



The
Office
PEOPLE



MUSC
Medical University
of South Carolina

HOW-TO GUIDE FOR
SHARP MX-C304W

843.769.7774 | service@theofficepeople.com

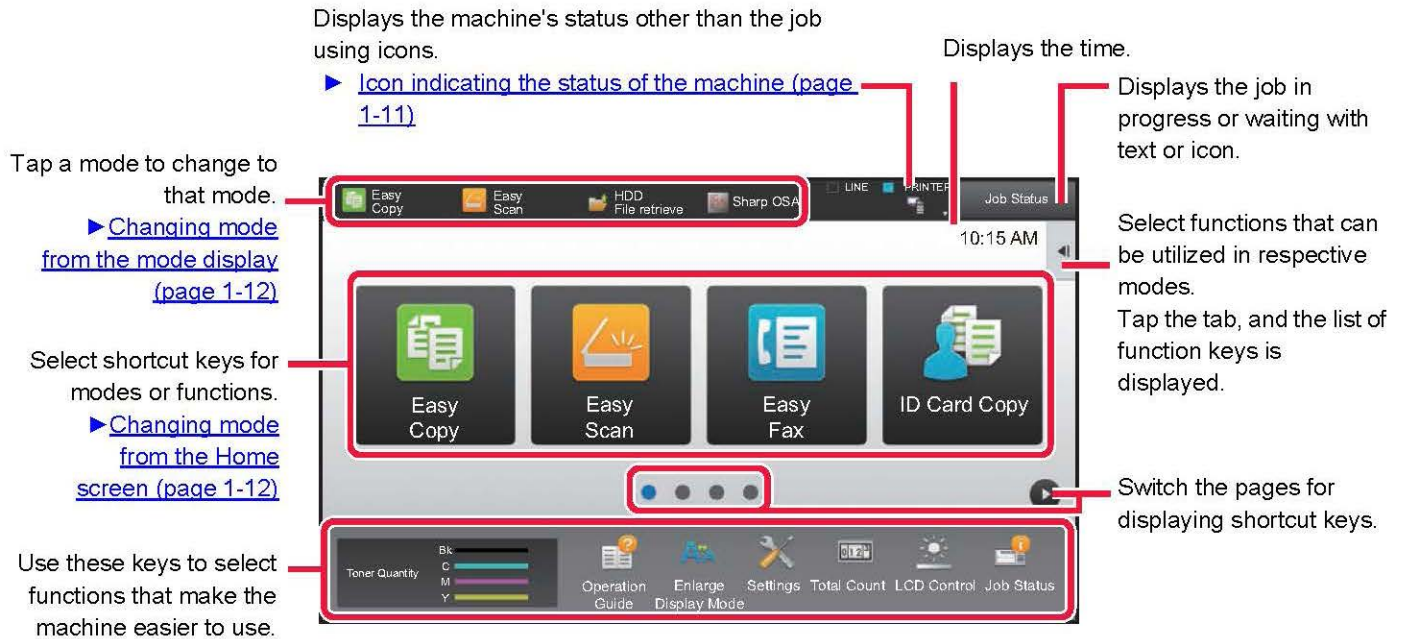
+TABLE OF CONTENTS

3	Home Screen
4	Making Copies
9	Sending a Fax
11	Sending an Image
13	Basic Print Procedure

+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.



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.

+MAKING COPIES

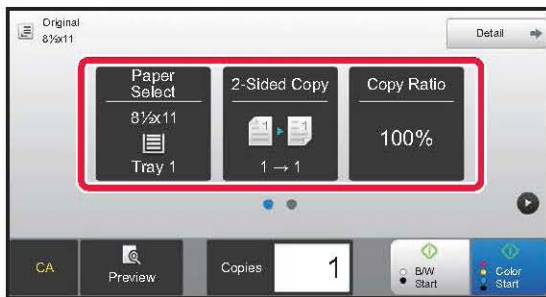
USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

1

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

▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-111\)](#)

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](#)
- Color Mode ▶ [page 2-19](#)
- Original ▶ [page 2-32](#)
- Exposure ▶ [page 2-22](#)
- N-Up ▶ [page 2-42](#)
- Card Shot ▶ [page 2-44](#)

3

Tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 1-13\)](#)

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.

