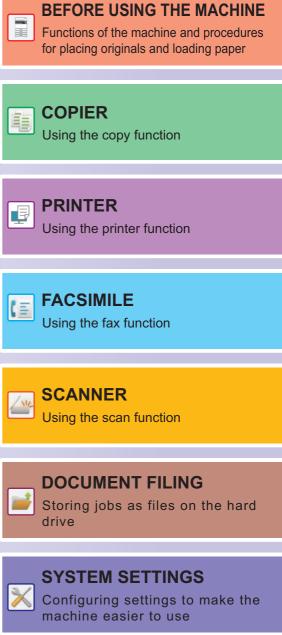


DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM

Quick Start Guide

MODEL: MX-3050N MX-3070N MX-3550N MX-3570N MX-4050N MX-4050N MX-5050N MX-5050N MX-6050N MX-6070N





OPERATION MANUALS AND HOW TO USE THEM

Start Guide



This manual explains basic procedures for using the machine, cautions for safe use of the machine, and information for the administrator. Read this manual before using the machine. For detailed operating procedures and troubleshooting information, see the manuals in PDF format.

Operation Guide (Displayed on the touch panel)



This guide appears when you tap the *if* icon on the machine's touch panel. The guide explains the basic procedures for operating the machine. In addition, the manuals below can be printed.* To print a manual, see *HOW TO PRINT A MANUAL (page 4)*.

- * On the MX-3050N/3550N/4050N/5050N/6050N, the PS3 expansion kit is required.
- OPERATION PANEL (page 13)

Software Setup Guide

This guide explains how to install the software and configure settings to use the machine as a printer or scanner. (Download only)



Quick Start Guide

This guide is intended to help you get started using the basic and convenient functions of the machine.

(It is the same contents as this manual.)



Web Page Settings Guide

This guide explains the procedures for configuring machine settings from your computer using the web page settings function embedded in the machine.



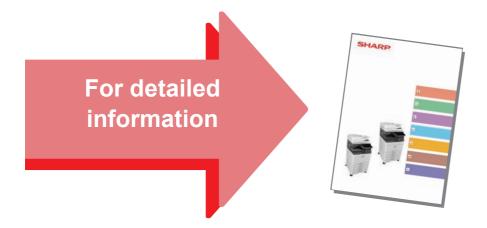
Like the "User's Manual", these manuals can be downloaded from our website and viewed on your computer.

User's Manual

Detailed explanations of the functions that can be used on the machine are provided in the "User's Manual". The User's Manual can be downloaded from the machine.

Download the User's Manual from the Web pages in the machine.

For the downloading procedure, see "DOWNLOADING THE OPERATION GUIDE (page 5)".



U/I Customize Guide	Print Release Settings Guide	Troubleshooting
This guide explains how to customize the user interface of the touch panel, such as background and icon images.	This guide explains how to use the print release function.	This manual provides answers to frequently asked questions regarding the operation of the machine in each mode.
	SHARE!	

HOW TO PRINT A MANUAL



2



Press the [Home Screen] key.

Home screen appears.

Tap the [Operation Guide] key.

3



10:15 AM





Set in a touch panel.

(1) Tap the [Downloading and printing manuals] key.

- (2) Tap the [Other manuals] key.
- (3) Tap the manual name.

(4) Tap [Print].

The Print Settings screen appears. Select settings and tap the [Start] key to start printing.

ACCESSING THE WEB SERVER IN THE MACHINE

When the machine is connected to a network, the machine's built-in Web server can be accessed from a Web browser on your computer.

OPENING THE WEB PAGES



Access the Web server in the machine to open the Web pages.

Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine. Recommended Web browsers Internet Explorer: 9 or higher (Windows[®]) Firefox: 37 or higher (Windows[®]) Safari: 7 or higher (Mac OS[®]) Chrome: 42 or higher (Windows[®])

The Web page will appear. The machine settings may require that user authentication is performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.



Checking the IP address

You can check the IP address on the machine.

Tap the [Settings] key in the home screen, select [Status] \rightarrow [Network Status].

DOWNLOADING THE OPERATION GUIDE

The Operation Guide, which is a more detailed manual, can be downloaded from the machine's Web pages.

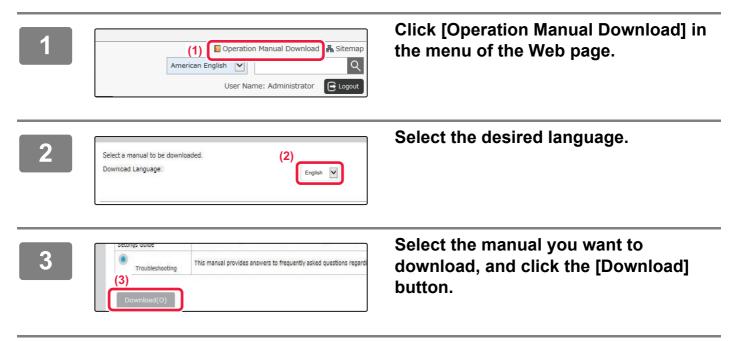


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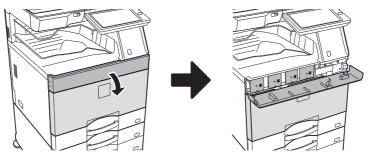
DIFFERENCES BETWEEN MODELS

This guide explains the models indicated below. There are some differences in the standard equipment and functions of the models. The explanations of operations common to all models assume that the MX-6070N is used with a paper drawer installed.

Model	MX-5070N MX-6070N	MX-3070N MX-3570N MX-4070N	MX-5050N MX-6050N	MX-3050N MX-3550N MX-4050N	
Appearance					
Automatic document feeder	Duplex Single Pas	ss Feeder (DSPF)	Reversing Single Pass Feeder (RSPF)		
Motion sensor	C)	×		
Replacing toner	Can replace without stopping printing	Stop printing to replace	Can replace without stopping printing	Stop printing to replace	
Hard disk size	500	500 GB		250 GB	
Direct printing of Office files	Standard		Optional		
Compact PDF	Standard		Optional		
Auto scan settings (EASY MODE)	(0		×	

Replacing toner

When a toner replacement message appears on the MX-5050N/5070N/6050N/6070N, you can replace toner even while printing is in progress. Always open the toner cover to replace toner.



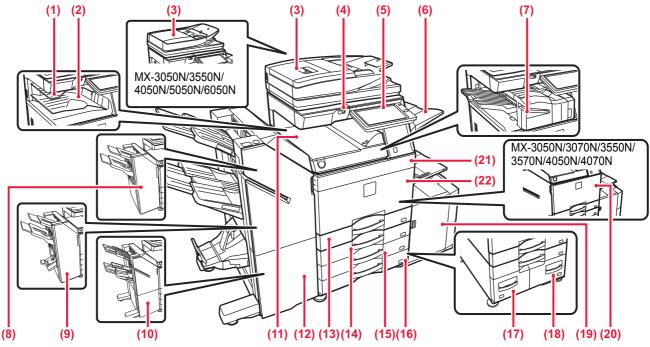
Do not open the bottom cover by mistake. This will cause printing to stop and may result in a misfeed.

BEFORE USING THE MACHINE

This section provides general information about the machine, including the names and functions of the parts of the machine and its peripheral devices, and the procedures for placing originals and loading paper.

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► SAVING CONTACTS IN THE ADDRESS BOOK	22
► USER AUTHENTICATION	23
▶ FUNCTIONS THAT CAN BE USED ON THE MACHINE	24

PART NAMES AND FUNCTIONS



- (1) Job separator (upper tray)*
- Received faxes and printed papers are delivered to this tray.(2) Output tray*
 - Output is delivered to this tray.
- (3) Automatic document feeder

It automatically feeds and scans multiple originals. 2-sided originals can be automatically scanned. For the MX-3070N/3570N/4070N/5070N/6070N, both sides of 2-sided originals can be automatically scanned at one time.

USING THE AUTOMATIC DOCUMENT FEEDER (page 15) USB port (A type)

This is used to connect a USB device such as a USB memory device to the machine.

Supports USB 2.0 (Hi-Speed).

(5) Operation panel

This panel hosts the [Power] button, [Power Save] button/indicator, error indicator, [Home Screen] key, main power indicator, data notification indicator, and touch panel. Use the touch panel to operate each of these functions.

OPERATION PANEL (page 13)

- (6) Exit tray unit (right tray)*
 - Set so that paper is output into this tray as required.
- (7) Inner finisher*

This staples paper. A punch module can also be installed to punch holes in output paper.

You can also perform stapling manually.

(8) Finisher*

This staples paper. A punch module can also be installed to punch holes in output paper.

(9) Saddle Stitch Finisher*

This staples and folds paper. A punch module can also be installed to punch holes in output paper.

(10) Finisher (large stacker)*

This staples paper. A punch module can also be installed to punch holes in output paper. You can also perform stapling manually.

* Peripheral device. For more information, see the User's Manual.

