

Sharp Copying User Guide

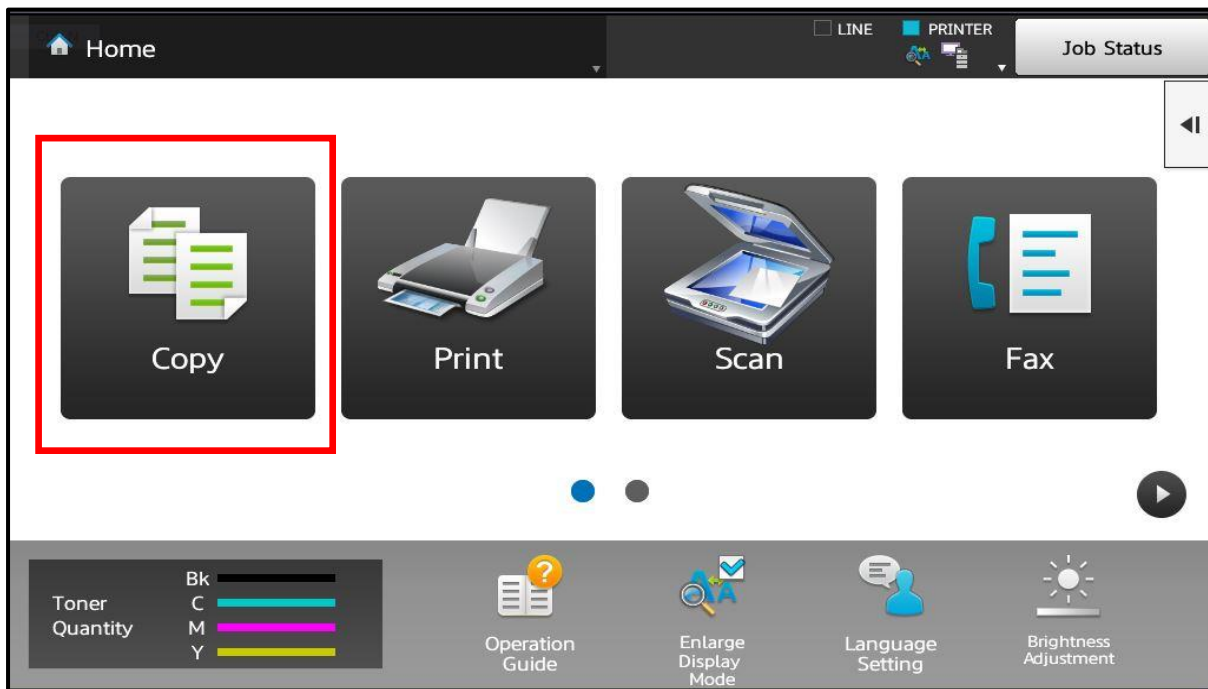
Contents

Access to Copy Functionality	2
Key Copy Functionality.....	3
Colour Mode	3
Original.....	4
Paper Select	4
2 Sided Copy.....	5
Copy Ratio	5
Exposure.....	6
Staple Sort.....	6
Others	7
Separator Page.....	7
Dual Page Copy	8
Card Shot.....	8
Repeat Key	9
Booklet	10
Book Copy	11
Book Divide	11
Background Adjustment	12
Blank Page Skip	12
Original Count	13
Hidden Pattern.....	13
Full Bleed Copy.....	13
Centring.....	14
Tandem Copy	14
Job Build.....	15
Mixed Size Originals	16
Slow Scan Mode.....	17
Position Image	18
Resolution	18
Stamp	19

Custom Image	20
Covers/Inserts	21
Transparency Inserts	21
Brightness	22
Colour Balance	22
Image Reverse	22
Multi-Page Enlargement	23
Tab Copy	23
RGB Adjust	23
Mirror Image	24
N-Up	24
Favourites	25
How to Register Copy Job Settings as a Favourite	26
Job Preview Feature	27
How to Access Job Preview Functionality	27

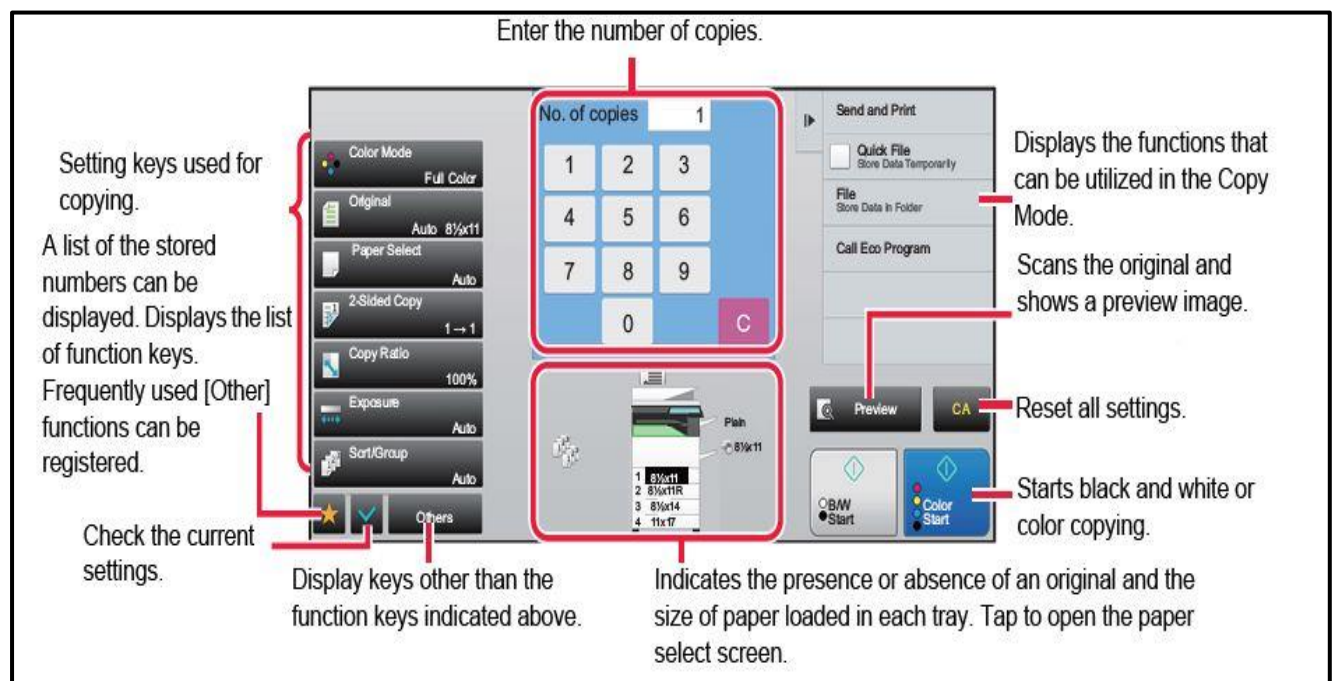
Access to Copy Functionality

Once authentication has been successful the logged in user can access copy functionality when the copy icon is selected on Page 1 of the Home Screen of the device.



How to Access Copy Functionality

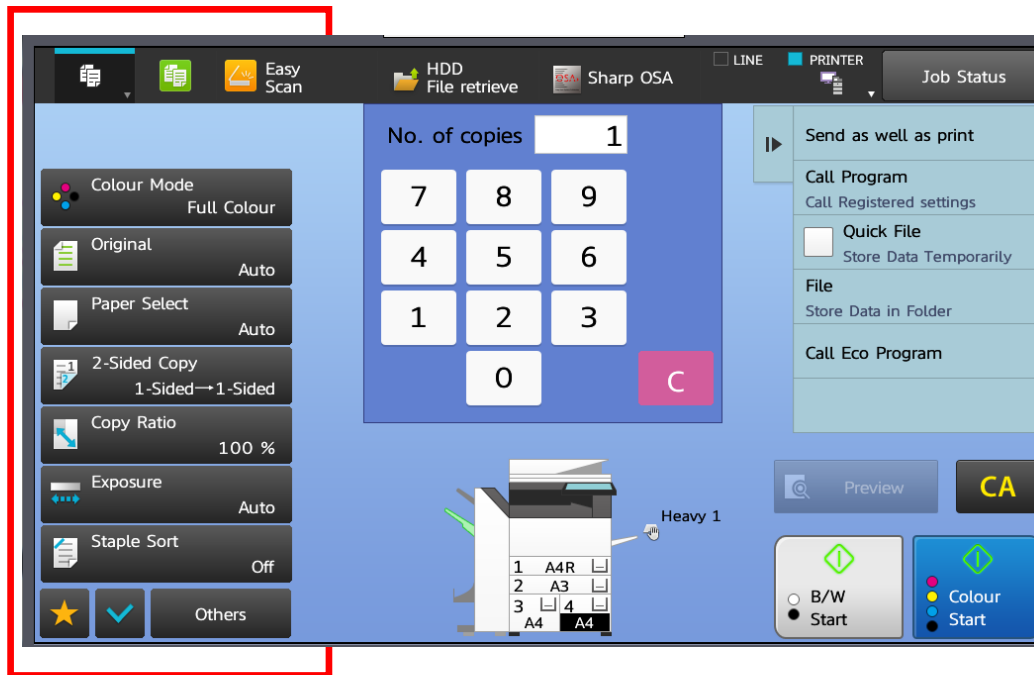
When the copy function key is selected the user will be taken to the copy home screen page.



The Copy Screen Menu and an Explanation of Key Functions

Key Copy Functionality

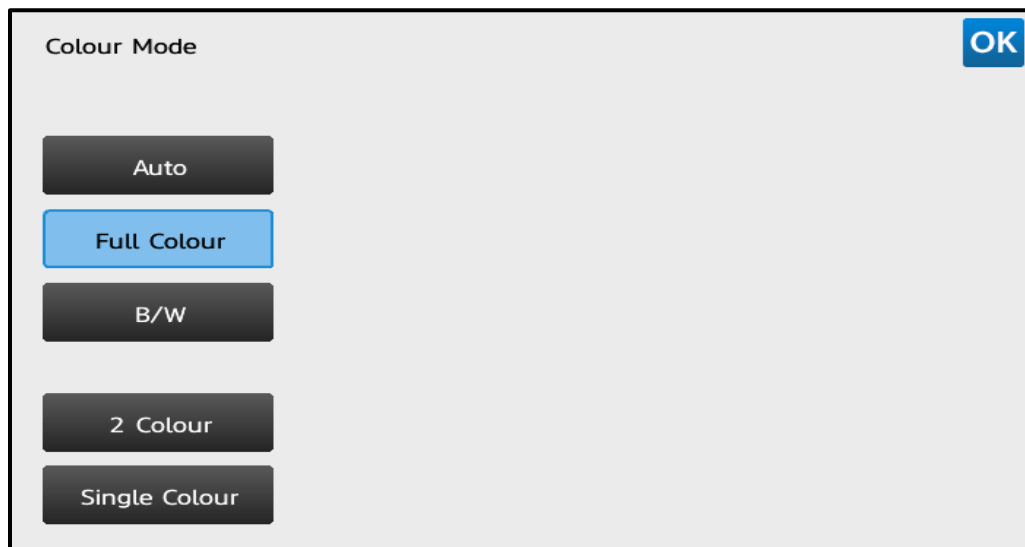
The following provides an explanation of the key copy functionality. The image below shows where to access the key elements of copy functionality.



