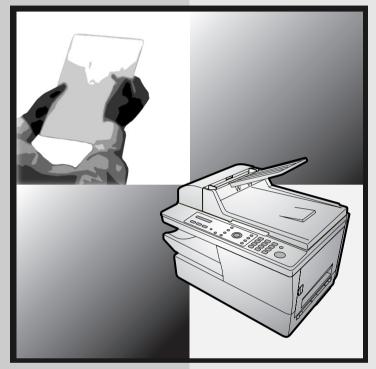
AM-300/AM-400



DIGITAL MULTIFUNCTIONAL SYSTEM

ONLINE GUIDE

- 1. Installation
- 2. Copying
- 3. Sending Faxes (AM-400 only)
- 4. Receiving Faxes (AM-400 only)
- 5. Special Fax Functions (AM-400 only)
- 6. Printing
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- 9. Maintenance
- 10. Troubleshooting



A. Information on Disposal for Users (private households)

1. In the European Union

Attention: If you want to dispose of this equipment, please do not use the ordinary dust bin!

Used electrical and electronic equipment must be treated separately and in accordance with legislation that requires proper treatment, recovery and recycling of used electrical and electronic equipment.

Following the implementation by member states, private households within the EU states may return their used electrical and electronic equipment to designated collection facilities free of charge*. In some countries* your local retailer may also take back your old product free of charge if you purchase a similar new one.

*) Please contact your local authority for further details.

If your used electrical or electronic equipment has batteries or accumulators, please dispose of these separately beforehand according to local requirements.

By disposing of this product correctly you will help ensure that the waste undergoes the necessary treatment, recovery and recycling and thus prevent potential negative effects on the environment and human health which could otherwise arise due to inappropriate waste handling.

2. In other Countries outside the EU

If you wish to discard this product, please contact your local authorities and ask for the correct method of disposal.

For Switzerland: Used electrical or electronic equipment can be returned free of charge to the dealer, even if you don't purchase a new product. Further collection facilities are listed on the homepage of www.swico.ch or www.sens.ch.

B. Information on Disposal for Business Users.

1. In the European Union

If the product is used for business purposes and you want to discard it:

Please contact your SHARP dealer who will inform you about the take-back of the product. You might be charged for the costs arising from take-back and recycling. Small products (and small amounts) might be taken back by your local collection facilities.

For Spain: Please contact the established collection system or your local authority for take back of your used products.

2. In other Countries outside the EU

If you wish to discard of this product, please contact your local authorities and ask for the correct method of disposal.



Attention: Your product is marked with this symbol. It means that used electrical and electronic products should not be mixed with general household waste. There is a separate collection system for these products.

(EU Only)

The mains outlet (socket-outlet) shall be installed near the equipment and shall be easily accessible.

Die Netzsteckdose (Wandsteckdose) sollte in der Nähe des Geräts installiert werden und leicht zugänglich sein.

La prise d'alimentation principale doit être située près de l'appareil et facilement accessible.

La presa di corrente deve essere installata vicino all'apparecchio, e deve essere facilmente accessibile.

Ett nätuttag (vägguttag) bör befinna sig nära utrustningen och vara lätt att tillgå.

Pääpistoke (pistokkeen poisto) tulee asentaa lähelle laitetta ja tulee olla helposti poistettavissa.

Stikkontakten må være montert i nærheten av utstyret og den må være lett tilgjengelig.

Stikkontakten skal være placeret nær faxen og være let tilgængelig.

El tomacorriente principal se debe encontrar cerca del aparato y debe ser fácil de acceder a él.

A tomada principal deverá ser instalada próxima ao equipamento e estar facilmente acessível.

Η έξοδος του δικτύου τροφοδοσίας (πρίζα-φις) θα είναι εγκαταστημένη κοντά στη συσκευή και η πρόσβασή της θα είναι εύκολη.

A hálózati csatlakozóaljzat (konnektor) a készülék közelében, könnyen elérheto helyen legyen.

De aansluiting op de stroomvoorziening (stopkontakt) moet nabij het apparaat zijn aangebracht en moet gemakkelijk bereikbaar zijn.

Používaná elektrická zásuvka se musí nacházet v blízkosti zařízení a musí být snadno přístupná.

Zásuvka elektrickej siete (zásuvka) sa musí nachádzať v blízkosti zariadenia a musí byť ľahko dostupná.

Rețeaua de alimentare cu tensiune (priza) trebuie instalată lângă echipament și trebuie să fie accesibilă facil.

Elektrivőrgu pistikupesa peab asetsema seadme lähedal ja olema kergelt ligipääsetav.

Maitinimo tinklo kištukinis lizdas turi būti montuojamas prie įrangos ir turi būti lengvai pasiekiamas.

Elektrotīkla ligzdai (rozetei) ir jāatrodas šīs iekārtas tuvumā un jābūt viegli pieejamai.

AM-400 only:

This equipment complies with the requirements of Directive 1999/5/EC.

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Tämä laite täyttää direktiivi 1999/5/EY.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Este aparato satisface las exigencias de las Directiva 1999/5/CE.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Η συσκευή αυτή ανταποκρίνεται στις απαιτήσεις των οδηγια 1999/5/ΕΚ.

Ez a készülék megfelel a Tanács által kiadott, 1999/5/EK Irányelvnek.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Toto zařízení vyhovuje požadavkům směrnice 1999/5/EC.

Toto zariadenie spĺňa požiadavky Smernice 1999/5/EC.

Acest echipament este în conformitate cu cerințele impuse prin Directiva 1999/5/EC.

Seade vastab direktiivi 1999/5/EÜ nõuetele.

Ši įranga atitinka direktyvos 1999/5/EC reikalavimus.

Šī iekārta atbilst direktīvā 1999/5/EK noteiktajām prasībām.

(EU Only)

AM-300 only:

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Η συσκευή αυτή πληροί τις απαιτήσεις των Οδηγιών 89/336/ΕΟΚ και 73/23/ΕΟΚ όπως έχουν τροποποιηθεί από την 93/68/ΕΟΚ.

Ez a készülék megfelel a Tanács által kiadott, 89/336/EGK és 73/23/EGK Irányelveknek és az utóbbit módosító 93/68/EGK Irányelvnek.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Toto zařízení vyhovuje požadavkům směrnic 89/336/EEC a 73/23/EEC ve znění směrnice 93/68/EEC.

Toto zariadenie spĺňa požiadavky Smernice 89/336/EEC a 73/23/EEC v znení Smernice 93/68/EEC.

Acest echipament este în conformitate cu cerințele impuse prin Directivele 89/336/EEC şi 73/23/EEC modificate prin 93/68/EEC.

Seade vastab direktiivide 89/336/EMÜ ja 73/23/EMÜ nõuetele ning viimase parandustele direktiivis 93/68/EMÜ.

Ši įranga atitinka direktyvų 89/336/EEC ir 73/23/EEC bei pakeitimo 93/68/EEC reikalavimus.

Šī iekārta atbilst prasībām, kas noteiktas direktīvā 89/336/EEK un 73/23/EEK, kas labota ar direktīvu 93/68/EEK.

(EU Only)

AM-400 only:

This is a facsimile product operating in German, Austrian, Swiss, French, Italian, Swedish, Finnish, Norwegian, Danish, Spanish, Portuguese, Greek, Hungarian, Dutch, Belgian, Czech, Slovakian, Romanian, Estonian, Lithuanian and Latvian analogue public switched telephone networks which follow the TBR21 Standard.

Dies ist ein Faxprodukt für den Betrieb in deutschen, österreichischen, schweizerischen, französischen, italienischen, schwedischen, finnischen, norwegischen, dänischen, spanischen, portugiesischen, griechischen, ungarischen, niederländischen, belgischen, tschechischen, slowakischen, rumänischen, estnischen, litauischen und lettischen öffentlichen, analogen Telefonnetzen, die den TBR21-Standard verwenden.

Ce télécopieur fonctionne sur les réseaux téléphoniques publiques commutés et analogiques allemand, autrichien, suisse, français, italien, suédois, finnois, norvégien, danois, espagnol, portugais, grec, hongrois, néerlandais, belge, tchèque, slovaque, roumain, estonien, lituanien et letton qui respectent la norme TBR21.

Questo apparecchio facsmile funziona sulle reti telefoniche commutate pubbliche tedesche, svizzere, austriache, francesi, italiane, svedesi, finlandesi, norvegesi, danesi, spagnole, portoghesi, greche, ungheresi, olandesi, belghe, ceche, slovacche, rumene, estoni, lituane e lettoni che seguono lo standard TBR21.

Detta är en faxmaskin som fungerar tillsammans med tyska, österrikiska, schweiziska, franska, italienska, svenska, finska, norska, danska, spanska, portugisiska, grekiska, ungerska, holländska, belgiska, tjeckiska, slovakiska, rumänska, estländska, litauiska och lettiska analoga kopplade telefonnätverk som följer TBR21-standarden.

Tämä on faksilaite, joka toimii analogisissa julkisissa yleisissä valinnaisissa verkoissa, jotka noudattavat TBR21 standardia, seuraavissa maissa: Saksa, Itävalta, Sveitsi, Ranska, Italia, Ruotsi, Suomi, Norja, Tanska, Espanja, Portugali, Kreikka, Unkari, Alankomaat, Belgia, Tsekki, Slovakia, Romania, Viro, Liettua ja Latvia.

Dette er et faksprodukt som kan brukes i offentlige telenett som følger TBR21-standarden i følgende land: Tyskland, Østerrike, Sveits, Frankrike, Italia, Sverige, Finland, Norge, Danmark, Spania, Portugal, Hellas, Ungarn, Nederland, Bélgia, Tsjekkia, Slovakia, Romania, Estland, Litauen og Latvia.

Dette er et faxprodukt, der fungerer i tyske, østrigske, schweiziske, franske, italienske, svenske, finske, norske, danske, spanske, portugisiske, græske, ungarske, hollandske, belgiske, tjekkiske, slovenske, rumænske, estiske, litauiske og lettiske analoge, offentlig tilsluttede telefonnetværker, som følger TBR21 Standarden.

Este producto es un fax que funciona en las redes telefónicas públicas conmutadas (RTPC) analógicas de Alemania, Austria, Suiza, Francia, Italia, Suecia, Finlandia, Noruega, Dinamarca, España, Portugal, Grecia, Hungría, Palses Bajos, Bélgica, República Checa, Eslovaquia, Rumania, Estonia, Lituania y Letonia y que cumple la norma TBR21.

Este fax está em funcionamento em rede telefónicas fixas públicas alemãs, austríacas, suícas, francesas, italianas, suecas, finlandesas, norueguesas, dinamarquesas, espanholas, portuguesas, gregas, húngaras, hólandesas, belgas, checas, eslovenas, romenas, estónias, lituanas e letónias que cumpram com a Norma TBR21.

romenas, estonias, lituanas e letonias que cumpram com a ivorma i βείζει. Αυτή είναι μια συσκευή φαξ που λεπουρχεί σύμφωνα με τα Γερμανικά, Αυστριακά, Ελβετικά, Γαλλικά, Ιταλικά, Σουηδικά, Φινλανδικά, Νορβηγικά, ανικά, Ισπανικά, Πορτογαλικά, Ελληνικά, Ουγγρικά, Ολλανδικά, Βελγικά, Τσεχικά, Σλοβακικά, Ρουμανικά, Εσθονικά, Λιθουανικά και Λετονικά αναλογικά δημάνοια τηλεφωνικά δίκτυα μεταγωγής που ακολουθούν το Πρότυπο TBR21. Εz a fax termék a TBR21 szabványnak megfelelo német, osztrák, svájcí, francia, olasz, svéd, finn, norvég, dán, spanyol, portugál, görög, magyar, holland, belga, cseh, szlovák, román, észt, litván és lett analóg nyilvános kapcsolt telefonhálózatokban muködtetheto.

Dit is een faxproduct dat werkt op het Duitse, Australische, Zwitserse, Franse, Italiaanse, Zweedse, Finse, Noorse, Deense, Spaanse, Portugese, Griekse, Hongaarse, Nederlandse, Belgische, Tsjechische, Slowaakse, Roemeense, Estlandse, Litouwse en Letlandse analoge openbaar geschakelde netwerk volgens de TBR21-standaard.

Letlandse analoge openbaar geschakelde netwerk volgens de TBR21-standaard. Tento fax je kompatibilin s nemeckými, rakouskými, svorskými, francouzskými, italskými, švédskými, finskými, norskými, dánskými, španelskými, portugalskými, reckými, madarskými, nizozemskými, belgickými, ceskými, slovenskými, rumunskými, estonskými, litevskými a lotyšskými analogovými verejnými komutovanými telefonními sitemi, které splnují standard TBR21. Toto je telefaxové zariadenie, ktoré je urcené na používanie v nemecké, rakúskej, švajciarskej, francúzskej, talianskej, švédskej, finskej, nórskej, dánskej, španielskej, portugalskej, gréckej, maďarskej, holandskej, belgickej, ceskej, slovenskej, rumunskej, estónskej, litovskej a lotyšskej verejnej telefónnej sieti, pre ktorú platí norma TBR21. Acesta este un fax care opereazá in retelele telefonice analogice comutate publice care respectă standardul TBR21 din Germania, Austria, Elvetja, Franta, Italia, Suedia, Finlanda, Norvegia, Danemarca, Spania, Portugalia, Grecia, Ungaria, Olanda, Belgia, Cebia Slovacia, Románia, Estonia, Lituania și Letonia

Cubula, Elvejia, Franța, Italia, Suedia, Finlanda, Norvegia, Danemarca, Spania, Portugalia, Grecia, Ungaria, Olanda, Belgia, Cehia, Slovacia, România, Estonia, Lituania și Letonia. Faksiseade töötab Saksa, Austria, Šveitsi, Prantsusmaa, Itaalia, Rootsi, Soome, Norra, Taani, Hispaania, Portugali, Kreeka, Ungari, Hollandi, Belgia, Tšehhi, Slovakkia, Rumeenia, Eesti, Leedu ja Läti analoogtelefoni kommutaatorvõrkudes, mis vastavad TBR21 standardile.

Tai faksimilinis aparatas, veikiantis Vokietijos, Austrijos, Šveicarijos, Prancūzijos, Italijos, Švedijos, Suomijos, Norvegijos, Danijos, Ispanijos, Portugalijos, Graikijos, Vengrijos, Olandijos, Belgijos, Čekijos Respublikos, Slovakijos, Rumunijos, Estijos, Lietuvos ir Latvijos analoginiuose šiuolakiškuose telefonų tinkluose, attiinkančiuose TBR21 standarta, Št telefaksa ierīce var strādāt Vācijas, Austrijas, Šveices, Francijas, Itālijas, Zvietrijas, Somijas, Norvēģijas, Dānijas, Spānijas, Portugāles, Grieķijas, Ungārijas, Nīderlandes, Beļģijas, Čehijas, Slovakijas, Rumānijas, Igaunijas, Lietuvas un Latvijas publiski

komutējamos analogajos telefonu tīklos, kas atbilst standartam TBR21.

The Declaration of Conformity can be viewed at the following URL address. Die Konformitätserklärung kann unter folgender URL-Adresse eingesehen werden. Vous pouvez consulter la Déclaration de conformité sur Internet à l'adresse ci-dessous La Dichiarazione di conformità può essere consultata all'indirizzo URL riportato di seguito. Överensstämmelsedeklarationen finns att läsa på följande URL-adress Yhdenmukaisuusvakuutus on nähtävissä seuraavassa URL-osoitteessa.

Samsvarserklæringen ("Declaration of Conformity") finner du på følgende URL-adresse.

Overensstemmelseserklæringen kan ses på følgende URL-adresse

El documento de Declaración de conformidad puede consultarse en la siguiente dirección URL.

A Declaração de Conformidade pode ser visualizada no seguinte endereço URL

Προβολή της Δήλωσης Συμμόρφωσης μπορεί να γίνει στην ακόλουθη διεὖθυνση URL. A Megfelelosségi nyilatkozat megtekinthetik az alábbi URL címen.

De Verklaring van Óvereenstemming kan worden nagelezen op het volgende URL-adres.

Prohlášení o shodě je k dispozici k prohlédnutí na následující adrese URL.

Vyhlásenie o zhode nájdete na nasledujúcej adrese URL.

Declaratia de conformitate poate fi vizualizată la următoarea adresă URL.

Ühilduvusdeklaratsiooni on võimalik lugeda järgmisel URL-aadressil. Suderinamumo deklaracija galite peržiürėti šiuo URL adresu.

Atbilstības deklarāciju var aplūkot šajā tīmekļa adresē.

http://www.sharp.de/doc/AM-400.pdf

MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug which incorporates a detachable fuse cover, under no circumstances should the plug be used without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.

If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW: Earth
BLUE: Neutral
BROWN: Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows: The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter **E**, or by the safety earth symbol \pm or coloured green or green-and-yellow. The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black. The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS APPARATUS MUST BE EARTHED"

Внимание!

Во исполнение Статьи 5 Закона Российской Федерации "О защите прав потребителей", а также Указа Правительства Российской Федерации №720 от 16 июня 1997 г. устанавливается срок службы данной модели – 7 лет с момента производства при условии использования в строгом соответствии с инструкцией по эксплуатации и применяемыми техническими стандартами.

Следующие данные являются дополнительной информацией, необходимой для обеспечения требований Государственного Стандарта «Информация для покупателей», введенного в действие с 1 июля 1998г.

Остальная обязательная информация уже отражена в руководстве по эксплуатации.

