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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N. You'll find the answers to all your questions on the SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N

User guide SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N

Operating instructions SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N

Instructions for use SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N

Instruction manual SHARP MX-2300N/2700N/3500N/3501N/4500N/4501N

SHARP.

MODEL: MX-2300G MX-3500N
MX-2300N MX-3501N
MX-2700G MX-4500N
MX-2700N MX-4501N

System Settings Guide



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... @@However, please note that the fax function is not available in some countries and regions. Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative. 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 authorised service representative. @@@@When using the machine, read the appropriate manual for the feature you are using. Printed manuals Manual name Safety Guide Software Setup Guide Quick Start Guide Contents This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.

This manual explains how to install the software and configure settings to use the machine as a printer or scanner. This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.

This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.

This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications. For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide"

in PDF format. Troubleshooting Facsimile Quick Reference Guide 2 Operation manuals in PDF format The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name User's Guide Copier Guide Printer Guide Facsimile Guide Scanner Guide Document Filing Guide System Settings Guide (This manual) Contents This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance. This manual provides detailed explanations of the procedures for using the copy function. This manual provides detailed explanations of the procedures for using the printer function. This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax. This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function. This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed. This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

Icons used in the manuals The icons in the manuals indicate the following types of information: This alerts you to a situation where there is a risk of machine damage or failure. This provides a supplemental explanation of a function or procedure. This explains how to cancel or correct an operation. 3 System Settings The system settings are used to configure a variety of parameters to suit the aims and the needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use. The system settings consist of settings for use by general users, and settings that can only be configured by an administrator of the machine. These two groups of settings are distinguished in this manual as follows. System Settings (General) System settings that can be configured by general users (including the administrator). For example, the following settings can be configured.

Date and time settings Paper tray settings (paper size and paper type) Storing destinations for the fax and scanner functions. Settings related to the printer function Storing, editing, and deleting folders for the document filing function. · Displaying the number of pages printed, scanned, and faxed. For more information, see "1. SYSTEM SETTINGS (GENERAL)" (page 5).

· · · · System Settings (Administrator) *Login Required System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured. Storing users of the machine. Energy save settings Settings related to the operation panel Settings for peripheral devices installed on the machine.

Settings related to the copy function Network connection settings Transmission/reception settings for faxes and scanned images · Advanced settings for the document filing function For more information, see "2. SYSTEM SETTINGS (ADMINISTRATOR)" (page 61). · · · · · Settings for general users Settings for administrators · Administrator password To maintain security, the administrator of the machine should promptly change the password after the machine is purchased.



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(For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.) To change the password, see "Change Administrator Password" (page 123) in the system settings (administrator). *To ensure a high level of security, change the password at regular intervals. · The above groupings of "General" and "Administrator" are used as a convenient means of clarifying the functions of the settings. These groupings do not appear in the touch panel. · For information on system settings for fax, see "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

· The Web pages can also be used to configure the system settings. To configure the system settings from the Web pages, click [System Settings] in the Web page menu. 4 1 SYSTEM SETTINGS (GENERAL) This chapter describes the system settings that can be configured by general users of the machine. Accessing the System Settings (General) When User Authentication is not Enabled Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel. Operation panel DOCUMENT FILING IMAGE SEND COPY PRINT READY DATA LINE DATA SYSTEM JOB STATUS SETTINGS LOGOUT [SYSTEM SETTINGS] key When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel. Touch the item in this screen that you wish to configure. For detailed explanations of each of the settings, see the following pages of this chapter.

System settings screen (factory default state) System Settings Admin Password Exit Total Count Paper Tray Settings Printer Condition Settings Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Address Control Document Filing Control Setup Items [Exit] key · To quit the system settings, touch the [Exit] key in the top right corner of the screen. · User authentication is initially disabled (factory default setting). 5 When User Authentication is Enabled When "User Authentication Setting" (page 81) is enabled, login is required in the login screen before the machine can be used. The login screen varies depending on the settings configured in "Authentication Method Setting" (page 81). If one of the following login screens appears, log in using the user information provided by the administrator of the machine. You can then use the system settings. Please enter your login name / password.

User Authentication Login Name User Name Password Auth to: Server 1 OK Please enter your login name / E-mail address / password. User Authentication Login Name User Name E-mail Address Password Auth to: Server 1 OK Login name and password Enter your user number. OK Login name, password and E-mail address Admin Login User number · Check with your administrator for the user information that is required to log in. · When auto login is enabled, the login screen will not appear. Login by login settings are accessed with general rights, the following items appear. The factory default settings for each item are also shown.

For items that can only be accessed with administrator rights, see "System Settings (Administrator) List" (page 65). Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings. Item Total Count Job Count Device Count Default Settings Display Contrast Clock Date Format Factory default setting Page 15 15 16 17 (Set to the centre value) 17 18 Varies depending on country and region Daylight Saving Time Setting Keyboard Select List Print (User is installed on MX-2300G/2700G models. *4 When the network scanner expansion kit is installed on MX-2300G/2700G models. *5 When the Internet fax expansion kit is installed. *6 When a right tray is installed. *7 When user authentication is enabled and a user without the authority to configure the system settings (administrator) has logged in. (Excluding factory stored users.) *8 When the facsimile expansion kit is installed. *9 When a saddle stitch finisher or finisher is installed.

14 Total Count The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed. Job Count This displays or prints out the counts of all jobs. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Total Count] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Total Count OK Touch the [Job Count] key. Job Count Device Count 3 System Settings Job Count B/W Total Count Copies Prints Other Prints Fax Receive F. Colour Print 2 Colour 39,800 39,800 S. Colour 72,568 72,568 1/3 OK Check the job counts. (1) If necessary, switch through the screens with the keys to display the desired item. (2) To print the counts, touch the [Print] key.

