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You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP MX2X14N/3114N. You'll find the answers to all your questions on the SHARP MX2X14N/3114N in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SHARP MX2X14N/3114N
User guide SHARP MX2X14N/3114N
Operating instructions SHARP MX2X14N/3114N
Instructions for use SHARP MX2X14N/3114N
Instruction manual SHARP MX2X14N/3114N

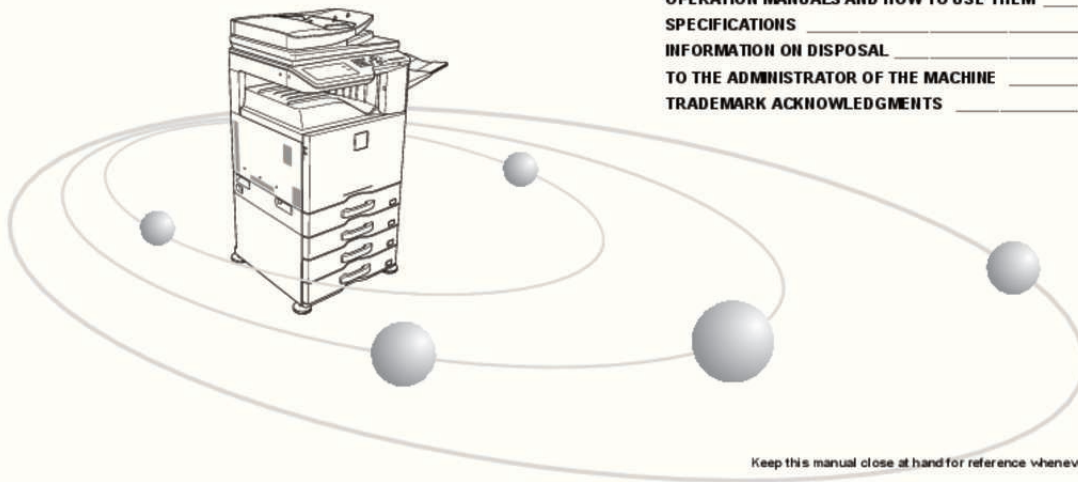
SHARP.

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM
MX-2314N/MX-2614N/MX-3114N

START GUIDE

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Manual abstract:

For the users of the fax function ♦ FAX interface cable and Line cable: These special accessories must be used with the device. The declaration of conformity may be consulted at: <http://www.sharp.de/doc/MX-FX11.pdf> SOFTWARE LICENCE The SOFTWARE LICENCE 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 LICENCE. • The explanations in this manual assume that you have a working knowledge of your Windows or Macintosh computer. • 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 this manual are primarily for Windows 7 in Windows® environments. The screens may vary depending on the version of the operating system.

- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions. • This manual contains explanations of the PC-Fax driver and PPD driver. However, please note that the PC-Fax driver and PPD driver are not available and do not appear on the software for installation in some countries and regions. In this case, please install the English version if you want to use these drivers.
- 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.

Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency. The products that meet the ENERGY STAR® guidelines carry the logo shown above. The products without the logo may not meet the ENERGY STAR® guidelines. Notice for users in the UK MAINS PLUG WIRING INSTRUCTIONS The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked or and of the same rating as the one removed from the plug must be used. Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below. DANGER: The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted elsewhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below: IMPORTANT: The wires in this mains lead are coloured in accordance with the following code: GREEN-AND-YELLOW: Earth BLUE: Neutral BROWN: Live As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows: The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked with the letter E, or by the safety earth symbol, or coloured green or green-and-yellow. The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured black. The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured red. If you have any doubt, consult a qualified electrician. WARNING: THIS APPARATUS MUST BE

EARTHED. ♦ Warranty While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual. © Copyright SHARP Corporation 2012. All rights reserved.

Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under copyright laws. EMC (this machine and peripheral devices) ♦ Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures. Peripheral devices are described in the [PERIPHERAL DEVICE] in the Operation Guide. This machine contains the software having modules developed by Independent JPEG Group.

