



The
Office
PEOPLE

 **MUSC**
Medical University
of South Carolina

HOW-TO GUIDE FOR
SHARP MX-M3070

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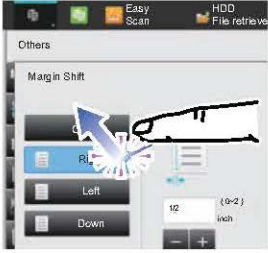
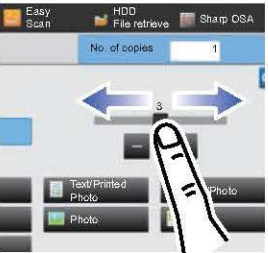
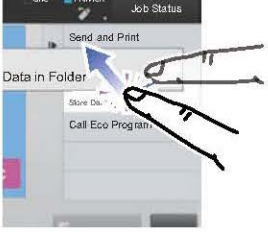
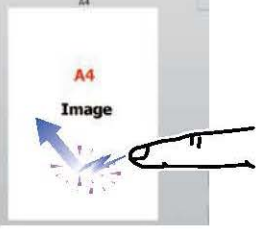
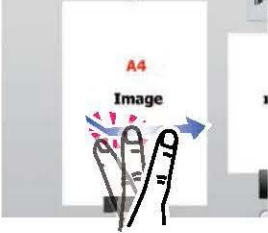
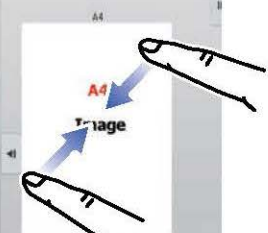
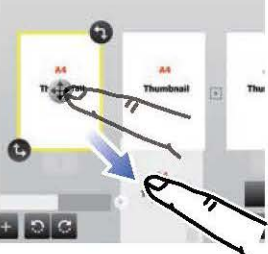
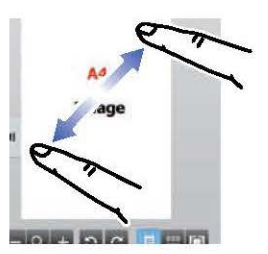
3	Touch Types
4	Making Copies
9	Sending a Fax
12	Sending an Image
14	Storing an Address

+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

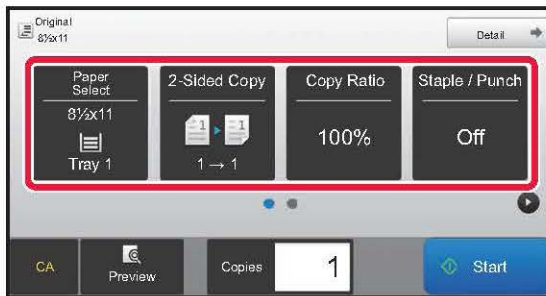
USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

1

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

▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-124\)](#)

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 2-11](#)
- 2-Sided Copy ▶ [page 2-15](#)
- Copy Ratio ▶ [page 2-21](#)
- Staple / Punch ▶ [page 2-35](#), ▶ [page 2-38](#)
- Original ▶ [page 2-27](#)
- Exposure ▶ [page 2-18](#)
- N-Up ▶ [page 2-43](#)
- Card Shot ▶ [page 2-47](#)



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 \(page 1-20\)](#)

4

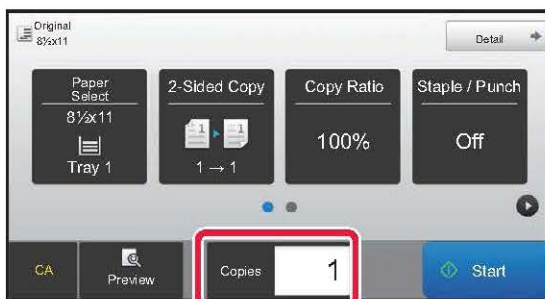
Tap the [Start] key to start copying.

