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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP AR-5320E. You'll find the answers to all your questions on the SHARP AR-5320E in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SHARP AR-5320E
User guide SHARP AR-5320E
Operating instructions SHARP AR-5320E
Instructions for use SHARP AR-5320E
Instruction manual SHARP AR-5320E

SHARP.

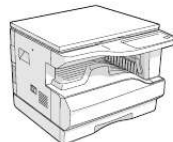


DIGITAL MULTIFUNCTIONAL SYSTEM

OPERATION MANUAL

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AR-5316/AR-5316 X



AR-5320/AR-5320 X



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Manual abstract:

@@@Caution! For a complete electrical disconnection, pull out the main plug. The socket-outlet shall be installed near the equipment and shall be easily accessible. Warning This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures. This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC. Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG. Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE. Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG. Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC. Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC. Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE. Este aparato satisfice las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE. Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC. Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC. The CE mark logo label is affixed on an equipment in case that the directives described in the above sentence are applicable to the product. (This sentence is not applicable in any country where the above directives are not required.)

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..... 64 2 CAUTIONS Follow the cautions below when using this machine. CAUTIONS ON USING 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: · Do not switch the machine rapidly on and off. After turning the machine off, wait 10 to 15 seconds before turning it back on. · Machine power must be turned off before installing any supplies. · Place the machine on a firm, level surface. · Do not install the machine in a humid or dusty location.

· When the machine 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 machine, be sure to turn the power switch off and remove the power cord from the outlet. · Do not cover the machine with a dust cover, cloth or plastic film while the power is on. Doing so may prevent heat dissipation, damaging the machine. · Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser radiation exposure.

· The socket-outlet should be installed near the machine and should be easily accessible. IMPORTANT POINTS WHEN SELECTING AN INSTALLATION SITE Improper installation may damage the machine. Please note the following during initial installation and whenever the machine is moved. Caution in this condition will cause poor copy quality and malfunctions. Leave the machine at room temperature for at least 2 hours before use. If the machine is moved from a cool place to a warm place, condensation may form inside the machine. Operation Do not install your machine 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. 3 The machine should be installed near an accessible power outlet for easy connection and disconnection.

Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded. Note Connect the machine to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker. Be sure to allow the required space around the machine for servicing and proper ventilation. 20 cm (8") 20 cm (8") 20 cm (8") CAUTIONS ON HANDLING Be careful in handling the machine as follows to maintain the performance of this machine. Do not drop the machine, subject it to shock or strike it against any object.



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Store spare toner cartridges in a cool dry place without removing from the package before use. · If they are exposed to direct sunlight or excessive heat, poor copies may result. Do not touch the photoconductive drum (green portion).

· Scratches or smudges on the drum will cause dirty copies. CAUTIONS ON LASER Wave length Pulse times Output power 785 nm + 10 nm/- 15 nm (8.141 μs ± 0.1 μs)/7 mm 0.14 mW 0.

22 mW Trademark acknowledgements · Microsoft® Windows® operating system is a trademark or copyright of Microsoft Corporation in the U.S.A. and other countries. · Windows® 95, Windows® 98, Windows® Me, Windows NT® 4.

0, Windows® 2000, and Windows® XP are trademarks or copyrights of Microsoft Corporation in the U.S.A. and other countries. · IBM and PC/AT are trademarks of International Business Machines Corporation. · Acrobat® Reader Copyright© 1987- 2002 Adobe Systems Incorporated. All rights reserved. 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. ENVIRONMENTAL INFORMATION As an ENERGY STAR® Partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

4 USING THE MANUAL This machine has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all machine features, be sure to familiarise yourself with this manual and the machine. For quick reference during machine use, keep the user programs allow customised machine settings and management. Access to the machine can be controlled by enabling audit mode. Scan once/Print many · The machine is equipped with a memory buffer allowing the machine to scan an original once and make up to 999 copies of the scanned image. This improves workflow, reduces operating noise from the machine and reduces wear and tear on the scanning mechanism, which provides for a higher reliability. Laser printer function · The accompanying printer driver can be installed to enable use of the machine as a printer. (See the accompanying Software Setup Guide.) Environment and people friendly design · Preheat and auto power shut-off modes are provided to reduce power consumption when the machine is not in use. · A universal design has been implemented in the product whereby the height of the operation panel and shape of the keys are designed to be usable by as many people as possible.

7 1 Chapter 1 BEFORE USING THE MACHINE This chapter contains basic information that should be read before using the machine. PART NAMES AND FUNCTIONS 1 1 6 5 15 16 2 3 3 9 4 7 10 14 8 1 11 12 13 2 3 4 5 6 7 Document feeder cover (when the SPF is installed) /document cover Open to make copies from the document glass. (p.18) Document glass Place an original that you wish to scan face down here. (p.

18) Handles Use to move the machine. Power switch Press to turn the machine power on and off. (p.12) Operation panel Contains operation keys and indicator lights. (p.

10) Paper output tray Copies and prints are deposited to this tray. Front cover Open to remove paper misfeeds and perform machine maintenance. (p.50, p.54) 8 9 10 11 12 13 14 15 Paper trays Each tray holds 250 sheets of paper. (p.14) Side cover Open to remove paper misfeeds and perform machine maintenance. (p.48, p.57) Side cover handle Pull to open the side cover.

(p.48) Bypass tray guides Adjust to the width of the paper. (p.15) Bypass tray Paper including special paper (such as transparency film) can be fed from the bypass tray. (p.15, p.26) Bypass tray extension Pull out when feeding large paper such as B4 and A3 (8-1/2" x 14" and 11" x 17"). (p.15) Charger cleaner Use to clean the transfer charger. (p.

57) USB 1.1 connector Connect to your computer to use the printer functions. (Software Setup Guide) 8 BEFORE USING THE MACHINE 17 18 19 1 20 21 22 24 23 25 26 27 16 17 18 19 20 21 22 Parallel connector Connect to your computer to use the printer function. (Software Setup Guide) Document feeder tray (when the SPF is installed) Place the original(s) that you wish to scan face up here. Holds up to 40 originals.