This product includes Adobe® Flash® technology of Adobe Systems Incorporated. Copyright© 1995-2007 Adobe Macromedia Software LLC. All rights reserved. MATERIAL SAFETY DATA SHEET The MSDS (Material Safety Data Sheet) can be viewed at the following URL address: <http://www.sharp-world.com/corporate/info/index.html>. 2 CAUTIONS Symbols in this manual To ensure safe use of the machine, this manual uses various safety symbols. The safety symbols are classified as explained below. Be sure you understand the meaning of the symbols when reading the manual. WARNING Indicates a risk of death or serious injury. CAUTION Indicates a risk of human injury or property damage. Meaning of the symbols CAUTION! HOT PINCH POINT KEEP CLEAR PROHIBITED ACTIONS DO NOT DISASSEMBLE MANDATORY ACTIONS Power notes WARNING Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded. Do not use an extension cord or adapter to connect other devices to the power outlet used by the machine.

Using an improper power supply may cause fire or electrical shock. * □ or the power supply requirements, see the name plate in the lower left corner of the left side of the F machine. CAUTION W □ hen removing the power plug from the outlet, do not pull on the cord. Pulling on the cord may cause damage such as wire exposure and breakage, and may result in fire or electrical shock. If you will not use the machine for a long time, be sure to remove the power plug from the outlet for safety. Do not damage or modify the power cord. Placing heavy objects on the power cord, pulling it, or forcibly bending it will damage the cord, resulting in fire or electrical shock. When moving the machine, switch off the main power and remove the power plug from the outlet before moving.



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The cord may be damaged, creating a risk of fire or electrical shock. Do not insert or remove the power plug with wet hands. This may cause electrical shock. 3 Installation notes Do not install the machine in a location with poor air circulation. A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient air circulation. (The odor may occasionally cause headaches.

) * Install the machine so that people are not directly exposed to □ exhaust from the machine. If installed near a window, ensure that the machine is not exposed to direct sunlight. CAUTION Do not install the machine on an unstable or slanted surface. Install the machine on a surface that can withstand the weight of the machine. Risk of injury due to the machine falling or toppling.

If peripheral devices are to be installed, do not install on an uneven floor, slanted surface, or otherwise unstable surface. Danger of slippage, falling, and toppling. Install the product on a flat, stable surface that can withstand the weight of the product. Near a wall Be sure to allow the required space around the machine for servicing and proper ventilation. (The machine should be no closer than the distances indicated below from walls. The indicated distances are for the case when a saddle finisher and large capacity paper tray are not installed.) 30 cm Do not install in a location with moisture or dust. Risk of fire and electrical shock. If dust enters the machine, dirty output and machine failure may result. 30 cm 45 cm Locations that are excessively hot, cold, humid, or dry (near heaters, humidifiers, air conditioners, etc.

) The paper will become damp and condensation may form inside the machine, causing misfeeds and dirty output. SPECIFICATIONS (page 10) If the location has an ultrasonic humidifier, use pure water for humidifiers in the humidifier. If tap water is used, minerals and other impurities will be emitted, causing impurities to collect on the inside of the machine and create dirty output. L □ ocations subject to vibration. Vibration may cause failure. CAUTION The machine includes a built-in hard drive. Do not subject the machine to shock or vibration. In particular, never move the machine while the power is on. • The machine should be installed near an accessible power outlet for easy connection. • Connect the machine to a power outlet which is not used for other electric appliances.

If a lighting fixture is connected to the same outlet, the light may flicker. Lock Release When the machine is installed, the adjusters (4) must be lowered to the floor to secure the machine (prevent it from moving). Rotate the adjusters in the locking direction until they are in firm contact with the floor. If you find it necessary to reposition the machine due to rearrangement of your office layout or other reason, retract the adjusters from the floor, turn off the power, and then move the machine. (After moving the machine, lower the adjusters again to secure the machine.

) About consumables Locations exposed to direct sunlight Plastic parts may become deformed and dirty output may result. CAUTION Do not throw a toner cartridge into a fire. Toner may fly and cause burns. Locations with ammonia gas Installing the machine next to a diazo copy machine may cause dirty output. Store a toner cartridge out of the reach of children.