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

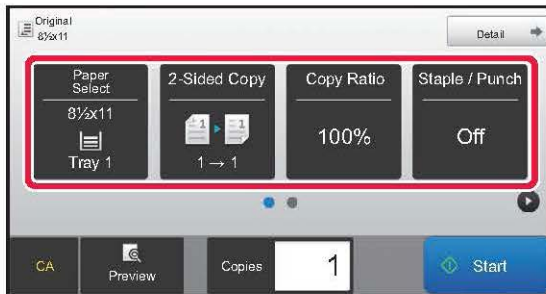
USING THE DOCUMENT GLASS FOR COPYING

1

Place the original on the document glass.

▶ [DOCUMENT GLASS \(page 1-126\)](#)

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 2-11](#)
- 2-Sided Copy ▶ [page 2-15](#)
- Copy Ratio ▶ [page 2-21](#)
- Staple / Punch ▶ [page 2-35](#), ▶ [page 2-38](#)
- Original ▶ [page 2-27](#)
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- Card Shot ▶ [page 2-47](#)

3

Tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 1-20\)](#)

4

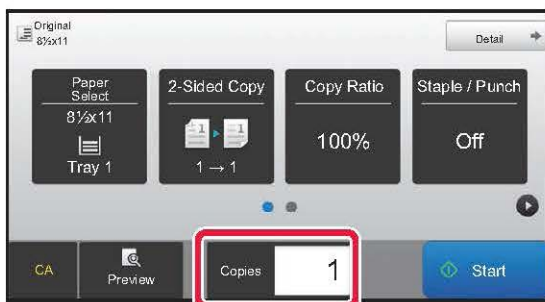
Tap the [Start] key to start copying.

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



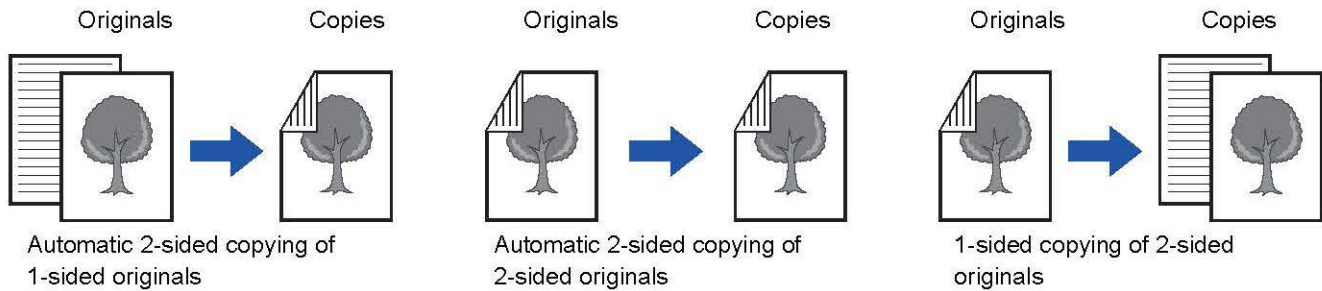
To make two or more sets of copies:

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.

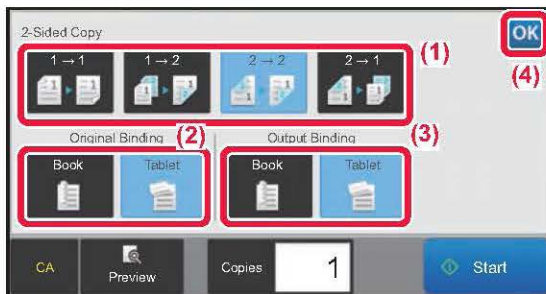
▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-124\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-5\)](#)

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 \(page 2-27\)](#)

- Paper Select ▶ [page 2-11](#)
- Copy Ratio ▶ [page 2-21](#)
- Staple / Punch ▶ [page 2-35](#), ▶ [page 2-38](#)
- Original ▶ [page 2-27](#)
- Exposure ▶ [page 2-18](#)
- N-Up ▶ [page 2-43](#)
- Card Shot ▶ [page 2-47](#)

+MAKING COPIES

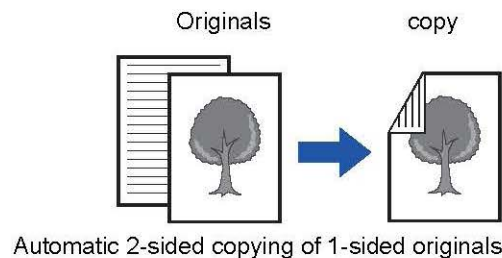
5

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.

