SHARP®

MODEL

AR-C260P

DIGITAL FULL COLOUR PRINTER

OPERATION MANUAL
(for printer)
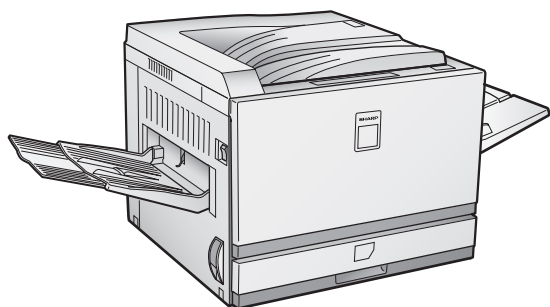
Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual (for general information)".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information)" and operation manuals for any optional equipment which has been installed.

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.

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

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

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

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/EOK και 73/23/EOK, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/EOK.

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

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

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

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

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

The CE mark logo label is affixed on an equipment in case that the directives described in the above sentence are applicable to the product. (This sentence is not applicable in any country where the above directives are not required.)

Warranty

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CHAPTER 1

BASIC PRINTING PROCEDURES

This chapter explains how to configure printer driver settings at your computer, and provides basic information on printing.

PRINTER DRIVER SETTINGS

This section explains how to configure the printer driver settings from your computer. If you have not yet installed the printer driver, read the accompanying "SOFTWARE SETUP GUIDE (for printer)" and install the printer driver from the CD-ROM.

## Printer driver settings in Windows (selecting and setting print conditions)

Configure the settings using the printer properties.

■ Windows 95 / 98 / Me

The procedure for configuring the settings in Windows Me is explained in the following.

1 On the [Start] menu, select [Settings] and then [Printers].

2 Right-click the installed printer driver and select [Properties].

The example below shows the "SHARP AR-C260P PCL5c" driver selected.
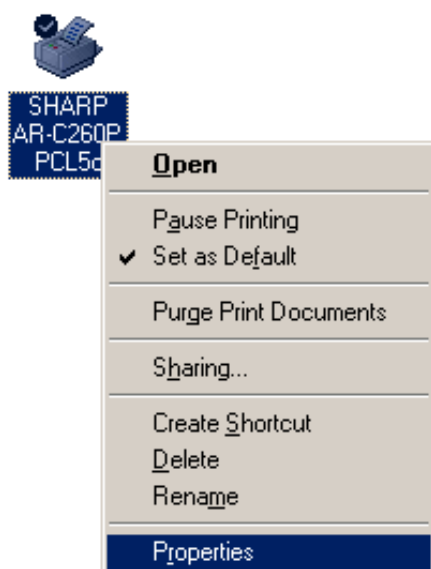
3 Configure the settings.

For information on the settings, see the printer driver help file. For information on viewing Help, see the following page 1-3. An example showing how to set [Color Mode] to [Automatic] printing is given on page 1-3.

4 Click the [OK] button.

■ Windows NT4.0 / 2000 / XP

The procedure for configuring the settings in Windows XP is explained in the following.

1 Select [Printers and Faxes] from the [Start] menu.

2 Right-click the installed printer driver and select [Printing Preferences...].

The example below shows the "SHARP AR-C260P PCL5c" driver selected.

3 Configure the settings.

For information on the settings, see the printer driver help file. For information on viewing Help, see the following page 1-3. An example showing how to set [Color Mode] to [Automatic] printing is given on page 1-3.

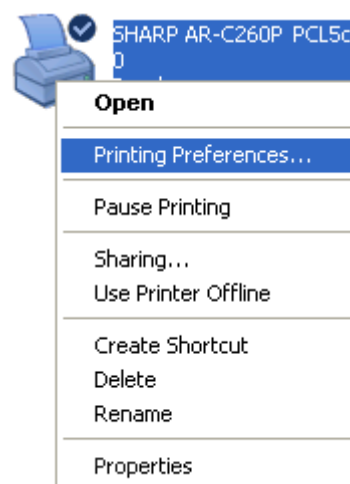**4** Click the [OK] button.

NOTE

Settings for the duplex module/2 x 500 sheet paper drawer, saddle stitch finisher, stand/3 x 500 sheet paper drawer, and other optional peripheral equipment can be accessed by right-clicking the installed printer driver, selecting [Properties], and then selecting the [Configuration] tab. If you use this product as a network printer and you have installed the Printer Status Monitor, the configuration of peripheral devices can be automatically set by clicking [Auto Configuration]. If you click the [Update Tray Status] button in the [Tray Status] dialog box of the [Paper] tab, the current tray information (paper size, paper type, and quantity of paper remaining) will be displayed.
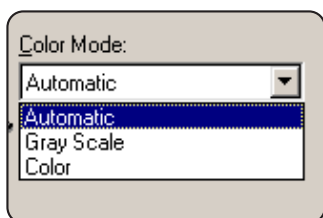
■ Selecting a Color Mode setting

The following example shows how to set [Color Mode] to [Automatic] printing in the Color tab of the printer driver properties.

1 Follow steps 1 and 2 on page 1-2.

2 Click the [Color] tab.
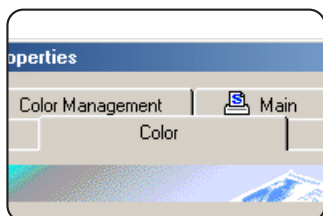
3 Select [Automatic] from the [Color Mode] list.

When [Color Mode] is set to [Automatic], the print driver identifies the colours in each page, and automatically switches to [Color] mode when colours other than black and white are used in a page, or [Gray Scale] when only black and white are used. To turn on automatic switching, select [Automatic] for the [Color Mode] setting. When [Automatic] is selected and mixed black and colour pages are printed, a slower printing speed will result.

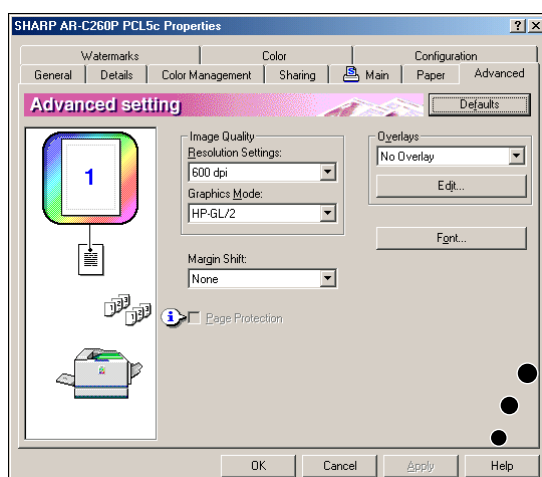**4** Click the [Apply] button.
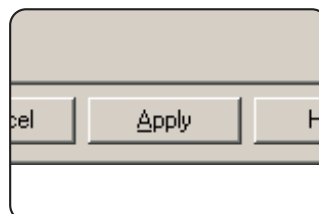
5 Click the [OK] button.

Printing in [Color Mode] will now take place automatically.

Using the Help file to view explanations of the settings

To view on-screen explanations of the settings in the printer driver, open the Help file.

■ Opening Help in Windows

The example below shows the SHARP AR-C260P PCL5c Properties in Windows Me.

Click [Help] to display the Help screen.

You can search for information using various methods from the tabs.

Printing in black and white

The procedure for printing in black and white is explained below using WordPad[*1] as an example. If you do not have any documents created in WordPad, create a document that can be used for test printing.

To print in black and white, select [Gray Scale] for the [Color Mode] setting. [Gray Scale] uses only Bk (black) toner to produce a black and white image. Colour documents are also printed in black and white.
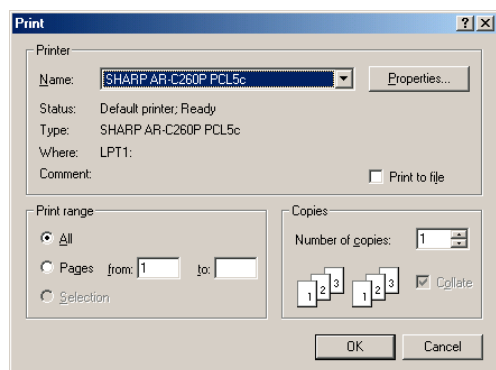
*1   This is a standard accessory program in Windows

1 Open a document created in WordPad.

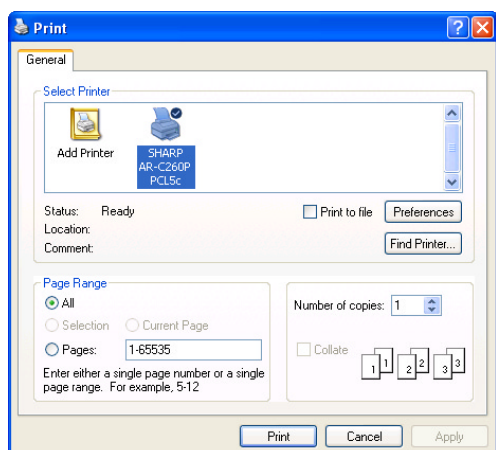**2 Select [Print] from the [File] menu of WordPad.**
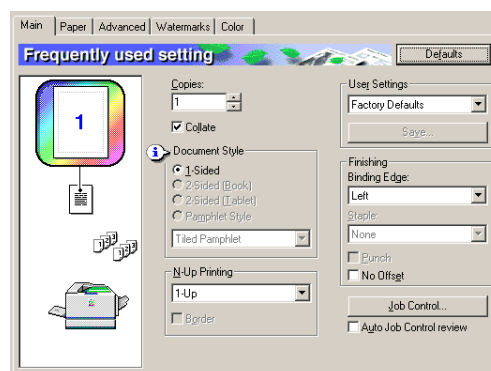
The Print window appears.
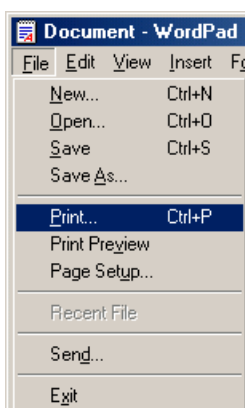
Print window in Windows Me

Print window in Windows XP

3 In Windows 95/98/Me/NT 4.0, click the [Properties] button.
In Windows 2000, click the displayed tab.
In Windows XP, click the [Preferences] button.

NOTE
For detailed explanations of the following settings, see "SETTING THE PRINTER DRIVER PROPERTIES" in Chapter 2.

4 Click the [Color] tab and select [Gray Scale] for the [Color Mode] setting.
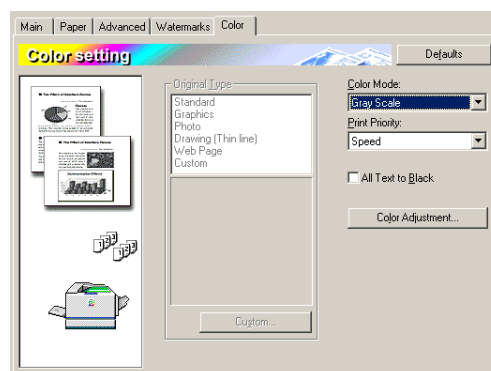
NOTE
[Print Priority] lets you select whether priority is given to quality or speed during printing (). Select the mode that best suits your needs.

