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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP MX-B200. You'll find the answers to all your questions on the SHARP MX-B200 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-B200
User guide SHARP MX-B200
Operating instructions SHARP MX-B200
Instructions for use SHARP MX-B200
Instruction manual SHARP MX-B200

SHARP



DIGITAL MULTIFUNCTIONAL SYSTEM

OPERATION GUIDE

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.....87 2 1 INTRODUCTION This chapter provides basic information for using the unit. CONVENTIONS USED IN THIS MANUAL · The explanations in this manual assume that a single pass feeder and lower paper tray are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above are installed. · Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".

· Illustrations of driver screens and other computer screens show the screens that appear in Windows Vista. Some of the names that appear in these illustrations may differ slightly from the screens that appear in other operating systems. · This manual refers to the Single Pass Feeder as the "SPF". · In this manual, the following icons are used to provide the user with information pertinent to the use of the unit. Warns the user that injury may result if the contents of the warning are not properly followed. Cautions the user that damage to the unit or one of its components may result if the contents of the caution are not properly followed. Notes provide information relevant to the unit regarding specifications, functions, performance, operation and such, that may be useful to the user. Indicates a letter displayed in the display. 1 3 PART NAMES SPF (Peripheral device) Original guides Document feeder cover Peep hole Document feeder tray Original cover Interface 1 USB connector Exit area 11 12 13 14 15 1 2 3 4 5 6 8 9 10 7 Photoconductive drum 8 Toner cartridge 16 4 17 18 1 2 3 4 5 6 7 8 9 SPF scanning area Document glass Operation panel Front cover Paper tray 1 Paper tray 2 Multi-bypass tray Side cover Side cover open button 10 11 12 13 14 15 16 17 18 Bypass tray paper guides Paper output tray Paper output tray extension Power switch Handle Power cord socket Fusing unit release lever Transfer charger Charger cleaner 4 OPERATION PANEL 1 1 Sort key and indicators Use to select sort mode. Exposure mode selector key and indicators Use to sequentially select the exposure modes: AUTO, MANUAL or PHOTO.

Selected mode is shown by a lit indicator. (p.28) Light and dark keys and indicators Use to adjust the MANUAL or PHOTO exposure level. Selected exposure level is shown by a lit indicator. (p.

28) Use to start and terminate user program setting. (p.63) Alarm indicators Developer replacement required indicator (p.86) 8 2 3 9 Copy ratio display (%) key/ READ-END key · Use to verify a zoom setting without changing the zoom ratio. (p.

30) · Use to check the number of originals that must be returned to the document feeder tray if a misfeed occurs in the machine when the SPF is used. (p.85) · Use to terminate reading originals in sort mode. (p.31) Display Displays the specified copy quantity, zoom copy ratio, user program code and error code. SCAN key and indicator (p.6, p.50) ID CARD key and indicator Use to copy ID card. For description, see "ID CARD COPY" (p.34).

Start key and indicator · Copying is possible when the indicator is on. · Press to start copying · Use to set a user program. (p.63) Power save indicator Lights up when the unit is in a power save mode. (p.61, p.63) Tray select key Use to select a paper feed station (paper tray 1, paper tray 2*2 or multibypass tray). (p.30) Paper feed location indicators Light up to show the selected paper feed station. *1 Only operates when an SPF is installed.

*2 Peripheral device *3 The indicators of the operation panel may differ depending on the country and region. 4 10 11 Misfeed indicator (p.80) Toner cartridge replacement required indicator (p.66) Maintenance indicator (p.86) 5 6 7 12 SPF indicator*1 (p.

27) SPF misfeed indicator*1 (p.84) Copy ratio selector key*3 and indicators Use to sequentially select preset reduction/enlargement copy ratios. Selected copy ratio is shown by a lit indicator. (p.30) 13 14 15 5 16 17 ZOOM keys and indicator Use to select any reduction or enlargement copy ratio from 25% to 400% in 1% increments.

(When the SPF is being used, the zoom copy ratio range is 50% to 200%.) (p.30) Copy quantity keys · Use to select the desired copy quantity (1 to 99). (p.28) · Use to make user program entries. (p.63) 18 Clear key · Press to clear the display, or press during a copy run to terminate copying. (p.28) · Press and hold down during standby to display the total number of copies made to date. (p.

64) 1 INDICATORS ON THE OPERATION PANEL The start () indicator indicates the state of the printer or scanner. SCAN indicator Start indicator Power save indicator Start indicator On: Indicates the unit is ready for copying or scanning is being performed. Blinking: The indicator blinks in the following situations: · When a print job is interrupted. · When reserving a copy job. · When toner is being replenished during a copy or print job. Off: The indicator is off in the following situations: · During copying or scanning. · The unit is in the auto power shut-off mode. · When a misfeed or error has occurred. · During print online. Power save indicator On: Indicates the unit is in a power save mode.

Blinking: Indicates that the unit is initializing (when the side cover is opened and closed or the power turned off and on). SCAN indicator On: The SCAN () key has been pressed and the unit is in scanner mode. Blinking: A scan job is being executed from the computer, or scan data is stored in the unit's memory. Off: The unit is in the copy mode. 6 POWER ON Turn the power switch on the left side of the unit to the "ON" position.

The start () indicator will light up and other indicators which show the initial settings of the operation panel will also light up to indicate the ready condition. For the initial settings, see "Initial settings of operation panel" (p.8). · The unit will enter a power save mode once the set time has elapsed without any unit operation.



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The settings of the power save modes can be modified.

