



The
Office
PEOPLE

 **MUSC**
Medical University
of South Carolina

HOW-TO GUIDE FOR
SHARP MX-B355W

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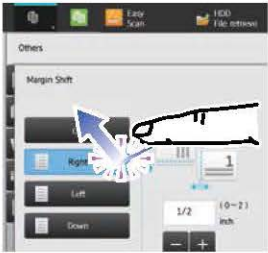
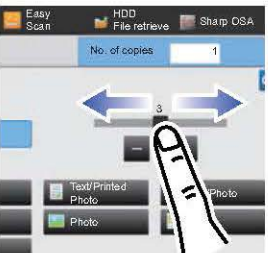
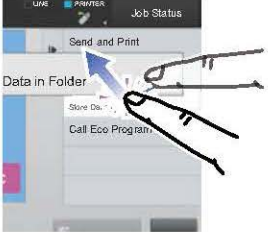
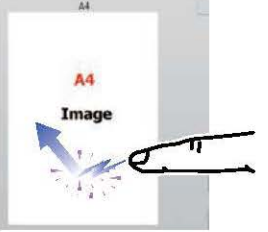
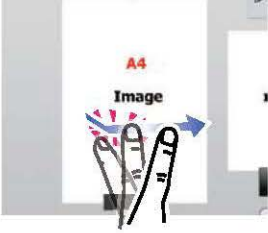
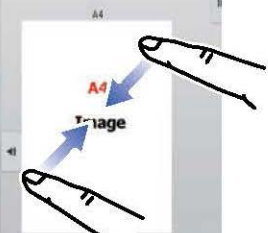
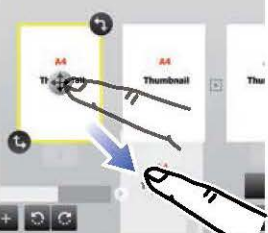
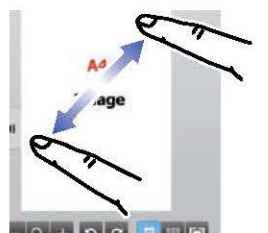
3	Touch Types
4	Making Copies
9	Sending a Fax
11	Sending an Image
13	Basic Print Procedure

+TOUCH TYPES

TOUCH TYPES

In addition to tapping, equivalent to conventional touching, the touch panel of the machine can be operated by long touching, flicking and sliding.

Operation types

	<p>Tapping Touch the panel with your finger and then lift it quickly. Use this method to select a key, tab or check box.</p>		<p>Sliding Slide the scroll bar (with your finger touching the panel) to scroll up and down a list with a large number of items.</p>
	<p>Long touching Touch the panel with your finger and hold it for a while. Keep holding (long touching) it on the action panel or characters in the text box to display characters in a balloon.</p>		<p>Double tapping Touch the screen twice. Use this operation to enlarge the image in the preview.</p>
	<p>Flicking Flick the panel to scroll a preview image quickly.</p>		<p>Pinch Touch the screen with two fingers and move them toward each other. This is used to reduce the browser and preview display.</p>
	<p>Dragging Drag (slide your finger touching the panel in a random direction) to replace a page in the original during preview.</p>		<p>Spread Touch the screen with two fingers and move them away from each other. This is used to enlarge the browser and preview display.</p>

+MAKING COPIES

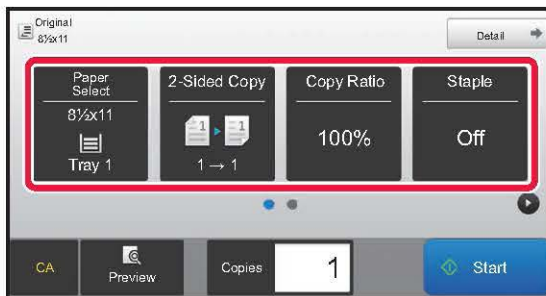
USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

1

Place the original in the document feeder tray of the automatic document feeder.

▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-77\)](#)

2



Check the paper (tray) you want to use for copying, and tap the keys for any other settings you want to select.

