



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP AR-M550U. You'll find the answers to all your questions on the SHARP AR-M550U 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-M550U
User guide SHARP AR-M550U
Operating instructions SHARP AR-M550U
Instructions for use SHARP AR-M550U
Instruction manual SHARP AR-M550U

SHARP

MODEL

AR-M550U
AR-M620U
AR-M700U
AR-M550N
AR-M620N
AR-M700N

DIGITAL LASER COPIER/PRINTER
DIGITAL MULTIFUNCTIONAL
SYSTEM

OPERATION MANUAL
(for general information and copier operation)

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(Option) Saddle stitch finisher + Punch module
+ Inserter + Large capacity tray

Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.
Before installing this product, be sure to read the installation requirements and cautions sections.
Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information and copier operation)" and operation manuals for any optional equipment which has been installed.



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Manual abstract:

(Option) Saddle stitch finisher + Punch module + Inserter + Large capacity tray The power switch positions are marked "I" to indicate power "ON" and " " to indicate stand-by. In the stand-by position, power is being supplied to a drying heater within the paper tray and sensor system in the printer. Caution: For complete electrical disconnection, pull out the main plug. The socket-outlet shall be installed near the equipment and shall be easily accessible. FOR YOUR RECORDS ... @@@@ This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: G G G G Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/TV technician for help. Shielded Network cable, USB cable and Centronics cable must be used with this equipment to maintain compliance with FCC regulations. Model Number: AR-M550U/AR-M550N/AR-M620U/AR-M620N/AR-M700U/AR-M700N AR-M550U J/AR-M550N J/AR-M620U J/AR-M620N J/AR-M700U J/AR-M700N J Declaration of Conformity This device complies with Part 15 of the FCC rules.

Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undersired operation. Responsible Party: SHARP ELECTRONICS CORPORATION Sharp Plaza, Mahwah, New Jersey 07430-2135 TEL: 1-800-BE-SHARP Part 1: General Information NOTES G Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your nearest SHARP Service Department. G This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.

G Aside from instances provided for by law, SHARP is not responsible for failures occurring during use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product. 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. PRODUCT CONFIGURATIONS The table below shows the product models covered by this manual. (As of February 2004) Model AR-M550U/AR-M620U/AR-M700U AR-M550N/AR-M620N/AR-M700N Product configuration Digital Laser Copier/Printer Digital Multifunctional System OPERATION MANUALS The following operation manuals are provided for the machine. Please read the appropriate manuals as needed for the features you wish to learn about. G Operation manual (for general information and copier operation) (this manual): The first half of this manual provides general information about the machine, including safety information, loading paper, removing misfeeds, and regular maintenance. The second half of the manual explains how to use the copy and document filing functions. G Key operator's guide: This primarily explains key operator programs for machine management and copier related functions. Key operator programs for the printer and network scanner functions are explained in the manuals for those functions. Key operator programs are used by key operators to configure function settings to meet the needs of the customer.

G Operation manual (for facsimile) This manual explains the procedures for using the machine as a facsimile. To use the fax function, the facsimile expansion kit must be installed. G Software setup guide (for printer) This explains how to connect the machine to your computer, install the printer driver for Windows, and configure the printer driver settings. G Operation manual (for printer)* This manual explains the procedures for using the machine as a printer. G Operation manual (for network scanner)* This manual explains the procedures for using the machine as a network scanner when connected to a computer. To use the network scanner function, the machine must be configured for use as a network printer and the ARNS3 network scanner expansion kit must be installed. * The Operation manual (for printer) and the Operation manual (for network scanner) are provided as PDF files in the CD-ROM. These manuals are not provided as printed manuals. 0-1 INSTALLATION REQUIREMENTS Improper installation may damage this product. Please note the following during initial installation and whenever the machine is moved.

1. The machine should be installed near an accessible power outlet for easy connection. 2. 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. G For the power supply requirements, see the name plate on the back of the main unit. 3. Do not install your machine in areas that are: G damp, humid, or very dusty G exposed to direct sunlight G poorly ventilated G subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater. 4. Be sure to allow the required space around the machine for servicing and proper ventilation. 6-1/8" (15cm) 11-13/16" (30cm) 23-5/8" (60cm) A small amount of ozone is produced within the printer during operation. The emission level is insufficient to cause any health hazard. NOTE: The present recommended long term exposure limit for ozone is 0.1 ppm (0.2 mg/m³) calculated as an 8 hr. timeweighted average concentration. However, since the small amount that is emitted may have an objectionable odor, it is advisable to place the copier in a ventilated area. 0-2 dragon_00.

fm 3 ??? ?????????????????????? CAUTIONS 1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty prints. 2. The fusing unit is extremely hot. Exercise care in this area. 3. Do not look directly at the light source. Doing so may damage your eyes. 4. Four adjusters are provided on all optional stand/paper drawer units. These adjusters should be lowered until they contact the floor. When moving the machine with the optional stand/paper drawer, be sure to raise the adjusters. Also, unlock the two casters at the front of the optional stand/paper drawer. After moving the machine, lower the four adjusters until they reach the floor and lock the two casters. 5. Do not make any modifications to this machine. Doing so may result in personal injury or damage to the machine.



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6. Since this machine is heavy, it is recommended that it be moved by more than one person to prevent injury.

7. When connecting this machine to a computer, be sure to first turn both the computer and the machine off. Lock Adjuster Fusing unit 8. Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from printing by national law. Other items may be prohibited by local law. G Money G Stamps G Bonds G Stocks G Bank drafts G Checks G Passports G Driver's licenses Release Caution: This connector (A) is only intended for service purposes. Any connection to this terminal may cause malfunctions of the machine. Instruction for service technician: The cable length for the service terminal has to be less than 118" (3m). (A) The machine includes the document filing function, which stores document image data on the machine's hard disk.