(11) Paper pass unit*

Relay between the machine and the finisher or saddle stitch finisher.(12) Saddle Stitch Finisher (large stacker)*

This staples and folds paper. A punch module can also be installed to punch holes in output paper. You can also perform stapling manually.

(13) Tray 1

Store paper in this tray. A maximum of 550 sheets (80 g/m² (20 lbs.)) of paper can be loaded.

- (14) Tray 2 (when a low stand/550 sheet paper drawer or stand/550/2x550/3x550/550&2100 sheet paper drawer is installed)* Store paper in this tray. A maximum of 550 sheets (80 g/m² (20 lbs.)) of paper can be loaded.
- (15) Tray 3 (when a stand/2x550/3x550 sheet paper drawer is installed)*

Store paper in this tray. A maximum of 550 sheets (80 g/m² (20 lbs.)) of paper can be loaded.

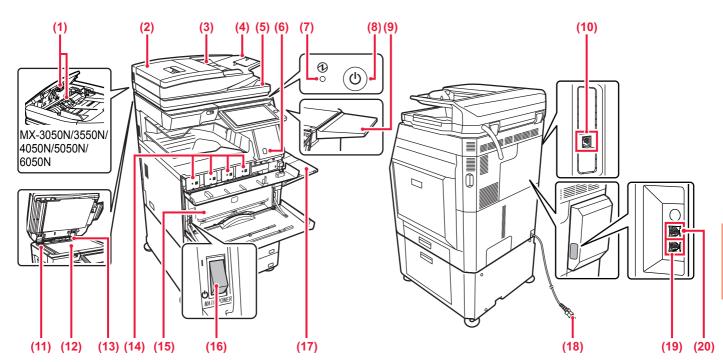
- (16) Tray 4 (when a stand/3x550 sheet paper drawer is installed)* Store paper in this tray. A maximum of 550 sheets (80 g/m² (20 lbs.)) of paper can be loaded.
- (17) Tray 3 (when a stand/550&2100 sheet paper drawer is installed)* Store paper in this tray. A maximum of 1200 sheets (80 g/m² (20 lbs.)) of paper can be loaded.
- (18) Tray 4 (when a stand/550&2100 sheet paper drawer is installed)*

Store paper in this tray. A maximum of 900 sheets (80 g/m² (20 lbs.)) of paper can be loaded.

- (19) Tray 5 (when a large capacity tray is installed)* Store paper in this tray. A maximum of 3000 sheets (80 g/m² (20 lbs.)) of paper can be loaded.
- (20) Front cover (MX-3050N/3070N/3550N/3570N/4050N/4070N) Open this cover to switch the main power switch to "On" or "Off" to replace a toner cartridge.
- (21) Toner cover (MX-5050N/5070N/6050N/6070N) Open to replace a toner cartridge.
- (22) Front cover (MX-5050N/5070N/6050N/6070N) Open to switch the main power switch to "On" or "Off".

BEFORE USING THE MACHINE





(1) Paper feed roller

This roller rotates to automatically feed the original.

(2) Document feeding area cover

Open this cover to remove an original misfeed or clean the paper feed roller.

On the MX-3050N/3550N/4050N/5050N/6050N, this cover is also opened to clean the paper feed roller.

(3) Original guides

These guides help ensure that the original is scanned correctly. Adjust the guides to the width of the original.

(4) Document feeder tray

Place the original. Originals must be placed face up.

(5) Original exit tray

The original is discharged to this tray after scanning.

(6) Motion sensor*2

This sensor detects the presence of a person that approaches the machine, and automatically wakes the machine from sleep mode (Motion Sensor Mode Only).

(7) Main power indicator

This lamp lights up when the machine's main power switch is in the "

(8) [Power] button

Use this button to turn the machine's power on and off.

(9) Utility table*1

You can use this as a work platform, or temporarily place originals or a mobile device.

 Do not place anything that weighs more than 5kg or otherwise apply a load.

- Do not place a container that contains water or other liquid. Risk of fire and electrical shock if the liquid spills and enters the machine.
- Working on the table while the machine is in operation may cause poor image quality or other problems.

(10) LAN connector

Connect the LAN cable to this connector when the machine is used on a network. Use a shielded LAN cable.

- *1 Peripheral device. For more information, see the User's Manual.
- *2 Can only be used on the MX-3070N/3570N/4070N/5070N/6070N.

(11) Scanning area Originals placed in the automatic document feeder are scanned here.

(12) Document glass

If you want to scan books or other thick originals that cannot be fed through the automatic document feeder, place them on this glass.

USING THE DOCUMENT GLASS (page 15)

(13) Original size detector

This unit detects the size of an original placed on the document glass.

(14) Toner cartridge

This cartridge contains toner. When the toner in a cartridge runs out, replace with new one.

(15) Waste toner box

This container collects excess toner that remains after printing.

(16) Main power switch

Use this button to turn the machine's power on and off. When using the fax or Internet fax functions, always keep this switch in the "

(17) Bypass tray

Use this tray to feed paper manually. When loading paper larger than $8-1/2" \times 11"R$ or A4R, pull out the extension guide.

Bypass tray (page 18)

(18) Power plug

(19) Telephone line jack (LINE)*1 When the fax function of the machine is used, the telephone line is connected to this jack.

(20) Extension phone jack (TEL)*1 When the fax function of the machine is used, an extension phone can be connected to this jack.



TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine. Operate two power switches: the main power switch inside the front cover, located in the lower left corner, and the [Power] button on the operation panel.

Turning on the power

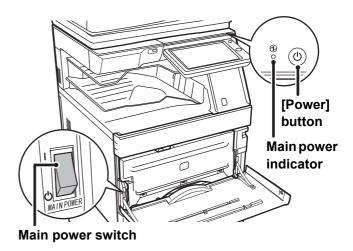
- Turn the main power switch to the "
- When the main power indicator lights in green, press the [Power] button.

Turning off the power

• Turn off the power by pressing the [Power] button, then turn the main power switch to the "心" position.

Restart the machine

• Turn off the power by pressing the [Power] button and then press it again to turn on the power.



• When turning off the main power switch, press the [Power] button on the operation panel and then turn the main power switch to the " ()" position.

In a sudden case of main power outage, turn the power for the machine back on and then turn it off in the correct order. If the machine is left for a long time with the main power having been turned off prior to the [Power] button being turned off, abnormal noises, degraded image quality or other problems may result.

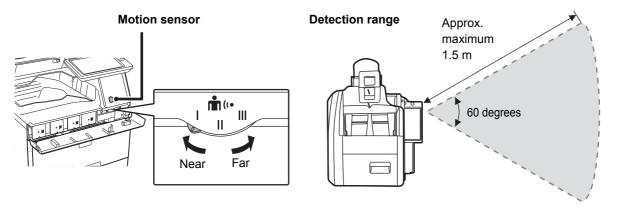
- Turn off both the [Power] button and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.
- When using the fax or Internet fax function, always keep the main power switch in the "
- In order for some settings to take effect, the machine must be restarted. In some states of the machine, restarting with the [Power] button may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

MOTION SENSOR

(MX-3070N/3570N/4070N/5070N/6070N only)

This sensor detects the presence of a person that approaches the machine, and automatically wakes the machine from sleep mode (Motion Sensor Mode Only).

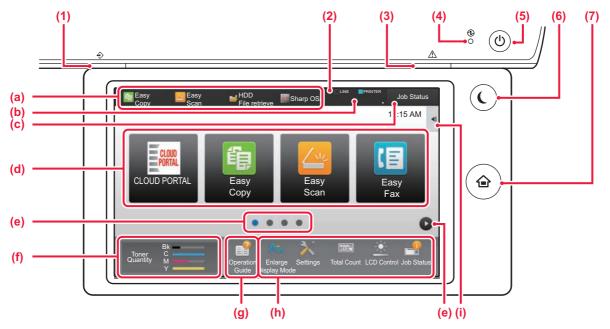
Three settings are available for the detection range ($~\parallel~/~\parallel~/~\parallel~/~\parallel~).$



- The motion sensor detects the movement of sources of heat.
- The detection range may vary depending on the installation site and environment (ambient temperature, etc.).



Pressing the [Home Screen] key on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.



(1) Data notification indicator

Blinks during Fax and Internet Fax reception. When printing is finished, the light turns off. When the job separator (upper tray) is used for output,

this blinks until the output is removed. You can also have the indicator light in some modes

when a job is being executed, in the ready state, and when an original is detected in the auto document feeder.

(2) Touch Panel

Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.

- (a) Tap a mode to change to that mode.
- (b) Display the machine's status other than the job using icons.
- (c) Display the job in progress or waiting with text or icon.
- (d) Select shortcut keys for modes or functions.
- (e) Switch the pages for displaying shortcut keys.
- (f) Display Toner Quantity.
- (g) Display Operation Guide.
- (h) Use these keys to select functions that make the machine easier to use.
- To change the angle of the operation panel

You can change the angle of the operation panel. Adjust the angle for ease of viewing.