- Paper Select [▶ page 2-12](#)
- 2-Sided Copy [▶ page 2-16](#)
- Copy Ratio [▶ page 2-22](#)
- Staple [▶ page 2-38](#), [▶ page 2-38](#)
- Original [▶ page 2-29](#)
- Exposure [▶ page 2-19](#)
- N-Up [▶ page 2-41](#)
- Card Shot [▶ page 2-43](#)

3

Tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 1-15\)](#)

4

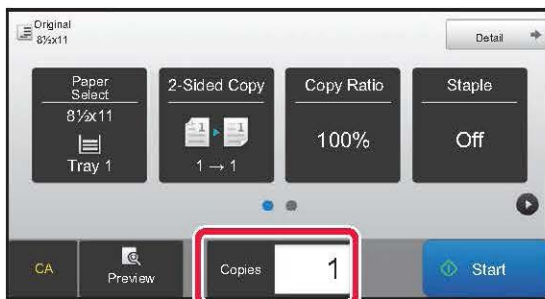
Tap the [Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the number of copies key to specify the number of copies.



+MAKING COPIES

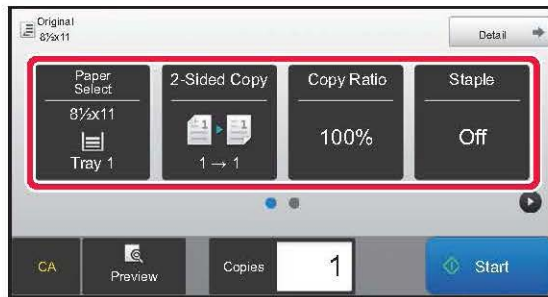
USING THE DOCUMENT GLASS FOR COPYING

1

Place the original on the document glass.

▶ [DOCUMENT GLASS \(page 1-79\)](#)

2



Check the paper (tray) you want to use for copying, and tap the keys for any other settings you want to select.

- Paper Select ▶ [page 2-12](#)
- 2-Sided Copy ▶ [page 2-16](#)
- Copy Ratio ▶ [page 2-22](#)
- Staple ▶ [page 2-38](#), ▶ [page 2-38](#)
- Original ▶ [page 2-29](#)
- Exposure ▶ [page 2-19](#)
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- Card Shot ▶ [page 2-43](#)

3

Tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 1-15\)](#)

4

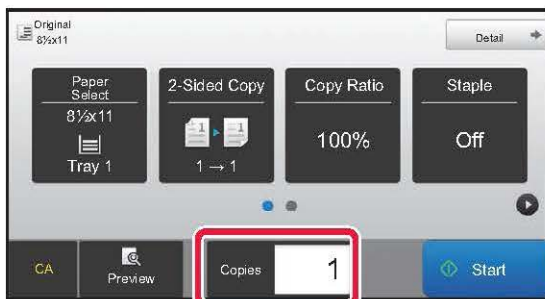
Tap the [Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



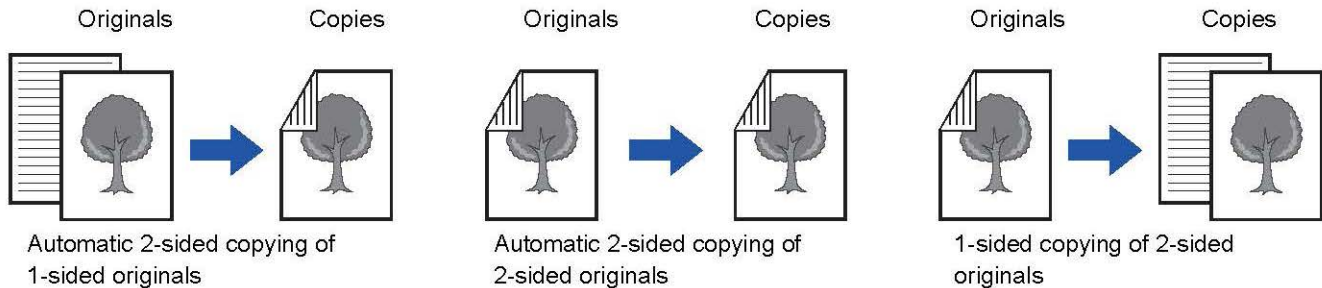
To make two or more sets of copies:

Tap the number of copies key to specify the number of copies.



+MAKING COPIES

USING THE AUTOMATIC DOCUMENT FEEDER FOR 2-SIDED COPYING



- To make 2-sided copies, configure the 2-sided copy settings before scanning the original.
- Dual-side copy helps to save paper.

1

Place the original in the document feeder tray of the automatic document feeder.

