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User manual SHARP MX-M354N
User guide SHARP MX-M354N
Operating instructions SHARP MX-M354N
Instructions for use SHARP MX-M354N
Instruction manual SHARP MX-M354N


SHARP OPERATION GUIDE

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-  MAKE A COPY
-  PRINT A DOCUMENT
-  SEND A FAX
-  SCAN AN IMAGE / SEND AN INTERNET FAX
-  SAVE A JOB AND REUSE IT LATER
-  MAINTAIN THE MACHINE

 **Search using the table of contents**

-  BEFORE USING THE MACHINE
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-  SYSTEM SETTINGS
-  TROUBLESHOOTING

 About Operation Guide



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Manual abstract:

cc.c ddd@dd.dd. @@@@To print only the pages that contain the explanation of a function, specify a page range. ii **MANUALS PROVIDED WITH THE MACHINE** Operation manuals in PDF format (this manual) The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. The manuals in PDF format are on the CD-ROM that accompanies the machine. 1. **BEFORE USING THE MACHINE** This chapter provides information, such as basic operation procedures, how to load paper, and machine maintenance. 2. **COPIER** This chapter provides detailed explanations of the procedures for using the copy function.

3. @@@@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. 7. **SYSTEM SETTINGS** This chapter 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". 8. **TROUBLESHOOTING** This chapter 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. Printed manual Manual name Start Guide Contents This manual contains instructions for using the machine safely, describes preparations that must be made before using the machine, and lists the specifications of the machine and its peripheral devices.

iii **ABOUT OPERATION MANUAL** This manual explains how to use the MX-M264N/MX-M314N/MX-M354N digital multifunctional system. Please note • For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide. • For information on your operating system, please refer to your operating system manual or the online Help function. • The explanations of screens and procedures in a Windows environment are primarily for Windows Vista®. The screens may vary depending on the version of the operating system or the software application. • The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X. The screens may vary depending on the version of the operating system or the software application. • Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx". • This manual contains references to the fax function.

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. • Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning • Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws. • All information in this manual is subject to change without notice. Illustrations and the operation panel and touch panel shown in this manual The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a right tray and paper drawer are instal **MEANING OF "R" IN PAPER SIZES .**

... • **USEABLE PAPER . .**

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..... 1-34 **ENTERING TEXT FUNCTIONS OF THE MAIN KEYS . . .**

..... 1-55 1-1 **BEFORE USING THE MACHINE BEFORE USING THE MACHINE** This section provides basic information about the machine.

Please read this chapter before using the machine. **PART NAMES AND FUNCTIONS EXTERIOR** (1) (2) (3) (4) (5) (6) (7) When an exit tray unit is installed When a finisher is installed (1) Job separator (upper tray)* Received faxes and printed papers are delivered to this tray. (5) Operation panel This is used to select functions and enter the number of copies. **OPERATION PANEL** (page 1-7) (2) Automatic document feeder This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be automatically scanned.

PLACING THE ORIGINAL (page 1-36) (6) Exit tray unit (right tray)* When installed, output can be delivered to this tray. When a finisher is installed. (3) Front cover Open this cover to replace a toner cartridge. **REPLACING THE TONER CARTRIDGES** (page 1-51) (7) Finisher* This can be used to staple output. **FINISHER** (page 1-42) (4) Output tray (centre tray) Output is delivered to this tray.

* Peripheral device. 1-2 Contents **BEFORE USING THE MACHINE** (8) (9) When a keyboard is installed (10) (8) USB connector (A type) Supports USB 2.0 (Hi-Speed). This is used to connect a USB device such as USB memory to the machine. For the USB cable, use a shielded cable. (9) Keyboard* This is a keyboard that is incorporated into the machine. When not used, it can be stored under the operation panel. **ENTERING TEXT FROM A KEYBOARD** (page 1-57) (10) Main power switch This is used to power on the machine. When using the fax or Internet fax functions, keep this switch in the "on" position.

TURNING THE POWER ON AND OFF (page 1-14) * Peripheral device.

(11) (12) (13) (11) Tray 1 (14) This holds paper. **TRAY SETTINGS FOR TRAY 1 TO 4** (page 1-31) (12) Tray 2 This holds paper. **TRAY SETTINGS FOR TRAY 1 TO 4** (page 1-31) (13) Tray 3 (when a paper drawer is installed)* This holds paper. **TRAY SETTINGS FOR TRAY 1 TO 4** (page 1-31) (14) Tray 4 (when a paper drawer is installed)* This holds paper. **TRAY SETTINGS FOR TRAY 1 TO 4** (page 1-31) 1-3 Contents **BEFORE USING THE MACHINE INTERIOR**

(15) (16) (17) (18) (19) (20) (15) Toner cartridges These contain toner for printing. When the toner runs out in a cartridge, the cartridge must be replaced. REPLACING THE TONER CARTRIDGES (page 1-51) (16) Upper right side cover If a paper misfeed occurs while outputting to the job separator or the finisher (sold separately), open this cover to remove the misfed paper. Paper misfeed in the upper exit area (when a job separator/finisher (MX-FN23) is installed) (page 8-10) (17) Fusing unit Heat is applied here to fuse the transferred image onto the paper.



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(21) (22) (23) (24) (22) Right cover of paper drawer (when a paper drawer is installed) Open this to remove a paper misfeed in tray 3 or tray 4. (23) Paper tray right side cover Open this to remove a paper misfeed in tray 1 or tray 2.