5 **If you need to adjust the black and white image quality (print contrast), perform the following step. If you do not need to adjust the image quality, go directly to step 6.**

To adjust the black and white image quality (print contrast), click the [Color Adjustment] button. The following screen will appear. Adjust the brightness and contrast in the [Image] field at left. (page 2-14) When finished, go to step 6.
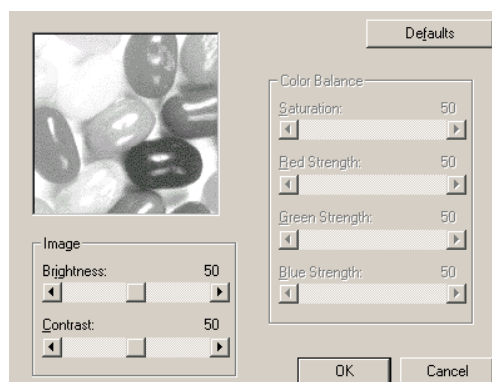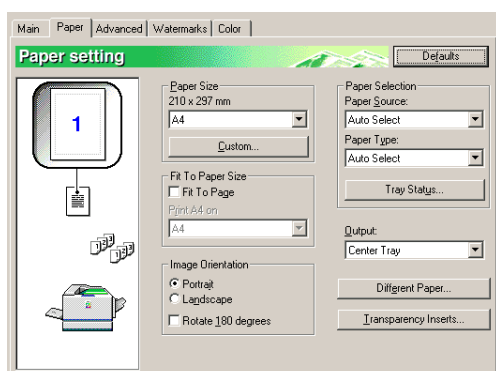
6 **Click the [Paper] tab.**

Make sure that the paper size is correct. Next, configure the "Paper Selection" settings. "Auto Select" is normally used for both "Paper Source" and "Paper Type". When you have completed the settings, click the [OK] button to close the printer properties window.

> **NOTE**
> **Using the bypass tray**
> When the paper source is set to the bypass tray, be sure to set the paper size and paper type on the machine's operation panel. This procedure is explained on pages 2-14 to 2-16 of the OPERATION MANUAL (for general information).

7 **Click the [OK] button in the Print window in Windows 95/98/Me/NT 4.0, or the [Print] button in Windows 2000/XP.**

# Automatic switching between colour and black and white

The procedure for printing a document using automatic switching between colour and black and white is explained here using WordPad[1] as an example. If you do not have any documents created in WordPad, create a document that can be used for test printing.

You can have the print driver identify the colours in each page, and automatically switch to [Color] mode when colours other than black and white are used, or [Gray Scale] when only black and white are used. To turn on automatic switching, select [Automatic] for the [Color Mode] setting.
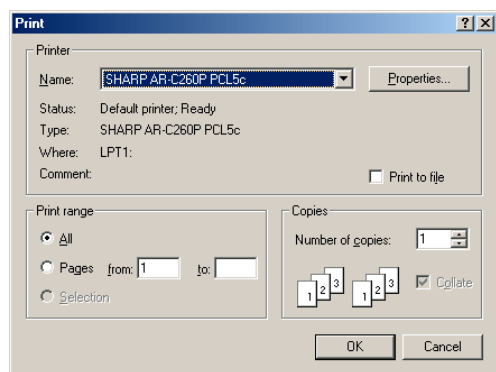
[1] This is a standard accessory program in Windows

1 Open a document created in WordPad.

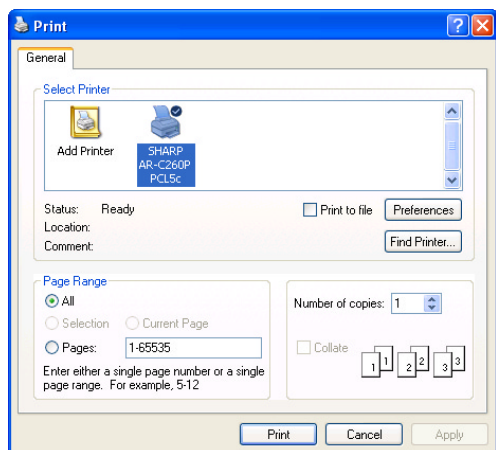**2** Select [Print] from the [File] menu of WordPad.

The Print window appears.
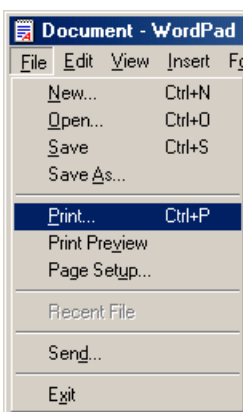
Print window in Windows Me

Print window in Windows XP

3 In Windows 95/98/Me/NT 4.0, click the [Properties] button.
In Windows 2000, click the displayed tab.
In Windows XP, click the [Preferences] button.

> **NOTE**
> For detailed explanations of the following settings, see "SETTING THE PRINTER DRIVER PROPERTIES" in Chapter 2.
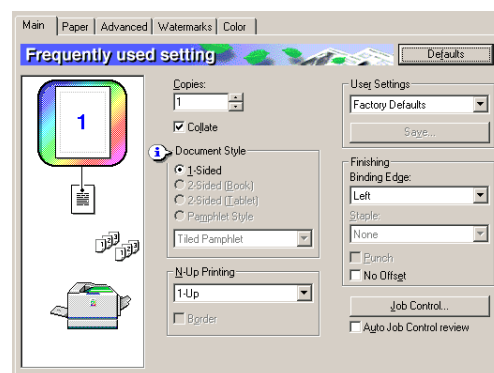
4 Click the [Color] tab and select [Automatic] for the [Color Mode] setting.
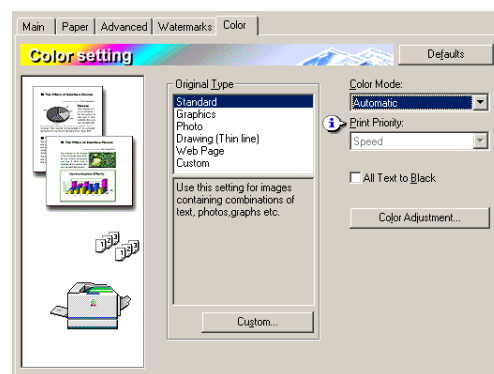
> **NOTE**
> Select the [Original Type] setting that most closely matches your document to obtain the best image quality (page 2-12).

1-6

5 If you need to adjust the colour image quality and/or the black and white image quality (print contrast), perform the following step. If you do not need to adjust the image quality, go directly to step 6.

To adjust the colour image quality and/or black and white image quality (print contrast), click the [Color Adjustment] button. The following screen will appear. Use the [Color Balance] field to adjust the saturation of colour images and strengthen or weaken the RGB (red, green, and blue) colour components.

Use the [Image] field to adjust the brightness and contrast of both colour and black and white images. ([page 2-14](#))
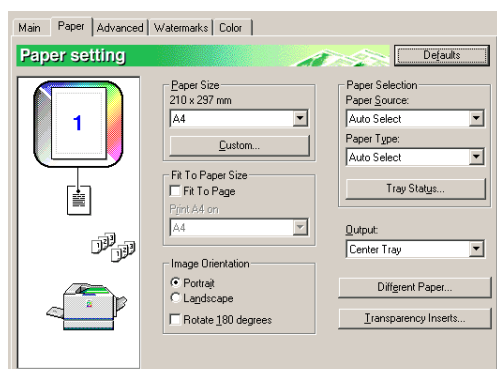
When finished, go to step 6.
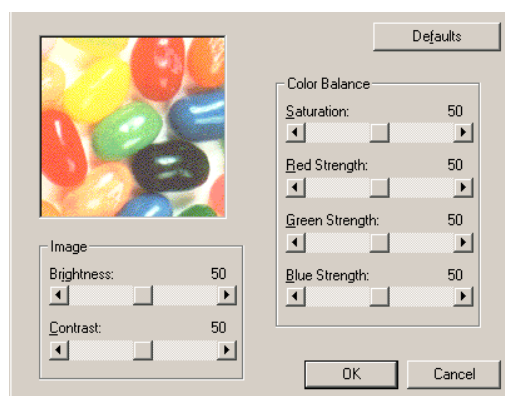
6 Click the [Paper] tab.

Make sure that the paper size is correct. Next, configure the "Paper Selection" settings. "Auto Select" is normally used for both "Paper Source" and "Paper Type". When you have completed the settings, click the [OK] button to close the printer properties window.

NOTE
Using the bypass tray
When the paper source is set to the bypass tray, be sure to set the paper size and paper type on the machine's operation panel. This procedure is explained on pages 2-14 to 2-16 of the OPERATION MANUAL (for general information).

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7 Click the [OK] button in the Print window in Windows 95/98/Me/NT 4.0, or the [Print] button in Windows 2000/XP.

1-7

Printing in colour

The procedure for printing a document in colour is explained here using WordPad[*1] as an example. If you do not have any documents created in WordPad, create a document that can be used for test printing.
To print in colour, select [Color] for the [Color Mode] setting. Both colour and black and white documents will be printed using Y (yellow), M (magenta), C (cyan), and Bk (black) toner.
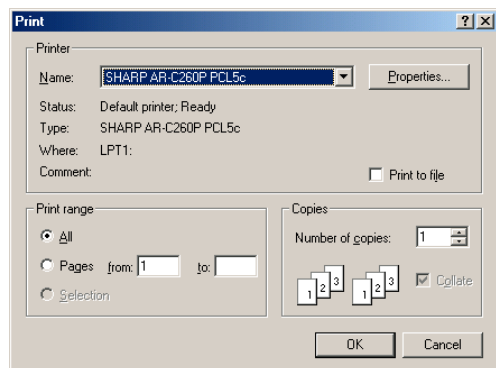*1   This is a standard accessory program in Windows

1 **Open a document created in WordPad.**
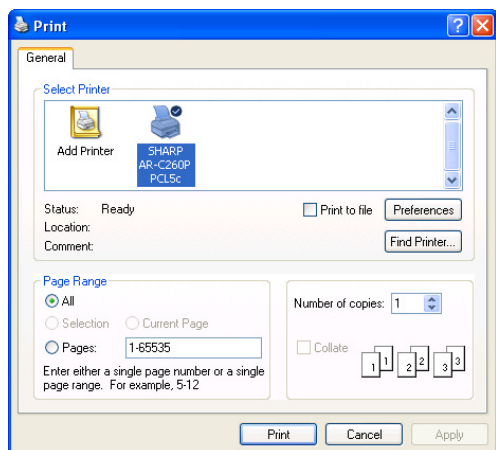
2 **Select [Print] from the [File] menu of WordPad.**

The Print window appears.
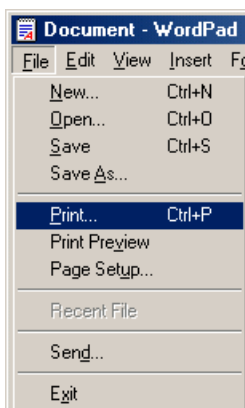
Print window in Windows Me

Print window in Windows XP

3 **In Windows 95/98/Me/NT 4.0, click the [Properties] button.**
In Windows 2000, click the displayed tab.
In Windows XP, click the [Preferences] button.