Страна-изготовитель: Произведено в Таиланде

Фирма-изготовитель: ШАРП Корпорейшн

Юридический адрес изготовителя:

22-22 Нагайке-чо, Абено-ку, Осака 545-8522, Япония

Introduction

Welcome, and thank you for choosing a Sharp MFP! The MFP is a combination monochrome printer, copier, fax (AM-400 only), and colour scanner. The features and specifications of the MFP are shown below.

Print specifications

Printer	type	Lase
---------	------	------

Toner cartridge yield* Initial starter cartridge (included with machine): Approx. 1500 pages

5% page coverage, Replacement cartridge AM-30DC: Approx.

A4 paper) 3000 pages

Drum cartridge yield* Initial cartridge (included with machine):

(continuous printing, 20,000 pages (average)

5% page coverage, Replacement cartridge (AM-90DR): 20,000

A4 paper) pages (average)

PC print speed 12 ppm (pages per minute)

Resolution 600×600 dpi (dots per inch)

Copy specifications

Copy speed 12 cpm (copies per minute)

Copy quality settings Text, Photo

Copy resolution settings 300 dpi, 600 dpi

Enlargement/Reduction 25% to 400%

Contrast settings 7 levels

Multiple copies Max. 99 copies per original

Maximum copy size Document glass: A4

Auto document feeder: A4

^{*}The yields may vary depending on coverage and operating conditions.

Fax specifications (AM-400 only)

Automatic dialling 100 Speed Dial numbers

Modem speed 33,600 bps with automatic fallback to lower

speeds (lowest speed 2400 bps).

Transmission time* Approx. 3 seconds

Communication method Super G3, G3

Compression scheme MMR, MR, MH

Applicable telephone line Analog public switched telephone network

(TBR21)

Memory size* 2 MB (approx. 125 average A4 pages)

Resolution Horizontal: 8 lines/mm

Vertical:

Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm

Halftone 256 levels

Reception modes FAX ONLY, EXT. TEL

Scanning specifications

Scanner type CIS (Contact Image Sensor)

Resolution 300/600 x 300 dpi, 300/600 x 600 dpi

Scan speed Black and white:

(TWAIN scanning using 300/600 x 300 dpi: 6 sec/page the auto document feeder; 300/600 x 600 dpi: 6 sec/page

reading time only) Colour and grayscale:

300/600 x 300 dpi: 22 sec/page 300/600 x 600 dpi: 22 sec/page

^{*}Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Compatibility TWAIN, WIA

Grayscale 256 levels

Colour 24-bit colour

General specifications

Auto document feeder A4 size: 20 sheets max. (80 g/m²)

Computer connection USB 2.0 or 1.1 port (USB 2.0 or 1.1 cable

must be purchased separately)

Effective scanning width 208 mm max.

Effective printing width 202 mm max.

Display 16-digit LCD display

Paper tray capacity Approx. 250 sheets (80 g/m²)

(A4-size plain paper) (At room temperature and normal humidity)

Power requirements 220 - 230 V AC, 50 Hz (U.K., Eire: 230 V AC,

50 Hz; Russia: 220 -240 V AC 50/60 Hz)

Operating temperature 10 - 30°C

Humidity 20 - 85% RH

Noise emission German Products and Equipment Safety Law.

Part 3:Noise emission: The max. Acoustic Noise is 70 dB(A) or less according to EN ISO

7779

Power consumption Idle: 8.5W (AM-300)

9 W (AM-400)

Maximum: 870 W

Dimensions Width: 475 mm

Depth: 420 mm Height: 370 mm

Weight Approx. 12.7 kg (including trays and toner and

drum cartridges)

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- Do not install or use the machine near water, or when you are wet. For
 example, do not use the machine near a bath tub, wash bowl, kitchen sink
 or laundry tub, in a wet basement, or near a swimming pool. Take care not
 to spill any liquids on the machine.
- Unplug the machine from the power outlet and consult a qualified service representative if any of the following situations occur:
 - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
 - The machine produces odours, smoke, or unusual noises.
 - The power cord is frayed or damaged.
 - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.
- This machine must only be connected to a 220 230 V, 50 Hz, earthed outlet (U.K., Eire: 230 V, 50 Hz; Russia: 220 - 240 V, 50/60 Hz). Connecting it to any other kind of outlet will damage the machine.
- Never insert objects of any kind into slots or openings on the machine. This
 could create a risk of fire or electric shock. If an object falls into the machine
 that you cannot remove, unplug the machine and consult a qualified service
 representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- The power outlet must be installed near the equipment and must be easily accessible.

AM-400 only:

- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

Trademark information

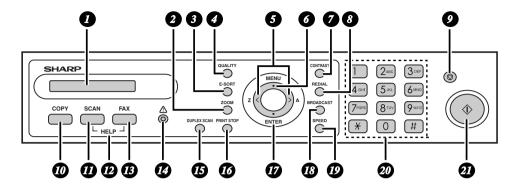
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A Look at the Operation Panel (AM-400)



Note: The names of the keys on the operation panel vary by country.

- Display
 This displays messages and prompts to help you operate the machine.
- **2 ZOOM key**Press this key to select an enlargement or reduction setting when making a copy (page 58).
- E-SORT key
 Press this key when making multiple copies to have the copies collated
 (sorted into sets with the pages ordered 1, 2, 3..., 1, 2, 3..., etc.) (page 60).
- QUALITY key
 When making a copy, press this key to select the type of original you are copying (TEXT or PHOTO) (page 59). When sending a fax, press this key to select a resolution setting (page 80).
- **Right/left arrow keys**: When making a copy, press either of these keys after selecting an enlargement/reduction setting with the **ZOOM** key to increase or decrease the setting by 1% (page 58). When sending a fax, press either of these keys to search through your auto-dial fax numbers (page 72).
- MENU key
 Press this key, followed by the left or right arrow key, to access special functions and settings.

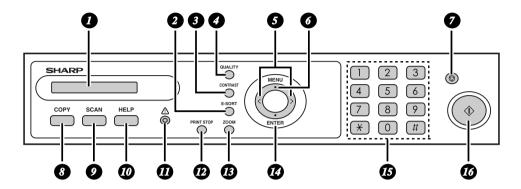
7 CONTRAST key

Press this key to select a contrast setting when making a copy (page 59) or sending a fax (page 80).

- REDIAL key
 Press this key followed by the Start key to automatically redial the last number dialled (page 74).
- Stop key
 Press this key to cancel an operation before it is completed.
- COPY key
 Press this key to select copy mode (page 55).
- SCAN key
 Press this key to select scan mode (page 126).
- HELP (FAX key and SCAN key)
 Press the FAX key and SCAN key simultaneously to print the HELP list, a brief guide to the operation of the machine.
- FAX key
 Press this key to select fax mode (page 70). When in fax mode, press this key to select the Line Monitor function (page 81).
- Alarm indicator
 This blinks when the toner cartridge is nearly empty or the drum cartridge is near or at the end of its life. This lights steadily when the toner cartridge is empty, the machine is out of paper, the print compartment cover is open, or when a paper jam has occurred (a message will appear to indicate the problem).
- DUPLEX SCAN key
 Press this key to copy (page 60) or fax (page 81) multiple two-sided pages.
- PRINT STOP key
 Press this key to cancel a print job sent to the machine from a computer (page 106).
- ENTER key
 Press this key to enter or select a setting.
- BROADCAST key
 Press this key to send the same fax to multiple destinations (page 90).

- SPEED key
 - Press this key to dial a fax number using an abbreviated 2-digit Speed Dial number (page 72).
- Number keys
 Use these keys to enter the number of copies, dial fax numbers, and enter numbers and letters when storing auto-dial numbers.
- Start key
 Press this key when you are ready to begin copying, faxing, or scanning. The key can also be pressed in the date and time display of fax mode to show the percentage of memory currently used.

A Look at the Operation Panel (AM-300)



Note: The names of the keys on the operation panel vary by country.

- Display
 This displays messages and prompts to help you operate the machine.
- E-SORT key
 Press this key when making multiple copies to have the copies collated
 (sorted into sets with the pages ordered 1, 2, 3..., 1, 2, 3..., etc.) (page 60).
- CONTRAST key
 Press this key when making a copy to select a contrast setting (page 59).
- QUALITY key
 When making a copy, press this key to select the type of original you are copying (TEXT or PHOTO) (page 59).
- **Right/left arrow keys**: When making a copy, press either of these keys after selecting an enlargement/reduction setting with the **ZOOM** key to increase or decrease the setting by 1% (page 58).
- MENU key
 Press this key, followed by the left or right arrow key, to access special functions and settings.
- **Stop key**Press this key to cancel an operation before it is completed.
- 8 COPY key
 Press this key to select copy mode (page 55).

- SCAN key
 Press this key to select scan mode (page 126).
- HELP key
 Press this key to print the HELP list, a brief guide to the operation of the machine.
- Alarm indicator
 This blinks when the toner cartridge nears empty or the drum cartridge is near or at the end of its life. This lights steadily when the toner cartridge is empty, the machine is out of paper, the print compartment cover is open, or when a paper jam has occurred (a message will appear to indicate the problem).
- PRINT STOP key
 Press this key to cancel a print job sent to the machine from a computer (page 106).
- ZOOM key
 Press this key to select an enlargement or reduction setting when making a copy (page 58).
- ENTER key
 Press this key to enter or select a setting.
- Number keys
 Use these keys to enter the number of copies.
- Start key
 Press this key when you are ready to begin copying or scanning.

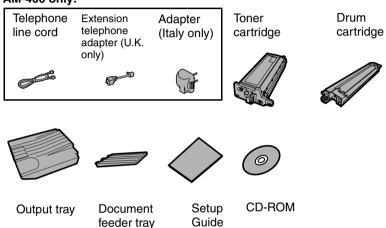
1. Installation

Unpacking Checklist

Before setting up, make sure you have all of the following items. If any are missing, contact your dealer or retailer.

Note (AM-400 only): The shape of the line cord plug varies by country.





Points to keep in mind when setting up



Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

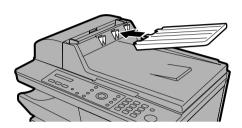
About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

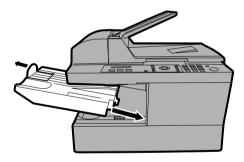
Installation

Attaching the trays

Attach the document feeder tray.



Slide the output tray into the machine as shown. When it stops, lift the end slightly and push in so that the tray locks in place.



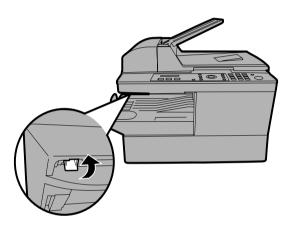
Important:

The output tray must be attached correctly or the machine will not operate.

Releasing the scanner

Before plugging in the power cord, pull the scanner release toward you to release the scanner lock.

◆ Caution: Plugging in the power cord without releasing the scanner lock may damage the machine.



If you need to move the machine (AM-300):

- After you have unplugged the power cord, push the scanner release back in to lock the scanner.
- ♦ After moving, release the scanner lock first and then plug in the power cord.

If you need to move the machine (AM-400):

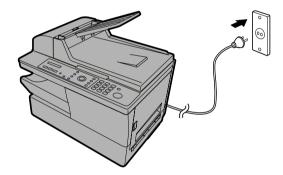
- ♦ In the event that you need to move the machine to a new location, disconnect the telephone line cord before unplugging the power cord. After you have unplugged the power cord, push the scanner release back in to lock the scanner.
- After moving, release the scanner lock first and then plug in the power cord.
 Connect the telephone line last.

Connecting the power cord

Plug the power cord into a 220 - 230 V, 50 Hz, earthed AC outlet (U.K., Eire: 230 V, 50 Hz, earthed (3-prong) outlet; Russia: 220-240 V, 50/60 Hz, earthed outlet).

- ♦ Caution: Make sure the scanner has been released as explained on the previous page before plugging in the power cord.
- The power outlet must be installed near the equipment and must be easily accessible.

Note: The shape of the power plug varies by country.



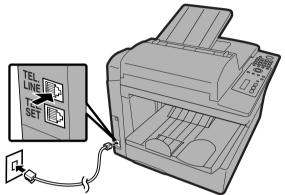
Comments:

- ◆ The machine does not have a power on/off switch. The power is turned on and off by simply plugging in or unplugging the power cord.
- ♦ Whenever you unplug the power cord, wait at least 5 seconds before plugging it back in.
- If your area experiences a high incidence of lightning or power surges, it is recommended that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Connecting the telephone line cord (AM-400 only)

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.

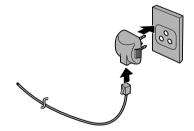
Note: The shape of the line cord plug varies by country.



Make sure that the line cord is inserted into the **TEL LINE** socket. Do not insert it into the **TEL. SET** socket!

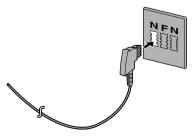
Italy:

Use the provided adapter to connect the line cord to the wall socket.



Germany:

The machine is supplied with a N-coded line cable, enabling you to use an extension (cordless) telephone on the same line. If you don't have the standard NFN-outlet of TELEKOM, you can purchase an NFN-adapter at your retailer.



Important:

- ◆ The facsimile function of this machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the facsimile function in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ◆ The facsimile function of this machine is not compatible with digital telephone systems.

Setting the dial mode (AM-400/Russia and Poland only):

If you are on a tone dial line, the dial mode must be set to TONE. If you are on a pulse dial line, the dial mode must be set to PULSE.

- ♦ In Russia the dial mode is initially set to PULSE.
- ♦ In Poland the dial mode is initially set to TONE.

If you need to change the dial mode setting, follow the steps below.

Note: In all other countries, the dial mode setting is fixed at TONE and cannot be changed.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING
2	Press 2ABC.	1: DATE&TIME SET
3	Press 3 DEF.	1:TONE
4	Select the dial mode: TONE: 1 PULSE: 2ABC	
5	Press prepeatedly to exit.	

Extension phone (AM-400 only/optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the machine.

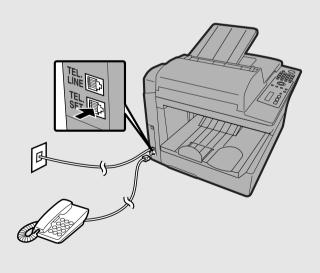
Germany:

The **TEL. SET** socket is not available on the machine. We recommend that you plug a telephone (for example a cordless phone) into the middle connector of the TAE wall outlet and the fax line cord into the left connector.

Switzerland, Austria:

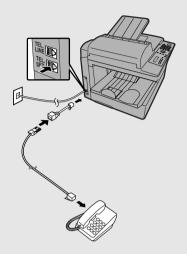
An extension phone cannot be used.

- 1 Remove the seal covering the TEL. SET socket.
- **2** Connect the extension phone line to the TEL. SET socket.



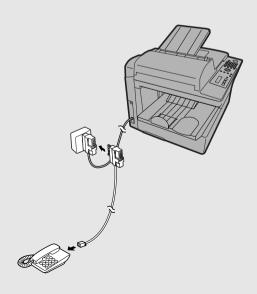
U.K.:

Use the provided adapter to connect the extension phone line to the **TEL**. **SET** socket.



France:

Connect the extension phone line cord to the plug (on the line cord from the machine) that is inserted in the wall telephone socket.



Installing the Toner Cartridge and Drum Cartridge

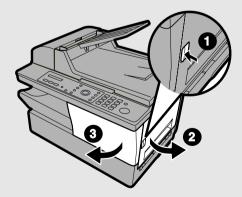
The laser printer in the machine uses a toner cartridge and a drum cartridge.

- ◆ The starter toner cartridge included with the machine can print approximately 1,500 A4-size pages at 5% page coverage.
- ♦ When replacing the toner cartridge, use a SHARP AM-30DC toner cartridge. One cartridge can print about 3,000 A4-size pages at 5% coverage.
- ♦ The drum cartridge can print approximately 20,000 A4-size pages. When replacing the drum cartridge, use a **SHARP AM-90DR** drum cartridge.

Follow the steps below to install the toner cartridge and the drum cartridge.

Note: The quality of the toner cartridge is guaranteed for 18 months after the date of manufacture indicated on the package. The quality of the drum cartridge is guaranteed for 24 months after the date of manufacture indicated on the package.

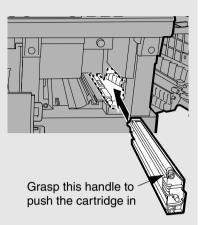
1 Press the side cover release **0**, open the side cover **2**, and then open the front cover **3**.



Caution!

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment after the machine has been in operation.

- **2** Remove the new drum cartridge from its packaging.
- 3 Insert the drum cartridge into the print compartment, sliding it along the guides.
 - Do not touch or allow other objects to contact the drum (the green cylinder).
 This may damage the drum. If fingerprints, dust, or other contaminants get on the drum, wipe it gently with a clean cloth.
 - Exposure to light for more than several minutes will damage the drum. Be sure to insert the drum cartridge promptly into the machine.
 - If you find it necessary to leave the cartridge out of the machine for more than several minutes, wrap the cartridge in black paper.

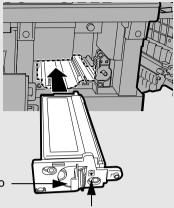


4 Remove the new toner cartridge from its packaging. Shake the cartridge side to side four or five times to distribute the toner evenly within the cartridge.



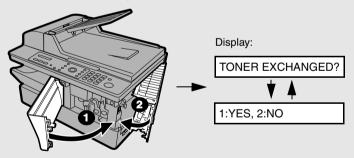
- Grasp the cartridge handle and insert the toner cartridge into the print compartment, sliding it along the guides.
 - After inserting the cartridge, press on the arrow mark to make sure it "clicks" into place.
 - Do not touch the roller in the toner cartridge.

