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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP AR-5618. You'll find the answers to all your questions on the SHARP AR-5618 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-5618  
User guide SHARP AR-5618  
Operating instructions SHARP AR-5618  
Instructions for use SHARP AR-5618  
Instruction manual SHARP AR-5618

**SHARP**

MODEL: AR-5618  
AR-5620  
AR-5623  
AR-5618D  
AR-5620D  
AR-5623D

DIGITAL MULTIFUNCTIONAL SYSTEM

**OPERATION GUIDE**



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105 3 INTRODUCTION This manual describes the copier, printer, and scanner functions of the AR-5618/AR-5620/AR-5623 and AR-5618D/AR-5620D/AR-5623D digital multifunctional system. · Where "AR-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see "DIFFERENCES BETWEEN MODELS" (p.5). · The screen images and procedures that appear in this manual are mainly for Windows Vista.

With other versions of Windows, some screen images may be different from those in this manual. · For information on using your operating system, refer to your operating system's manual or online Help. Note The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications. 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, SHARP recommends printing out this manual and keep it in a handy location. ABOUT THE MANUALS The manuals for the machine are as follows: Start Guide This manual explains: · Specifications · Cautions for using the machine in safety Operation Guide (on the accessory CD-ROM) This manual explains: · How to install the software that allows the machine to be used as a printer and scanner for your computer · Part names of the machine · Available paper type for this machine · Basic copy procedure and advanced copy functions (For example: rotating the image 90 degrees, copying multiple originals onto a single sheet of paper) · Basic print procedure and other frequently used print functions (For example: fitting the printed image to the paper, enlarging/reducing the print image) · Scanning on the machine and from a computer · Toner cartridge replacement and peripheral devices · Troubleshooting for using the machine THE MEANING OF "R" IN ORIGINAL AND PAPER SIZE INDICATIONS An "R" appearing at the end of an



original or paper size (A4R (5-1/2" x 8-1/2"R, 8-1/2" x 11"R), etc.) indicates that the original or paper is oriented horizontally as shown on the right. Sizes that can be placed only in the horizontal (landscape) orientation (B4, A3 (8-1/2" x 14", 11" x 17")) do not contain the "R" in their size indication. <Horizontal (Landscape) orientation> 4 CONVENTIONS USED IN THIS MANUAL Warning Caution Warns the user that injury may result if the contents of the warning are not properly followed. Cautions the user that damage to the machine or one of its components may result if the contents of the caution are not properly followed. Notes provide information relevant to the machine regarding specifications, functions, performance, operation and such, that may be useful to the user. Note SPF (AR-5618/AR-5620/AR-5623) This manual refers to the Single Pass Feeder as the "SPF". RSPF (AR-5618D/AR-5620D/AR-5623D) This manual refers to the Reversing Single Pass Feeder as the "RSPF". DIFFERENCES BETWEEN MODELS This manual covers the following models.



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Model AR-5620/AR-5623/AR-5620D/AR-5623D (With optional SPF/RSPF installed) AR-5618/AR-5618D (With optional SPF/RSPF installed) Appearance  
The above illustration is used in instances where a function and/or the operation of the machine is the same on both models. Copy speed Paper trays  
20CPM/23CPM Two (250 x 2) 18CPM One (250 x 1) AB series (metric) and inch series references Both specifications are quoted where applicable. For  
example: Page 4.....

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.....B4 and A3 (8-1/2" x 14" and 11" x 17") Start Guide ....

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...50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%) [AB series] [Inch series] Although AB  
series size indications are shown on the operation panel of this manual, inch series indications are displayed on the inch series machines. 5 1 Note Chapter 1  
SETUP BEFORE SOFTWARE SETUP This chapter explains how to install and configure the software that is required for the printer and scanner functions of  
the machine. This manual refers to the CD-ROM that accompanied the machine simply as "CD-ROM". SOFTWARE The CD-ROM that accompanies the  
machine contains the following software: MFP driver Printer driver The printer driver enables you to use the printer function of the machine. The printer  
driver includes the Print Status Window. This is a utility that monitors the machine and informs you of the printing status, the name of the document currently  
being printed, and error messages. Scanner driver The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-  
compliant applications.

