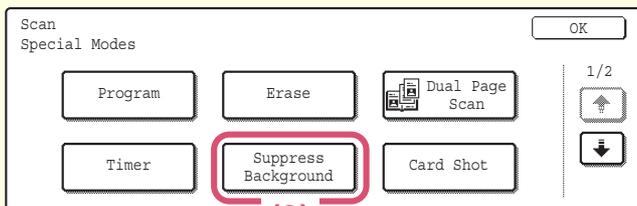
When using the document glass, place the original with the side to be scanned face down.



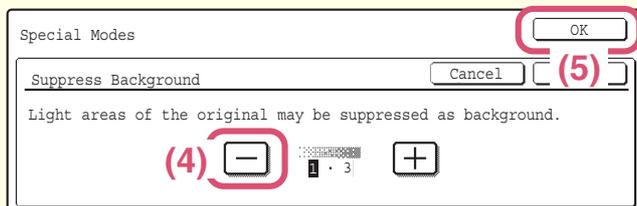
2 Select the desired special mode (example: suppress background) settings in the touch panel.

(1) Touch the [Special Modes] key.

(2) Touch the [Suppress Background] key.



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



(4) Set the darkness of the background that will be left with the \ominus \oplus keys.

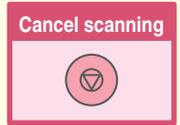
Three levels are available. Touch the \ominus key to leave lighter backgrounds. Touch the \oplus key to leave darker backgrounds. Here, "1" is set for the lightest background.

(5) Touch the [OK] key.

3

Select the destination and press the [COLOR START] key.

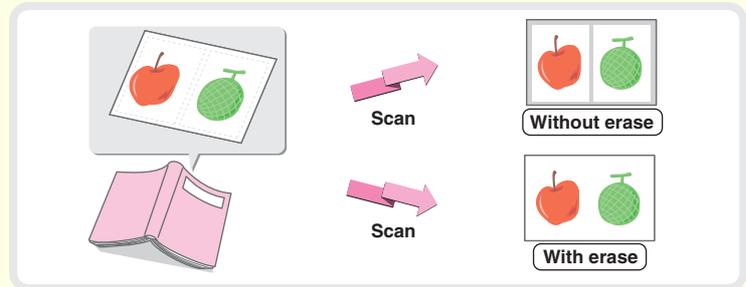
This function cannot be used when the color mode is set to [Mono2].



CONVENIENT SCANNER FUNCTIONS

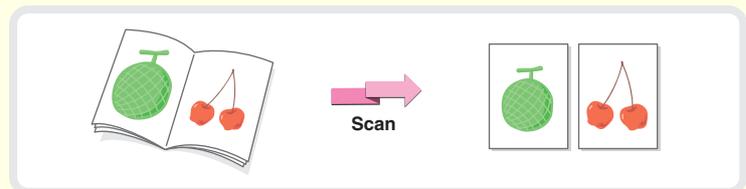
Erasing peripheral shadows (Erase)

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



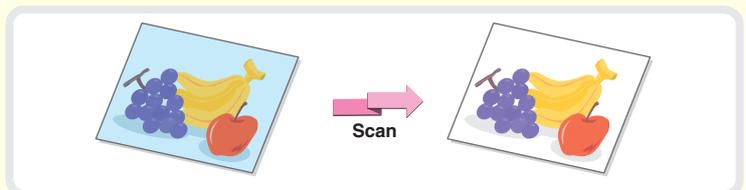
Scanning the left and right pages of a bound document as two separate pages (Dual Page Scan)

Use this function to scan the left and right pages of an open pamphlet or other bound document as separate pages.



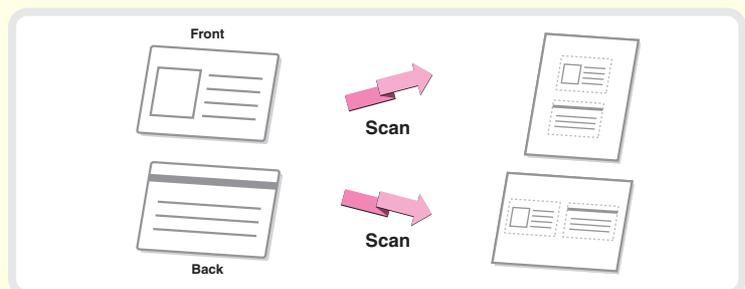
Whitening faint colors (Suppress Background)

Use this function to suppress light background areas in the scanned image. This is convenient for scanning an original that is printed on colored paper. This function does not operate in black and white mode.



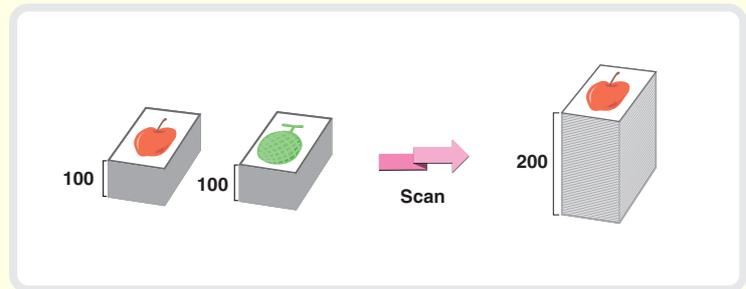
Scanning both sides of a card onto a single page (Card Shot)

Use this function to scan the front and back of a card as a single image.



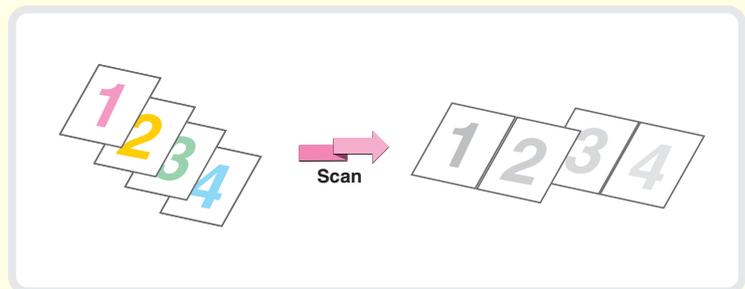
Sending a large number of pages (Job Build)

The maximum number of originals that can be fed through the automatic document feeder at once is 100 sheets. If you need to scan more than 100 originals at once, the job build function lets you divide the originals into sets and feed each set. (An automatic document feeder must be installed.)



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

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



The machine also has these functions

For the specific procedures for using the special modes, see "7. CONVENIENT FUNCTIONS" or "8. INTERNET FAX FUNCTIONS" in the Scanner Guide.

- Sending an image at a specified time (Timer)
- Using stored settings (Program)
- Scanning thin originals (Slow Scan Mode)
- Scanning different sizes of originals together (Mixed Size Original)
- Changing the print settings for the transaction report (Transaction Report)
- Forwarding a received Internet fax to an e-mail address (Inbound Routing Settings)

Document filing

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

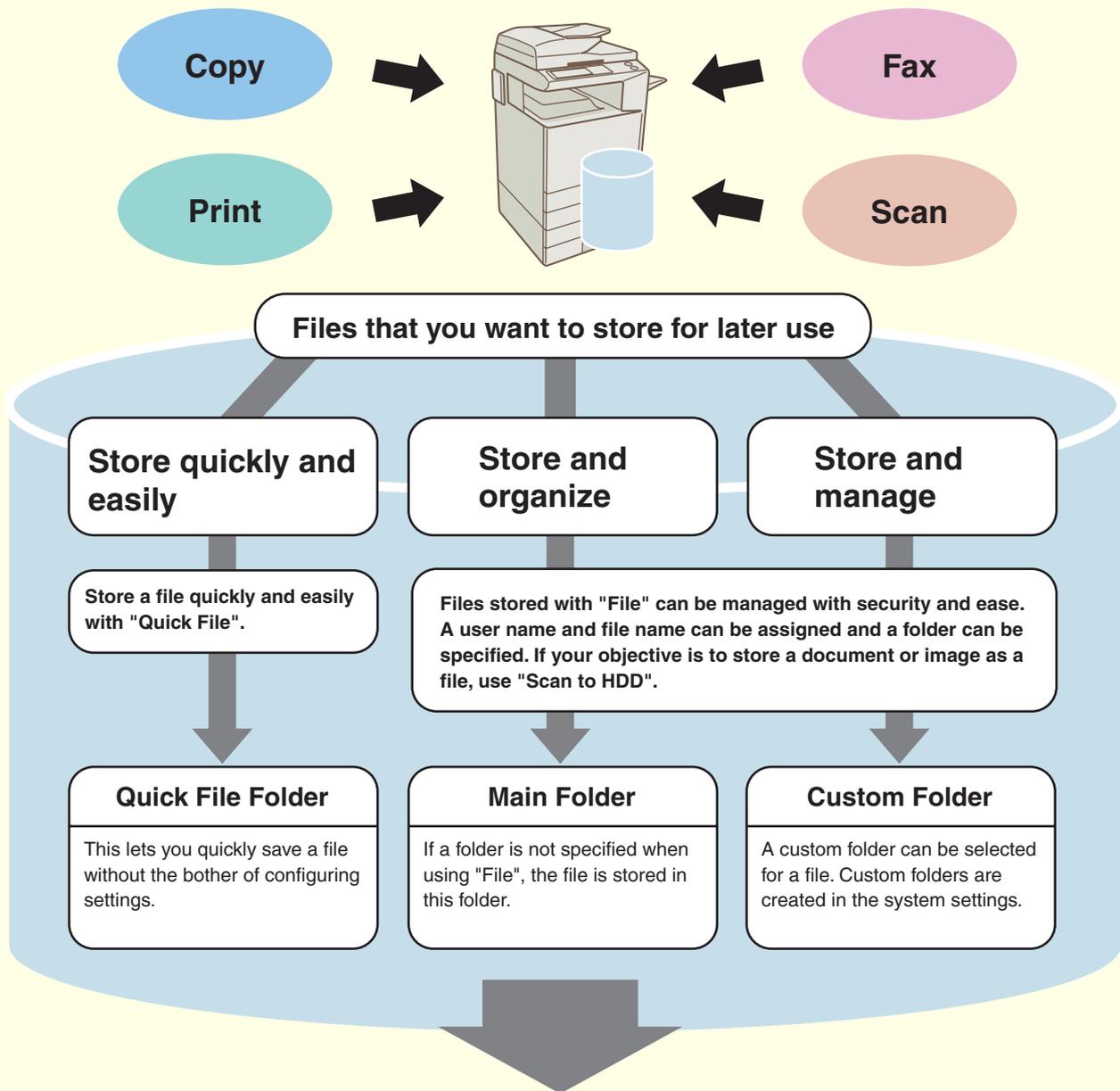
This section introduces several of the document filing functions.

▶ DOCUMENT FILING	74
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▶ APPENDING INFORMATION WHEN STORING A FILE (File)	77
▶ ONLY SAVING DOCUMENT DATA (Scan to HDD) ...	79
▶ PRINTING A SAVED FILE	80

DOCUMENT FILING

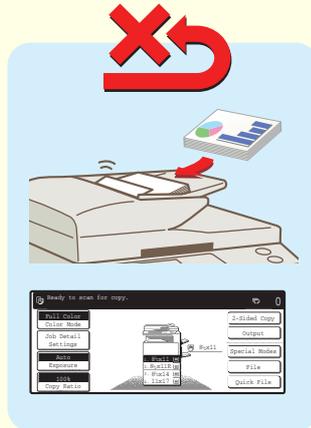
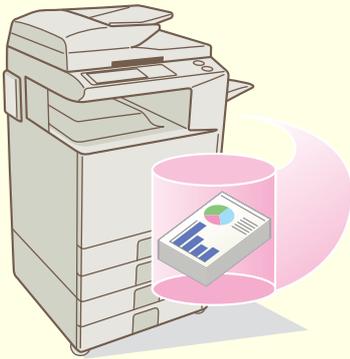
The document filing function allows you to save the document data of a copy or fax job, as a file on the machine's hard drive. The file can be called up as needed and printed or transmitted.

Uses of the document filing function



Stored files can be printed or transmitted whenever needed.

The document filing function is convenient in these situations

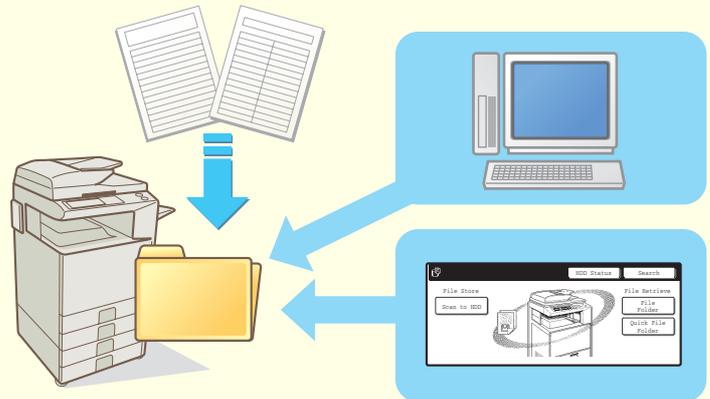


You prepared copies of a many-page handout for a meeting, but the number of participants suddenly increases and you need to quickly prepare more copies of the handout.

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

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

If you store the forms for daily or weekly reports together in a folder, users can obtain a form using the Web page or the operation panel of the machine.



Features that make the document filing function even more convenient

When user authentication is enabled, "My Folder" can be specified in the user information of the users. When a user calls up a stored file, "My Folder" appears first, saving the user the trouble of selecting the folder.

QUICKLY SAVING DOCUMENT DATA (Quick File)

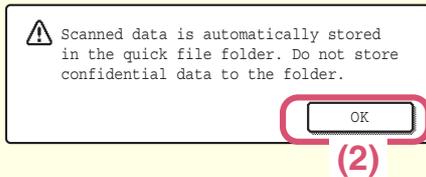
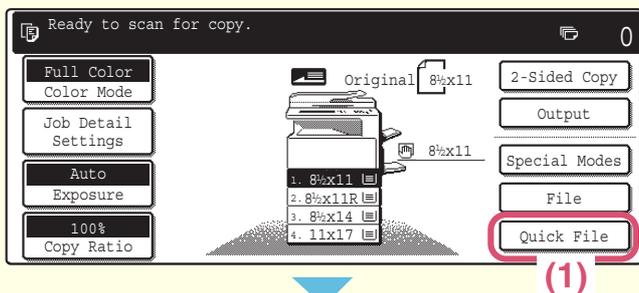
This section explains the Quick File feature of the document filing function using copying as an example. Quick File is the easiest way to save a file using the document filing function.

The side to be scanned must be face up!



1 Place the original.

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

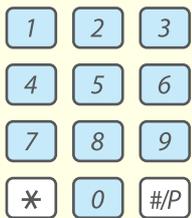


2 Select Quick File in the touch panel.

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

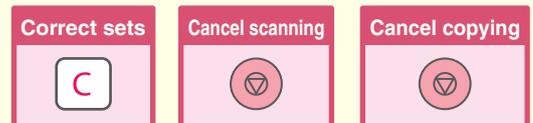
(1) Touch the [Quick File] key.

(2) Touch the [OK] key.



3 Perform the copy operation.

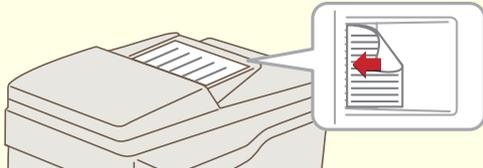
The file is stored on the hard drive at the same time as the copy is made.



APPENDING INFORMATION WHEN STORING A FILE (File)

As an example, the procedure for storing a scanned image in the main folder when using the copy function is explained below. Unlike quick file, a file name and user name can be assigned to the file.

The side to be scanned must be face up!



1

Place the original.

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

2

Select File settings in the touch panel.

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

(1) Touch the [File] key.

(2) Touch the [User Name] key.

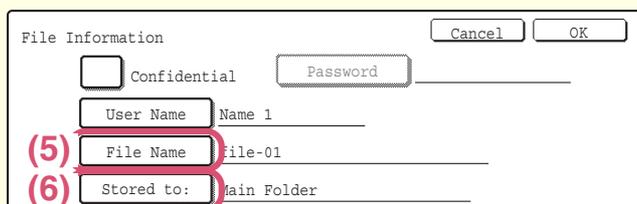
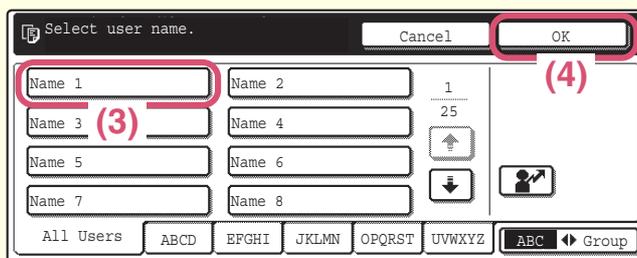
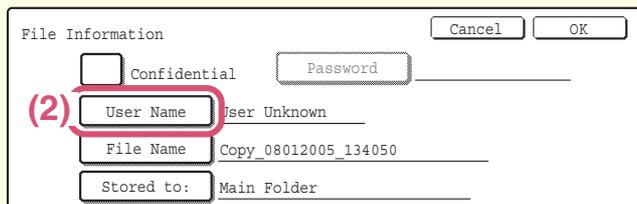
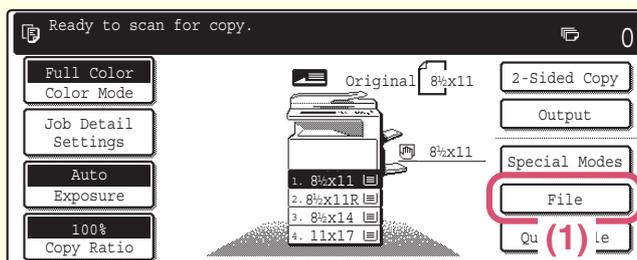
(3) Touch the [Name 1] key.

(4) Touch the [OK] key.

(5) Touch the [File Name] key.

A text entry screen appears. Enter the name of the destination (max. of 30 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

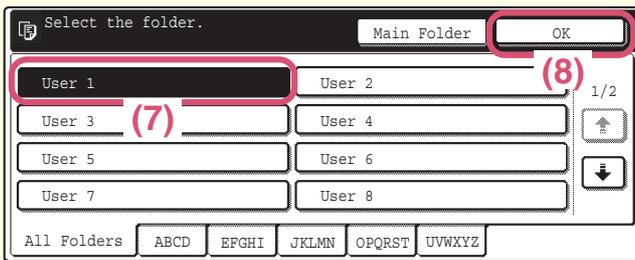
(6) Touch the [Stored to:] key.



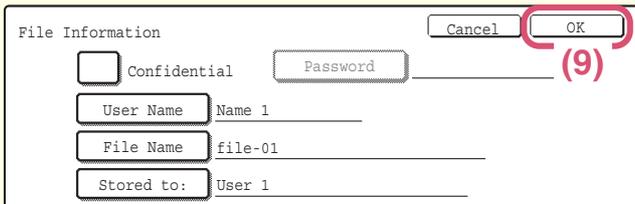
Select File settings in the touch panel.
(Continued)

(7) Touch the [User 1] key.

(8) Touch the [OK] key.



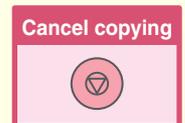
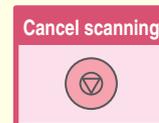
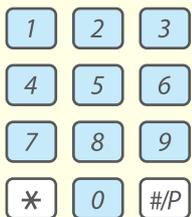
(9) Touch the [OK] key.



3

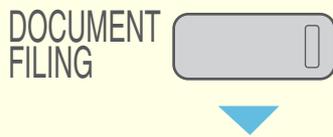
Set the number of copies and then press the [COLOR START] key or the [BLACK & WHITE START] key.

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



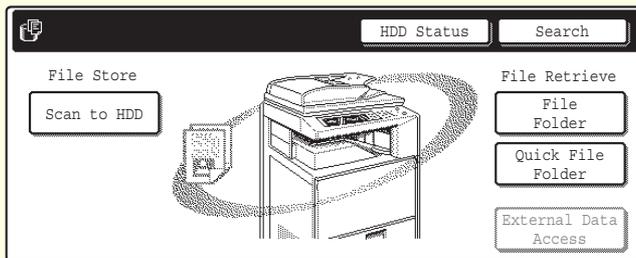
ONLY SAVING DOCUMENT DATA (Scan to HDD)

You can save document data without performing a copy, print, or send job. The procedure for storing a file in a main folder is explained below.

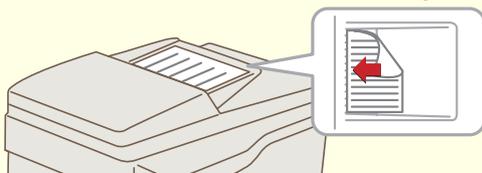


1
Press the [DOCUMENT FILING] key.

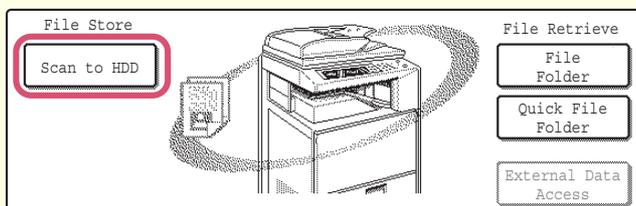
The base screen of document filing mode appears.



The side to be scanned must be face up!



2
Place the original.
When using the document glass, place the original with the side to be scanned face down.



3
Touch the [Scan To HDD] key.

The Scan to HDD base screen appears.



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

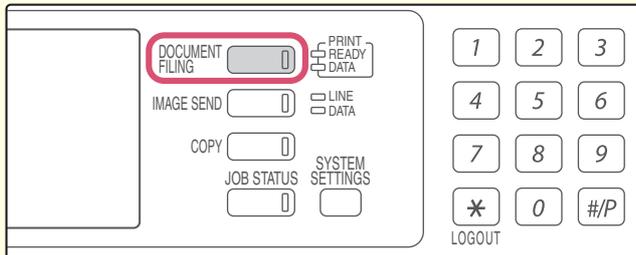


or

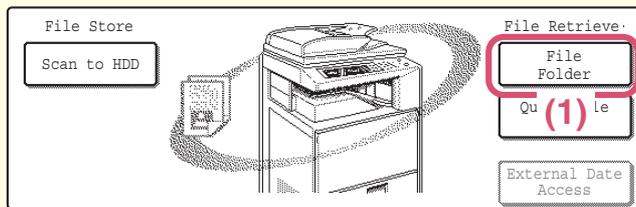


PRINTING A SAVED FILE

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



1
Press the [DOCUMENT FILING] key.

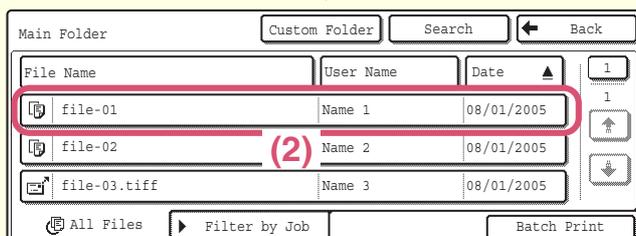


2
Select the file in the touch panel and print it.

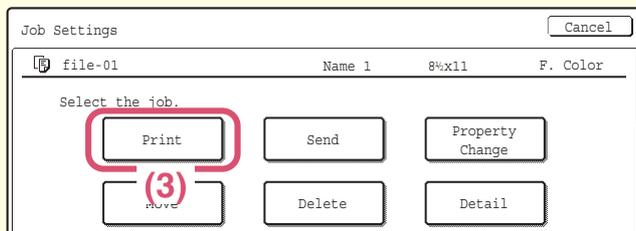
(1) Touch the [File Folder] key.

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

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



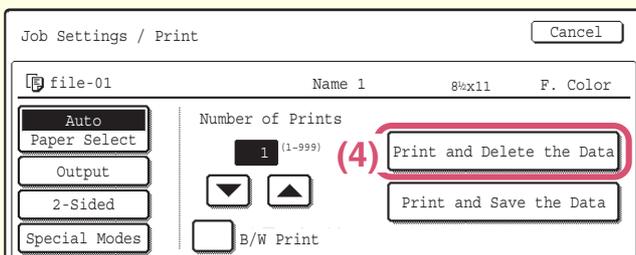
(3) Touch the [Print] key.



(4) Touch the [Print and Delete the Data] key.

To delete the file after printing it, select [Print and Delete the Data].

To keep the file after printing it, touch the [Print and Save the Data] key.



System settings

The system settings let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the system settings.

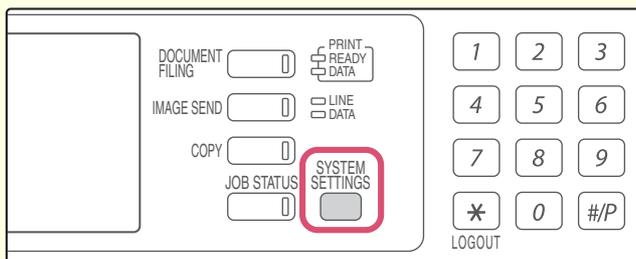
For detailed explanations of the system settings, see the System Settings Guide.

▶ **SYSTEM SETTINGS 82**

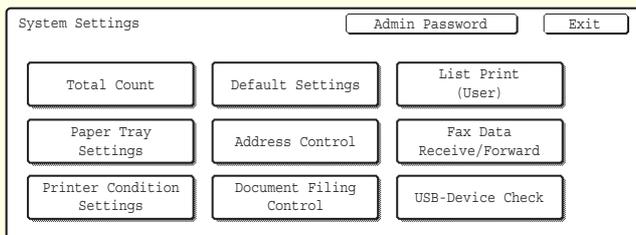
SYSTEM SETTINGS

The date and time can be set, fax and scan destinations can be stored, document filing folders can be created, and various other settings related to the operation of the machine can be configured in the system settings screen. The procedure for opening the system settings screen and the items in the screen are explained below. For detailed explanations of the system settings, see the System Settings Guide. For system settings related to the fax function, see the "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Displaying the system settings screen



Press the [SYSTEM SETTINGS] key.



The system settings screen will appear. The keys that appear will vary depending on what peripheral devices are installed.

What you can do in the system settings

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

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 this manual are primarily for Windows® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments. The screens may vary depending on the version of the operating system.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest 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.

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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 right tray and stand/2 x 500 sheet paper drawer are installed. To further explain certain functions and uses, some explanations assume that additional peripheral devices 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>
--

SHARP[®]

MODEL: MX-2300N
MX-2700N

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

Software Setup Guide



Keep this manual close at hand for reference
whenever needed.

Thank you for purchasing this product. This manual explains how to install and configure the software that allows the machine to be used as a printer or scanner for a computer.

This manual also explains how to install the printer drivers and software that are used when the expansion kits are installed, and how to install the scanner driver.

If the software is not installed correctly or you need to remove the software, see "INSTALLATION" in the separate "Troubleshooting" manual.

Please note

- The explanations in this manual assume that you have a working knowledge of your Windows or Macintosh computer.
- 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 this manual are primarily for Windows® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments. The screens may vary depending on the version of the operating system.
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- 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.

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To further explain certain functions and uses, some explanations assume that additional peripheral devices 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>
--

SOFTWARE LICENSE

The SOFTWARE LICENSE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENSE.

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1

BEFORE INSTALLING THE SOFTWARE

This chapter describes the software programs that allow you to use the printer and scanner functions of the machine, the CD-ROMs that contain the software, and the pages where the installation procedures can be found.

CD-ROMS AND SOFTWARE

The software that can be used with the machine is on the CD-ROMs that accompany the machine and the expansion kits. Before installing the software, make sure that your computer and the machine meet the system requirements described in "VERIFYING SYSTEM REQUIREMENTS" (page 5).

SOFTWARE CD-ROM

The "Software CD-ROM" contains the printer driver and other software. The "Software CD-ROM" consists of 2 disks.

Disc 1

Software for Windows

- **Printer driver**

These allow the machine to be used as a printer.

- **PCL6 and PCL5c printer driver**

The machine supports the Hewlett-Packard PCL6 and PCL5c printer control languages. It is recommended that you use the PCL6 printer driver. If you have a problem printing from older software using the PCL6 printer driver, use the PCL5c printer driver.

- **PS printer driver**

The PS printer driver supports the PostScript 3 page description language developed by Adobe Systems Incorporated.

- **PPD driver**

The PPD driver enables the machine to use the standard Windows PS printer driver.

- ☞ WHEN THE MACHINE IS CONNECTED TO A NETWORK (page 8)

- ☞ WHEN THE MACHINE WILL BE CONNECTED WITH A USB CABLE (page 15)

- **Printer Status Monitor**

This allows you to monitor the status of the machine on your computer screen.

- ☞ INSTALLING THE PRINTER STATUS MONITOR (page 26)

Disc 2

Software for Windows

• PC-Fax driver

This enables you to send a file from your computer as a fax using the same procedure as when printing the file. (When the fax option is installed.)

