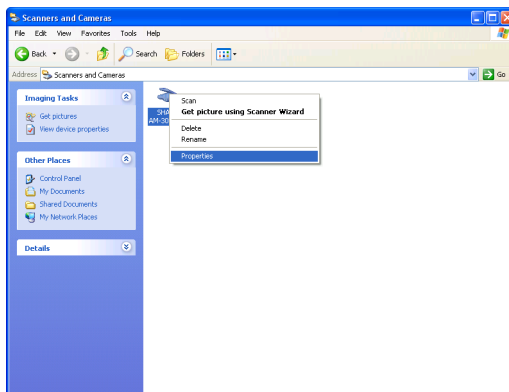


Selecting Button Manager to handle scanner events

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.

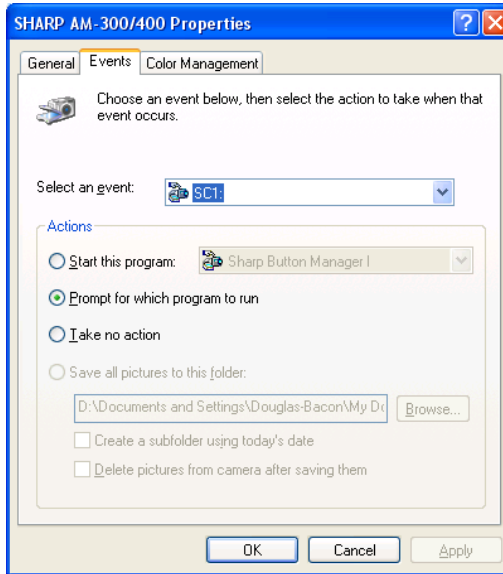
Windows® XP

1. 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**.

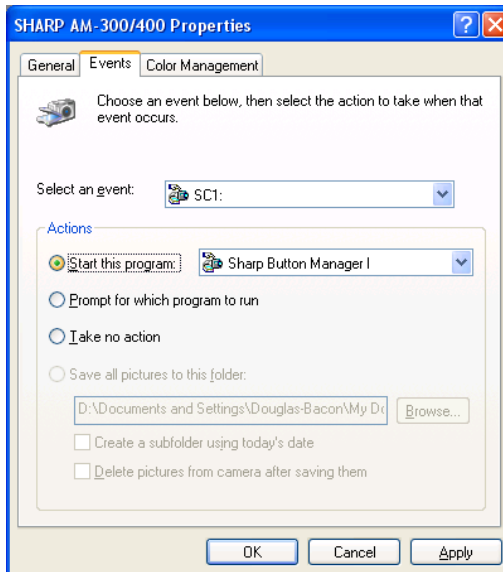


3. The **SHARP AM-300/400 Properties** appear. Click on the **Events** tab.

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



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



Scanning From the Operation Panel

6. Click the **Apply** button.
7. 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.

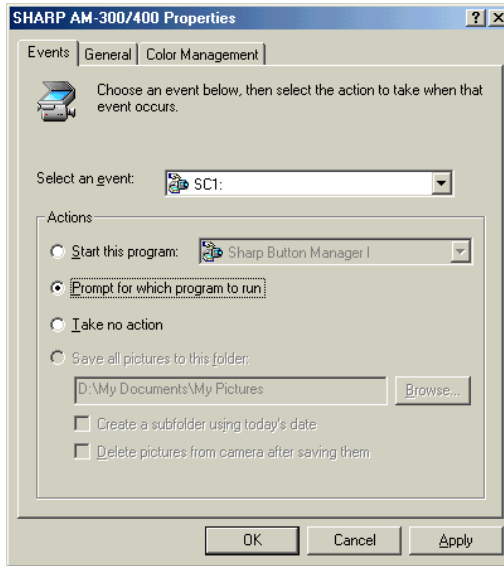
Windows® 2000

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.