> **NOTE**
> For detailed explanations of the following settings, see "SETTING THE PRINTER DRIVER PROPERTIES" in Chapter 2.
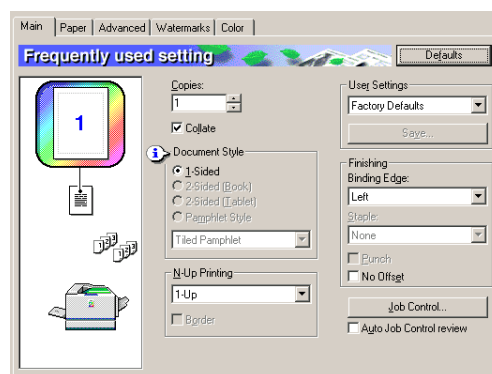
4 **Click the [Color] tab and select [Color] for the [Color Mode] setting.**
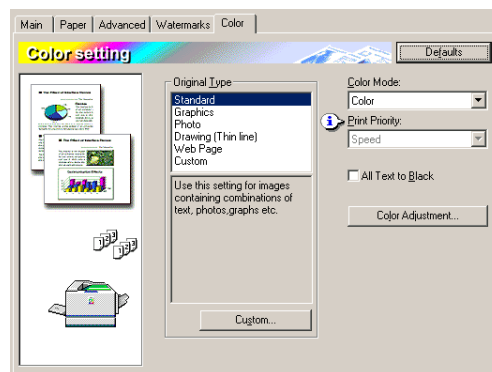
> **NOTE**
> Select the [Original Type] setting that most closely matches your document to obtain the best image quality (page 2-12).

1-8

5 **If you need to adjust the colour image quality, perform the following step. If you do not need to adjust the image quality, go directly to step 6.**

To adjust the colour image quality, click the [Color Adjustment] button. The following screen will appear. Use the [Color Balance] field to adjust the saturation of colour images and strengthen or weaken the RGB (red, green, and blue) colour components.

Use the [Image] field to adjust the brightness and contrast of colour images. ()

When finished, go to step 6.

6 **Click the [Paper] tab.**

Make sure that the paper size is correct. Next, configure the "Paper Selection" settings. "Auto Select" is normally used for both "Paper Source" and "Paper Type". When you have completed the settings, click the [OK] button to close the printer properties window.

NOTE
Using the bypass tray
When the paper source is set to the bypass tray, be sure to set the paper size and paper type on the machine's operation panel. This procedure is explained on pages 2-14 to 2-16 of the OPERATION MANUAL (for general information).

7 **Click the [OK] button in the Print window in Windows 95/98/Me/NT 4.0, or the [Print] button in Windows 2000/XP.**

1-9

Printing using optional peripheral equipment

The procedure for printing from WordPad [*1] using optional peripheral equipment is explained below. If you do not have any documents created in WordPad, create a document that can be used for test printing.

*1 This is a standard accessory program in Windows.

1 **Open a document created in WordPad.**

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

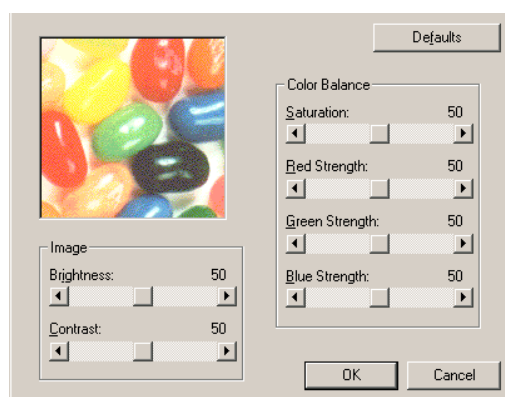The Print window appears.
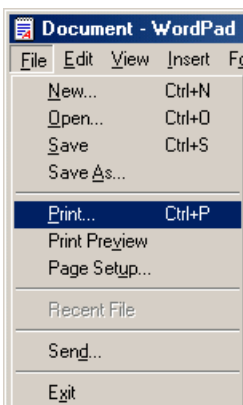
Print window in Windows Me
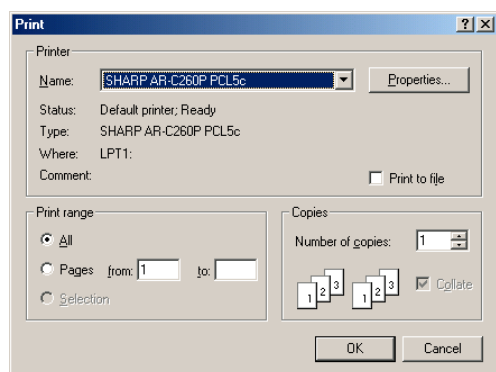
Print window in Windows XP
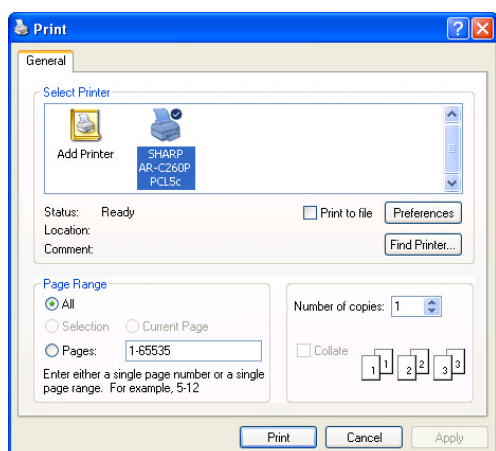
3 **In Windows 95/98/Me/NT 4.0, click the [Properties] button.**
In Windows 2000, click the displayed tab.
In Windows XP, click the [Preferences] button.

NOTE
For detailed explanations of the following settings, see "SETTING THE PRINTER DRIVER PROPERTIES" in Chapter 2.

To print using the two-sided printing function or the saddle stitch finisher, select these options in the following window.
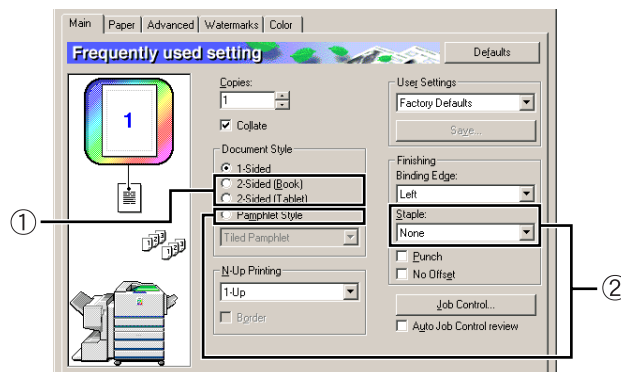
① For two-sided printing, select "2-Sided [Book]" or "2-Sided [Tablet]".
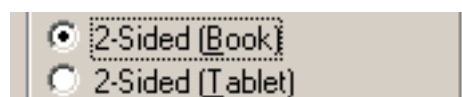
② To use the saddle stitch function, select "Pamphlet Style" and then set [Staple] to "2 Staples" in the [Finishing] field.
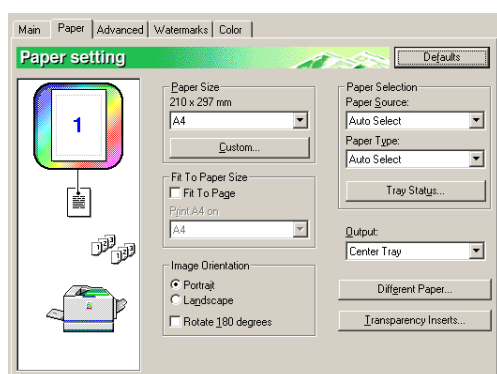
4 **Click the [Paper] tab.**

Make sure that the paper size is correct. Next, configure the "Paper Selection" settings. "Auto Select" is normally used for both "Paper Source" and "Paper Type". If you wish to use the optional large capacity tray, select it in the following window.
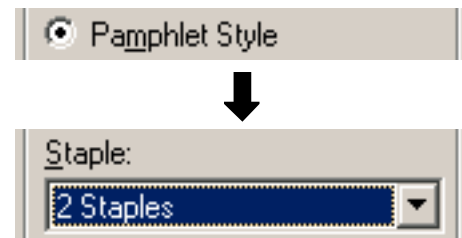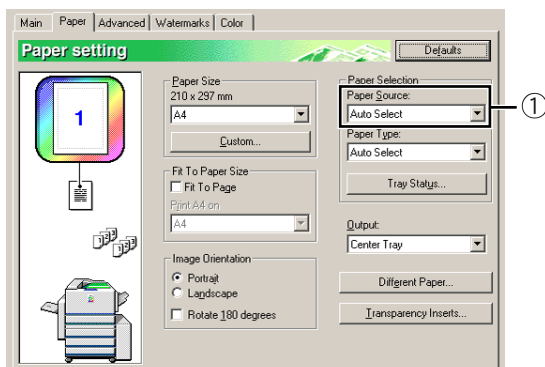
① If you wish to specify a paper tray, select the tray from the "Paper Source" list in the Paper Selection field.
Example: Selecting the "Large Capacity Tray"
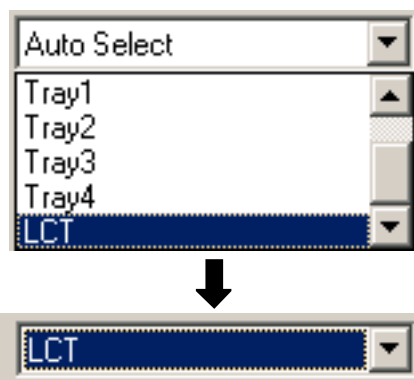
5 **To change the colour mode, click the [Color] tab and select the desired mode from the [Color Mode] list.**

6 **Adjust the image quality settings as needed ([page 2-14](#)). (If not needed, go directly to step 7.)**

7 **Click the [OK] button in the Print window in Windows 95/98/Me/NT 4.0, or the [Print] button in Windows 2000/XP.**

CHAPTER 2

SETTING THE PRINTER DRIVER PROPERTIES

This chapter explains how to configure settings in the printer driver. The settings are configured in the software application.

SELECTING PRINTING FUNCTIONS

Almost all printer settings are configured in the printer driver properties window that appears when you print from an application or when you select [Properties] from the printer driver icon menu. Click a tab in the properties window to adjust the settings on that tab.

The following explains how to adjust settings when the properties window is opened from an application.