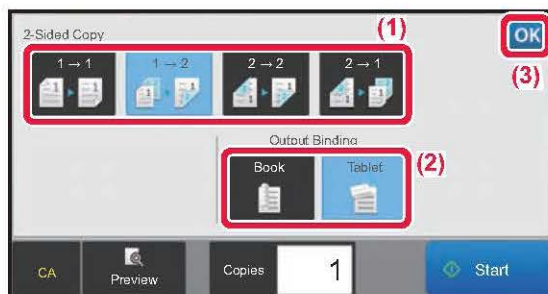
▶ [DOCUMENT GLASS \(page 1-126\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-5\)](#)

3



Select the 2-sided copy mode.

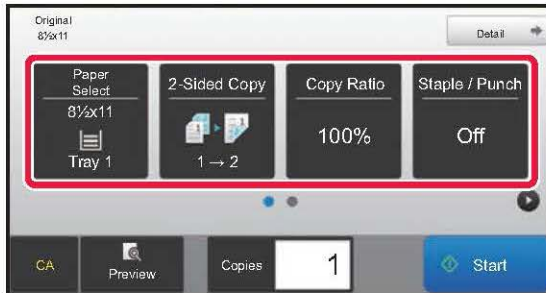
- (1) Tap the [1 → 2] key.
- (2) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (3) After the settings are completed, tap **OK**.

+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 \(page 2-27\)](#)

- Paper Select ▶ [page 2-11](#)
- Copy Ratio ▶ [page 2-21](#)
- Staple / Punch ▶ [page 2-35](#), ▶ [page 2-38](#)
- Original ▶ [page 2-27](#)
- Exposure ▶ [page 2-18](#)
- N-Up ▶ [page 2-43](#)
- Card Shot ▶ [page 2-47](#)



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 [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

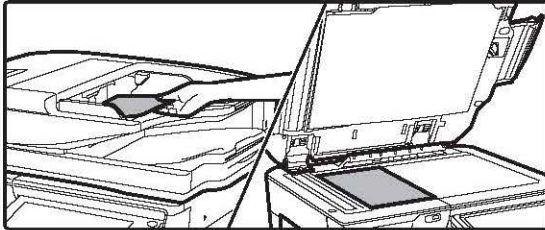
Tap the [Read-End] key to start copying.

+SENDING A FAX

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.

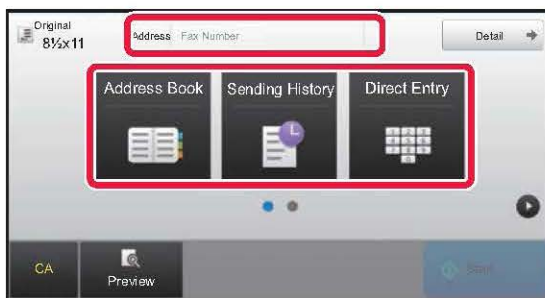
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-124\)](#)
- ▶ [DOCUMENT GLASS \(page 1-126\)](#)

2

Enter the destination fax number.

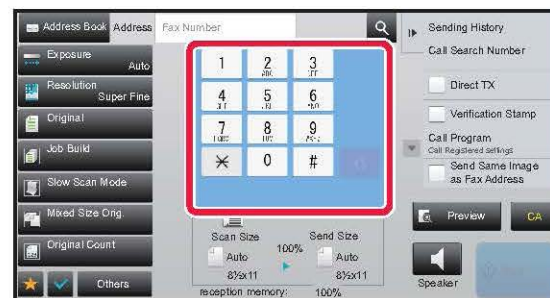
Tap the numeric keys to enter the destination number directly, or search and retrieve the address book or number.