4 Handling precautions WARNING Do not place a container of water or other liquid, or a metal object that might fall inside, on the machine. If the liquid spills or the object falls into the machine, fire or electrical shock may result. CAUTION Do not look directly at the light source. Doing so may damage your eyes. Do not remove the machine casing. High-voltage parts inside the machine may cause electrical shock. Do not block the ventilation ports on the machine. Do not install the machine in a location that will block the ventilation ports. Blocking the ventilation ports will cause heat to build up in the machine, creating a risk of fire. Do not make any modifications to this machine.

Doing so may result in personal injury or damage to the machine. The fusing unit and paper exit area are hot. When removing a misfeed, do not touch the fusing unit and paper exit area. Take care not to burn yourself. Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result. If you notice smoke, a strange odor, or other abnormality, do not use the machine. If used in this condition, fire or electricathe product, whereas those parts which normally exceed the life of the product are not to be considered as spare parts. Consumables too, are available for 7 years following the termination of production. 6 PART NAMES Automatic document feeder Operation panel PRINT mode indicators (• READY indicator • DATA indicator Touch panel [JOB STATUS] key ()) Print jobs can be received when this indicator is lit.

This blinks while print data is being received and lights steadily while printing is taking place. USB connector (A type) Keyboard* Exit tray unit (right tray)* [POWER] key () Output tray (Centre tray) IMAGE SEND mode indicators (• LINE indicator Front cover) [SYSTEM SETTINGS] key ([HOME] key ()) This lights up during transmission or reception of a fax or Internet fax. This also lights during transmission of an image in scan mode. 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.

• DATA indicator Bypass tray Tray 1 Main power switch Tray 2 (when paper feed tray is installed)* Tray 3 (when paper feed tray is installed)* Tray 4 (when paper feed tray is installed)* * Peripheral device. 7 TURNING THE POWER ON AND OFF This machine has two power switches. The main power switch is at the bottom left after the front cover is opened. The other power switch is the [POWER] key () on the operation panel. Turning on the power (1) Switch the main power switch to the “ (2) Press the [POWER] key (” position.

) to turn on the power. Turning off the power (1) Press the [POWER] key () to turn off the power. ” position. Main power switch Main power indicator [POWER] key (2) Switch the main power switch to the “ • If the main power indicator is blinking, press the [POWER] key () after it becomes steadily lit. • When turning off the power, make sure that the indicator lights on the operation panel turn off as well. • In the event of a power failure or other reason that causes the machine to suddenly turn off, turn back on the power of the machine and then proceed to turn off the machine following the correct procedures.



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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. When the main power switch is switched on, the main power indicator on the operation panel lights up. 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 () to turn off the power and then press the key again to turn the power back on. 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. **8 OPERATION MANUALS AND HOW TO USE THEM** Operation manuals The instructions for this manual are separated in the following three sections. How to read the Operation Guide The [Operation Guide] can be downloaded from the machine and viewed on a computer. You can download the [Operation Guide] following the procedures below while the machine is connected to the network. Before using the machine Start Guide: this manual This section explains precautions to ensure safe usage, part names and how to switch on/off the power. This section also includes important information for persons that are responsible for the maintenance of this machine. Read this section before using the machine for the first time.

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM 1 Confirm the machine's IP address **MX-2314N/MX-2614N/MX-3114N START GUIDE**
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MACHINE _____ 14 TRADEMARK ACKNOWLEDGMENTS _____ 15 2 Insert the machine's IP address into the address bar of your web browser to access the machine First, touch the [SYSTEM SETTINGS] key () on the operation panel and then touch [List Print (User)] when it appears on the touch panel. Next, select [NIC Page] from [Printer Test Page] and then touch the [Print] button. Confirm the machine's IP address from the printed list. Keep this manual close at hand for reference whenever needed. Printing and faxing from a computer Software Setup Guide (PDF) This section explains how to install the various drivers needed when using this machine as a printer, network scanner, or fax machine.

