

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

Quick Start Guide

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

Copying Using the copy function.

Printing Using the printer function.

Faxing Using the fax 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.

Troubleshooting Frequently asked questions and how to clear paper misfeeds.

Keep this manual close at hand for reference whenever needed.

OPERATION MANUALS AND HOW TO USE THEM

Three printed manuals and a manual in PDF format are provided with the machine. **Printed manuals**

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Contains	important cautionary	

Quick Start Guide

This manual provides easy-tounderstand explanations of the functions of the machine in a single manual.

The explanations in this manual focus on frequently used functions. For special functions, troubleshooting, and detailed procedures for using the machine, see the manual in PDF format.

Contains important cautionary information, procedures for cleaning the machine and replacing supplies, and machine specifications. For users of the MX-C311/MX-C401 Software Setup Guide

Explains the procedures for installing he printer driver and scanner driver.

For users of the DX-C311/DX-C401

Installation Guide

Explains the procedures for installing the machine, and the procedures for installing the printer driver and scanner driver.

Manuals in PDF format

Detailed explanations of the functions that can be used on the machine are provided in the Operation Guide in PDF format. The Operation Guide can be downloaded from the Web pages in the machine.



* To view the Operation Guide in PDF format, Adobe[®] Reader[™] or Acrobat[®] 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/



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

-(-)-	@ 192.168.1.28	
	🖗 Blank Page	

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: 9 (Windows®)
- Firefox: 2.0 or higher (Windows®)
- Safari: 1.5 or higher (Macintosh)

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.

Downloading the Op The Operation Guide, which is a more from the machine's Web pages.	e detailed manual, can be downloaded
Job Log Security Settings Custom Links Operation Manual Download (1)	Downloading the Operation Guide. (1) Click [Operation Manual Download] in the menu of the Web page.
ownloaded. (2) American English v scription	(2) Select the desired language.
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Before using the machine

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

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PART NAMES AND FUNCTIONS



(1) 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) Operation panel

(4) Document glass

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

- (5) Finisher* This can be used to staple output.
- (6) Main power switch This is used to power on the machine. When using the fax or Internet fax functions, keep this switch in the "on" position.

- (7) Output tray (center tray)
 Copy jobs and print jobs are delivered to this tray.
 (When a finisher is installed, the output tray (center tray) cannot be used.)
- (8) Tray 1

Up to 500 sheets of paper (21 lbs. (80 ${\rm g/m^2}))$ can be loaded in each tray.

(9) Tray 2/Tray 3/Tray 4 (500 sheet paper feed unit is installed)* This holds paper. Up to 500 sheets (21 lbs. (80 g/m²)) of paper can be loaded.

(10) USB connector (type A) Supports USB 2.0 (Hi-Speed). This is used to connect a USB memory or other USB device to the machine.

* Peripheral device. For more information, see "PERIPHERAL DEVICES" in "Chapter 1 - BEFORE USING THE MACHINE" in the Operation Guide.



(11) Front cover

Open to replace a toner cartridge.

(12) Bypass tray

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

(13) USB connector (B type)

Supports USB 2.0 (Hi-Speed). A computer can be connected to this connector to use the machine as a printer.

(14) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.

SUPPLIES



(1) Drum cartridges

This contains the photosensitive drum that is used to create images for copying and printing.

(2) Developer cartridges

This contains the developer that is necessary to transfer the toner to the paper.

(3) Toner collection container

This collects excess toner that remains after printing.

(4) Toner cartridges

These contain toner for printing. When the toner runs out in a cartridge, the cartridge of the color that ran out must be replaced.





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.



Using genera	ıl keys	
	Special Modes	
	Margin Shift Erase Pamphlet Copy Job Build Transparency Inserts 2in1 1/2 Card Shot Stamp Image Edit Color Adjustments File Quick File (1)	
	Job Settings / Print Cancel	
	🔁 file-01 Name 1 8½x11 F. Color	
	Paper Select Auto Output 2-Sided Special Modes (2) B/W Print Print and Delete the Data Print and Save the Data	

- (1) When the displayed screen is one of two or more screens, use the
 teys to switch through the screens.
- (2) When a checkbox is touched, a checkmark vill 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. You can also directly touch a numeric value display key to change a number with the numeric keys.

Checking the status of the machine

The touch panel has a key for checking the status of the machine.

"Job Status" display

This shows the first 4 print jobs in the print queue (the job in progress and jobs waiting to be printed). The type of job, the set number of copies, the number of copies completed, and the job status appear.

Display selection key

The status display can be switched between "Job Status" and "MFP Status". If the job status screen is displayed, the status display automatically changes to the "MFP Status".



Job status display

The mode icon of the reserved job or job in progress, the tray being used to feed paper, and the job status appear. This can be touched to show the job status screen.



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. Ask the administrator of the machine for the information that is required to log in.

For details on user authentication, see "USER AUTHENTICATION" in "Chapter 1 - BEFORE USING THE MACHINE" in the Operation Guide.

Login by user number



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

User Authentication	OK
Login Name	2~
User Name :	
Password	
Auth to: Login Locally	

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.

Logging out

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 any mode of the machine by pressing the [LOGOUT] key (\circledast). However, note that the [LOGOUT] key (\circledast) cannot be used to log out when a fax number is being entered in fax mode, as the [LOGOUT] key (\circledast) 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.

HOME SCREEN

When the [HOME] key is pressed on the operation panel, the home screen appears in the touch panel. Mode selection keys appear in the home screen. These keys can be touched to open the base screen of each mode. The [My Menu] key can be touched to display shortcuts to functions stored in "My Menu".

1st screen



(1) [My Menu] key

Touch this to move to the second home screen.

(2) Mode select keys

Use these keys to switch between copy, image send, document filing, and Sharp OSA modes.

(3) Title

This shows the title of the home screen.

2nd screen



(4) Shortcut key

A registered function appears as a shortcut key. The key can be touched to select the registered function.

(5) User name

This shows the name of the logged in user.

The user name appears when user authentication is enabled on the machine.

Register frequently used functions in the home screen to quickly and conveniently access those functions.

Register keys that you wish to show in the home screen in the system settings.

For details on home screen settings, see "Favorite Operation Group Registration" and "Home Screen Settings" in "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

IMAGE CHECK FUNCTION (PREVIEW)

The image check function is used to display the content of a received fax or other data in the touch panel.

Convenient uses of image check

"Printing only faxes that are needed"

You can check a received fax before printing it. If you don't need the fax, you can delete it without printing it, allowing you to save paper and toner.

"Checking the content of a file stored in the machine"

Before printing or sending a file stored using the document filing function, you can check the content of the file. A preview can be displayed directly from the Job Settings menu, making it easy to move from image preview to execution of the job.

Data that can be checked

The image check function can be used to check the following types of data:

- Faxes received in fax mode
- Faxes received in Internet fax mode
- Faxes stored in a memory box
- Files stored using the document filing function
- * The key names in the image check screen and the procedures for using the screen vary depending on the image type.

When the image check function is used, a screen similar to the following screen appears.



Example: The image check screen for a received fax

For details on the image check function, see each of the modes in the Operation Guide.

* A preview image is an image for display on the touch panel. It will differ from the actual print result.

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.

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



Using the document glass

Take care that your fingers are not pinched when closing the automatic document feeder.

After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.

Place the original face down.

Align the middle of the original with the tip of the \blacktriangleright mark in the center of the glass.