- Select functions that can be utilized in respective modes. Tap the tab, and the list of function keys is displayed.
- (3) Error indicator

Lights solidly or blinks to indicate the status of the error.

(4) Main power indicator

This lamp lights up when the machine's main power switch is in the " **1**" position. While the light is blinking, the power cannot be turned on by pressing the [Power] button.

(5) [Power] button

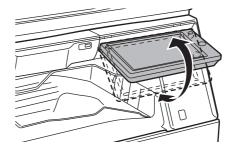
Use this button to turn the machine's power on and off.

(6) [Power Save] button/indicator

Use this button to set the machine to Sleep Mode for energy saving. [Power Save] button blinks when the machine is in Sleep Mode.

(7) [Home Screen] key

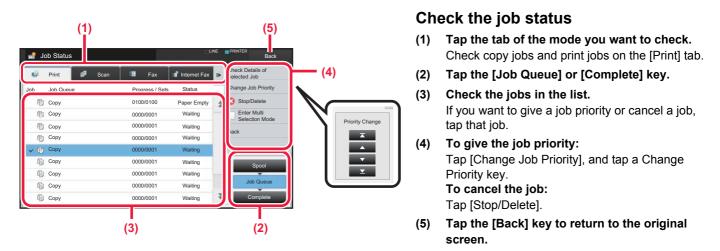
Display the home screen.





Checking the status of a job / priority / canceling

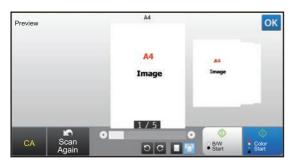
To display the Job Status screen, tap the [Job Status] key in the home screen, or tap the [Job Status] key that appears in the upper right corner of each mode screen.



PREVIEW SCREEN

You can tap the [Preview] key to open the Preview screen. In the Preview screen on the touch panel, you can view previews of jobs and images stored in the machine.

Easy mode



Normal mode



Keys used in the preview screen

P	This changes the mode to edit mode. Pages of the original can be changed, rotated, or deleted.	С	This rotates the preview image of whole page in the arrow's direction. The printing result is not rotated.
	This reduces the image.		This displays preview images of respective pages.
Q,*	This displays the scroll bar for enlargement/reduction operations. Moving the slider to the left reduces the image, and moving the slider to the right enlarges the image.		This displays thumbnails of preview images.
+*	This enlarges the image.	*	This displays pages in a 3D view.

* Can also be used in easy mode.

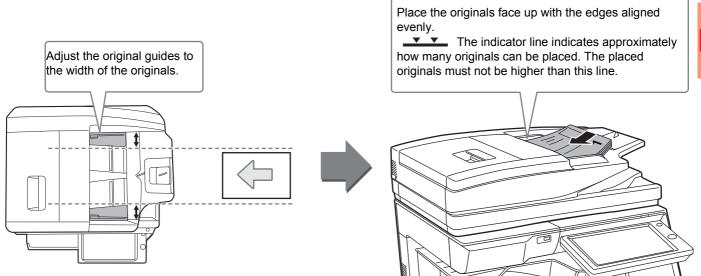


The automatic document feeder can be used to automatically scan many originals at once, and this saves you the trouble of manually feeding each original.

For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

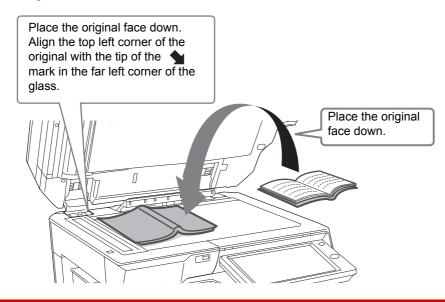
USING THE AUTOMATIC DOCUMENT FEEDER

When using the automatic document feeder, place the originals in the document feeder tray. Make sure an original has not been placed on the document glass.



USING THE DOCUMENT GLASS

Take care that your fingers are not pinched when closing the automatic document feeder. After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.



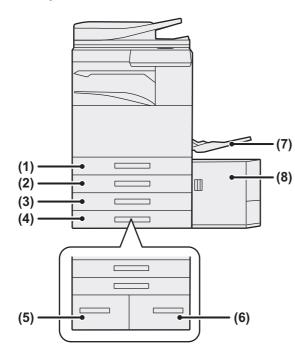


Set the orientation of the image to ensure that the orientation of the placed original is correctly recognized. For details, see the User's Manual.

LOADING PAPER

NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.



- (1) Tray 1
- (2) Tray 2 (when a low stand/550 sheet paper drawer or stand/550/2x550/3x550/ 550&2100 sheet paper drawer is installed)
- (3) Tray 3 (when a stand/2x550/3x550 sheet paper drawer is installed)
- (4) Tray 4 (when a stand/3x550 sheet paper drawer is installed)
- (5) Tray 3 (when a stand/550&2100 sheet paper drawer is installed)
- (6) Tray 4 (when a stand/550&2100 sheet paper drawer is installed)
- (7) Bypass tray
- (8) Tray 5 (when a large capacity tray is installed)

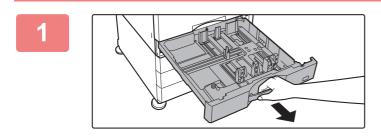
Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

Place with the print side facing the direction indicated below.

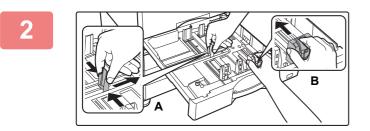
Тгау	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass tray, Tray 5	Facing down	Facing up





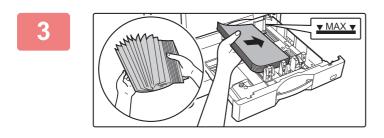
Pull out the paper tray.

Gently pull the tray out until it stops. To load paper, go to step 3. To load a different size of paper, go to the next step.



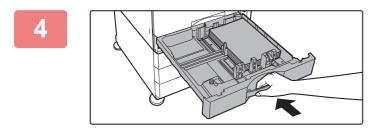
Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.

- The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size. Adjust to the non-standard paper size so that the paper will not be too loose or too tight.
- To load SRA3 paper, the position of the guide must be adjusted. For details, see the User's Manual.



Insert the paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line. Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.

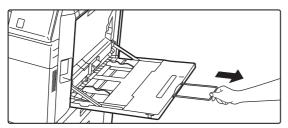


Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.

LOADING PAPER IN OTHER TRAYS

Bypass tray



Open the bypass tray.

When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide. Pull the extension guide all the way out.

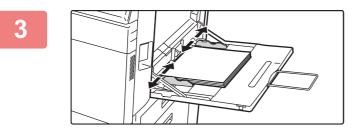




Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds.

The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

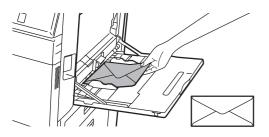


Set the bypass tray guides correctly to the width of the paper.

Adjust the bypass tray guides so that they slightly contact the loaded paper.

Loading envelopes

Only the front side of envelopes can be printed or copied on. Place the front side facing down. Fold the flap and make a sharp crease at the fold.



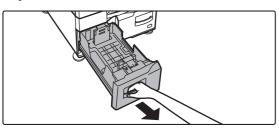
Stand/550&2100 sheet paper drawer



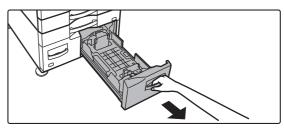
Pull out the paper tray.

Gently pull the tray out until it stops.

Tray 3



Tray 4



2

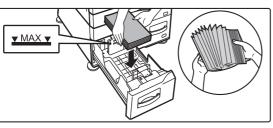
Place paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 1200 sheets for tray 3, or maximum of 900 sheets for tray 4). The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

Tray 4

Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.

Tray 3





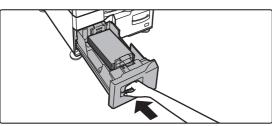


Gently push the paper tray into the machine.

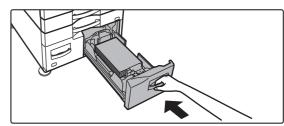
Push the tray firmly all the way into the machine slowly.

Tray 3

3



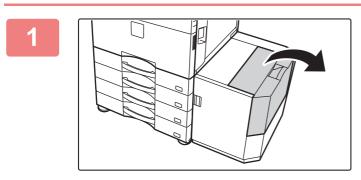
Tray 4



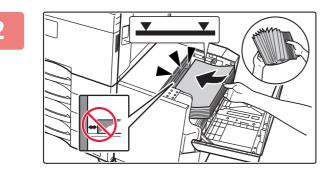


Large Capacity Tray

If you find it necessary to change the paper size, consult the dealer or nearest SHARP Service Department.



Open the top cover.



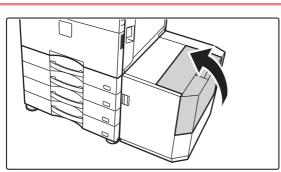
Place the paper in the paper feed table.