Stored documents can be called up and printed or transmitted as needed. If a hard disk failure occurs, it will no longer be possible to call up the stored document data. To prevent the loss of important documents in the unlikely event of a hard disk failure, keep the originals of important documents or store the original data elsewhere. With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the loss of stored document data. "BATTERY DISPOSAL" THIS PRODUCT CONTAINS A LITHIUM PRIMARY MEMORY BACK-UP BATTERY THAT MUST BE DISPOSED OF PROPERLY. PLEASE CONTACT YOUR LOCAL SHARP DEALER OR AUTHORIZED SERVICE REPRESENTATIVE FOR ASSISTANCE IN DISPOSING OF THIS BATTERY. This product utilizes tin-lead solder, and a fluorescent lamp containing a small amount of mercury. Disposal of these materials may be regulated due to environmental considerations. For disposal or recycling information, please contact your local authorities or the Electronics Industries Alliance: www.eia.

org 0-3 dragon_00.fm 4 ??? ?????????????????????? CAUTIONS Laser Information Wave length Pulse times 785 nm +10 nm -15 nm 55 cpm / 62 cpm model: (3.1 s 3.1 ns)/7 mm 70 cpm model: (2.7 s 2.

7 ns)/7 mm 55 cpm / 62 cpm model: (3.7 s 3.7 ns)/7 mm 70 cpm model: (3.2 s 3.2 ns)/7 mm North America: Europe: Output power Max 0.

8 mW At the production line, the output power of the scanner unit is adjusted to 0.8 MILLIWATT PLUS 10 % and is maintained constant by the operation of the Automatic Power Control (APC). Caution Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. For North America: SAFETY PRECAUTIONS This Digital Equipment is rated Class 1 and complies with 21 CFR 1040.10 and 1040.11 of the CDRH standards. This means that the equipment does not produce hazardous laser radiation. For your safety, observe the precautions below.

G Do not remove the cabinet, operation panel or any other covers. G The equipment's exterior covers contain several safety interlock switches.

Do not bypass any safety interlock by inserting wedges or other items into switch slots. For Europe: CLASS 1 LASER PRODUCT CAUTION INVISIBLE LASER RADIATION WHEN OPEN INTERLOCKS DEFEATED. AVOID EXPOSURE TO BEAM. VORSICHT UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEFFNET UND SICHERHEITSVERRIEGELUNG BERBRCKT. NICHT DEM STRAHL AUSSETZEN. ADVARSEL USYNLIG LASERSTRLNING VED BNING, NR SIKKERHEDSBRYDERE ER UDE AF FUNKTION. UNDG UDSAETTELSE FOR STRLNING. LASER KLASSE 1 LUOKAN I LASERLAITE VAROITUS! LAITTEEN KYTTMINEN MUULLA KUIN TSS KYTTOHJEESSA MAINITULLA TAVALLA SAATTAA ALTISTAA KYTTJN TURVALLISUUSLUOKAN I YLITTVLLE NKYMTTMLLE LASERSTEILYLLE. VARNING OM APPARATEN ANVNDS P ANNAT STT N I DENNA BRUKSANVISNING SPECIFICERATS, KAN ANVNDAREN UTSTTAS FR OSYNLIG LASERSTRLNING, SOM VERSKRIDER GRNSEN FR LASERKLASS 1. KLASSE 1 LASERAPPARAT CLASS 1 LASER PRODUCT LASER KLASSE 1 Laserstrahl CAUTION VORSICHT ADVARSEL ADVERSEL VARNING VARO! INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED.

AVOID EXPOSURE TO BEAM. UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEFFNET UND SICHERHEITSVERRIEGELUNG BERERCKT. NICHT DEM STRAHL AUSSETZEN. USYNLIG LASERSTRLNING VED BNING, NR SIKKERHEDSAFBRYDERE ER UDE AF FUNKTION. UNDG UDSAETTELSE FOR STRLNING.

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This page shows features related to the copy function.

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Shadows that appear around the edges of copies of books or thick originals can be erased. Original Copy Edge erase Original Copy Center erase Enlargement Reduction Edge+Center erase XY Zoom See page 4-18 Dual Page Copy See page 5-5 Separate ratio settings can be selected for the length and width of a copy. The left and right pages of a book can be successively copied onto separate sheets. Original Copy Book original Copy Margin Shift Margins can be added to copies. See page 5-3 Pamphlet Copy See page 5-6 One-sided or two-sided pamphlet style copies can be made. Originals (one-sided) Finished copies are folded in two. Left binding 3 4 5 6 7 8 One-sided copying Image shifted Image shifted Original to the right to the left 1 2 Margin Two-sided copying Original Margin First page Image shifted Image shifted to the right to the left Originals (two-sided) 2 4 6 8 1 Right binding 3 5 7 Or Margin Margin First page 1-4 MAIN FEATURES Job Build See page 5-8 Transparency Insert See page 5-22 When you have a very large number of originals, the pages can be scanned in sets. Inserts can be automatically inserted between transparencies. Originals (1-sided) Copy 1 Insert sheets Originals (2-sided) 300 sheets 150 sheets 150 sheets Tandem Copy See page 5-9 Multi Shot See page 5-23 Two machines can be used to run a large copy job in parallel. Multiple original pages can be copied onto a single sheet of paper in a uniform layout.

