SHARP®

MODEL

MX-B201D

DIGITAL MULTIFUNCTIONAL SYSTEM

OPERATION GUIDE

CONTENTS

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INTRODUCTION

📝 Note	Some model may not be available in some countries.

Using the manual

This machine has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all machine features, be sure to familiarize yourself with this manual and the machine. For quick reference during machine use, keep this manual in a handy location.

About the operation guide

The operation manuals for the machine are as follows:

Operation Guide (this manual)

Explains the machine and how to use it as a copier. Also explains how to install the software that allows the machine to be used as a printer and scanner for your computer.

Start Guide

This manual covers the procedures for setup and the safety relations.

Operation guide for fax (for the models with the MX-FX12 option)

This manual explains the procedures for using the machine as a fax.

Operation guide for the expansion network kit (for the models with the MX-NB11 option)

This manual explains the procedures for using the machine as a printer or a network scanner.

Conventions used in this manual

- The illustrations in this manual show the MX-B201D. The appearance of your machine may be different depending on the model and options installed, however, the basic operations are the same.
- Where "MX-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see the operation panel on the machine.
- Illustrations of driver screens and other computer screens show the screens that appear in Windows XP Home Edition. Some of the names that appear in these illustrations may differ slightly from the screens that appear in other operating systems.
- 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.
- This operation manual refers to the Reversing Single Pass Feeder as the "RSPF".
- In this manual, the following icons are used to provide the user with information pertinent to the use of the machine.

⚠️ Warning	**Warns that injury may result if the contents of the warning are not properly followed.**
ⓘ Caution	Cautions that damage to the machine or one of its components may result if the contents of the caution are not properly followed.
📝 Note	Notes provide useful information on the specifications, functions, performance, and operation of the machine.

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.

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MAIN FEATURES

High-speed laser copying

First-copy time[1] is only 8.0[2] seconds.

Copying speed is 20 copies per minute. This is ideal for business use and provides a big boost to workplace productivity.

[1] The first-copy time is measured after the power save indicator turns off following power on, using the document glass with the polygon rotating in the copy ready state and "LSU SETTING" set to ON in the user programs (8-1/2" x 11", paper fed from paper tray).

[2] When user program 24 is set to OFF.

High-quality digital image

• High-quality copying at 600 dpi is performed.

• In addition to automatic exposure adjustment, two original modes can be selected: "TEXT" for text-only originals, and "PHOTO" for photographs. The exposure can be adjusted to five levels in each mode.

• The photo mode copying function allows clear copying of delicate halftone original images such as monochrome photos and color photos.
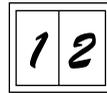
Enhanced copying features

- Zoom copies can be made from 25% to 400% in increments of 1%. (When the RSPF is being used, the zoom copy ratio range is 50% to 200%.)
- Continuous copying of up to 99 copies is possible.
- Sets of output can be offset from each other for easy separation (offset function).
- Sorting by sets is possible without the need for a sorter or other special device (Sort copy).
- Includes convenient features such as margin shift, 2 IN 1 copy, and automatic two-sided copying.
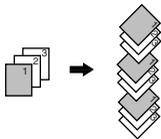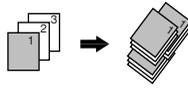
Sort copy   Offset function   2 IN 1 copy   Margin shift
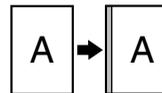
Scan once/Print many

- The machine is equipped with a memory buffer allowing the machine to scan an original once and make up to 99 copies of the scanned image. This improves workflow, reduces operating noise from the machine and reduces wear and tear on the scanning mechanism, which provides for a higher reliability.

LCD panel displays messages

- The LCD panel displays messages that show function settings and the status of the machine.

Laser printer function

- The accompanying printer driver can be installed to enable use of the machine as a printer.

Color scanner function

- The accompanying scanner driver can be installed and the machine connected to a computer using a USB cable to enable use as a scanner.

Fax function (option)

- The optional Facsimile Expansion Kit can be installed to enable the machine to be used as a fax machine. (Facsimile Expansion Kit Operation Guide)

Network connection (option)

- The optional Network Expansion Kit can be installed to enable the machine to be used as a network printer and network scanner. (Network Expansion Kit Operation Guide)

Environment and people friendly design

- Preheat mode and auto power shut-off mode are provided to reduce power consumption when the machine is not in use.
- A universal design has been implemented in the product whereby the height of the operation panel and shape of the keys are designed to be usable by as many people as possible.

1

Chapter 1
PREPARATIONS

This chapter provides basic information that you should know before using the machine.

PART NAMES
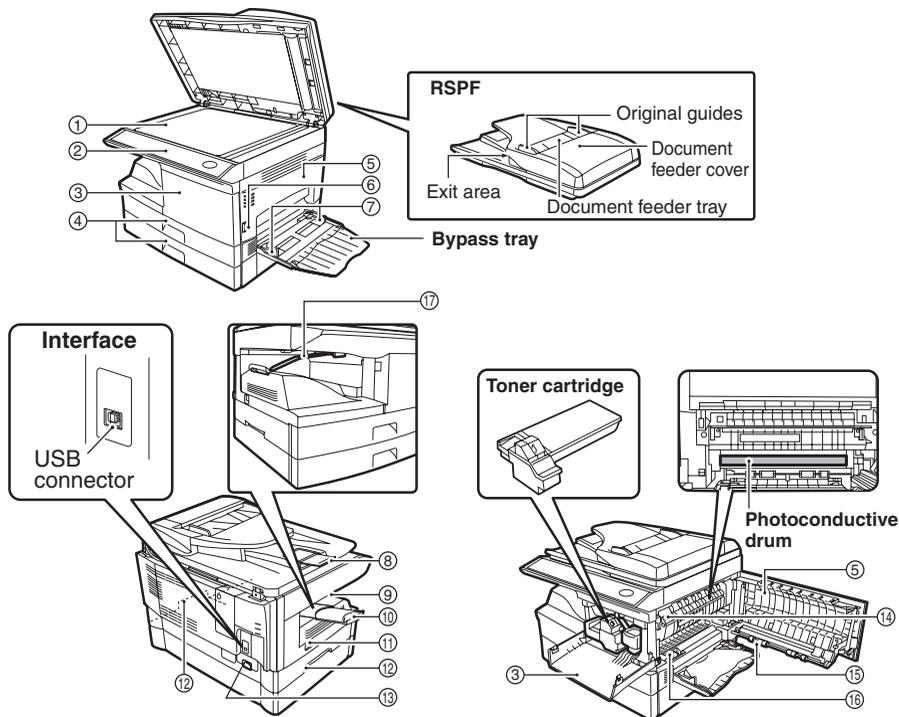
RSPF

Original guides

Document feeder cover

Exit area

Document feeder tray

Bypass tray

Interface

USB connector

Toner cartridge

Photoconductive drum

① **Document glass**
② **Operation panel**
③ **Front cover**
④ **Paper tray**
⑤ **Side cover**
⑥ **Side cover open button**
⑦ **Bypass tray paper guides**
⑧ **Original output tray extension**
⑨ **Paper output tray**

⑩ **Paper output tray extension**
⑪ **Power switch**
⑫ **Handles**
⑬ **Power cord socket**
⑭ **Fusing unit release lever**
⑮ **Transfer charger**
⑯ **Charger cleaner**
⑰ **Paper holder arm**

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Operation panel
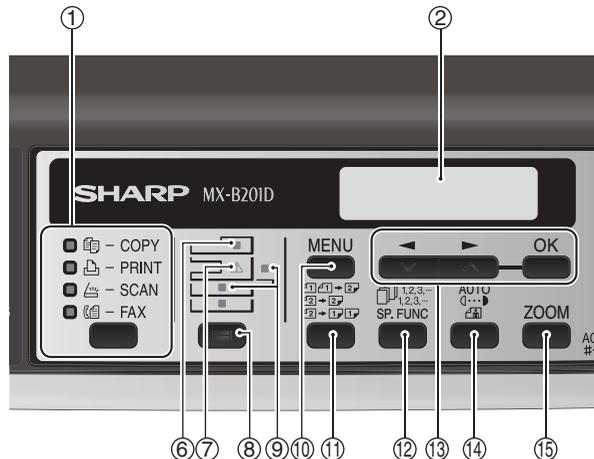
① **[MODE SELECT] key / Mode indicators**
Press this key to select the mode. The indicator of the selected mode lights (copy, printer, scanner, fax mode indicators).

② **Display**
This shows messages indicating the machine status and any problems that occur, as well as user programs and function setting menus.

③ **Numeric keys**
Use these to enter the number of copies and other numerical settings.
The keys can also be used to select items in function setting menus.

④ **[CLEAR] key (C)**
Use this to clear the set number of copies, as well as cancel a job that is in progress. When a setting menu appears, use this key to move back to the previous menu level.

⑤ **Power save indicator**
This lights up when the power save function is activated.

⑥ **RSPF indicator (Option)**
This lights up when an original is placed in the RSPF.

⑦ **Error indicator**
This lights steadily or blinks when a paper misfeed or other error occurs.

⑧ **[TRAY SELECT] key ( )**
Use to select the paper tray that has the desired paper for copying.

⑨ **Tray location indicator**
Indicates the selected paper tray. The indicator blinks when the tray is out of paper or is not closed properly.

⑩ **[MENU] key**
Press this key to configure a user program, to select the paper size for copying, to display the total count or to access account total functions.

⑪ **[2-SIDED COPY ( )] key**
Press in copy mode to select one-sided or two-sided settings for the original and for the output.

⑫ **[E-SORT/SP.FUNC ( )] key**
Press to select the sort function, 2 IN 1 copy function, or margin shift function.

⑬ **[◄] key ( ), [►] key ( ), [OK] key**
Press the [◄] key ( ) or [►] key ( ) to select an item in a function setting menu. Press the [OK] key to enter a selection.

⑭ **[EXPOSURE ( )] key**
Use to switch from auto exposure adjustment to text mode or photo mode.

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Display

```
READY TO COPY.
100%  8.5x11     0 ✓
```
⑱   ⑲   ⑳ ㉑
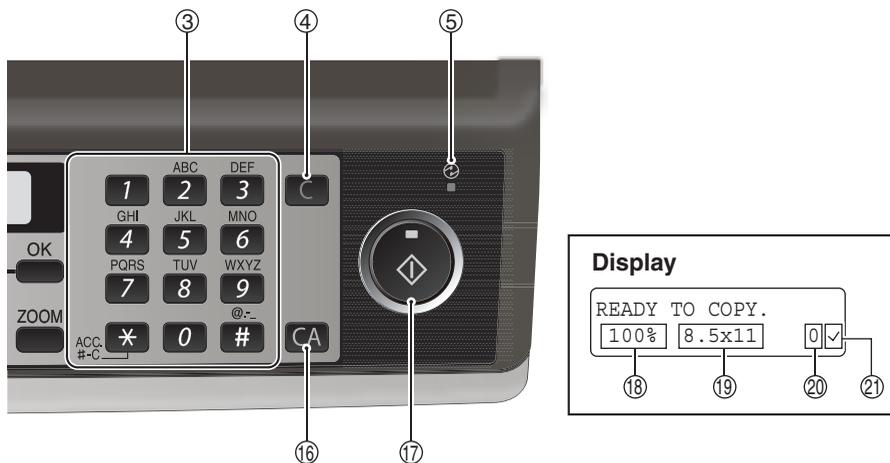
⑮ **[ZOOM] key**
Press to select an enlargement or reduction ratio.
To select a preset ratio setting, press the [ZOOM] key and select the desired preset ratio. To select a ratio that is not preset, press the [ZOOM] key, select the preset ratio that is closest to the desired ratio, and then press the [◄] key (⬛▾) or [►] key (⬛▴) to increase or decrease the ratio in increments of 1%.

⑯ **[CLEAR ALL] key (CA)**
This returns all functions to the default settings. When pressed in a setting menu, this returns the settings and display to the initial state.

⑰ **[START] key (◉) / Ready indicator**
The ready indicator lights up when copying or scanning is possible.
To begin copying, press the [START] key (◉).
The [START] key (◉) is also pressed to return to normal operation from auto power shut-off mode.

⑱ Shows the current copy ratio.

⑲ Shows the selected paper size.

⑳ Shows the number of copies that has been entered with the numeric keys.

㉑ A checkmark " ✓ " appears when the exposure has been changed, or when two-sided copying, sort, 2 IN 1, or margin shift is selected.

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CONNECTING THE POWER CORD

If you use the machine in a country other than the country where the machine was purchased, you will need to make sure that your local power supply is compatible with your model. If you plug the machine into an incompatible power supply, irreparable damage to the machine will result.

1 **Ensure that the power switch of the unit is in the OFF position.**

OFF
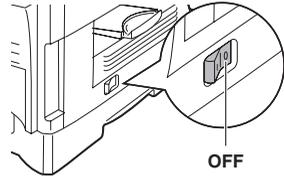
2 **Plug the power cord into the nearest outlet.**

Caution
- Only insert the power cord into a properly grounded wall socket.
- Do not use extension cords or power strips.

POWER ON AND OFF

The power switch is located on the left side of the machine.

Power on
Turn the power switch to the "ON" position.
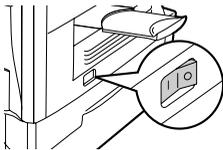
The ready indicator will light up and other indicators which show the initial settings of the display will also light up to indicate the ready condition. For the initial settings, see the "Initial settings" (below).

You can select copy settings and press the [START] key (⊚) after the power switch is turned on. Copying will start automatically.

Language setting
The first time the power is turned on after shipment from the factory, a message will appear in English in the display prompting you to select the language. Select the language with the [◄] key (∨) or [►] key (∧) and then press the [OK] key. The language can also be changed in the user programs (p.77).

Initial settings
The machine reverts to the initial settings when it is first turned on, when the [CLEAR ALL] key (CA) is pressed, or when no keys are pressed for the preset "AUTO CLEAR" time following the end of a copy job. When the machine reverts to the initial settings, all settings and functions selected to that point are cancelled. The "AUTO CLEAR" can be changed in the user programs. (p.74)

When in the copy mode

The main screen of copy mode appears.

SHARP MX-B201D   READY TO COPY. 100% 8.5x11   0

Copy ratio: 100%, **Exposure:** Automatic
Copy quantity: 0, **All special copier modes:** Off

Scanning unit (scan head)
When the machine is able to copy or scan (the ready indicator is on), the scanning unit is lit.

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Power off

Make sure that the machine is not in operation and then turn the power switch to the "OFF" position.

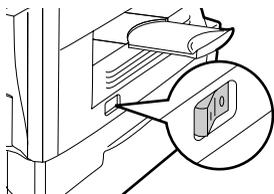If the power switch is turned off while the machine is in operation, a misfeed may occur and the job that was in progress will be cancelled.
In cases where the machine will not be used for a long time, turn off the power switch and remove the power cord from the outlet.

Check the following to make sure the machine is not in operation:
• The ready indicator is lit. (Initial state)
• The power save indicator is lit. (preheat mode or auto power shut-off mode)

Power save modes

Preheat mode

This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on. In this mode, the power save indicator lights up. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, a print job is received.

Auto power shut-off mode

This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. The power save indicator lights up, the display shows a message indicating that the machine is in auto power shut-off mode. To resume normal operation, press the [START] key ( ). Normal operation also resumes automatically when a print job is received or scanning is begun from a computer. While in auto power shut-off mode, no keys (except the [START] key ( )) can be used.

> **Note**
> The preheat activation time and the auto power shut-off time can be changed with "PREHEAT MODE" and "AUTO SHUT-OFF TIME" in the user programs. It is suggested that you set times that are appropriate for your usage of the machine. (p.74, p.75)

Check RSPF open function

When enabled, this function may help prevent wasteful use of toner that occurs when the original cover/RSPF cover is not completely closed.
If the start ( ) key is pressed when the original cover/RSPF cover is not completely closed, "CHECK ORIGINAL" will appear in the display and copying may not take place. If copying does not take place, copying can be performed by pressing the start ( ) key again, however, the scan size set in "CHANGING A TRAY'S PAPER SIZE SETTING" (p.16) or "VALID COPY WIDTH" (program number 25) (p.77) will be used.
If the original cover/RSPF cover is completely closed after "CHECK ORIGINAL" appears, copying will take place at the normal size.

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Chapter 2
LOADING PAPER

The tray location indicator will blink when there is no paper in the selected paper tray, or when the selected paper tray is not closed or is improperly closed.

PAPER

For best results, use only SHARP recommended paper.

Paper tray type	Paper type	Size	Weight	Capacity
Paper tray	Standard paper Recycled paper	5-1/2" x 8-1/2" (Invoice) 8-1/2" x 11" (Letter) 8-1/2" x 13" (Foolscap) 8-1/2" x 14" (Legal)	15 lbs. to 21 lbs. (56 g/m^2 to 80 gm^2)	250 sheets *1 (The paper should not exceed the line on the tray)
Bypass tray	Standard paper Recycled paper	3-1/2" x 5-1/2" to 8-1/2" x 14"	15 lbs. to 21 lbs. (56 g/m^2 to 80 gm^2)	50 sheets *1
	Thick paper		28 lbs. to 34.5 lbs. (106 g/m^2 to 128 g/m^2)*3	Load one sheet at a time in the bypass tray.
	Transparency film/Labels			
	Envelopes *2	Monarch (3-7/8" x 7-1/2") Commercial 9 (3-7/8" x 8-7/8") Commercial 10 (4-1/8" x 9-1/2")		

*1 The number of sheets of paper that can be loaded varies depending on the weight of the paper.

*2 Do not use non-standard envelopes or envelopes that have metal clasps, plastic snappers, strings, windows, linings, self-adhesive strips, patches or synthetic materials. Do not use envelopes that are filled with air or envelopes that have labels or stamps attached. These will damage the machine.

*3 When using paper heavier than 28 lbs. (104 g/m^2), use paper that is 8-1/2" x 11" or smaller.

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Special papers

Follow these guidelines when using special papers.

● **Use SHARP recommended transparency film and label sheets. Using other than SHARP recommended paper may result in misfeeds or smudges on the output. If other than SHARP recommended media must be used, feed each sheet one at a time using the bypass tray (do not attempt continuous copying or printing).**

● **There are many varieties of special paper available on the market, and some cannot be used with this machine. Before using special paper, contact your authorised service representative.**

● **Before using other than SHARP recommended paper, make a test copy to see if the paper is suitable.**

LOADING THE PAPER TRAY

👉 Note	Make sure that the paper is not torn, is free of dust, and has no wrinkles or curled edges.

1 **Raise the handle of the paper tray and pull the paper tray out until it stops.**
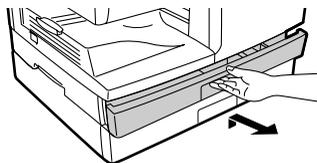
2 **Fan the paper and insert it into the tray. Make sure that the edges go under the corner hooks.**

👉 Note	• Do not load paper above the maximum height line (▼ ▼). Exceeding the line will cause a paper misfeed.
	• If the paper is not fanned, double-feeds or misfeeds may occur.
	• Make sure the stack of paper is straight before loading it. When adding paper, take the remaining paper out and combine it into a single stack with the new paper.
	• Make sure that all the paper in the stack is the same size and type.
	• When loading paper, ensure that there is no space between the paper and the guide, and make sure that the guide is not set too narrow and causes the paper to bend. Incorrect loading will cause the paper to skew or misfeed.

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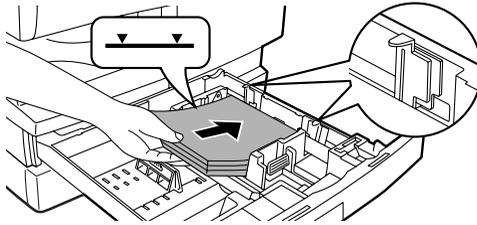
3 Gently push the paper tray back into the machine.

Note
- If you loaded a different size of paper than was loaded previously in the tray, go to "CHANGING A TRAY'S PAPER SIZE SETTING" (p.16)
- When not using the machine for an extended period, remove all paper from the paper tray and store it in a dry place. If paper is left in the machine for an extended period, the paper will absorb moisture from the air, resulting in paper jams.