The Key Elements of Copy Functionality

Colour Mode

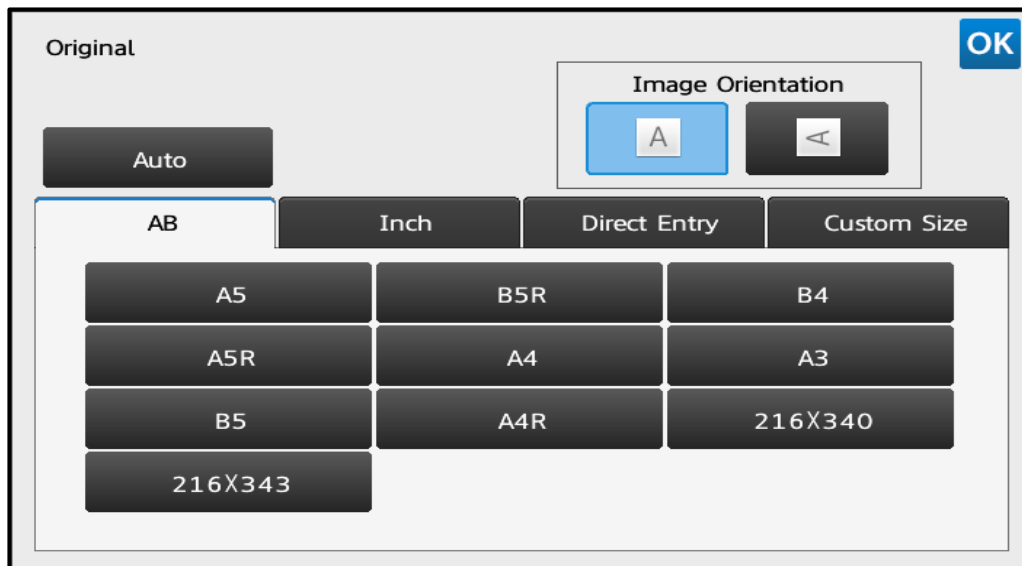
“Colour Mode” allows the user to select mono, colour, single or two colour output. The Sharp devices will default to produce output in mono. However, the user will have the ability to change this setting.



How to Change Between Mono and Colour Output

Original

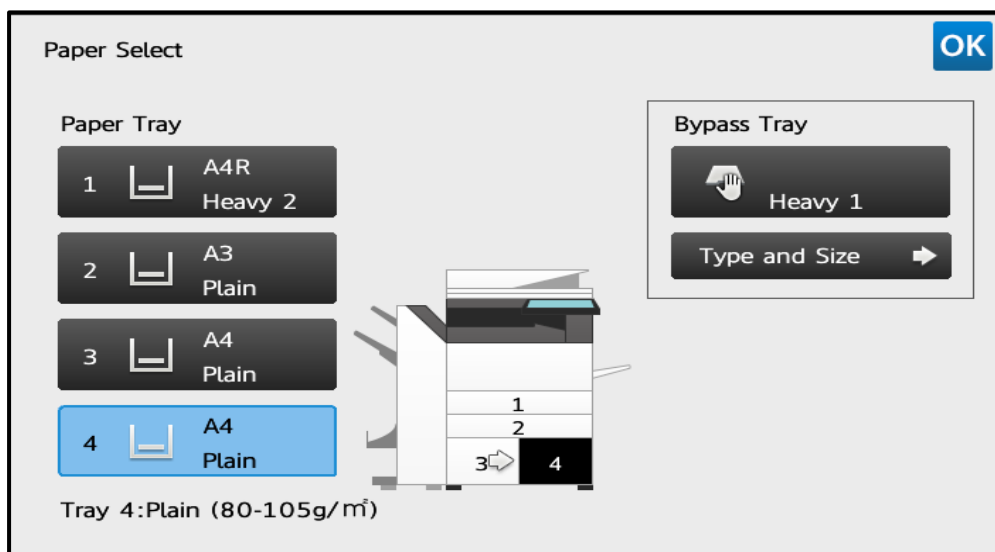
“Original” allows the user to specify the size of the original document which is to be copied. The device will default to “Auto”, however, the user has the ability to manually set the size of the original.



How to Set the Original Size Manually

Paper Select

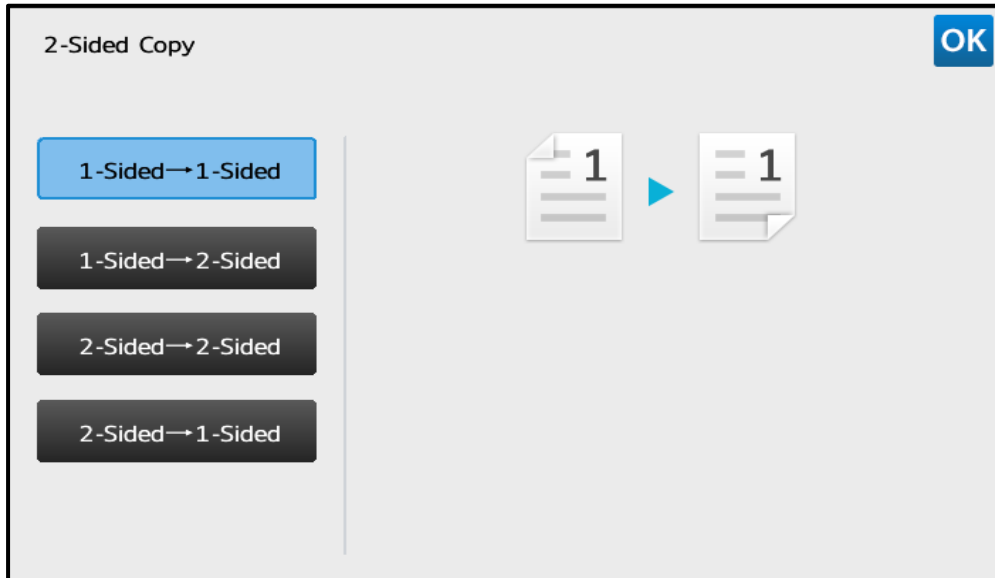
“Paper Select” allows the user to specify which tray they want the device to pull the paper from. The device will default to “Auto”, which means the device will match the paper in the trays to the size and orientation of the original. However, the user has the ability to see what paper is contained in each paper drawer and select a drawer manually.



How to Select Paper from a Particular Paper Tray

2 Sided Copy

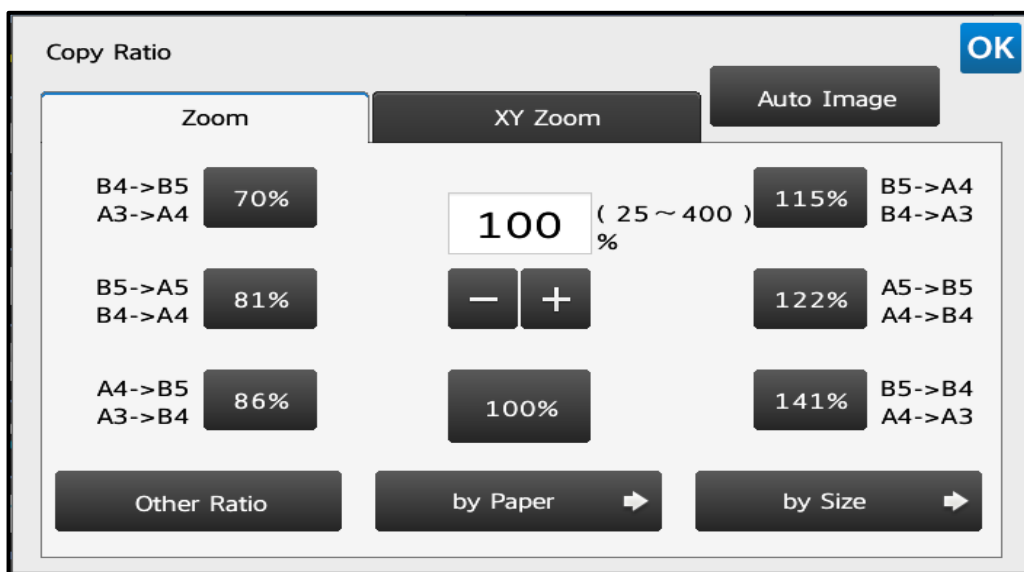
"2 Sided Copy allows the user to change between simplex (single) and duplex (double) sided settings. The devices will default to produce a single sided-copy from a single sided original, however, the user has the ability to change this.



How to Change Between Simplex and Duplex Modes

Copy Ratio

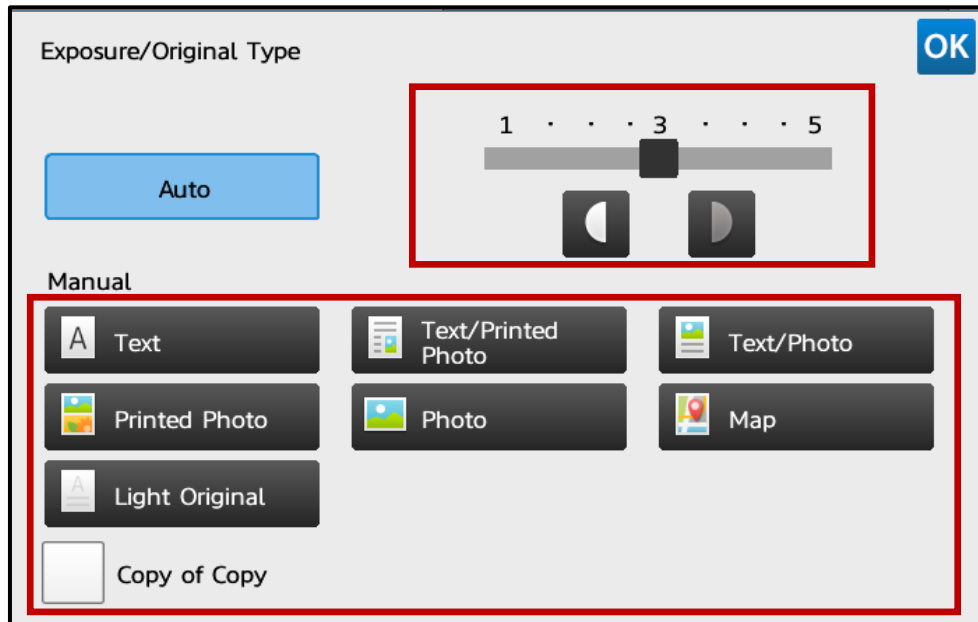
The Sharp devices are set to reproduce at 100%. However, the user can reduce and enlarge the copy output using preset % increases and % decreases – or by single % increments.