To place a thick original such as a book, push up the far edge of the automatic document feeder and then close the automatic document feeder slowly. Do not press hard on the automatic document feeder. This may cause failure.





Place the original in the horizontal orientation, referring to the document glass scale.

Originals

Landscape original



Portrait original

Document glass scale



Portrait originals

When using the below functions in copy mode, place the original so that the top of the image is to the right.

- Staple sort
- Pamphlet copy
- 2in1
- Stamp

Landscape originals

When using the staple sort function, place the original so that the top of the image is toward you.



For more information, see "ORIGINALS" in "Chapter 1 - BEFORE USING THE MACHINE" in the Operation Guide.

Top of image

to the right

CHANGING PAPER IN A TRAY

Names of the trays

The names of the trays are shown below.

For the number of sheets of paper that can be loaded in each tray, see the following manuals:

- Operation Guide, "Paper Tray Settings" in "Chapter 7 SYSTEM SETTINGS"
- Maintenance & Safety Guide, "SPECIFICATIONS"



Print side face up or face down

Paper is loaded with the print side face up or face down depending on the paper type and tray.

Tray	Print side*
Tray 1 to 4	Face up
Bypass tray	Face down

* When loading "Pre-Punched", "Letter Head", or "Pre-Printed" paper in the paper tray, the direction the print side faces is different.

For more information, see "LOADING PAPER" in "Chapter 1 - BEFORE USING THE MACHINE" in the Operation Guide.

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To change the paper in a tray, load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. The procedure for changing the tray paper size is explained below. As an example, the paper in tray 1 is changed from $8-1/2" \times 11"$ (A4) size plain paper to $5-1/2" \times 8-1/2"$ (A5) size recycled paper.





System Settings			
Tray Settings		Cancel	ОК
Tray:	Tray 1		(6)
Type :	Recycled	(4)	
Size:	Auto-Inch	(5)	
Paper Property:	Print	(-)	
	Сору		
	I-Fax		
	Fax		_
	Doc. Filing		•

Select settings in the touch panel. (Continued)

- (4) Select [Recycled] from the "Type" select box.
- (5) Make Sure that [Auto-Inch] is selected in the "Size" select box.

For more information, see "Paper Tray Settings" in

"Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

(6) Touch the [OK] key.

The above steps change the paper settings for tray 1 to 5-1/2" x 8-1/2" recycled paper.



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.

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BASE SCREEN OF COPY MODE

Touch the [COPY] key in the touch panel to open the base screen of copy mode.

Select copy settings in the base screen.



(1) [Color Mode] key

Touch this key to change the color mode.

(2) Output display

When one or more output functions such as sort, group, or staple sort have been selected, this shows the icons of the selected functions.

(3) [Exposure] key

This shows the current copy exposure and exposure mode settings. Touch this key to change the exposure or exposure mode setting.

(4) [Copy Ratio] key

This shows the current copy ratio. Touch this key to adjust the copy ratio.

(5) [Original] key

Touch this key to enter the original size manually.

After placing the original, touch this key to set the original size.

(6) [Paper Select] key

Touch this key to change the paper (tray) that is used. The tray, paper size, and paper type will appear. The tray images in the paper size display can be selected to open the same screen.

(7) Original feed display

This appears when an original is inserted in the automatic document feeder.

(8) Paper select display

This shows the size of paper loaded in each tray and the amount of paper remaining $\underline{\equiv}$. The selected tray is highlighted.

The tray that is feeding paper is indicated in green. Do not pull out a tray while paper is being fed from the tray. This will cause a paper misfeed.

(9) Number of copies display

This shows the number of copies set.

(10) [Special Modes] key

Touch this key to select special modes such as Margin Shift, Erase, and Pamphlet Copy.

(11) [2-Sided Copy] key

Touch this key to select the 2-sided copying function.

(12) [Output] key

Touch this key to select an output function such as sort, group, offset, or staple sort.

(13) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.





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 1-sided original 2-sided copy originals onto both sides of the paper. **1** Place the originals. The side to be scanned must be face up! 2 Select settings in the touch Special (2) panel. (1) Set the original size. (2) Touch the [2-Sided Copy] (1)key. 100% 2-Sided Copy (3) Touch the [1-Sided to 2-Sided] key. (4) Touch the [OK] key. 11+2 1•1 2+2 2+1) Binding Change 11-2 (3)


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 media such as heavy paper, and envelopes. 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.



Paper Trav

Plaim

- **2** Insert paper in the bypass tray.

Bypass Tray

(3)

B 8%x11

- **3** Select settings in the touch panel.
 - (1) Set the original size.
 - (2) Touch the [Paper Select] key.
 - (3) Touch the paper type key of the bypass tray. Here the [Plain] key has been touched.

Paper Select

2.5%x83

3.8%x14



Selecting a tray

3.8½x14

4.8%x11



🗏 Plain

(A)

To select paper, touch the [Paper Select] key or the image of the machine in the base screen of copy mode.

Touch a key to select a tray.

- (A) Touch to select one of trays 1 to 4.
- (B) Touch to select the bypass tray.
- (C) Touch to set the type of paper in the bypass tray.

MAKING COLOR COPIES (Color Mode)

When color and black & white originals are mixed together, you can have the machine automatically detect whether each original is color or black & white and make each copy accordingly.

The procedure for copying with the color mode set to "Auto" for automatic detection of color and black & white is explained below.





1 Place the originals.

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

Color Mode Full Color Auto Auto Copy Fain Section Sect

Single Color

(3)

Color Mod

2

2 Select settings in the touch panel.

- (1) Touch the [Color Mode] key.
- (2) Touch the [Auto] key.(3) Touch the [OK] key.





3 Set the number of copies and press the [COLOR START] key.



SELECTING THE EXPOSURE AND IMAGE TYPE

You can specify the original image type to obtain a clearer copy.

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 originals.

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

Color Mode Full Color Auto Copy Ratio

Original Image Typ

Text

(2)

Text/

Photo

(4)

Text/Photo

Scan Resolution

Nap

Exposure

(3)

2 Select settings in the touch panel.

(1) Touch the [Exposure] key.

- (2) Touch the [Light Original] key.
- (3) Darken the printed result with the **b** key. Nine levels are available for the exposure. Darken light originals with the **b** key, and lighten dark originals with the **c** key.
- (4) 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 a 5-1/2" x 8-1/2" original onto 8-1/2" x 14" paper.

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.

5-1/2" x 8-1/2"

8-1/2" x 14"





Paper Select (6) Paper Tray 1. 89x11 W Plain (2. 59x89 W Plain (3. 69x14 W Plain (4. 89x11 W Plain (5)

- 2 Select settings in the touch panel.
 - (1) Touch the [Original] key.
 - (2) Touch the [5-1/2 x 8-1/2] key.
 - (3) Touch the [OK] key.
 - (4) Touch the [Paper Select] key.
 - (5) Touch the tray that has the desired paper size.
 - (6) Touch the [OK] key.



ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

Special Modes

2-Sided Copy

For precise adjustment of the copy size, you can select a preset ratio and/or adjust the ratio in increments of 1%. As an example, this section explains how to

Plain

121% 5%x8% → 8%x11

reduce the image to 55%.



The side to be scanned must be face up!

(1)

100%

XY ZO

100%

Copy Ratio

8%x11→5%x8% 64%

8%x14 → 8%x11 77%

Auto Image

1 Place the originals.

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

- 2 Select settings in the touch panel.
 - (1) Set the original size.
 - (2) Touch the [Copy Ratio] key.
 - (3) Touch the 🛃 key.