Button Manager Button Manager allows you to use the scanner menus on the machine to scan a document. HARDWARE AND SOFTWARE  
REQUIREMENTS Check the following hardware and software requirements before installing the software. Computer type Operating system\*3 Other  
hardware requirements \*1 The IBM PC/AT or compatible computer equipped with a USB 2.0\*1/1.1\*2 to your computer.  
Click the "OK" button. Note Follow the on-screen instructions. When "The installation of the SHARP software is complete." appears, 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. 12 Caution · If you are using Windows Vista/7 and a security warning window appears, be sure to  
click "Install this driver software anyway". · If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital  
signature, be sure to click "Install this driver software anyway". · If you are using Windows Vista/7 and a security warning window  
appears, be sure to click "Install this driver software anyway". · If you are running Windows 2000/XP and a warning message appears regarding the  
Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes". Caution Click the "Display Readme" button to show information on  
packages that are selected. 7 4 Select "Connected via the network" and click the "Next" button. You will return to the window of step 3. Click the "Close"  
button. Note After the installation, a message prompting you to restart your computer may appear.

In this case, click the "Yes" button to restart your computer. This completes the installation of the software. 10 CONFIGURING THE PRINTER DRIVER After  
installing the printer driver, you must configure the printer driver settings appropriately for the number of paper trays on the machine and the size of paper  
loaded in each. 1 Click the "Start" button, click "Control Panel", and then click "Printer". · In Windows 7, click the "Start" button and then click "Devices and  
Printers". · In Windows XP, click the "start" button and click "Printers and Faxes". · In Windows 2000, click the "Start" button, select "Settings", and then  
click "Printers". 4 Click the "Set Tray Status" button and select the size of paper that is loaded in each tray. Select a tray in the "Paper Source" menu, and  
select the size of paper loaded in that tray from the "Set Paper Size" menu. Repeat for each tray.

1 Note In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then  
select "Printers and Faxes". 2 Click the "SHARP AR-XXXX" printer driver icon and select "Properties" from the "Organize" menu. · In Windows 7, right-click  
the "SHARP AR-XXXX" printer driver icon, and then click "Printer properties". · In Windows XP/2000, select "Properties" from the "File" menu. 5 6 Click  
the "OK" button in the "Set Tray Status" window.

Click the "OK" button in the printer properties window. 3 Click the "Configuration" tab and set the printer configuration based on the options that have been  
installed. Set the printer configuration properly. If not, printing may not take place correctly. Note To automatically configure the settings based on the  
detected machine status, click the "Auto Configuration" button.

11 SETTING UP BUTTON MANAGER Button Manager is a software program that works with the scanner driver to enable scanning from the machine. To  
scan using the machine, Button Manager must be linked with the scan menu on the machine. Follow the steps below to link Button Manager. Windows  
XP/Vista/7 1 Click the "Start" button, click "Control Panel", click "Hardware and Sound", and then click "Scanners and Cameras". · In Windows 7, click the  
"Start" button and then click "Devices and Printers". · In Windows XP, click the "start" button, select "Control Panel" and click "Printers and Other  
Hardware", and then click "Scanners and Cameras". 5 Select "Start this program" and then select "Sharp Button Manager AA" from the pull-down menu. 2  
Click the "SHARP AR-XXXX" icon and select "Properties". · In Windows 7, right-click the "SHARP AR-XXXX" icon and select "Scan properties". · In  
Windows XP, select "Properties" from the "File" menu.

3 4 In the "Properties" screen, click the "Events" tab. Select "SC1:" from the "Select an event" pull-down menu. 6 Repeat Steps 4 and 5 to link Button  
Manager to "SC2:" through "SC6:".



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Select "SC2:" from the "Select an event" pull-down menu. Select "Start this program", select "Sharp Button Manager AA" from the pull-down menu. Do the same for each scan menu through "SC6:". 7 Click the "OK" button. Button Manager is now linked to the scan menu (1 through 6). The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager. For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "BUTTON MANAGER SETTINGS" (p.

61). 12 SETUP Windows 2000 1 Click the "Start" button, select "Settings", and then click "Control Panel". Double-click the "Scanners and Cameras" icon. 6 Select "Sharp Button Manager AA" in "Send to this application". 2 3 4 5 SC1: Select "SHARP AR-XXXX" and click the "Properties" button.

AA 1 In the "Properties" screen, click the "Events" tab. Select "SC1:" from the "Scanner events" pull-down menu. Note If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected. SC1: 7 AA Click the "Apply" button. 8 Repeat Steps 5 through 7 to link Button Manager to "SC2:" through "SC6:".