*Originals (1-sided) Originals (2-sided) Copy 100 sheets 50 sets of copies 50 sets of copies *AR-M550N, AR-M620N or AR-M700N only. Covers/inserts See page 5-11 Book Copy See page 5-25 Front covers, back covers, and inserts can be added. These can also be copied on. Originals Back cover Books and other bound originals can be copied pamphlet style. Original Left binding Copy First page Front cover Insert sheets First page Right binding First page First page 1-5 MAIN FEATURES Tab Copy See page 5-26 Mirror Image See page 5-30 Copying is possible on the tabs of tabbed paper. Original Tab paper Copy A mirror image copy can be made. Original INDEX INDEX Copy Tab width 8-1/2" x 11" : Maximum of 5/8" (17mm) A4 : Maximum of 51/64" (20mm) Card Shot See page 5-28 B/W Reverse See page 5-30 The front and back of a card can be copied onto one sheet of paper. This function is convenient for making copies for certification purposes and helps save paper. Original Copy White and black can be inverted on a copy to produce a negative image. Original Copy CARD Front of card CARD CARD Back of card Example: Portrait 8-1/2" (A4) size Example: Landscape 8-1/2" (A4) size Job programs See page 5-31 Interrupting a copy run See page 5-33 Various steps of a copy operation can be stored as a program, and up to 10 programs can be stored.*

Saving frequently used sets of settings in a program saves you the trouble of selecting those settings each time you wish to use them. A copy job in progress can be interrupted for a rush job. JOB PROGRAMS INTERRUPT PRESS PROGRAM NUMBER. AUTO ORIGINAL RECALL A4 AUTO EXPOSUR AUTO A4 1-6 MAIN FEATURES Offset mode See page 3-4 Hole punching See page 3-5 Each set of output can be offset slightly from other sets for easy separation. Copies can be punched to add holes.

*Original Offset mode Non-Offset mode Punch positions 1 *When the Finisher or Saddle stitch finisher is installed. *When the Punch module is installed. Staple sort mode See page 3-4 Inserter mode See page 3-14 Sets of copies can be automatically stapled. Original Copy Blank or already printed-on sheets of paper can be added as a cover or an insert without being printed on. The inserter can be used to feed heavy sheets of paper that cannot be fed from other trays.*

*Original Copy *When the Finisher or Saddle stitch finisher is installed. *When the Inserter is installed. Saddle stitch See page 3-5 Document filing function See chap. 7 When a saddle stitch finisher is installed, copies can be automatically folded in half and stapled at the fold. (Use with the pamphlet function (see page 5-6) or book copy function (see page 5-25).) Saddle stitch binding A document image can be stored on the hard disk. A stored file can easily be called up and printed or transmitted. Printed Document Image Save to machine's hard disk HDD Call up a saved file to reuse Transmitted 6 7 *When the Saddle stitch finisher is installed. 1-7 MAIN FEATURES Energy saving features This product has the following two power reducing modes that conform to the Energy Star guidelines to help conserve natural resources and reduce environmental pollution. Preheat mode The preheat mode is the first level of power reduction.*

The power is reduced to the fuser unit a preset time after the machine has completed a job and no further machine operations have been performed. The machine can recover to the ready condition within a short period of time. The preset time to enter the mode can be set by a key operator program. As an ENERGY STAR Partner, SHARP has determined that this product meets the ENERGY STAR guidelines for energy efficiency. Auto power shut-off mode The auto power shut-off mode is the second level of power reduction. In this mode power is shut off to the fusing unit and the touch panel.



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In this state more energy is saved than in the preheat mode but the time to recover to the ready condition will be longer. The preset time to enter this mode can be set by a key operator program. When this product is used as a printer, and either of the above modes is active, the mode will be deactivated automatically by an incoming job and the machine will automatically warm up and start to print when it has reached the ready temperature. When this product is configured for multi-function operation, and either of the above modes is active, the mode will be deactivated as above by an incoming print job.

Either mode will also be deactivated by operation of DOCUMENT FILING, IMAGE SEND or COPY mode key. 1-8 PART NAMES AND FUNCTIONS Exterior 1 (AR-F15) 1 Saddle stitch finisher (AR-F16)*1 / Finisher (AR-F15) (See page 3-2) *1 9 Power switch (See page 1-16) Turns the power on and off. If the power does not come on when the power switch is turned on, check the main power switch to see if it is turned on. 2 Punch module (AR-PN4A)*1 (See page 3-2) Inserter (AR-CF2)*1 (See page 3-14) Automatic document feeder (See page 4-2) This automatically feeds and scans multiple sheet originals. Both sides of two-sided originals can be scanned at once.

11 10 3 Tray 5 (Large capacity tray(AR-LC6))*1 (See page 2-5) 4 Tray 1-Tray 2 The trays hold paper. Approximately 800 sheets of standard 8-1/2" x 11" or A4 size paper (20 lbs. (80 g/m2)) can be loaded in tray 1, and approximately 1200 sheets of standard 8-1/2" x 11", A4 or B5 size paper (20 lbs. (80 g/m2)) can be loaded in tray 2. 5 Front cover Open to replace toner cartridge.

6 Operation panel Center tray (See page 4-9) Finished sheets are deposited here 12 Tray 3 Tray 3 holds paper. Approximately 500 sheets of standard (20 lbs. (80 g/m2)) paper can be loaded in this tray. Tabbed paper and transparencies can also be loaded. 7 8 Bypass tray Special papers (including transparency film) and copy paper can be fed from the bypass tray. 13 Tray 4 Tray 4 holds paper. Approximately 500 sheets of standard (20 lbs. (80 g/m2)) paper can be loaded in this tray. *1, 2, 3 and in the manual. 1 10 are peripheral devices.

For information on these devices, see the explanations of the devices 1-9 PART NAMES AND FUNCTIONS Interior 14 Duplex unit Open this cover to remove a misfeed from the fusing unit area. 19 Right side cover Open when a misfeed has occurred in the bypass tray or large capacity tray. 15 Fusing unit Toner images are fused here. 20 Upper cover of large capacity tray Open when a misfeed has occurred in the large capacity tray. CAUTION The fusing unit is hot. Take care in removing misfed paper. 16 21 Left side cover release Push this knob up to open the left side cover. Cover of the duplex unit Open when a misfeed has occurred in duplex unit. 22 Left cover of paper drawer Open this cover to remove paper misfed in tray 3 or tray 4. 17 Toner cartridge*2 This holds toner for printing.

The toner cartridge must be replaced when indicated on the operation panel. 23 Photoconductive drum Images are formed on the photoconductive drum. NOTE 18 Main power switch (See page 1-16) Keep this switch turned on when the fax option or network scanner option is installed. Do not touch or damage the photoconductive drum. *2 See page 2-16 for the procedure for installing and replacing the toner cartridge.