▶ [DOCUMENT GLASS \(page 1-113\)](#)

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](#)
- Color Mode ▶ [page 2-19](#)
- Original ▶ [page 2-32](#)
- Exposure ▶ [page 2-22](#)
- N-Up ▶ [page 2-42](#)
- Card Shot ▶ [page 2-44](#)

3

Tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 1-13\)](#)

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.



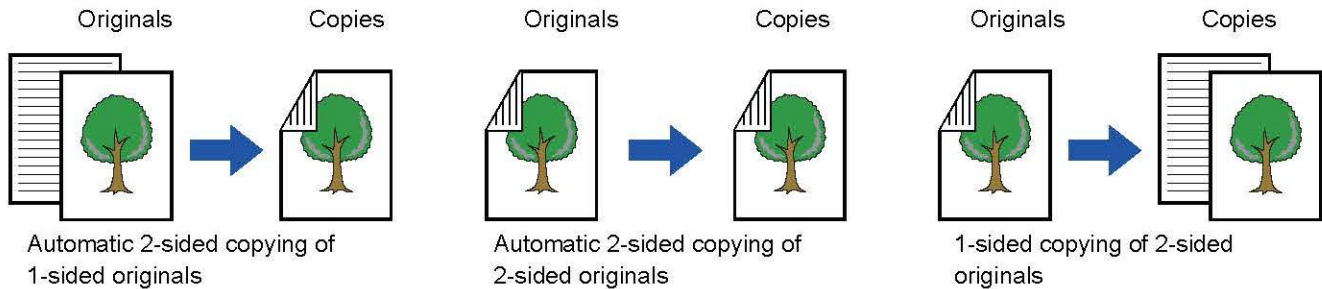
To make two or more sets of copies:

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



+MAKING COPIES

USING THE 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.

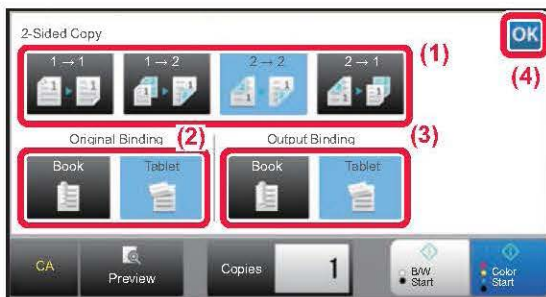
▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-111\)](#)

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) 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.

▶ [Specifying the orientation of the original \(page 2-32\)](#)

- Paper Select ▶ [page 2-12](#)
- Copy Ratio ▶ [page 2-25](#)
- Color Mode ▶ [page 2-19](#)
- Original ▶ [page 2-32](#)
- Exposure ▶ [page 2-22](#)
- N-Up ▶ [page 2-42](#)
- Card Shot ▶ [page 2-44](#)

+MAKING COPIES

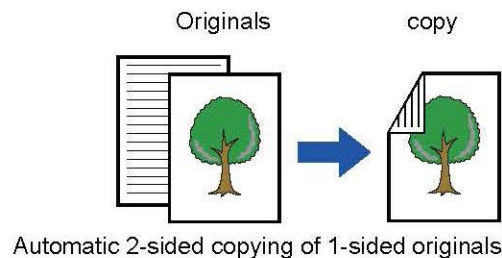
5

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



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.

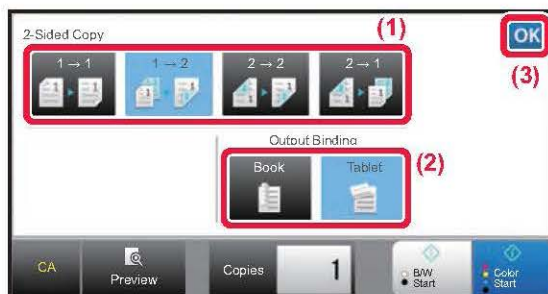
▶ [DOCUMENT GLASS \(page 1-113\)](#)

2

Tap the [2-Sided Copy] key.