See "USER PROGRAMS" (p.63). · The unit will return to the initial settings a preset amount of time after the end of a job. The preset amount of time (auto clear time) can be changed. See "USER PROGRAMS" (p.63).) 1 About the scan head The scan head lamp remains on constantly when the unit is in the ready condition (when the start () indicator is illuminated). The unit adjusts the scan head lamp periodically to maintain copying quality. At this time, the scan head moves automatically. This is normal and does not indicate unit trouble.

7 Initial settings of operation panel When the unit power is on, the operation panel will revert to the initial settings when the time set with the "Auto clear time" setting (p.63) elapses after a job is finished, or when the clear key is pressed twice. The initial settings of the operation panel are shown below. 1 "0" is displayed in the display. When copying has begun in this state, the settings in the following table are used. Copy quantity Exposure adjustment Zoom Tray 1 copy AUTO 100% Paper tray 1 Power off methods If not used for a certain period of time, the unit will automatically enter auto power shut-off mode (p.61) in order to minimize power consumption. In cases where the machine will not be used for a long time, turn off the power switch and remove the power cord from the outlet. 8 2 PAPER Type of paper feeding Paper tray LOADING PAPER Follow the steps below to load paper into the tray. For best results, use only paper recommended by SHARP.

Type of media Standard paper A4 A5 B5 Letter Legal Invoice A4 A5 A6 B5 Letter Legal Invoice Size Weight 56 g/m² to 80 g/m² 2 Multi-bypass tray Standard paper and thick paper 56 g/m² to 128 g/m² *2 Special Transparency A4 media film Letter Envelope*1 International DL International C5 Commercial 10 Monarch *1 Do not use non-standard envelopes, and envelopes that have metal clasps, plastic snappers, string closures, windows, linings, self-adhesive, patches or synthetic materials. Do not use envelopes that are filled with air or envelopes that have labels or stamps attached. These will cause physical damage to the unit. *2 For paper weighing from 105 g/m² to 128 g/m², A4 is the maximum size that can be fed through the multi-bypass tray. · Special papers such as transparency film, labels and envelopes must be fed one sheet at a time through the multi-bypass tray.

9 LOADING THE PAPER TRAY 1 Raise the handle of the paper tray and pull the paper tray out until it stops. 2 Adjust the paper guides on the paper tray to the copy paper width and length. Squeeze the lever of paper guide A and slide the guide to match with the width of the paper. Move paper guide B to the appropriate slot as marked on the tray. 2 Paper guide B Paper guide A 3 Fan the paper and insert it into the tray.

Make sure the edges go under the corner hooks. Do not load paper above the maximum height line (the line will cause a paper misfeed.). Exceeding 10 4 Gently push the paper tray back into the unit. · Be sure that paper is free of rips, dust, wrinkles, and curled or bent edges. · Make sure all the paper in the stack is the same size and type. · When loading paper, ensure there is no space between the paper and the gver The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications. Sharpdesk Sharpdesk is an integrated software environment that makes it easy to manage documents and image files, and launch applications. * Sharpdesk cannot be used in Windows 2000. Button Manager Button Manager allows you to use the scanner menus on the machine to scan a document.

14 HARDWARE AND SOFTWARE REQUIREMENTS Check the following hardware and software requirements in order to install the software. Computer type Operating system*3 Other hardware requirements IBM PC/AT or compatible computer equipped with a USB2.0*1/1.1*2 Windows 2000 Professional*4, Windows XP, Windows Vista, Windows 7 An environment on which any of the operating systems listed above can fully operate *1 The machine's USB 2.0 port will transfer data at the speed specified by the USB 2.0 (Hi-Speed) standard on Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes". A message will appear instructing you to connect the machine to your computer. Click the "OK" button. After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

13 Connect the machine to your computer with a USB cable. 1 2 3 Make sure that the machine is powered on. Connect the cable to the USB connector (B type) on the machine. The USB interface on the machine complies with the USB 2.0 (Hi-Speed) standard. Please purchase a shielded USB cable. Connect the other end of the cable to the USB connector (A type) on your computer. The machine is found and a Plug and Play window appears. If your computer is not compatible with USB 2.0 (Hi-Speed), the "USB 2.

0 mode switching" setting in the machine's user program must be set to "Full-Speed". For more information, see "USER PROGRAMS" (p.63). 18 14 Follow the instructions in the plug and play window to install the driver. When the "Found New Hardware Wizard" appears, select "Install the software automatically (Recommended)", click the "Next" button, and follow the on-screen instructions. · If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway". · If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes". This completes the installation of the software. · If you installed Button Manager, set up Button Manager as explained in "SETTING UP BUTTON MANAGER" (p.23).

· If you installed Sharpdesk, the Sharpdesk setup screen will appear. Follow the instructions in the screen to set up Sharpdesk. 3 19 Using the machine as a shared printer If the machine will be used as a shared printer on a network, follow these steps to install the printer driver in the client computer. To configure the appropriate settings in the print server, see the operation manual or help file of your operating system. 1 2 Perform steps 2 through 6 in "INSTALLING THE SOFTWARE" (p.16). Click the "Custom" button. 3 3 Click the "MFP Driver" button. Click the "Display Readme" button to show information on packages that are selected. 4 Select "Connected via the network" and click the "Next" button.



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20 5 Select the printer name (configured as a shared printer). 1 2 Select the printer name (configured as a shared printer on a print server) from the list. In Windows 2000/XP, you can also click the "Add Network Port" button displayed below the list and select the printer to be shared by browsing the network in the window that appears. Click the "Next" button. Follow the on-screen instructions.

If the shared printer does not appear in the list, check the settings on the print server. · If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway". · If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes". 3 6 You will return to the window of step 3. Click the "Close" button.