Select "SC2:" from the "Scanner events" pull-down menu. Select "Sharp Button Manager AA" in "Send to this application" and click the "Apply" button. Do the same for each scan menu through "SC6:". When the settings have been completed, click the "OK" button to close the screen. Button Manager is now linked to the scan menu (1 through 6). The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager. For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "BUTTON MANAGER SETTINGS" (p.61). 13

**TROUBLESHOOTING** If the software is not installed correctly, check the following items on your computer. The driver cannot be installed (Windows 2000/XP) If the driver cannot be installed in Windows 2000/XP, follow these steps to check your computer's settings.

Plug and Play window does not appear If the Plug and Play window does not appear after you connect the machine to your computer with a USB cable and turn on the machine, follow the steps below to verify that the USB port is available. 1 Click the "start" button and then click "Control Panel". In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel". 1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance". · In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance". · In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel". 2 3 4 Click "Performance and Maintenance", and then click "System". In Windows 2000, double-click the "System" icon. Click the "Hardware" tab and then click the "Driver Signing" button. Check "What action do you want Windows to take?" ("File signature verification" in Windows 2000).

2 Click "Device Manager", and if a message screen appears asking you for confirmation, click "Continue". "Universal Serial Bus controllers" will appear in the list of devices. · In Windows XP, click "System", click the "Hardware" tab, and click the "Device Manager" button. · In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button. 3 Click the icon beside "Universal Serial Bus controllers".

If the option "Block" has been selected, it will not be possible to install the driver. Select the option "Warn" and then install the driver as explained in "INSTALLING THE SOFTWARE" (p.7). Two items should appear: your controller chipset type and Root Hub. If these items appear, you can use the USB port.

If the "Universal Serial Bus controllers" shows a yellow exclamation point or does not appear, you must check your computer manual for USB troubleshooting or contact your computer manufacturer. 4 Once you have verified that the USB port is enabled, install the software as explained in "INSTALLING THE SOFTWARE" (p.7). 14 SETUP The driver cannot be correctly installed by Plug and Play If the driver cannot be correctly installed by Plug and Play (for example, Plug and Play takes place without copying the required files for the driver installation), follow these steps to remove unneeded devices and then install the driver as explained in "INSTALLING THE SOFTWARE" (p.7). Removing the software If you need to remove the software, follow these steps. 1 Click the "Start" button, and then click "Control Panel". · In Windows XP, click the "start" button and then click "Control Panel". · In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel". 1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance".

· In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance". · In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel". 2 Click "Uninstall a program". · In Windows XP, click "Add or Remove Programs". · In Windows 2000, double-click the "Add/Remove Programs" icon. 1 2 Click "Device Manager", and if a message screen appears asking you for confirmation, click "Continue". In Windows XP, click "System", click the "Hardware" tab, and click the "Device Manager" button. · In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button. 3 Select the driver from the list, and remove the software. For more information, refer to your operating manual or to the help files for your operating system.

4 5 Restart your computer. 3 Click the devices". icon beside "Other If "SHARP AR-XXXX" appears, select and delete the item. Note If "Other devices" does not appear, close the "Device Manager" window.



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4 Install the software as explained in "INSTALLING THE SOFTWARE" (p. 7). 15 2 Chapter 2 BEFORE USING THE MACHINE This chapter contains basic information that should be read before using the machine. PART NAMES AND FUNCTIONS 1 2 2 7 6 3 4 4 16 5 15 8 11 10 9 12 13 14 1 2 3 4 5 6 Glass cleaner (when the SPF/RSPF is installed) Use to clean the original scanning glass. (p.98) Document feeder cover (when the SPF/RSPF is installed) /document cover Open to make copies from the document glass. (p.27) Document glass Place an original that you wish to scan face down here. (p.27) Handles Use to move the machine. Power switch Press to turn the machine power on and off. (p.20) Operation panel Contains operation keys and indicator lights. (p.18, p.19) 7 8 9 10 11 12 Paper output tray Copies and prints are deposited to this tray.

