SHARP®

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM

Quick Start Guide

BEFORE USING THE MACHINE
Functions of the machine and procedures for placing originals and loading paper

COPIER
Using the copy function

PRINTER
Using the printer function

SCANNER
Using the scan function

SETTING MODE
Configuring settings to make the machine easier to use

HOW TO USE MANUALS

Start Guide

This manual explains basic procedures for using the machine, cautions for safe use of the machine, and information for the administrator. Read this manual before using the machine.
For detailed operating procedures and troubleshooting information, see the user's manual.

User's Manual

Detailed explanations of the functions that can be used on the machine are provided in the "User's Manual".
The manuals for this machine are uploaded to a website.
You can download various manuals from the website. The user's manual is also uploaded in HTML format and can be viewed on your smartphone or computer.

Software Setup Guide

This guide explains how to install the software and configure settings to use the machine as a printer or scanner.

Downloading the User's Manual in PDF format

Access the website from the following URL or QR code.
Switch to your preferred language before viewing and downloading the manual.
In addition, the same "User's Manual", you can see download to your computer from the Web site.
* Manual types may be updated. For more information, see our website.
URL:
https://www.sharp.cn/node/1345

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BEFORE USING THE MACHINE

COPIER

PRINTER

SCANNER

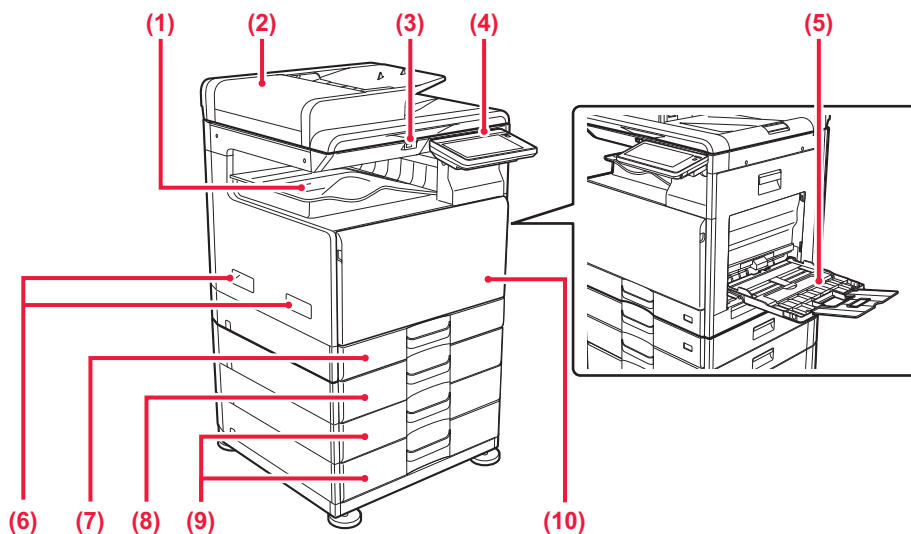## SETTING MODE

BEFORE USING THE MACHINE

This section provides general information about the machine, including the names and functions of the parts of the machine and its peripheral devices, and the procedures for placing originals and loading paper.

PART NAMES AND FUNCTIONS

(1) Output tray (exit tray cabinet)
Received printed papers are delivered to this tray.

(2) Automatic document feeder
It automatically feeds and scans multiple originals. 2-sided originals can be automatically scanned.
► USING THE AUTOMATIC DOCUMENT FEEDER (page 9)

(3) USB port (A type)
This is used to connect a USB device such as a USB memory device to the machine.
Supports USB 2.0 (Hi-Speed).

(4) Operation panel
This panel hosts indicators, operation keys and the touch panel.
► OPERATION PANEL (page 8)

(5) Bypass tray
Use this tray to feed paper manually.
When loading paper, also open the extension tray.
► LOAD PAPER INTO THE BYPASS TRAY (page 12)

(6) Handle
Grasp it when moving the machine.

(7) Tray 1
Store paper in this tray.

(8) Tray 2 (when a 500-sheet paper feed tray is installed)*
Store paper in this tray.

(9) Tray 3 - 4 (when stand/2x500 sheet paper drawer is installed)*
Store paper in this tray.
Can only be installed when a 500-sheet paper feed tray is installed.

(10) Front cover
Open this cover to replace a toner cartridge.

* Peripheral device. For more information, see the User's Manual.

5
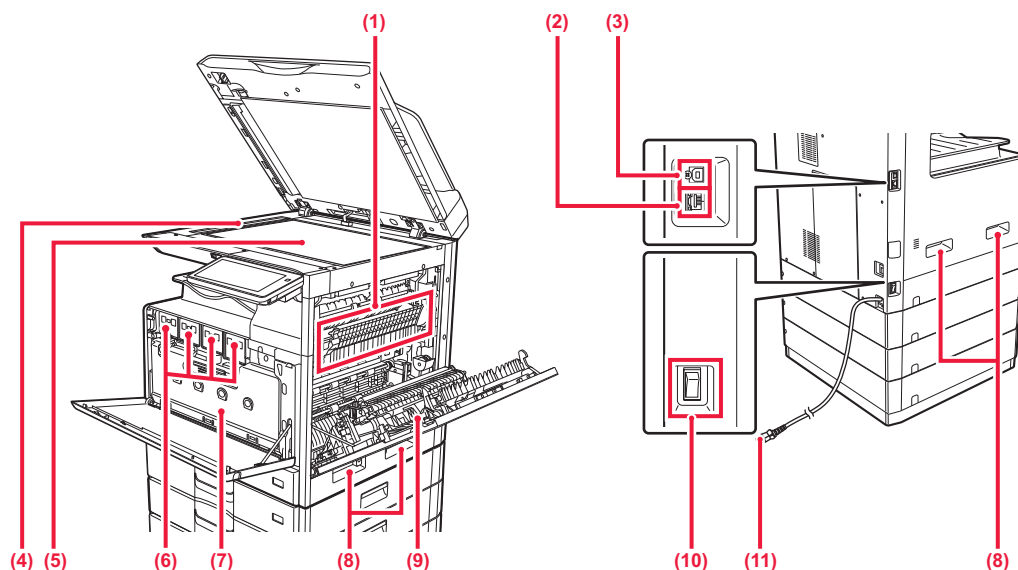
(1) Fusing unit

Heat is applied here to fuse the transferred image onto the paper.

⚠ The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

(2) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.

(3) USB port (B type)

A computer can be connected to this connector to use the machine as printer.
For the USB cable, use a shielded cable. Supports USB 2.0 (Hi-speed).
The port is closed by default. If you need to open, please contact your dealer or nearest authorised service representative.

(4) Scanning area

Originals placed in the automatic document feeder are scanned here.

(5) Document glass

If you want to scan books or other thick originals that cannot be fed through the automatic document feeder, place them on this glass.

► USING THE DOCUMENT GLASS (page 9)

(6) Toner cartridge

This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.

(7) Toner collection container

This container collects excess toner that remains after printing.

(8) Handle

Grasp it when moving the machine.

(9) Side cover

Open this cover to remove a paper misfeed.

(10) Main power switch

Use this switch to turn on the power for the machine.

(11) Power line

TURNING ON/OFF THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine.
Operate two power switches: the main power switch is located on the left side of the machine, and the [Power] button on the operation panel.

Turning on the power

• Turn the main power switch to the " | " position.
• When the main power indicator lights, press the [Power] button.

Turning off the power

Press the [Power] button to turn off the power, and then tap the [Power Off] key.
To turn off the power for an extended time, press the [Power] button to turn off the power, and switch the main power switch to the "◯" position after the operation panel screen disappears.

Restart the machine

Press the [Power] button to turn off the power, and tap the [Power off] key on the touch panel. After that, press the [Power] button again to turn on the power.

Main power indicator

[Power] button
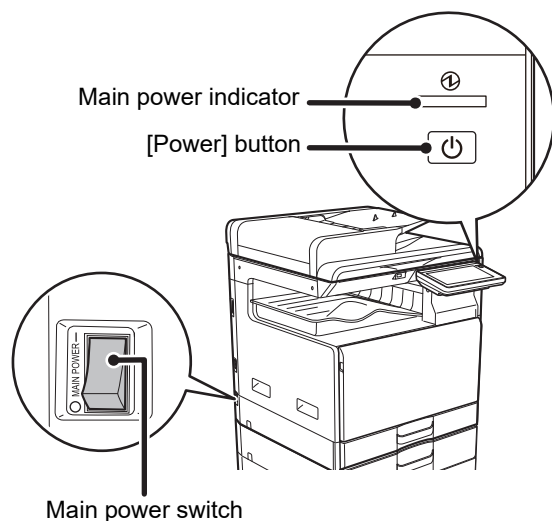
Main power switch

• When turning off the main power switch, press the [Power] button on the operation panel and then turn the main power switch to the " ◯ " position.
In a sudden case of main power outage, turn the power for the machine 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] button being turned off, abnormal noises, degraded image quality or other problems may result.