BYPASS FEED (including special paper)

The bypass tray can be used to feed standard paper, transparency film, labels, envelopes, and other special purpose paper.
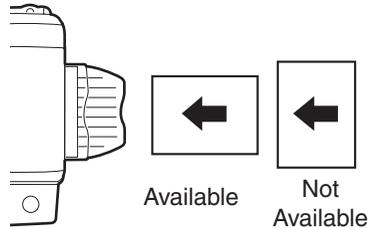
Important points when inserting paper in the bypass tray

Up to 50 sheets of standard copy paper can be inserted in the bypass tray. (Capacity will vary depending on the type of paper loaded.)
Be sure to place envelopes horizontally as shown in the following diagram.

Available   Not Available

- When loading envelopes, make sure that they are straight and flat and do not have loosely glued construction flaps (not the closure flap).
- Special papers except SHARP recommended transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
- When adding paper, first remove any paper remaining in the tray, combine it with the paper to be added and then reload as a single stack. The paper to be added must be the same size and type as the paper already in the tray.
- Do not use paper that is smaller than the original. This may cause smudges or unclean images.
- Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclean images.

Envelopes

Do not use the following envelopes, as misfeeds will occur.
- Envelopes with metal tabs, clasps, strings, holes, or windows.
- Envelopes with rough fibers, carbon paper, or glossy surfaces.
- Envelopes with two or more flaps.
- Envelopes with tape, film, or paper attached to the flap.
- Envelopes with a fold in the flap.
- Envelopes with glue on the flap to be moistened for sealing.
- Envelopes with labels or stamps.
- Envelopes that are slightly inflated with air.
- Envelopes with glue protruding from the seal area.
- Envelopes with part of the seal area peeled off.
- Be sure to select com9, com10 or Monarch in the paper size setting of the printer driver. (For detailed information on the printer driver, refer to the online manual.)

Loading paper in the bypass tray

	• Paper must be fed narrow side first into the feed slot.
☞ Note	• Special papers such as transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
	• When copying onto transparency film, remove each copy promptly. Do not let copies stack up.

1 **Open the bypass tray and extend the tray.**
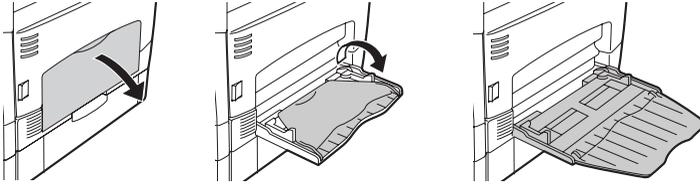
☞ Note	To close the bypass tray, perform step 1 and then step 2 in the illustration and push the round projections at the right of the tray until they click.
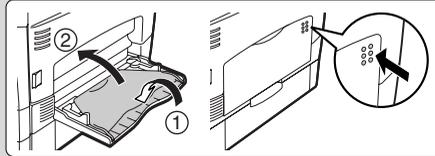
2 **Set the bypass tray paper guides to the paper width. Insert the paper (print face down) all the way into the bypass tray.**

Print face
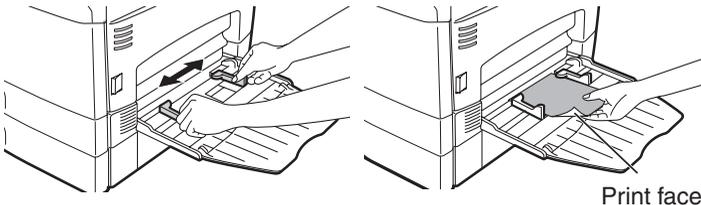
3 **Press the [TRAY SELECT] key (▭) to select the bypass tray.**

Note for loading thick paper

Confirm that user program 29 is set to "2 (HEAVY PAPER)" when using thick paper. (See page 77.)

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CHANGING A TRAY'S PAPER SIZE SETTING

Follow these steps to change a tray's paper size setting.

> 👉 **Note**
> - The paper size setting cannot be changed when the machine has stopped temporarily due to running out of paper or a misfeed.
> - During printing (even in copy mode), the paper size setting cannot be changed.

1 **Press the [MENU] key.**
Press the [◀] key (▼) or [▶] key (▲) until "PAPER SIZE" appears, and then press the [OK] key.

2 **Press the [◀] key (▼) or [▶] key (▲) to select the tray, and then press the [OK] key.**
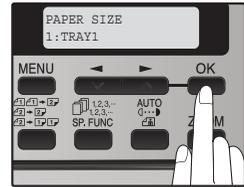
3 **Press the [◀] key (▼) or [▶] key (▲) to select the paper size, and then press the [OK] key.**

The paper size changes as follows each time the [◀] key (▼) or [▶] key (▲) is pressed:
"8.5 x 14"→"8.5 x 13"→"8.5 x 11"→"5.5 x 8.5"→ "A4"→"B5"→"A5".
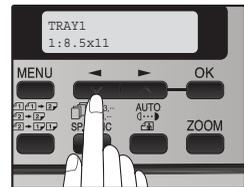
> 👉 **Note**
> When you have finished configuring the tray's paper size setting, press the [MENU] key.

4 **Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper, and move the left guide to the appropriate slot as marked on the tray.**

Left guide
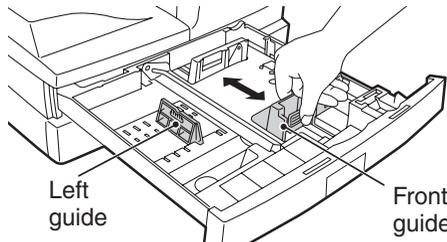
Front guide

- The front guide is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded.
- The left guide is an insert-type guide. Remove it and then insert it at the indicator line of the paper to be loaded.

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Chapter 3
MAKING COPIES

This chapter explains basic copying functions.

NORMAL COPYING

Using the document glass

Note
- The document glass can scan up to a 8-1/2" x 14" original.
- When a copy is made, the edges will not be copied (image loss). For the image loss, see the START GUIDE.

1 **Open the document cover/RSPF, and place the original face down on the document glass.**

[How to place the original]

Align the original with the original scale and the centring (▶) mark.

Original scale

▶ mark
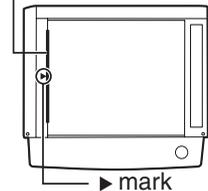
2 **Gently close the document cover/RSPF.**
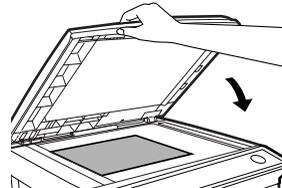
4 **Select the number of copies and other copy settings, and then press the [START] key ( ).**

Note
- To stop copying in the middle of a run, press the [CLEAR] key (C).
- For the copy settings, see pages 20 through 32.

Copying books or originals with folds or creases

Press down on the document cover/RSPF while copying as shown. If the document cover/RSPF is not completely closed, shadows may appear on the copy or it may be fuzzy. Straight originals with folds or creases well before placing.

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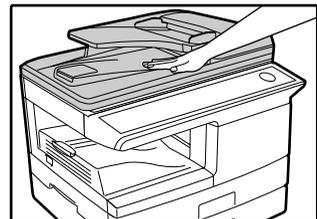
Removing the document cover

To copy large originals like newspapers, remove the document cover. To remove the cover, lift straight up as shown. To replace the cover, do the reverse. The RSPF cannot be removed.
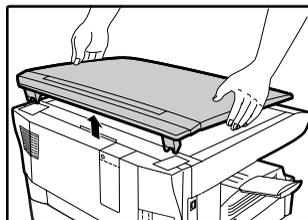
Using the RSPF

Note

- Originals that are 5-1/2" x 8-1/2" to 8-1/2" x 14" and 14 lbs. to 24 lbs. (56 g/m^2 to 90 g/m^2) can be used. A maximum of 50 pages can be placed at once.
- Straighten curled originals before placing them in the document feeder tray. Curled originals may cause misfeeds.
- Place originals horizontally.
- Before placing originals in the document feeder tray, be sure to remove any staples or paper clips from them.
- When a copy is made, the edges will not be copied (image loss). For the image loss, see the START GUIDE.
- When using the margin shift function, check the position of the margins carefully. (p.31)

1 **Make sure that an original has not been left on the document glass.**

2 **Adjust the original guides to the size of the originals.**

3 **Set the original(s) face up in the document feeder tray.**

Original face up

The RSPF indicator on the operation panel will light up. If this indicator does not light up, the originals are not properly set or the RSPF is not properly closed.
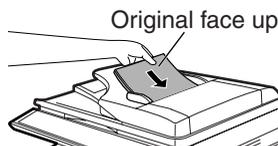
4 **Select the number of copies and other copy settings, and then press the [START] key ( ).**

Note

- The default output mode for copying from the RSPF is sort mode (P.26), and a checkmark "√" will automatically appear in the display (P.8). If "SORT AUTO SELECT" is disabled in the user programs, the default output mode will be non-sort mode. (P.77)
- To stop copying in the middle of a run, press the [CLEAR] key (C).
- For the copy settings, see pages 20 through 32.

18

Originals that cannot be used in the RSPF

The following originals cannot be used. These may cause misfeeds or smudging and unclear images.

- Transparencies, tracing paper, other transparent or translucent paper, and photographs.
- Carbon paper, thermal paper.
- Originals that are creased, folded, or torn.
- Glued originals, cut-out originals.
- Originals with binder holes.
- Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper.

Original output tray extension

When placing an original of 8-1/2" x 14" paper size maximum, pull out the original output tray extension of the RSPF.
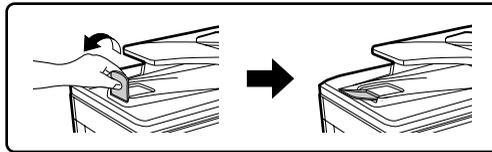
Capacity of paper output tray
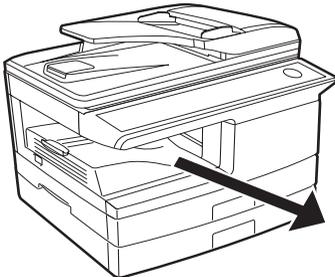
The paper output tray can hold a maximum of 200 pages. If more than 200 pages are allowed to accumulate, a paper jam may occur.

Paper output tray extension

When copying onto paper larger than 8-1/2" x 14" size, pull out the paper output tray extension.
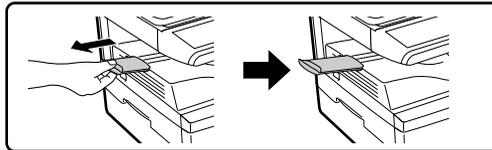
Paper holder arm

The paper output tray has a paper holder arm. The paper holder arm presses gently on the output paper to stack it (p.6).

Note: After removing paper, if you need to return the paper to the paper output tray, lift up the paper holder arm and place the paper under the arm.

19

Setting the number of copies

Press the numeric keys to set the number of copies.
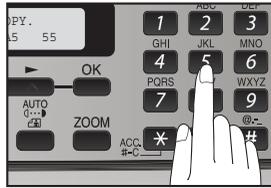
● The set number of copies appears in the display. A maximum of 99 copies can be set.
● If you wish to make only a single copy, copying is possible with the display showing "0".

> **Note**
>
> If you enter the wrong number, press the [CLEAR] key (C) and enter the correct number.

SELECTING THE TRAY

Press the [TRAY SELECT] key ( ).

Each time, you press the [TRAY SELECT] key ( ), the location indicated by the tray location indicator changes in the following order : paper tray→lower paper tray (when the 250-sheet paper feed unit is installed.)→bypass tray.
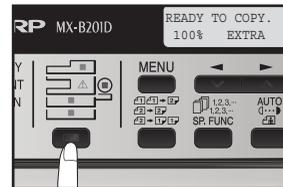
> **Note**
>
> The tray location indicator will blink when there is no paper in the paper tray, or when the tray is not closed or is improperly closed.

20

MAKING A COPY DARKER OR LIGHTER

Automatic exposure adjustment is initially enabled. This function automatically adjusts the copy image according to the original being copied. If you wish to select the exposure level yourself, follow the steps below. (Select from two original types and five exposure levels for each original type.) The exposure level used in automatic exposure adjustment can also be changed with "AE LEVEL ADJUST" in the user programs (p.76).

Original types

● AUTO ......Automatic exposure adjustment is enabled and the exposure is automatically adjusted according to the original being copied. The exposure is lowered for colored areas and background shadows.
● TEXT ....The exposure is raised for light areas and lowered for dark backgrounds to make text easier to read.
● PHOTO ...Halftones in the photo are reproduced with greater clarity.

1 **Check the original and place the original(s).**

2 **Press the [EXPOSURE (AUTO)] key to select the original type.**

The original image type changes as follows each time the [EXPOSURE (AUTO)] key is pressed:
"AUTO" (AUTO)→ "TEXT" (◖···▶) → "PHOTO" (⌧).
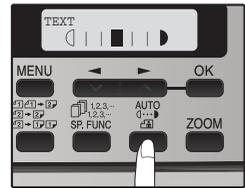
> **Note**
> To return to auto exposure adjustment, press the [EXPOSURE (AUTO)] key until "AUTO" (AUTO) appears.

3 **If needed, adjust the exposure level for TEXT (◖···▶) or PHOTO (⌧).**

For a darker image, press the [▶] key (⌃). For a lighter image, press the [◀] key (⌄).
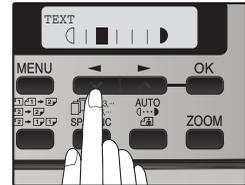
4 **Press the [OK] key.**

5 **Select the number of copies and any other copy settings, and then press the [START] key (◉).**

> **Note**
> **Exposure value guidelines (When in "TEXT" (◖···▶) setting)**
>
> Colored text or text written in pencil
> Normal originals
> Dark originals like newspapers
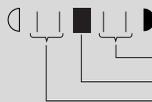
21

REDUCTION/ENLARGEMENT/ZOOM

Copies can be reduced down to 25% or enlarged up to 400%. (When the RSPF is being used, the zoom copy ratio range is 50% to 200%.) The [ZOOM] key can be pressed to quickly select a ratio from among eight preset ratios. In addition, the [◄] key (▬) and [►] key (▬) can be pressed to select the ratio in increments of 1%.

1 **Check the original and paper size, and place the original(s).**

2 **Press the [ZOOM] key.**

```
COPY RATIO
  -   100%  +
```
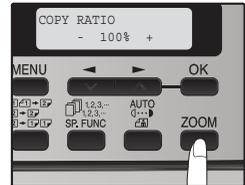
3 **Press the [ZOOM] key and/or [◄] key (▬) or [►] key (▬) to select the desired copy ratio and then press the [OK] key.**

Selecting a preset ratio
The preset ratios change as follows each time the [ZOOM] key is pressed:
"100%" → "78%" → "64%" → "50%" → "25%" → "400%" → "200%" → "129%"

```
8.5x14 TO 8.5x11
  -    78%  +
```
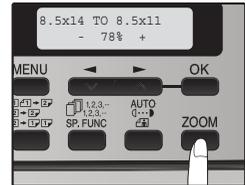
Fine adjustment of the ratio
The ratio can be adjusted from 25% to 400% in increments of 1%.
Use the [◄] key (▬) or the [►] key (▬) for fine adjustment.

```
ZOOM
  -    99%  +
```
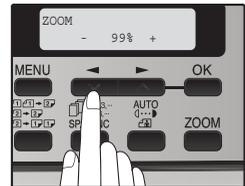
> **Note**
> - To return the ratio to 100%, press the [ZOOM] key until 100% appears.
> - Press the [ZOOM] key to set the approximate ratio, then press the [◄] key (▬) or [►] key (▬).
> - To decrease or increase the zoom ratio rapidly, hold down the [◄] key (▬) or [►] key (▬).
>   The ratio will stop changing at each of the preset ratios. To continue changing the ratio, release the key and then hold it down again.

4 **Select the number of copies and any other copy settings, and then press the [START] key (◉).**
The copy will be delivered to the paper output tray.

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**Chapter 4
CONVENIENT COPY
FUNCTIONS**

AUTOMATIC TWO-SIDED COPYING

Two originals can be automatically copied onto both sides of a single sheet of paper.
This function also helps conserve paper.
When the RSPF is used, two-sided copies of two-sided originals can easily be made.

	Original → Paper			Usable paper
Document glass	**One-sided original → Two sides**			5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 13", 8-1/2" x 14" • The bypass tray cannot be used.
RSPF	**One-sided original → Two sides**	**Two-sided original → One side**	**Two-sided original → Two sides**	5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 13", 8-1/2" x 14" • Special paper cannot be used. • The bypass tray can only be used when making one-sided copies from two-sided originals.
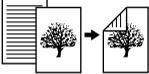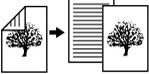
When performing automatic two-sided copying of one-sided originals, the orientation of the copied image can be selected according to the binding position of the paper.

SHORT EDGE: Select when binding the paper at the short edge.

(Paper orientation: Landscape)   (Paper orientation: Portrait)

LONG EDGE: Select when binding the paper at the long edge.

(Paper orientation: Landscape)   (Paper orientation: Portrait)

23

Using the document glass

1 **Place the original that you wish to copy onto the front side of the paper on the document glass and close the document cover/RSPF.**

2 **Press the [2-SIDED COPY ( )] key until "1 TO 2" appears, and then press the [OK] key.**

2-SIDED COPY
√1 TO 2

MENU ◄ ► OK

SP. FUNC AUTO ZOOM
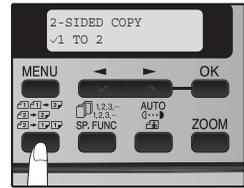
3 **Press the [◄] key ( ) or [►] key ( ) to select the binding edge and then press the [OK] key.**

Select "LONG EDGE" or "SHORT EDGE".
The "LONG EDGE" and "SHORT EDGE" are shown in the illustration on the preceding page.
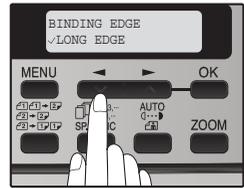
BINDING EDGE
√LONG EDGE

MENU ◄ ► OK

SP. FUNC AUTO ZOOM

4 **Select the number of copies and any other settings, and then press the [START] key ( ).**

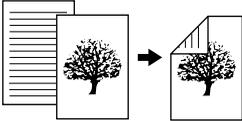"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.
To immediately print the scanned image, press the [#] key.

5 **Replace the original with the next original and close the RSPF, and then press the [START] key ( ).**

Repeat step 5 until all originals have been scanned.
Copies will be output each time two originals have been scanned.
When the number of original pages is odd and "[START] : NEXT SCAN [#] : START PRINT" appears, press the [#] key after all pages have been scanned.

The first original / The second original
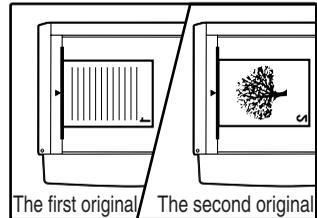
Note
- If you need to clear the data scanned into memory, press the [CLEAR] key ( ). When the [CLEAR] key ( ) is pressed, the number of copies setting is also cleared.
- To cancel automatic two-sided copying, press the [CLEAR ALL] key ( ) or press the [2-SIDED COPY ( )] key, select the "1 TO 1", and then press the [OK] key.
- If the special function sort mode was selected in step 4, copying will not begin until the [#] key is pressed.

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Using the RSPF

1 **Place the original(s) in the RSPF. (p.18)**

If you place an odd number of originals for one-sided to two-sided copying, the last page will be one-sided.

2 **Press the [2-SIDED COPY (⧉→⧉)] key and select the two-sided copy mode that you wish to use.**

The mode changes as follows each time you press the [2-SIDED COPY (⧉→⧉)] key: "1 TO 1", "1 TO 2", "2 TO 2", "2 TO 1"
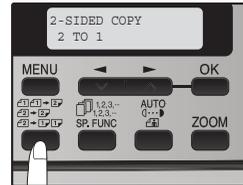
- "1 TO 2": Two-sided copies from one-sided originals
- "2 TO 2": Two-sided copies from two-sided originals
- "2 TO 1": One-sided copies from two-sided originals
  * When the RSPF is installed.