A message screen appears and printing begins. 12,147,369 36,914,700 3,123,147 21,020,030 3,246,810 15,894,670 4,680,100 1,097,312 (2) (1) 4 · A3 (11" x 17") size paper is counted as two sheets. · Each sheet of paper used for automatic two-sided copying is counted as two pages (A3 (11" x 17") paper is counted as four pages). · An entered paper size of 384 mm (5-1/8") or larger is counted as two pages. (Four pages when two-sided copying is used.)

) · Pages printed directly from the machine such as list prints are included in the "Other Prints" count. To cancel printing... Touch the [Cancel] key in the message screen that appears after you touch the [Print] key.

15 Device Count This is used to display or print the counts of the peripheral devices installed on the machine. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Total Count] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Total Count OK Touch the [Device Count] key. Job Count Device Count 3 System Settings Device Count Document Feeder Duplex Stapler : 19,496,400 : 6,256,123 : 511,923 Print OK Check the device counts. To print the counts, touch the [Print] key. A message screen appears and printing begins. 4 · Document feeder (when an automatic document feeder is installed) Each sheet is counted as two pages when two-sided scanning is performed. · Stapler (when a finisher or saddle stitch finisher is installed) Two-position stapling and pamphlet stapling are counted as "2". To cancel printing.

.. Touch the [Cancel] key in the message screen that appears after you touch the [Print] key.



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16 Default Settings Display Contrast Use this to adjust the display to make it easier to view. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Default Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Default Settings OK Touch the [Display Contrast] key. Display Contrast Clock Keyboard Select 3 (1) System Settings Display Contrast (2) OK Adjust the brightness. (1) Touch the [Lighter] key or the [Darker] key. The [Lighter] key lightens the display and the [Darker] key darkens the display.

4 ABCDE ABCDE Lighter Darker ABCDE ABCDE (2) Touch the [OK] key. 17 Clock Use this to set the date and time in the machine's built-in clock. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Default Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Default Settings OK Touch the [Clock] key.

Display Contrast Clock Keyboard Select 3 System Settings Clock Adjust Year 2005 Month 08 Day 01 Hour 10 Minute 50 OK Adjust the date and time. (1) Touch the [Year], [Month], [Day], [Hour], and/or [Minute] keys and use the keys to set the current date and time. (2) Touch the [OK] key. (1) (2) Date Format Daylight Saving Time Setting - To change the format of the date, touch the [Date Format] key. The following screen will appear.

4 System Settings Date Format 01/08/2005/Tue 10:51 YYYY/MM/DD MM/DD/YYYY DD/MM/YYYY / Day-Name Position First Last 12-Hour 24-Hour OK In the date format screen, select the order of the year, month, and day (DD/MM/YYYY), the separator character, the position of the day, and 12-hour or 24-hour format. Select each item and touch the [OK] key. - If you want the clock to change automatically at the beginning and end of daylight saving time, select the [Daylight Saving Time Setting] checkbox. - For more information, see "Daylight saving time setting" (page 19). If "Disabling of Clock Adjustment" (page 92) has been enabled in the system settings (administrator), the date and time cannot be set. 18 Daylight saving time setting Area North America, Canada Europe Australia, New Zealand Other countries Standard time Daylight saving time First Sunday in April, 2:00 to 3:00 AM Last Sunday in March, 1:00 to 2:00 AM Last Sunday in October, 2:00 to 3:00 AM Daylight saving time Standard time Last Sunday in October, 2:00 to 1:00 AM Last Sunday in October, 1:00 to 0:00 AM Last Sunday in March 3:00 to 2:00 AM Select the [Daylight Saving Time Setting] checkbox so that a checkmark appears. The clock setting is configured to normal time plus one hour. When the is selected, clock returns to normal time. 19 Keyboard Select The layout of the keyboard that appears in text entry screens can be changed. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key.

Admin Password Exit Touch the [Default Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Default Settings OK Touch the [Keyboard Select] key.

Display Contrast 3 Clock Keyboard Select System Settings Keyboard Select OK Select the keyboard. (1) Touch the desired display language. English(US) English(UK) German 4 French (2) Touch the [OK] key. (1) (2) The keyboards that appear and the factory default keyboard vary by country and region. 20 List Print (User) A test page can be printed to check the machine settings. All Custom Setting List This list shows all custom settings, including the hardware status, software status, printer condition settings, system settings, and total counts. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [List Print (User)] key.

Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings List Print (User) OK Touch the [All Custom Setting List] key. Printing begins. 1/2 3 All Custom Setting List Printer Test Page Sending Address List 21 Printer Test Page This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key.

Admin Password Exit Touch the [List Print (User)] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings List Print (User) OK 1/2 Touch the [Printer Test Page] key. 3 All Custom Setting List Printer Test Page Sending Address List System Settings Printer Test Page OK Touch the list that you wish to print. Printing begins. PCL Internal Font List PS Extended Font List PCL Extended Font List NIC Page PCL Symbol Set List 4 PS Font List The items that appear will vary depending on the functions that have been added to the machine.

If "Prohibit Test Page Printing" (page 102) has been enabled in the system settings (administrator), it will not be possible to print test pages. 22 Sending Address List Use this to print the Individual List, the Group List, the Program List, the Memory Box List, and the All Sending Address List. Can be enabled on MX-2300G/2700G models when the facsimile expansion kit, the Internet fax expansion kit, or the network scanner expansion kit is installed. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [List Print (User)] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings List Print (User) OK 1/2 All Custom Setting List Touch the [Sending Address List] key. 3 Printer Test Page Sending Address List System Settings Sending Address List OK Touch the list that you wish to print. A message screen appears and printing begins. Group List All Sending Address List Program List Individual List 4 Memory Box List To cancel printing..