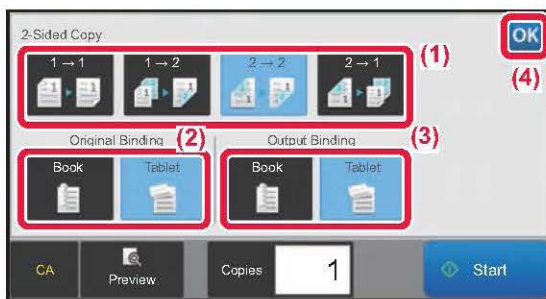
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-77\)](#)

2

Tap the [2-Sided Copy] key.

- ▶ [COPYING SEQUENCE \(page 2-7\)](#)

3



Select 2-sided copy mode.

- (1) Select the 2-sided copy type.
- (2) When the original is set to "2-Sided", select "Tablet" or "Book" in "Original Binding".
- (3) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (4) After the settings are completed, tap **OK**.

4

Check the paper (tray) you want to use for copying, and tap the keys for any other settings you want to select.

Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

- ▶ [Specifying the orientation of the original \(page 2-29\)](#)

- Paper Select ▶ [page 2-12](#)
- Copy Ratio ▶ [page 2-22](#)
- Staple ▶ [page 2-38](#), ▶ [page 2-38](#)
- Original ▶ [page 2-29](#)
- Exposure ▶ [page 2-19](#)
- N-Up ▶ [page 2-41](#)
- Card Shot ▶ [page 2-43](#)

+MAKING COPIES

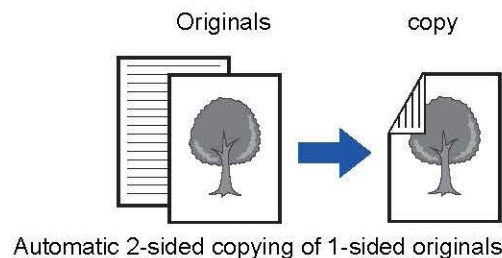
5

Tap the [Preview] key.

6

Tap the [Start] key to start copying.

USING THE DOCUMENT GLASS FOR 2-SIDED COPYING



Dual-side copy helps to save paper.



To change the default 2-sided copy mode:

In "Settings (administrator)", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [2-Sided Copy].

1

Place the original on the document glass.

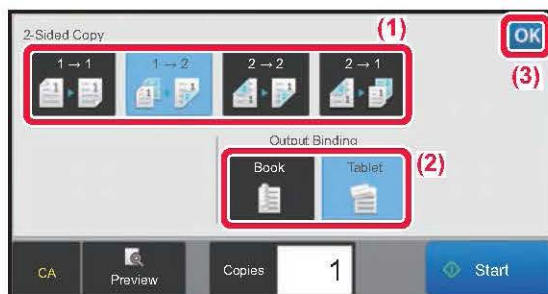
▶ [DOCUMENT GLASS \(page 1-79\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-7\)](#)

3



Select the 2-sided copy mode.

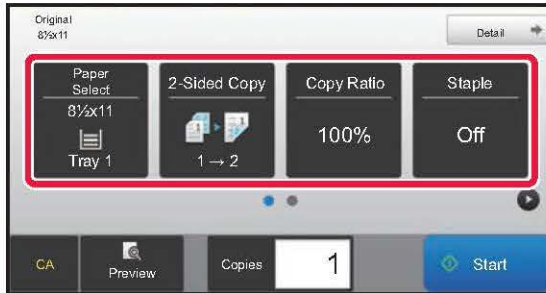
- (1) Tap the [1 → 2] key.
- (2) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (3) After the settings are completed, tap **OK**.

+MAKING COPIES



The [2 → 2] key and [1 → 2] key cannot be used when copying from the document glass.

4



Check the paper (tray) you want to use for copying, and tap the keys for any other settings you want to select.

Tap the [Original] key and specify the orientation of the original to have the orientation be correctly recognized.

▶ [Specifying the orientation of the original \(page 2-29\)](#)

- Paper Select ▶ [page 2-12](#)
- Copy Ratio ▶ [page 2-22](#)
- Staple ▶ [page 2-38](#), ▶ [page 2-38](#)
- Original ▶ [page 2-29](#)
- Exposure ▶ [page 2-19](#)
- N-Up ▶ [page 2-41](#)
- Card Shot ▶ [page 2-43](#)

5

Tap the [Start] key.

6



Set the next original, and tap the [Start] key to scan the original.

