

SHARP®

MODEL

FO-IS115N

FACSIMILE

OPERATION MANUAL



This equipment complies with the requirements of Directive 1999/5/EC
Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.
Cet appareil est conforme aux exigences de la directive 1999/5/CE.
Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.
Este aparato satisface las exigencias de las Directiva 1999/5/CE.
Este equipamento obedece às exigências da directiva 1999/5/CE.
Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.
Dette produktet oppfyller kravene i direktiv 1999/5/EC.
Tämä laite täyttää direktiivi 1999/5/EY.
Dette udstyr overholder kravene i direktiv 1999/5/EF.
Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.
Η συσκευή αυτή ανταποκρίνεται στις απαιτήσεις των οδηγία 1999/5/EK.
To urządzenie spełnia wymagania dyrektywy 1999/5/EC.
Toto zařízení je v souladu s požadavky směrnice rady 1999/5/EC.
Tento prístroj je v súlade s požiadavkami smernice rady 1999/5/EC.
Ta oprema je v skladu z zahtevami Direktive 1999/5/EC.
Ez a berendezés megfelel az 1999/5/EK Irányelvnek
Seade vastab direktiivi 1999/5/EÜ nõuetele.
Ši ierice atbilst tehniskam prasibam pec 1999/5/EC direktivas.
Šis prietaisas atitinka direktyvos 1999/5/EC reikalavimus.
Acest echipament este în conformitate cu cerințele impuse prin Directiva 1999/5/EC.
Това оборудване отговаря на изискванията на Директива 1999/5/EO.
Bu ürün 1999/5 EC Direktiflerine uygundur.

This is a facsimile product operating in analogue public switched telephone networks which follow the ES203021 Standard.

Dies ist ein Faxprodukt für den Betrieb in analogen Telefonnetzen, die den ES203021-Standard verwenden.

Ce télécopieur fonctionne sur les réseaux téléphoniques publics commutés et analogiques qui respectent la norme ES203021.

Questo apparecchio facsimile funziona sulle reti telefoniche commutate pubbliche che seguono lo standard ES203021.

Se trata de un aparato telefax que funciona en redes telefónicas analógicas que cumplan las normas ES203021.

Este é um aparelho de fax, que funciona nas redes telefónicas analógicas públicas comutadas, que adoptaram a norma ES203021.

Denna faxapparat fungerar i analoga allmänna telefontät vilka följer ES203021 standarden.

Dette er et telefaks-produkt som fungerer i analoge offentlige telefontett som svarer til ES203021-standard.

Tämä telekopiotuote toimii analogisessa puhelinverkossa, joka noudattaa ES203021 standardia.

Dette fax-apparat, som kan betjenes på analoge offentlige telefonnet, som følger standarden ES203021.

Dit is een faxproduct dat werkt op het analoge openbaar geschakelde netwerk volgens de ES203021-standaard.

Αυτή είναι μια συσκευή φάξ που λειτουργεί σύμφωνα με τα αναλογικά δημόσια τηλεφωνικά δίκτυα μεταγωγής που ακολουθούν το Πρότυπο ES203021.

To urządzenie pracuje w publicznej sieci telefonicznej zgodnie ze standartami ES203021.

Tento fax je kompatibilní s analogovými veřejnými komutovanými telefonními sítěmi, které splňují standard ES203021.

Toto je telefaxové zariadenie, ktoré je určené na používanie v verejnej telefónnej sieti, pre ktorú platí norma ES203021.

Tisti telefaks deluje v analognih javnih telefonskih omrežjih, usklajenih s standardom ES203021.

Ez a fax termék a ES203021 szabványnak megfelelo analóg nyilvános kapcsolt telefonhálózatokban működtehető.

Faksiseade töötab analoogtelefoni kommutaatorvõrkudes, mis vastavad ES203021 standardile.

Šti telefaksa ierice var strādāt publiski komutējamās analogajās telefonu tīklos, kas atbilst standartam ES203021.

Tai faksimilinis aparatas, veikiantis analoginiuose šiuolaikiškuose telefonų tinkluose, atitinkančiuose ES203021 standartą.

Acesta este un fax care operează în rețelele telefonice analogice comutate publice care respectă standardul ES203021.

Това е факсова машина, която работи по аналоговите публични комутируеми телефонни мрежи, следващи стандарта ES203021.