3 **Press the [OK] key.**

If you selected "1 TO 2" in step 2, select "LONG EDGE" or "SHORT EDGE" and press the [OK] key. LONG EDGE and SHORT EDGE are shown in the illustration on page 23.

4 **If you selected "2 TO 1" or "2 TO 2", press the [◄] key (▬) or [►] key (▬) to select the original size and then press the [OK] key.**

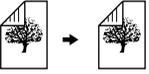The following original sizes can be selected: "8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4", "B5","A5"
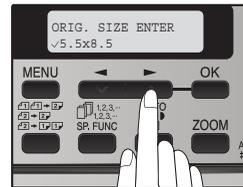
5 **Select the number of copies and any other settings, and then press the [START] key (◉).**

The copy will be delivered to the paper output tray.

> Note
>
> To cancel automatic two-sided copying, press the [CLEAR ALL] key (CA) or press the [2-SIDED COPY (⧉→⧉)] key, select the "1 TO 1", and then press the [OK] key.

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SORT COPY

Copies of multiple original pages can be sorted into sets.

> **Note**
> The number of pages that can be scanned varies depending on the original type (photo, text, etc.) and the amount of memory allocated to the printer. The amount of memory allocated to the printer can be changed with "MEM. FOR PRINTER" in the user programs. (p.76)
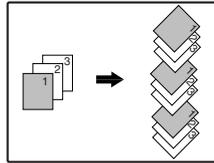
Sort copy

Using the document glass

1 **Place the first original. (p.17)**

2 **Press the [E-SORT/SP.FUNC ( )] key until "SORT" appears and then press the [OK] key.**

SPECIAL FUNCTION
SORT

MENU ◄ ► OK

SP. FUNC   AUTO   ZOOM

3 **Press the [◄] key ( ) to move " √ " to the "ON" position and then press the [OK] key.**

SORT
√ON   OFF

MENU ◄ ► OK

4 **Select the number of copies and any other settings, and then press the [START] key ( ).**
"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.

5 **Replace the original with the next original, and then press the [START] key ( ).**
Repeat step 5 until all originals have been scanned into memory.

> **Note**
> To clear the data in memory, press the [CLEAR] key (C). When the [CLEAR] key (C) is pressed, the number of copies setting is also cleared.

6 **When all originals have been scanned, press the [#] key.**
The copies are delivered to the paper output tray.

> **Note**
> • To cancel the sort copy job, press the [CLEAR] key (C).
> • To cancel sort copy mode, press the [CLEAR ALL] key (CA).

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Using the RSPF

1 Place the originals. (p.18)

> **Note**
> • If "SORT AUTO SELECT" is enabled in the user programs, the default output mode for copying from the RSPF is sort mode (p.77). In this case go directly to step 4. A checkmark " √ " will automatically appear in the display (p.8).
> • If "SORT AUTO SELECT" is disabled, the default output mode will be non-sort mode. Follow the steps below to select sort mode.

2 Press the [E-SORT/SP.FUNC (▦)] key until "SORT" appears and then press the [OK] key.
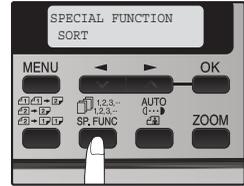
3 Press the [◄] key (⌄) to move " √ " to the "ON" position and then the [OK] key.
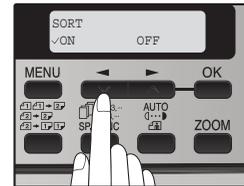
4 Select the number of copies and any other settings, and then press the [START] key (⬤).
The copies are delivered to the paper output tray.

> **Note**
> • To cancel the sort copy job, press the [CLEAR] key (C).
> • To cancel sort copy mode, press the [CLEAR ALL] key (CA).

If the memory becomes full
• If the memory becomes full while scanning the originals, "MEMORY FULL, PRESS START TO RESUME" will appear in the display, and the machine will stop copying.
• To copy the originals that have been scanned up to that point, press the [START] key (⬤).
• To clear the data that has been scanned into memory, press the [CLEAR ALL] key (CA) or the [CLEAR] key (C).

Offset function during sort copy
The offset function shifts the position of each set of copies in the paper output tray for easy separation.
The offset function can be changed with "OFFSET FUNCTION" in the user programs. (p.75)
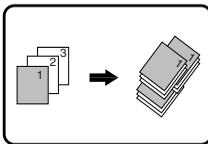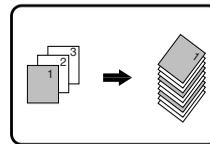
Offset function   When offset function is disabled

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COPYING MULTIPLE ORIGINALS ONTO A SINGLE SHEET OF PAPER (2 IN 1 copy)

Multiple originals can be copied onto a single sheet of paper in a selected layout pattern.

This function is convenient for compiling multi-page reference materials into a compact format, or for providing an overview of all pages of a document on a single page. This function also helps conserve paper.
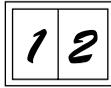
Pattern 1
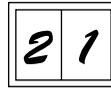
Pattern 2

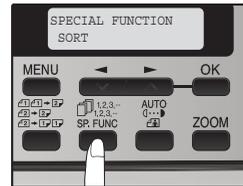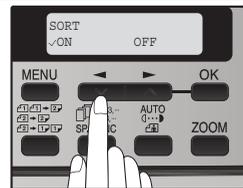|	
Note	• An appropriate ratio setting will be automatically selected based on the size of the originals, the size of the paper. When using the document glass, reduction is possible to 25%. When using the SPF/RSPF, reduction is possible to 50%. Certain combinations of original size and paper size. • 2 IN 1 copying cannot be used in combination with the margin shift copying. • The 2 IN 1 layout pattern can be changed with "LAYOUT IN 2IN1" in the user programs (p.75). • The bypass tray cannot be used for 2 IN 1 copying.

Using the document glass

1 **Place the first original. (p.17)**

2 **Press the [E-SORT/SP.FUNC (🗐 SP.FUNC)] key until "2IN1" appears and then press the [OK] key.**

3 **Press the [◄] key (⟵) to move "√" to the "ON" position and then press the [OK] key.**

28
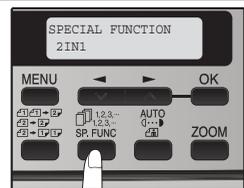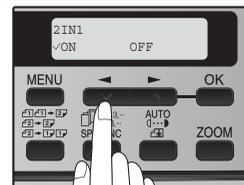
4 **Press the [◄] key (▼) or [►] key (▲) to select the original size and then press the [OK] key.**
The following original sizes can be selected:
"8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4", "B5", "A5"
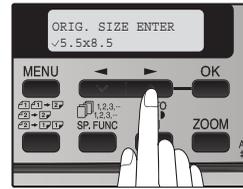
5 **Set the number of copies and any other settings, and then press the [START] key (◎).**
"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.
To immediately print the scanned image, press the [#] key.

6 **Replace the original with the next original, and then press the [START] key (◎).**
Repeat step 6 until all originals have been scanned.
Copies will be output each time two originals have been scanned.
When the number of original pages is odd and "[START] : NEXT SCAN [#] : START PRINT" appears, press the [#] key after all pages have been scanned.

Note
- To clear the data in memory, press the [CLEAR] key (C).
  When the [CLEAR] key (C) is pressed, the number of copies setting is also cleared.
- To cancel 2 IN 1 copying, press the [CLEAR] key (C).
- To cancel 2 IN 1 copy mode, press the [CLEAR ALL] key (CA).

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Using the /RSPF

1 **Place the originals. (p.18)**

2 **Press the [E-SORT/SP.FUNC ( )] key until "2IN1" appears and then press the [OK] key.**
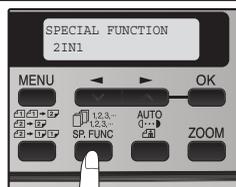
```
SPECIAL FUNCTION
2IN1

MENU      ◄    ►        OK

          1,2,3,..  AUTO
          1,2,3,..
          SP. FUNC          ZOOM
```

3 **Press the [◄] key ( ) to move " ✓ " to the "ON" position and then press the [OK] key.**

```
2IN1
✓ON        OFF

MENU      ◄    ►        OK

          3,..  AUTO
          SP    C           ZOOM
```

4 **Press the [◄] key ( ) or [►] key ( ) to select the original size and then press the [OK] key.**
The following original sizes can be selected: "8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4", "B5","A5"

```
ORIG. SIZE ENTER
✓5.5x8.5

MENU      ◄    ►        OK

          1,2,3,..  O
          1,2,3,..
          SP. FUNC          ZOOM
```
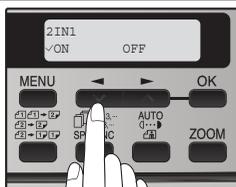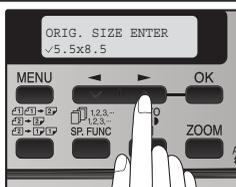
5 **Select the number of copies and other settings, and press the [START] key ( ).**
The copy is delivered to the paper output tray.

> Note
> • To cancel 2 IN 1 copying, press the [CLEAR] key (C).
> • To cancel 2 IN 1 copy mode, press the [CLEAR ALL] key (CA).

CREATING MARGINS WHEN COPYING (Margin shift)

The margin shift function is used to automatically shift the text or image or the copy paper approximately 10 mm.
As shown below, LONG EDGE or SHORT EDGE can be selected.
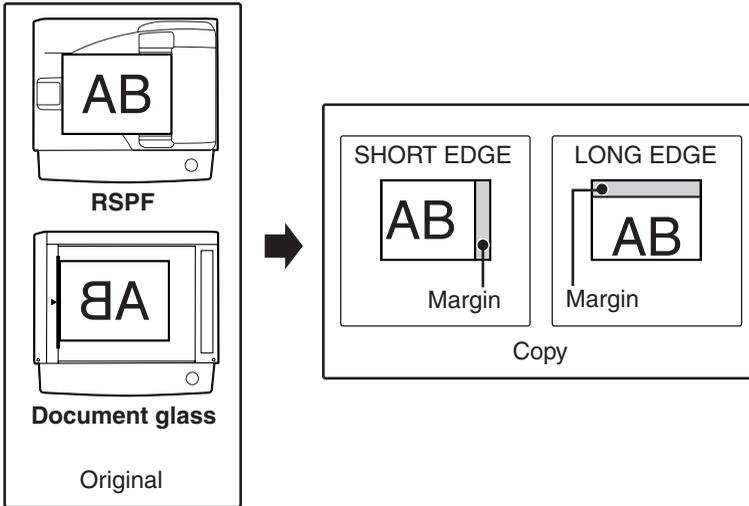
Note	• This feature cannot be used with the 2 IN 1 feature.
	• The margin width can be changed with "MARGIN WIDTH" in the user programs. (p.75)
	• Note that a margin is created by shifting the image, and thus if the image is shifted too far, the edge of the image may be cut off.

1 **Place the original(s).**

2 **Press the [E-SORT/SP.FUNC ( )] key until "MARGIN SHIFT" appears and then press the [OK] key.**
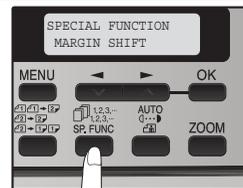
31

3 **Press the [◀] key (▼) to move "√" to the "ON" position and then press the [OK] key.**

```
MARGIN SHIFT
√ON      OFF
```

MENU   ◀   ▶   OK
AUTO
SP   C   ZOOM
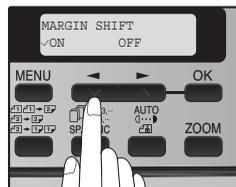
4 **Press the [◀] key (▼) or [▶] key (▲) to select the margin position and then press the [OK] key.**
Select "LONG EDGE" or "SHORT EDGE".
For the margin position, see the previous page.
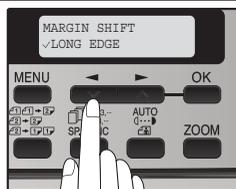
```
MARGIN SHIFT
√LONG EDGE
```

MENU   ◀   ▶   OK
AUTO
SP   C   ZOOM

5 **Select the number of copies and other settings, and then press the [START] key (◉).**
The copy is delivered to the paper output tray.

Note
• To cancel margin shift copying, press the [CLEAR] key (C).
• To cancel margin shift, press the [CLEAR ALL] key (CA).

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ID CARD COPY

You can copy the front and reverse sides of ID card onto a page through this function.
The ID card print image is shown as follows.

Originals   Copies

Front

Back
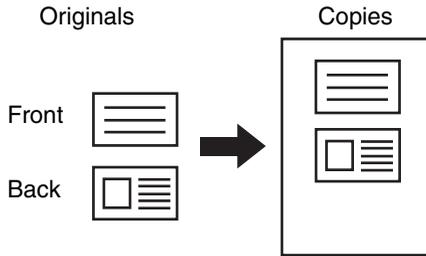
Note	• ID card copy feature cannot be used in combination with two-sided copy and sort functions.
	• The following paper sizes can be used: 8.5"x5.5"R, 8.5"x11", 8.5"x14", A5R, A4, B5 and 16K. (8.5"x5.5"R and A5R can only be used in bypass tray.)
	• The image may cut off even if using standard paper size.
	• In ID card copy mode, scan area and scan number (1 page) cannot be changed. Scan area is:
	  X: 2-1/8" + 1/4" (54 + 5 mm) (margin),
	  Y: 3-3/8" + 3/8" (86 + 10 mm) (top margin 1/4" (5 mm) and bottom margin 1/4" (5 mm)).
	• Only making a single copy is available (Number of copies cannot be set.).

1 **Press the [E-SORT.SP.FUNC] key until "ID CARD COPY" appears and the press the [OK] key.**

2 **Press the [◄] key ( ) to move "✓" to the "ON" position and then press the [OK] key.**

3 **Place the ID card on the document glass, align with the ID card mark, and press the [START] ( ) key. When scan is finished, [START] ( ) key indicator will blink and one side of the ID card is scanned into memory. (In this case, print will start if pressing READ-END (#) key.)**

ID CARD mark
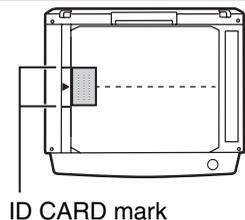
4 **Turn and replace the ID card on the document glass, and press the [START] ( ) key. When scan is finished, copy will begin.**

Note	To cancel ID card copy, press the [CLEAR] (C) key and make sure the [START] ( ) key indicator is off.

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5

Chapter 5
INSTALLING THE SOFTWARE

This chapter explains how to install and configure the software that is required for the printer and scanner functions of the machine. The procedure for viewing the Online Manual is also explained.

Note

- The screen images in this manual are mainly for Windows XP. With other versions of Windows, some screen images may be different from those in this manual.
- This manual refers to the CD-ROM that accompanied the machine simply as "CD-ROM".

SOFTWARE

The CD-ROM that accompanies the machine contains the following software:

MFP driver

Printer driver

The printer driver enables you to use the printer function of the machine.
The printer driver includes the Print Status Window. This is a utility that monitors the machine and informs you of the printing status, the name of the document currently being printed, and error messages.

Scanner driver (USB only)

The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications.

Sharpdesk

Sharpdesk is an integrated software environment that makes it easy to manage documents and image files, and launch applications.

Button Manager

Button Manager allows you to use the scanner menus on the machine to scan a document.

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BEFORE INSTALLATION

Hardware and software requirements

Check the following hardware and software requirements in order to install the software.

Computer type	IBM PC/AT or compatible computer equipped with a USB2.0[1]
Operating system[2][3][4]	Windows 2000 Professional, Windows XP, Windows Vista, Windows 7
Display	1024 x 768 dots resolution and 16-bit color or higher is recommended.
Hard disk free space	150MB or more
Other hardware requirements	An environment on which any of the operating systems listed above can fully operate

[1] Compatible with Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows Vista or Windows 7 preinstalled model standardly equipped with a USB port.
[2] Printing is not available in MS-DOS mode.
[3] The machine does not support printing from a Macintosh environment.
[4] Administrator's rights are required to install the software using the installer.

Installation environment and usable software

The following table shows the drivers and software that can be installed for each version of Windows and interface connection method.

Cable	Operating system	MFP Driver		Button Manager	Sharpdesk*
		Printer driver	Scanner driver		
USB	Windows 2000/XP/Vista/7	Available			

* Sharpdesk can not be used under Windows 2000 environment.

INSTALLING THE SOFTWARE

Note

- The screen images in this manual are mainly for Windows XP. With other versions of Windows, some screen images may be different from those in this manual.
- In the following explanations it is assumed that the mouse is configured for right hand operation.
- The scanner feature only works when using a USB cable.
- If an error message appears, follow the instructions on the screen to solve the problem. After the problem is solved, the installation procedure will continue. Depending on the problem, you may have to click the "Cancel" button to exit the installer. In this case, reinstall the software from the beginning after solving the problem.

Using the machine with a USB connection

1 **The USB cable must not be connected to the machine. Make sure that the cable is not connected before proceeding.**

If the 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.

Note   The cable will be connected in step 13.

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

3 **Click the "start" button, click "My Computer" ( ), and then double-click the CD-ROM icon ( ).**
- On Windows Vista/7, click the "Start" button, click "Computer" and then double-click the CD-ROM icon ( ).
- On Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

4 **Double-click the "setup" icon ( ).**
On Windows Vista/7, if a message screen appears asking you for confirmation, click "Allow".

5 **The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button.**

Note   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 "Readme First" in the "Welcome" window and then click the "Next" button.**

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7 **To install all of the software, click the "Standard" button and go to step 12.**
To install particular packages, click the "Custom" button and go to next step.
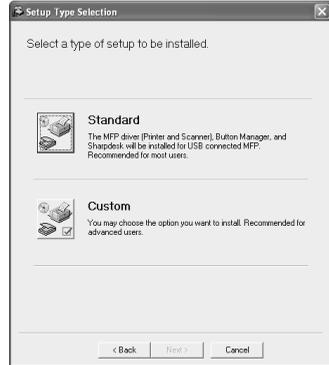
8 **Click the "MFP Driver" button.**

Click the "Display Readme" button to show information on packages that are selected.

9 **Select "Connected to this computer" and click the "Next" button.**
Follow the on-screen instructions.
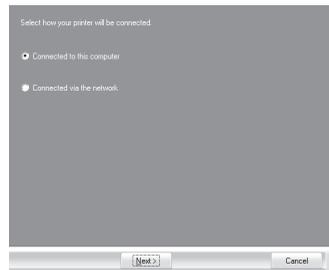
Caution

• If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
• If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

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10 **You will return to the window of step 8. If you wish to install Button Manager or Sharpdesk, click the "Utility Software" button.**

If you do not wish to install the Utility Software, click the "Close" button and go to step 12.

☞
Note

After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

Installing the Utility Software

11 **Click the "Button Manager" or the "Sharpdesk" button.**

Click the "Display Readme" button to show information on packages that are selected.
Follow the on-screen instructions.

12 **When installing is finished, click the "Close" button.**

⚠
Caution

- If you are using Windows/7 Vista and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

A message will appear instructing you to connect the machine to your computer. Click the "OK" button.

☞
Note

After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

13 **Make sure that the power of the machine is turned on, and then connect the USB cable (p.39).**

Windows will detect the machine and a Plug and Play screen will appear.

14 **Follow the instructions in the plug and play window to install the driver.**

Follow the on-screen instructions.

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> ⚠ Caution
> - If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
> - If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

This completes the installation of the software.
- If you installed Button Manager, set up Button Manager as explained in "SETTING UP BUTTON MANAGER" (p.42).
- If you installed Sharpdesk, the Sharpdesk setup screen will appear. Follow the instructions in the screen to set up Sharpdesk.

Connecting a USB cable

Follow the procedure below to connect the machine to your computer.
A USB cable for connecting the machine to your computer is not included with the machine. Please purchase the appropriate cable for your computer.

> ⚠ Caution
> - USB is available with a PC/AT compatible computer that was originally equipped with USB and had Windows 2000 Professional, Windows XP, Windows Vista or Windows 7 preinstalled.
> - Do not connect the USB cable before installing the printer driver. The USB cable should be connected during installation of the printer driver.

