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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP MX-NB12. You'll find the answers to all your questions on the SHARP MX-NB12 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-NB12
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SHARP



NETWORK EXPANSION KIT
OPERATION GUIDE



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Manual abstract:

· The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows. · For information on the operating system, please refer to your operating system manual or the online Help function. · The explanations of screens and procedures in this manual are for Windows Vista® in Windows® environments. The screens may vary in other versions of the operating systems. · Where "AR-XXXX" appears in this manual, please substitute the name of your model. @@@@All information included herein is subject to change without notice. @@@@and other countries. · Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries. · Netscape Navigator is a trademark of Netscape Communications Corporation. · PCL is a trademark of the Hewlett-Packard Company.

· All other trademarks and copyrights are the property of their respective owners. SOFTWARE LICENSE The SOFTWARE LICENSE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENSE. The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications. -2- CONTENTS INTRODUCTION .

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.. 57 -4- 1 Caution BEFORE INSTALLATION CD-ROMS AND SOFTWARE CD-ROMS IN THE NETWORK EXPANSION KIT The Network expansion kit contains the following two CD-ROMs: "Software CD-ROM" and "Sharpdesk". The Printer Status Monitor on the "Software CD-ROM" cannot be used when the machine is connected to your computer by a USB. "Software CD-ROM" The "Software CD-ROM" contains the following software programs: Software for Windows · Printer driver These allow the machine to be used as a printer.

- PCL6 printer driver The machine supports the Hewlett-Packard PCL6 printer control languages. · Scanner driver The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications. · Printer Status Monitor This allows you to check the status of the network printer on your computer screen. · Button Manager Button Manager allows you to use the scanner menus on the machine to scan a document. "Sharpdesk" CD-ROM (for Windows) Sharpdesk is a desktop document management application that makes it easy to start applications and file documents and images. -5- BEFORE INSTALLATION SYSTEM REQUIREMENTS Before installing the software described in this manual, make sure that your computer satisfies the following requirements. Computer type Operating system*2*3*4 Display Hard disk free space Other hardware requirements IBM PC/AT or compatible computer equipped with a USB2.0*1 or 10Base-T/100Base-TX LAN interface Windows 2000 Professional, Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7 1024 x 768 dots resolution and 16-bit colour or higher is recommended. 100 MB or more An environment on which any of the operating systems listed above can fully operate *1 Compatible with Windows 2000 Professional, Windows XP Professional/Home Edition, Windows Vista or Windows 7 preinstalled model equipped standard with a USB port. *2 Printing is not available in MS-DOS mode.

*3 The machine does not support printing from a Macintosh environment. *4 Administrator's rights are required to install the software using the installer. Installation environment and usable software The following table shows the drivers and software that can be installed for each version of Windows and interface connection method. Operating System Cable MFP Printer Driver MFP Scanner Driver Button Manager Printer Status Monitor USB LAN USB LAN USB LAN Windows 2000 Yes Yes Yes N/A Yes N/A N/A Yes XP Yes Yes Yes N/A Yes N/A N/A Yes Vista Yes Yes Yes N/A Yes N/A N/A Yes 7 Yes Yes Yes N/A Yes N/A N/A Yes Server 2003 N/A Yes N/A N/A N/A N/A N/A Yes Server 2008 N/A Yes N/A N/A N/A N/A N/A Yes -6- SYSTEM SETTINGS FOR THE NETWORK EXPANSION KIT When the Network expansion kit is installed in the machine, the following programs are added to the system settings.



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The IP address and other network settings are configured using these system settings. The procedure for selecting a system setting is explained in "SELECTING A SETTING FOR A SYSTEM SETTING" in the Operation Guide for the machine. Note Additional system settings Program number 37 Program name IP ADDRESS SETTING Setting codes (factory default settings appear in bold) 1: ENABLE DHCP - YES - NO Explanation · If "YES" is selected (factory default setting) and the machine is connected to a TCP/IP network, the IP address will be acquired automatically. This is the factory default setting. If you will manually assign an IP address, select "NO". For the detailed procedure, see "ENABLING/DISABLING DHCP" (p.

8). · This program is used to set the IP address (IP address, Subnet Mask, and Gateway) of the machine when TCP/IP protocol is used on the network. For the detailed procedure, see "SETTING/CHANGING THE IP ADDRESS MANUALLY" (p.9). IP ADDRESS SETTING - IP ADDRESS - SUBNET MASK - DEFAULT GATEWAY -7- 2 1 SETUP SETTING THE IP ADDRESS OF THE MACHINE BY SYSTEM SETTINGS To set the IP address of the machine, perform the program number (37) in the system settings (p.