Grasp this handle to insert the cartridge



Press on this mark to make sure the cartridge "clicks" into place

- 6 Close the front cover 0 and then the side cover 2.
 - Make sure the side cover is completely closed. Otherwise, light may enter the print compartment and damage the drum.



7 If you installed a new toner cartridge,
press 1 to select YES (this will
reset the toner counter to zero).

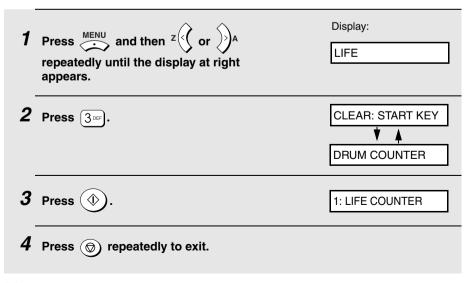
• If you temporarily removed and then replaced an old toner cartridge for
maintenance or other reason, press 2 to continue using the previous
toner count. (Note: Be sure to press 2 or the machine will not alert you
when the toner cartridge is out of toner.)

8 Press ①.

9 If you installed a new drum cartridge, reset the drum counter as
explained below.

Resetting the drum counter

Each time you install a new drum cartridge, follow the steps below to reset the drum counter to zero.



Manually resetting the toner counter

When a new toner cartridge is installed, the toner counter is reset in Step 7 on the previous page. The procedure below is normally not necessary; however, it can be used in the event that you need to reset the toner counter manually.

Press and then z or A repeatedly until the display at right appears.	Display: LIFE
Press 2ABC.	CLEAR: START KEY TONER COUNTER
3 Press ⊕.	3: CLR DRUM COUNT
4 Press repeatedly to exit.	

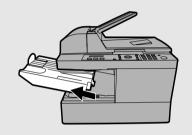
Loading Paper

You can load approximately 250 sheets of A4 paper (max. 80 g/m²) in the paper tray.

Caution!

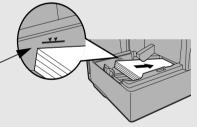
Do not use the blank side of paper that has already been printed on.

1 Remove the output tray.

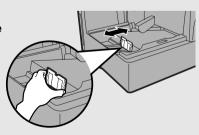


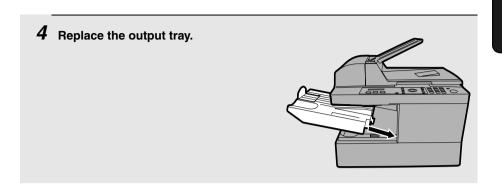
- 2 Insert a stack of paper into the tray, print side up.
 - Important! The stack of paper must not be higher than the paper height line on the paper tray.

Paper height line



3 Squeeze the sides of the paper guide as shown and slide it to the slot for the length of the paper you are loading (A4).





Installing the Software

To use the machine as a printer and scanner for your computer, you must install the software and connect a USB cable. The CD-ROM that comes with the machine contains the following software:

- ◆ MFP Drivers: These consist of the printer driver that allows the machine to be used as a printer, and the scanner driver that allows you to scan using TWAIN and WIA compliant applications.
- ◆ Sharpdesk: This is an integrated software environment that makes it easy to manage image files and launch applications. (Note that Internet Explorer[®] 5.5 or higher is required to install Sharpdesk; if this is not installed, you will be prompted during the installation procedure to install Internet Explorer[®] 6.0SP1 from the CD-ROM.)
- ◆ Button Manager: This allows you to initiate scanning from the operation panel of the machine by selecting one of six preset scan menus.

Minimum system requirements

Operating system: Windows® Me / 2000 Professional/ XP

Port USB 2.0 or 1.1 port

Display: 800 x 600 (SVGA) with 256 colours or more

Free hard-disk space: 150 MB or more

Other requirements: An environment in which the operating system

can freely operate.

Comments:

USB 2.0 Hi-Speed is only possible if your computer has a USB 2.0 port and you are using a USB 2.0 cable. In addition, the Microsoft USB 2.0 driver must be preinstalled in your computer, or the USB 2.0 driver for Windows® 2000/XP provided through Windows Update must be installed. Note that USB 2.0 Hi-Speed is not possible in Windows® Me.

- ♦ To scan the maximum document length (356 mm) using the auto document feeder at 1200 dpi in full colour, at least 1 GB of memory is required. In addition, at least 600 MB or more of free hard disk space is required on the drive where your operating system is installed. In Windows[®] Me, it is not possible to scan an A4 size document at 1200 dpi in full color or grayscale (a lower resolution or a smaller scanning area must be selected).
- ♦ Note for Windows[®] Me: In the Power Management settings in the Control Panel, System standby must be set to Never. In addition, do not use the standby feature that appears when you shut down Windows.

Installing the software

- ◆ A USB cable is required to connect the machine to your computer. Please purchase a USB 2.0 or USB 1.1 cable. The USB cable will be connected during the software installation procedure. (If you wish to use USB 2.0 Hi-Speed mode and your system meets the requirements for Hi-Speed mode, purchase a USB 2.0 cable. A USB 2.0 certified cable is recommended.)
- ♦ To install the software on Windows[®] 2000/XP using the installer, you must log in with administrator's rights.
- ◆ The windows shown in the following procedure appear in Windows[®] XP. The windows that appear in other versions of Windows may be slightly different.
- Make a note of the login name that you use when installing the software, as you must log in with the same name in order to remove the software.

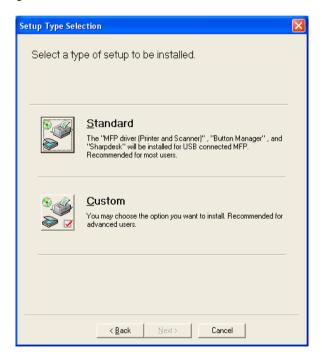
Note: In the following instructions, "Windows 2000" indicates Windows 2000 Professional (the software cannot be installed on Windows 2000 Server).

- Make sure that the USB cable is not connected to your computer. (The cable will be connected in Step 11.)
 - ♦ If the USB cable is connected, a Plug and Play window will appear. Click the Cancel button to close the window and disconnect the cable.
- 2. Insert the Sharp CD-ROM into your computer's CD-ROM drive.
- **3.** In Windows[®] XP, click the **start** button, click **My Computer**, and then double-click the CD-ROM icon.

In Windows $^{(\!0)}$ Me/2000, double click **My Computer** on the desktop and then double-click the CD-ROM icon.

- 4. Double-click the setup icon (Setup.exe) in the CD-ROM window.
- 5. If the Language Selection window appears, select the language that you wish to use and click Next (the language selections will vary depending on your country or region).
- **6.** Follow the instructions in the windows that appear.
 - ♦ When the **Setup Type Selection** window appears, select **Standard** to install all software components (this should normally be selected). If you only wish to install certain components, select **Custom** and then select the components that you wish to install.

Note: If you wish to select the folder where Sharpdesk and/or Button Manager are installed, select **Custom**.



- 7. When the **Finish** window appears to indicate that the selected packages have been installed, click **Close**.
- If the installation was a Standard installation, the following window will appear. Click OK.



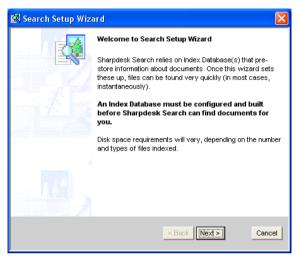
◆ If you installed the MFP drivers using a Custom installation and did not install Sharpdesk, the following window will appear. Click OK and go to Step 11.



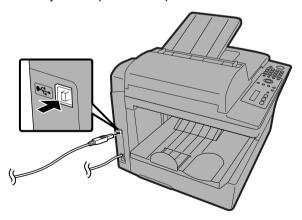
9. The following window will appear. Click Yes to restart your computer.



10. The **Search Setup Wizard** will appear. Follow the on-screen instructions to create an index database for Sharpdesk.



- **11.** Make sure that the power cord of the machine is **not** plugged in (the machine is powered off), and then connect the USB cable.
 - ♦ Insert one end of the USB cable into the USB port on the machine and the other end into your computer's USB port.



Comments:

- ♦ Do not connect the AM-300/400 to a hub to which another AM-300/AM-400 is connected. If this is done, the AM-300/400 will not operate correctly.
- ♦ If you find that your computer does not recognize the machine or operation is unstable, try connecting the USB cable to a different USB port on your computer, or try a different USB cable (use the shortest possible cable).
- 12. Plug in the power cord of the machine. This completes the installation of the software.

Sharpdesk online guide

For information on using Sharpdesk, view the Sharpdesk online guide on the CD-ROM. To view the online guide, open the **Manual** folder and then the **English** folder on the CD-ROM, and double-click **SDUG_Eng.pdf**.

Removing the software

In the event that you need to remove the software from your computer, follow the steps below.

- ♦ To remove the software, you must log in using the same user name as when you installed the software.
- 1. Disconnect the USB cable from your computer and the machine.
- Open the Control Panel and select Add or Remove Programs (or Add/ Remove Programs).
- 3. Select SHARP AM-400 Series MFP Driver (or Sharpdesk) from the list, and click the Change/Remove button (or the Add/Remove button).



4. Click **OK** to confirm the removal.

Using the Machine as a Shared Printer on a Network

If the computer to which the machine is connected is on a network, the machine can be used as a shared printer by other computers on the network.

To use the machine as a shared printer on a network, you must:

- Configure settings on the computer (the print server pc) that is directly connected to the machine.
- 2. Install the printer driver using Add Printer on all other computers (the clients) that will use the machine as a printer.
- If you have not yet installed the software on the print server pc and connected the machine to the print server pc with a USB cable, do so as explained in the previous section (beginning on page 28) before completing the procedures in this section.

Note: The clients (the computers that are not connected directly to the machine) must be running the same version of Windows or a version that is older than the print server pc.

Configuring settings on the print server pc

Follow the appropriate procedure below for the print server pc's operating system.

Windows® XP

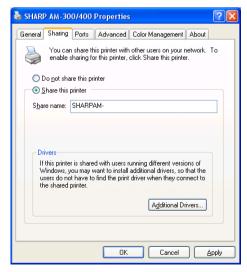
- 1. Click the start button and click Printers and Faxes.
- 2. Right-click the SHARP AM-300/400 icon and select Sharing.



 The following window will appear. Click Network Setup Wizard to run the wizard.



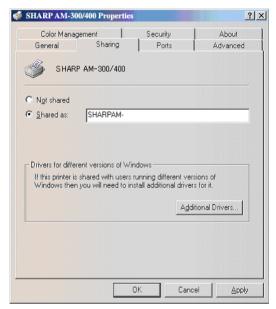
- **4.** After running the wizard, the following window will appear. Select **Share this printer**.
 - ♦ If you would like to change the name, enter a new name (this must be 8 characters or less to allow sharing with Windows® Me computers).



5. Click OK.

Windows® 2000

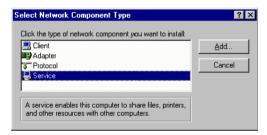
- 1. Click the Start button, point to Settings, and select Printers.
- 2. Right-click the SHARP AM-300/400 icon and select Sharing.
- 3. The following window will appear. Click Shared as.
 - ♦ If you would like to change the name, enter a new name (this must be 8 characters or less to allow sharing with Windows® Me computers).



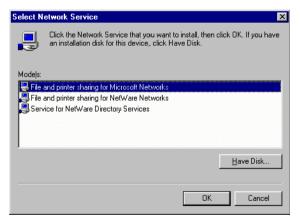
4. Click OK.

Windows® Me

- 1. Click the Start button, point to Settings, and select Control Panel.
- 2. Double-click the Network icon. The Network dialog box will appear. On the Configuration tab, see if File and Printer Sharing for Microsoft Networks appears in the list of installed network components. If it appears, click the OK button and go to Step 8. If it does not appear, continue from Step 3.
- 3. Click the Add button on the Configuration tab.
- 4. Select Service from the list of network component types and click Add.



5. Select File and printer sharing for Microsoft Networks and click OK.



- 6. Click OK in the Network dialog box.
 - ◆ If you are asked for your Windows® Me CD-ROM, insert the CD-ROM into your CD-ROM drive and click **OK**.

- 7. You will be prompted to restart your computer. Click **OK** to restart.
- 8. Click the Start button, point to Settings, and select Printers.
- 9. Right-click the SHARP AM-300/400 icon and select Sharing.
- 10. Select Shared As on the Sharing tab.
 - ♦ If you would like to change the name, enter a new name (this must be 8 characters or less).



11. Click OK.

Installing the printer driver on the clients

The printer driver must be installed on each client using Add Printer. Follow the appropriate procedure below for the operating system that each client is running.

◆ Each client can only print to one AM-300/400 printer. It is not possible to install printer drivers for multiple AM-300/400 printers connected to the network (or directly to the client) and switch between those printers.

Note: If the print server pc is running Windows[®] XP or 2000, it may be necessary to set up an account for each client on the print server pc before installing the printer driver to allow the clients to select and use the machine.

Windows® XP

- 1. Click the start button and click Printers and Faxes.
- Click Add a printer. The Add Printer Wizard will appear. Click Next.
- The following window will appear. Select A network printer, or a printer attached to another computer and click Next.



4. Select Browse for a printer and click Next.

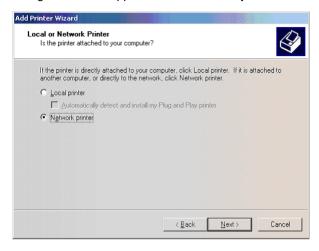


- 5. Select the AM-300/400 from the list of shared printers and click Next.
- Select Yes if you would like to use the AM-300/400 as the default printer and click Next.
- 7. Click Finish.

Windows® 2000

- 1. Click the Start button, point to Settings, and select Printers.
- Double-click the Add Printer icon, Click Next in the Add Printer Wizard.

3. The following window will appear. Select Network printer and click Next.



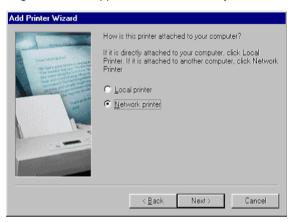
 Select Type the printer name, or click Next to browse for a printer and click Next.



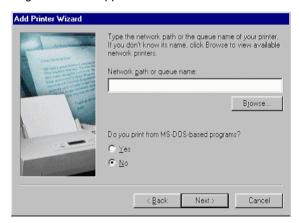
- 5. Select the AM-300/400 from the list of shared printers and click Next.
- Select Yes if you would like to use the AM-300/400 as the default printer. Click Next.
- 7. Click Finish.

Windows® Me

- 1. Click the Start button, point to Settings, and select Printers.
- 2. Double-click the Add Printer icon. Click Next in the Add Printer Wizard.
- 3. The following window will appear. Select Network printer and click Next.

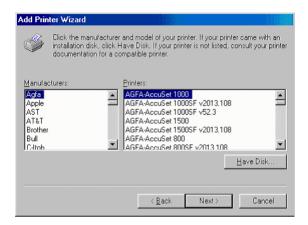


4. The following window will appear. Click Browse.

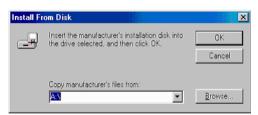


5. Select the AM-300/400 from the list of shared printers and click Next.

6. If the print server pc is running Windows® XP or 2000, the dialog box below will appear. Click Have Disk and click Next.
If the print server pc is running Windows® Me, go to Step 10.

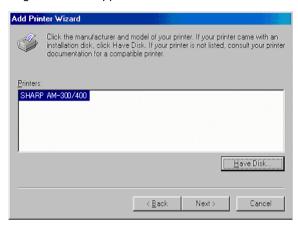


7. Click Browse.



8. Navigate to your CD-ROM drive and open the **Driver** folder, the **Printer** folder, and then the **English** folder. Select **WinMe** and click **OK**.

9. The following window will appear. Click Next.



 Select Yes if you would like to use the AM-300/400 as the default printer and click Next.

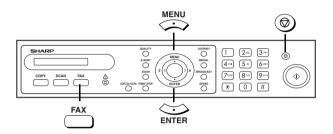


11. Select Yes if you would like the printer to print a test page. Click Finish.

Entering Your Name and Fax Number (AM-400 only)

Before you begin sending faxes, enter your name and fax (telephone) number as explained below and set the date and time as explained in the following section.

Once you enter this information, it will automatically appear at the top of each fax page you send.



1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU	Display: FAX SETTING	
2	Press 2ABC.	1: DATE&TIME SET	
3	Press 2ABC.	ENTER FAX NUMBER	
4	Enter your fax number by pressing the number keys (max. 20 digits).		
	• To insert a space between digits, press #. To enter "+", press #.		
	• To clear a mistake, press ^z .		
5	Press Enter .		

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 7777 44 2 777



♦ To enter two letters in succession that require the same key, press

after entering the first letter. To clear a mistake, press z

- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press
 - # or # repeatedly: # @ . _ / ! % & ' () + , : ; = ? [] { } *

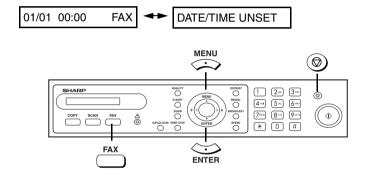
Note: National characters of the selected display language will appear at the end of the symbol list. (For some languages, no national characters will appear.)

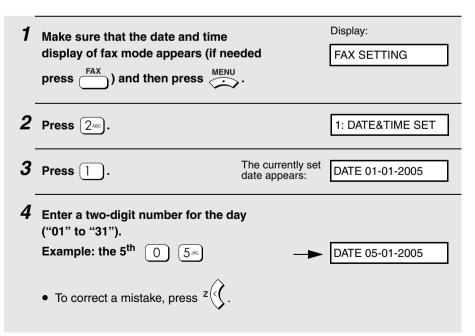
- 7 Press STER.
- **8** Press repeatedly to exit.