. Touch the [Cancel] key in the message screen that appears after you touch one of the keys. 23 Document Filing Folder List This shows the folder names for document filing.



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1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [List Print (User)] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings List Print (User) OK 2/2 Document Filing Folder List Print the Document Filing Folder List. (1) Touch the screens. keys to switch through 3 (2) (1) (2) Touch the [Document Filing Folder List] key. A message screen appears and printing begins. To cancel printing. .. Touch the [Cancel] key in the message screen that appears after you touch the [Document Filing Folder List] key. 24 Paper Tray Settings Tray Settings This is used to specify the paper type, paper size, and functions used for each paper tray. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key.

Admin Password Exit Touch the [Paper Tray Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Paper Tray Settings OK Touch the [Tray Settings] key. Tray Settings 3 Paper Type Registration Auto Tray Switching System Settings Paper Tray Settings Type / Size Tray 1 Plain / A4 Doc. Filing Fixed Paper Side Disable Duplex Print Copy Fax I-Fax Disable Staple Disable Punch 1/6 OK Select the tray that you wish to configure. (1) If needed, use the through the trays.

keys to switch 4 (2) Touch the [Type/Size] key. (1) (2) 25 Example: Tray 1 is selected System Settings Tray 1 Type/Size Setting Select the paper type. 1/2 Plain Pre-Printed Recycled Letter Head Pre-Punched Colour 1/2 Cancel Touch the desired paper type. 5 System Settings Tray 1 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 · The paper types that can be selected vary by paper tray. For more information, see "Tray settings" (page 28). · To configure [User Type 1] to [User Type 7], see "Paper Type Registration" (page 29). (1) System Settings Tray 1 Type/Size Setting Type Plain A3 A5R B5R Size A4 B4 216x330(81/2x13) A4R B5 Type (2) OK 1/3 Select the paper size. (1) Touch the desired paper size. (2) Touch the [OK] key.

2/2 (1) System Settings Tray 1 Type/Size Setting Type Plain 11x17 81/2x11R Size 81/2x14 71/4x101/2R 81/2x11 51/2x81/2R Type (2) OK 2/3 6 (1) System Settings Tray 1 Type/Size Setting Type Plain 8K Size 16K 16KR Type OK 2/2 (2) 3/3 2/2 · The paper sizes that can be selected vary by paper tray and model. For more information, see "Tray settings" (page 28). · When the bypass tray is selected, the paper sizes that can be selected vary depending on the paper type selected in Step 5. For more information, see "Tray settings" (page 28). · If you wish to manually specify a special paper size that is not in the list, see "Direct entry of the paper size" (page 27). 26 System Settings Paper Tray Settings Type / Size Tray 1 Plain / A4 Doc. Filing Fixed Paper Side Disable Duplex Print Copy Fax I-Fax Disable Staple Disable Punch 1/6 OK Select print functions for the tray. (1) Touch the checkboxes as desired so that they show or . (2) Touch the [OK] key. (2) (1) 7 · Normally all checkboxes are selected checkmark .

· If there is a function that you do not wish to use for the tray, remove the . If the paper type setting is other than plain paper, recycled paper, coloured paper, or user type, the [Fax] and [I-Fax] checkboxes cannot be selected. · The [Fax] checkbox can only be selected when the facsimile expansion kit is installed. · Tray properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.

Direct entry of the paper size When the bypass tray is selected and a paper type other than transparency film or envelope is selected in step 4 of "Tray Settings" (page 25), you can follow the steps below to enter the paper size. System Settings Bypass Tray Type/Size Setting Type Type Size 1 12x18, 11x17, 8 2x14 812 x11, 812 x11R, 512x812R 714 x1012R, A3, A4, B4, B5 A3W, A3, A4, A4R, A5R, B4 B5, B5R, 216x330(812x13) 11x17, 812x11 X420 Y297 2/2 OK 8K 16K 16KR Touch the [Custom Size] key. 1 Plain Auto-Inch Auto-AB Custom Size (1) (2) System Settings Bypass Tray Type/Size Setting X Enter the size. Type OK OK (1) Enter the size. · Touch the [X] key and enter the horizontal dimension (X) of the paper with the keys.