1-10 PART NAMES AND FUNCTIONS I Other optional equipment G Printer expansion kit (AR-P19) This is required to add the printer function to models that do not include the printer function as a standard feature. The kit includes a network interface that allows the machine to be used as a network printer. G Barcode font kit (AR-PF1) This kit adds bar code fonts to the machine. G Data security kit (AR-FR11) This kit is used to erase electronic data from the hard disk and memory immediately after a document is printed or transmitted. G PS3 expansion kit (AR-PK5) This kit provides compatibility of PostScript level 3 to the printer.

G Facsimile expansion kit (AR-FX8) This kit is required to add fax function. G Additional fax memory (8 MB) (AR-MM9) G Network scanner expansion kit (AR-NS3) This kit is required to add the network scanning feature. The printer function is required to add on the network scanner function. On models that do not have the printer function as a standard feature, the printer expansion kit is required. I Peripheral devices are basically optional, but are incorporated in some models as standard equipment. 1-11 PART NAMES AND FUNCTIONS Operation panel 1 Touch panel The machine status, messages and touch keys are displayed on the panel. The document filing, copy, network scanner*1, and fax*2 functions are used by switching to the screen for the desired function. See the following page. 5 [CUSTOM SETTINGS] key This is used to store, edit, and delete user names and folder names for the document filing function, and to configure the key operator programs and printer configuration settings. (See page 7-21) 6 Numeric keys Use to enter numeric values for various settings.

2 Mode select keys and indicators Use to change modes and the corresponding display on the touch panel. [DOCUMENT FILING] key Press to select the document filing mode. (See page 7-5.) [IMAGE SEND] key/LINE indicator/DATA indicator Press to change the display to network scanner mode*1 or fax mode*2. (See the "Operation manual (for network scanner)" and "Operation manual (for facsimile)".) [COPY] key Press to select the copy mode. 7 [] key ([ACC.#-C] key) This key is used in copy mode, document filing mode, network scanner mode*1, and fax mode*2. 8 [#P] key This is used as a program key when using the copy function, and to dial when using the fax function*2. 9 [C] key (Clear key) This key is used in copy mode, document filing mode, network scanner mode*1, and fax mode*2.

10 [START] key Use this key to start copying in copy mode, scan a document in network scanner mode*1, or scan a document for transmission in fax mode*2. 3 PRINT mode indicators READY indicator Print data can be received when this indicator is lit. DATA indicator Lights up or blinks when print data is being received. Also lights up or blinks when printing is being performed. [JOB STATUS] key Press to display the current job status.

(See page 1-14.) 11 [CA] key (Clear all key) This key is used in copy mode, document filing mode, network scanner mode*1, and fax mode*2. Use the key to cancel settings and perform an operation from the initial machine state. 4 *1 When the network scanner option is installed. *2 When the fax option is installed.

1-12 PART NAMES AND FUNCTIONS Touch panel The touch panel screens shown in this manual are printed images, and may appear different from the actual screens. I Selecting a function [Example 1] OCK ONTO 0 OK CANCEL OK I Using the touch panel [Example 1] Items on the touch panel JOB QUEUE SETS / PROG are easily selectable by 003 / 000 COPY touching the key associ003 / 000 ated with the item with a SHARP001 010 / 000 finger.



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Selection of an 0666211221 item will be Beep accompanied with a tone beep tone* to confirm the item was selected. Also, the key area for the item will be highlighted for visual confirmation. * If a grayed out key is touched, a double beep will sound. [Example 2] 1/13 COMPLETE PRINT ON INSERT SHEETS YES NO PAPER IS FED FROM INSERTER If a key is highlighted in a setting screen at the time the screen appears, the [OK] key can be pressed to store the selection without further operation. 1 [Example 2] DUAL PAGE COPY TANDEM COPY A function in the special functions screen is selected by touching the key so that it is highlighted. To cancel the selection, touch the highlighted key once again. Keys which are grayed out on any screen are not selectable. Copier feature G G G G G Dual page copy Job build Tandem copy Mirror image B/W Reverse The confirmation beeps can be disabled by a key operator program.

(See page 10 of the key operator's guide.) [Example 3] A corresponding icon representing the feature SPECIAL MODES ORIGI will appear on the touch 2-SIDED COPY key and on the main OUTPUT 1. 2. screen of the mode FILE 8 x11 8 x11 3. 8 x14 selected. If this icon is 4. 11x17 QUICK FILE touched, the setting screen of the function (or a menu screen) will appear, allowing the settings to be checked or adjusted and the function to be canceled easily. READY TO SCAN FOR COPY. 12 / 12 / 12 / 1-13 PART NAMES AND FUNCTIONS 1 Job status screen (common to print, copy, fax, network scan and Internet fax)

This screen is displayed when the [JOB STATUS] key on the operation panel is pressed. This screen can be used to display the "JOB QUEUE" (showing stored jobs and the current job) or the "COMPLETE" job list (showing finished jobs).

This screen is used to check jobs, move a job to the top of the JOB QUEUE, or delete a job. *1 "JOB QUEUE" screen JOB QUEUE COPY COPY Suzuki 066211221 PRINT JOB SETS / PROGRESS STATUS COPYING PAPER EMPTY DETAIL 1/1 JOB QUEUE COMPLETE "COMPLETE" job screen JOB QUEUE COMPLETE 020 / 001 020 / 000 020 / 000 002 / 000 E-MAIL/FTP DETAIL WAITING WAITING FAX JOB PRIORITY STOP/DELETE CALL INTERNET-FAX INTERNET-FAX 1 Job list The displayed jobs in the job list are themselves operation keys. To cancel printing or to give a job the highest print priority, touch the relevant job key to select the job and execute the desired operation using the keys described in 8 and 9. This shows the current job and the jobs waiting to be run. The icons to the left of the jobs in the queue show the job mode.