Read this section when using this machine from a computer. The Software Setup Guide is on the "Software CD-ROM". **DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM 3** Download the [Operation Guide] <http://machine's IP address/> User verification may be required depending on the machine's settings. @Click [Operation Manual Download] from the page displayed. @The Operation Guide is provided in PDF format. Insert the supplied CD-ROM into your CD-ROM drive. CD-ROM will run automatically. @• The Operation Guide can be printed out using Acrobat Reader. @ paper feed / max. @ Actual format capacity is less. * On the MX-2314N, the productivity kit is required. @ Portrait feeding of A4 (8-1/2" x 11") sheets. @ 26 copies/min. 31 copies/min. A4R, 8-1/2" x 11"R, 15 copies/min.

19 copies/min. 20 copies/min. @ 16 copies/min. 17 copies/min. A3, 11" x 17" 11 copies/min. 14 copies/min. 15 copies/min. * Continuous speed for same original source. @ bond) to 49 g/m2 (13 lbs. bond) Plain paper 50 g/m2 (13 lbs.

bond) to 128 g/m2 (32 lbs. bond) Two-sided 50 g/m2 (13 lbs. bond) to 105 g/m2 (28 lbs. @ number of 50 sheets (A4 (8-1/2" x 11"), A4R (8-1/2" x 11"R), B5) Max. number of 30 sheets (A3 (11" x 17"), B4 (8-1/2" x 14")) 3 locations (front, rear or both) Supplied from this machine Approx.

12 kg (26 lbs.) When output paper tray is stored 428 mm (W) x 593 mm (D) x 198mm (H) (16-55/64" (W) x 23-22/64" (D) x 7-51/64" (H)) When output paper tray is extended 612 mm (W) x 593 mm (D) x 198 mm (H) (24-6/64" (W) x 23-22/64" (D) x 7-51/64" (H)) Dimensions Scan speed (copy) B/W: 50 one-sided sheets/minute (A4 (8-1/2" x 11") horizontal) (600 x 400 dpi) Colour: 36 one-sided sheets/minute (A4 (8-1/2" x 11") horizontal) (600 x 600 dpi) Punch module Name Paper size for punch module Punch module (MX-PN11A, MX-PN11B, MX-PN11C, MX-PN11D) for finisher A3 (11" x 17") to B5R (7-1/4" x 10-1/2"R) Cannot punch special types of paper such as OHP. MX-PN11A MX-PN11B MX-PN11C MX-PN11D 2 holes 3 holes 4 holes 4 holes (wide) Drawer Name Paper sizes Useable paper Paper capacity Dimensions Weight (MX-DE12) (MX-DE13) (MX-DE14) A3 (11" x 17") to A5R (5-1/2" x 8-1/2"R) 60 g/m2 (16 lbs. bond) to 209 g/m2 (110 lbs. index) 500 sheets 1,000 (500 x 2) 1,500 (500 x 3) 583 mm (W) x 577 mm (D) x 382 mm (H) (22-61/64" (W) x 22-46/64" (D) x 15-1/64" (H)) MX-DE12: Approx.

21 kg (46 lbs.) MX-DE13: Approx. 23 kg (51 lbs.) MX-DE14: Approx. 28 kg (61 lbs.) Holes Required power supply Weight Dimensions Supplied from finisher Approx. 3 kg (7 lbs.) 98 mm (W) x 477 mm (D) x 137 mm (H) (3-55/64" (W) x 18-50/64" (D) x 5-26/64" (H)) Finisher Name Paper sizes Useable paper Number of trays Finisher (MX-FN17) Depends on feeder specifications 55 g/m2 (13 lbs. bond) to 300 g/m2 (110lbs. cover) 1 Tray Non-stapled wide (12" x 18") / A3 (11" x 17") / A3 B4 (8-1/2" x 14"): 250 sheets A4 (8-1/2" x 11") / A4R (8-1/2" x 11"R) / B5 / B5R (7-1/4" x 10-1/2"R) / A5R (5-1/2" x 8-1/2"R): 500 sheets Staple function (11" x 17") / B4 (8-1/2" x 14"): 30 units or 250 A3 sheets A4 (8-1/2" x 11") / A4R (8-1/2" x 11"R) / B5: 30 units or 500 sheets

Fax Specifications Name Useable lines Facsimile expansion kit (MX-FX11) General phone lines (PSTN), automated branch exchange (PBX) Normal characters: Scanning line density Small characters: Fine characters: High-definition: Connection speed Coding method Connection mode Original paper sizes for transmission MH, MR, MMR, JBIG Super G3 / G3 A3 (11" x 17") to A5 (5-1/2" x 8-1/2") (Paper with a max.