• Turn off both the [Power] button 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.
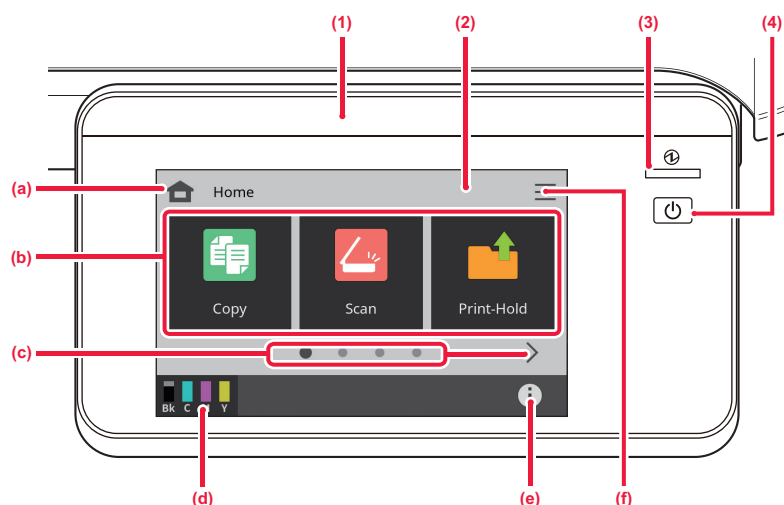
In order for some settings to take effect, the machine must be restarted. In some states of the machine, restarting with the [Power] button may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.

(1) Information indicator

The indicator illuminates light or blink to notify you when paper is being fed or output, when an error occurs in the machine.

(2) Touch Panel

Messages and keys appear on the touch panel display.
Operate the machine by directly tapping the displayed keys.
(a)   Display the home screen
(b)   Select shortcut keys for modes or functions.
(c)   Switch the pages for displaying shortcut keys.
(d)   Display Toner Quantity.
(e)   Displays information about the machine, such as the machine's IP address and firmware information.
(f)   Displays the settings used by the machine.

(3) Main power indicator

This lamp lights up when the machine's main power switch is in the " | " position.
While the light is blinking, the power cannot be turned on by pressing the [Power] button.

(4) [Power] button

Use this button to turn the machine's power on and off.

TO CHANGE THE ANGLE OF THE OPERATION PANEL

You can change the angle of the operation panel.
Adjust the angle for ease of viewing.
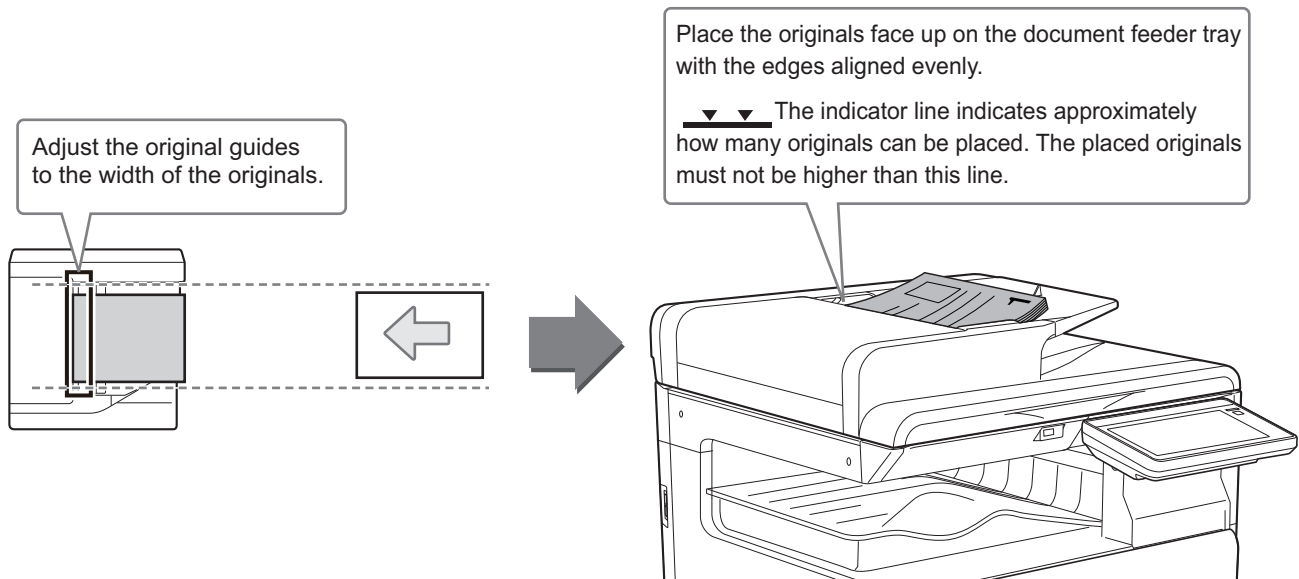

8
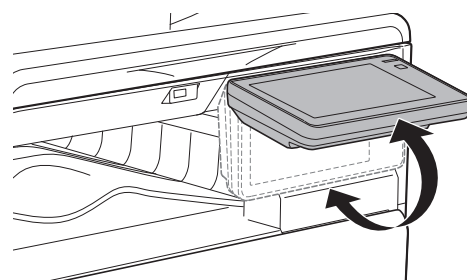
PLACING ORIGINALS

The automatic document feeder can be used to automatically scan many originals at once, and this saves you the trouble of manually feeding each original.
For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

USING THE AUTOMATIC DOCUMENT FEEDER

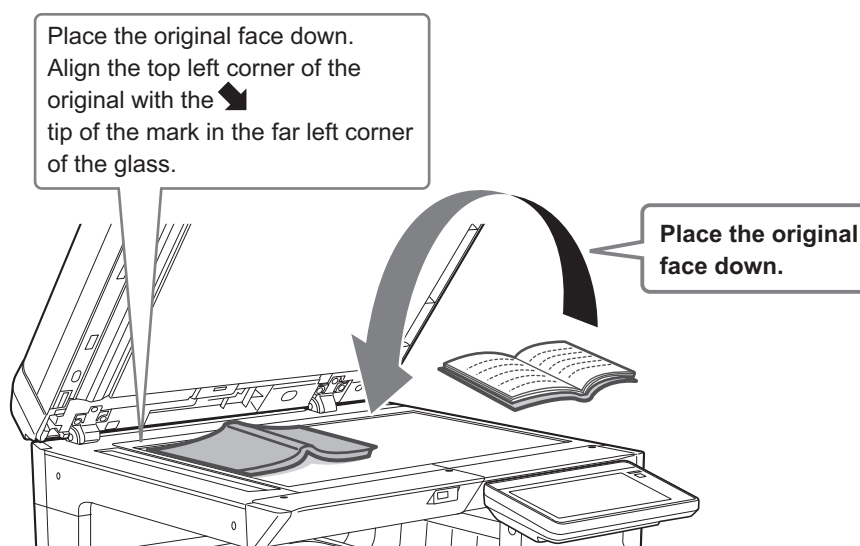When using the automatic document feeder, place the originals in the document feeder tray.
Make sure an original has not been placed on the document glass.

Adjust the original guides to the width of the originals.

Place the originals face up on the document feeder tray with the edges aligned evenly.

▼ ▼ The indicator line indicates approximately how many originals can be placed. The placed originals must not be higher than this line.

USING THE DOCUMENT GLASS

Take care that your fingers are not pinched when closing 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.

Place the original face down.
Align the top left corner of the original with the ◥
tip of the mark in the far left corner of the glass.

Place the original face down.