> ☞ Note
> - If the machine will be connected using a USB 2.0 port of your computer, please purchase a USB cable that supports USB 2.0.
> - Use the machine's "HI-SPEED" mode only when using a computer that is running Windows 2000/XP/Vista/7.
> - Even when the Microsoft USB 2.0 driver is used, it may not be possible to obtain full USB 2.0 speed if a PC card supporting USB 2.0 is used. To obtain the latest driver (which may enable a higher speed), contact the manufacturer of your PC card.

1 **Insert the cable into the USB connector on the machine.**
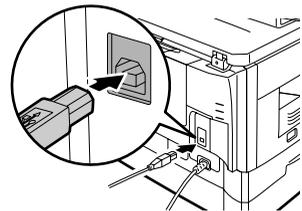
2 **Insert the other end of the cable into your computer's USB port.**

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Using the machine as a shared printer

If the machine will be used as a shared printer on a network, follow these steps to install the printer driver in the client computer.

☞ Note
To configure the appropriate settings in the print server, see the operation manual or help file of your operating system.

1 **Perform steps 2 through 6 in "INSTALLING THE SOFTWARE" (p.36).**

2 **Click the "Custom" button.**
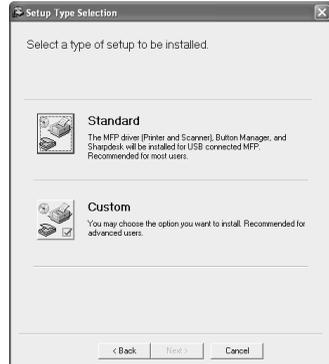
3 **Click the "MFP Driver" button.**

Click the "Display Readme" button to show information on packages that are selected.

4 **Select "Connected via the network" and click the "Next" button.**

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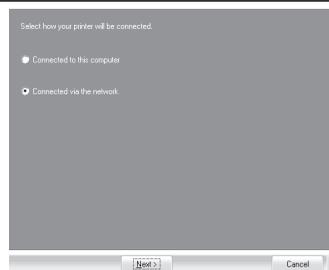
5 **Click the "Add Network Port" button.**

In Windows Vista/7, the "Add Network Port" button does not appear.
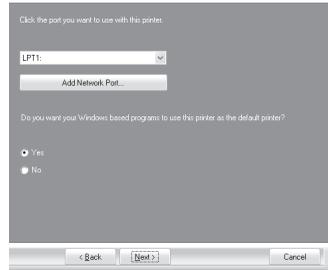
6 **Select the network printer that is shared and click the "OK" button.**

Ask your network administrator for the server name and printer name of the machine on the network.
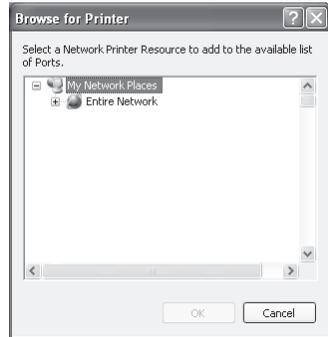
7 **In the printer port selection window, verify the network printer that is shared and whether the machine is to be used as the default printer, make the selections and click the "Next" button.**

Follow the on-screen instructions.

> Caution
> - If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
> - f you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

8 **You will return to the window of step 3. Click the "Close" button.**

> Note
> After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

This completes the installation of the software.

SETTING UP BUTTON MANAGER

Button Manager is a software program that works with the scanner driver to enable scanning from the machine.

To scan using the machine, Button Manager must be linked with the scan menu on the machine. Follow the steps below to link Button Manager to scanner events.

Windows XP/Vista/7

1 **Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras".**
On Windows Vista/7, click the "Start" button, select "Control Panel" and click "Hardware and Sound", and then click "Scanners and Cameras".

2 **Click the "SHARP MX-XXXX" icon and select "Properties" from the "File" menu.**
On Windows Vista/7, select "Properties" from the "Organize" menu.

3 **In the "Properties" screen, click the "Events" tab.**

4 **Select "SC1:" from the "Select an event" pull-down menu.**

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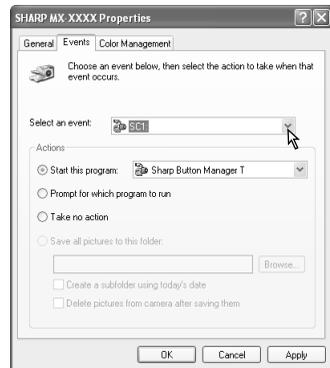
5 **Select "Start this program" and then select "Sharp Button Manager Y" from the pull-down menu.**
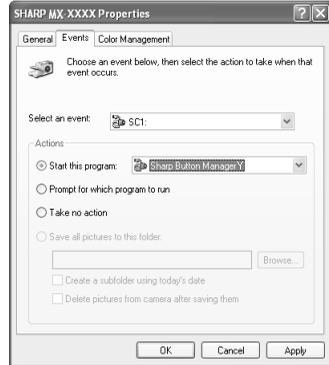
6 **Click the "Apply" button.**

7 **Repeat Steps 4 through 6 to link Button Manager to "SC2:" through "SC6:".**

Select "SC2:" from the "Select an event" pull-down menu. Select "Start this program", select "Sharp Button Manager T" from the pull-down menu, and then click the "Apply" button. Do the same for each ScanMenu through "SC6:".
When the settings have been completed, click the "OK" button to close the screen.

Button Manager is now linked to the scan menu (1 through 6).
The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager.
For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager Settings" in the Online Manual.

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Windows 2000

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

2 Double-click the "Scanners and Cameras" icon.

3 Select "SHARP MX-XXXX" and click the "Properties" button.

4 In the "Properties" screen, click the "Events" tab.

5 Select "SC1:" from the "Scanner events" pull-down menu.

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6	**Select "Sharp Button Manager Y" in "Send to this application".**

(dialog: SHARP MX-XXXX Properties — General, Events, Color Management tabs; SHARP MX-XXXX; Scanner events "SC1:"; Send to this application: Imaging, Sharp Button Manager Y; Disable device events; OK / Cancel / Apply)

Note If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected.

7	**Click the "Apply" button.**

8	**Repeat Steps 5 through 7 to link Button Manager to "SC2:" through "SC6:".**

Select "SC2:" from the "Scanner events" pull-down menu. Select "Sharp Button Manager T" in "Send to this application" and click the "Apply" button. Do the same for each ScanMenu through "SC6:".
When the settings have been completed, click the "OK" button to close the screen.

Button Manager is now linked to the scan menu (1 through 6).
The scan settings for each of scan menus 1 through 6 can be changed with the setting window of Button Manager.
For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager Settings" in the Online Manual.

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6 Chapter 6
PRINTER FUNCTIONS

This chapter explains how to use the printer functions.
The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER" (p.11).

Note	• If copying is being performed when printing is started, copying will continue. After copying is complete, printing will be executed when the clear key is pressed twice or approximately 60 seconds (auto clear time)* elapse. * The auto clear time varies with a user program setting. See "USER PROGRAMS" (p.74). • Preheat mode and auto power shut-off mode will be cancelled when printing is started. • If the paper size specified from the software application is larger than the paper size in the printer, part of the image that is not transferred to the paper may remain on the surface of the drum. In this case, the rear side of the paper may become dirty. If this occurs, change to the correct size paper and print two or three pages to clean the image.

The machine includes a USB connector as standard equipment.
The machine has the following features:
• High-speed data transfer (when connected to a USB 2.0 connector)
• ROPM* function
* ROPM is an acronym for "Rip Once Print Many" processing. The ROPM function stores multiple pages of print data in memory before printing. When printing multiple copies, this eliminates the need for the computer to repeatedly transmit the print data.
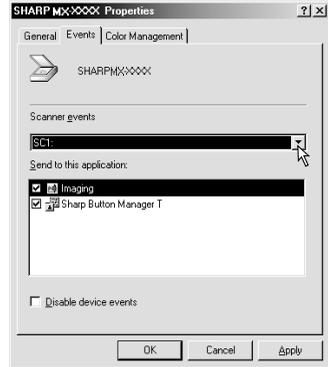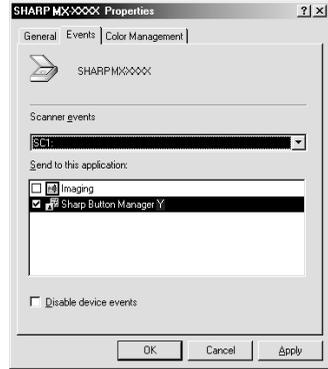To use the machine as a printer or scanner, the printer driver or scanner driver must first be installed as explained in the "INSTALLING THE SOFTWARE" (p.34).

Note	• If a problem occurs in printer or scanner mode, see the "PRINTING AND SCANNING PROBLEMS" (p.93). • When using USB 2.0 (Hi-Speed mode), be sure to read "System requirements for USB 2.0 (Hi-Speed mode)" (below) to verify that your system and the machine settings are configured appropriately. The scanning feature is only available when Windows 2000/XP/Vista/7 and a USB connection are used.

System requirements for USB 2.0 (Hi-Speed mode)
The following system is required to use USB 2.0 (Hi-Speed mode):
• Your computer must be running Windows 2000 Professional/XP/Vista/7 and the Microsoft USB 2.0 driver must be installed.
* Even when the Microsoft USB 2.0 driver is installed, some USB 2.0 expansion cards are not capable of attaining the speed stipulated by the Hi-Speed standard. This problem can often be fixed by installing a more recent driver for the card. To obtain the most recent driver for your card, contact the card's manufacturer.

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BASIC PRINTING

The following example explains how to print a document from WordPad.
Before printing, make sure that the correct size of paper for your document has been loaded in the machine.

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

2 Select "Print" from the application's "File" menu.

If you are using Windows 7, click the [▣▼] button.

👆 Note	The menu used to execute printing may vary depending on the software application.

📄 Document - WordPad
File Edit View Insert
  New...
  Open...
  Save
  Save As...
  Print...
  Print Preview...
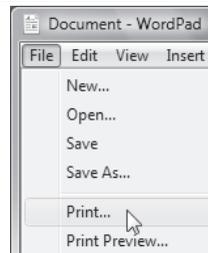
3 Make sure that "SHARP MX-xxxx" is selected as the printer.

If you need to change any print settings, click the "Preferences" button to open the printer driver setup screen.

General
Select Printer
Add Printer   SHARP MX-xxxx
Status: Ready   ☐ Print to file   Preferences
Location:
Comment: Find Printer...

Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen and click the "OK" button.
"PRINTER DRIVER SETTING SCREEN" (p.49)
"SETTING ADVANCED PRINT FUNCTIONS" (p.50)

👆 Note	The button that is used to open the printer driver properties window (usually "Properties" or "Printing Preferences") may vary depending on the software application.

4 Click the "Print" button.

Printing begins. When printing begins, the Print Status Window automatically opens.
"OUTLINE OF THE PRINT STATUS WINDOW" (p.59)
The print job will be delivered to the output tray.

Canceling a print job

• To cancel the print job, press the clear key or clear all key and then press OK key.

Opening the printer driver from the "Start" button

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

1 **Click the "Start" button and select "Control Panel" and then select "Printer".**
- In Windows 7, click the "start" button and then click "Devices and Printers".
- In Windows XP, click the "start" button, and then click "Printers and Faxes".
- In Windows 2000, click the "Start" button and point to "Settings", and then select "Printers".

Note
In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".

2 **Click the "SHARP MX-xxxx" printer driver icon.**

In Windows 7, right-click the icon of the printer driver of the machine.

3 **Select "Properties" from the "Organize" menu.**
- In Windows 7, click the "Printer properties" menu.
- In Windows XP/2000, select "Properties" from the "File" menu.

4 **Click the "Printing Preferences" button in the "General" tab.**
- In Windows 7, click the "Preferences" button on the "General" tab.
- The printer driver setup screen will appear.
"PRINTER DRIVER SETTING SCREEN" (p.49)

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PRINTER DRIVER SETTING SCREEN

Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon ( ) will appear next to the setting. Click the icon to view an explanation of the restriction.
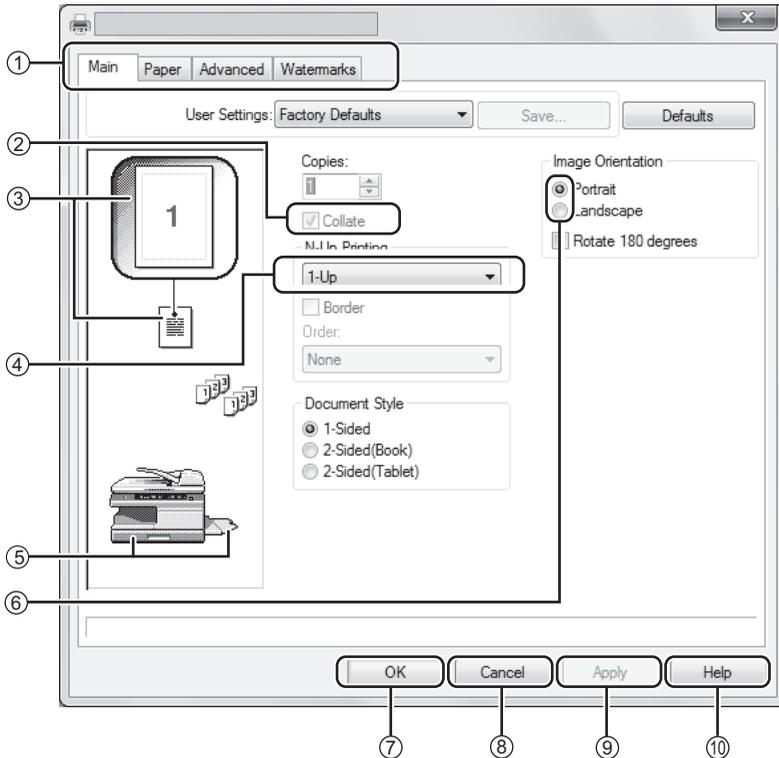
> **Note**
> The settings and the image of the machine will vary depending on the model.

① **Tab**
The settings are grouped on tabs. Click on a tab to bring it to the front.

② **Checkbox**
Click on a checkbox to activate or deactivate a function.

③ **Print setting image**
This shows the effect of the selected print settings.

④ **Drop-down list**
Allows you to make a selection from a list of choices.

⑤ **Image of paper trays**
The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it.

⑥ **Check button**
Allows you to select one item from a list of options.

⑦ **"OK" button**
Click this button to save your settings and exit the dialog box.

⑧ **"Cancel" button**
Click this button to exit the dialog box without making any changes to the settings.

⑨ **"Apply" button**
Click to save your settings without closing the dialog box.

⑩ **"Help" button**
Click this button to display the help file for the printer driver.

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SETTING ADVANCED PRINT FUNCTIONS

This section explains major advanced print functions.

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver, see "BASIC PRINTING" (p.47).

Printing multiple pages on one page (N-Up Printing)

This function can be used to reduce the print image and print multiple pages on a single sheet of paper.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper.

The following print results will be obtained, depending on the order selected.

N-Up (Pages per sheet)	Print results		
	Left To Right	**Right To Left**	**Top To Bottom (when the print orientation is landscape)**
2-Up (2 pages per sheet)	1 2 3 4	2 1 4 3	1 3 2 4
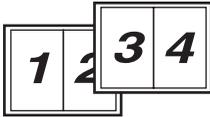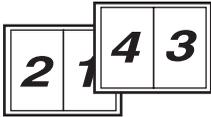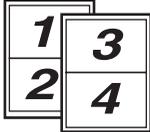
N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)	1 2 3 4	1 3 2 4	2 1 4 3	3 1 4 2
6-Up (6 pages per sheet)	1 2 3 4 5 6	1 3 5 2 4 6	3 2 1 6 5 4	5 3 1 6 4 2
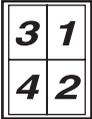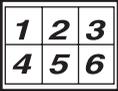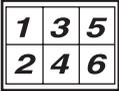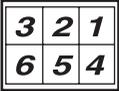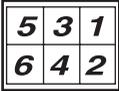
1 Click the "Main" tab in the printer driver setup screen.

2 Select the number of pages per sheet.

If you wish to print borderlines, check the "Border" box.
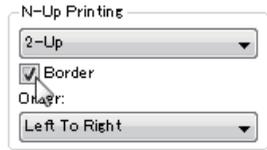
3 Select the order of the pages.
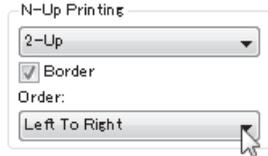
Fitting the printed image to the paper (Fit To Paper Size)

The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine.

Follow the steps shown below to use this function. The explanation below assumes that you intend to print an A4 or Letter size document on B5 or Invoice size paper.

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

2 Select the original size (A4 or Letter) of the print image in "Paper Size".
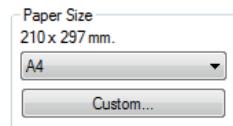
3 Check the "Fit To Paper Size" button.

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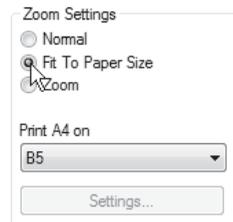
4 **Select the actual size of paper to be used for printing (B5 or Invoice).**

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

Paper Size: A4 or Letter
Fit To Paper Size: B5 or Invoice

A4 or Letter size document
(Paper Size)

B5 or Invoice size paper
(Fit To Paper Size)
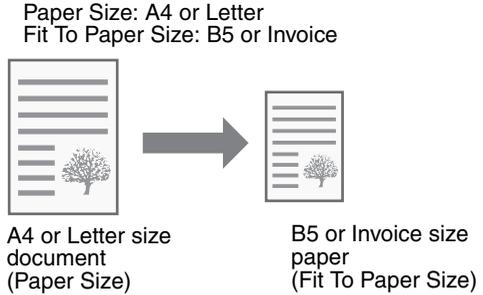
Rotating the print image 180 degrees (Rotate 180 degrees)

The feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as envelopes).
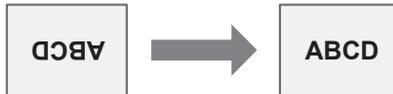
1 **Click the "Main" tab in the printer driver setup screen.**

2 **Check the "Rotate 180 degrees" box.**

Enlarging/reducing the print image (Zoom)

This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.

> 👉
> Note
>
> The "Zoom" setting is not available when "N-Up Printing" is selected.
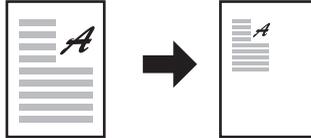
1 **Click the "Paper" tab in the printer driver setup screen.**

2 **Select "Zoom" and click the "Settings" button.**

The actual paper size to be used for printing can be selected from the pop-up menu.
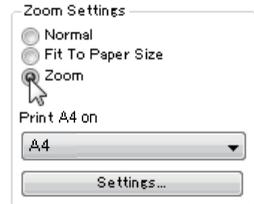
3 **Select the zoom ratio.**

Directly enter a number or click the button to change the ratio in increments of 1%.

Printing faint text and lines in black
(Text To Black/Vector To Black)

When printing a color image, color text and lines that are faint can be printed in black. (Raster data such as bitmap images cannot be adjusted.) This allows you to bring out color text and lines that are faint and difficult to see.
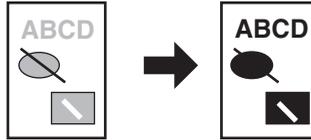
1 **Click the "Advanced" tab in the printer driver setup screen.**

2 **Check the "Text To Black" box and/or the "Vector To Black" box.**
- "Text To Black" can be selected to print all text other than white text in black.
- "Vector To Black" can be selected to print all vector graphics other than white lines and areas in black.

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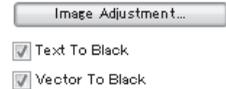
Adjusting the brightness and contrast of the image (Image Adjustment)

The brightness and contrast can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed on your computer.

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

2 **Click the "Image Adjustment" button.**

Image Adjustment...

☐ Text To Black
☐ Vector To Black

3 **Adjust the image settings.**

To adjust a setting, drag the slide bar ⬜ or click the ◀ or ▶ button.