How to Change The Copy Ratio

Exposure

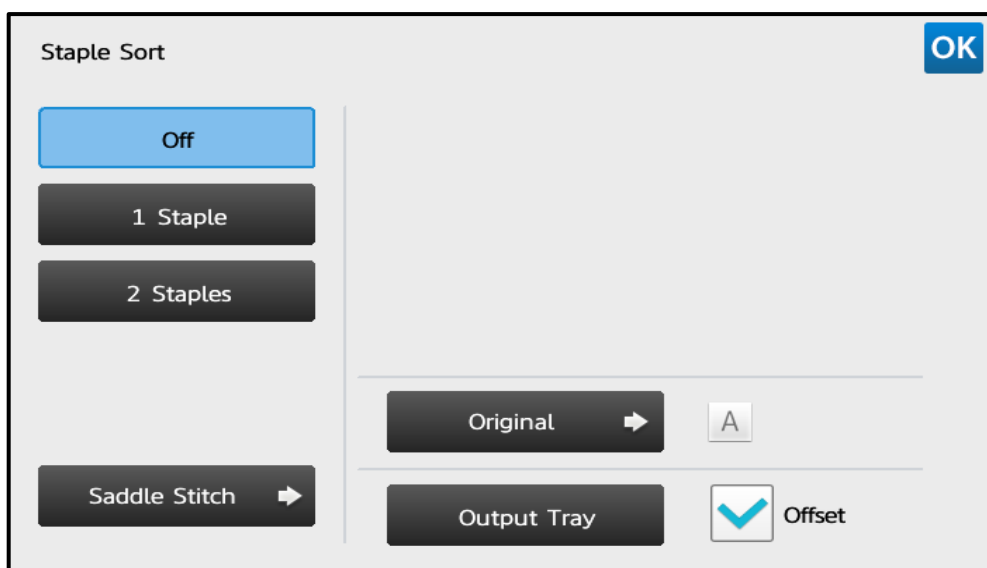
The exposure on the Sharp devices is set to "Auto". However, the exposure level can be set manually using the slider shown in the image below. In addition, there are a number of presets which can be used to determine the type of original which is being copied.



How to Change The Exposure/Original Type

Staple Sort

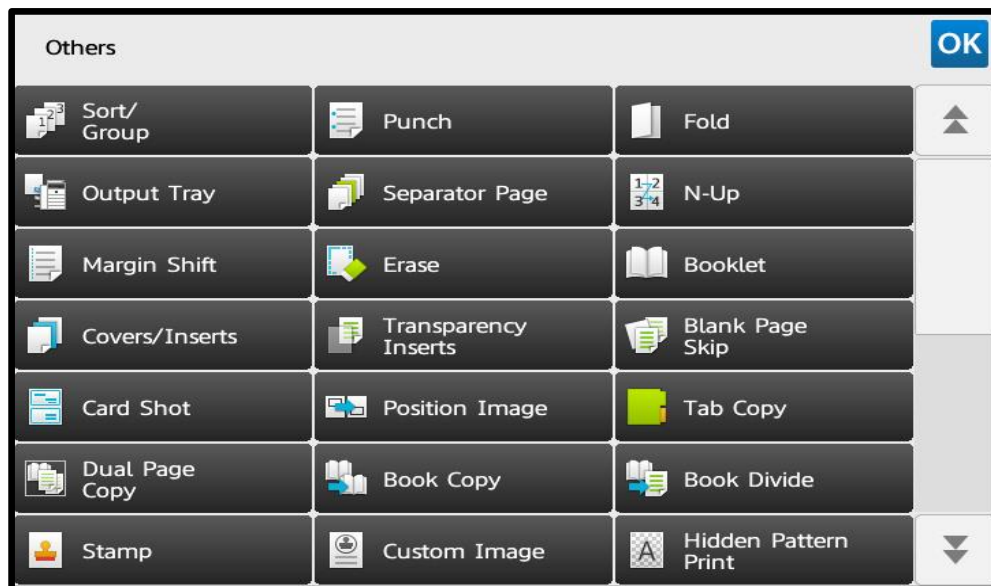
On devices which have a staple sorter fitted the user will get presented with the staple options and positions which are available.



Staple Options and Positions

Others

The “Others” key shows features and functions (other than those explained in 1 to 10 on the previous pages) on the Sharp MFPs which are available for user selection.



“Other” Features and Functions Accessible Via the “Others” Key

Separator Page

This function inserts separator pages between each set of copies or between each job.

When you insert separator pages between sets of copies, you can specify whether to insert the separator page before or after each set. You can also specify the number of copies that makes one set.

When you insert separator pages between jobs, you can specify whether to insert a separator page before or after each job.



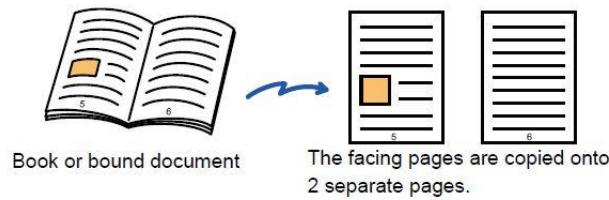
Specify the separator page insertion mode.

- To insert separator pages between sets of copies, set the [Insert Top of Sets] or [Insert End of Sets] checkbox to . Next, tap **- +** to specify the number of copies in each set.
- To insert separator pages between jobs, set the [Insert Before Job] or [Insert After Job] checkbox to .
- After the settings are completed, tap **OK**.

Dual Page Copy

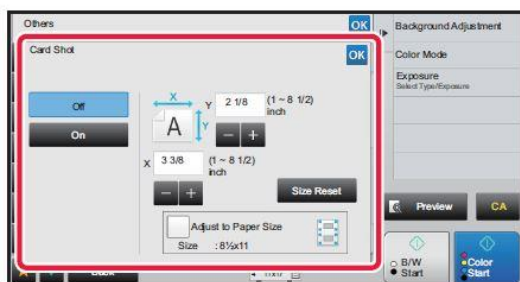
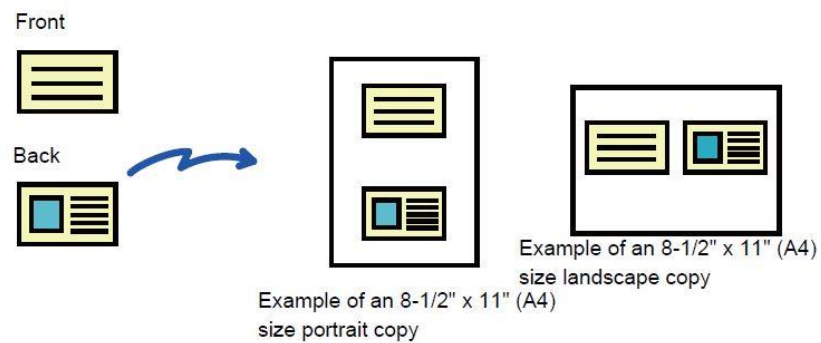
This function copies the left and right half of an original successively. This function is useful when making copies of the facing pages of a book or other bound document.

Copying the facing pages of a book or bound document



Card Shot

This function copies the front and reverse sides of a card on one sheet, not on separate sheets. This function is convenient for making copies for identification purposes and helps save paper.

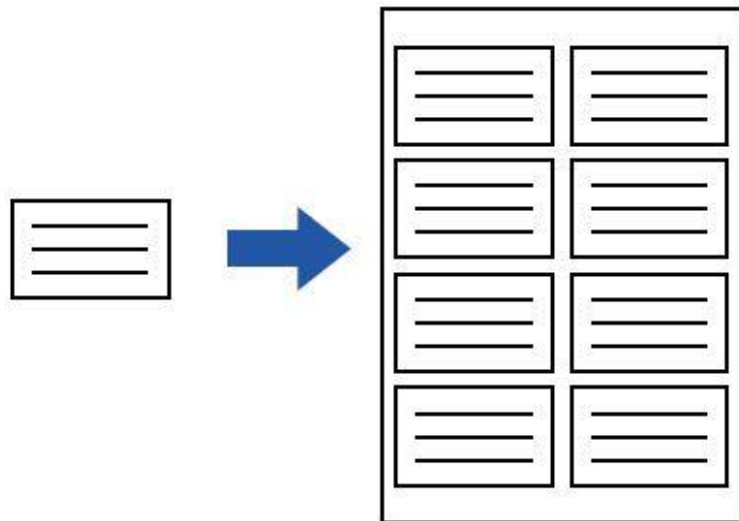


Tap the [On] key, and specify the original size as required.

After the settings are completed, tap **OK** and [Back] keys in sequence.

Repeat Key

This function copies multiple same original images on one sheet.
You can set any of the following three (3) types of repeat copy.

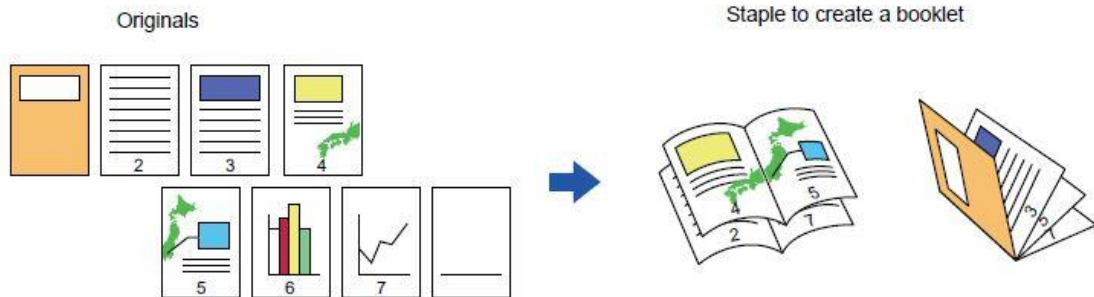


Repeat method	Description
Auto Repeat	The maximum repeat count to copy images on a sheet is calculated automatically according to the original size, paper size, and copy ratio being selected from the base screen.
Fixed Repeat	When you select a repeat count, original size, and paper size to copy images on a sheet, the copy ratio is calculated automatically and the original is copied.
Photo Repeat	This function repeatedly copies on 8-1/2" x 11" (A4) or 11" x 17" (A3) papers without changing the copy ratio of the photo size original. You can select any of the following five types of original size: <ul style="list-style-type: none">• Original sizes up to 3" x 5" (130 mm x 90 mm)• Original sizes up to 2-1/2" x 4" (70 mm x 100 mm)• Original sizes up to 2-1/8" x 3-5/8" (57 mm x 100 mm)• Original sizes up to 5" x 7" (100 mm x 150 mm)• Original sizes up to 2-1/2" x 2-1/2" (65 mm x 70mm)

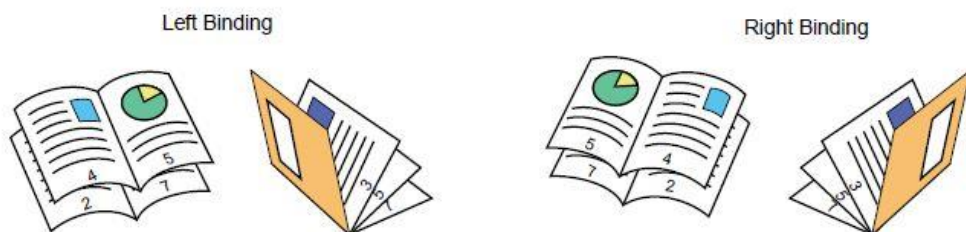
Booklet

Copies made by "Booklet" can be folded at the centre to create a booklet.
This function is convenient for arranging copies into an attractive booklet or pamphlet.

