The Office PEOPLE

MUSC
Medical University
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HOW-TO GUIDE FOR
SHARP MX-6071

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+HOME SCREEN

HOME SCREEN

Pressing the [Home Screen] key on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.

Displays the machine's status other than the job using icons.
► Icon indicating the status of the machine (page 1-14)

Displays the time.

Displays the job in progress or waiting with text or icon.

Tap a mode to change to that mode.
►Changing mode from the mode display (page 1-15)

Select functions that can be utilized in respective modes.
Tap the tab, and the list of function keys is displayed.

Select shortcut keys for modes or functions.
►Changing mode from the Home screen (page 1-15)

Switch the pages for displaying shortcut keys.

Use these keys to select functions that make the machine easier to use.

For procedures for adding and deleting shortcut keys, see "User's Manual (Touch Panel Operation)".

- **To set the home screen for each "Favorite Operation Group List":**
  In "Settings (administrator)", select [User Control] → [Access Control Settings] → [Favorite Operation Group] → [Home Screen List].
  Perform this setting when user authentication is used.
- **To display the Cloud Connect/E-mail Connect shortcut keys:**
  You can add shortcut keys for the Cloud Connect/E-mail Connect functions (Google Drive, OneDrive, SharePoint Online, Gmail, Exchange (E-Mail)) to the home screen.

+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 1-116)

2

Check the paper (tray) and color mode 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 2-25
- Staple / Punch ►page 2-40, ►page 2-43
- Color Mode ►page 2-19
- Original ►page 2-32
- Exposure ►page 2-22
- N-Up ►page 2-48
- Card Shot ►page 2-52

> ✎ Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

3   **Tap the [Preview] key.**

► PREVIEW SCREEN (page 1-16)

4   **Tap the [Color Start] or [B/W Start] key to start copying.**

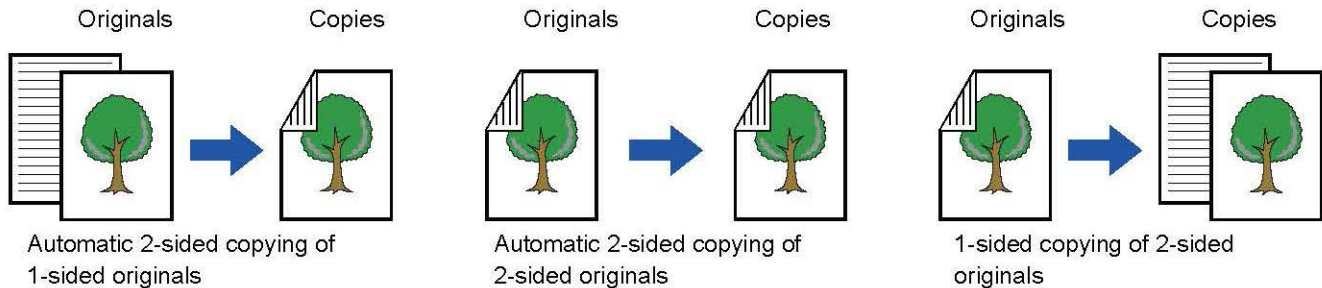When making only one set of copies, you do not need to specify the number of copies.

> ✎ **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.**

►

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

3 **Tap the [Preview] key.**

►

4 **Tap the [Color Start] or [B/W 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.