Image Adjustment	? ✕
	Defaults
	Image Adjustment
	Brightness: 50
	Contrast: 50
	OK Cancel

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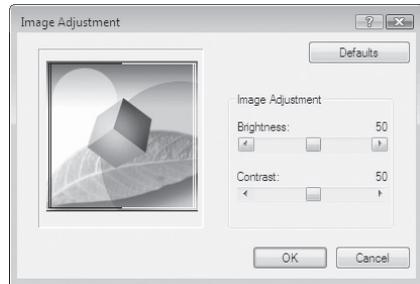
Adding a watermark to printed pages (Watermark)

Faint shadow-like text can be added to the background of the printed image as a watermark. The size, density, and angle of the watermark text can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark.
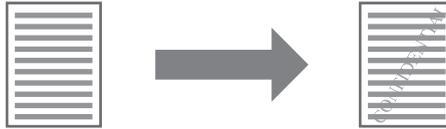
1 **Click the "Watermarks" tab in the printer driver setup screen.**

2 **Select the watermark settings.**

Select a stored watermark from the pull-down menu. You can click the "Edit" button to edit the font and select other detailed settings.
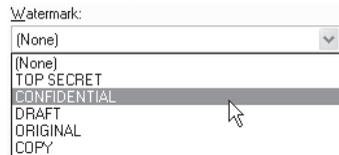
> **Note**
>
> If you wish to create a new watermark, enter the text of the watermark in the "Text" box and click the "Add" button.

Two-sided printing

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.

> **Note**
> When using two-sided printing, select a source other than "Bypass Tray" for the "Paper Source" in the "Paper" tab.

Paper orientation	Printing result	
Portrait	2-Sided (Book)	2-Sided (Tablet)
Landscape	2-Sided (Book)	2-Sided (Tablet)
	The pages are printed so that they can be bound at the side.	The pages are printed so that they can be bound at the top.

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

2 **Select "2-Sided(Book)" or "2-Sided(Tablet)".**

Document Style
- 1-Sided
- 2-Sided(Book)
- 2-Sided(Tablet)

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SAVING FREQUENTLY USED PRINT SETTINGS

Settings configured on each of the tabs at the time of printing can be saved as user settings. Saving frequently used settings or complex color settings under an assigned name makes it easy to select those settings the next time you need to use them.

Saving settings at the time of printing (User Settings)

Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.
For the steps for opening the printer driver, see "BASIC PRINTING" (p.47).

---

1 **Configure print settings on each tab and click the "Save" button on any tab.**

| Main | Paper | Advanced | Watermarks |

User Settings: Untitled ▼ Save... Defaults

---

2 **After checking the displayed settings, enter a name for the settings (maximum of 20 characters).**

Setting Name:
Untitled
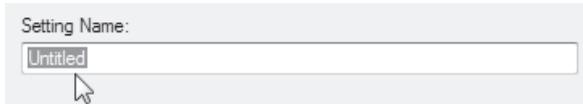
Note
- Up to 30 sets of user settings can be saved.
- A watermark that you created cannot be saved in user settings.

---

3 **Click the "OK" button.**

Using saved settings

Select the user settings that you wish to use on any tab.

| Main | Paper | Advanced | Watermarks |

User Settings: User 1 ▼ Delete Defaults

Deleting saved settings

Select the user settings that you want to delete in "Using saved settings" (above), and click the "Delete" button.

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OUTLINE OF THE PRINT STATUS WINDOW

When printing begins, the Print Status Window automatically opens.
The Print Status Window is a utility that monitors the machine and shows the name of the document being printed and any error messages that occur.
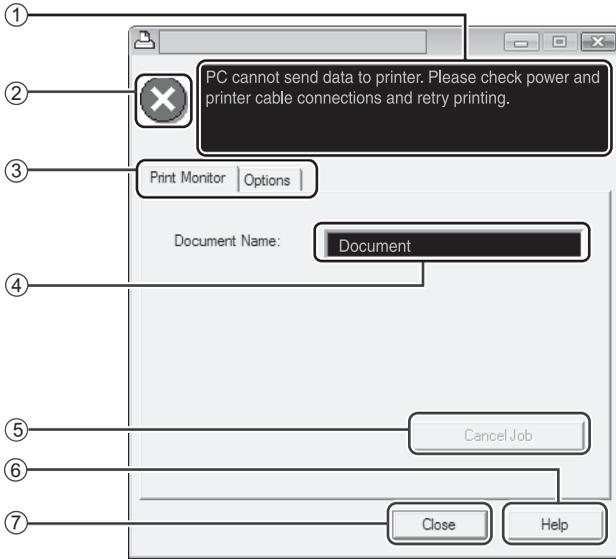
① **Status window**
Provides information on the current status of the printer.

② **Status icon**
The status icons appear to alert you to printer errors. Nothing appears when printing is taking place normally.
The icons are explained below. Follow the instructions in the status window to solve the problem.

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

③ **Tab**
Click a tab to bring it to the front. The "Options" tab allows you to select display options for the Print Status Window.

④ **Document Name**
Shows the name of the document currently being printed.

⑤ **"Cancel Job" button**
Printing can be cancelled by clicking this button before the machine receives the job.

⑥ **"Help" button**
Click this button to display the help file for the Print Status Window.

⑦ **"Close" button**
Click this button to close the Print Status Window.

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PRINTER DRIVER FEATURES

Tab	Setting	Selections	Initial setting
Main	Copies	1 to 999	1
	Collate	On/Off	On
	N-Up Printing	1-Up/2-Up/4-Up/6-Up	1-Up
	Order	1-Up: None 2-Up: Left To Right/Right To Left/Top To Bottom*3 4-Up/6-Up: Right, and Down/Down, and Right/Left, and Down/Down, and Left	None
	Border	On/Off	Off
	Document Style	1-Sided/2-Sided (Book)/2-Sided (Tablet)	1-Sided
	Image Orientation	Portrait/Landscape/Rotate 180 degrees	Portrait
Paper	Paper Size	A3 [Fit To Page]*1, A4, A5, A6, B4 [Fit To Page]*1, B5, Ledger [Fit To Page]*1, Letter, Legal, Executive, Invoice, Foolscap, Folio, COM10, Monarch, DL, C5, 8K [Fit To Page]*1, 16K, Custom Paper	Letter*2
	Zoom settings	Normal/Fit To Paper Size/Zoom	Normal
	Paper Source	Tray 1, Tray 2, Bypass Tray	Tray 1
	[Custom]		
	Width	3.87 to 8.50 (in.)/98.3 to 215.9 (mm)	3.87 (in.)*2
	Length	5.83 to 14.00 (in.)/148.0 to 355.6 (mm)	5.83 (in.)*2
	Size	inches/millimeters	inches*2
Advanced	Text To Black	On/Off	Off
	Vector To Black	On/Off	Off
	[Image Adjustment]		
	Brightness	0 to 100	50
	Contrast	0 to 100	50
Watermarks	Watermark	(None)/TOP SECRET/CONFIDENTIAL/DRAFT/ORIGINAL/COPY	(None)
	Text	-	-
	Size	6 to 300	100
	Angle	-90 to +90	+45
	On First Page Only	On/Off	Off
Configuration	ROPM	On/Off	On
Main, Paper, Advanced, Watermarks	**[User Settings]**		
	Setting Name	Up to 30 names, 20 characters each	-

*1 Will be reduced to letter size or the specified size before printing.
*2 This initial setting may vary depending on your operating user programs.
For information on each setting, see Help in the printer driver setup screen.
*3 Top To Bottom is available when the printing orientation is set to Landscape.

Chapter 7
SCANNER FUNCTIONS

This chapter explains how to use the scanner functions.

SCANNING OVERVIEW

The flow chart shown below provides an overview of scanning.

Scanning from the machine*[1]	Scanning from a TWAIN*[2]-compliant or WIA*[3]-compliant application	Scanning from the "Scanner and Camera Wizard" (Windows XP)

Place the original in the scanning position
For more information, refer to "SCANNING USING THE KEYS ON THE MACHINE" (p.62).

Change the machine to scanner mode and select the scan menu. (SC1: to SC6:)	Start up a Twain-compliant or WIA-compliant application, and select the machine's scanner driver.	Start up the "Scanner and Camera Wizard" from "Control Panel" in your computer.

Set the scan preferences (only if the preferences are set to appear)	Set the scan preferences	

Scanning "SCANNING USING THE KEYS ON THE MACHINE" (p.62)	Scanning "Scanning from a TWAIN-compliant application" (p.67) "Scanning from a WIA-compliant application (Windows XP/Vista/7)" (p.71)	Scanning "Scanning from the "Scanner and Camera Wizard" (Windows XP)" (p.72)

*[1] To scan using the machine's operation panel, you must first install Button Manager and establish the appropriate settings in the Control Panel. For details, see "SETTING UP BUTTON MANAGER" (p.42).

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

*[3] WIA (Windows Imaging Acquisition) is a Windows function that allows a scanner, digital camera or other imaging device to communicate with an image processing application. The WIA driver for this machine can only be used in Windows XP/Vista/7.

USING THE SCANNER MODE

The procedure for placing the original is the same as for copying. See "NORMAL COPYING" (p.17).

> ☞ **Note**
>
> Scanner mode cannot be used at the following times:
> - A misfeed has occurred (paper misfeed or original misfeed in the RSPF).
> - The user programs are being used.
> - The tray paper size is being set.
> - The machine is being used in copy mode.
> - The front cover or side cover is open.

SCANNING USING THE KEYS ON THE MACHINE

When scanning is performed by this method, the application that has been set in Button Manager will automatically start and the scanned image will be pasted into the application.

> ☞ **Note**
>
> If the machine is in copy mode, press the [MODE SELECT] key to switch to scanner mode and clear the previously set copy settings.

Scanning from the operation panel of the machine

1 **Press the [MODE SELECT] key to select scanner mode.**
The (⌂) indicator lights up to indicate that scanner mode is selected.
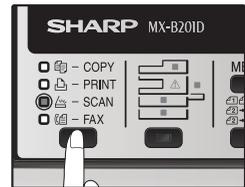
2 **Place the original. (p.17)**

3 **Press the [◄] key (⌄) or [►] key (⌃) to select the desired Button Manager scan menu setting.**
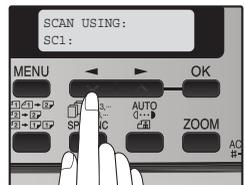
4 **Press the [START] key (◉) to begin scanning.**

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Note	• Scanner mode remains selected after scanning is finished. (To change to a different mode, use the [MODE SELECT] key.)

• If the following screen appears, select Button Manager and click "OK". Button Manager starts and the application associated with Button Manager starts. If you want only Button Manager to start in this case, set up Button Manager for use in Windows as explained in "SETTING UP BUTTON MANAGER" (p.42).

• If step 4 is performed with the "Show TWAIN setting screen when scanning" checkbox selected in the Scan Button Destination Setting Dialog Box (p.65), the TWAIN settings screen (p.69) will automatically appear. Check the settings, and then press the start (⊚) key again or click the "Scan" button in the TWAIN setting screen to start scanning. The scanned data will be transferred to the application.

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Button Manager settings

Once installed, Button Manager normally runs in the background in the Windows operating system. If you need to change Button Manager settings, follow the steps below. For details on Button Manager settings, see Button Manager Help.
"Outline of Button Manager" (p.65)

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

The setting screen of Button Manager will open.

Show Version...

Settings...

Close
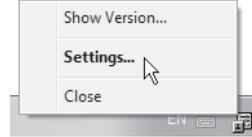
☞ Note

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

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

SC1: SC2: SC3: SC4: SC5: SC6:
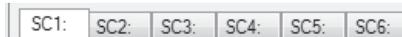
3 **Select the start-up application in the "Application Selection" area.**

☞ Note

When the "Show TWAIN setting screen when scanning" checkbox is selected, the scan setting screen appears when scanning is executed to let you adjust the scanning conditions

Button Manager scan menu (factory default)

Display/Button Manager menu	Application that starts
SC1:	Sharpdesk
SC2:	Email
SC3:	FAX
SC4:	OCR
SC5:	Microsoft Word
SC6:	Filing

☞ Note

The start-up application must be installed before using.

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

5 **Click the "OK" button.**

This completes the settings.

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Outline of Button Manager

Button Manager is a software utility that allows you to use the scanner function at the machine. Button Manager allows you to configure six sets of scanning settings as a scan menu on the machine.

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

To begin scanning using the machine's operation panel, settings must be established in the Control Panel after Button Manager is installed. For information on installing Button Manager and establishing the Control Panel settings, see "SETTING UP BUTTON MANAGER" (p.42). For information on scanning using the machine's operation panel, see "SCANNING USING THE KEYS ON THE MACHINE" (p.62).

You can use Button Manager to select and change the functions of the six scan menus. Refer to "Button Manager settings" (p.64).

① **Tab**
Click to set scan menu options. Each tab contains scan settings for the scan menu.

② **"Application Selection" area**
Select the start-up application here.

③ **"Show TWAIN setting screen when scanning" Checkbox**
You can select whether or not the TWAIN screen is shown. When the checkbox is selected, the TWAIN screen appears when scanning is executed to let you adjust the scanning conditions.

④ **"Scan Setup" area**
Set the scan conditions.

> ☞ Some applications may limit
> Note your choice of settings.

⑤ **"OK" button**
Click to save your settings and exit the dialog box.

⑥ **"Cancel" button**
Click this button to exit the dialog box without making any changes to the settings.

⑦ **"Apply" button**
Click to save your settings without closing the dialog box.

⑧ **"Help" button**
Click this button to display the help file for Button Manager.

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Scanning from the operation panel of the machine (Using Button Manager)

👉 Note	• Scanning is not possible during a copy job. • If the SCAN MODE is selected during a print job, the scan job will be stored. • When scanning an original that has been placed in the RSPF, only one original can be placed unless you are using Sharpdesk.

1 **Press the [MODE SELECT] key to select scanner mode.**

The "**SCAN**" indicator lights up to indicate that scanner mode is selected.

2 **Make sure that the "SCAN USING: USB/ NETWORK" is shown on the display. Then press [◄] key (☐) or [►] key (☐) to enter SC1 to SC6 mode.**
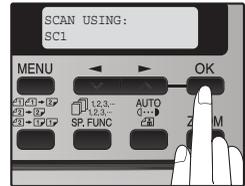
3 **Place the original in the document feeder tray or on the document glass.**

4 **Press the [◄] key (☐) or [►] key (☐) to select the desired Button Manager scan menu setting.**

The application numbers are initially as follows.

Application number	Application launched
SC1	Sharpdesk
SC2	Email
SC3	FAX
SC4	OCR
SC5	Microsoft Word
SC6	Filing
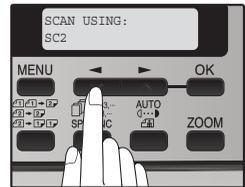
5 **Press the [START] key (⚫) to begin scanning.**

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SCANNING FROM YOUR COMPUTER

The machine supports the TWAIN standard, making it possible to scan from TWAIN-compliant applications. The machine also supports WIA (Windows Image Acquisition), making it possible to scan from WIA-compliant applications and the "Scanner and Camera Wizard" in Windows XP. For information on TWAIN and WIA settings, see the help file for the scanner driver or Windows Help.

> **Note** Scanning is not possible during a copy job.

Scanning from a TWAIN-compliant application

The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications.

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

For the procedure for placing the original, see "NORMAL COPYING" (p.17).

2 **After starting TWAIN-compliant application, click the "File" menu and select a menu to scan.**

> **Note** The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

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

> **Note**
> - If you are using Windows XP/Vista/7, you can also select "WIA-SHARP MX-xxxx" to scan using the WIA driver.
>   "Scanning from a WIA-compliant application (Windows XP/Vista/7)" (p.71)
> - Depending on your system, "SHARP MFP TWAIN Y 1.0 (32-32)" and "WIA-SHARP MX-xxxx 1.0 (32-32)" may appear in the above "Select Source" screen.

4 **Select the menu to acquire an image from the application's "File" menu.**

The scanner driver setup screen will appear.
"Scanner driver settings" (p.69)

5 **In the "Scanning Source" menu, select the location where you placed the original in Step 1.**
- If you placed a one-sided original in the RSPF, select [SPF (Simplex)].
- If you placed a two-sided original in the RSPF, select [SPF (Duplex-Book)] or [SPF (Duplex-Tablet)].

6 **Click the "Preview" button.**

The preview image will appear.

Note
- If the angle of the image is not correct, reset the original, and click the "Preview" button again.
- If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. This rotates the preview image 90 degrees clockwise, allowing you to correct the orientation without resetting the original. "Preview screen" (p.70)
- If you set multiple pages in the RSPF, the machine previews only the top page of the originals, and then sends it to the original exit area. Return the previewed original to the RSPF before starting the scanning job.

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

For information on specifying the scan area and setting the scan preferences, see scanner driver Help.
"Preview screen" (p.70)

Caution
Scanning a large area at high resolution results in a large quantity of data and a prolonged scanning time. It is recommended that you set appropriate scanning preferences for the type of original being scanned, i.e., Monitor, Photo, FAX, or OCR.

8 **When you are ready to begin scanning, click the "Scanning" button.**
To cancel a scanning job after clicking the "Scanning" button, press the [Esc] key on your keyboard.

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Scanner driver settings

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

Set-up Screen
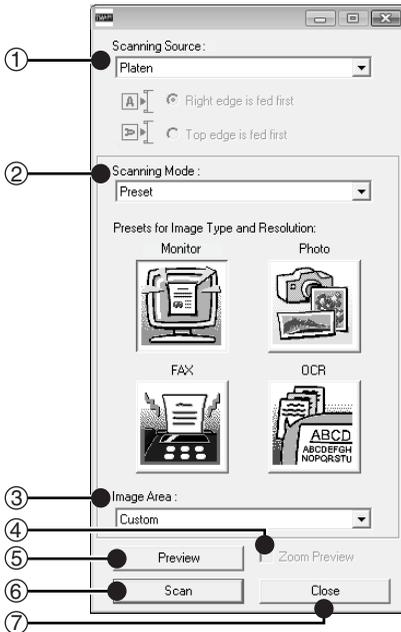
① "Scanning Source" menu
Select the location where the original is placed. Selections are [Platen] (document glass), [SPF (Simplex)], [SPF (Duplex-Book)] or [SPF (Duplex-Tablet)].

> ☞ On machines without an SPF, this setting is fixed at [Platen].
> Note

② "Scanning Mode" menu
Select "Preset" or "Custom Settings" ("Standard" or "Professional" in some regions) for the scanning mode.
The "Preset (or Standard)" screen lets you select the original type as well as monitor, photo, fax, or OCR according to the purpose of scanning.
If you wish to change the default settings for these four buttons, or select custom settings such as the image type and resolution before scanning, switch to the "Custom Settings (or Professional)" screen.

For details on the settings, click the [Help] button in the preview screen to display Help.

③ "Image Area" menu
Set the scanning area. To scan the original size detected by the machine, select [Auto]. The scanning area can also be specified as desired in the preview window.

④ [Zoom Preview] checkbox
When this is selected, the selected part of the preview image will be enlarged when the [Preview] button is clicked.
To return to the regular view, remove the checkmark.

> ☞ [Zoom Preview] cannot be used when [SPF] is selected in the "Scanning Position" menu.
> Note

⑤ [Preview] button
Previews the document.

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

⑥ [Scan] button
([Scanning] in some regions)
Click to scan an original using the selected settings. Before clicking the [Scan] button, make sure the settings are correct.

> ☞ To cancel a scanning job after the [Scan] button is clicked, press the [Esc] key on your keyboard or the [C] key (🔲) or [CA] key (🔲) on the machine.
> Note

⑦ [Close] button
Click to close the scanner driver setup screen.

