INSTRUCTIONS FOR USING YOUR SHARP

ENTER YOUR CODE:

1. Use # Key Pad and enter your department code
2. Press Login
3. To logout hit the Access Button, Select Yes, then Press OK

TO MAKE A COPY:

1. Place Original(s) in Document Feeder or on Glass*
2. Select “Copy” or “Easy Copy”, and punch in # of copies desired if more than 1
3. Press the "B&W Start" Button or “Color Start” Button

TO STAPLE OR HOLE PUNCH:

1. Place Original(s) in Document Feeder or on Glass*
2. Select “Copy” or “Easy Copy”, Press "Staple" Key on the touch Screen
3. Press the "B&W Start” Button or “Color Start” Button

TO CREATE 2 SIDED COPIES:

1. Place Original(s) in Document Feeder or on Glass*
2. Select “Copy” or “Easy Copy”, Press "2-Sided Copy" Key on the touch Screen
3. Choose desired input/output setting (ex/ 1to2, 2to2, 2to1)
4. Press the "B&W Start” Button or “Color Start” Button

TO REDUCE OR ENLARGE YOUR DOCUMENT TO ANOTHER SIZE:

1. Place Original(s) in Document Feeder or on Glass*
2. Select “Copy” or “Easy Copy”, Press "Copy Ration" Key on the touch Screen
3. Choose your Preset Enlargement or Reduction Selection
    a. Be sure you have the correct paper size available
    b. You may also Manually zoom with the up/down arrows
4. Press the "B&W Start” Button or “Color Start” Button

TO MAKE A COLOR COPY:

1. Make a Color Copy by Choosing the “Color Start” button

TO SCAN:

1. Place Original(s) in Document Feeder or on Glass**
2. Press the "Scan” or “Easy Scan” Button, Select “Address Book”, Enter Email Address Manually, or Specific Folder
3. Press the "B&W Start” Button or “Color Start” Button

TO SCAN IN COLOR:

1. Original(s) in Document Feeder or on Glass **
2. Press the "Scan” or “Easy Scan” Button, Select “Address Book”, Enter Email Address Manually, or Specific Folder
3. Press the “Color Start” Button

TO CHANGE FILE TYPE AND/OR RESOLUTION***:

1. Place Original(s) in Document Feeder or on Glass**
2. You may choose DPI Level
3. You may choose to Scan as a PDF(default), Compact PDF, JPEG, TIFF, XPS, Compact XPS, or PPTX

*** Please note that raising the Resolution and/or choosing Gray Scale or Color will increase the file size accordingly.

***This may hinder you from forwarding the attachment to others outside the company due to the file size limitations of their email.

4. If in Easy Mode, Exit Easy Mode by Selecting “Detail”, then Exit.

SHARP

Please note most all Copy & Scan functions can also be chosen for Printing.
File, Print, and the Choose "Properties" or "Preferences" and you will see a tabbed menu with all functions available.

TO ACCESS AND/OR COMBINE

1. After each Selection is made simply Press the "OK" key when prompted or continue choosing selections on other menus.
2. To Reset all Features chosen, back to Default, Press the CA Button at the Bottom Left of Screen

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