After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer. This completes the installation of the software. 7 21 CONFIGURING THE PRINTER DRIVER After installing the MFP driver, you must configure the printer driver settings appropriately for the size of paper loaded in each. 1 Click the "Start" button, click "Control Panel", and then click "Printer". · In Windows 7, click the "start" button and then click "Devices and Printers". · In Windows XP, click the "start" button and click "Printers and Faxes". · In Windows 2000, click the "Start" button, select "Settings", and then click "Printers". In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes". 3 2 Open the printer properties window.

1 2 Right-click the printer driver icon of the machine. Select "Properties". In Windows 7, click the "Printer properties" menu. 3 4 Click the "Configuration" tab. Click the "Set Tray Status" button and select the size of paper that is loaded in each tray. Select a tray in the "Paper Source" menu, and select the size of paper loaded in that tray from the "Set Paper Size" menu. Repeat for each tray. 5 6 Click the "OK" button in the "Set Tray Status" window. Click the "OK" button in the printer properties window. 22 SETTING UP BUTTON MANAGER Button Manager is a software program that works with the scanner driver to enable scanning from the machine.

To scan using the machine, Button Manager must be linked with the scan menu on the machine. Follow the steps below to link Button Manager to scanner events. Windows XP/Vista/7 1 Click the "Start" button, click "Control Panel", click "Hardware and Sound", and then click "Scanners and Cameras". · In Windows 7, click the "start" button and then click "Devices and Printers". · In Windows XP, click the "start" button, select "Control Panel" and click "Printers and Other Hardware", and then click "Scanners and Cameras".

2 Click the "SHARP MX-xxxx" icon and select "Properties". · In Windows 7, right-click the "SHARP MX-xxxx" icon and select "Scan properties". · In Windows XP, select "Properties" from the "File" menu. 3 3 4 In the "Properties" screen, click the "Events" tab. Select "SC1:" from the "Select an event" pull-down menu.

5 Select "Start this program" and then select "Sharp Button Manager Y" from the pull-down menu. 6 Repeat Steps 4 and 5 to link Button Manager to "SC2:" through "SC6:". Select "SC2:" from the "Select an event" pull-down menu. Select "Start this program", select "Sharp Button Manager Y" from the pull-down menu. Do the same for each ScanMenu through "SC6:". 7 Click the "OK" button. Button Manager is now linked to the scan menu (1 through 6). The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager. For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager settings" (p.52).

23 Windows 2000 1 2 3 4 5 Click the "Start" button, select "Settings", and then click "Control Panel". Double-click the "Scanners and Cameras" icon. Select "SHARP MX-xxxx" and click the "Properties" button. In the "Properties" screen, click the "Events" tab. Select "SC1:" from the "Scanner events" pull-down menu. 3 6 Select "Sharp Button Manager Y" in "Send to this application". If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected. 7 8 Click the "Apply" button. Repeat Steps 5 through 7 to link Button Manager to "SC2:" through "SC6:". Select "SC2:" from the "Scanner events" pull-down menu.

Select "Sharp Button Manager Y" in "Send to this application" and click the "Apply" button. Do the same for each ScanMenu through "SC6:". When the settings have been completed, click the "OK" button to close the screen. Button Manager is now linked to the scan menu (1 through 6). The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager.

For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager settings" (p.52). 24 4 COPIER FUNCTIONS This chapter explains basic and other copying functions. The unit is equipped with a one-page memory buffer. This memory allows the unit to scan an original once only and make up to 99 copies.

This feature improves workflow, reduces operation noise from the copier, and provides higher reliability by reducing wear and tear on the scanning mechanism. COPY FLOW 1 Make sure that paper has been loaded in the paper tray (p.10) or multi-bypass tray (p.12), and check the paper size (p.9). If paper is not loaded, see page 10. 2 Place the original. If you are using the document glass, see "Using the document glass" (p.26). If you are using the SPF, see "Using the SPF (Peripheral device)" (p.

27). When copying onto paper larger than A4 size, pull out the paper output tray extension.



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4 3 Select the copy settings. · To set the number of copies, see page 28. · To adjust the resolution and contrast settings, see page 28. · To enlarge or reduce the copy, see page 30. · To change the tray used, see page 30. · To sort multiple original pages into sets, see page 31. · To copy the front and rear sides of ID card onto a page, see page 34. 4 Start copying.

Press the start () key. 25 · If you start a print job while a copy job is in progress, the print job will begin when the copy job is completed. · The scanning function cannot be used while a copy job is in progress. About interrupt copying If you press the start () key to begin a copy job while a print job using the paper tray or multi-bypass tray is in progress, the copy job will begin automatically after the print data in the unit's memory is printed (interrupt copying).

When this is done, the print data remaining in the computer is not sent to the unit.

When the copy job ends, press the clear key twice to change the unit to the online state, or wait until the set auto clear time (p.63) elapses. The remaining print data will be sent to the unit and printing will resume. ORIGINAL PLACEMENT Using the document glass · The document glass can read up to A4 original. · Image loss 4 mm can occur at the leading and trailing edges of the copies.

Also image loss 4.5 mm in total can occur along the other edges of the copies. · When copying a book or an original which has been folded or a crumpled original, press down the original cover/SPF lightly. If the original cover/SPF is not securely closed, the copies may be striped or blurred. · When using the document glass to scan an original, make sure that an original is not placed in the SPF. 4 1 2 Open the original cover/SPF, and place the original. Place an original face down on the document glass. Align it with the original scale and the centring () mark. Gently close the original cover/SPF. By factory default, when a copy is made with the original/SPF cover open, the function for preventing excessive toner use activates and "OP" appears in the display.