The document filing reprint job icon is highlighted. Note that the icon does not become highlighted during retransmission of a fax/image transmission job. Print mode Copy mode *1 "PAPER EMPTY" in the job status display When a job status display indicates "PAPER EMPTY", the specified paper size for the job is not loaded in any of the trays. In this case, the job will be suspended until the required paper is loaded. Other stored jobs will be printed (if possible) until the required paper is loaded.

(Other jobs will not be printed if the paper runs out during printing.) If you need to change the paper size because the specified paper size is not available, touch the current job key to select it and then touch the [DETAIL] key described in 10. 2 Mode select key This switches the job list display between "JOB QUEUE" and "COMPLETE". "JOB QUEUE": Shows stored jobs and the job in progress. "COMPLETE": Shows finished jobs. Files saved using the "FILE" and "QUICK FILE" functions and finished broadcast transmission jobs appear as keys in the finished job screen. The "FILE" or "QUICK FILE" job keys in the finished job screen can be touched, followed by the [CALL] key, to call up a finished job and print or transmit it. A finished broadcast transmission job key can be touched followed by the [DETAIL] key to check the result of the transmission. E-MAIL/FTP mode Scan to e-mail job Scan to Sharpdesk job Fax mode Fax send job PC-Fax send job Internet Fax mode i-Fax send job i-Fax reception job Fax reception job Scan to FTP job PC-Internet Fax send job 1-14 PART NAMES AND FUNCTIONS 3 [PRINT JOB] key This displays the print job list of print mode (copying, printing, fax reception, Internet fax reception, and self printing). 9 [PRIORITY] key A stored job in the "JOB QUEUE" job list can be printed ahead of all other stored jobs by selecting the job and then touching this key.

4 [E-MAIL/FTP] key This displays the transmission status and finished jobs of scan mode (Scan to e-mail, Scan to FTP, and Scan to SharpDesk) when the network scanner option is installed. 10 [DETAIL] key This shows detailed information on the selected job. Files saved using the "FILE" and "QUICK FILE" functions and finished broadcast transmission jobs appear as keys in the finished job screen. A Quick File in the finished job screen or the [Filing] key can be touched, followed by the [CALL] key, to call up a finished job and print or transmit it. A finished broadcast transmission job key can be touched followed by the [DETAIL] key to check the result of the transmission. 1 5 [FAX JOB] key This displays the transmission/reception status and finished jobs of fax mode (fax and PC-Fax) when the fax option is installed. 6 Display switching keys Use to switch the page of the displayed job list. [INTERNET-FAX] key This displays the transmission/reception status and finished jobs of Internet fax mode and PC Internet fax mode when the network scanner option is installed. 11 7 [CALL] key When this key is touched after selecting a job in the COMPLETE job status screen (a job stored using the FILE or QUICK FILE keys of the document filing function), the "JOB SETTINGS" menu screen appears to let you resend or reprint the finished job. (See "Document filing function" on page 7-2.

) 8 [STOP/DELETE] key Use to cancel or delete the current job or delete the selected reserved job. Note that printing of received faxes and received Internet faxes cannot be canceled or deleted. 1-15 TURNING THE POWER ON AND OFF The machine has two power switches. The main power switch can be found at the upper right after the front cover is opened. The power switch is located at the upper left of the right side of the machine.

The two switches are normally used as follows: CAUTION "ON" position "OFF" position Before turning off the main power switch, make sure that the communication and data lights are not blinking on the operation panel. Turning off the main power switch or unplugging the power cord while the lights are blinking may damage the hard disk and cause the data being stored or received to be lost. Main power switch Power switch Main power switch ON, Power switch OFF Set the switches in this way at night or at other times when the machine is not being used. The touch panel cannot be used, however, the following functions will remain operational: When the fax option is installed: Automatic fax reception, timer transmission (automatic transmission at a specified time), and transmission when a polling request is received from another machine (remote transmission, relay broadcast transmission) When the network scanner option is installed: Automatic Internet fax reception Main power switch: Normally kept in the ON position.



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(Be sure to keep ON when using the fax function.

) Power switch : Turn to ON position before using the machine. Turn OFF at night when the machine is not used. Main power switch ON, Power switch ON The copy, printer, fax*, Internet fax*, network scanner*, and document filing functions can be used. If the machine is not used for a certain interval after turning on the power switch, the machine will automatically enter a reduced power consumption state (preheat mode or auto power shut-off mode (see page 1-8)). * The required options must be installed to use these functions. Main power switch OFF, Power switch ON The copy, printer, fax, Internet fax, network scanner, and document filing functions cannot be used. Main power switch OFF, Power switch OFF The copy, printer, fax, Internet fax, network scanner, and document filing functions cannot be used. Turn both switches off and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine. 1-16 AUDITING MODE Auditing mode can be enabled to keep track of the number of pages printed and transmitted (scanned) by each account (up to 500 accounts can be established). The page counts can be viewed and totaled as needed.

<This mode is enabled in the key operator programs separately for the copy, printer, fax, Internet fax, network scanner, document filing functions. (Page 7 of the key operator's guide)> Using the machine when the auditing mode is enabled The procedure for making copies when auditing mode has been enabled for the copy function is explained below. NOTES G When auditing mode is enabled for document filing and fax/image transmission, a message will appear asking you to enter your account number each time you switch to the main screen of one of those functions in the touch panel. Enter your account number in the same way as for copy mode, and then begin the scanning procedure. G When the account counter is turned on for the printer function, you must enter your account number in the setting screen of the printer driver on your computer in order to print. I When the account counter is turned on, the right message appears on the touch panel. ENTER YOUR ACCOUNT NUMBER. When the above screen appears, enter your 5-digit account number and then begin the copying procedure. I Enter your account number (5 digits) with the numeric keys. As you enter your account number, the hyphens (-) change to asterisks (*).