The printer driver window shown in the following explanation has the following options installed:

Duplex module/2 x 500 sheet paper drawer + duplex bypass/inverter unit + saddle stitch finisher + punch module

Frequently used settings

The following screen appears when the Main tab is clicked. The settings and buttons in the screen are explained below.
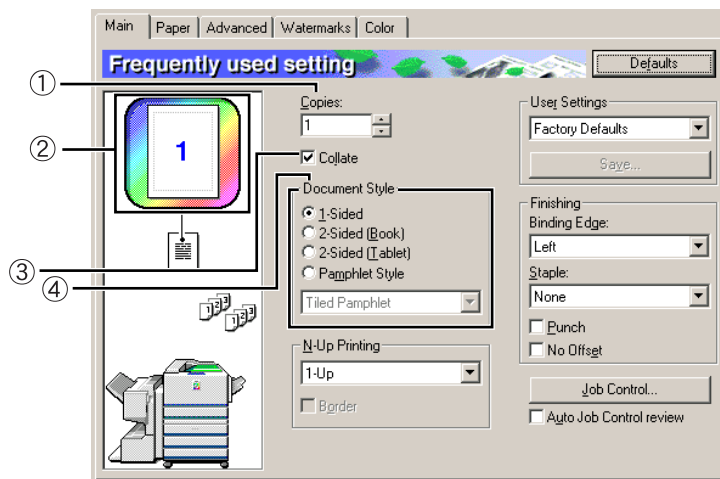
① **Copies**

Set the number of copies.
Any number from 1 to 999 can be set.
Default setting: 1

② **Colour mode display**

This displays the selected colour mode for printing. Three colour modes are available: "Automatic", "Color", and "Gray Scale" (see ④ on page 2-13).

③ **Collate**

Select this checkbox to collate the copies.
When the staple function or punch function is turned on, a checkmark automatically appears in the checkbox.
Default setting: Selected

④ **Document Style**

Select one-sided or two-sided printing.
[1-Sided]...................Print on one side of the paper.
[2-Sided (Book)].......Print on both sides of the paper and bind at the side.
[2-Sided (Tablet)].....Print on both sides of the paper and bind at the top.
[Pamphlet Style]*1.....Print on both sides of the paper and bind down the middle.
Default setting: 1-Sided
*1 The following two formats can be selected for middle binding.

[Tiled Pamphlet]

Print on paper double the size of the document size selected in the application.
The page order will be rearranged as required for the middle binding format.

[2-Up Pamphlet]

The document size selected in the application will be reduced in the same way as in 2-Up printing, and printing will take place using the selected paper size.
The page order will be rearranged as required for the middle binding format.

2-2
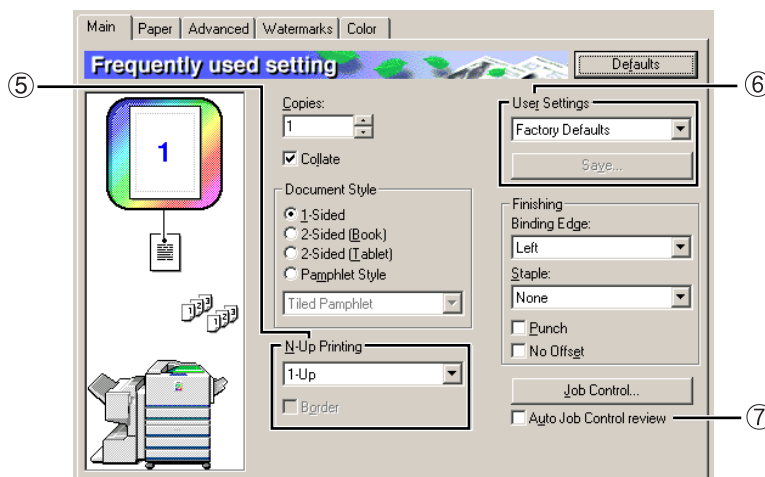
⑤ **N-Up Printing**

Each page is reduced to allow multiple pages to be printed on each sheet of paper. The pages are printed in "Z" order on each sheet.
The following five settings are available:
[1-Up], [2-Up], [4-Up], [6-Up], [8-Up].
Default setting: 1-Up

Example: 4-Up

[Border]

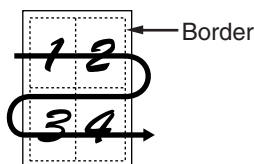This setting is greyed out when [1-Up] is selected. Select whether or not to print a border around each page when a setting other than 1-Up is selected.
Default setting: Not selected

⑥ **User Settings**

The user can store up to 30 sets of settings, allowing the settings to be easily changed by simply selecting the desired set.
Default setting: Factory Defaults

[Save]

Save the settings under the name that appears in "User Settings".
Up to 20 characters can be entered for the name. If none of the settings have been changed (the settings are still the factory defaults), this button will be greyed out.
When [Delete] appears in the button, it can be clicked to delete a stored set of user settings.

⑦ **Auto Job Control review**

Select this to have the job control screen constantly displayed when printing from the printer driver.
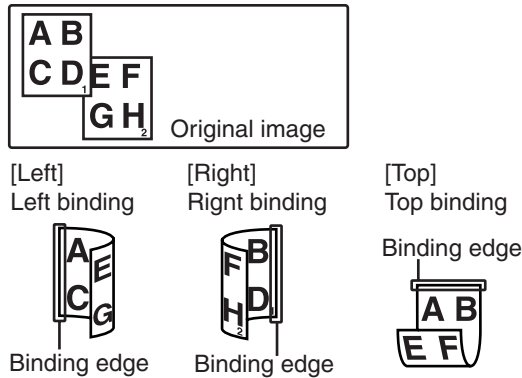Default setting: Not selected

2-3
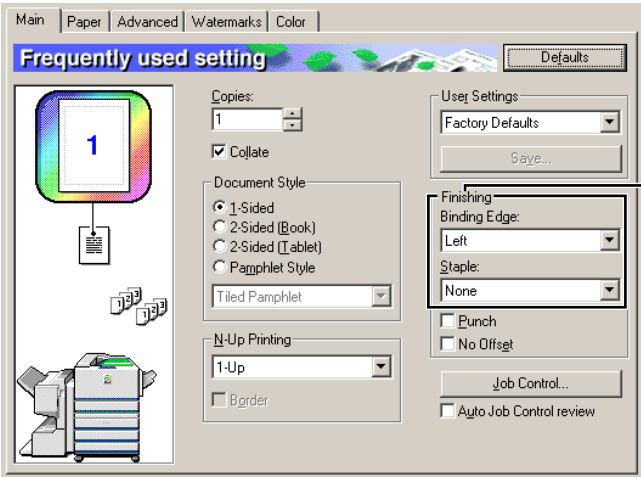
⑧ **Finishing**

Configure settings for staple or punch finishing.

[Binding Edge]

When automatic two-sided printing is performed, the [Binding Edge] setting is used to determine how the left, right and top edges of the front and back sides are positioned. The relation between the document and each of the settings is as follows:

Default setting: Left

[Left]   [Right]   [Top]
Left binding   Rignt binding   Top binding

Binding edge   Binding edge

[Staple]

[None] .... Do not staple.
[1 Staple] .... Staple in one place.
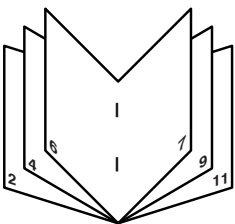[2 Staples] ..... Staple in two places.
When [1 Staple] or [2 Staples] is selected, the [Collate] setting is automatically activated.
Default setting: None

■ **Saddle stitch function**

The saddle stitch finisher can automatically place two staples for centreline binding of prints and fold them along the centreline.

<Example>

■ **Staple sort mode**

Collated sets of prints will be stapled and delivered to the offset tray. When saddle stitching is selected, the prints will be stapled at the centre and delivered to the saddle stitch tray. The stapling positions, orientation, paper size for stapling, and stapling capacity are shown below.

Stapling positions

Portrait orientation	Top left corner of printouts		Available paper sizes: A4, B5 and 8-1/2" x 11" Stapling capacity: For each size, up to 30 sheets can be stapled
	Lower left corner of printouts		Same as above
	Centre left two positions of printouts		Same as above
	Saddle stitch on centrefold line.		Paper in the portrait direction cannot be saddle stitched.
Landscape orientation	Top left corner of printouts		Available paper sizes: A3, B4, A4R, 11" x 17", 8-1/2" x 14", 8-1/2" x 13" and 8-1/2" x 11" R Stapling capacity: Up to 30 sheets of A4R or 8-1/2" x 11"R paper can be stapled, up to 25 sheets of other paper sizes
	Lower left corner of printouts		Same as above
	Centre left two positions of printouts		Same as above
	Saddle stitch on centrefold line.		Available paper sizes: A3, B4, A4R, 11" x 17" and 8-1/2" x 11"R Stapling capacity: For each size, up to 10 sheets can be stapled

For a detailed explanation of stapling functions (including saddle stitch) using the saddle stitch finisher, see "SADDLE STITCH FINISHER" ().
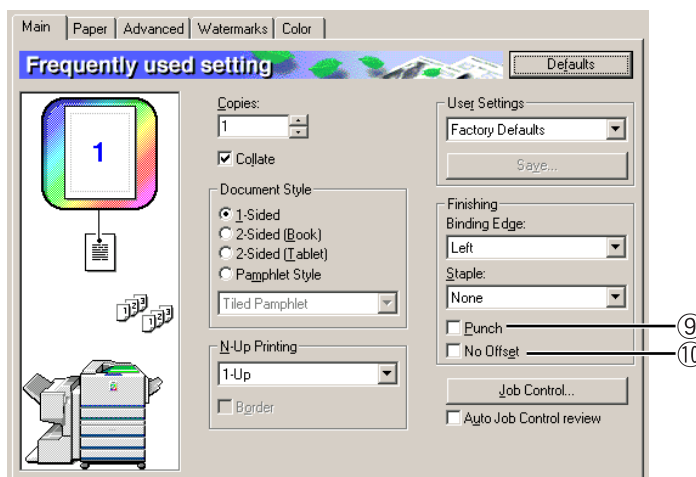
⑨ **[Punch]**

Configure the settings for the Punch function.
When this is selected, the document will be hole-punched. The Collate setting is automatically activated when Punch is selected.
Default setting: Not selected

■ **Hole punching (only if a punch module is installed)**

If the saddle stitch finisher is equipped with a hole punch module, printed paper can be hole punched and delivered to the offset tray. Saddle stitching and hole punching cannot be selected at the same time. The automatic image rotation will not function when the hole punching function is used.