Bu faks makinesi analog telefon sisteminde çalışmak üzere ES203021 standartlarına uygundur.

The Declaration of Conformity can be viewed at the following URL address.

Die Konformitätserklärung kann unter folgender URL-Adresse eingesehen werden.

Vous pouvez consulter la Déclaration de conformité sur Internet à l'adresse ci-dessous.

La Dichiarazione di conformità può essere consultata all'indirizzo URL riportato di seguito.

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

A Declaração de Conformidade pode ser visualizada no seguinte endereço URL.

Överensstämmelsedeklarationen finns att läsa på följande URL-adress.

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

Yhdenmukaisuusvakuutus on nähtävissä seuraavassa URL-osoitteessa.

Overensstemmelseserklæringen kan ses på følgende URL-adresse.

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

Προβολή της Δήλωσης Συμμόρφωσης μπορεί να γίνει στην ακόλουθη διεύθυνση URL.

Deklaracija Zgodności jest dostępna pod adresem.

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

Vyhlasenie o zhode nájdete na nasledujúcej adrese URL.

Deklaracija o skladnosti se lahko najde na tistem URL naslovu.

A Megfelelősségi nyilatkozat megtekinthetik az alábbi URL címen.

Ühilduvusdeklaratsiooni on võimalik lugeda järgmisel URL-aadressil.

Atbilstības deklarāciju var aplūkot šajā tīmekļa adresē.

Suderinamumo deklaraciją galite peržiūrėti šiuo URL adresu.

Declarația de conformitate poate fi vizualizată la următoarea adresă URL.

Декларацията за съвместимост можете да видите на следния URL адрес.

Bu uyumluluk raporunu aşağıdaki internet adresinde görebilirsiniz.

<http://www.sharp.de/doc/FO-IS115N.pdf>

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U.S. Patent Office 5.860.082/6.260.156

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Introduction

Specifications

Print specifications

Toner cartridge yield*
(continuous printing,
5% page coverage,
A4 paper)

Initial starter cartridge (included with machine):
Approx. 1500 pages
Replacement cartridge (FO-25DC):
Approx. 3000 pages

Drum cartridge yield*
(continuous printing,
5% page coverage,
A4 paper)

Initial starter cartridge (included with machine):
20,000 pages (average)
Replacement cartridge (FO-25DR):
20,000 pages (average)

Paper tray capacity

Approx. 220 sheets (80 g/m² A4-size copier paper at room temperature; maximum stack height should not be higher than the line on the tray)
Recommended paper weight: 80 g/m²

Printer type

Laser

Print resolution

600 × 600 dpi (dots per inch)

Effective printing width

202 mm max.

PC print speed**

11 ppm (pages per minute) max.

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

**Measured based on A4-size continuous printing (3rd through 14th page), excluding warm-up time.

Fax specifications

Memory capacity*

Approximately 600 average pages

Modem speed

33,600 bps with auto fallback to lower speeds.

Transmission time*

Approx. 3 seconds

Compatibility

ITU-T (CCITT) Super G3, G3 mode

Compression scheme

MR, MH, MMR

Applicable telephone line

Analog public switched telephone network (ES203021) / PBX

Reception modes	AUTO, MANUAL
Scanning Resolution	Horizontal: 8 lines/mm Vertical: Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Halftone (grayscale)	64 levels
Contrast control	Automatic/Dark selectable

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

Network and general specifications

Automatic document feeder	A4: 30 sheets max. (80 g/m ² paper)
Input document size	Automatic feeding: Width: 148 to 216 mm Length: 140 to 297 mm Manual feeding: Width: 70 to 216 mm Length: 140 to 356 mm
Effective scanning width	208 mm max.
Storable transmission destinations	Rapid Keys: 36 Speed Dial numbers: 114
Telephone function	Yes (cannot be used if power fails)
Copy function	Single/Multi/Sort (up to 99 copies per page)
Network interface	10 Base-T, 100 Base-TX
Network frame type	IEEE802.2/IEEE802.3 Ethernet II
Network protocol	TCP/IP
Scan to E-mail	Yes
Scan to Network Folder	Yes
File formats	TIFF (G4), PDF (G4)

