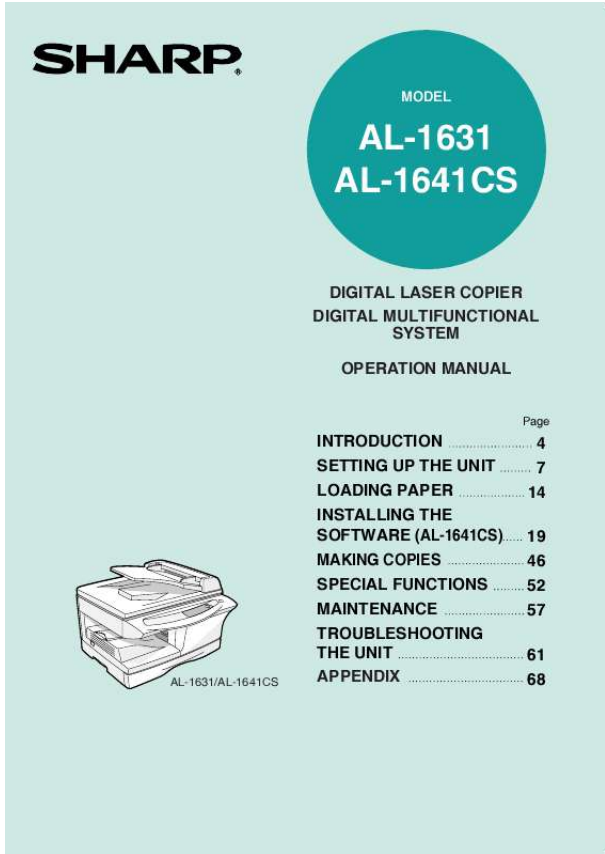




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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP AL-1631. You'll find the answers to all your questions on the SHARP AL-1631 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SHARP AL-1631  
User guide SHARP AL-1631  
Operating instructions SHARP AL-1631  
Instructions for use SHARP AL-1631  
Instruction manual SHARP AL-1631



The image shows the cover of the SHARP AL-1631/AL-1641CS Operation Manual. The cover is light blue and features the SHARP logo at the top left. A teal circle in the upper right contains the text 'MODEL AL-1631 AL-1641CS'. Below this, it reads 'DIGITAL LASER COPIER DIGITAL MULTIFUNCTIONAL SYSTEM OPERATION MANUAL'. A table of contents is listed on the right side, and a line drawing of the copier is shown at the bottom left.

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**Manual abstract:**

Money Stamps Bonds Stocks Bank drafts Checks Passports Driver's licenses CAUTIONS Caution label on the unit The label ( ) in the fusing area of the unit indicates the following: : Caution, risk of danger : Caution, hot surface Cautions on using Follow the cautions below when using this unit. Warning: · The fusing area is hot. Exercise care in this area when removing misfed paper. · Do not look directly at the light source. Doing so may damage your eyes. · Do not switch the unit rapidly on and off. After turning the unit off, wait 10 to 15 seconds before turning it back on. · Unit power must be turned off before installing any supplies. Caution: · Place the unit on a firm, level surface. · Do not install the unit in a humid or dusty location. · When the unit is not used for a long time, for example for consecutive holidays, turn the power switch off and remove the power cord from the outlet. · When moving the unit, be sure to turn the power switch off and remove the power cord from the outlet. · Do not cover the unit with a dust cover, cloth or plastic film while the power is on. Doing so may prevent heat radiation, damaging the unit. · Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. · The socket-outlet shall be installed near the unit and shall be easily accessible. Important points when selecting an installation site Do not install your unit in areas that are: · damp, humid, or very dusty · exposed to direct sunlight · poorly ventilated · subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater. Be sure to allow the required space around the 8" (20cm) machine for servicing and proper ventilation. 4" (10cm) 4" (10cm) 1 Cautions on handling Be careful in handling the unit as follows to maintain the performance of this unit. Do not drop the unit, subject it to shock or strike it against any object. Do not expose the drum cartridge to direct sunlight. · Doing so will damage the surface (green portion) of the drum cartridge, causing smudges on copies. Store spare supplies such as drum cartridges and TD cartridges in a dark place without removing from the package before use. · If they are exposed to direct sunlight, smudges on copies may result. Do not touch the surface (green portion) of the drum cartridge. · Doing so will damage the surface of the cartridge, causing smudges on copies. · Microsoft Windows operating system is a trademark or copyright of Microsoft Corporation in the U.S.

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Adobe, the Adobe logo, Acrobat, and the Acrobat logo are trademarks of Adobe Systems Incorporated. · All other trademarks and copyrights are the property of their respective owners. Trademark acknowledgements ® ® For users in the USA As an ENERGY STAR® Partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. Safety precautions: This Digital Copier is rated Class 1 and complies with 21 CFR 1040.10 and 1040.

11 of the CDRH standards. This means that the unit does not produce hazardous laser radiation. For your safety, observe the precautions below. · Do not remove the cabinet, operation panel or any other covers. · The unit's exterior covers contain several safety interlock switches. Do not bypass any safety interlock by inserting wedges or other items into switch slots. A small amount of ozone is produced within the unit during operation. The emission level is insufficient to cause any health hazard. Note: The present recommended long term exposure limit for ozone is 0.1ppm (0.2mg/m3) calculated as an 8hr. time-weighted average concentration. However, since the small amount that is emitted may have an objectionable odor, it is advisable to place the unit in a ventilated area. For users in Canada The Environmental Choice Program guidelines are applied to the products only in Canada. The products that meet the Environmental Choice Program guidelines carry the logo shown to the left.

The products without the logo may not meet the Environmental Choice Program guidelines. 2 CONTENTS 1 INTRODUCTION USING THE MANUALS.....

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...92 1 INTRODUCTION Some model may not be available in some countries. This chapter provides basic information for using the unit. USING THE MANUALS In addition to this printed manual an online manual is also provided. (The AL-1631 does not have an online manual.) To get full use of all features and functions of this product, be sure to familiarize yourself with both manuals. This printed manual provides all installation and setup instructions as well as instructions in the use of all copier functions. The online manual contains the following information.