Even if the fax function is not installed, the PC-Fax driver can be updated using the CD-ROM in the Internet fax expansion kit to enable you to send a file from your computer as an Internet fax in the same way as you print a file.

☞ INSTALLING THE PRINTER DRIVER / PC-FAX DRIVER (page 8)

• Scanner driver (TWAIN driver)

This allows you to use the scanner function of the machine from a TWAIN-compliant software application.

☞ INSTALLING THE SCANNER DRIVER (page 28)

• Printer Administration Utility

This allows the administrator to monitor the machine and configure machine settings from a computer. To install and use the Printer Administration Utility, see the Readme file and the manual in PDF format on the "Software CD-ROM" (Disc 2). The Readme file and manual are in the following folder on the CD-ROM. (Substitute the letter of your CD-ROM drive for "R" in the following path.)

R:\Sadmin\Documents\EnglishA

Software for Macintosh

• PPD file

This is the printer description file which enables the machine to be used as a PostScript 3 compatible printer. The PS3 expansion kit is required to use the machine in a Macintosh environment.

☞ MAC OS X (v10.3.3 TO 10.4) (page 30)

☞ MAC OS X (v10.2.8) (page 33)

☞ MAC OS X (v10.1.5) (page 36)

☞ MAC OS 9.0 TO 9.2.2 (page 38)

In a Macintosh environment, the PS3 expansion kit can be installed to use the machine as a network printer. The scanner driver and PC-Fax driver cannot be used on the Macintosh.

OTHER CD-ROMS

▶ **"PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit (for Windows/Macintosh)**

This contains the display fonts that are used with the PS printer driver.

(Install the PS printer driver and Macintosh PPD file from the "Software CD-ROM".)

📖 INSTALLING THE PS DISPLAY FONTS (page 40)

▶ **"PRINTER UTILITIES" CD-ROM that accompanies the Internet fax expansion kit (for Windows)**

This CD-ROM is used to update the PC-Fax driver on the "Software CD-ROM" so that it can be used to send Internet faxes (PC-I-Fax function).

If you wish to use the PC-I-Fax function, first install the PC-Fax driver from the "Software CD-ROM" and then run the installer on this CD-ROM. If the PC-Fax driver is already installed, run only the installer. (There is no need to reinstall the PC-Fax driver.)

📖 INSTALLING THE PRINTER DRIVER / PC-FAX DRIVER (page 8)

▶ **"Sharpdesk/Network Scanner Utilities" CD-ROM (for Windows)**

This contains software that helps you get the most out of the images that you scan on the machine. The software includes "Sharpdesk", a desktop document management application that enables integrated management of scanned images and files created using a variety of applications.

To use the "Scan to Desktop" scanner function, the "Network Scanner Tool" must be installed from the CD-ROM. To install and use the software on the CD-ROM, see the accompanying "Sharpdesk Installation Guide".

VERIFYING SYSTEM REQUIREMENTS

HARDWARE AND SOFTWARE REQUIREMENTS

Before installing the software described in this manual, make sure that your computer satisfies the following requirements.

	Windows	Macintosh ^{*5}
Operating system ^{*1}	Windows 98, Windows Me, Windows NT Workstation 4.0 (Service Pack 5 or later) ^{*2} , Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows 2000 Server, Windows Server 2003	Mac OS 9.0 to 9.2.2, Mac OS X v10.1.5, Mac OS X v10.2.8, Mac OS X v10.3.3 to 10.4
Computer type	IBM PC/AT compatible computer Equipped with a 10Base-T/100Base-TX LAN board or equipped standard with a USB 2.0 ^{*3} /1.1 ^{*4} port.	An environment in which any of the operating systems listed above can fully operate.
Display	800 x 600 dots (SVGA), 256 colors (or higher)	
Other hardware requirements	An environment that allows any of the above operating systems to fully operate.	

*1 Printing is not possible in MS-DOS mode.

*2 USB is not supported. The scanner driver cannot be installed.

*3 The machine's USB 2.0 port will transfer data at the speed specified by the USB2.0 (Hi-Speed) standard only if the Microsoft USB 2.0 driver is preinstalled in the computer, or if the USB 2.0 driver for Windows 2000 Professional/XP that Microsoft provides through "Windows Update" is installed.

*4 Compatible with models preinstalled with Windows 98, Windows Me, Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows 2000 Server, or Windows Server 2003, and which are equipped standard with a USB interface.

*5 Cannot be used when the machine is connected with a USB cable. The PC-Fax driver and scanner driver cannot be used.



Administrator's rights are required to install the software in Windows NT 4.0/2000/XP/Server 2003.

DRIVER REQUIREMENTS

The following requirements must be met to use the drivers described in this manual.

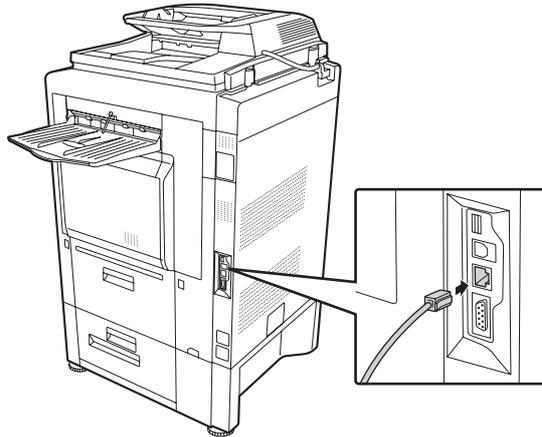
PS printer driver, PPD driver	The PS3 expansion kit is required.
PC-Fax driver*	This can only be used when the facsimile expansion kit is installed. When the Internet fax expansion kit is installed, the PC-Fax driver can be updated using the "PRINTER UTILITIES" CD-ROM to enable the driver to be used as a PC-I-Fax driver. (In this case, the driver can be used without the facsimile expansion kit.)
Scanner driver	This can only be used when the machine is connected to a network. (This cannot be used when the machine is connected by a USB cable.)
Macintosh PPD file	This can be used when the PS3 expansion kit is installed and the machine is connected to a network. (This cannot be used when the machine is connected by a USB cable.)

* To use the PC-Fax driver, Internet Explorer 4.0 or later must be installed on your computer.

CONNECTING THE MACHINE

CONNECTING TO A NETWORK

To connect the machine to a network, connect the LAN cable to the machine's network connector. Use a shielded LAN cable.



After connecting the machine to a network, be sure to configure the IP address and other network settings before installing the software. (The factory default setting for the IP address is to receive the IP address automatically when the machine is used in a DHCP environment.)

Network settings can be configured using "Network Settings" in the system settings (administrator) on the machine.

- ⚠
- If the machine is used in a DHCP environment, the IP address of the machine may change. If this happens, printing will not be possible. This problem can be avoided by using a WINS server or by assigning a permanent IP address to the machine.
 - This manual explains how to set up the software in a Windows network environment and in a Macintosh network environment.

CONNECTING THE MACHINE WITH A USB CABLE (Windows)

The machine can be connected to a computer using a USB cable if the computer is a Windows computer. (The USB interface on the machine cannot be used in a Macintosh environment.)

The machine and computer should be connected while the printer driver is being installed. If a USB cable is connected before the printer driver is installed, the printer driver will not be installed correctly. For the procedure for connecting a USB cable, see "WHEN THE MACHINE WILL BE CONNECTED WITH A USB CABLE" (page 15).

2

SETUP IN A WINDOWS ENVIRONMENT

This section explains how to install the software and configure settings so that the printer and scanner function of the machine can be used with a Windows computer.

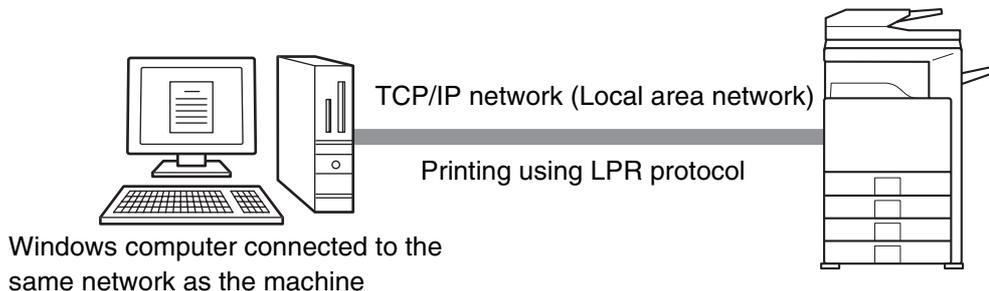
INSTALLING THE PRINTER DRIVER / PC-FAX DRIVER

To install the printer driver or the PC-Fax driver, follow the appropriate procedure in this section depending on whether the machine is connected to a network or connected by USB cable.

☞ WHEN THE MACHINE WILL BE CONNECTED WITH A USB CABLE (page 15)

WHEN THE MACHINE IS CONNECTED TO A NETWORK

This section explains how to install the printer driver and the PC-Fax driver when the machine is connected to a Windows network (TCP/IP network).



Supported operating systems: Windows 98/Me/NT 4.0*/2000*/XP*/Server 2003*

* Administrator's rights are required to install the software.

- The PS3 expansion kit is required to use the PS printer driver or the PPD driver.
- To install the PPD driver when Windows 98/Me/NT 4.0 is used, see "USING THE STANDARD WINDOWS PS PRINTER DRIVER (Windows 98/Me/NT 4.0)" (page 22) and install the driver using the Add Printer Wizard.
- To use the machine as a network printer in Windows NT 4.0, "TCP/IP Protocol" must be installed on your computer. If this is not installed, see Windows NT 4.0 Help to install "TCP/IP Protocol".
- **To print to the machine over the Internet using the IPP function when the machine is installed in a remote location, or to print using the SSL (encrypted communication) function, see "Printing using the IPP function and the SSL function" (page 12) and install the printer driver or the PC-Fax driver.**
- The installation procedure in this section is for both the printer driver and the PC-Fax driver, although the explanations are centered on the printer driver.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

- If you are installing the printer driver, insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.
- If you are installing the PC-Fax driver, insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] (), and then double-click the [CD-ROM] icon ().

In Windows 98/Me/NT 4.0/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon ().

4 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.

5 Read the message in the "Welcome" window and then click the [Next] button.

6 Click the [Printer Driver] button.

- To install the PC-Fax driver, click the [PC-Fax Driver] button.
- To view information on the software, click the [Display Readme] button.



7 Click the [Next] button.

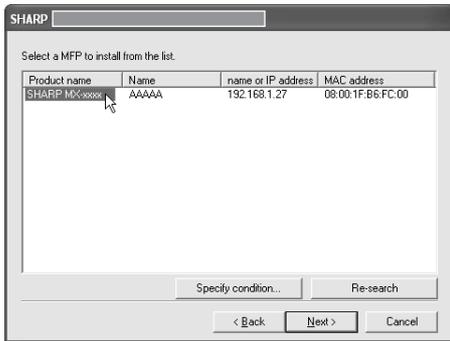
8 Click the [Standard installation] button.



 When [Custom installation] is selected, you can change any of the items below. When [Standard installation] is selected, the installation will take place as indicated below.

- Machine connection method: LPR Direct Print
 - Set as default printer: Yes (excluding the PC-Fax driver)
 - Printer driver name: Cannot be changed
 - PCL printer display fonts: Installed
- If you selected [Custom installation], select [LPR Direct Print] and click the [Next] button.
If you selected other than [LPR Direct Print], see the following pages:
- IPP: page 12
 - Shared printer: page 20
 - Connected to this computer: page 15

9 Printers connected to the network are detected. Select the machine and click the [Next] button.

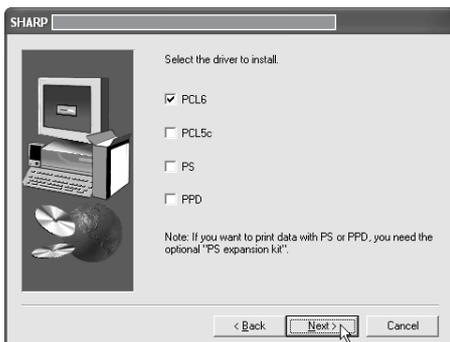


- If the machine is not found, make sure that the machine is powered on and that the machine is connected to the network, and then click the [Re-search] button.
- You can also click the [Specify condition] button and search for the machine by entering the machine's name (host name) or IP address.

10 A confirmation window appears. Check the contents and then click the [Next] button.

11 When the printer driver selection window appears, select the printer driver to be installed and click the [Next] button.

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



- When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.
- The PS3 expansion kit is required to use the PS printer driver.
- The [PPD] checkbox only appears if you are using Windows 2000/XP/Server 2003.

12 When you are asked whether or not you want the printer to be your default printer, make a selection and click the [Next] button.

If you are installing multiple drivers, select the printer driver to be used as the default printer.

If you do not wish to set one of the printer drivers as the default printer, select [No].

If you clicked the [Custom installation] button in step 8, the following windows will appear.

• Printer name window

If you wish to change the printer name, enter the desired name and click the [Next] button.

• Window confirming installation of the display fonts

To install the display fonts for the PCL printer driver, select [Yes] and click the [Next] button.

- When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.
- If you are not installing the PCL printer driver (you are installing the PS printer driver or the PPD driver), select [No] and click the [Next] button.

13 Follow the on-screen instructions.

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

Installation begins.

If you are using Windows 2000/XP/Server 2003
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

14 When the installation completed screen appears, click the [OK] button.

15 Click the [Close] button in the window of step 6.

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.

This completes the installation.

- After installation, see "CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE" (page 23) to configure the printer driver settings.
- If you installed the PS printer driver or the PPD driver, the PS display fonts can be installed from the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. See "INSTALLING THE PS DISPLAY FONTS" (page 40).
- If you are using the machine as a print server (with the machine configured as a shared printer), see "USING THE MACHINE AS A SHARED PRINTER" (page 20) to install the printer driver on each of the client computers.

▶ Printing using the IPP function and the SSL function

The IPP function can be used to print to the machine over a network using HTTP protocol.

When the machine is in a remote location, this function can be used in place of the fax function to print a higher quality image than a fax. The IPP function can also be used in combination with the SSL (encrypted communication) function to encrypt the print data. This enables secure printing with no concern that the data will be leaked to others.

 To use the SSL function, configure the "SSL Settings" in the system settings (administrator) of the machine. To configure the settings, see the System Settings Guide.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

- If you are installing the printer driver, insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.
- If you are installing the PC-Fax driver, insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] () , and then double-click the [CD-ROM] icon ().

In Windows 98/Me/NT 4.0/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon ().

4 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.

5 Read the message in the "Welcome" window and then click the [Next] button.

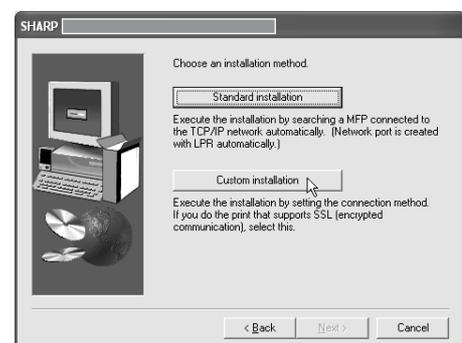
6 Click the [Printer Driver] button.

- To install the PC-Fax driver, click the [PC-Fax Driver] button.
- To view information on the software, click the [Display Readme] button.

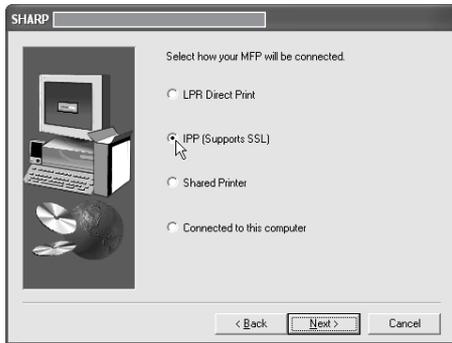


7 Click the [Next] button.

8 Click the [Custom installation] button.



9 When you are asked how the printer is connected, select [IPP] and click the [Next] button.



10 If a proxy server is used, specify the proxy server and click the [Next] button.

To specify a proxy server, select [Print via the proxy server] and then enter the [Address] and [Port number].



11 Enter the machine's URL and click the [Next] button.

Enter the URL in the following format:

Normal format:

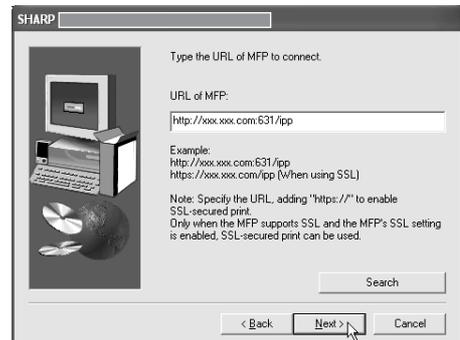
http://<the machine's domain name or IP address>:631*1/ipp
*1 Normally "631" should be entered for the port number.

If the IPP port number has been changed on the machine, enter the new port number.

When SSL is used:

https://< the machine's domain name or IP address>:<port number*2>/ipp
*2 Normally the port number and the colon ":"

immediately preceding the port number can be omitted. If the IPP port number for SSL has been changed on the machine, enter the new port number.

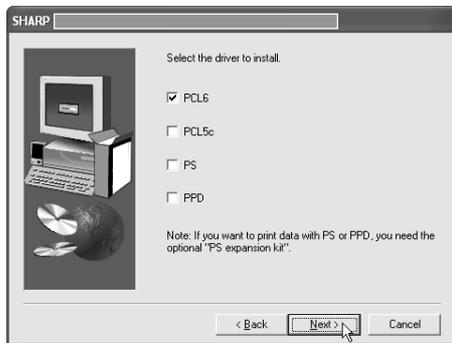


If your computer and the machine are connected to the same local area network, you can click the [Search] button to search for the machine. The machine's URL will appear. Select the URL and click the [OK] button. You will return to the above screen and the machine's URL will be automatically entered.

12 When the model selection window appears, select the model name of your machine and click the [Next] button.

13 When the printer driver selection window appears, select the printer driver to be installed and click the [Next] button.

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



- When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.
- The PS3 expansion kit is required to use the PS printer driver.
- The [PPD] checkbox only appears if you are using Windows 2000/XP/Server 2003.

14 Select whether or not you wish the printer to be your default printer and click the [Next] button.

If you are installing multiple drivers, select the printer driver to be used as the default printer.
If you do not wish to set one of the printer drivers as the default printer, select [No].

15 When the printer name window appears, click the [Next] button.

If you wish to change the printer name, enter the desired name.

16 When you are asked if you wish to install the display fonts, select an answer and click the [Next] button.

- When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.
- If you are not installing the PCL printer driver (you are installing the PS printer driver or the PPD driver), select [No] and click the [Next] button.

17 Follow the on-screen instructions.

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



If you are using Windows 2000/XP/Server 2003
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

18 When the installation completed screen appears, click the [OK] button.

19 Click the [Close] button in the window of step 6.



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.

This completes the installation.

- After installation, see "CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE" (page 23) to configure the printer driver settings.
- If you installed the PS printer driver or the PPD driver, the PS display fonts can be installed from the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. See "INSTALLING THE PS DISPLAY FONTS" (page 40).

WHEN THE MACHINE WILL BE CONNECTED WITH A USB CABLE

Supported operating systems: Windows 98/Me/2000*/XP*/Server 2003*

* Administrator's rights are required to install the software.

-  • The PS3 expansion kit is required to use the PS printer driver or the PPD driver.
- To install the PPD driver when Windows 98/Me is used, see "USING THE STANDARD WINDOWS PS PRINTER DRIVER (Windows 98/Me/NT 4.0)" (page 22) and install the driver using the Add Printer Wizard.
- To use the port created when the printer driver is installed for fax data transfer, install the printer driver first and then install the PC-Fax driver.

1 Make sure that a USB cable is not connected to your computer and the machine.

If a cable is connected, a Plug and Play window will appear. If this happens, click the [Cancel] button to close the window and disconnect the cable.

 The cable will be connected in step 14.

2 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.

3 Click the [start] button, click [My Computer] () , and then double-click the [CD-ROM] icon () .

In Windows 98/Me/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

4 Double-click the [Setup] icon () .

5 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.

6 Read the message in the "Welcome" window and then click the [Next] button.

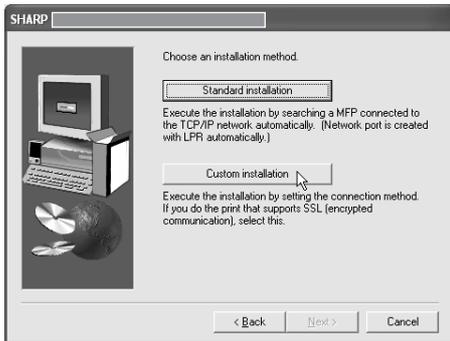
7 Click the [Printer Driver] button.

To view information on the software, click the [Display Readme] button.

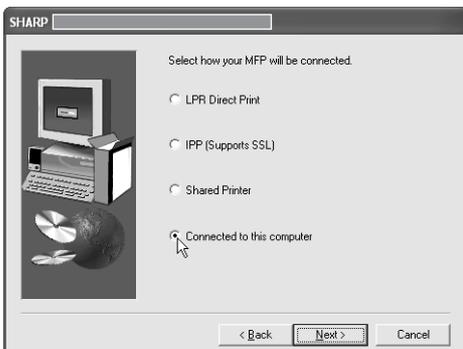


8 Click the [Next] button.

9 Click the [Custom installation] button.



10 When you are asked how the printer is connected, select [Connected to this computer] and click the [Next] button.



11 When you are asked if you wish to install the display fonts, select an answer and click the [Next] button.

12 Follow the on-screen instructions.

Read the message in the window that appears and click the [Next] button. When the installation completed screen appears, click the [OK] button.



If you are using Windows 2000/XP/Server 2003
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

13 Click the [Close] button in the window of step 7.

When a message appears prompting you to connect the machine to your computer, click the [OK] button.

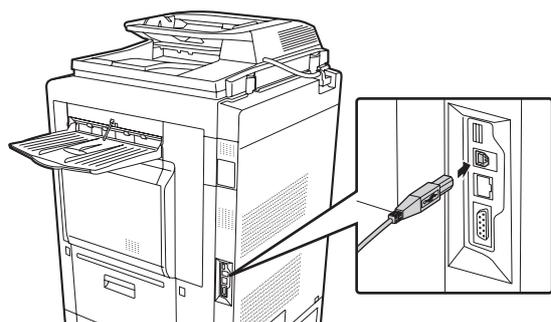


After the installation, a message prompting you to restart your computer may appear. If this message appears, click the [Yes] button to restart your computer.

14 Connect the machine to your computer with a USB cable.

- (1) **Make sure that the machine is powered on.**
- (2) **Connect the cable to the USB connector (B type) on the machine.**

The USB interface on the machine complies with the USB 2.0 (Hi-Speed) standard. Please purchase a shielded USB cable.



- (3) **Connect the other end of the cable to the USB connector (A type) on your computer.**

The machine is found and a Plug and Play window appears.

15 Installation of the PCL6 printer driver begins.

When the "Found New Hardware Wizard" appears, select [Install the software automatically (Recommended)], click the [Next] button, and follow the on-screen instructions.



If you are using Windows 2000/XP/Server 2003

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

This completes the installation.

- After installing the printer driver, see "CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE" (page 23) to configure the printer driver settings.
- If you are using the machine as a print server (with the machine configured as a shared printer), see "USING THE MACHINE AS A SHARED PRINTER" (page 20) to install the printer driver on each of the client computers.

When installing the PCL5c printer driver, PS printer driver, PPD driver, or PC-Fax driver

Installation is possible even after the USB cable has been connected.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

- If you are installing the printer driver, insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.
- If you are installing the PC-Fax driver, insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] (), and then double-click the [CD-ROM] icon ().

In Windows 98/Me/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon ().

4 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.

5 Read the message in the "Welcome" window and then click the [Next] button.

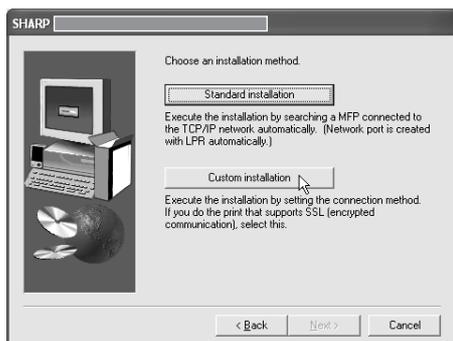
6 Click the [Printer Driver] button.

- To install the PC-Fax driver, click the [PC-Fax Driver] button.
- To view information on the software, click the [Display Readme] button.

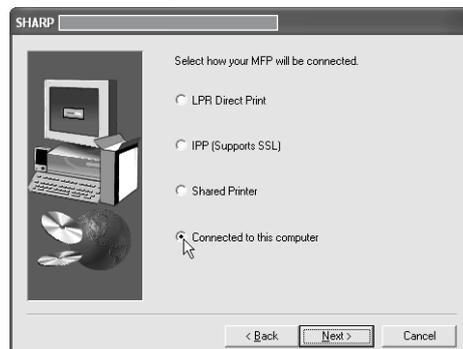


7 Click the [Next] button.

8 Click the [Custom installation] button.

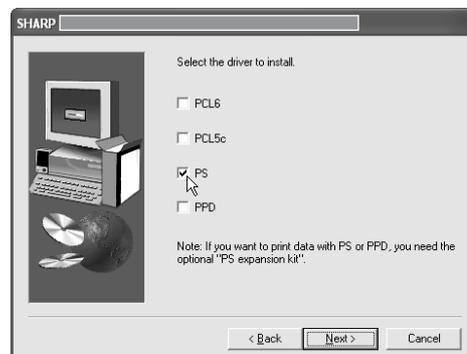


9 When you are asked how the printer is connected, select [Connected to this computer] and click the [Next] button.



10 When the model selection window appears, select the model name of your machine and click the [Next] button.

11 When the printer driver selection window appears, remove the [PCL6] checkmark and click the [PCL5c], [PS] or [PPD] checkbox so that a checkmark (☑) appears, and then click the [Next] button.



- When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.
- The PS3 expansion kit is required to use the PS printer driver.
- The [PPD] checkbox only appears if you are using Windows 2000/XP/Server 2003.

12 Select whether or not you wish the printer to be your default printer and click the [Next] button.

If you are installing multiple drivers, select the printer driver to be used as the default printer.

If you do not wish to set one of the printer drivers as the default printer, select [No].

13 When the printer name window appears, click the [Next] button.

If you wish to change the printer name, enter the desired name.

14 When you are asked if you wish to install the display fonts, select [No] and click the [Next] button.

When the PC-Fax driver is being installed, this screen does not appear. Go to the next step.

15 Follow the on-screen instructions.

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

Installation begins.



If you are using Windows 2000/XP/Server 2003

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

16 When the installation completed screen appears, click the [OK] button.

17 Click the [Close] button in the window of step 6.



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.

This completes the installation.

- After installation, see "CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE" (page 23) to configure the printer driver settings.
- After installation, change the port of the installed drivers to the port used by the PCL6 printer driver. The port used by the printer driver of the machine is indicated by a checkmark on the [Ports] tab of the printer driver properties window. (In Windows 98/Me, this is the port selected in [Print to the following port] on the [Details] tab.)
 - ✎ CHANGING THE PORT (page 42)
- If you installed the PS printer driver or the PPD driver, the PS display fonts can be installed from the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. See "INSTALLING THE PS DISPLAY FONTS" (page 40).

USING THE MACHINE AS A SHARED PRINTER

If you are going to use the machine as a shared printer on a Windows network with the printer driver or the PC-Fax driver installed on a print server, follow the steps below to install the printer driver or the PC-Fax driver on the client computers.

- Ask your network administrator for the server name and printer name of the machine on the network.
- For the procedure for configuring settings on the print server, see the operation manual or the Help file of the operating system. The "print server" explained here is a computer that is connected directly to the machine, and "clients" are other computers connected to the same network as the print server.
- Install the same printer driver on client computers as the printer driver that is installed on the print server.
- If the PPD driver is installed on the print server and the client computers are running Windows 98/Me/NT 4.0, see "USING THE STANDARD WINDOWS PS PRINTER DRIVER (Windows 98/Me/NT 4.0)" (page 22) to install the printer driver using the Add Printer Wizard.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

- If you are installing the printer driver, insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.
- If you are installing the PC-Fax driver, insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] (), and then double-click the [CD-ROM] icon ().

In Windows 98/Me/NT 4.0/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon ().

4 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then click the [Yes] button.

5 Read the message in the "Welcome" window and then click the [Next] button.

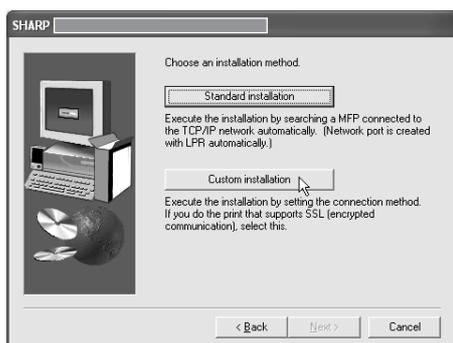
6 Click the [Printer Driver] button.