7). The procedure for selecting a system setting is explained in "SELECTING A SETTING FOR A SYSTEM SETTING" in the Operation Guide for the machine. ENABLING/DISABLING DHCP Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). We cable is not connected before proceeding. If the cable is connected, a Plug and Play window will appear. If this happens, click the "Cancel" button to close the window and disconnect the cable. 6 7 Read the message in the "Welcome" window and then click the "Next" button. To install all of the software, click the "Standard" button of the "Connected to this computer" menu and go to step 12. To install particular packages, click the "Custom" button and go to next step. Note The cable will be connected in step 12. 2 3 Insert the "Software CD-ROM" into your computer's CD-ROM drive. Click the "Start" button, click "Computer", and then double-click the CD-ROM icon in Windows Vista or Windows 7 preinstalled. · Do not connect the USB cable before installing the MFP driver. The USB cable should be connected during installation of the MFP driver. · If the machine will be connected using a USB 2.

0 port of your computer, please purchase a USB cable that supports USB 2.0. · Even when the Microsoft USB 2.0 driver is used, it may not be possible to obtain full USB 2.0 speed if a PC card supporting USB 2.0 is used. To obtain the latest driver (which may enable a higher speed), contact the manufacturer of your PC card. · Connection is also possible using a USB 1.1 port on your computer. However, the specifications will be USB 1.

1 specifications (Full-Speed). Note 1 Insert the cable into the USB connector on the machine. 2 Insert the other end of the cable into your computer's USB port. - 12 - SETUP USING THE MACHINE AS A NETWORK PRINTER Note Interface cables for connecting the machine to your computer are not included with the machine. Please purchase the appropriate cable for your computer.

1 Insert the LAN cable into the LAN connector on the machine. Use a network cable that is shielded. 7 8 Read the message in the "Welcome" window and then click the "Next" button. Click the "Standard" button of the "Connected via the network" menu. 2 3 4 Turn on the machine.

Insert the "Software CD-ROM" into your computer's CD-ROM drive. Click the "Start" button, click "Computer", and then double-click the CD-ROM icon (). · In Windows XP, click the "start" button, click "My Computer", and then double-click the "CD-ROM" icon. · In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon. 9 Printers connected to the network are detected. Select the machine and click the "Next" button. Note · If the machine is not found, make sure that the machine is powered on and that the machine is connected to the network, and then click the [Re-search] button. · You can also click the [Specify condition] button and search for the machine by entering the machine's name (host name) or IP address. To check the IP address of the machine, see "SETTING/CHANGING THE IP ADDRESS MANUALLY" (p.9).

5 Double-click the "Setup" icon (). · In Windows 7, if a message screen appears asking you for confirmation, click "Yes". · In Windows Vista, if a message screen appears asking you for confirmation, click "Allow". 6 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement, and then click the "Yes" button. Note You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected. 10 A confirmation window appears. Check the contents and then click the "Next" button. - 13 - SETUP 11 When the printer driver selection window appears, select the printer driver to be installed and click the "Next" button.

Select the checkboxes of the printer drivers to be installed. This completes the installation of the software. · After installation, see "CONFIGURING THE PRINTER DRIVER" (p.18) to check the printer driver settings. · To install the Printer Status Monitor, see "INSTALLING THE PRINTER STATUS MONITOR" (p.

17). 12 Select whether or not you wish the printer to be your default printer and click the "Next" button. If you are installing multiple printer drivers, select the printer driver to be used as the default printer. If you do not wish to set either printer driver as the default printer, select "No". Note If you clicked the "Custom" button in step 8, the following windows will appear.

· Printer name window If you wish to change the printer name, enter the desired name and click the "Next" button. · Window confirming installation of the display fonts To install the display fonts for the PCL printer driver, select "Yes" and click the "Next" button. 13 Follow the on-screen instructions. Read the message in the window that appears and click the "Next" button. Installation begins. Note · If you are using Windows 2000/XP/Server 2003 If a warning message regarding the Windows logo test or digital signature appears, be sure to click the "Continue Anyway" or "Yes" button.



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· If you are using Windows Vista/7 If a security warning window appears, be sure to click "Install this driver software anyway". 14 15 When the installation completed screen appears, click the "OK" button. 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. Note - 14 - SETUP SHARING THE PRINTER USING WINDOWS NETWORKING 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. Note To configure the appropriate settings in the print server, see the operation manual or help file of your operating system. "Print server" as explained here, is a computer that is directly connected to the machine, and a "Client" is any other computer that is connected to the same network. 1 2 Insert the "Software CD-ROM" into your computer's CD-ROM drive. Click the "Start" button, click "Computer", and then double-click the CD-ROM icon (). · In Windows XP, click the "start" button, click "My Computer", and then double-click the "CD-ROM" icon. · In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon. 6 Click the "Custom" button of the "Connected via the network" menu. 3 Double-click the "Setup" icon ().

· In Windows 7, if a message screen appears asking you for confirmation, click "Yes". · In Windows Vista, if a message screen appears asking you for confirmation, click "Allow". 7 Click the "Printer Driver" button. To view information on the software, click the "Display Readme" button. 4 The "SOFTWARE LICENSE" window will appear.