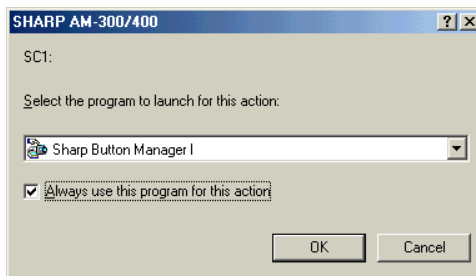
Windows® Me

1. 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.
7. 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

- 1** Press  to select scan mode.

Display:

** SCAN **



The currently selected
scan menu appears

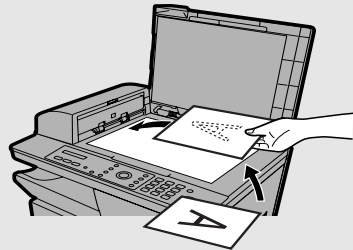
SCAN : SC1

- 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.

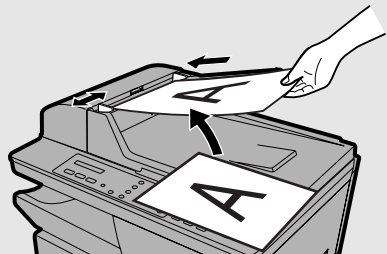
- Make sure the centre of the original is aligned with the centre mark on the document guide, and then close the cover.
- **Important:** Make sure the glass is clean. Any dirt, fingerprints, hair, or other debris may affect the quality of the scanned image.



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.

3 Press $\text{Z}(\text{<})$ or $\text{Z}(\text{>})$ until the desired scan menu appears in the display.

Example: Press $\text{Z}(\text{>})$ once for SC2:

SCAN : SC2

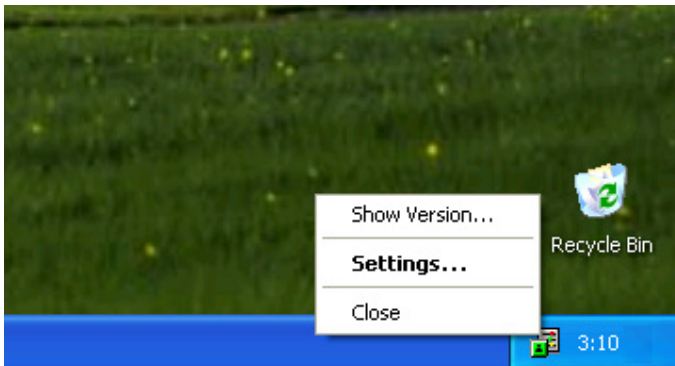
4 Press $\text{Z}(\text{↕})$.

- 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

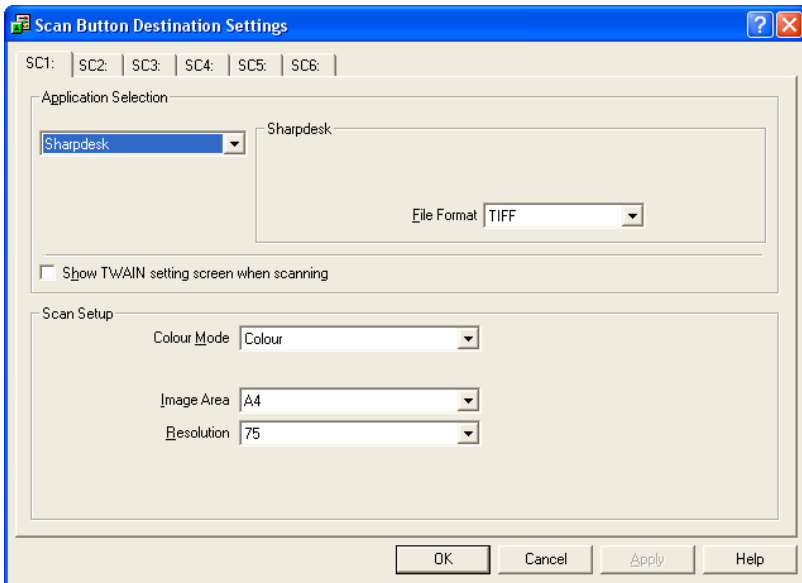
Follow the steps below to configure or change the settings of any of the six preset scan menus of Button Manager.