Online manual (AL-1641CS) Provides you with information on how to specify preferences and troubleshooting. Check the online manual when you use this unit after all the initial setup is completed. How to use the online manual Explains how to use the online manual. Print Provides information on how to print a document. Scan Explains how to scan using the scanner driver and how to adjust the settings for the Button Manager.



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*Troubleshooting Provides instructions on how to solve driver or software problems. Conventions used in this manual and online manual · This operation manual explains the operation of the AL-1631 and AL-1641CS models. In cases where the operation is the same, the AL-1641CS is used. · 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.*

*· This operation manual refers to the Single Pass Feeder as the "SPF". · In this manual, the following icons are used to provide the user with information pertinent to the use of the unit. Warns the user that injury may result if the contents of the warning are not properly followed. Cautions the user that damage to the unit or one of its components may result if the contents of the caution are not properly followed. Notes provide information relevant to the unit regarding specifications, functions, performance, operation and such, that may be useful to the user.*

*Indicates a letter displayed in the display. 4 PART NAMES SPF Original guide Document feeder cover Exit area Document feeder tray Interface (AL-1641CS) USB connector Parallel connector 1 2 3 4 5 6 7 8 9 10 11 12 1 Multi-bypass tray TD cartridge Drum cartridge 5 13 3 14 15 1 2 3 4 5 6 7 8 Document glass Operation panel Front cover Paper tray Side cover Side cover open button Bypass tray paper guides Paper output tray 9 10 11 12 13 14 15 Paper output tray extension Power switch Handle Power cord Fusing unit release lever Transfer charger Charger cleaner 5 OPERATION PANEL AL-1641CS 1 2 3 4 Original to copy key and indicators (AL-1641CS) Two-sided copies from one-sided originals. Turn on Long Edge or Turn on Short Edge can be selected. Exposure mode selector key and indicators Use to sequentially select the exposure modes: AUTO, MANUAL or PHOTO. Selected mode is shown by a lit indicator.*

*(p.49) Light and dark keys and indicators Use to adjust the MANUAL or PHOTO exposure level. Selected exposure level is shown by a lit indicator. (p.49) Use to start and terminate user program setting. (p.55) Alarm indicators Drum replacement required indicator (p.58) Misfeed indicator (p.63) TD cartridge replacement required indicator (p.57) SPF indicator (p.*

*48) SPF misfeed indicator (p.67) Copy ratio selector key and indicators Use to sequentially select preset reduction/enlargement copy ratios. Selected copy ratio is shown by a lit indicator. (p.51) Copy ratio display (%) key (p.51) Display Displays the specified copy quantity, zoom copy ratio, user program code, and error code. SCANNER key and indicator (p.31, p.39) (AL-1641CS) 11 12 13 14 15 16 5 6 7 17 18 8 9 ONLINE key and indicator (AL-1641CS) Lights up when the unit is used as a printer and scanner. For description of the ONLINE indicator, see "INDICATORS ON THE OPERATION PANEL" (p.*

*31). Power save indicator Lights up when the unit is in a power save mode. (p.54, p.55) Paper feed location indicators Light up to show the selected paper feed station.*

*Tray select key Use to select a paper feed station (paper tray or multi-bypass tray). (p.51) ZOOM keys and indicator Use to select any reduction or enlargement copy ratio from 25% to 400% in 1% increments. (p.51) Copy quantity keys · Use to select the desired copy quantity (1 to 99). (p.49) · Use to make user program f you plug the unit into an incompatible power supply, irreparable damage to the unit will result. Only insert the power cord into a properly grounded wall socket. Do not use extension cords or power strips. · The unit will enter a power save mode once the set time has elapsed without any unit operation. The settings of the power save modes can be modified. See "USER PROGRAMS" (p.55). · The unit will return to the initial settings a preset amount of time after the end of copy or scanner job. The preset amount of time (auto clear time) can be changed.*

*See "USER PROGRAMS" (p.55). About the scan head The scan head lamp remains on constantly when the unit is in the ready condition (when the start ( ) indicator is illuminated). The unit adjusts the scan head lamp periodically to maintain copying quality. At this time, the scan head moves automatically. This is normal and does not indicate unit trouble. 12 Initial settings of operation panel When the unit power is on, the operation panel will revert to the initial settings when the time set with the "Auto clear time" setting (p.55) elapses after a copy or scanner job is finished, or when the clear ( ) key is pressed twice.*

*The initial settings of the operation panel are shown below. AL-1641CS 2 "0" is displayed in the display.*

*When copying is begun in this state, the settings in the following table are used. Copy quantity Exposure adjustment Zoom Tray AL-1641CS only Original to copy The "Original to copy" indicator does not illuminate. (One-sided copying only) 1 copy AUTO 100% Paper tray Power off methods If not used for a certain period of time, the unit will automatically enter auto power shut-off mode (p.54) in order to minimize power consumption. 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.*

*13 3 PAPER Type of paper feeding Paper tray LOADING PAPER Follow the steps below to load paper into the tray. For best results, use only paper recommended by SHARP. Type of media Standard paper Size Letter (8-1/2" x 11") Legal (8-1/2" x 14") Invoice (5-1/2" x 8-1/2") Letter (8-1/2" x 11") Legal (8-1/2" x 14") Invoice (5-1/2" x 8-1/2") Weight 15 lbs. to 21 lbs. (56g/m2 to 80g/m2) 14 lbs.*

*to 34.5 lbs.\*\* (52g/m2 to 128g/m2) Multi-bypass tray Standard paper and thick paper Special Transparency Letter (8-1/2" x 11") media film Envelope\* Commercial 10 (4-1/8" x 9-1/2") Monarch (3-7/8" x 7-1/2") \* Do not use non-standard envelopes, and envelopes that have metal clasps, plastic snappers, string closures, windows, linings, self-adhesive, patches or synthetic materials. Do not use envelopes that are filled with air or envelopes that have labels or stamps attached. These will cause physical damage to the unit. \*\* For paper weighing from 28 to 34.5 lbs. (105g/m2 to 128g/m2), 8-1/2" x 11" is the maximum size that can be fed through the multi-bypass tray. · Special papers such as transparency film, labels and envelopes must be fed one sheet at a time through the multi-bypass tray. 14 LOADING THE PAPER TRAY 1 Raise the handle of the paper tray and pull the paper tray out until it stops.*