Front cover Open to remove paper misfeeds and perform machine maintenance. (p.90, p.91, p.95) Paper trays Each tray holds 250 sheets of paper. (p.22) Side cover Open to remove paper misfeeds and perform machine maintenance. (p.89, p.90) Side cover handle Pull to open the side cover. (p.89) Bypass tray guides Adjust to the width of the paper. (p.23) 16 BEFORE USING THE MACHINE 17 18 19 20 21 2 22 24 23 25 26 27 13 14 15 16 17 18 19 20 21 Bypass tray Paper including special paper (such as transparency film) can be fed from the bypass tray. (p. 23, p.38) Bypass tray extension Pull out when feeding large paper such as B4 and A3 (8-1/2" x 14" and 11" x 17"). (p.23) Charger cleaner Use to clean the transfer charger. (p. 99) USB 2.0 connector Connect to your computer to use the printer function. (p.9) Document feeder tray (when the SPF/RSPF is installed) Place the original(s) that you wish to scan face up here. Holds up to 40 originals. (p.29) Original guides (when the SPF/RSPF is installed) Adjust to the size of the originals. (p.28) Feeding roller cover (when the SPF/RSPF is installed) Open to remove misfed originals. (p. 88) Right side cover (when the SPF/RSPF is installed) Open to remove misfed originals. (p.88) Exit area (when the SPF/RSPF is installed) Originals exit the machine here after copying. 22 23 24 25 Toner cartridge lock release lever To replace the toner cartridge, pull out the toner cartridge while pushing on this lever. (p.95) Toner cartridge Contains toner. (p.95) Roller rotating knob Turn to remove misfed paper. (p.90, p. 91) Fusing unit release levers To remove a paper misfeed from the fusing unit, push down on these levers and remove the paper. (p.91) 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. (p.92) Note The model name can be seen on the machines front cover. 17 BEFORE USING THE MACHINE OPERATION PANEL The indications of the operation panel may differ depending on the country and the region. The example of a display of inch series. 1 2 3 4 5 6 7 8 9 10 11 13 14 15 26 27 When the ID CARD COPY function is used 1 2 SCAN MENU key Use to scan by means of the provided Button Manager software. (p.61) SCAN key ( ) / indicator Press to switch the machine to scanner mode and scan by means of the provided Button Manager software. (p.59) The indicator blinks during scanning and transmission of the scanned data. 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. 48) ORIGINAL TO COPY key / indicators (AR-5618D/AR-5620D/AR-5623D) Press to select one-sided and two-sided copy modes. (p.36) Two-sided copies from one-sided originals. Two-sided copies from two-sided originals. One-sided copies from two-sided originals. XY-ZOOM key ( ) / indicator Press to change the horizontal and vertical copy ratios independently. (p.33) DUAL PAGE COPY key ( ) / indicator Use to make individual copies of the two pages of an open book or other two-page original. (p.39) ERASE key ( / ) / indicators Press to select the "EDGE ERASE", "CENTRE ERASE" or "EDGE + CENTRE ERASE" mode. (p.46) ORIGINAL DATA indicator ( DATA ) Blinks when the memory becomes full of scanned original image data. (p.42, p.44) 9 SORT/GROUP key ( / ) / indicators 10 Press to select the "SORT" or "GROUP" mode. (p.41) 2 IN 1 / 4 IN 1 key ( / ) / indicators Press to select the "2 IN 1" or "4 IN 1" mode. (p.43) MARGIN SHIFT key ( ) / indicator Shifts text or image on the copy to leave a binding margin on the edge of the copy. (p. 45) @@(The function cannot be used in some regions.) AUTO/TEXT/PHOTO key ( AUTO // ) / indicators Use to select the exposure mode: "AUTO", "TEXT", or "PHOTO". (p.30) ORIGINAL key ( ) / ORIGINAL SIZE indicators Use to enter the original size. (p.24) The selected original size will light up. PAPER SIZE indicators Light up to show the selected copy paper size. (p.24) Paper feed location / misfeed location indicators The selected paper feed location is shown by a lit indicator ( ). (p. 27) The general location of misfed paper is shown by a blinking red indicator ( ). (p.88) Alarm indicators [ ] Maintenance indicator (p.87) [ ] Toner cartridge replacement required indicator (p.87) [ ] Developer replacement required indicator (p.87) [ ] Paper required indicator (p.87) [ ] Misfeed indicator (p.87) 11 3 12 4 13 14 5 15 6 16 7 8 18 BEFORE USING THE MACHINE 12 13 14 15 16 17 18 19 20 21 22 28 25 26 27 29 30 31 24 23 When there are two or more paper trays 32 33 34 35 2 17 Display Shows the set number of copies, as well as the copy ratio, system setting function or setting code, or an error code when an error occurs. Numeric keys Use to select the desired copy quantity or to make system setting entries. (p. 31) To display the total number of pages output by the machine, hold the [0] key down. (p.96) CLEAR key ( ) Clears the copy quantity display or terminates a copy run. INTERRUPT key ( ) / indicator Interrupts a copy run. (p. 40) Light and Dark keys ( , ) / indicators Use to adjust the TEXT or PHOTO exposure level. (p.30) PAPER SELECT key ( ) Use to set the paper size in the paper trays. (p.24, p. 30) 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.29) TRAY SETTING key ( ) Use to manually select a paper tray. (p.24) AUTO IMAGE key ( AUTO % ) / indicator Press for automatic copy ratio selection. (p.31) SPF/RSPF indicator (when the SPF/RSPF is installed) Lights up when originals are set in the document feeder tray.