(24) Bypass tray Use this tray to feed paper manually. When loading a large sheet of paper, be sure to pull out the bypass tray extension. **LOADING PAPER IN THE BYPASS TRAY** (page 1-33) Caution The fusing unit is hot. Take care not to burn yourself when removing a paper misfeed. (18) Right side cover Open this cover to remove a misfeed.

(19) Paper reversing section cover This is used when 2-sided printing is performed. Open this cover to remove a paper misfeed. (20) Photoconductive drum This is a drum with a photoconductor coating. The images are produced on this photoconductor. (The photoconductor is green.) Do not touch or damage the photoconductive drum. This may cause a defective image. (21) Handle Pull this out and grasp it when moving the machine. 1-4 Contents **BEFORE USING THE MACHINE AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS** Automatic document feeder (1) (2) (3) (4) (5) (6) (7) (8) (1) Paper feed roller This roller rotates to automatically feed the original. (6) Scanning area Originals placed in the document feeder tray are scanned here. **REGULAR MAINTENANCE** (page 1-48) (2) Document feeding area cover Open this cover to remove an original misfeed or clean the paper feed roller. (7) Original size detector This detects the size of an original placed on the document glass. **PLACING THE ORIGINAL ON THE DOCUMENT GLASS** (page 1-38) (3) Original guides These help ensure that the original is scanned correctly. Adjust the guides to the width of the original. **PLACING THE ORIGINAL** (page 1-36) (4) Document feeder tray Place originals in this tray.

1-sided originals must be placed face up. **PLACING THE ORIGINAL** (page 1-36) (8) Document glass Use this to scan a book or other thick original that cannot be fed through the automatic document feeder. **PLACING THE ORIGINAL ON THE DOCUMENT GLASS** (page 1-38) (5) Original exit tray Originals are delivered to this tray after scanning. 1-5 Contents **BEFORE USING THE MACHINE SIDE AND BACK** (1) (2) (3) (4) (5) (1) Service-only connector When the fax expansion kit is installed Caution This connector is for use only by service technicians. Connecting a cable to this connector may cause the machine to malfunction. Important note for service technicians: The cable connected to the service connector must be less than 3 m (118") in length. (2) LAN connector Connect the LAN cable to this connector when the machine is used on a network. For the LAN cable, use a shielded type cable. (3) USB connector (B type) Supports USB 2.0 (Hi-Speed). A computer can be connected to this connector to use the machine as a printer. For the USB cable, use a shielded cable. (4) USB connector (A type) Supports USB 2.0 (Hi-Speed). This is used to connect a USB device such as USB memory to the machine.

(5) (6) Power plug. Extension phone socket When the fax function of the machine is used, an extension phone can be connected to this socket. (7) Telephone line socket When the fax function of the machine is used, the telephone line is connected to this socket. (6) (7) 1-6 Contents **BEFORE USING THE MACHINE OPERATION PANEL** (1) (2) (3) (4) (5) (6) **JOB STATUS PRINT READY DATA IMAGE SEND LINE DATA LOGOUT SYSTEM SETTINGS HOME** (7) (8) (9) (1) Touch panel Messages and keys appear in the touch panel display. Touch the displayed keys to perform a variety of operations. When a key is touched, a beep sounds and the selected item is highlighted. This provides confirmation as you perform an operation. **TOUCH PANEL** (page 1-9) (5) Numeric keys These are used to enter the number of copies, fax numbers, and other numerical values. These keys are also used to enter numeric value settings (except for the system settings). (6) [CLEAR] key () Press this key to return the number of copies to "0". (7) [HOME] key Touch this key to display the home screen. Frequently used settings can be registered in the home screen to enable quick and easy operation of the machine. **HOME SCREEN** (page 1-21) (8) **IMAGE SEND mode indicators** • **LINE indicator** This lights up during transmission or reception of a fax or Internet fax. This also lights during transmission of an image in scan mode. • **DATA indicator** This blinks when a received fax or Internet fax cannot be printed because of a problem such as out of paper.

This lights up when there is a transmission job that has not been sent. (9) Stylus pen This can be used to touch a key displayed on the touch panel. (2) [SYSTEM SETTINGS] key Press this key to display the system settings menu screen. The system settings are used to configure paper tray settings, store addresses for transmission operations, and adjust parameters to make the machine easier to use. (3) [JOB STATUS] key Press this key to display the job status screen. The job status screen is used to check information on jobs and to cancel jobs. For details, see the chapters for each of the functions in this manual. (4) **PRINT mode indicators** • **READY indicator** Print jobs can be rt Erase Covers/Inserts Shift:Right Front:10mm/Back:10mm Edge:10mm Centre:10mm Front:2-Sided/Back:Insert Insertion A:10 Page/B:10 Page OK Plain A4 1 1 Exposure Auto 1. 2. 3.

4. A4 A4R B4 A3 100% Preview When at least one special mode is selected, the key appears in the base screen. Example 5 The key can be touched to display a list of the selected special modes. Original Size Input Cancel OK OK Enter value via the 10-key. X Y 420 297 (25 432) mm (25 297) mm 297 Cancel (25-297) OK Touch a numeric value display key to directly enter a value with the numeric keys.

Press the numeric keys to enter any numeric value and then touch the [OK] key. The touch panel (screen) shown in this manual is a descriptive image. The actual screen is slightly different. System Settings (Administrator): Keys Touch Sound This is used to adjust the volume of the beep that sounds when keys are touched. The key touch sound can also be turned off.