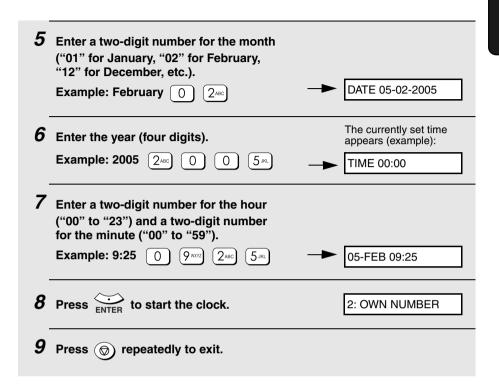
Setting the Date and Time (AM-400 only)

The date and time appear in the fax mode display and are printed at the top of every page you fax. Set the date and time as explained below.

- ♦ If you will not be using fax mode, the date and time do not need to be set.
- Note that the date and time will need to be reset if the machine is unplugged or a power failure occurs. When the date and time need to be set, the following messages appear in fax mode:







Note: In Germany, Italy, France and Poland, the time setting will change automatically at the beginning and end of summertime.

General Machine Settings

Ringer (AM-400 only)

Like a telephone, the machine will ring to alert you when a call comes in. To adjust the volume of the ringer or turn it off, follow the steps below.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING
2	Press 2ABC.	1: DATE&TIME SET
3	Press 3 DEF (Press 4 GHZ) in Russia and Poland).	1: HIGH
4	Press a number key to select the desired volume setting: 1:HIGH 2ABC: MIDDLE 3DEF: LOW 4 GHI: OFF	The display briefly shows your selection, then: 4: ALARM VOLUME
5	Press repeatedly to exit.	

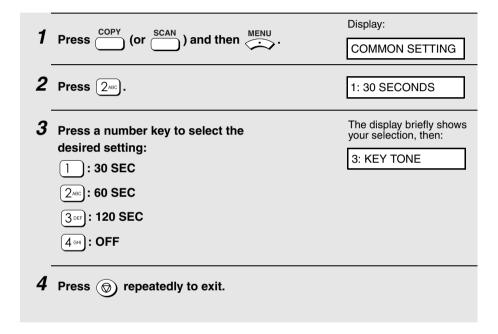
Alarm volume (AM-400 only)

The machine sounds a three-beep alarm to alert you when an error occurs during fax transmission or reception. To adjust the volume of the alarm or turn it off, follow the steps below.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press	Display: FAX SETTING
2	Press 2ABC.	1: DATE&TIME SET
3	Press 4 OH) (Press 5 ML) in Russia and Poland).	1: HIGH
4	Press a number key to select the desired volume setting: 1:HIGH 2ABC:LOW 3DEF:OFF	The display briefly shows your selection, then: 1: DATE&TIME SET
5	Press repeatedly to exit.	

Auto clear

After a fax or copy job is completed, the machine will automatically return all temporary copy settings or all temporary fax settings to the default settings if 60 seconds elapses without any keys being pressed on the operation panel. If desired, you can change the amount of time that must elapse to 30 seconds or 120 seconds, or turn auto clear off so that temporary settings are never automatically cleared.



Key tone off

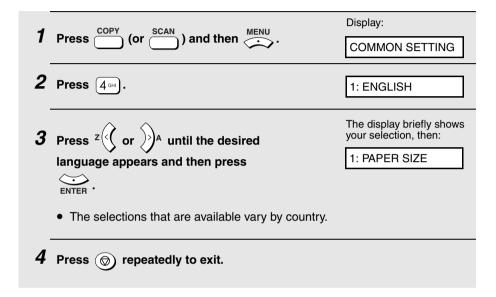
The machine normally sounds a beep (key tone) each time you press a key on the operation panel. If you wish to turn off the key tone, follow the steps below.

Press (or scan) and then .	Display: COMMON SETTING	
Press 3 DEF.	1: ON, 2: OFF	
Press 1 to turn on the key tone or 2ABC to turn off the key tone.		
4 Press repeatedly to exit.		

Selecting the display language

If desired, you can change the language used in the display, reports and lists.

♦ Note: This setting is not available in some countries.

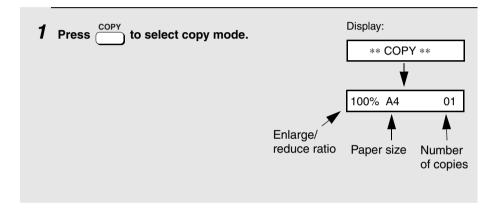


2. Copying

Making a Copy

To make a copy, you can place the original on the document glass or insert it into the auto document feeder.

◆ The auto document feeder allows you to load up to 20 A4-size originals at once.

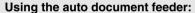


2 Place the original on the document glass or in the auto document feeder.

Using the document glass:

Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

- Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.
- Note: The document glass is not suitable for making copies of books or other bound documents (the surface to be copied must lie flat on the glass).



Adjust the document guide to the width of your original(s), and then insert the originals face up into the feeder.

- Up to 20 A4-size sheets can be inserted at once.
- For detailed information on using the auto document feeder and the types of originals that can be used, see pages 65 to 67.



Note: If an original is placed in both the auto document feeder and on the document glass, the original in the auto document feeder will be copied.

- 3 The default temporary copy settings are as follows. To change a setting, see the following section, Selecting Temporary Copy Settings.
 - Enlarge/reduce: 100%
 - Number of copies: 1
 - Quality: TEXT
 (Note: The default quality setting can be changed as explained on page 62.)

- Contrast: Medium (bar at mid-point)
 (Note: The default contrast setting can be changed as explained on page 64.)
- · E-Sort (collating sets of copies): OFF
- Duplex Scan: OFF

Note: After temporary copy settings are selected, the settings will revert to the above default settings if the auto clear time elapses without any keys being pressed on the operation panel (see page 52). You can also press to reset the settings to the default settings.

4 When you are ready to make the copy, press (

- If Duplex Scan is selected:
 - After the stack of originals is fed through the auto document feeder, turn the entire stack over (do not change the order of the pages or remove any pages), insert it into the auto document feeder again, and press (1).
- If you are using the document glass to copy multiple originals and E-Sort is selected:

After the original is scanned, the following alternating messages will appear:

[START] NEXT SCAN ← [#] START PRINT

Remove the original from the document glass, place the next original, and press ①. Repeat until all originals have been scanned. After the last original has been scanned, press # to begin printing the copies.

Maximum original size when using the document glass

The maximum original size that can be used on the document glass is A4. The maximum scanning width is 208 mm, and the top and bottom 4 mm of the original cannot be scanned.

If MEMORY IS FULL appears...

If the memory becomes full while multiple originals are being scanned using the auto document feeder, MEMORY IS FULL will appear in the display.

- ◆ Press ☐ if you want to make copies of only the originals that have already been scanned. The remaining originals will be ejected from the feeder.
- ♦ Press 2^{ABC} if you want to cancel the copy job.

Selecting Temporary Copy Settings

You can adjust one or more of the following temporary copy settings before pressing $\textcircled{\Phi}$ to begin copying.

Enlarge/reduce

Press one or more times until the desired enlargement or reduction percentage appears in the display. The preset percentages are 100%, 78%, 70%, 64%, 50%, 25%, 400%, 200%, 141% and 129%. (The preset percentages are different in some countries.)

78%: Legal --> Letter 70%: A4 --> A5 64%: Letter --> A5 141%: A5 --> A4 129%: Letter --> Legal

♦ After selecting one of the above preset percentages, you can also press

z or had not not a representation of 1%. The maximum percentage is 400% and the minimum percentage is 25%.

When the desired percentage appears, press the ENTER key.

Number of Copies

If you wish to make more than one copy of the original (or of each original if you have loaded multiple originals in the auto document feeder), press the number keys to enter the number of copies.

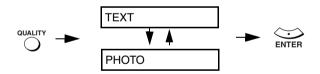
- The maximum number is 99.
- ◆ To clear a mistake, press (□).



Quality

Adjust this setting to match the type of original you are copying. Selections are TEXT and PHOTO. To change the setting, press until the desired selection appears in the display and then press $\underbrace{\text{OUALITY}}_{\text{ENTER}}$.

Note: TEXT may not produce a satisfactory result with certain types of originals. If you find that the result is not satisfactory when TEXT is selected, try PHOTO.

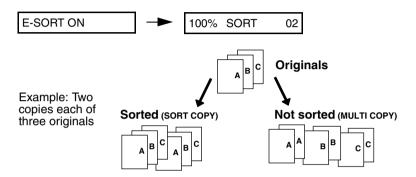


Contrast

To adjust the contrast, press repeatedly (or press followed by z or)A) to increase or decrease the length of the bar in the display. Make the bar shorter (for less contrast) when copying a dark original. Make the bar longer (for more contrast) when copying a faint original. When the bar is the desired length, press ENTER.

E-Sort (collating sets of copies)

To sort the copies as shown below under "Sorted", first set the number of copies per original (at least "2" copies must be set), and then press once or twice so that "E-SORT ON" appears.



Duplex Scan

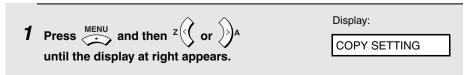
Duplex Scan provides a convenient method for making copies of multiple twosided originals using the auto document feeder. When this setting is selected, after the stack of originals is fed through the auto document feeder the first time, you simply turn the stack over (do not change the order of the pages or remove any pages), insert it into the auto document feeder again, and press

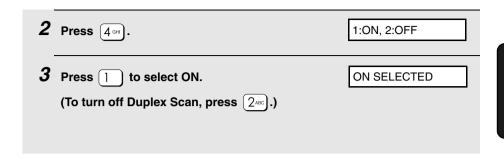
to scan the reverse side of the originals. The machine will automatically sort the copies into the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).

 Note that any blank sides must be included when scanning the pages (if the number of pages is not equal each time the machine scans the stack, an error will result).

AM-300:

To select Duplex Scan, follow the steps below.





AM-400:

To select Duplex Scan, press $\bigcirc^{\text{DUPLEX SCAN}}$ once or twice so that "DUPLEX SCAN ON" appears, and then press \bigcirc_{ENTER} .



Permanent Copy Settings

The following copy settings remain in effect until they are changed. These settings **do not** revert to the default settings when the auto clear time elapses or when is pressed.

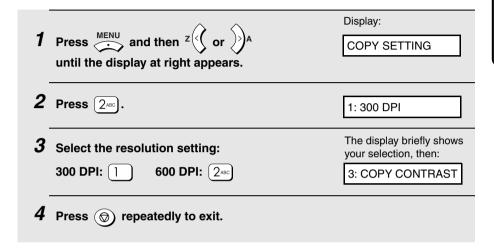
Default copy quality setting

The default quality setting (page 59) is "TEXT" (this is the setting that is used if you do not make a selection). If desired, you can change the default quality setting to "PHOTO".

1 Press in and then z or or or or until the display at right appears.	Display: COPY SETTING
2 Press 1.	1: TEXT
Select the default quality setting: TEXT: 1 PHOTO: 2ABC	The display briefly shows your selection, then: 2: COPY RESO.
4 Press repeatedly to exit.	

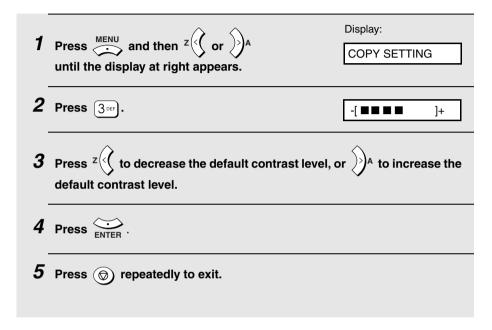
Copy resolution

The copy resolution is initially set to 300 dpi. If you need a sharper image, follow the steps below to change the setting to 600 dpi.



Default copy contrast setting

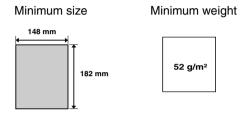
The default contrast setting (page 59) is medium (this is the setting that is used if you do not make a selection). If desired, you can change the default contrast to a higher or lower level.



Using the Auto Document Feeder

Size and weight of originals that can be fed through the auto document feeder

Minimum document size:



Maximum document size:

The maximum size and weight of documents that you can load in the document feeder depend on how many sheets you load.

Up to 20 sheets at once: 1 sheet at a time (manual feeding):

Size: A4 (210 x 297 mm) **Max. size:** 216 x 356 mm **Max. weight:** 80 g/m² **Max. weight:** 157 g/m²

Letters or graphics on the edges of a document will not be scanned. (The maximum scanning width is 208 mm, and the top and bottom 4 mm of the document cannot be scanned.)

Letters in the shaded area will not be scanned.

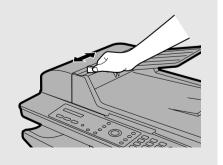
Other restrictions

- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be copied or faxed from the document glass.

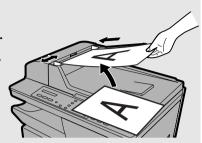
Loading the Document

Up to 20 A4 size sheets can be placed in the auto document feeder at once. The sheets will automatically feed into the machine starting from the top sheet.

- If you need to send or copy more than the maximum number of sheets, place the additional sheets gently and carefully in the feeder under the last sheet while the last sheet is being scanned. Do not try to force the sheets in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to prevent double-feeding.
- Adjust the document guides to the width of your document.



- Insert the document face up into the document feeder. The top edge of the document should enter the feeder first.
 - DOCUMENT READY will appear briefly in the display.
 - You can now continue with a copy, fax, or scan operation.



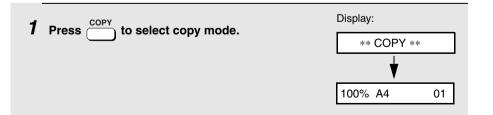
Copying onto Envelopes and Cards

To copy onto envelopes, cards, and other special sizes of paper, use the bypass tray on the side of the machine.

The bypass tray can be used to copy onto the following sizes:

- 1) A4
- 2) A5
- 3) Envelope #10 (ENVELOPE:COM10) (105 x 241 mm)
- 4) Envelope Monarch (ENV.:MONARCH) (98 x 191 mm)
- 5) Envelope DL (ENV.:ISO DL) (110 x 220 mm)
- 6) A6 (European postcard) (105 x 148 mm)
- 7) Letter (216 x 279 mm)
- 8) Legal (216 x 356 mm)

Only one sheet (envelope, card, etc.) can be inserted at a time in the bypass tray.



2 Place the original on the document glass or in the auto document feeder.

Using the document glass:

Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

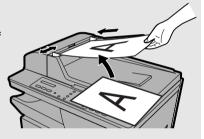
 Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.



Using the auto document feeder:

Adjust the document guide to the width of your original, and then insert the original face up into the feeder.

 Multiple originals (maximum A4 size) can be placed.

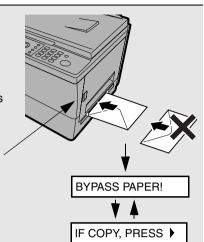


Adjust the document guides on the bypass tray to the width of the sheet or envelope.

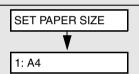


- 4 Insert the sheet or envelope into the bypass tray as shown with the print side face down.
 - When inserting an envelope, the flap should be positioned on the left side as shown.

Note: If you find it necessary to remove the sheet or envelope, press this release and open the side cover first.



5 Press)A.



- 6 Press z or had until the correct size appears in the display.
- 7 Press enter.
 - Changing the size setting: If you need to change the size setting, press (a) (if the number of copies setting is other than 1, press (b) twice).

"PAP. SIZE RESET?" will appear. Press 1 to select YES and then reset the paper size.

- 8 Select temporary copy settings as needed and then press to begin copying.
 - If you placed multiple originals in the auto document feeder or set the number of copies to more than "1", copying will stop after the first copy is made and the display will alternately show SET BYPASS PAPER and the required paper size. When you insert the next sheet or envelope in the bypass tray, the next copy will start automatically.

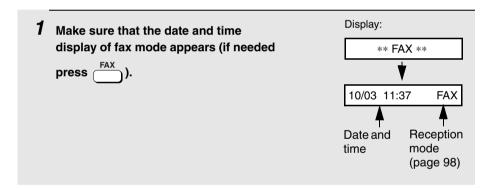
3. Sending Faxes (AM-400 only)

Sending a Fax

Follow the steps below to send a fax. To dial the fax number of the receiving machine, you can either directly enter the number with the number keys

(Direct Keypad Dialling), or press and enter a two-digit Speed Dial number (Speed Dialling).

- ♦ To use a Speed Dial number, you must first store the number in the machine as explained on page 75.
- You can perform the following procedure even when the machine is already busy sending or receiving a fax. In this case, the fax transmission will be stored in the machine's memory and performed once all previously stored jobs have been completed.



2 Place the original on the document glass or in the auto document feeder.

Using the document glass:

Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

 Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.



Using the auto document feeder:

Adjust the document guide to the width of your original(s), and then insert the originals face up into the feeder.

- Up to 20 A4-size sheets can be inserted at once.
- For detailed information on using the auto document feeder and the types of originals that can be used, see pages 65 to 67.



- If an original is placed in both the auto document feeder and on the document glass, the original in the auto document feeder will be faxed.
- When the document glass is used to send a fax, the document image printed by the receiving machine may be reduced slightly more than when the auto document feeder is used, and there may be a slightly larger margin at the bottom of the page (this will depend on the size of paper used by the receiving machine).