Original guides (when the SPF is installed) Adjust to the size of the originals. Feeding roller cover (when the SPF is installed) Open to remove misfed originals. (p.47) Right side cover (when the SPF is installed) Open to remove misfed originals. (p.

47) Exit area (when the SPF is installed) Originals exit the machine here after copying. Toner cartridge lock release lever To replace the toner cartridge, pull out the toner cartridge while pushing on this lever. 23 24 25 Toner cartridge Contains toner. (p.54) Roller rotating knob Turn to remove misfed paper. (p.49, p.50) Fusing unit release levers To remove a paper misfeed from the fusing unit, push down on these levers and remove the paper. (p.50) The fusing unit is hot.

Do not touch Warning the fusing unit when removing misfed paper. Doing so may cause a burn or injury. 26 27 Photoconductive drum Copy images are formed on the photoconductive drum. Fusing unit paper guide Open to remove misfed paper. Note The model name can be seen on the machines front cover. 9

BEFORE USING THE MACHINE OPERATION PANEL 1 2 3 The indications of the operation panel may differ depending on the country and the region. AR-5316/AR-5316 X The example of a display of inch series 11X17 8½X14 8½X11 8½X5½ 8½X11 8½X13 EXTRA 200% 141 129 121 100% 95 77 64 50%

18 21 15 16 18 21 22 1 2 3 4 5 6 7 ON LINE key () / indicator Press to toggle the machine between online and off-line. The indicator lights up when the machine is online, and goes off when the machine is off-line. The indicator blinks while the machine is receiving print data and while printing is paused. (p.

29) DUAL PAGE COPY key () / indicator Use to make individual copies of the two pages of an open book or other two-page original. (p.27) XY-ZOOM key () / indicator Press to change the horizontal and vertical copy ratios independently. (p.24) AUTO/TEXT/PHOTO key (AUTO //) / indicators Use to select the exposure mode: "AUTO", "TEXT", or "PHOTO".

(p.21) AUDIT CLEAR key (ACC.#-C) Closes an open account. (p.39) AUTO PAPER SELECT indicator (AUTO) Paper of the proper size will be automatically selected depending on the original size and selected copy ratio when this indicator is on.

(p.20) Alarm indicators [] Maintenance indicator (p.46) [] Toner cartridge replacement required indicator (p.46) [] Developer replacement required indicator (p.46) [] Paper required indicator (p.



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46) [] Misfeed indicator (p.46) 8 9 10 11 12 13 14 15 POWER SAVE indicator () Lights up when the machine is in a power save mode. (p.12) Display Shows the set number of copies, as well as the copy ratio, user program function or setting code, or an error code when an error occurs. Copy ratio display key () Hold down when the machine is not in use to display the copy ratio in the display.

(p.24) ZOOM indicator Lights up when a zoom ratio is set. (p.24) Zoom keys (,) Use to select any reduction or enlargement copy ratio from 25% to 400% in increments of 1%. (p.24) INTERRUPT key () / indicator Interrupts a copy run. (p.28) Light and Dark keys (,) / indicators Use to adjust the TEXT or PHOTO exposure level. (p.21) ORIGINAL SIZE ENTER key (ENTER) / ORIGINAL SIZE indicators Use to enter the original size.

(p.16) The selected original size will light up. 10 BEFORE USING THE MACHINE 6 4 5 (Two-tray model only) 7 8 9 10 11 12 13 ACC.#-C AUTO ZOOM 25 400% INTERRUPT AUTO A3 A4 A4 A5 B4 EXTRA ENTER AUTO % 135 200% 141 122 115 100% 86 81 70 50% 1 23 24 25 26 27 14 15 16 17 18 19 20 21 22 Not used for this machine. 16 17 18 19 20 21 22 PAPER SIZE indicators Light up to show the selected copy paper size.

(p.16) PAPER SIZE ENTER key () Use to set the paper size in the paper trays. (p.16) SPF indicator (when the SPF is installed) Lights up when originals are set in the document feeder tray. (p.

19) TRAY SELECT key () Use to manually select a paper tray. (p.21) AUTO IMAGE key (AUTO %) / indicator Press for automatic copy ratio selection. (p.22) Paper feed location / misfeed location indicators The selected paper feed location is shown by a lit indicator (). (p.18) The general location of misfed paper is shown by a blinking red indicator (). (p.47) PRESET RATIO selector keys (,) / indicators Use to select preset reduction/enlargement copy ratios. (p.

23) 23 24 25 26 27 Numeric keys Use to select the desired copy quantity or to make user program entries. (p.22) To display the total number of pages output by the machine, hold the [0] key down. (p.55) [] key Use to check the total number of copies made. (p.55) START key () / indicator Press to make a copy (p.18). Also press to exit "Auto power shut-off" mode and to set a user program. Copying is possible when the indicator is on.

CLEAR ALL key () Clears all selected settings and returns the machine to the initial settings. (p.12) CLEAR key () Clears the copy quantity display or terminates a copy run. 11 POWER ON AND OFF The power switch is located on the left side of the machine. POWER ON Turn the power switch to the "ON" position.

It will take about 45 seconds for the machine to warm up. While the machine is warming up, the POWER SAVE indicator () will blink. (The POWER SAVE indicator () will go off when the machine is ready to copy.) However, you can make desired settings and press the [START] key () during warm-up. Copying will start after warm-up.

POWER OFF Make sure that the machine is not in operation and then turn the power switch to the "OFF" position. If the power switch is turned off while the machine is in operation, a misfeed may occur and the job that was in progress will be cancelled. Check the following to make sure the machine is not in operation: · The START indicator is lit. (Initial state) · The POWER SAVE indicator () is lit. ("Preheat mode" or "Auto power shut-off" mode) Note · The machine reverts to the initial settings when it is first turned on, when the [CLEAR ALL] key () is pressed, or when no keys are pressed for the preset "Auto clear" time following the end of a copy job. When the machine reverts to the initial settings, all settings and functions selected to that point are cancelled. The "Auto clear" time can be changed in the user settings. (p.33) · The machine is initially set to automatically enter power save mode if not used for copying or printing, for a preset period of time. This setting can be changed in the user programs.