(See the "Check original cover/SPF open function" (p.62).) Original scale mark 26 Setting a large original The original cover can be removed to allow copying of bulky objects. 1 Simply lift the original cover straight up. 2 To reattach the original cover, reverse the above procedure. Using the SPF (Peripheral device) The SPF is designed to hold up to 50 originals measuring from A5 to A4 and weighting from 56 g/m² to 90 g/m². · Before feeding originals in the document feeder tray, be sure to remove any staples or paper clips from them. · Before placing curled or wavy originals into the document feeder tray, be sure to flatten them. If not, original misfeeds may result. · If the original is placed correctly in the SPF, the SPF indicator will light up.

If the original is not placed correctly, the SPF indicator will not light. If the SPF is not closed correctly, the indicator will blink. · Badly damaged originals may misfeed in the SPF. It is recommended that such originals be copied from the document glass. · Special originals such as transparency film should not be fed through the SPF, but should be placed directly on the document glass.

· Image loss (max. 4 mm) can occur at the leading and trailing edges of the copies. Also image loss (max. 4.5 mm in total) can occur along the other edges of the copies.

· To stop continuous copying using the SPF, press the clear key. 4 1 2 Make sure that no original is left on the document glass. Adjust the original guides to the size of originals. 3 Set the originals face up in the document feeder tray. Use the peep hole (see the illustration at right) to check the position of the original. There is an original top edge mark in the peep hole. Align the top edge of the original with this mark. Original face up Peep hole 27 SET THE COPY QUANTITY Set the number of copies using the two copy quantity (from the document glass or copying from SPF. ,) keys when copying · Press the clear key to clear an entry if a mistake is made. · A single copy can be made with the initial setting, i.

e., when "0" is displayed. · Press the right copy quantity key to set the unit digit from 0 to 9. This key will not change the tens digit. · Press the left copy quantity key to set the tens digit from 1 to 9. Tens digit Unit digit EXPOSURE ADJUSTMENT/PHOTO COPYING Exposure adjustment Copy density adjustment is not required for most originals in the automatic exposure mode. To adjust the copy density manually or to copy photographs, the exposure level can be adjusted in five steps manually. The copy resolution used for AUTO and MANUAL (changed. (p.63)) mode can be 4 1 Press the exposure mode selector key to select the MANUAL () mode or PHOTO () mode.

2 Use the light () and dark () keys to adjust the exposure level. If exposure level 2 is selected, the two left-handmost indicators for that level will light up simultaneously. Also, if level 4 is selected, the two right-handmost indicators for that level will light up simultaneously. 28 Automatic exposure adjustment This automatic exposure level will remain in effect until you change it again by this procedure. The automatic exposure level can be adjusted to suit your copying needs.

This level is set for copying from the document glass and copying from the SPF respectively. 1 When adjusting the automatic exposure level for copying from the SPF, place an original in the document feeder tray and make sure that the SPF indicator lights up. When adjusting the level for copying from the document glass, make sure that no original is left in the document feeder tray. Press the exposure mode selector key to select the PHOTO () mode. 2 4 3 Press and hold down the exposure mode selector key for approximately 5 seconds.

The PHOTO () indicator will go out and the AUTO indicator will begin to blink. One or two light and dark indicators corresponding to the automatic exposure level which has been selected will light up. Press the light () or dark () key to lighten or darken the automatic exposure level as desired. If exposure level 2 is selected, the two left-handmost indicators for that level will light up simultaneously. Also, if level 4 is selected, the two righthandmost indicators for that level will light up simultaneously. Press the exposure selector key. The AUTO indicator will stop blinking and light up steadily. 4 5 29

REDUCTION/ENLARGEMENT/ZOOM Three preset reduction ratios and two enlargement ratios can be selected. The zoom function enables copy ratio selection from 25% to 400% in 1% increments. (When the SPF is being used, the zoom copy ratio range is 50% to 200%.

) 1 2 Set the original and check the paper size.



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Use the copy ratio selector key and/or ZOOM (select the desired copy ratio. ,) keys to · To verify a zoom setting without changing the zoom ratio, press and hold down the copy ratio display (%) key. When the key is released, the display will return to the copy quantity display. · To reset the ratio to 100%, press the copy ratio selector key repeatedly until the 100% indicator lights up. 3 Set the reduction/enlargement ratio. To decrease or increase the zoom ratio rapidly, press and hold down the ZOOM () or () key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it down again. To select a preset copy ratio: Preset reduction and enlargement ratios are: 50%, 70%, 86%, 141%, and 200%

4 To select a zoom ratio: or) key is pressed, the When a ZOOM (ZOOM indicator will light up and the zoom ratio will be displayed in the display.

SELECTING THE TRAY Press the tray select () key. Each time you press the tray select () key, the location indicated by the paper feed location indicator changes in the following order: paper tray 1, paper tray 2*, multi-bypass tray. * Peripheral device 30 SORT COPY Copies of multiple original pages can be sorted into sets. The number of pages that can be scanned varies depending on the original type (photo, text, etc.

) and the amount of memory allocated to the printer. The amount of memory allocated to the printer can be changed with "Memory for printer" in the user programs. (p.63) Using the document glass 1 2 Place the first original. (p.

26) Select the Sort key to select the sort mode. 4 3 4 5 Set the number of copies and other settings, and then press the start () key. The Sort indicator blinks, and the original is scanned into memory. When the start indicator lights, replace the original with the next original, and then press the start () key. Repeat step 4 until all originals have been scanned into memory. When all originals have been scanned, and then press the READ-END key. The copies are delivered to the paper output tray. To clear the data in memory, press the clear key. 31 Using the SPF (Peripheral device) 1 Place the originals. (p.