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](#)

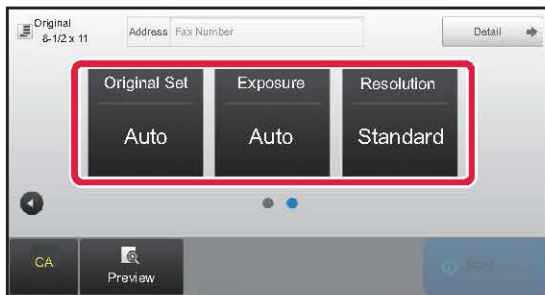
+SENDING A FAX

3

Configure the settings.

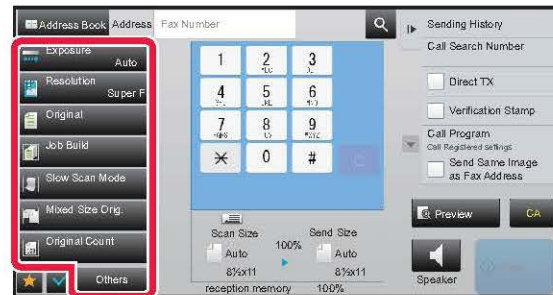
Specify the original scan size, exposure, resolution, etc.
If necessary, you can refer to the following functions for the setting.

In Easy mode



- Scanning Originals [▶ page 4-84](#)
- Changing the Exposure [▶ page 4-49](#)
- Changing the Resolution [▶ page 4-50](#)

In Normal mode



- Sending Originals Collectively [▶ page 4-72](#)
- Scanning Originals [▶ page 4-84](#)
- Automatically Scanning Both Sides Of an Original (2-sided Original) [▶ page 4-40](#)
- AUTO DETECTION [▶ page 4-41](#)
- Specifying the Original Scan Size Using Numeric Values [▶ page 4-43](#)
- Specifying the Send Size of the Image [▶ page 4-47](#)
- Changing the Exposure [▶ page 4-49](#)
- Changing the Resolution [▶ page 4-50](#)
- Sending a large Number of Pages (Job Build) [▶ page 4-76](#)
- Sending a Thin Original (Slow Scan Mode) [▶ page 4-87](#)
- Sending Originals of Different Sizes (Mixed Size Original) [▶ page 4-78](#)
- Checking the Number of Scanned Original Sheets Before Transmission (Original Count) [▶ page 4-89](#)
- Others [▶ page 4-70](#)

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 A FAX



- **Set the initial screen when selected from another mode**

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Default Display Settings]

When resending by document filing or recalling by saved program settings that do not include an address, select from the following 6 types of base screens that appear.

- E-Mail
- Network Folder
- FTP/Desktop
- Internet Fax
- Fax
- Data Entry

- **Change the initial screen to the address book**

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Default Display Settings].

If image send mode is enabled, the Address Book is displayed in place of the initial screen of this mode.

When a default address is set in "Settings (administrator)" – [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Default Address Settings], this function cannot be used.

- **Retain send settings for a set time after transmission**

In "Settings (administrator)", select [System Settings] → [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Hold settings for a while after scanning has been completed].

The settings will be retained after the original is scanned (until auto clear mode operates).

- **Send when the set time arrives even if still scanning**

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Job Auto Start Time During Scanning].

Set the time at which transmission is automatically started even if the original is still being scanned.

- **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".

Fax volume setting

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Speaker Settings].

Speaker Settings

Use these settings to set the sound heard from the speaker for the Speaker, Ringer Volume, Line Monitor, Fax Receive Complete Signal, Fax Send Complete Signal, and Fax Communication Error Signal. For the Fax Receive Complete Signal, the Fax Send Complete Signal, and the Fax Communication Error Signal, the Tone Pattern and Transmission Complete Sound Time Setting can be selected in addition to the volume.

Check on Setup Sounds

Checks the selected tone pattern and volume.