(p.33) Power Save Modes The machine has two power save modes to reduce overall power consumption thereby reducing the cost of operation. In addition, these modes conserve natural resources and help reduce environmental pollution. The two power save modes are "Preheat mode" and "Auto power shut-off mode". Preheat mode This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on. The POWER SAVE indicator () lights up, however, the keys on the operation panel can be used. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, or a print job is received. Auto power shut-off mode This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. All lights except the POWER SAVE indicator () and ON LINE indicator () go off. To resume normal operation, press the [START] key ().

Normal operation also resumes automatically when a print job is received. While in auto power shut-off mode, no keys (except the [START] key ()) can be used. Note The preheat activation time and the "Auto power shut-off timer" can be changed using user programs. It is suggested that you set times that are appropriate for your usage of the machine. (p.

33) Initial settings The machine assumes the initial settings when it is first turned on, when the [CLEAR ALL] key () is pressed, and approximately one minute after the last copy is made in any mode. Copy ratio: 100%, Exposure: Automatic Copy quantity: 0, All special copier modes: Off Auto paper selection: On, Paper feed station: The tray selected in the "Default tray setting" in the user programs. (p.34) 12 LOADING PAPER The paper required indicator () will light up when there is no copy paper in the selected paper feed tray, or when the selected paper tray is not installed or is improperly installed. PAPER For best results, use only SHARP recommended paper.

Paper tray type Paper tray Paper type Standard paper Recycled paper A5*1 Size Weight g/m2 to 90 g/m2 *2 to 24 lbs. *2) Capacity 250 sheets (Load paper lower than the line on the tray) 56 A4 (15 lbs. B4 A3 (5-1/2" x 8-1/2"*1 (Invoice)) (8-1/2" x 11" (Letter)) (8-1/2" x 13" (Foolscap)) (8-1/2" x 14" (Legal)) (11" x 17" (Ledger)) A6R to A3 (5-1/2" x 8-1/2" (Invoice) to 11" x 17" (Ledger)) 1 Bypass tray Standard paper Recycled paper Thick paper Transparency film Labels Envelopes 56 g/m2 to 80 g/m2 (15 lbs. to 20 lbs.) Max. 200 g/m2 (54 lbs.) 100 sheets *3 Load one sheet of these papers at a time to the bypass tray.



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5 sheets International DL (110 mm x 220 mm) International C5 (162 mm x 229 mm) Commercial 9 (3-7/8" x 8-7/8") Commercial 10 (4-1/8" x 9-1/2") *1 A5 (5-1/2" x 8-1/2") can be used in the upper paper tray but cannot be used in other trays. *2 When making a large number of copies or prints using 90 g/m2 (24 lbs.) paper, remove the output from the paper output tray when about 100 pages have been printed.

The output may not stack correctly if more than 100 pages are allowed to accumulate. *3 The number of sheets of the paper which can be set changes with the weight of a paper. Special papers Follow these guidelines when using special papers. G Use SHARP recommended transparency film and label sheets. Using other than SHARP recommended paper may result in misfeeds or smudges on the output. If other than SHARP recommended media must be used, feed each sheet one at a time using the bypass tray (do not attempt continuous copying or printing). G There are many varieties of special paper available on the market, and some cannot be used with this machine. Before using special paper, contact your authorised service representative. G Before using other than SHARP recommended paper, make a test copy to see if the paper is suitable. 13 BEFORE USING THE MACHINE LOADING PAPER Make sure that the machine is not copying or printing, and then follow these steps to load paper.

Loading the paper tray 1 Gently lift and pull out the paper tray until it stops. 5 Gently push the paper tray into the machine. 2 Push the pressure plate down until it locks in place. Push the centre of the pressure plate down until it locks into place. Note If you loaded a different size of paper than was loaded previously in the tray, go to "CHANGING A TRAY'S PAPER SIZE SETTING" (p.

16). 3 Fan the paper. If the paper is not fanned, double-feeds or misfeeds may occur. 4 Load paper into the tray. Note · Do not load paper higher than the line on the tray (up to 250 sheets).

· Make sure that the paper fits under the tabs on the right side of the tray. · Make sure the stack of paper is straight before loading it. When adding paper, take the remaining paper out and combine it into a single stack with the new paper. 14 BEFORE USING THE MACHINE Loading the bypass tray 1 Unfold the bypass tray. 3 Insert the paper (print face down) all the way into the bypass tray. To prevent a misfeed, verify once more that the paper guides are adjusted to the width of the paper. When feeding large paper such as B4 and A3 (8-1/2" x 14" and 11" x 17"), pull out the bypass tray extension. Note If you loaded paper in the bypass tray, press the [TRAY SELECT] key () to select the bypass tray. The bypass tray will not be selected automatically. 1 2 Set the paper guides to the copy paper width.

Important points when inserting paper in the bypass tray · Up to 100 sheets of standard copy paper can be set in the bypass tray. · Be sure to place A6, A5 or 5-1/2" x 8-1/2" size paper or envelopes horizontally as shown in the following diagram (). Available Not available · When loading envelopes, make sure that they are straight and flat and do not have loosely glued construction flaps (not the closure flap). · Special papers except SHARP recommended transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray. · When adding paper, first remove any paper remaining in the tray, combine it with the paper to be added and then reload as a single stack. The paper to be added must be the same size and type as the paper already in the tray. · Do not use paper that is smaller than the original. This may cause smudges or unclear images. · Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclear images.

15 BEFORE USING THE MACHINE Envelopes Do not use the following envelopes, as misfeeds will occur. · Envelopes with metal tabs, clasps, strings, holes, or windows. · Envelopes with rough fibres, carbon paper, or glossy surfaces. · Envelopes with two or more flaps. · Envelopes with tape, film, or paper attached to the flap.