5

+MAKING COPIES

USING THE AUTOMATIC DOCUMENT FEEDER FOR 2-SIDED COPYING

Originals	Copies	Originals	Copies	Originals	Copies

Automatic 2-sided copying of 1-sided originals

Automatic 2-sided copying of 2-sided originals

1-sided copying of 2-sided originals

- 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.**

►

---

2 **Tap the [2-Sided Copy] key.**

►

---
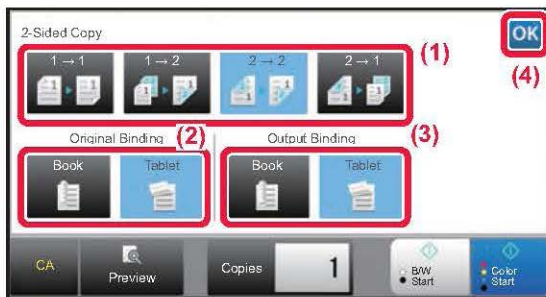
3 **Select 2-sided copy mode.**

(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) and color mode 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.
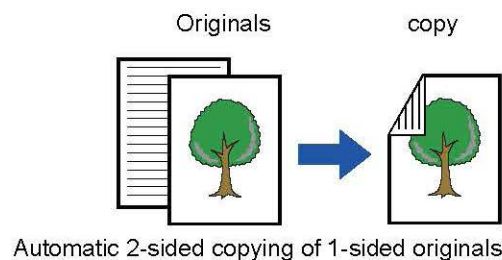
►

5 Tap the [Preview] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

USING THE DOCUMENT GLASS FOR 2-SIDED COPYING

Originals   copy

Automatic 2-sided copying of 1-sided originals

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.

2 Tap the [2-Sided Copy] key.

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.

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

4

Check the paper (tray) and color mode 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.

►

- Paper Select ►
- Copy Ratio ►
- Staple / Punch ►, ►
- Color Mode ►
- Original ►
- Exposure ►
- N-Up ►
- Card Shot ►

🖉 Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

5

Tap the [Color Start] or [B/W Start] key.

6

Set the next original, and tap the [Color Start] or [B/W Start] key to scan the original.

Tap the same key you tapped in step 5.
Repeat this step until all originals have been scanned.
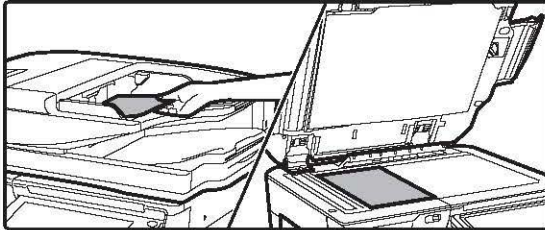

7

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

FAX TRANSMISSION SEQUENCE

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.
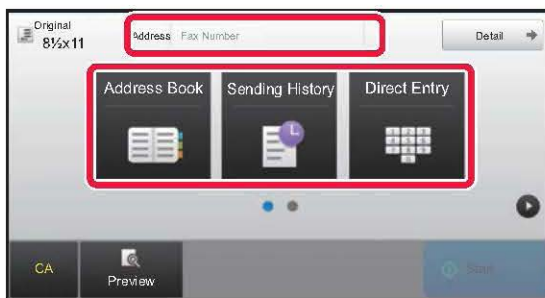- ► AUTOMATIC DOCUMENT FEEDER (page 1-116)
- ► DOCUMENT GLASS (page 1-119)

2

Enter the destination fax number.

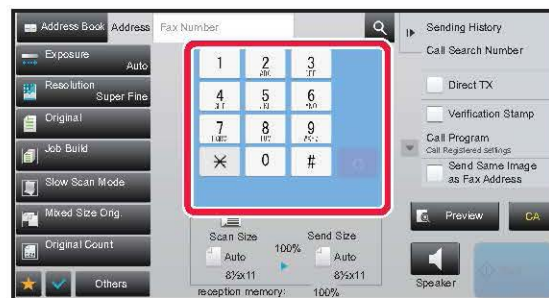Tap the numeric keys to enter the destination number directly, or search and retrieve the address book or number.