*2 Remove the pressure plate lock. Rotate the pressure plate lock in the direction of the arrow to remove it while pressing down the pressure plate of the paper tray.*



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3 3 Store the pressure plate lock which has been removed in step 2. To store the pressure plate lock, rotate the lock to fix it on the relevant location. Pressure plate lock 4 Adjust the paper guides on the paper tray to the copy paper width and length. Squeeze the lever of paper guide A and slide the guide to match it with the width of the paper. Move paper guide B to the appropriate slot as marked on the tray. Paper guide B Paper guide A 15 5 Fan the paper and insert it into the tray. Make sure the edges go under the corner hooks. Do not load paper above the maximum height line ( the line will cause a paper misfeed. ). Exceeding 6 Gently push the paper tray back into the unit. · After loading paper, to cancel the blinking without restarting copying, press the clear ( ) key. The in the display will go out and the start ( ) indicator will light up. · Be sure that paper is free of rips, dust, wrinkles, and curled or bent edges. · Make sure all the paper in the stack is the same size and type. · When loading paper, ensure there is no space between the paper and the guide, and check if the guide is not set too narrow causing the paper to bend. Loading paper in these ways will result in document skew or a paper jam. · When not using the unit for an extended period, remove all paper from the paper tray and store it in a dry place. If paper is left in the unit for an extended period, the paper will absorb moisture from the air, resulting in paper jams. · When adding new paper to the paper tray, remove the old paper already contained in the tray. Placing new paper on top of the paper already contained in the tray may result in feeding two sheets at one time. 16 BYPASS FEED (including special paper) The multi-bypass tray can be used to feed standard paper, transparency film, labels, envelopes, and other special purpose paper. Paper measuring from 3-1/2" x 5-1/2" to 8-1/2" x 14" and in the weight range of 14 lbs. to 34.5 lbs. (52g/m2 to 128g/m2) can be used in this tray. (For paper weighing from 28 lbs. to 34.5 lbs. (105g/m2 to 128g/m2), 8-1/2" x 11" is the maximum size.) · The multi-bypass tray can hold maximum of 50 sheets of paper. (Capacity will vary depending on the type of paper loaded.) · The original image must be smaller than the paper or media for copying. If the original image is bigger than the paper or media, this may cause smudges on the edges of the copies. The multi-bypass tray 1 Open the multi-bypass tray and extend the tray. 3 To close the multibypass 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. 17 2 Set the paper guides to the paper width. Insert the paper (print face down) all the way into the multi-bypass tray. Print face · Paper must be fed narrow side into the feed slot. · Special papers such as transparency film, labels, and envelopes must be fed one sheet at a time through the multi-bypass tray. · When copying onto transparency film, remove each copy promptly. Do not let copies stack up. 3 Press the tray select ( ) key to select the multi-bypass tray. Note for loading envelopes · Envelopes must be fed narrow side into the feed slot at a time. · Do not use non-standard envelopes, and envelopes that have metal clasps, plastic snappers, string closures, windows, linings, self-adhesive, patches or synthetic materials. Do not use envelopes that are filled with air or envelopes that have labels or stamps attached. · Envelopes of which the surface is not flat because of embossing may cause the copies/prints to become smudged. · Under high humidity and temperature conditions the glue flaps on some envelopes may become sticky and be sealed closed when copied/printed. · Use only envelopes which are flat and crisply folded. Curled or poorly formed envelopes may be poorly printed or may cause misfeeds. · Be sure to select either Com10, DL, C5 or Monarch on the paper size setting of the printer driver. (For detailed information on printer driver, refer to the online manual.) · It is recommended that you perform a test print before performing the actual copied/ printed job. 18 4 INSTALLING THE SOFTWARE (AL-1641CS) This chapter explains how to install the software that allows the AL-1641CS to be used as a printer and scanner, and the procedures for using the printer and scanner functions. The following term is used in this chapter. CD-ROM Means the supplied CD-ROM with the SHARP Personal MFP series software. SOFTWARE FOR THE SHARP PERSONAL MFP SERIES The supplied CD-ROM includes software for this unit. MFP driver Scanner driver Permits you to operate scanning function of this unit with TWAIN-compliant and WIA-compliant application. Printer driver Enables you to use the printer function of this unit with your computer. Print Status Window The print state and information on current printing are displayed on the status monitor window. 4 Sharpdesk An integrated software environment that makes it easy to manage document and image files and launch applications. Button Manager Button Manager enabling the SCANNER ( ) key located on the unit. The scanning feature is only available with Windows 98/Me/2000/XP using a USB connection. For users running Windows 95/NT4.0 or using a parallel connection, only printing is available. 19 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 USB1.1\*1 or bi-directional parallel interface (IEEE 1284) 2 Windows 95, Windows 98, Windows Me, Windows NT Operating system\* Workstation 4.0 (ServicePack 5 or later)\*3, Windows 2000 Professional\*3, Windows XP Professional\*3, Windows XP Home Edition\*3 Display 800 x 600dots (SVGA) display with 256 colors (or better) Hard disk free space 150MB or more Other requirement An environment on which any of the operating systems listed for hardware above can fully operate \*1 Compatible with Windows 98, Windows Me, Windows 2000 Professional, Windows XP Professional or Windows XP Home Edition preinstalled model with USB interface equipped as standard. 2 Printing is unavailable in MS-DOS mode. \* \*3 The administrator's authorization is required to install this software using this installer. BEFORE INSTALLATION The following table shows the drivers and software that can be installed for each version of Windows and interface connection method. MFP Driver Printer driver/ Scanner driver Print Status Window Users of Windows 98/Me/2000/XP who will use the USB interface connection Users of Windows 98/Me/2000/XP who will use the parallel interface connection Windows 95/NT 4.0 users Available Available\*1 Not Available Not Available Available\*2 Button Manager Sharpdesk Available Available \*1 When the unit is connected through the parallel port, the Print Status Window can only be used when the parallel port is set to ECP mode.



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To set the parallel port mode, refer to your computer manual or ask the manufacturer of your computer. \*2 Sharpdesk can be installed when using a parallel interface connection, however, the unit's scanner function cannot be used. Is there another GDI printer driver or a Windows Printing System printer driver already installed? If installed, change the printer port setting. For the change of the printer port setting, see "USING OTHER INSTALLED DRIVERS" (p.44).