Tap the same key you tapped in step 5.

Repeat this step until all originals have been scanned.

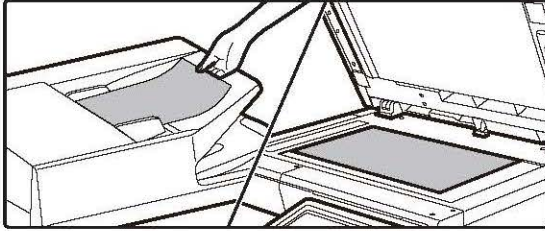
7

Tap the [Read-End] key to start copying.

+SENDING A FAX

This section explains the basic steps for sending a fax.

1



Place the original.

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

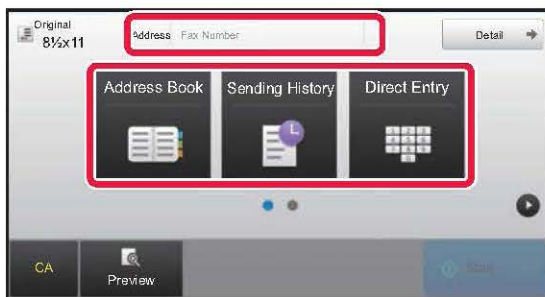
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-77\)](#)
- ▶ [DOCUMENT GLASS \(page 1-79\)](#)

2

Enter the destination fax number.

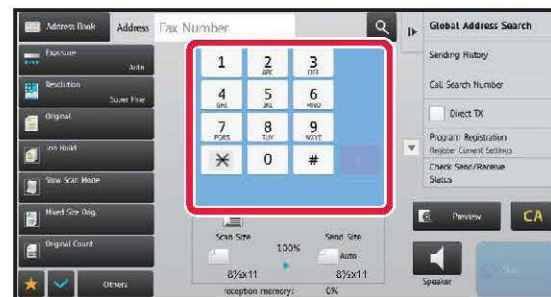
Tap the numeric keys to enter the destination number directly, or search and retrieve the address book or number.

In Easy mode



- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS ▶ [page 4-11](#)
- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK ▶ [page 4-12](#)
- USING A TRANSMISSION LOG TO RESEND ▶ [page 4-18](#)

In Normal mode



- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS ▶ [page 4-11](#)
- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK ▶ [page 4-12](#)
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION ▶ [page 4-15](#)
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK ▶ [page 4-16](#)
- USING A TRANSMISSION LOG TO RESEND ▶ [page 4-18](#)

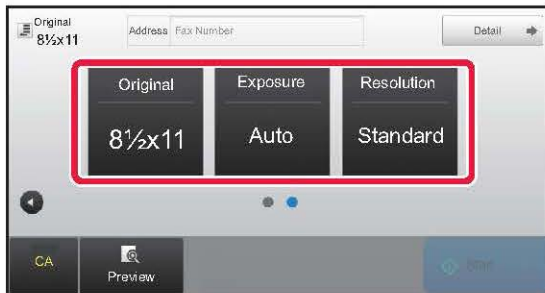
+SENDING A FAX

3

Configure the settings.

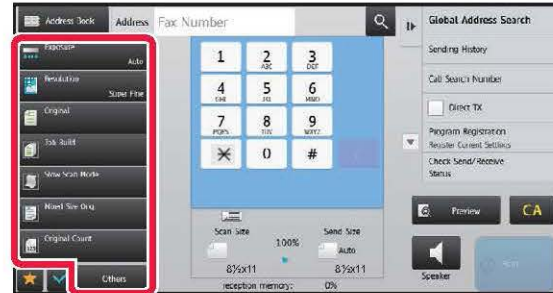
Specify the original scan size, exposure, resolution, etc.
If necessary, you can refer to the following functions for the setting.

In Easy mode



- Scanning Originals [▶ page 4-78](#)
- Changing the Exposure [▶ page 4-50](#)
- Changing the Resolution [▶ page 4-51](#)

In Normal mode



- Sending Originals Collectively [▶ page 4-70](#)
- Scanning Originals [▶ page 4-78](#)
- Automatically Scanning Both Sides Of an Original (2-sided Original) [▶ page 4-42](#)
- AUTO DETECTION [▶ page 4-43](#)
- Specifying the Original Scan Size Using Numeric Values [▶ page 4-44](#)
- Specifying the Send Size of the Image [▶ page 4-48](#)
- Changing the Exposure [▶ page 4-50](#)
- Changing the Resolution [▶ page 4-51](#)
- Sending a large Number of Pages (Job Build) [▶ page 4-74](#)
- Sending a Thin Original (Slow Scan Mode) [▶ page 4-80](#)
- Sending Originals of Different Sizes (Mixed Size Original) [▶ page 4-76](#)
- Checking the Number of Scanned Original Sheets Before Transmission (Original Count) [▶ page 4-82](#)
- Others [▶ page 4-68](#)

4

Send the original.