▶ [COPYING SEQUENCE \(page 2-5\)](#)

3



Select the 2-sided copy mode.

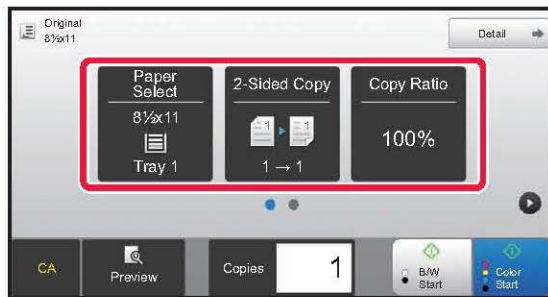
- (1) Tap the [1 → 2] key.
- (2) When the output is set to "2-Sided", select "Tablet" or "Book" in "Output Binding".
- (3) After the settings are completed, tap **OK**.

+MAKING COPIES



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

4



Check the paper (tray) 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.

▶ [Specifying the orientation of the original \(page 2-32\)](#)

- Paper Select ▶ [page 2-12](#)
- Copy Ratio ▶ [page 2-25](#)
- Color Mode ▶ [page 2-19](#)
- Original ▶ [page 2-32](#)
- Exposure ▶ [page 2-22](#)
- N-Up ▶ [page 2-42](#)
- Card Shot ▶ [page 2-44](#)

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.

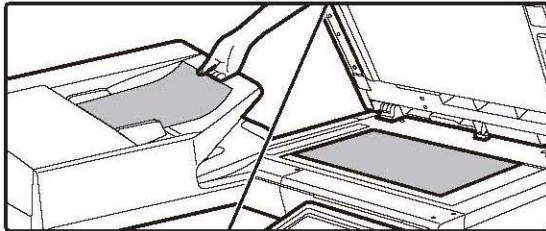
7

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

+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.

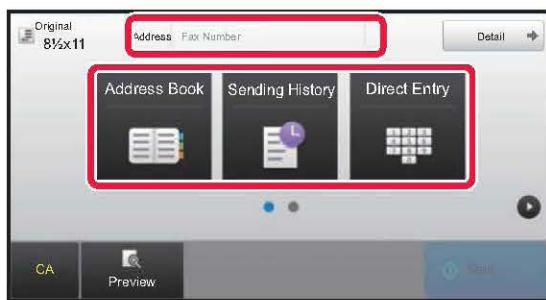
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-111\)](#)
- ▶ [DOCUMENT GLASS \(page 1-113\)](#)

2

Enter the destination fax number.

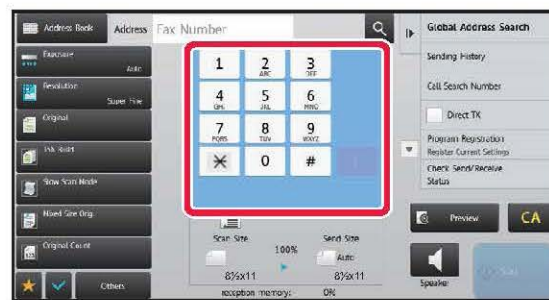
Tap the numeric keys to enter the destination number directly, or search and retrieve the address book or number.

In Easy mode



- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS ▶ [page 4-10](#)
- 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 4-10](#)
- 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](#)

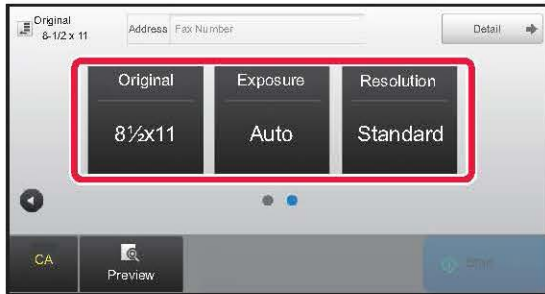
+SENDING A FAX

3

Configure the settings.