- To install the PC-Fax driver, click the [PC-Fax Driver] button.
- To view information on the software, click the [Display Readme] button.

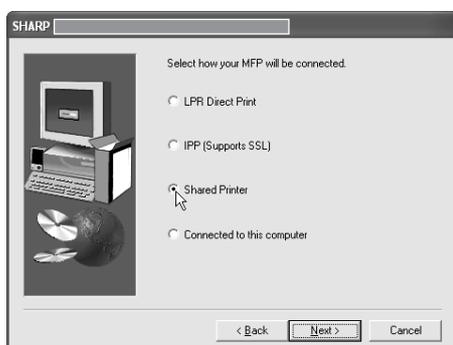


7 Click the [Next] button.

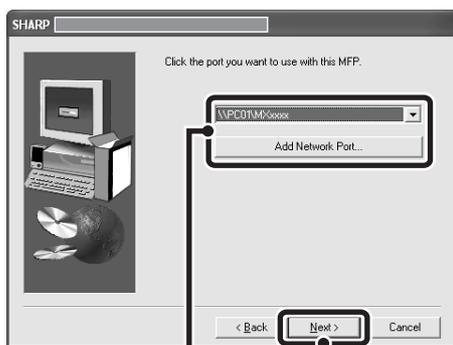
8 Click the [Custom installation] button.



9 Select [Shared Printer] and click the [Next] button.



10 Select the machine (configured as a shared printer).



(1) (2)

(1) Select the machine (configured as a shared printer) from the list.

You can also click the [Add Network Port] button and select the printer to be shared (the machine) by browsing the network in the window that appears.

(2) Click the [Next] button.

If the shared printer does not appear in the list, check the settings on the print server.

11 When the model selection window appears, select the model name of your machine and click the [Next] button.

If you are installing the PC-Fax driver, go to step 13.

12 If you are installing the PCL, the PS driver or the PPD driver, select the printer driver to be installed when the printer driver selection window appears and click the [Next] button.

Be sure to select the same printer driver as the printer driver installed on the print server.



13 Follow the on-screen instructions.

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.

This completes the installation.

If you installed the PS printer driver or the PPD driver, the PS display fonts can be installed from the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. See "INSTALLING THE PS DISPLAY FONTS" (page 40).

USING THE STANDARD WINDOWS PS PRINTER DRIVER (Windows 98/Me/NT 4.0)

If the PS3 expansion kit is installed on the machine and you wish to use the standard Windows 98/Me/NT 4.0 PS printer driver, follow the steps below to install the PPD driver using the Add Printer Wizard.

-  If you are using Windows 2000/XP/Server 2003, you can install the PPD driver from the installer.
- Be sure to view the Readme file (Readme.txt) before installing the PPD driver. The Readme file is in the [EnglishA] folder on the "Software CD-ROM". For the location of the folder, see step 4.

1 Click the [Start] button, select [Settings] and then click [Printers].

2 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.

3 Double-click the [Add printer] icon.
The "Add Printer Wizard" will appear.

4 Follow the on-screen instructions.

When you are asked to specify the path of the PPD file, enter the path as follows. Substitute the letter of your CD-ROM drive for "R" in the following paths.

Operating system	PPD file path
Windows 98/Me	R:\Drivers\Printer \EnglishA\PPD\9XME
Windows NT 4.0	R:\Drivers\Printer \EnglishA\PPD\NT40

-  After installation, see "CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE" (page 23) to configure the printer driver settings.

► Installing the resident font information (Windows 98/Me)

If you have installed the PPD driver on Windows 98/Me and will be using the resident fonts in the machine, you must install the resident font information. Follow the procedure below to install the resident font information.

-  Before installing the resident font information, be sure to install the PPD driver.
- In the event that a resident font cannot be selected in a software application, install the resident font information again.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.

2 Double-click [My Computer] () and then double-click the [CD-ROM] icon ()

3 Double-click the [Drivers] folder, the [Printer] folder, the [EnglishA] folder, the [PPD] folder, the [9XME] folder, and then [PFMSetup.exe].

4 Follow the on-screen instructions.
After the resident font information has been installed, restart your computer.

CONFIGURING THE PRINTER DRIVER FOR THE OPTIONS INSTALLED ON THE MACHINE

After installing the printer driver, you must configure the printer driver settings appropriately for the options that have been installed and the size and type of paper loaded in the machine. Follow the steps below to configure the printer driver.

 If the PPD driver is installed, see "When the PPD driver is installed" (page 25).

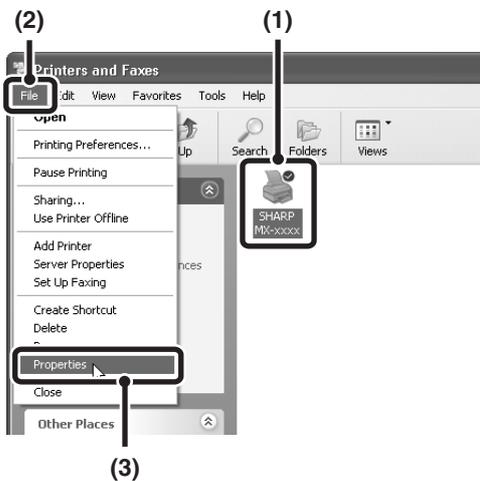
► When the PCL printer driver or PS printer driver is installed

1 Click the [start] button and then click [Printers and Faxes].

In Windows 98/Me/NT 4.0/2000, click the [Start] button, select [Settings], and then click [Printers].

 If [Printers and Faxes] does not appear in the [start] menu in Windows XP, click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].

2 Open the printer properties window.



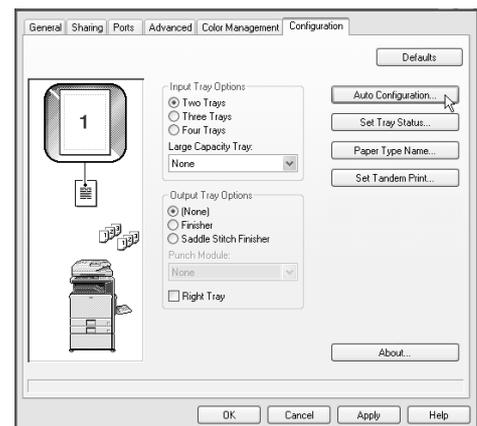
- (1) Click the printer driver icon of the machine.
- (2) Click the [File] menu.
- (3) Select [Properties].

3 Click the [Configuration] tab.

In Windows 98/Me, click the [Setup] tab and then click the [Configuration] tab in the window that appears.

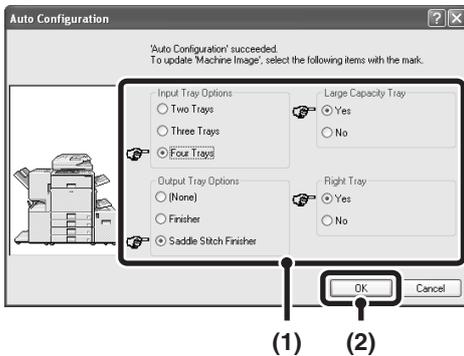
4 Click the [Auto Configuration] button.

The settings are automatically configured based on the detected machine status.



5 Configure the image of the machine.

An image of the machine is formed in the printer driver configuration window based on the options that are installed.



- (1) Select the options that are installed on the machine.
- (2) Click the [OK] button.

 If you click the [Cancel] button, the settings automatically configured in Step 4 are canceled and automatic configuration stops.

6 Click the [OK] button in the printer properties window.

-  If automatic configuration fails, configure the settings manually.
- You can check the options that are installed and the tray settings by printing out the "All Customs Setting List" in the system settings of the machine. Follow these steps to print out the "All Custom Setting List": Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.
 - Click the [Set Tray Status] button, the [Paper Type Name] button, and the [Set Tandem Print]* button to check the settings of each.
 - Set Tray Status: The "Tray Settings" in "Paper Tray Settings" in system settings of the machine are reflected in the settings shown here. Specify the size and type of paper loaded in each tray.
 - Paper Type Name: The "Paper Type Registration" settings in "Paper Tray Settings" in the system settings of the machine are reflected in the settings shown here. If a user type name (1 to 7) was changed, enter the changed name.
 - Set Tandem Print*: Enter the setting (the IP address of the slave machine) in "Tandem Connection Setting" in the system settings (administrator) of the machine.
- * "Set Tandem Print" can only be configured when the printer driver is installed using a "Standard installation" or a "Custom installation" with "LPR Direct Print" selected.

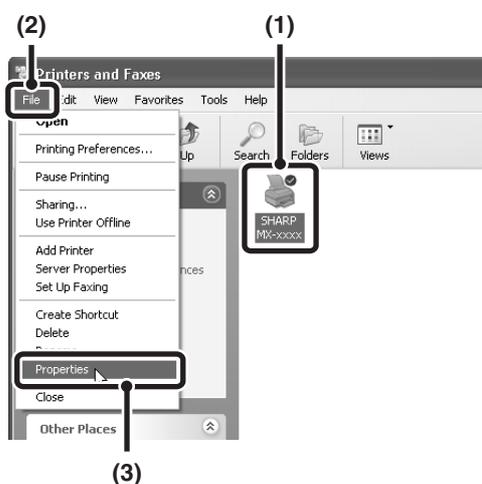
► When the PPD driver is installed

1 Click the [start] button and then click [Printers and Faxes].

In Windows 98/Me/NT 4.0/2000, click the [Start] button, select [Settings], and then click [Printers].

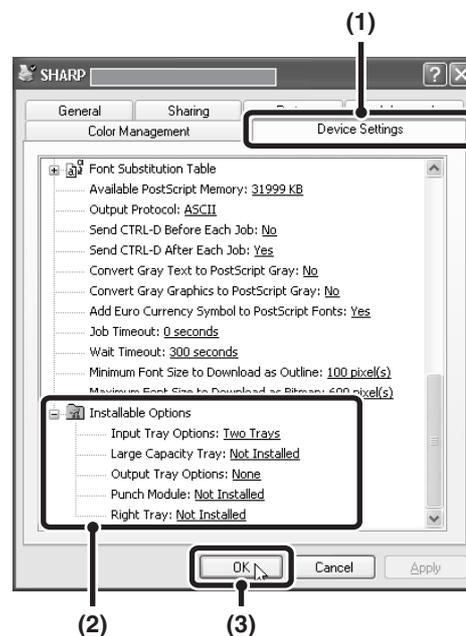
 If [Printers and Faxes] does not appear in the [start] menu in Windows XP, click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].

2 Open the printer properties window.



- (1) Click the printer driver icon of the machine.
- (2) Click the [File] menu.
- (3) Select [Properties].

3 Configure the printer driver for the options installed on the machine.



- (1) Click the [Device Settings] tab.
In Windows 98/Me, click the [Device Options] tab.
- (2) Configure each item based on the machine configuration.
The items and the procedures for configuring the items vary depending on the operating system version.
- (3) Click the [OK] button.

 You can check the options that are installed on the machine by printing out the "All Custom Setting List" in the system settings. Follow these steps to print out the "All Custom Setting List": Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.

INSTALLING THE PRINTER STATUS MONITOR

Printer Status Monitor is a printer utility that allows general users to check the current status of the machine on their computer screen, such as whether or not the machine is ready to print. The Printer Status Monitor shows error information (paper misfeeds and other error conditions), printer configuration information in the form of an image (the number of trays and whether or not a finisher or other device is installed), the paper sizes that can be used, and the amount of paper remaining.



The Printer Status Monitor cannot be used in the following situations:

- When the machine is connected by a USB cable.
- When printing to the machine using the IPP function.

Supported operating systems: Windows 98/Me/NT 4.0*/2000*/XP*/Server 2003*

* Administrator's rights are required to install the software.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 1" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] (🖥️), and then double-click the [CD-ROM] icon (💿).

In Windows 98/Me/NT 4.0/2000, double-click [My Computer] and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon (🔧).

4 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.

5 Read the message in the "Welcome" window and then click the [Next] button.

6 Click the [Printer Status Monitor] button.

To view information on the software, click the [Display Readme] button.



7 Follow the on-screen instructions.**8 When the installation completed screen appears, click the [Finish] button.**

To have the Printer Status Monitor start automatically when your computer is started, select the [Add this program to your Startup folder] checkbox and click the [Finish] button.

9 Click the [Close] button in the window of step 6.

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.

This completes the installation.

For the procedures for using the Printer Status Monitor, see the Help file. Follow these steps to view the Help file: Click the Windows [start] button, select [All Programs] ([Programs] in versions of Windows other than Windows XP/Server 2003), select [SHARP Printer Status Monitor] and then select [Help].

INSTALLING THE SCANNER DRIVER

The scanner driver (TWAIN driver) can only be used when the machine is connected to a network. When the scanner driver is installed, PC scan mode of the image send function can be used.

Supported operating systems: Windows 98/Me/2000*/XP*/Server 2003*

* Administrator's rights are required to install the software.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Click the [start] button, click [My Computer] (), and then double-click the [CD-ROM] icon ().

If you are using Windows 98/Me/2000, double-click [My Computer], and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon ().

4 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.

5 Read the message in the "Welcome" window and then click the [Next] button.

6 Click the [Scanner Driver (TWAIN)] button.

To view information on the software, click the [Display Readme] button.



7 Follow the on-screen instructions.

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

8 When the finish setup window appears, click the [OK] button.

9 Click the [Close] button in the window of step 6.

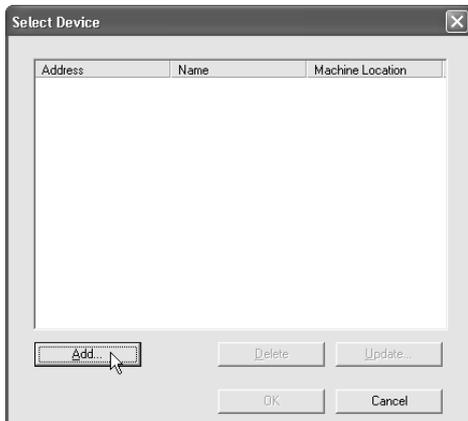


After the installation, a message prompting you to restart your computer may appear. If this message appears, click the [Yes] button to restart your computer.

This completes the installation. Next, configure the IP address of the machine in the scanner driver. When the scanner driver is installed, the "Select Device" utility is also installed. The IP address of the machine is configured in the scanner driver using "Select Device".

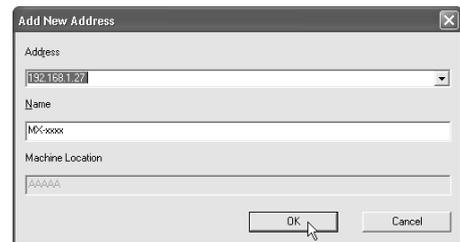
10 Click the [start] button, select [All Programs] ([Programs] in versions of Windows other than Windows XP/Server 2003), select [SHARP MFP TWAIN K], and then select [Select Device].

11 Click the [Add] button.

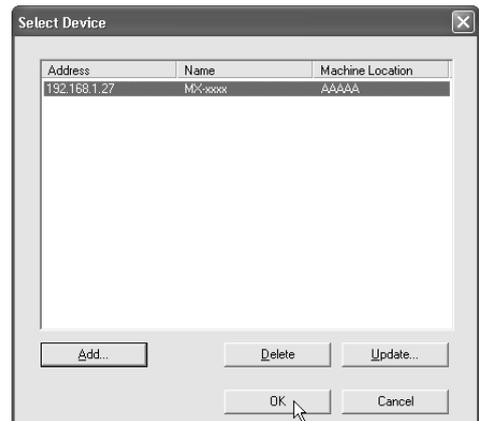


12 Select the IP address of the machine from the "Address" menu and click the [OK] button.

- Be sure to ask your system administrator (network administrator) for the IP address of the machine.
- The name (host name) or IP address of the machine can be directly entered in "Address".
- If the port number used by the scanner function of the machine has been changed, enter a colon ":" following the IP address and then enter the port number. (Normally the port number does not need to be entered.)



13 Click the [OK] button.



This completes the configuration of the scanner driver.

3

SETUP IN A MACINTOSH ENVIRONMENT

This section explains how to install the PPD file to enable printing from a Macintosh and how to configure the printer driver settings. The procedures vary by operating system version.

☞ MAC OS X (v10.3.3 TO 10.4): this page

☞ MAC OS X (v10.2.8): page 33

☞ MAC OS X (v10.1.5): page 36

☞ MAC OS 9.0 TO 9.2.2: page 38

- The PS3 expansion kit is required to use the machine as a printer in a Macintosh environment. In addition, the printer function can only be used when the machine is connected to a network. The printer function cannot be used when the machine is connected with a USB cable.
- The scanner driver and PC-Fax driver cannot be used in a Macintosh environment.

MAC OS X (v10.3.3 TO 10.4)

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Double-click the [CD-ROM] icon () on the desktop.

3 Double-click the [MacOSX] folder.

4 Double-click the [Version 10.3] folder.

If you are using Mac OS X v10.4, double-click the [Version 10.4] folder.

5 Double-click the [MX-PBX1] icon ().

6 Click the [Continue] button.



7 The License Agreement window will appear. Make sure that you understand the contents of the license agreement and then click the [Continue] button.

A message will appear asking you if you agree to the terms of the license. Click the [Agree] button.

 If the license appears in the different language, change the language in the language menu.

8 Select the hard drive where the PPD file will be installed and click the [Continue] button.

Be sure to select the hard drive on which your operating system is installed.



9 Click the [Install] button.

Installation begins.

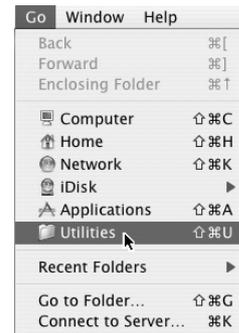


 If the "Authenticate" window appears, enter the password and click the [OK] button.

10 When the message "The software was successfully installed" appears in the installation window, click the [Close] button.

This completes the installation of the software. Next, configure the printer driver settings.

11 Select [Utilities] from the [Go] menu.



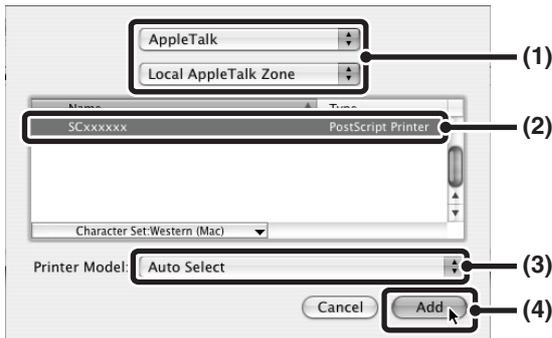
12 Double-click the [Printer Setup Utility] icon ().

 If this is the first time you are installing a printer driver on your computer, a confirmation message will appear. Click the [Add] button.

13 Click [Add].



14 Configure the printer driver.



(1) Select [AppleTalk].

- If multiple AppleTalk zones are displayed, select the zone that includes the printer from the menu.
- If you are using Mac OS X v10.4, click the [Default Browser] icon.

(2) Click the machine's model name.

The machine's model name usually appears as [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your model.)

(3) Select [Auto Select].

If you are using Mac OS X v10.4, make sure that the PPD file of your model is selected.

(4) Click the [Add] button.

The PPD file of the machine is automatically selected and the peripheral devices installed on the machine are detected and automatically configured.



- [IP Printing] can be selected (in Mac OS X v10.4 the [IP Printer] icon can be clicked) in (1) to print to the machine over a network using the IPP function. When the machine is in a remote location, this function can be used in place of the fax function to print a higher quality image than a fax. If you wish to use the IPP function, follow these steps to configure the printer driver.

- (1) Select [Internet Printing Protocol] in "Printer Type" ("Protocol" in Mac OS X v10.4). Enter the address of the machine (IP address or domain name) and the "Queue Name" (enter "lp" in "Queue Name").
- (2) Select [Sharp] in "Printer Model" ("Print Using" in Mac OS X v10.4) and click the PPD file of your model.
- (3) Click the [Add] button.

- The PPD file is installed in the following folders on the startup disk.
[Library] - [Printers] - [PPDs] - [Contents] - [Resources] - [en.lproj]

15 Display printer information.

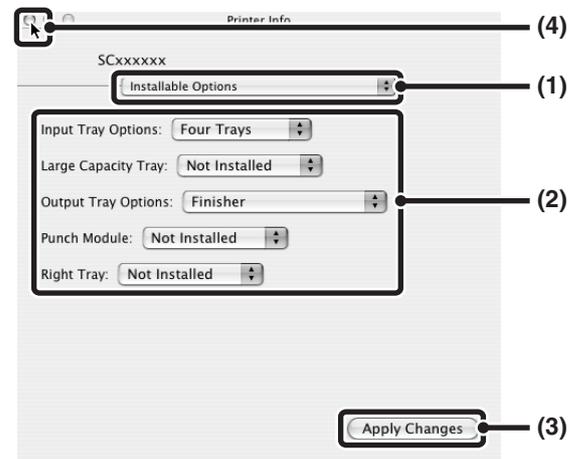


(1) Click the machine's name.

(2) Click [Show Info].

16 Select the machine configuration.

If you selected [Auto Select] in (3) of step 14, the machine configuration is detected and automatically configured. Check the configured settings to make sure they are correct.



(1) Select [Installable Options].

(2) Select the options that are installed on the machine.

(3) Click the [Apply Changes] button.

(4) Click to close the window.



You can check the options that are installed on the machine by printing out the "All Custom Setting List" in the system settings. Follow these steps to print the "All Custom Setting List":

Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.

This completes the configuration of the printer driver.

MAC OS X (v10.2.8)

If Mac OS X v10.2 has not been updated to version 10.2.8, be sure to update to version 10.2.8 before installing the PPD file. For information on how to update, see the Help file on your Macintosh computer.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Double-click the [CD-ROM] icon () on the desktop.

3 Double-click the [MacOSX] folder.

4 Double-click the [Version 10.2] folder.

5 Double-click the [MX-PBX1] icon ().



If the "Authenticate" window appears, enter the password and click the [OK] button.

6 Click the [Continue] button.



7 The License Agreement window will appear. Make sure that you understand the contents of the license agreement and then click the [Continue] button.

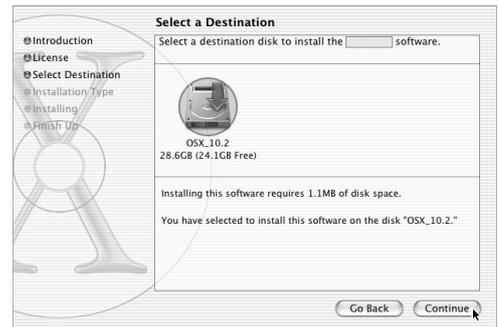
A message will appear asking you if you agree to the terms of the license. Click the [Agree] button.



If the license appears in the different language, change the language in the language menu.

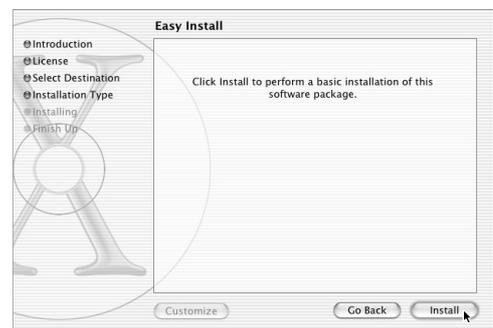
8 Select the hard drive where the PPD file will be installed and click the [Continue] button.

Be sure to select the hard drive on which your operating system is installed.



9 Click the [Install] button.

Installation begins.



10 When the message "The software was successfully installed" appears in the installation window, click the [Close] button.

This completes the installation of the software. Next, configure the printer driver settings.

11 Select [Applications] from the [Go] menu.

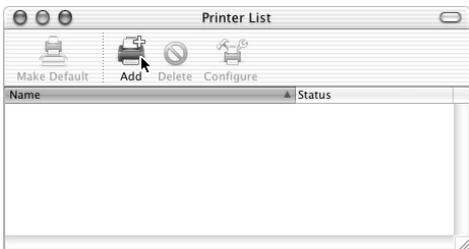


12 Double-click the [Utilities] folder.

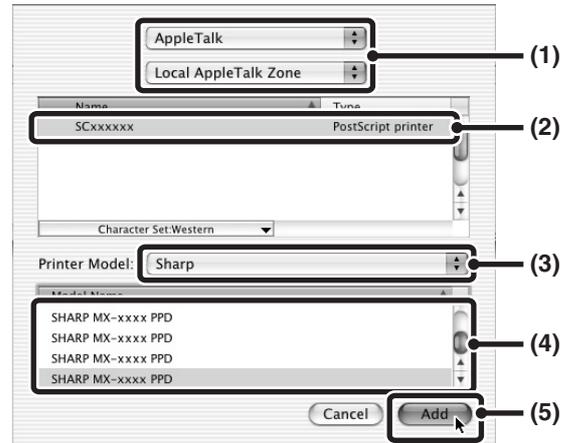
13 Double-click the [Print Center] icon (🖨️)

 If this is the first time you are configuring the printer driver on your computer, a message to confirm the addition of a printer will appear. Click the [Add] button.

14 Click [Add].



15 Configure the printer driver.



(1) Select [AppleTalk].

If multiple AppleTalk zones are displayed, select the zone that includes the printer from the menu.

(2) Click the machine's model name.

The machine's model name usually appears as [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your model.)

(3) Select [Sharp].

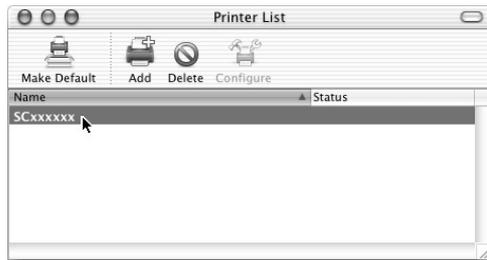
(4) Click the PPD file for your model.

(5) Click the [Add] button.



- [IP Printing] can be selected in (1) to print to the machine over a network using the IPP function. When the machine is in a remote location, this function can be used in place of the fax function to print a higher quality image than a fax. If you wish to use the IPP function, follow these steps to configure the printer driver.
 - (1) Enter the address of the machine (IP address or domain name) in "Printer's Address".
 - (2) Select [Sharp] in "Printer Model" and click the PPD file of your model.
 - (3) Click the [Add] button.
- The PPD file is installed in the following folders on the startup disk.
 - [Library] - [Printers] - [PPDs] - [Contents] - [Resources] - [en.lproj]

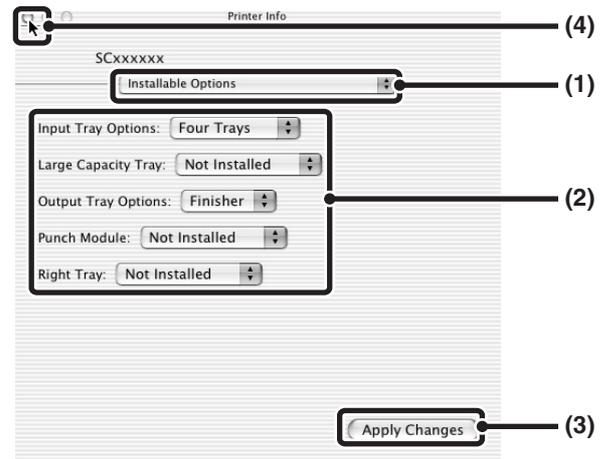
- 16** Click the name of the machine in the "Printer List" window.



- 17** Select [Show Info] from the [Printers] menu.



- 18** Select the machine configuration.



- (1) Select [Installable Options].
- (2) Select the options that are installed on the machine.
- (3) Click the [Apply Changes] button.
- (4) Click to close the window.



You can check the options that are installed on the machine by printing out the "All Custom Setting List" in the system settings. Follow these steps to print the "All Custom Setting List":
Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.

This completes the configuration of the printer driver.

MAC OS X (v10.1.5)

If Mac OS X v10.1 has not been updated to version 10.1.5, be sure to update to version 10.1.5 before installing the PPD file. For information on how to update, see the Help file on your Macintosh computer.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Double-click the [CD-ROM] icon (📀) on the desktop.

3 Double-click the [MacOSX] folder.

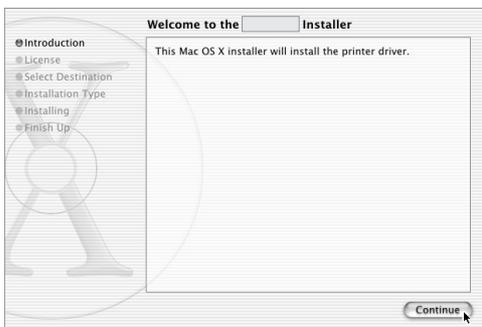
4 Double-click the [Version 10.1] folder.