Booklet copy using 8 original pages



Binding side



Tap the [1-Sided], [2-Sided Booklet] or [2-Sided Tablet] key as appropriate for the original.

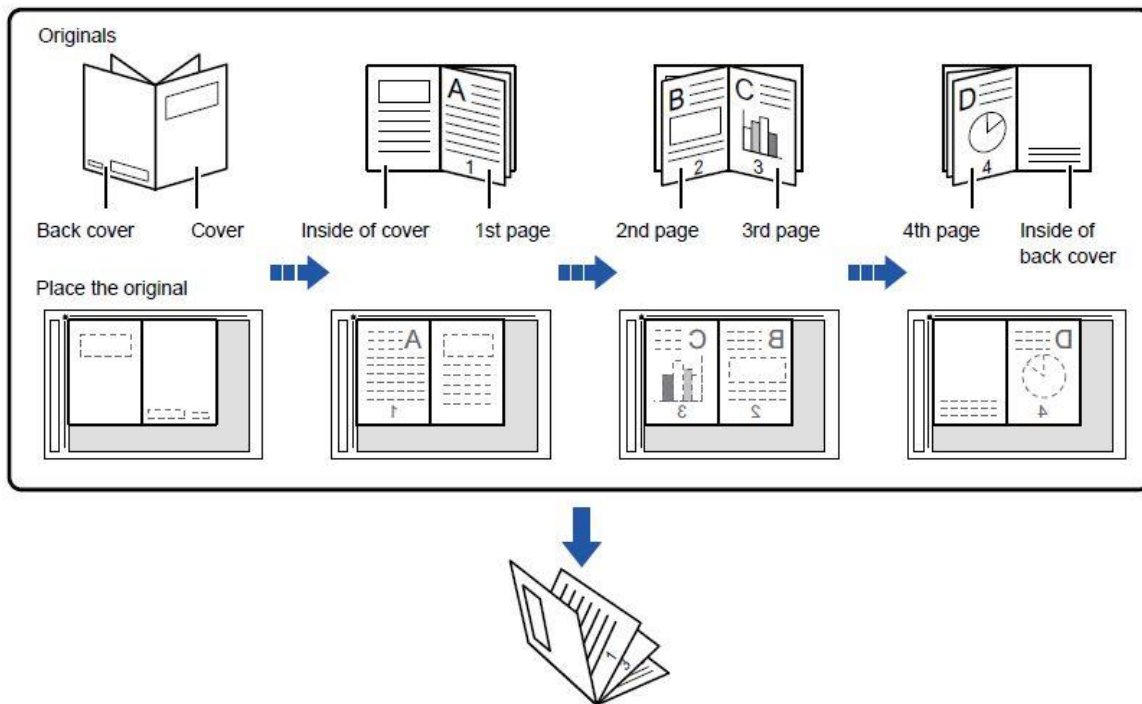
To change the cover input tray:

Tap the [Paper Tray] key to display the tray selection screen.

Tap the cover input tray on the tray selection screen.

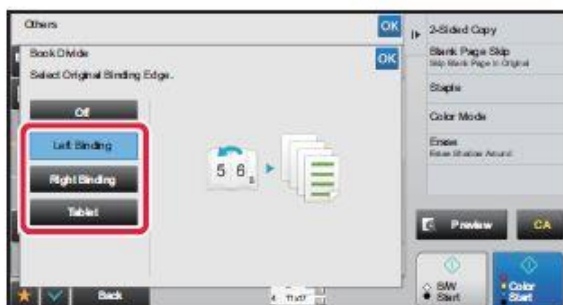
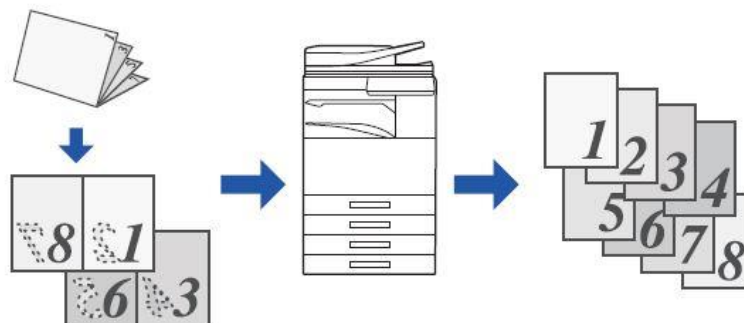
Book Copy

This function makes a copy of the two facing pages of an open book or other bound document. Copies made with this function can be folded at the centre to create a booklet. This function is convenient for arranging copies into an attractive booklet or pamphlet.



Book Divide

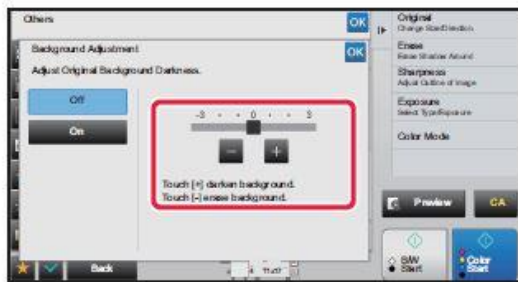
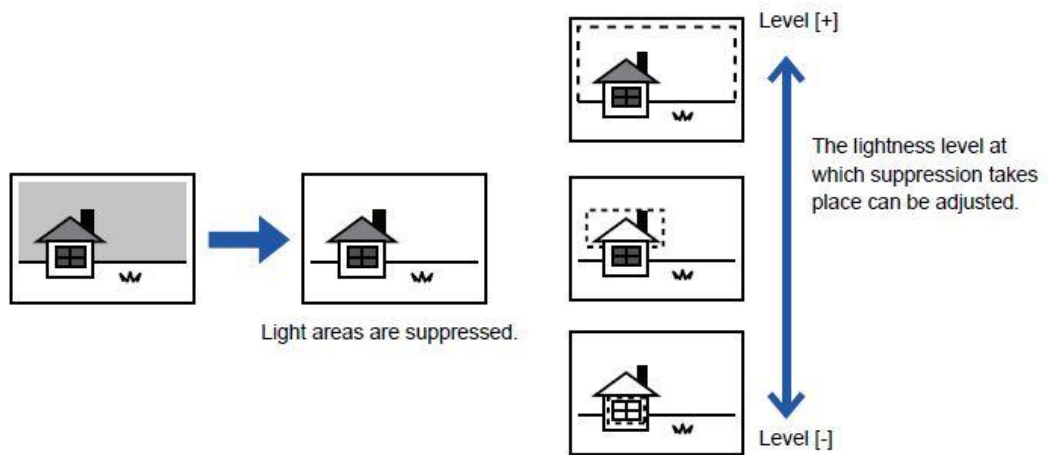
This function splits a saddle-stitch original such as a catalogue or a pamphlet page by page, and copies in sequence.



Select the binding edge of the pamphlet original.

Background Adjustment

Suppresses light background areas of originals.

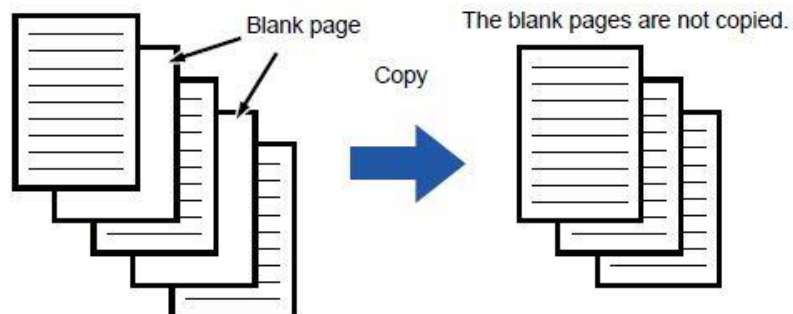


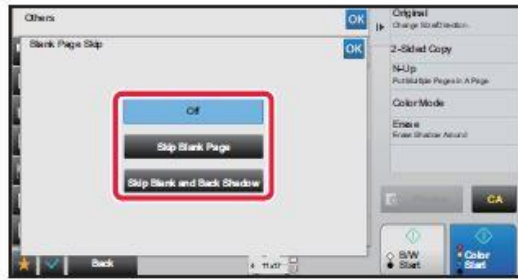
Tap **- +** or slide the slider to adjust the range to be suppressed.

After the settings are completed, tap **OK** and [Back] keys in sequence.

Blank Page Skip

If the scanned original contains blank pages, this function skips them to copy only non-blank pages. The machine detects blank pages, enabling you to skip useless copies without checking an original.





Tap the **[Skip Blank Page]** or **[Skip Blank and Back Shadow]** key.

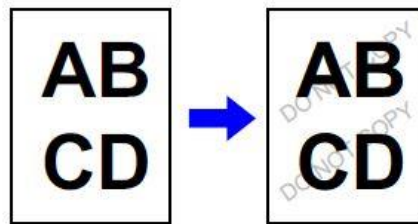
After the settings are completed, tap **OK** and **[Back]** keys in sequence.

Original Count

This function counts the number of scanned original sheets, and displays the result before making a copy. By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.

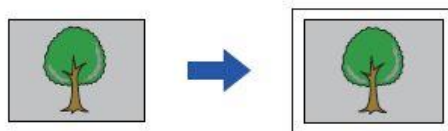
Hidden Pattern

Characters to prevent unauthorized copying such as pre-set or customized text are placed as invisible characters in a background pattern. When an output sheet with a pattern print is copied, the hidden characters will appear.