Insert the paper into the tray until it stops. Place the paper print side down. The stack should not exceed the indicator line (maximum 3000 sheets). Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



When adding paper, take care that previously loaded paper does not shift out of place. This may cause misfeeds and folding back of the front edge of the loaded paper.



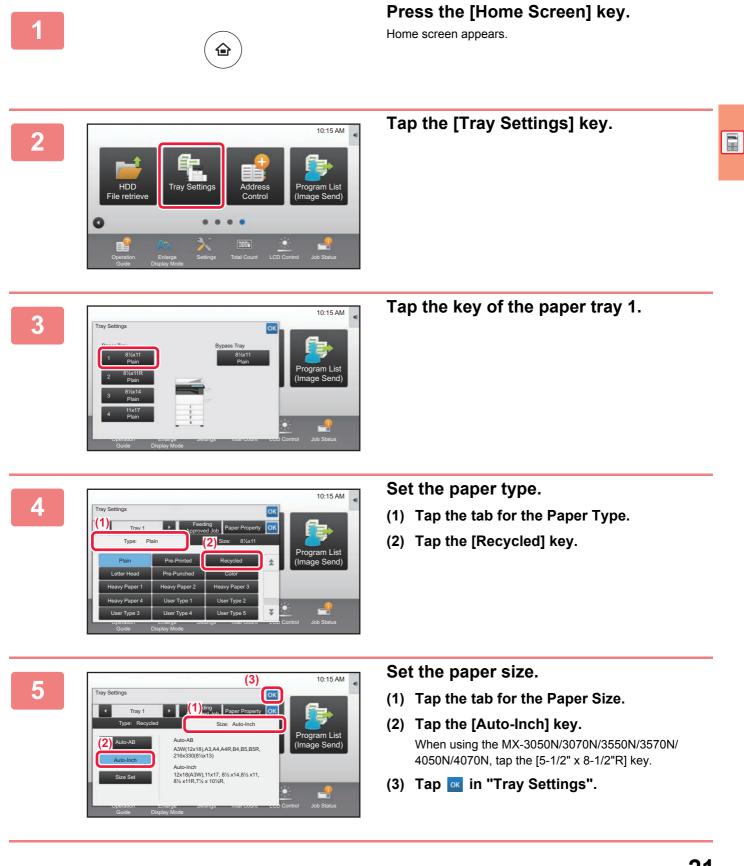


Gently close the cover.



CHANGE THE SETTING OF THE PAPER TRAY

To change the paper loaded in the tray, change the machine's tray settings from [Tray Settings] in the home screen. As an example, the steps for changing the paper in tray 1 from $8-1/2" \times 11"$ plain paper to $5-1/2" \times 8-1/2"R$ recycled paper are explained below.





SAVING CONTACTS IN THE ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book. The procedure for adding a new contact to the address book by directly entering the name and address is explained here as an example.

10:15 AM



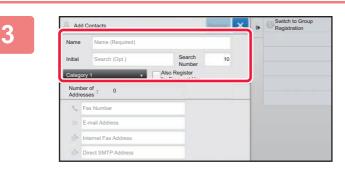
0



Press the [Home Screen] key.

Home screen appears.

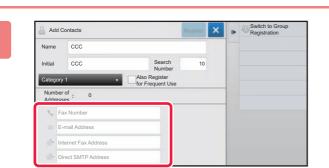
Tap the [Address Control] key.



Enter basic information.

Be sure to enter [Name] and [Initial]. To specify a category, select one from a category list that appears when the entry box is tapped. To register a contact for frequent use, select the [Also Register for Frequent Use] checkbox \checkmark .

4



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

5

Num	per of 1		
Addr	123456789	Detail	
	E-mail Address		
¢.	Internet Fax Address		
4	Direct SMTP Address		

Tap the [Register] key.

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

22



USER AUTHENTICATION

When user authentication is enabled in settings mode, you must log in in order to use the machine. User authentication is disabled in the factory default settings.

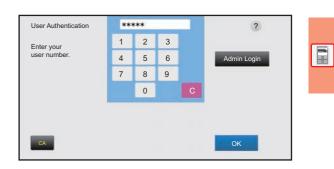
When you have finished using the machine, log out.

ABOUT AUTHENTICATION METHODS

There are two user authentication methods: authentication by user number, and authentication by login name / password. Ask the system administrator of the machine for the information you need to log in.

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine. When starting the machine, the login screen appears.



AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

When starting the machine, the login screen appears.

User Authentication Enter login name ar		3
Login Name	Touch to input Log-in Name	Select from List
Password	Touch to Input Password	
Auth to	Login Locally	
CA		OK

Logout

When you have finished using the machine, log out. This helps prevent unauthorized people from using the machine.

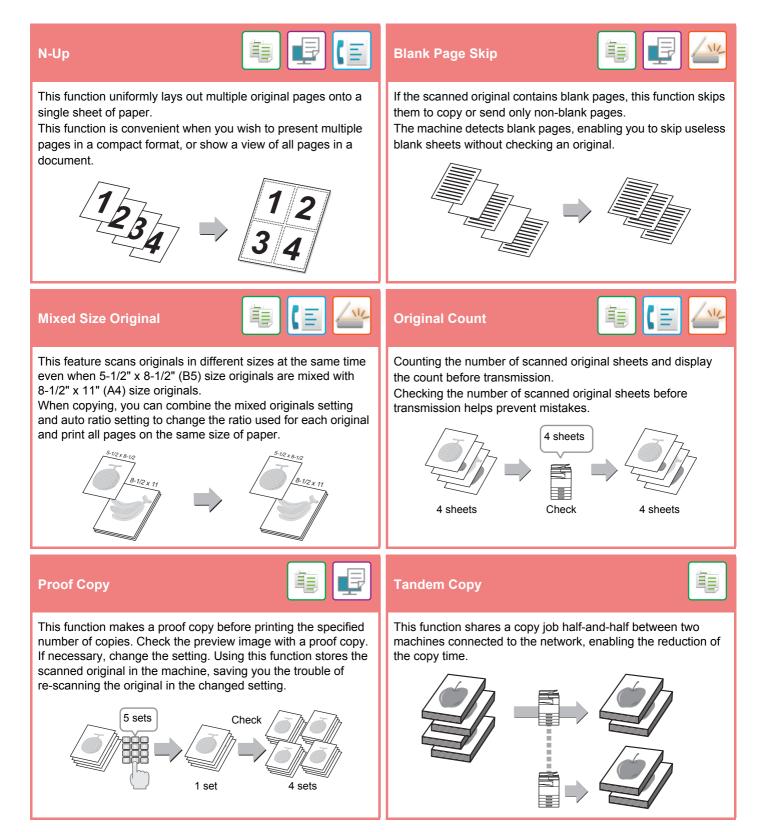




FUNCTIONS THAT CAN BE USED ON THE MACHINE

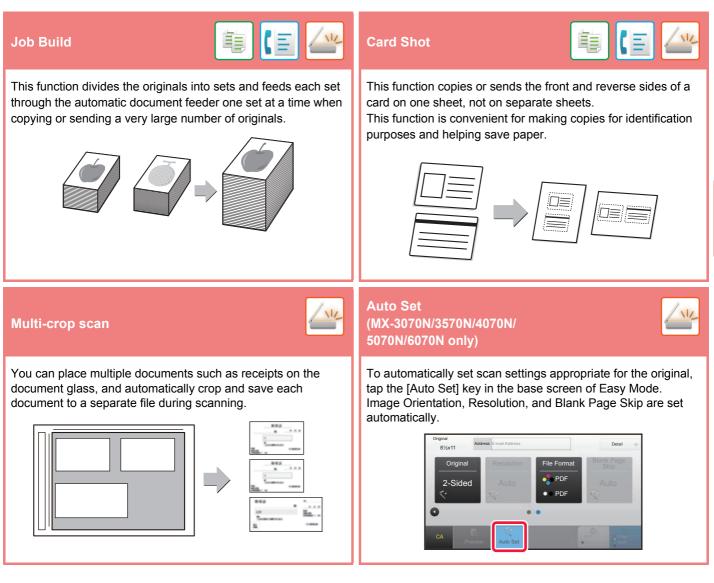
The machine has many functions for a variety of purposes. Some convenient functions are described in below. For details, see the User's Manual.

PAPER, AND TIME SAVING FUNCTIONS



BEFORE USING THE MACHINE





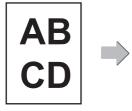
SECURITY REINFORCEMENT FUNCTIONS

Hidden Pattern Print



Characters to prevent unauthorized copying such as pre-set or customized text are placed as invisible characters in a background pattern.

When an output sheet with a pattern print is copied, the hidden characters will appear.





Tracking Information Print



This function forcibly prints the pre-specified traceable information to prevent an unauthorized copy.