27) Sort mode is normally the default output mode, and thus the SPF and Sort indicators light up. · If "Sort auto select" has been set to "2: OFF" in the user programs, follow the steps below to select sort mode. · "Sort auto select" can also be used to change the default output mode (p.63). 2 Press the Sort key to select the sort mode. 4 3 Set the number of copies and other settings, and then press the start () key. The copies are delivered to the paper output tray. · To cancel the Sort copy job, press the clear key. · To cancel Sort mode, press the Sort key repeatedly until the Sort indicator is off. 32 If the memory becomes full · If the memory becomes full while scanning the originals, "FUL" will appear in the display, and the machine will stop copying.

· To copy the originals that have been scanned up to that point, press the start () key. · To clear the data that has been scanned into memory, press the clear key. 4 33 ID CARD COPY You can copy the front and reverse sides of ID card onto a page through this function. The ID card print image is shown as follows. Originals Copies Front Back · ID card copy feature cannot be used in combination with sort function.

· The following paper sizes can be used: A5R, A4, B5, 16K. (A5R can only be used in bypass tray.) · The image may cut off even if using standard paper size. · In ID card copy mode, scan area and scan number (1 page) cannot be changed. Scan area is: X: 54 + 5 mm (margin), Y: 86 + 10 mm (top margin 5 mm and bottom margin 5 mm).

· Only making a single copy is available (Number of copies cannot be set.). 4 1 Press the ID CARD key. · The ID CARD indicator will light up. The exposure is set to "text", the exposure level is set to "3", and the number is set to "1" automatically. · The multi-bypass tray is automatically selected when ID card copy feature is selected. The tray can be changed manually with the tray select key. 2 Place the ID card on the document glass, align with the ID card mark, and press the start () key. When scan is finished, ID CARD indicator will blink and one side of the ID card is scanned into memory. (In this case, print will start if pressing READ-END key.

) ID CARD mark 3 Turn and replace the ID card on the document glass, and press the start () key. When scan finished, Copy will begin. To cancel ID card copy, press the clear key and make sure the ID CARD indicator is off. 34 5 PRINTER FUNCTIONS This chapter explains how to use the printer functions.

The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER" (p.9). · If copying is being performed when printing is started, copying will continue. After copying is complete, printing will be executed when the clear key is pressed twice or approximately 60 seconds (auto clear time)* elapse. * The auto clear time varies with a user program setting.

See "USER PROGRAMS" (p.63). · Preheat mode and auto power shut-off mode will be cancelled when printing is started. · If the paper size specified from the software application is larger than the paper size in the printer, part of the image that is not transferred to the paper may remain on the surface of the drum.

In this case, the rear side of the paper may become dirty.

If this occurs, change to the correct size paper and print two or three pages to clean the image. **BASIC PRINTING** The following example explains how to print a document from WordPad. Before printing, make sure that the correct size of paper for your document has been loaded in the machine. 5 1 2 Start WordPad and open the document that you wish to print. Select "Print" from the application's "File" menu.

If you are using Windows 7, click the The menu used to execute printing may vary depending on the software application. button. 35 3 Make sure that "SHARP MX-xxxx" is selected as the printer. If you need to change any print settings, click the "Preferences" button to open the printer driver setup screen. Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen and click the "OK" button. "PRINTER DRIVER SETTING SCREEN" (p.38) "SETTING ADVANCED PRINT FUNCTIONS" (p.39) The button that is used to open the printer driver properties window (usually "Properties" or "Printing Preferences") may vary depending on the software application. 4 Click the "Print" button.



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Printing begins. When printing begins, the Print Status Window automatically opens. "OUTLINE OF THE PRINT STATUS WINDOW" (p.47) The print job will be delivered to the output tray. 5 Pausing a print job To pause a print job during printing, press the clear key on the operation panel to switch the machine off-line. · To cancel the print job, press the clear key once and then press it again within 5 seconds. · If 5 seconds elapses after the first time the clear key is pressed, printing will automatically resume. 36 Opening the printer driver from the "Start" button You can open the printer driver and change the printer driver settings from the Windows "Start" button. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

1 Click the "Start" button and select "Control Panel" and then select "Printer". · In Windows 7, click the "start" button and then click "Devices and Printers". · In Windows XP, click the "start" button, and then click "Printers and Faxes". · In Windows 2000, click the "Start" button and point to "Settings", and then select "Printers". In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".

2 3 Click the "SHARP MX-xxxx" printer driver icon. In Windows 7, right-click the icon of the printer driver of the machine. Select "Properties" from the "Organize" menu. · In Windows 7, click the "Printer properties" menu. · In Windows XP/2000, select "Properties" from the "File" menu. 5 4 Click the "Printing Preferences" button in the "General" tab. · In Windows 7, click the "Preferences" button on the "General" tab. · The printer driver setup screen will appear. "PRINTER DRIVER SETTING SCREEN" (p.38) 37 PRINTER DRIVER SETTING SCREEN Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction. 1 2 3 4 5 6 5 7 8 9 10 The settings and the image of the machine will vary depending on the model. 1 Tab 6 Check button 2 3 4 5 The settings are grouped on tabs. Click on a tab to bring it to the front.

Checkbox Click on a checkbox to activate or deactivate a function. Print setting image This shows the effect of the selected print settings. Drop-down list Allows you to make a selection from a list of choices. Image of paper trays The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it. 7 8 9 10 Allows you to select one item from a list of options. "OK" button Click this button to save your settings and exit the dialog box. "Cancel" button Click this button to exit the dialog box without making any changes to the settings. "Apply" button Click to save your settings without closing the dialog box. "Help" button Click this button to display the help file for the printer driver.