20 Flow of installation Refer to the following table and then begin installation. Operating system Windows XP Windows 98 Interface USB/ Parallel USB Parallel USB Windows Me Parallel USB Windows 2000 Windows 95/ NT 4.0 Parallel Parallel Reference pages for how to install Installing onto Windows XP (USB/parallel interface) (p.21) Installing onto Windows 98/Me/2000 (USB interface) (p.25) Installing onto Windows 95/98/Me/NT4.0/2000 (Parallel interface) (p.28) Installing onto Windows 98/Me/2000 (USB interface) (p.25) Installing onto Windows 95/98/Me/NT4.0/2000 (Parallel interface) (p.28) Installing onto Windows 98/Me/2000 (USB interface) (p.

25) Installing onto Windows 95/98/Me/NT4.0/2000 (Parallel interface) (p.28) Installing onto Windows 95/98/Me/NT4.0/2000 (Parallel interface) (p.28) INSTALLING THE SOFTWARE The following term is used in this section. 4 MFP Means the unit as a printer and scanner. · For this description, it is assumed that the mouse is configured for right hand operation. · To print or scan, the MFP must be in the online state. · The scanner feature only works when using a USB interface cable. · If any error message appears, solve the problem following the instructions on the screen.

After your problem is solved, the installing procedure will be continued. Depending on your problem, you may have to exit the installer. In this case, click the "Cancel" button to exit the installer. After solving your problem, reinstall the software from the beginning. Installing onto Windows XP (USB/parallel interface) Before starting the installation, make sure the USB or parallel interface cable is not connected to the MFP.

1 2 Insert the supplied CD-ROM into your CD-ROM drive. Click the "start" button, click "My Computer" ( double-click the CD-ROM ( ) icon. ), and then When any of "Found New Hardware Wizard" messages appear during the software installation, be sure to click the "Cancel" button. 21 3 Double-click the "setup" ( ) icon. If the language selection screen appears after you double click the "setup" icon, select the language you wish to use and click the "Next" button.

(Normally, the correct language is selected automatically.) 4 Select the software packages to be installed, and then click the "Next" button. The software packages with checkmark ( ) on the list on the screen will be installed. Click the "Display README" button to show the information on the selected package. · If you are using the parallel interface connection, do not select the Button Manager checkbox because this feature is not supported with the parallel interface. · If the following screen appears, click the "OK" button. Review the contents in "BEFORE INSTALLATION" (p.20), and then select only appropriate the software packages to be installed. 5 Review the software packages to be installed on the screen, and then click the "Start" button. The software packages to be installed will be displayed on the screen.

If inappropriate packages are displayed, click the "Back" button to select appropriate packages again. 6 Copying files for MFP driver installation (This step will start if it was selected in step 4). 1 2 After confirming the message in the "Welcome" window, click the "Next" button. A dialog box appears asking you to verify that the USB or parallel interface cable is not connected to the MFP. Make sure that the interface cable is not connected and click the "Next" button. 22 3 4 Click the "Next" button in the dialog box to install the MFP driver or Cancel to quit the installation. The setup program will start to copy the files. If the following screen appears while the files are being copied (the message may appear more than once), click "Continue Anyway". When the "The MFP driver installation is complete." dialog box appears, click the "OK" button.

The Button Manager installer will start. 7 Begin installation of the Button Manager (This step will start if it was selected in step 4). 1 2 3 4 5 After confirming the message in the "Welcome" window, click the "Next" button. Read the message in the "Please read the following information." window, and then click the "Next" button.

When a message appears that lets you specify the location for the software to be installed, click the "Next" button. If the program displays "Do you want the Button Manager added to Windows Startup?", check "Yes" and click the "OK" button. The setup program will start to copy the files. Click the "Finish" button when the message informs you that setup is successful. The Sharpdesk installer will start.

4 8 Begin installation of the Sharpdesk (This step will start if it was selected in step 4). 1 2 3 4 5 After confirming the message in the "Welcome to Sharpdesk installation" window, click the "Next" button. Read the message in the "Information" window, and then click the "Next" button. When the "Choose Destination Location" window appears, click the "Next" button. When the "Select Program Folder" window appears, click the "Next" button. The setup program will start to copy the files. Click the "Finish" button when the message informs you that Setup is complete. 9 Click the "Close" button when the message informs you that "Setup has finished". When the "Now connect the MFP interface cable to the PC" dialog box appears, click the "OK" button. After the installation, a message to restart your computer may be displayed.

In this case, click the "Yes" button to restart your computer. 23 10 Make sure that the power of the MFP is turned on, and then connect the USB interface cable or parallel interface cable. (p.45) Windows will detect the MFP and the Plug and Play screen will appear. If you are using Windows XP with the parallel interface, go to step 12. 11 Begin installation of the scanner driver. 1 2 3 "SHARP AL-1641CS" will appear in the "Found New Hardware Wizard" dialog box. Select "Install the software automatically (Recommended)" and click the "Next" button. The "Hardware Installation" dialog box will appear.



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Click the "Continue Anyway" button.

When installation of the driver is completed, click the "Finish" button to finish the scanner driver installation. 12 Begin installation of the printer driver. "SHARP AL-1641CS" will appear in the "Found New Hardware Wizard" dialog box. Select "Install the software automatically (Recommended)" and click the "Next" button. 2 The "Hardware Installation" dialog box will appear.

Click the "Continue Anyway" button. 3 When installation of the driver is completed, click the "Finish" button to finish the printer driver installation. You have completed the installation of all the software. 1 24 Installing onto Windows 98/Me/2000 (USB interface) Before starting the installation, make sure the USB interface cable is not connected to the MFP. 1 2 Insert the supplied CD-ROM into your CD-ROM drive.

Double-click "My Computer" ( CD-ROM ( ) icon. ), and then double-click the When any of "Hardware Found", or "Found New Hardware Wizard" messages appear during the software installation, be sure to click the "Cancel" button. 3 Double-click the "setup" ( ) icon. If the language selection screen appears after you double click the "setup" icon, select the language you wish to use and click the "Next" button. (Normally, the correct language is selected automatically.)