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



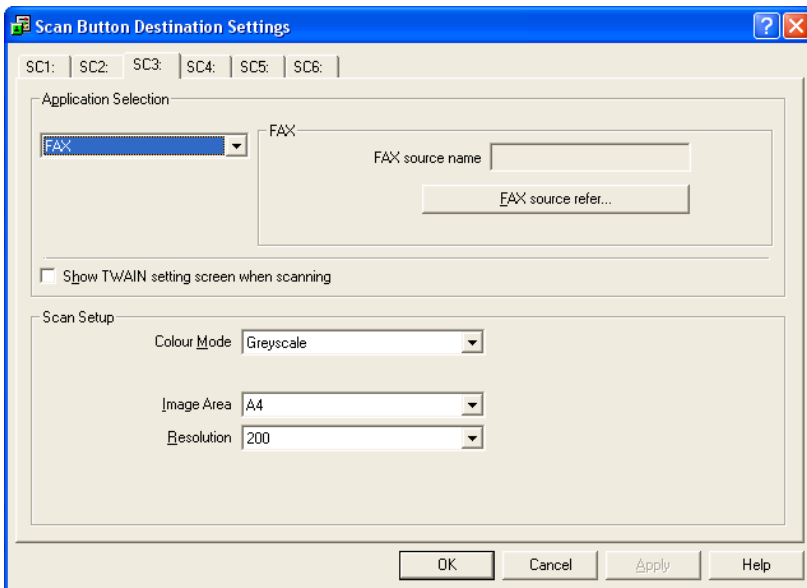
Scanning From the Operation Panel

- ◆ 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.



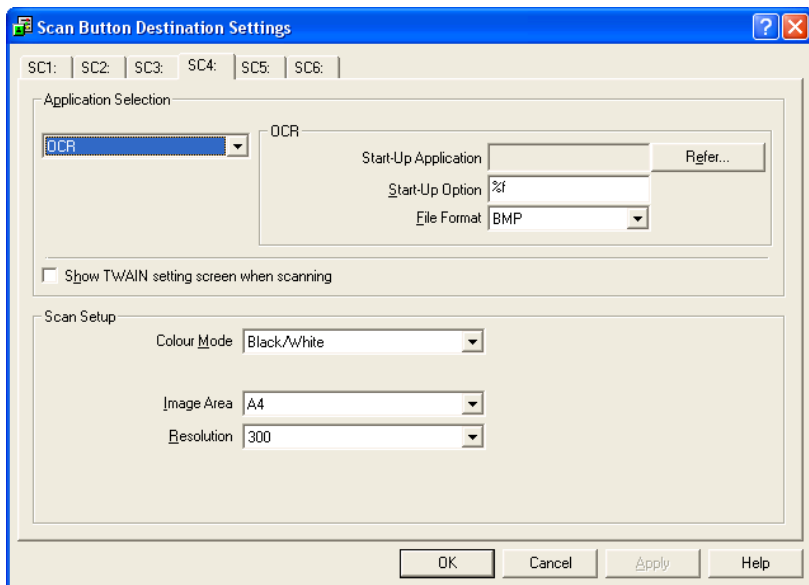
- If you wish to assign a different application to the scan menu, select the desired application in **Application Selection**.
- In **File Format**, select the format of the image file that will be created.
Note: **File Format** appears when Sharpdesk, E-mail, or Microsoft Word is selected as the application. 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**.