Make sure that you understand the contents of the license agreement, and then click the "Yes" button. Note You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected. 8 9 Select "Shared Printer" and click the "Next" button. For the port to be used, select the machine set as a shared printer, and click the "Next" button.

If you are using Windows 2000/XP, you can also click the "Add Network Port" button and select the printer to be shared by browsing the network in the window that appears. (In Windows Vista/7, the "Add Network Port" button does not appear.) 5 Read the message in the "Welcome" window and then click the "Next" button. Note If the shared printer does not appear in the list, check the settings in the printer server. 10 When the model selection window appears, select model name of your machine and click the "Next" button. - 15 - SETUP 11 When the printer driver selection window appears, select the printer driver to be installed and click the "Next" button. Be sure to select the same printer driver as the printer driver used in the print server (the machine). 12 Follow the on-screen instructions. Read the message in the window that appears and click the [Next] button. Installation begins.

Note · If you are using Windows 2000/XP/Server 2003 If a warning message regarding the Windows logo test or digital signature appears, be sure to click the "Continue Anyway" or "Yes" button. · If you are using Windows Vista/Server 2008/7 If a security warning window appears, be sure to click "Install this driver software anyway". 13 14 When the installation completed screen appears, click the "OK" button. Click the "Close" button in the window of step 6. Note After the installation, a message prompting you to restart your computer may appear. If this message appears, click the "Yes" button to restart your computer. This completes the installation of the software. · After installation, see "CONFIGURING THE PRINTER DRIVER" (p.18) to check the printer driver settings. · To install the Printer Status Monitor, see "INSTALLING THE PRINTER STATUS MONITOR" (p.

17). - 16 - SETUP INSTALLING THE PRINTER STATUS MONITOR 1 2 Insert the "Software CD-ROM" into your computer's CD-ROM drive. Click the "Start" button, click "Computer", and then double-click the CD-ROM icon (). · In Windows XP, click the "start" button, click "My Computer", and then double-click the "CD-ROM" icon. · In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

7 Click the "Printer Status Monitor" button. To view information on the software, click the "Display Readme" button. 3 Double-click the "Setup" icon (). · In Windows 7, if a message screen appears asking you for confirmation, click "Yes". · In Windows Vista, if a message screen appears asking you for confirmation, click "Allow".

4 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement, and then click the "Yes" button.

Note You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected. 8 Follow the on-screen instructions. Read the message in the window that appears and click the [Next] button. Installation begins. 9 When the installation completed screen appears, click the "Finish" button. To have the Printer Status Monitor start automatically when your computer is started, select the "Add this program to your Startup folder" checkbox. 5 6 Read the message in the "Welcome" window and then click the "Next" button.

Click the "Custom" button of the "Connected via the network" menu. 10 Click the "Close" button in the window of step 6. After the installation, a message prompting you to restart your computer may appear. If this message appears, click the "Yes" button to restart your computer. Note This completes the installation. For the procedures for using the Printer Status Monitor, see the Help file. Follow these steps to view the Help file: Click the Windows "Start" button, select "All Programs" ("Programs" in Windows 2000), select "SHARP Printer Status Monitor" and then select "Help". - 17 - CONFIGURING THE PRINTER DRIVER After installing the printer driver, you must configure the printer driver settings appropriately for the number of paper trays on the machine and the size of paper loaded in each tray.



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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/Server 2003, click the "start" button and then click "Printers and Faxes". · In Windows 2000, click the "Start" button, select "Settings", and then click "Printers". 4 Click the "Set Tray Status" button and select the size of paper that is loaded in each tray. Select a tray in the "Paper Source" menu, and select the size of paper loaded in that tray from the "Set Paper Size" menu. Repeat for each tray.

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

Click the "OK" button in the printer properties window. 3 Click the "Configuration" tab and set the printer configuration based on the options that have been installed. Set the printer configuration properly. Otherwise, printing may not take place correctly. Note To automatically configure the settings based on the detected machine status, click the "Auto Configuration" button. - 18 - 3 Note 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 the Operation Guide for the machine. · Print jobs received while the machine is copying or scanning will be stored in memory. When the copy job is finished, the print jobs will begin printing.

· Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time. · If an original misfeed occurs in the SPF/RSPF, printing will not be possible until the misfed original is removed and the SPF/RSPF is restored to a usable state. 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. 1 Make sure that the ON LINE indicator on the operation panel is lit. If the ON LINE indicator is not lit, press the [ON LINE] key (). 4 Make sure that "SHARP AR-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. The printer driver setup screen will appear. When the indicator is: · Lit, the machine is online and ready to print, or is printing.

· Blinking, the machine is processing print data in memory or printing has been paused. · Off, the machine is off-line and cannot print. 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 SETTINGS" (p.