Supported operating systems (printer driver)	Windows® 2000, XP, Server 2003, Vista
Display	LCD display, 20 digits x 2 lines
Power requirements	220 - 230 V AC, 50 Hz
Noise emission	Less than 70 dBA (measured according to EN ISO 7779)
Power consumption	Standby: 8.5 W when not connected to a network 9.0 W when connected to a network Maximum: 750 W
Operating temperature	10 - 30°C
Humidity	20 - 85% RH
Dimensions (without attachments)	Width: 426 mm Depth: 410 mm Height: 208 mm
Weight (with attachments)	Approx. 7.1 kg

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

Important: This machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company (errors may occur during transmission and reception of faxes).
This machine is not compatible with digital telephone systems.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Do not spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 220 - 230 V, 50 Hz, earthed outlet. Connecting it to any other kind of outlet will damage the machine.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

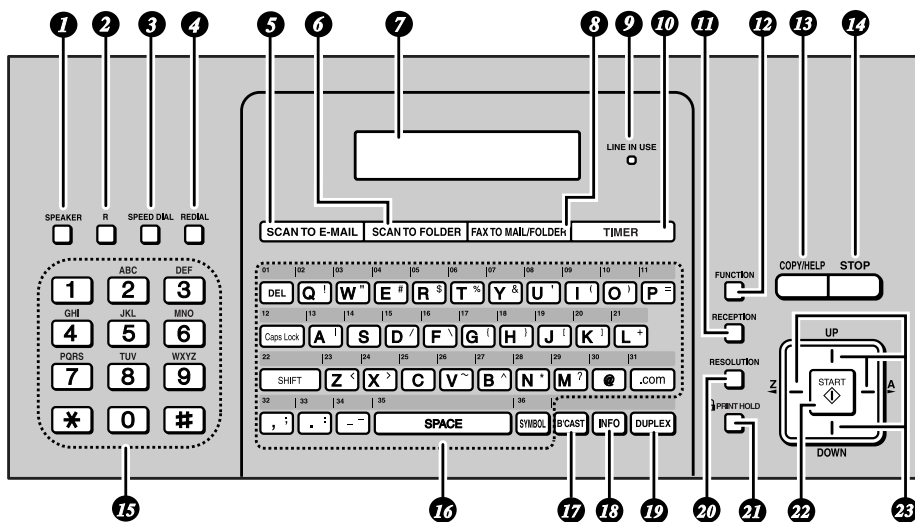
The power outlet must be installed near the equipment and must be easily accessible.

The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

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A Look at the Operation Panel



Note: Affix the Rapid Key labels as shown above.

- 1 SPEAKER key**
Press to listen to the line and fax tones through the speaker when faxing (p. 56).
Note: **This is not a speakerphone.** It cannot be used for speaking.
- 2 R key**
If you are on a Flash-type PBX, use this key to dial out (first press the **R** key and then dial the number).
- 3 SPEED DIAL key**
Press to select a fax, e-mail, or network folder destination stored in a 3-digit Speed Dial number (pp. 36, 64).
- 4 REDIAL key**
Press to automatically redial the last number dialled (p. 66). This can also be used to enter a pause when storing a fax number for automatic dialling (p. 60).
- 5 SCAN TO E-MAIL key**
Press to send a document to an e-mail recipient (p. 41).
- 6 SCAN TO FOLDER key**
Press to send a document to a folder on a computer on the same network as the machine (p. 49).