· Touch the [Y] key and enter the vertical dimension (Y) of the paper with the keys. 2 Type Plain Auto-Inch Y X Auto-AB Y Custom Size AB 420 297 (148 mm (100 mm 432) 297) Inch (2) Touch the [OK] key. System Settings Bypass Tray Type/Size Setting Type Type Size 12x18, 11x17, 812x14 812 x11, 812x11R, 512x812R 714 x1012R, A3, A4, B4, B5 A3W, A3, A4, A4R, A5R, B4 B5, B5R, 216x330(812 x13) 11x17, 812x11 X200 Y260 2/2 OK 8K 16K 16KR Touch the [OK] key. Auto-Inch 3 Plain Auto-AB Custom Size If "Disabling of Tray Setting" (page 95) has been enabled in the system settings (administrator), the tray (except bypass tray) settings cannot be configured. 27 Tray settings Paper Tray Tray 1, 2 Paper Type Plain Letter Head Pre-Printed Pre-Punched Recycled Colour User Type Size MX-2300/2700 Series A3, A4, A4R, A5R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13"), 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, 8K, 16K, 16KR MX-3500/4500 Series · Auto-AB A3, A4, A4R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13") · Auto-Inch 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R · Manual A5R, 5-1/2" x 8-1/2", 8K, 16K, 16KR · Auto-AB A3, A4, A4R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13") · Auto-Inch 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R · Manual 8K, 16K, 16KR Tray 3, 4 (varies depending on the peripheral devices installed) Stand/1x500 sheet paper drawer, Stand/2x500 sheet paper drawer installed · Auto-AB A3, A4, A4R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13") · Auto-Inch 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R · 8K, 16K, 16KR Tray 4, 5 (varies depending on the peripheral devices installed) Bypass tray Large capacity tray installed A4, B5, 8-1/2" x 11" (paper size change must be performed by a service technician) Plain Letter Head Pre-Printed Pre-Punched Recycled Colour Thin Paper Heavy Paper User Type · Auto-AB A3W, A3, A4, A4R, A5R, B4, B5, B5R, 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11" · Auto-Inch 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5 · Manual 8K, 16K, 16KR · Custom Size · Auto-AB A4, A4R, B5, B5R · Auto-Inch 8-1/2" x 11", 8-1/2" x 11"R · Custom Size · Auto-AB A4, A4R · Auto-Inch 8-1/2" x 11", 8-1/2" x 11"R · Auto-AB A4 · Auto-Inch 8-1/2" x 11" Com-10, Monarch, DL, C5 · Labels · Transparency · Tab Paper · Envelope 28 Paper Type Registration Configure a "User type" when the name of the paper type does not appear in the selections or when you wish to select the tray properties yourself.



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Up to 7 user types can be stored. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Paper Tray Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Paper Tray Settings OK Touch the [Paper Type Registration] key. Tray Settings 3 Paper Type Registration Auto Tray Switching System Settings Paper Type Registration Select the paper type to edit.

User Type 1 User Type 5 User Type 2 User Type 6 User Type 3 User Type 7 User Type 4 Cancel Touch the paper type that you wish to edit. 4 The user types have been stored by factory default with the names "User Type 1" to "User Type 7". Paper Type Registration No.01 Type Name User Type 1 Cancel Exit Configure the paper type properties. (1) To change the type name, touch the [Type Name] key and change the name. Clear the pre-entered name, and then enter the desired name (maximum of 14 characters). Fixed Paper Side Disable Staple Disable Duplex Disable Punch 5 (2) (1) (3) (2) Touch the checkboxes as desired so that they are or . (3) Touch the [Exit] key. · To enable a property, select the checkbox. · The settings that can be selected vary depending on the peripheral devices installed.

29 Auto Tray Switching When a tray runs out of paper during printing, this determines whether or not another tray with the same size/type of paper is automatically selected and printing continues. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Paper Tray Settings] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Paper Tray Settings OK Enable or disable auto tray switching. Tray Settings (1) Touch the [Auto Tray Switching] checkbox so that or appears.

(2) Touch the [OK] key. (2) Paper Type Registration Auto Tray Switching 3 (1) To enable Auto Tray Switching, select the checkbox. 30 Address Control This is used to store, edit, and delete one-touch keys, group keys, program keys, and custom indexes. To configure one-touch keys for fax and F-code memory boxes, see "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Storing a One-touch Key (E-mail / Internet Fax) An address for Scan to E-mail or Internet Fax can be stored to enable easy entry of the address. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Address Control] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Address Control OK Touch the [Direct Address / Program] key. 3 Direct Address / Program F-Code Memory Box Custom Index System Settings Direct Address / Program OK Touch the [Individual] key. Store 4 Individual Group Program Amend/Delete 31 Direct Address / Individual E-mail Search Number Name Initial Fax No. Index 001 Internet Fax Fax Next Exit 1/2 Touch the [E-mail] key or the [Internet Fax] key so that a checkmark appears. 5 · The lowest number not yet used is automatically entered as the [Search Number]. If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys. A search number that has already been stored cannot be used.

· Checkboxes appear when the corresponding functions are enabled. · The checkbox selection cannot be changed later. Direct Address / Individual E-mail Search Number 001 Internet Fax Fax Next Exit Enter the destination name. (1) Touch the [Name] key. (2) Enter the destination name on the text entry screen that will appear. Enter up to 36 characters for the name. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 6 Name Initial Address Index 1/2 Direct Address / Individual E-mail Search Number Name Initial 001 AAA AAA Index Internet Fax Fax Next Exit Enter initials. (1) Touch the [Initial] key.

(2) Enter initials on the text entry screen that will appear. Up to 10 characters can be entered. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 1/2 7 Address The initials you enter here determine the position of the one-touch key in the ABC index.

Direct Address / Individual E-mail Search Number 001 AAA AAA A Index Internet Fax Fax Next Exit Touch the [Index] key. 8 Name Initial Address 1/2 32 (1) Direct Address / Individual No.001 Index (2) Next Exit Select the index. (1) Touch the key of the desired index. (2) Touch the [OK] key.