22) 5 Click the "Print" button. Printing begins. The print job will be delivered to the output tray. 2 3 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 button. The "Print" dialog box will appear. - 19 - PRINTER FUNCTIONS If the tray runs out of paper during printing Add paper to the tray or press the [PAPER SELECT] key () to select a different tray, and then press the [ON LINE] key () to resume printing. Note that if the "Auto tray switching" setting in the system settings is enabled on a model that has two or more paper trays and there is the same size of paper in another tray, the machine will automatically switch to the other tray and continue printing. Pausing a print job To pause a print job during printing, press the [ON LINE] key () on the operation panel to switch the machine off-line. Printing will be paused and the ON LINE indicator will blink. · To cancel a print job, press the [CLEAR] key () or the [CLEAR ALL] key (). · To resume printing, press the [ON LINE] key () to switch the machine online. When "Paper Source" is set to "Auto Select" If "Paper Source" is set to "Auto Select" in the "Paper" tab of the printer driver setup screen and the correct size of paper for a print job is not loaded in the machine, the printing procedure will vary depending on the "Use close paper size" setting in the system settings. See the Operation Guide for the machine.

When "Use close paper size" is disabled The PAPER SIZE indicator on the operation panel will blink. You can press the [PAPER SELECT] key () to select a tray manually, or load paper in the bypass tray and press the [ON LINE] key () to begin printing. * The paper sizes that appear in the operation panel will vary by country and region. Metric (AB) series Inch series When "Use close paper size" is enabled Printing will take place using a size of paper that is close to the size of the print image. - 20 - OPENING THE PRINTER DRIVER FROM THE "Start" BUTTON To change the printer driver settings, follow the steps below. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings in 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". 3 Select "Properties" from the "Organize" menu. · In Windows 7, right-click the "SHARP AR-XXXX" printer driver icon, and then click "Printer properties". · In Windows XP/2000, select "Properties" from the "File" menu. 4 Note In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".



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2 Change the Printer Status Monitor settings as desired.

For information on the Printer Status Monitor settings, see *Printer Status Monitor Help*. (Click the "Help" button in the settings window.) - 35 - **PRINTER STATUS MONITOR CHECKING THE PRINTER STATUS** The Printer Status Monitor allows you to check whether or not toner and paper remain in the machine. 1 Right-click the Printer Status Monitor icon () on the task bar, and select "Show the Status" from the pop-up menu. Note The icon turns red when printing is not possible due to a machine error or other problem. 2 Check the current status of the printer in the screen that appears. If you wish to know more detailed status information, click the "Detail" button. To return to the abbreviated status screen, click the "Hide detail" button. Note The screen will change to the detailed status screen. By default, the abbreviated status screen appears when "Show the Status" is selected in Step 1.

If desired, you can change the setting to have the detailed status screen initially appear. "CHANGING THE PRINTER STATUS MONITOR SETTINGS" (p.35) - 36 - 5 1 **WEB FUNCTIONS IN THE MACHINE ABOUT THE WEB PAGES** The Network expansion kit includes a built-in Web server. The Web server is accessed using a Web browser on your computer. The Web pages include both pages for users and pages for the administrator.

In the user Web pages, users can monitor the machine, directly print a file specified on a computer, and select printer configuration settings. In the administrator Web pages, the administrator can configure the machine's e-mail settings, settings for print by e-mail, and passwords. Only the administrator is allowed to configure these settings. **HOW TO ACCESS THE WEB PAGE AND VIEW HELP** Use the following procedure to access the Web pages. [Help] can be clicked at the bottom of the menu frame to view information on the various function settings that can be configured remotely over the network from the machine's Web pages.

For the settings of each function, see the explanations in *Help*. Open the Web browser on your computer. Supported browsers: Internet Explorer: 6.0 or higher (Windows®) Netscape Navigator: 9 (Windows®) Firefox: 2.0 or higher (Windows®) 4 When finished, close the Web pages. When you have finished using the Web pages, click the (close) button in the top right corner of the page. 2 In the "Address" field of your Web browser, enter the IP address that has been configured in the machine. If you do not know the IP address, see "SETTING/CHANGING THE IP ADDRESS MANUALLY" (p.9). When the connection is completed, the Web page will appear in your Web browser.

"ABOUT THE WEB PAGES (FOR USERS)" (p.39) 3 Click the [Help] button at the bottom of the menu frame. To view information on a function setting, click the corresponding item in the Help screen. - 37 - **CHANGING/CHECKING THE IP ADDRESS IN THE WEB PAGE** The settings of the IP address, Subnet Mask, and Default Gateway can be changed in the Web page. You can also check the machine's current IP address settings. Note · To acquire the IP address automatically, set "DHCP" to "Enable". · When "DHCP" settings are changed, the change will take effect after the machine is restarted. 1 2 Click [Network Status] in the menu frame of the Web page. Click [TCP/IP]. 3 4 Enter desired "IP Address", "Subnet Mask", and "Default Gateway".