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(p.28) 27 18 28 29 19 30 20 31 21 32 22 23 33 24 34 25 35 26 PRESET RATIO selector keys ( , /) indicators Use to select preset reduction/enlargement copy ratios. (p.

32) Zoom keys ( , ) Use to select any reduction or enlargement copy ratio from 25% to 400% in increments of 1%. (p.33) Copy ratio display key ( ) Hold down when the machine is not in use to display the copy ratio in the display. (p.33) ZOOM indicator Lights up when a zoom ratio is set. (p.33) Audit clear key ( ) (ACC.#-C) Closes an open account. (p.78) READ-END key ( ) Use to check the total number of copies made.

(p.96) When copying in sort mode and 2 in 1/4 in 1 from the document glass, press this key when you have finished scanning the original pages and are ready to start copying. (p.42, p.43) CLEAR ALL key ( ) Clears all selected settings and returns the machine to the initial settings.

(p.20) POWER SAVE indicator ( ) Lights up when the machine is in a power save mode. (p.20) START key ( ) / indicator Press to make a copy (p.28). Also press to exit "Auto power shut-off" mode and to set a system setting. Copying is possible when the indicator is on. 19 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 25 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.70) · 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 system settings. (p.

70) 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 system settings. It is suggested that you set times that are appropriate for your usage of the machine. (p.70) 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 system settings. (p.72) 20 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 250-sheet paper feed unit 2 x 250-sheet paper feed unit 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 B5 (15 lbs. A4 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)) 2 100 sheets \*3 Load one sheet of paper each time on the bypass tray. Bypass tray Standard paper Recycled paper Transparency film Labels Thick paper 56 g/m2 to 90 g/m2 (15 lbs. to 24 lbs.) A6R to A4 (5-1/2" x 8-1/2" (Invoice) to 8-1/2" x 11" (Letter)) 129 g/m2 to 200 g/m2 Load one sheet of (33 lbs. to 110 lbs. \*4) paper each time on the bypass tray. 106 g/m2 to 128 g/m2 You can load multiple (28 lbs. to 33 lbs.) sheets of paper on the bypass tray.

A6R to A3 (5-1/2" x 8-1/2" (Invoice) to 11" x 17" (Ledger)) Envelopes International DL (110 mm x 220 mm) International C5 (162 mm x 229 mm) Monarch (3-7/8" x 7-1/2") Commercial 10 (4-1/8" x 9-1/2") 91 g/m2 to 105 g/m2 (24 lbs. to 28 lbs.) You can load multiple sheets of paper on the bypass tray. 5 sheets \*1 A5 (5-1/2" x 8-1/2") can be used in the upper paper tray but cannot be used in other trays (including trays in optional paper feeding unit). \*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. \*4 Index Special papers Follow these guidelines when using special papers. Use SHARP recommended transparency film and label sheets.

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



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There are many varieties of special paper available on the market, and some cannot be used with this machine. Before using special paper, contact your authorised service representative. Before using other than SHARP recommended paper, make a test copy to see if the paper is suitable. 21 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. Note · Do not load paper higher than the line on the tray (up to 250 sheets). · Do not add paper to the loaded paper. It may cause multiple feed of paper.