1-10 Contents **BEFORE USING THE MACHINE STATUS DISPLAY** When the base screen of a mode appears, the right side of the touch panel shows the machine's status. The information shown is explained below. Example: Basic screen of copy mode Copies in progress from tray 1. Ready to scan for next copy job. Interrupt Job Status MFP Status Special Modes 020/015 2-Sided Copy Plain A4 (1) Job Status MFP Status Maintenance Information DC DC DC DC DC DC DC DC Copying 020/015 Waiting 020/015 Waiting Output Exposure Auto 1. 2. 3. 4. DC DC A4 A4R B4 A3 File Quick File Copy Ratio Original Auto A4 Paper Select Auto A4 Plain 020/015 Preview Waiting 100% (2) (1) Display selection key The status display can be switched between "Job Status" and "MFP Status". If the job status screen is displayed, the status display automatically changes to "MFP Status".



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(2) "Job Status" display This shows the first 4 print jobs in the print queue (the job in progress and jobs waiting to be printed). The type of job, the set number of copies, the number of copies completed, and the job status appear. Jobs cannot be manipulated in this screen. Jobs can only be manipulated in the job status screen. For details, see the chapters for each of the functions in this manual. (3) "MFP Status" display (3) This shows machine system information.

"Maintenance Information" This shows machine maintenance information by means of codes. 1-11 Contents BEFORE USING THE MACHINE SYSTEM BAR The system bar appears at the bottom of the touch panel. The items that appear in the system bar are explained below. MFP Status Special Modes 020/015 2-Sided Copy Plain A4 Copying 020/015 Waiting 020/015 Waiting Output Exposure Auto 1.

2. 3. 4. A4 A4R B4 A3 File Quick File Copy Ratio Original Auto A4 Paper Select Auto A4 Plain 020/015 Preview Waiting 100% Tray1 (1) (1) Job status display The job in progress or reserved are indicated by icons. The icons are as follows.

Print job Scan to E-mail job Scan to Network Folder job Fax transmission job PC-Fax transmission job Copy job Scan to FTP job (2) (3) When a base screen other than that of image send mode appears, the number of the tray being used to feed paper appears during paper feeding. The colour appearing in the job status display depends on the job status as indicated in the table below. The job status display can be touched to show the job status screen. Scan to Desktop job Job status display Green Machine Configuration A print, scan or other job is being executed normally. The machine is warming up or on standby, or a job is being cancelled.

A paper misfeed or other error condition has occurred. The machine has no jobs. Fax reception job Yellow Internet fax transmission job (Including Direct SMTP) PC-I-Fax transmission job Red Grey (2) Icon display Internet Fax reception job (Including Direct SMTP) Broadcast job* Inbound routing job Tandem copy/print job This icon appears when data is being sent or received. This icon appears when fax, scan, or Internet fax data is stored in the machine's memory. When data to be transmitted is stored, appears. When received data is stored, appears. When both data to be transmitted and received data are stored, appears. This appears when a service technician has activated simulation mode. This appears when a USB memory or other USB device is connected to the machine. Scan to HDD file print job Metadata send job * This appears in a multi-mode broadcast job.

1-12 Contents BEFORE USING THE MACHINE This appears when the data security kit is being used. The icon appears when the machine is communicating with an external application. (3) Brightness adjustment key Touch this key to adjust the brightness of the touch panel. When touched, the following screen appears next to the key. Touch the [+] key or the [-] key to adjust the brightness. When finished, touch the brightness adjustment key again to close the screen.

1-13 Contents BEFORE USING THE MACHINE TURNING THE POWER ON AND OFF The machine has two power switches. The main power switch is towards the rear on the left side. The other power switch is the [POWER] key () on the operation panel at the top right. Main power switch When the main power switch is switched on, the main power indicator on the operation panel lights up.

[POWER] key Main power indicator "On" position "Off" position [POWER] key Turning on the power (1) Switch the main power switch to the "on" position. (2) Press the [POWER] key (power.) to turn on the Turning off the power (1) Press the [POWER] key (power.) to turn off the (2) Switch the main power switch to the "off" position.) after it becomes steadily lit.

- If the main power indicator is blinking, press the [POWER] key ()
- When turning off the main power switch, ensure that each of the lamps on the operation panel has been turned off.
- In the event that the main power is suddenly interrupted due to a power failure or other reason, turn the machine power back on and then turn it off in the correct order. If the machine is left for a long time with the main power having been turned off prior to the [POWER] key (), abnormal noises, degraded image quality, and other problems may result. Switching off the main power switch or removing the power cord from the outlet while any of the indicators are lit or blinking may damage the hard drive and cause data to be lost.
- Switch off both the [POWER] key () and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

- The main power indicator blinks when a print job is received. Once the print job data is received and the printing starts, the PRINT DATAT indicator becomes lit.
- When using the fax or Internet fax function, always keep the main power switch in the "on" position. Restarting the machine In order for some settings to take effect, the machine must be restarted. If a message in the touch panel prompts you to restart the machine, press the [POWER] key (and then press the key again to turn the power back on.) to turn off the power In some states of the machine, pressing the [POWER] key () to restart will not make the settings take effect. In this case, use the main power switch to switch the power off and then on.