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LOADING PAPER

NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.
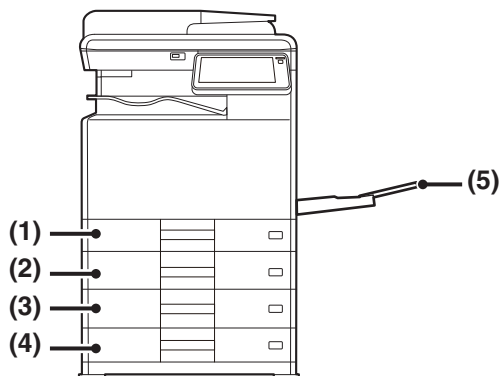
(1) **Tray 1**

(2) **Tray 2 (when a 500-sheet paper feed tray is installed)**

(3) **Tray 3 (when 500-sheet paper feed tray and stand/2x500 sheet paper drawer is installed)**

(4) **Tray 4 (when 500-sheet paper feed tray and stand/2x500 sheet paper drawer is installed)**

(5) **Bypass tray**

Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.
Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass tray	Facing down	Facing up

LOAD PAPER INTO THE TRAY 1 - 4

1

Tray 1
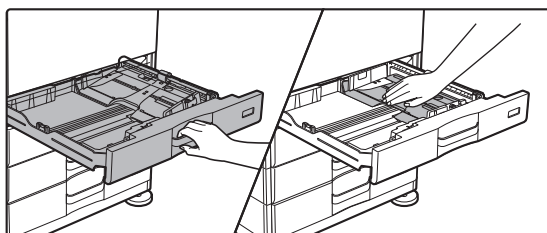
Tray 2 to 4
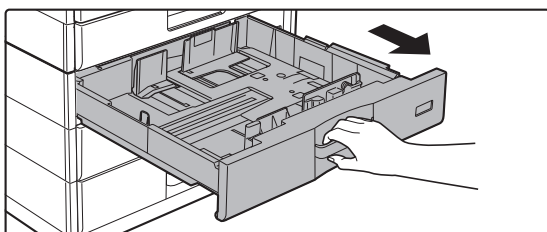
Pull out the paper tray.

Gently pull the tray out until it stops.
When using the tray 1, push the centre of the pressure plate down until it locks into place.
To load paper, go to step 3. To load a different size of paper, go to the next step.

2
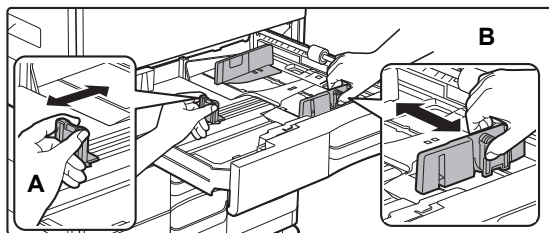
Move guide plates A and B in the tray to the maximum position.

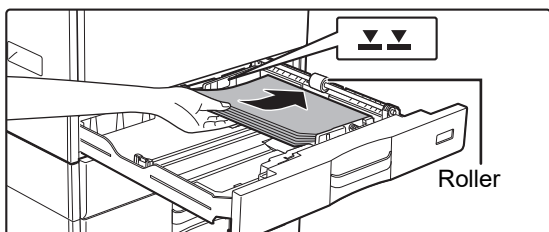The guide plates A and B are slidable. Squeeze the separator plate lever.
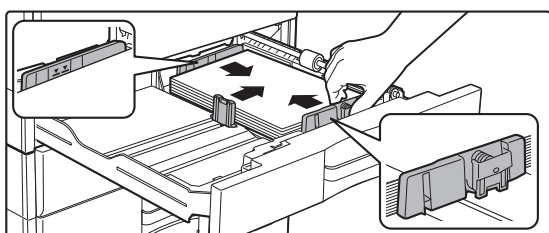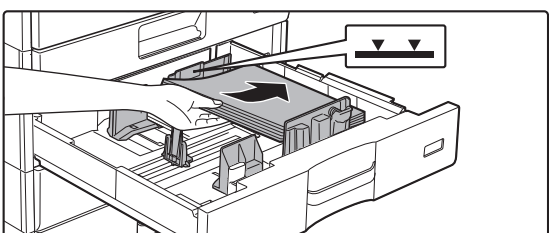
3
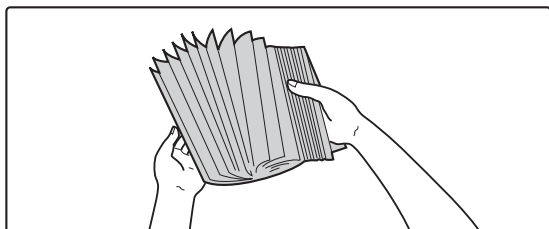
Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

4

Tray 1

Roller

Tray 2 to 4

Insert the paper into the tray.

- Load the paper with the print side facing up. The stack must not be higher than the indicator line.
- When using the tray 1, place the paper under the roller on the right side of the tray.
- Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.
- After loading the paper, close the guides to the paper width not to leave the gap from the guides A and B.
- If a paper misfeed occurs, turn the paper over and/or around, and reload.
- If the paper is curled, fix the curl before loading the paper.
- Do not add paper.
- Do not load the paper as shown below.
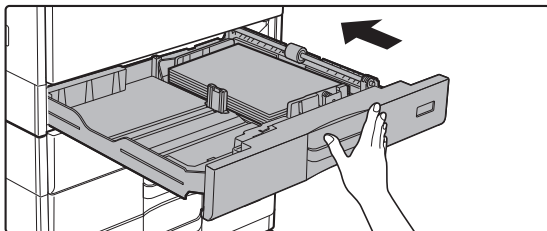
- **To load 11 x 17 paper in tray 1**
  Remove the divider plate. Move the divider plate all the way over to the paper feed opening side (right side), and pull up to remove. Insert the removed divider plate into A.
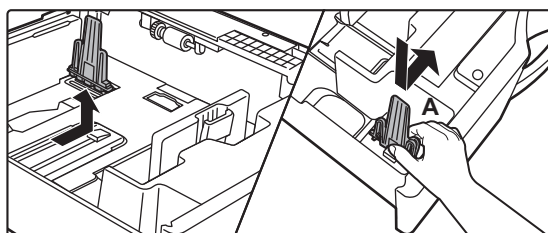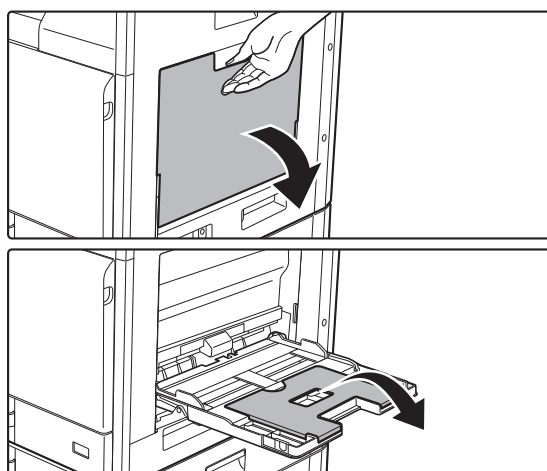
5 Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.
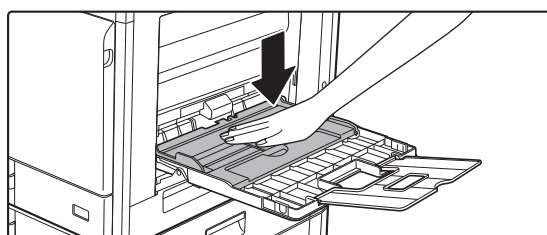
LOAD PAPER INTO THE BYPASS TRAY

1 Open the bypass tray.

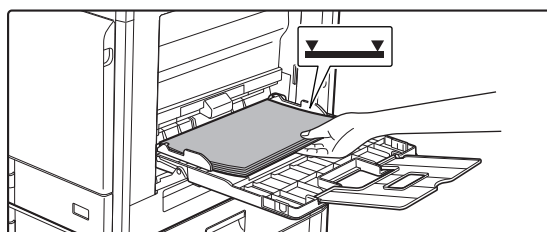If you are loading paper of length greater than 250 mm, open the extension tray.

Do not place heavy objects on the bypass tray or press down on the tray.

**2** Push the centre of the pressure plate down until it locks into place.

3 Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds.

The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

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4
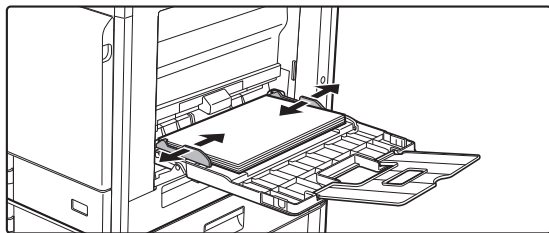
Set the bypass tray guides correctly to the width of the paper.

Adjust the bypass tray guides so that they slightly contact the loaded paper.

- Do not forcefully push in paper that you are loading. This may cause misfeeds.
- 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.
- **How to close the bypass tray**.
  Remove any paper remaining in the bypass tray, and press down the centre of the pressure plate until it locks. After you have locked the pressure plate, close the extension tray and then close the bypass tray.

Loading envelopes

Only the front side of envelopes can be printed or copied on. Place the front side facing down.

When placing C4, C5, or C6

Flap

Place the front side facing down.