· A5 (5-1/2" x 8-1/2") can be used in the upper paper tray but cannot be used in other trays (including trays in optional paper feeding unit). 4 2 Push the pressure plate down until it locks in place. Push the centre of the pressure plate down until it locks into place. Gently push the paper tray into the machine. 3 Load paper into the tray. · Open the package of the paper and load it without fanning the paper. · Make sure the stack of paper is straight before loading it. 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.24). · When misfeed occurs, rotate the paper 180 degrees and reload it.

· Straighten curled paper before using it. For how to load paper, refer to the steps below. 22 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 2 Set the paper guides to the copy paper width. · If you loaded paper in the bypass tray, press the [PAPER SELECT] key ( ) to select the bypass tray. The bypass tray will not be selected automatically. · If you load thick paper in the bypass tray, hold down the [TRAY SETTING] key ( ) for more than 5 seconds, use the [PAPER SELECT] key ( ) to select the bypass tray, and press the [AUTO IMAGE] key ( AUTO % ).

When AUTO IMAGE indicator ( AUTO % ) lights up, the paper type is set to thick paper. The setting is cleared when "Auto clear" works or the [CLEAR ALL] key ( ) is pressed. 2 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, B6 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 unclean images.

· Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclean images. 23 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 [TRAY SETTING] 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. 2 If the machine has two or more paper trays, use the [PAPER SELECT] key ( ) to select the paper tray for which you wish to change the paper size setting. Each time the [PAPER SELECT] key ( ) is pressed, a paper tray will be indicated with a blinking paper feed location indicator. 24 BEFORE USING THE MACHINE 3 Use the [ORIGINAL] key ( select the paper size. ) to 4 The indicator of the selected paper size lights up. Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper, and move the left guide to the appropriate slot as marked on the tray. Left guide Changing bypass tray's paper size setting To change the bypass tray's paper size setting, hold ) for more than 5 down the [TRAY SETTING] key ( seconds, use the [PAPER SELECT] key ( ) to select the bypass tray, and select the desired paper size. Front guide · The front guide is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded.

· The left guide is an insert-type guide. Remove it and then insert it at the indicator line of the paper to be loaded. · When using 11" x 17" sized paper store the left guide in the slot at the left front of the paper tray. Note If you load thick paper in the bypass tray, hold down the [TRAY SETTING] key ( ) for more than 5 seconds, use the [PAPER SELECT] key ( ) to select the bypass tray, and press the [AUTO IMAGE] key ( AUTO % ). When AUTO IMAGE indicator ( AUTO % ) lights up, the paper type is set to thick paper. The setting is cleared when "Auto clear" works or the [CLEAR ALL] key ( ) is pressed. 2 Customise the bypass tray setting If the bypass tray is selected, you can also change the paper size setting with the following procedure.



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· Enter a value for the horizontal/vertical direction by pressing the numeric keys. Press the [ ] key to switch the horizontal/vertical direction. The horizontal direction is selected: zoom indicator lights up The vertical direction is selected: zoom indicator does not light up When finished, press and hold [ ]. Available value Direction horizontal vertical \*Value · If the bypass tray is selected, set the paper guides to the copy paper width. 5 Press the [START] key ( ) and then the [TRAY SETTING] key ( ). To change the paper size setting of another tray, repeat steps 2 to 5 after pressing the [START] key ( ). min. (mm) 100 139 max.

(mm) 297 420 Note can be entered only in metric (AB series). Affix the paper size label for the paper size selected in step 3 to the label position on the right end of the tray. Metric (AB series) and inch series reference Metric series Inch series (inch) (AB series) (mm) 5-1/2" x 8-1/2" (Invoice) 8-1/2" x 11" (Letter) 8-1/2" x 13" (Foolscap) 8-1/2" x 14" (Legal) 11" x 17" (Ledger) 140 x 216 216 x 279 216 x 330 216 x 355 279 x 432 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 example, if the tray's paper size setting is A4R (8-1/2" x 11"R), set "Set Paper Size" to "A4R" ("Letter-R"). For more information, see "CONFIGURING THE PRINTER DRIVER" (p. 11). 25 OPERATION IN COPY, PRINTER, AND SCANNER MODES Some operations cannot be performed simultaneously when the machine is being used in printer mode, copy mode, or scanner mode. Modes Copy Printer Scanner Copy key input During copying During printing During scan preview/ during scanning Copying Yes Yes\* No Yes Printing Yes No Scanning from a computer Yes No Yes Scanning from the machine No No Yes \* During two-sided printing (AR-5618D/AR-5620D/AR-5623D), the copy job begins after the print job finishes. 26 3 1 Chapter 3 COPY FUNCTIONS This chapter explains how to use the copy functions. NORMAL COPYING This section explains how to make a regular copy. If "Auditing mode" has been enabled (p.75), enter your 3-digit account number. Copying from the document glass Open the document cover/SPF/RSPF, and place the original. 2 Close the document cover/SPF/RSPF. After placing the original, be sure to close the document cover/SPF/RSPF.