3 The default temporary fax settings are as follows. To change a see Selecting Temporary Fax Settings on page 80.	
	 Resolution: STANDARD (Note: The default resolution setting can be changed as explained on page 87.)
	Contast: NORMAL
	Duplex Scan: OFF
	 Line monitor: OFF (Note: The default Line Monitor setting can be changed as explained on page 88.)
	Note: After temporary fax settings are selected, the settings will revert to the above default settings if the auto clear time elapses without any keys being
	pressed on the operation panel (see page 52). You can also press (to
	reset the settings to the default settings.
4	Enter the number of the receiving machine using one of the following methods:
	• Direct Keypad Dialling: Press the number keys to enter the fax number. Note: If a pause is required between any of the digits to access a special
	service or an outside line, press The pause will appear as a hypher
	Several pauses can be entered in a row.
	• Speed Dialling: Press and enter the 2-digit Speed Dial number that has been stored for the receiving fax machine (see page 75).
	Example: Speed Dial 01: O 1
	Search Dialling: If you cannot remember which Speed Dial number you
	stored a destination in, you can press z((or))A until the destination
	appears in the display (the name programmed for the destination will appear, or the fax number if no name was programmed).

5 Check the display. If the name or number shown is correct, press



If you made a mistake when entering a number, press to backspace and clear one digit at a time, and then re-enter the correct digit(s).

6 Scanning of the original(s) will begin.

If you are using the auto document feeder:

After the originals are scanned, the machine will dial the receiving machine and send the fax. If the machine is busy with a previously stored job, the fax job will be stored in memory and then transmitted once the machine is free.

- If Duplex Scan is selected: After the stack of originals is fed through the auto document feeder, turn the entire stack over (do not change the order of the pages or remove any pages), insert it into the auto document feeder
 - again, and press ①. After scanning is finished, the machine will dial the receiving machine and send the fax. If the machine is busy with a previously stored job, the fax job will be stored in memory and then transmitted once the machine is free.

• If you are using the document glass:

After the original is scanned, the following alternating messages will appear:

Remove the original from the document glass, place the next original, and press ①. Repeat until all originals have been scanned. After the last

original has been scanned, press # to end scanning. The machine will dial the receiving machine and send the fax. If the machine is busy with a previously stored job, the fax job will be stored in memory and then transmitted once the machine is free.

Note: If no keys are pressed for one minute after the original is scanned, fax transmission will begin automatically (or the job will be stored).

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 134).

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

- ◆ Press 1 if you want to transmit the pages which have been stored up to that point in memory. If you are using the auto document feeder, the remaining pages will feed out without being scanned. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press 2^{ABC} if you want to cancel the entire transmission.

Using the REDIAL key

When sending a fax, you can also automatically redial the last number dialled by the machine. Follow the fax sending procedure on the previous pages. In Step 4, press , make sure the number that appears in the display is the number you wish to dial, and then press . Scanning of the originals will begin (see Step 6).

Storing a Number for Speed Dialling

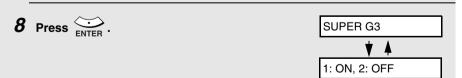
You can dial a fax number by pressing and entering a two-digit number. This is called Speed Dialling.

♦ To use Speed Dialling, you must first store the full fax number in the machine and select a two-digit Speed Dial number for it. One hundred Speed Dial numbers are available (00 to 99).

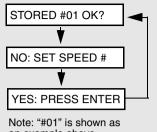
1	Make sure that the date and time display of fax mode appears (if needed press ALDING) and then press ALDING.	Display: FAX SETTING
2	Press 1.	1: SPEED DIAL
3	Press 1.	1: NEW, 2: CHANGE
4	Press 1.	ENTER FAX NUMBER
5	Enter the fax number by pressing the number keys (max. of 60 digits). (Note: A space cannot be entered.)	
	• To clear a mistake, press ^z .	
	• If a pause is required between any of the digits to or an outside line, press . The pause appear pauses can be entered in a row.	·
6	Press ENTER .	

7 Enter a name by pressing number keys for each letter as shown in the chart below. Up to 20 characters can be entered. (If you do not wish to enter a name, go directly to Step 8.)

- ◆ To enter two letters in succession that require the same key, press → A after entering the first letter. To clear a mistake, press z ✓.
- ♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- ◆ To enter one of the following symbols, press # or ** repeatedly: # @ . _ /! \$ % & '() + , : ; = ? [] { } ** Note: National characters of the selected display language will appear at the end of the symbol list. (For some languages, no national characters will appear.)



- **9** Press if you want the machine to use Super G3 mode (the fastest transmission mode) when using this number. Press (2_{ABC}) if you do not want the machine to use Super G3 mode.
 - Press 2_{ABC} for OFF if line errors frequently result when Super G3 mode is used.
 - Note that even when ON is selected. Super G3 mode is used only if the other machine also supports Super G3 mode.



an example above.

- 10 The display will show the next available Speed Dial number. If that number is acceptable, press STER . If not, enter the desired two-digit
- 11 Return to Step 4 to store another number, or press () repeatedly to exit.
 - To confirm that an auto-dial number has been stored correctly, print out the Telephone Number List as explained on page 133.

Editing and deleting auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press	Display: FAX SETTING
2	Press 1.	1: SPEED DIAL
3	Press 1.	1: NEW, 2: CHANGE
4	Press 2ABC.	1: EDIT, 2: CLEAR
5	Press 1 to edit a number, or 2 to delete a	number.
6	Enter the 2-digit Speed Dial number that you wish	
	example, press \bigcirc \bigcirc \bigcirc), or press z \bigcirc or \bigcirc	^A until the name or fax
	number of the destination appears in the display	and press ENTER.
	• If you pressed 2 for CLEAR in Step 5, go to S	tep 12.
7	7 If you selected EDIT in Step 5, make the desired changes to the number.	
	To move the cursor to the right, press	t. The new digit will
	If you do not wish to change the number, go direct	·

8	Press ENTER .
9	Make the desired changes to the name.
	 To move the cursor to the right, press \(\)^A. When the cursor is over a letter that you wish to change, press the appropriate number key repeatedly until the desired letter appears (see Step 7 on page 76). The new letter will replace the old letter. To backspace and clear letters, press \(\frac{z}{2} \). If you do not wish to change the name, go directly to Step 10.
10	Press ENTER . SUPER G3 T: ON, 2: OFF
11	Press 1 if you want the number to use Super G3 mode. Otherwise press 2 ^{ASC} .
12	Return to Step 4 to edit or delete another number, or press repeatedly to exit.

Selecting Temporary Fax Settings

You can adjust one or more of the following temporary fax settings before pressing (1) to begin transmission.

Resolution

The following resolution settings are available for faxing:

STANDARD Use STANDARD for ordinary documents. This

setting gives you the fastest and most

economical transmission.

FINE Use FINE for documents containing small letters

or fine drawings.

SUPER FINE Use SUPER FINE for documents containing

very small letters or very fine drawings.

HALF TONE Use HALF TONE for photographs and

illustrations. The original will be reproduced in

256 shades of gray.

To select a resolution setting, press \bigcirc until the desired setting appears in the display and then press \bigcirc ENTER.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Contrast

Three contrast settings are available for faxing: LIGHT (for dark originals), NORMAL, and DARK (for faint originals).

To adjust the contrast, press until the desired setting appears in the display and then press ENTER.

Duplex Scan

Duplex Scan provides a convenient method for faxing multiple two-sided originals using the auto document feeder. When this setting is selected, after the stack of originals is fed through the auto document feeder the first time, you simply turn the stack over (do not change the order of the pages or remove any pages), insert it into the auto document feeder again, and press

to scan the reverse side of the originals. The machine will automatically transmit the pages in the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).

 Note that any blank sides must be included when scanning the pages (if the number of pages is not equal each time the machine scans the stack, an error will result).

To select Duplex Scan, press once or twice so that "DUPLEX SCAN ON" appears, and then press ENTER.

Line Monitor

Select this setting when you wish to listen to the line (hear the dial tone, fax tones, etc.) through the machine's speaker during a fax transmission. This is useful when you wish to make sure that the receiving machine is responding correctly.

To select Line Monitor, press one or more times until MONITOR ON appears in the display.

 The Line Monitor setting automatically reverts to the default setting after the fax transmission is finished.

Other Fax Transmission Settings

Checking and cancelling stored fax jobs

Follow the steps below to check the fax jobs that are waiting in memory for transmission. You can also use this procedure to cancel a stored fax job.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU.	Display: FAX SETTING
2	Press 6 . The first job will appear in the display.	
3	Press Z or A to scroll through the jobs.	
4	appears and then press enter .	CANCEL?
5	Press 1 to cancel the job.	
6	When you have finished checking the jobs, press (exit.	prepeatedly to

Automatic redialling when the line is busy

If you use Direct Keypad Dialling, Speed Dialling, or Search Dialling to send a fax and the line is busy, the machine will automatically redial the number. The machine will make two redial attempts at intervals of five minutes.

- ◆ To cancel a job that is waiting for automatic redialling, follow the procedure in *Checking and cancelling stored fax jobs* on page 82. (When you scroll to the job during the procedure, the number or name of the destination will alternate with RECALL: BUSY in the display.)
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before the set number of redial attempts are made.

Recall interval for automatic redialling when the line is busy

If desired, you can change the interval at which the machine makes automatic redialling attempts when the line is busy.

◆ The initial setting is "05" minutes.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING
2	Press 3 DEF.	1: AUTO RECALL
3	Press 1 3 times.	ENTER (01 - 15) 05 This is a second of the control of the contro
4	Press the numeric keys to enter the desired interval in minutes (any 2-digit number from 01 to 15; 04 to 15 in Poland). Example: 1 minute 0 1	The display briefly shows your selection, then: 2: RECALL TIMES

5 Press prepeatedly to exit.

Recall times for automatic redialling when the line is busy

If desired, you can change the maximum number of automatic redialling attempts made when the line is busy.

♦ The initial setting is "02" times.

Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU.	Display: FAX SETTING
2 Press 3 DEF.	1: AUTO RECALL
3 Press 1 twice.	1: RECALL INTERV.
4 Press 2ABC.	ENTER (00 - 14) 02 TECALL TIMES
Press the numeric keys to enter the desired number of recall attempts (any 2-digit number from 00 to 14; 00 to 09 in Poland). Example: 5 attempts 0 5-4	The display briefly shows your selection, then: 1: RECALL INTERV.
6 Press repeatedly to exit.	

Automatic redialling after a line error

If you use Direct Keypad Dialling, Speed Dialling or Search Dialling to send a fax and a line error occurs during the transmission, the machine will automatically redial the number and attempt to complete the transmission. Retransmission will begin from the page which was being transmitted when the error occurred. The machine will make one attempt at retransmission after an interval of two minutes.

◆ To cancel a job that is waiting for automatic redialling, follow the procedure in *Checking and cancelling stored fax jobs* on page 82. (When you scroll to the job during the procedure, the number or name of the destination will alternate with RECALL: ERROR in the display.)

Recall interval for automatic redialling after a line error occurs

If desired, you can change the interval after which the machine makes an automatic redialling attempt when a line error occurs.

♦ The initial setting is "02" minutes.

Make sure that the display of fax mode a press) and the	 Display: FAX SETTING
2 Press 3 DEF.	1: AUTO RECALL
3 Press 1.	1: RECALL [BUSY]
4 Press 2ABC.	1: RECALL INTERV.
5 Press 1.	ENTER (01 - 15) 02
	RECALL INTERVAL

Press the numeric keys to enter the desired interval in minutes (any 2-digit number from 01 to 15).

Example: 1 minute 0 1

Press repeatedly to exit.

The display briefly shows your selection, then:

2: RECALL TIMES

Recall times for automatic redialling after a line error occurs

You can select "0" or "1" for the number of automatic redialling attempts after a line error occurs.

♦ The initial setting is "1".

1	Make sure that the date and time display of fax mode appears (if needed press AX) and then press AENU .	Display: FAX SETTING
2	Press 3 DEF.	1: AUTO RECALL
3	Press 1.	1: RECALL [BUSY]
4	Press 2ABC twice.	ENTER (0 - 1) 1 V A RECALL TIMES
5	Press the numeric keys to enter the desired number of recall attempts (0 or 1). Example: 0 attempts 0	The display briefly shows your selection, then: 1: RECALL INTERV.
6	Press repeatedly to exit.	

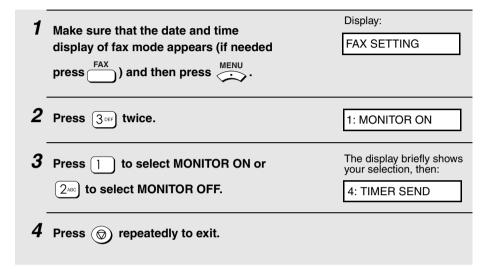
Default resolution for faxing

The default resolution for faxing is initially set to STANDARD. If desired, you can change the default resolution to FINE or SUPER FINE.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU.	Display: FAX SETTING
2	Press 3 DEF.	1: AUTO RECALL
3	Press 2ABC.	
4	Select the resolution setting: 1: STANDARD 2ABC: FINE 3 DEF: SUPER FINE	The display briefly shows your selection, then: 3: LINE MONITOR
5	Press prepeatedly to exit.	

Default Line Monitor setting

The default setting for Line Monitor (listening to the line and fax tones through the speaker during a fax transmission) is initially MONITOR OFF. If desired, you can change the default setting to MONITOR ON.



Using an Extension Phone to Send a Fax

If you have connected an extension phone as explained on page 18, you can use the extension phone to send a fax.

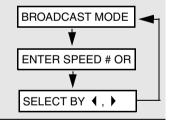
- Using an extension phone to send a fax allows you to listen to the line and talk to the other party before faxing.
- ♦ This procedure cannot be used when the machine is busy with another job. Note that if the transmission is not successful because the line is busy or a line error occurs, automatic redialling will not take place.
- Make sure that the date and time display of fax mode appears (if needed press FAX).

- **2** Place the original on the document glass or in the auto document feeder.
 - If the document glass is used, only one page can be transmitted.
 - If needed, select the resolution and/or contrast.
- 3 Pick up the extension phone, listen for the dial tone, and dial the fax number of the receiving machine using the keypad of the extension phone.
- **4** Depending on the setting of the other machine, you will either hear a fax tone or the other person will answer.
 - If the other person answers, ask them to press their Start key. This causes the other machine to issue a fax tone.
- 6 Press 1 to select SEND. Replace the extension phone.
 - Transmission will begin.

Broadcasting (Sending a Fax to Multiple Destinations)

This function allows you to send the same fax to as many as 100 different destinations in just one operation.

- When sending to multiple destinations, only destinations that have been stored as Speed Dial numbers can be selected (full fax numbers cannot be dialled).
- Make sure that the date and time display of fax mode appears (if needed press FAX).
- Place the original on the document glass or in the auto document feeder.
 - If needed, select temporary fax settings such as the resolution and contrast.
- **3** Press BROADCAST



- 4 Select a destination using one of the methods below.
 - Enter the 2-digit Speed Dial number of the destination.
 - Press z or A until the name of the destination appears in the display (if no name was stored, the number will appear).
- **5** Press in to store the destination.

- 6 Repeat Steps 4 and 5 for each of the other destinations to which you wish to send the fax (maximum of 100).
 - To check your selected destinations, press to scroll through them. To delete a destination, scroll to the destination and then press .
- 7 When you are ready to begin transmission, press 💿
 - A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into a Group (see *Storing numbers in a Group* which follows), you can perform the broadcasting operation using the following simplified procedure:

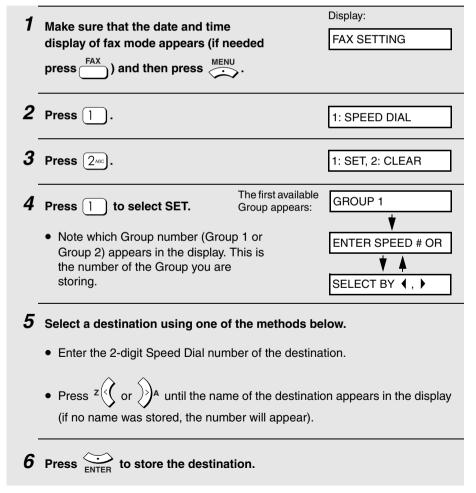
- Make sure that the date and time display of fax mode appears (if needed press FAX).
- 2 Place the original on the document glass or in the auto document feeder.
 - If needed, select temporary fax settings such as the resolution and contrast.
- **3** Press)A once or twice to display Group 1 or Group 2.
- **4** Press (). Transmission will begin.

Storing numbers in a Group

Groups allow you to send a fax to a group of fax machines by simply specifying the appropriate Group. To store a selection of numbers in a Group, follow the steps below.

- ♦ Two groups are available, Group 1 and Group 2.
- ♦ Up to 100 numbers can be stored in each Group.

Only Speed Dial numbers can be stored in a Group. Full numbers cannot be stored.



- 7 Repeat Steps 5 and 6 for each of the other destinations that you want to include in the Group (maximum of 100).
 - To check your selected destinations, press MENU to scroll through them. To delete a destination, scroll to the destination and then press (**).
- **8** When you have finished storing the destinations, press FINTER.
- **9** Press () repeatedly to exit.

Deleting a Group

Follow the steps below to delete a Group.

1	Make sure that the date and time display of fax mode appears (if needed press ABANU) and then press ABANU.	Display: FAX SETTING
2	Press 1.	1: SPEED DIAL
3	Press 2ABC.	1: SET, 2: CLEAR
4	Press 2ABC to select CLEAR.	GROUP CLEAR
		ENTER GROUP #
5	Enter the number of the Group that you want to c	lear.
6	Press ENTER.	