INTERRUPTING A COPY RUN (Interrupt Copy)

When the machine is printing, you can temporarily interrupt the job and perform a copy job that you wish to prioritize. This feature is useful when you need to make an urgent copy during a long copy run.





1 Touch the [Interrupt] key while the machine is printing.

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

The side to be scanned must be face up!



(2)(3)

(5)(6)

89 0 (#/P)

*)

2 Place the originals.

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 retrieved 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 (@).

Job Programs Exit Prees program number. 1 2 3 1 4 5 6 7 8 9 10 11 12 Recall Store/Delete (1)

Job Programs	Exit
Press program number.	
1 2	<u>3</u> (2) <u>1</u>
4 5	
7 8	9
10 11	12
Recall	Store/Delete

- 2 Select settings in the touch panel.
 - (1) Touch the [Store/Delete] tab.
 - (2) Touch the key in which you want to store a job program.

Touch any key that is not highlighted. Keys that have a job program stored are highlighted.

(
To store, make select: [OK], to delete, press	ons and press [Cancel].	Canc	5) ок
Color Mode Full Color Exposure Auto	1. 87511 (2. 5556) 3. 85514 (4. 85511 (i i	Special Modes 2-Sided Copy Output Program Name (4)
Copy Ratio 100%	Original Pa	Auto B%x11 Plain	

Using a job program



Job Programs

Select settings in the touch panel. (Continued)

- (3) Select the copy settings that you wish to store.
- (4) Touch the [Program Name] key.

A text entry screen appears. Enter a name for the program.

- (5) Touch the [OK] key.
- Press the [#/P] key (1). Place the original.
- Press program number + +

2 Touch the key of the desired job program.

After selecting the job program, set the number of copies and press the [COLOR START] key or [BLACK & WHITE START] key to begin copying.

Deleting a job program



1 Press the [#/P] key (...).



- 2 Select settings in the touch panel.
 - (1) Touch the [Store/Delete] tab.
 - (2) Touch the key of the job program that you wish to delete.

Touch a key that is highlighted. Keys that have a job program stored are highlighted.

- (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 special mode are not explained.) Each special mode has its own settings and steps, 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 "Margin Shift" as an example. For the procedures for using the special modes, see "SPECIAL MODES" in "Chapter 2 - COPIER" in the Operation 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 two screens. Use the i t keys to switch between the screens. Touch the [Special Modes] key in the base screen to open the special

modes menu.



Note that the keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

(1) Special M

Plain 8%x11

Pamphlet Copy

The procedure for selecting settings for "Adding margins (Margin Shift)" is explained below as an example. Although the specific settings for each special mode vary, the general procedure is the same.



Copy Ratio

Special Modes

(2) Margin Shift

1 Place the originals.

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

- 2 Select settings in the touch panel.
 - (1) Touch the [Special Modes] key.
 - (2) Touch the [Margin Shift] key.

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

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

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

To set the margin shift position to "Right", "Left", or "Down", touch the corresponding key.

(4) Touch the [OK] key.



Erase



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 wish to hole punch the copies.



Erasing peripheral shadows (Erase)

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

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.



Without eras

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

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.

The job build function lets you divide the stack of originals into sets, feed each set, and copy the sets as a single job.



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 two original pages onto one sheet of paper (2in1)

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

Front

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 12 copies of one photo on one sheet of paper.

Inverting the image (Mirror Image)

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



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 black and white 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. An image of this function is shown at the end of this manual.

Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copy image. An image of this function is shown at the end of this manual.

Whitening faint colors in copies (Suppress Background)

Use this function to suppress light background areas of a copy image. When making a copy of an original that has a light colored background, this can be used to whiten the background.

An image of this function is shown at the end of this manual.

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. An image of this function is shown at the end of this manual.

Adjusting the brightness of a copy (Brightness)

Use this function to adjust the brightness of a copy. An image of this function is shown at the end of this manual.

Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy. An image of this function is shown at the end of this manual.

Checking copies before printing (Proof Copy)

Regardless of the number of copies specified, this function initially prints only the first set. After you have checked the first set, the remaining sets are printed.



Copying originals that are different sizes (Mixed Size Original)

For example, even when a $8-1/2" \times 11"$ original is mixed in with $8-1/2" \times 14"$ originals, this function lets you copy all originals at once. When used in combination with the auto image function, the copies can all be printed on the same size of paper.



Copying thin originals (Slow Scan Mode)

This function lets you scan thin originals, which are normally difficult to handle, in the automatic document feeder.



Copying multiple business cards (Business Card Scan)

Up to eight business cards can be copied onto a single sheet of paper. This function can be used to create a list of business cards or file multiple business cards together as a group. (Business card feeder is required.)



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 Vista[®] in Windows[®] environments, and Mac OS X v10.4 in Macintosh environments. The window varies depending on the operating system version, the printer driver version, and the application.

► PRINTING	
CANCELING PRINTING (AT THE MACHINE)	68
SELECTING PRINT SETTINGS	69
CONVENIENT PRINTER FUNCTIONS	71

PRINTING

This section explains the basic procedures for printing.

Windows

The following example explains how to print a letter size document from WordPad, which is a standard accessory program in Windows. To install the printer driver and configure settings in a Windows environment, see "Chapter 2 - SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide ("PART 2 SOFTWARE INSTALLATION" in the Installation Guide).

For information on the available printer drivers and the requirements for their use, see "PRINTER FUNCTION OF THE MACHINE" in "Chapter 3 - PRINTER" in the Operation Guide.

Document - WordPad			- 1	Select the print	
File Edit View Inser	Format	Help			
(1) New	Ctrl+N			command in the	
Open Save	Ctrl+O Ctrl+S	▼ Western ▼ B Z U 🖉 🖹 🛎 🗮 🗄		application	
Save As	CIII+5	2 • • • ! • • • 3 • • • ! • • • 4 • • • ! • • • 5 • • • ! •		application.	
Print	Ctrl+P			(1) Open the [File] menu.	
(2) review	curri			.,	
Page Setup				(2) Select [Print].	
Recent File				.,	
Send					
Exit					
General Select Printer			2	Open the printer drive properties window.	
	-	E		(1) Select the printer driv of the machine.	
Add Printer	SHARP xx-xxxx	-		(2) Click the [Preferences	
Status: Ready	(1)	Print to file Preferences		button.	
Location:	(-)	Fin (2) r			
Comment:		Fin (2) r		In Windows 2000, the	
Page Range				[Preferences] button does	

Number of copies: 1

123 123

Apply

Collate

Print Cancel

- pen the printer driver operties window.
 -) Select the printer driver of the machine.
 -) Click the [Preferences] button.

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

All

Pages:

Selection Current Page

1-65535

Enter either a single page number or a single page range. For example, 5-12



Using printer driver help

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

🖶 Print General Select Printer alla. E \geq Add Printer SHARP xx-xxxx Print to file Preferences Status Readv Location Fin. (2) , Comment Page Range () Al Number of copies: 1 · A . V Selection Current Page Pages: 1-65535 Collate 123 123 Enter either a single page number or a single page range. For example, 5-12 Print Cancel Apph

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

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

- X Rinting Preferences Main Paper Advanced Special Modes Job Handling Watermarks Color User Settings: Factory Defaults 🔹 Save... Defaults Finishina A. Binding Edge Left Document Style I-Sided 2-Sided(Book) No Offset 2-Sided(Tablet) ż. Pamphlet Style Margin Shift None Settings N-Up Printing 1-Up Image Orientation Portrait C Landscape Rotate 180 degrees Black and White Print OK Cancel Help

2 Click the [Help] button.

The Help window will open to let you view explanations of the settings on the tab.