If left open, parts outside of the original will be copied black, causing excessive use of toner. Place the original face down on the document glass. 3 Press the [ORIGINAL] key ( select the original size. ) and [How to place the original] Align the edge of the original with the original size scale, to be centred with the centring mark ( ). mark Original size scale mark Original size scale When the original size is selected, the tray with the same size of paper is automatically selected. (When there are two or more paper trays) Note An original up to A3 (11" x 17") can be placed on the document glass. 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 [PAPER SELECT] key ( ) and copy from the bypass tray. The bypass tray must be manually selected.

To copy on paper of a different size than the original, select the paper with the [PAPER SELECT] key ( ). If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. 4 Set the number of copies. 27 COPY FUNCTIONS 5 Press the [START] key ( copying. ) to begin Note The copy is delivered to the paper output 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.20) The setting for "Auto clear time" can be changed in the system settings. (p.

70) · Press the [CLEAR] key ( ) to stop copying in the middle of a run. Copying from the SPF/RSPF 1 2 Make sure that an original has not been left on the document glass. Close the SPF/RSPF. Adjust the original guides to the size of the original(s). Note Do not place originals of different sizes together in the document feeder tray. This may cause misfeeds. 4 5 Set the number of copies. Press the [START] key ( copying. ) to begin 3 Set the original(s) face up in the document feeder tray. The copy is delivered to the paper output tray.

The default output mode for copying from the SPF/RSPF is sort mode (p.41). The default output mode can be changed using "Sort auto select" in the system settings (p.73). Note Insert the original into the document feeder tray as far as it will go. When the original is set, the SPF/RSPF indicator will light up. The ORIGINAL SIZE indicator corresponding to the size of the original lights up. If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. 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 [PAPER SELECT] key ( ) and copy from the bypass tray. The bypass tray must be manually selected. To copy on paper of a different size than the original, select the paper with the [PAPER SELECT] key ( ). · 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.20) The setting for "Auto clear" time can be changed in the system settings. (p.70) · 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. 28 COPY FUNCTIONS Auto paper select mode (when there are two or more paper trays) 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, B5, B5R, 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 system settings. (p.71) · The sizes of paper that can be used 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.



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· "Auto paper select mode" is cancelled if the automatic ratio selection is enabled (p.31) or if a tray is selected with the [PAPER 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 it, open the document cover and lift it at a slightly backward angle. To replace the cover, do the reverse. The SPF/RSPF cannot be removed. Originals that can be used in the SPF/RSPF 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. 3 Note Copying books or originals with folds or creases Press down on the document cover/SPF/RSPF while copying as shown.

If the document cover/SPF/RSPF is not completely closed, shadows may appear on the copy or it may be fuzzy. Straighten originals with folds or creases well before placing. · 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 original may cause misfeeds.

· When you set multiple sheets of thick original, if the original is not fed, reduce the number of the set originals. Originals that cannot be used in the SPF/RSPF The following originals cannot be used. These may cause misfeeds or smudging and unclear images. · Transparencies, tracing paper, other transparent or translucent paper, and photographs. · Carbon paper, thermal paper.

· Originals that are creased, folded, or torn. · Glued originals, cut-out originals. · Originals with binder holes. · Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper. Stream feeding mode If "Stream feeding mode" is enabled in the system settings (p.70), the SPF/RSPF indicator will blink for about 5 seconds after all originals are fed. If a new original is placed in the SPF/RSPF during this time, the original will be automatically fed in and copying will begin. 29 COPY FUNCTIONS MAKING A COPY DARKER OR LIGHTER Automatic exposure adjustment is initially enabled. This function automatically adjusts the copy image according to the original being copied. If you wish to select the exposure level yourself, follow the steps below.