Full Bleed Copy



This feature lets you copy an entire original to paper larger than the original size with no image cut-off at the edges.



Centring

This function centres the copied image on the paper.

This lets you place the image in the centre of the paper when the original size is smaller than the paper size or when the image is reduced.

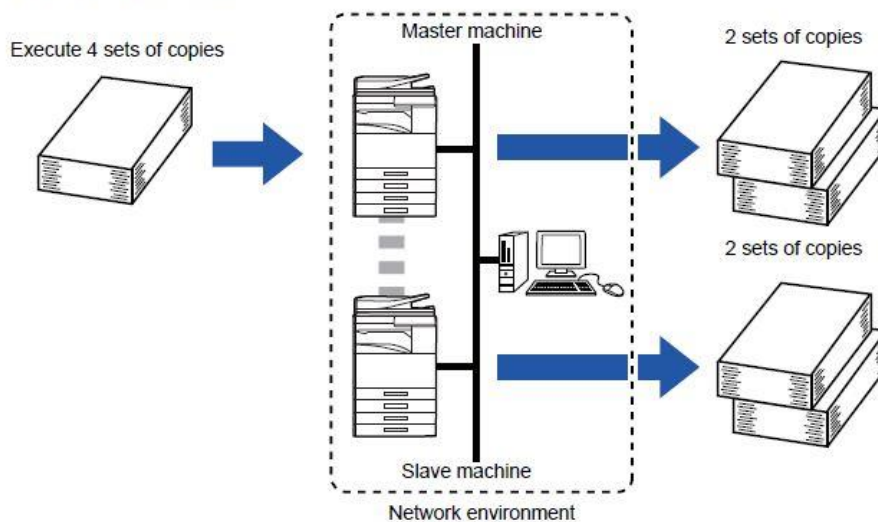
Not using the centring function	Using the centring function
	

Tandem Copy

This function shares a copy job half-and-half between two machines connected to the network, enabling the reduction of the copy time.

Master machine and slave machine

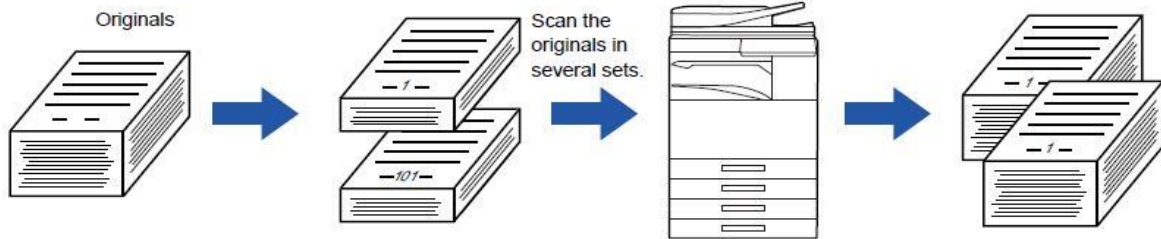
The master machine performs only scanning, and a slave machine registered in the master machine performs only printing without scanning the original.



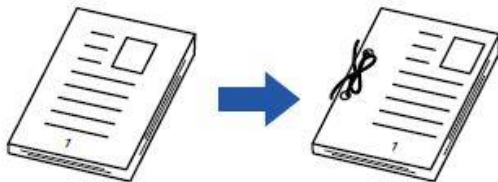
Job Build

Margin Shift

This function divides the originals into sets and feeds each set through the automatic document feeder one set at a time when copying a very large number of originals. This saves you the trouble of sorting the copies. When scanning originals that are separated into sets, scan the set that has the first page first. The individual copy settings can be configured for each set of originals to be scanned separately. Up to 100 sets of originals can be scanned for one job.



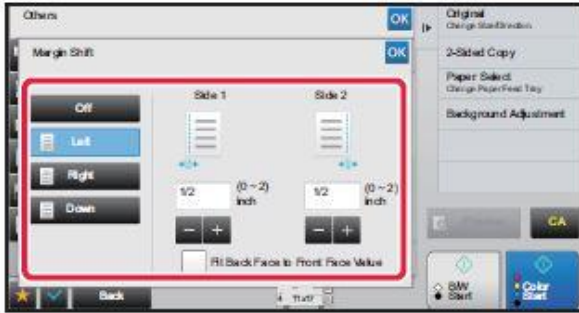
This function shifts the copy image right, left or down to adjust the margin. This is convenient when you wish to bind the copies with a string or in a binder. **Shifting the image to the right so the copies can be bound at the left edge**



Not using the Margin Shift	Using the Margin Shift
The punch holes cut off part of the image	The image is moved to allow space for the holes so the image is not cut off.

Staple positions





Tap the image shift direction.

Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.

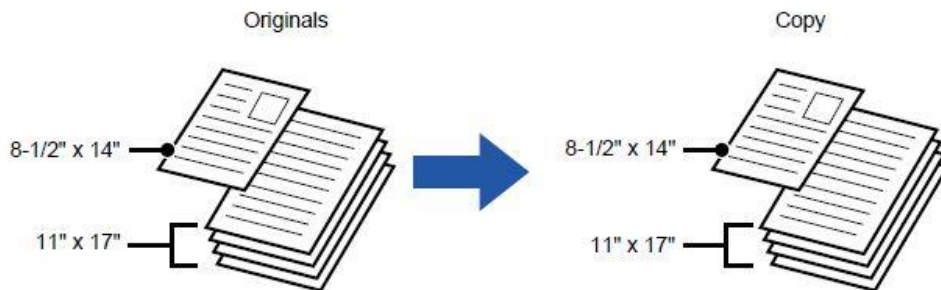
After the settings are completed, tap **OK** and [Back] keys in sequence.

Mixed Size Originals

This feature copies originals in different sizes at the same time even when 8-1/2" x 14" (B4) size originals are mixed with 11" x 17" (A3) size originals.

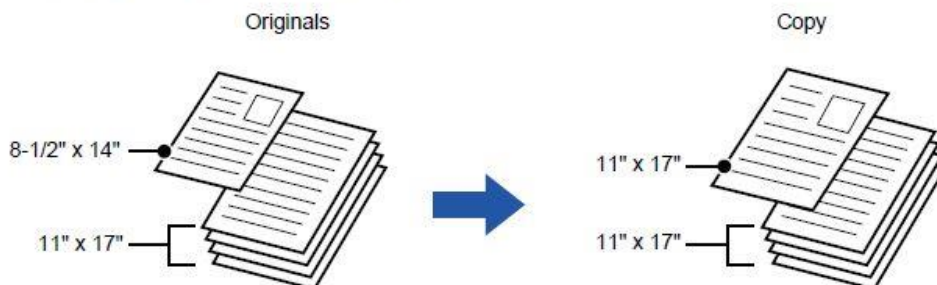
When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size.

When mixed size original is combined with auto ratio selection, the ratio is adjusted individually for each original according to the selected paper size, enabling printing on a uniform paper size.

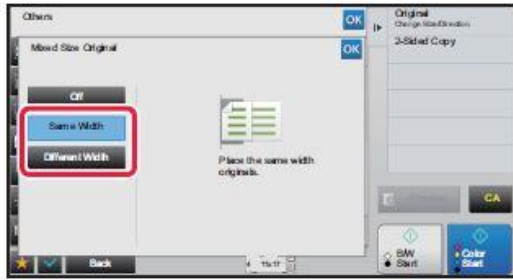


When mixed size original is combined with auto ratio selection

(Auto ratio selection and 11" x 17" (A3) are selected)



An 8-1/2" x 14" size original is enlarged to 11" x 17" size for printing.

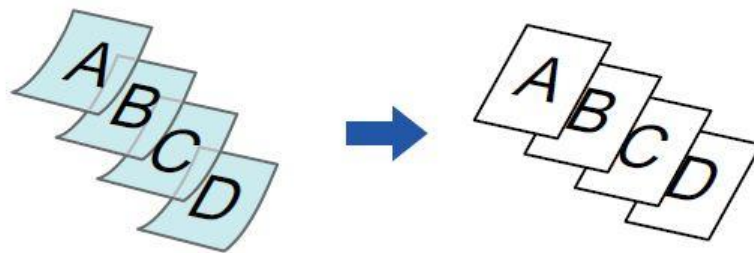


Tap the [Same Width] key or the [Different Width] key as appropriate for the originals.

After the settings are completed, tap **OK** and [Back] keys in sequence.

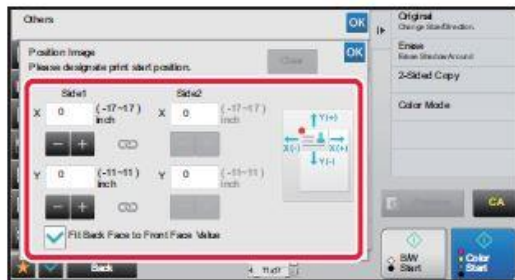
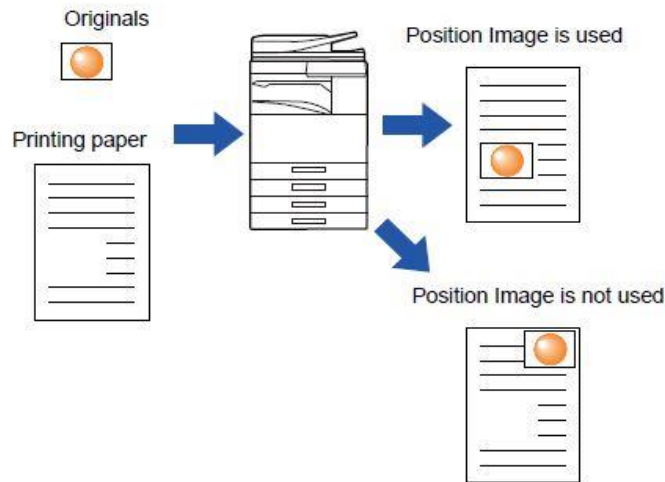
Slow Scan Mode

When you wish to scan thin originals using the automatic document feeder, you can use this function, which helps prevent thin originals from misfeeding.



Position Image

This function moves the scanned original to a specified position to make a copy. You can make a copy in any desired position as you can fine adjust the position.



Sets a movement distance.

Tap the area indicating the movement distance on the front or reverse side, and enter the distance using numeric keys. After the settings are completed, tap **OK** and [Back] keys in sequence.

Resolution



Select the resolution.

The resolution can be set to both the document feeder and document glass. After the settings are completed, tap **OK** and [Back] keys in sequence.

output

Stamp

This function prints information such as the date or stamp, which is not shown on the original, on copies. You can print the following six types of information.