Place the front side facing down.
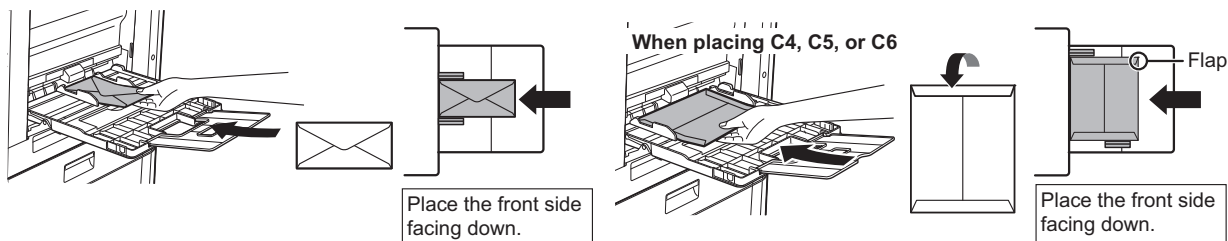
- When loading envelopes in the bypass tray, set the paper type.
  ► CHANGE THE SETTING OF THE PAPER TRAY (page 14)
- Before printing envelopes in the bypass tray, print a trial print to check the results.

CHANGE THE SETTING OF THE PAPER TRAY

To change the paper loaded in the tray, change the machine's tray settings from the [Tray Settings] key in the home screen.
As an example, the steps for changing the paper in tray 1 from A4 plain paper to B5 recycled paper are explained below.
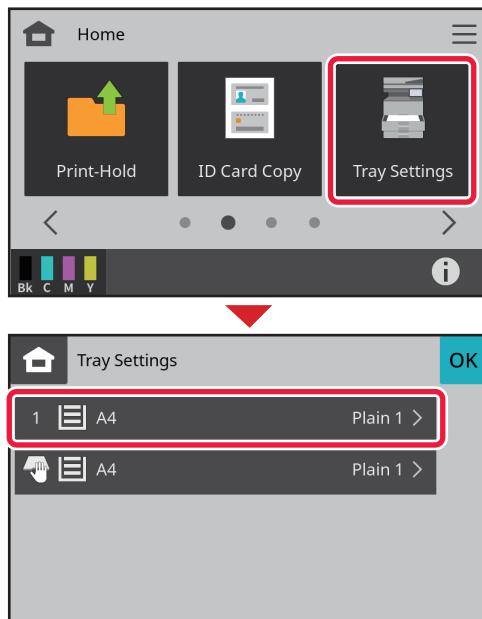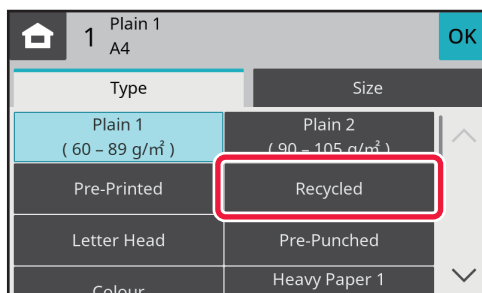
1	🏠	**Tap the [Home Screen] key.** Home screen appears.

2	Home / Tray Settings screens	**Tap** ⟩ **to change screens, tap the [Tray Settings] key and then tap the key of the paper tray 1.**

3	Plain 1 / A4 Type/Size screen	**Tap the [Recycled] key on the [Type] tab.**
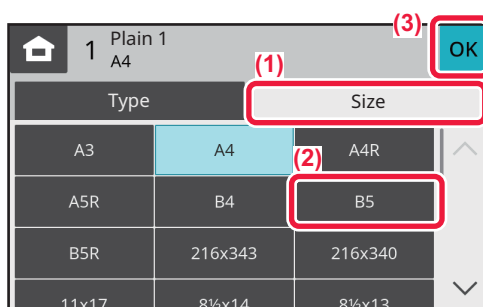
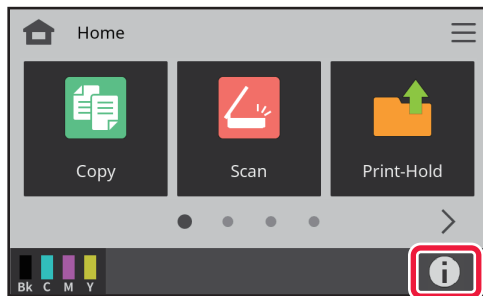|		
4	Plain 1 / A4 Size screen	**Set the paper size.** (1) Tap the tab for the Paper Size. (2) Tap the [B5] key. (3) Tap OK in "Tray Settings".

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ACCESSING THE WEB SERVER IN THE MACHINE

When the machine is connected to a network, the machine's built-in Web server can be accessed from a Web browser on your computer.
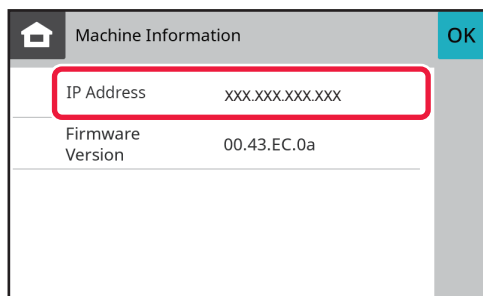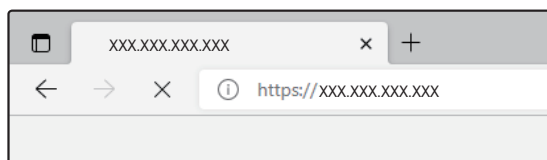
OPENING THE WEB PAGES

1 **Tap the [Machine Info.] key.**

2 **Check the IP address in the machine information.**

3 **Access the Web server in the machine to open the Web pages.**

Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine.
The Web page will appear.
The machine settings may require that user authentication is performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.
Recommended Web browsers
Microsoft Edge (Windows®), Firefox (Windows®), Safari (macOS®), Chrome (Windows®):
Latest version or immediately previous major release

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USER AUTHENTICATION

When user authentication is enabled in the web page ([System Settings]-[Authentication Settings]-[User Authentication], select "enable"), you must log in in order to use the machine. User authentication is disabled in the factory default settings.
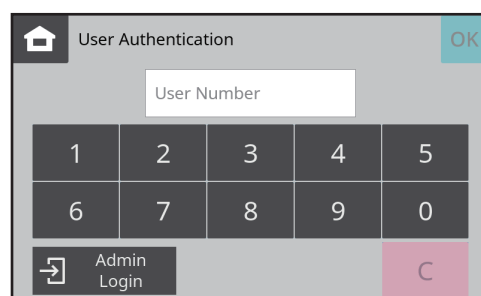When you have finished using the machine, log out.

ABOUT AUTHENTICATION METHODS

There are three user authentication methods: authentication by user number and authentication by login name / password. Ask the system administrator of the machine for the information you need to log in.

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.
When starting the machine, the login screen appears.

AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.
When starting the machine, the login screen appears.
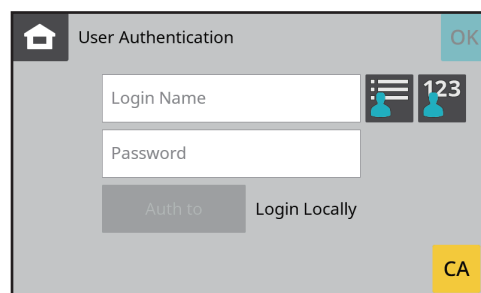
LOGOUT

When you have finished using the machine, log out. This helps prevent unauthorised people from using the machine.
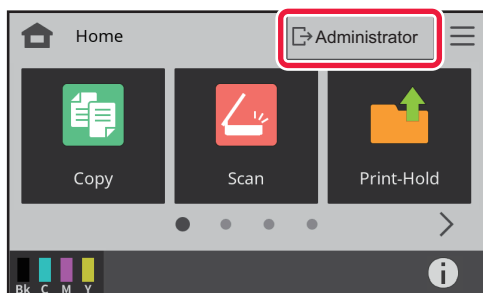
INSTALLING THE PRINTER DRIVER

This section overviews the Standard installation and Advanced installation for Windows.
See the Software Setup Guide for details on other Windows installations, macOS installations and Linux installations.

If you obtained the software from our website or your dealer

Select the [FA111_PrnDrv_xxxxx*] folder, and double-click the [Setup] icon ( ) in the folder.