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length of 1,000 mm* can be transmitted (one-sided and B/W only.) * Internet fax (optional) is up to 800 mm (at 600 x 600 dpi). 1.8 dot/mm x 3.85 line/mm 8 dot/mm x 7.7 line/mm 8 dot/mm x 15.4 line/mm 16 dot/mm x 15.4 line/mm Super G3: 33.6 kbps, G3: 14.4 kbps Tray capacity (80g/m2 (21 lbs.)) 11 Registered paper size Transmission time Memory Notes A3 (11" x 17") to A5 (5-1/2" x 8-1/2") Approx.

2 seconds * (A4 (8-1/2" x 11") Sharp standard paper, normal characters, Super G3 (JBIG)) 1GB (512 MB standard for the MX-2314N) Touch dial memory □ Max. 1,000 entries (Including group dialling for fax, scanner, and Internet fax) Group dial □ Max. of 500 entries Mass transmissions □ Max. of 500 recipients Network Scanner Specifications Type Scan resolution (main x vertical) Colour scanner 100 x 100 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi 600 x 600 dpi (push scan) 50 to 9,600 dpi *1 (pull scan) B/W Scan speed (A4 (8-1/2" x 11") horizontal) Colour 50 sheets/minute (one-sided) 50 sheets/minute (one-sided) * □ omplies with the 33.6 kbps transmission method for Super G3 facsimiles standardized by the International C Telecommunications Union (ITU-T).

This is the speed for when sending an A4 (8-1/2" x 11") size piece of paper of around 700 characters at standard image quality (8 x 3.85 line/mm) in Hi-speed mode (33.6 kbps). This is the transmission speed for image information only and does not include time for transmission control. The actual time needed for a transmission depends on the content of the text, type of receiving fax machine, and telephone line conditions.

□ When in standard mode using Sharp standard paper (A4 (8-1/2" x 11") size with 6% coverage) and the auto colour detector is turned off. The speed varies depending on the data volume of the original. 10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (during USB memory scanning) TCP/IP (IPv4) Pull scan (TWAIN) *3 □ Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows 8, Windows Server 2012 (B/W) TIFF, PDF, PDF/A, encrypted PDF, XPS *4 Interface Compatible protocols Network Printer Specifications Type Continuous print speed Resolution Built-in type Same as continuous copy speed Data processing: 600 x 600 dpi, Print: 600 x 600 dpi, equivalent to 9600 x 600 dpi Standard: □ Sharp Advanced Printing Language-c,

PCL6 emulation S Page description language (MX-2314N) PCL6 emulation (MX-2614N/MX-3114N) Options: PS3 emulation* Compatible protocols Compatible OS Internal fonts (options) Memory Interface TCP/IP, IPv4/IPv6, IPX/SPX, IPP, EtherTalk* Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows 8, Windows Server 2012 Macintosh (Mac OS X 10.4, 10.5, 10.6, 10.7, 10.8)* 80 fonts for PCL, 136 fonts for PS3 emulation Machine system memory and hard disk. 10BASE-T/100BASE-TX/1000BASE-T, USB 2.

0 (high speed mode) Compatible OS *2 Output format Compression method: decompression, G3 (MH), G4 (MMR) (Grey scale/colour) TIFF, JPEG, PDF, PDF/A, encrypted PDF, XPS *4 Compression method: JPEG (high, mid, and low compression) Driver TWAIN compliant *1: □ You must decrease the scan size when increasing the resolution. *2: □ There are cases when a connection cannot be established. Please contact your local dealer for more information.