XXX XXX XXX



SCANNING FUNCTIONS

ŧ 龟 C **Slow Scan Mode Background Adjustment** You can adjust the background by making light areas of the Use this function when you wish to scan thin originals using the original darker or lighter. automatic document feeder. This function helps prevent thin originals from misfeeding. **Dual Page Scan Book Divide** The left and right sides of an original can be transmitted as two This function splits a saddle-stitch original such as a catalogue separate pages. This function is useful when you wish to fax or a pamphlet page by page, and copies in sequence. the left and right pages of a book or other bound document as separate pages. Ē **Verification Stamp Erase** This function stamps each original that is scanned using the The erase function is used to erase shadows on images automatic document feeder, allowing you to verify that all produced when scanning thick originals or books. originals were correctly scanned. An "O" mark is stamped in fluorescent pink. Without erase With erase



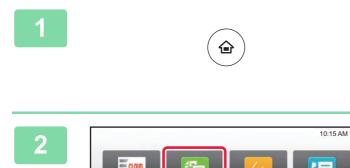
This section explains the basic procedures for using the copier function.

MAKING COPIES	
► COPY MODE	
► COPYING ON SPECIAL PAPER (Bypass Copy)	31



MAKING COPIES

This section explains how to set a Copy Ratio.

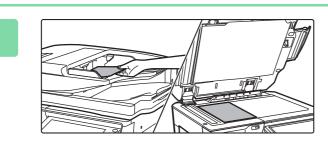




Home screen appears.

Tap the [Easy Copy] mode icon.

Easy Copy mode screen appears.



Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.
 PLACING ORIGINALS (page 15)

4



Tap the [Copy Ratio] key.

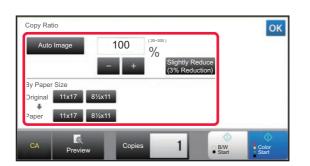
The functions below can be enabled in easy mode.

- Paper Select
- · 2-Sided Copy
- Copy Ratio
- Staple*1, Staple / Punch*2
- Color Mode
- Original
- Exposure
- N-Up
- Card Shot
- *1 When an inner finisher, finisher, finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker) is installed.
- *2 When a punch module and inner finisher, finisher, finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker) is installed.

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

COPY MODE (page 30)





Set the copy ratio.

After the settings are completed, tap or .

6



Set the number of copies and then tap the [Color Start] key or [B/W Start] key.

- In the factory default state, the machine detects whether the original is black & white or full color when you tap the [Color Start] key, and automatically switches between full color and black & white binary scanning. When you tap the [B/W Start] key, the machine scans in black & white binary. For details, see the User's Manual.
- To check a preview of a document, tap the [Preview] key.
 <u>PREVIEW SCREEN (page 14)</u>



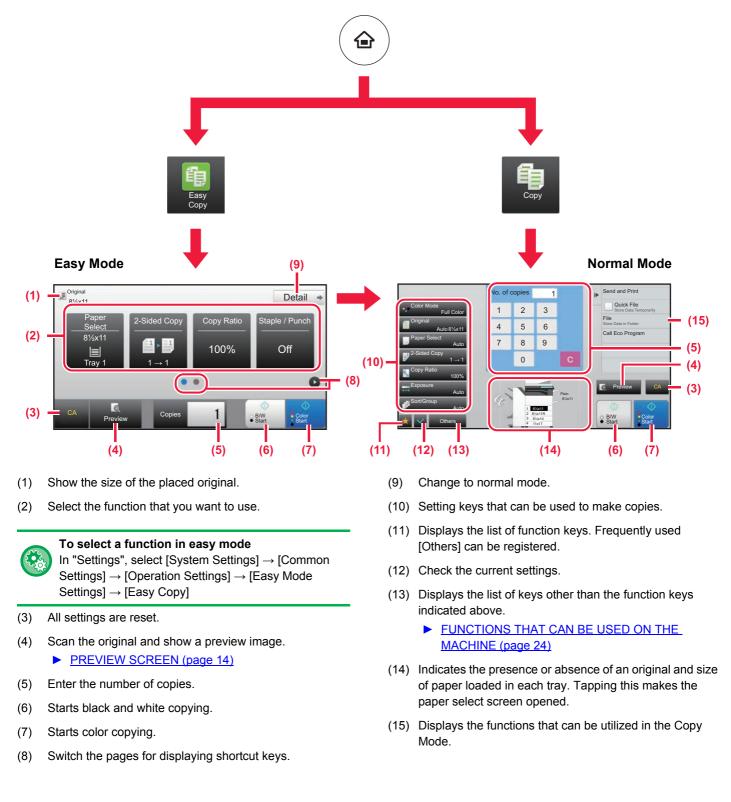


COPY MODE

Copy mode has two modes: easy mode and normal mode.

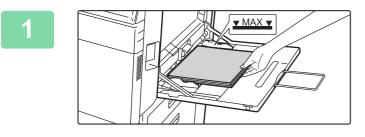
Easy mode is limited to frequently used functions that allow you to smoothly perform most copy jobs.

If you need to select detailed settings or special functions, use normal mode. All functions can be used in normal mode.



COPYING ON SPECIAL PAPER (Bypass Copy)

This section explains how to load 8-1/2" x 11" heavy paper in the bypass tray.



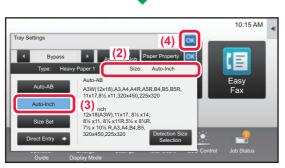
2

3

Load paper into the bypass tray.

Bypass tray (page 18)





Select settings in the touch panel.

- (1) Tap the [Heavy Paper 1], [Heavy Paper 2], [Heavy Paper 3] or [Heavy Paper 4] key. Tap the [Heavy Paper 1] key if the paper is 28 lbs. bond to 65 lbs. cover (106 g/m² to 176 g/m²), the [Heavy Paper 2] key if the paper is 65 lbs. cover to 80 lbs. cover (177 g/m² to 220 g/m²), the [Heavy Paper 3] key if the paper is 80 lbs. cover to 140 lbs. index (221 g/m² to 256 g/m²), or the [Heavy Paper 4] key is the paper is 140 lbs. index to 110 lbs. cover (257 g/m² to 300 g/m²).
- (2) Tap the [Size: Auto-Inch] tab.
- (3) Tap the [Auto-Inch] key.
- (4) Tap or of "Tray Settings".



Tap the [Easy Copy] mode icon.

Easy Copy mode screen appears.

1



1 📃 8½x11

2 🔳 8½x11R

₿½x14 11x17

Paper Select



Detail

0

ОК

-

1

Heavy Pa

B/W Start

Type and Size

Select the Bypass Tray.



5



Set the number of copies and then tap the [Color Start] key or [B/W Start] key.

- In the factory default state, the machine detects whether the original is black & white or full color when you tap the [Color Start] key, and automatically switches between full color and black & white binary scanning. When you tap the [B/W Start] key, the machine scans in black & white binary. For details, see the User's Manual.
- To check a preview of a document, tap the [Preview] key.
 - PREVIEW SCREEN (page 14)





This section explains the basic procedure for printing using the printer driver of the machine. The explanations of screens and procedures are primarily for Windows[®] 8.1 in Windows[®] environments, and Mac OS X v10.10 in Mac OS environments. The window varies depending on the operating system version, the printer driver version, and the application.

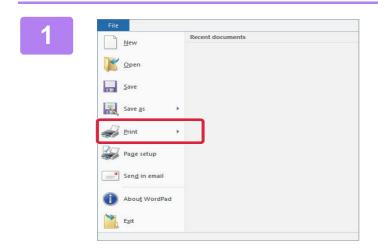
PRINTING IN A WINDOWS ENVIRONMENT	34
PRINTING IN A Mac OS ENVIRONMENT	36
DIRECTLY PRINTING A FILE IN USB MEMORY	38



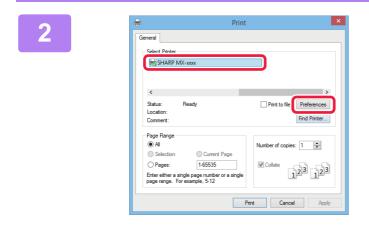
PRINTING IN A WINDOWS ENVIRONMENT

The following example explains how to print an A4 size document from "WordPad", which is a standard accessory program in Windows.

To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide. For information on the available printer drivers and the requirements for their use, see the User's Manual.



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



Select the machine's printer driver, and click the [Preferences] button.

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

Printing Preferences	(1)		Printing Pre	ferences				
<		Paper Source	A Pro	hing	12 L	ryout	Job Har	ding
Untitled	~	Save					Def	uits
Copies:	+ - (2	2)		N-Up:		~		
Original Size: A4	210 x 297 mm.	Output Size: Same as Original Size	210 x 297 mm.	Staple:	e	~		
Orienzation:	~	Zoom Settings		Document None	Filing:	~		
2-Sided Printing:	~			Color Mode		~		
1]	₽° © ₽			1 1		(3)	
							OK Cano	ы

Select print settings.

