

Copy Cheat Sheets Sharp B/W

To Make A Copy

- Put originals in feeder face up or face down depending on feeder type or face down on the glass.
- Put in quantity
- Press start

Whatever size paper is put in the feeder or on the glass, sensors will find the appropriate paper

Two-Sided Copying

- Press 2-sided copy
- The first set of numbers is what you are starting off with, either one sided or two sided. The second set of numbers is what you want your copy coming out, either one sided or two sided.

To Sort

- Press output
- Press sort
- Make sure sort and offset is highlighted
- You choose sort when you want sets of your originals

To Group

- Press output
- Press group
- Choose offset if you would like to have the copies separated
- You choose group if you want all of page one together and all of page two together

To Staple

- Press output
- Press staple or staple sort
- Choose position of staple, if applicable

To Hole-Punch

- Press output
- Press hole punch
- For 3 hole punch make sure you have put your original portrait in the feeder.
- If you want 2 hole punch make sure you put your original in landscape in the feeder and have 8 ½ x 11R paper in the drawer

To Reduce or Enlarge

- Press copy ratio
- Use presets or use up and down to go between 25%-400%
- Press Menu 2 for additional presets

Lighter/Darker

- Press exposure
- Press either lighter or darker.
- If copying a mixture of text and photo, use text/photo
- If copying a picture, use photo

To choose your paper drawers

- The copier will automatically choose the paper for you
- If you want to choose another drawer either touch the copier in the center of the screen and choose the drawer or press paper select and choose the paper

To Use Document Filing Function

For the MX503/453/363/283

To Create A Folder

- Press system settings
- Press document filing control
- Press add new
- Pull out keyboard and enter the name of the folder and press enter on the keyboard when done
- If you wish to set a password, press password of folders box and enter in five-eight digit code
- Select user name by pressing user list and pick one that has already been programmed or press user or administrator
- Press ok twice

To Scan Into A File Folder

- Press document filing on the screen
- Press scan to HDD
- Press file information
- Press store to and choose folder
- Press ok
- Press file name to name the file.
- Press enter on the keyboard
- If needed, check confidential box, then press password and enter in a 5 digit code and press ok
- Press ok
- Press start

To protect your document (to keep it from being accidentally deleted), press Property Change and select "protect" and then ok. You will now see that Delete and Print and Delete are grayed out

To Print From A File Folder

- Press document filing
- Press the file folder you scanned your document into
- Press the document wanting to print
- Press print
- Put in number of prints wanted, or you can make it 2-sided, stapled, hole punched, etc.
- Press either print and delete or print and save

Sharp Scanning for B/W **(MX 503/453/363/283)**

- Press the image send tab (middle tab on the top of the screen)
- Choose your email address or a folder on the network under your address book
- Press condition settings if you want to change your dpi, compression or 2-sided
- To change to 2-sided, press original and choose 2-sided booklet, press ok
- At this point decide your resolution (dpi), PDF, TIFF or JPEG. To get JPEG you must change to color/gray (If color scanning is added JPEG is available)
- Also under send settings you may enter a subject, file name and message for your scan. To enter your own press direct entry to get a keyboard
- Press start

Sharp Print Drivers B/W

When using any features in the print driver, such as stapling, or pamphlet, make sure the collate button on the Windows screen is unchecked.

Under the Main Tab

Document Style

You can choose 2-sided (book), which is regular 2-sided printing, 2-sided (tablet), which will read head to toe, or pamphlet style, which is just like pamphlet copy on the copier (Tiled pamphlet means that your copy comes out on an 11x17 sheet and 2-up pamphlet means that it will reduce your images and come out on 8 ½ x 11 paper).

N-Up Printing

This will put 2 pages on one at a 64% reduction or 4 pages at a 50% reduction, you may also put a border around them if desired by checking border.

User Settings

This will return everything back to its normal defaults on all tabs. You may select certain features and click on save so settings will be in the drop down box.

Finishing (Stapling and Hole Punching)

Binding Edge

Choose left, right, or top.

Staple

Choose either 1 staple or 2 staples

Punching

Check box to turn on

Under Paper Tab**Paper Size**

This is what your original is on the screen.

Custom

If original is not a standard size, you can input what size it is.

Fit to Paper Size

Check fit to paper if you want to print on a different paper size.

Image Orientation

Portrait or landscape (probably already done in page setup)

Paper Selection

This is to tell print driver what drawer to come out of and if it is a different stock.

Carbon Copy

Choose where top copy is to come from and tell what tray(s) carbons are to come from.

Output

Choose where prints are to come out.