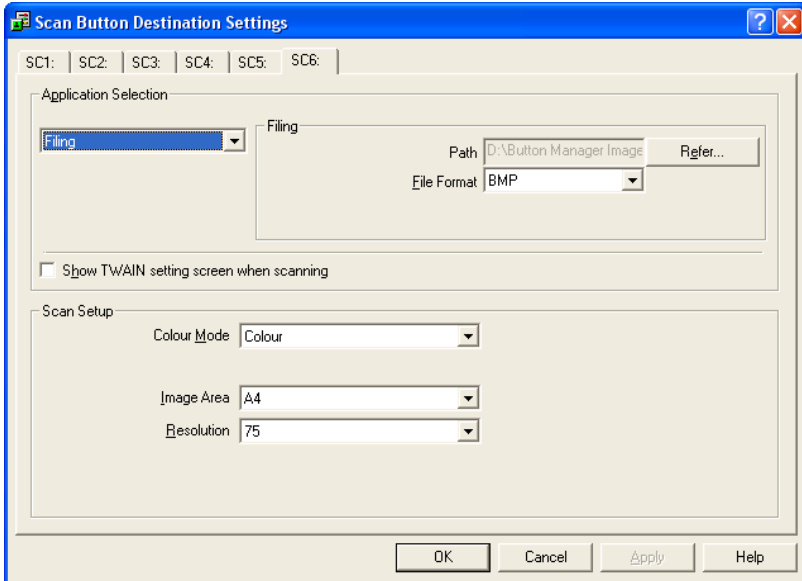
- **When OCR is selected as the application**

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.

- | | |
|--|--|
| 1 Press  and then z  or >  A until the display at right appears. | Display:
<div>REPORT&LIST</div> |
| 2 Press  . | <div>1: ACTIVITY LIST</div> |
| 3 Press z  or >  A until the desired list appears in the display. | |
| 4 Press  once. | |

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/
RECEIVER** 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.

- 1** Make sure that the date and time display of fax mode appears (if needed

Display:

FAX SETTING

press ) and then press 

- 2** Press  .

1:TX/RX REPORT

- 3** Press  .

1: ALWAYS PRINT

(Selections appear alternately)

- 4** Press a number from  to  to select the condition for printing.

 ALWAYS PRINT

A report will be printed after each transmission, reception, or error.

 SEND ONLY

A report will be printed after each transmission.

 ERROR ONLY

A report will be printed only when an error occurs.

 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:

1	Make sure that the date and time display of fax mode appears (if needed press ) and then press 	Display: FAX SETTING
2	Press  .	1:TX/RX REPORT
3	Press  .	1: AUTO PRINT:YES
4	Press  to turn on auto print, or  to turn it off.	The display briefly shows your selection, then: 1:TX/RX REPORT
5	Press  repeatedly to exit.	

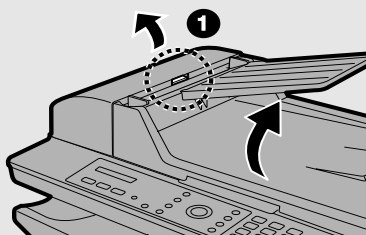
9. Maintenance

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.

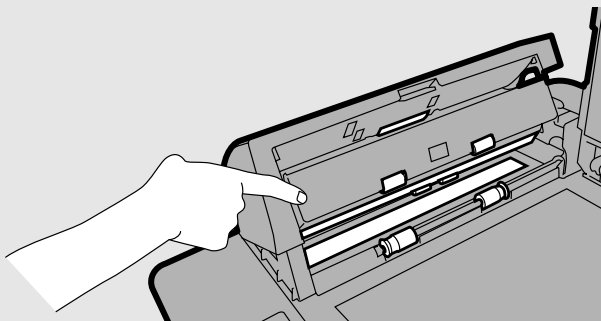
Cleaning the scanning glass in the auto document feeder

- 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.

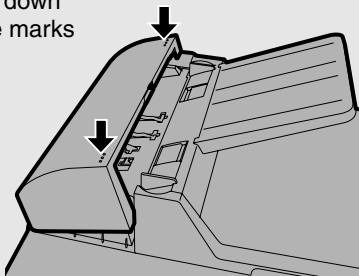


If the scanning glass is difficult to clean

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.