For the allowed paper sizes for punching, see the specifications on page 5-3 fo the OPERATION MANUAL (for general information).
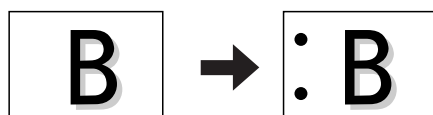
<Example>

{Original 1}   {Punch positions}
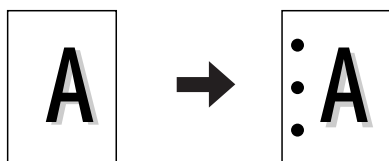
{Original 2}   {Punch positions}

⑩ **[No Offset]**

Select this setting when you do not wish sets of collated or grouped output to be offset from each other.
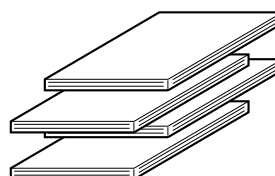Default setting: Not selected

■ **Offset mode**

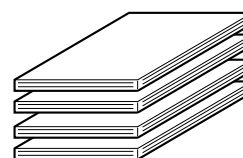When delivered to the tray, each set or group of pages will be offset from the previous set for easy separation.
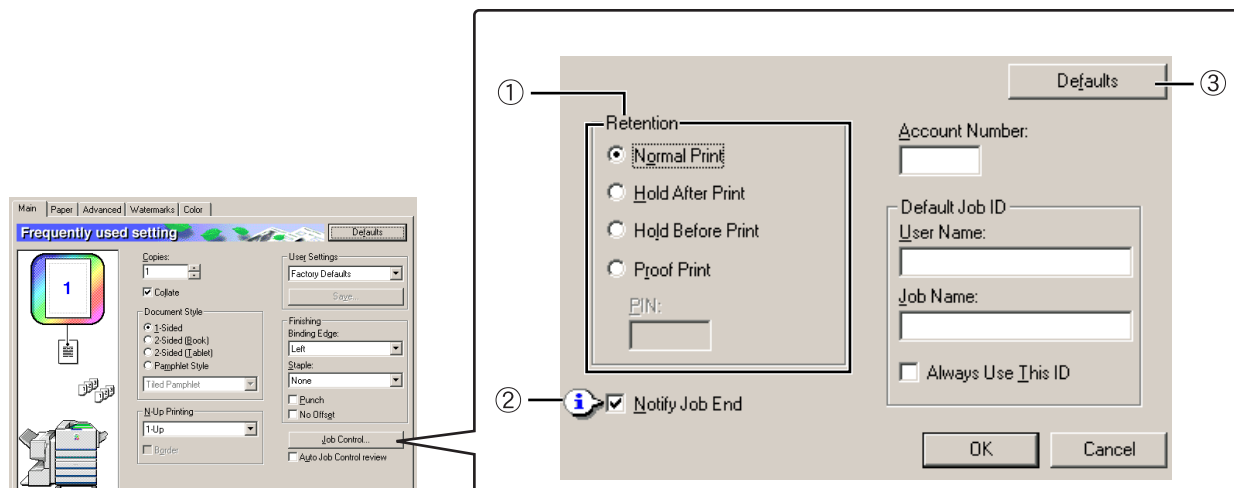(The offset function only operates in the offset tray.)
Stapled sets will not be offset.

Offset mode   Non-offset mode

① **Retention**

[Normal Print]

This setting is used for normal printing. When selected, it is not necessary to use the operation panel on the machine to begin printing. As long as the machine is operating properly, printing can be executed entirely from the computer.

[Hold After Print]

This setting is used to retain the print job in the machine's hold job list after being printed. This allows the user to print the job again if necessary, or delete the job if no longer needed.

[Hold Before Print]

This setting is used to prevent print jobs from being misplaced. When a print job is executed, the machine stores it in the hold job list rather than printing it. The user can then initiate printing from the machine's operation panel, or delete the job as needed.

[Proof Print]

This setting is used to prevent misprints when printing large numbers of copies. When printing is executed, the machine prints only one trial set of copies and then stores the remainder of the job in the hold job list. After the user has verified that the copies are acceptable, the job can be resumed from the machine's operation panel. (The trial set of copies is included in the total number of sets.) If the copies are not acceptable, the job can be deleted without printing.

[PIN] (5-digit identification number)

A PIN number can programmed in the printer driver for increased security when printing jobs from the hold job list. When this is done, the PIN number must be entered at the machine's operation panel to print a job in the job hold list.

● **"Hold After Print" with PIN:**

The PIN number must be entered on the operation panel of the machine to print the hold job again.

● **"Hold Before Print" with PIN:**

The PIN number must be entered on the operation panel of the machine to print the hold job.

● **"Proof Print" with PIN:**

The PIN number must be entered on the operation panel of the machine to print the remaining sets after the first set is printed. The first set is printed without PIN number entry.

Default setting: Normal Print
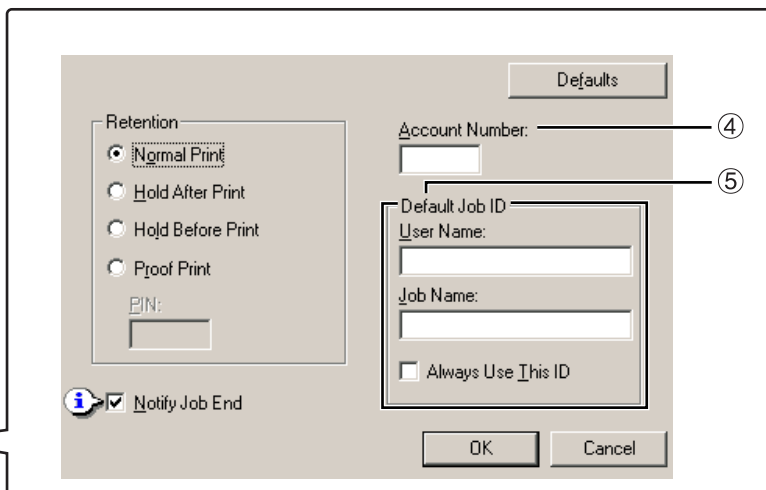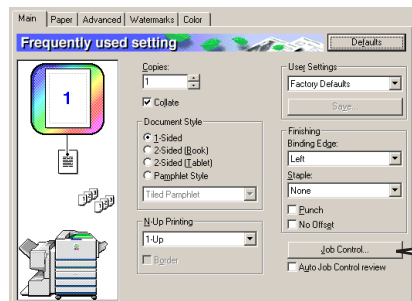
② **Notify Job End**

Select whether or not you wish to be notified when printing is finished.

This function only operates when the Printer Status Monitor is running. Even if selected, the function will not operate when the Printer Status Monitor is not running.

Default setting: Selected

③ **Defaults**

Returns the settings in the job control window to the default settings.

④ **Account Number**

When "AUDITING MODE" in the key operator programs is enabled, a count can be kept of the number of sheets printed by each account. Account numbers for this purpose are programmed as explained in the Key Operator's Guide in the "PRINTER UTILITIES" CD-ROM.

When the "ACCOUNT LIMIT" key operator program is enabled, printing is not permitted after the page count reaches the limit. When this happens, a notice page is printed (unless the "Disable notice page printing" key operator program has been enabled).

When the "NO PRINT IF ACC'T # INVALID" key operator program is enabled, printing will not take place if an invalid account number is entered, or if printing is executed without entering an account number. If you want printing be allowed even if a valid account number is not entered, disable this setting. In this case, pages printed by an invalid account number will be included in the "OTHERS" count.

⑤ **Default Job ID**

Use this setting to select the default user name and job name that appear in the machine's operation panel. Note that if "Always Use This ID" is not selected, the Windows login name and the job name set in the application will be automatically used.

The names that appear here will also appear in the dialog box that appears when printing is executed.

[User Name]

Use this setting to select the default "User Name" that appears in the machine's operation panel. If "Always Use This ID" is selected, the name entered here will appear in the machine's operation panel. If "Always Use This ID" is not selected, the Windows login name will be automatically used.

Up to 16 characters can be entered.

Default setting: Username unknown

[Job Name]

Use this setting to select the default "Job Name" that appears in the machine's operation panel. If "Always Use This ID" is selected, the name entered here will appear in the machine's operation panel. If "Always Use This ID" is not selected, the job name set in the application will be automatically used.

Up to 18 characters can be entered.

Default setting: Jobname unknown

[Always Use This ID]

This allows you to select whether to automatically obtain the "User Name" and "Job Name" displayed in the machine's operation panel, or whether to use the names entered in this dialog box.

Not selected .... The Windows login name will be automatically used for the "User Name", and the job name set in the application will be automatically used for the "Job Name".

Selected .... The names entered in this dialog box will appear in the machine's operation panel.

Default setting: Not selected

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Paper settings

The following screen appears when the Paper tab is selected. The settings and buttons in this screen are explained below.
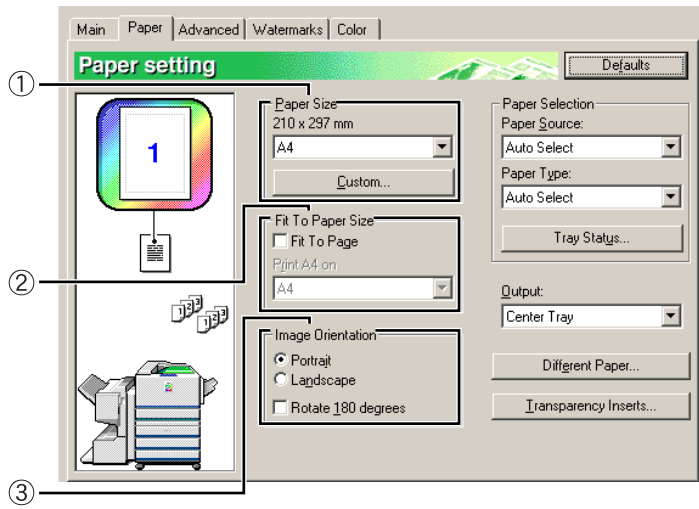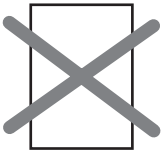

① **Paper Size**

Select the size of paper to be printed on.
Click one of the paper sizes that appear in the list.
Default setting: A4

[Custom]

A custom paper size can also be set.
Click this button to set the custom paper size (only one custom paper size can be set).
When printing with a custom paper size, the paper must be loaded horizontally.

Correct	Wrong
Horizontal loading	Vertical loading

② **Fit To Paper Size**

This field is used for the Fit to Page function. This function automatically enlarges or reduces the printed image to match the paper being used. Enlargement or reduction takes place with the image centred on the page.
To use this function, select the "Fit to Page" checkbox and then select the size of paper to be used.

NOTE

Printing normally takes place using the paper size set in the application, regardless of the paper size selected in the printer driver. When the paper size is not specified in the application, the paper size setting in the printer driver is used.

[Fit To Page]

When this checkbox is selected, the print image corresponding to the paper size selected in [Paper Size] is automatically reduced or enlarged to fit the paper selected in [Fit To Paper Size].
Default setting: Not selected

③ **Image Orientation**

Set the orientation of the document.
Select [Portrait] or [Landscape].
Default setting: Portrait

[Rotate 180 degrees]

Rotate the image 180° before printing. This function rotates the image to enable correct printing on envelopes and other paper with flaps.
Default setting: Not selected
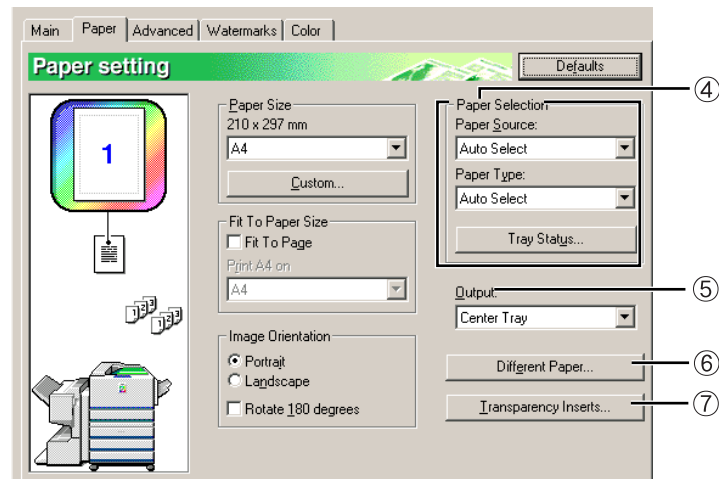
④ **Paper Selection**

Select the paper tray and paper type in this field.