7 Press repeatedly to exit.

Timer Transmission

The Timer function allows you to store a fax job to be transmitted automatically at a specified time. Up to four timer fax jobs can be stored at once, and the time of each can be specified up to a week in advance.

 You can use this function to take advantage of off-peak rates without having to be there when the fax is sent.

Note: If a power failure occurs or the machine's power cord is unplugged after a timer transmission job is stored, the job will be cleared from memory. When the power is restored, a MEMORY CLEAR report will be printed to inform you that the job was cleared. If this happens, store the job again.

Make sure that the date and time press FAX).		
Place the original on the docur feeder.	ment glass or in the auto document	
3 Press ^{MENU} .	Display: FAX SETTING	
4 Press 3 DEF).	1: AUTO RECALL	
5 Press 4 GHI .	1: SET, 2: CLEAR	

6 Press 1 to select SET.

 Note which Timer number (Timer 1, 2, 3, or 4) appears in the display. This is the number of the Timer job you are storing. The first available Timer number appears:

TIMER NUMBER=1



ENTER TIME

- 7 Enter the time at which you want the fax to be sent.
 - Enter two-digits for the hour ("00" to "23") and two-digits for the minute ("00" to "59").

Example: 9:25









- 8 Enter a number as follows to select the day of the operation (skip this step if the fax will be sent within the next 24 hours):
 - O Sunday
 - 1 Monday
 - 2_{ABC} Tuesday
 - 3 DEF Wednesday
 - 4 GHI Thursday
 - 5 Friday
 - 6_{MNO} Saturday

9 Press ENTER.

ENTER STATION #

10 Specify the destination using one of the methods below:

- Press , enter the 2-digit Speed Dial number of the destination, and press .
- Press z or A until the name of the destination appears in the display (if no name was stored, the number will appear), and press A ENTER.
- Enter the full fax number of the destination and press FINTER .
- 11 If needed, select temporary fax settings such the the resolution and contrast.
- 12 Press . The original is scanned and the timer job is stored.

Cancelling a timer job

If you need to cancel a timer job before it is performed, follow the steps below.

♦ You will need to know the timer number assigned to the job in order to cancel it. If you don't remember the number (it appears in the display when you store the job), print out the Timer List. (See page 132.)

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU.	Display: FAX SETTING	
2	Press 3 DEF.	1: AUTO RECALL	
3	Press 4 GHI.	1: SET, 2: CLEAR	
4	Press 2ABC to select CLEAR.	ENTER TIMER #	
		TIMER CLEAR	
5	Enter the number of the timer job that you want to clear. Example: 2 ^{ABC}		
6	Press repeatedly to exit.		

4. Receiving Faxes (AM-400 only)

Selecting the Reception Mode

The machine has two modes for receiving faxes:

FAX ONLY mode:

Select this mode when you only want to receive faxes on your line. The machine will automatically answer all calls on one ring and receive incoming faxes. ("FAX" will appear in the fax mode display.)

EXT. TEL mode:

Select this mode when you have connected an extension phone as explained on page 19 and you want to receive both faxes and voice calls on the line connected to the machine. **All calls, including faxes, must be answered by picking up the extension phone**. ("TEL" will appear in the fax mode display.)

To select the reception mode, follow the steps below.

◆ The reception mode is initially set to FAX ONLY mode.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press	Display: FAX SETTING
2	Press 4 GHI.	1:RECEPTION MODE
3	Press 1.	1: FAX ONLY
4	Select the reception mode:	The display briefly shows your selection, then:
	1 : FAX ONLY 2ABC : EXT. TEL	2: NUMBER OF RING
5	Press repeatedly to exit.	
	When FAX ONLY is selected:	When EXT. TEL is selected:
	10/03 11:37 FAX	10/03 11:37 TEL

Using FAX ONLY Mode

When the reception mode is set to FAX ONLY, the machine will automatically answer all calls on one ring and receive incoming faxes.

- The number of rings on which the machine answers can be changed as explained below.
- When the reception mode is set to FAX ONLY mode, the machine will receive faxes automatically no matter whether it is in copy, fax, or scan mode.

Changing the number of rings

If desired, you can change the number of rings on which the machine answers incoming calls in FAX ONLY mode. Any number from 0 to 9 can be selected.

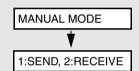
♦ To have the machine answer without ringing, enter 0.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING
2	Press 4 on .	1:RECEPTION MODE
3	Press 2ABC.	ENTER (0-9) (1)
4	Enter the desired number of rings (any number from 1 to 9), or enter 0 to have the machine answer without ringing. Example: 3 rings 3 DEF	The display briefly shows your selection, then: 3: RECEIVE RATIO
5	Press prepeatedly to exit.	

Using EXT. TEL Mode

When the reception mode is set to EXT. TEL, you must answer all calls (even faxes) by picking up an extension phone that is connected as explained on page 19.

- 1 When the machine and extension phone ring, make sure that the date and time display of fax mode appears (if needed press on the machine) and then pick up the extension phone.
 - *Important!* The machine must be in fax mode before you pick up the extension phone, or fax reception will not be possible.
- **2** If you hear a fax tone, press ① on the machine.



- If the other party first speaks with you and then wants to send a fax, press
 - after speaking. (Press before the sender presses their Start key.)
- $m{3}$ Press 2^{180} to select RECEIVE. Replace the extension phone.
 - RECEIVING will appear in the display and reception will begin.

Reception Ratio

The machine has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING
2	Press 4 OH).	1:RECEPTION MODE
3	Press 3 DEF.	1: AUTO
4	Press (AUTO) to select automatic reduction, or (2.00) to select full-size printing.	The display briefly shows your selection, then: 4: POLLING
5	Press repeatedly to exit.	

Substitute Reception to Memory

In situations where printing is not possible, such as when the machine runs out of paper, the toner cartridge needs replacement, or the paper jams, incoming faxes will be received to memory. Incoming faxes will also be received to memory if a sheet of paper or envelope is inserted in the bypass tray (fax reception cannot take place on paper in the bypass tray).

When you have received a fax in memory, FAX RX IN MEMORY will appear in the display, alternating with a message that indicates the problem. When you resolve the problem, the stored faxes will automatically print out.

If you received faxes in memory because the machine ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the paper.

Caution!

- When faxes are stored in memory, do not turn the power off. This will erase all of the contents.
- ♦ If faxes received in memory are lost due to a power failure or other interruption in the power supply, a CLEAR REPORT will be printed out when the power is restored. This provides information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

5. Special Fax Functions (AM-400 only)

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in the machine's feeder or stored in memory) to your machine without assistance from the operator of the other machine.

Hint: Polling is useful when you want the receiving fax machine, not the transmitting fax machine, to bear the cost of the call.

- ◆ To use the polling function, the other machine must be capable of being polled.
- Before polling, make sure the other machine is set up to receive your polling request.

1	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press MENU .	Display: FAX SETTING	
2	Press 4 GHI.	1:RECEPTION MODE	
3	Press 4 GHI.	POLLING	
		ENTER STATION #	
4	Dial the number of the machine that you want to poll using one of the following methods:		
	• Enter the full fax number and press ①.		
	• Press Press, enter a 2-digit Speed Dial number, and press.		
	Press z or A until the name of the party appears in the display (or		
	the number if no name was stored), and press ①.		

5 Your machine will call the other machine and receive the fax.

Being Polled (Memory Polling)

To let another fax machine poll your machine, you must first store the document in memory using the following procedure. Transmission will take place when the other fax machine calls your machine and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your machine can be used as an electronic "bulletin board".

- If you allow polling only once, the document(s) will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it as explained in the following section, Clearing a memory polling document.
- Place the original on the document glass or in the auto document feeder.

 Make sure that the date and time display of fax mode appears (if needed press) and then press MENU .

 Press 3 of 1: AUTO RECALL

 Press 5 No. 1: SET, 2: CLEAR

 Press 1 to select SET. 1: ONCE, 2: REPEAT

 Press 1 to allow polling only once, or 2 to allow polling an unlimited number of times.

- 7 If needed, select the resolution and/or contrast (otherwise, skip this step).
- **8** Press (1).
 - The document is scanned into memory.
 - Make sure the reception mode is set to FAX ONLY (see page 98). (When the polling fax machine calls, the machine must answer automatically in order to transmit the document.)

Clearing a memory polling document

To clear a memory polling document from memory, follow these steps:

-	Make sure that the date and time display of fax mode appears (if needed press FAX) and then press	Display: FAX SETTING
2	Press 3 DEF.	1: AUTO RECALL
3	Press 5.ML.	1: SET, 2: CLEAR
4	Press 2ABC to select CLEAR.	M. POLL CLEAR
5	Press ENTER. The document is cleared from memory.	

6. Printing

Printing a Document From an Application

- ◆ To use the machine as a printer, the machine must be connected to your computer with a USB cable, and the printer driver must be installed on your computer (see page 28).
- When you are ready to print a document from an application on your computer, select **Print** from the **File** menu.

The **Print** dialog box appears.

2. If you need to select a special size of paper or adjust any of the other print settings, click **Properties**, **Setup**, or **Printer** in the **Print** dialog box (the name of the button varies depending on the application).

The SHARP AM-300/400 Printing Preferences ("SHARP AM-300/400 Properties" in some versions of Windows) appear. Adjust the settings as desired (see page 107), and then click **OK**.

Note: Do not use the keys on the machine to adjust print settings. The machine keys are only for copying and faxing.

- **3.** Select the print range and adjust any other settings as desired in the **Print** dialog box.
- 4. When you are ready to begin printing, click **Print** or **OK** in the Print dialog box.

Note: When you adjust the print settings as explained above in Step 2, your changes will only remain in effect while you are using the application. To make permanent changes, see page 107.

Cancelling a print job

To cancel a print job that the machine has received, press on the machine. The display will show the following message:



Press 1 to cancel the print job.

Selecting Print Settings

The print settings are selected in the SHARP AM-300/400 Printing Preferences ("SHARP AM-300/400 Properties" in some versions of Windows).

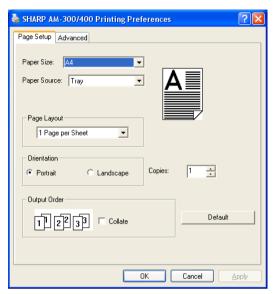
- ◆ To make temporary changes to the print settings, open the SHARP AM-300/400 Printing Preferences from an application as explained in Step 2 on page 106. The settings will remain in effect only while the application is running.
- ◆ To make permanent changes to the print settings, open the SHARP AM-300/400 Printing Preferences from the Printers and Faxes folder (the Printers folder in Windows® Me/2000) as explained below:

Windows® XP: Click the start button, click Control Panel, click Printers and Other Hardware, and then click Printers and Faxes. In the Printers and Faxes window, click on the SHARP AM-300/400 icon and select Printing Preferences from the File menu.

Windows® 2000: Click the **Start** button, point to **Settings**, and select **Printers**. In the **Printers** window, click on the **SHARP AM-300/400** icon and select **Printing Preferences** from the **File** menu.

Windows[®] **Me**: Click the **Start** button, point to **Settings**, and select **Printers**. In the **Printers** window, click on the **SHARP AM-300/400** icon, and select **Properties** from the **File** menu.

Page Setup tab

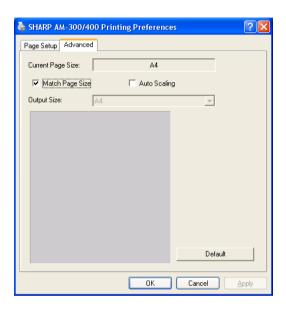


- Select the Paper Size and Paper Source.
 When the Paper Source is set to Tray, the Paper Size can be set to A4.
 When the Paper Source is set to BypassTray, the Paper Size can be set to Letter, Legal, A4, A5, Envelope #10 (105 x 241 mm), Envelope DL, Envelope Monarch (98 x 191 mm) or A6.
- In Page Layout, normally 1 Page per Sheet is selected. If you wish to print two reduced pages on each sheet of paper, select 2 Pages per Sheet.
- For a normal document, set the Orientation to Portrait. If the document is oriented so that the width is longer than the height (like a landscape painting), select Landscape.
- If you set **Copies** to a number greater than 1, use **Output Order** to select how the copies are ordered. The displayed page order changes depending on whether or not **Collate** is selected.

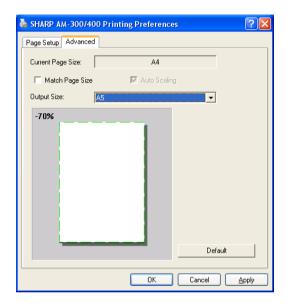
Note: When printing from an application that has settings such as "Collate", the application settings may override the above printer driver settings.

Advanced tab

The Advanced tab is used to specify how the printed image is scaled to the paper. Normally **Match Page Size** is selected so that the image size matches the paper size selected on the **Page Setup** tab (the image is not reduced).



If you wish to scale the image to a smaller size, select Auto Scaling. The
paper size setting on the Page Setup tab will appear in Current Page Size.
Select the size to which you wish to scale the image in Output Size. The
amount of the reduction will be shown in the page image. The following
example shows reduction of an A4-size image to A5 size:



Printing on Envelopes and Cards

To print on envelopes, cards, and other special sizes of paper, use the bypass tray on the side of the machine.

The bypass tray can be used to print on the following sizes:

A4

A5

Envelope #10 (105 x 241 mm)

Envelope Monarch (98 x 191 mm)

Envelope DL (110 x 220 mm)

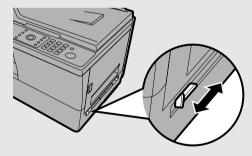
A6 (European postcard) (105 x 148 mm)

Letter (216 x 279 mm)

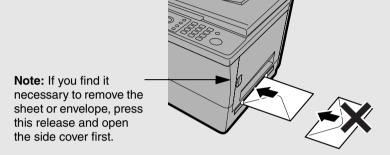
Legal (216 x 356 mm)

- ♦ Only one sheet (envelope, card, etc.) can be inserted at a time in the bypass tray.
- ◆ Be sure to select the correct envelope or paper size in the Page Setup tab of the SHARP AM-300/400 Printing Preferences (or "Properties") before printing. (Select Properties, Setup, or Printer from the Print dialog box to open the SHARP AM-300/400 Printing Preferences.)





- 2 Insert the sheet or envelope into the bypass tray as shown with the print side face down.
 - When inserting an envelope, the flap should be positioned on the left side as shown.



- ◆ After the sheet is inserted, the display will show the alternating messages "BYPASS PAPER! / IF COPY, PRESS ▶". The messages are only for copying and can be disregarded.
- 3 Select Print from the File menu of your application to open the Print dialog box. Click "Properties", "Setup", or "Printer" (the name of the button varies depending on the application) in the dialog box to open the SHARP AM-300/400 Printing Preferences (or "Properties"). Set the "Paper Source" to "Bypass Tray" on the "Page Setup" tab and then select the appropriate paper size.
 - Select other settings as needed and click **OK**. Click **Print** or **OK** in the Print dialog box to begin printing.
 - Do not use the keys on the machine to adjust print settings. The machine keys are only for copying and faxing.
 - If you are printing multiple copies or pages, printing will stop after the first copy/page is printed. When you insert the next sheet or envelope in the bypass tray, printing will resume automatically.

7. Scanning

The machine can be used to scan documents to your computer. Both colour and black and white scanning are possible. You can either begin scanning from a TWAIN- or WIA-compliant software program, or from the operation panel of the machine.

- To use the machine as a scanner, the machine must be connected to your computer with a USB cable, and the scanner driver and utility software (Sharpdesk and Button Manager) must be installed on your computer (see page 28).
- ◆ Depending on your system and the application being used, it may take considerable time for an image scanned at high resolution to appear on your monitor. During this time your computer will not respond.

Scanning From a TWAIN Application

You can scan a document into Sharpdesk or any other TWAIN-compliant software program.

- The machine does not need to be in scan mode to scan a document from a TWAIN application.
- Place the original on the document glass or in the auto document feeder.

Using the document glass:

Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

- Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.
- Important: Make sure the glass is clean. Any dirt, fingerprints, hair, or other debris may affect the quality of the scanned image.



 Note: The document glass is not suitable for scanning books or other bound documents (the surface to be copied must lie flat on the glass).

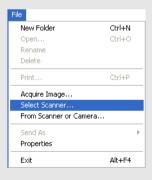
Using the auto document feeder:

Adjust the document guide to the width of your original(s), and then insert the originals face up into the feeder.

- Up to 20 A4-size sheets can be inserted at once. Note that some applications may only allow you to scan one page at a time.
- For detailed information on using the auto document feeder and the types of originals that can be used, see pages 65 to 67.

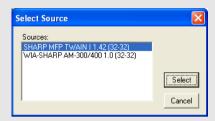


- 3 Click the File menu and select "Select Scanner".
 - The File menu of Sharpdesk is shown below.



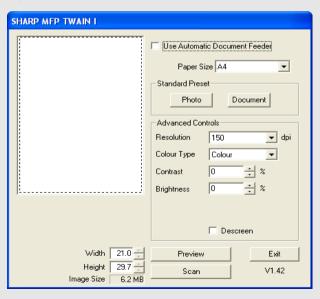


4 In the dialog box that appears, select "SHARP MFP TWAIN I" and click the Select button.



Note: The selection **WIA-SHARP AM-300/400** is for WIA applications and is explained in the following section.

- **5** Click the File menu and select "Acquire Image".
- 6 The TWAIN scanner driver window will appear. Select settings as desired (see the next page) and then click the Scan button to begin scanning.