4 4 Select the software packages to be installed, and then click the "Next" button. The software packages with checkmark ( ) on the list on the screen will be installed. Click the "Display README" button to show the information on the selected package. If the following screen appears, click the "OK" button.

Review the contents in "BEFORE INSTALLATION" (p.

20), and then select the appropriate driver software packages to be installed. 5 Review the software packages to be installed on the screen, and then click the "Start" button. The software packages to be installed will be displayed on the screen. If inappropriate packages are displayed, click the "Back" button to select appropriate packages again. 25 6 Copying files for MFP driver installation. 1 2 3 4 After confirming the message in the "Welcome" window, click the "Next" button. A dialog box appears asking you to verify that the interface cable is not connected to the MFP. Make sure that the interface cable is not connected and click the "Next" button. Click the "Next" button in the dialog box showing the files to be copied for installation of the MFP driver. The setup program will start to copy the files.

In Windows 2000, if the following screen appears while the files are being copied (the message may appear more than once), click "Yes" in Windows 2000.

The following screen appears when all of the files for the USB interface connection have been copied. If you are not using a parallel interface cable for connection to the MFP, please click the "No" button. 5 When the "The MFP driver installation is complete." dialog box appears, click the "OK" button.

The Button Manager installer will start. 7 Begin installation of the Button Manager (This step will start if it was selected in step 4). 1 2 3 4 5 After confirming the message in the "Welcome" window, click the "Next" button. Read the message in the "Please read the following information." window, and then click the "Next" button.

When a message appears that lets you specify the location for the software to be installed, click the "Next" button. If the program displays "Do you want the Button Manager added to Windows Startup?", check "Yes" and click the "OK" button. The setup program will start to copy the files. Click the "Finish" button when the message to inform you of the completion of the installation appears. The Sharpdesk installer will start. 26 8 Begin installation of the Sharpdesk (This step will start if it was selected in step 4). 1 2 3 4 After confirming the message in the "Welcome to Sharpdesk installation" window, click the "Next" button. Read the message in the "Information" window, and then click the "Next" button. When the "Choose Destination Location" window appears, click the "Next" button. When the "Select Program Folder" window appears, click the "Next" button.

The setup program will start to copy the files. If the dialog box asking "If you have TIF files saved using Photoshop or Imaging for Windows you should hit Skip" appears, answer the question to continue the Sharpdesk installation. Click the "Finish" button when the message to inform you of the completion of the installation appears. 5 9 Click the "Close" button when the message to inform you of the completion of the installation appears. When the "Now connect the MFP interface cable to the PC." dialog box or "After Windows system restarts..." dialog box appears, click the "OK" button. After the installation, a message to restart your computer may be displayed.

In this case, click the "Yes" button to restart your computer. 4 10 11 Make sure that the power of the MFP is turned on, and then connect the USB interface cable. (p.45) Windows will detect the MFP and the Plug and Play screen will appear. Follow the instructions in the Plug and Play screen that appears in your version of Windows to begin the installation.

You have completed the installation of the software. 27 Installing onto Windows 95/98/Me/NT4.0/2000 (Parallel interface) Before starting the installation, make sure the USB or parallel interface cable is not connected to the MFP. 1 2 Insert the supplied CD-ROM into your CD-ROM drive. Double-click "My Computer" ( CD-ROM ( ) icon.

), and then double-click the When any of "Hardware Found", or "Found New Hardware Wizard" messages appear during the software installation, be sure to click the "Cancel" button. 3 Double-click the "setup" ( ) icon. If the language selection screen appears after you double click the "setup" icon, select the language you wish to use and click the "Next" button. (Normally, the correct language is selected automatically.) 4 Select the software packages to be installed, and then click the "Next" button. The software packages with checkmark ( ) on the list on the screen will be installed. Click the "Display README" button to show the information on the selected package. In Windows 95/NT 4.0, "Button Manager" does not appear. In Windows 98/Me/2000, do not select the "Button Manager" checkbox.



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because this is not supported when using the parallel interface. 5 The next screen appears. Make sure that the parallel interface cable is not connected, and click "OK". Windows 95/NT 4.0 Windows 98/Me/2000 6 Check the contents of the package on the screen, and then click the "Start" button. The software packages to be installed will be displayed on the screen. If inappropriate packages are displayed, click the "Back" button to select only appropriate software packages. 28 7 Copying files for MFP driver installation and parallel interface setup (This step will start if it was selected in step 4). 1 2 3 4 After confirming the message in the "Welcome" window, click the "Next" button. A dialog box appears asking you to verify that the USB or parallel interface cable is not connected to the MFP.

Make sure that the interface cable is not connected and click the "Next" button. Click the "Next" button in the dialog box to install the MFP driver or Cancel to quit the installation. The setup program will start to copy the files. In Windows 2000, if the following screen appears while the files are being copied (the message may appear more than once), click "Yes" in Windows 2000. The following screen appears.

Click the "Yes" button, and then the Model screen will appear. Select the model number that is the same as the model name of your MFP and click the "Next" button. Be sure to select the displayed model number that is the same as the MFP's model name. If they are not the same, the driver will not be installed correctly. 4 5 Establish the printer settings and click the "Next" button.

Select "LPT1" for the port to be used. If "LPT1" does not appear, it is likely that another printer or peripheral device is using "LPT1". Check your other printers and peripheral devices, and change the port setting as needed so no device is using "LPT1". If you wish the MFP to be your default printer, select "Yes". If not, select "No". When the "Setup has completed gathering all necessary installation information" dialog box appears, click the "Yes" button. The parallel interface driver is installed. When the "The MFP driver installation is complete." dialog box appears, click the "OK" button. The Sharpdesk installer will start.

6 7 29 8 Begin installation of the Sharpdesk (This step will start if it was selected in step 4). 1 2 3 4 After confirming the message in the "Welcome to Sharpdesk installation" window, click the "Next" button. Read the message in the "Information" window, and then click the "Next" button. When the "Choose Destination Location" window appears, click the "Next" button. When the "Select Program Folder" window appears, click the "Next" button. The setup program will start to copy the files. If the dialog box asking "If you have TIF files saved using Photoshop or Imaging for Windows you should hit Skip" appears, answer the question to continue the Sharpdesk installation. Click the "Finish" button when the message to inform you of the completion of the installation appears. 5 9 Click the "Close" button when the message to inform you of the completion of the installation appears. When the "Now connect the MFP interface cable to the PC.