5 Double-click the [MX-PBX1] icon (📀).



If the "Authorization" window appears, click the lock icon (🔒), enter the password, and click the [OK] button.

6 Click the [Continue] button.



7 The License Agreement window will appear. Make sure that you understand the contents of the license agreement and then click the [Continue] button.

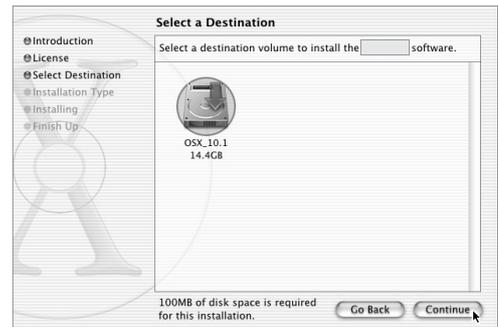
A message will appear asking you if you agree to the terms of the license. Click the [Agree] button.



If the license appears in the different language, change the language in the language menu.

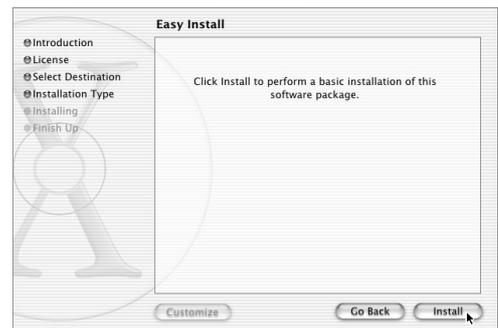
8 Select the hard drive where the PPD file will be installed and click the [Continue] button.

Be sure to select the hard drive on which your operating system is installed.



9 Click the [Install] button.

Installation begins.



10 When the message "The software was successfully installed" appears in the installation window, click the [Close] button.

This completes the installation of the software. Next, configure the printer driver settings.

11 Select [Applications] from the [Go] menu.



12 Double-click the [Utilities] folder.

13 Double-click the [Print Center] icon ().

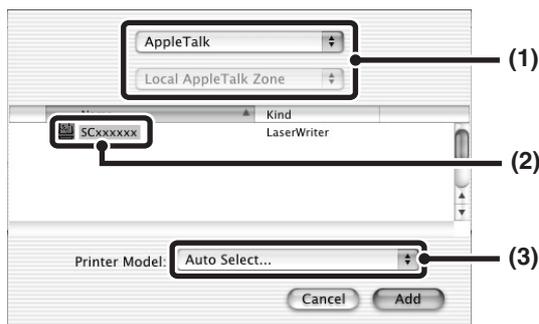


If this is the first time you are configuring the printer driver on your computer, a message to confirm the addition of a printer will appear. Click the [Add] button and go to step 15.

14 Click the [Add Printer] button.



15 Configure the printer driver.



(1) Select [AppleTalk].

If multiple AppleTalk zones are displayed, select the zone that includes the printer from the menu.

(2) Click the machine's model name.

The machine's model name usually appears as [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your model.)

(3) Select [Other].

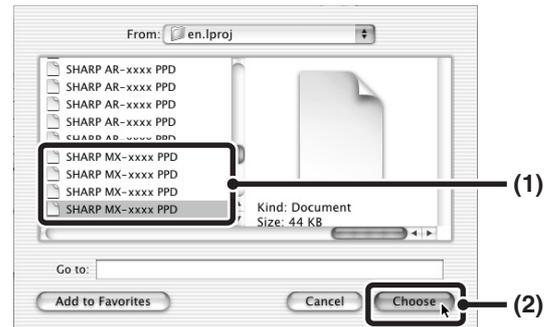


[LPR Printers using IP] can be selected in (1) to print to the machine over a network using the IPP function. When the machine is in a remote location, this function can be used in place of the fax function to print a higher quality image than a fax. If you wish to use the IPP function, follow these steps to configure the printer driver.

(1) Enter the address of the machine (IP address or domain name) in "LPR Printer's Address".

(2) Select [Other] in "Printer Model".

16 Select the PPD file of the machine.



(1) Click the PPD file for your model.

Click [Startup disk name] - [Library] - [Printers] - [PPDs] - [Contents] - [Resources] - [en.lproj], and then select the PPD file for your model.

(2) Click the [Choose] button.

17 Click the [Add] button.



This completes the configuration of the printer driver.

MAC OS 9.0 TO 9.2.2

 If you are using Mac OS 9.0 to 9.2.2, make sure that "LaserWriter 8" has been installed and that the "LaserWriter 8" checkbox is selected in "Extensions Manager" in "Control Panels". If not, install it from the system CD-ROM supplied with your Macintosh computer.

1 Insert the "Software CD-ROM" into your computer's CD-ROM drive.

Insert the "Software CD-ROM" that shows "Disc 2" on the front of the CD-ROM.

2 Double-click the [CD-ROM] icon () on the desktop.

3 Double-click the [MacOS] folder.

4 Double-click the [Installer] icon ().

5 Click the [Install] button.



6 The License Agreement window will appear. Make sure that you understand the contents of the license agreement and then click the [Yes] button.

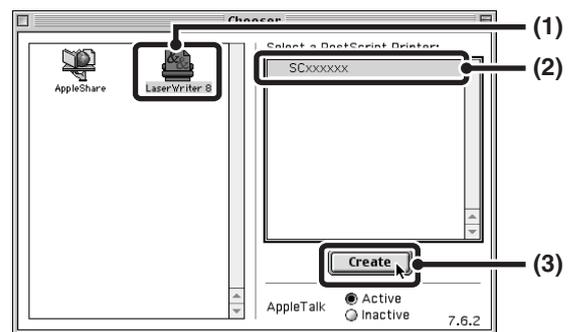
7 Read the message in the window that appears and click the [Continue] button.

Installation of the PPD file begins.
After the installation, a message prompting you to restart your computer will appear. Click the [OK] button and restart your computer.

This completes the installation of the software. Next, configure the printer driver settings.

8 Select [Chooser] from the Apple Menu.

9 Create a printer.



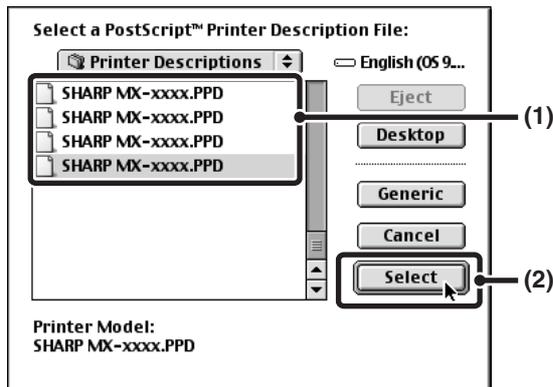
(1) Click the [LaserWriter 8] icon.

If multiple AppleTalk zones are displayed, select the zone that includes the printer.

(2) Click the machine's model name.

The machine's model name usually appears as [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your model.)

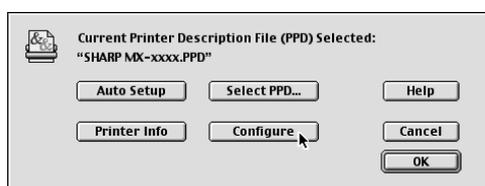
(3) Click the [Create] button.

10 Select the PPD file.

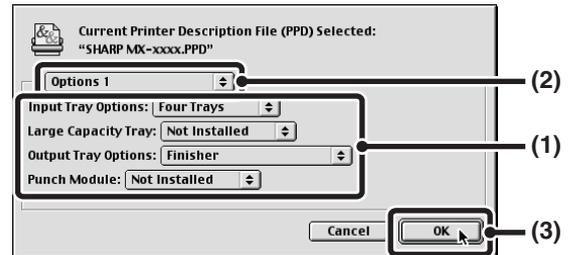
- (1) Click the PPD file for your model.
- (2) Click the [Select] button.



- If the above dialog box does not appear and you return to the "Chooser" dialog box, follow these steps to select the PPD file manually.
 - (1) Make sure that the machine is selected in the "Select a Post Script Printer" list, and then click the [Setup] button followed by the [Select PPD] button.
 - (2) Select the PPD file for your model and click the [Open] button.
 - (3) Click the [OK] button.
- The PPD file is installed in the [Printer Descriptions] folder in the [Extensions] folder.

11 Make sure that the machine is selected in the "Select a PostScript Printer" list and then click the [Setup] button.**12 Click the [Configure] button.**

- To automatically configure the settings based on the installed machine options that are detected, click the [Auto Setup] button.

13 Select the machine configuration.

- (1) Select the options that are installed on the machine.
- (2) Select [Options 2] from the menu to change the screen and continue selecting the options that have been installed on the machine.

In the [Options 2] screen, select whether or not a "Right Tray" is installed.

- (3) Click the [OK] button.



- You can check the options that are installed on the machine by printing out the "All Custom Setting List" in the system settings. Follow these steps to print the "All Custom Setting List":
Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.

14 Click the [OK] button in the window of step 12 to close the window.**15 Click the close box (☐) to close the "Chooser".**

This completes the configuration of the printer driver.

You can install the screen fonts from the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. See "INSTALLING THE PS DISPLAY FONTS" (page 40).

4 USEFUL INFORMATION

This chapter explains how to install PS display fonts and how to change the printer driver port in Windows.

INSTALLING THE PS DISPLAY FONTS

Fonts that can be used by the PS printer driver are contained on the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. Install these fonts as needed for the PS printer driver.

WINDOWS ENVIRONMENT

1 Insert the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit into your computer's CD-ROM drive.

2 Click the [start] button, click [My Computer] (🖥️), and then double-click the [CD-ROM] icon (💿).

If you are using Windows 98/Me/NT 4.0/2000, double-click [My Computer], and then double-click the [CD-ROM] icon.

3 Double-click the [Setup] icon (🔧).

4 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then click the [Yes] button.

5 Read the message in the "Welcome" window and then click the [Next] button.

6 Click the [PS Display Font] button.



7 Follow the on-screen instructions.

8 Click the [Close] button in the screen of step 6.

MACINTOSH ENVIRONMENT (Mac OS 9.0 to 9.2.2)

Macintosh screen fonts are contained in the [Font] folder of the "PRINTER UTILITIES" CD-ROM that accompanies the PS3 expansion kit. Copy the fonts that you wish to install to the [System Folder] of the startup disk.



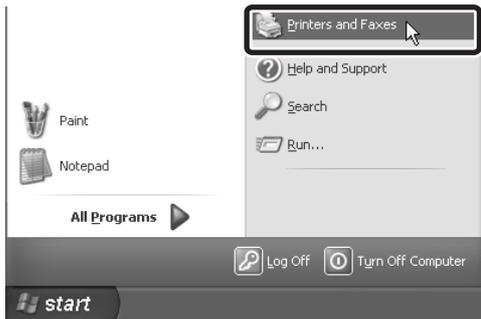
If you experience problems that may be due to the installed screen fonts, immediately delete the installed fonts from the system.

CHANGING THE PORT

When using the machine in a Windows environment, follow the steps below to change the port when you have changed the IP address of the machine or have installed the PC-Fax driver when the machine is connected with a USB cable.

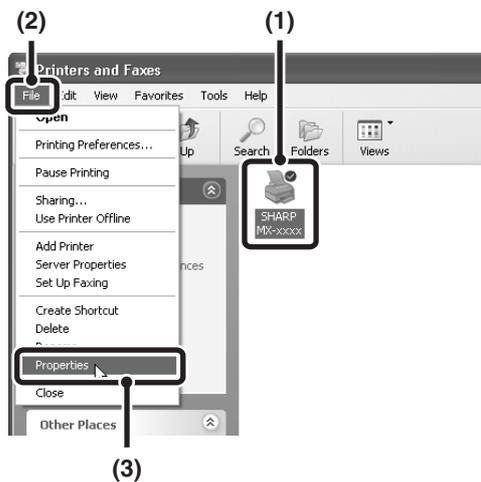
1 Click the [start] button and then click [Printers and Faxes].

In Windows 98/Me/NT 4.0/2000, click the [Start] button, select [Settings], and then click [Printers].



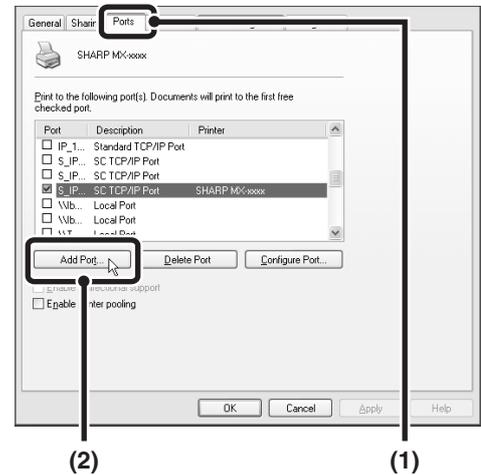
 If [Printers and Faxes] does not appear in the [start] menu in Windows XP, click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].

2 Open the printer properties window.



- (1) Click the printer driver icon of the machine.
- (2) Click the [File] menu.
- (3) Select [Properties].

3 Adding or changing a port.

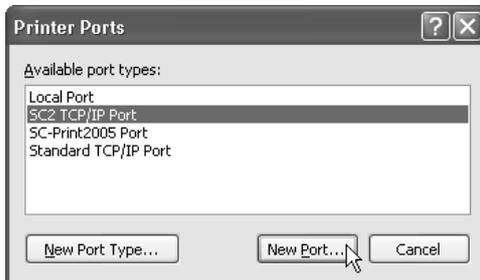


- (1) Click the [Ports] tab.
In Windows 98/Me, click the [Details] tab.
- (2) Click the [Add Port] button.

 To change to a previously created port such as USB port, select the desired port (USB001, etc.) from the list and click the [Apply] button. This changes the port.

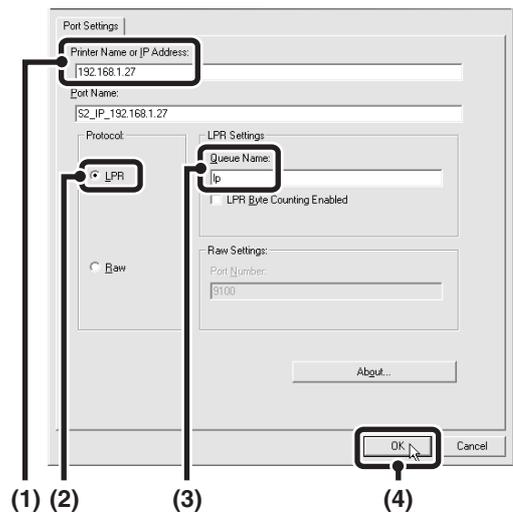
4 Select [SC2 TCP/IP Port] and then click the [New Port] button.

In Windows 98/Me, select [Other], [SC2 TCP/IP Port], and then click the [OK] button.



- The "SC2 TCP/IP Port" is added when the printer driver is installed using a "Standard installation", or a "Custom installation" with "LPR Direct Print" selected.
- If the printer driver is installed using a "Custom installation" with "IPP" selected, the [SC-Print2005 Port] is added. If you need to change the printer port when the machine is connected to an intranet or a wide area network (WAN) using the IPP function, select [SC-Print2005 Port], click the [New Port] button (the [OK] button in Windows 98/Me), and follow the on-screen instructions to create the port again.

5 Create the new port.



- (1) Enter the machine's IP address.
- (2) Make sure that [LPR] is selected.
- (3) Make sure that [lp] is entered.
- (4) Click the [OK] button.

6 Click the [Close] button in the screen of step 4.

In Windows 98/Me, this step is not required. Go to the next step.

7 Make sure the created printer port is selected in the printer properties window and then click the [Apply] button.

CHECKING THE IP ADDRESS OF THE MACHINE

You can check the IP address of the machine by printing out the "All Custom Setting List" in the system settings. Follow these steps to print out the "All Custom Setting List".

Press the [SYSTEM SETTINGS] key, touch the [List Print (User)] key, and then touch the [All Custom Setting List] key.

SHARP®



Sharpdesk

INSTALLATION GUIDE

Please keep this manual as the information mentioned below is very important.

Sharpdesk Serial Numbers

This product can only be installed on a number of computers equal to the number of licenses. Any additional computers will require additional licenses.

Please read

- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- For detailed information on the software in the CD-ROM, please view the user's guide (PDF format) that is included on the CD-ROM.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are for Windows XP. The screens may vary depending on your Windows version and settings.

Warranty

While every effort has been made to make this operation manual as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.

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Sharpdesk CD-ROM (for Windows)

The CD-ROM contains the following software programs:

- **Sharpdesk* (Desktop Document Management Software)**
- **Network Scanner Tool**
- **SHARP TWAIN AR/DM (Twain driver)**
- **OmniPage Pro Trial (ScanSoft, inc.)**

* Sharpdesk can only be installed on the number of computers indicated in "Sharpdesk Serial Numbers" on the cover of this manual. If you need to install Sharpdesk on additional computers, please purchase the optional license kit.

(If the version of the software on the CD-ROM in the license kit is different from the version of the software on the CD-ROM that accompanies the machine, it is recommended that you use the newest version of the software.)

Software Programs

For detailed information on each of the software programs, please refer to the user's guides on the CD-ROM. To view the manuals in PDF format, Acrobat® Reader or Adobe® Reader™ of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL: <http://www.adobe.com/>

Sharpdesk (Desktop Document Management Software)

Sharpdesk lets you manage a variety of electronic information such as scanned image data from a Digital Laser Copier/Printer or documents created using word processing or spreadsheet application software. Some of the important features of Sharpdesk are:

- Sharpdesk works with your scanner to let you read paper documents into your computer using a full-featured set of scanning controls and options.
- Sharpdesk makes editing of your images and documents quick and easy.
- A text image scanned into Sharpdesk can be converted into editable text for use with your favorite word processor. Sharpdesk uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts.
- Distributing documents by e-mail or printing a hard copy is as easy as dragging a file onto an icon on the Sharpdesk OutputZone.
- Multiple files can be combined together into a single new file. After creating a combination file, the page order can be changed or new pages added.
- You can search for an image or text file using a single word, phrase, or list of words. You can also perform a detailed search by specifying the file type, modified data, or a keyword.
- A color image scanned on the machine can be saved as a PDF file using a high compression ratio to reduce the file size. (To view a PDF file saved using a high compression ratio, the latest version of Adobe Reader is required.)

Network Scanner Tool

This is a utility that helps you use Scan to Desktop. It configures the necessary settings in the Digital Laser Copier/Printer and client computer to receive data. In addition, Network Scanner Tool will automatically start Sharpdesk upon receiving image data.

The scanned image received by your computer can automatically be:

- Saved in a folder.
- Passed to the application set in Network Scanner Tool.
- Sent as e-mail.
- Saved in Sharpdesk.

SHARP TWAIN AR/DM

SHARP TWAIN AR/DM imports image data from a Twain interface into a Twain-compliant application. SHARP TWAIN AR/DM has the following features:

- A selected range of the image data can be imported.
- The image can be rotated when imported.

User's Guides for Software Programs

The Manual folder in the CD-ROM contains user's guides (in PDF format) for each of the software programs.

- **Sharpdesk Installation Guide**
- **Sharpdesk User's Guide**
- **Network Scanner Tool User's Guide**
- **SHARP TWAIN AR/DM User's Guide**

In addition to explaining how to use the programs, the user's guides also give detailed instructions for installing and setting up the programs. Be sure to read the user's guides before installing the programs.

Installing the Software Program

Note the following when installing the software program from the CD-ROM:

- Be sure to check the system requirements for installation of each of the software programs in the user's guides and on the Information screen during installation.
- The user's guides give detailed instructions for installing and setting up the programs. Be sure to read the user's guides before installing the programs. In particular, if you are going to use Network Scanner Tool, be sure to carefully read the instructions regarding network preparation and setup procedures before installing the program. The network administrator should verify that network preparation has been carried out correctly.
- If you are going to send an original scanned with the Digital Laser Copier/Printer to a computer (Scan to Desktop), Network Scanner Tool must be installed.
- If you perform a standard installation of Sharpdesk (select "Typical" in the Setup Type selection screen), Network Scanner Tool will be also be installed, alternatively you can also select "Custom" installation and install only Network Scanner Tool.
- If Internet Explorer 6.0 or later is not installed on your computer, see the installation procedure for Internet Explorer in the Readme file (Readme.txt) in the root folder of the "Disc 2" CD-ROM.
- If you intend to install SHARP TWAIN AR/DM, install Network Scanner Tool first. SHARP TWAIN AR/DM cannot be installed alone.
- The contents of the Information screens that appear during installation can also be found in the ReadMe files on the same CD-ROM. The ReadMe file for Sharpdesk is located in the root folder of the CD-ROM, and the ReadMe file for SHARP TWAIN AR/DM is located in the Twain folder.

Installing Sharpdesk and Network Scanner Tool

- 1 Quit any software applications and/or resident programs that are running on your computer.**
- 2 Insert the "Disc 1" CD-ROM into your CD-ROM drive.**
 - The Sharpdesk installation screen appears. Proceed to step 5.
 - If the screen does not appear, proceed to step 3.
- 3 Click the "start" button and then click "My Computer" (.**
 - In Windows 98/Me/2000, double click "My Computer".
- 4 Double click the CD-ROM icon (). The Sharpdesk installer starts.**

5 Follow the instructions on the screen.

6 When the "Customer Information" window appears, enter the serial number that appears on the cover of the this manual, and click the "Next" button.

Follow the instructions on the screen.

- If you select "Typical" in the Setup Type selection screen, Network Scanner Tool will also be installed. If you only wish to install Network Scanner Tool, select "Custom" in the Setup Type selection screen and then check only Network Scanner Tool.
 - Sharpdesk Imaging* is installed together with Sharpdesk. If Imaging for Windows was previously installed, Sharpdesk Imaging will overwrite Imaging for Windows.
 - If Eastman Software's "Imaging for Windows Professional Edition" has already been installed on your computer, Sharpdesk Imaging will not be installed.
 - "Imaging for Windows Professional Edition" and Sharpdesk Imaging use common registry entries, and installing "Imaging for Windows Professional Edition" after Sharpdesk Imaging has been installed may result in abnormal operation. In this case, uninstall Sharpdesk and Sharpdesk Imaging, and then install "Imaging for Windows Professional Edition". After that, reinstall Sharpdesk.
 - When Network Scanner Tool setup is finished, the "Search Setup Wizard" appears. Follow the on-screen instructions to create an index database. For detailed information, see the Sharpdesk Installation Guide and Sharpdesk User's Guide.
- * Sharpdesk Imaging is a version of Eastman Software's Imaging for Windows Professional Edition that has been customized by the Sharp Corporation.

Installing SHARP TWAIN AR/DM

- 1** Quit any software applications and/or resident programs that are running on your computer.

- 2** Insert the "Disc 1" CD-ROM into your CD-ROM drive.
 - If the Sharpdesk installation window appears, click "Cancel" to exit the setup procedure.

- 3** Click the "start" button and then click "My Computer" ()
 - In Windows 98/Me/2000, double click "My Computer".

- 4** Click the CD-ROM icon () and select "Open" from the "File" menu.

- 5** Double-click the "Twain" folder, and then double-click the "Setup" ()
 - In Windows 98/Me/2000, double click "My Computer".

- 6** Follow the instructions on the screen.

Uninstalling the Software Program

Uninstall the software with "Add or Remove Programs" in the Control Panel.

- When Sharpdesk is uninstalled, Network Scanner Tool is also uninstalled. Note that if Network Scanner Tool is uninstalled, you will no longer be able to directly receive image data from the Digital Laser Copier/Printer.
- If a user-created file is saved in the Sharpdesk desktop folder, the Sharpdesk desktop folder will not be deleted when Sharpdesk is uninstalled.
- If you uninstall Sharpdesk Imaging in Windows 98/Me/2000, you will not be able to open image files unless you re-install the Windows accessory Imaging for Windows.
- Removing SHARP TWAIN AR/DM will not delete the spooler folder which stores image data.

Uninstalling the software program from the Control Panel

- 1** Click "Control Panel" in the "start" menu.
 - In Windows 98/Me/2000, click "Start", "Settings", and then "Control Panel".

- 2** Double click "Add or Remove Programs".
 - In Windows 98/Me/2000, double click "Add/Remove Programs".

- 3** Select the application that you wish to delete ("Sharpdesk" or "SHARP TWAIN AR/DM") from the list and click "Change/Remove".
 - In Windows 98/Me, click "Add/Remove".

FACSIMILE EXPANSION KIT

Facsimile Quick Reference Guide

This manual explains the basic procedures for using the fax function of the machine, and provides troubleshooting procedures and specifications.

For detailed information on the fax function, see the Facsimile Guide in PDF format that is stored on the hard drive in the machine. For the procedure for downloading the Facsimile Guide, see the Quick Start Guide.



Using the fax function

Troubleshooting

Specifications

Be sure to keep all operation manuals handy for reference including this manual.

CAUTION:

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

WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FAX interface cable and Line cable:

These special accessories must be used with the device.

Note:

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your 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 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.

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.

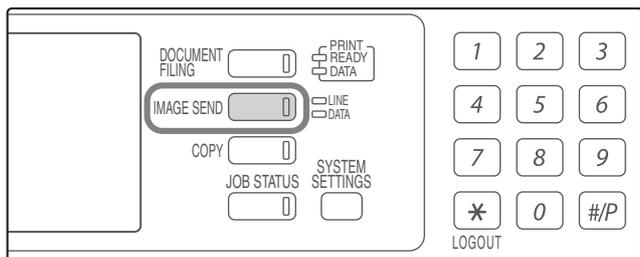
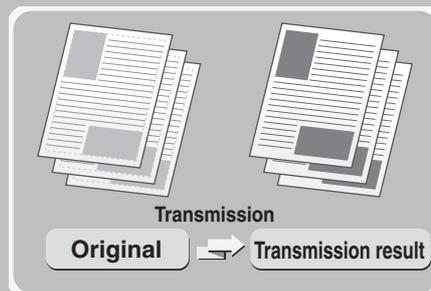
Using the fax function

This section explains the basic procedures for using the fax function. In addition, special modes for fax are introduced.

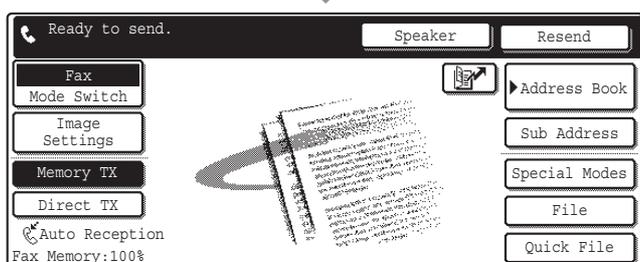
▶ SENDING A FAX	2
▶ SELECTING THE RESOLUTION AND EXPOSURE	3
▶ CHANGING THE SIZE OF THE ORIGINAL	5
▶ STORING A FAX NUMBER	6
▶ SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)	10
▶ FORWARDING RECEIVED FAXES (Fax Data Forward)	12
▶ CONVENIENT DIALING METHODS	13
▶ SPECIAL FAX MODES	15
▶ SELECTING A SPECIAL MODE FOR FAX	16
▶ CONVENIENT FAX FUNCTIONS	17

SENDING A FAX

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



1
Press the [IMAGE SEND] key.



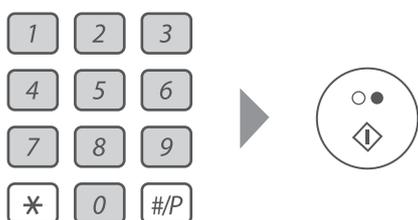
The base screen of fax mode appears.
(When the fax function is not installed, the base screen of scan mode appears.)

The side to be scanned must be face up!



2
Place the original.

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



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

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



SELECTING THE RESOLUTION AND EXPOSURE

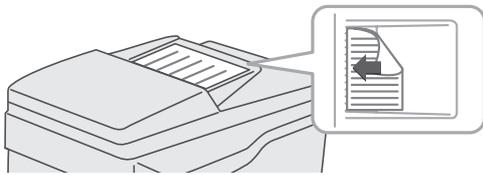
The resolution and exposure can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image.

When sending originals with small text or light colors, adjust the resolution and exposure.

Changing the resolution

The following example explains how to set the resolution to [Fine] and [Half Tone] when sending an original with small text.

The side to be scanned must be face up!



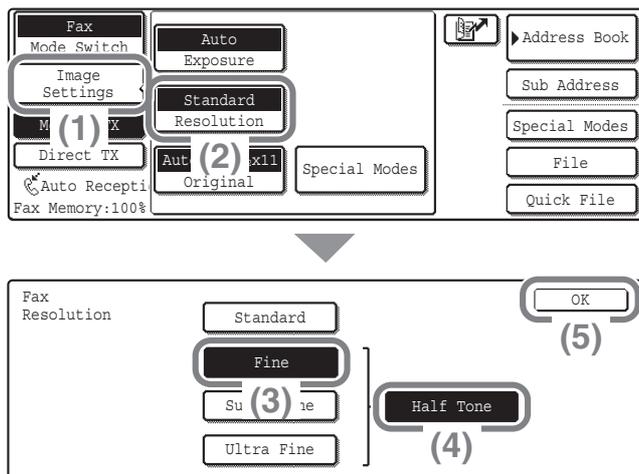
1

Place the original.

