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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP AL-2030. You'll find the answers to all your questions on the SHARP AL-2030 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-2030
User guide SHARP AL-2030
Operating instructions SHARP AL-2030
Instructions for use SHARP AL-2030
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SHARP



DIGITAL MULTIFUNCTIONAL SYSTEM

OPERATION MANUAL



AL-2030



AL-2040CS

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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. 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 during prolonged 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 switch the unit rapidly on and off.

After turning the unit off, wait 10 to 15 seconds before turning it back on. · 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 · subject to extreme temperature or · exposed to direct sunlight humidity changes, e.g., near an air · poorly ventilated conditioner or heater. Be sure to allow the required space around the 8" (20 cm) machine for servicing and proper ventilation. 4" (10 cm) 4" (10 cm) 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. Supply and Consumables The supply of spare parts for a repair of the appliance is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the apparatus which may break down within the scope of ordinary use of the product - whereas those parts which normally exceed the life of the product are not considered spare parts. Consumables also, are available for 7 years following the termination of production.

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88 μs ±12.88 ns/7 mm Max 0.2 mW (Total Power) At the production line, the output power of the scanner unit is adjusted to 1.2 MILLIWATT (Total Power) PLUS 5% and is maintained constant by the operation of the Automatic Power Control (APC). Caution Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 1.2-2001) 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 equipment 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 equipment'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 0.1 ppm (0.2 mg/m³) calculated as an 8 hr. 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. SOFTWARE LICENSE The SOFTWARE LICENSE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENSE. 2 CONTENTS 1 INTRODUCTION USING THE MANUALS

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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. 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 (AL-2040CS only) Explains how to scan using the scanner driver and how to adjust the settings for the Button Manager. 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-2030 and AL-2040CS models.

In cases where the operation is the same, the AL-2040CS is used. · The illustrations in this manual generally show the AL-2040CS. · Wherever "AL-xxxx" appears in this manual, please substitute your model name for "xxxx". · 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 Peep hole Document feeder tray Interface Interface 1 Exit area USB connector LAN connector (AL-2040CS only) 1 2 3 4 5 7 8 9 10 11 12 13 14 6 TD cartridge Drum cartridge 7 15 3 16 17 1 2 3 4 5 6 7 8 9 Document glass Operation panel Front cover Paper tray 1 Paper tray 2 (AL-2040CS only) Multi-bypass tray Side cover Side cover open button Bypass tray paper guides 10 11 12 13 14 15 16 17 Paper output tray Paper output tray extension Power switch Handle Power cord Fusing unit release lever Transfer charger Charger cleaner 5 OPERATION PANEL 1 2 3 4 Original to copy key and indicators* 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 · Usease 3 Push gently on both sides of the front cover to open the cover.

4 Remove the TD cartridge from the bag. Remove the protective paper. Hold the cartridge on both sides and shake it horizontally four or five times. Hold the tab of the protective cover and pull the tab to your side to remove the cover. 4 or 5 times 10 5 Gently insert the TD cartridge until it locks in place while pushing the lock release button. Lock release button 6 Close the front cover and then the side cover by pressing the round projections near the side cover open button. 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. 2 11 POWER ON Ensure that the power switch of the unit is in the OFF position. Plug the other end of the power cord into the nearest outlet.

Turn the power switch on the left side of the unit to the "ON" position. The start () indicator will light up and other indicators which show the initial settings of the operation panel will also light up to indicate the ready condition. For the initial settings, see "Initial settings of operation panel" (p.13). If you use the unit in a country other than the country where the unit was purchased, you will need to make sure that your local power supply is compatible with your model. If 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 a 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 job is finished, or when the clear key is pressed twice. The initial settings of the operation panel are shown below. 2 "0" is displayed in the display. When copying has begun in this state, the settings in the following table are used. Copy quantity Exposure adjustment Zoom Tray Two-sided copy (AL-2040CS only) 1 copy AUTO 100% Paper tray 1 The "Original to copy" indicator does not illuminate. (One-sided copy is selected.) 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.



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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.*2 (52g/m2 to 128g/m2) Multi-bypass tray Standard paper and thick paper Special Transparency Letter (8-1/2" x 11") media film Envelope*1 Commercial 10 (4-1/8" x 9-1/2") Monarch (3-7/8" x 7-1/2") *1 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.