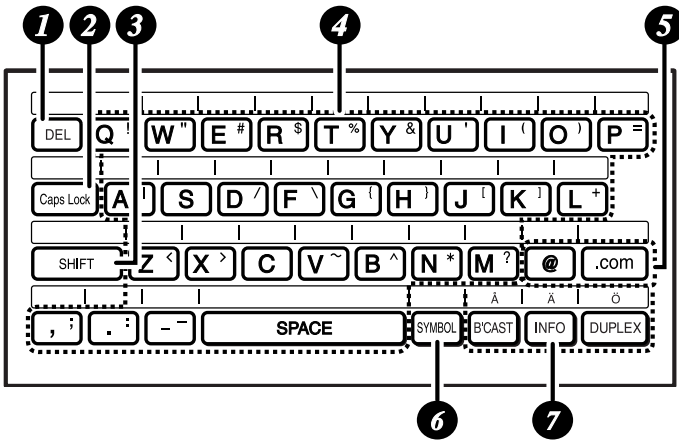
A Look at the Operation Panel



- 7 Display**
This displays messages and prompts to help you operate the machine.
- 8 FAX TO MAIL/FOLDER key**
Press to set up the Fax to Mail function, which automatically forwards received faxes to an e-mail address (p. 92).
- 9 LINE IN USE light**
This lights up when the machine is using the phone line to send or receive a fax.
- 10 TIMER key**
Press to store a fax transmission to be automatically performed at a specified time (p. 100).
- 11 RECEPTION key**
Press to select the reception mode (AUTO or MANUAL) for receiving faxes. The selected mode will appear in the display (p. 26).
- 12 FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.
- 13 COPY/HELP key**
When a document is in the feeder, press to make a copy (p. 78). At any other time, press to print the Help List.
- 14 STOP key**
Press to cancel an operation before it is completed.
- 15 Number keys**
Use these keys to dial fax numbers, and enter numbers when storing transmission destinations.
- 16 Rapid Keys / letter keys**
A fax number, e-mail address, or network folder can be stored in each of these keys for one-touch selection (attach the Rapid Key labels). When entering text, the keys are used as letter keys.
- 17 BROADCAST key**
Press to send to multiple fax or e-mail destinations (p. 80).
- 18 INFO key**
Press to check various types of machine information.
- 19 DUPLEX key**
Use to scan two-sided documents for transmission and copying (p. 87).

A Look at the Operation Panel

- 20 RESOLUTION key**
When a document is in the feeder, press to adjust the scanning resolution for transmission (p. 54).
- 21 PRINT HOLD key**
Press to set up and use the Print Hold function, which retains received faxes in memory until the Print Hold Code is entered to print them out (p. 88).
- 22 START key**
Press after dialling to send a fax (p. 56).
- 23 Arrow keys**
Use to scroll through and select settings, and to search for stored destinations.

Letter keys



- 1 DEL key**
Press to delete the character marked by the cursor (the cursor can be moved by pressing  or ). When the cursor is to the right of a line of text, press to backspace and clear characters. To delete all entered characters, hold down until all characters are cleared.
- 2 Caps Lock key**
Press to enter upper case letters. Press again to return to lower case letter entry.
- 3 SHIFT key**
Hold down while pressing a letter key to temporarily change case.
- 4 Letter keys**
Use to enter letters.
- 5 @key, .com key**
Press to conveniently enter “@” and “.com” when entering an e-mail address.
- 6 SYMBOL key**
Hold down while pressing a letter key to enter the symbol that appears on the right side of the key.
- 7 Swedish national characters:** These can be entered when the display language is set to Swedish (pp. 103 and 105).
Note: Attach the Swedish national character label as shown above.

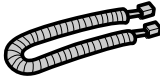
1. Installation

Unpacking Checklist

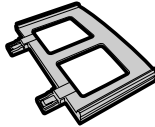
Handset



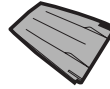
Handset cord



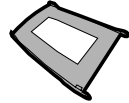
Paper tray



Received document tray



Document feeder tray



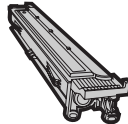
Document exit tray



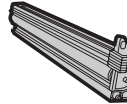
Telephone line cord



Toner cartridge



Drum cartridge



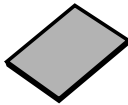
Rapid Key labels



CD-ROM



Setup Guide (3)



Points to keep in mind when setting up

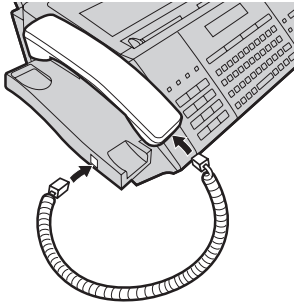
- ◆ Do not place the machine in direct sunlight.
- ◆ Do not place the machine near heaters or air conditioners.
- ◆ Keep dust away from the machine.
- ◆ Keep the area around the machine clear.