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

2

Select the resolution in the touch panel.



(1) Touch the [Image Settings] key.

(2) Touch the [Resolution] key.

(3) Touch the [Fine] key.

The resolution increases in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

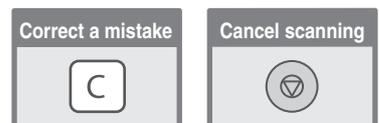
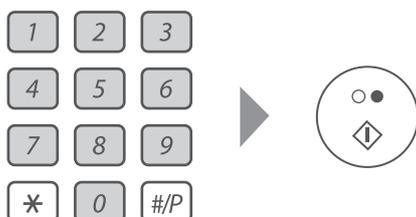
(4) Touch the [Half Tone] key.

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

(5) Touch the [OK] key.

3

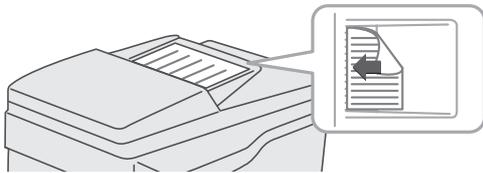
Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



Changing the exposure

The following example explains how to darken light colors in an original to make the image clearer.

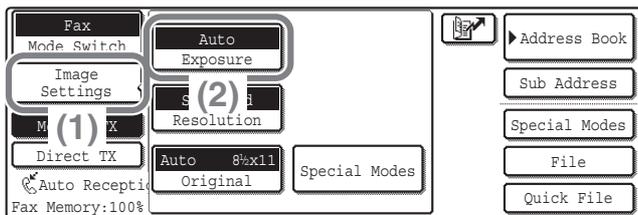
The side to be scanned must be face up!



1

Place the original.

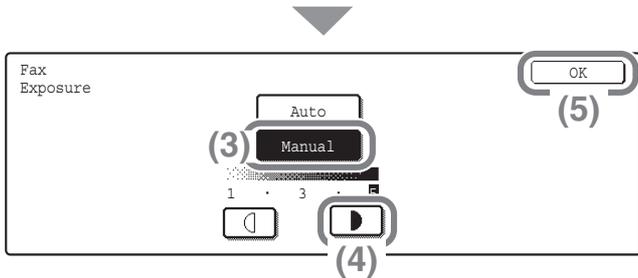
When using the document glass, place the original with the side to be scanned face down.



2

Select the exposure in the touch panel.

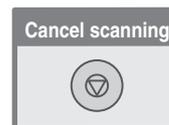
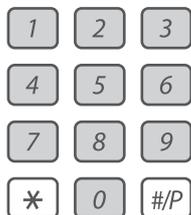
- (1) Touch the [Image Settings] key.
- (2) Touch the [Exposure] key.



- (3) Touch the [Manual] key.
- (4) Darken light colors with the  key. Five levels are available for the exposure. Darken light originals with the  key, and lighten dark originals with the  key.
- (5) Touch the [OK] key.

3

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

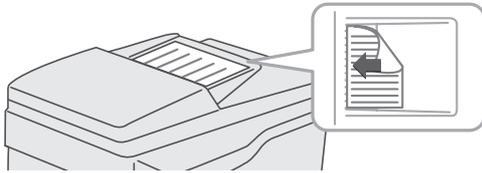


CHANGING THE SIZE OF THE ORIGINAL

The size of the original and the paper size can be specified before transmission.

The procedure below explains how to fax both sides of a 8-1/2" x 11" original at 11" x 17" size.

The side to be scanned must be face up!



1

Place the original.

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

2

Select the original size settings in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [Original] key.

(3) Touch the [2-Sided Booklet] key.

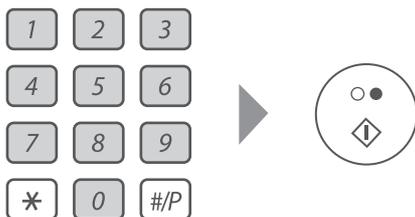
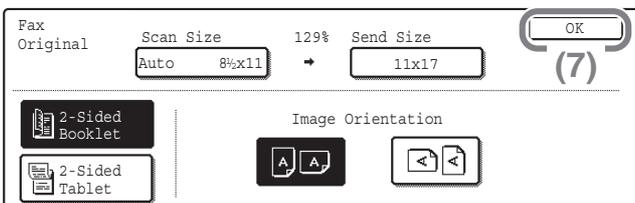
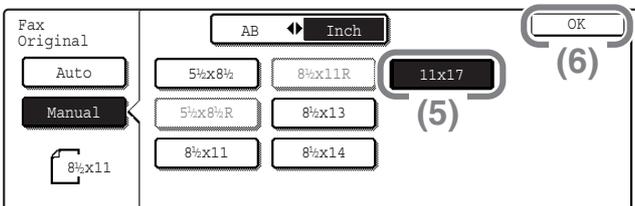
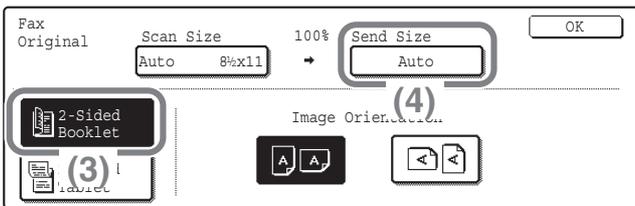
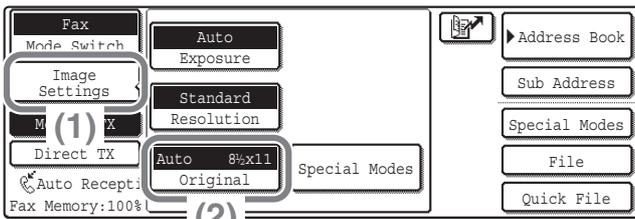
Touch this key to send a 2-sided original.

(4) Touch the [Send Size] key.

(5) Touch the desired send size key (example: 11x17).

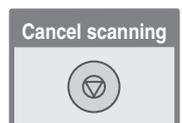
(6) Touch the [OK] key.

(7) Touch the [OK] key.



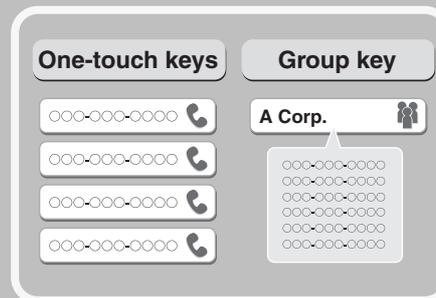
3

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

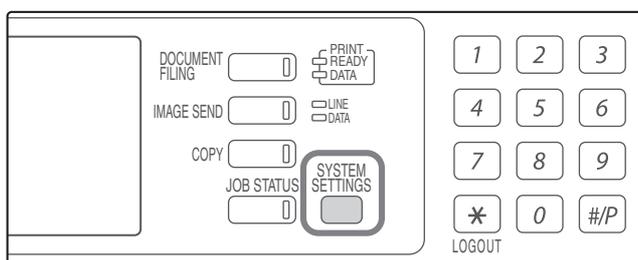


STORING A FAX NUMBER

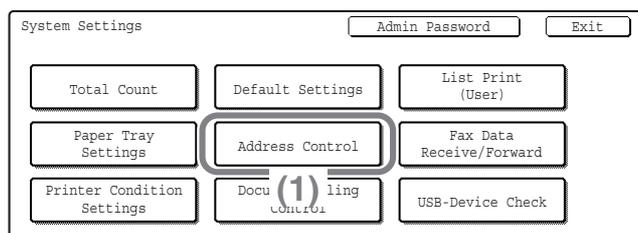
You can store fax numbers in one-touch keys.
Stored fax numbers can be called up quickly and easily.
If you frequently send faxes to the same group of fax machines, the numbers of those fax machines can be stored as a group (multiple fax numbers can be stored in one key).



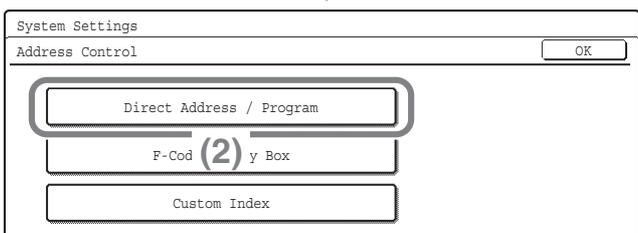
Storing a individual key



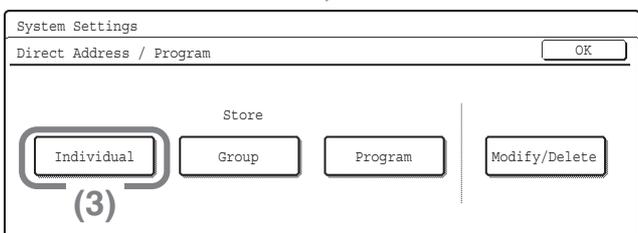
1
Press the [SYSTEM SETTINGS] key.



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



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



(3) Touch the [Individual] key.

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

(4) Touch the [Search Number] key.

The "Search Number" is automatically assigned. The search number can be changed in the screen that appears when the [Search Number] key is touched. However, a number that is already in use cannot be used.

(5) Touch the [Name] key.

A software keyboard appears. Enter the name of the destination (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(6) Touch the [Initial] key.

A software keyboard appears. Enter initials for the destination (max. of 10 characters).

(7) Touch the [Index] key.

(8) Touch the [User 1] key.

The user index selected here can be used in the address book screen.

(9) Touch the [Yes] key.

Touch the [Yes] key if you wish to have the stored destination appear on the frequent use tab of the address book. Otherwise, touch the [No] key.

(10) Touch the [OK] key.

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

(12) Enter the fax number that you wish to store with the numeric keys.

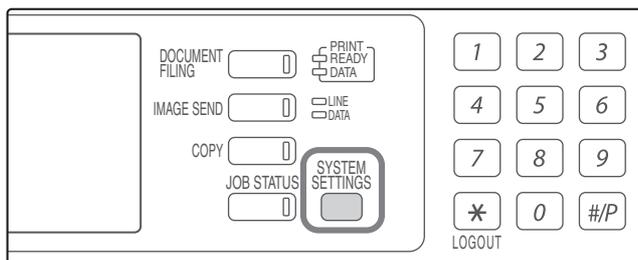
To enter a hyphen, touch the [Pause] key. To enter a slash ("/"), touch the [Sub Address] key.

(13) Touch the [OK] key.

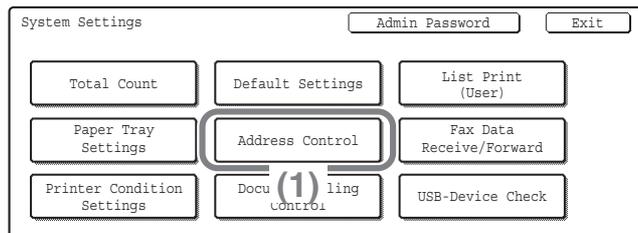
(14) Touch the [Exit] key.



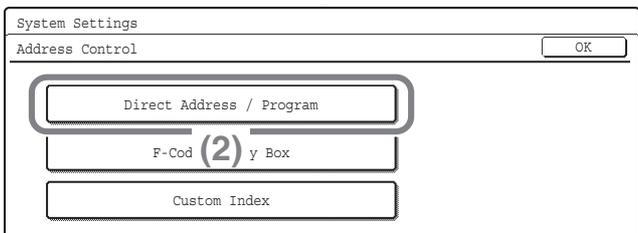
Storing a group key



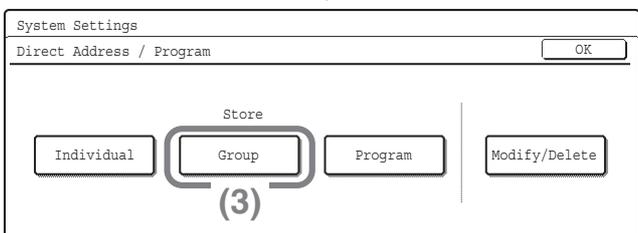
1
Press the [SYSTEM SETTINGS] key.



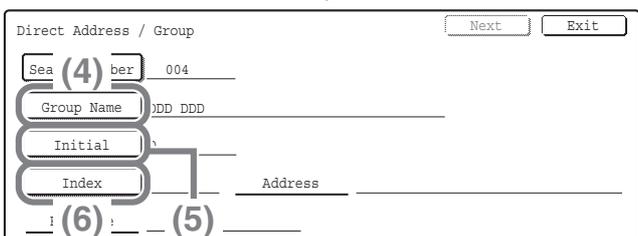
2
Store the group in the touch panel.
(1) Touch the [Address Control] key.



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



(3) Touch the [Group] key.



(4) Touch the [Group Name] key.
A text entry screen appears. Enter the name of the group (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(5) Touch the [Initial] key.
A text entry screen appears. Enter initials for the destination (max. of 10 characters).

(6) Touch the [Index] key.

Direct Address / Group Next Exit

No.004

Index OK (9)

Select the custom index where you register this address.

User 1 (8) User 2 User 3 User 4 User 5 User 6

Do (7) register this address at the [Frequent Use], too?

Yes No

Direct Address / Group Next Exit

Search Number 004

Group Name DDD DDD

Initial D

Index User 1 Address (10)

Key Name

Direct Address / Group Next Exit

Select address. OK (12)

AAA AAA BBB BBB 1/1 Direct Entry (12)

CCC CCC (11) Address Review

* 2

Frequent Use ABCD EFGHI JKLMN OPQRST UVWXYZ Sort Address

Direct Address / Group Next Exit (13)

Search Number 004 Registration is completed.

Group Name DDD DDD

Initial D

Index User 1 Address 2 Addresses

Key Name DDD DDD

Store the group in the touch panel. (Continued)

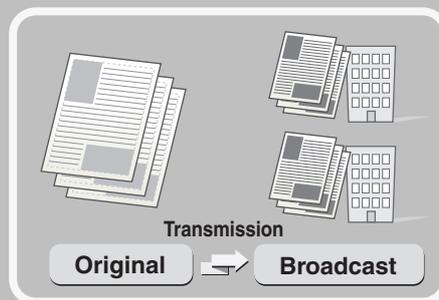
- (7) **Touch the [User 1] key.**
The user index selected here can be used in the address book screen.
- (8) **Touch the [Yes] key.**
Touch the [Yes] key if you wish to have the stored destination that appears on the frequent use tab of the address book. Otherwise, touch the [No] key.
- (9) **Touch the [OK] key.**
- (10) **Touch the [Address] key.**
- (11) **Touch the destination key that you want to store next.**
The selected key is highlighted.
To store a fax number that is not stored in a one-touch key, touch the [Direct Entry] key and enter the fax number with the numeric keys.
- (12) **Touch the [OK] key.**
- (13) **Touch the [Exit] key.**

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

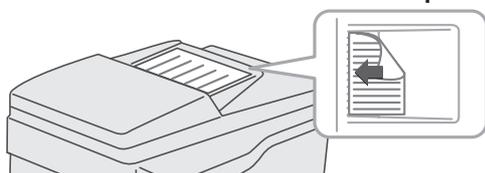
The same fax can be sent to multiple destinations in a single operation. The destinations can also include scan mode destinations (except, Scan to Network Folder destinations) and internet fax destinations.

If you frequently send faxes to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.

The following procedure explains how to enter a fax number with the numeric keys and then select a fax number that is stored in a one-touch key.



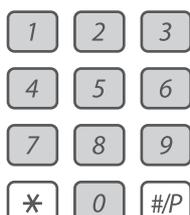
The side to be scanned must be face up!



1

Place the original.

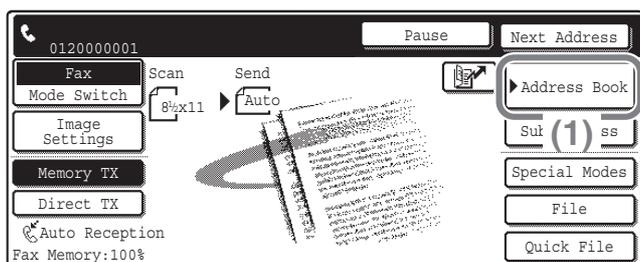
When using the document glass, place the original with the side to be scanned face down.



2

Enter the fax number of the first destination.

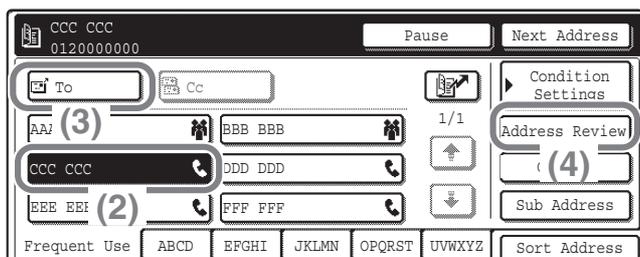
Correct a mistake



3

Select the stored fax number of the second destination in the touch panel.

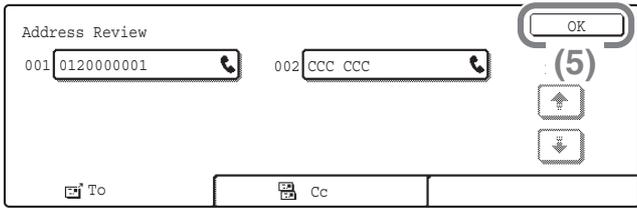
(1) Touch the [Address Book] key.



(2) Touch the one-touch key in which the desired fax number is stored.

(3) Touch the [To] key.

(4) Touch the [Address Review] key.



Select the stored fax number of the second destination in the touch panel.
(Continued)

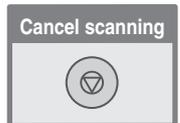
(5) Check the destinations and then touch the [OK] key.

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



4

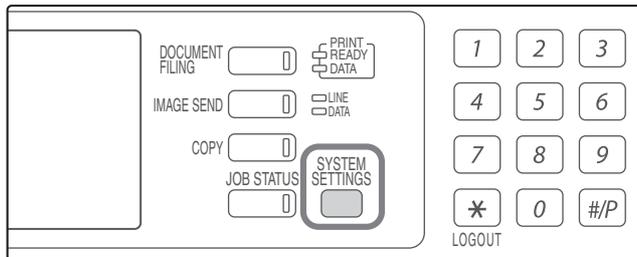
Press the [BLACK & WHITE START] key.



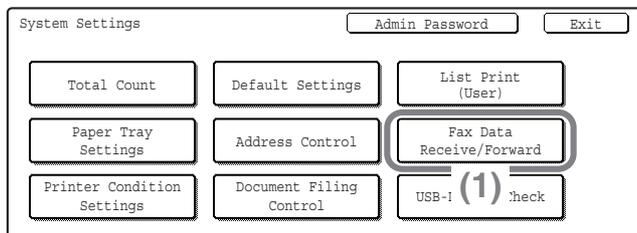
FORWARDING RECEIVED FAXES (Fax Data Forward)

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

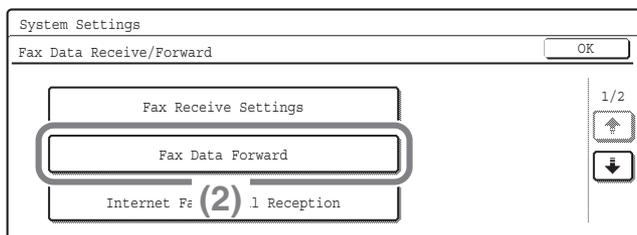
To use this function, the fax number of the destination machine must be stored in "Set the Telephone Number for Data Forwarding" in the system settings.



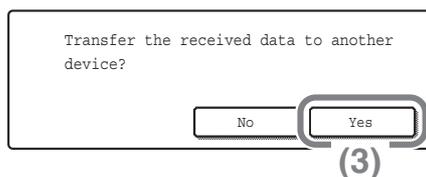
1
Press the [SYSTEM SETTINGS] key.



2
Select fax forwarding in the touch panel.
(1) Touch the [Fax Data Receive/Forward] key.



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



(3) Touch the [Yes] key.

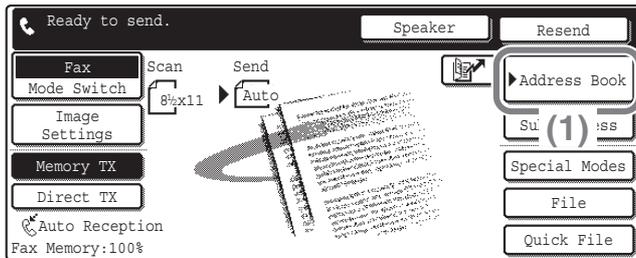
CONVENIENT DIALING METHODS

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

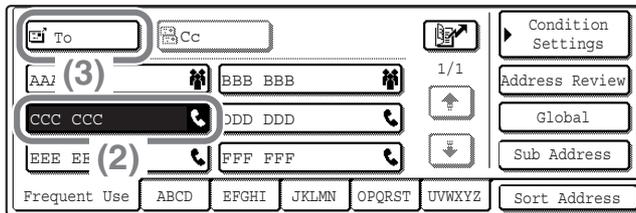
One-touch keys

A fax number stored in a one-touch key can be called up by a simple touch of the key.

A one-touch key for a group can be selected to automatically send a fax to each of the destinations stored in the group.



(1) Touch the [Address Book] key.



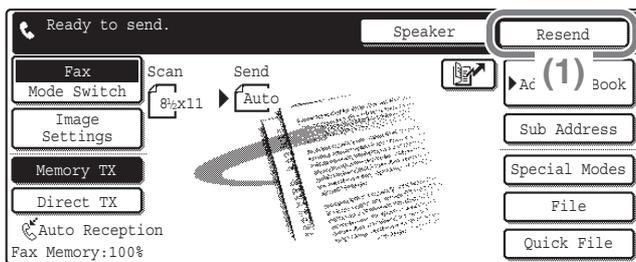
(2) Touch the key of the desired destination.

(3) Touch the [To] key.

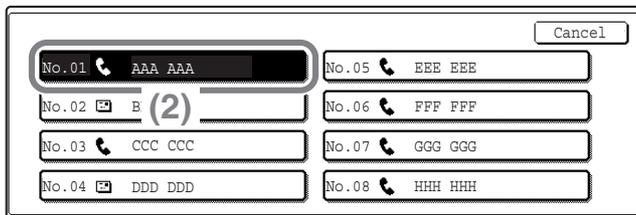
Resending

The [Resend] key can be touched to send an image to one of the most recent 8 transmission destinations.

Resending is not possible in some cases, such as when a fax is sent using a one-touch key for a group.



(1) Touch the [Resend] key.



(2) Touch the key of the desired destination.

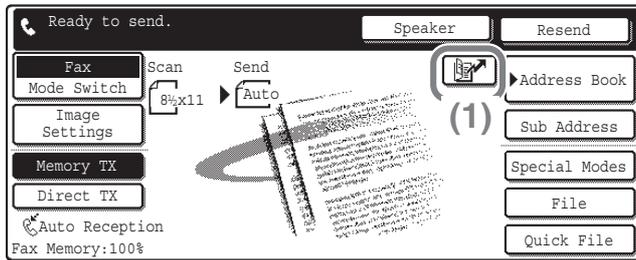
The destinations that appear also include Scan to E-mail and internet fax destinations.

Speed dialing

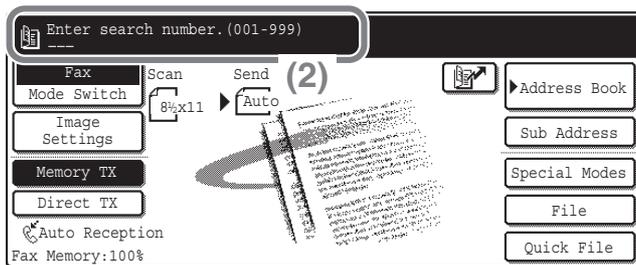
When you store an individual key or a group key, a 3-digit number is assigned.

You can dial using the  key and the 3-digit search number.

To check a search number, print the appropriate list in the sending address list menu in the system settings.



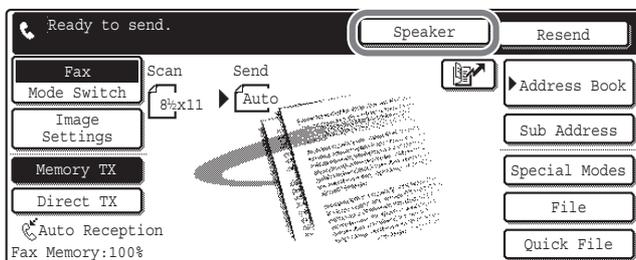
(1) Touch the  key.



(2) Enter the 3-digit search number with the numeric keys.

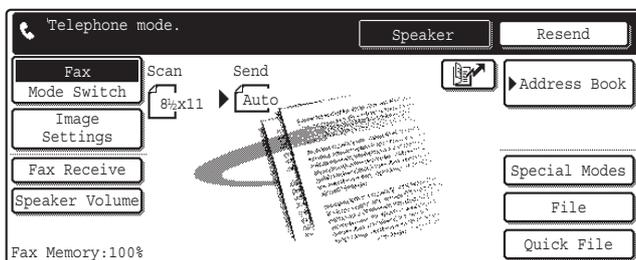
Dialing using the speaker

When the speaker is used to dial, the fax is sent after the number is dialed and the connection is made. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.



Touch the [Speaker] key.

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



Dial the fax number of the destination with the numeric keys or with the [Address Book] key. When the connection is made, press the [BLACK & WHITE START] key to send the fax.

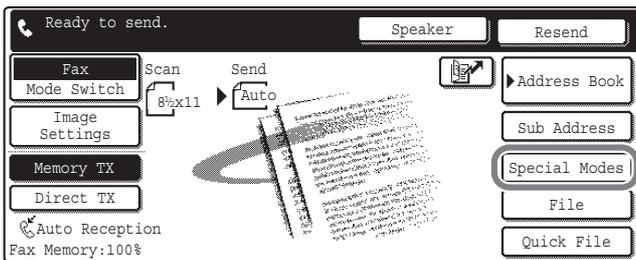
SPECIAL FAX MODES

The special modes make it possible to perform a variety of fax transmissions for specific purposes. The following pages show the types of fax transmissions that can be performed. (The procedures for using each special mode are not explained.)

Each special mode has its own settings and procedures, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Erase" as an example.

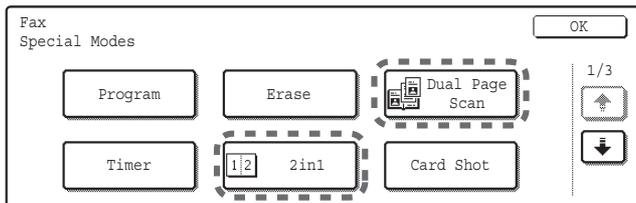
For the specific procedures for using the special modes, see "7. CONVENIENT FUNCTIONS" in the Facsimile Guide.

Special modes

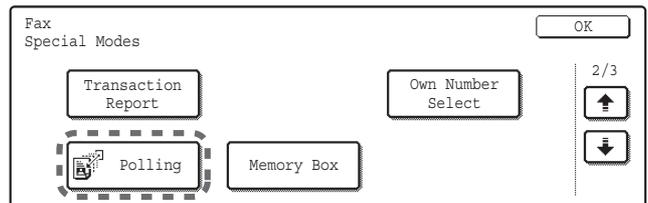


To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of three screens. Use the keys to switch through the screens. Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu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

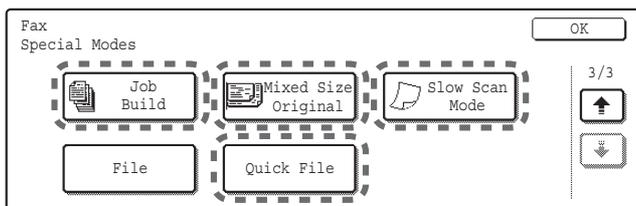
1st screen



2nd screen



3rd screen

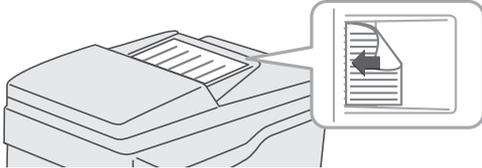


When a special mode key encircled by is touched, the key is highlighted and the setting is completed. When any other special mode key is touched, a setting screen appears to let you select settings for that mode. The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE FOR FAX

The procedure for selecting a special mode for fax is explained below. The settings that can be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting "Erasing peripheral shadows (Erase)" is explained below as an example.

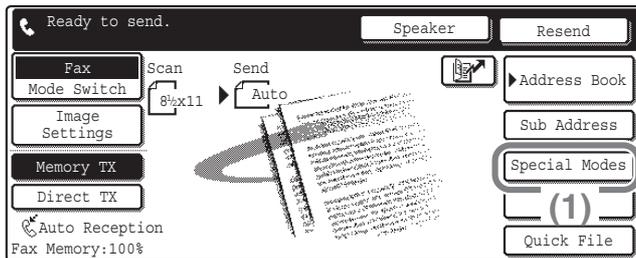
The side to be scanned must be face up!