- Date
- Page number
- Stamp
- No. of Prints
- Characters
- Watermark

For the stamp or watermark, you can print text such as "CONFIDENTIAL" or "PRIORITY". You can print pre-set text or any characters as the text.

Each of the items above can be printed on the header or footer of each sheet.



Tap a tab to be printed, and tap the format.

The format of the [Text] tab can be entered using pre-set text or soft keyboard.



Tap a key of the desired print position.

Tap any of [1] to [6] keys.

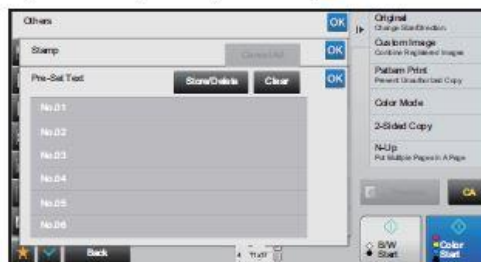
Setting using the [Text] tab

Tap the [Direct Entry] key in the [Text] tab to display the soft keyboard.
Use the soft keyboard to enter any characters.



Selecting the format from pre-set text

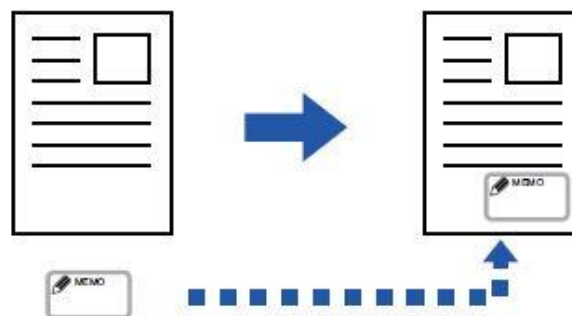
Tapping the [Pre-Set Select] key allows you to select the required one of the registered formats for printing.
Tapping the [Store/Delete] key allows you to edit, delete, or store pre-set text.



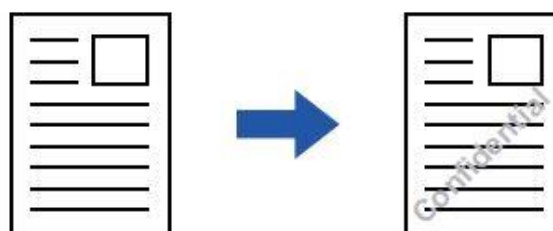
Custom Image

This function adds an image registered in the machine to an original to make a copy.
There are following two types of custom images.

- Custom stamp (Full-color stamp image)



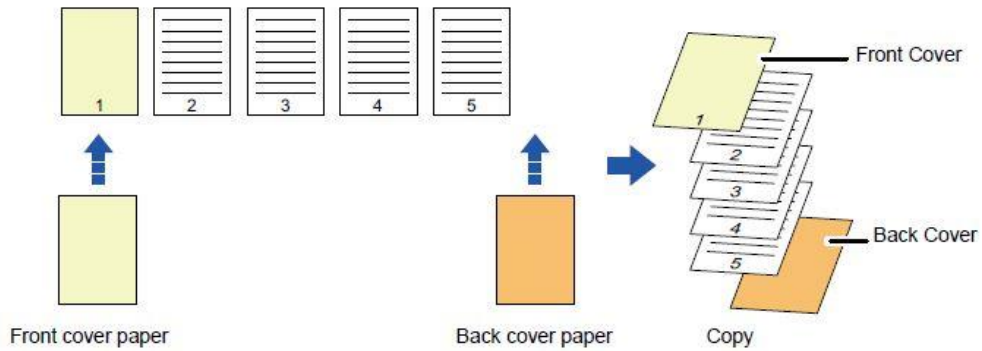
- Custom watermark (Stamp image with gray-scale watermark)



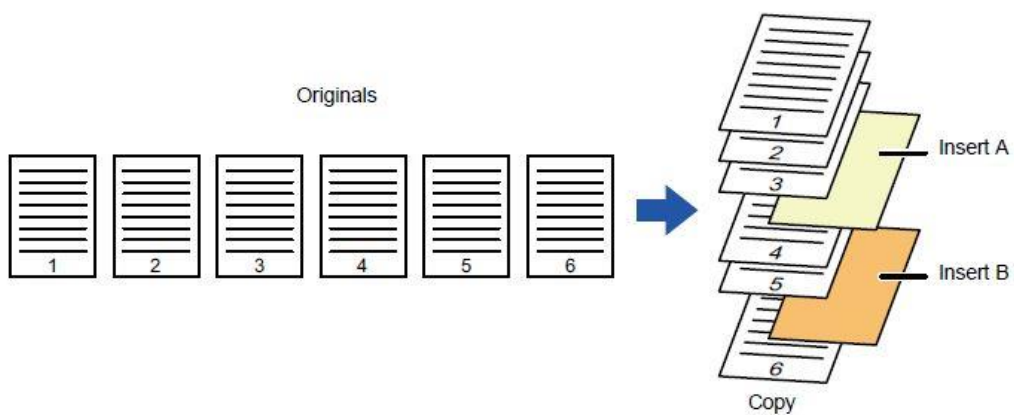
Covers/Inserts

This function inserts a different type of paper into the pages corresponding to the front and back covers of a copy job. It is helpful when you want to change cover paper to make resources look better.

Copying on a front cover and inserting together with a back cover

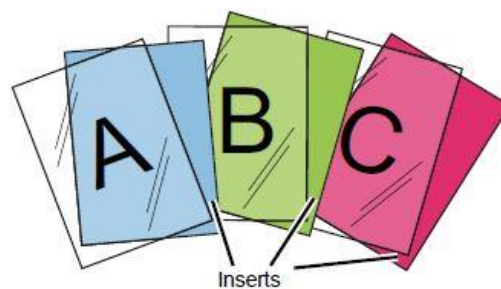


Example: Insert A after page 3 and insert B after page 5.



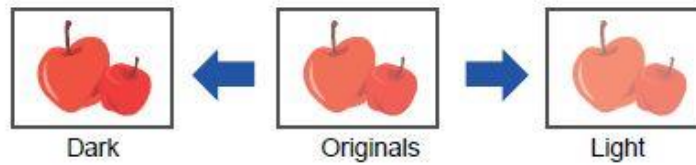
Transparency Inserts

When copying on transparency film, the sheets may stick together due to static electricity. The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle. It is also possible to copy on insertion sheets.



Brightness

This function adjusts the brightness of a color copy image.



Colour Balance

You can adjust the color, tone, and density of copies.

Use the [Color] tab for color copy settings, or the [B/W] tab for black & white copy settings.

If you select the [Color] tab, each of the colors yellow, magenta, cyan, and black are divided into three gradations from light to dark, allowing you to adjust the average density of each gradation.

As necessary, it collectively adjusts all eight gradations.

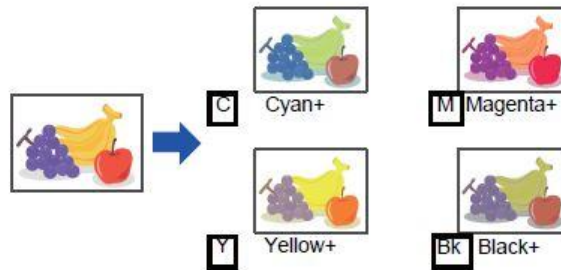
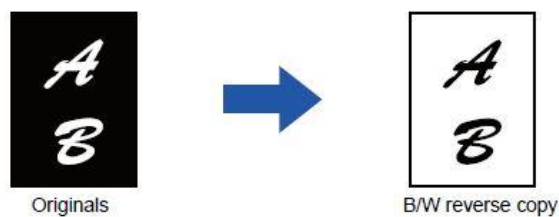


Image Reverse

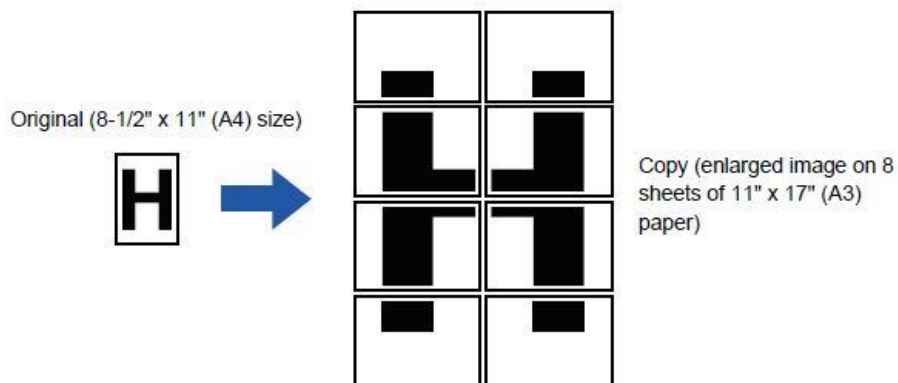
This function reverses black and white in a copy to create a negative image. This function can only be used for black and white copying.

Originals with large black areas (which use a large amount of toner) can be copied using Black/White Reverse to reduce toner consumption.



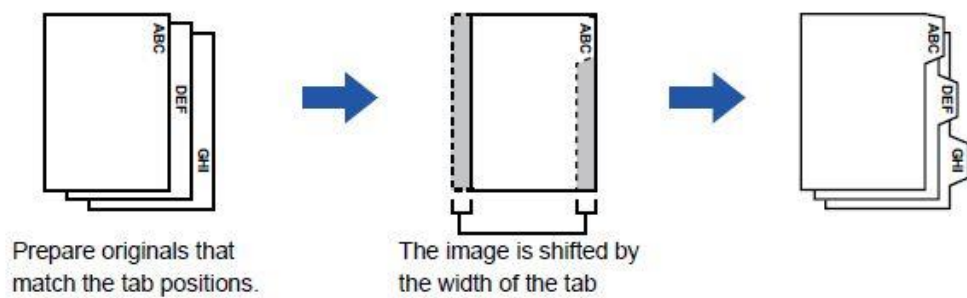
Multi-Page Enlargement

This function separately copies an enlarged original image on multiple sheets.



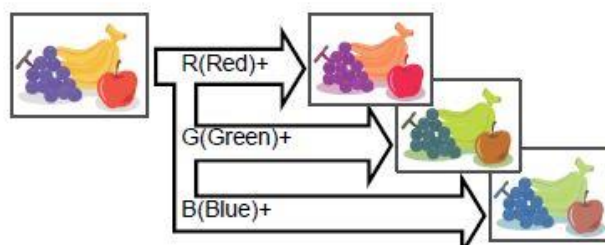
Tab Copy

Load a tab sheet in the bypass tray, and make a copy on a tab.
Prepare appropriate originals for tab captions.