" dialog box or "After Windows system restarts..." dialog box appears, click the "OK" button. After the installation, a message to restart your computer may be displayed.

In this case, click the "Yes" button to restart your computer. 10 Make sure that the power of the MFP is turned on, and then connect the parallel interface cable. (p.45) You have completed the installation of all the software. 30 INDICATORS ON THE OPERATION PANEL The ONLINE indicator and the start ( scanner.

) indicator indicate the state of the printer or SCANNER indicator ONLINE indicator Start indicator Power save indicator Start indicator On: Indicates the unit is ready for copying or scanning is being performed. Blinking: The indicator blinks in the following situations: · When a print job is interrupted. · When reserving a copy job. · When toner is being replenished during a copy or print job. Off: The indicator is off in the following situations: · During copying or scanning. · The unit is in the auto power shut-off mode. · When a misfeed or error has occurred. 4 ONLINE indicator The ONLINE key is pressed and on line and off line are changed. On: Indicates the unit is ready for printing or scanning is being performed. (On line) Blinking: Printing or data is being received from a computer.

Off: Copying is being performed. (Off line) Power save indicator On: Indicates the unit is in a power save mode. Blinking: Indicates that the unit is initializing (when the side cover is opened and closed or the power turned off and on). SCANNER indicator The SCANNER ( ) key has been pressed and the unit is in scanner mode. Blinking: A scan job is being executed from the computer, or scan data is stored in the unit's memory. Off: The unit is in the copy mode. On: 31 USING THE PRINTER MODE For problems with the printer function, see the online manual or the help file for the driver. Opening the printer driver from the start menu Open the printer driver setup screen by the method shown below. 1 2 3 Click the "start" button. Click "Control Panel", select "Printers and Other Hardware", and then click "Printers and Faxes".

On Windows 95/98/Me/NT4.0/2000, select "Settings" and click "Printers". Click the "SHARP AL-1641CS" printer driver icon and from the "File" menu select "Properties". On windows NT 4.0, select "Document Defaults" to open the printer driver setup screen.

4 Click "Printing Preferences" button in the "General" tab. On Windows 95/98/Me, click the "Setup" tab. The printer driver setup screen will appear. Refer to the Windows manual or help file for more information on the "General" tab, "Details" tab, "Color Management" tab and "Sharing" tab. 32 How to print 1 2 3 Make sure that the paper of the desired size and type is loaded in the tray.

The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER" (p.14). Open the document you intend to print, and select "Print" from the application's "File" menu. Make sure that "SHARP AL-1641CS" is selected as the current printer. If you intend to change any print setting, click the "Preferences" button to open the setting dialog.



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On Windows 95/98/Me/NT 4.0, click the "Properties" button. On Windows 2000, the "Properties" button does not appear. Set your preferences by switching the tab in the "Print" dialog box.

4 Specify the print settings including the number of copies, media type, and print quality, and then click the "Print" button to start printing. On Windows 95/98/Me/NT 4.0, click the "OK" button to start printing. For details on print settings, see the online manual or the help file for the printer driver. · 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, the ONLINE key is pressed to switch the unit to the online state or approximately 60 seconds (auto clear time)\* elapse. \* The auto clear time varies with a user program setting. See "USER PROGRAMS" (p.55). · Preheat mode and auto power shut-off mode will be canceled 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 backside 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. · If you start a print job while a scan job is in progress, the print data will be stored in the unit's memory. When the scan job is completed, printing will begin.

4 33 USING THE SCANNER MODE The scanner driver for this unit includes an STI (Still image) driver and WIA (Windows Image Acquisition) driver. You can install software that supports the STI driver and WIA driver to enable scanning using the operation panel of the unit. For problems with the scanner function, see the online manual or the help file for the driver. Using the Button Manager Setting up the Button Manager The Button Manager accessory software supports the STI driver and WIA driver. Setup that is required in Windows to use the Button Manager is explained in the following.

Windows XP 1 Click the "start" button, select "Control Panel" and click "Printers and Other Hardware", and then click "Scanners and Cameras" in the start menu. Right click the "SHARP AL1641CS" icon and click "Properties" in the menu that appears. In the "Properties" screen, click the "Events" tab. 2 3 Click the "Select an event" button and select "ScanMenu SC1" from the pull-down menu. Select "Button Manager (SHARP Personal MFP series)" in "Start this program" and click "Apply". 4 Repeat Step3 to set "ScanMenu SC2" through "ScanMenu SC6". Click the "Select an event" button and select "ScanMenu SC2" from the pull-down menu. Select "Button Manager (SHARP Personal MFP series)" in "Start this program" and click "Apply". Do the same for each ScanMenu through "ScanMenu SC6". When the settings have been completed, click the "OK" button to close the screen.

When the settings have been completed in Windows, start the Button Manager. Adjust detailed settings and then scan an image from the unit. For the procedures for starting Button Manager and adjusting settings, see "Scan Button Destination Setting Dialog Box" (p.36). 34 Windows 98/Me/2000 To scan directly into an application using the Button Manager on Windows 98, Windows Me and Windows 2000. Set the Event Manager properties to send only to Button Manager as shown below. 1 Click the "Start" button, select "Control Panel" from "Settings", and open "Scanners and Cameras" in start menu. In Windows Me, it occasionally happens that the "Scanners and Cameras" icon does not appear immediately after installation of the MFP driver is completed. If the icon does not appear, click "View all Control Panel options" in the Control Panel and display the "Scanner and Cameras" icon. 2 3 Select "AL-1641CS", and click the "Properties" button.

In Windows Me, right click "AL-1641CS" and click "Properties" in the menu that appears. In the "Properties" screen, click the "Events" tab. 4 4 Click the "Scanner events" button and select "ScanMenu SC1" from the pull-down menu. Select "Button Manager (SHARP Personal MFP series)" in "Send to this application" and click "Apply". If other application are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected.