- (1) Click the [Main] tab.
- (2) Select the original size.

To select settings on other tabs, click the desired tab and then select the settings.

- (3) Click the [OK] button.
 - Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
 - Click the [Help] button, the Help window will open to let you view explanations of the settings on the tab.





Click the [Print] button. Printing begins.

PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.

rting Preference	(1)			Print	ing Preference	5				
•	Main		Paper Source	3	Printing		Layout	ů.	Job Hending	
Favortee Unitied		-	Sava						Defaulta	
Output Sze DL	110 x 22	2 mm	(2)		Note Then I	aper: 13 - 16 b	bond (55 - 53 p.%	a		
Paper Tay			(3)		Heavy	Paper-1:20 b Paper-2:65 b	(50 - 105 p.W2) bond - 65 b. cove cover - 80 b. cove cover - 140 b. rot	er (177 - 220 g	(m2)	
Paper Type		_					. index - 110 b. co			

- (1) Click the [Paper Source] tab.
- (2) Select the envelope size from "Output Size".

When "Output Size" is set to [DL], "Paper Type" is also automatically set to [Envelope].

(3) Select [Bypass Tray] from the "Paper Tray".



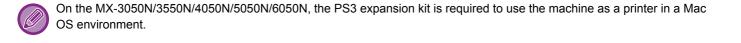
Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray. ► Loading envelopes (page 18)

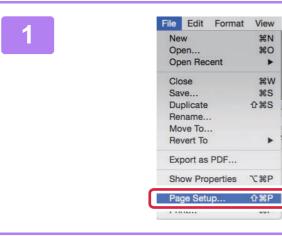


PRINTING IN A Mac OS ENVIRONMENT

The following example explains how to print an A4 size document from "TextEdit", which is a standard accessory program in Mac OS.

To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.





٥ Settings: Page Attributes (1) MX-xxxx ¢ Format For: US Letter Paper Size: \$ (2) 8.50 by 11.00 inches Î i Orientation: 1. Scale 100 % (3) ? Cancel ОК

Select [Page Setup] from the [File] menu.

Select paper settings.

- (1) Make sure that the correct printer is selected.
- (2) Select the paper settings. Set the paper size, paper orientation, and copy ratio.
- (3) Click the [OK] button.

Select [Print] from the [File] menu.

3

File	Edit	Format	View			
Ne	w		ЖN			
Op	жo					
Op	•					
Clo	se		жw			
Sa	ve		#S			
Du	Duplicate					
Re	name					
Mo	ve To					
Re	vert To		•			
Exp	port as	PDF				
Sh	ow Pro	∿жр				
Pa	ne Seti	in	₩₽			
Pri	nt		ЖP			

Printer:	MX-xxxx (i)
Presets:	Default Settings
Copies:	1 Two-Sided
Pages:	All From: 1 to: 1
Paper Size:	US Letter 0 8.50 by 11.00 inches
Orientation:	
	/ TextEdit
(2)	Layout
	Color Matching Paper Handling
	Paper Feed
	Cover Page
	Job Handling
	Color
	Watermarks
	Billing Code
	Printer Features

Select print settings.

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

PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

Printer:	MX-xxxx		۵	
Presets:	Default S	Settings	0	
Copies: 1		Two-Sided		
Pages:	All			
_	From:	1 to: 1 (1)		
Paper Size	Envelope	e C5 0.38	by 9.01 inch	es
Orientation:	1 👬 1			
			(2)
	Paper Fe	ed		
O All Pages	From:	Bypass Tray(Envelope)	[3]
O First Page	From:	Bypass Tray(Plain)		٢
Remainin	g From:	Bypass Tray(Plain)		0

- (1) Select the envelope size from "Paper Size".
- (2) Select [Paper Feed].
- (3) Select [Bypass Tray(Envelope)] from the "All Page From".



Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray. ► Loading envelopes (page 18)



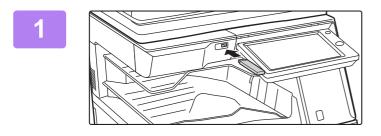
DIRECTLY PRINTING A FILE IN USB MEMORY

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver. The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PDF/EncryptedPDF/Compact PDF*1	PS*1	DOCX, XLSX, PPTX ^{*2}	PNG
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl, prn	pdf	ps, prn	docx, xlsx, pptx	png

*1 On the MX-3050N/3550N/4050N/5050N/6050N, the PS3 expansion kit is required.

*2 On the MX-3050N/3550N/4050N/5050N/6050N, the Direct print expansion kit is required.



Connect the USB memory device to the machine.



t ||

*

¥

When a screen for selecting the action appears, tap [Print from external memory device (USB)].

If the screen does not appear, follow these steps:

- (1) Tap the [HDD File retrieve] key.
- (2) Tap [Select File from USB Memory to Print] on the action panel.

Tap the key of the file that you wish to print, and tap [Choose Print Settings] on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap [Print] on the action panel.
- Tap 🔢 to switch to thumbnails.

Select print settings and tap the [Start] key.



Remove the USB memory device from the machine.

"DirectOffice[™] is a product of CSR Imaging US, LP.

USB Memory

File or Folder Name

Child_File4.tift

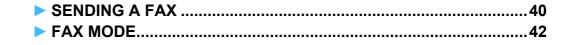
Child folder

DirectOffice™ is a trademark of CSR Imaging US, LP, registered in the United States and other countries, used with permission."

5



This section explains the basic procedures for using the fax function of the machine.





SENDING A FAX

This section explains the basic procedure for sending a fax. In fax mode, color originals are sent as black and white images.





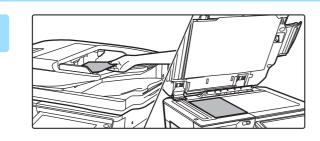
10:15 AM

Press the [Home Screen] key.

Home screen appears.

Tap the [Easy Fax] mode icon.

Easy Fax mode screen appears.



Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.
▶ PLACING ORIGINALS (page 15)

4



Tap the [Address Book] key.

You can also tap the numeric keys to directly enter a fax number, or select a fax number from the transmission log.

5

dress	Q OK	СА
Z↓ Sort ⊼Ā		
AAA AAA	A	Original
W BBB BBB	D	
4 CCC CCC	a	
W DDD DDD	3 14	
& EEE EEE	2	
	Ť	
equent Category Use All	ABC	

Tap the key of the desired destination.

Addresses of the current mode are selected from addresses whose checkboxes were selected when the tapped destination was registered. If no addresses were registered with the checkbox selected, tap the [Yes] key in the confirmation screen and select the desired addresses. To add another destination, tap the key of the destination.

40



All Destinations



1 -

() Info

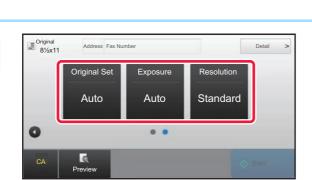
Tap the [All Destinations] key.

A list of the selected destinations appears.

Confirm the destination.

If an incorrect destination appears in the list, tap the destination and then tap the [Delete] key.





Tap **b** to change screens and select settings.

Change settings as needed.

The functions below can be enabled in easy mode.

- Original set
- Exposure
- Resolution

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

FAX MODE (page 42)

9



Tap the [Start] key.

To check a preview of a document, tap or to return to the base screen of Easy Fax and tap the [Preview] key.

PREVIEW SCREEN (page 14)

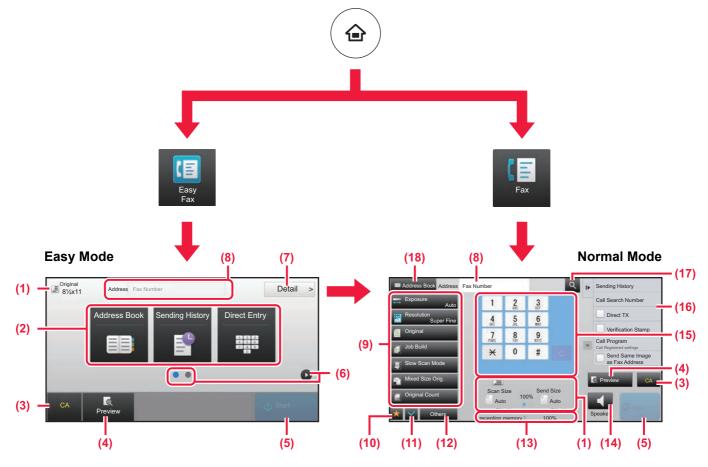




FAX MODE

Fax mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most fax jobs. If you need to select detailed settings or special functions, use normal mode.