1

Place the original.

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



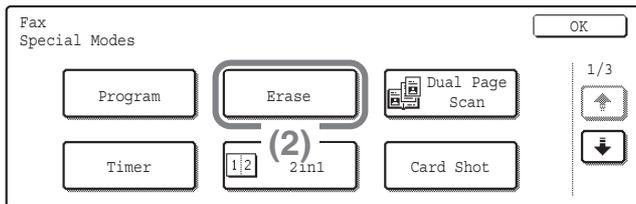
2

Select the desired special mode (example: erase) settings in the touch panel.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

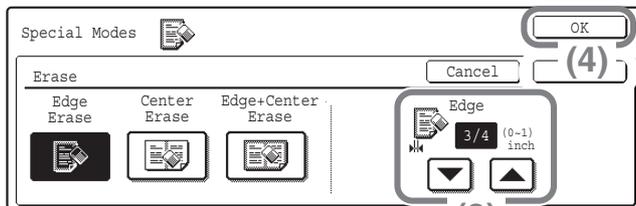
The erase settings will be configured to erase a width of 3/4" around the edges of the original.



(3) Set the erase width to 3/4" using the   keys.

The erase area is set to "Edge Erase" by default.

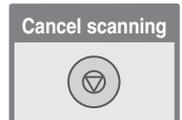
To select "Center Erase" or "Edge+Center Erase", touch the appropriate key.



(4) Touch the [OK] key.

3

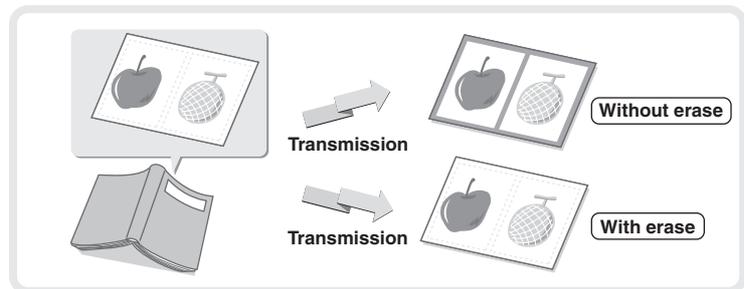
Select the destination and press the [BLACK & WHITE START] key.



CONVENIENT FAX FUNCTIONS

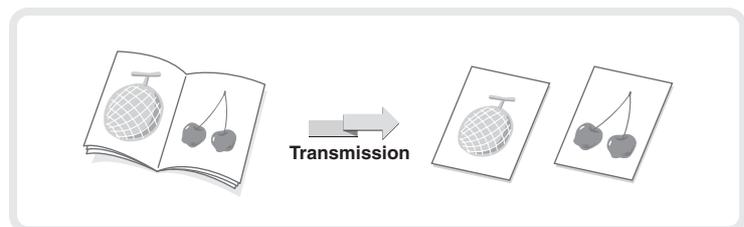
Erasing peripheral shadows (Erase)

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



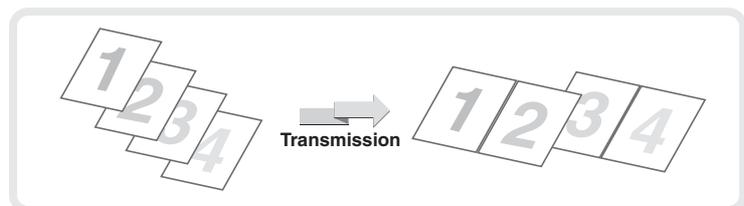
Sending the left and right pages of a bound document as two separate pages (Dual Page Scan)

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



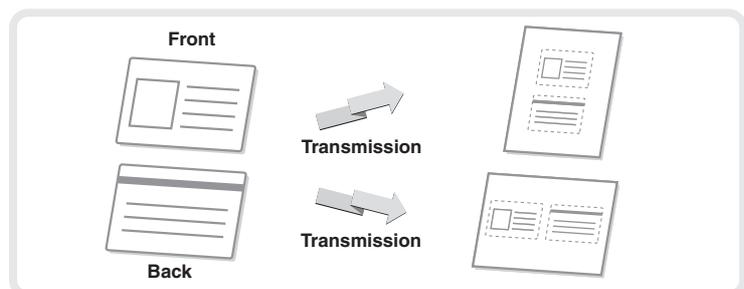
Sending two original pages as a single page (2in1)

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



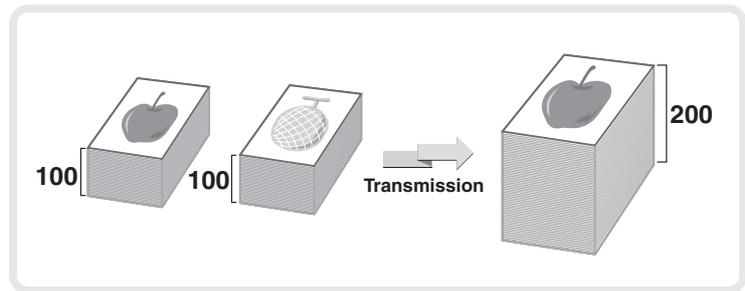
Sending both sides of card as a single page (Card Shot)

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



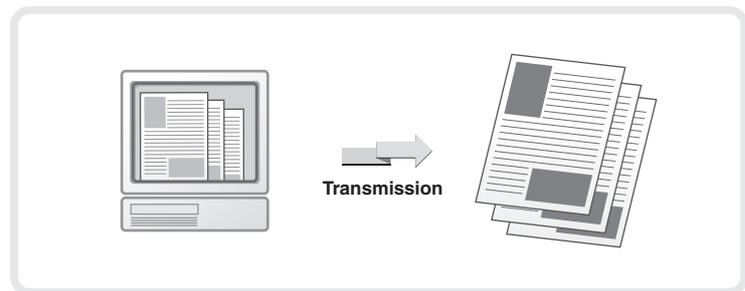
Sending a large number of pages (Job Build)

The maximum number of originals that can be fed through the automatic document feeder at once is 100 sheets. If you need to fax more than 100 originals as a single job, the job build function lets you divide the originals into sets and feed each set.



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

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



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

The machine also has these functions

For detailed information on each function, see "6. PRINTING A TRANSACTION REPORT / IMAGE SENDING ACTIVITY REPORT" or "7. CONVENIENT FUNCTIONS" in the Facsimile Guide.

- Changing the print settings for the transaction report (Transaction Report)
- Sending a fax at a specified time (Timer)
- Using stored settings to send a fax (Programs)
- Temporarily changing the sender information (Own Number Select)
- Faxing different sizes of originals together (Mixed Size Original)
- Faxing thin originals (Slow Scan Mode)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when a fax machine polls your machine (Polling Memory)
- Using F-code communication
- Connecting and using an existing phone (Extension Phone Connection)
- Forwarding a received fax to an e-mail address (Inbound Routing Settings)

Troubleshooting

This section provides solutions to common faxing problems.

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- The transmitted fax prints out blank at the receiving side. 22
- The transmitted fax is reduced by the receiving fax machine. 22
- Transmission does not begin at the specified time. 22

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- Printing does not take place after reception. 23
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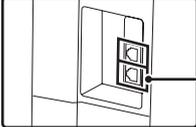
- The volume is too low. 24
- No sound is heard. 24

Problems Related to One-Touch Individual Keys / Group Keys

- A one-touch individual key or group key cannot be edited or deleted. 25
- You wish to delete or edit an individual key but do not know which group key it is stored in. 25
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- If you cannot find the item that you are looking for in the above table of contents, See "OTHER PROBLEMS" in the separate Troubleshooting.
- If you are unable to solve a problem using the solutions in this guide, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.
- * When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power cord. This may damage the hard drive or cause the data being stored or received to be lost.
- System settings
Descriptions of the system settings similar to the following example appear in this manual.
Example: → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Dial Mode Setting"
This is an abbreviated description of the procedure for selecting the setting. ">" indicates a level in the settings. Use these descriptions as a quick guide to help you configure the settings. For information on the system settings for fax, see "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

PROBLEMS RELATED TO TRANSMISSION

Problem	Point to check	Solution
Transmission does not take place.	Is the telephone line connected securely?	<p>Check the telephone line jack at the back of the right side of the machine, the wall jack, and any extension adapters to make sure that all connections are secure.</p>  <p>Telephone line jack</p>
	Is the correct dial mode set for your line?	<p>Ask your administrator to verify that "Dial Mode Setting" is set correctly for the line you are using. (Default setting: "Tone")</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Dial Mode Setting"</p>
	Is a busy signal received?	<p>If a busy signal is received, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Default setting: 2 attempts, 3 min. intervals)</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Line Busy"</p> <p>To cancel the transmission, press the [JOB STATUS] key, touch the key of the job that you wish to cancel, and then touch the [Stop/Delete] key.</p>
	Did a communication error occur?	<p>If an error occurs that prevents transmission, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Default setting: 2 attempts, 3 min. intervals)</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Communication Error"</p> <p>To cancel the transmission, press the [JOB STATUS] key, touch the key of the job that you wish to cancel, and then touch the [Stop/Delete] key.</p> <p>The machine supports error correction mode (ECM) and is configured to automatically resend any part of a fax that is distorted due to noise on the line.</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "ECM"</p>
	Does a message appear indicating that the memory is full?	<p>If the memory becomes full, the transmission will be canceled. Divide the originals into sets and fax each set separately, or use direct transmission.</p>

Problem	Point to check	Solution
Transmission does not take place.	Does a message appear notifying you that the original size was not detected?	Place the original again. If the original size is still not detected correctly, specify the original size manually.
	Does the job status screen (completed jobs) or a transaction report indicate that the transmission was not successful?	If the transmission is still not successful after recalling is performed as set in "Recall in Case of Line Busy" or "Recall in Case of Communication Error", the transmission failure will be indicated in the job status screen and the transaction report. Perform the transmission again. → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Line Busy" → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Communication Error"
	Did you place a long size original on the document glass when it is scanned?	A long size original cannot be scanned from the document glass. Place originals in the document feeder tray of the automatic document feeder.
	Did you place an original that is folded?	If a folded original is placed in the automatic document feeder, an error will occur and scanning will be canceled when the actual original size is detected during scanning. Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and rescan.
	Are the sub-address and passcode correct? (When using F-code communication)	Check with the operator of the other machine to make sure that the sub-address and passcode are correct.
The transmitted fax prints out blank at the receiving side.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up. Place the original correctly and send the fax again.
	If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	Check with the operator of the other machine.
The transmitted fax is reduced by the receiving fax machine.	Has image rotation been enabled?	When "Rotation Sending Setting" is not enabled (the image is not rotated), an original placed in the vertical orientation may be reduced by the receiving machine. Enable "Rotation Sending Settings" before transmission.
Transmission does not begin at the specified time.	Is the machine's clock set to the correct time?	Set the clock to the correct time. → System Settings > "Default Settings" > "Clock"

PROBLEMS RELATED TO RECEPTION

Problem	Point to check	Solution
Printing does not take place after reception.	Does a message appear in the display instructing you to add toner or paper? (Printing is not possible when this screen appears.)	Restore printing capability as instructed by the message.
	Does a password entry screen appear?	"Hold Setting for Received Data Print" is enabled. Enter the correct password with the numeric keys. If you do not know the password, check with your administrator.
	Has cut-off printing been disabled in the system settings (administrator)?	If "Print Actual Size Cut off Disabled" is enabled in "Printer Style Setting" in the system settings (administrator) and a fax is received that is larger than any paper that is loaded, the fax will be received to memory without being printed. (However, when a fax longer than 11" x 17" (A3) size is received, it will be printed using multiple sheets of paper.) Load the same size of paper as the received fax.
	Is forwarding (Inbound Routing function) selected in the Web page for a received fax?	When the Inbound Routing function is enabled in the Web pages, received faxes are automatically forwarded to a specified E-mail address. If "Print at Error" is selected when Inbound Routing is enabled, received faxes will only be printed when an error occurs. If you need to print a received fax, ask your administrator.
Manual reception / polling reception are not possible.	Is little free memory remaining?	Try the operation again after currently stored jobs have been completed.
The received image is faint.	Is the original that was faxed also faint?	Ask the other party to send the fax again using a suitable (darker) exposure setting.
The machine does not begin fax reception.	Has the reception mode been set to "Manual Reception" in the system settings (administrator)?	When the reception mode is set to "Manual Reception", the machine will not receive faxes automatically. To have the machine receive faxes automatically, set the reception mode to "Auto Reception". → System Settings > "Fax Data Receive/Forward" > "Fax Receive Settings"

PROBLEMS RELATED TO AUDIBLE SIGNALS

Problem	Point to check	Solution
<p>The volume is too low.</p> <ul style="list-style-type: none"> • Speaker • Ringer Volume • Line Monitor • Fax Receive Complete Signal • Fax Send Complete Signal • Fax Communication Error Signal 	<p>Has the volume setting been set to "Low" in the system settings (administrator)?</p>	<p>Ask your administrator to set the volumes in "Speaker Settings" to "Medium" or "High".</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Speaker Settings"</p>
<p>No sound is heard.</p> <ul style="list-style-type: none"> • Ringer Volume • Line Monitor • Fax Receive Complete Signal • Fax Send Complete Signal • Fax Communication Error Signal 	<p>Has the ringer volume been turned off in the system settings (administrator)?</p>	<p>Ask your administrator to set the volumes in "Speaker Settings" to "Low", "Medium", or "High".</p> <p>→ System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Speaker Settings"</p>

PROBLEMS RELATED TO ONE-TOUCH INDIVIDUAL KEYS / GROUP KEYS

Problem	Point to check	Solution
A one-touch individual key or group key cannot be edited or deleted.	Is the individual key included in a group key?	Remove the key from the group and then edit or delete the key. → System Settings > "Address Control" > "Direct Address / Program" > "Modify/Delete"
	Is the key being used in a reserved transmission or a transmission in progress?	Wait until the transmission is finished or cancel the transmission and then edit or delete the key.
	Is the key that you wish to edit or delete included in a program?	Remove the key from the program and then edit or delete the key. → System Settings > "Address Control" > "Direct Address / Program" > "Modify/Delete"
	Is the key that you wish to edit or delete stored as a relay destination of an F-code relay broadcast transmission?	An individual or group one-touch key that is stored as a relay destination cannot be edited or deleted. Remove the key from the relay destinations of the F-code relay broadcast transmission and then edit or delete the key. → System Settings > "Address Control" > "F-Code Memory Box" > "Relay Broadcast" (Modify/Delete)
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
	Has your administrator enabled a function that prevents editing/deleting?	If your administrator has enabled settings such as "Inbound Routing Settings" (in the Web pages), editing/deleting will not be possible. Check with your administrator.
You wish to delete or edit an individual key but do not know which group key it is stored in.	Are multiple group keys stored?	If multiple group keys have been stored, print the Group List in "Sending Address List" in the system settings. The list will show where the key is stored. → System Settings > "List Print (User)" > "Sending Address List" > "Group List"
You wish to delete or edit an individual or group key but do not know which program key it is stored in.	Are multiple program keys stored?	If multiple program keys have been stored, print the Program List in "Sending Address List" in the system settings. The list will show where the individual or group key is stored. → System Settings > "List Print (User)" > "Sending Address List" > "Program List"

Specifications

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SPECIFICATIONS

Model	MX-FXX1	
Applicable telephone line	Public switched telephone network, PBX	
Scanning resolution (supports ITU-T standards)	8 x 3.85 lines/mm (Standard), 8 x 7.7 lines/mm (Fine, Fine-Halftone), 8 x 15.4 lines/mm (Super Fine, Super Fine - Halftone), 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine - Halftone)	
Transmission speed	33.6 kbps down to 2.4 kbps Automatic fallback	
Compression method	MH / MR / MMR / JBIG	
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)	
Input document size	Inch sizes: 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, A4, A4R, 5-1/2" x 8-1/2" AB sizes: A3, B4, A4, A4R, 8-1/2" x 11", 8-1/2" x 11"R, B5, B5R, A5 Long originals (max. width 11-45/64" (297 mm) x max. length 31-31/64" (800 mm) can be transmitted using the automatic document feeder.)	
Paper sizes	11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"R (A3, B4, A4, A4R, B5, B5R, A5R)	
Transmission time *1	Approx. 2 seconds (Super G3 mode/33.6 kbps, JBIG) Approx. 6 seconds (G3 ECM mode/14.4 kbps)	
Power supply	Supplied from the machine	
Dimensions	11-7/32" (W) x 2-39/64" (D) x 8-25/64" (H) (285 mm (W) x 66 mm (D) x 213 mm (H))	
Weight	Approx. 3.4 lbs. (1.5 kg)	
Remarks	Extension telephone connection	Possible (1 telephone)
	Number of one-touch keys for storing destinations*2	Maximum number of keys: 999
	Number of destinations that can be stored in a group (1 key)*2	Maximum number of destinations in one group (1 key): 500
	Timer transmission	Yes
	Program function	Yes (48 programs)
	F-code transmission	Supported (SUB/SEP (sub-address) and SID/PWD (passcode) signals can be transmitted / received)
	Image memory	8 MB standard

*1 Transmission speed is for an 8-1/2" x 11" or A4 document with approximately 700 characters at standard resolution (8 x 3.85 lines/mm) sent in high speed mode (33.6 kbps (JBIG) or 14.4 kbps). This is only the time required to transmit the image information; the time required to send protocol signals is not included. Actual transmission times will vary depending on the contents of the document, the receiving machine type, and telephone line conditions.

*2 Total number of all destinations (Scan to E-mail, Scan to FTP, Scan to Desktop, Scan to Network folder, Internet Fax, Fax and Group)

FOR THE USERS OF THE FAX FUNCTION

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

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

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

In order to program this information into your FAX machine, you should complete the following steps:
See "Fax Own Name and Number Set" on page 178 of Facsimile Guide.

Important safety information

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

FCC Notice to users:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.

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

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

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

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

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

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

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

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

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

<p>Sharp Electronics Corporation P.O. Box 650 Mahwah, NJ 07430-1163 Telephone: 1-800-BE-SHARP</p>
--

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

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

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

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

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

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

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

Connection to party lines service is subject to state tariffs.

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

NOTICE FOR USERS IN CANADA

"NOTICE : This product meets the applicable Industry Canada technical specifications."

"NOTICE : The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five."

The REN of this equipment is indicated on the facsimile expansion kit.

AVIS POUR NOS UTILISATEURS AU CANADA

AVIS : Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Remarque : L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

L'indice d'équivalence de la sonnerie (IES) de cet équipement est indiqué sur le kit d'extension télécopieur.

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

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

Troubleshooting

In the unlikely event of you experiencing a problem with this product, please refer to this manual before requesting service.

The contents of this manual are grouped by situation.
The chapters of the manual appear on the cover.

REMOVING MISFEEDS

COPYING

PRINTING

SCANNING

DOCUMENT FILING

INSTALLATION

OTHER PROBLEMS

- Problems Related to Machine Operation
- Problems Related to Paper Feeding and Output
- Problems Related to Quality / Print Results
- Problems Related to Peripheral Device
- Other Problems
- Illustration of the machine

Keep this manual close at hand for reference whenever needed.

ABOUT THIS MANUAL

This manual provides solutions to possible problems in a question and answer format. The questions are grouped into the chapters "REMOVING MISFEEDS", "COPYING", "PRINTING", "SCANNING", "DOCUMENT FILING", "INSTALLATION", and "OTHER PROBLEMS". Locate the question that relates to your problem and use the answer to help correct the situation. If you are unable to solve a problem using this manual, please contact your dealer or nearest SHARP Service Department.

Conventions used in this manual

- **System settings**

Descriptions of system settings similar to the following example appear in this manual.

Example: → System Settings (Administrator) > "Copy Settings" > "Rotation Copy Setting" >

This is an abbreviated description of the procedure for selecting the setting. ">" indicates a level in the settings and indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings.

For detailed explanations of the system settings, see the System Settings Guide.

- **References to other sections**

Some of the explanations in this manual refer to other pages. Refer to these pages as well to help solve your problem.

Example:  Illustration of the machine (A) (page 36)

Please note

- For information on installing the drivers and software cited in this manual, please refer to the separate Software Setup Guide.
- 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 this manual are primarily for Windows® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments. The screens may vary depending on the version of the operating system.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest 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

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information included herein 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 an automatic document feeder, right tray, and stand/2 x 500 sheet paper drawer are installed.

To further explain certain functions and uses, some explanations assume that additional peripheral devices are installed.

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

MANUALS PROVIDED WITH THE MACHINE

This manual provides solutions to possible problems. For the detailed procedures for using the machine, see the following manuals.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting (This manual)	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.
Facsimile Quick Reference Guide	This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications. For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide" in PDF format.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

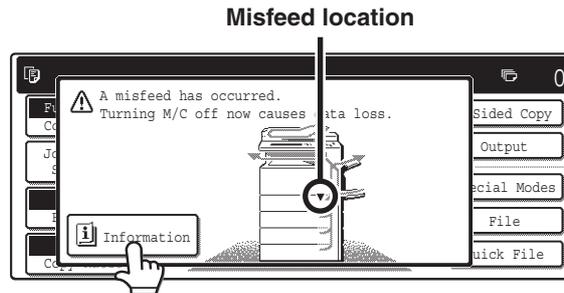
Manual name	Contents
User's Guide	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the printer function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

REMOVING MISFEEDS

This chapter explains what to do when a paper misfeed occurs in the machine.

Removing misfeeds

When a paper misfeed occurs, "A misfeed has occurred." appears in the touch panel and printing stops. In this event, touch the [Information] key in the touch panel. When the key is touched, instructions for removing the misfeed will appear. Follow the instructions. (The approximate locations of possible misfeeds are indicated by blinking ▼ marks as shown below.)



⚠ Caution

The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

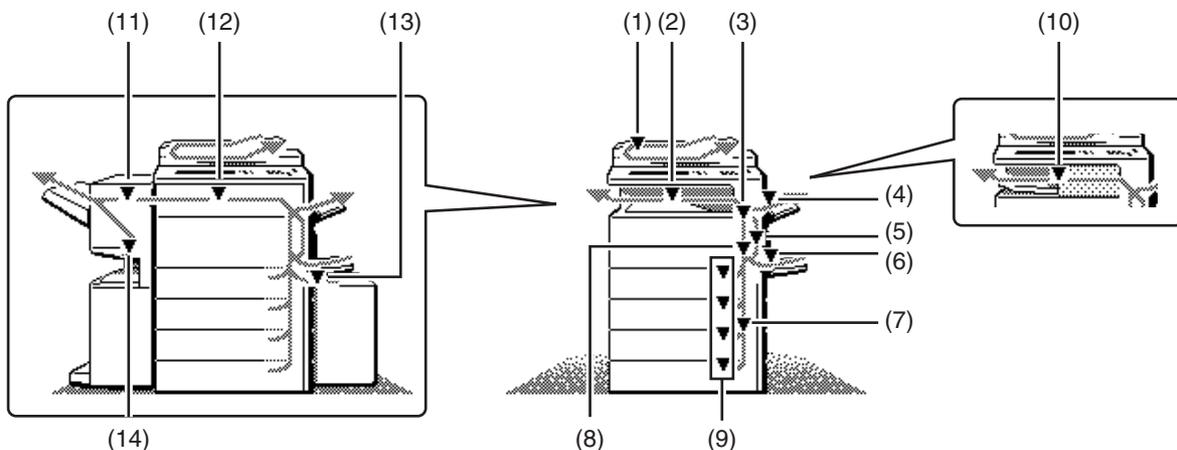


- When removing misfed paper, do not touch or damage the transfer belt.
- Carefully pull the paper out without tearing it.
- A misfeed may have occurred inside the machine. Check carefully and remove the misfeed.
- If the paper tears, be sure to remove all pieces from the machine.

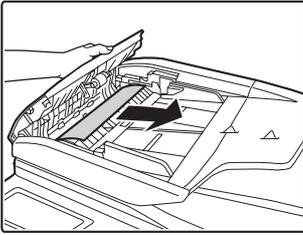
Paper misfeed illustrations

If you require more information when reading the instructions in the touch panel, see the paper misfeed illustrations on the following pages. Refer to the illustration below and then go to the appropriate illustration (1 to 14) for your situation.

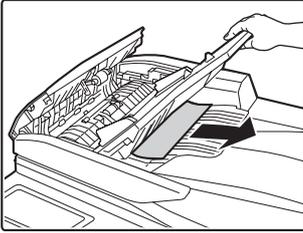
📖 (1)-(4): page 4, (5)-(10): page 5, (11)-(14): page 6



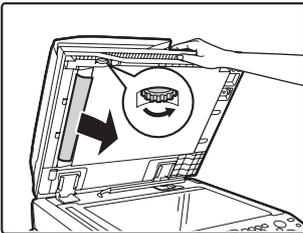
(1) Original misfeed



Open the document feeder cover and remove the misfed originals.



Pull out the document feeder tray and remove the misfed paper.

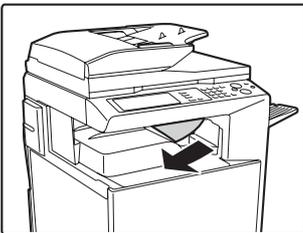


Open the automatic document feeder. Rotate the transfer roller in the direction of the arrow and remove the original.

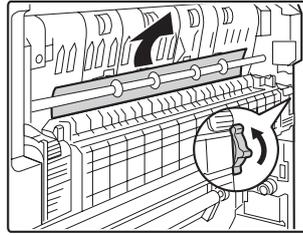


After removing the misfeed, open and close the automatic document feeder (or the document feeding area cover or document feeder tray) to clear the misfeed display from the touch panel.

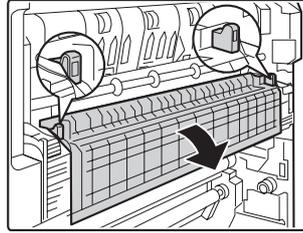
(2) Paper misfeed in the output area



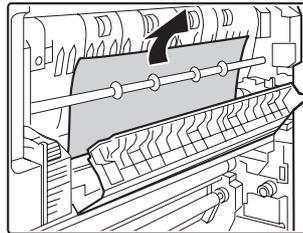
(3) Paper misfeed in the fusing unit



Rotate knob and remove the misfed paper.



If the misfed paper is inside the fusing area, turn down the fusing unit open tab to open the fusing unit and remove the misfed paper.



Rotate knob and remove the misfed paper.



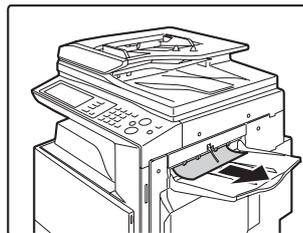
Caution

The fusing unit area is hot. Take care not to burn yourself. (Do not touch any metal parts.)

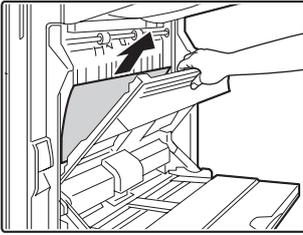


Unfused toner may remain on the paper that is removed. Take care that it does not soil your hands or clothing.

(4) Paper misfeed in the exit tray unit (right tray)

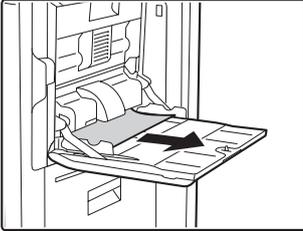


(5) Paper misfeed in the reversing unit

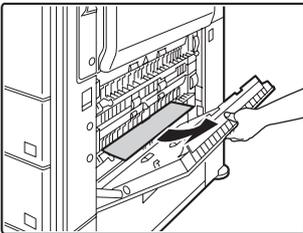


Open the Paper reversing section cover and remove the misfed paper.

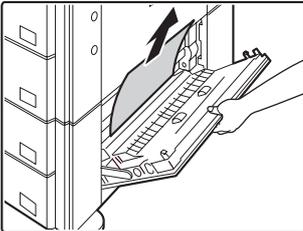
(6) Paper misfeed in the bypass tray



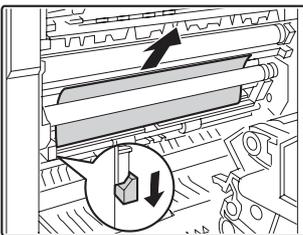
(7) Paper misfeed in tray 1 to tray 4 (side)



The misfeed may have occurred inside the machine. Check carefully and remove it.

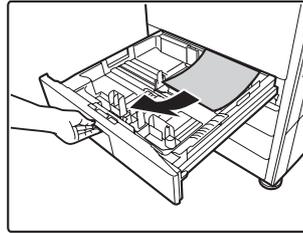


(8) Paper misfeed in the transport area



Lower the lever in the direction of the arrow to remove the misfed paper.