OK Select the custom index where you register this address. User 1 User 2 User 3 User 4 User 5 User 6 9 Do you register this address at the [Frequent Use], too? Yes No · One of the upper row of keys, [User 1] to [User 6] (the names can be changed) can be selected to have the address appear in that index when the custom index display is selected instead of the ABC index display. · The lower keys are for selecting whether or not to include the address in the [Frequent Use] index. It is convenient to include frequently used addresses and groups in the [Frequent Use] index. Direct Address / Individual E-mail Search Number Name Initial Address 001 AAA AAA A Index User 1 Internet Fax Fax Next Exit Enter the destination address. (1) Touch the [Address] key. (2) Enter the destination address on the text entry screen that will appear. Up to 64 characters can be entered. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

1/2 10 · When the address is entered, "Registration is completed." will appear. · Only the first 32 characters of the stored address will appear next to the [Address] key, regardless of how many characters were stored. E-mail Direct Address / Individual E-mail Search Number Key Name File Format 001 AAA AAA Colour/Grey B/W : PDF/Medium : PDF/MMR(G4) Internet Fax Fax Next Exit Check the settings. Registration is completed. 2/2 (1) Touch the the screens. keys to switch through (2) Check the key name. If you need to change the name that appears in the key, touch the [Key Name] key and enter the correct name (maximum of 18 characters). (3) Internet Fax Direct Address / Individual (2) Next Internet Fax Fax (1) Exit (3) Check the format and compression mode. To change the settings, touch the [File Format] key or the [Compression] key.



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(Go to step 12) 11 Key Name E-mail Search Number 001 AAA AAA Off Registration is completed. Compression MH (G3) 2/2 I-Fax Report (A) If the address is an Internet fax address, check the I-Fax Reception Report Request setting. Select whether or not you wish to receive a reception report by e-mail after transmission is completed. To change the setting, touch the [I-Fax Report] key and select the desired setting. (A) (2) (3) (1) The characters appearing next to the [Key Name] key will be displayed in the one-touch key.

The first 18 characters of the address name entered in step 6 initially appear. 33 To set the format E-mail Direct Address / Individual No.001 File Format File Type PDF Encrypt PDF TIFF Compression Mode None MH(G3) MMR(G4) B/W Colour/Grey OK Next Exit Scanning in Mono 2 (1) Touch the desired file type key. (2) Touch the desired compression mode key. (3) Touch the [OK] key.

(1) Direct Address / Individual No.001 File Format File Type PDF Encrypt PDF JPEG (2) (3) Next Exit Scanning in colour/greyscale OK Compression Ratio Low Medium High B/W Colour/Grey (1) Change the mode to Colour/Greyscale mode. Colour/Greyscale mode is selected when the [Colour/Grey] key is highlighted. 12 TIFF (2) Touch the desired file type key. (2) (3) (4) (1) (3) Touch the desired compression ratio key. (4) Touch the [OK] key. To set the compression mode Internet Fax Direct Address / Individual No.001 Compression Mode MH(G3) OK Next Exit (1) Touch the desired compression mode key. (2) Touch the [OK] key. MMR(G4) (1) (2) Direct Address / Individual E-mail Search Number Key Name 001 AAA AAA Colour/Grey B/W : PDF/Medium : PDF/MMR(G4) Internet Fax Fax Next Exit Touch the [Exit] key.

Registration is completed. 2/2 13 File Format To store another one-touch key... Touch the [Next] key and repeat the procedure from step 5. · A total of 999 one-touch keys and group keys can be stored. · It will not be possible to store destinations for a function if this has been prohibited using "Disable Registering Destination from Operation Panel" (page 107) in the system settings (administrator). 34 Storing a Group Key Multiple addresses can be stored as a group for a broadcast transmission. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Address Control] key.

Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Address Control OK Touch the [Direct Address / Program] key. 3 Direct Address / Program F-Code Memory Box Custom Index System Settings Direct Address / Program OK Touch the [Group] key. Store 4 Individual Group Program Amend/Delete Direct Address / Group Search Number Group Name Initial Index Key Name Address 001 Next Exit Enter a name for the group. (1) Touch the [Group Name] key. (2) Enter a name for the group on the text entry screen that will appear.

Enter up to 36 characters for the name. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 5 The lowest number not yet used is automatically entered as the [Search Number]. If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys.

A search number that has already been stored cannot be used. 35 Direct Address / Group Search Number Group Name Initial Index Address 001 BBB BBB Next Exit Enter initials. (1) Touch the [Initial] key. (2) Enter initials on the text entry screen that will appear. Up to 10 characters can be entered. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 6 Key Name The initials you enter here determine the position of the one-touch key in the ABC index. Direct Address / Group Search Number Group Name 001 BBB BBB B Address Next Exit Touch the [Index] key. 7 Initial Index Key Name (1) Direct Address / Group No.

001 Index (2) Next Exit Select the index. (1) Touch the key of the desired index. (2) Touch the [OK] key. OK Select the custom index where you register this address. User 1 User 2 User 3 User 4 User 5 User 6 8 Do you register this address at the [Frequent Use], too? Yes No · One of the upper row of keys, [User 1] to [User 6] (the names can be changed) can be selected to have the group appear in that index when the custom index display is selected instead of the ABC index display. · The lower keys are for selecting whether or not to include the group in the [Frequent Use] index. It is convenient to include frequently used addresses and groups in the [Frequent Use] index. Direct Address / Group Search Number Group Name 001 BBB BBB B User 1 Address Next Exit Touch the [Address] key. 9 Initial Index Key Name 36 (1) Direct Address / Group Select address. AAA AAA CCC CCC EEE EEE Frequent Use ABCD BBB BBB DDD DDD FFF FFF EFGHI JKLMN OPQRST 1/2 (2) OK Direct Entry Address Review Select the destination addresses.

(1) Touch the keys of the desired destinations. The selected destinations are highlighted and stored in the group key. 0 UVWXYZ Sort Address (2) Touch the [OK] key. 10 · Touch the [OK] key. "Registration is completed.

" will appear. · Keys that cannot be stored as group keys are greyed out to prevent selection. · To directly enter an address or check the selected addresses, see "Direct entry" (page 38) and "Checking addresses" (page 38). · Up to 500 addresses can be programmed. If an incorrect address is selected.