· Envelopes with a fold in the flap. · Envelopes with glue on the flap to be moistened for sealing. · Envelopes with labels or stamps. · Envelopes that are slightly inflated with air. · Envelopes with glue protruding from the seal area.

· Envelopes with part of the seal area peeled off. CHANGING A TRAY'S PAPER SIZE SETTING Follow these steps to change a tray's paper size setting. Note · The paper size setting cannot be changed when the machine has stopped temporarily due to running out of paper or a misfeed, or during interrupt copying. · During printing (even in copy mode), the paper size setting cannot be changed. · A5 (5-1/2" x 8-1/2") size paper can only be selected in upper paper tray. · Do not load paper that is a different size than the paper size setting. Copying will not be possible. 1 Hold down the [PAPER SIZE ENTER] key () for more than 5 seconds to set the selected paper size. The currently selected paper feed location indicator will blink and the corresponding paper size (which is currently set) indicator will light steadily. All other indicators will go out.

3 Use the [ORIGINAL SIZE ENTER] key (ENTER) to select the paper size. The indicator of the selected paper size lights up. A3 A4 A4 A5 B4 XTRA A3 ENTER A4 A4 A5 B4 TRA 2 If the machine has two paper trays, use the [TRAY SELECT] key () to select the paper tray for which you wish to change the paper size setting. Each time the [TRAY SELECT] key () is pressed, a paper tray will be indicated with a blinking paper feed location indicator. 16 BEFORE USING THE MACHINE 4 Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper, and move the left guide to the appropriate slot as marked on the tray. Important points when using the printer mode · Make sure that the tray's paper size setting is the same as the tray's paper size setting in the printer driver. @@ For more information, see "CONFIGURING THE PRINTER DRIVER" in the "Software Setup Guide". Left guide Front guide 1 · The front guide is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded. · The left guide is an insert-type guide.

Remove it and then insert it at the indicator line of the paper to be loaded. · When using 11" x 17" sized paper store the left guide in the slot at the left front of the paper tray. 5 Press the [START] key () and then the [PAPER SIZE ENTER] key ().



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To change the paper size setting of another tray, repeat steps 2 to 5 after pressing the [START] key (). Note Affix the paper size label for the paper size selected in step 3 to the label position on the right end of the tray.

17 2 1 Chapter 2 COPY FUNCTIONS This chapter explains basic copying functions such as normal copying, reduction or enlargement, and exposure adjustment. NORMAL COPYING This section explains how to make a regular copy. If "Auditing mode" has been enabled (p.39), enter your 3-digit account number. Copying from the document glass Open the document cover/SPF, and place the original.

3 Press the [ORIGINAL SIZE ENTER] key (ENTER) and select the original size. When the original size is selected, the tray with the same size of paper is automatically selected. (Two-tray model only) A3 ENTER A4 A4 A5 B4 XTRA Place the original face down on the document glass. Align it with the original size scale. Note An original up to A3 (11" x 17") can be placed on the document glass. G Make sure that the PAPER SIZE indicator lights up. If the indicator is not lit, no tray has the same size of paper as the original. Load paper of the required size in a tray, or select the bypass tray with the [TRAY SELECT] key () and copy from the bypass tray. G The bypass tray must be manually selected. G To copy on paper of a different size than the original, select the paper with the [TRAY SELECT] key ().

G If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. 2 Close the document cover/SPF. 4 5 Set the number of copies. Press the [START] key () to begin The copy is delivered to the paper output tray. Note · The paper output tray can hold up to 250 sheets of paper. · About one minute after copying ends, "Auto clear" activates and restores the copy settings to the initial settings. (p.12) The setting for "Auto clear time" can be changed in the user programs. (p.

33) · Press the [CLEAR] key () to stop copying in the middle of a run. 18 COPY FUNCTIONS Copying from the SPF 1 2 Make sure that an original has not been left on the document glass. Close the SPF. Adjust the original guides to the size of the original(s). 5 Press the [START] key () to begin The copy is delivered to the paper output tray. Note 3 Set the original(s) face up in the document feeder tray. · The paper output tray can hold up to 250 sheets of paper. · About one minute after copying ends, "Auto clear" activates and restores the copy settings to the initial settings. (p.

12) The setting for "Auto clear" time can be changed in the user programs. (p.33) · Press the [CLEAR] key () to stop copying in the middle of a run. · If you find it difficult to remove the original from the document feeder tray, open the feeding roller cover first and then remove the original. If you remove the original without opening the feeding roller cover, the original may become dirty. 2 G Insert the original into the document feeder tray as far as it will go.

When the original is set, the SPF indicator will light up. G The ORIGINAL SIZE indicator corresponding to the size of the original lights up. G If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. G Make sure that the PAPER SIZE indicator is lit.

If the indicator is not lit, no tray has the same size of paper as the original. Load paper of the required size in a tray, or select the bypass tray with the [TRAY SELECT] key () and copy from the bypass tray. G The bypass tray must be manually selected. G To copy on paper of a different size than the original, select the paper with the [TRAY SELECT] key (). Note Do not place originals of different sizes together in the document feeder tray. This may cause misfeeds. 4 Set the number of copies. 19 COPY FUNCTIONS Auto paper select mode (Two-tray model only) When the AUTO PAPER SELECT indicator (AUTO) lights up, "Auto paper select mode" is enabled. This function automatically selects the paper that is the same size as the original A5, A4, A4R, B4, A3 (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 13", 8-1/2" x 14" and 11" x 17") paper. "Auto paper select mode" can be disabled in the user programs.

(p.33) · The sizes of paper that can be loaded vary by country and region. · If a zoom setting is selected after placing the original, the paper size that is appropriate for the zoom setting will be automatically selected. · "Auto paper select mode" is cancelled if the automatic ratio selection is enabled (p.22) or if a tray is selected with the [TRAY SELECT] key ().

Auto paper select resumes operation when the [CLEAR ALL] key () is pressed or when "Auto clear time" activates. Removing the document cover To copy large originals like newspapers, remove the document cover. To remove the cover, lift straight up as shown. To replace the cover, do the reverse. The SPF cannot be removed.