About condensation

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

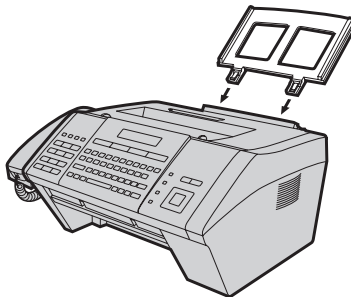
Basic Setup

Connecting the handset



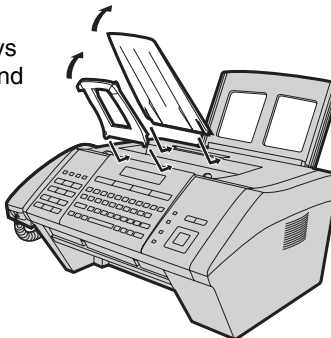
Attaching the trays

Attach the paper tray.



Attach the document feeder tray and the received document tray.

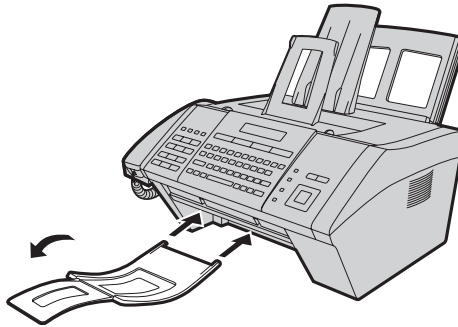
Insert the trays
at an angle and
rotate back



Basic Setup

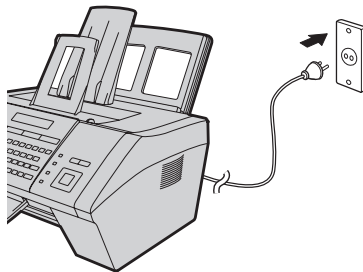
Attach the document exit tray.

After inserting the tray, flip out the extension



Connecting the power cord

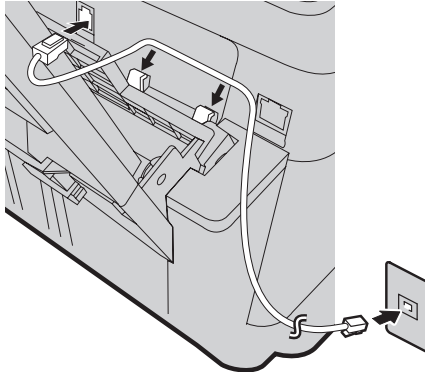
Plug the power cord into a 220 - 230 V, 50 Hz, earthed AC outlet.



- ◆ Do not plug the power cord into any other kind of outlet. This will damage the machine.
- ◆ The power outlet must be installed near the equipment and must be easily accessible.
- ◆ Whenever you unplug the power cord, wait at least 5 seconds before plugging it back in.
- ◆ When disconnecting the machine, unplug the telephone line cord before unplugging the power cord.
- ◆ If your area experiences a high incidence of lightning or power surges, it is recommended that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Connecting the telephone line cord

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



If the machine is connected to a PBX, configure the “FLASH SELECT” and “PBX CONNECTION” settings as explained on pp. 103, 104, and 106.

To change the language used in the display, reports, and lists, change the “LANGUAGE SELECTION” setting as explained on pp. 103 and 105.

Affixing the Rapid Key labels

Affix each strip of Rapid Key labels above each row of letter keys as shown in the panel illustration on page 8.

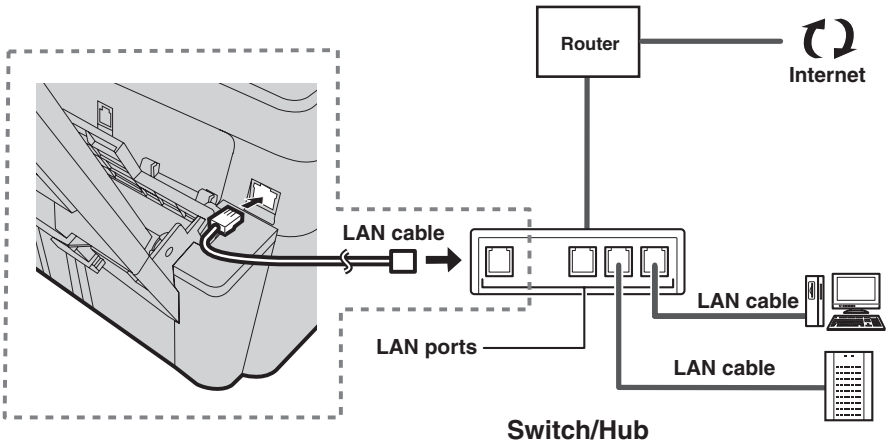
Basic Setup

Connecting the machine to your network

To use the Scan to E-mail and Scan to Folder functions, and to use the machine as a printer, you must connect the machine to an Ethernet network. In addition, to use Scan to E-mail, the network must have an Internet connection. A typical setup is shown below.