.. Touch the address once again so that it is not highlighted. This removes it from the group being stored. Direct Address / Group Search Number Group Name Initial 001 BBB BBB B User 1 BBB BBB Address 3 Addresses Registration is completed. Next Exit Check the key name. If you need to change the name that appears in the key, touch the [Key Name] key and enter the correct name (maximum of 18 characters). 11 Index Key Name The characters appearing next to the [Key Name] key will be displayed in the group key. Initially the first 18 characters of the group name entered in step 5 appear. Direct Address / Group Search Number Group Name Initial 001 BBB BBB B User 1 BBB BBB Address 3 Addresses Registration is completed.

Next Exit Touch the [Exit] key. 12 Index Key Name To store another group... Touch the [Next] key and repeat the procedure from step 5. · A total of 999 one-touch keys and group keys can be stored. · It will not be possible to store a group if this has been prohibited using "Disable Registering Destination from Operation Panel" (page 107) in the system settings (administrator).



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37 Direct entry Direct Address / Group Select address. AAA AAA BBB BBB CCC CCC Frequent Use ABCD EFGHI JKLMN E-mail Internet Fax Fax OPQRST UVWXYZ Sort Address OK Direct Entry Address Review · To enter an address that is not stored in a one-touch key, touch the [Direct Entry] key, select the mode, and enter the address. Checking addresses Direct Address / Group Select address to deselect.

Group Name :BBB BBB 001 AAA AAA 003 CCC CCC 002 BBB BBB 1/1 OK OK · To check the addresses that have been selected, touch the [Address Review] key in the address selection screen. The selected addresses are displayed. · To deselect an address from the group, touch the displayed address. A message will appear to confirm the deletion. Touch the [Yes] key.

If "Disable Direct Entry" (page 107) has been enabled in the system settings (administrator), it will not be possible to directly enter an address. 38 Storing a Program If you frequently use the same settings and/or functions to transmit to the same destination or destinations, the settings and destinations can be stored in a program. This allows the settings and destinations to be selected by simply selecting the program. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Address Control] key.

Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Address Control OK Touch the [Direct Address / Program] key. 3 Direct Address / Program F-Code Memory Box Custom Index System Settings Direct Address / Program OK Touch the [Program] key. Store 4 Individual Group Program Amend/Delete Program No.1 Program Name Settings Exposure Address Next Exit Enter a program name. (1) Touch the [Program Name] key. (2) Enter a program name on the text entry screen that will appear. Enter up to 18 characters for the name. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. Resolution 5 Special Modes The program number that automatically appears is the lowest number from 1 to 48 that has not yet been programmed.

(This number cannot be selected from the numbers that have not been programmed.) 39 Program No.1 Program Name CCC CCC Address Next Exit Touch the [Settings] key. 6 Settings Exposure Special Modes Resolution Enter program you require. Cancel Fax OK Address Book Address Review Special Modes Select settings for the program. (1) Touch the [Mode Switch] key to select the mode that you wish to store in the program. (2) Select the destinations and settings that you wish to include in the program. For information on the settings, see the Scanner Guide. Mode Switch Image Settings Scan Internet Fax (1) 7

Enter program you require. Scan Mode Switch Image Settings Cancel (3) OK Address Book Address Review Special Modes (3) Touch the [OK] key.

(2) Program No.1 Registration is completed. CCC CCC Address 1 3 5 4 Addresses Text/Photo Resolution Next Exit Touch the [Exit] key. Program Name Settings 200X200dpi 8 Exposure Special Modes Erase To store another program. · Touch the [Next] key and repeat the procedure from step 5. · A timer setting cannot be included in a program. · At least one one-touch key must be specified in a program or the program cannot be stored. · Up to 48 programs can be stored.

40 Amend/Delete Follow the steps below to edit or delete a one-touch key, group, or program. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Address Control] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Address Control OK Touch the [Direct Address / Program] key. 3 Direct Address / Program F-Code Memory Box Custom Index System Settings Direct Address / Program OK Touch the [Amend/Delete] key. Store Individual Group Program Amend/Delete 4 If no keys have been stored, the [Amend/Delete] key cannot be selected. Direct Address / Amend/Delete Select address to amend/delete. AAA AAA BBB BBB DDD DDD FFF FFF User 2 User 3 User 4 User 5 User 6 1/1 Program Exit Touch the key that you wish to edit or delete. 5 CCC CCC EEE EEE User 1 Sort Address 41 Edit/Delete Individual Editing (1) (2) Delete Internet Fax 001 AAA AAA A abc@aaa.co.

jp Index User 1 1/2 Fax Exit Direct Address / Amend/Delete E-mail Search Number Name Initial Address (1) Touch the keys of the items that you wish to edit. Edit the items in the same way as you stored them. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. (2) Touch the [Exit] key. Group (1) Direct Address / Amend/Delete Search Number Group Name Initial Index Key Name 001 BBB BBB B User 1 BBB BBB Address 3 Addresses Delete (2) Exit Program (1) Direct Address / Amend/Delete Delete (2) Exit 6 No.1 Program Name Settings Exposure Special Modes CCC CCC Address 1 3 5

4 Addresses Text Resolution 200X200dpi Erase Deleting Direct Address / Amend/Delete E-Mail Search Number Name Initial Address 001 AAA AAA A abc@aaa.co.jp Index User 1 1/2 Internet Fax Fax Delete Exit (1) Touch the [Delete] key. (2) Touch the [Yes] key.

(1) Delete the address? AAA AAA No Yes (2) To cancel the deletion... Touch the [No] key. 42 If you cannot edit or delete an individual (one-touch) key or group key.