38 SETTING ADVANCED PRINT FUNCTIONS This section explains major advanced print functions. The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver, see "BASIC PRINTING" (p.35). Printing multiple pages on one page (N-Up Printing) This function can be used to reduce the print image and print multiple pages on a single sheet of paper. This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. The following print results will be obtained, depending on the order selected. N-Up (Pages per sheet) Print results Left To Right Right To Left Top To Bottom (when the print orientation is landscape) 2-Up (2 pages per sheet) 5 N-Up (Pages per Right, and Down sheet) Down, and Right Left, and Down Down, and Left 4-Up (4 pages per sheet) 6-Up (6 pages per sheet) 39 1 2 Click the "Main" tab in the printer driver setup screen. Select the number of pages per sheet. If you wish to print borderlines, check the "Border" box.

3 Select the order of the pages. Fitting the printed image to the paper (Fit To Paper Size) The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below to use this function. The explanation below assumes that you intend to print an A4 document on B5 paper. 5 1 2 Click the "Paper" tab in the printer driver setup screen. Select the original size (A4) of the print image in "Paper Size". 3 Check the "Fit To Paper Size" button. 40 4 Select the actual size of paper to be used for printing (B5). The size of the printed image will be automatically adjusted to match the paper loaded in the machine. Paper Size: A4 Fit To Paper Size: B5 A4 document (Paper Size) B5 paper (Fit To Paper Size) Rotating the print image 180 degrees (Rotate 180 degrees) The feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as envelopes).

ABCD 5 1 2 Click the "Main" tab in the printer driver setup screen. Check the "Rotate 180 degrees" box. ABCD 41 Enlarging/reducing the print image (Zoom) This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image. The "Zoom" setting is not available when "N-Up Printing" is selected. 1 2 Click the "Paper" tab in the printer driver setup screen. Select "Zoom" and click the "Settings" button. The actual paper size to be used for printing can be selected from the pop-up menu. 5 3 Select the zoom ratio. Directly enter a number or click the button to change the ratio in increments of 1%.

42 Printing faint text and lines in black (Text To Black/Vector To Black) When printing a colour image, colour text and lines that are faint can be printed in black. (Raster data such as bitmap images cannot be adjusted.) This allows you to bring out colour text and lines that are faint and difficult to see.



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ABCD ABCD 1 2 Click the "Advanced" tab in the printer driver setup screen. Check the "Text To Black" box and/or the "Vector To Black" box. · "Text To Black" can be selected to print all text other than white text in black. · "Vector To Black" can be selected to print all vector graphics other than white lines and areas in black. 5 43 Adjusting the brightness and contrast of the image (Image Adjustment) The brightness and contrast can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed on your computer. 1 2 Click the "Advanced" tab in the printer driver setup screen.

Click the "Image Adjustment" button. 3 Adjust the image settings. To adjust a setting, drag the slide bar or click the or button. 5 44 Adding a watermark to printed pages (Watermark) Faint shadow-like text can be added to the background of the printed image as a watermark. The size, density, and angle of the watermark text can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark. 1 2 Click the "Watermarks" tab in the printer driver setup screen. @@@@ @@@@ @@@@ @2 Status icon The status icons appear to alert you to printer errors. Nothing appears when printing is taking place normally. The icons are explained below.

@@@@ @Document Name Shows the name of the document currently being printed. @@"Help" button Click this button to display the help file for the Print Status Window. @@@@ @@@@ For details, see "SETTING UP BUTTON MANAGER" (p.23). @@@@ @@@@ · Scanning is not possible during a copy job. @@@@ @@@@ @@@@ @@@@ @@@@ For details on Button Manager settings, see Button Manager Help. @@@@ @@@@ To view Help for a setting, click the button in the upper right-hand corner of the window and then click the setting. To begin scanning using the machine's operation panel, settings must be established in the Control Panel after Button Manager is installed. For information on installing Button Manager and establishing the Control Panel settings, see "SETTING UP BUTTON MANAGER" (p.23).

For information on scanning using the machine's operation panel, see "SCANNING USING THE KEYS ON THE MACHINE" (p.50). You can use Button Manager to select and change the functions of the six scan menus. Refer to "Button Manager settings" (p.52).

1 2 3 4 5 6 7 8 6 1 Tab Click to set scan menu options. Each tab contains scan settings for the scan menu. 2 "Application Selection" area Select the start-up application here. 3 "Show TWAIN setting screen when scanning" Checkbox You can select whether or not the TWAIN screen is shown. When the checkbox is selected, the TWAIN screen appears when scanning is executed to let you adjust the scanning conditions.

4 "Scan Setup" area Set the scan conditions. Some applications may limit your choice of settings. 5 "OK" button Click to save your settings and exit the dialog box. 6 "Cancel" button Click this button to exit the dialog box without making any changes to the settings. 7 "Apply" button Click to save your settings without closing the dialog box. 8 "Help" button Click this button to display the help file for Button Manager. "Menu Name" is not used on this machine. 53

SCANNING FROM YOUR COMPUTER The machine supports the TWAIN standard, making it possible to scan from TWAIN-compliant applications. The machine also supports WIA (Windows Image Acquisition), making it possible to scan from WIA-compliant applications and the "Scanner and Camera Wizard" in Windows XP. For information on TWAIN and WIA settings, see the help file for the scanner driver or Windows Help.

Scanning is not possible during a copy job. Scanning from a TWAIN-compliant application The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications. 1 2 Place the original(s) that you wish to scan on the document glass/SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.26). After starting TWAIN-compliant application, click the "File" menu and select a menu to scan. The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application. 3 Select "SHARP MFP TWAIN Y", and click the "Select" button. · If you are using Windows XP/Vista/7, you can also select "WIA SHARP MX-xxxx" to scan using the WIA driver.

"Scanning from a WIA-compliant application (Windows XP/Vista/7)" (p.58) · Depending on your system, "SHARP MFP TWAIN Y 1.0 (32-32)" and "WIA-SHARP MX-xxxx 1.0 (32-32)" may appear in the above "Select Source" screen. 6 4 Select the menu to acquire an image from the application's "File" menu. The scanner driver setup screen will appear. "Scanner driver settings" (p.56) 5 4 5 In the "Scanning Source" menu, select the location where you placed the original in Step 1. If you placed a one-sided original in the SPF, select "SPF". 6 Click the "Preview" button.