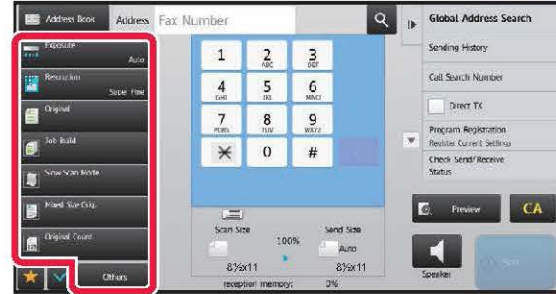
Specify the original scan size, exposure, resolution, etc.
If necessary, you can refer to the following functions for the setting.

In Easy mode



- Set the scanning of the originals [▶ page 4-41](#)
- Scanning Originals [▶ page 5-105](#)
- Changing the Exposure [▶ page 4-49](#)
- Changing the Resolution [▶ page 4-50](#)

In Normal mode



- Sending Originals Collectively [▶ page 5-73](#)
- Scanning Originals [▶ page 5-105](#)
- Automatically Scanning Both Sides Of an Original (2-sided Original) [▶ 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 5-92](#)
- Sending a Thin Original (Slow Scan Mode) [▶ page 5-108](#)
- Sending Originals of Different Sizes (Mixed Size Original) [▶ page 5-75](#)
- Checking the Number of Scanned Original Sheets Before Transmission (Original Count) [▶ page 5-112](#)
- 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 \(page 6-10\)](#)

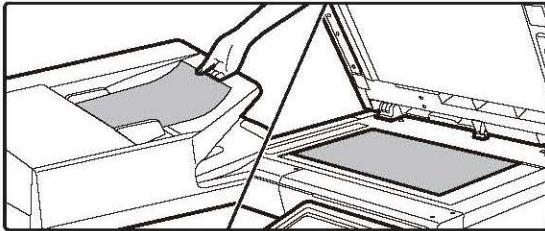
+SENDING AN IMAGE

IMAGE SEND SEQUENCE

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

- ▶ [CHANGING MODES \(page 1-12\)](#)

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 \(page 1-111\)](#)
- ▶ [DOCUMENT GLASS \(page 1-113\)](#)

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 \(page 5-21\)](#)
- ▶ [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 \(page 5-24\)](#)

In Normal mode



- ▶ [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 \(page 5-22\)](#)

+SENDING AN IMAGE

3

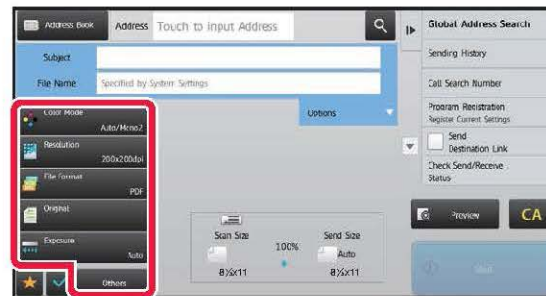
Select functions.

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 \(2-SIDED ORIGINAL\) \(page 5-49\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 5-60\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 5-61\)](#)
- ▶ [ELIMINATING BLANK PAGES FROM A TRANSMISSION \(BLANK PAGE SKIP\) \(page 5-110\)](#)
- ▶ [SCANNING AND SENDING ORIGINALS COLLECTIVELY \(page 5-73\)](#)
- ▶ [ADJUSTING COLORS AND SHADING \(page 5-95\)](#)
- ▶ [SCANNING ORIGINALS \(page 5-105\)](#)
- ▶ [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-SIDED ORIGINAL\) \(page 5-49\)](#)
- ▶ [SCAN SIZE AND SEND SIZE \(ENLARGE/REDUCE\) \(page 5-50\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE \(page 5-51\)](#)
- ▶ [SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES \(page 5-52\)](#)
- ▶ [SPECIFYING THE SEND SIZE OF THE IMAGE \(page 5-56\)](#)
- ▶ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 5-58\)](#)
- ▶ [CHANGING THE RESOLUTION \(page 5-60\)](#)
- ▶ [CHANGING FORMAT IN SCAN OR DATA ENTRY MODE \(page 5-61\)](#)
- ▶ [CHANGING FORMAT IN INTERNET FAX MODE \(page 5-67\)](#)
- ▶ [CHANGING COLOR MODE \(page 5-67\)](#)

4

Send the original.