[Paper Source]

Select the paper tray. When [Auto Select] is selected, the tray containing the paper specified in [Paper Size] and [Paper Type] is automatically used. If a setting other than [Auto Select] is selected, paper will be drawn from the selected source regardless of the [Paper Size] and [Paper Type] settings.

Default setting: Auto Select

[Paper Type]

Set the paper type. It is also necessary to set the paper type at the operation panel on the machine.

Default setting: Auto Select

[Tray Status]

Click this button to display the paper size, paper type, and paper remaining in the machine's paper trays.

This function operates when the "Printer Status Monitor" is running in the user's PC and the printer is used on a network.

⑤ **Output**

This sets the exit tray for the printed output.

This setting cannot be selected when the staple function is turned on.

Default setting: Center Tray

⑥ **Different Paper**

Click this button if you wish to include a cover sheet with the print job. A window will appear to allow you to select the paper tray for the cover sheet.

⑦ **Transparency Inserts**

Click this button if you wish to insert a different type of paper between each page of the print job. A window will appear to allow you to select the transparency insert settings.
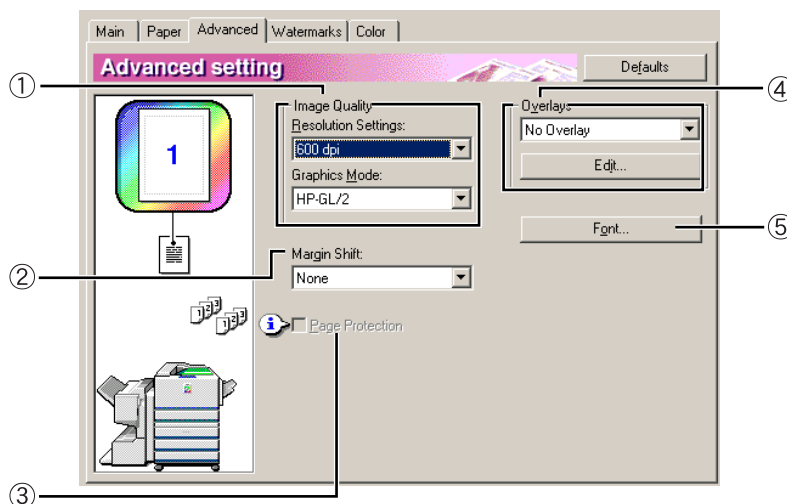
This setting cannot be selected when two-sided printing, the staple function, or the punch function is selected.

Originals

Insert sheets

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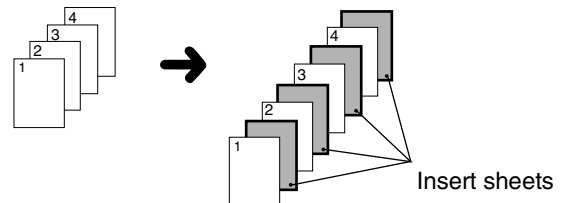
Advanced settings

The following screen appears when the Advanced Settings tab is selected. The settings and buttons in this screen are explained below.

① **Image Quality**

This item is used to select the [Resolution Settings] and [Graphics Mode] for printing.

[Resolution Settings]

Select 300 dpi or 600 dpi.
Default setting: 600 dpi

[Graphics Mode]

Select [Raster] or [HP-GL/2]. Select [Raster] to print using raster graphics. Select [HP-GL/2] to print using HP-GL/2 commands.
Default setting: HP-GL/2

② **Margin Shift**

Use this setting to shift the image to create a margin at the left, right, or top of the paper. Select from [None], [10mm.], [20mm.], or [30mm.].
Default setting: None

One-sided copying

Original image
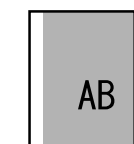
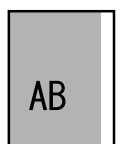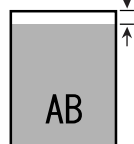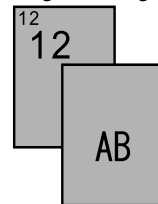| Image shifted to the right	Image shifted to the left	Image shifted to the bottom

Two-sided copying

Original image
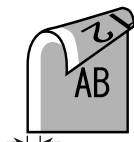
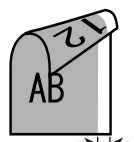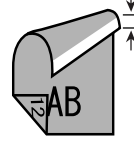| Image shifted to the right	Image shifted to the left	Image shifted to the bottom

③ **Page Protection**

If an error occurs because there is too much print data, selecting this checkbox may enable printing to take place. Try selecting this checkbox when a print error occurs. Note that the printing speed will be slower. (If only standard memory is installed (128 MB), this setting cannot be selected.)
Default setting: Not selected

④ **Overlays**

Select this setting to print a previously created form as an overlay on the document. The form must have been previously stored.
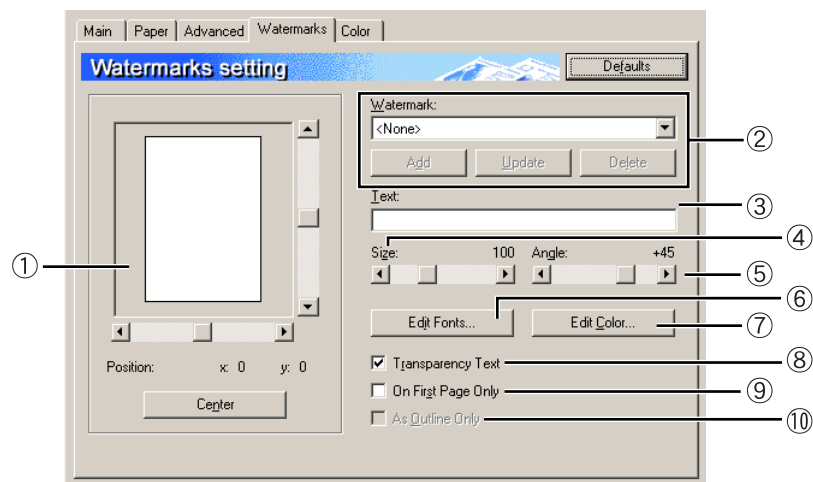Default setting: No Overlay

[Edit]

Click this button to open the overlay settings window. The form selected in this window will be used for the overlay.

⑤ **Font**

Click this button to change the font settings.

2-10

Watermark settings

The following screen appears when the Watermarks tab is selected. The settings and buttons in this screen are explained below.

① **Watermark preview**

The watermark function is used to print a watermark (a faint, shadowlike text image) on the paper. This shows a preview of the currently selected watermark.

The position of the watermark can be adjusted by directly dragging the image with your mouse, or by using the scrollbars at the right and bottom of the preview screen.

Default setting: x: 0, y: 0

NOTE
The image that appears in the Watermark Preview is an approximate representation of what will appear in the print.

[Center]
Select this setting to have the watermark printed in the centre of the paper.

② **Watermark**

Select a watermark from the watermarks that appear in the box.
Default setting: None

[Add]
Click this button to create a custom watermark.

[Update]
Click this button to adjust the size or angle of the text of a stored watermark.

[Delete]
Click this button to delete a stored watermark.

③ **Text**

When you wish to create a custom watermark, enter the text of the watermark here. Up to 100 characters can be entered. To store the entered text as a watermark, click the [Add] button explained in ② above.

④ **Size**

Use this setting to adjust the size of the text of the currently selected watermark.
Any number from 6 points to 300 points can be selected.
Default setting: 100 (points)

⑤ **Angle**

Use this setting to adjust the angle of the text of the currently selected watermark.
Select any angle from -90° to 90°.
Default setting: 45°

⑥ **Edit Fonts**

Use this setting to select the font of the currently selected watermark.

⑦ **Edit Color**

Use this setting to adjust the colour of the font of the currently selected watermark.

⑧ **Transparency Text**

Select this checkbox when you wish to have the text of the watermark printed faintly in the background of the main text.
Default setting: Selected

⑨ **On First Page Only**

Select this checkbox when you wish to have the watermark printed on only the first page of a print job.
Default setting: Not selected
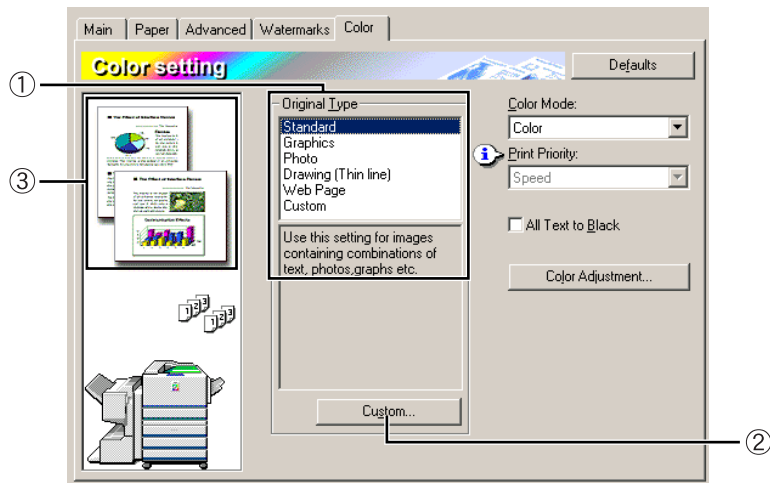
⑩ **As Outline Only**

Select this checkbox when you wish to print only the outline of the text characters of a watermark.
Default setting: Not selected
This setting cannot be selected when setting ⑧ is selected.

Color settings

When the Color tab is selected, the following screen appears. The settings and buttons in this screen are explained below.

① **Original Type**
This displays the currently selected document type and an explanation. When [Gray Scale] is selected in setting ④ on , this setting cannot be selected.
Default setting: Standard (The selected settings are the default settings.)

The default settings for the document types are as follows:

		Color Rendering *1	UCR Selection *2	Black Overprint *3	Screening *4	Pure Black Text *5
Original Type	Standard	SHARP Color	Standard	On	Automatic	On
	Graphics	Saturation Match	High Black	On	Text/ Graphics	Off
	Photo	Perceptual Match (Photo)	Low Black	Off	Photo	Off
	Drawing (Thin line)	Saturation Match	High Black	On	Automatic	On
	Web Page	Perceptual Match (Web)	Standard	Off	Automatic	On
	Custom	SHARP Color	Standard	On	Automatic	On

*1 Color Rendering
Select colour matching settings.
*2 UCR (Under Colour Removable) Selection
Set the proportion of black toner to be used.
*3 Black Overprint
Select whether or not black characters are overprinted on a colour background.
*4 Screening
Select halftone settings.
*5 Pure Black Text
Select whether to print black characters with black toner, or with 4-colour CMYK toner.