When you have finished entering all items, click [Submit]. The entered settings are stored. - 38 - **ABOUT THE WEB PAGES (FOR USERS)** When you access the user Web pages in the machine, the following page will appear in your browser. A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.

(1) (2) (3) (4) (5) (6) (1) Menu frame Click a setting in the menu to configure it. (2) System Information Shows the current status of the machine and model name. · Device Status Shows the current status of the machine, paper trays, output trays, toner and other supplies, and page counts. Out of paper and other warnings appear in red. · Device Configuration Shows what options are installed.

· Network Status Shows the network status. Information on "General" and "TCP/IP" is shown on the respective pages. (3) Printer Test Page The "Printer Settings List", which shows printer condition settings and system settings, and various font lists can be printed. (4) Condition Settings Configure basic printer settings and printer language settings. "CONFIGURING THE PRINTER CONDITION SETTINGS" (p.40) (5) Admin Mode To open the Web pages for the administrator, click here and then enter the administrator's user name and password. "ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR)" (p.43) "PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])" (p.44) (6) Display Language Setting Select the desired language setting from the pull-down menu. - 39 - **CONFIGURING THE PRINTER CONDITION SETTINGS** The printer condition settings allow basic printer settings to be configured.

The following items can be set: "Default Settings" (p.41): "PCL Settings" (p.42): Basic settings that are mainly used when the printer driver is not used. PCL symbol set, font, line feed code, and other settings. When the printer driver is used and the same settings are configured both in the printer driver and in the above screens, the settings configured in the printer driver override the settings in the above screens. If a setting is available in the printer driver, use the printer driver to configure the setting. Note **HOW TO CONFIGURE THE SETTINGS** To display the Condition Settings screen, click [Condition Settings] in the menu frame. For detailed explanations of the procedures for establishing settings, click [Help] in the menu frame. (2) (1) (3) (4) (1) Condition Settings This displays the page for configuring the printer condition settings. (2) Default Settings/ PCL Select the type of condition settings that you wish to configure. (3) Settings The factory default settings are displayed. Change the settings as desired by selecting from drop-down lists and by directly entering settings. For information on the settings, see "PRINTER CONDITION SETTINGS" (p.41). (4) Submit Click to store the Web page settings in the machine.

- 40 - **WEB FUNCTIONS IN THE MACHINE PRINTER CONDITION SETTING MENU** Click on a setting to view an explanation of the setting. Condition Settings Default Settings Copies Orientation Default Paper Size Default Paper Source 2-Sided Print Original Type (USB Memory Scan) ROPM (Rip Once, Print Many) Factory default settings 1 Portrait A4 Auto 1-Sided 1-Sided Enable Condition Settings PCL Settings Symbol Set Font Line Feed Code Wide A4 Factory default settings PC-8 0: Courier (internal font) CR=CR; LF=LF; FF=FF Disable **PRINTER CONDITION SETTINGS** Factory default settings are indicated in bold.



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Default Settings Item Copies Orientation Selections 1 - 999 Portrait, Landscape Description This is used to select the number of copies. This sets the orientation of the printed page. Select [Portrait] when the image is longer in the vertical direction, or [Landscape] when the image is longer in the horizontal direction.

*This sets the default paper size used for printing. Even if the set size of paper is not in any of the trays, the printed image is formed in accordance with this setting. This sets the default paper tray. *Selections available depend on the trays that are installed. Default Paper Size A3, B4, A4, B5, A5, Ledger, Legal, Foolsap, Letter, Invoice Auto, Tray 1, Tray 2*, Tray 3*, Tray 4*, Bypass (Manual), Bypass (Auto) 1-Sided, 2-Sided (Book), 2-Sided (Tablet) 1-Sided, 2-Sided Enable, Disable Default Paper Source 2-Sided Print When [2-Sided (Book)] is selected, two-sided printing takes place so as to allow binding at the left side. When [2-Sided (Tablet)] is selected, two-sided printing takes place so as to allow binding at the top. (Only for models that support two-sided printing.) This sets whether or not to allow two-sided original for USB Memory Scan. (Only for models that support two-sided original.) This enables the ROPM function.*

When enabled, multi-page print jobs are stored in memory before printing, and thus the computer does not need to repeatedly send the print data when multiple copies are printed. Original Type (USB Memory Scan) ROPM (Rip Once, Print Many) - 41 - WEB FUNCTIONS IN THE MACHINE PCL Settings Item Symbol Set Selections Select one of 35 sets. Select one internal or one external font. CR=CR; LF=LF; FF=FF, CR=CR+LF; LF=LF; FF=FF, CR=CR; LF=CR+LF; FF=CR+FF, CR=CR+LF; LF=CR+LF; FF=CR+FF Enable, Disable Description This specifies which country's characters (PCL symbol set) are assigned to certain of the symbols in the character code list. The factory default setting is [PC-8]. This specifies which PCL font to use for printing. One font can be specified from among the internal fonts. The factory default setting is [0: Courier]. This specifies the line break code by means of a combination of the "CR" (return) code, "LF" (line break) code, and "FF" (page break) code. The factory default setting is printing based on the transmitted code.