Originals that can be used in the SPF Originals that are A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") and 56 g/m2 to 90 g/m2 (15 lbs. to 24 lbs.) can be used. A maximum of 40 pages can be placed at once. For originals that are B4 (8-1/2" x 14") or larger (B4, A3 (8-1/2" x 14", 11" x 17")), a maximum of 30 pages can be placed at once. Note · Make sure that there are no paper clips or staples on the original. · Straighten curled originals before placing them in the document feeder tray. Curled originals may cause misfeeds. Copying books or originals with folds or creases Press down on the document cover/SPF while copying as shown. If the document cover/SPF is not completely closed, shadows may appear on the copy or it may be fuzzy.

Straighten originals with folds or creases well before placing. Originals that cannot be used in the SPF The following originals cannot be used. These may cause misfeeds or smudging and unclear images. · Transparencies, tracing paper, other transparent or translucent paper, and photographs. · Carbon paper, thermal paper. · Originals that are creased, folded, or torn. · Glued originals, cut-out originals. · Originals with binder holes. · Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper. Stream feeding mode If "Stream feeding mode" is enabled in the user programs (p.

33), the SPF indicator will blink for about 5 seconds after all originals are fed. If a new original is placed in the SPF during this time, the original will be automatically fed in and copying will begin. 20 COPY FUNCTIONS MAKING A COPY DARKER OR LIGHTER Automatic exposure adjustment is initially enabled.



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This function automatically adjusts the copy image according to the original being copied. If you wish to select the exposure level yourself, follow the steps below.

(Select from two original types and five exposure levels for each original type.) The exposure level used in automatic exposure adjustment can also be changed. ("ADJUSTING THE AUTOMATIC EXPOSURE LEVEL" (p.31)) Original types G AUTO ..

...Automatic exposure adjustment is enabled and the exposure is automatically adjusted according to the original being copied. The exposure is lowered for coloured areas and background shadows. G TEXT...

...The exposure is raised for light areas and lowered for dark backgrounds to make text easier to read. G PHOTO ...Halftones in the photo are reproduced with greater clarity. 1 Press the [AUTO/TEXT/PHOTO] key (AUTO //) to select the original type. AUTO To adjust the exposure of a text original manually, press until the TEXT indicator () lights.

To copy a photo, press until the PHOTO indicator () lights. 2 Press the [Light] key () or [Dark] key () to adjust the exposure. AUTO 135 For a darker image, press the [Dark] key (). For a lighter image, press the [Light] key (). If exposure level 2 or 4 is selected, the two indicators will light simultaneously.

2 Note To return to automatic adjustment, press until the AUTO indicator (AUTO) lights. Note Exposure value guidelines 1 2 Dark originals like newspapers 3 Normal originals 4 5 Coloured text or text written in pencil SELECTING THE TRAY If you wish to use a tray other than the automatically selected tray (for example you wish to enlarge or reduce the copy or use the bypass tray), press the [TRAY SELECT] key () to select the desired tray. Note · If the desired PAPER SIZE indicator does not light up, change the paper in the tray to the desired paper size. (p.16) · Automatic ratio selection (p.

22) does not operate when the bypass tray or a tray set for a special paper size is selected. Auto tray switching (Two-tray model only) If the tray runs out of paper during copying and there is another tray with the same size of paper and the same feeding orientation (horizontal or vertical), the other tray is automatically selected and copying continues. "Auto tray switching" can be disabled in the user programs (p.33). 21 COPY FUNCTIONS SETTING THE NUMBER OF COPIES Press the numeric keys to set the number of copies. Important note when making a large number of copies The maximum number of copies can be changed in the user programs. (p.34) When the maximum number of pages (about 250 pages) that can be held in the paper output tray are output, copying will temporarily stop. When this happens, promptly remove the copies and press the [START] key () to resume copying. Copying will also stop after about 500 pages and 750 pages.

Remove the pages and resume copying in the same way. G The set number of copies appears in the display. A maximum of 999 copies (factory default setting) can be set. G If you wish to make only a single copy, copying is possible with the display showing "0". Note If you enter the wrong number, press the [CLEAR] key () and enter the correct number. REDUCTION/ENLARGEMENT/ZOOM The zoom function enables precise copy ratio selection from 25% to 400% in increments of 1%. There are three ways to enlarge and reduce copies, as explained below. · Reduction and enlargement ratios can be selected automatically with the [AUTO IMAGE] key (AUTO %). "AUTOMATIC RATIO SELECTION" (below) · Reduction and enlargement ratios can be selected manually with the [PRESET RATIO] selector keys (,) and/or the [ZOOM] keys (,). "MANUAL RATIO SELECTION" (p.

23) · Separate settings can be selected for the vertical and horizontal ratios. "SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY" (p.24) Ratios that can be selected will vary depending on whether the original is placed on the document glass or in the SPF. Original position Document glass SPF Selectable ratios 25% 400% 50% 200% AUTOMATIC RATIO SELECTION 1 2 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size.

(p.18) Note Automatic ratio selection can be used when the original size is A5, A4, A4R, B4, A3 (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 13", 8-1/2" x 14" or 11" x 17"). The sizes of paper that can be loaded vary by country and region. It cannot be used for other sizes. 3 Use the [TRAY SELECT] key () to select the paper tray with the desired paper size.

This feature will not work when using copy paper of non-standard size or when using the bypass tray. 22 COPY FUNCTIONS 4 Press the [AUTO IMAGE] key (AUTO %). The AUTO IMAGE indicator (AUTO %) lights up and the appropriate ratio for the original size and paper size is selected. (The indicator of the selected ratio will light up.) 5 Set the number of copies and other copy settings, and then press the [START] key (). The copy will be delivered to the paper output tray. AUTO % Note To cancel automatic ratio selection, press the [AUTO IMAGE] key (AUTO %) again. Note · If the ORIGINAL SIZE indicator blinks, change the orientation of the placed original. · If the copy is made when a PRESET RATIO selector indicator is blinking, the copied image may run off the page. 2 When a [Zoom] key (or) is pressed, the ZOOM indicator will light up and the zoom ratio will appear in the display for about two seconds.