Click on **different paper settings** if you want a front cover page, back cover page, and/or insertion sheets. Choose cover page and under paper selection tell it where paper is to come from and if it's a different stock, also under printing method tell it if it's to be 1-sided or 2-sided, when finished, click add. Then click on the last page (if desired) and repeat the steps above. For **insertion pages**, click on other page and enter page number and under paper selection, choose where insertion is coming from. Then click on add and repeat steps if there are more insertions.

Under Advanced Tab

Resolution

Choose whether you want 300 or 600 DPI (dots per inch)

Image Adjustment

Able to change the brightness and contrast.

Margin Shift

.4 inch – 1.2 inches (will shift image to the right)

You may also click on **toner save, smoothing, and photo enhancement** if these applications apply.

Under Job Handling Tab

Document Filing

This is if you want to send your document to your file folder in the copier. Click on document filing, then click on custom folder. Click

on stored to and choose folder, then click on okay. This is a nice feature to have if you are printing a lot of documents at one time and you can store them in your folder and then release them all at once instead of walking back and forth to the copier.

Watermarks

Choose watermark from drop down box. You may manipulate watermark or make up your own by typing it in the text box and click on add.

Grayscale

Will lighten or darken watermark.

Edit Font

This will change the font of the watermark.

Size

Will change how small or large the watermark is.

Angle

Will change if it's to go horizontal or vertical

You can also change where it is on the page by the **position arrows**.

Sharp Cheat Sheets For Copying B/W

Under Special Modes Tab

Erase

- Place original in feeder or on glass
- Press special modes
- Press erase
- Press either edge, center, or edge and center erase
- Use arrows to set the width of erased areas from 0-1 inch
- Press outer okay

Dual Page Copy

- Lay center of book on glass where the book is laying flat by the 8 ½ mark
- Press special modes
- Press dual page copy
- Press outer okay
- Press start

If copying multiple pages, flip page, align again, and press start.

When finished scanning, press read-end to start copying.

Job Build

- Press special modes
- Press job build
- Press outer okay
- Divide originals in 50 or 100 sheets, depending on what your feeder holds
- Press start

- Press read-end after the last section of originals have been scanned

Multi-shot

- Press special modes
- Press multi-shot
- Choose either 2 in 1 or 4 in 1
- Select layout if necessary
- Press outer okay

Pamphlet copy

- Press special modes
- Press pamphlet copy
- Select whether originals are 1-sided or 2-sided
- Press outer okay
- If you want your pamphlet on 11X17, it will automatically choose it, if you want your pamphlet on letter or legal, press letter tray that is in the landscape position or legal tray then select auto image. It will automatically reduce to fit the paper size

Margin Shift

- Press special modes
- Press margin shift
- Select left or right margin shift
- Use up or down arrows to select desired amount to shift
- Press outer okay

Covers and Inserts

- Press special modes
- Press covers/inserts
- Press front cover
- Select cover conditions (printed/2-sided)
- Press box under paper tray and choose drawer for covers
- Press okay
- To insert a back cover repeat steps 3-6

Inserts

- Press special modes
- Press inserts
- Press insertion type a setting (If all insertions are the same, only use type a, if different insertions are used, use both a and b. Follow same steps)
- Select insertion conditions (printed, 2-sided)
- Press box under paper tray
- Select where insert paper is
- Press okay
- Press insertion settings
- Enter page number where insert is desired (insert will be before that page)
- Press enter after every number
- Press okay
- Press outer okay

Card Shot

- Press special modes
- Press card shot
- If copying a card the size of a drivers license, press outer okay, if card is of different size, enter exact size (both x and y), and then outer okay
- Place card in corner by arrow
- Press start
- Flip card over in exact same spot
- Press start
- Press read-end

Transparency Interleaving

- Press special modes
- Press transparency inserts
- Load transparencies in by-pass tray
- Press insertion condition for insert paper (printed, blank, and the tray insert paper is in)
- Press outer okay
- Press paper select
- Press box under by-pass tray (paper type)
- Press transparencies

Sharp Adding A One-Touch for Fax Numbers B/W

M503/453/363/283

- Press system settings (hard key to the right)
- Press address control
- Press address book
- Press add new
- Choose "fax" under address type
- Press box beside address name and enter using the keypad provided
- Press okay
- Choose user if necessary beside custom index
- Check box next to "Register this address to be added to the frequent use index" if necessary
- Press box beside fax number and enter in using the keypad to the right
- Press okay
- When finished it will read registration complete and you can press next to enter in more one-touches or exit all the way out