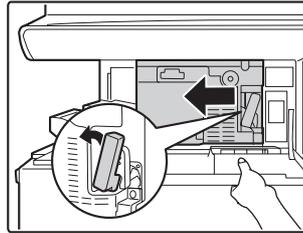
(9) Paper misfeed in tray 1 to tray 4 (in the tray)



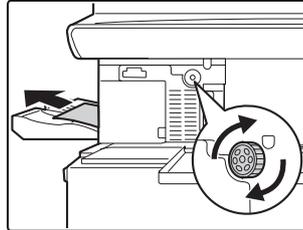
Before pulling the tray out, open the right cover and check if there is a paper misfeed. If you pull the tray out without checking, you may tear misfed paper and make it more difficult to remove the pieces that remain in the machine.

➡ (7) Paper misfeed in tray 1 to tray 4 (side)

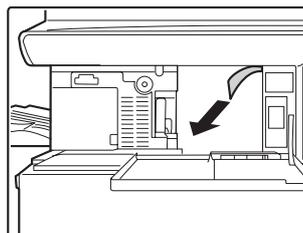
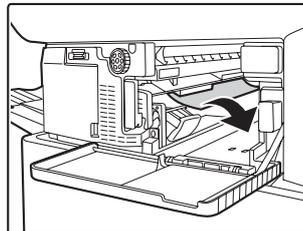
(10) Paper misfeed in the finisher



While pressing the lever over to the left, slide the finisher to the left until it stops.

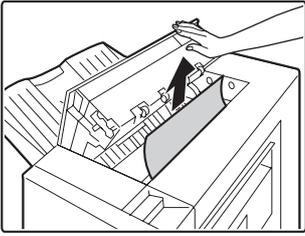


Turn roller rotating knob in the direction of the arrow to remove the misfed paper.

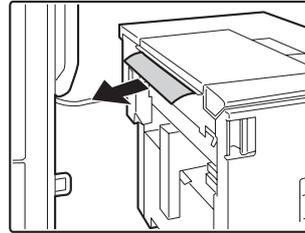


Make sure that there is no misfed paper in the machine.

(11) Paper misfeed in the saddle stitch finisher (top)

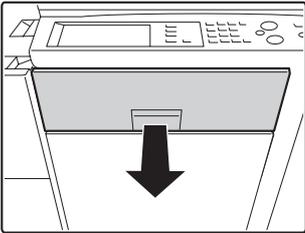


Open the top cover and remove the misfed paper.

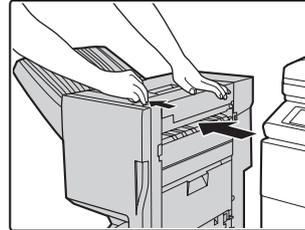


(14) Paper misfeed in the saddle stitch finisher (bottom)

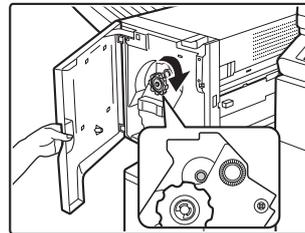
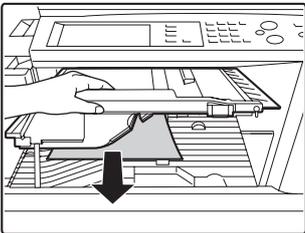
(12) Paper misfeed in the paper pass unit



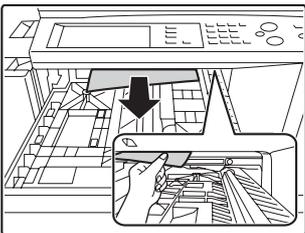
Pull out the paper pass unit and remove the misfed paper.



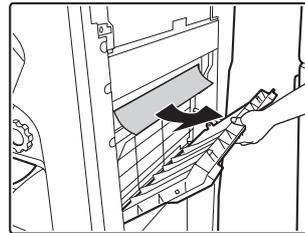
While pulling the lever, slide the saddle stitch finisher to the left until it stops.



Turn knob until a blue indication is seen.

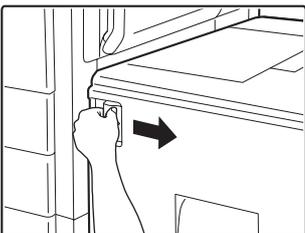


Check the paper reversing section inside the tray and remove any misfed paper. *A misfeed has occurred inside the machine. Look inside to check.

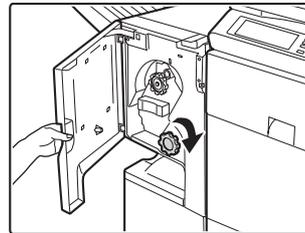


Open the finisher right cover and remove the misfed paper.

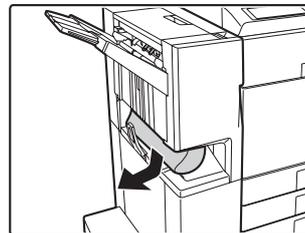
(13) Paper misfeed in the large capacity tray



While holding the tray release lever, carefully slide the large capacity tray away from the main unit until it stops.



Rotate knob and remove the misfed paper.



COPYING

This chapter provides solutions to possible copying problems. See the following table of contents to locate the appropriate page for your question or problem.

Problems Related to Copying Operation

- Copying does not take place. 7
- Auto selection of the color mode does not take place. 7
- Image rotation does not take place. 8
- Two-sided copying does not take place. 8
- The paper size of a tray cannot be set. 8

Problems Related to Copy Results

- The image is too light or too dark. 9
- Colors are off. 9
- Part of the image is cut off. 9
- Copies come out blank. 9

- If you cannot find the item that you are looking for in the above table of contents, see "OTHER PROBLEMS" (page 27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.
- * When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Problems Related to Copying Operation

Problem	Point to check	Solution
Copying does not take place.	Have functions been disabled by the administrator?	When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Auto selection of the color mode does not take place.	<p>Are you using one of the following types of originals?</p> <p>Black & White is not selected</p> <ul style="list-style-type: none"> • Are there colors or coloring in the paper? <p>Color is not selected</p> <ul style="list-style-type: none"> • The color in the original is very light. • The color in the original is very dark, almost black. • Is only a very small area of the original colored? 	When the color mode is set to "Auto", the machine detects whether the original is black and white or color when the [COLOR START] key (●●●●) is pressed. However, when an original similar to one of those at left is used, automatic detection may not give the correct result. In this event, specify the color mode manually.

Problem	Point to check	Solution
Image rotation does not take place.	Did you select the paper size or copy ratio manually?	Copy using automatic paper selection and automatic ratio selection.
	Is "Rotation Copy Setting" disabled in the system settings (administrator)?	Check with your administrator. If you are the administrator, enable "Rotation Copy Setting". → System Settings (Administrator) > "Copy Settings" > "Rotation Copy Setting" > <input checked="" type="checkbox"/>
Two-sided copying does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided copying?	Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected <input checked="" type="checkbox"/> , two-sided copying using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing. → System Settings > "Paper Tray Settings" > "Tray Settings"
	Are you using a special size or type of paper?	Two-sided copying is not possible on paper that is a special type or size. The only type of paper that can be used is plain paper (16 lbs. to 28 lbs. (60 g/m ² to 105 g/m ²)). Paper sizes that can be used are 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R (A3, B4, A4, A4R, B5, B5R, A5R, 8K, 16K, and 16KR).
	Are you copying using settings that do not allow two-sided copying?	Two-sided copying can generally be combined with other special modes, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
The paper size of a tray cannot be set.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

Problems Related to Copy Results

Problem	Point to check	Solution
The image is too light or too dark.	Is the image too light or too dark?	Select an appropriate exposure mode for the original being copied and adjust the exposure level manually.
	Has an appropriate exposure mode for the original type been selected?	<p>A satisfactory copy result can be obtained by selecting a suitable exposure mode for the original type. Select one of the following modes depending on the original type.</p> <ul style="list-style-type: none"> • Text Use this mode for regular text documents. • Text/Prted.Photo This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue. • Text/Photo This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on. • Printed Photo This mode is best for copying printed photographs, such as photos in a magazine or catalogue. • Photo Use this mode to copy photos. • Map This mode is best for copying the light color shading and fine text found on most maps. • Light original Use this mode for originals with light pencil writing.
Colors are off.	Did you perform "Registration Adjustment"?	<p>Ask your administrator to perform "Registration Adjustment".</p> <p>→ System Settings (Administrator) > "Device Control" > "Registration Adjustment" > "Auto Adjustment"</p> <p>If the color tones are off, perform "Auto Color Calibration". (If the colors are still off after calibration, repeating calibration may improve the results.)</p> <p>→ System Settings (Administrator) > "Copy Settings" > "Auto Color Calibration"</p>
Part of the image is cut off.	Has an appropriate ratio been selected for the original size and paper size?	Select an appropriate ratio setting.
	Are you using an AB paper size?	When copying on an AB paper size, specify the original size manually.
Copies come out blank.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.

PRINTING

This chapter provides solutions to possible printing problems. See the following table of contents to locate the appropriate page for your question or problem.

Problems Related to Printing Operation

- Printing does not take place. 10
- Color printing does not take place. 12
- Two-sided printing does not take place. 12
- A tray, finisher, or other peripheral device installed on the machine cannot be used. 13

Problems Related to Print Results

- The image is grainy. 13
- The image is too light or too dark. 13
- Colors are off. 13
- Text and lines are faint and difficult to see. 13
- Part of the image is cut off. 14
- The image is upside down. 14
- Many nonsense characters are printed. 15

- If you cannot find the item that you are looking for in the above table of contents, see "OTHER PROBLEMS" (page 27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.
- * When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Problems Related to Printing Operation

Problem	Point to check	Solution
Printing does not take place.	Is your computer connected correctly to the machine?	Make sure that the cable is connected securely to the LAN connector or the USB connector on your computer and the machine. If you are on a network, check the connections at the hub as well.  Illustration of the machine (L) and (M) (page 37)
	Is the machine connected to the same network (LAN, etc.) as your computer?	The machine must be connected to the same network as your computer. If you do not know which network the machine is connected to, ask the network administrator.

Problem	Point to check	Solution
Printing does not take place.	Is the IP address selected correctly? (Windows)	<p>If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes. Print the "All Custom Setting List" in the system settings and check the IP address of the machine. If the IP address has changed, change the port setting in the printer driver.</p> <p>→ System Settings > "List Print (User)" > "All Custom Setting List"</p> <p>📖 Software Setup Guide</p> <p>If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine.</p> <p>→ System Settings (Administrator) > "Network Settings" > "IP Address Setting"</p>
	Is AppleTalk active? (Macintosh)	<p>In Mac OS X, click [Network] in [System Preferences] and select "Built-in Ethernet" in "Show". Click the [AppleTalk] tab and make sure that [Make AppleTalk Active] is selected.</p> <p>In Mac OS 9.0 to 9.2.2, open the [Chooser] from the Apple menu and make sure that [Active] is selected. Printing is not possible if [Active] is not selected. Ask your administrator to check if "Enable EtherTalk" is enabled in the system settings (administrator). (The factory default setting is "Enable".)</p> <p>→ System Settings (Administrator) > "Network Settings" > "Enable EtherTalk" > <input checked="" type="checkbox"/></p>
	Is "Connect via" set to [Ethernet] for AppleTalk? (Mac OS 9.0~9.2.2)	<p>Open [AppleTalk] from the [Control Panels] and make sure that [Ethernet] is selected in the "Connect via" menu. Printing is not possible if [Ethernet] is not selected.</p>
	Is your computer in an unstable state?	<p>Printing is sometimes not possible when you run multiple applications at once or there is insufficient memory or hard drive space. Restart your computer.</p>
	Is the machine specified correctly in the software application that you are using for printing?	<p>Make sure that the printer driver of the machine is selected in the Print window of the application. If the printer driver does not appear in the list of available printer drivers, it may not be installed correctly. Remove the printer driver and then install it once again.</p> <p>📖 INSTALLATION (page 24)</p>
	Are the network connection devices operating normally?	<p>Make sure that the routers and other network connection devices are operating correctly. If a device is not powered on or is in an error state, see the manual of the device to correct the problem.</p>
	Is the I/O timeout setting too short?	<p>If the I/O timeout setting is too short, errors may occur while writing to the printer. Ask the administrator of the machine to configure an appropriate time in "I/O Timeout".</p> <p>→ System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout"</p>

Problem	Point to check	Solution
Printing does not take place.	Was a Notice Page printed?	<p>A Notice Page will be printed to indicate the cause of the problem if a print job cannot be performed as specified and the cause is not shown in the display. Read the printed page and take appropriate action. For example, a notice page will be printed in the following situations.</p> <ul style="list-style-type: none"> • The print job is too large to fit in memory. • A function that has been prohibited by the administrator is specified. <p>* By factory default, Notice Pages are not printed.</p>
	Have functions been disabled by the administrator?	<p>When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.</p>
Color printing does not take place.	Is the color mode set to "Color"?	<p>Select "Automatic" or "Color" for the color mode setting. The color mode setting is configured as follows:</p> <p>Windows: On the [Color] tab of the printer driver.</p> <p>Macintosh: In the [Color] menu of the print window. (In Mac OS X v10.1.5, the [Color] tab of [Printer Features].)</p> <p>In Windows, [Black and White Print] can also be selected on the [Main] tab of the printer driver. If you wish to print in color, make sure that the [Black and White Print] checkbox on the [Main] tab is not selected <input type="checkbox"/>.</p>
	Have functions been disabled by the administrator?	<p>When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.</p>
Two-sided printing does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided printing?	<p>Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected <input checked="" type="checkbox"/>, two-sided printing using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing (Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycled Paper, Color). → System Settings > "Paper Tray Settings" > "Tray Settings"</p>
	Are you using a special size of paper?	<p>Two-sided printing is not possible on special sizes of paper. Paper sizes that can be used are Ledger, Letter, Legal, Executive, Invoice, Foolscap, A2 (Fit To Page), A3, A4, A5, B4, B5, 8K, and 16K.</p>
	Have functions been disabled by the administrator?	<p>Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.</p>

Problem	Point to check	Solution
A tray, finisher, or other peripheral device installed on the machine cannot be used.	Have the peripheral devices that are installed on the machine been configured in the printer driver?	Open the printer properties and click the [Auto Configuration] button on the [Configuration] tab. (Windows) * If auto configuration cannot be executed, see the Software Setup Guide.

Problems Related to Print Results

Problem	Point to check	Solution
The image is grainy.	Are the printer driver settings appropriate for the print job? (Windows)	If you are using the PCL printer driver, you can set the resolution to [600 dpi] or [300 dpi] in the print settings at the time of printing. When you need a very clear image, select [600 dpi]. If you are using the PS printer driver, you can set the resolution to [600x600 dpi] or [1200x600 dpi] (only for black and white printing). The resolution setting is selected in the [Advanced] tab of the printer driver properties window.
The image is too light or too dark.	Does the image (particularly a photo) need correction? (Windows)	Brightness and contrast can be corrected by performing [Color Adjustment] on the [Color] tab of the printer driver. These settings can be used for simple corrections when you do not have image editing software installed on your computer.
Colors are off.	Did you perform "Registration Adjustment"?	Ask your administrator to perform "Registration Adjustment". → System Settings (Administrator) > "Device Control" > "Registration Adjustment" > "Auto Adjustment" If the color tones are off, perform "Auto Color Calibration". (If the colors are still off after calibration, repeating calibration may improve the results.) → System Settings (Administrator) > "Printer Settings" > "Color Adjustments" > "Auto Color Calibration"
Text and lines are faint and difficult to see.	Was color data printed in black and white? (Windows)	When color text and lines are printed in black and white, they may become faint and difficult to see. To have color text or lines (areas) that are faint converted to black, select [Text To Black] or [Vector To Black] on the [Color] tab of the printer driver. (Correction of graphics data such as bitmap image is not possible.)

Problem	Point to check	Solution
Part of the image is cut off.	Does the paper size specified by the job match the size of paper loaded in the tray?	Make sure that the paper size setting matches the size of paper loaded in the tray. The paper size setting is selected as follows: Windows: On the [Paper] tab of the printer driver. If [Fit to Paper Size] is selected, check the loaded paper and the paper size setting. Macintosh: In the [Page Setup] menu. (In Mac OS 9.0 to 9.2.2, in the [Paper Settings] menu.)
	Is the print orientation setting (portrait or landscape) correct?	Set the print orientation to match the image. The print orientation is selected as follows: Windows: On the [Main] tab of the printer driver. Macintosh: In the [Page Setup] menu.
	Are the margins set correctly in the layout settings of the application?	If the edge of the image extends outside the printable area of the machine, the edge will be cut off. Select an appropriate paper size and margins in the layout settings of the application.
The image is upside down.	Are you using a type of paper (tab paper, punch paper, etc.) that can only be loaded in a fixed orientation?	When the image size and paper size are the same but the orientations are different, the orientation of the image is automatically rotated to match the paper. However, when the paper can only be loaded in a fixed orientation, this may result in the image being printed upside down. In this event, rotate the image 180 degrees before printing. The 180 degree rotation setting is selected as follows: Windows: On the [Main] tab of the printer driver. Macintosh (OS X v10.3.3 to 10.4): On the [Page Setup] menu. (Landscape orientation only.) (In Mac OS 9.0 to 9.2.2, in the [PostScript Options] menu of the [Page Setup] menu.)
	Is the correct binding position selected for two-sided printing?	When two-sided printing is performed, every other page is printed upside down when tablet binding is selected for the binding position. Be sure to set the appropriate binding position. The binding position is selected as follows: Windows: On the [Main] tab of the printer driver. Macintosh: In the [Layout] menu of the print window. (In Mac OS X v10.1.5, in the [Duplex] menu of the print window; in Mac OS 9.0 to 9.2.2, in [Output/Document Style].)

Problem	Point to check	Solution
<p>Many nonsense characters are printed.</p>	<p>Is your computer or the machine in an unstable state?</p>	<p>If little free space remains in the memory or hard drive of your computer, or many jobs have been spooled on the machine and it has little free memory remaining, printed text may turn into nonsense characters. In this situation, cancel printing, restart your computer and the machine, and try printing again.</p> <p>To cancel printing</p> <p>Windows:</p> <p>Double-click the printer icon that appears at the lower right of the task bar and click "Cancel All Documents" (or "Purge Print Documents") in the [Printer] menu.</p> <p>Macintosh:</p> <p>Double click the name of the machine in the printer list, select the job that you wish to delete, and delete it. (In Mac OS 9.0 to 9.2.2, double click the printer icon on the desktop, select the print job that you wish to delete, and delete it.)</p> <p>At the machine:</p> <p>Press the [JOB STATUS] key on the operation panel, touch the [Print Job] key to change the screen, touch the key of the print job that you wish to delete, and touch the [Stop/Delete] key. A message appears to confirm the cancelation. Touch the [Yes] key.</p> <p>If nonsense characters are still printed after restarting, ask your administrator to lengthen the timeout setting of "I/O Timeout" in the system settings (administrator).</p> <p>→ System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout"</p> <p>* If nonsense characters are still printed after taking the above measures, remove and then reinstall the printer driver.</p>

SCANNING

This chapter provides solutions to possible scanning problems. See the following table of contents to locate the appropriate page for your question or problem.

Problems Related to Scanning Operation

- Transmission does not take place. 16
- An address cannot be specified. 17
- Mode cannot be selected. 17
- Auto selection of the color mode does not take place correctly. 17
- The received image file cannot be opened. 18
- Transmission takes a long time. 18
- A destination is pre-selected. 18
- Cannot write to USB memory. (When using USB Memory Scan.) 18

Problems Related to Scan Results

- The scanned image is clipped. 19
- The quality of the scanned image is poor. 19
- The scanned image is blank. 19
- The scanned image is upside down or on its side. 19
- The [COLOR START] key (○●●●) indicator is not lit. 19
- JPEG was selected for the file type but the file was created as a TIFF file. 20
- The image is too light or too dark. (When using PC Scan.) 20

Problems Related to One-Touch Individual Keys / Group Keys

- A one-touch individual key or group key cannot be edited or deleted. 21
- You wish to delete or edit an individual key but do not know which group key it is stored in. 21
- You wish to delete or edit a group key but do not know which program key it is stored in. 21

- If you cannot find the item that you are looking for in the above table of contents, see "OTHER PROBLEMS" (page 27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.
- * When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

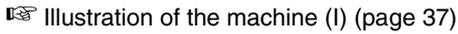
Problems Related to Scanning Operation

Problem	Point to check	Solution
Transmission does not take place.	Did you select the correct destination? Is the correct information (e-mail address or FTP server information) stored for that destination?	Make sure that the correct destination information is stored for the destination and that the destination is correctly selected. If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.

Problem	Point to check	Solution
Transmission does not take place.	Does the image file exceed the e-mail attachment limit set in the system settings (administrator)?	If your administrator has set a limit on the size of transmitted files, a file that exceeds the limit cannot be transmitted. Check with your administrator.
	Did the image file exceed the file attachment size limit of your mail server? (When Scan to E-mail is used.)	Reduce the size of the file attachment (reduce the number of pages scanned). The size of the file can also be reduced by scanning using a lower resolution setting. (Ask your mail server administrator what the file size limit is for one e-mail transmission.)
	Has the folder on the destination computer been set as a shared folder so that files can be sent to it? (When using Scan to Network Folder.)	If the destination folder is not configured as a shared folder, select "share" in the folder properties. If the folder was moved or otherwise changed, the "share" setting may have been canceled.
	Did you place a long size original on the document glass when it is scanned?	A long size original cannot be scanned from the document glass. Place originals in the document feeder tray of the automatic document feeder.
	Did you place an original that is folded?	If a folded original is placed in the automatic document feeder, an error will occur and scanning will be canceled when the actual original size is detected during scanning. Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and rescan.
An address cannot be specified.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Mode cannot be selected.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Auto selection of the color mode does not take place correctly.	Are you scanning one of the following types of originals? When Black & White is not selected: <ul style="list-style-type: none"> • Are there colors or coloring in the paper? When Color is not selected: <ul style="list-style-type: none"> • The color in the original is very light. • The color in the original is very dark, almost black. • Is only a very small area of the original colored? 	When the color mode is set to "Auto", the machine detects whether the original is black and white or color when the [COLOR START] key (○●●●) is pressed; however, in the cases at left, automatic detection may not give the correct result. In this event, specify the color mode manually.

Problem	Point to check	Solution
The received image file cannot be opened.	Does the viewer program used by the recipient support the format of the received image data?	The recipient may be able to open the file if you change the file type and compression mode selected at the time of transmission. Use a software program that is capable of opening the selected file type and compression mode.
	Does a message appear prompting you to enter your password?	The received file is an encrypted PDF file. Ask the sender for the password, or have the image sent again in a non-encrypted format.
Transmission takes a long time.	Is the resolution setting appropriate at the time of scanning?	To select resolution and data compression settings that are suited to the purpose of transmission and create image data that is balanced in terms of resolution and file size, pay attention to the following points: Resolution settings The default resolution setting is [200x200 dpi] in scanner and USB memory mode, and [200x100 dpi] in Internet fax mode. If the original does not contain a halftone image such as a photo or illustration, scanning at the default resolution will create a practical and useful image. A higher resolution setting or the "Half Tone" setting (in Internet fax mode) should only be selected if the original contains a photo and you wish to give priority to the quality of the photo image. Exercise caution in this case as a larger file will be created than when the default setting is used.
A destination is pre-selected.	Is "Default Address Setting" enabled in the system settings (administrator)?	If you wish to send to a destination other than the default destination, touch the [Cancel] key. If you are the administrator and wish to change or disable the default destination, change the settings as appropriate in "Default Address Setting". → System Settings (Administrator) > "Image Send Settings" > "Scan Settings" > "Default Address Setting"
Cannot write to USB memory. (When using USB Memory Scan.)	Is the USB memory device connected securely to the machine or USB hub?	Make sure that the USB memory device is connected securely.

Problems Related to Scan Results

Problem	Point to check	Solution
The scanned image is clipped.	Is the original scan size setting smaller than the actual original size?	Set the scan size to the actual original size. If you have intentionally set a smaller size than the actual original size, note carefully the placement position of the selected scan size when placing the original. For example, when scanning an 8-1/2" x 11" (A4) original using a 5-1/2" x 8-1/2" (B5) setting, align the original using the scale at the left edge to fit the area you wish to scan into the 5-1/2" x 8-1/2" (B5) scanning area. 
The quality of the scanned image is poor.	Is the original printed matter such as a book or magazine?	When the original is printed matter, vertical patterns (moiré) may occur. Touch the [Image Settings] key and then the [Exposure] key to open the exposure setting screen. The [Moiré Reduction] checkbox appears in this screen. This checkbox can be selected <input checked="" type="checkbox"/> to reduce the moiré effect. It may also be possible to reduce the moiré effect by changing the resolution setting or shifting the original (or changing its angle) slightly on the document glass.
	When scanning a color or grayscale original, is the color mode set to "Mono 2"?	Setting the color mode to "Mono 2" replaces the colors in the original with either black or white. This is suitable for text-only originals; however, for originals that contain illustrations, it is best to use the [BLACK & WHITE START] key (○●) with the color mode set to [Grayscale], or set the color mode of the [COLOR START] key (○●●●) to [Full Color] or [Auto]-[Grayscale] and then scan.
	Is a destination included that has [TIFF-S] selected for the format?	When a broadcast transmission is performed that includes both scan mode destinations and Internet fax destinations that have [TIFF-S] selected for the format, the resolution will remain fixed at [200x200dpi] even if a different resolution setting is selected. If you wish to send an image scanned at high resolution to scan mode destinations, send the image in a separate transmission.
The scanned image is blank.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.
The scanned image is upside down or on its side.	Are Internet fax addresses included in the transmission?	When both scan mode and Internet fax destinations are included in a broadcast transmission, the original transmission orientation of Internet fax takes precedence, and thus the file may not appear in the correct orientation when viewed on a computer. In this event, send the image to the scan mode destinations in a separate transmission.
The [COLOR START] key (○●●●) indicator is not lit.	Are Internet fax or fax destinations included?	If Internet fax or fax destinations are included in the destinations, only the [BLACK & WHITE START] key (○●) can be used.

Problem	Point to check	Solution
<p>JPEG was selected for the file type but the file was created as a TIFF file.</p>	<p>Did you press the [BLACK & WHITE START] key (○●) to begin scanning?</p>	<p>When [JPEG] is selected for the file type and the image is scanned in Mono 2, the file will be created as a TIFF file. To create the file as a JPEG file, change the color mode to [Full Color] and then press the [COLOR START] key (○●●●).</p>
<p>The image is too light or too dark. (When using PC Scan.)</p>	<p>Is the threshold value suitable?</p>	<p>When scanning from the TWAIN driver with [Mono 2 gradation] selected from the [Color Mode], check the "B/W Threshold" setting. A large threshold value makes the image darker and a small threshold value makes the image brighter. To adjust the "B/W Threshold" automatically, click the [Auto Threshold] button on the [Image] tab of the "Custom Settings" window.</p>
	<p>Are the brightness and contrast settings suitable?</p>	<p>When the brightness and contrast settings are not suitable (for example, the scanned image is too bright), click the [Auto Brightness / Contrast Adjustment] button on the [Color] tab of the "Custom Settings" window. You can also click the [Brightness / Contrast] button to set the brightness and contrast while viewing the scanned image.</p>

Problems Related to One-Touch Individual Keys / Group Keys

Problem	Point to check	Solution
A one-touch individual key or group key cannot be edited or deleted.	If the key is an individual key, is the key included in a group?	Remove the key from the group and then edit or delete the key. → System Settings > "Address Control" > "Direct Address / Program" > "Amend/Delete"
	Is the key being used in a reserved transmission or a transmission in progress?	Wait until the transmission is finished or cancel the transmission and then edit or delete the key.
	Is the key included in a program key?	Remove the key from the program and then edit or delete the key. → System Settings > "Address Control" > "Direct Address / Program" > "Amend/Delete"
	Has your administrator enabled a function that prevents editing/deleting?	If your administrator has enabled "Default Address Setting" (on the machine) or "Inbound Routing Settings" (in the Web pages), editing/deleting will not be possible. Check with your administrator.
You wish to delete or edit an individual key but do not know which group key it is stored in.	Are multiple group keys stored?	If multiple group keys have been stored, print the Group List in "Sending Address List" in the system settings. The list will show where the key is stored. → System Settings > "List Print (User)" > "Sending Address List" > "Group List"
You wish to delete or edit a group key but do not know which program key it is stored in.	Are multiple program keys stored?	If multiple program keys have been stored, print the Program List in "Sending Address List" in the system settings. The list will show where individual and group keys are stored. → System Settings > "List Print (User)" > "Sending Address List" > "Program List"

DOCUMENT FILING

This chapter provides solutions to possible document filing problems. See the following table of contents to locate the appropriate page for your question or problem.