To view Help for settings in a dialog box, click the green text at the top of the Help window.

To view Help for a specific setting

Click the setting that you wish to learn about and press the [F1] key. Help for that setting will appear.

*To view Help for a particular setting in Windows 98/Me/NT 4.0/2000/XP/ Server 2003, click the D button in the upper right-hand corner of the printer driver window and then click the setting.

When the information icon ((1)) appears

The icon can be clicked to show prohibited combinations of functions and other information.

Macintosh

The following example explains how to print a letter size document from "TextEdit" ("SimpleText" in Mac OS 9), which is a standard accessory program on Macintosh computers.

To install the printer driver and configure settings in a Macintosh environment, see "Chapter 3 - SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide ("PART 2 SOFTWARE INSTALLATION" in the Installation Guide).

Setting the paper size

Select paper settings in the printer driver before selecting the print command.

File Edit Forma	t Windo
(1) w	ЖN
Open	жо
Open Recent	►
Close	жw
Save	ЖS
Save As	ŵ₩S
Save All	
Revert to Saved	
Show Properties	∿жР
Page Setup	企業P
Print (2)	ЖΡ

- 1 Open the page setup window in TextEdit.
 - (1) Open the [File] menu.
 - (2) Select [Page Setup]. In Mac OS 9, select [Print] from the [File] menu of SimpleText.

Sett	ings: Page Attributes	\$
	(1)	
Forma	t for: SCxxxxxx	\$
	SHARP XX-XXXX PPD	
Paper		\$
	8.50 in x 11.00 (2)	
Orienta	tion: 🚺 🏚 🎼	
9	cale: 100 %	
0		
(?)	(Cancel OK
		(3)

- 2 Select paper settings.
 - (1) Make sure the correct printer is selected.

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

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

	File Edit Format Windo (1) W %EN Open %EO Open Recent * Close %EW Save %ES Save As %KS Save All %KS Revert to Saved %EP Page Setup % %EP Print %EP (2) (2)	 Execute printing from TextEdit. (1) Open the [File] menu. (2) Select [Print]. In Mac OS 9, select [Print] from the [File] menu of SimpleText
2 Select	Printer: Scxxxx Preset: Standard Copies: 1 Pages: @ All ? PDF Preview	(1) : Pages : Collated
The ma ("xxxxx model." (2) Select Click configu appear If the s printer In Mac menu." (3) Click	x" is a sequence of chara t print settings. next to [Copies & Page ire from the pull-down mer c. ettings do not appear in M name.	in the "Printer" menu is normally [SCxxxxx]. cters that varies depending on your machine s] and select each setting that you wish to nu. The screen for the selected setting will ac OS X v10.5 to 10.5.1, click reactions next to the eneral] and select a setting from the pull-dowr

CANCELING PRINTING (AT THE MACHINE)

🕼 Internet Fax

1

÷

(5)

Status

Printing

Waiting

Waiting

Waiting

Waiting

Waiting

Waiting

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

(2)

Detail

Priority

Stop/Delete

(4)



🚽 Scan to 📢 Fax Job

Sets / Progress

020 / 001

(3) / 000

002 / 000

002 / 000

002 / 000

002 / 000

002 / 000

Delete the job?

😰 Computer02

🕒 Print Job

5 🗘 Copy

6 🗘 Сору

7 🗘 Сору

8 D Copy

1 10

(1) Tob Queue

3 % 0312345678 4 O Copy

1	Press the [JOB STATUS]
	key.

- 2 Select settings in the touch panel.
 - (1) Touch the [Print Job] tab.
 - (2) Change the print job status mode to [Spool] or [Job Queue].

Touch this key to change modes. The selected mode will be highlighted.

- (3) Touch the key of the print job that you wish to cancel.
- (4) Touch the [Stop/Delete] key.
- (5) Touch the [Yes] key.

SELECTING PRINT SETTINGS

To use the print function of the machine, the settings in the printer driver properties window must be configured. See "PRINTING" (page 62) for the procedure for opening the printer driver properties window and the basic procedure for printing.

Windows

The procedure for selecting settings in the printer driver is explained below using "Fitting the print image to the paper (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, an Invoice-size image will be printed on letter-size paper.

The procedures for configuring printer driver settings vary by setting. For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "Chapter 3 - PRINTER" in the Operation Guide.



Select print settings.

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

This completes the settings. Start printing.

Macintosh

The procedure for selecting printer driver settings is explained below using "Printing multiple images on one page (N-Up Printing)" as an example. This function reduces the size of each page to let you print multiple pages on one sheet of paper. The example of printing two pages on one sheet of paper with borderlines is explained.

The procedures for configuring printer driver settings vary by setting. For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "Chapter 3 - PRINTER" in the Operation Guide.



Select print settings.

- (1) Select [Layout].
- (2) Select [2].
- (3) Select the order of the pages.
- (4) Select the desired type of borderline.
CONVENIENT PRINTER FUNCTIONS

Printing on both sides of the paper (2-sided printing)

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 an invoice or A5 size document to letter or A4 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 page (N-Up Printing)

Use this function to print multiple pages on a single sheet of paper by reducing the size of the print images. 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.)



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

For information on each of these functions, see "CONVENIENT PRINTING FUNCTIONS" in "Chapter 3 - PRINTER" in the Operation Guide.

Convenient functions for creating pamphlets and posters

- Creating a pamphlet (Pamphlet)
- Increasing margin (Margin Shift)
- Creating a large poster (Poster Printing)

Functions to adjust the size and orientation of the image

- Rotating the image 180 degrees (Rotate 180 degrees)
- Enlarging/reducing the print image (Zoom / XY-Zoom)
- Adjusting line widths when printing (Line Width Settings)
- Reversing the image (Mirror Image)

Color mode adjustment function

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

Functions to combine text and images

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

Print functions for special purposes

- Printing specified pages on different paper (Different Paper)
- Adding inserts when printing on transparency film (Transparency Inserts)
- Printing a carbon copy (Carbon Copy)
- Printing so that a specific page is the front page when using two-sided printing (Chapter Inserts)

Convenient printer functions

• Saving and using print files (Retention/Document Filing)

Faxing

This section explains the basic procedures for using the fax function of the machine. In addition, special modes that can be used with the fax function are introduced. The facsimile expansion kit is required to use the fax function.

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BASE SCREEN OF FAX MODE

Touch the [IMAGE SEND] key in the touch panel to open the base screen of fax mode. If the fax screen does not appear, touch the [Fax] tab. Select fax settings in the base screen.



(1) Send mode tabs

Use these tabs to change the mode of the image send function. To switch to fax mode, touch the [Fax] tab.

(2) [Address Book] key

Touch this key to dial using a one-touch key or group key. When the key is touched, the address book screen appears.

(3) [Direct TX] key

Touch this key to send a fax by direct transmission. When the [Direct TX] key is not highlighted, normal transmission (memory TX mode) is selected.

(4) [Sub Address] key

Touch this key to enter a sub-address and passcode for F-code transmission.

(5) Customized keys

The keys that appear here can be changed to show the settings or functions that you prefer.

(6) 📴 key

Touch this key to retrieve a destination using a search number.*

* 3-digit number assigned to a destination when it is stored.

(7) [Speaker] key / [Pause] key / [Space] key

Touch this key to dial using the speaker.