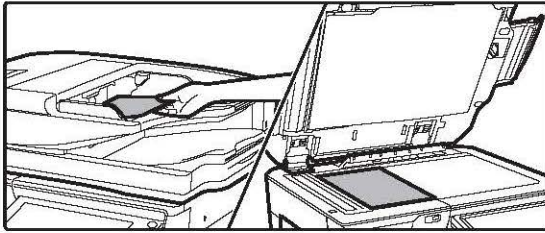
+SENDING AN IMAGE

IMAGE SEND SEQUENCE

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

▶ [CHANGING MODES \(page 1-19\)](#)

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 \(page 1-124\)](#)
- ▶ [DOCUMENT GLASS \(page 1-126\)](#)

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 \(page 5-25\)](#)
- ▶ [RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK \(page 5-23\)](#)

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 \(page 5-23\)](#)
- ▶ [USING A TRANSMISSION LOG TO RESEND \(page 5-25\)](#)
- ▶ [VIEWING A LIST OF THE SELECTED DESTINATIONS \(page 5-18\)](#)
- ▶ [SPECIFYING A NETWORK FOLDER \(page 5-21\)](#)

+SENDING AN IMAGE

3

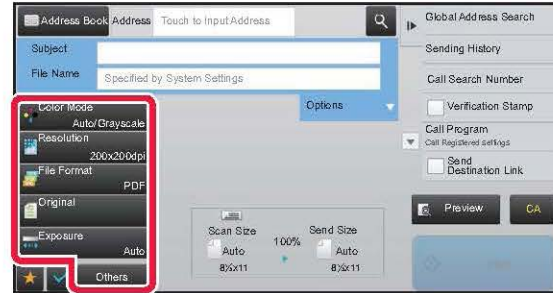
Select functions.

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



- ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 5-48\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 5-59\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 5-60\)](#)
- ▶ [ELIMINATING BLANK PAGES FROM A TRANSMISSION \(BLANK PAGE SKIP\) \(page 5-108\)](#)

- ▶ [SCANNING AND SENDING ORIGINALS COLLECTIVELY \(page 5-72\)](#)
- ▶ [ADJUSTING COLORS AND SHADING \(page 5-93\)](#)
- ▶ [SCANNING ORIGINALS \(page 5-103\)](#)
- ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 5-48\)](#)
- ▶ [SCAN SIZE AND SEND SIZE \(ENLARGE/REDUCE\) \(page 5-49\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE \(page 5-50\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 5-51\)](#)
- ▶ [SPECIFYING THE SEND SIZE OF THE IMAGE \(page 5-55\)](#)
- ▶ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 5-57\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 5-59\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 5-60\)](#)
- ▶ [CHANGING FORMAT IN INTERNET FAX MODE \(page 5-66\)](#)
- ▶ [CHANGING COLOR MODE \(page 5-66\)](#)

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".

+STORING AN ADDRESS

STORING ADDRESSES THROUGH DIRECT ENTRY

Store new names or addresses in the address book by directly entering them.

1

In the address book screen, tap **[Add New]** on the action panel, or tap the **[Address Control]** icon in the home screen.

2

Enter basic information.

Be sure to enter **[Name]** and **[Initial]**.

To specify a category, select one from a category list that appears when the entry box is tapped.

To register for frequent use, select the **[Also Register for Frequent Use]** checkbox .



To register a category name:

In "Settings (Web version)", select **[Address Book]** → **[Category Setting]**.



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 1-151\)](#)

3

Tap **[Fax Number]**, **[E-mail Address]**, **[Internet Fax Address]**, or **[Direct SMTP Address]** to enter the address, and tap

OK.



- Select the checkbox to set that address as the preferred over the others if two or more addresses are stored for "Contacts".
- FTP, Desktop, and Network Folder addresses can be registered from **[Address Book]** in "Settings (Web version)".

4

Tap the **[Register]** key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.



QUESTIONS?

FOR A FULL OPERATING MANUAL PLEASE VISIT:

<http://siica.sharppusa.com/Portals/0/downloads/Manuals/Monochrome-Advanced-and-Essentials-Users-Manual.pdf>

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

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