- Document filing does not take place. 22
- A filed data can not be printed. 22
- A job cannot be stored in a custom folder. 22
- A stored file has disappeared. 23
- A file cannot be deleted. 23
- The property of a file cannot be set to [Confidential]. 23
- A resolution setting cannot be selected. 23
- A file name cannot be stored or changed. 23
- A custom folder name cannot be stored or changed. 23
- A file name is cut off. 23

- If you cannot find the item that you are looking for in the above table of contents, see "OTHER PROBLEMS" (page 27).
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.
- * When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Problem	Point to check	Solution
Document filing does not take place.	Did you select document filing settings in the printer driver?	In print mode, enable document filing on the [Job Handling] tab of the printer driver. In copy mode or image send mode, touch the [Quick File Folder] key or the [File] key and then use the document filing function.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
A filed data can not be printed.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
A job cannot be stored in a custom folder.	Do custom folders appear in "Folder Information"? (When printing)	Click the [Get Folder Name] button in the document filing save screen of the printer driver to call up the custom folders that have been created on the machine.
	Does the custom folder have a password?	Enter the password configured in the machine in the document filing save screen.

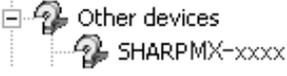
Problem	Point to check	Solution
A stored file has disappeared.	Did you touch the [Print and Delete the Data] key to print a stored file?	A file that is printed using the [Print and Delete the Data] key is automatically deleted after being printed. To print a file without deleting it, use the [Print and Save the Data] key.
A file cannot be deleted.	Is the property of the file set to [Protect]?	A file cannot be deleted when its property is set to [Protect]. Change the property to [Sharing] and then delete the file.
The property of a file cannot be set to [Confidential].	Is the file in the Quick File folder?	"Confidential" cannot be specified for a file in the Quick File folder. Move the file to a different folder and then specify "Confidential". (Note that "Protect" can be specified for a file in the Quick File folder to prevent it from being easily deleted.)
A resolution setting cannot be selected.	Was the file saved at low resolution?	A saved file cannot be transmitted at a resolution higher than the resolution at which it was saved.
A file name cannot be stored or changed.	Does the name include characters that cannot be used in a file or folder name?	The following characters cannot be used in a file or folder name: \ ? / " ; : , < > ! * & #
A custom folder name cannot be stored or changed.		
A file name is cut off.	Was the file name stored in the advanced transmission settings during a scan or Internet fax transmission?	If the name was stored in the advanced transmission settings before Quick File or File settings were configured, that name will be used for the stored file. If the number of characters in the name exceeds the maximum number of characters allowed for a Quick File name (30 characters), the characters after the 30th character will be discarded.

INSTALLATION

This chapter provides solutions to possible installation problems. See the following table of contents to locate the appropriate page for your question or problem.

• The software cannot be installed.....	24
• The machine is not detected (when connected to a network).....	24
• The plug and play screen does not appear (USB connection in Windows).....	25
• The printer driver is not installed correctly by plug and play (USB connection in Windows).....	25
• The printer driver cannot be installed (Windows 2000/XP/Server 2003).....	26
• Removing the software.....	26

Problem	Point to check	Solution
The software cannot be installed.	Is there sufficient free space on your hard drive?	Delete any unneeded files and applications to increase free space on your hard drive.
	Are you using an operating system that is not supported?	Make sure that the software can run on your operating system. For detailed information on installation requirements for each software program in Windows, click the [Display Readme] button in the installer.  Software Setup Guide
The machine is not detected (when connected to a network).	Is the IP address of the machine configured?	If the IP address of the machine is not configured, the machine will not be detected. Make sure that the IP address is configured correctly in "IP Address Setting" in the machine's system settings (administrator). → System Settings (Administrator) > Network Settings > IP Address Setting
	Is your computer connected to the same network as the machine?	Windows: If the machine and your computer are not connected to the same local area network, the machine will not be detected. If the two are connected to different sub-networks, click the [Specify condition] button and enter the machine's name (host name) or IP address to search for the machine. Macintosh: If multiple AppleTalk zones exist, select the zone to which the machine is connected from the menu.
	Is the machine power on?	If the machine is powered off, it will not be detected. Switch on the main power switch and the [POWER] key () in that order. (In Windows, search again after powering on the machine.)
	Is your computer connected correctly to the machine?	Make sure that the cable is connected securely to the LAN connectors on your computer and the machine. Check the connections at the hub as well.  Illustration of the machine (M) (page 37)

Problem	Point to check	Solution
<p>The plug and play screen does not appear (USB connection in Windows).</p>	<p>Is the machine power on?</p>	<p>When a USB cable is connected, make sure the power of the machine is "ON" and then connect a USB cable to the machine. When the machine is not powered on, switch on the main power switch and the [POWER] key (⏻) in that order.</p>
	<p>Can your computer use a USB connection?</p>	<p>Check your computer whether or not a USB interface can be used on the Device Manager in your computer. (For information on "Device Manager", see Help in Windows.)</p> <p>If USB can be used, your controller chipset type and Root Hub will appear in "Universal Serial Bus controllers" in "Device Manager". (The items that appear will vary depending on your computer.)</p>  <p>If these two items appear, USB should be useable. If a yellow exclamation point appears next to "Universal Serial Bus controllers" or the two items do not appear, refer to your computer manual or check with the manufacturer of your computer to enable USB and then reinstall the printer driver.</p>
<p>The printer driver is not installed correctly by plug and play (USB connection in Windows).</p>	<p>Did you connect the machine to your computer before installing the printer driver?</p>	<p>In Windows 2000/XP/Server 2003, if the machine was connected to your computer with a USB cable before the printer driver was installed from the installer, check if information on the unsuccessful installation remains in "Device Manager". (For information on "Device Manager", see Help in Windows.)</p> <p>If the model name of the machine appears in "Other devices" in "Device Manager", delete it, restart your computer, and install the printer driver again.</p> 

The printer driver cannot be installed (Windows 2000/XP/Server 2003)

If the printer driver cannot be installed on Windows 2000/XP/Server 2003, follow the steps below to check your computer settings.

1 Click the [start] button and then click [Control Panel].

In Windows 2000, click the [Start] button, point to [Settings], and click [Control Panel].

2 Click [Performance and Maintenance] and then [System].

In Windows 2000, double click the [System] icon.

3 Click the [Hardware] tab and then the [Driver Signing] button.

4 Check the settings in "What action do you want Windows to take?" ("File signature verification" in Windows 2000).



If [Block] is selected, the printer driver cannot be installed. Select [Warn] and install the printer driver again.

Removing the software

To remove the printer driver or software installed using the installer, follow the steps below.

Windows

1 Click the [start] button and then click [Control Panel].

In Windows 98/Me/NT 4.0/2000, click the [Start] button, point to [Settings], and click [Control Panel].

2 Click [Add or Remove Programs].

In Windows 98/Me/NT 4.0/2000, double-click the [Add/Remove Programs] icon.

3 Select the program or driver that you wish to delete.

For more information, see the manual for the operating system or Help.

4 Restart your computer.

Macintosh (Mac OS 9.0 to 9.2.2)

1 Insert the "Software CD-ROM" into your CD-ROM drive.

2 Double-click the [CD-ROM] icon () on the desktop and double-click the [MacOS] folder.

3 Double-click the [Installer] icon ().

4 Select [Remove] in the Install menu and click the [Remove] button.



There is no deletion tool for Mac OS X. The PPD file of Mac OS X has been copied to the following folder on the startup disk. [Library] - [Printers] - [PPDs] - [Contents] - [Resources] - [en.lproj]
Delete the PPD file of the machine from this folder.

OTHER PROBLEMS

This chapter explains how to resolve problems related to the general operation of the machine. Locate your question or problem in the table of contents below and refer to the appropriate page.

Problems Related to Machine Operation

- Specified machine functions cannot be used. 28
- The operation panel cannot be used. 28
- Printing is not possible or stops during a job. 29
- The original size is not automatically selected or the wrong size is selected. 29
- The displayed bypass tray paper size is not correct. 30

Problems Related to Paper Feeding and Output

- The original misfeeds. 30
- The paper misfeeds. 30
- Paper does not feed from the paper tray. 31
- The image on paper from the bypass tray is skewed. 31
- The automatic document feeder does not operate. 31

Problems Related to Quality / Print Results

- Lines appear in the scanned image. 31
- Smudges appear on printed output. 31
- Toner does not adhere well or creases appear in the paper. 32
- Print quality is poor. 32
- Part of the image is cut off. 32
- Printing takes place on the wrong side of the paper. 32

Problems Related to Peripheral Devices

- The connected USB device cannot be used. 33
- The finisher / saddle stitch finisher does not operate. 33
- Stapling does not take place (including pamphlet stapling). 33
- Punching does not take place. 34
- The stapling position or punch position is not correct. 34

Other Problems

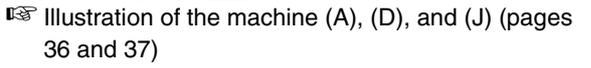
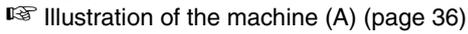
- The touch panel screen is difficult to view. 35
- You were logged out without having performed logout yourself. 35
- You forgot the administrator password. 35
- When the main power is switched off, the main power indicator on the operation panel does not turn off. 35

Illustration of the machine 36

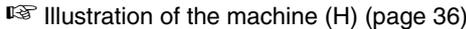
If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* When the LINE indicator is lit or the DATA indicator is lit or blinking, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

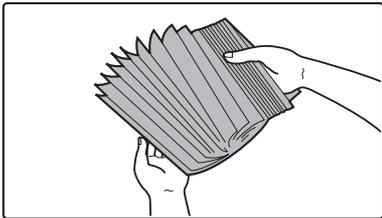
Problems Related to Machine Operation

Problem	Point to check	Solution
Specified machine functions cannot be used.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use and page counts may be restricted in your user settings. Check with your administrator.
The operation panel cannot be used.	Is the main power indicator lit?	If the main power indicator is not lit, make sure that the power plug is firmly inserted in the power outlet, switch the main power switch to the "on" position, and press the [POWER] key (⏻) to turn on the power. 
	Did you just power on the machine?	After the [POWER] key (⏻) is turned on, the machine requires about 80 seconds to complete warmup operation. During this time functions can be selected, however, a job cannot be run. Wait until a message appears indicating that the machine is ready.
	Is the [POWER SAVE] key (Ⓢ) blinking	Auto Power Shut-Off mode has activated. To return the machine to normal operation, press the [POWER SAVE] key (Ⓢ). 
	Is a cover open or a device separated from the machine?	A warning message will appear when a cover is open or a device is separated from the machine. Read the message and take appropriate action.
	Did login fail three times in a row?	When "A Warning when Login Fails" is enabled in the system settings (administrator) and login fails 3 times in a row, a warning will be displayed and operation will lock for 5 minutes. After operation unlocks, log in using the correct user information. If you do not know your user information, contact your administrator.
	Does a message appear indicating that Auto Login failed?	Auto Login failed due to a problem on the network. Contact your administrator. If you are the administrator, touch the [Admin Password] key, log in as an administrator, and temporarily change the auto login settings in the system settings (administrator). (Restore the changed settings to their original state after the network problem has been solved.)

Problem	Point to check	Solution
The operation panel cannot be used.	Does the message "Call for service. Code:xx-xx*" appear in the display? *Letters and numbers appear in xx-xx.	Make sure that the LINE indicator is not lit and that the DATA indicator is not blinking or lit and then switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds and then switch the main power switch and the [POWER] key (⏻) back on in that order. 🔍 Illustration of the machine (A) and (D) (page 36) If the message still appears after switching the [POWER] key (⏻) and main power switch off and on several times, it is likely that a failure has occurred that requires service. In this event, stop using the machine, unplug the power plug, and contact your dealer or nearest SHARP Service Department. (When contacting your dealer or nearest SHARP Service Department, inform them of the displayed error code.)
Printing is not possible or stops during a job.	Is a tray out of paper?	Add paper as instructed by the message in the display.
	Is the machine out of toner?	When toner runs low, a message will appear to inform you that the toner cartridge must be replaced. To replace the toner cartridge, see "5. MAINTENANCE" in the User's Guide.
	Has a paper misfeed occurred?	Remove the misfeed as instructed by the message in the display. 🔍 REMOVING MISFEEDS (page 3)
	Is the Output tray (center tray) or Output tray (right tray) full?	When the Output tray (center tray) or Output tray (right tray) becomes full, a detector activates and stops printing. Remove the output from the tray and resume printing. 🔍 Illustration of the machine (B) and (C) (page 36)
	Is the waste toner box full?	Replace the waste toner box as instructed by the message in the display. 🔍 "5. MAINTENANCE" in the User's Guide
	In the Paper Tray Settings of the system settings, are restrictions placed on the trays that can be used in each mode (copy, print, fax, Internet fax, and document filing)?	Check the Paper Tray Settings and see if checkmarks appear in the checkboxes of each mode. Functions without a checkmark cannot be used for printing using that tray. → System Settings > "Paper Tray Settings" > "Tray Settings" > <input checked="" type="checkbox"/> (Each mode)
The original size is not automatically selected or the wrong size is selected.	Is the original curled or folded?	The correct original size cannot be detected if the original is curled or folded. Straighten the original.
	Did you place an original smaller than 5-1/2" x 8-1/2"(A5) size?	Original sizes smaller than 5-1/2" x 8-1/2" (A5) cannot be detected. Enter the original size manually. * When scanning a small original on the document glass, it is convenient to place a blank sheet of paper on top of the original which is the same size (8-1/2" x 11" (A4), 8-1/2" x 11"R (B5), etc.) as the paper that you wish to use for printing.

Problem	Point to check	Solution
The displayed bypass tray paper size is not correct.	Is the bypass tray extension pulled out?	When loading paper in the bypass tray, be sure to pull out the extension to enable the paper size to be detected correctly. 

Problems Related to Paper Feeding and Output

Problem	Point to check	Solution
The original misfeeds.	Is the original on thin paper? (When the automatic document feeder is used.)	Use the document glass to scan the original. If you need to use the automatic document feeder, use slow scan mode in the special modes to scan the original.
	Is the feed roller dirty?	Clean the surface of the original feed roller.  "5. MAINTENANCE" in the User's Guide
The paper misfeeds.	Is a torn piece of paper remaining in the machine?	Make sure all paper is removed.  REMOVING MISFEEDS (page 3)
	Is too much paper loaded in the tray?	Make sure that the stack of paper in the tray is not higher than the indicator line.  Illustration of the machine (E) (page 36)
	Are multiple sheets feeding at once?	Fan the paper well before loading it. 
	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is not supported may result in misfeeds, creases, or smudges.  "SUPPLIES" in the Safety Guide * For paper that is prohibited or not recommended, see "USEABLE PAPER" in the User's Guide.
	Has the paper in the tray absorbed moisture?	If you will not be using paper in a tray for a long time, remove the paper from the tray and store it in a bag in a dark and dry location.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper.  Illustration of the machine (F) (page 36)
	Is the bypass tray extension pulled out?	When loading a large size of paper, pull out the extension.  Illustration of the machine (H) (page 36)
	Is the bypass tray feed roller dirty?	Clean the surface of the bypass tray feed roller.  "5. MAINTENANCE" in the User's Guide

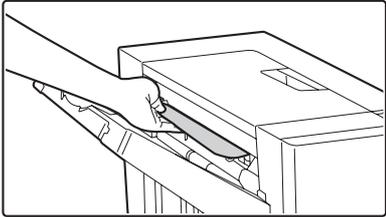
Problem	Point to check	Solution
The paper misfeeds.	Is 5-1/2" x 8-1/2" (A5) size paper loaded?	Load 5-1/2" x 8-1/2" (A5) size paper in tray 1 (the first tray), in tray 2 (the second tray), or in the bypass tray. * When loading 5-1/2" x 8-1/2" (A5) size paper in tray 1 or tray 2, place the paper in the horizontal (5-1/2" x 8-1/2"R (A5R)) orientation.
	Has the correct paper size been set?	If you are using a special size, be sure to specify the paper size. If the size of paper loaded in a tray was changed, be sure to check the paper size setting. → System Settings > "Paper Tray Settings" > "Tray Settings"
	Did you add paper to the bypass tray?	When adding paper, remove any paper remaining in the tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result. 🔗 Illustration of the machine (G) (page 36)
Paper does not feed from the paper tray.	Is the paper loaded correctly in the paper tray?	Set the guides to the size of the paper. Make sure the height of the paper does not exceed the indicator line. 🔗 Illustration of the machine (E) (page 36)
The image on paper from the bypass tray is skewed.	Is too much paper loaded in the tray?	Do not load more than the maximum number of sheets. The maximum number of sheets varies depending on the paper type setting. For more information, see "SPECIFICATIONS" in the Safety Guide.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper. 🔗 Illustration of the machine (F) (page 36)
The automatic document feeder does not operate.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

Problems Related to Quality / Print Results

Problem	Point to check	Solution
Lines appear in the scanned image.	Are the scanning areas of the document glass or automatic document feeder dirty?	Clean the scanning areas of the document glass or automatic document feeder? 🔗 "5. MAINTENANCE" in the User's Guide
	Is the bypass tray feed roller dirty?	Clean the surface of the bypass tray feed roller. 🔗 "5. MAINTENANCE" in the User's Guide
	Is the feed roller dirty?	Clean the surface of the original feed roller. 🔗 "5. MAINTENANCE" in the User's Guide
Smudges appear on printed output.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. 🔗 "SUPPLIES" in the Safety Guide

Problem	Point to check	Solution
Smudges appear on printed output.	Are you printing on pre-punched paper?	If the printed image overlaps the punch holes, smudges may appear on the reverse side of the paper following one-sided printing, or on both sides following two-sided printing. Take care that the image does not overlap the punch holes.
	Does a message appear indicating the need for maintenance?	Contact your dealer or nearest SHARP Service Department as soon as possible.
Toner does not adhere well or creases appear in the paper.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. ☞ "SUPPLIES" in the Safety Guide
	Did you set the correct paper type?	Set the correct paper type in the tray settings. Make sure that the following has not occurred: <ul style="list-style-type: none"> • Heavy paper is being used, but a paper type other than heavy paper is selected in the tray settings. (The image may disappear if rubbed.) • Paper other than heavy paper is being used, but heavy paper is selected in the tray settings. (This may cause creases and misfeeds.) → System Settings > "Paper Tray Settings" > "Tray Settings"
	Is the paper loaded so that printing takes place on the reverse side?	If printing takes place on the wrong side of label sheets or transparency film, the toner may not adhere well and a clear image may not be obtained.
Print quality is poor.	Is toner save mode enabled?	When "Toner Save in Printer Mode" or "Toner Save in Copy Mode" mode is enabled, printing takes place using less toner and thus the print result is lighter. Check with your administrator.
Part of the image is cut off.	Has the correct paper size been set?	If you are using a special size, be sure to specify the paper size. If the size of paper loaded in a tray was changed, be sure to check the paper size setting. → System Settings > "Paper Tray Settings" > "Tray Settings"
	Was the original placed in the correct position?	If you are using the document glass, be sure to place the original in the far left corner of the document glass. ☞ Illustration of the machine (I) (page 37)
Printing takes place on the wrong side of the paper.	Is the paper loaded with the print side facing in the correct direction?	<ul style="list-style-type: none"> • Paper tray: Load the paper with the front side facing up. (Load "Pre-Printed" paper and "Letter Head" paper with the front side facing down*.) • Bypass tray: Load the paper with the front side facing down. * If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper front side up. For the current setting, check with your administrator.

Problems Related to Peripheral Devices

Problem	Point to check	Solution
The connected USB device cannot be used.	Is the USB device compatible with the machine?	A non-compatible device cannot be used. Make sure that the device is compatible with the machine.
	Is the connected USB device recognized correctly.	Use "USB-Device Check" in the system settings to check whether or not the device can be recognized. → System Settings > "USB-Device Check" If it is not recognized, connect it once again.
	Are two or more of the same type of USB devices connected to a USB hub?	If two or more of the same type of USB devices are connected to a USB hub, only the first device connected will be recognized. Make sure that each of the four connectors on the USB hub have a different type of device connected.
The finisher / saddle stitch finisher does not operate.	Does a message appear indicating that you need to remove paper from the stapler compiler?	Remove all remaining paper from the stapler compiler. 
Stapling does not take place (including pamphlet stapling).	Does a message appear instructing you to check the staple unit?	Remove jammed staples. ☞ "4. PERIPHERAL DEVICE" in the User's Guide
	Does a message appear instructing you to add staples?	Replace the staple cartridge. Do not forget to replace the staple case. ☞ "4. PERIPHERAL DEVICE" in the User's Guide
	Is a different width of paper mixed in?	Stapling is not possible when paper of different widths are mixed together. To perform mixed size stapling, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] from [Mixed Size Original] in the special modes.
	Are there more sheets than can be stapled at once?	For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Safety Guide.
	Is a paper size that cannot be stapled included in the print job?	For the paper sizes that can be stapled, see "SPECIFICATIONS" in the Safety Guide.
	Is the paper type setting of the tray selected in the printer driver set to a paper type that cannot be stapled?	Check the paper type settings in the machine and select a tray that has paper that can be used for stapling. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Stapling is not possible on labels, tab paper, transparency film, or envelopes. In addition, if "Disable Staple" is selected in the user type, stapling will not be possible.

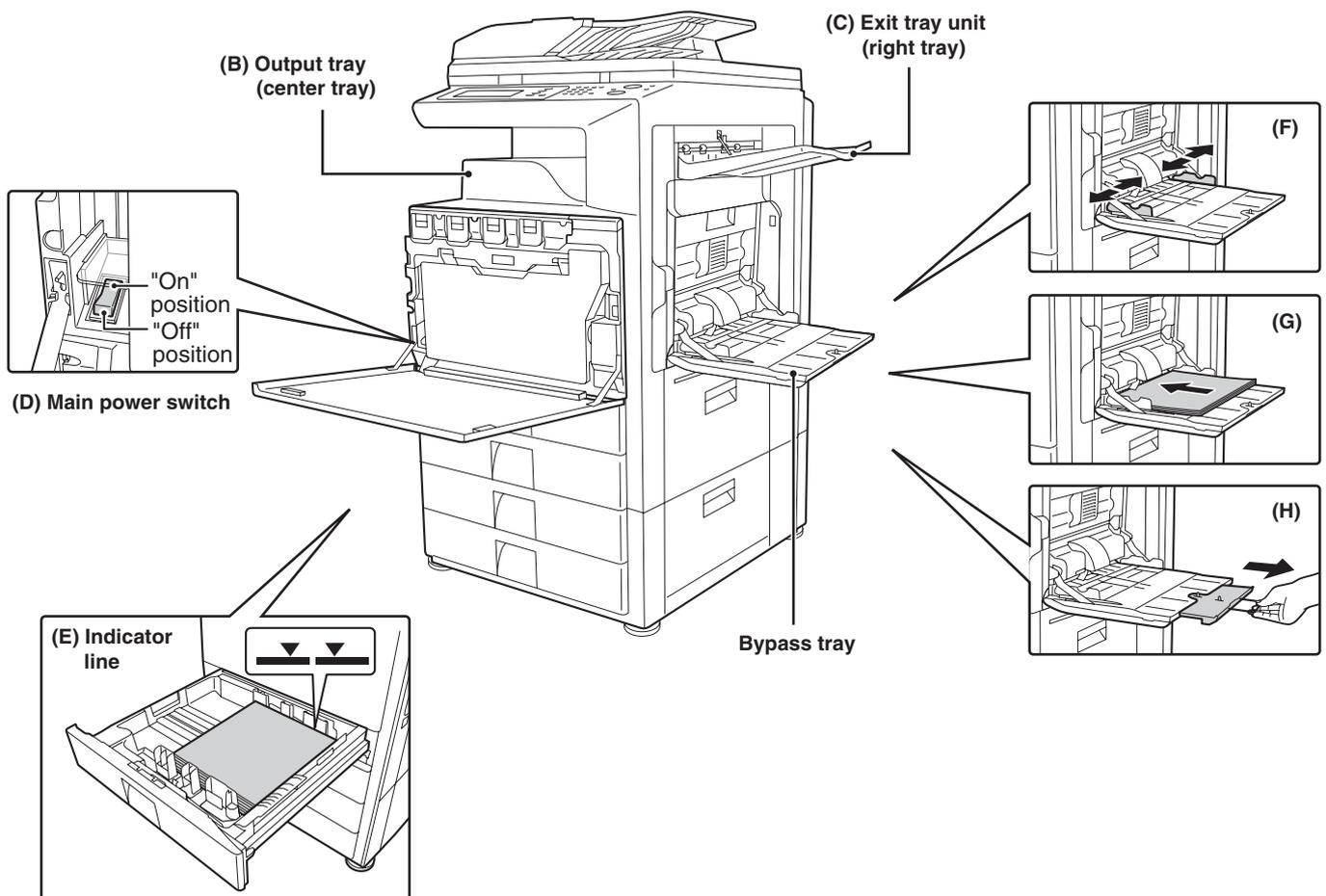
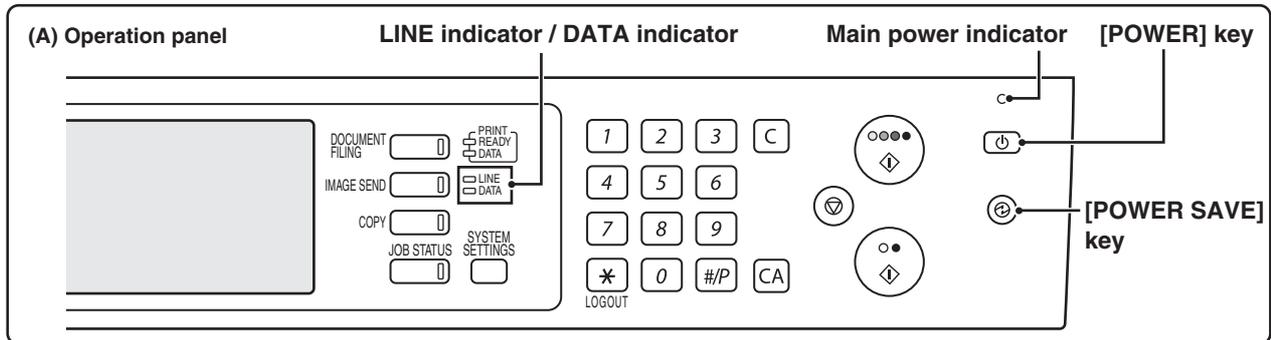
Problem	Point to check	Solution
Stapling does not take place (including pamphlet stapling).	Is the paper type setting of the selected paper tray set to heavy paper?	Pamphlet stapling is not possible on heavy paper. (However, when cover insertion is selected, pamphlet stapling is possible when a single sheet of heavy paper is inserted for use as a cover.)
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
Punching does not take place.	Does a message appear instructing you to check the punch module?	Dispose of punch scraps. ☞ "4. PERIPHERAL DEVICE" in the User's Guide
	Is a different size of paper mixed in?	Punching is not possible when different widths of paper are mixed together. To perform mixed size punching, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] for [Mixed Size Original] in the special modes.
	Is a paper size that cannot be punched included in the print job?	For the paper sizes that can be punched, see "SPECIFICATIONS" in the Safety Guide.
	Is the tray selected in the printer driver set to a paper type that cannot be punched?	Check the paper type settings in the machine and select a tray that has paper that can be used for punching. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Punching is not possible on labels, tab paper, transparency film, and envelopes. In addition, if "Disable Punch" is selected in the user type, punching will not be possible.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
The stapling position or punch position is not correct.	Is the stapling position set correctly?	Check the stapling position setting. ☞ "OUT PUT" in the Copier Guide
	Are the punching positions set correctly?	Check the punch position settings. ☞ "OUT PUT" in the Copier Guide

Other Problems

Problem	Point to check	Solution
The touch panel screen is difficult to view.	Is the display contrast properly adjusted?	Adjust the contrast using "Display Contrast" in the system settings. → System Settings > "Default Settings" > "Display Contrast"
You were logged out without having performed logout yourself.	Did Auto Clear activate?	When user authentication is used, the currently logged in user will be automatically logged out if Auto Clear activates. (Except when in PC scan mode.) Log in again. If you are the administrator, you can change the time setting of Auto Clear or disable Auto Clear in "Auto Clear Setting". → System Settings (Administrator) > "Operation Settings" > "Auto Clear Setting"
You forgot the administrator password.	Was the administrator password changed from the factory default setting?	Contact your dealer or nearest SHARP Service Department. * For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide. After changing the password, take special care to remember it.
When the main power is switched off, the main power indicator on the operation panel does not turn off.	Has the power has been turned off by pressing the [POWER] key (⏻) on the operation panel and has a certain amount of time elapsed since then?	If the main power is switched off more than approximately one minute after the power has been turned off by pressing the [POWER] key (⏻) on the operation panel, the main power indicator on the operation panel will not turn off immediately. (The indicator will remain on for approximately another minute. This is normal and does not indicate a failure.)

Illustration of the machine

Front



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