When entering a fax number to be dialed, the key changes to the [Pause] key. When entering a sub-address, the key changes to the [Space] key.

(8) [Resend] key / [Next Address] key

The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax (including Direct SMTP addresses) are stored. To select one of these destinations, touch the desired destination. After a destination is selected, this key changes to the [Next Address] key.

(9) Image settings

Image settings (original size, exposure, resolution) can be selected.

(10) 📃 key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

(11) [Special Modes] key

Touch this key to use a special mode.

- (12) 🕞 key / 🔍 key / 🐼 key When "Hold Setting for Received Data Print" or "Received Data Image Check Setting" is enabled in the system settings (administrator), this will appear when a fax is received.
 - : Only "Hold Setting for Received Data Print" is enabled
 - : Only "Received Data Image Check Setting" is enabled
 - Both settings are enabled
- (13) This shows the currently selected fax reception mode and the amount of free memory remaining.



CHANGING THE SIZE OF A FAX

The size of the original and the transmission size can be specified before transmission.

This is convenient when faxing an original that is small and difficult to read. The procedure for faxing both sides of an $8-1/2" \times 11"$ original at $11" \times 17"$ size is explained below.



& Auto Reception

(4)

A

Image Orientation

.∢

Fax Memory:100%

Exposure Auto

Resolution Standard

132

8%×11

2-Sideo Tablet

Scar

Address Boo

Direct TX

Sub Address

Address Revie

Fax/Original

(2)



1 Place the originals.

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

2 Select settings in the touch panel.

(1) Touch the [Original] key.

(2) Touch the [2-Sided Booklet] key.

This key is used to send a 2-sided original.

(3) Make sure that the size of the placed original is displayed.

If the wrong size appears, touch the key and select the correct size.

(4) Touch the [Send Size] key.

79



CHANGING THE EXPOSURE

The exposure can be changed as appropriate for the darkness or lightness of the original.

The following example explains how to darken light colors in an original to make the image clearer.



CHANGING THE RESOLUTION

(1)

The resolution 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. The following example explains how to set the resolution to [Fine] and [Half Tone] when sending an original with small text.



& Auto Reception Fax Memory:100%

Standard

Super Fine

Ultra Fine

0

Special Modes

132

Address Review File

Quick File

Fax/Resolution

1 Place the originals.

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

2 Select settings in the touch panel.

(1) Touch the [Resolution] key.

(2) Touch the [Fine] key.

The resolution increases (producing a clearer image) in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

(3) 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.

(4) 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 retrieved 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).

ne-touch keys	Group key
000-000-0000 📞	A Corp.
000-000-0000 📞	0000000000
000-000-0000 📞	
000-000-0000 📞	000+000+0000

Storing an individual key

Address Control (1) Fax Data Receive/Forward

rd

List Print (User)

USB-Device Check



Default Settings

Document Filing Control

(2)

Total Count

Paper Tray Settings

Printer Condition Settings

- 1 Press the [SYSTEM SETTINGS] key.
- 2 Select settings in the touch panel.
 - (1) Touch the [Address Control] key.
 - (2) Touch the [Address Book] key.

			*	
Address Book				Back
Add New	Sort Address	All	-	
(3)	AAA AAA		BBB BBB	
Index Switch ABC v	000 000	2	DDD DDD	2 ²
	EEE EEE		FFF FFF	• 1
Sorting Order	GOG 035	۵	HHH HHH	
	III III	۵	333 333	
	Freq. ABCD	EFGH	KL MNOP QRSTU VWXX	Z etc.
	12° 🗖			
			-	
		-		
Systen Settings				
Address Control			Cancel	OK
Address Type:		Fax	• (4)	ſ
		-		
		h		
Address Name (Required):		KKK KKK	(5)
Address Name (Required): Initial (Optional):			(5)
Address Name (Required): Initial (Optional):		KKK KKK	(5	5) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index:		KKK KKK	(6)	5) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index:	ddress to be adde	KKK KKK	(6)	i) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index:	ddress to be adde	KKK KKK	(6)) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index:	iddress to be adde	KKK KKK	(6)	i) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index:	ddress to be adde	KKK KKK	(6)	i) (7)
Address Name (Required): Initial (Optional): Key Name: Custom Index: Register this A	iddress to be adde	KKK KKK	(6)	(7) (7)
Address Name (Required): Indial (Optional): Key Name: Custom Index: Soyiten Settings Address Control		trax max k User 1 v ad to the (Preque	(6) Int Uze] index.	(7)
Address Name (Required): Initial (Optional): Key Name: Custom Index: Segister this A Adress Control Begister this A	uddress to be addd	d to the [Frequ	cancel mit Use) index.	, (7) (7) (9)
Address Name (Required): Indial (Optional): Key Name: Custom Index: Begister this A System Sattings Address Control	uddress to be addd	trax max k User 1 v ad to the (Preque	(6) Int Uze] index.	, (7) (7) (9)
Initial (Optional): Key Name: Custom Index: Register this A System Settings Address Control Register this A	iddress to be adde 3):	d to the [Freque	cancel	, (7) (7) (9)
Adfress Name (Required): Initial (Optional): Kay Name: Custon Index: System Satisfy Address Control Register this A Pax Number (Required	iddress to be adde 3):	d to the (Freque	caccel mit Use) index. caccel mit Use) index.	(7) (7) (9)

Select settings in the touch panel. (Continued) (3) Touch the [Add New] key.

- (4) Select [Fax] from the "Address Type" select box.
- (5) Touch the "Address Name" text box.

A text entry screen appears. Enter the name of the destination.

- (6) Touch the "Initial" text box. A text entry screen appears. Enter search characters for the destination.
- (7) Slide the scroll bar down to move the screen.
- (8) Touch the "Fax Number" text box.

A text entry screen appears. Enter the fax number that you wish to store.

(9) Touch the [OK] key.

The items in the above step must be entered. For details on items entered, see "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide. When sending the same document or image to multiple destinations, it is convenient to store a destination group. For details on storing groups, see "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

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 (administrator).

in Password Exit

List Print

USB-Device Check

Fax Data Receive/Forward (1)



Default Settings

Address Control

Document Filing Control

](2)

Total Count

Paper Tray Settings

Printer Condition Settings

- **1** Press the [SYSTEM SETTINGS] key.
- 2 Select settings in the touch panel.
 - (1) Touch the [Fax Data Receive/Forward] key.
 - (2) Touch the [Fax Settings] key.





Select settings in the touch panel. (Continued)

(3) Touch the [Execute] key in "Forward Received Data".

(4) Touch the [OK] key.

CONVENIENT DIALING METHODS

Easy to use 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 retrieved by a simple touch of the key.

A one-touch key for a group can be selected to automatically transmit to each of the destinations stored in the group.

VWXYZ etc



Freq. ABCD EFGH IJKL MNOP Q

Sort Address

137

SAuto Reception Fax Memory:100% (1) Touch the [Address Book] key.

(2) Touch the key of the desired destination.

To change the number of one-touch keys displayed in the screen, touch the 5×15 key. Select 5, 10, or 15 keys.

(3) Touch the [To] key.

Resending

The [Resend] key can be touched to transmit to one of the eight most recent destinations used for transmission.

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 Scan to E-mail and Internet fax destinations.

Speed dialing

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

You can select a destination using the **B** 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, fax transmission is started after the number is dialed and the connection is established. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.