The setting can be changed by selecting one of four combinations. Font Line Feed Code Wide A4 This setting can be enabled to print 80 lines on A4 size paper with each line 10CPI font (English characters). When the setting is disabled (a checkmark does not appear), each line is 78 characters long. - 42 -

ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR) In addition to the menus that appear for users, other menus that can only be used by the administrator appear in the administrator Web pages. A menu frame appears on the left side of the page.

When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item. Settings that can only be configured by the administrator are explained here. XX-XXXX (1) (2) (3) (4) (5) (6) (7) (8) (1) Information Configure machine identification information for the status & alert E-mail function. "INFORMATION SETUP" (p.47) (2) Passwords To protect the Web site, the system administrator can establish passwords. Enter a password that you would like to establish and click the [Submit] button. One password can be established for the administrator and one password can be established for users. "PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])" (p.44) (3) Administrator Settings Setting changes can be prohibited and interface settings can be configured. "ADMINISTRATOR SETTINGS" (p.45) (4) Status Message Configure parameters required for sending status messages, such as destination addresses and time schedules. "STATUS MESSAGE SETUP" (p.48) (5) Alerts Message Store destination addresses for alert messages. "ALERTS MESSAGE SETUP" (p.48) (6) Security Unused ports can be disabled for greater security and port numbers can be changed.

(7) Services Configure information concerning the e-mail system. "SMTP SETUP" (p.47) (8) Print Port Configure settings for LPD and Raw print. - 43 - PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords]) Passwords can be set (click [Passwords] in the menu frame) to restrict Web page access and protect settings. The administrator must change the password from the factory default setting. The administrator must also take care to remember the new password. The next time the Web pages are accessed, the new password must be entered. A password can be set for the administrator and a password can be set for users. 1 2 Click [Passwords] in the menu frame. Enter the current password in "Admin Password".

When establishing a password for the first time, enter "Sharp" in "Admin Password". 3 Enter passwords in "User Password" and "Admin Password". · A maximum of 7 characters and/or numbers can be entered for each password (passwords are case sensitive). · Be sure to enter the same password in "Confirm Password" as you did in "New Password". Caution Be sure to enter "S" in upper case and "harp" in lower case (passwords are case sensitive).

4 When you have finished entering all items, click [Submit]. The entered password is stored. After setting the password, turn the machine power off and then back on. Note When prompted to enter a user name, a user should enter "user" and an administrator should enter "admin" in "User Name". In "Password", the respective password for the entered user name should be entered.

For more information, click [Help] in the upper right-hand corner of the window. - 44 - ADMINISTRATOR SETTINGS The administrator settings are used to prohibit changes to the [Condition Settings] and to configure interface settings. "Default settings" (p.46): Select the setting for which you wish to prohibit changes. "Interface settings" (p.46): Enable monitoring of data sent to the network port and set restrictions. CONFIGURING A SETTING IN THE ADMINISTRATOR SETTINGS 1 Click [Administrator Settings] in the menu frame. The "Default Settings" screen of the [Administrator Settings] will appear.

If you wish to select a setting in the "Default Settings" screen, go to step 3. 3 Make a selection for the setting in the screen that appears.

See "ADMINISTRATOR SETTINGS" (p.46) for descriptions of the settings. 4 2 Click the desired setting. Click [Submit] to store the entered information. - 45 - WEB FUNCTIONS IN THE MACHINE ADMINISTRATOR SETTINGS When "YES, NO" appears in the "Settings" column, "YES" is selected when a checkmark appears in the checkbox of the item, and "NO" is selected when checkmark does not appear.



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Default settings Item Prohibit Test Page Printing Disable Default Setting Changes Settings YES, NO YES, NO Description This setting is used to prohibit printing of a printer test page. This setting is used to prohibit changes to the default condition settings. Interface settings Item I/O Timeout Settings 1- 60 - 999 (sec) Description During reception of a print job, if remaining data is not received after the time set here elapses, the port connection is broken and the next print job is begun. Select the method for switching network ports. Port Switching Method Switch at End of Job, Switch after I/O Timeout - 46 - E-MAIL

STATUS AND E-MAIL ALERT SETTINGS These functions send information on machine use (print count, copy count, etc.) and error conditions (paper misfeed, out of paper, out of toner, etc.) via e-mail to the administrator of the machine or the dealer. INFORMATION SETUP Machine identification information for the status and alert e-mail functions is configured in the "Information Setup" screen. The entered information will be included in status and alert e-mail messages. 1 Click [Information] in the menu frame.