* The characters and numbers may vary due to drive upgrade.
If you have already installed a similar type of driver, an install type selection screen will appear.
- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].
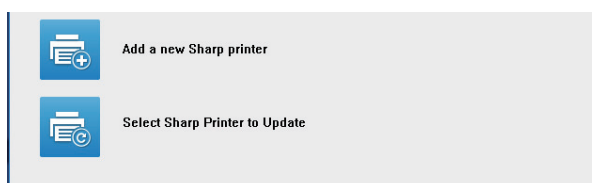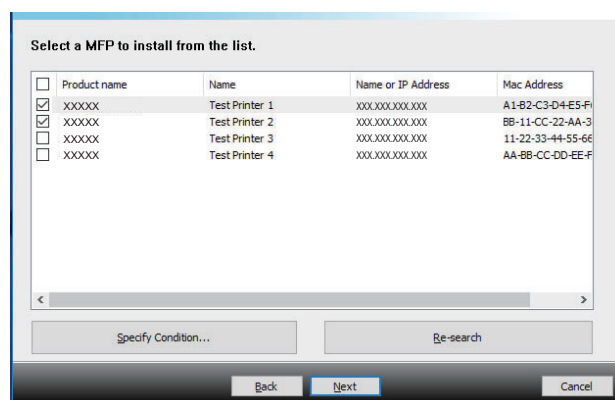
Installing the printer driver

(1) Click the [Standard installation] button or the [Advanced installation] button.
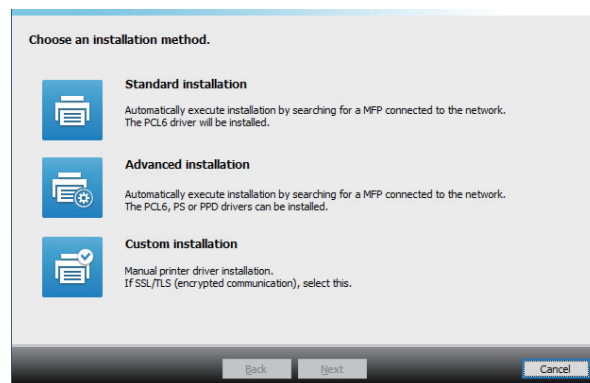
(2) Select the machine and click the [Next] button.

You can also click the [Specify Condition] button and search for the machine by entering the machine's name (host name) or IP address, or selecting the search period.

- This screen is not displayed when only 1 device is found in the search results.
- 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.

(3) Select the printer driver to be installed and click the [Next] button. (Advanced installation only)

Click the checkbox of the printer driver to be installed so that a checkmark (✔) appears.

When [Standard installation] or [Advanced installation] is selected, the installation will take place as indicated below.

- Machine connection method:
  LPR Direct Print (Auto Search)
- Printer driver:
  Standard installation:
  PCL6
- Advanced installation:
  Select from PCL6, PS, PPD (only for English version)
- Printer driver name:
  Cannot be changed
- Display fonts:
  Installed

(4) Follow the on-screen instructions.

Read the message in the window that appears and click the [Next] button.
Installation begins.
Set the [Run the Autoconfiguration] checkbox to ✔ and install. The options of this machine and the condition of the peripherals can be reflected in the configuration.
The "2-Sided Printing" setting can be used to change the printer driver's default setting for 2-sided printing.

> If a warning window regarding security is displayed, do not forget to click [Install] or [Install this driver software anyway].

(5) When the installation completed screen appears, click the [Finish] button.

- To set the installed driver as the default printer, select the name of the machine from "Set as default printer". If you don't want to change the default printer, select [Don't change].
- To print a test page, click [Print test page]. (Printer driver only)

This completes the installation.
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.

COPIER

This section explains the basic procedures for using the copier function.

MAKING COPIES

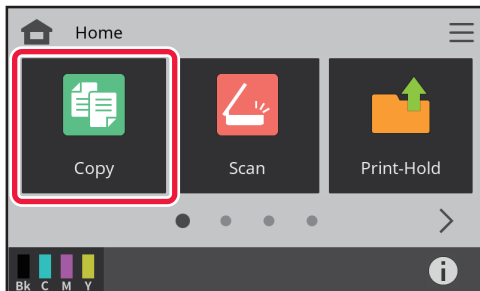This section explains how to set a 2-Sided Copy.

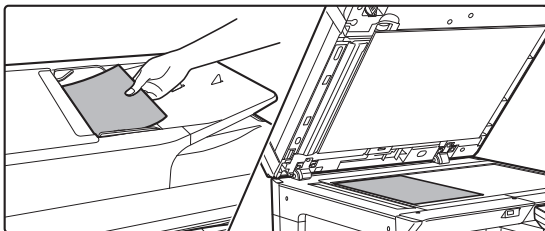| 1		**Tap the [Home Screen] key.** Home screen appears.

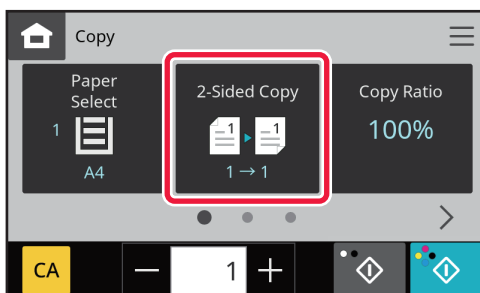| 2		**Tap the [Copy] key.** Copy mode screen appears.

3		**Place the original.** Place the original in the document feeder tray of the automatic document feeder, or on the document glass. ► PLACING ORIGINALS (page 9)

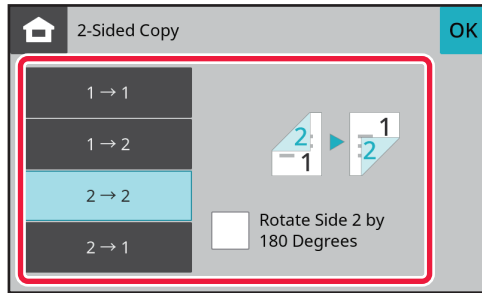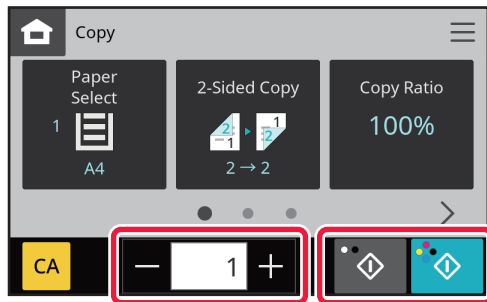| 4		**Tap the [2-Sided Copy] key.** The following functions can be set when the [Copy] key is tapped. • Paper Select • 2-Sided Copy • Copy Ratio • Original • Original Image Type/Exposure • Sort/Group • Call Program • ID Card Copy To use settings other than the above, tap the [Others] key, and then tap the list that appears.

5

Set the 2-Sided Copy.

After the settings are completed, tap [OK].

6

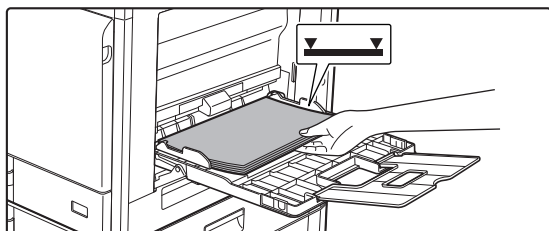**Set the number of copies and then tap the [Colour Start] key or the [B/W Start] key.**
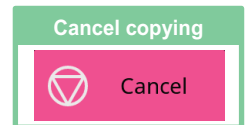
COPYING ON SPECIAL PAPER (Bypass Copy)

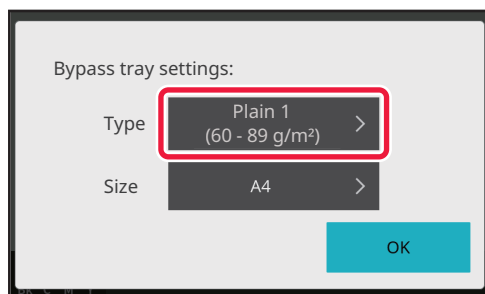This section explains how to load A4 heavy paper in the bypass tray.

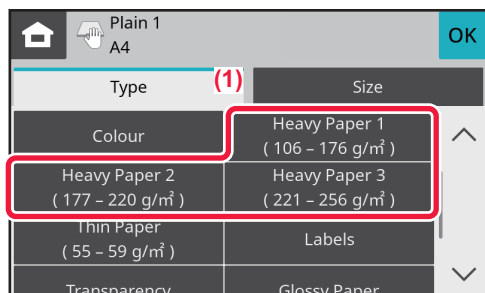|		
1		**Load paper into the bypass tray.** ► LOAD PAPER INTO THE BYPASS TRAY (page 12)
2	Bypass tray settings: Type — Plain 1 (60 - 89 g/m²) Size — A4 OK	**Tap the [Type] key.**

3	**Select settings in the touch panel.**

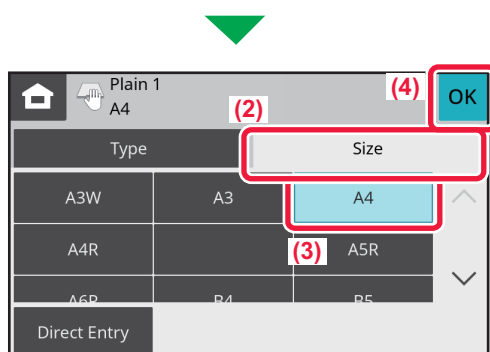(1) **Tap the [Heavy Paper 1], [Heavy Paper 2] or [Heavy Paper 3] key.**