If you enter an incorrect digit, press the key and reenter the correct digit. When a correct account number is entered, the following message will appear. ACCOUNT STATUS COPIES :MADE /REMAINING :00,123,000/00,012,456 2 Follow the appropriate steps to perform the copy job. When copying is begun, the following message will appear. READY TO SCAN FOR COPY.

PRESS [ACC.#-C] WHEN FINISHED. To perform an interrupt copy job (page 5-33), touch the [INTERRUPT] key and then enter your account number as explained in step 1. The following message will appear. COPY INTERRUPT MODE.

READY TO SCAN FOR COPY. OK If a limit has been set by key operator program for the number of copies that can be made by the account, the remaining number that can be made is displayed. Check the number in the display and touch the [OK] key. NOTE If "ACCOUNT NUMBER SECURITY" is enabled in the key operator programs and an incorrect account number is entered three times in a row, "PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE."

will appear. (Page 8 of the key operator's guide.) Operation is not possible while this message appears (about one minute). is 3 When the copy jobkey)finished, press the [] key ([ACC.#-C] 1-17 CHAPTER 2 MANAGING THE MACHINE This chapter explains how to load paper, replace the toner cartridge, and remove paper misfeeds. It also contains information about supplies.

Page LOADING PAPER.....

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... 2-2 G Identifying the trays

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..... 2-2 G Loading paper in paper tray 1 - tray 2

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. 2-2 G Loading paper in paper tray 3

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..... 2-13 G General procedure for custom settings .

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.. 2-13 G About the settings ...

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..... 2-15 REPLACING THE TONER CARTRIDGES ...

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.. 2-17 MISFEED REMOVAL

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. 2-18 G Misfeed in the transport area, fusing area, and exit area....

..... 2-19 G Misfeed in the duplex unit ...

2-20 G Misfeed in the paper feed area

..... 2-21 REMOVING AN ORIGINAL MISFEED

. 2-25 G Removing a misfed original from the automatic document feeder .. 2-25 TROUBLESHOOTING ..

.... 2-26 2-1 LOADING PAPER If the paper runs out during printing, a message will appear in the display. Follow the procedure below to load paper. Identifying the trays The trays are identified using numbers as shown below. For the types and sizes of paper that can be used in each tray, see page 2-8. 1 Tray 1 This is the left large capacity tray. Tray 3 Tray 4 Tray 2 This is the right large capacity tray.

Tray 5 This is an optional large capacity tray. Bypass tray 2 3 4 5 6 NOTES G Do not use curled or folded paper. Doing so may cause a misfeed. G Do not place heavy objects or press hard on any tray which is pulled out. G Do not place objects on the large-capacity tray.

This may damage the tray or interfere with operation. G Load paper with the print side face up. However, when the paper type is set to "PRE-PRINTED" or "LETTER HEAD", load the paper face down*. * If the two-sided function is disabled using "DISABLING OF DUPLEX" in the key operator programs(page

11 of the key operator's guide), load the paper face up. Loading paper in paper tray 1 - tray 2 8-1/2" x 11" or A4 size paper can be loaded in tray 1. 8-1/2" x 11", A4 or B5 size paper can be loaded in tray 2. These are parallel large-capacity trays that allow a total of approximately 2000 sheets of SHARP standard paper (20lbs. (80g/m2)) to be loaded. If you wish to change the paper size of tray 1 or tray 2, please consult your dealer (the paper size must be changed by a service technician). 1 Pull out paper tray 1-tray 2. Gently pull the tray out until it stops. 2 Load paper in the left and right trays. Indicator line

Indicator line Lift the paper guide and load paper in tray 1.*1 Approximately 800 sheets of SHARP standard paper (20lbs.(80g/m2)) can be loaded.

Be sure to return the paper guide to its original position after loading the paper. Load paper in tray 2.*1 Approximately 1200 sheets of SHARP standard paper (20lbs. (80g/m2)) can be loaded. *1 The paper stack must not be higher than the indicator line. 2-2 LOADING PAPER 3 Gently push tray 1-tray 2 into the machine.



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Push the tray firmly all the way into the machine. 4 Set the paper type. If the paper size was changed from an inch size to an AB size, or from an AB size to an inch size, or if the paper type was changed, be sure to change the appropriate settings as explained in "Setting the paper type and paper size" (See page 2-10).

5 Loading paper in paper tray 1/tray 2 is now complete.

Loading paper in paper tray 3 Approximately 500 sheets of standard paper (20lbs. (80g/m2)) from 11" x 17" to 5-1/2" x 8-1/2"R size (A3 size to A5R) can be loaded in tray 3. Special papers such as tabbed paper and transparency film can also be loaded. For information on what special papers can be used, see "Specifications of paper trays (Types and sizes of paper that can be used in the trays)" on page 2-8. To load tabbed paper or transparency film, see "Loading tabbed paper" or "Loading transparency film" on the next page.

2 1 Pull out paper tray 3. Gently pull the tray out until it stops. 3 Gently push tray 3 into the machine. Push the tray firmly all the way into the machine. 2 Load paper into the tray.

The paper stack must not be higher than the indicator line (no more than 500 sheets of SHARP standard paper (20lbs. (80g/m2)). To change the paper size, see "Changing the paper size in paper tray 3" below. 4 Set the paper type. If the paper size was changed from an inch size to an AB size, or from an AB size to an inch size, or if the paper type was changed, be sure to change the appropriate settings as explained in "Setting the paper type and paper size" (see page 2-10). 5 Loading paper complete. in paper tray 3 is now Changing the paper size in paper tray 3 1 Pull out paper tray 3. If paper remains in the tray, remove it. 4 Gently push tray 3 into the machine. Push the tray firmly all the way into the machine.

guide plates A and B by 2 Adjust the their lock levers and sliding squeezing them to the paper size to be loaded. The guide plates A and B are slidable. Adjust them to the paper size to be loaded while squeezing their lock levers. paper type 5 Set them tray 3. of the paper that was loaded Be sure to change the appropriate settings as explained in "Setting the paper type and paper size" (see page 2-10). If you changed the paper size, be sure to change the paper size setting. An incorrect paper size setting will cause the wrong paper to be automatically selected and may prevent printing or cause misfeeds. 3 Load paper into the tray. 6 Changing the paper size in paper tray 3 is now complete. 2-3 LOADING PAPER I Loading tabbed paper When using tabbed paper, follow the steps below to attach the special guide to the divider plate at the bottom edge of the tabbed paper.