1-14 Contents BEFORE USING THE MACHINE ENERGY SAVE FUNCTIONS This product has the following two energy save functions that conform to the Energy Star guidelines to help conserve natural resources and reduce environmental pollution. Preheat Mode (Low power mode) Preheat mode automatically lowers the temperature of the fusing unit and thereby reduces power consumption if the machine remains in the standby state for the interval of time set in "Preheat Mode Setting" in the system settings (administrator). This keeps the fusing unit at a lower temperature and reduces power consumption while the machine is on standby.

The machine automatically wakes up and returns to normal operation when a print job is received, a key is pressed on the operation panel, or an original is placed. Auto power shut-off mode (Sleep mode) Auto power shut-off mode automatically shuts off power to the display and the fusing unit if the machine remains in the standby state for the interval of time set in "Auto Power Shut-Off Timer" in the system settings (administrator). This mode provides the lowest level of power consumption. Considerably more power is saved than in preheat mode, however, the wakeup time is longer. This mode can be disabled in the system settings (administrator). The machine automatically wakes up and resumes normal operation when a print job is received or when the blinking [POWER SAVE] key () is pressed. [POWER SAVE] KEY Press the [POWER SAVE] key () to put the machine in auto power shut-off mode or wake it up from auto power shut-off mode.



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The [POWER SAVE] key () has an indicator that indicates whether or not the machine is in auto power shut-off mode. When the [POWER SAVE] key () indicator is off in the standby state When the [POWER SAVE] key () indicator is blinking The machine is ready to be used. If the [POWER SAVE] key () is pressed when the indicator is off, the indicator will blink and the machine will enter auto power shut-off mode after a brief interval.

The machine is in auto power shut-off mode. If the [POWER SAVE] key () is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval. [POWER SAVE] key / indicator 1-15 Contents BEFORE USING THE MACHINE USER AUTHENTICATION User authentication restricts the use of the machine to users that have been registered. The functions that each user is allowed to use can be specified, allowing the machine to be customized to meet the needs of your workplace. When the administrator of the machine has enabled user authentication, each user must log in to use the machine.

There are different types of user authentication, and each type has a different login method. For more information, see the explanations of the login methods.

AUTHENTICATION BY USER NUMBER (see below) AUTHENTICATION BY LOGIN NAME / PASSWORD (page 1-18) AUTHENTICATION BY USER NUMBER The following procedure is used to log in using a user number received from the administrator of the machine. User Authentication OK Admin

Login When controlled by user number Enter your user number (5 to 8 digits) with the numeric keys. Each entered digit will be displayed as " ".

1 1-16 Contents BEFORE USING THE MACHINE User Authentication OK Touch the [OK] key. After the entered user number is authenticated, the user count screen will appear briefly. Usage status: used/remaining pages Black-white : 87,654,321/12,345,678 Admin Login 2 When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator). When the user number is an 8-digit number, this step is not necessary. (Login takes place automatically after the user number is entered.) When you have finished using the machine and are ready to log out, press the [LOGOUT] key (). LOGOUT 3 •However, note that the [LOGOUT] key () cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry.

• If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key () is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out. If an incorrect user number is entered 3 times in a row... If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect user number is entered 3 times in a row. Verify the user number that you should use with the administrator of the machine. The administrator can clear the locked state.

This is done from [User Control] and then [Default Settings] in the Web page menu. 1-17 Contents BEFORE USING THE MACHINE AUTHENTICATION BY LOGIN NAME / PASSWORD The following procedure is used to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server. The LDAP certification requires the hard disk drive. User Authentication OK Login Name User Name Password Auth to: Login Locally When controlled by login name and password (Different items will appear in the screen when LDAP authentication is used.) User Authentication OK Touch the [Login Name] key or the key.

If the [Login Name] key is touched, a screen for selecting the user name appears. Go to the next step. If the key is touched, an area for entering a "Registration No." appears [---]. Use the numeric keys to enter your registration number that has been stored in "User List" in the system settings (administrator).

After entering the registration number, go to step 3. Login Name User Name 1 Password Auth to: Login Locally (A) Device Account Mode User Selection 6 12 18 User 0001 User 0003 Admin Login Direct Entry User 0009 User 0011 User 0005 User 0007 (B) (C) Back Select the user name. (A) [Direct Entry] key Use this key if you have not been stored in "User List" in the system settings (administrator) and are only using LDAP authentication. A text entry screen will appear. Enter your login name. (B) User selection keys Touch your user name that has been stored in "User List" in the system settings (administrator). (C) [Back] key Touch this key to return to the login screen. (D) Index tabs All users appear on the [All] tab. Users are grouped on the other tabs according to the search characters entered when each user was stored. User 0002 1 User 0004 User 0006 User 0008 User 0010 User 0012 ABCD EFGH IJKL MNOP QRSTU VWXYZ etc.

2 2 ABC User All (D) LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network). 1-18 Contents BEFORE USING THE MACHINE User Authentication OK Touch the [Password] key. A text entry screen for entering the password will appear. Enter your password that is stored in "User List" in the system settings (administrator). If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name. Each entered character will be displayed as " ". When you have finished entering the password, touch the [OK] key. When authentication is by LDAP server and you have different passwords stored in "User List" in the system settings (administrator) and in the LDAP server, use the password stored in the LDAP server. Login Name User Name Password Auth to: Login Locally User 0001 •When an LDAP server has been stored, [Auth to:] can be changed. •If you are logging in using a user selection key.