5 Repeat Step4 to set "ScanMenu SC2" through "ScanMenu SC6". Click the "Scanner events" and select "ScanMenu SC2" from the pull-down menu. Select "Button Manager (SHARP Personal MFP series)" in "Start this program" and click "Apply". Do the same for each ScanMenu through "ScanMenu SC6".

When the settings have been completed, click the "OK" button to close the screen.

When the settings have been completed in Windows, start the Button Manager. Adjust detailed settings and then scan an image from the unit. For the procedures for starting Button Manager and adjusting settings, see "Scan Button Destination Setting Dialog Box" (Next page). 35 Scan Button Destination Setting Dialog Box After you have completed the Button Manager settings in Windows, configure the scan settings in Button Manager. To configure the scan settings in Button Manager, right click the ( ) icon in the Taskbar and select "Setting" from the menu that appears. For details on configuring the scan settings in Button Manager, see the online manual or the help file. This is the corresponding setting in the Button Manager to automatically send image(s) in full color at 75 dpi to Sharpdesk using the operation panel "SC1" SCANNER ( ) key selection. This dialog shows the SC1 event set to go directly to Button Manager.

With the Button Manager set to send the image to Sharpdesk. (factory default setting) Sharpdesk will open after acquiring the image automatically.

36 Flow of the Button Manager setting The Button Manager can directly handle an AL-1641CS device event and start your selected application according to the scan setting made on the AL-1641CS operation panel (SC1, SC2, SC3, SC4, SC5, SC6). This will scan directly into your application from the device.

Scanner AL1641CS SCANNER key pressed. Event Manager Windows OS Button Manager No Selection dialog is displayed. User selected application The user application opens. The settings for the Windows Event Manager for the SHARP AL-1641CS device allow the user to take advantage of the Sharp Button Manager to take control of events from Windows and send scanned images to any application that can be selected in Button Manager.



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This can be done with the Windows OS showing the Event Manager selection dialog or directly into a selected application if the Button Manager is the only allowed handler for device events from the SHARP AL-1641CS. This is done by changing the Windows device settings for the AL-1641CS in the Scanner and Camera device settings in the Control Panel. 4 This is the Control Panel Properties dialog for "Scanners and Cameras". The AL-1641CS is shown selected. 37 All About The Windows Event Manager and scanner events in Windows 98, Windows Me, Windows 2000 and Windows XP. Windows Platforms provide a mechanism for software to handle external events for a scanner device like the SHARP AL-1641CS products. This mechanism is controlled by the device manager on a device basis. Applications that can handle events from a scanner/camera device register with the Windows Event Manager and shown as available in the registered applications. The path an event takes to get to the user's selected application depends upon the event settings for the device. Scanner AL1641CS SCANNER key pressed. Event Manager Windows OS Event Manager selection dialog Displayed on screen User selects an application. The user application opens. This is the Windows Event Manager Selection Dialog. Shown are two applications registered to handle the scanner event from the AL-1641CS device.

38 Using the SCANNER key to begin scanning · Scanning is not possible during a copy job. · If the SCANNER ( ) key is pressed during a print job, the scan job will be stored. · When scanning an original that has been placed in the SPF, only one original can be placed unless you are using Sharpdesk. 1 Press the SCANNER ( The unit enters scan mode. ) key. 2 3 Place the original you wish to scan on the document glass/SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.47). Press the right copy quantity key to display the number of the application that you wish to use for scanning. The application numbers are initially as follows.

4 Application number SC1 SC2 SC3 SC4 SC5 SC6 Application launched Sharpdesk (Full color) (if installed) Sharpdesk (Monochrome) (if installed) E-mail (your standard e-mail program in the Windows OS you are using) Fax (if a fax program is installed) OCR (if an OCR program is installed) Microsoft Word (if installed) To check the settings, see "Scan Button Destination Setting Dialog Box" (p.36) and then open the settings window of the Button Manager. 39 4 Press the start ( ) key. Scanning will start and the scanned data will be transferred to the application. · 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 the Button Manager" (p.34). · If step 4 is performed with the "Show TWAIN setting screen when scanning" checkbox selected in the Scan Button Destination Setting Dialog Box (p.36), the TWAIN settings screen (p.

41) 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. Opening the scanner driver and scanning from your computer Follow the steps below to open the scanner driver setup screen. As an example, this instruction is given using Sharpdesk as an image capture application. · Scanning is not possible during a copy and print job. · The method for starting the scanner driver differs depending on the type of application. Refer to the manual or the help file of your application. · When using the scanner driver to scan an original that has been placed in the SPF. If you perform "preview" (see the online manual or the help file for the scanner driver), the original in the SPF will be output to the exit area after previewing.

To scan the original after previewing, place the original in the SPF once again. Using the SHARP TWAIN 1 2 Place the original(s) you wish to scan on the document glass/SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.47). After starting Sharpdesk, click the "File" menu and select "Select Scanner". Click here 40 3 Select "SHARP Personal MFP series", and click the "Select" button. Click here If you use more than one scanning device, select the scanner you want to use through the application. The method for accessing the "Select Scanner" option, depends upon the application. For more information, see the online manual or the help file of your application. 4 Select "Acquire Image" from the "File" menu, or click the "Acquire" button ( ).

4 5 Set the configuration for scanning (refer to the online manual and help file), and click the "Scan" button. Scan is started. 41 Scanning with the "Scanner and Camera Wizard" in Windows XP Windows XP includes as a standard feature an image scanning function. The procedure for scanning with the "Scanner and Camera Wizard" is explained here. To cancel scanning, click the "Cancel" button in the screen that is displayed. 1 2 Place the original you wish to scan on the document glass/SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.47). Click the "start" button, select "Control Panel", and click "Printers and Other Hardware", and then click "Scanners and Cameras" in the start menu. Click the "SHARP AL-1641CS" icon and click "Get picture" in "Imaging Tasks".

3 The "Scanner and Camera Wizard" appears. Click "Next" and establish the basic settings for scanning. For information on the settings, see the Windows XP help file. After completing each setting, click "Next". 4 Select a name, format, and folder for the scanned image.