${\mathcal G}$ Telephone mod	le.		Speaker	Resend
Scan	Internet Fax	Fax	USB Mem. Scan	PC Scan
Address Book	Original	Scan:	8%x11 Se	nd: Auto
Speaker Volume	Exposure	Auto		
	Resolution	Standard		
Address Review	Special Mode	s		
File				
Quick File				
		Fax Memory	:100%	Fax Manual Reception

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 established, press the [BLACK & WHITE START] key to send the fax.

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same document/image can be sent to multiple fax mode, scan mode, and Internet fax mode destinations in a single operation. If you frequently send documents/images 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 destination that is stored in a one-touch key.



The side to be scanned must be face up!



(2)(3)

(5) (6)

8

(0)(#/P)

1 Place the originals.

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.





- **3** Select settings in the touch panel.
 - (1) Touch the [Address Book] key.
 - (2) Touch the one-touch key in which the desired destination is stored. To change the number of

one-touch keys displayed in the screen, touch the $5 \times 10 \times 15$ key. Select 5, 10, or 15 keys.

- (3) Touch the [To] key.
- (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.

4 Press the [BLACK & WHITE START] key.



SPECIAL FAX MODES

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

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 steps, 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 procedures for using the special modes, see "SPECIAL MODES" in "Chapter 4 - FACSIMILE" in the Operation Guide.

Special modes

Scan	Internet Fax	Fax	USB Men	n. Scan	PC Scan
Address Book	Original) Scan:	8%x11	Send:	Auto
Direct TX	Exposure	Auto			
Sub Address	Resolution) Standard			
Address Review	Special Modes]			
File					
Quick File					
	(Bh	🥵 Auto Fax Memo	Reception ry:100%		

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 two screens. Use the * * keys to switch between the screens. Touch the [Special Modes] key in the base screen to open the special modes menu.

1st 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 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 a special mode for fax is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for erasing shadows at the edges of the image when sending a fax is explained below as an example.



8%x11

& Auto Reception Fax Memory:100%

Internet Fax

Original Scan:

Exposure Auto

Resolution Standard

Special Modes

13

Address Bo

Direct TX

Sub Address

Address Revie

Quick File



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

2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.

 Fax/Special Modes
 OX

 Program
 Erase

 Card Shot
 Job

 Julid
 Slow Scan

 File
 Quick File

 Quick File
 Card Scan

 Transaction
 Own Name

 Select
 Ven Name



(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 erasure width to 3/4" with the ▼ ▲ keys. The erase area is set to "Edge Erase" by default. A particular side can be erased by touching the [Side Erase] key and selecting settings for that side.
- (4) Touch the [OK] key.



Enter the fax number of the receiving fax machine 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 front and reverse sides of a card as a single page (Card Shot)

Use this function to send the front and reverse sides of a card as a single page in a single transmission.



Sending a large number of pages as a single transmission job (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.

The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



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 on your computer and then select the Print command in the software application. Image data for transmission will be created and sent as a fax. This function can only be used on a Windows computer.



For more information, see the Help file for the PC-Fax driver.

The machine also has these functions

- Forwarding a received fax to a network address (Inbound Routing Settings)
 - Solution Guide "FAX RECEPTION" in "Chapter 4 FACSIMILE"
- Sending a fax at a specified time (Timer)
- Storing fax operations (Program)
- Changing the print settings for the transaction report (Transaction Report)
- Temporarily changing the sender information (Own Name Select)
- Faxing thin originals (Slow Scan Mode)
- Sending business cards (Business Card Scan)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when another machine polls your machine (Polling Memory) © Operation Guide "SPECIAL MODES" in "Chapter 4 - FACSIMILE"
- Performing F-code communication
 - Operation Guide "PERFORMING F-CODE COMMUNICATION" in "Chapter 4 - FACSIMILE"
- Connecting and using an existing phone (Extension Phone Connection)
 © Operation Guide "USING AN EXTENSION PHONE" in
 "Chapter 4 FACSIMILE"

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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NETWORK SCANNER FUNCTION

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



• The explanations in this manual are centered on the Scan to E-mail function of scan mode.

Solution Guide "Chapter 5 - SCANNER / INTERNET FAX"

BASE SCREEN OF SCAN MODE

Touch the [IMAGE SEND] key in the touch panel to open the base screen of scan mode. If the scan screen does not appear, touch the [Scan] tab. Select various scan settings in the base screen.



(1) Send mode tabs

Use these keys to change the mode of the image send function. To switch to scan mode, touch the [Scan] tab.

(2) [Address Book] key

Touch this key to use a one-touch key or a group key. When the key is touched, the address book screen appears.

(3) [Address Entry] key

Touch this key to manually enter a destination address instead of using a one-touch key.

(4) [Send Settings] key

Touch this key to select or enter the subject, file name, sender name, or message text, which have been previously stored in the Web page.

(5) Customized keys

The keys that appear here can be changed to show the settings or functions that you prefer. (6) 🕑 key

Touch this key to specify a destination using a search number^{*}.

- * 3-digit number assigned to a destination when it is stored.
- (7) [Resend] key / [Next Address] key The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax (including Direct SMTP addresses) are stored. To select one of these destinations, touch the desired destination. After a destination is selected, this key changes to the [Next Address] key.

(8) Image settings

Image settings (original size, exposure, resolution, file format, and color mode) can be selected.

(9) 🔟 key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

(10) [Special Modes] key

Touch this key to use a special mode.





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



CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

Exposure and original image type settings can be selected as appropriate for the original.

The procedure for darkening the exposure and setting the original image type to "Text/Prtd. Photo" is explained below.

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.

- 2 Select settings in the touch panel.
 - (1) Touch the [Exposure] key.

- (2) Read the displayed message and touch the [OK] key.
- (3) Touch the [Text/Prtd. Photo] key.
- (4) Darken light colors with the key.

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



CHANGING THE RESOLUTION

PC Scan

(3)

You can select the resolution as appropriate for the original type. This section explains how to set the resolution to "300X300dpi", which creates a clearer image than the default resolution.



Fax

8%x11

USB Mem. Scan

PDF

Mono2

Internet Fax

Original Scan:

Resolution (1)00dpi

Color Mode 🛛 🖶 Auto/Grayscale

100X100dpi

200X200dpi

400X400dpi 600X600dpi

(2)

Exposure Auto

File Format DFF

Special Modes

132

Scar

Address Bool

Address Entry

Send Settings

Address Review

File

Quick File

1 Place the originals.

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

2 Select settings in the touch panel.

(1) Touch the [Resolution] key.

- (2) Touch the [300X300dpi] key.
- (3) Touch the [OK] key.

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


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 for sending a scanned image in full color TIFF format is explained below.

The side to be scanned must be face up!





Encrypt PDF

Programmed

XPS

Specified Pages per File

MH (G3)

1 Place the originals.

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

2 Select settings in the touch panel.

(1) Touch the [File Format] key.

- (2) Read the displayed message and touch the [OK] key.
- (3) Change the mode to Color/Grayscale mode.



(Î)

Select settings in the touch panel. (Continued)

- (4) Touch the [TIFF] key.
- (5) Touch the [High] key. This sets the compression to high. A higher compression ratio creates

A higher compression ratio creates a smaller file size.

(6) 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 retrieved quickly and easily.

If you frequently send images to the same group of destinations, 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 "Chapter 5 - SCANNER / INTERNET FAX" in the Operation Guide.