(Tabbed paper cannot be used in tray 4.) 1 Take out the tabbed paper guide. The guide is stored inside the left side of the machine as shown. Be sure to replace the guide when you have finished using it. 3 Place the tabbed paper in the tray.

Place the tabbed paper with the print side face up. 2 Pull out the tray and attach the guide. Slide the divider plate to the position of the bottom edge of the tabbed paper and attach the guide so that it covers the divider plate. [Example] Make sure that the positions of the tabs correspond with the originals as shown below. Original ABC DEF GHI JKL Tabbed paper Front side 1st page 2nd page 3rd page 4th page 1st page 2nd page 3rd page 4th page 4 Gently push the tray in and set the paper type to tabbed paper.

(See "Setting the paper type and paper size" on page 2-10) I Loading transparency film Be sure to load transparency film with the label facing down and the film oriented vertically. Smudging and a dirty image may result if the film is loaded with the label facing up. (Transparency film cannot be used in tray 4.) Changing the paper size in paper tray 4 Plain paper from 11" x 17" to 5-1/2" x 8-1/2"R size (A3 to A5R) can be loaded in tray 4. For paper that can be used, see "Specifications of paper trays (Types and sizes of paper that can be used in the trays)" on page 2-8. The procedures for loading paper in tray 4 and changing the paper size are the same as for tray 3 (see page 2-3). NOTE When referring to the explanations of tray 3, keep in mind that special papers such as tabbed paper and transparency film cannot be used in tray 4. Use tray 3 for special paper. 2-4 LOADING PAPER Loading paper in paper tray 5 (optional large capacity tray) The large capacity tray can hold up to 3,500 sheets of 8-1/2" x 11" size (A4) SHARP standard paper (20 lbs. (80 g/m2)).

If you wish to change the paper size, please consult your dealer (the paper size must be changed by a service technician). 1 Pull the tray out until it stops. When the tray is in operation, do not use excessive force to pull the tray out. This may damage the tray. 3 Push the tray firmly all the way into the machine. The paper table will automatically rise to the paper feed position. 2 2 Place the paper in the center of the paper table. The paper stack must not be higher than the indicator line (up to 3,500 sheets of SHARP standard paper (20 lbs. (80 g/m2)) If the paper type was changed, be sure to change the appropriate settings as explained in "Setting the paper type and paper size" (See page 2-10). Specifications (optional large capacity tray) Name Paper size Paper weight Paper capacity (plain) Dimensions Power supply Weight Overall dimensions when attached to machine Large capacity tray (AR-LC6) 8-1/2" x 11" (A4) 16 to 28 lbs. (60 to 105 g/m2) 3500 sheets (20 lbs. (80 /m2)) 14-23/32" (W) x 21-1/2" (D) x 20-13/32" (H) (376 mm (W) x 546 mm (D) x 518 mm (H)) Supplied from the main unit Approximately 62.9 lbs. (28.5 kg) 53-3/64" (W) x 26-47/64" (D) (1347 mm (W) x 679 mm (D)) Specifications are subject to change for improvement without notice.

2-5 LOADING PAPER Loading paper in the bypass tray The bypass tray can be used to print on plain paper, postcards, label sheets, tabbed paper, and other special papers. When using SHARP standard paper, up to 100 sheets can be loaded (up to 20 postcards) for continuous printing similar to the other trays. For the paper types that can be used in the bypass tray, see "Specifications of paper trays (Types and sizes of paper that can be used in the trays)" on page 2-8.

NOTE After loading the paper in the bypass tray, be sure to set the paper type and size (step 4) if these were changed. 1 Open the bypass tray. and 4 Set the typetray. size of the paper loaded in the bypass If the paper size was changed from an inch size to an AB size, or from an AB size to an inch size, or if the paper type was changed, be sure to change the appropriate settings as explained in "Setting the paper type and paper size" (see page 2-10). When loading 11" x 17", 8-1/2" x 14", 8-1/2" x 13", or 8-1/2" x 11"R, A3, B4, A4R size paper, be sure to pull the auxiliary tray all the way out.



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:Must be one of the following standard sizes: 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2" or 5-1/2" x 8-1/2"R (A3, B4, A4, A4R, B5, B5R or A5R) Paper weight :16 to 34 lbs. (64 to 128 g/m2)(special heavy papers indicated in the table above) NOTES G Special papers (explained above) cannot be used for automatic two-sided printing. However, certain special heavy papers (index paper, cover paper) can be used. G Various types of plain paper and special paper are sold. Some of these cannot be used in the machine.

Please consult your retailer or your dealer when buying paper. G The image quality and toner fusibility of special papers may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. 2-9 LOADING PAPER Setting the paper type and paper size Follow these steps to change the paper type setting when the paper type has been changed in a paper tray. For the paper types that can be used in each tray, see page 2-8. 1 Press the [CUSTOM SETTINGS] key. The custom setting menu screen will appear. 5 Select the type of paper that was loaded in the tray. Example: The paper type of tray 3 is selected CUSTOM SETTINGS TRAY 3 TYPE/SIZE SETTING SELECT THE PAPER TYPE. CANCEL 1/2 PLAIN PRE-PRINTED RECYCLED LETTER HEAD HEAVY PAPER LABELS TRANSPARENCY TAB PAPER PRE-PUNCHED COLOR 1/2 2 RINT Touch the [PAPER TRAY SETTINGS] key. The paper tray selection screen will appear.