(Select from two original types and five exposure levels for each original type.) The exposure level used in automatic exposure adjustment can also be changed. ("ADJUSTING THE AUTOMATIC EXPOSURE LEVEL" (p.68)) Original types AUTO .....Automatic exposure adjustment is enabled and the exposure is automatically adjusted according to the original being copied.

The exposure is lowered for coloured areas and background shadows. TEXT...

...The exposure is raised for light areas and lowered for dark backgrounds to make text easier to read. PHOTO .

..Halftones in the photo are reproduced with greater clarity. 1 Press the [AUTO/TEXT/PHOTO] key ( AUTO // ) to select the original type. 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. 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.

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 Auto paper select mode (p.29) normally operates (unless it has been disabled), and thus when the original is placed on the document glass and the original size is selected, or when the original is placed in the SPF/RSPF, the tray with the same size of paper as the original is automatically selected. 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 [PAPER 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.24) · Automatic ratio selection (p.31) does not operate when the bypass tray or a tray set for a special paper size is selected. Auto tray switching (when there are two or more paper trays) 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 system settings (p.

71). 30 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 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. The set number of copies appears in the display. A maximum of 999 copies (factory default setting) can be set. If you wish to make only a single copy, copying is possible with the display showing "0". Note The maximum number of copies can be changed in the system settings.

(p.72) 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.32) · Separate settings can be selected for the vertical and horizontal ratios. "SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY (XY ZOOM Copying)" (p.33) Ratios that can be selected will vary depending on whether the original is placed on the document glass or in the SPF/RSPF.

Original position Document glass SPF/RSPF Selectable ratios 25% 400% 50% 200% 3 AUTOMATIC RATIO SELECTION 1 Place the original(s) in the document 3 Use the [PAPER SELECT] key ( feeder tray or on the document glass.



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) 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. 2 If the original is placed on the document glass, select the original size. (p.27) Note · Automatic ratio selection can be used when the original size is A5, B5, B5R, 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 used vary by country and region. It cannot be used for other sizes. · After placing the original, be sure to close the document cover/SPF/RSPF. If left open, parts outside of the original will be copied black, causing excessive use of toner.

31 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.) · 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.

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. Note To cancel automatic ratio selection, press the [AUTO IMAGE] key ( AUTO % ) again. Note MANUAL RATIO SELECTION Copies can be reduced down to 25% or enlarged up to 400%. The [PRESET RATIO] selector keys ( be pressed to quickly select a ratio from among eight preset ratios.

In addition, the [Zoom] keys ( , pressed to select the ratio in increments of 1% , ) can be 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.27) Note After placing the original, be sure to close the document cover/SPF/RSPF. If left open, parts outside of the original will be copied black, causing excessive use of toner. 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 ). 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. Note 3 Use the [PRESET RATIO] selector keys ( , ) and [Zoom] keys ( , ) to select the desired copy ratio.

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. · If the PAPER SIZE indicator is not lit, there is no appropriate paper. Load appropriate paper in a paper tray. (p.

22) 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. Note To return the ratio to 100%, press the [PRESET RATIO] selector key ( or until the 100% indicator lights up. ) 32 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 · This feature cannot be used with the 2 IN 1 or 4 IN 1 feature. (p.43) · 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/RSPF Selectable ratios 25% 400% 50% 200% 3 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.27) Note After placing the original, be sure to close the document cover/SPF/RSPF. If left open, parts outside of the original will be copied black, causing excessive use of toner. 4 Use the [PRESET RATIO] selector keys ( , ) and [Zoom] keys ( , ) to change the copy ratio in the vertical 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. 3 Press the [XY-ZOOM] key ( ). XY-ZOOM Indicator ( ) lights up.

The current value for the vertical direction will appear in the display. 5 Press the [Copy ratio display] key ( ). The selected ratio for the vertical direction will be entered. 33 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.

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 ) and the [Zoom] keys ( reset the 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.

34 AUTOMATIC TWO-SIDED COPYING (AR-5618D/AR-5620D/AR-5623D) Two originals placed on the document glass can be copied onto each side of a single sheet of paper. In addition, an RSPF can be used to copy two originals onto one sheet of paper, or one two-sided original onto two sheets of paper, or one two-sided original onto each side of one sheet of paper. Original Paper One-sided original Two sides Document glass A5 to A3 (8-1/2" x 11" to 11" x 17") · The bypass tray cannot be used.



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