Storing an individual key



			-		
Address Book		~			Back
Add New	Sort Address	A11		•	
- (3) -	aaa aaa		BBB BBB		
Index Switch			DDD DDD		2
Sorting Order	EEE EEE		FFF FFF		9 1
Search Number 🔻	GGG GGG		HHH HHH		9
	111 111		333 333		
	Freq. ABCD	EFGH IJ	KL MNOP	QRSTU VIO	IYZ etc.
	8				
System Settings				Cancel	OK
Address Type:				Cancer	40
Address Type:	E-mail	•	(4)		ſ
Search Number:	1 /7	0001			
Address Name (Required):	KKK KKK			(5)	I
Initial (Optional): Key Name:	k	(6			I
Custom Index:			,		I
	User 1				(7)
Register this A	ddress to be added	to the [Frequ	ent Use] inde	κ.	
Systen Settings		· ·			_
Address Control				Cancel	OK
					(9)
E-mail Address (Required):	AAA8xx.	xxx.con			
		(8)			1
File Format:	File Typ		PDF		↓ ▼
	Black &		Compression Mc pression Rati		

Select settings in the touch panel. (Continued) (3) Touch the [Add New] key.

- (4) Select [E-mail] from the "Address Type" select box.
- (5) Touch the "Address Name" text box.

A text entry screen appears. Enter the name of the destination.

- (6) Touch the "Initial" text box. A text entry screen appears. Enter search characters for the destination.
- (7) Slide the scroll bar down to move the screen.
- (8) Touch the "E-mail Address" text box. A text entry screen appears. Enter

the E-mail address that you want to store.

(9) Touch the [OK] key.

The items in the above step must be entered. For details on items entered, see "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide. When sending the same document or image to multiple destinations, it is convenient to store a destination group. For details on storing groups, see "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

CONVENIENT TRANSMISSION METHODS

One-touch sending, resending, and other convenient transmission functions that make it easy to send an image are available.

One-touch key

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



(1) Touch the [Address Book] key.

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

To change the number of one-touch keys displayed in the screen, touch the 5 M 15 key. Select 5, 10, or 15 keys.

(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

No.03 🖾 CCC CCC

No.07 ⊠GGG GGG

NO.05 CEEE EEE (2)

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.



No.04 😭 DDD DDD

No.06 PFF FFF

No.08 📞 ННН ННЕ

(1) Touch the [Resend] key.

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

The destinations that appear also include fax and Internet fax destinations.

Search number sending

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

You can select a destination using the Branch 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.

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same image can be sent to multiple scan mode, Internet fax mode, and fax mode destinations in a single operation. If you frequently send images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.

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



Scan Internet Fax Fax DSB Mem. Scan PC Scan Mddress Book 1 Driginal Scan: Fbb11 Send: Auto Address Entry Exposure Auto Send: Auto Address Review File Format FOF FOF FOF Pile Color Mode Auto/Orsyscale Mono2 Ouick File Epecial Modes



1 Place the originals.

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

- 2 Select settings in the touch panel.
 - (1) Touch the [Address Book] key.
 - (2) Touch the one-touch key in which the desired destination is stored. To change the number of one-touch keys displayed in the

screen, touch the 5×15 key. Select 5, 10, or 15 keys.

- (3) Touch the one-touch keys of the additional destinations to which you want to send the image.
- (4) Touch the [To] key.
- (5) Touch the [Address Review] key.



Select settings in the touch panel. (Continued)

(6) 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.

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

If fax or Internet fax destinations are included in the broadcast transmission, the [COLOR START] key cannot be pressed. Press the [BLACK & WHITE START] key.



SPECIAL SCAN MODES

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

The following pages show the types of scan send jobs that can be performed. (The procedures for using each special mode are not explained.) Each special mode has its own settings and steps, 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 procedures for using the special modes, see "SPECIAL MODES" in "Chapter 5 - SCANNER / INTERNET FAX" in the Operation 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 mode is selected.

Touch the [Special Modes] key in the base screen to open the special modes menu.

Scan mode



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 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 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 "Whitening faint colors in the image (Suppress Background)" is explained here as an example.

The side to be scanned must be face up!





Suppress Background

1 Place the originals.

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

2 Select settings in the touch panel.

(2) Touch the [Suppress Background] key.

⁽¹⁾ Touch the [Special Modes] key.





Select settings in the touch panel. (Continued)

- (3) Read the displayed message and touch the [OK] key.
- (4) Set the darkness of the background that will remain with the [-] [+] keys.
 3 levels are available. Touch the [-] key for a lighter background.
 Touch the [+] key for a darker background.
 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 on the image (Erase)

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



Whitening faint colors in the image (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.



Scanning many originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder. The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



The machine also has these functions

For detailed information on each of these functions, see "SPECIAL MODES" and "INTERNET FAX RECEPTION FUNCTIONS" in "Chapter 5 - SCANNER / INTERNET FAX" in the Operation Guide.

- Sending an image at a specified time (Timer Transmission)
- Storing scan operations (Program)
- Scanning thin originals (Slow Scan Mode)
- Scanning business cards (Business Card Scan)
- Changing the print settings for the transaction report (Transaction Report)
- Forwarding a received Internet fax to a network 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.

	122
QUICKLY SAVING A JOB (Quick File)	124
APPENDING INFORMATION WHEN STORING A FILE (File)	125
SAVING A DOCUMENT ONLY (Scan to HDD)	128
► PRINTING A SAVED FILE	130

DOCUMENT FILING

The document filing function allows you to save the document image of a copy or image send job, or the data of a print job, as a file on the machine's hard drive.

The stored file can be retrieved and printed or transmitted as needed.



A file that has been stored using the printer driver cannot be transmitted.

The document filing function is convenient in these situations





In this situation...

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.

Document filing is convenient

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.

In this situation...

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.

Document filing is convenient

If you store the forms for daily or weekly reports together in a folder, users can obtain forms 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 retrieves a stored file, "My Folder" appears first, saving the user the trouble of selecting the folder. For information on setting up "My Folder", see "User List" in "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

QUICKLY SAVING A JOB (Quick File)

As an example, the procedure for using "Quick File" while copying is explained below.

Quick File is the easiest way to save a file using the document filing function.



APPENDING INFORMATION WHEN STORING A FILE (File)

As an example, the procedure for using "File" while copying is explained below. Unlike Quick File, a file name, user name, and folder can be specified when saving a file.

Special Modes

2-Sided Copy



Plain 8%x11

Paper Select

(1)

1 Place the originals.

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

2 Select 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.

100%	Auto 8%x11 Plain
File Information	Cancel OK
Confidential	
Password User Name (2) Inknown File Name Copy_04042010_112030AM	
Stored to: Main Folder	
	7

Original

Copy Ratio

User Name Cancel OK € ▶ 18 Name 1 Name 2 (4) ▶ 18 Name 3 (3) Name 4 1 Name 5 Name 6 2 1 Name 7 Name 8 ● ● Name 9 Name 10 ● ● Name 11 Name 12 ● 11 All ABCD BFOH JIXL MAOF OBSTU WDVZ tcc.	Se pa (3) (4)
File Information Cancel OK	(5)
confidential Password Uber Name Name 1 File Name (5) 01 Stored to: (6)	(6)
Stored to: (8) (8) (9) (9) (9) (1) (1) (1) (1) (1) (1) (1) (1	(7) (8)
File Information OK Confidential (9) Dassord User Name 1 File Name file-01 Stored To: Uter 1	(9)

Select settings in the touch banel. (Continued)
3) Touch the [Name 1] key.
4) Touch the [OK] key.
5) Touch the [File Name] key. A text entry screen appears. Enter a file name.
6) Touch the [Stored to:] key.