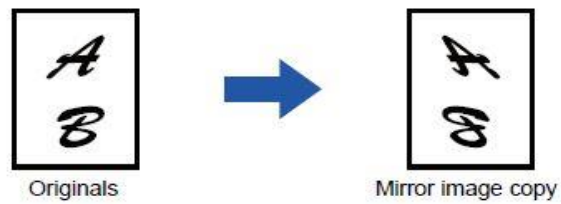
RGB Adjust

This function heightens or lightens any one of the three color components R (red), G (green), and B (blue).



Mirror Image

This function makes copies by inverting the original into a mirror image.

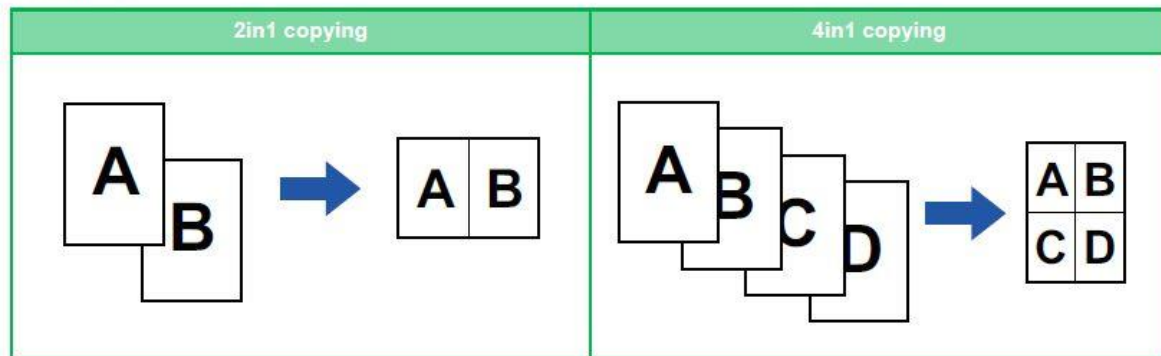


N-Up


This function copies multiple original pages onto a single sheet of paper in a uniform layout.

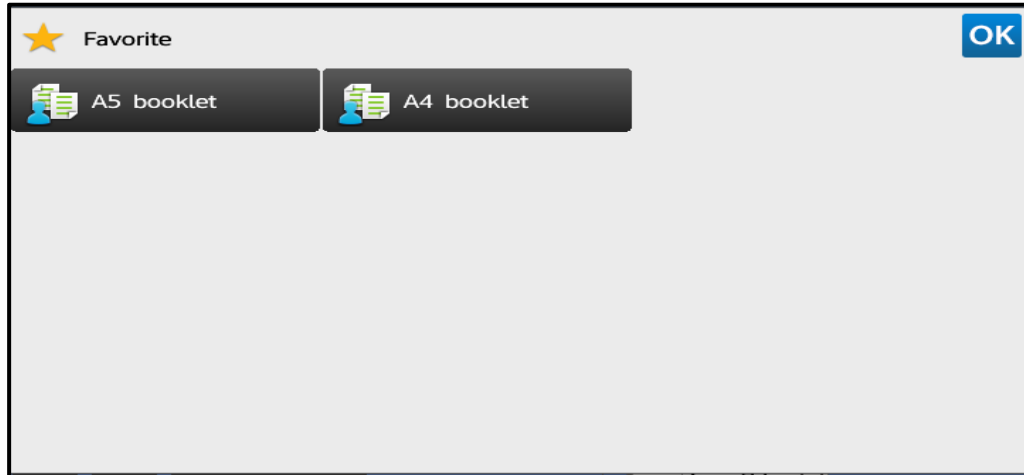
Select 2in1 to copy two original pages onto one sheet, 4in1 to copy four original pages onto one sheet, or 8in1 to copy eight original pages onto one sheet.

This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.




Favourites

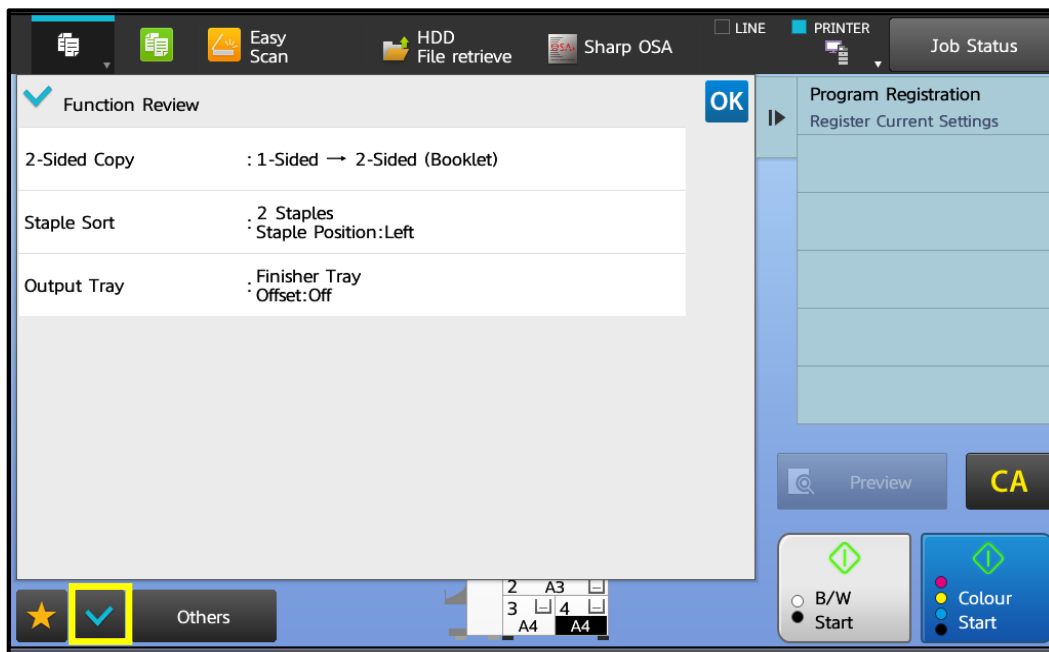
Settings which have been assigned to a regular copy job can be named, saved and accessed as a favourite job. These are accessed via  which is shown on the bottom left of the copy home page.



Examples of Copy Jobs Which Have Been Registered as Favourites

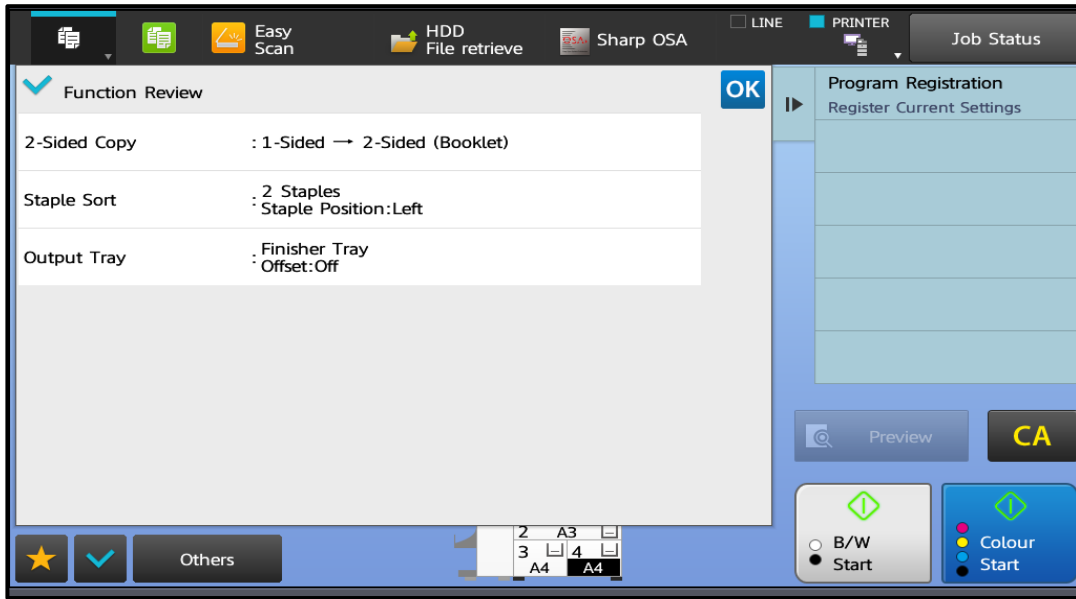
The favourites are created from the copy home page once the functions or settings have been applied.

Once settings have been applied, these can be reviewed via the button  located in the bottom left-hand corner of the copy home page.



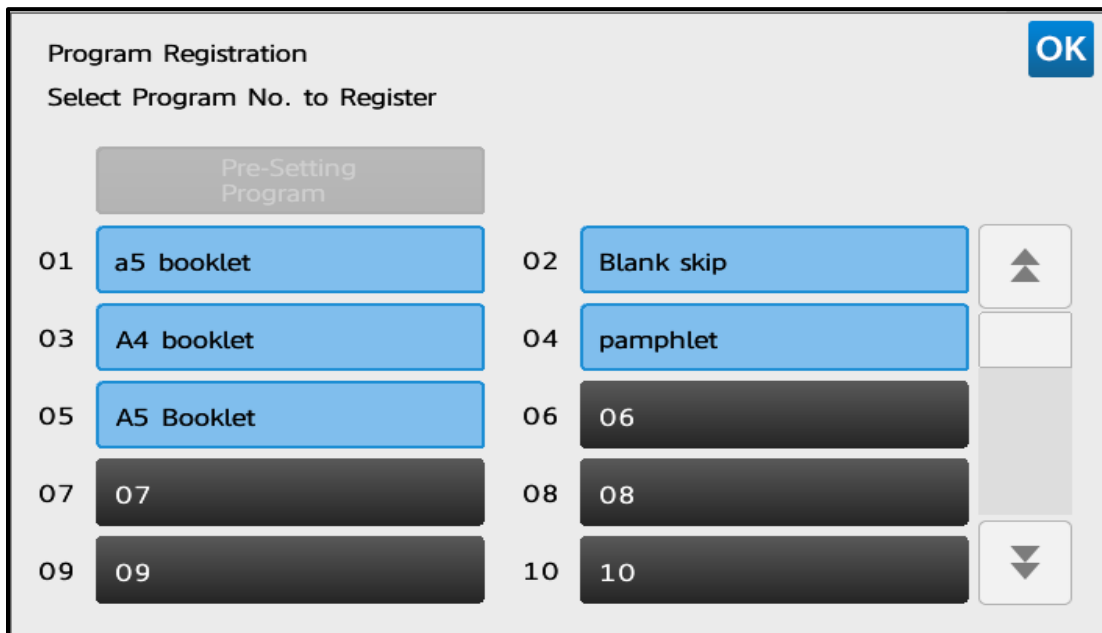
How to Review Functions and/or Settings Applied to a Copy Job

Once the user is happy with the settings they can register the program as a favourite by selecting the Program registration key on the right-hand side.