In Easy mode

In Normal mode

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS ►page 4-10
- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK ►page 4-12
- USING A TRANSMISSION LOG TO RESEND ►page 4-18

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS ►page 4-10
- 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
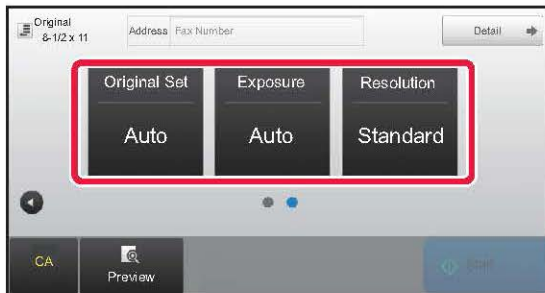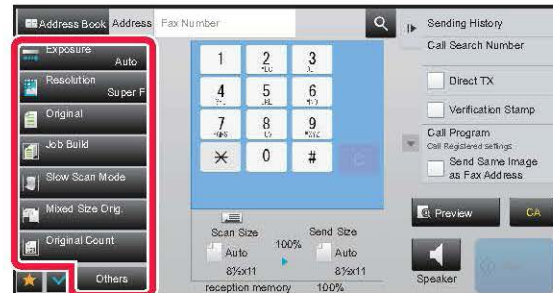- USING A TRANSMISSION LOG TO RESEND ►page 4-18

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

In Normal mode

- Scanning Originals ►page 5-106
- Changing the Exposure ►page 4-50
- Changing the Resolution ►page 4-51

- Sending Originals Collectively ►page 5-74
- Scanning Originals ►page 5-106
- Automatically Scanning Both Sides Of an Original (2-sided Original) ►page 4-41
- AUTO DETECTION ►page 4-42
- 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 5-88
- Sending a Thin Original (Slow Scan Mode) ►page 5-109
- Sending Originals of Different Sizes (Mixed Size Original) ►page 5-76
- Checking the Number of Scanned Original Sheets Before Transmission (Original Count) ►page 5-113
- Others ►page 4-71

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.
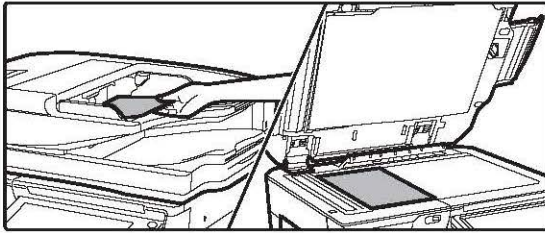 - ► QUICK FILE (page 6-9)
  - ► FILE (page 6-10)

+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 1-15)

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 1-116)
► DOCUMENT GLASS (page 1-119)

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

In Normal mode

► ENTERING AN ADDRESS MANUALLY (page 5-21)
► RETRIEVING A DESTINATION FROM AN ADDRESS BOOK (page 5-16)
► USING A TRANSMISSION LOG TO RESEND (page 5-26)
► RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK (page 5-24)

► ENTERING AN ADDRESS MANUALLY (page 5-21)
► RETRIEVING A DESTINATION FROM AN ADDRESS BOOK (page 5-16)
► USING A SEARCH NUMBER TO RETRIEVE A DESTINATION (page 5-20)
► RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK (page 5-24)
► USING A TRANSMISSION LOG TO RESEND (page 5-26)
► VIEWING A LIST OF THE SELECTED DESTINATIONS (page 5-19)
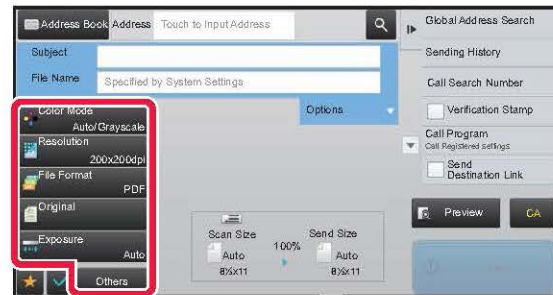► SPECIFYING A NETWORK FOLDER (page 5-22)

3 ## Select functions.

Specify the original scan size, exposure, file format, and other items.
If necessary, you can refer to the following functions for the setting.