*2 For paper weighing from 28 lbs. 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. 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 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. · 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 multi-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. 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 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 copy/ print job. Note for loading thick paper Copying on thick paper requires higher fusing temperature setting. Set the user program 29 to "2 (High)" when using thick paper.

(See page 55 and 56.) 18 4 **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. · The scanner function is only available on the AL-2040CS.

· 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: Printer driver (AL-2030) 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.

Please note that the printing over a network connection is not possible. 4 **MFP driver (AL-2040CS) Printer driver** The printer driver enables you to use the printer function of the machine. The printer driver includes the Print Status Window.



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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. Please note that the Print Status Window does not operate when the machine is used as a network printer. Scanner driver* The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications. Sharpdesk* (AL-2040CS) Sharpdesk is an integrated software environment that makes it easy to manage documents and image files, and launch applications. Button Manager* (AL-2040CS) Button Manager allows you to use the scanner menus on the machine to scan a document. * The scanning feature can only be used with computers that are connected to the machine by a USB cable. If you are connected to the machine by a LAN connection, only the printer function can be used.

19 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 USB 2.0/1.1*1 or 10Base-T LAN interface 4 Operating system*2 *3 Windows 98, Windows Me, Windows 2000 Professional*, Windows XP Professional*4, Windows XP Home Edition*4 Display 800 x 600 dots (SVGA) display with 256 colors (or better) Hard disk free space 150 MB or more Other hardware requirements An environment on which any of the operating systems listed above can fully operate *1 Compatible with Windows 98, Windows Me, Windows 2000 Professional, Windows XP Professional or Windows XP Home Edition 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 USB LAN Operating system Windows 98/Me/ 2000/XP Windows 98/Me/ 2000/XP Printer driver Scanner driver Button Manager Available Available*1 Not Available*2 Sharpdesk *1 The printer driver that is installed will vary depending on the type of connection between the machine and your computer. *2 Although it is possible to install Button Manager and Sharpdesk on Windows 98/Me/2000/XP, neither Button Manager nor the scanner function of Sharpdesk can actually be used.

20 INSTALLING THE SOFTWARE · If you need to use a different connection method after installing the software using a USB or network connection, you must first uninstall the software and then install it using the new connection method. · In the following explanations it is assumed that the mouse is configured for right hand operation. · The scanner function 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. The cable will be connected in step 13. 4 2 3 4 5 Insert the CD-ROM into your computer's CD-ROM drive. Click the "start" button, click "My Computer" (double-click the CD-ROM icon ()), and then In Windows 98/Me/2000, double-click "My Computer", and then double-click the CD-ROM icon. Double-click the "setup" icon (). The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button. You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

6 Read the "Readme First" in the "Welcome" window and then click the "Next" button. 21 AL-2030 AL-2040CS 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. 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 "Printer Driver" button. Click the "Display Readme" button to show information on packages that are selected. 8 Click the "MFP Driver" button. Click the "Display Readme" button to show information on packages that are selected. 22 AL-2030 AL-2040CS 9 Select "Connected to this computer" and click the "Next" button.

9 The files required for installation of the MFP driver are copied. Follow the on-screen instructions. When "The installation of the SHARP software is complete." appears, click the "OK" button. Follow the on-screen instructions. When "The installation of the SHARP software is complete." appears, click the "OK" button and go to step 12. 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". 4 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. 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. 23 In Windows 98/Me/2000, if the following screen appears, click the "Skip" button or the "Continue" button as appropriate to continue the Sharpdesk installation. If "Skip" is selected, the Sharpdesk installation will continue without installing Sharpdesk Imaging. If "Continue" is selected, Sharpdesk Imaging will be installed. If Imaging for Windows is installed on your computer, Sharpdesk Imaging will overwrite Imaging for Windows.



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12 When installing is finished, click the "Close" button. 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. 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 14 Make sure that the power of the machine is turned on, and then connect the USB cable (p. 25). Windows will detect the machine and a Plug and Play screen will appear. Follow the instructions in the plug and play window to install the driver.

Follow the on-screen instructions. 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 "USB 2.0 Composite Device" installation window may appear prior to this procedure. In this case, follow the instructions in the window to install the USB 2.0 Composite Device. This completes the installation of the software. · If you installed Button Manager, set up Button Manager as explained in "Setting up the Button Manager" (p.36). · If you installed Sharpdesk, the Sharpdesk setup screen will appear.