The "Information Setup" screen will appear. 2 Enter the machine information. For detailed information, click the [Help] button in the upper right-hand corner of the window. 3 Click [Submit] to store the entered information. SMTP SETUP The status and alert e-mail functions use SMTP (Simple Mail Transport Protocol) to send e-mail.

The following procedure is used to set up the e-mail environment. This must be done by the system administrator or other person familiar with the network. 1 Click [Services] in the menu frame. The "Services Setup" screen will appear. 3 Enter the information required to set up the e-mail environment. For detailed information, click the [Help] button in the upper right-hand corner of the window. Click [SMTP]. 4 Click [Submit] to store the entered information. - 47 - WEB FUNCTIONS IN THE MACHINE STATUS MESSAGE SETUP Use the status message function to send the current counter information, including the copy count, print count, and total output count, based on the specified schedule. The destinations can be set for administrators and dealers respectively.

To set up the status message, follow these steps. 1 2 Click [Status Message] in the menu frame. The "Status Message Setup" screen will appear. 3 Click [Submit] to store the entered information. Enter the required information, including the destination addresses and time schedule. For detailed information, click the [Help] button in the upper right-hand corner of the window. When the E-mail Status settings are completed, printer count information will be sent periodically by e-mail to the specified e-mail addresses. Note If you quit the browser before clicking [Submit], the settings will be cancelled. To send printer information immediately to the specified e-mail addresses, click [Send Now]. ALERTS MESSAGE SETUP Use the alert message function to send alert information, such as empty toner and paper and trouble including paper misfeeds, to specified destinations when such problems occur.

The destinations can be set for administrators and dealers respectively. To set up the alert message, follow the procedure below. 1 2 Click [Alerts Message] in the menu frame. The "Alerts Message Setup" screen will appear. 3 Click [Submit] to store the entered information.

Enter the destination addresses. For detailed information, click the [Help] button in the upper right-hand corner of the window. If these parameters are set, event information for the printer will be transmitted to the specified addresses via E-mail each time a specified event occurs. The meaning of each event item is shown below. (Example) Paper Jam: A paper misfeed has occurred.

Toner Low: Toner is low. Toner Empty: Toner must be added. Paper Empty: Paper must be loaded. Note If you quit the browser before clicking [Submit], the settings will be cancelled. - 48 - 6 SCANNER FUNCTIONS ABOUT THE SCANNER FUNCTIONS With this machine a document or photo can be scanned into an image file. You can select from the following scanning methods. 1. Scanning from a TWAIN-compliant or WIA-compliant application The scanner driver installed into your PC allows you to use the scanning function of the machine with TWAIN-compliant or WIA-compliant applications. When you use the machine with the Network expansion kit, "SHARP MFP TWAIN AB" can be installed to your computer. For more information on scanning from a TWAIN-compliant or WIA-compliant application, see the Operation Guide for the machine.

2. Scanning from the machine using the Button Manager Button Manager is a software utility that allows you to use the scanner function at the machine. When you use the machine with the Network expansion kit, "Sharp Button Manager AB" can be installed to your computer. Once installed, Button Manager normally runs in the background in the Windows operating system. Button Manager allows you to configure five sets of scanning settings as a scan menu on the machine. (See "Button Manager scan menu" (p.50) for the factory default menus.) For more information on Button Manager and changing the settings, see the Operation Guide for the machine. 3. Sending the scanned image to a USB memory The scanned image can be sent to a USB memory installed on the machine.

This is called "USB Memory Scan" in this manual. For more information on USB Memory Scan, see "USB MEMORY SCAN" (p.51). - 49 - SCANNER FUNCTIONS Button Manager scan menu Display/Button Manager menu SC1: SC2: SC3: SC4: SC5: Email OCR Microsoft Word Filing Application that starts Sharpdesk - 50 - USB MEMORY SCAN BASIC SETTINGS FOR USB MEMORY SCAN (FOR THE ADMINISTRATOR) To use the USB Memory Scan function, setting from the Web page is required. Click [Network Scanning] (p.

43) in the menu frame and configure the required settings. A password is required to access this screen. (p.44) These settings should only be configured by the network administrator. For explanations of each of the items, click [Help] in the menu frame.

1 Click [Network Scanning] in the menu frame. The Network Scanning setup page appears. 3 Select the method for assigning a file name to a scanned image. Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Date & Time" is initially selected. Note 2 Select "USB Memory Scan". In the "Enable Scanner Delivery to:" field, click the checkbox so that a checkmark appears in the checkbox. If you are going to send images more than once, we recommend that you also select "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.



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4 Click [Submit].