② **Custom**
Click this button when you wish to change the default settings for the selected document type.

③ **Preview of document type**
This shows a preview of the document type selected in ①.

Table of document type previews

		Color Mode		
		Color	Gray Scale	Automatic
Original Type	Standard			
	Graphics			
	Photo			
	Drawing (Thin line)			
	Web Page			
	Custom			
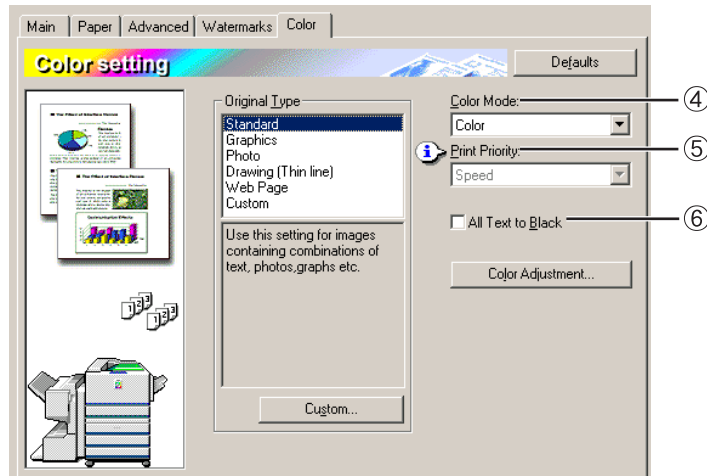
④ **Color Mode**

Select the colour mode for printing.

When Automatic is selected, a decision is made page by page. If colours other than black are used, colour printing takes place. If only black is used, black and white printing takes place. This is convenient when colour and black and white pages are mixed together, however, the print speed is slower.

Default setting: Color

The image of the page layout in ② on varies as follows depending on the colour mode setting.

(Displayed on tabs other than the Watermarks and Color tabs.)

When set to [Automatic]

When set to [Color]

When set to [Gray Scale]

⑤ **Print Priority**

Select whether priority is given to speed or quality when printing.

[Quality][*1] .... Select this when you want a high-quality image even if more time is required for printing.

*1 This cannot be selected if only standard memory (128 MB) is installed. This can only be selected when the [Color Mode] (④ at left) is set to [Gray Scale].

[Speed].......... Select this when you wish to print quickly even if the image quality is inferior.

Default setting: Speed

⑥ **All Text to Black**

When you wish to have all colour text printed in black, select this checkbox.

Default setting: Not selected

2-13
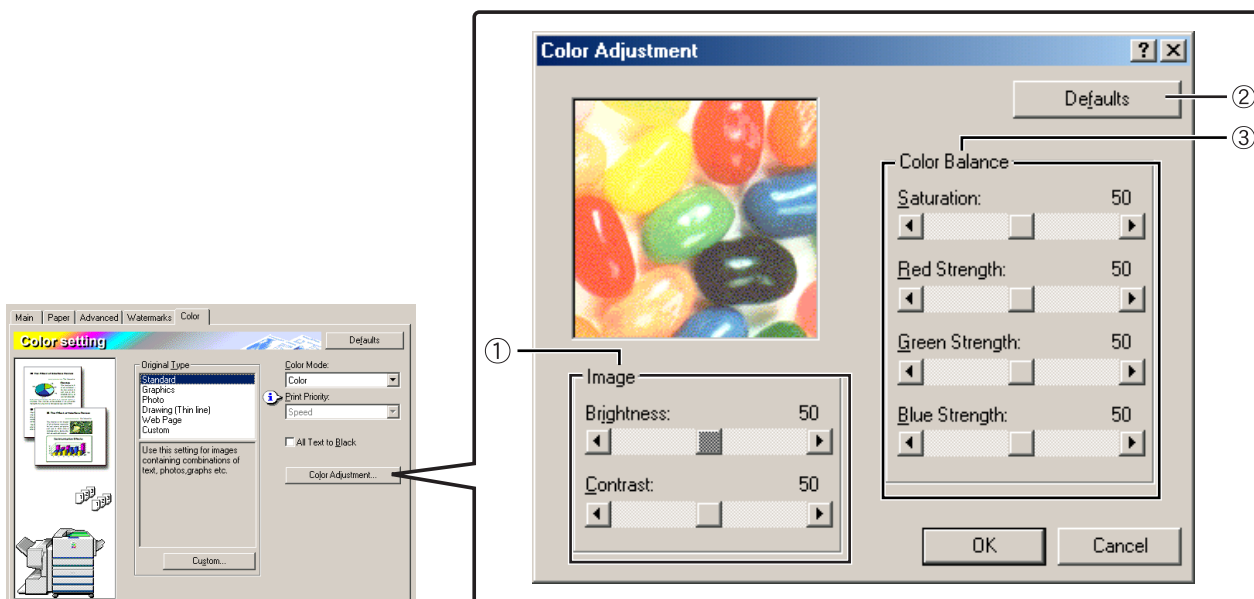
① **Image**
Use this field to adjust the brightness and contrast.

[Brightness]
This indicates the brightness of colours. The brightness can be set to a value from 0 to 100. Colours appear closer to white as the value is increased.
Default setting: 50

[Contrast]
This shows the amount of contrast between white and black. The contrast can be set to a value from 0 to 100. The contrast increases as the value is increased.
Default setting: 50

② **Defaults**
Returns the image adjustment settings to the default settings.

③ **Color Balance**
This field is used to adjust the colour saturation and strengthen or weaken the R (red), G (green), and B (blue) components of colour.

[Saturation]
This adjusts the colour saturation. Select a value between 0 and 100.
Default setting: 50

[Red Strength]
Strengthens or weakens red.
Default setting: 50

[Green Strength]
Strengthens or weakens green.
Default setting: 50

[Blue Strength]
Strengthens or weakens blue.
Default setting: 50

NOTE
These settings cannot be changed if the colour mode was set to [Gray Scale] in step ④ on page 2-13.

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CHAPTER 3

WEB PAGES IN THE PRINTER

This chapter explains various functions that allow you to access the Web pages in the printer from your computer.

PRINTER CONFIGURATION THROUGH THE NETWORK

You can access the Web pages in the printer from your computer using a Web browser such as Netscape Navigator or Internet Explorer. This will allow you to adjust various settings through the network.

Environment required for accessing Web pages

The following equipment and programs are needed to access the Web pages in the printer:
Optional print server card (network interface card)
Recommended Web browser
    Microsoft Internet Explorer 4.0 or later or equivalent
    Netscape Navigator 4.0 or later or equivalent

> **NOTE**
> The following characters cannot be entered when configuring settings in the Web pages. Entered characters are case-sensitive.
> - Characters that cannot entered: <   >   "   &   #
> - Examples of incorrect entries: <abc>   <abc   "abc"   "abc   abc"

Accessing the Web pages and displaying Help

Use the following procedure to access the Web pages. For an explanation of each of the Web page settings, click the Help button at the bottom of the menu frame.

1 Open your Web browser on your computer.

2 Enter the IP address of the machine in the "Address" field of the browser.
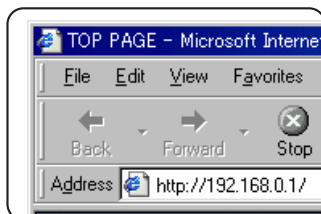
If you do not know the IP address, see page 4-5.

The home Web page will appear.
(The Web pages are explained on the following page.)

3 Click the [Help] button at the bottom of the menu frame.
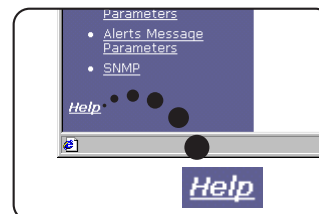
Help provides detailed explanations of each setting.

4 Close Help.
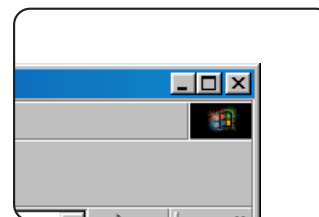
Select the setting or function that you wish to use in the menu frame. When you have finished accessing the Web page, click the ✕ button in the upper right-hand corner of the window.
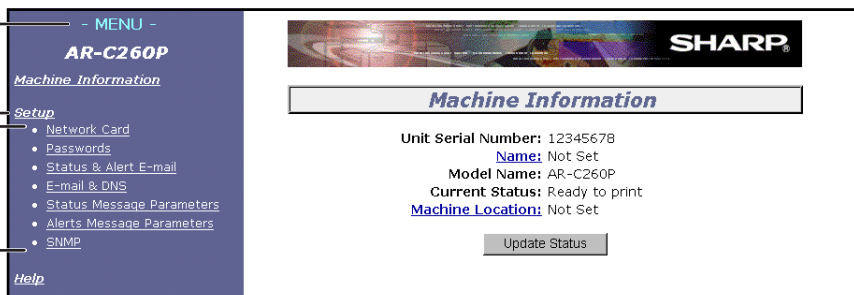
Items and outline of menu frame of Web pages

Menu frame
Click a setting in the menu frame to configure it.

Click to display the Setup menu.

Set access restrictions for the Web page and configure network and E-mail status settings.

Setup

The Setup menu consists of links to the following Web pages:

■ Network Card Setup

Use this page to configure the print server card (network interface card). The password for the network card Web page is the same as the Admin password.

■ Passwords Setup

Use this page to establish passwords to restrict access to the Web pages.
A password allows configuration of all administrative settings, including basic network scanner settings and e-mail status alert settings.

■ Status & Alert E-mail Setup

Use this page to configure settings for status & alert E-mail, including the machine name, machine code, and machine installation location. To use the status & alert E-mail function, you must first complete the settings in "E-mail & DNS Setup". A link to "E-mail & DNS Setup" is provided in this page.

■ E-mail & DNS Setup

Use this page to enter settings required for E-mail, including your E-mail server, system administrator address, and DNS server.

■ Status Message Parameters Setup

Use this page to specify a schedule for sending status messages that indicate the machine's print count, total output count, and other current count information.

■ Alerts Message Parameters Setup

Use this page to set parameters for alert messages. An alert message is sent when the machine runs out of toner or paper, or an error occurs such as a device failure or paper misfeed.

■ SNMP Trap Setup

Use this page to enter IP addresses, the trap community, and the authentication community.

CHAPTER 4

TROUBLESHOOTING

This chapter provides solutions to problems you may encounter when using the machine.

4-1

TROUBLESHOOTING

Problems commonly encountered when using the printer function and optional peripheral equipment (such as the saddle stitch finisher) are described below.

Most problems are not due to a machine failure and can be resolved by the user, so please check carefully before calling for service. In the event that service is required, turn off the main switch, unplug the power plug from the outlet.