Scanning From a TWAIN Application

- If you are using the auto document feeder, select Use Automatic Document Feeder.
- If you wish to use the standard preset scanning settings, click Photo or Document as appropriate for the original in the Standard Preset field.
- The Advanced Controls can be adjusted as needed. Note that the Contrast and Brightness settings only appear when Colour Type is set to Colour or Greyscale.
- If you wish to specify the area that is scanned, drag the frame that appears
 in the preview screen with your mouse. The dimensions of the area will
 appear in Width and Height.
- To view a preview of the scanned image using the selected settings, click the Preview button.

Scanning From a WIA Application (Windows XP/Me only)

If you are using Windows[®] XP or Windows[®] Me, you can scan a document into Paint or any other WIA-compliant application.

- ◆ The auto document feeder cannot be used to scan a document into a WIA application.
- ♦ The maximum resolution is 600 dpi.
- ◆ The machine does not need to be in scan mode to scan a document from a WIA application.

1 Place the original on the document glass.

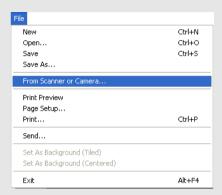
Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

- Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.
- Important: Make sure the glass is clean. Any dirt, fingerprints, hair, or other debris may affect the quality of the scanned image.



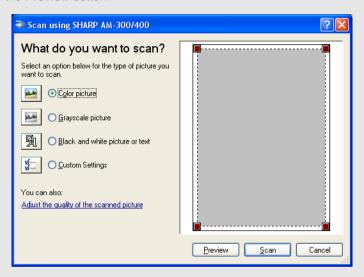
2 Start your WIA-compliant application on your computer.

- 3 Click the File menu and select "From Scanner or Camera".
 - The File menu of Paint is shown below.



4 If you have WIA drivers for other devices installed on your system, the "Select Device" window will appear. Select "WIA-SHARP AM-300/400" and click the OK button.

- **5** The following window will appear. Select the desired scan settings and then click the Scan button to begin scanning.
 - To view a preview of the scanned image using the selected settings, click the Preview button.



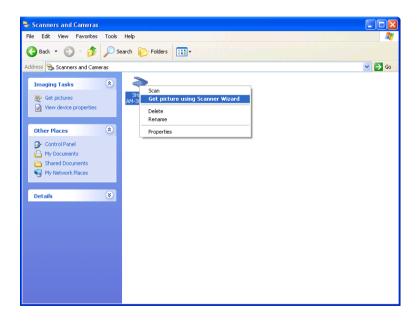
 After the **Preview** button is pressed and the preview image appears, the scanning area (indicated by the dotted frame on the preview image) is automatically set to the size of the original. To change the scanning area, drag any of the four corners of the dotted frame with your mouse.

Scanning From the Scanner Wizard (Windows XP/Me only)

If you are using Windows[®] XP/Me, you can also scan from the Scanner and Camera Wizard.

Place the original on the document glass (the auto document feeder cannot be used). Click the **start** button, click **Control Panel**, click **Printers and Other Hardware**, and then click **Scanners and Cameras**. (In Windows Me, click the **Start** button, point to **Settings**, select **Control Panel**, and then double-click **Scanners and Cameras**).

In the window below, right-click the **SHARP AM-300/400** icon and select **Get picture using Scanner Wizard** (select **Use Wizard** in Windows Me).



The Scanner and Camera Wizard will open. Follow the instructions in the wizard to scan the original and save the image to your computer.

Scanning From the Operation Panel

You can scan directly from the machine by selecting scan mode and then one of six scan menus on the operation panel.

- ◆ To scan from the operation panel, Button Manager must be installed on your computer and must be running. Button Manager starts automatically when you start your computer and runs in the background. The Button Manager icon appears on the Windows taskbar.
- Before you can scan from the operation panel, Button Manager must be selected to handle scanner events as explained on the following page.

Six scan menus (SC1 to SC6) are available on the machine. Each scan menu is linked to an application on your computer. When you begin scanning after selecting one of the scan menus, the application linked to that scan menu automatically starts on your computer and the image is scanned into that application.

The scan menus are initially linked to the following applications:

SC1: Sharpdesk SC2: E-mail SC3: FAX

SC4: OCR (Optical Character Recognition)

SC5: Microsoft Word

SC6: Filing (save as a file on your hard disk)

Important:

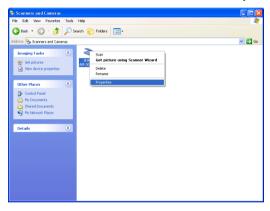
- To use the FAX application, you must have a fax driver installed on your computer. The fax driver must be specified in the scan menu settings in Button Manager as explained on page 129.
- ◆ To use the OCR application, you must have an OCR program installed on your computer. The OCR program must be specified in the scan menu settings in Button Manager as explained on page 130.

Selecting Button Manager to handle scanner events

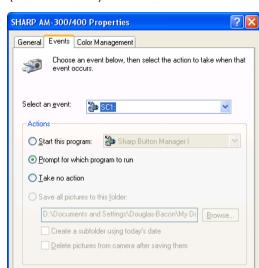
To scan from the operation panel, you must first select Button Manager as the program on your computer that handles scanner events from the machine. Follow the appropriate procedure below and on the following pages for your operating system.

Windows® XP

- Click the start button, click Control Panel, and double-click Scanners and Cameras.
- 2. Right-click the SHARP AM-300/400 icon and select Properties.



3. The SHARP AM-300/400 Properties appear. Click on the Events tab.



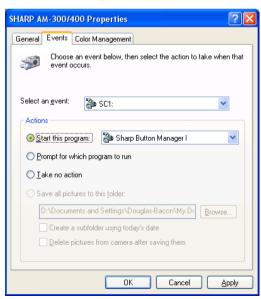
4. Select SC1 (scan menu SC1) from the Select an event list.

 In the Actions field, select Start this program and then select Sharp Button Manager I from the list of programs.

0K

Cancel

Apply



- 6. Click the Apply button.
- Repeat Steps 4 through 6 for each of events SC2 through SC6 (select Sharp Button Manager I for each event). When finished, click the OK button to close the window.

Windows® 2000

- 1. Click the Start button, point to Settings, and select Control Panel.
- 2. In the Control Panel, double-click Scanners and Cameras.
- 3. Select SHARP AM-300/400 and click the Properties button.
- 4. Click the Events tab in the SHARP AM-300/400 Properties.
- 5. Select SC1 from the Scanner events list.
- 6. In Send to this application, select Sharp Button Manager I.
 - If other applications appear in the list, make sure that none are selected.
- 7. Click the **Apply** button.
- 8. Repeat Steps 5 through 7 for each of events SC2 through SC6 (select Sharp Button Manager I for each event). When finished, click the OK button to close the window.
 - To make the new scanner event settings take effect, you must restart your computer.

Windows® Me

- Click the Start button, point to Settings, select Control Panel, and then double-click Scanners and Cameras.
 - ♦ If Scanners and Cameras does not appear in the Control Panel, click view all Control Panel options.
- 2. Right-click the SHARP AM-300/400 icon and select Properties.
- 3. The SHARP AM-300/400 Properties appear. Click on the Events tab.
- 4. Select SC1 (scan menu SC1) from the Select an event list.



5. In the Actions field, select Prompt for which program to run.

- 6. Click the Apply button.
- Repeat Steps 4 through 6 for each of events SC2 through SC6 (select Prompt for which program to run for each event). When finished, click the OK button to close the window.
- 8. When you begin scanning after selecting one of the scan menus on the operation panel, the following window will appear on your computer. Select Sharp Button Manager I for the program to launch. In addition, to stop the window from appearing each time you use that scan menu, select Always use this program for this action.



Scanning a document from the operation panel

Press to select scan mode.

The currently selected scan menu appears

Display:

** SCAN **

SCAN : SC1

2 Place the original on the document glass or in the auto document feeder.

Using the document glass:

Open the document glass cover and place the original face down on the glass with the top edge against the document guide.

- Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.
- Important: Make sure the glass is clean. Any dirt, fingerprints, hair, or other debris may affect the quality of the scanned image.

Using the auto document feeder:

Adjust the document guide to the width of your original(s), and then insert the originals face up into the feeder.

- Up to 20 A4-size sheets can be inserted at once. Note that some applications may only allow you to scan one page at a time.
- For detailed information on using the auto document feeder and the types of originals that can be used, see pages 65 to 67.



Note: If an original is placed in both the auto document feeder and on the document glass, the original in the auto document feeder will be used.



Example: Press A once for SC2:

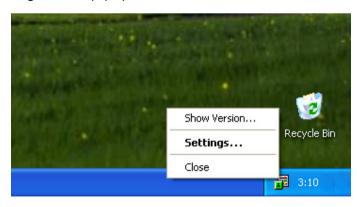
SCAN : SC2

- 4 Press (1).
 - If the selected scan menu has been set to display the TWAIN driver settings on your computer (page 129), adjust the settings as desired on your computer and then click the Scan button (see page 115).
 - The document is scanned. The corresponding application starts on your computer and the image appears in that application.

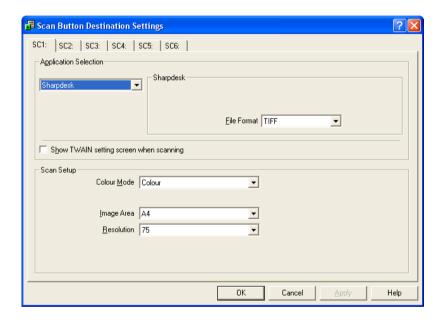
Configuring Button Manager settings

Follow the steps below to configure or change the settings of any of the six preset scan menus of Button Manager.

 Right-click the Button Manager icon on the Windows taskbar and select Settings from the pop-up menu.

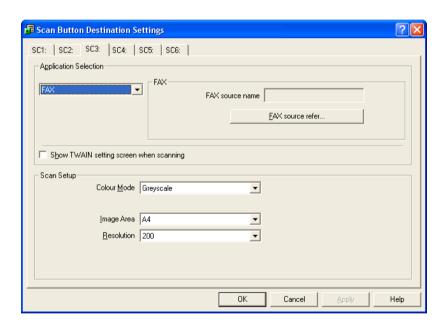


- ◆ If the Button Manager icon does not appear on the taskbar, click the start button, select All Programs (Programs in Windows® 2000/Me), select Sharp Button Manager I, and then click Button Manager to start Button Manager.
- **2.** In the **Scan Button Destination Settings** window, click the tab of the scan menu that you want to configure. Adjust the settings as explained below.
 - ♦ The SC1 tab (initially linked to Sharpdesk) is shown as an example.



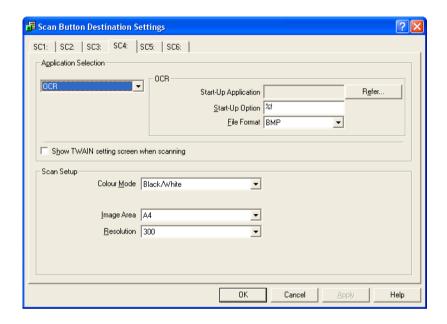
- If you wish to assign a different application to the scan menu, select the desired application in Application Selection.
- In File Format, select the format of the image file that will be created.
 Note: File Format appears when Sharpdesk, E-mail, or Microsoft Word is selected as the application. See the following pages for the settings that appear in this field when FAX, OCR, or Filing is selected.

- If you wish to have the TWAIN driver open on your computer during scanning from the operation panel to allow you to select scan settings, select **Show TWAIN setting screen when scanning**.
- In the Scan Setup field, select the Colour Mode, Image Area, and Resolution.
- When FAX is selected as the application
 To select the fax driver that is used to send the scanned image as a fax, click FAX source refer in the FAX field. Select the desired fax driver in the FAX Source window and click OK. The selected driver will appear in FAX source name.

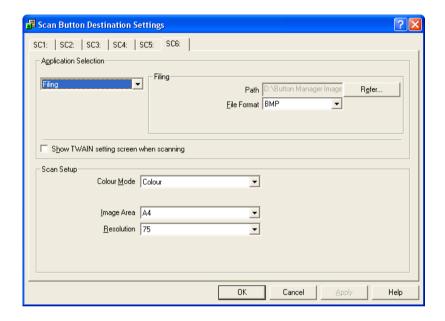


• When OCR is selected as the application

To select the OCR program to be used, click **Refer** in the **OCR** field. Select the desired program in the **Application** window and click **OK**. The selected program will appear in **Start-Up Application**. Select the **Start-Up Option** and **File Format**.



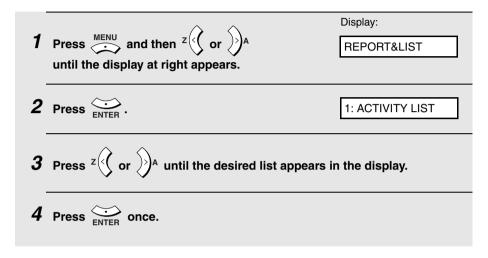
When Filing is selected as the application
 To select the folder where the image file will be saved, click Refer in the Filing field. Select the desired folder in the Browse for Folder window and click OK. The selected folder will appear in Path. Select the File Format.



- **3.** When you have finished configuring the settings, click the **OK** button to save your settings and close the **Scan Button Destination Settings** window.
 - To save your settings without closing the window, click Apply.

8. Printing Lists (AM-400 only)

You can print lists showing settings and information entered in the machine, and recent fax transactions. The lists are described below. To print a list, follow these steps.



Activity List

This list shows information on your most recent 30 fax transactions. The report is divided into two parts: the SEND REPORT, which shows information on fax transmissions, and the RECEIVE REPORT, which shows information on fax receptions.

- All information is erased after a report is printed out. If information on 30 fax transactions accumulates, the information on the oldest transaction will be deleted each time a new transaction takes place.
- You can have the Activity List printed out automatically each time information on 30 fax transactions accumulates. See page 136.
- The Activity List contains the same headings as the Transaction Report. See page 134 for an explanation of the headings.

Telephone Number List

This list shows the fax numbers that have been stored for automatic dialling.

Group List

This list shows the fax numbers that have been stored in each Group Key.

Setup List

This list shows your current selections for the **MENU** key settings. The list also shows your name and fax number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Timer List

This shows the timer transmission jobs that are currently stored.

Help List		
This list provides a brief guide to the operation of the machine. To print this list, press and simultaneously.		

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. The machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in the Transaction Report

SENDER/ The name or fax number of the other machine involved in the transaction.

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under NOTE in the report to indicate whether the transaction was successful,

and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-X - (Where "X" is a number.) A telephone line error prevented the transaction. See *Line error* on page 145.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

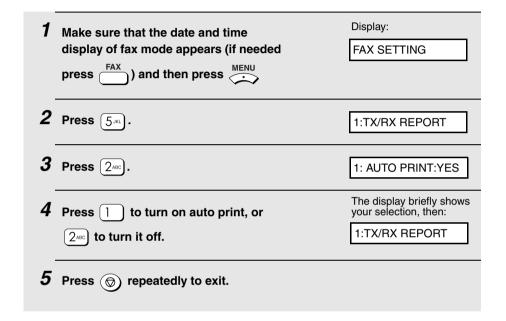
Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

Make sure that the date and display of fax mode appears press FAX) and then pres	s (if needed FAX SETTING			
Press 5.4L.	1:TX/RX REPORT			
3 Press 1.	1: ALWAYS PRINT (Selections appear alternately)			
Press a number from to 4 on to select the condition for printing.				
1 ALWAYS PRINT	A report will be printed after each transmission, reception, or error.			
2ABC SEND ONLY	A report will be printed after each transmission.			
3 DEF ERROR ONLY	A report will be printed only when an error occurs.			
4 GHI NEVER PRINT	A report will never be printed.			
	The display briefly shows your selection, then: 2: ACTIVITY LIST			
5 Press repeatedly to exit.				

Auto print-out of Activity List

You can set the Activity List to print automatically whenever information on 30 fax transactions has accumulated. (The Activity List can still be printed on demand at any time.) Follow these steps:



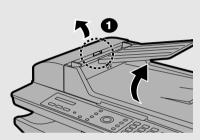
9. Maintenance

Cleaning the Scanning Glasses and Rollers

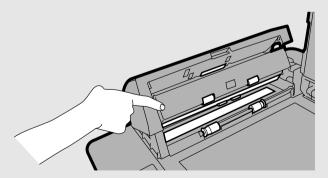
Any dirt, fingerprints, or other small debris on the scanning glasses will degrade the quality of copies, faxes, and scanned images, and increase scanning time. Clean the document glass and the scanning glass in the auto document feeder regularly as explained below.

Cleaning the scanning glass in the auto document feeder

1 Squeeze the cover release 1 and open the auto document feeder cover. Open the document glass cover.



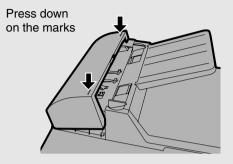
- 2 Wipe the parts indicated in white below (scanning glass, rollers, and white backplate) with a clean cloth.
 - Make sure that all dirt and stains (such as correcting fluid) are removed.
 Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean

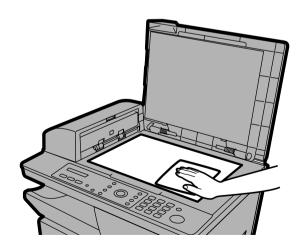
If you find it difficult to remove dirt from the scanning glass, you can try moistening the cloth with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

3 Close the auto document feeder cover, pressing down on both sides to make sure it clicks into place.



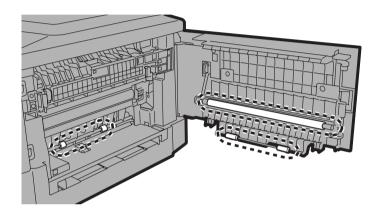
Cleaning the document glass

Open the document glass cover and clean the document glass by wiping it with a soft, dry cloth (be sure not to use a cloth that will scratch the glass). If needed, moisten the cloth with isopropyl alcohol or denatured alcohol.