Follow the instructions in the screen to set up Sharpdesk. 24 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. · 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 USB cable before installing the printer driver. The USB cable should be connected during installation of the printer driver. 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. Using the machine as a network printer (AL-2040CS only) · Interface cables for connecting the machine to your computer are not included with the machine.

Please purchase the appropriate cable for your computer. · If you intend to use the machine as a scanner, it must be connected to your computer with a USB interface cable. The scanner function cannot be used if the machine is connected with a LAN cable. 1 Insert the LAN cable into the LAN connector on the machine. Use a network cable that is shielded.

2 3 4 Turn on the machine. Insert the CD-ROM into your computer's CD-ROM drive. Click the "start" button, click "My Computer" (double-click the CD-ROM icon ()), and then In Windows 98/Me/2000, double-click "My Computer", and then double-click the CD-ROM icon. 25 5 6 Double-click the "setup" icon () The "SOFTWARE LICENSE" window will appear.

Make sure that you understand the contents of the software license, and then click the "Yes" button. You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected. 7 Read the "Readme First" in the "Welcome" window and then click the "Next" button. To set the IP address of the machine, follow the steps below. If the machine is already connected to the network and its IP address has been set, go to "LPR (TCP/IP) direct printing" (p.27). Set the IP Address This setting is only required once when using the machine on a network. 8 Click the "Set the IP Address" button. 9 The printer or printers connected to the network will be detected.

Click the printer to be configured (the machine) and click the "Next" button. 26 · The "Ethernet Address" is indicated on the left side of the machine near the LAN connector. · If the machine is used on a different network after the IP address is set, the machine will not be recognized. Enter the Ethernet Address and click the "Initialize" button to initialize the IP address. Follow the on-screen instructions to click the "OK" button and then the "Search" button. 10 Enter the IP address, subnet mask, and default gateway. The settings in the above window are examples. Be sure to ask your network administrator for the correct IP address, subnet mask, and default gateway to be entered. When "Get IP Address Automatically" is selected, the IP address may at times change automatically. This will prevent printing.

In this event, select "Assign IP Address" and enter the IP address. 4 11 12 Click the "Next" button. Click the "Yes" button. Go to step 11 on page 28. LPR (TCP/IP) direct printing After step 1-7 on page 25-26 8 Click the "Printer Driver" button.

If you have not set the IP Address, click the "Set the IP Address" button first and go to step 8 on page 26. 27 9 10 Read the message in the "Welcome" window and then click the "Next" button. Select "LPR Direct Print" and click the "Next" button. 11 The printer or printers connected to the network will be detected. Click the printer to be configured (the machine) and click the "Next" button.

If the machine's IP address cannot be found, make sure the machine is powered on, make sure the network cable is connected correctly, and then click the "Search" button. 12 In the window for setting the destination print port name, make sure that ":lp" appears at the end of the IP address and click the "Next" button. Any name can be entered in "Printer Port Name" (maximum of 38 characters). 13 A window appears to let you check your entries. Make sure that the entries are correct and then click the "Finish" button. If any of the entries are incorrect, click the "Back" button to return to the appropriate window and correct the entry. 28 14 15 Select the port you want to use with the machine, and click the "Next" button. Select whether or not you wish the printer to be your default printer and click the "Next" button. Follow the on-screen instructions. 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".

16 17 When "The installation of the SHARP software is complete." appears, click the "OK" button.



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When the "Finish" screen appears, click the "Close" button. After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer. 4 This completes the installation of the software. Using the machine as a shared printer (AL-2030) 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. To configure the appropriate settings in the print server, see the operation manual or help file of your operating system. 1 2 Perform steps 2 through 6 in "Using the machine with a USB connection" (p.21).

Click the "Custom" button. 29 3 Click the "Printer 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. 5 Click the "Add Network Port" button. 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. 30 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. 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". 8 You will return to the window of step 3. Click the "Close" button. 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. Sharing the printer using windows networking (AL-2040CS) 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. To configure the appropriate settings in the print server, see the operation manual or help file of your operating system. 4 1 2 Perform steps 3 through 7 in "Using the machine as a network printer" (p.25 - p.26).