In Easy mode

In Normal mode

4 ## Send the original.

Tap the [B/W Start] or [Color Start] key ([Start] key in normal mode).

- You can tap the [Preview] key before tapping the [B/W Start] key or the [Color Start] key (the [Start] key in normal mode) to check a preview of the image.
- When the original is placed on the document glass, repeat the placing original and transmission procedures until all originals have been sent. After scanning all originals, tap the [Read-End] key.
- In normal mode, if you tap the [File] or [Quick File] on the action panel before sending image, you can save the scanned original as data.
  ▶ USING DOCUMENT FILING IN EACH MODE (page 6-7)
- **Always stamp scanned originals**
  In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Default Verification Stamp].
  When this is enabled, originals are always stamped without the need to select "Verification Stamp".
- **If the send format is a PDF format, this function automatically adjusts the skew when the original is scanned while skewed.**
  The automatic skew adjustment function is enabled when enabling auto configuration in easy mode.
  In normal mode, tap the [Others] key and then the [PDF Skew Adjustment] key to switch.
 ▶ AUTOMATICALLY ADJUST SKEWED PDF SCAN DATA (PDF SKEW ADJUSTMENT) (page 5-117)

BASIC PRINTING PROCEDURE

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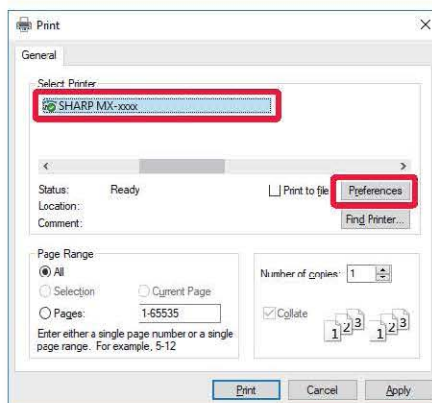

- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [MX-xxxx]. ("xxxx"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

1
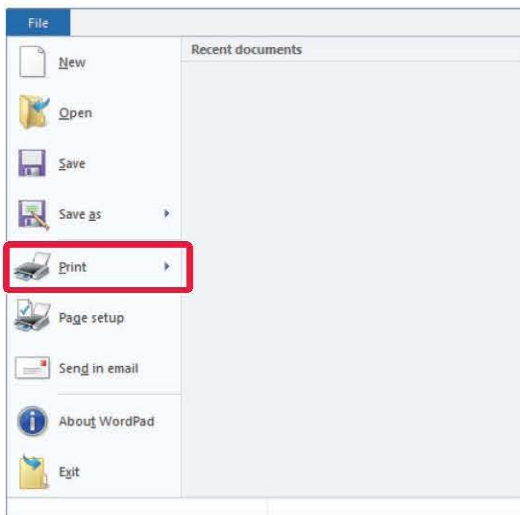
Select [Print] from the [File] menu of WordPad.
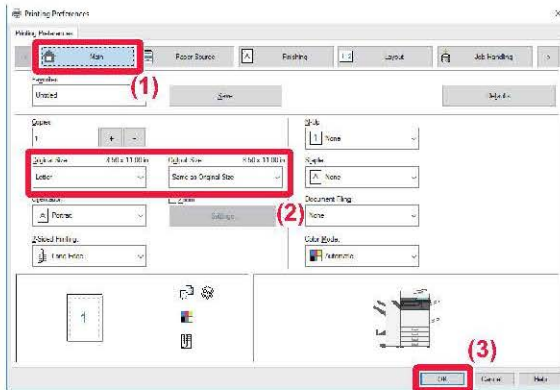

2

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.

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.

+NOTES

QUESTIONS?

FOR A FULL OPERATING MANUAL PLEASE VISIT:

http://siica.sharpusa.com/portals/0/downloads/Manuals/
MX_2651-4071_MX_3071-4071_User_Manual.pdf

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