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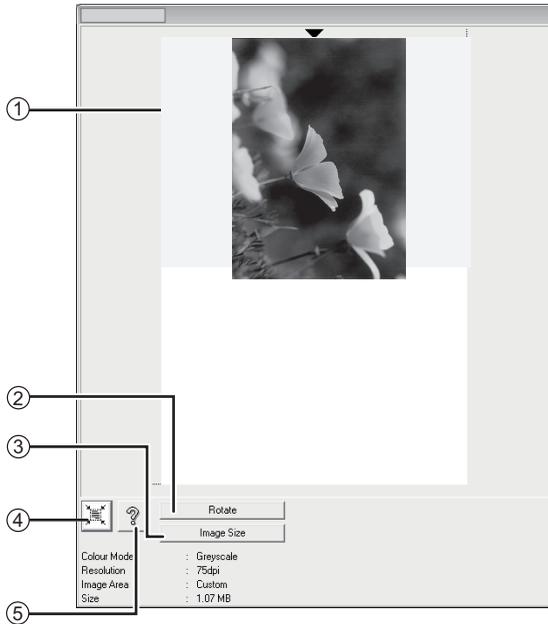
Preview screen

① **Preview screen**
Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame.

② **"Rotate" button**
Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original. Upon scanning, the image file is created in the orientation shown in the preview screen.

③ **"Image Size" button**
Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin.

④ **"Auto Scan Area Judgement" button**
Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.

Click the "Auto Scan Area Judgement" button to automatically set the scanning area to the entire preview image.
Preview image
Preview screen
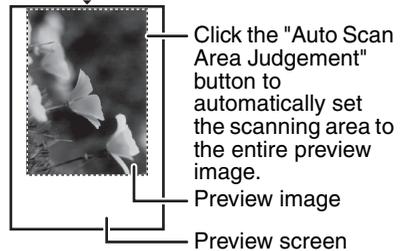
⑤ **"Help" button**
Click to display the help file for the scanner driver.

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Scanning from a WIA-compliant application (Windows XP/Vista/7)

If you are using Windows XP/Vista/7, you can use the WIA driver to scan from WIA-compliant applications.

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

For the procedure for placing the original, see "NORMAL COPYING" (p.17).

2 **After starting WIA-compliant application, click the "File" menu and select a menu to scan.**

> Note
>
> The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

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

The preview image will appear.
If you placed the original on the document glass, select "Flatbed" for the "Paper source".
If you placed the original in the RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".
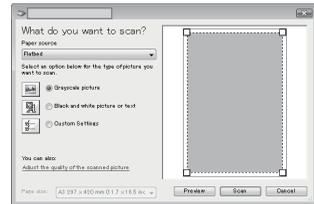
> Note
>
> • If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the RSPF before starting the scanning job.
> • In Windows XP, you can view Help for a setting. Click the [?] button in the upper right-hand corner of the window and then click the setting.

4 **Click the "Scan" button.**

Scanning begins and the image is acquired into Paint.
Use "Save" in your application to specify a file name and folder for the scanned image, and save the image.
To cancel a scanning job after clicking the "Scan" button, click the "Cancel" button.

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Scanning from the "Scanner and Camera Wizard" (Windows XP)

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

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

For the procedure for placing the original, see "NORMAL COPYING" (p.17).

2 **Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras".**
Click the "SHARP MX-xxxx" icon and then click "Get pictures" in "Imaging Tasks".

The "Scanner and Camera Wizard" will appear.

3 **Click the "Next" button.**

4 **Select the "Picture type" and "Paper source", and click the "Next" button.**
- If you placed the original on the document glass, select "Flatbed" for the "Paper source".
- If you placed the original in the RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".
- You can click the "Preview" button to display the preview image.
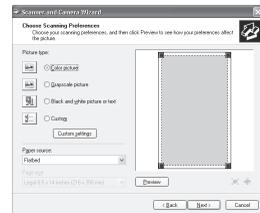
> Note
> - If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the RSPF before starting the scanning job.
> - To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button.

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

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

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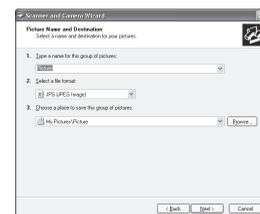
6 **When scanning ends, the following screen will appear. Select the next task that you wish to perform, and then click the "Next" button.**

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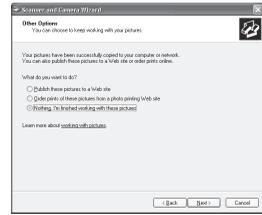
7 **Click the "Finish" button.**

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

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Chapter 8
USER SETTINGS

The user settings allow you to customize machine settings to better meet your needs.

USER PROGRAMS

The user settings consist of the following items.
To change the user program settings as explained in "SELECTING A SETTING FOR A USER PROGRAM" (p.79).

Copy mode

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
1	AUTO CLEAR	1: 10 SEC. 2: 30 SEC. **3: 60 SEC.** 4: 90 SEC. 5: 120 SEC. 6: OFF	• Auto clear time automatically returns the copy settings to the initial settings (p.9) if no keys are pressed for a preset period of time following the end of a copy job. • This program is used to select the period of time. Auto clear time can also be disabled.
2	PREHEAT MODE	**1: 30 SEC.** 2: 1 MIN. 3: 5 MIN. 4: 30 MIN. 5: 60 MIN. 6: 120 MIN. 7: 240 MIN.	• This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on. The power save indicator lights up, however, the keys on the operation panel can be used. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, a print job is received.
3	AUTO SHUT-OFF	**1: ON** 2: OFF	• Use this setting to enable or disable auto power shut-off mode.

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
4	AUTO SHUT-OFF TIME	**1: 5 MIN.** 2: 30 MIN. 3: 60 MIN. 4: 120 MIN. 5: 240 MIN.	• This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. All lights except the power save indicator go off. To resume normal operation, press the [START] key ( ). Normal operation also resumes automatically when a print job is received or scanning is begun from a computer. While in auto power shut-off mode, no keys (except the [START] key ( )) can be used.
7	LAYOUT IN 2IN1	**1: PATTERN 1** 2: PATTERN 2	• Use this setting to select the layout pattern when two original pages are copied onto a single sheet of paper (see page 28 for the layout patterns).
8	OFFSET FUNCTION	**1: ON** 2: OFF	• When enabled, this function offsets the position in the paper output tray of sets of copies during copy job, and print jobs when using the printer function.
9	ROTATE ORIG. IMAGE	1: ON **2: OFF**	• When two-sided copying is performed, this function rotates the image on the back of the original. This is convenient when binding the copies at the top (tablet binding).
10	AE/TEXT RESOLUTION	**1: 300dpi** 2: 600dpi	• This setting is used to change the copy resolution in AUTO and TEXT mode from 600 x 300 dpi to 600 x 600 dpi (high-quality mode). Scanning is slower when high-quality mode is used.
11	2-SIDED COPY MODE	**1: HI-SPEED** 2: NORMAL	• If the memory fills up when two-sided copying is performed, "NORMAL" can be selected to make copying possible. However, "NORMAL" results in a slower copying speed. Normally "HI-SPEED" is selected to enable fast two-sided copying.
12	MARGIN WIDTH	1: 5 mm **2: 10 mm** 3: 15 mm 4: 20 mm	• Use this setting to set the margin width.

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Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
13	MEM. FOR PRINTER	1: 30% 2: 40% **3: 50%** 4: 60% 5: 70%	• Use this to change the proportion of machine memory used for printer mode.
14	AUTO KEY REPEAT	**1: ON** 2: OFF	• Use this setting to select whether or not holding down a key causes repeated input of the key. For keys that normally cause a set value to increase when held down (for example, holding down the [◄] key (⊡) or [►] key (⊡)), this program can be used to have the set value not change when the key is held down.
15	KEY PRESS TIME	**1: NORMAL** 2: 0.5 SEC. 3: 1.0 SEC. 4: 1.5 SEC. 5: 2.0 SEC.	• Use this setting to select how long a key must be pressed for the input to be accepted. By selecting a longer time, you can prevent settings from being changed by the accidental pressing of a key.
16	KEY TOUCH SOUND	**1: LOW** 2: HIGH 3: OFF	• This sets the volume of beep signals. (p.80)
17	SOUND AT DEFAULT	1: ON **2: OFF**	• Use this to sound a beep when a base setting is selected. (p.80)
18	TONER SAVE MODE	1: ON **2: OFF**	• This mode reduces toner usage by about 10% when copying. Toner save mode is effective when the exposure mode is AUTO (AUTO) or TEXT (◖⋯▸).
19	AE LEVEL ADJUST	1: SPF/RSPF (Adjustment to 5 levels is possible.) 2: DOCUMENT GLASS (Adjustment to 5 levels is possible.)	• This is used to adjust the exposure level. • The automatic exposure level can be adjusted separately for the document glass and the RSPF. • For the procedure for adjusting the exposure and guidelines for numeric values, see page 24. The factory default setting for the exposure level is "center".

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
20	LANGUAGE	**1: AMERICAN ENGLISH** 2: ENGLISH 3: FRENCH 4: SPANISH 5: BRAZILIAN PORTUGUESE 6: ------ ⋮	• This is used to set the language used in the display.
21	RESET FACTORY	1: YES **2: NO**	• This is used to return all settings to the factory default settings.
22	SORT AUTO SELECT	**1: ON** 2: OFF	• Use this setting to enable or disable sort auto select mode.
24	• CHECK OC OPEN • CHECK RSPF OPEN (When an RSPF is installed)	**1: ON** 2: OFF	• You can set the operation that takes place if the [START] key (⊙) is pressed when the original cover/RSPF is not completely closed. (For details on the "Check RSPF open function", see page 10.)
25	VALID COPY WIDTH	**1: LARGE (LETTER/A4 WIDTH)** 2: SMALL (INVOICE/ B5R WIDTH)	• Set the allowed paper sizes for copying from the bypass tray. When "SMALL" is selected, a copy of a letter size original will only be printed up to invoice size.
28	LSU SETTING	**1: ON** 2: OFF	• Select whether copying is only allowed when the polygon motor is rotating, or also when the polygon motor is stopped.
29	PAPER TYPE	1: PLAIN PAPER **2: HEAVY PAPER**	• Set the temperature of the fusing unit when the bypass tray is used.
30	DISPLAY CONTRAST	1: LIGHTER 2: LIGHT **3: NORMAL** 4: DARK 5: DARKER	• Set the contrast of the display.

Print mode

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
1	FORCED OUTPUT	1: ON **2: OFF**	• When this function is enabled, printing in printer mode will automatically continue using a different size of paper if the specified size of paper runs out in all trays. This feature does not function in copy mode.
2	USB 2.0 MODE SWITCH*[1]	1: FULL-SPEED **2: HI-SPEED**	• This sets the USB 2.0 data transfer speed. To obtain the fastest speed when using the USB 2.0 connector, first verify that your computer meets the system requirements (operating system and driver), and then use this program to change the USB 2.0 mode to "Hi-Speed". Note that the setting should not be changed while running a TWAIN driver. (For the system requirements, see "System requirements for USB 2.0 (Hi-Speed mode)" (p.46).)
3	AUTO TRAY SWITCH*[2]	**1: ON** 2: OFF	• If the paper runs out during printing and there is paper of the same size in another tray, this function automatically switches to that tray (excluding the bypass tray). The function can be disabled.

*[1] The scanning speed increases when the USB 2.0 mode is set to "HI-SPEED", however, the printing speed does not increase considerably.
*[2] When the 250-sheet paper feed unit is installed.

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SELECTING A SETTING FOR A USER PROGRAM

1 **Press the [MENU] key and then press the [OK] key.**

In printer mode, the user programs are accessed by simply pressing the [MENU] key.

```
MAIN MENU
1:USER PROGRAM
```

MENU ◄ ► OK

SP. FUNC ZOOM
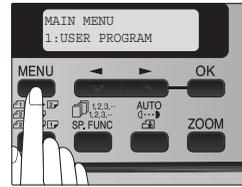
2 **Press the [◄] key ( ) or [►] key ( ) to select the item that you wish to configure in the USER PROGRAM items, and then press the [OK] key.**

• See "USER PROGRAM" (p.74 to p.78) for the program name and program code.
• You can also select a program by directly entering the program number with the numeric keys.

```
USER PROGRAM
2:PREHEAT MODE
```

MENU ◄ ► OK

SP. FUNC ZOOM
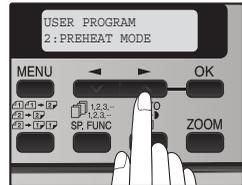
3 **Press the [◄] key ( ) or [►] key ( ) to change the setting of the selected item.**

See "USER PROGRAM" (p.74 to p.78) for the program code.

```
PREHEAT MODE
2:1 MIN
```

MENU ◄ ► OK

SP. FUNC ZOOM
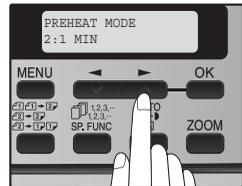
Note
• If you mistakenly select the wrong item, press the [CLEAR] key (C) and repeat the procedure from step 2.
• To cancel a setting for a user program, press the [MENU] key.

---

4 **Press the [OK] key.**

Your selection appears briefly and then the previous screen appears.

Note
When "AE LEVEL ADJUST" is selected in the user programs and the [OK] key is pressed, the automatic exposure adjustment screen appears. Adjust the exposure and press the [OK] key.

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Audible signals (key entry beep, invalid key beep, base setting beep)
The machine sounds three different types of beep signals: a key entry beep that sounds when a valid key is pressed, an invalid key beep that sounds when an invalid key is pressed, and a base setting beep that sounds when a setting is the same as the base setting (base settings are explained below). The base setting beep is initially disabled. If you wish to enable the base setting beep, see "SOUND AT DEFAULT" on page 76. If you wish to change the volume of the beep signals or disable them, see "KEY TOUCH SOUND" on page 76.
The beep patterns of each type of beep signal are as follows:

Key entry beep.....................One beep **Base setting beep**......... Three beeps
Invalid key beep................. Two beeps

Base settings
The base settings are preset standard selections for each copy setting. The base settings are as follows:

Copy ratio................................... 100% **Paper feed location** ....Tray 1
Light and Dark level ....Center   (Upper paper tray)
AUTO (AUTO**)/TEXT (**◖⋯▶**)/**
PHOTO (▦) .... AUTO (AUTO)

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Chapter 9
ACCOUNT CONTROL SETTINGS

When the account control function is enabled, you can control use of the machine by account or view the total copied pages by each account.
There are some program menus for this function as in the table shown.

Program Name	Page
1. Password Change	61
2. Account Control Set	61
1. Auditing Mode	62
2. Total Per Account	65
3. Reset Account	65
4. Acc. # Control	63
1. Enter Account #	63
2. Delete Account #	63
3. Change Account #	64

PREPARING FOR USING ACCOUNT CONTROL SETTINGS

Entering account control mode

1 **Press the [MENU] key.**
Press the [◀] key ( ) or [▶] key ( ) until "4: ACCOUNT CONTROL" appears, and then press the [OK] key.

2 **Enter the password (default is : "00000").**

Changing password

3 **Press the [◀] key ( ) or [▶] key ( ) to select "1: PASSWORD CHANGE" and then press the [OK] key.**

Use the numeric keys to enter a new five-digit password.
This password allows you to disable access to the Account Control settings by all users, except the responsable one.

```
ACCOUNT CONTROL
1:PASSWORD CHANGE
```

MENU   ◀   ▶   OK
1,2,3,--
1,2,3,--   AUTO
SP. FUNC   ZOOM
AC #--

Enabling auditing mode

4 **Press the [◄] key (⌄) or [►] key (⌃) to select "2: ACC. CONTROL SET" and then press the [OK] key.**

```
ACCOUNT CONTROL
2:ACC. CONTROL SET
```
```
MENU    ◄    ►    OK
                   1,2,3,-  AUTO
                   1,2,3,-  0--- )
        SP. FUNC   🖻        ZOOM
                                   AC
                                   #-
```
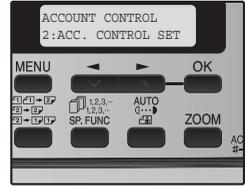
5 **Press the [◄] key (⌄) or [►] key (⌃) to select "1: AUDITING MODE" and then press the [OK] key.**

Auditing Mode is disabled by default.
When Auditing Mode is enabled, a count is kept of the number of pages output by each account (up to 15 accounts can be established).
To use the machine, the 5-digit account number programmed for the user's account must be entered (p.83).

```
ACC. CONTROL SET
1:AUDITING MODE
```
```
MENU    ◄    ►    OK
                   1,2,3,-  AUTO
                   1,2,3,-  0--- )
        SP. FUNC   🖻        ZOOM
                                   AC
                                   #-
```
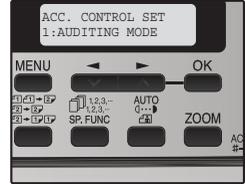
ACCOUNT NUMBER CONTROL

This program is used to enter, delete and change account numbers.

1 **After step 1, 2 and 4 on page 81 - 82, press the [◄] key (▼) or [►] key (▲) until [4: ACC. # CONTROL] appears and then press the [OK] key.**

Entering an account number

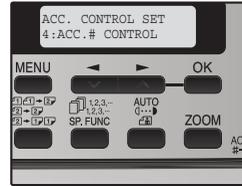*1* **Select "1. ENTER ACCOUNT #" with the [◄] key (▼) or [►] key (▲) and then press the [OK] key.**

If 15 accounts have already been programmed, a warning message appears. Delete any unneeded accounts and then program the new account.

2 **Use the numeric keys to enter a five-digit account number (00000 to 99999).**

The key operator code cannot be used a an account number.

3 **Press the [OK] key.**

If you enter an account number that has already been programmed in step 2, a warning message will appear and you will return to step 2. Enter a different number.

4 **If you wish to program another account number, repeat steps 2 and 3.**

5 **To exit, press the [C] key repeatedly.**

Deleting an account number

1 **Select "2. DELETE ACCOUNT #" with the [◄] key (▼) or [►] key (▲) and then press the [OK] key.**

2 **If you wish to delete all account numbers, select "1. DELETE ALL ACCOUNT" and then press the [OK] key.**

When the message "DELETE?" appears, select "YES" with the [◄] key (▼) or [►] key (▲) to delete all accounts and press the [OK] key. If you do not wish to delete all account numbers, select "NO" and press the [OK] key.

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3 If you wish to delete an each account number, select "2. DELETE ONE ACCOUNT" and then press the [OK] key.

4 Enter the account number that you wish to delete with the numeric keys and then press the [OK] key.

5 Select "YES" with the [◄] key (▬) or [►] key (▬) and then press the [OK] key.

If you enter a number that has not been programmed in step 4 and then press the [OK] key, you will return to the number entry screen of step 4.

6 If you wish to delete another account number, repeat steps 4 and 5.

7 To exit, press the [C] key repeatedly.

Changing an account number

1 Select "3. CHANGE ACCOUNT #" with the [◄] key (▬) or [►] key (▬) and then press the [OK] key.

2 Enter the account number to be changed and the new account number.
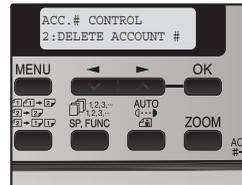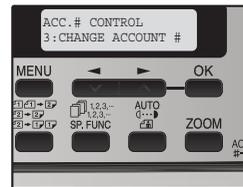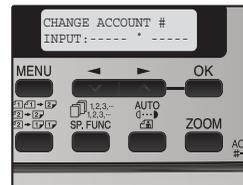
3 Press the [OK] key.

If you enter an account number that has already been programmed in step 2, a warning message will appear and you will return to step 2. Enter a different number.

4 If you wish to change another account number, repeat steps 2 and 3.

5 To exit, press the [C] key repeatedly.

Note
- When entering an account number, the [OK] key will not be accepted unless 5 digits have been entered.
- If you press the [C] key while entering an account number, the account number display will change to "-----".

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TOTAL PER ACCOUNT

This program is used to display the page counts of each account.