Click the "Printer Driver" button. 31 3 Select "Shared Printer" and click the "Next" button. 4 For the port to be used, select the machine set as a shared printer, and click the "Next" button. You can also click the "Add Network Port" button and select the printer to be shared (the machine) by browsing the network in the window that appears. If the shared printer does not appear in the list, check the settings in the printer server. 5 6 Follow the on-screen instructions. When the "Finish" screen appears, click the "Close" button. 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.

32 INDICATORS ON THE OPERATION PANEL The ONLINE indicator and the start (scanner.) indicator indicate the state of the printer or SCAN 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. · During print online. 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). SCAN indicator (AL-2040CS only) On: The SCAN () 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. 33 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 4 Click the "start" button. Click "Control Panel", select "Printers and Other Hardware", and then click "Printers and Faxes". On Windows 98/Me/2000, select "Settings" and click "Printers". Click the "SHARP AL-xxxx" printer driver icon and from the "File" menu select "Properties". Click "Printing Preferences" button in the "General" tab. On Windows 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. 34 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-xxxx" is selected as the current printer. If you intend to change any print setting, click the "Preferences" button to open the setting dialog. On Windows 98/Me, 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 98/Me, 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.



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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 35 USING THE SCANNER MODE (AL-2040CS only) 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 AL-2040CS" 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 "Sharp Button Manager P" in "Start this program" and click "Apply". 4 Repeat step 3 to set "ScanMenu SC2" through "ScanMenu SC6". Click the "Select an event" button and select "ScanMenu SC2" from the pull-down menu. Select "Sharp Button Manager P" 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.

38). 36 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 "SHARP AL-2040CS", and click the "Properties" button. In Windows Me, right click "SHARP AL-2040CS" 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 "Sharp Button Manager P" in "Send to this application" and click "Apply". If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected. 5 Repeat step 4 to set "ScanMenu SC2" through "ScanMenu SC6". Click the "Scanner events" and select "ScanMenu SC2" from the pull-down menu. Select "Sharp Button Manager P" 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).

37 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" SCAN () 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. 38 Flow of the Button Manager setting The Button Manager can directly handle an AL-2040CS device event and start your selected application according to the scan setting made on the AL-2040CS operation panel (SC1, SC2, SC3, SC4, SC5, SC6). This will scan directly into your application from the device. Scanner AL-2040CS SCAN 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-2040CS 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. 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-2040CS. This is done by changing the Windows device settings for the AL-2040CS 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-2040CS is shown selected. 39 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-2040CS products. This mechanism is controlled by the device manager on a device basis.



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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 AL-2040CS SCAN 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-2040CS device. 40 Using the SCAN key to begin scanning · Scanning is not possible during a copy job.) key is pressed during a print job, the scan job will be · If the SCAN (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 SCAN () key. The unit enters scan mode. 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 Sharpdesk E-mail Fax OCR Application launched Microsoft Word Filing To check the settings, see "Scan Button Destination Setting Dialog Box" (p.38) and then open the settings window of the Button Manager. 41 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.36). · If step 4 is performed with the "Show TWAIN setting screen when scanning" checkbox selected in the Scan Button Destination Setting Dialog Box (p.38), the TWAIN settings screen (p.43) 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. 42 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". 3 Select "SHARP MFP TWAIN P", and click the "Select" button. 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 4 Select "Acquire Image" from the "File" menu, or click the "Acquire" button (). 5 Set the configuration for scanning (refer to the online manual and help file), and click the "Scan" button. Scan is started. 43 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-2040CS" 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. 44 HOW TO USE THE ONLINE MANUAL The online manual provides detailed instructions for operating the unit as a 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 6.0 or a later version. 1 2 3 4 5 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. On Windows 98/Me/2000, double-click "My Computer" (double-click the CD-ROM () icon.), and then), and then Double-click the "Manual" folder, double-click the "EnglishA" folder, and then double-click the "AL_2030_2040CS.pdf" icon.

The following window will appear. Click to read the online manual.) button located at the top-right of 4 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 frequently. · Refer to "Help" of Acrobat Reader for more details on the operation and function of Acrobat Reader. VIEWING THE ONLINE MANUAL The "Software CD-ROM" that accompanies the machine contains an online manual in PDF format.