Tap the [BW Start] or [Color Start] key ([Start] key in normal mode).



- You can tap the [Preview] key before tapping the [BW 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 \(page 6-7\)](#)
- **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 \(PDF SKEW ADJUSTMENT\) \(page 5-114\)](#)

+BASIC PRINT PROCEDURE

BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory application "TextEdit" in Mac OS X.



- To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.
- The menu used to execute printing may vary depending on the application.

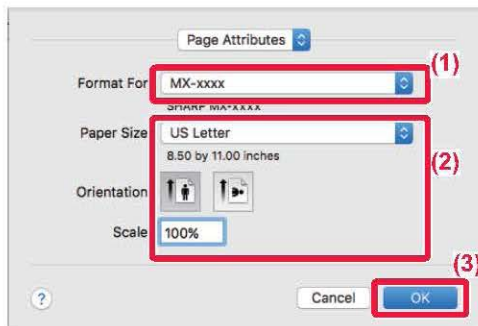
1



Select [Page Setup] from the [File] menu and select the printer.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

2



Select paper settings.

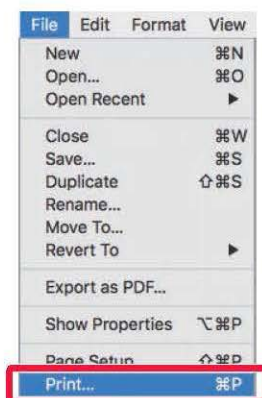
(1) Make sure that the correct printer is selected.

(2) Select paper settings.

Paper size, paper orientation, and enlarge/reduce settings can be selected.

(3) Click the [OK] button.

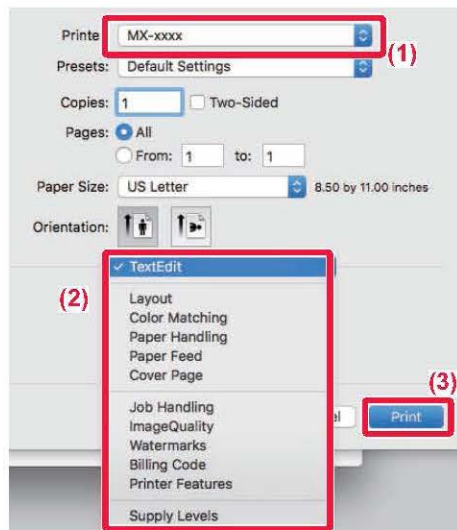
3



Select [Print] from the [File] menu.

+BASIC PRINT PROCEDURE

4



Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select an item from the menu and configure the settings as needed.
- (3) Click the [Print] button.

SELECTING THE PAPER

This section explains the [Paper Feed] settings in the print settings window.

• When [Auto Select] is selected:

A tray that is set for plain or recycled paper (only plain paper 1 in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.

• When a paper tray is specified:

The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen.

For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).

• When a paper type is specified:

A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.



Special media such as envelopes can also be placed in the bypass tray.

For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-100\)](#)".



When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.



• To exclude the bypass tray from the trays that can be selected when [Auto Select] is selected:

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] → [Exclude Bypass-Tray from Auto Paper Select].

• When "A4 / Letter Auto Switching" is enabled

If you print an 8-1/2" x 11" (letter) size document and there is no 8-1/2" x 11" size paper, printing will automatically take place on A4 paper.

In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Condition Settings] → [A4/Letter Size Auto Change].



QUESTIONS?

FOR A FULL OPERATING MANUAL PLEASE VISIT:

http://siica.sharpusa.com/Portals/0/downloads/Manuals/MX_C303W_304W_User_Manual.pdf

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

843.769.7774 | service@theofficepeople.com