.. The LDAP server was stored when your user information was stored, and thus the LDAP server will appear as the authentication server when you select your login name. Go to step 4. 3 •When logging in using the [Direct Entry] key.

.. Touch the [Auth to:] key. User Authentication OK Login Name User Name Password Auth to: Login Locally Direct Entry Select the LDAP server and touch the [OK] key. Authenticate to: Login Locally Server 1 Server 2 Server 3 Server 4 Server 5 Server 6 Server 7 OK 1-19 Contents BEFORE USING THE MACHINE User Authentication OK Touch the [OK] key.

After the entered login name and password are authenticated, the user count screen will appear briefly.



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Login Name User Name Password Auth to: Login Locally User 0001 Usage status: used/remaining pages Black-white : 87,654,321/12,345,678 4 (Different items will appear in the screen when LDAP authentication is used.) When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator). When you have finished using the machine and are ready to log out, press the [LOGOUT] key (). LOGOUT 5 • However, note that the [LOGOUT] key () cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry. • If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically.

However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key () is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out. If an incorrect login name or password is entered 3 times in a row... If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect login name or password is entered 3 times in a row. Verify the login name and password that you should use with the administrator of the machine. • The administrator can clear the locked state. This is done from [User Control] and then [Default Settings] in the Web page menu. • When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method.

If the [E-mail Address] key appears in step 3, touch the key. A text entry screen will appear. Enter your e-mail address. User Authentication OK Login Name User Name E-mail Address Password Auth to: Server 2 User 0002 System Settings (Administrator): User List This is used to store names of users of the machine. Detailed information such as the login name, user number, and password are also stored.

Ask the administrator of the machine for the information that you need to use the machine. 1-20 Contents BEFORE USING THE MACHINE HOME SCREEN When the [HOME] key is pressed on the operation panel, the home screen appears in the touch panel. Mode selection keys appear in the home screen. These keys can be touched to open the base screen of each mode. The [My Menu] key can be touched to display shortcuts to functions stored in "My Menu".

1st screen 2nd screen (1) (2) (3) (1) COPY IMAGE SEND DOCUMENT FILING COPY IMAGE SEND DOCUMENT FILING My Menu Total Count Document Filing Control Address Control Paper Tray Settings App 01 App 02 App 03 App 04 My Menu 04/04/2012 11:40 (4) (1) Mode select keys Use these keys to switch between copy, image send, document filing, and Sharp OSA modes. Key names and images can be changed. (1st screen only) (2) Background Image Background image of the home screen. The background image can be changed. (3) [My Menu] key Touch to go to your my menu screen. Key names and images can be changed. (4) Application Keys* It is possible to display a combined total of eight Sharp OSA application shortcuts and my menu shortcuts. (7) (5) (6) (5) Title (6) (7) This shows the title of the my menu screen. Shortcut key A registered function appears as a shortcut key. The key can be touched to select the registered function.

User name This shows the name of the logged in user. The user name appears when user authentication is enabled on the machine. * This function requires the hard disk drive. Shortcuts to functions can be registered as keys in the my menu screen. When a shortcut key is touched, the screen for that function appears. Register frequently used functions in the my menu screen to quickly and conveniently access those functions. When user authentication is used, the my menu screen of "Favourite Operation Group" can be displayed. Use the Web page to configure the following settings: • Changing the name of the home screen key, changing the image, storing an application key • Storing keys that appear in the my menu screen. • System Settings (Administrator): My Menu Settings Registration is performed in [System Settings] - [Operation Settings] - [My Menu Settings] in the Web page menu. • System Settings (Administrator): My Menu List When user authentication is enabled, a my menu screen can be set for each "Favourite Operation Group List".

Registration is performed in "My Menu List" in [User Control] in the Web page menu. 1-21 Contents BEFORE USING THE MACHINE REMOTE OPERATION OF THE MACHINE The remote operation function allows you to operate the machine from your computer. When this function is added, the same screen as the operation panel screen appears on your computer. This allows you to operate the machine from your computer in the same way as if you were standing in front of the machine. The machine Your computer Operation panel Operate the machine using your computer screen.

Network The remote operation function can only be used on one computer at a time. How to use the remote operation function Before using this function, set "Operational Authority" to "Allowed" in "Remote Software Operation" of "Remote Operation Settings" in the system settings (administrator). 7. SYSTEM SETTINGS "Remote Operation Settings" (page 7-66) To use the remote operation function, the machine must be connected to a network and a VNC application must be installed on your computer (recommended VNC software: RealVNC). The procedure for using this function is as follows: Example: RealVNC Connect from the computer to the machine.

1 (3) (2) (1) Start the VNC viewer (2) Enter the IP address of the machine in the "Server" entry box. (3) Click the [OK] button. Follow the prompts on the operation panel of the machine to permit the connection. 2 When the machine is connected to the remote software, appears on the system bar of the machine's touch panel. If you wish to disconnect, exit the remote software or touch . Use the operation panel in the same way as you would on the machine. Note that a key cannot be held down to continuously change a value being entered. For detailed procedures, see the chapters for each of the functions in this manual. System Settings (Administrator): Remote Operation Settings Set the operation authority for the remote operation function. 1-22 Contents BEFORE USING THE MACHINE ITEMS RECORDED IN THE JOB LOG This function requires the hard disk drive.

The machine records the jobs that are performed in the job log. The main information that is recorded in the job log is described below. • To make it easy to total the usage counts of differently configured machines, the items recorded in the job log are fixed, regardless of what peripheral devices are installed or the objective of the recording.