MANUAL RATIO SELECTION Copies can be reduced down to 25% or enlarged up to 400%. The [PRESET RATIO] selector keys (,) can be pressed to quickly select a ratio from among eight preset ratios. In addition, the [Zoom] keys (,) can be pressed to select the ratio in increments of 1%. 1 2 3 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size. (p.18) Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (, to select the desired copy ratio. 200% 141 122 115 100% 86 81 70 50% Note) Selecting a preset ratio Press the [PRESET RATIO] selector key () to move up through the preset ratios. Press the [PRESET RATIO] selector key () to move down through the preset ratios. Fine adjustment of the ratio Any ratio from 25% to 400% can be set in increments of 1%.

· To verify a zoom setting without changing the zoom ratio, Hold down the [Copy ratio display] key (). When the key is released, the display will return to the number of copies display. · If the copy is made when a PRESET RATIO selector indicator or the ZOOM indicator is blinking, the copied image may run off the page. To ensure that the image fits on the page, lower the copy ratio until the indicator stops blinking and lights steadily.



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· If the PAPER SIZE indicator is not lit, there is no appropriate paper.

Load appropriate paper in a paper tray. (p.14) 4 Set the number of copies and other copy settings, and then press the [START] key (). The copy will be delivered to the paper output tray. ZOOM 25 400% Note Press a [PRESET RATIO] selector key (or) to set the approximate ratio, then press the [Zoom] keys (or) to increase or decrease the ratio.

To decrease or increase the zoom ratio rapidly, hold down the [Zoom] keys (or). To return the ratio to 100%, press the [PRESET RATIO] selector key (or until the 100% indicator lights up.) 23 COPY FUNCTIONS SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY (XY ZOOM copying) The XY ZOOM feature allows the horizontal and vertical copy ratios to be changed independently. Example: Reduction only in the horizontal direction. Original Copy Note · To use the XY ZOOM feature with the DUAL PAGE COPY feature, set the DUAL PAGE COPY feature first and then the XY ZOOM feature. · The XY ZOOM feature cannot be used in combination with the AUTO IMAGE function. Ratios that can be selected will vary depending on the position of the original. Original position Document glass SPF Selectable ratios 25% 400% 50% 200% 1 2 3 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size. (p.

18) Press the [XY-ZOOM] key (). XY-ZOOM Indicator () lights up. The current value for the vertical direction will appear in the display. 4 Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (,) to change the copy ratio in the vertical direction. 25 400% Press the [PRESET RATIO] selector keys (,) to select a ratio close to the desired ratio, and then press the [Zoom] keys (,) to adjust the ratio in increments of 1%. The ratio appears in the display. 5 Press the [Copy ratio display] key (). The selected ratio for the vertical direction will be entered. ZOOM 24 COPY FUNCTIONS 6 Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (,) to change the copy ratio in the horizontal direction.) Press the [PRESET RATIO] selector keys (,) to select a ratio close to the desired ratio, and then press the [Zoom] keys (,) to adjust the ratio in increments of 1%.

The ratio appears in the display. 7 Press the [Copy ratio display] key (). The selected ratio for the horizontal direction will be entered and the display will change to the number of copies display. 8 Set the number of copies and other copy settings, and then press the [START] key (). The copy will be delivered to the paper output tray.

2 Note · To verify the copy ratios, press and hold down the [Copy ratio display] key (). The vertical and horizontal ratios will be alternately displayed. · If you need to change the ratios, press the [PRESET RATIO] selector keys (, ,) to reset the and the [Zoom] keys (ratios, beginning with the vertical ratio. (step 4) · To cancel XY ZOOM copy, press the [XY-ZOOM] key (). The XY-ZOOM indicator () will go off, indicating that the function is cancelled.

25 TWO-SIDED COPYING USING THE BYPASS TRAY To perform manual two-sided copying, follow these steps. Example: Copying originals A and B onto each side of one sheet of paper 1 2 1 Original A Original B Copy 1 Copy original A. 3 Turn the copy of original A over, and without changing the position of the edge closest to you, insert it in the bypass tray. Insert the paper all the way in. 1 1 Copied original A Original A 1 2 1 Original B 1 Copied original A Copied original A Original A Original B 2 2 Place original B as shown below. Vertically-oriented original: If the original is oriented vertically, place it in the same orientation as original A. Copied original A 2 Original B · Copies made on the back side of paper should always be made one sheet at a time using the bypass tray. · Straighten curled or wavy paper before using it. Curled paper may cause misfeeds, creases, or a poor-quality image. Original B Horizontally-oriented original: If the original is oriented horizontally, place it with the top and bottom and left and right sides reversed with respect to the placement of original A.

Note 2 4 Select the bypass tray with the [TRAY SELECT] key (), and then press the [START] key (). The copy is delivered to the paper output tray. 26 1 1 1 DUAL PAGE COPYING A dual page original can be automatically separated into two pages during copying. This feature is convenient for making copies of books and other dual page originals on individual sheets of paper. Original · · · · Copy Note A4 (8-1/2" x 11") paper is used for dual page copying. When used in combination with XY ZOOM copying, enlargement is not possible. Dual page copying cannot be used in combination with the enlargement copying. Automatic ratio selection cannot be used when dual page copying is used. Dual page copying cannot be selected when an original is placed in the SPF. 2 1 Place the original on the document glass, aligning the division between the pages with the size marker (A4 (81/2)).

Close the document cover SPF. Copying will begin from the page to the right of the size marker. 4 5 Make sure that a paper tray with A4 (8-1/2" x 11") size paper is selected. Set the number of copies and other copy settings, and press the [START] key (). The copy will be delivered to the paper output tray.

Note A4 81/2 To cancel dual page copying, press the [DUAL PAGE COPY] key (). The DUAL PAGE COPY indicator () will go off, indicating that the function is cancelled. Note To keep the copies in the correct page order when performing dual page copying over multiple pages, make sure that the original is always placed on the document glass with the lower page number to the right. 2 3 Set the original size to A3 (11" x 17"). Press the [DUAL PAGE COPY] key () and make sure that the DUAL PAGE COPY indicator () is lit.