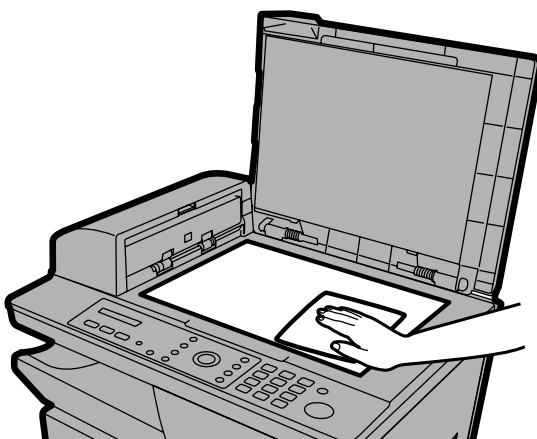
- 3** Close the auto document feeder cover, pressing down on both sides to make sure it clicks into place.

Press down
on the marks



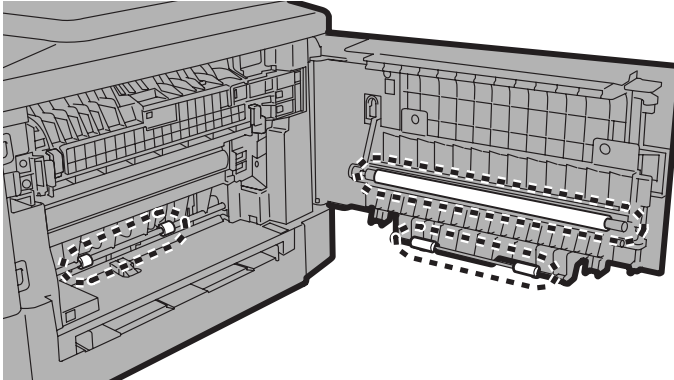
Cleaning the document glass

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.

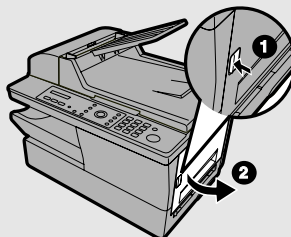
Caution!

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

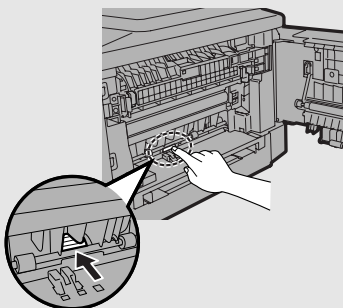
Cleaning the paper feed roller

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 **①** and open the side cover **②**.

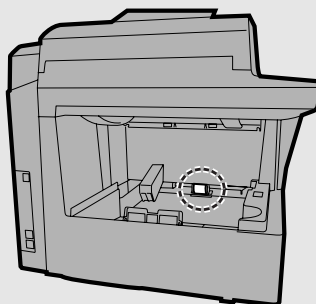


- 2** Press the center roller with your finger to make it rotate a half turn back into the machine.



- 3** 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

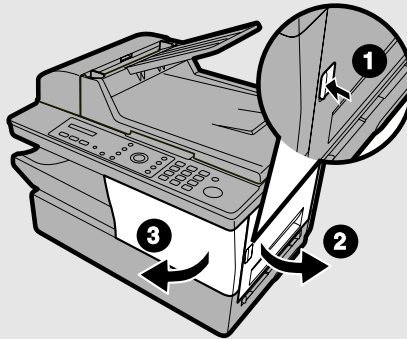
When the toner cartridge nears empty (about 200 pages can still be printed), TONER NEAR EMPTY will appear in the display. When the toner cartridge is empty, TONER EMPTY will appear in the display.

- ◆ 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 **①**, open the side cover **②**, and then open the front cover **③**.

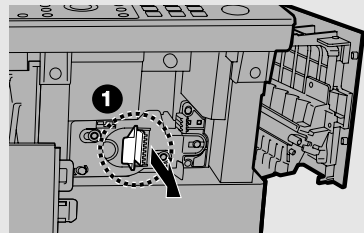


- **Caution!**

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

- 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  < or >  repeatedly until the display at right appears.

Display:

LIFE

-
- 2** Press .

- The number of pages printed will appear in the display.