1 **After step 1, 2 and 4 on page 81 - 82, press the [◀] key (⌄) or [▶] key (⌃) until "2: TOTAL PER ACCOUNT" appears, and then press the [OK] key.**

This program is used to display the page counts of each account.
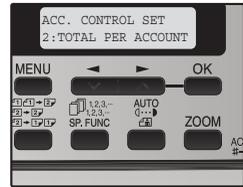
> Pages that are copied for maintenance of the machine are counted to the "OTHER" account.
>
> Note

Resetting account

2 **After pressing the [C] key to clear the displayed counts, press the [◀] key (⌄) or [▶] key (⌃) until "3: RESET ACCOUNT" appears, and then press the [OK] key.**

This program is used to reset the page count of an individual account, or all account, to "0".
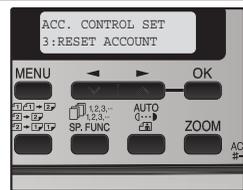
* Press the [◀] key (⌄) or [▶] key (⌃) to select [1: RESET ALL ACCOUNT] and then press the [OK] key.

* Press the [◀] key (⌄) or [▶] key (⌃) to select [2: RESET ONE ACCOUNT] and then press the [OK] key.

COPYING WHEN AUDITING MODE IS ENABLED

When account control is enabled, the account number entry screen appears.

```
ENTER YOUR ACCOUNT #
ACCOUNT #:-----
```

---

1 **Enter your five-digit account number with the numeric keys.**

When a valid account number is entered, the number of copies already made by that account appears for several seconds on the initial screen.
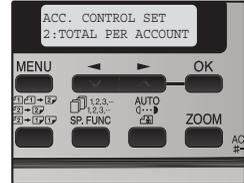
Note

If you enter an incorrect number, press the [C] key and then enter the correct number.

---

2 **When the copy job is finished, press the [ACC.#-C] key ( ).**

Problems related to general use of the machine, the copy function, and software setup are explained here. Be sure to check the problem carefully before calling for service, as many problems can be solved by the user.
If you are unable to solve the problem, turn off the main switch, unplug the power cord from the outlet, and contact your dealer.

Note	For problems related to the printer and scanner functions, see the online manual.

DISPLAY MESSAGES

When the following indicators light up or blink on the operation panel or the following alphanumeric codes appear in the display, solve the problem immediately referring to both the table below and the indicated page.

Note	Be sure to use only genuine SHARP parts and supplies.

Indication			Cause and remedy	Page
Lamp indicator		**Display**		
Tray location indicator	Blinks	BYPASS : ADD PAPER	The indicated paper tray is not attached, is attached incorrectly, or has run out of paper. (The tray is indicated in <*>.)	12 14
		TRAY<*> : ADD PAPER		
		CLOSE PAPER TRAY<*>		
Error indicator Blinks		CLEAR PAPER JAM.	A paper misfeed has occurred. Remove the misfeed as explained in "MISFEED REMOVAL".	101
		SPF/RSPF JAM.		
		FRONT OR SIDE COVER OPEN. CLOSE COVERS.	The cover is open. Close the cover.	-
		CLOSE THE SPF/ RSPF COVER.	The document feeder cover is open. Close the document feeder cover.	-
		REPLACE THE TONER CARTRIDGE.	The toner cartridge is empty. Replace the toner cartridge with a new cartridge. (When the indicator blinks, the machine does not operate.)	105
		SYSTEM ERROR [XX - XX] REFER TO USER GUIDE	When [F2-02] appears, check the toner cartridge and make sure that the seal is not still affixed.	-
			The machine will not function. Turn the power switch off, wait about 10 seconds, and then turn on the switch again. If this does not clear the error, remove the power cord from the outlet, and contact your authorised service representative.	-

Indication			Cause and remedy	Page
Lamp indicator		Display		
Error indicator	Blinks	INSTALL A NEW TONER CARTRIDGE	The toner cartridge is not installed correctly. Reinstall the toner cartridge.	105
	Steadily lit	TONER CARTRIDGE IS NEAR EMPTY.	Replacement of toner cartridge will be needed soon. Prepare a new cartridge.	105
		MAINTENANCE REQUIRED CALL FOR SERVICE	Service by an authorized SHARP service technician is required.	-
MEMORY FULL, PRESS START TO RESUME.			Data is being held in memory. Print the data or clear it from memory.	27
NO 2-SIDED COPY FROM BYPASS TRAY.			Two sided printing or 2 IN 1 copying is selected when the bypass tray is already selected ,or the bypass tray is selected when two-sided printing or 2 IN 1 copying is already selected. The bypass tray cannot be used. Press the [TRAY SELECT] key (▭) to select a paper tray.	23 28
NO 2IN1 COPY FROM BYPASS TRAY.				
NO 2IN1 COPY WITH MARGIN SHIFT.			2 IN 1 copy and margin shift cannot be used in combination. Cancel the function what was selected last.	28 31
COPY RATIO CAN NOT BE CHANGED IN 2IN1.			Copy ratio can not be changed in 2 IN 1 copy.	22 28
THIS MENU IS NOT SELECTABLE WITH DATA.			This appears if you attempt to change a user program setting while a copy or print job is in progress.	74
NO XXXX SIZE TRAY			There is no paper for printing. Press the [MODE SELECT] key to switch to printer mode and follow the instructions in the display. ("XXXX" indicates paper size)	-
CHECK SPF/RSPF. START TO RESUME.			An original remains on the document glass, or the original is too thick to scan. Remove the original.	18
			If the message is no cleared when there is not original on the document glass, the underside of the RSPF is dirty. Clean the underside of the RSPF. (especially areas where black lines appear.)	109
LOAD XXXX PAPER INTO TRAY<*>.			Printing is not possible if the paper size setting is different from the size of paper loaded in the tray. Load the same size of paper as the paper size setting and then press the [START] key (◉). Printing will begin. ("XXXX" indicates paper size. The tray is indicated in <*>.)	12
NO PC COMMUNICATION; CHECK CABLE.			The machine is not correctly connected to the computer. Check the cable (when using the scanner function).	39
NO ID CARD COPY WITH SPECIAL FUNCTIONS			When selected ID Card Copy, Sort Copy, 2 in 1 Copy and Margin Shift function cannot be used.	26 28 31

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TROUBLESHOOTING THE MACHINE/COPYING

The following problems are related to the general operation of the machine and copying.

Problem	Cause and solution	Page
The machine does not operate.	**The machine is not plugged into a power outlet.** → Plug the machine into a grounded outlet.	-
	Power switch OFF. → Turn the power switch ON.	9
	The power save indicator is blinking. Indicates that the machine is warming up. → Copies cannot be made until the machine has finished warming up.	-
	The front cover or the side cover is not completely closed. → Close the front cover or the side cover.	-
	The machine is in auto power shut-off mode. → In auto power shut-off mode, all lights are off except the power save indicator. Press the [START] key (◉) to resume normal operation.	10
Copies are too dark or too light.	**Select the correct original type for the original.** → Select AUTO (AUTO) with the [EXPOSURE (AUTO)] key or press the [◀] key (▾) or [▶] key (▴) to manually select an appropriate exposure. → If the copy is too light or too dark even though AUTO (AUTO) was selected with the [EXPOSURE (AUTO)] key, adjust the automatic exposure level.	21 76
Blank copies.	**The original is not placed face up in the RSPF or face down on the document glass.** → Place the original face up in the RSPF or face down on the document glass.	17, 18

Problem	Cause and solution	Page
Part of the image is cut off or there is too much blank space.	**The original was not placed in the correct position.** → Place the original correctly.	17, 18
	An appropriate ratio was not used for the size of the original and the size of the paper. → Press the [ZOOM] key to change the ratio to a setting that is suitable for the original and the copy paper.	22
	The size of paper loaded in the tray was changed without changing the tray's paper size setting. → Be sure to change the tray's paper size setting whenever you change the size of paper loaded in the tray.	16
Wrinkles appear in the paper or the image disappears in places.	**The paper is outside of the specified size and weight range.** → Use copy paper within the specified range.	11
	Paper curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	-
Copies are smudged or dirty.	**The document glass or the underside of the RSPF is dirty.** → Clean regularly.	109
	Original smudged or blotchy. → Use a clean original.	-
Images rub off the copy easily.	**The fusing temperature is not appropriate.** → In the user programs, set "PAPER TYPE" (program 29) to "2 (HEAVY PAPER)".	77
Printing is not uniform between the edges of the paper and the center.	**The fusing temperature is not appropriate.** → In the user programs, set "PAPER TYPE" (program 29) to "1 (PLAIN PAPER)".	77

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Problem	Cause and solution	Page
Paper misfeed.	**Misfeed occur.** → To remove the misfeed, see "MISFEED REMOVAL".	101
	The paper is outside of the specified size and weight range. → Use copy paper within the specified range.	11
	Paper curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	-
	Paper is not loaded properly. → Make sure that the paper is properly loaded.	12
	Pieces of paper inside machine. → Remove all pieces of misfed paper.	102
	Too much paper is loaded in the tray. → If the stack of paper is higher than the indicator line on the tray, remove some of the paper and reload so that the stack does not exceed the line.	12
	Some sheets of paper stick together. → Fan the paper well before loading it.	12
	The guides on the bypass tray do not match the width of the paper. → Adjust the guides to match the width of the paper.	15
	The bypass tray extension is not opened. → When loading a large size of paper, open the extension.	15
White or black lines appear on copies.	**The scanner glass for the RSPF is dirty.** → Clean the long, narrow scanning glass.	109
	The transfer charger is dirty. → Clean the transfer charger.	110

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Problem	Cause and solution	Page
Paper size for a paper tray cannot be set.	**Copying or printing is performed.** → Set the paper size after copying or printing is complete.	-
	The machine has stopped temporarily due to running out of paper or a misfeed. → Load paper or remove the misfeed, and then set the paper size.	12, 16, 101
Output does not stack neatly in the paper output tray.	**Both ends of the paper are curled upward.** → Turning the paper over in the paper tray may help.	12
A copy job stops before it is finished.	**"MEMORY FULL, PRESS START TO RESUME." appears in the display.** → The memory became full during sort copy. Copy only the originals that have been scanned to that point, or cancel the job and clear the data from memory.	27
	The tray is out of paper. → Load paper.	12
The power save indicator is lit.	**Other indicators are lit.** → If other indicators are lit, the machine is in preheat mode. Press any key on the operation panel to resume normal operation.	10
	Only the power save indicator is lit. → If only the power save indicator is lit, the machine is in auto power shut-off mode. Press the [START] key ( ) to resume normal operation.	10
Error indicator (⚠) is lit or blinking.	**See "DISPLAY MESSAGES" to check the meaning of the error indicator and error message in the display, and take appropriate action.**	87
Lighting fixture flickers.	**The same power outlet is used for the lighting fixture and the machine.** → Connect the machine to a power outlet which is not used for other electric appliances.	-

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PRINTING AND SCANNING PROBLEMS

In addition to this section, troubleshooting information can also be found in the README files for each of the software programs. To view a README file, see "INSTALLING THE SOFTWARE" (p.34).

Problem	Cause and solution	Page
The machine does not print.	**The machine is not correctly connected with your computer.** → Check both ends of the USB cable and make sure you have a solid connection. Try a known good cable.	39
	Copy job is performed. → Wait until the copy job is complete.	–
	Your machine is not selected correctly in the current application for the print job. → When choosing "Print" from the "File" menu located in applications, be sure you have selected "SHARP MX-xxxx" (where xxxx is the model name of your machine) printer displayed in the "Print" dialog box.	–
	The printer driver has not been installed properly. → Follow these steps to check and see if the printer driver is installed. 1 Click the "Start" button, click "Control Panel", and then click "Printer". In Windows 7, click the "Start" button and click "Devices and printers". In Windows XP, click the "start" button, and then click "Printer and Faxes". In Windows 2000, click the "Start" button, select "Settings" and then click "Printers". 2 If the "SHARP MX-xxxx" printer driver icon is shown but you still cannot print, the printer driver may not have been installed correctly. In this case, delete the software and then reinstall it.	100
	The tray size settings are not the same on the machine and in the printer driver. → Make sure that the size of paper loaded in the tray and the machine's paper size setting agree.	12
	The specified size of paper has not been loaded. → Load the specified size of paper in the paper tray.	12

Problem	Cause and solution	Page
A Notice Page (NP-001) has been printed, but the print data has not been printed completely.	**A print job containing more data than can be held in the print memory is sent to the machine.** → Disable the ROPM function on the "Configuration" tab of the printer driver setup screen. If you need to use the ROPM function, divide the pages of the print data into two or more print jobs. → The memory allocated to the printer function can be changed in the user program "MEM. FOR PRINTER".	76
Printing is slow.	**Simultaneous use of two or more application software programs.** → Start printing after quitting all unused application software programs.	–
The printed image is light and uneven.	**The paper is loaded so that printing takes place on the rear side of the paper.** → Some paper types have a front and rear side. If the paper is loaded so that printing takes place on the rear side, toner will not adhere well to the paper and a good image will not be obtained.	12
The printed image is dirty.	**You are using paper that is outside the specified size and weight range.** → Use copy paper within the specified range.	11
	Paper curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	–
	You did not set sufficient margins in the paper settings of your application. → The top and bottom of the paper may be dirty if the margins are set outside of the specified print quality area. → Set the margins in the software application within the specified print quality area.	–

Problem	Cause and solution	Page
The printed image is skewed or it runs off the paper.	**The paper loaded in the tray is not the same size as that specified in the printer driver.** → Check if the "Paper Size" options suit the size of the paper loaded in the tray. → If the "Fit To Paper Size" setting is activated, make sure that the paper size selected from the drop-down list is the same as the size of the loaded paper.	–
	The orientation of document setting is not correct. → Click the "Main" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements.	–
	Paper is not loaded properly. → Make sure the paper is properly loaded.	12
	You did not correctly specify the margins for the application in use. → Check the layout of the document margins and the paper size settings for the application you are using. Also check if the print settings are specified correctly to suit the paper size.	–
The printed image is darker or lighter than expected.	**The setting for the print density is not appropriate.** → You can adjust the print density on the printer driver. Click the "Advanced" tab in the printer driver setup screen, and click the "Compatibility" button. Select the "Print Density Level" from 1 (light) to 5 (dark).	–
Error indicators is lit or blinking.	**See "DISPLAY MESSAGES" to check the meaning of the error indicator and error message in the display, and take appropriate action.**	87

Problem	Cause and solution	Page
Poor scanning quality.	**The document glass or the underside of the document cover/RSPF is dirty.** → Clean regularly.	109
	Original smudged or blotchy. → Use a clean original.	–
	You have not specified a suitable resolution. → Make sure that the resolution setting in the scanner driver is appropriate for the original.	–
	You have not specified a suitable value for the "B/W Threshold" setting. → If you are scanning with a TWAIN-compliant application, make sure that a suitable value is specified for the "B/W Threshold" setting. A larger threshold value makes your output darker, while a small threshold value makes it lighter. To adjust the threshold automatically, click the "Auto Threshold" button on the "Image" tab of the "Professional" screen.	–
	The brightness and contrast settings are not suitable. → If you are scanning with a TWAIN-compliant application and the resulting image has unsuitable brightness or contrast (for example it is too bright), click the "Auto Brightness/Contrast Adjustment" button on the "Colour" tab of the "Professional" screen. Click the "Brightness/Contrast" button to adjust the brightness and the contrast while viewing the scanned output image on the screen. If you are scanning with a WIA-compliant application or the "Scanner and Camera Wizard", click "Adjust the quality of the scanned picture" or the "Custom settings" button, and adjust the brightness and contrast in the screen that appears.	–
	The original is not placed face up in the RSPF or face down on the document glass. → Place the original face up in the RSPF or face down on the document glass.	17, 18
	The original was not placed in the correct position. → Place the original correctly.	17, 18

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Problem	Cause and solution	Page
Unable to scan the image.	**If scanning is not possible, shut down your computer, turn off the machine's power switch, and unplug the machine's power cord. Next, start your computer, restore power to the machine, and try scanning again. If scanning is still not possible, check the following items.**	–
	Your application is not TWAIN/WIA compliant. → If your application is not TWAIN/WIA compliant, scanning will not be possible. Make sure your application is TWAIN/WIA compliant.	–
	You have not selected the scanner driver of the machine in your application. → Make sure that the machine's scanner driver is selected in your TWAIN/WIA-compliant application.	–
	You have not specified all scanning preferences appropriately. → Scanning a large area at high resolution results in a large amount of data and extended scanning times. The scanning preferences should be set appropriately for type of original to be scanned, i.e., Text, Text/Graphics, Photograph.	–
Scanner transfer speed is slow.	**Your computer does not meet the system requirements for the USB 2.0 interface (Hi-Speed mode).** → See "System requirements for USB 2.0 (Hi-Speed mode)" to configure your system as required for USB 2.0, and then set "USB2.0 MODE SWITCH" in the user programs to "HI-SPEED".	35, 46, 78

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PROBLEMS DURING SETUP OF THE SOFTWARE

If the software does not install correctly, check the following items on your computer.
To remove the software, see "Removing the software" (p.100).

MFP driver cannot be installed (Windows 2000/XP)

If the MFP driver cannot be installed in Windows 2000/XP, follow these steps to
check your computer's settings.

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

On Windows 2000, click the "Start" button, select "Settings", and then click
"Control Panel".

2 **Click "Performance and Maintenance", and then click
"System".**

On Windows 2000, double-click the "System" icon.

3 **Click the "Hardware" tab and then click the "Driver Signing"
button.**

4 **Check "What action do you
want Windows to take?" ("File
signature verification" in
Windows 2000).**

If "Block" has been selected, it will
not be possible to install the MFP
driver. Select "Warn" and then
install the MFP driver as explained
in "INSTALLING THE
SOFTWARE".

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Plug and play screen does not appear

If the Plug and Play screen does not appear after you connect the machine to your computer with a USB cable and turn on the machine, follow the steps below to verify that the USB port is available.

1 **Click the "start" button, click "Control Panel", and then click "Performance and Maintenance".**
- On Windows Vista/7, click the "Start" button, select "Control Panel", and then click "System and Maintenance".
- On Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

2 **Click "System", click the "Hardware" tab, and click the "Device Manager" button.**

"Universal Serial Bus controllers" will appear in the list of devices.

Note
- On Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.
- On Windows Vista/7, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

3 **Click the ⊞ icon beside "Universal Serial Bus controllers".**

⊟ Universal Serial Bus controllers
  Standard OpenHCD USB Host Controller
  USB Root Hub
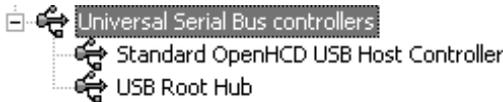
Two items should appear: your controller chipset type and Root Hub. If these items appear, you can use the USB port. If the "Universal Serial Bus controllers" shows a yellow exclamation point or does not appear, you must check your computer manual for USB troubleshooting or contact your computer manufacturer.

4 **Once you have verified that the USB port is enabled, install the software as explained in "INSTALLING THE SOFTWARE".**

The MFP driver cannot be correctly installed by Plug and Play (Windows 2000/XP/Vista/7)

In Windows 2000/XP/Vista/7, if the MFP driver cannot be correctly installed by Plug and Play (for example, Plug and Play takes place without copying the required files for the MFP driver installation), follow these steps to remove unneeded devices and then install the MFP driver as explained in "INSTALLING THE SOFTWARE" (p.34).

1 **Click the "start" button, click "Control Panel", and then click "Performance and Maintenance".**
- On Windows Vista/7, click the "Start" button, select "Control Panel", and then click "System and Maintenance".
- On Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

2 **Click "System", click the "Hardware" tab, and click the "Device Manager" button.**

Note
- On Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.
- On Windows Vista/7, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

3 **Click the ⊞ icon beside "Other devices".**

If "MX-XXXX" and "SHARP MX-XXXX" appear, select and delete both of these items.

⊟ 🐾 Other devices
  📇 MX-XXXX Scanner
  🐾 SHARP MX-XXXX

Note
If "Other devices" does not appear, close the "Device Manager" window.

4 **Install the software as explained in "INSTALLING THE SOFTWARE".**

Removing the software

If you need to remove the software, follow these steps.

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

On Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

2 **Click "Add or Remove Programs".**
- On Windows Vista/7, click the "Uninstall a program".
- On Windows 2000, double-click the "Add/Remove Programs" icon.

3 **Select "SHARP MX-B201 Series MFP Driver" and Button Manager from the list, and remove the software.**

For more information, refer to your operating manual or to the help files for your operating system.