Tap the [Start] key.



- To check a preview of a scanned image, tap the [Preview] key before tapping the [Start] key.
- **When the original is placed on the document glass:**
 - When sending a fax normally (memory transmission)
Repeat the steps for placing and scanning the originals the same number of times as there are originals. After scanning all originals, tap the [Read-End] key.
 - When sending a fax in direct transmission mode
Multi-page originals cannot be scanned in direct transmission mode. Tap the [Start] key to start transmission.
- In normal mode, if you tap [File] or [Quick File] on the action panel before starting fax transmission, you can save the scanned original as data.
 - ▶ [QUICK FILE \(page 6-9\)](#)
 - ▶ [FILE \(page 6-10\)](#)

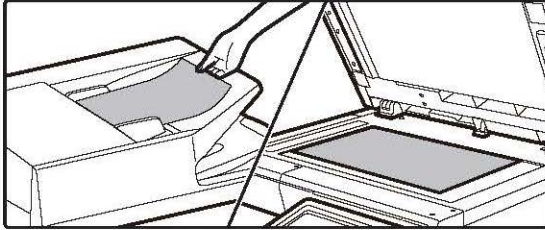
+SENDING AN IMAGE

IMAGE SEND SEQUENCE

First, to place the machine in a desired image send mode, tap the appropriate icon in the Home screen.

- ▶ [CHANGING MODES \(page 1-14\)](#)

1



Place the original.

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

- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-77\)](#)
- ▶ [DOCUMENT GLASS \(page 1-79\)](#)

2

Enter the destination.

Tap the address key to directly enter the destination, or search and retrieve the address book or destination.

In Easy mode



- ▶ [ENTERING AN ADDRESS MANUALLY \(page 5-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 5-15\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 5-24\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 5-22\)](#)

In Normal mode



- ▶ [ENTERING AN ADDRESS MANUALLY \(page 5-20\)](#)
- ▶ [RETRIEVING A DESTINATION FROM AN ADDRESS BOOK \(page 5-15\)](#)
- ▶ [USING A SEARCH NUMBER TO RETRIEVE A DESTINATION \(page 5-19\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 5-22\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 5-24\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 5-18\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 5-21\)](#)

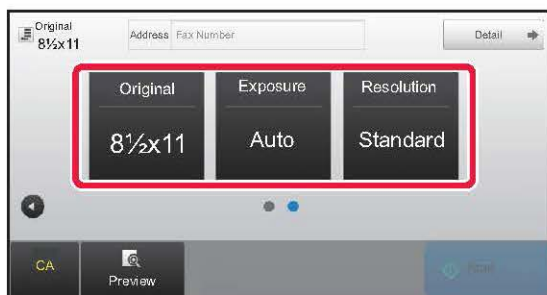
+SENDING AN IMAGE

3

Configure the settings.

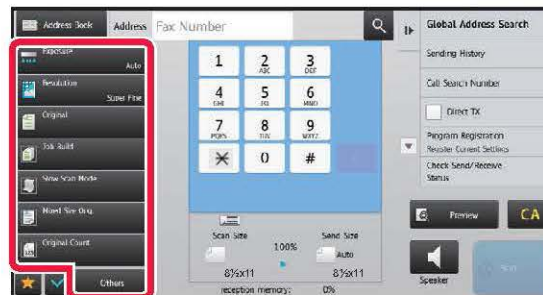
Specify the original scan size, exposure, resolution, etc.
If necessary, you can refer to the following functions for the setting.