- Displays the sizes of the original and the data to send. (1)
- Select the address and functions you want to use. (2)



To select a function in easy mode

In "Settings", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Fax]

- Reset settings and addresses. (3)
- Scan the original and show a preview image. (4) PREVIEW SCREEN (page 14)
- Fax transmission will start immediately. (5)
- Switch the pages for displaying shortcut keys. (6)
- (7)Change to normal mode.
- (8) Shows the destination fax number.
- Setting keys that can be used for the fax. (9)

- (10) Displays the list of function keys. Frequently used [Others] can be registered.
- (11) Check the current settings.
- (12) Displays the list of keys other than the function keys indicated above.
 - ▶ FUNCTIONS THAT CAN BE USED ON THE MACHINE (page 24)
- (13) Shows the amount of free memory available for fax reception.
- (14) Tap to dial in speaker mode.
- (15) Enter the fax number.
- (16) Displays the functions that can be utilized in the Fax Mode.
- (17) Searches for the address.
- (18) Displays the address book.



This section explains the uses of the network scanner function and the basic procedure for using scan mode.

The Internet fax expansion kit is required to use the Internet fax function.

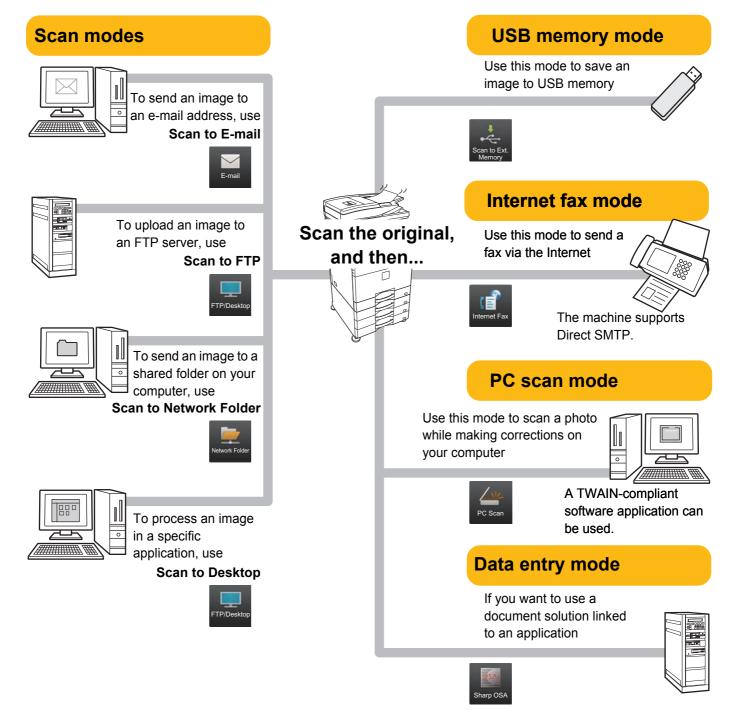
NETWORK SCANNER FUNCTION	44
SCANNING AN ORIGINAL	45
SCANNER MODE	47



NETWORK SCANNER FUNCTION

The network scanner function of the machine can be used to transmit scanned images by a variety of methods. The network scanner function has the following modes.

To use a mode, tap the button of the mode in the home screen.



SCANNING AN ORIGINAL

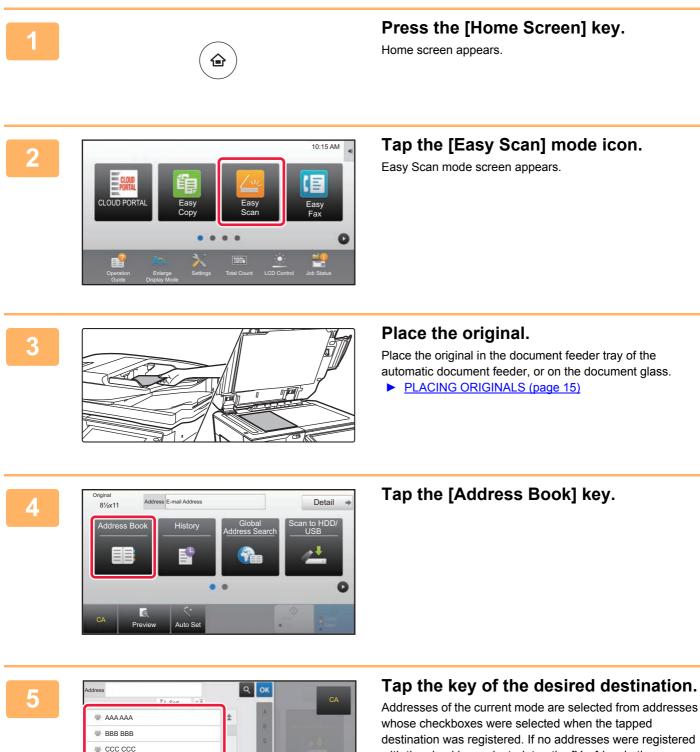
W DDD DDD

🚲 EEE EEE

IN FEE FEE

Category All

The basic operation for scanning is explained below. The procedure for sending a scanned file by E-mail to a destination stored in the address book is explained here.



/14

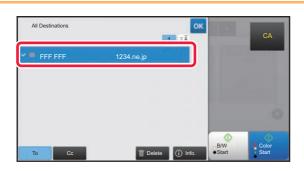




Tap the [All Destinations] key.

A list of the selected destinations appears.

7



Confirm the destination.

If an incorrect destination appears in the list, tap the destination and then tap the [Delete] key.

8



Tap **D** to change screens and select settings.

Change settings as needed.

The functions below can be enabled in easy mode.

- Original
- Resolution
- File Format
- Blank Page Skip

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

SCANNER MODE (page 47)

9



Tap the [Color Start] key or [B/W Start] key.

- In the factory default state, the machine detects whether the original is black & white or full color when you tap the [Color Start] key, and automatically switches between full color and black & white binary scanning. When you tap the [B/W Start] key, the machine scans in black & white binary. For details, see the User's Manual.
- To check a preview of a document, tap or to return to the base screen of Easy Scan and tap the [Preview] key.
- PREVIEW SCREEN (page 14)



SCANNER MODE

SELECTING SCANNER MODE

In the home screen, tap the icon of the desired scanner mode to display the base screen of scanner mode. If the button you want to use does not appear, tap **(**) or **(**) to change the screen.

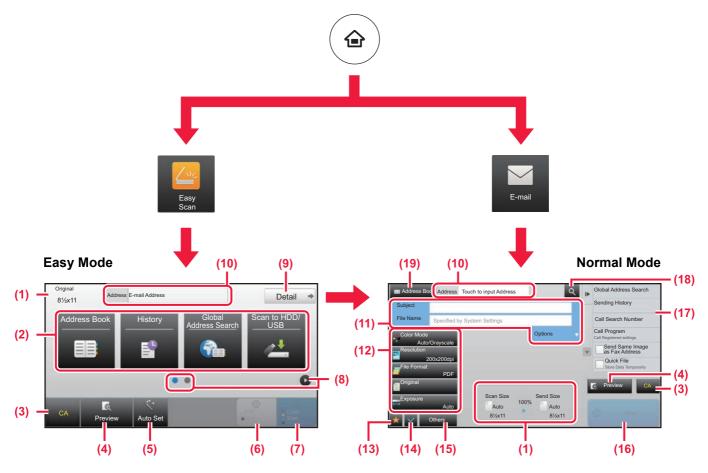




BASE SCREEN OF SCANNER MODE

Scanner mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most scan jobs. If you need to select detailed settings or special functions, use normal mode.



- (1) Displays the sizes of the original and the data to send.
- (2) Select the address and functions you want to use.

To select a function in easy mode

- In "Settings", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Scan]
- (3) Reset settings and addresses.
- (4) Scan the original and show a preview image.
 <u>PREVIEW SCREEN (page 14)</u>
- Automatically set the original placement orientation, resolution, and skipping of blank pages. (MX-3070N/3570N/4070N/5070N/6070N only)
- (6) Starts blank & white scanning.
- (7) Starts color scanning.
- (8) Switch the pages for displaying shortcut keys.
- (9) Change to normal mode.
- (10) Tap this key to display the soft keyboard.

- (11) Enter the subject, file name, and other items. The screen varies depending on the scanning type.
- (12) Setting keys that can be used for sending images.
- (13) Displays the list of function keys. Frequently used [Others] can be registered.
- (14) Checking the current settings.
- (15) Displays the list of keys other than the function keys indicated above.
 - FUNCTIONS THAT CAN BE USED ON THE MACHINE (page 24)
- (16) Transmission will start.
- (17) Displays the functions that can be utilized in the Image Send mode.
- (18) Searches for the address.
- (19) Displays the address book.