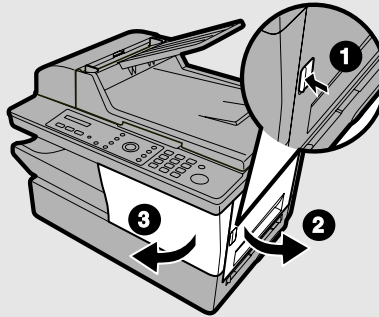
-
- 3** Press  repeatedly to exit.

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

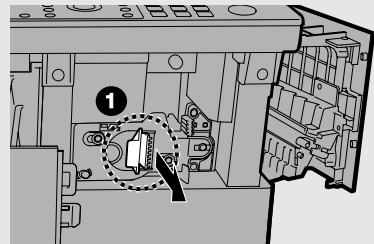


- **Caution!**

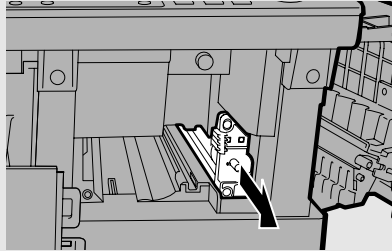
The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment except as instructed in the following steps.

- 2** Squeeze the toner cartridge handle **①** 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.



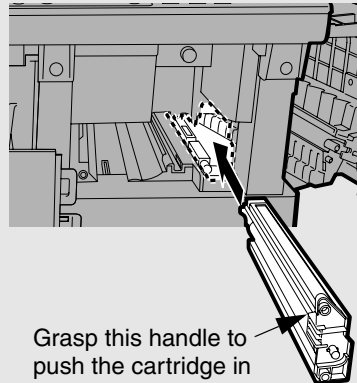
- 3** Grasp the drum cartridge handle and gently pull the old cartridge out of the machine.



- 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 face up in the feeder. • If you are using the document glass, make sure the original is placed face down 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  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 "XXXX")	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.
-----------------	--

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  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

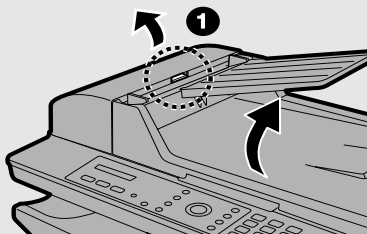
Clearing a jammed document

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

Important:

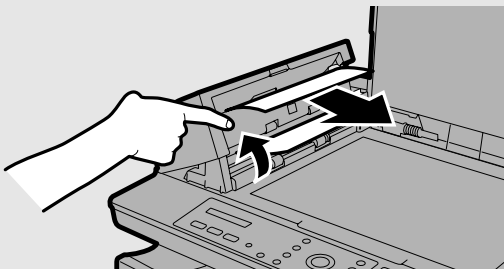
Do not try to remove a document without opening the auto document feeder cover. This may damage the feeder mechanism.

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



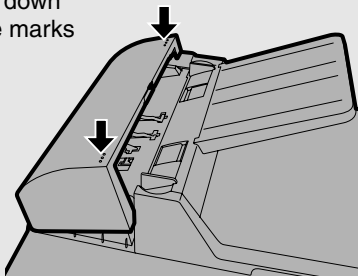
- 2** Remove the document.

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



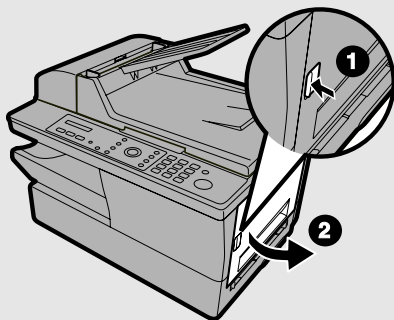
- 3** Close the auto document feeder cover, pressing down on both sides to make sure it clicks into place.

Press down
on the marks



Clearing jammed paper

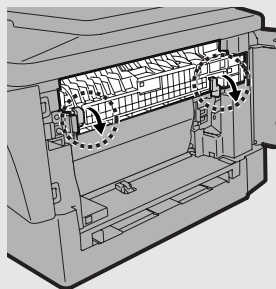
- 1** Press the side cover release **①** and then open the side cover **②**.