Select the paper weight according to the weight of the heavy paper to be loaded.
106 g/m^2 to 176 g/m^2 : [Heavy Paper 1]
177 g/m^2 to 220 g/m^2 : [Heavy Paper 2]
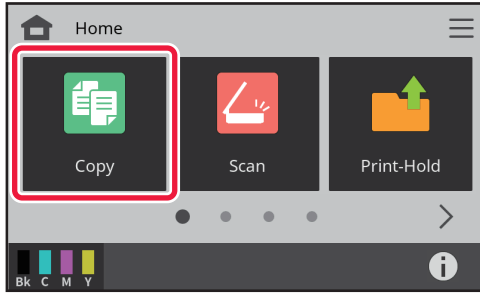221 g/m^2 to 256 g/m^2 : [Heavy Paper 3]

(2) **Tap the [Size] tab.**

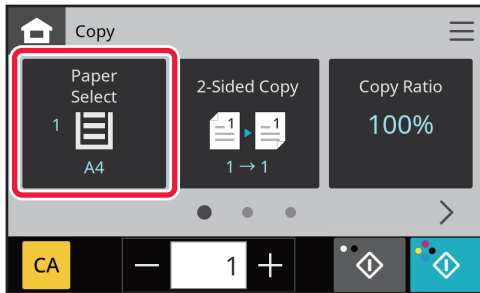(3) **Tap the [A4] key.**

(4) **Tap [OK] of "Tray Settings".**
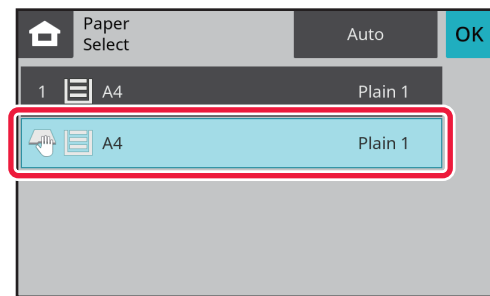
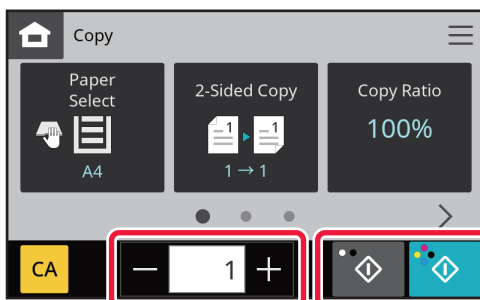**4** | Tap the [Copy] key.

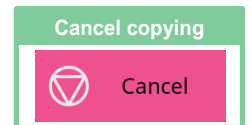Copy mode screen appears.

5 | Tap the [Paper Select] Key.

6 | Select the Bypass Tray.

7 | Set the number of copies and then tap the [Colour Start] key or the [B/W Start] key.

Correct sets

C

Cancel copying

Cancel

PRINTER

This section explains the basic procedure for printing using the printer driver of the machine. The explanations of screens and procedures are primarily for Windows® 10 in Windows® environments, macOS 14 in macOS environments and Kylin V10.1 of Linux environments. The window varies depending on the operating system version, the printer driver version, and the application.

PRINTING IN A WINDOWS ENVIRONMENT

The following example explains how to print an Letter size document from "WordPad", which is a standard accessory program in Windows.
To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.
For information on the available printer drivers and the requirements for their use, see the User's Manual.

1
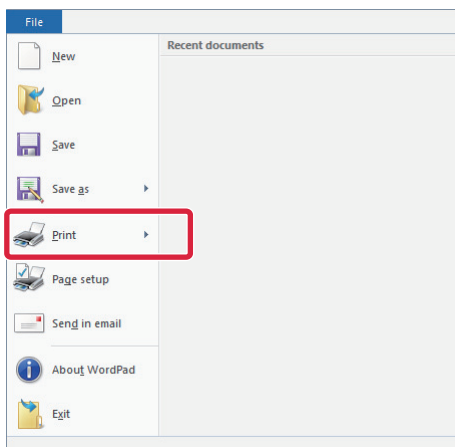
Select [Print] from the [File] menu of WordPad.

2
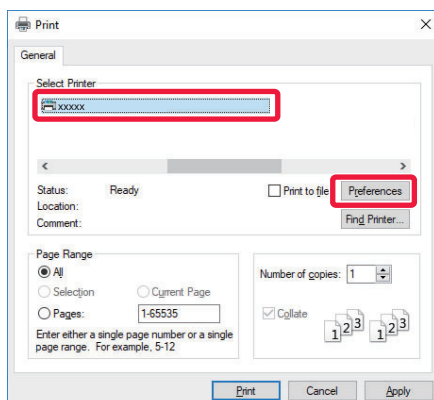
Select the machine's printer driver, and click the [Preferences] button.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.
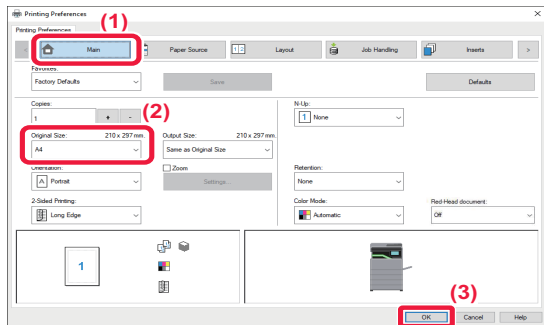
3		**Select print settings.** **(1) Click the [Main] tab.** **(2) Select the original size.** To select settings on other tabs, click the desired tab and then select the settings. **(3) Click the [OK] button.** • Help can be displayed for a setting by clicking the setting and pressing the [F1] key. • Click the [Help] button, the Help window will open to let you view explanations of the settings on the tab.

4	**Click the [Print] button.** Printing begins.

PRINTING ON ENVELOPES

This section describes how to print using the bypass tray.
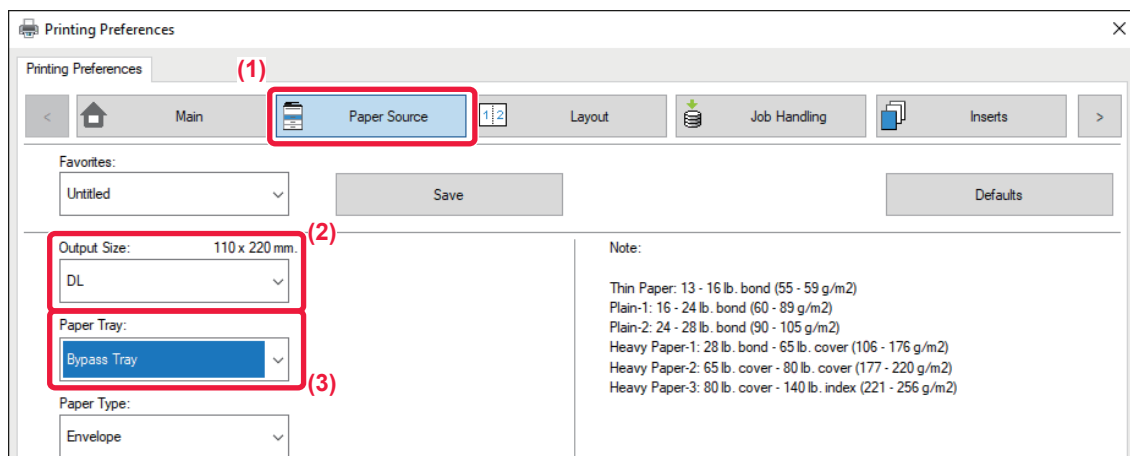
(1) Click the [Paper Source] tab.

(2) Select the envelope size from "Output Size".

When "Output Paper Size" is set to the size of an envelope, "Paper Type" is also automatically set to [Envelope].

(3) Select [Bypass Tray] from the "Paper Tray".

✏️ • Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.
• When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".
► To load envelopes in the bypass tray: <u>LOAD PAPER INTO THE BYPASS TRAY (page 12)</u>


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PRINTING IN A macOS ENVIRONMENT

The following example explains how to print an Letter size document from "TextEdit", which is a standard accessory program in macOS.
To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.

1
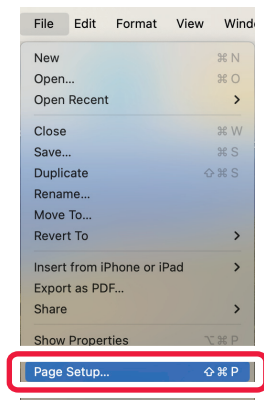
Select [Page Setup] from the [File] menu.