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• In some cases, job information may not be correctly recorded, such as when a power failure occurs during a job. No. 1 Main items Item name Job ID Description The job ID is recorded. Job IDs appear in the log as consecutive numbers up to a maximum of 999999, after which the count resets to 1. The job mode, such as copy or print. The name of the computer that sent a print job.* The user name when the user authentication function is used. The login name when the user authentication function is used. The date and time the job was started. The date and time the job was completed. For a print job, the total count is recorded. For a send job, the number of transmitted black & white pages is recorded. When a broadcast transmission is summarized, the total number of pages is recorded. For a scan to HDD job, the number of stored black & white pages is recorded. For a send job, the total number of transmitted full colour pages is recorded. When a broadcast transmission is summarized, the total number of pages is recorded. For a scan to HDD job, the number of stored full colour pages is recorded. Counts by original/paper size in colour mode and black & white mode. Indicates the sheet count by paper type. Indicates the black & white invalid sheet count. Number of specified sets or reserved destinations. Number of completed sets or number of destinations to which transmission was successfully completed. Number of reserved original pages of a copy, print, scan job, or other job. Number of completed pages of a set. The result of a job. When an error occurs during a job, the cause of the error. 2 3 4 5 6 7 8 Job Mode Computer Name User Name Login Name Starting Date & Time Completing Date & Time Black & White Total Count 9 Full Colour Total Count 10 11 12 13 14 15 16 17 18 Main items Count according to size Number of sheets according to size Invalid Paper Count(Black & White) Number of Reserved Sets Number of Completed Sets Number of Reserved Pages Number of Completed Pages Result Error Cause 1-23 Contents BEFORE USING THE MACHINE No.

19 20 21 22 23 24 25 26 27 28 29 Image Send Related Item Print Job Related Item Item name Output Staple Staple Count Printer Tone Direct Address Sender Name Sender Address Transmission Type Administrative Serial Number Broadcast number Entry Order Description The output mode of a printed job. The status of stapling. The staple count. The tone used for a print job. Address of an image send job. Sender name of an image send job. Sender address of an image send job. Transmission type of an image send job. Administrative serial number of an image send job. Broadcast number of an image send job. Reservation order for broadcast transmission of an image send job. For a serial polling job, this is used to correlate communication with printing. File format of an image send job. Compression mode and compression ratio of the file of an image send job. Indicates the communication time of image send jobs. Indicates the stored sender's number. Status of document filing. Document filing storing mode. File name of a file stored by document filing or retention print.* File size. Colour mode selected by user. Special modes selected when the job was executed. Records the file names of print jobs.* Size of scanned original. For a document filing print job, the paper size of the file. Original type (text, printed photo, etc.) set in the exposure settings screen. For a print job, the paper size. For a send job, the transmitted paper size. For a Scan to HDD job, the paper size of the stored file.

The paper type used for printing. Indicates that duplex was disabled in "Paper Type". Indicates that fixed side was specified in "Paper Type". Indicates that stapling was disabled in "Paper Type". Indicates the duplex setting. Indicates the scanning resolution. 30 31 File Type Compression Mode/Compression Ratio Communication Time Fax No. Document Filing Related Item Document Filing Storing Mode File Name 2 Data Size [KB] Common Functionality Colour Setting Special Modes File Name 2 Detailed Items Original Size Original Type Paper Size 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 Paper Type Paper Property: Disable Duplex Paper Property: Fixed Paper Side Paper Property: Disable Staple Duplex Setup Resolution 1-24 Contents BEFORE USING THE MACHINE No. 50 51 52 53 Machine Item Item name Model Name Unit Serial Number Name Machine Location Description Indicates the model name of the machine. Indicates the serial number of the machine.

Indicates the name of the machine that is set in the Web pages. Indicates the installation location of the machine that is set in the Web pages. *In some environments this is not recorded. 1-25 Contents BEFORE USING THE MACHINE ABOUT THE WEB PAGES OF THIS MACHINE This machine has a Web server, and you can access it from your computer to configure the machine. You can also download this guide from the Web page.

How to check the IP address You can check the IP address by printing out a list of all settings from the system settings of this machine. Press the [SYSTEM SETTINGS] key. JOB STATUS PRINT READY DATA IMAGE SEND LINE DATA LOGOUT SYSTEM SETTINGS 1 HOME (1) System Settings Admin Password Exit (1) Touch the [List Print (User)] key. (2) Touch the [Print] key in [All Custom Setting List]. The machine's IP address can be confirmed from the printed list.

Total Count Paper Tray Settings Printer Condition Settings Default Settings List Print (User) Address Document Filing Control Fax Data Receive/Forward USB-Device Check (2) 2 System Settings List Print (User) All Custom Setting List: Printer Test Page: PCL Symbol Set List Sending Address List: Individual List Document Filing Folder List: Print Print Print Back Print User verification may be required depending on the machine's settings. Please check with the machine's administrator to obtain the account information necessary for verification. 1-26 Contents BEFORE USING THE MACHINE SUPPLIES Standard supplies for this product that can be replaced by the user include paper, toner cartridges, and staple cartridges for the finisher. Be sure to use only SHARP-specified products for the toner cartridges, finisher staple cartridge, and transparency film. For best copying results, be sure to use only Sharp Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of Sharp products. Look for the Genuine Supplies label on the toner package. GENUINE SUPPLIES Proper storage Store the supplies in a location that is: • clean and dry, • at a stable temperature, • not exposed to direct sunlight. Store paper in the wrapper and lying flat. Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds. Storing toner cartridges Store a new toner cartridge box horizontally with the top side up.