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

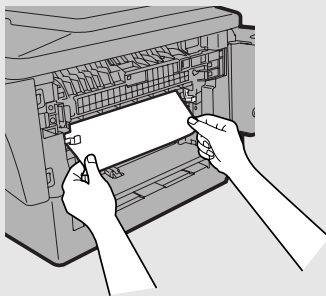
- **Caution!**

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

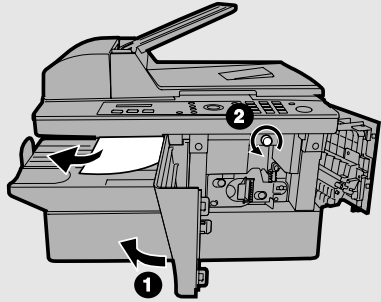


- 3** If the jammed page is protruding from the side of the machine, gently pull it out. Take care not to tear the paper or leave any torn pieces of paper in the print compartment.

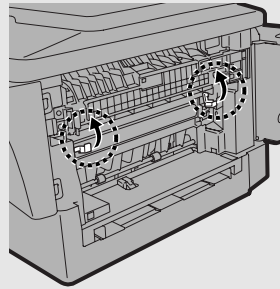
- If this clears the jam, go to Step 5.
- If you are unable to clear the jam in this way, go to Step 4.
- Take care not to touch or allow other objects to contact the drum (the green cylinder). This may damage the drum.



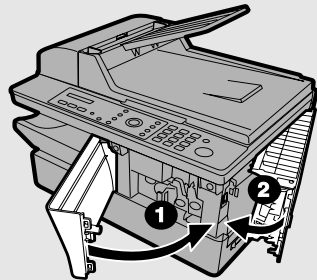
- 4** If the jammed page cannot be pulled out directly, open the front cover **1** and rotate the white knob **2** in the direction shown to feed the jammed page out into the output tray.



- 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.

Index

A

- Activity List, 132
- Activity List, Auto Print Out, 136
- Alarm volume, 51
- Audible signals, 152
- Auto clear, 52
- Auto document feeder
 - Document restrictions, 66
 - Document sizes, 65
 - Loading document, 66
- Automatic redialling
 - Line busy, 83
 - Line error, 85

B

- Broadcasting, 90
- Button Manager settings, 127

C

- Cancelling a fax job, 82
- Cancelling a print job, 106
- Cards
 - Copying on, 67
 - Printing on, 111
- Checking a fax job, 82
- Collating sets of copies, 60
- Contrast, copy, 59
- Contrast, default for copying, 64
- Contrast, fax, 80
- Copies, making, 55
- Copies, number of, 59
- Copy settings, default, 56
- Copying on cards, 67
- Copying on envelopes, 67

D

- Date, setting, 48
- Dialling
 - Direct Keypad, 72
 - Search, 72
 - Speed, 72

- Direct Keypad Dialling, 72
- Display messages, 150
- Document glass, cleaning, 138
- Document guides, 66
- Document guides, bypass tray, 68
- Document, maximum scanning size, 65
- Drum cartridge
 - Installing, 21
 - Replacing, 142
- Duplex Scan, 60, 81

E

- Enlarging a copy, 58
- Envelopes
 - Copying on, 67
 - Printing on, 111
- E-Sort, 60
- EXT. TEL reception mode, 100
- Extension phone
 - Connecting, 19
 - Using to send a fax, 88

F

- FAX ONLY reception mode, 99
- Fax settings, default, 72

G

- Group Keys, 92
- Group List, 133

H

- Halftone setting, 80
- Housing, cleaning, 139

J

- Jams, clearing, 153

K

- Key tone off, 53

Index

L

- Language used in display, 54
- Letters, entering, 47, 76
- Line error, 145
- Line Monitor, 81, 88
- Loading paper, 26