The machine is connected using an Ethernet cable (not included). Please purchase a 10Base-T/100Base-TX straight-through (regular) cable.

Connect one end of the cable to the LAN port on the machine. Connect the other end to a LAN port on your switch or hub.



- ◆ If you are uncertain which port to connect the cable to, see the manual for the router, switch or hub.
- ◆ The connections can be made with all devices powered on.

To communicate on your network, the machine must have an IP address. To set the machine's IP address and configure other network settings, see page 28.

Installing the Toner Cartridge and Drum Cartridge

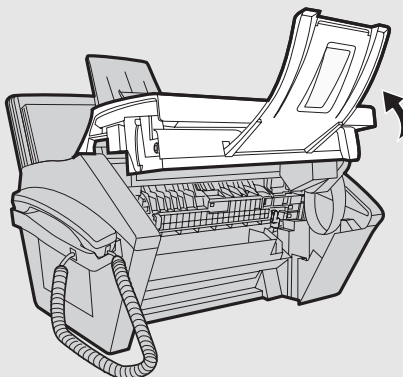
The laser printer in the machine uses a toner cartridge and a drum cartridge.

- ◆ The starter toner cartridge included with the machine can print approximately 1500 A4-size pages at 5% page coverage.
- ◆ When replacing the toner cartridge, use a **SHARP FO-25DC** toner cartridge. One cartridge can print about 3000 A4-size pages at 5% coverage.
- ◆ The drum cartridge (both starter and replacement) can print approximately 20,000 A4-size pages. When replacing the drum cartridge, use a **SHARP FO-25DR** drum cartridge.

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

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

1 Open the top cover of the machine.

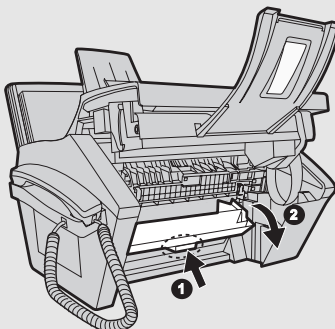


- **Caution!**

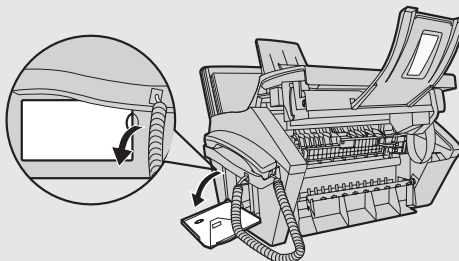
The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment after the machine has been in operation.

Installing the Toner Cartridge and Drum Cartridge

- 2** Press the release (❶) and open the front cover (❷).

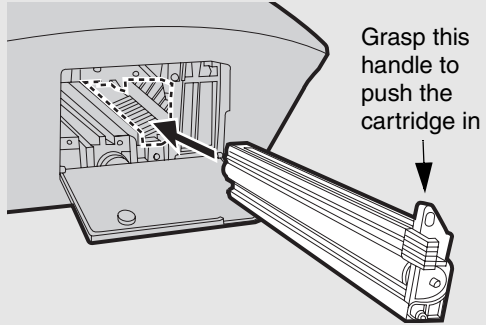


- 3** Open the side cover.



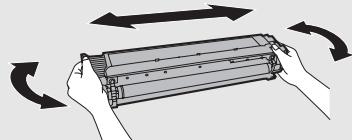
- 4** Remove the new drum cartridge from its packaging.

- 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.

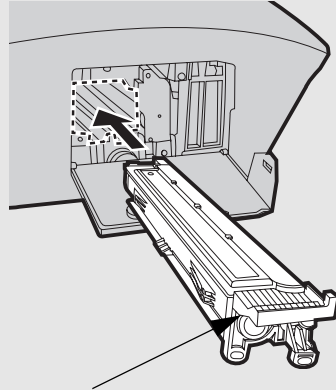
- 6** Remove the new toner cartridge from its packaging. Shake the cartridge side to side four or five times to distribute the toner evenly within the cartridge.