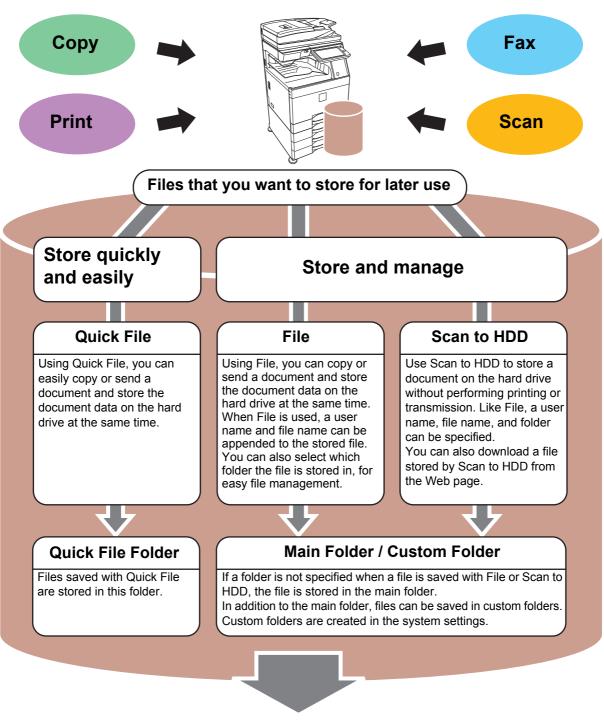


The document filing function is used to store the document or print image on the hard drive when performing a copy, print, or other job. You can print or perform other operations using the saved file at a later time.

This section introduces several of the document filing functions.

USES OF THE DOCUMENT FILING FUNCTION	50
SAVING A DOCUMENT ONLY (Scan to HDD)	51
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USES OF THE DOCUMENT FILING FUNCTION



Stored files can be printed or transmitted whenever needed. A file that has been stored by the printer driver cannot be transmitted. (The file can be transmitted if "RIP format" is changed to "RGB" format.)

DOCUMENT FILING

SAVING A DOCUMENT ONLY (Scan to HDD)

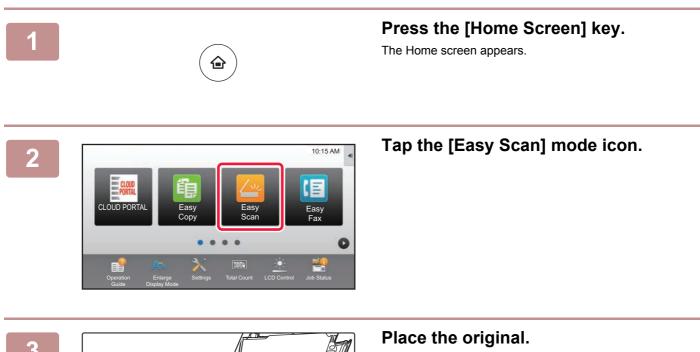
Scan to HDD lets you save a scanned document to the main folder or a custom folder. This function is not used to print or send.

The procedure for storing a document in the main folder is explained below.

To save to a custom folder, tap the [HDD File retrieve] key in the Home screen, tap [Scan to HDD] on the action panel, and select save settings. For more information, see the User's Manual.

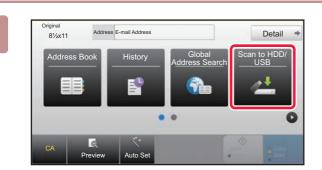
Saving by Easy Scan

You can save a file in the main folder or My Folder (when user authentication is enabled).



Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

PLACING ORIGINALS (page 15)



Tap the [Scan to HDD/ USB] key.





6



Tap the [Scan to HDD] key.

Tap the [Color Start] key or [B/W Start] key.

To check a preview of a document, tap the [Preview] key.

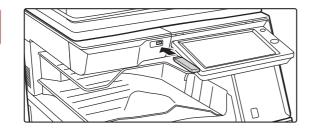
<u>PREVIEW SCREEN (page 14)</u>



Scan to USB memory device

External m

1



ory device (USB) is cor

10:15 AM

Easy

Detail

D

OK

Connect the USB memory device to the machine.

When a screen for selecting the action appears, tap [Scan to External Memory Device].

- To select detailed settings in normal mode, select the [Perform Detail Setting] checkbox $\boxed{\checkmark}$.
 - ▶ BASE SCREEN OF SCANNER MODE (page 48)
- If the machine/device save screen is open, this screen will not appear.

Tap the [Color Start] key or [B/W Start] key.

To check a preview of a document, tap the [Preview] key.

PREVIEW SCREEN (page 14)





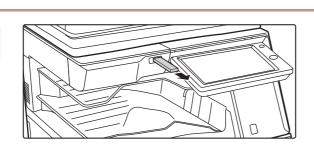
ice next original. (Pg.No.1) ass [Start]. nen finished, press [Read-End]

After scanning all originals, tap the [Read-End] key.

When you scan the original using the automatic document feeder, this screen does not appear.

Origina

81/x11



Check the [Sending data has been completed.] message, and remove the USB memory device from the machine.



PRINTING A SAVED FILE

You can retrieve a file stored by document filing and print or transmit the file.

You can also print files saved in a USB memory device or a shared folder.

The steps for printing the "Copy_20150404_112030" file saved in the main folder are explained below.

Scan to HDD

Scan to Externa Memory Device

Select File from FTP to Print Select File from USB Memory to Print

ect File from work Folder to Print

Q

4

Ŧ





Press the [Home Screen] key.

Home screen appears.



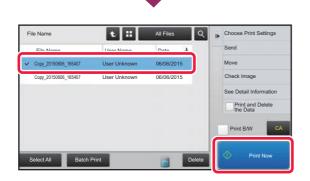
Folder Select

Main Fol

Tap the [HDD File retrieve] mode icon.

Select the file and print.

(1) Tap the [Main Folder] key.



(2) Tap the key of the file that you wish to print.

In this case, tap the "Copy_20150404_112030" key. To check a preview of the printed image, tap [Check Image] on the action panel. If you want to delete the file after printing, tap [Print and Delete the Data] on the action panel so that \checkmark appears.

(3) Tap the [Print Now] key.



The setting mode let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the setting mode. For detailed explanations of the system settings, see "SYSTEM SETTINGS" in the User's Manual.



SETTING MODE

The date and time can be set, fax and scan destinations can be stored, document filing folders can be created, and various other settings related to the operation of the machine can be configured in the setting mode screen. The procedure for opening the setting mode screen and the items in the screen are explained below.

DISPLAYING THE SETTING MODE ON THE MACHINE





Press the [Home Screen] key.

Home screen appears.

2



Tap the [Settings] key.

The setting mode screen appears.



Tap the item that you want to set on menu tab (a) or setting menu (b).

- To exit setting mode, tap the [Cancel] key.
- Setting mode when an administrator is logged in (page 58)

WHAT YOU CAN DO IN THE SETTING MODE

The following settings can be configured in setting mode.

Some settings may not appear on the touch panel of the machine, or in the Web browser on your computer. Some settings may not appear due to the specifications of your machine and the peripheral devices that are installed.

Menu		Overview
Status	Displays paper tray informa	tion and device information.
Address Book	Use to edit the address boo	k.
Document Operations	Use to perform actions on a	file using the Document Filing function.
User Control	This is used to store, edit, a select IC card settings.	nd delete users when user authentication is enabled. You can also
System Settings	Configure the main settings can configure the following	for the machine such as date settings and paper tray settings. You settings.
	Home Screen Settings	You can select settings for the machine's home screen, such as changing the home screen background.
	Copy Settings	You can select copy settings.
	Printer Settings	You can select print settings.
	Image Send Settings	Configure settings for image send, such as fax and Scan to E-mail.
	Document Filing Settings	You can select Document Filing settings.
	Sharp OSA Settings	You can select SharpOSA settings.
	Common Settings	You can configure machine settings such as date settings and tray settings.
	Network Settings	You can configure network settings such as network protocol and NAS settings.
	Security Settings	You can configure machine security settings such as authentication and changing the administrator password.
	Energy Save	The machine's power consumption can be reduced by Eco Mode setting.
	System Control	You can configure machine backup and job log settings.
	Image Quality Adjustment	You can perform image adjustment on the machine.
	Initial Installation Settings	This is a group of settings that are required when you initially install the machine.



Setting mode when an administrator is logged in

An administrator can configure settings that are more advanced than the settings available to a guest or user. When user authentication is enabled, settings may be allowed without entering the administrator password based on the rights of the logged in user. For the state of the settings, ask the administrator of the machine.

X Settings		Cancel		Job Status
Administrator Login				
Login Cancel	_			
Password				(5-255digit)
Please enter the User Authentication info	ormation. This message can	be edited from Syste	im Settings.	
Please enter the User Authentication info	ormation. This message can	be edited from Syste	em Settings.	
	ormation. This message can	be edited from Syste	im Settings.	
	annation. This message can	be edited from Syste	ım Settings.	
	armation. This message can	be edited from Syste	em Settings.	
	armation. This message can	be edited from Syste	im Settings.	

When you select an item in setting mode that requires administrator login, the administrator login screen will appear.

For the items available in setting mode when an administrator is logged in, see "SYSTEM SETTINGS" in the User's Manual.

Please note

- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows 8.1[®]. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Mac OS environment are based on Mac OS X v10.10 in the case of Mac OS X. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

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Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a paper drawer is installed on the MX-6070N.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.



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