M

- Memory, substitute reception to, 102

N

- Number of rings in FAX ONLY reception mode, 99

P

- Paper feed roller, cleaning, 140
- Paper jams, clearing, 153
- Paper, loading, 26
- Polling, 103
- Power cord, 16
- Print job, cancelling, 106
- Print settings, 107
- Printing from an application, 106
- Printing on cards, 111
- Printing on envelopes, 111

Q

- Quality setting, 59
- Quality setting, default, 62

R

- Recall interval
 - Line busy, 83
 - Line error, 85
- Recall times

- Line busy, 84

- Line error, 86

- Reception mode

- EXT. TEL mode, 100

- FAX ONLY mode, 99

- Reception Ratio setting, 101

- Reducing a copy, 58

- Resolution, copy, 63

- Resolution, default for fax, 87

- Resolution, fax, 80

- Ringer volume, 50

S

- Scanning

- From a TWAIN application, 113

- From a WIA application, 117

- From the operation panel, 121

- Scanner and Camera Wizard, 120

- Scanning glass, cleaning, 137

- Search Dialling, 72

- Sender's name and number, entering, 46

- Setup List, 133

- Software, installing, 28

- Speed Dialling, 72

T

- TEL. LINE socket, 17

- TEL. SET socket, 19

- Telephone line cord, 17

- Telephone Number List, 133

- Time, setting, 48

- Timer List, 133

- Toner cartridge

- Installing, 21

- Replacing, 141

- Transaction Report, 134

- Setting print condition, 135

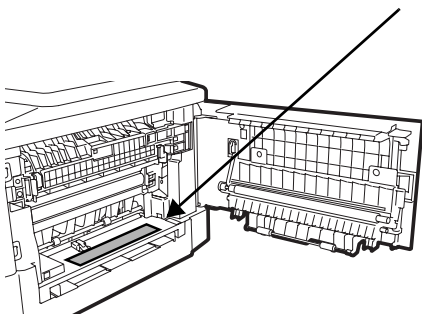
Beim Anschalten dieses Gerätes an Datenverarbeitungsanlagen ist sicherzustellen, daß die Gesamtanlage den jeweiligen technischen Vorschriften entspricht.

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.

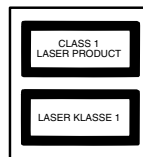
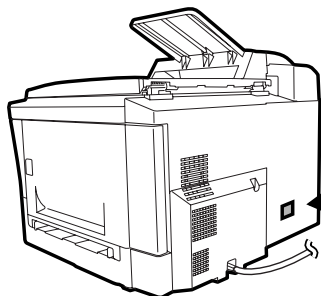


or



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 LASERSTRÅLNING, SOM ÖVERSKRIDER GRÄNSEN FÖR LASERKLASS 1.



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.

Sharp House, Thorp Road, Newton Heath, Manchester, M40 5BE

SHARP ELECTRONICS (EUROPE) GMBH

Sonninstrasse 3, 20097 Hamburg, Germany

Phone: (040) 2376-0

Zweigniederlassung Österreich

Handelskai 342, 1020 Wien, Austria

Telefon: (01) 7 27 19-0

Poland: Infolinia 0-801-601-609

(koszt połączenia: impuls/minuta)

SHARP ELECTRONICS (SCHWEIZ) AG

Langenwiesenstrasse 7, 8108 Dällikon, Switzerland

Phone: (01) 846-6111

SHARP ELECTRONICS ITALIA S.p.A.

Via Lampedusa 13, 20141 Milano, Italia

Telefono: +39 0289595-1

SHARP ELECTRONICS FRANCE S.A.

22, Avenue des Nations, BP 52094

95948 ROISSY CDG Cedex, France

Téléphone: +33 0 802 856 333

SHARP ELECTRONICS (NORDIC) AB

Box 14098 Gustavslundsvägen 12 S-167 14 Bromma, Sweden

Phone: (08) 634 3600

SHARP ELECTRONICA ESPAÑA S.A.

Polígono Can Sant Joan, Parcela nº 8

08190 Sant Cugat del Vallès, Barcelona, España

Tel: (93) 581.97.00

SHARP CORPORATION