

## **SCANNING FOR SHARP USING** **GLOBAL ADDRESS SEARCH**

- Press Image Send
- Press Global Address Search
- Type in your first few letters of your first name
- Press Search
- Highlight your email address *Press To:*
- At this point you can press start if your original is one-sided and you would like it to scan as a PDF and you do not want to name the file from the copier
- If you want to do the above changes press Condition Settings
- If your original is 2-sided, press original and highlight 2-sided booklet and press ok
- Under file format, you may choose TIFF as PDF is the default
- Under Send Settings you may enter a subject, file name and who the message is from. Press direct input to get a keyboard
- At this point after making your changes, press start

## **SPECIAL MODES**

### **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.

### **Carbon Copy**

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

### **Under Job Handling Tab**

#### **Document Filing**

This is if you want to send your document to your file folder at the copier. Check retention box, then click on custom folder, quick file, or main folder. Click on stored to and choose folder, then click on okay. You may check the box for Job Name if you would like to name your document differently than the file name.

### **User Authentication**

Choose this feature if you are using codes.

## **Under Watermark Tab**

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

### **Edit**

This will change the font of the watermark.

### **Size**

Will change how small or large the watermark is.

### **Angle**

Will change horizontal or vertical angle

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

### **Image Type**

Choose type of document you are printing such as graphics, photo, CAD, or custom.

**Binding Edge**

Choose left, right, or top.

**Staple**

Choose either 1 staple or 2 staples

**Punching**

Check box to turn feature on. If you want 3 hole punch the binding edge must be on Left. If you want 2 hole punch the binding edge must be on the Top. You must also have Letter-R paper loaded in your machine for 2 hole punch.

**Image Orientation**

Portrait or landscape (probably already done in page setup)

**Under Paper Tab****Paper Size**

This is the standard size of your original.

**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 from your original.

## **Paper Selection**

This is to tell print driver what drawer to print out of or you can choose a drawer by clicking on the specific drawer on the picture of the copier.

## **Paper Type**

This is where you can choose any special paper you are using such as envelopes, labels or heavy stock. Make sure the copier also matches the paper type that you designate at the PC. They must match in order for the job to print.

## **TRAY STATUS**

Click on this to find out what paper is currently in your machine and how much is in each drawer.

## **Under Advanced Tab**

### **Resolution**

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

### **Overlay**

Create an overlay that you want to insert into your document

### **Graphic Mode**

Choose vector or raster

### **Bitmap Compression**

Choose quality

## **Sharp Print Drivers**

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

### **User Settings (Returns to Factory Defaults and Saved Settings)**

This will return everything back to its normal default on all tabs if you click factory defaults. If you click on defaults in the upper corner of each tab it only clears the tab that is open. You may select certain features, click on save, and give it a name so those settings will be in the drop down box next time you want to use these features.

### **Under the Main Tab**

#### **Document Style**

You can choose 2-sided (book), which is reads head-to-head, 2-sided (tablet), which will read head to toe, or pamphlet style, which is just like pamphlet copy at the copier. Tiled pamphlet is 11 X 17 and 2-up is reduced onto letter

#### **N-Up Printing**

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

#### **Finishing (Stapling and Hole Punching)**