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MISFEED REMOVAL

When a misfeed occurs, the error indicator blinks, "CLEAR PAPER JAM" appears in the display, and the machine stops operating. If a misfeed occurs when using the RSPF, "RETURN X ORIGINAL(S) START TO RESUME" will appear in the display. ("X" indicates the number of pages to be returned.). This indicates the number of the originals that must be returned to the document feeder tray after a misfeed. Return the required number of originals. This number will be cleared when copying is resumed or the [CLEAR] key (C) is pressed. If an original misfeed occurs in the RSPF, the machine will stop and the error indicator will blink. To remove a misfeed from the RSPF, see "D: Misfeed in the RSPF" (p.104).

1	**Open the bypass tray, and then open the side cover.**
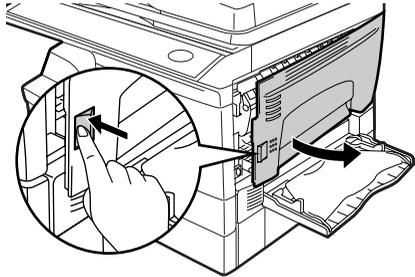
3	**Check the misfeed location. Remove the misfed paper following the instructions for each location in the illustration below. If the error indicator blinks, proceed to "A: Misfeed in the paper feed area" (p.102).**

If the misfed paper is seen from this side, proceed to "**C: Misfeed in the transport area**". (p.103)

If paper is misfed here, proceed to "**B: Misfeed in the fusing area**". (p.102
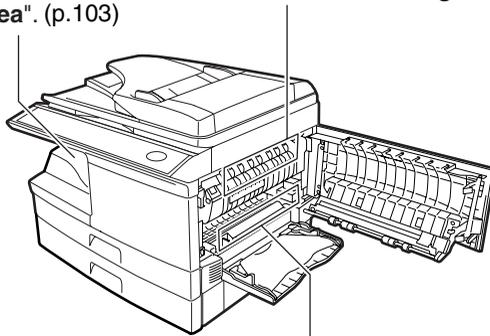
If paper is misfed here, proceed to "**A: Misfeed in the paper feed area**". (p.102

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A: Misfeed in the paper feed area

1 **Gently remove the misfed paper from the paper feed area as shown in the illustration. If the error indicator blinks and the misfed paper is not visible in the paper feed area, pull out the paper tray and remove the misfed paper. If the paper cannot be removed, proceed to "B: Misfeed in the fusing area".**

⚠️ **Warning**

The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or other injury.

🛈 **Caution**

- Do not touch the surface of the drum (green portion) of the photoconductive drum when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.
- If the paper has been fed through the bypass tray, do not remove the misfed paper through the bypass tray. Toner on the paper may stain the paper transport area, resulting in smudges on copies.
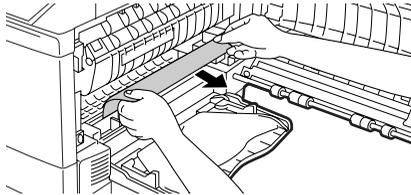
2 **Close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.**

B: Misfeed in the fusing area

1 **Lower the fusing unit release lever.**

Fusing unit release lever
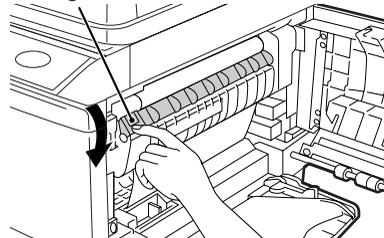
2 **Gently remove the misfed paper from under the fusing unit as shown in the illustration. If the paper cannot be removed, proceed to "C: Misfeed in the transport area".**
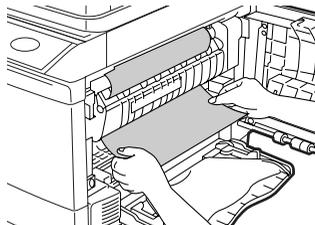
⚠️ Warning **The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or other injury.**

⚠️ Caution
- Do not touch the surface of the drum (green portion) of the drum cartridge when removing the misfed paper. Doing so may cause smudges on copies.
- Do not remove the misfed paper from above the fusing unit. Unfixed toner on the paper may stain the paper transport area, resulting in smudges on copies.

3 **Raise the fusing unit release lever and then close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.**

C: Misfeed in the transport area

1 **Lower the fusing unit release lever.**

See "B: Misfeed in the fusing area" (p.102).

2 **Open the front cover.**

To open the front cover, see "TONER CARTRIDGE REPLACEMENT" (p.105).

3 **Rotate the roller rotating knob in the direction of the arrow and gently remove the misfed paper from the exit area.**

Roller rotating knob

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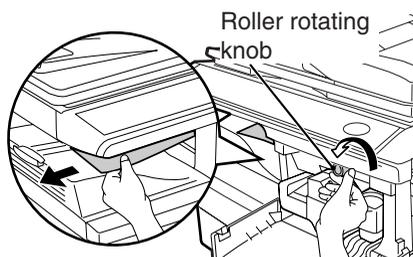
4 **Raise the fusing unit release lever, close the front cover and then close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.**

⚠ Caution: When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

D: Misfeed in the RSPF

If the misfed original is at the top of the document feeder tray or in the exit area, follow procedure (A) to remove the misfeed. If the misfed original is inside the document feeder and is not visible, follow procedure (B).

(A) **If the misfed original is at the top of the document feeder tray or in the exit area, open the document feeder cover and pull out the original. If the original resists your pulling, press down on the RSPF jam release lever while pulling out the original. When finished, close the document feeder cover.**

Document feeder cover

RSPF jam release lever
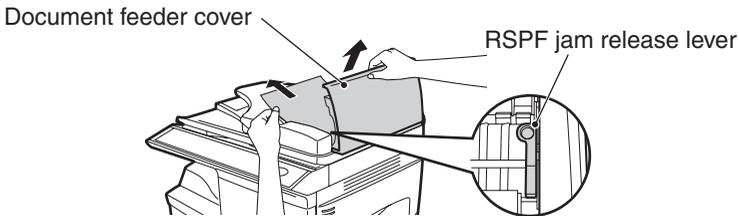
(B) **Open the document feeder cover. Next, open the RSPF and rotate the roller in the direction of the arrow. If the misfed original is in the state (X), pull the original out as it feeds out into the exit area. If the misfed original is in the state (Y), pull the original down and out. When finished, lower the RSPF and close the document feeder cover.**

Roller

(X)

(Y)
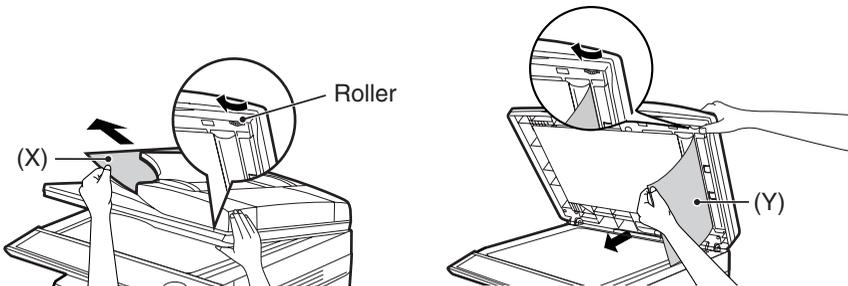
📝 Note: Open and close the RSPF to clear the error indicator. "RETURN X ORIGINAL(S) START TO RESUME" will appear in the display. Return the indicated number of pages to the document feeder tray. Press the [START] key ( ) to resume copying.

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TONER CARTRIDGE REPLACEMENT

When toner is low, the error indicator will light up and "TONER CARTRIDGE IS NEAR EMPTY." will appear in the display to alert you to purchase a new toner cartridge. on purchasing a new toner cartridge. If copying is continued while the indicator is lit, copies will gradually become lighter until the toner runs out. When the toner runs out, the machine will stop operating, the error indicator will blink, and "REPLACE THE TONER CARTRIDGE" will appear in the display. Follow the procedure below to replace the toner cartridge.

Note
- After the machine stops, it may be possible to make a few more copies by taking the toner cartridge out of the machine, shaking it horizontally, then reinstalling it. If copying is not possible after this operation, replace the toner cartridge.
- During a long copy run of a dark original, "TONER REPLENISHMENT IN PROGRESS" appears in the display, and the machine may stop even though toner is left. The machine will feed toner up to 2 minutes and then the ready indicator will light up. Press the [START] key ( ) to resume copying.

1 **Open the bypass tray, and then open the side cover while pressing the side cover open button.**
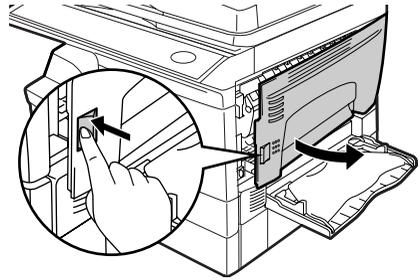
2 **Push gently on both sides of the front cover to open the cover.**
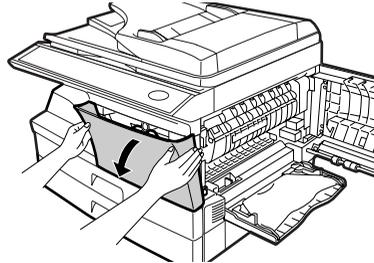
*3* **Gently pull the toner cartridge out while pressing the lock release lever.**

Toner cartridge lock release lever
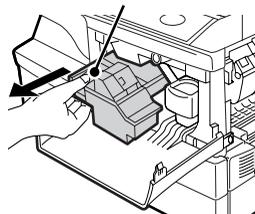
	• After removing the toner cartridge, do not shake it or tap on it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge.
Note	• Dispose of the old toner cartridge in accordance with local regulations.

4 **Remove the toner cartridge from the bag. Grasp the cartridge on both sides and shake it horizontally four or five times. After shaking the cartridge, remove the toner seal.**

4 or 5 times
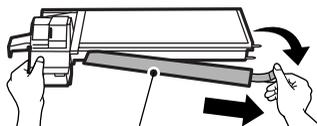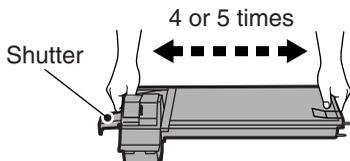
Shutter

Toner seal

	Grasp the toner cartridge as shown in the illustration. Do not hold the cartridge by the shutter. Be sure to only shake the cartridge before the toner seal is removed.
Note	

5 **Gently insert the toner cartridge along the guides until it locks in place while pushing the lock release lever. Remove the tape from the shutter. Pull the shutter out of the toner cartridge as shown in the illustration. Discard the shutter.**

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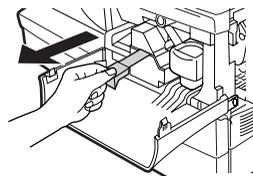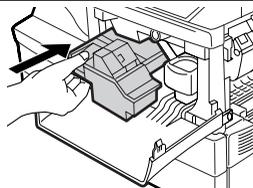
6 **Close the front cover and then the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.**
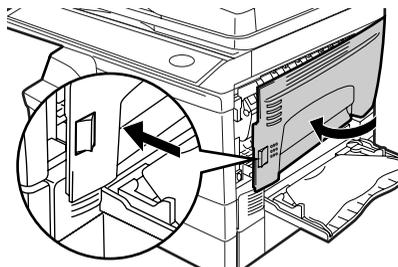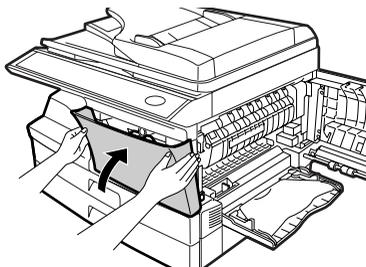
> ⚠️ Caution
>
> When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

> ☞ Note
>
> Even after a new toner cartridge is installed, the start (🔘) indicator may not light up, indicating copying cannot be restarted (toner is not sufficiently fed). In this case, open and close the side cover. The copier will feed toner again approximately 2 minutes and then copying can be restarted.

CHECKING THE TOTAL COUNT

You can check the total number of pages output by the machine (all pages printed by the copy function and printer function), as well as the output counts of each function (number of copies, number of scanned pages, number of faxes, etc.). When a count reaches 999,999 it returns to 0.

1 **Press the [MENU] key.**
Press the [◄] key (▼) or [►] key (▲) until "TOTAL COUNT" appears, and then press the [OK] key.
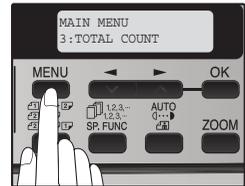
2 **Press the [◄] key (▼) or [►] key (▲) to display the count of each function.**
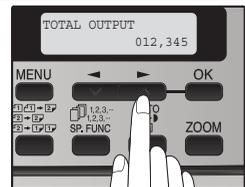
The count of each function changes as follows each the [◄] key (▼) or [►] key (▲)is pressed:

- "TOTAL OUTPUT": Total number of ages output by the machine
- "COPIES": Total number of copies
- "SPF/RSPF": Total number of pages scanned using the RSPF
- "2-SIDED PRINT": Total number of pages printed by two-sided print
- "PRINTS": Total number of pages printed the printer function
- "FAX":* Total number of sent and received faxes
- "FAX SEND":* Total number of sent faxes
- "SCAN SEND": Total number of scans
- "TONER REMAINING": The remaining number of pages that can be printed with the toner cartridge is displayed.

  * When the optional Facsimile Expansion Kit is installed.

MAINTENANCE REQUIRED

When the error indicator will blink and "MAINTENANCE REQUIRED CALL FOR SERVICE" will appear in the display, service by an authorized SHARP service technician is required. Contact your authorised service representative as soon as possible.

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CLEANING THE MACHINE

Proper care is essential in order to get clean, sharp copies. Be sure to take a few minutes to clean the machine on a regular basis.

⚠ Warning	**Do not spray flammable cleaner gas. Gas from the spray may come in contact with the internal electrical components or high-temperature parts of the fusing unit, creating a risk of fire or electrical shock.**

⚠ Caution	• Before cleaning, be sure to turn the power switch off and remove the power cord from the outlet. • Do not use thinner, benzene or other volatile cleaning agents. Doing so may cause deformation, discoloration, deterioration or malfunction.

Cabinet

Wipe the cabinet with a soft, clean cloth.
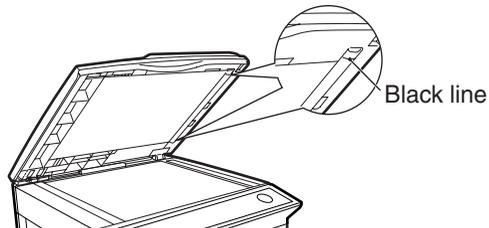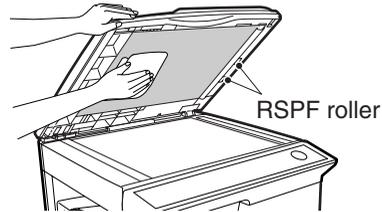
Document glass and the back side of the RSPF

Stains on the glass, RSPF scanning window, cover or RSPF roller will also be copied. Wipe the glass, RSPF scanning window, cover and RSPF roller with a soft, clean cloth. If necessary, dampen the cloth with a glass cleaner.

Document glass/scanning window   RSPF

RSPF roller

RSPF scanning window

Black line
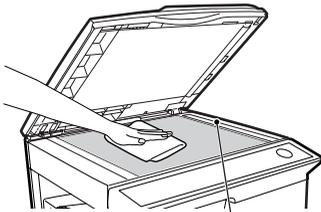
If this area is dirty, copying from the RSPF will not be possible.

TRANSFER CHARGER

1 **Turn the power switch off. (p.10)**

2 **Ensure that the bypass tray is open and then open the side cover while pressing the side cover open button.**

3 **Take the charger cleaner out by holding the tab. Set the charger cleaner onto the right end of the transfer charger, gently slide the cleaner to the left end, and then remove it. Repeat this operation two or three times.**
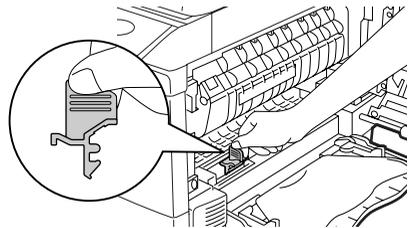
Note
Slide the charger cleaner from the right end to the left end along the groove of the transfer charger. If the cleaner is stopped on the way, smudges on copies may occur.
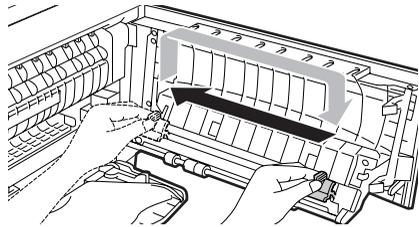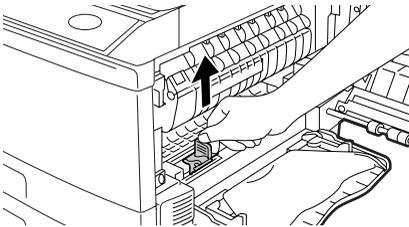
4 **Return the charger cleaner to its original position. Close the side cover by pressing the round projections near the side cover open button.**

5 **Turn the power switch on. (p.9)**

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11 Chapter 11
OPTIONAL EQUIPMENT

SYSTEM CONFIGURATION

A number of options are available for the unit which allows you to configure a system to meet your particular needs. The options include the following.
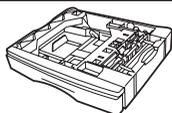
Note
- Be sure to use only genuine SHARP parts and supplies.
- Some options may not be available in certain countries and regions.

SHARP
GENUINE SUPPLIES

For best copying results, be sure to use only SHARP products.
Only genuine SHARP consumables carry the Genuine Supplies label.

Facsimile Expansion Kit (MX-FX12)

Network Expansion Kit (MX-NB11)

250-sheet paper feed unit (MX-CS10)

FACSIMILE EXPANSION KIT (MX-FX12)

This allows the machine to be used as a facsimile machine.

NETWORK EXPANSION KIT (MX-NB11)

This allows the machine to be used as a network printer/network scanner.

250-SHEET PAPER FEED UNIT (MX-CS10)

The paper feed unit provide the convenience of increased paper capacity for the unit and a greater choice of paper size readily available for copying.

The procedures for loading paper in the paper tray of paper feed unit, changing the paper size, and selecting the paper tray are same as for the paper tray in the unit. See "LOADING THE PAPER TRAY" (p.12) and "SELECTING THE TRAY" (p.20).

Tray   Lower side cover
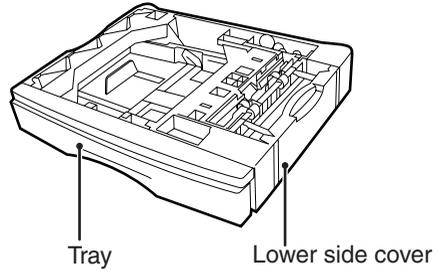
Using the MX-CS10 with the printer function

To use the MX-CS10 with the printer function, follow these steps to adjust the settings in the printer driver.

Note
The printer driver cannot be set for use with the MX-CS10 when opened from the application.

1 **Click the "start" button.**

2 **Click "Control Panel", select "Printer and Other Hardware", and then click "Printer and Faxes".**
- On Windows Vista/7, click "Control Panel", and then click "Printer".
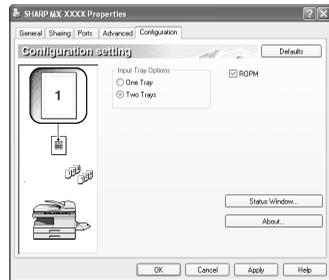- On Windows 2000, select "Setting" and click "Printers".

3 **Click the "SHARP MX-XXXX" printer driver icon and from the "File" menu select "Properties".**
- On Windows Vista/7, from the "Organize" menu select "Properties".

4 **Click the "Configuration" tab.**

5 **Select "Two trays" for "Input tray option", and click "OK".**
The printer driver closes. This completes the settings needed to use the MX-CS10.

Interface cable

Please purchase the appropriate cable for your computer.

USB interface cable

USB cable that supports USB 2.0.

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