Problem	Check	Solution or cause
Printer is on but data is not received.	Is the printer driver correctly selected? / Has it been configured in the network (when using as a network printer)?	Make sure that this printer is selected in the software application software or use an appropriate utility to check that the printer is registered on the network.
	Has the printer driver been installed correctly?	Install the appropriate printer driver. (See the "SOFTWARE SETUP GUIDE (for printer)".)
	Is the interface cable correctly connected (when used as a local printer)?	Make sure the USB or parallel cable is correctly connected to the machine and your computer.
Data is received but not printed.	Has the specified size and type of paper been loaded?	Load paper, select another paper size, or cancel printing.
The printer cannot be selected at your computer.	Has the printer driver been installed correctly? Are the network port or printer port settings configured correctly?	Install the appropriate printer driver. (See the "SOFTWARE SETUP GUIDE (for printer)".)
The orientation of the image is not correct.	Are the print orientation settings in the printer driver correct?	Correct the orientation in the printer driver.
The edges of the printed image are missing.	There are margins around the edges of the paper where printing is not possible. Does the image overlap those margins?	Change the print area or reduce the image size.
Printer prints in reverse order.	Has reverse page order been selected in the software application?	Cancel reverse order printing in the application software.
Printer stops in the middle of a print job.	Has the tray full sensor activated and stopped printing because too many pages are in the exit tray?	Remove the paper from the exit tray.
	Is the tray out of paper?	Load paper. (See page 2-2 of the Operation Manual (for general information).)
Printing does not take place on the desired paper size.	Has paper selection been set to "Auto Select" in the printer driver?	Ensure that the desired paper is loaded in a paper tray of the printer and select "Auto Select" for the paper source in the printer driver. If the bypass tray is selected for the paper source, the paper size and paper type must be set on the operation panel of the printer. (See pages 2-14 to 2-16 of the Operation Manual (for general information).)
Printer write error occurs when printing from the parallel port.	Is the timeout setting for the printer driver too short?	Set a longer time for the timeout setting in the printer driver.
A notice page is printed when a print job is sent to the printer for retention.	Has the number of hold jobs reached 100?	Delete unneeded hold jobs. If you wish to delete all hold jobs, use the [DELETE HOLD DATA] key operator program (see page 20 of the Key Operator's Guide in the "PRINTER UTILITIES" CD-ROM).
Password entry is requested.	Did you set a password for the retention function?	A password is needed when executing printing. If the password is not known, printing cannot be executed.

Problem	Check	Solution or cause
Colour documents print in black and white.	Is the [Color Mode] setting set to [Color] in the Color tab of the printer driver?	Set the [Color Mode] to [Color] (page 2-13).
	Is the correct printer driver selected in the software application?	Select the correct printer driver.
Though selected in the software application, colour printing does not take place.	Does the application support colour printing?	Read the application manual to see if colour printing is supported.
	Is the correct printer driver selected?	Select the correct printer driver.
The colour balance cannot be adjusted.	Is the [Color Mode] setting set to [Color] or [Automatic] in the Color tab of the printer driver?	Set the [Color Mode] to [Color] or [Automatic] (page 2-13).
Two-sided printing is not possible.*1	Is [2-Sided(Book)] or [2-Sided(Tablet)] selected in the Main tab of the printer driver?	Select [2-Sided(Book)] or [2-Sided(Tablet)] (page 2-2).
Not all of the image is printed.	All multiple applications simultaneously open?	Before printing, close all applications that are not being used.
	Is the page layout too complex?	Select [Page Protection] in the Advanced tab (page 2-10) or simplify the layout.
	Is a custom size being used for the "Paper Size"?	When using a custom size, the paper must be loaded horizontally (page 2-8).
The printer driver cannot be installed.	Is there sufficient free space on your hard drive?	Delete unneeded files and applications to free up more space.
	Are you running an operating system that is not supported?	Check the "Software Setup Guide (for printer)" to see if your operating system is supported.
A notice page is printed at the end of a print job.	Was the print job sent from the computer printed correctly?	Read the notice page and try printing again, or change the settings (page 4-6).
Deviations in the specified colours occur, or colour text is blurred.	Is there a large difference in the tones of the four colours (cyan, magenta, yellow, and black)?	Perform colour adjustment (see page 13 of the "Key Operator s Guide").

*1:When a Duplex module/2 x 500 sheet paper drawer is installed.

4-3

Troubleshooting saddle stitch finisher problems

Problem	Check	Solution or cause
Stapling position is not correct (including saddle stitch).	Stapling position not set properly?	Check the stapling position setting. (See pages 2-4, 4-7 and 4-8.)
The saddle stitch finisher does not operate. (Plain paper cannot be printed on.)	Are any saddle stitch finisher covers open?	Close all covers. (See pages 5-7 and 5-8 of the Operation Manual (for general information).)
	Message indicating need to remove paper from the stapler compiler displayed?	Remove all paper remaining in the staple compiler as explained in step 4 on page 5-5 of the Operation Manual (for general information). (Be sure to remove after printing postcards or envelopes.)
Stapling cannot be performed (including saddle stitch).	Has the page limit for stapling been exceeded?	Check the page limit (page 2-4)
	Message to check the staple unit displayed?	Remove jammed staples. (See page 5-5 of the Operation Manual (for general information).)
	Message to add staples displayed?	Replace the staple cartridge. (See page 5-4 of the Operation Manual (for general information).) Check that a staple cartridge has been installed. (See page 5-4 of the Operation Manual (for general information).)
	Are different sizes of paper mixed together?	Stapling is not possible on mixed sizes of paper.
	Is the paper badly curled, preventing stapling?	Differences in paper quality and type may result in bad curling of output paper. Take the paper out of the tray or bypass tray, turn it around, and reload it so that the top and bottom edges are reversed.
Cannot be punched.*2	Does a checkmark appear in the [Punch] checkbox in the Main tab?	Click the [Punch] checkbox so that a checkmark appears (page 2-5).
	Mixed paper sizes?	Punching is not possible when different paper sizes are mixed together.
	Paper is badly curled and the output paper is not punched.	Differences in paper quality and type may result in bad curling of output paper. Take the paper out of the tray or bypass tray, turn it around, and reload it so that the top and bottom edges are reversed.
	Message to check the punch waste box displayed?	Dispose of punch scraps. (See page 5-6 of the Operation Manual (for general information).)
The punch hole positions are not correct*2	The punch function is not set to the correct punch positions.	Check the allowed hole punch positions. (page 2-5)

*2:When a Punch module is installed.

4-4

Checking the IP address

There are three ways to check the IP address:

1. **Using "PRINT LIST" in "CUSTOM SETTINGS" in the operation panel**
   Select NIC PAGE to print a list of the machine settings. The IP address that has been set for the machine can be found in this list. Follow the procedure below to check the IP address using NIC PAGE.
2. **Using the key operator programs**
   The IP address can be verified using the key operator programs. To use this procedure, consult your key operator.
3. **Using the NIC Manager utility in the User Software CD-ROM**
   The NIC Manager utility in the User Software CD-ROM can be used to check the IP address. For details, see the online manual (Print Server Card Users Manual) in the User Software CD-ROM.

Checking the IP address from the "CUSTOM SETTINGS" screen of the operation panel

1 Press the [MENU] key until "CUSTOM SETTINGS" appears in the display.

MENU
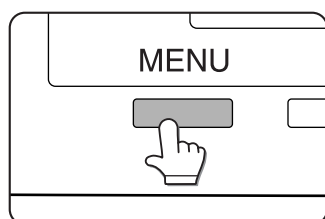
NOTE
There are a variety of different types of network environments. When using the machine in a network environment, refer to the detailed explanations in the online manual (Print Server Card Users Manual) in the User Software CD-ROM.

2 Press the [OK] key.

CK/C   OK
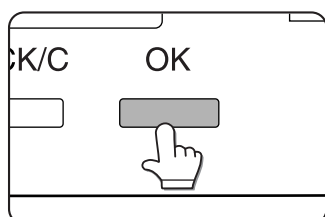
3 Press the ▲ or ▼ key until "PRINT LIST" appears in the display.

▲   ▼   B
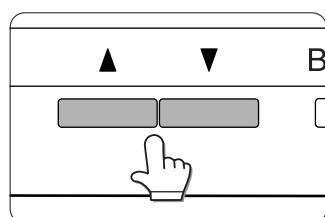
4 Press the [OK] key.

5 Press the ▲ or ▼ key until "NIC PAGE" appears in the display.

6 Press the [OK] key.
"PROCESSING DATA" will appear in the display and printing will begin.

NOTICE PAGE PRINTING

A notice page will be printed when the current print job cannot be run due to a system limitation and an explanation of the limitation is too lengthy to be shown in the message display. The notice page will describe the limitation and possible ways to complete the job.
A notice page will be printed in the following cases.

- When the print data of a single job is so large that it cannot be held in memory. (When there are other jobs occupying memory, notice pages may tend to be printed more frequently even for jobs with small amounts of data.)
- When a print job is sent to the printer and the number of print hold jobs has reached the maximum of 100 jobs.
- When different paper sizes have been selected for printing within a print job and one or more of the sizes cannot be delivered to the selected exit tray or to the stapler compiler. In these cases printed paper will be delivered partly to the specified destination (tray or compiler) and partly to another exit tray.
- When a function is selected that has been disabled using the key operator programs, such as disabling of two-sided printing, disabling of the staple function, or disabling of a specified exit tray.
- An invalid account number is entered when the auditing mode has been set.
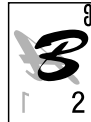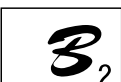
■ Disabling of notice page printing

You can use the "DISABLE NOTICE PAGE PRINTING" of the key operator program to disable notice page printing.
(see page 20 of the Key Operator's Guide in the "PRINTER UTILITIES" CD-ROM)
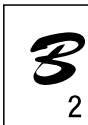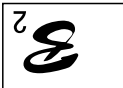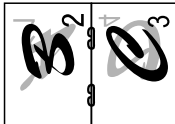
SADDLE STITCH FINISHER
Stapling position quick reference guide for duplex output

The orientation of the print paper, original data, and binding position selection are all interrelated. The table below shows these relationships.

Orientation of original data		Page 1	Page 2	Output result	
				One-position stapling	Two-position stapling
Portrait orientation printing	Left binding	*A* 1	*B* 2	*B* 2	*B* 2
				B 2	Two-position stapling along the shorter edge is not possible.
	Top binding	*A* 1	*B* 2	*B* 2	Top binding with two-position stapling is not possible.
				B 2	*B* 2
	Right binding	*A* 1	*B* 2	*B* 2	*B* 2
				B 2	Two-position stapling along the shorter edge is not possible.
Landscape orientation printing	Left binding	*A* 1	*B* 2	*B* 2	Left binding with two-position stapling is not possible.
				B 2	*B* 2
	Top binding	*A* 1	*B* 2	*B* 2	*B* 2
				B 2	Two-position stapling along the shorter edge is not possible.
	Right binding	*A* 1	*B* 2	*B* 2	Right binding with two-position stapling is not possible.
				B 2	*B* 2

4-7

Relation between print image and saddle stitch

The orientation of the print paper, original data, and binding position selection are all interrelated. The table below shows these relationships.

AR-C260P OPERATION MANUAL (for printer)

SHARP®