27 INTERRUPTING A COPY RUN (Interrupt copying) A copy run can be temporarily interrupted to allow another copy job to be performed. When the other job is finished, the copy run will resume using the original copy settings. Note Interrupt copying is not possible when the user programs are being configured.

1 Press the [INTERRUPT] key (interrupt the copy run.) to 4 INTERRUPT The INTERRUPT indicator will light up and the machine will revert to the initial settings. (p.12) The INTERRUPT indicator will blink until the current copy run stops. When the copy job is finished, press the [INTERRUPT] key () and remove the original(s). The INTERRUPT indicator will go off, indicating that the interrupt function is no longer operating.



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The copy settings will automatically revert to the settings selected for the copy run before the run was interrupted.

5 Replace the previous original(s) and press the [START] key (). The interrupted copy run will resume. Note · If the SPF is being used, the copy run will not stop until the set number of copies is completed. · If "Auditing mode" is enabled: "- -" will appear in the number of copies display. Enter your 3-digit account number. Copying will not be possible unless a correct account number is entered. (p.39) 2 3 Remove the previous original(s) and place the original(s) of the interrupt copy job. Set the number of copies and other copy settings and then press the [START] key (). 28 3 Note Note Chapter 3 PRINTER FUNCTIONS The machine includes a USB 1.

I connector and a parallel connector as standard equipment. A computer can be connected to these connectors to use the machine as a printer. To use the machine as a printer, the printer driver must first be installed as explained in the "Software Setup Guide". · If a problem occurs in printer mode, see "TROUBLESHOOTING" (p.40).

· When interrupt copying is being performed, printing is not possible. USING THE PRINTER MODE The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER". (p.13) · Print jobs received while the machine is copying will be stored in memory. When the copy job is finished, the print jobs will begin printing. · Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time. · If an original misfeed occurs in the SPF, printing will not be possible until the misfed original is removed and the SPF is restored to a usable state. BASIC PROCEDURE FOR PRINTING The basic procedure for printing is explained below. To use convenient printer functions, see the "Online Manual" or the printer driver help file. 1 Make sure that paper is loaded in the tray. The procedure for loading paper is the same as for copying. See "LOADING PAPER" (p.13) and make sure the paper that you wish to use is loaded. 3 4 Open the file that you wish to print and select "Print" from the File menu.

@@@@@@@@@Printing will be paused and the ON LINE indicator () will blink.

@@@@@@@@@When enabling high image quality mode, make sure that "5" is lit. 4 Press the [AUTO/TEXT/PHOTO] key (AUTO //) to complete the setting. The PHOTO indicator (lights steadily.) stops blinking and 32 CUSTOMISING SETTINGS (User programs) The user programs allow you to customise the machine to match your needs. USER PROGRAMS Program number Program name Setting codes (factory default setting appears in bold) 1: OFF 2: 10 sec. 3: 20 sec. 4: 60 sec. 5: 90 sec. 6: 120 sec.

Explanation · "Auto clear time" automatically returns the copy settings to the initial settings (p.12) when a certain period of time elapses after a copy is made. This program is used to select the period of time. "Auto clear time" can also be disabled. · This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on.

The POWER SAVE indicator () lights up, however, the keys on the operation panel can be used. Normal operation automatically resumes when a key on the operation panel is pressed, a print job is received or an original is placed. · This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. All lights except the POWER SAVE indicator () and ON LINE indicator () go off. To resume normal operation, press the [START] key ().

Normal operation also resumes automatically when a print job is received. While in auto power shut-off mode, no keys (except the [START] key ()) can be used. · When copying using the SPF, during the period of time that the SPF indicator blinks after an original has been scanned (about 5 seconds), a subsequent original can be placed and automatically fed into the machine. · Use this setting to enable or disable auto power shut-off. · This function automatically selects paper that is the same size as the original placed in the SPF, or the same size as that selected with the [ORIGINAL SIZE ENTER] key (ENTER) The function can be disabled. · If the paper runs out during printing and there is paper of the same size and orientation in another tray, this function automatically switches to that tray (excluding the bypass tray). The function can be disabled. See "AUDITING MODE SETTINGS" (p.36). 1 Auto clear time 2 Preheat mode 1: 1 min.

2: 5 min. 3: 30 min. 4: 60 min. 5: 120 min. 6: 240 min. 4 3 Auto power shut-off timer 1: 5 min. 2: 30 min. 3: 60 min. 4: 120 min. 5: 240 min.

4 Stream feeding mode*1 0: OFF 1: ON 5 Auto power shut-off setting Auto paper select mode*2 0: OFF 1: ON 0: OFF 1: ON 8 9 Auto tray switching*2 0: OFF 1: ON 10 to 15 Auditing mode *1 When the SPF is installed. *2 On model with the two trays. 33 USER SETTINGS Program number Program name Setting codes (factory default setting appears in bold) 1: 300 dpi 2: 600 dpi Explanation · This setting is used to change the copy resolution in AUTO and TEXT mode from 600 x 300 dpi to 600 x 600 dpi (high-quality mode). Scanning is slower when high-quality mode is used. · Use this setting to select whether or not holding down a key causes repeated input of the key.

For keys that normally cause a set value to increase when held down (for example, holding down the [ZOOM] key (,)), this program can be used to have the set value not change when the key is held down. · Use this setting to select how long a key must be pressed for the input to be accepted. By selecting a longer time, you can prevent settings from being changed by the accidental pressing of a key. 23 Resolution in Auto/Text mode 25 Key auto repeat 0: OFF 1: ON 26 27 28 29 1: Minimum (current response speed) Key press time 2: 0.5 sec.

3: 1.0 sec. 4: 1.5 sec. 5: 2.0 sec. 1: Short beep Audible signals volume 2: Long beep 3: OFF Base setting beep 0: OFF signal 1: ON 1: 99 copies Number of copies limit 2: 999 copies 0: OFF 1: ON 1: Upper paper tray*3 2: Lower paper tray*3 5: Bypass tray*3 1: AUTO 2: TEXT 3: PHOTO · This sets the volume of beep signals. (p.35) · Use this to sound a beep when a base setting is selected. (p.