Cleaning the print rollers

Clean the print rollers frequently to prevent smudges or other dirt from appearing on your output. To clean the rollers, press the side cover release to open the side cover, and then clean the rollers indicated below with a clean cloth.



Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

 Do not use benzene or thinner. These solvents may damage or discolor the machine.

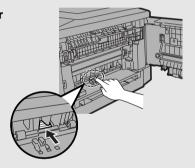
Cleaning the paper feed roller

In order to avoid multi-feeds (multiple sheets of paper feeding at once) and paper jams, clean the paper feed roller regularly as shown below.

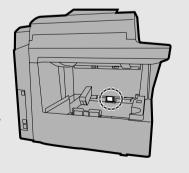
1 Press the side cover release **0** and open the side cover **2**.



2 Press the center roller with your finger to make it rotate a half turn back into the machine.



- Remove the output tray and then remove the paper from the paper tray. Wipe the side of the center roller that is visible in the paper inlet with a damp cloth.
 - When finished, replace the paper and the output tray and close the side cover.



Replacing the Toner Cartridge

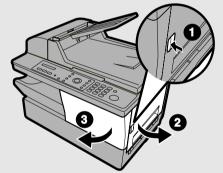
When the toner cartridge nears empty (about 200 pages can still be printed), TONER NEAR EMPTY will appear in the display. When the toner cartridge is empty, TONER EMPTY will appear in the display.

While TONER EMPTY appears, printing will be possible (although the output will be increasingly faint) until a fax is received. Once a fax is received, it will be held in memory and printing will no longer be possible.

Replace the toner cartridge with the following cartridge:

Sharp AM-30DC toner cartridge

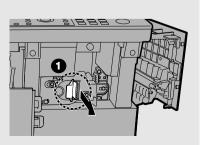
1 Press the side cover release **0**, open the side cover **0**, and then open the front cover **0**.



Caution!

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment.

- 2 Squeeze the toner cartridge handle ① and pull the toner cartridge out of the compartment.
 - Dispose of the old toner cartridge according to local regulations. If in doubt, contact your local waste disposal agency.



3 Continue from Step 4 on page 22 to install the new toner cartridge.

Replacing the Drum Cartridge

Viewing the total number of pages printed

To maintain excellent image quality, we recommend that you replace the drum cartridge after 20,000 pages have been printed. Follow these steps to view the total number of pages printed:

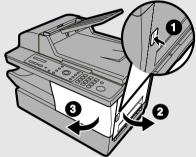
1	Press and then z or A repeatedly until the display at right appears.	Display:	
2	Press 1 .		
	The number of pages printed will appear in the display.		
3	Press repeatedly to exit.		

Replacing the drum cartridge

When 20,000 pages have been printed, DRUM LIFE OVER will appear in the display. Replace the drum cartridge with the following cartridge:

Sharp AM-90DR drum cartridge

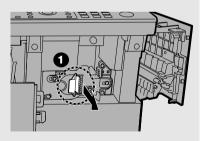
1 Press the side cover release **0**, open the side cover **0**, and then open the front cover **0**.



Caution!

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment except as instructed in the following steps.

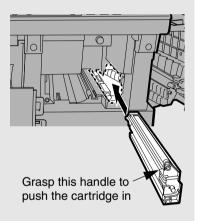
- 2 Squeeze the toner cartridge handle **0** and pull the toner cartridge out of the compartment.
 - Place the toner cartridge on a sheet of paper on a level surface.
 - Do not touch the roller in the toner cartridge.



3 Grasp the drum cartridge handle and gently pull the old cartridge out of the machine.



- 4 Remove the new drum cartridge from its packaging.
- 5 Insert the drum cartridge into the print compartment, sliding it along the guides.
 - Do not touch or allow other objects to contact the drum (the green cylinder).
 This may damage the drum. If fingerprints, dust, or other contaminants get on the drum, wipe it gently with a clean cloth.
 - Exposure to light for more than several minutes will damage the drum. Be sure to insert the drum cartridge promptly into the machine.
 - If you find it necessary to leave the cartridge out of the machine for more than several minutes, wrap the cartridge in black paper.



6 Replace the toner cartridge and close the front cover and then the side cover (see Steps 5 and 6 on page 23). When finished, reset the drum cartridge counter as explained on page 24.

10. Troubleshooting

Problems and Solutions

Line error (AM-400 only)

Problem	Solution
LINE ERROR appears in the display.	A line error occurs when your machine cannot communicate correctly with the other fax machine. The error is usually due to a problem on the phone line.
	Try the transaction again. If the error persists, check the following:
	Check the connection. The cord from the TEL . LINE socket to the wall socket should be no longer than two metres.
	Make sure there are no modem devices sharing the same telephone line.
	Check with the other party to make sure their fax machine is functioning properly.
	Have your telephone line checked for line noise.
	Try connecting the machine to a different telephone line.
	If the problem still occurs, your machine may need service.

Dialling and fax transmission problems (AM-400 only)

Problem	Solution
No dial tone when you pick up an extension phone connected as explained on page 19, or use the line monitor function.	 Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 17). Make sure that the telephone line is good.
Dialling is not possible.	 Make sure the power cord is properly plugged into a power outlet. Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 17).
The power is on, but no transmission takes place.	 Make sure that the receiving machine has paper. Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. If the receiving machine is in manual mode with no attendant, reception will not be possible. Check the display for error messages. If an extension phone is connected as explained on page 19, pick up the phone and check for a dial tone. Dial the receiving machine using the phone and make sure that it is responding (you should hear a fax tone). If an extension phone is not connected, use the Line Monitor function (see page 81).
Nothing is printed at the receiving end.	Make sure that the document for transmission is placed face down if you are using the document glass, or face up if you are using the auto document feeder.
A distorted image is received at the other end.	 Noise on the telephone line may cause distortion. Try sending the document again. Make a copy of the document on your machine. If the copy is also distorted, your machine may need service.

Fax reception problems (AM-400 only)

Problem	Solution
The machine doesn't receive faxes automatically.	Make sure that the reception mode is set to FAX ONLY (see page 98).
The power is on, but reception does not take place.	Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.
The paper comes out blank when you receive a fax.	Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
The received document is faint.	Ask the other party to send higher contrast documents. If the contrast is still too low, your machine may need service. Make a copy or print a report to check your machine's printing ability.
	The toner cartridge may need replacement.
Received images are distorted.	Noise on the telephone line may cause distortion. Have the other party try sending the document again.
	 Make a copy or print a report on your machine. If the copy or report is also distorted, your machine may need service.
When a fax is received, the size of the printed document image does not match the size of the paper.	Make sure that an appropriate reception ratio setting has been selected (see page 101).
No reception occurs when polling is attempted.	Make sure the transmitting machine is in automatic reception mode.
	If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine (see page 46) and in the transmitting machine.

Copying problems

Problem	Solution	
The quality of copies is poor and/or dark vertical lines appear when the document feeder is used.	Any dirt or material on the scanning glasses will cause spots or lines to appear on copies (and on transmitted faxes and scanned images). Clean the scanning glasses as explained on page 137.	
The paper comes out blank when you make a copy.	 If you are using the document feeder, make sure the original is placed <i>face up</i> in the feeder. If you are using the document glass, make sure the original is placed <i>face down</i> on the glass. 	
The size of the printed document image does not match the size of the paper.	Make sure an appropriate enlarge/reduce setting is selected (see page 58).	
Dots appear at regular intervals on copies.	The drum cartridge may be damaged. Replace the drum cartridge.	
A copy is faint.	Adjust the contrast setting (see page 59).	
	If output is generally faint, the toner cartridge may need replacement.	

General problems

Problem	Solution
Nothing appears in the display.	Make sure the power cord is properly plugged into a power outlet.
	Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	If a beep sound is not made when you press the keys, unplug the power cord, wait at least 5 seconds, and then plug it in again.
Automatic document feeding does not work .	Check the size and weight of the document (see page 65).
Dots appear at regular intervals on printed output.	The drum cartridge may be damaged. Replace the drum cartridge.
The machine makes an abnormal grating sound when the power cord is plugged in.	Unplug the power cord immediately and make sure that the scanner lock has been released (see page 15).
Characters or parts of the image are missing from printed output.	Remove the drum cartridge as explained on page 143 and wipe the surface of the drum (the green cylinder) with a dry cotton swab. If print quality does not improve after wiping with a dry cotton swab, you can try moistening the swab with isopropyl alcohol or ethanol. However, do not moisten the swab with isopropyl alcohol or ethanol unless absolutely necessary, as this may cause stains or smears to appear on the first pages printed after cleaning and the stains may never completely disappear.
The paper plate is up, preventing paper from being loaded in the paper tray.	Remove any paper that remains in the paper tray and then replace and remove the output tray. This should cause the paper plate to go down and allow paper to be loaded.

Messages and Signals

Display messages

ADD PAPER	Check the paper. If the tray is empty, add paper. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray). Printing will resume automatically when the output tray is replaced.
BYPASS MISFEED	The paper is not inserted correctly in the bypass tray. Remove the paper and insert it again.
BYPASS PAPER! / IF COPY, PRESS (alternating messages)	Paper has been inserted in the bypass tray. If the paper has been inserted for a copy job, press A to set the paper size. If the paper is for a print job, the message can be disregarded.
CHK SCANNER LOCK / PLS RETURN POWER (alternating messages)	Make sure that the scanner lock has been released (see page 15) and then unplug the power cord, wait at least 5 seconds, and plug it back in.
COVER OPEN	One or both of the print compartment covers are open. Make sure both covers are closed.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> . Document jams will occur if you load more than 20 pages at once or load documents that are too thick (see page 65). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.
DOCUMENT READY	A document has been inserted in the auto document feeder and the machine is waiting for you to begin faxing or copying.
DRUM LIFE OVER	This appears when the drum cartridge needs replacement.

MEMORY IS FULL	If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 102). If you are attempting to send a fax, see <i>If the memory becomes full</i> on page 74. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 58.
OUTPUT TRAY OFF	The output tray is not attached correctly. Attach it as explained on page 14. The machine will not operate if the output tray is not attached correctly.
PAPER JAMMED	The paper is jammed. See page 155.
PAPER MISMATCHED	This appears after printing if the size of the printed image did not match the paper size on some pages of the job. Check the printed pages and reprint as needed.
SET BYPASS PAPER / SIZE: XXXX (alternating messages; a paper size appears in "XXXXX")	Paper must be inserted in the bypass tray for a print job or copy job that requires use of the bypass tray. Insert the indicated size of paper in the tray.
SYSTEM ERROR [XX] (a number appears in "XX")	If this message appears, unplug the power cord, wait about 10 seconds, and then plug it back in. If the message still appears, unplug the power cord and call for service.
TONER EMPTY	The toner cartridge must be replaced. Printing will be possible (although the output will be increasingly faint) until a fax is received. Once a fax is received, it will be held in memory and printing will not be possible until the toner cartridge is replaced.
TONER NEAR EMPTY	The toner cartridge is almost out of toner (approximately 200 pages can be printed).

AM-400 only:

DATE/TIME UNSET	The date and time need to be set (see page 48). Note that the date and time settings will be lost if the machine is unplugged or a power failure occurs.
	machine is unplugged of a power failure occurs.

FAX RX IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of paper, the paper is jammed, or paper is inserted in the bypass tray. The fax will print out automatically when the problem is fixed.
GRP. SPACE FULL	This appears if you attempt to store a Group when both Groups are already programmed.
LINE ERROR	Transmission or reception was not successful. Press the STOP key to clear the message and then try again. If the error persists, see <i>Line error</i> on page 145.
NO # STORED	This appears if you attempt to search for a Speed Dial number when none have been stored.
OFF HOOK	This appears when an extension phone connected as explained on page 19 is lifted. Only ① can be pressed in fax mode when this message appears.
REMOVE / BYPASS PAPER (alternating messages)	A fax has been received to memory because paper is inserted in the bypass tray (faxes cannot be printed while paper is in the bypass tray). Remove the paper from the bypass tray to allow the fax to be printed.
TOTAL PAGE(S) 01	Number of fax pages transmitted or received.

Audible signals (AM-400 only)

Continuous tone	3 seconds	Indicates the end of fax transmission or reception.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete fax transmission or reception.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that an extension phone connected as explained on page 19 is off hook.

Clearing Paper Jams

Clearing a jammed document

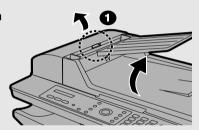
If the original document doesn't feed properly during transmission or copying,

or DOCUMENT JAMMED appears in the display, first try pressing ①. If the document doesn't feed out, open the auto document feeder cover and remove it.

Important:

Do not try to remove a document without opening the auto document feeder cover. This may damage the feeder mechanism.

1 Squeeze the cover release ① and open the auto document feeder cover. Open the document glass cover.

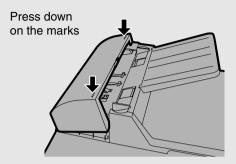


2 Remove the document.

 The document can be removed from either the top or the bottom slot, whichever is easiest.

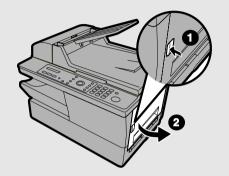


3 Close the auto document feeder cover, pressing down on both sides to make sure it clicks into place.



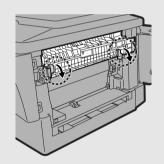
Clearing jammed paper

1 Press the side cover release 0 and then open the side cover 2.

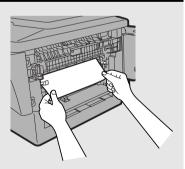


- 2 Push the two heater roller release levers down to release the heater roller.
 - Caution!

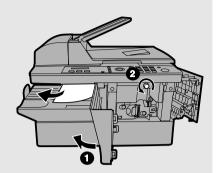
The fusing unit (indicated in white at right) becomes very hot during operation. Do not touch the fusing unit.



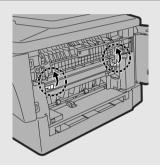
- 3 If the jammed page is protruding from the side of the machine, gently pull it out. Take care not to tear the paper or leave any torn pieces of paper in the print compartment.
 - If this clears the jam, go to Step 5.
 - If you are unable to clear the jam in this way, go to Step 4.
 - Take care not to touch or allow other objects to contact the drum (the green cylinder). This may damage the drum.



4 If the jammed page cannot be pulled out directly, open the front cover • and rotate the white knob • in the direction shown to feed the jammed page out into the output tray.



5 After the jammed page has been removed, push the two heater roller release levers back up.



6 Close the front cover **1** (if you opened it) and then the side cover **2**.



Note: If you find that another paper jam occurs immediately after clearing a paper jam, open the side cover and then the front cover and remove the jammed paper as explained above. With the front cover and side cover still open, remove the output tray and remove the printing paper from the paper tray. Replace the output tray and close the front cover and then the side cover. Remove the output tray once again, fan the printing paper, replace it in the paper tray, and then replace the output tray.

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Beim Anschalten dieses Gerätes an Datenverabeitungsanlagen ist sicherzustellen, daß die Gesamtanlage den jeweiligen technischen Vorschriften entspricht.

Caution

This product contains a low power laser device. To ensure continued safety do not remove any cover or attempt to gain access to the inside of the product.

Refer all servicing to qualified personnel.



CALITION INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED VORSICHT UNSICHTBA ADVARSEL USYNLIS LASERSTRÄLING VED ÄBNING, NÄR SIKKERHEDSAFBRYDERE ER

ADVERSEL USYNLIG LASERSTRÄLING NÄR DEKSEL ÄPNES OG SMÆPHEDSLÅS B VARNING OSYNLIS LASERSTRÄLINING NÄR DENNA DEL ÄR ÖPPNAD OCH SPÄRI URKOPPLADE, STRÄLEN ÄR FARLIG, BETRAKTA EJ STRÄLEN. VARO! MATTAESSA JA SUCJALUKITUS OHITETTAESSA OLET ALTTINA NÄKYMÄTÖNTÜ LASERSÄTELYILE. ÄLÄ KATSO SÄTEESEEN.



CAUTION INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED.
AVOID EXPOSURE TO BEAM.
ATTENTION RADIATION LASER INVISIBLE QUAND L'APPAREL EST QUIVER EXPOSITION AU RAYON.

ATTENZIONE GUANDO E APERTO E L. SISTEMA DI BLOCCAGGIO NON FUNZIONA, IL DISPI

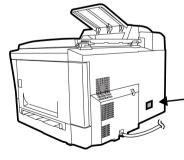
花女 仕, 打开和技術装置失敗け,会有看不见的最光辐射 一 ロ 新年展覧を新たます。

VAROITUS! LAITTEEN KÄYTTÄMINEN MUULLA KUIN TÄSSÄ KÄYTTÖOHJEESSA MAINITULLA TAVALLA SAATTAA ALTISTAA KÄYTTÄJÄN TURVALLISUUSLUOKAN 1 YLITTÄVÄLLE NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE.

VARNING - OM APPARATEN ANVÄNDS PÅ ANNAT SÄTT ÄN I DENNA BRUKSANVISNING SPECIFICERATS. KAN ANVÄNDAREN UTSÄTTAS FÖR OSYNLIG LASERSTRÄLNING, SOM ÖVERSKRIDER GRÄNSEN FÖR LASERKLASS 1.

CLASS 1 LASER PRODUCT

LASER KLASSE



LUOKAN 1 LASERLAITE KLASS 1 LASERAPPARAT

OUTPUT POWER : max. 4.0 mW LASER WAVE - LENGTH : 770 - 795 nm PULSE-TIMES : 72.58 ns



SHARP ELECTRONICS (UK) LTD.

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