How to Register Copy Job Settings as a Favourite

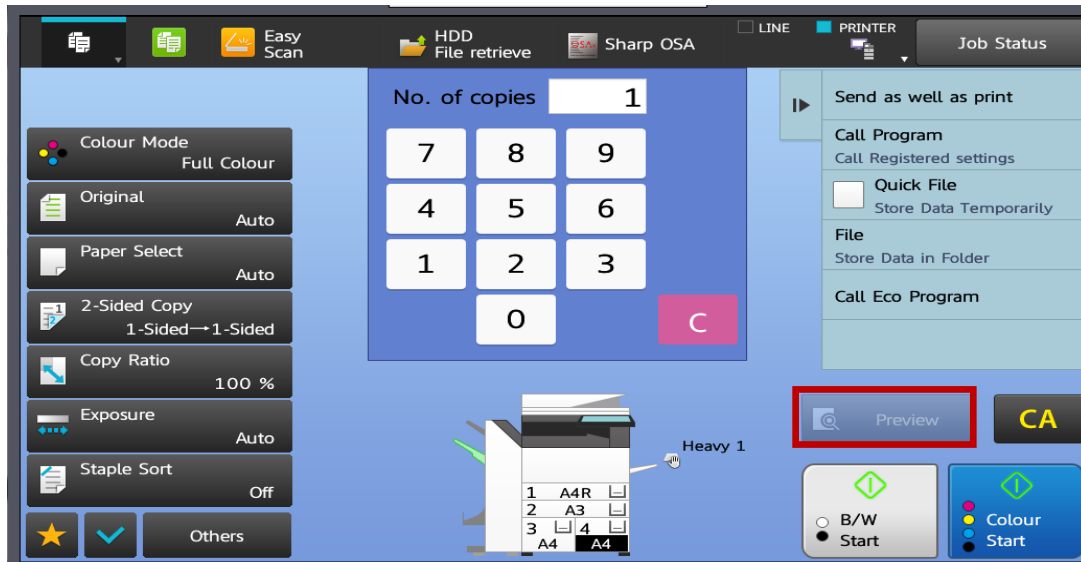
The user will then get shown a list of current favourites and will be prompted to select a program number to register a new favourite. They will then get prompted to create a name for the favourite.



Selecting a Program No to Register as a Favourite

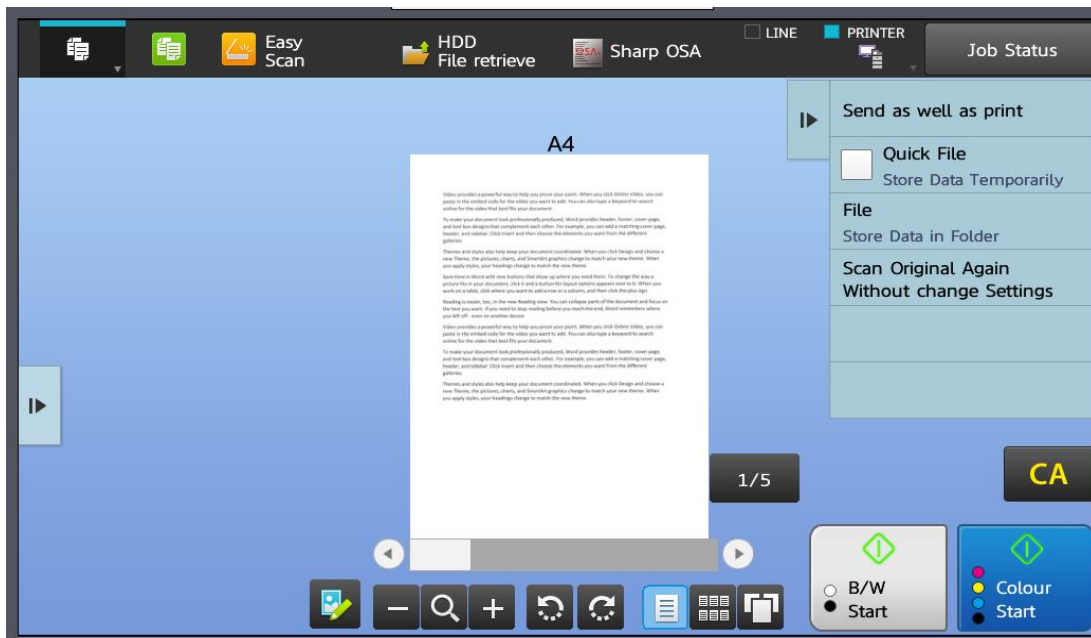
Job Preview Feature

The job preview feature can be accessed from the right-hand side of the copy homepage. The preview button becomes “active” when the user puts an original into the document feeder or onto the platen glass.



How to Access Job Preview Functionality

Once preview has been selected, the MFP will begin to feed in the pages – which will be displayed for the user to view prior to starting the copy process.



Preview of Original Documents Prior to Starting the Copy Process

Once all of the pages which constitute the original document have been fed in, the buttons highlighted above with the red box allow the user to view the pages in different ways:

- One at a time;
- As tiled pages;
- By swipe – page at a time;

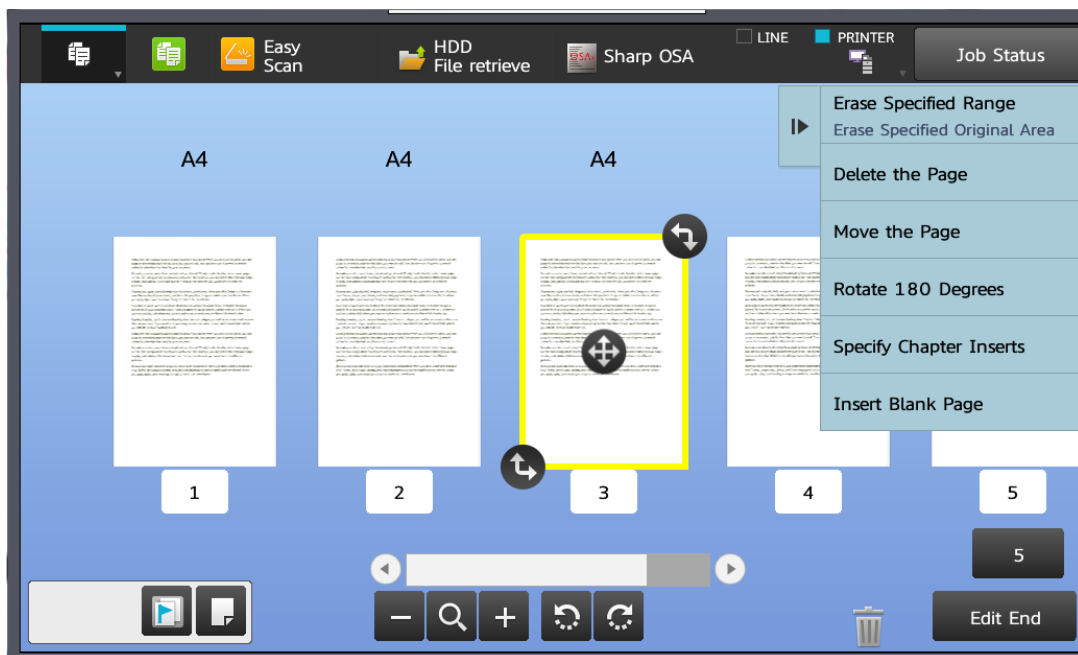


The “edit” button shown above is the first button located on the toolbar within the preview homescreen. This button can be used to allow the user to edit the pages of the original document which have been scanned.

The edit button displays all the pages which make up the original, and allows the user to “edit” each page individually. For example, the user has the ability to:

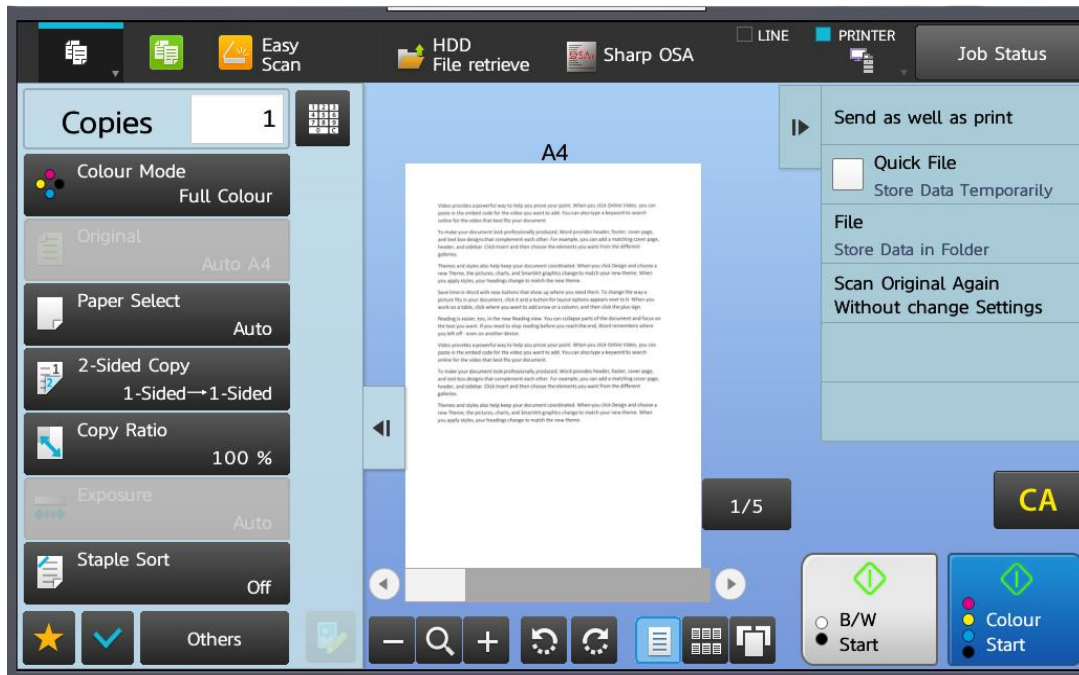
- Change the page orientation – if the pages have been scanned in upside down;
- Delete pages;
- Move pages around in terms of their position in the document;
- Insert blank pages;
- Specify chapter inserts;

The image overleaf provides an illustration of how edit mode can be used.



Rotating a Page in Edit Mode Using Finger Touch

Once the edit has been complete, “End Edit” returns the user to the preview homepage where the copy job can be started.



Preview Homepage Where the Copy Job Can Be Started