Touch the desired paper type to select it. The paper size setting screen will appear. NOTE Tabbed paper can only be used in tray 3, bypass tray and the inserter. PAPER TRAY SETTINGS PRINTER CONDITION TA ORWARD 6 Select the size of paper that was loaded in the tray. 3 Display the setting screen of the desired paper tray.

CUSTOM SETTINGS Touch the appropriate keys (checkboxes). CUSTOM SETTINGS TRAY3 TYPE/SIZE SETTING TYPE OK SIZE AUTO-INCH AUTO-AB SIZE INPUT TYPE OK PAPER TRAY SETTINGS TYPE / SIZE TRAY 1 PLAIN / 81/2x11 PLAIN FIXED PAPER SIDE 1/8 DISABLE DUPLEX 11X17,81/2 X14,81/2 X11 81/2 X11R,71/4X101/2,51/2X81/2R A3,A4,A4R,A5R,B4,B5 B5R,216X330(81/2X13) X17 Y11 NON STANDARD SIZE PRINT COPY FAX I-FAX DOC. FILING DISABLE STAPLE DISABLE PUNCH 2/2 Touch the key or key to display the setting screen of the desired paper tray. NOTE To automatically switch to a tray with the same size and type of paper (if there is one) in the event that the paper tray runs out of paper, display the last screen with the key and select [AUTO TRAY SWITCHING]. [AUTO-INCH] key : Select when you have loaded an inch-based size of paper.

[AUTO-AB] key : Select when you have loaded an AB size of paper. [SIZE INPUT] key : Select to directly enter a paper size (see page 2-12). [NON STANDARD SIZE] checkbox : Select when you have loaded a non-standard size of paper (see page 2-12). NOTE 4 Touch the [TYPE / SIZE] key. PER TRAY SETTINGS TYPE / SIZE TRAY 3 PLAIN / 81/2x11 Sizes that can be selected vary depending on the selected paper type. DOC. FILING PRINT COPY FAX I-FAX 7 Touch the [OK] key in the size setting screen. You will return to the tray setting screen of step 3. 2-10 LOADING PAPER 8 Select output functions that can be used with the selected tray. PRINT COPY FAX I-FAX DOC.

FILING the 9 Set the attributes of userpaper tray only if you have selected a type. FIXED PAPER SIDE DISABLE DUPLEX DOC. FILING Touch the checkboxes under the desired items to select them. Touch the checkboxes to the left of the items to select them. DISABLE STAPLE DISABLE PUNCH NOTE When the inserter (option) is selected, printing of faxes and Internet faxes is not possible. "FIXED PAPER SIDE": Select when paper is to be loaded print side down in the tray. Make sure a checkmark does not appear when paper is to be loaded print side up. ? If the two-sided function is prohibited in "DISABLING OF DUPLEX" in the key operator programs (page 11 of the Key operator's guide), do not use this setting. "DISABLE DUPLEX": Prohibits two-sided printing. Enable when the back side of the paper cannot be printed on.

"DISABLE STAPLE": Prohibits stapling. Enable when using special papers such as transparency film and label sheets. "DISABLE PUNCH" : Prohibits punching. Enable when using special papers such as transparency film and label sheets. NOTES G Paper tray attributes cannot be set when a user type is not selected.

G Tray attributes depend on the selected paper. G "FIXED PAPER SIDE" and "DISABLE DUPLEX" cannot be simultaneously enabled. 2 I User type Select a "User type" when the name of the paper type does not appear in the selections or when you wish to select the tray attributes yourself. Touch the key in step 5 on the previous page to display the user type selection screen and then select a user type. CUSTOM SETTINGS TRAY 3 TYPE/SIZE SETTING SELECT THE PAPER TYPE 2/2 USER TYPE 1 USER TYPE 5 USER TYPE 2 USER TYPE 6 USER TYPE 3 USER TYPE 7 USER TYPE 4 CANCEL 1/2 for each 10Configure paper settings to exit.

tray and then touch the [OK] key NOTE The size and type of paper loaded in the bypass tray can also be set from the paper setting screen. Touch the [PAPER SELECT] key in the main screen to display the paper selection screen, and then touch the [PAPER SELECT] key of the bypass tray and go to step 5. 2-11 LOADING PAPER Setting the paper size when a special size is loaded NOTE Special sizes of paper cannot be loaded in trays 1, 2, 4 and 5. Trays 3 and the bypass tray 1 through "Setting the 1 Perform steps paper size" 5 of page 2-10). paper type and (see the [SIZE INPUT] 2 Touch the [INCH] tab. touch OK Y Inserter (option) 1 through "Setting the 1 Perform steps paper size" 5 of page 2-10). paper type and (see key and then 2 Touch the [SIZE SELECT] key. AUTO-INCH AUTO-AB SIZE SELECT X Y AB 17 11 (5 1/2 17) inch The size entry palette appears. (5 1/2 11 5/8) inch 11X17,81/2X14,81/2X 81/2X11R,71/4X101/2,5 A3,A4,A4R,A5R,B B5R The size selection screen appears. INCH 3 X Y Touch the key or the key to enter the X (width) and Y (length) dimensions of the paper.

OK X Y AB 3 Select the desired paper size. CUSTOM SETTINGS INSERTER TYPE/SIZE SETTING TYPE PLAIN A3 A5R B5R TYPE OK SIZE A4 B4 216x330(81/2x13) A4R B5 17 11 (5 1/2 17) inch (5 1/2 11 5/8) inch X (width) is initially selected. To enter Y (length), touch the [Y] key and then enter the length. 2/2 INCH There are separate screens for inch-based paper selection and AB paper selection. Touch the key or the key to switch between the screens. 4 Touch the [OK] key. X 4 Touch the [OK] key. You will return to the size setting screen of step 2. SIZE A4 A4R B5 OK Y TYPE OK You will return to the size setting screen of step 2. 2/2 X Y AB 17 11 (5 1/2 17) inch (5 1/2 11 5/8) inch INCH B4 5 If the paper is a non-standard size, select the [NON STANDARD SIZE] checkbox.



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