2
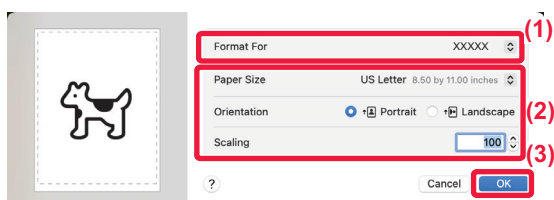
Select paper settings.

(1) **Make sure that the correct printer is selected.**

(2) **Select the paper settings.**
Set the paper size, paper orientation, and copy ratio.

(3) **Click the [OK] button.**

3

Select [Print] from the [File] menu.

25
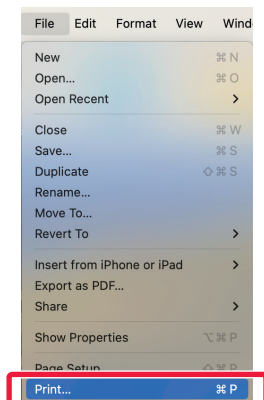
4
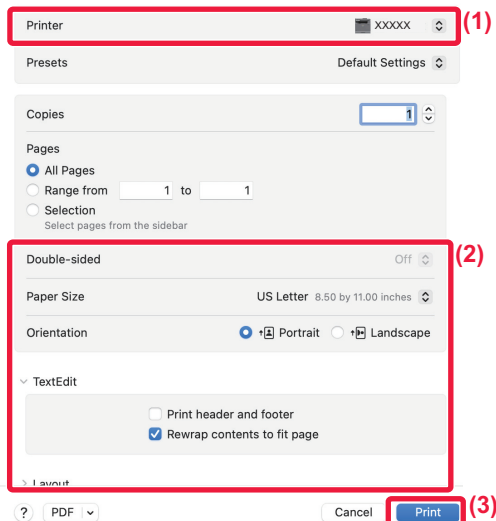
Select print settings.

(1) Make sure that the correct printer is selected.

(2) Select items from the menu and configure the settings as needed.

(3) Click the [Print] button.

PRINTING ON ENVELOPES

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.
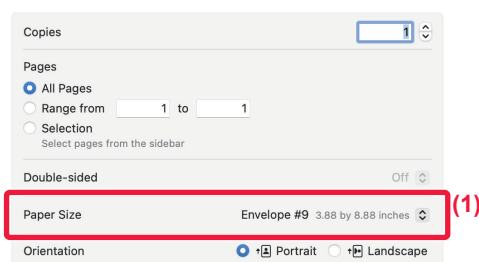
(1) Select the envelope size from "Paper Size".
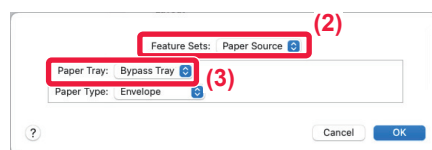
(2) Select [Printer Features] from the "Printer Options", and then select [Paper Source].
In macOS 12 and earlier, select [Paper Source].

(3) Select [Bypass Tray] from the "Paper Tray".

- Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".
► To load envelopes in the bypass tray: LOAD PAPER INTO THE BYPASS TRAY (page 12)

PRINTING IN A LINUX ENVIRONMENT

The following example explains how to print a A4 document from "TextEdit", which is a standard accessory application in Linux.
To install the printer driver and configure settings in a Linux environment, see the Software Setup Guide.
For information on the available printer drivers and the requirements for their use, see the User's Manual.

1
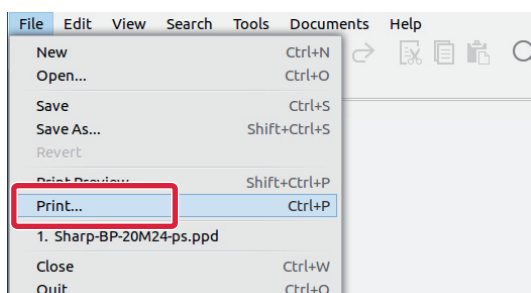
Select [Print] from the [File] menu of TextEdit.

2
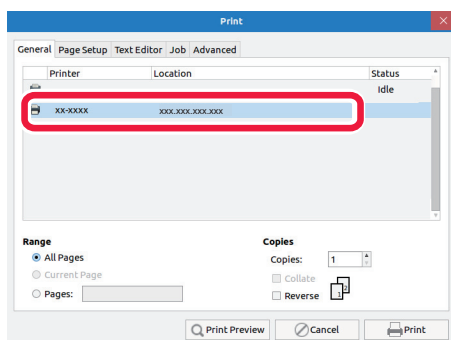
Select the printer driver for the machine.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

3
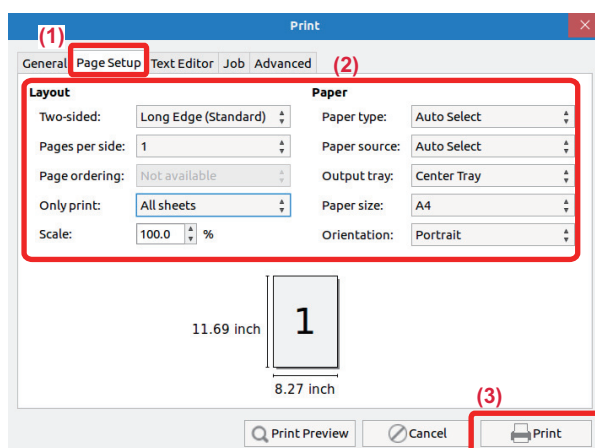
Select print settings.

(1) Click the [Page Setup] tab.

(2) Select the layout and paper.

To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [Print] button.

To preview, click the [Print Preview].
Printing begins.

SCANNER

This section explains the uses of the network scanner function and the basic procedure for using scan mode.

NETWORK SCANNER FUNCTION

The network scanner function of the machine can be used to transmit scanned images by a variety of methods.
The network scanner function has the following modes.

Scan modes

To send an image to an e-mail address, use
Scan to E-mail

To upload an image to an FTP server, use
Scan to FTP

To send an image to a shared folder on your computer, use
Scan to Network Folder
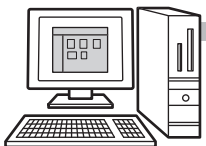
To process an image in a specific application, use
Scan to Desktop

USB memory mode

Use this mode to save an image to USB memory

PC scan mode

Use this mode to scan a photo while making corrections on your computer

A TWAIN-compliant software application can be used.

SCANNING AN ORIGINAL

The basic operation for scanning is explained below.
The procedure for sending a scanned file by E-mail to a destination stored in the address book is explained here.

1

Tap the [Home Screen] key.

Home screen appears.

2

Home

Copy   Scan   Print-Hold

Bk C M Y
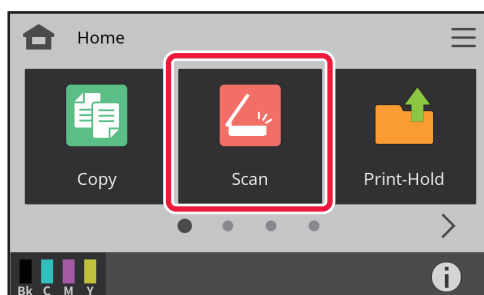
Tap the [Scan] key.

Scan mode screen appears.
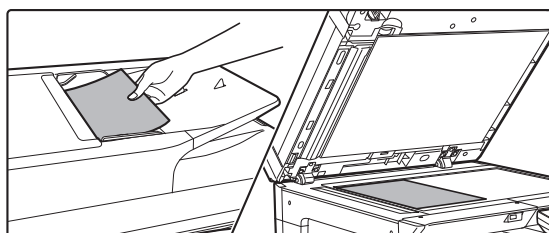
3

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

► PLACING ORIGINALS (page 9)

4

E-mail Address

Address Book   Sending History   Global Address Search

CA   Original
A4
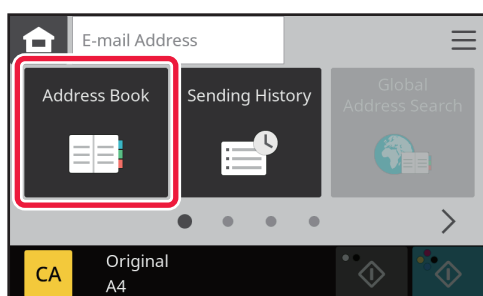
Tap the [Address Book] key.

5

(1)   (2) OK

All   Frequent Use

AAA AAA

BBB BBB

CCC CCC

ABC
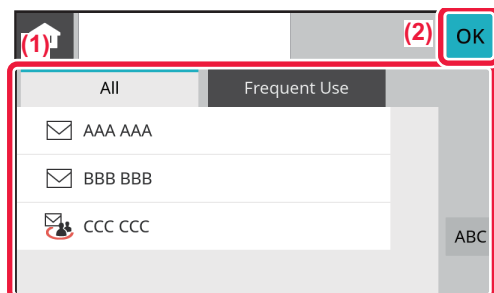
Select the desired destination.