· If the individual key or group key that you are attempting to edit or delete is being used in a reserved transmission (including a timer transmission) or a transmission in progress, wait until the transmission is finished or cancel the transmission. · If the individual or group key that you are attempting to edit or delete is included in a group key (in the case of an individual key) or a program, delete the key from the group or program and then edit or delete the key. · If your administrator has enabled "Default Address Setting" (on the machine) or "Inbound Routing Settings" (in the Web pages), editing and deleting will not be possible.

Remove the destinations that are preventing editing/deleting, and then edit or delete the key. 43 Changing the Name of a Custom Index You can change the name of a custom index used for individual and group keys. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Touch the [Address Control] key. Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Address Control OK Touch the [Custom Index] key.



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Direct Address / Program 3 F-Code Memory Box Custom Index System Settings Custom Index Select the key to be custom named. OK Change the index name. (1) Touch the key of the desired index. User 4 User 5 User 6 User 2 User 3 User 1 (2) Change the index name on the text entry screen that will appear. Clear the pre-entered name, and then enter the desired name (maximum of 6 characters).

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 4 · The factory default names for the custom indexes are "User 1" to "User 6". · To change another custom index, repeat this procedure. 44 Fax Data Receive/Forward Internet Fax Manual Reception Follow the steps below to connect to your mail server (POP3 server) and check for received Internet faxes. If you have received Internet faxes, the faxes will be retrieved and printed. To use this setting, POP3 server settings must be configured. Configure these settings in the screen that appears when [Application Settings] > [Internet Fax Settings] is selected in the Web page menu. (When the Internet fax expansion kit is installed.) 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key.

Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Fax Data Receive/Forward] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Fax Data Receive/Forward OK 1/2 Touch the [Internet Fax Manual Reception] key. Fax Receive Settings 3 Fax Data Forward Internet Fax Manual Reception System Settings Internet Fax Manual Reception OK Touch the [Reception Start] key. If you have faxes, the faxes are retrieved. Reception Start 4 Manual Reception Key in Initial Screen When the [Manual Reception Key in Initial Screen] checkbox is selected base screen of Internet fax mode.

, the [Manual RX] key appears in the 45 Internet Fax Data Forward When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another Internet fax machine. This procedure can be performed when the Internet fax expansion kit is installed. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Fax Data Receive/Forward] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Fax Data Receive/Forward OK 2/2 Forward the received faxes.

(1) Touch the the screens. keys to switch through Internet Fax Data Forward (2) Touch the [Internet Fax Data Forward] key. (3) Touch the [Yes] key. (2) (1) 3 Transfer the received data to another device? No Yes (3) · Forwarding is not possible if no faxes were received or a forwarding machine is not programmed. · If "Hold Setting for Received Data Print" (page 106) is enabled, you will be prompted to enter a password. Enter the correct password with the numeric keys. To cancel... Touch the [No] key.

To cancel the forwarding... Press the [JOB STATUS] key, and then cancel the forwarding job in the same way as a transmission job is cancelled. · If forwarding was not successful because the transmission was cancelled or a communication error occurred, the faxes that were to be forwarded will return to the print job queue and wait to be printed on the machine. · If the initial pages of a fax were successfully printed, only those pages that were not printed will be forwarded. · To program the address for data forwarding, see "Set Address for Data Forwarding" (page 113) in the system settings (administrator). 46 Printer Condition Settings The printer condition settings are used to configure basic printer settings. Can be enabled on MX-2300G/2700G models when the printer expansion kit is installed. Printer Default Settings The default settings are used to set advanced print conditions for printing in an environment where the print driver is not used (such as printing from MS-DOS or from a computer that does not have the provided print driver installed).

When printing using the printer driver, the printer driver settings take precedence over the printer condition settings. 1 SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. System Settings Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Printer Condition Settings] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Printer Condition Settings OK Touch the [Printer Default Settings] key. 3 Printer Default Settings PCL Settings PostScript Settings 47 (1) System Settings Printer Default Settings (2) OK 1/3 Configure the default printer settings.

(1) Touch the keys that you wish to configure. When a key is touched, a setting screen appears. Configure the settings. Copies Orientation Default Paper Size 1 Portrait A4 (2) Touch the [OK] key. (1) System Settings Printer Default Settings (2) OK 2/3 Default Output Tray Centre Tray Plain 5 4 Default Paper Type Line Thickness (1) System Settings Printer Default Settings (2) OK 3/3 2-Sided Print Colour Mode N-Up Print 1-Sided B/W 1-Up For the settings, see "Settings" (page 49).

48 Settings Item Copies Orientation 1 - 999 sets · Portrait · Landscape A3, B4, A4, B5, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 8K, 16K · Centre Tray · Finisher Tray*2 · Right Tray Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Colour 0-9 · 1-Sided · 2-Sided (Book) · 2-Sided (Tablet) · Colour · B/W · 1-Up · 2-Up · 4-Up Settings 1 Factory default setting Portrait Default Paper Size A4 (8-1/2" x 11") Default Output Tray*1 Centre Tray (Finisher Tray*2) Default Paper Type Line Thickness*3 2-Sided Print Plain Paper 5 1-Sided Colour Mode B/W N-Up Print 1-Up *1 When a right tray is installed. *2 When a saddle stitch finisher or finisher is installed. *3 This setting is used to adjust the line width of vector graphics (black and white printing only). Except for CAD and other specialized uses, there is normally no need to change this setting. For more information on the values that can be set, see the table below. Values for the line thickness setting Settings Percentage 0 minimum line width* 1 50% 2 75% 3 90% 4 95% 5 100% 6 105% 7 110% 8 125% 9 150% * All lines are minimum line width.