35) · Use this setting to select 99 or 999 for the maximum number of copies. · When this function is enabled, printing in printer mode will automatically continue using a different size of paper if the specified size of paper runs out in all trays.



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This feature does not function in copy mode. · Use this program to select a default tray. This tray is automatically selected each time the power is turned on or each time the machine reverts to the initial settings. · Use this program to set "AUTO", "TEXT", or "PHOTO" as the default exposure mode. 30 Use close paper size 31 Default tray setting 32 Default exposure mode *3 AR-5316/AR-5316 X is as follows: 1: Paper tray (factory default), 5: Bypass tray 34 USER SETTINGS SELECTING A SETTING FOR A USER PROGRAM 1 Hold down the [Light] key (the alarm indicators (, ,) blink.) until , , 4 Enter the desired setting code by pressing a numeric key. · For the setting codes, see "USER PROGRAMS". (p. 33 to p.34) · The selected setting code blinks. · For example, to select 90 seconds, press the [5] key. The display shows "- -" with the left hyphen blinking. 135 2 Enter the program number with the numeric keys. · See "USER PROGRAMS" (p.33 to p.34) for the program numbers. · The selected program number blinks. · For example, to select "Auto clear timer", press the [1] key.

Note If you enter the wrong number, press the [CLEAR] key () and return to step 2. 5 Press the [START] key (). READ END The selected setting code stops blinking and lights steadily. 4 Note If you enter the wrong number, press the [CLEAR] key () and then enter the correct number. Note 3 Press the [START] key (). To select a setting for another user program, press the [CLEAR] key () and then return to step 2. · The selected program number stops blinking and lights steadily. · The currently selected setting code blinks on the right side of the display. 6 Press the [Light] key (the settings.) to complete The alarm indicators (, , ,) go off and the display returns to the number of copies display.

Audible signals (key entry beep, invalid key beep, base setting beep) The machine sounds three different types of beep signals: a key entry beep that sounds when a valid key is pressed, an invalid key beep that sounds when an invalid key is pressed, and a base setting beep that sounds when a setting is the same as the base setting (base settings are explained below). The base setting beep is initially disabled. If you wish to enable the base setting beep, see "Base setting beep signal" on page 34. If you wish to change the volume of the beep signals or disable them, see "Audible signals volume" on page 34. The beep patterns of each type of beep signal are as follows: Key entry beep

.....

 One beep Invalid key beep .

.....

 Two beeps Base setting beep

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

.....

 ... 100% Light and Dark indicator..

 .. 3 Paper feed location ...
 Upper paper tray ORIGINAL SIZE.

.....A4 (8-1/2" x 11") AUTO/TEXT/PHOTO (AUTO //) ...

..... AUTO 35 SETTINGS FOR AUDITING MODE AUDITING MODE When "Auditing mode" is enabled, a count is kept of the number of copies made by each account (up to 20 accounts can be established), and the counts can be displayed and totalled as necessary. In "Auditing mode", the display shows "- - -", and this indicates that a 3-digit account number must be entered in order to use the machine for copying. Note The administrator of the machine should complete the following settings: · Enable "Auditing mode" (p.

38) · Account number entry (p.38) AUDITING MODE SETTINGS Program number 10 11 12 Program name Setting codes (factory default settings are indicated in bold) 0: OFF 1: ON None None Explanation Use to enable or disable "Auditing mode". "Auditing mode" is initially disabled. Use to set up account numbers. Up to 20 accounts can be established.

Use to change an account number. Auditing mode Account number entry Account number change Account number deletion Number of copies per account 13 Use to delete an account number. 0: Delete single account A single account number can be deleted, or all 1: Delete all accounts account numbers at once. None This displays the number of copies made by each account. The maximum count is 49,999.

If this number is exceeded, the count will start over from 0. Use to reset the copy count of an account to 0. The copy count of a single account or of all accounts can be reset. 14 15 Resetting account 0: Reset single account 1: Reset all accounts 36 USER SETTINGS SELECTING AUDITING MODE

SETTINGS 1 Hold down the [Light] key (the alarm indicators (, ,) blink.) until , , 5 Press the [Light] key (the settings.) to complete The display shows "- -"

with the left hyphen blinking. 135 The alarm indicators (, , ,) go off and the display returns to the number of copies display. 2 Enter the program number with the numeric keys. · See "AUDITING MODE SETTINGS" (p.36) for the program numbers.

· The selected program number blinks. · For example, to select "Auditing mode", enter "10". READ END Note If you enter the wrong number, press the [CLEAR] key () and then enter the correct number. 4 3 Press the [START] key (). · The selected program number stops blinking and lights steadily. · The currently selected setting code blinks on the right side of the display. 4 Enter the desired setting code for the program as explained in the detailed procedures on the following pages. For the setting codes, see "AUDITING MODE SETTINGS". (p.36) Note · If you enter the wrong number, press the [CLEAR] key () and return to step 2.

· If "E" (error code) blinks in the first digit of the display, press the [CLEAR] key () and return to step 2. 37 USER SETTINGS Auditing mode (program No.10) 1 Press the [1] key to enable "Auditing mode" or the [0] key to disable it, and then press the [START] key (). Note After enabling "Auditing mode", use "Account number entry" to establish account numbers for each account (up to 20 accounts can be established). Account number deletion (program No. 13) Use this procedure to delete account numbers. A single account number can be deleted, or all account numbers at once. If no account numbers have been established, the error code "13E" will appear in the display. 2 Press the [CLEAR] key (). [Deleting all accounts at once] Press the [1] key and then press the [START] key ().

All account numbers will be deleted. Account number entry (program No.11) If 20 accounts have already been established, the error code "11E" will appear in the display. 1 Use the numeric keys to enter a 3-digit number (any number except "000") and then press the [START] key ().



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