Do not store a toner cartridge standing on end. If stored standing on end, the toner may not distribute well even after shaking the cartridge vigorously, and will remain inside the cartridge without flowing out.



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Push the tray firmly all the way into the machine. 5 If you loaded a different type or size of paper than was loaded previously, be sure to change the "Paper Tray Settings" in the system settings. If these settings are not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper, or a misfeed may occur. Do not place heavy objects on the tray or press down on the tray. System Settings: Paper Tray Settings (page 7-13) Change these settings when you change the size or type of paper loaded in a tray.

1-32 Contents BEFORE USING THE MACHINE LOADING PAPER IN THE BYPASS TRAY The bypass tray can be used to print on plain paper, envelopes, label sheets, tab paper, and other special media. Up to 100 sheets of paper can be loaded (up to 40 sheets of heavy paper) for continuous printing similar to the other trays. Open the bypass tray. 1 When loading a large sheet of paper, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out.

Do not place heavy objects on the bypass tray or press down on the tray. Set the bypass tray guides to the width of the paper. 2 Insert the paper along the bypass tray guides all the way into the bypass tray until it stops. Load the paper with the print side face down. 3 • Do not force the paper in. • If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased. 1-33 Contents BEFORE USING THE MACHINE IMPORTANT POINTS WHEN USING THE BYPASS TRAY • When using plain paper other than SHARP standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of previously used paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time will cause misfeeds. • Before loading paper, straighten any curling in the paper.

• When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result. Inserting paper Place paper that is A5 (5-1/2" x 8-1/2") or smaller in the horizontal orientation. Inserting tab paper To print on tab paper, load tab paper in the bypass tray with the print side face down. Face down • Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used. • To print on the tabs of tab paper...

In copy mode, use "Tab Copy" in the special modes. In print mode, use the tab print function. Inserting transparency film • Use SHARP-recommended transparency film. When inserting transparency film in the bypass tray, the rounded corner should be at the front left when the film is oriented horizontally, or at the far left when the film is oriented vertically. • When loading multiple sheets of transparency film in the bypass tray, be sure to fan the sheets several times before loading.

• When printing on transparency film, be sure to remove each sheet as it exits the machine. Allowing sheets to stack in the output tray may result in curling. Horizontally Vertically 1-34 Contents BEFORE USING THE MACHINE Loading envelopes When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below. Only the front side of envelopes can be printed on. Be sure to place the front side face down.

Important points when using envelopes • Do not print on both sides of an envelope. This may result in misfeeds or poor print quality. • Restrictions apply to some types of envelopes. For more information, consult a qualified service technician. • Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure. • Do not use the following envelopes: Envelopes with metal clasps, plastic hooks, or ribbon hooks; envelopes closed with string, envelopes with windows or backing, envelopes with an uneven front surface due to embossing, double-layer envelopes, envelopes with an adhesive for sealing, hand-made envelopes, envelopes with air inside, envelopes with creases or fold marks, torn or damaged envelopes • Envelopes with an incorrectly aligned corner gluing position on the back cannot be used as creasing may result. • Print quality is not guaranteed in the area 10 mm (13/32") around the edges of the envelope. • Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers. • Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes. Can be used Cannot be used 1-35 Contents BEFORE USING THE MACHINE ORIGINALS This section explains how to place originals in the automatic document feeder and on the document glass.

PLACING THE ORIGINAL PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER This section explains how to place originals in the automatic document feeder. Allowed original sizes Minimum original size Standard sizes (Minimum size that can be automatically detected) A5: 148 mm (height) x 210 mm (width) 5-1/2" (height) x 8-1/2" (width) Non-standard sizes (Minimum size that can be specified manually) 131 mm (height) x 140 mm (width) 5-1/8" (height) x 5-1/2" (width) Maximum original size Standard sizes (Maximum size that can be automatically detected) A3: 297 mm (height) x 420 mm (width) 12" x 18" size paper (A3W) cannot be used. 11" (height) x 17" (width) Non-standard sizes (Maximum size that can be specified manually) Copy mode: 297 mm (height) x 432 mm (width) 11-5/8" (height) x 17" (width) Image send mode: 297 mm (height) x 1000 mm (width) 11" (height) x 39-3/8" (width) When the original is a non-standard size, see the appropriate explanation below for the mode you are using. 2. COPIER "SPECIFYING THE ORIGINAL SIZE" (page 2-27) 4. FACSIMILE "IMAGE SETTINGS" (page 4-46) 5. SCANNER / INTERNET FAX "IMAGE SETTINGS" (page 5-53) Allowed original weights 1-sided copying: 35 g/m2 to 128 g/m2 (9 lbs. to 34 lbs.) 2-sided copying: 50 g/m2 to 105 g/m2 (15 lbs. to 28 lbs.)

) To scan originals from 35 g/m2 to 49 g/m2 (9 lbs. to 14 lbs.), use "Slow Scan Mode" in the special modes. Scanning without using "Slow Scan Mode" may result in original misfeeds. When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

1-36 Contents BEFORE USING THE MACHINE Make sure an original does not remain on the document glass. 1 Open the automatic document feeder, make sure that an original is not on the document glass, and then gently close the automatic document feeder. Adjust the original guides to the size of the originals. 2 Place the original.