(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.



SAVING A DOCUMENT ONLY (Scan to HDD)

Search

2

÷

ŧ

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

1 Touch the [DOCUMENT FILING] key.

The base screen of document filing mode appears.

The side to be scanned must be face up!

DOCUMENT FILING

Quick File Folde

Scan to HDD HDD Status Ex Data Access

User 4

User (

User 8

User 10

JKLMN OPORS

IMAGE SEND

COPY

File Retrieve

Folder Select

Main Folder

User 1

User 3

User 5

User 7

User 9

All Folders ABCE

ŵ



2 Place the originals.

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



HDD Status

8%x11

Ex Data Access

Store:

Mono2

3 Touch the [Scan to HDD] tab.

The Scan to HDD base screen appears.

To specify a user name, file name, and folder, touch the [File Information] key.

File Retrieve

File Information Scan to HDD

Original Scan:

Exposure Auto

Comp. Ratio Medium

Special Modes

Resolution 200X200dpi



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

PRINTING A SAVED FILE

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

COPY COPY	DOCUMENT FILING
Ø	(1)
File Retrieve Scan to HDD	HDD Status Ex Data Access
Folder Select	Search
Main Folder	Quick File Folder
User 1 (2)	User 2 1
User 3	User 4
User 5	User 6
User 7	User 8
User 9	User 10
All Folders ABCD EFGHI	JKLMN OPQRST UVWXYZ

File Retrieve Scan to HDD	HDD Status Ex Dat	LA ACCESS
Main Folder	St	earch 🛛 🗲 Back
File Name	User Name	Date
file-01	Name 1	04/04/2010 2
456 file-02	(3) Name 2	04/04/2010
file-03	Name 3	04/04/2010
file-04	Name 4	04/04/2010
file-05	Name 5	04/04/2010
Switch Display 🕼 All F	iles	Multi-File Print





Select the file and print it. (1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Main Folder] key.

- (3) Touch the key of the file that you wish to retrieve. Touch the [Switch Display] key to display the switch display screen. Touch the [Thumbnail] key in the switch display screen to display thumbnail images in the file keys.
- (4) Touch the [Print] key.
- (5) Touch the [Image Check] key to check the content of a file.
- (6) Touch the [Print and Save the Data] key.

When [Print and Save the Data] is selected, the file is saved after printing.

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

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 "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

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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 "Chapter 7 - SYSTEM SETTINGS" in the Operation 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.
Default Settings	This lets you 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.

Settings	Description
Fax Data Receive/Forward	This is used to configure settings for receiving faxes and Internet faxes, and 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.

System settings (administrator)

The system settings (administrator)* are system settings that can only be configured by the administrator of the machine. To configure these settings, the administrator password must be entered.

However, when user authentication is enabled, users who log in with certain user rights may be able to configure these settings without entering the administrator password. Check with your administrator.

* Although the manuals for the machine indicate system settings that require administrator rights as "system settings (administrator)", this is only for convenience in explaining the settings. The word "administrator" does not appear in the touch panel or elsewhere on the machine.

For the items of the system settings (administrator), see "Chapter 7 - SYSTEM SETTINGS" in the Operation Guide.

Troubleshooting

This sections contains answers to frequently asked questions and explains how to remove paper misfeeds.

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FREQUENTLY ASKED QUESTIONS

Making a copy of a non-standard size original

The procedure for making a copy of a payment slip or other non-standard size original is explained below.

The "Centering" special mode of copy mode can be selected to position the copied image in the center of the paper.



1 Place the originals.



If the X dimension (width) of the document is less than 3-1/2" (89 mm) or the Y dimension (height) is less than 4" (100 mm), place the original on the document glass. When using the automatic document

feeder, use "Slow Scan Mode" for a thin original.

2 Enter the original size.



From the base screen of copy mode, touch [Original] then [Size Input].

S Place paper in the bypass tray. The bypass tray is used here to copy onto paper that is not loaded in any of the paper trays of the machine. Type : Recycled Size : 8-1/2" x 11"

4 Select the bypass tray.

From the base screen of copy mode, touch [Paper Select] and then "Bypass tray paper type".



Printing on envelopes



The procedure for printing on an envelope is explained below. Only the name and address side of an envelope can be printed on.

It is recommended that you do a test print to check the print result before using an envelope.

1 Place paper in the bypass tray.



Print on the name and address side

2 Tray Settings.



Ø

Type : Envelope Size : Select the envelope size



Changing the paper size used for a print job

When the size of paper specified for a print job is not loaded in any of the machine's paper trays, follow the steps below to change the paper size.



1 Check details on the job.





Press the [JOB STATUS] key on the operation panel to display the job status screen.

- (1) Select the job whose status is [Paper Empty].
- (2) Touch the [Detail] key. To delete the job, you can press the [Stop/Delete] key.
- (3) Check the paper size specified for the job in the detail screen, and touch the [Paper Select] key.

2 Change the paper size used for the job.



Select the paper size on which you wish to print the job from the set paper sizes.

To avoid cutting off part of the image, select a paper size that is larger than the paper size specified for the job.

Adjusting the volume of the ringer



If the ringing sound made when the machine receives a fax is too loud or too soft, follow the steps below to adjust the volume.

The fax ringer volume is adjusted in the system settings (administrator).

Press the [SYSTEM SETTINGS] key on the operation panel, touch [Image Send Settings] - [Fax Settings] - [Fax Default Settings] - [Speaker Settings] - [Ringer Volume] in that order, and then select the desired volume.

Checking the machine's communication record

To check the machine's record of communication using the image send function, follow the steps below to print the image sending activity report. The image sending activity report is printed from the system settings (administrator).

Press the [SYSTEM SETTINGS] key on the operation panel, and then touch [List Print (Administrator)] - [Image Sending Activity Report] to print the report.



REMOVING MISFEEDS

When a paper misfeed occurs, the message "A misfeed has occurred." will appear in the touch panel and printing and scanning will stop. 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. When the misfeed is cleared, the message will automatically clear.

The blinking $\overline{\Psi}$ mark in the image at left indicates the approximate position of the misfeed.



- While the message appears, printing and scanning cannot be resumed.
- If the message does not clear even after the misfeed has been removed, the causes below are possible. Check once again.
 - The misfeed was not correctly removed.
 - A torn piece of paper remains in the machine.
 - A cover or unit that was opened or moved to remove the misfeed was not returned to its original position.

For detailed procedures for removing misfeeds, see "REMOVING MISFEEDS" in "Chapter 8 - TROUBLESHOOTING" in the Operation Guide.

Please note

- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows Vista[®]. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X. The screens may vary depending on the version of the operating system or the software application.
- Wherever "xx-xxxx" appears in this manual, please substitute your model name for "xx-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 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 500-sheet paper feed units (total of four trays) are installed on the MX-C401.

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

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.

About the color adjustments menu

Images depicting "Color Adjustments" in the special modes of copy mode are shown below.

RGB Adjust



Suppress

Sharpness



Color Balance



Brightness



Intensity



For details on "Color Adjustments", see "[Color Adjustments] KEY" in "Chapter 2 - COPIER" in the Operation Guide.



SHARP ELECTRONICS CORPORATION

1 Sharp Plaza, Mahwah, New Jersey 07495-1163.

www.sharpusa.com

SHARP ELECTRONICS OF CANADA LTD.

335 Britannia Road East, Mississauga, Ontario, L4Z 1W9

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