In Easy mode



- Scanning Originals [▶ page 4-78](#)
- Changing the Exposure [▶ page 4-50](#)
- Changing the Resolution [▶ page 4-51](#)

In Normal mode



- Sending Originals Collectively [▶ page 4-70](#)
- Scanning Originals [▶ page 4-78](#)
- Automatically Scanning Both Sides Of an Original (2-sided Original) [▶ page 4-42](#)
- AUTO DETECTION [▶ page 4-43](#)
- Specifying the Original Scan Size Using Numeric Values [▶ page 4-44](#)
- Specifying the Send Size of the Image [▶ page 4-48](#)
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- Checking the Number of Scanned Original Sheets Before Transmission (Original Count) [▶ page 4-82](#)
- Others [▶ page 4-68](#)

4

Send the original.

Tap the [Start] key.



- To check a preview of a scanned image, tap the [Preview] key before tapping the [Start] key.
- **When the original is placed on the document glass:**
 - When sending a fax normally (memory transmission)
Repeat the steps for placing and scanning the originals the same number of times as there are originals. After scanning all originals, tap the [Read-End] key.
 - When sending a fax in direct transmission mode
Multi-page originals cannot be scanned in direct transmission mode. Tap the [Start] key to start transmission.
- In normal mode, if you tap [File] or [Quick File] on the action panel before starting fax transmission, you can save the scanned original as data.
 - ▶ [QUICK FILE \(page 6-9\)](#)
 - ▶ [FILE \(page 6-10\)](#)

+BASIC PRINT PROCEDURE

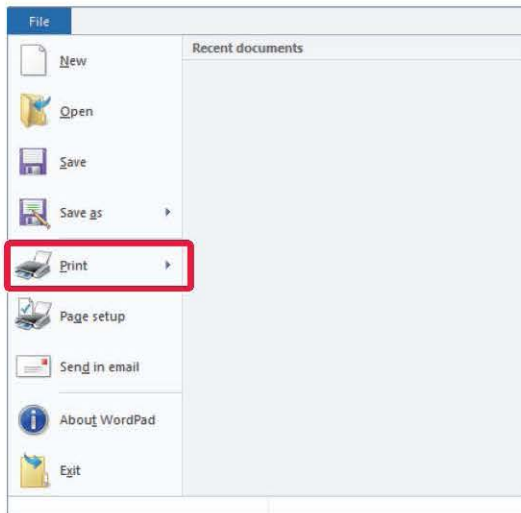
BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.



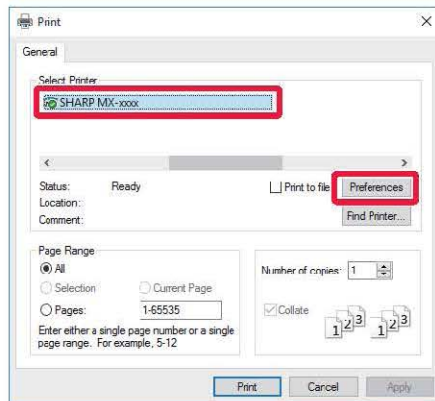
- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [MX-xxxx]. ("xxxx" is a sequence of characters that varies depending on the machine model.)

1



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

2

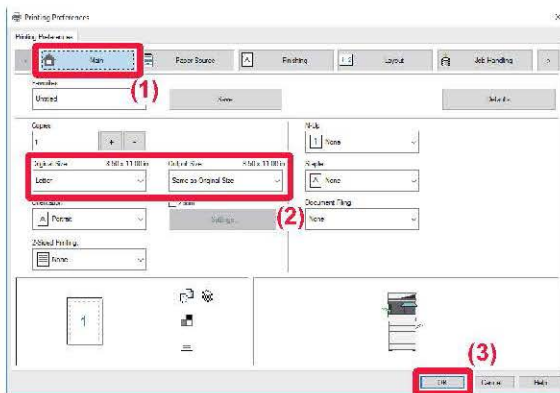


Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

+BASIC PRINT PROCEDURE

3



Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- You can register up to seven user-defined sizes in the menu. To store an original size, select [Custom Paper] or one of [User1] to [User7] from the menu, and click the [OK] button.
- To select settings on other tabs, click the desired tab and then select the settings.
 - ▶ [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 3-6\)](#)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

4

Click the [Print] button.

Printing begins.



QUESTIONS?

FOR A FULL OPERATING MANUAL PLEASE VISIT:

http://siica.sharpusa.com/portals/0/downloads/Manuals/MXB355W_MXB455W_User_Manual.pdf

**DO NOT HESITATE TO CALL OR EMAIL FOR ANY
ADDITIONAL QUESTIONS OR CONCERNS!
THANK YOU!**

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