The preview image will appear. · If the angle of the image is not correct, reset the original, and click the "Preview" button again. · If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. @@@@ @@@@ @@@@ @@@@ @@@@ @@@@ To return to the regular view, remove the checkmark. @@@@ If "Preview" is cancelled by immediately pressing the [Esc] key on your keyboard, or the clear key on the machine, nothing will appear in the preview screen. 5 "Scanning" button 6 Click to scan an original using the selected settings. Before clicking the "Scanning" button, make sure the settings are correct. To cancel a scanning job after clicking the "Scanning" button, press the [Esc] key on your keyboard, or the clear key on the machine. 6 "Close" button Click to close the scanner driver setup screen. 56 Preview screen 1 2 3 4 5 1 Preview screen 4 "Auto Scan Area Judgement" button Click the "Preview" button in the Set-up screen to display the scanned image.

You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame. 2 "Rotate" button Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original.



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Upon scanning, the image file is created in the orientation shown in the preview screen. 3 "Image Size" button Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin. Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.

Click the "Auto Scan Area Judgement" button to automatically set the scanning area to the entire preview image. Preview image Preview screen 5 "Help" button 6 Click to display the help file for the scanner driver. 57 Scanning from a WIA-compliant application (Windows XP/Vista/7) If you are using Windows XP/Vista/7, you can use the WIA driver to scan from WIA-compliant applications. 1 2 Place the original that you wish to scan on the document glass/ SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.

26). After starting WIA-compliant application, click the "File" menu and select a menu to scan. The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application. 3 Select the paper source and picture type, and click the "Preview" button.

The preview image will appear. If you placed the original on the document glass, select "Flatbed" for the "Paper source". If you placed the original in the SPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size". · If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF before starting the scanning job. · In Windows XP, you can view Help for a setting. Click the button in the upper right-hand corner of the window and then click the setting. 6 4 Click the "Scan" button. Scanning begins and the image is acquired into Paint. Use "Save" in your application to specify a file name and folder for the scanned image, and save the image.

To cancel a scanning job after clicking the "Scan" button, click the "Cancel" button. 58 Scanning from the "Scanner and Camera Wizard" (Windows XP) The procedure for scanning with the "Scanner and Camera Wizard" in Windows XP is explained here. The "Scanner and Camera Wizard" lets you scan an image without using a WIA-compliant application. 1 Place the original that you wish to scan on the document glass/ SPF. For the procedure for placing the original, see "ORIGINAL PLACEMENT" (p.26). 2 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras". Click the "SHARP MX-xxxx" icon and then click "Get pictures" in "Imaging Tasks". The "Scanner and Camera Wizard" will appear. SHARP MX-xxxx 3 4 Click the "Next" button.

Select the "Picture type" and "Paper source", and click the "Next" button. · If you placed the original on the document glass, select "Flatbed" for the "Paper source". · If you placed the original in the SPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size". · You can click the "Preview" button to display the preview image. · If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF is previewed.

The previewed original is sent to the original exit area, so you will need to return it to the SPF before starting the scanning job. · To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button. 6 5 Specify a group name, format and folder for saving the image, and then click the "Next" button. JPG, BMP, TIF or PNG can be selected for the format. To begin scanning, click the "Next" button.

59 6 When scanning ends, the following screen will appear. Select the next task that you wish to perform, and then click the "Next" button. If you are ready to end the session, click "Nothing. I'm finished working with these pictures". 7 Click the "Finish" button. The "Scanner and Camera Wizard" closes and the scanned image is saved in the specified folder. 6 60 7 SPECIAL FUNCTIONS This chapter describes the special functions of this unit. Use these functions as needed. DESCRIPTION OF SPECIAL FUNCTIONS Toner save mode Reduces toner consumption by approximately 10%. Power save modes The unit has two power save modes of operation: preheat mode and auto power shut-off mode.

Preheat mode When the unit enters the preheat mode, the power save () indicator will light up and other indicators will remain on or off as before. In this condition, the fuser in the unit is maintained at a lower heat level, thereby saving power. To copy from the preheat mode, make desired copier selections and press the start () key using the normal copying procedure. Auto power shut-off mode When the unit enters the auto power shut-off mode, the power save () indicator will light up and other indicators will go out. The auto power shut-off mode saves more power than the preheat mode but requires a longer time before starting copying. To copy from the auto power shut-off mode, press the start () key. Then make desired copier selections and press the start () key using the normal copying procedure. Auto clear The unit returns to the initial settings a preset amount of time after the end of job. This preset amount of time (auto clear time) can be changed. Resolution of AUTO & MANUAL mode You can set the copy resolution used for AUTO and MANUAL (mode.

) exposure 7 61 Check original cover/SPF open function When enabled, this function may help prevent wasteful use of toner that occurs when the original cover/SPF is not completely closed. If the start () key is pressed when the original cover/SPF is not completely closed, " " will appear in the display and copying may not take place. If copying does not take place, copying can be performed by pressing the start () key again, however, the scan size set in "Copy effective paper width setting function" (program numbers 25, 26, 27) will be used. If the original cover/SPF is completely closed after " " appears, copying will take place at the normal size.



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When this function is off, if the start () key is pressed to make a copy with the original/SPF cover open, parts outside of the original will be copied black. Even when this function is on, if the start () key is pressed twice to make a copy with the original/SPF cover open, parts outside the original may be copied black. To prevent excessive use of toner, make sure that the original/SPF cover is closed when making a copy. TONER SAVE MODE 1 Press the exposure mode selector key to select the MANUAL () mode. 2 Press and hold down the exposure mode selector key for approximately 5 seconds. The MANUAL () indicator will go out and the PHOTO () indicator will begin to blink.