(1) Tap the key of the desired destination.

To add another destination, tap the key of the destination.

(2) Tap [OK].

6

aaa@aaa.com 1

Address Book   Sending History   Global Address Search

CA   Original
A4
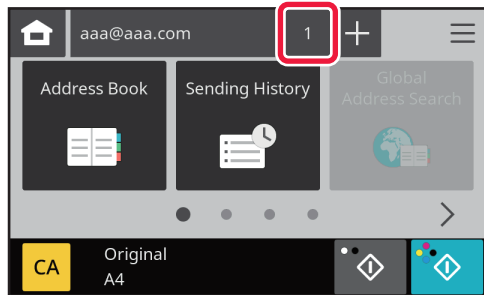
Tap the [Address Review] key.

A list of the selected destinations appears.

7

Address Review   1   (2) OK
(1)

✓ ✉ Direct Entry   aaa@aaa.com

Confirm the destination.

(1) Confirm the destination.

If an incorrect destination appears in the list, tap the destination and then tap the [Delete] key.

(2) Tap [OK].

8

aaa@aaa.com 1

Original   Resolution   Original Image Type/Exposure

A4   200x200dpi   Auto
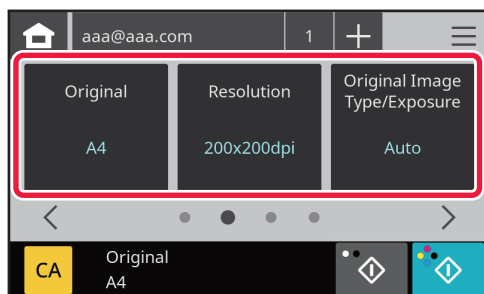
CA   Original
A4

Tap ❭ to change screens and select settings.

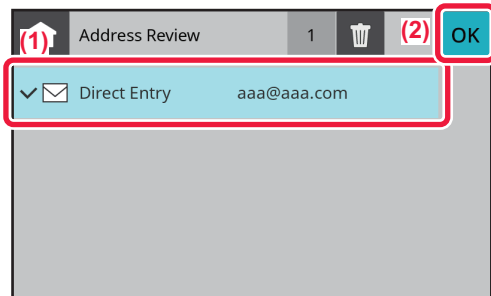Change settings as needed.
The following functions can be set when the [Scan] key is tapped.
• Original
• Resolution
• Original Image Type/Exposure
• File Format
• Mono2/Grey
• Scan to USB Memory
• Call Program
To use settings other than the above, tap the [Others] key, and then tap the list that appears..

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aaa@aaa.com 1

Original   Resolution   Original Image Type/Exposure

A4   200x200dpi   Auto
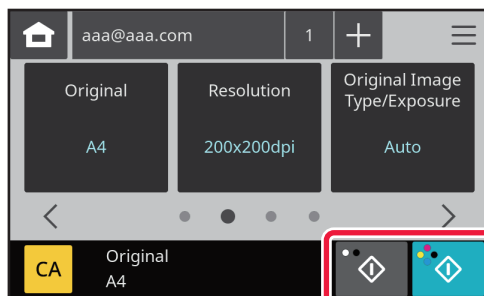
CA   Original
A4

Tap the [Colour Start] key or [B/W Start] key.

Tap the [Colour Start] key to scan the original in full colour.
Tap the [B&W Start] key to scan the original according to the "Mono2/Grey" setting. For details, see the user manual.

Cancel scanning

⊘ Cancel

30
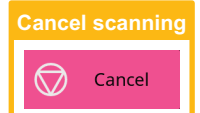
SETTING MODE

The setting mode let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the setting mode.
For detailed explanations of the system settings, see "SETTING MODE" in the User's Manual.

SETTING MODE

Various settings related to the operation of the machine can be configured in the setting mode screen.
The procedure for opening the setting mode screen and the items in the screen are explained below.

DISPLAYING THE SETTING MODE ON THE MACHINE

1

Tap the [Home Screen] key.

Home screen appears.

2

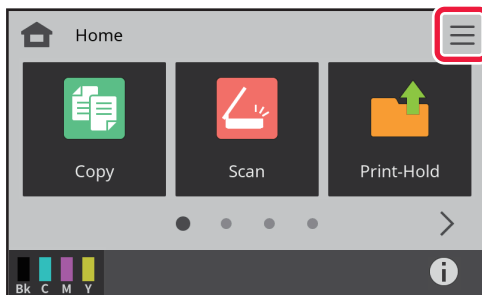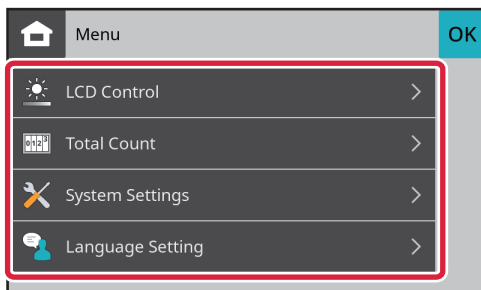**Tap the [Menu] icon.**

The menu mode screen appears.

Tap the item you wish to set from the menu screen.
To exit setting mode, tap the [OK] key.
Some items require administrator rights.
►

SETTING MODE WHEN AN ADMINISTRATOR IS LOGGED IN

An administrator can configure settings that are more advanced than the settings available to a guest or user.
When user authentication is enabled, settings may be allowed without entering the administrator password based on the rights of the logged in user. For the state of the settings, ask the administrator of the machine.
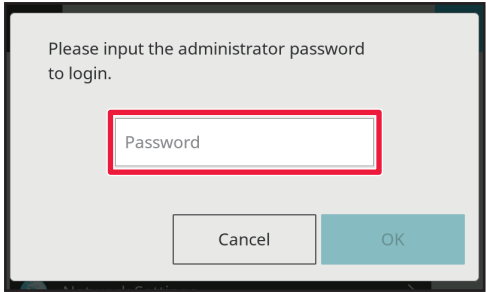
When you select an item in setting mode that requires administrator login, the administrator login screen will appear.
For the items available in setting mode when an administrator is logged in, see "SETTING MODE" in the User's Manual.

DISPLAYING THE SETTING MODE ON THE WEB PAGE

For information on how to display web pages, see "ACCESSING THE WEB SERVER IN THE MACHINE (page 15)"
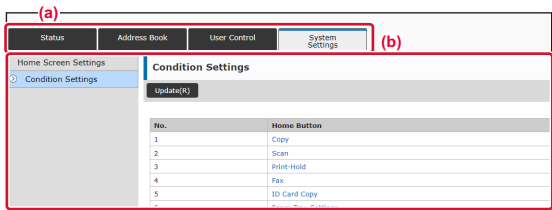
From the Menu tab (a) and the Settings menu (b), click the item you want to set.
To exit the setting mode, close your web browser.

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WHAT YOU CAN DO IN THE SETTING MODE

The following settings can be configured in setting mode.
Some settings may not appear on the touch panel of the machine, or in the Web browser on your computer. Some settings may not appear due to the specifications of your machine and the peripheral devices that are installed.

Menu	Overview	
Status	Displays paper tray information and device information.	
Address Book	Use to edit the address book.	
User Control	This is used to store, edit, and delete users when user authentication is enabled.	
System Settings	Configure the main settings for the machine such as date settings and paper tray settings. You can configure the following settings.	
	Home Screen Settings	You can select settings for the machine's home screen.
	Copy Settings	You can select copy settings.
	Printer Settings	You can select print settings.
	Image Send Settings	Configure settings for Scan to E-mail.
	Authentication Settings	Configure the user authentication method. Alternatively, configure the IC card.
	Common Settings	You can configure machine settings such as date settings and tray settings.
	Network Settings	You can configure network settings such as Interface Settings.
	Security Settings	You can configure machine security settings such as authentication and changing the administrator password.
	Energy Save	The machine's power consumption can be reduced by Eco Mode setting.
	System Control	You can configure machine backup settings.
	Image Quality Adjustment	You can perform image adjustment on the machine.
	Initial Installation Settings	This is a group of settings that are required when you initially install the machine.
	Data List	You can print the data list.

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Please note

- 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® 10. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a macOS environment are based on macOS 14 in the case of macOS. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Linux environment are based on Kylin V10.1. The screens may vary depending on the version of the operating system or the software application.
- Wherever "xxxxx" appears in this manual, please substitute your model name for "xxxxx".
- 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, the corporation 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.

The explanations in this manual assume that a paper drawer is installed on the machine.

For some functions and procedures, the explanations assume that devices other than the above are installed.

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.

SHARP