For information on the image name, file format, and folder, see the Windows XP help file. 5 Scanning begins. When scanning ends, select the next task you wish to perform. For information on each selection, see the Windows XP help file. To quit the "Scanner and Camera Wizard", select "Nothing. I'm finished working with these pictures." and click "Next". 6 Click "Finish" in the screen that appears. The "Scanner and Camera Wizard" closes and the scanned image is saved. 42 HOW TO USE THE ONLINE MANUAL The online manual provides detailed instructions for operating the unit as the printer or scanner and a list of methods for dealing with printing or scanner problems. To access the online manual, your computer must have Acrobat Reader 5.



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0 or a later version. If it is not installed, refer to "Installing Acrobat Reader" (below). 1 2 3 4 Turn on your computer. Insert the supplied CD-ROM into your CD-ROM drive.

Click the "start" button, click "My Computer" ( double-click the CD-ROM ( ) icon. ), and then ), and On Windows 95/98/Me/NT 4.0/2000, double-click "My Computer" ( then double-click the CD-ROM ( ) icon. Double-click the "Manual" folder, double-click the "EnglishA" folder, and then double-click the "AL\_1641CS.pdf" icon. The following window will appear. 4 5 Click to read the online manual. ) button located at the top-right of To close the online manual, click the ( the window. · The online manual can be printed out using Acrobat Reader. SHARP recommends printing out the sections which you refer to regularly.

· Refer to "Help" of Acrobat Reader for more details on the operation and function of Acrobat Reader. Installing Acrobat Reader 1 2 3 4 Turn on your computer. Insert the CD-ROM into the CD-ROM drive. Click the "start" button, click "My Computer" ( double-click the CD-ROM ( ) icon. ), and then ), and then Windows95/98/Me/NT4.

0/2000, double-click "My Computer" ( double-click the CD-ROM ( ) icon. Double-click the "Acrobat" folder, and then double-click the "ar500enu.exe" icon. Follow the on-screen instructions to install Acrobat Reader. 43 USING OTHER INSTALLED DRIVERS If you use another GDI printer or a Windows Printing System printer, interference between printers may occur and printing may not be performed properly.

To use another GDI printer or a Windows Printing System printer, you must change the port setting of the printer driver using the following procedure. If another printer does not operate properly when the SHARP Personal MFP series printer driver is set to "FILE" as described below, uninstall the SHARP Personal MFP series printer driver. To uninstall the printer driver, see the online manual. 1 2 3 Click the "start" button. Click "Control Panel", click "Printer and Other Hardware" and then click "Printer and Faxes". On Windows 95/98/Me/NT4.0/2000, select "Settings" and then click "Printers". Right-click the "SHARP AL-1641CS" icon in the printer dialog box and then click "Properties". 4 5 6 Click the "Ports" tab ("Details" tab - on Windows 95/98/Me) in the "Properties" dialog box, select "FILE:" in the "Print to the following port" list box, and click the "OK". Right-click the icon of the printer to be used and click "Properties".

Click the "Ports" tab ("Details" tab - on Windows 95/98/Me) in the "Properties" window, select "LPT1" (or the currently used port), and click the "OK" button. To use the SHARP Personal MFP series again, perform the same procedure but select the port to be used (for example, LPT1) in step 4. 44

CONNECTING THE INTERFACE CABLE This unit includes both USB and parallel interface connectors. Interface cables for connecting the unit to your computer are not included with this unit. Please purchase the appropriate cable for your computer. · If you intend to use the unit as a scanner, it must be connected to your computer with a USB interface cable. The scanner function cannot be used if the unit is connected with a parallel cable. · USB is available with a PC/AT compatible computer that was originally equipped with USB and had Windows 98, Windows Me, Windows 2000 Professional, Windows XP Professional or Windows XP Home Edition preinstalled. · Do not connect the interface cable before installing the MFP driver. The interface cable should be connected during installation of the MFP driver.

(p.21) Connecting the USB interface cable 1 2 Obtain a shielded USB interface cable. Insert the cable into the USB interface connector located on the rear of the unit. 4 3 Insert the other end of the cable into the interface connector of your computer, or the USB hub connected to your computer. Connecting the parallel interface cable 1 2 3 Obtain an IEEE1284 shielded parallel interface cable.

Ensure that your computer and unit are turned off. Insert the cable into the parallel interface connector located on the rear of the unit, and fasten with clasps. 4 Insert the other end of the cable into the interface connector of your computer. 45 5 COPY FLOW MAKING COPIES This chapter explains basic and other copying functions. The unit is equipped with a one-page memory buffer.

This memory allows the unit to scan an original once only and make up to 99 copies. This feature improves workflow, reduces operation noise from the copier, and provides higher reliability by reducing wear and tear on the scanning mechanism. 1 Make sure that paper has been loaded in the paper tray (p.15) or multi-bypass tray (p.17), and check the paper size (p.14). If paper is not loaded, see page 15. 2 Place the original. If you are using the document glass, see "Using the document glass" (p.47).

If you are using the SPF, see "Using the SPF" (p.48). When copying onto paper larger than 8-1/2" x 11" size, pull out the paper output tray extension. 3 Select the copy settings. If you wish to copy using the initial settings (p.13), proceed to the next step. To set the number of copies, see page 49. To adjust the resolution and contrast settings, see page 49. To enlarge or reduce the copy, see page 51. To change the tray used, see page 51.

AL-1641CS model To print on both sides of the paper, see page 52. 4 Start copying. Press the start ( ) key. 46 · If you start a print job while a copy job is in progress, the print job will begin when the copy job is completed. · The scanning function cannot be used while a copy job is in progress.

About interrupt copying If you press the start ( ) key to begin a copy job while a print job using the paper tray or multi-bypass tray is in progress, the copy job will begin automatically after the print data in the unit's memory is printed (interrupt copying). When this is done, the print data remaining in the computer is not sent to the unit. When the copy job ends, press the clear ( ) key twice, or press the ON LINE key once to change the unit to the online state (p.31), or wait until the set auto clear time (p.55) elapses.

The remaining print data will be sent to the unit and printing will resume. ORIGINAL PLACEMENT Using the document glass · The document glass can read up to 8-1/2" x 14" original. · Image loss 5/32" (4mm) can occur at the leading and trailing edges of the copies. Also image loss 11/64" (4.5mm) in total can occur along the other edges of the copies. · When copying a book or an original which has been folded or a crumpled original, press down the SPF lightly.



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