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To view the manual in PDF format, Acrobat Reader or Adobe Reader of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL: <http://www.adobe.com/>

com/455 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. 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-2040CS 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. (AL-2040CS only) 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 ONLINE key once to change the unit to the online state (p.33), 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. * Interrupt copying during two-sided printing is not possible until the print job is finished. (AL-2040CS only) 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. If the SPF is not securely closed, the copies may be striped or blurred. · When using the document glass to scan an original, make sure that an original is not placed in the SPF. 5 1 2 Open the SPF, and place the original.

Place an original face down on the document glass. Align it with the original scale and the centering () mark. Gently close the SPF. After placing the original, be sure to close the SPF. If left open, parts outside of the original will be copied black, causing excessive use of toner.

In addition, toner may scatter inside the machine or the drum cartridge may suffer damage. Original scale mark 47 Using the SPF The SPF is designed to hold up to 50 originals measuring from 5-1/2" x 8-1/2" to 8-1/2" x 14" and weighting from 14 lbs. to 23.9 lbs. (52g/m2 to 90g/m2).

· Before feeding originals in the document feeder tray, be sure to remove any staples or paper clips from them. · Before placing curled or wavy originals into the document feeder tray, be sure to flatten them. If not, original misfeeds may result. · If the original is placed correctly in the SPF, the SPF indicator will light up. If the original is not placed correctly, the SPF indicator will not light. If the SPF is not closed correctly, the indicator will blink. · Badly damaged originals may misfeed in the SPF. It is recommended that such originals be copied from the document glass. · Special originals such as transparency film should not be fed through the SPF, but should be placed directly on the document glass. · Image loss (max.

5/32" (4mm)) can occur at the leading and trailing edges of the copies. Also image loss (max. @@@@) There is an original top edge mark in the peep hole. @@@@ This key will not change the tens digit. @@@@ The copy resolution used for AUTO and MANUAL (changed.

@@@@ Also, if level 4 is selected, the two righthandmost indicators for that level will light up simultaneously. Press the exposure selector key. The AUTO indicator will stop blinking and light up steadily. 4 5 50 REDUCTION/ENLARGEMENT/ZOOM Three preset reduction ratios and two enlargement ratios can be selected. The zoom function enables copy ratio selection from 25% to 400% in 1% increments.

(When the SPF is being used, the zoom copy ratio range is 50% to 200%). 1 2 Set the original and check the paper size. Use the copy ratio selector key and/or ZOOM (select the desired copy ratio. ,) keys to · To verify a zoom setting without changing the zoom ratio, press and hold down the copy ratio display (%) key. When the key is released, the display will return to the copy quantity display.

· To reset the ratio to 100%, press the copy ratio selector key repeatedly until the 100% indicator lights up. 3 Set the reduction/enlargement ratio. To decrease or increase the zoom ratio rapidly, press and hold down the ZOOM () or () key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it down again.

To select a preset copy ratio: Preset reduction and enlargement ratios are: 50%, 64%, 78%, 129%, and 200%. 5 To select a zoom ratio: or) key is pressed, the When a ZOOM (ZOOM indicator will light up and the zoom ratio will be displayed in the display. SELECTING THE PAPER TRAY Press the tray select () key. Each time you press the tray select () key, the location indicated by the paper feed location indicator changes in the following order: paper tray 1, paper tray 2*, multi-bypass tray. * AL-2040CS only 51 6 SPECIAL FUNCTIONS This chapter describes the special functions of this unit. Use these functions as needed. TWO SIDED COPYING (AL-2040CS only) When copying from one-sided originals to two-sided copies, copying orientation can be selected between Turn on Long Edge and Turn on Short Edge. When making two-sided copies, the multi-bypass tray cannot be used. AA A A A A Turn on Long Edge Turn on Short Edge 52 Making two-sided copies 1 2 Place the original(s) on the document glass or in the SPF. (see "ORIGINAL PLACEMENT" (p.

47). Select two-sided copy mode. When copying in a one-sided to two-sided mode: Use the original to copy key to select the desired one-sided to two-sided copying mode (Turn on Long Edge or Turn on Short Edge).

47). Select two-sided copy mode. When copying in a one-sided to two-sided mode: Use the original to copy key to select the desired one-sided to two-sided copying mode (Turn on Long Edge or Turn on Short Edge).



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