After entering the settings, be sure to click [Submit] to store them. - 51 - SCANNER FUNCTIONS USING THE USB MEMORY SCAN FUNCTION A scanned image can be sent to a commercially available USB memory device that has been connected to the Network expansion kit on the back of the machine. 1 2 Connect the USB memory to the USB connector of the Network expansion kit. Press the [SCAN] key (). 4 Press the [USB MEMORY SCAN] key (). "USB" will appear in the display and the START indicator is lit. 5 3 Place the original(s) that you wish to scan on the document glass/SPF/RSPF. Press the [START] key (scanning.) to begin When scanning from the document glass mark Original size scale While the original is scanned into the USB memory, the display blinks and the START indicator goes out. After scanning is finished, the display will stop blinking and the START indicator is lit again.

The machine is ready to start the next scanning. Place the original face down on the document glass. Align the edge of the original with the original size scale, to be centred with the centring mark (). Note When scanning from the SPF/RSPF Set the original(s) face up in the document feeder tray. · Press the [CLEAR] key () or the [CLEAR ALL] key () to stop scanning in the middle of a run.

If you press the [CLEAR ALL] key (), the scanning job and the scanning settings for the USB Memory Scan are cleared. · If you press the [CLEAR ALL] key () or move to another function in the USB Memory Scan mode, the machine will revert to the initial settings. · When an invalid key is pressed, a beep sound will be heard. - 52 - SCANNER FUNCTIONS Changing the scanning settings If you wish to change the scan settings, follow the procedures below after performing step 3. To change the scanning density Press the [Light] key () or [Dark] key () to lighten or darken the density level as desired.

· There are five density levels indicated by three indicators. · If exposure level 2 or 4 is selected, the two indicators will light simultaneously. The density level and the indicators are as follows. When level 1 is selected: When level 2 is selected: When level 3 is selected*: When level 4 is selected: When level 5 is selected: *Factory default To select the original size Press the [ORIGINAL] key (original size.) and select the When scanning from the document glass: The factory default is set to A3 (11" x 17"). When scanning from the SPF/RSPF: The factory default is set to the size that was detected by the original size scale.

To scan on both sides of an original Press the [ORIGINAL TO COPY] key to select two-sided scanning. Make sure that the indicator is lit. When scanning from the document glass, press the [READ-END] key () when you have finished scanning the original pages. - 53 - 7 TROUBLESHOOTING TROUBLESHOOTING If a problem or question arises, try to solve the situation using the following information before contacting your authorised SHARP dealer.

@@@ Cannot connect to the network. Page 13 The machine configured for use is not on the same network as the computer. The machine cannot be used if it is not connected to the same network as the computer, or if it is not configured for use on the network. For more information, consult your network administrator. The machine is set to off-line mode. Press the [ON LINE] key () to turn on the ON LINE indicator. 19 Your machine is not selected correctly in the current application for the print job. Print jobs are not received. (ON LINE indicator does not blink.) When choosing "Print" from the "File" menu located in applications, be sure you have selected "SHARP AR-XXXX" (where XXXX is the model name of your machine) printer displayed in the "Print" dialog box.

Copy or scan job is performed. Wait until the copy or scan job is complete. 10 15 The printer driver has not been installed correctly. Install the proper printer driver. The port setting is not correct.

Printing is not possible if the printer driver port setting is not correct. Set the port correctly. Printing does not take place. (ON LINE indicator is blinking.) There is no paper in the specified tray.

Load paper in the tray. Operation Guide A Notice Page (UP-001) has been printed, but the print data has not been printed completely. A print job containing more data than can be held in the print memory is sent to the machine. Disable the ROM function on the "Configuration" tab of the printer driver setup screen. @@@ Do not use curled or crimped paper. Replace with dry copy paper. @@ Set the margins in the software application within the specified print quality area. The paper loaded in the tray is not the same size as that specified in the printer driver. Check if the "Paper Size" options suit the size of the paper loaded in the tray. If the "Fit To Paper Size" setting is activated, make sure that the paper size selected from the drop-down list is the same as the size of the loaded paper.

The printed image is skewed or it runs off the paper. The orientation of document setting is not correct. Click the "Main" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements. Operation Guide Paper is not loaded properly. Make sure the paper is properly loaded. The margins are not set correctly in the application. Check the paper size and margin settings in the application. Also make sure that the print settings are correct for the paper size. The selected "Scan Size" setting is smaller than the actual original size. The scanned image is clipped.

Set the scan size to the actual original size and make sure that the original is placed in the correct orientation. If you intentionally selected a size setting smaller than the actual original size, take into consideration the part of the original that you wish to scan when placing the original. For example, if the actual size is A4 (8-1/2" x 11") and you selected B5 (5-1/2" x 8-1/2") for the size setting, place the original so that the part that you wish to scan is within the B5 (5-1/2" x 8-1/2") area at the left, centre of the glass. The viewer program does not support the format of the scanned image data. The scanned image data cannot be opened.

The scanned image is provided in PDF format. To view the image in PDF format, Acrobat Reader or Adobe Reader of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL: <http://www.adobe.com/> Transmission takes a long time.

When there is a large amount of image information, the data file is also large and transmission takes a long time.



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