*3: □ the MX-2314N, the productivity kit is required. On *4: □ XPS is an abbreviation for the XML Paper Specification. * □ hen equipped with a PS3 expansion kit (MX-PK11). W 12 INFORMATION ON DISPOSAL Information on Disposal for Users (private households) ♦ In the European Union Attention: If you want to dispose of this equipment, please do not use the ordinary dust bin! Used electrical and electronic equipment must be treated separately and in accordance with legislation that requires proper treatment, recovery and recycling of used electrical and electronic equipment. Following the implementation by member states, private households within the EU states may return their used electrical and electronic equipment to designated collection facilities free of charge*. In some countries* your local retailer may also take back your old product free of charge if you purchase a similar new one. *) Please contact your local authority for further details.

If your used electrical or electronic equipment has batteries or accumulators, please dispose of these separately beforehand according to local requirements.

By disposing of this product correctly you will help ensure that the waste undergoes the necessary treatment, recovery and recycling and thus prevent potential negative effects on the environment and human health which could otherwise arise due to inappropriate waste handling. ♦ In other Countries outside the EU If you wish to discard this product, please contact your local authorities and ask for the correct method of disposal. For Switzerland: Used electrical or electronic equipment can be returned free of charge to the dealer, even if you don't purchase a new product. Further collection facilities are listed on the homepage of www.swico.ch or www.sens.ch. Attention: Your product is marked with this symbol.

It means that used electrical and electronic products should not be mixed with general household waste. There is a separate collection system for these products. Information on Disposal for Business Users ♦ In the European Union If the product is used for business purposes and you want to discard it: Please contact your SHARP dealer who will inform you about the take-back of the product. You might be charged for the costs arising from take-back and recycling. Small products (and small amounts) might be taken back by your local collection facilities. For Spain: Please contact the established collection system or your local authority for take-back of your used products. ♦ In other Countries outside the EU If you wish to discard of this product, please contact your local authorities and ask for the correct method of disposal. 13 TO THE ADMINISTRATOR OF THE MACHINE System settings password A password is necessary to change the machine's system settings using administrator authority. System settings can be changed from either the operation panel or using a computer web browser. After setting up the machine, refer to [SYSTEM SETTINGS] in the Operation Guide to set a new password.

The administrator password is interfaced between the operation panel and the website, so passwords changed on the operation panel will be effective when logging in on the website. or Scan to Desktop destination). This function can be used by the administrator of the machine to archive all transmitted and received data. To configure the document administration settings, click [Application Settings] and then [Document Administration Function] in the Web page menu. (Administrator rights are required.) • The format, exposure, and resolution settings of transmitted and received data remain in effect when the data is forwarded.



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• When forwarding is enabled for data sent in fax mode, • The [Direct TX] key does not appear in the touch panel. • Quick online transmission and dialling using the speaker cannot be used. Password for logging in from this machine The factory default password for the machine is “admin”. For the users of the fax function Important safety instructions • If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

• Never install telephone wiring during a lightning storm. Password users admin Password for logging in from a computer There are two accounts that can log in from a web browser: “Administrator” and “User”. The factory default passwords for each account are shown on the right side. Signing in as an “Administrator” will allow you to manage all the settings available via web browser. Account User Administrator users admin • Never install telephone socket in wet locations unless the socket is specifically designed for wet locations.

• Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface. • Use caution when installing or modifying telephone lines. • Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning. • Do not use a telephone to report a gas leak in the vicinity of the leak.

• Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine. • Save these instructions. Please take care not to forget newly set administrator passwords. Forwarding all transmitted and received data to the administrator (document administration function) This function is used to forward all data transmitted and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, Scan to Network Folder destination, 14 TRADEMARK ACKNOWLEDGMENTS The following trademarks and registered trademarks are used in conjunction with the machine and its peripheral devices and accessories. • Microsoft®, Windows®, Windows® XP, Windows Server® 2003, Windows Vista®, Windows Server® 2008, Windows® 7, Windows® 8, Windows Server® 2012 and Internet Explorer® are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and other countries. • PostScript is a registered trademark of Adobe Systems Incorporated.

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