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49 PCL Settings This is used to set the symbol sets, fonts, and line feed code used in PCL6 and PCL5c environment. Can be enabled on MX-2300G/2700G models when the printer expansion kit is installed. 1 SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. System Settings Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Printer Condition Settings] key.

2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Printer Condition Settings OK Touch the [PCL Settings] key. Printer Default Settings 3 PCL Settings PostScript Settings (1) System Settings PCL Settings (2) OK 1/2 PC-8 Internal:0 0 Configure the PCL settings. (1) Touch the keys or checkboxes of the items that you wish to configure. When a key is touched, a setting screen appears. Configure the settings. For a checkbox setting, touch the checkbox to set it to or as desired. PCL Symbol Set Setting PCL Font Setting PCL Line Feed Code (2) Touch the [OK] key. 4 (1) System Settings PCL Settings (2) OK 2/2 Wide A4 For the settings, see "Settings" (page 51). 50 Settings Item PCL Symbol Set Setting Specify the symbol set used for printing. PCL Font Setting Use this to select the font used for printing. Select from 35 items. Settings Factory default setting 3. (PC-8) · Internal Font · Extended Font (List of internal fonts when extended fonts are not installed.) · · · · 0.CR=CR; LF=LF; FF=FF 1.

CR=CR+LF; LF=LF; FF=FF 2.CR=CR; LF=CR+LF; FF=CR+FF 3.CR=CR+LF; LF=CR+LF; FF=CR+FF (Enabled) (Disabled) Internal Font 0. (Courier) PCL Line Feed Code This setting is used to select how the printer responds when a line feed command is received. Wide A4 When this is enabled, 80 characters per line can be printed on A4 size paper using a 10-pitch font.

(When this setting is disabled, up to 78 characters can be printed.) 0. CR=CR; LF=LF; FF=FF (Disabled) 51 Postscript Settings When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed. This procedure can be performed when the PS3 expansion kit is installed. 1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Printer Condition Settings] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Printer Condition Settings OK Touch the [PostScript Settings] key. Printer Default Settings 3 PCL Settings PostScript Settings (1) System Settings PostScript Settings (2) OK Configure the PS settings. (1) Touch the [Print PS Errors] checkbox so that or appears. (2) Touch the [OK] key.

Print PS Errors 4 To have PS error notices printed, select the checkbox. 52 Document Filing Control This is used to create, edit, and delete custom folders for document filing. Custom Folder Registration Follow these steps to create a custom folder. 1 SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. System Settings Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Document Filing Control] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Document Filing Control OK Touch the [Custom Folder Registration] key. Custom Folder Registration 3 Amend/Delete Custom Folder Custom Folder Registration No.001 Folder Name Initial Password Next Exit Enter a folder name. (1) Touch the [Folder Name] key. (2) Enter a folder name on the text entry screen that will appear. Enter up to 28 characters. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. User Name 4 · The "No." that automatically appears is the lowest number from 001 to 500 that has not yet been programmed.

(This number cannot be selected from the numbers that have not been programmed.) · A name cannot be programmed if it is already being used for another folder. 53 Custom Folder Registration No.001 Folder Name Initial User 1 Password Next Exit Enter initials. (1) Touch the [Initial] key. (2) Enter initials on the text entry screen that will appear. Up to 10 characters can be entered. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. 5 User Name Custom Folder Registration No.001 Folder Name User 1 U Password Next Exit Touch the [User Name] key. 6 Initial User Name Custom Folder Registration Select user name. AAA AAA CCC CCC EEE EEE BBB BBB DDD DDD FFF FFF HHH HHH ABCD EFGHI JKLMN OPQRST UVWXYZ ABC User 1 25 Cancel Default User Select the user. 7 GGG GGG All Users If no users have been stored, touch the [Default User] key to select a factory default user. Custom Folder Registration No.

001 Registration is completed. Folder Name Initial User 1 U Password Next Exit To set a password, touch the [Password] key. 8 User Name BBB BBB A password can be omitted. Custom Folder Registration No.001 Password Enter password via the 10-key pad. Next Exit Enter a password. (1) Enter a 5 to 8-digit password with the numeric keys. (2) Touch the [OK] key. Cancel OK 9 (1) (2) If you touch the [OK] key without entering anything, a password will not be created. 54 Custom Folder Registration No.

001 Registration is completed. Folder Name Initial User 1 U Password Next Exit Touch the [Exit] key. 10 User Name BBB BBB To create another folder... Touch the [Next] key and repeat the procedure from step 4. Up to 500 custom folders can be created. When no further folders can be created, delete unneeded folders and then create a new folder. To delete a folder, see "Amend/Delete Custom Folder" (page 56). 55 Amend/Delete Custom Folder Follow the steps below to edit or delete a custom folder.

1 System Settings SYSTEM SETTINGS Press the [SYSTEM SETTINGS] key. Admin Password Exit Total Count Default Settings List Print (User) Fax Data Receive/Forward USB-Device Check Touch the [Document Filing Control] key. 2 Paper Tray Settings Printer Condition Settings Address Control Document Filing Control System Settings Document Filing Control OK Touch the [Amend/Delete Custom Folder] key. 3 Custom Folder Registration Amend/Delete Custom Folder Custom Folder / Amend/Delete Select custom folder to Amend/delete. User 1 User 3 User 5 User 7 All Folders ABCD EFGHI User 2 User 4 User 6 User 8 JKLMN OPQRST UVWXYZ Exit 1/2 Touch the folder that you wish to edit or delete.



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