The light and dark indicator marked "5" will light up, indicating the standard toner mode is active. To enter the toner save mode, press the light () key. The light and dark indicator marked "1" will light up, indicating the toner save mode is selected. 3 7 4 Press the exposure mode selector key. The PHOTO () indicator will stop blinking and light up steadily. The light and dark indicator marked "3" will light up. The toner save mode is now active. To return to the standard mode, repeat the procedure but use the dark () key to select exposure level "5" in step 3. 62 USER PROGRAMS The user programs allow the parameters of certain functions to be set, changed, or cancelled as desired. Setting the user programs 1 2 3 4 Press and hold down the light () key for more than 5 seconds until all the alarm indicators (, ,) blink and " " appears in the display.

Use the left copy quantity () key to select a user program number (For the user program numbers, see the following table.). The selected number will blink in the left side of the display. Press the start () key. The entered program number will be steadily lit and the currently selected parameter number for the program will blink on the right side of the display. Select the desired parameter using the right copy quantity () key. The entered parameter number will blink on the right of the display. Program No. 1 2 3 4 Mode Auto clear time Preheat mode Auto power shut- off mode Auto power shut- off timer SPF automatic original discharge time (Only operates when an SPF is installed.) Resolution of AUTO & MANUAL mode Memory for printer Reset factory Sort auto select

Prevention of OC copies when the original cover/SPF is up function 1 4 *1 4 7 *1 *1 4 1 3 5 *1 1 4 1 *1 *1 10 sec.

, 2 90 sec., 5 30 sec., 2 30 min., 5 240 min. ON, 2 Parameters 30 sec.

, *3 120 sec., 6 60 sec., 3 60 min., 6 60 sec., OFF 5 min.

, 120 min., OFF 60 min., 5 min., 2 30 min., 3 120 min., 5 240 min. 5 min., *2 30 min., 60 min., 4 120 min.

, 240 min., 6 OFF 300dpi, 2 30%, 2 60%, 5 YES, *2 ON, 2 ON, 2 600dpi 40%, *3 70% NO OFF OFF 6 7 10 13 21 22 24 50%, 63 Program No. 25 Mode

Copy effective paper width setting function (Bypass tray) Copy effective paper width setting function (Tray 1) Copy effective paper width setting function (Tray 2) (Only operates when a lower paper tray is installed.) Selection of copy start state (Polygon rotation on/off) Fusing temperature setting when the bypass tray is used USB 2.0 mode switching *1 2 *1 2 Parameters Large (A4 width), Small (B5R width) Large (A4 width), Small (B5R width) 26 27 *1 2 Large (A4 width), Small (B5R width) 28 *1 ON, 2 OFF 29 32 1 1 Low, *2 High Hi-Speed Full-Speed, *2 * Factory default settings are indicated with an asterisk (*). 5 Press the start () key. The right-hand number in the display will be steadily lit and the entered value will be stored. To change the setting or to set another mode, press the clear key. The unit will return to step 2. 6 Press the light () key to return to the normal copy mode.

7 DISPLAYING TOTAL NUMBER OF COPIES Use the following procedure to display the total number of copies. Press and hold down the clear key for approximately 5 seconds. The total number of copies will appear in two steps, each with three digits. Example: Total number of copies is 1,234. 64

CHECKING THE TONER LEVEL The toner level is indicated by a 6-level display.

Use it as a guideline for replacing the toner cartridge. 1 Hold down the light (,) blink. The display will show "- -".) key until the alarm indicators (, , 2 Hold down the Copy ratio display (%) key for more than 5 seconds. The approximate quantity of toner remaining will be indicated in the display as a percentage. ("100", "75", "50", "25", "10" is displayed.) When the percentage is less than 10%, "LO" will be displayed. 3 Press the light () key to return to the normal display. The alarm indicators (, ,) go off. The display returns to the number of copies display. 7 65 8 MAINTENANCE Be sure to use only genuine SHARP parts and supplies. This chapter describes how to replace the toner cartridge and how to clean the unit. TONER CARTRIDGE REPLACEMENT When the toner cartridge replacement required () indicator lights up, replacement of the toner cartridge will be needed soon. Obtain a new cartridge. When the toner cartridge replacement required () indicator blinks, the toner cartridge must be replaced before copying can be resumed.

Replace the toner cartridge by following the procedure below. · After the unit stops, it may be possible to make a few more copies by taking the toner cartridge out of the unit, shaking it horizontally, then reinstalling it. If copying is not possible after this operation, replace the toner cartridge. · During long copy run of a dark original, the start () indicator may blink, the indicator light up, and the unit stop, even though toner is left. The unit will feed toner up to 2 minutes and then the start () indicator will light up. Press the start () key to restart copying. 1 Open the multi-bypass tray, and then open the side cover while pressing the side cover open button. 2 Push gently on both sides of the front cover to open the cover. 8 66 3 Gently pull the toner cartridge out while pressing the lock release button. Lock release button · After removing the toner cartridge, do not shake it or tap on it.

Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge. · Dispose of the old toner cartridge in accordance with local regulations. 4 Remove the toner cartridge from the bag. Grasp the cartridge on both sides and shake it horizontally four or five times.

After shaking the cartridge, remove the toner seal. 4 or 5 times Shutter Toner seal Grasp the toner cartridge as shown in the illustration. Do not hold the cartridge by the shutter. Be sure to only shake the cartridge before the toner seal is removed. 5 Gently insert the toner cartridge along the guides until it locks in place while pushing the lock release lever.



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