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Indicator line Make sure the edges of the originals are even.

Insert the originals face up all the way into the document feeder tray. Insert a number of originals that does not exceed the indicator line on the document feeder tray. Up to 100 sheets can be inserted. Be sure to remove originals that have been finished scanning from the original exit tray. 3 • Originals of different sizes can be placed together in the automatic document feeder. In this case, select "Mixed Size Original" in the special modes of the mode you are using. • Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips. • If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the document feeder or the document glass may be soiled. • Do not use the following originals.

Incorrect original size detection, original misfeeds, and smudges may result. Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly. • When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray. Feed slot Hole positions 1-37 Contents BEFORE USING THE MACHINE PLACING THE ORIGINAL ON THE DOCUMENT GLASS This section explains how to place the original on the document glass. Allowed original sizes Maximum original size Standard sizes A3: 297 mm (height) x 420 mm (width) 11" (height) x 17" (width) Non-standard sizes 297 mm (height) x 432 mm (width) 11-5/8" (height) x 17" (width) When the original is a non-standard size, see the appropriate explanation below for the mode you are using. 2. COPIER "SPECIFYING THE ORIGINAL SIZE" (page 2-27) 4.

FACSIMILE "IMAGE SETTINGS" (page 4-46) 5.

SCANNER / INTERNET FAX "IMAGE SETTINGS" (page 5-53) Open the automatic document feeder. 1 Place the original. Place the original face down in the far left corner of the document glass. Original size detector Document glass scale mark Document glass scale mark A5 (5-1/2" x 8-1/2") B5 A4 (8-1/2" x 11") 2 B5R A4R (8-1/2" x 11"R) B4 (8-1/2" x 14") A3 (11" x 17") The original should always be placed in the far left corner, regardless of its size. Align the top left corner of the original with the tip of the mark.

Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector and prevent correct detection of the original size. If you are placing a small non-standard size original on the document glass, it is convenient to place a blank sheet of A4 or B5 (8-1/2" x 11" or 5-1/2" x 8-1/2") paper on top of the original to facilitate detection of the original size. 1-38 Contents BEFORE USING THE MACHINE Close the automatic document feeder. After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner. 3 Placing a thick book When scanning a thick book or other thick original, follow the steps below to press the book down. (1) Push up the far side of the automatic document feeder. The hinges supporting the automatic document feeder will release and the rear side of the automatic document feeder will rise. (2) (1) (2) Slowly close the automatic document feeder. Caution • Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it. • Take care that your fingers are not pinched when closing the automatic document feeder. The automatic document feeder cannot be closed correctly in this state. To return the automatic document feeder to its normal state, open it completely and then close it.

1-39 Contents BEFORE USING THE MACHINE PERIPHERAL DEVICES This section describes the peripheral devices that can be used with the machine and explains how to use the finisher, as well as Sharp OSA (application communication module and external account module). PERIPHERAL DEVICES Peripheral devices can be installed on the machine to increase its range of functionality. The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. (As of March, 2012) Product name Document cover Reversing single pass feeder (Automatic document feeder) Stand/500 sheet paper drawer Stand/2x500 sheet paper drawer Low stand High stand JOB SEPARATOR Exit tray unit (Right tray) Finisher Printer expansion kit Network scanner expansion kit Barcode font kit PS3 expansion kit Internet fax expansion kit Facsimile expansion kit Application integration module Product number MX-VR11 MX-RP15 MX-DE17 MX-DE18 MX-DS16 Description This holds down the original. This automatically turns the original over to enable scanning of both sides. Additional tray. A maximum 500 sheets of paper can be loaded. Additional tray. A maximum 500 sheets of paper can be loaded in each tray. These are stands on which the machine is set.

MX-DS17 MX-TR11 MX-TE10 MX-FN23 MX-PB15 MX-NSX1 MX-PF10 MX-PK11 MX-FWX1 MX-FX11 MX-AMX1 This enables separation of output locations by mode (copy, printer, etc.). When a finisher is installed, this can be added to the right side of the machine. Output device that enables the use of the staple function and offset function. Adds a PCL6 printer function.

To install this kit, the hard disk drive is required. Adds a network scanner function. Adds barcode fonts to the machine. Enables the machine to be used as a Postscript compatible printer. Enables Internet Fax.

Adds a fax function. The application integration module can be combined with the network scanner function to append a metadata file to a scanned image file.

This allows the machine to be linked over a network to an external software application. This is required to use an external account application on the machine. Application communication module External account module MX-AMX2 MX-AMX3 1-40 Contents BEFORE USING THE MACHINE Product name Sharpdesk 1 licence kit Sharpdesk 5 licence kit Sharpdesk 10 licence kit Sharpdesk 50 licence kit Sharpdesk 100 licence kit Sharp OSA network scanner tool 1 licence kit Sharp OSA network scanner tool 5 licence kit Sharp OSA network scanner tool 10 licence kit Sharp OSA network scanner tool 50 licence kit Sharp OSA network scanner tool 100 licence kit Stamp unit Stamp cartridge Hard disk expansion kit Keyboard Product number MX-USX1 MX-USX5 MX-US10 MX-US50 MX-USAO MX-UN01A MX-UN05A MX-UN10A MX-UN50A MX-UNIHA AR-SU1 AR-SV1 MX-HD12 MX-KB14 Description This software enables integrated management of documents and computer files.



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