Installing the Toner Cartridge and Drum Cartridge

7 Grasp the cartridge handle and insert the toner cartridge into the print compartment, sliding it along the guides.

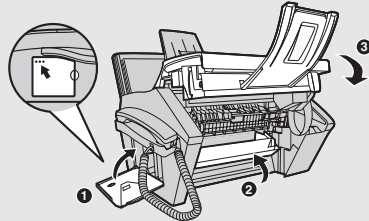
- Make sure the cartridge “clicks” into place.
- Do not touch the roller in the toner cartridge.



Grasp this handle to insert the cartridge

8 Close the side cover (❶), the front cover (❷), and the top cover (❸).

- When closing the side cover, press on the dots to make sure the cover is completely closed. Otherwise, light may enter the print compartment and damage the drum.
- The display will show:
[TONER EXCHANGED?] /
[1 = NEW, 2 = OLD]



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



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


10 Press .

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

Resetting the drum counter

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


1 Press  and then  until [LIFE] appears in the display.



2 Press , then  until [CLEAR DRUM COUNTER] appears.

3 Press .

Manually resetting the toner counter

When a new toner cartridge is installed, the toner counter is reset in Step 9 on the previous page. The procedure below is normally not necessary; however, it can be used in the event that you need to reset the toner counter manually.

1 Press  and then  until [LIFE] appears in the display.

2 Press , then  until [CLEAR TONER COUNTER] appears.

3 Press .

Loading Printing Paper

Loading Printing Paper

You can load A4-size paper in the paper tray.

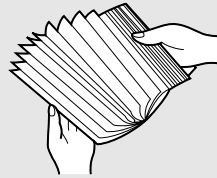
Maximum number of sheets:

Approx. 220 sheets (80 g/m² A4-size paper at room temperature)

Caution!

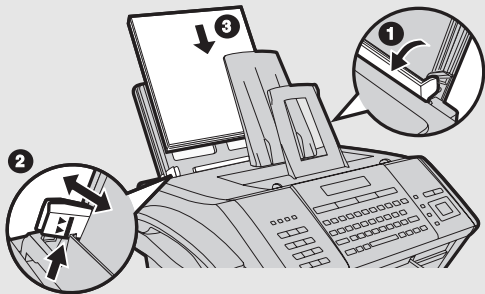
Do not use the blank side of paper that has already been printed on.

- 1 Fan the paper, and then tap the edges against a flat surface to even the stack.**

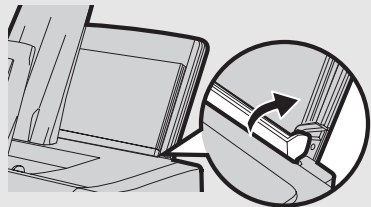


- 2 Pull the paper plate forward ①. Squeeze the paper guide and adjust it to the width of the paper ②. Insert the stack of paper into the tray, print side up ③.**

The maximum stack height should not be higher than the line on the paper guide



- 3 Push the paper plate back.**



Entering Your Name and Fax Number

Enter your name and fax number.




- ◆ Your entered name and fax number will be printed automatically at the top of all fax pages you send.

1 Press  , then  until [ENTRY MODE] appears in the display.

2 Press  .
Display: [OWN NUMBER SET]

3 Press  . [ENTER FAX #]

4 Enter your fax number by pressing the number keys (max. 20 digits).


- To insert a space between digits, press  . To enter "+", press  .
- To clear a mistake, press  .


5 Press  .

6 Enter your name using the letter keys (max. 24 characters).

Example: SHARP

      =

- To clear a mistake, press  .
- For information on using the letter keys, see page 11.

7 Press  . [DATE&TIME SET]

8 Press  to exit.



Setting the Date and Time

Setting the Date and Time

Set the date and time as explained below.

- ◆ The date and time will be printed automatically at the top of all fax pages you send. The date and time also appear in the display.



1 Press  , then  until [ENTRY MODE] appears.


2 Press  , then  until [DATE & TIME SET] appears.

3 Press .



- The currently set date appears (example): [DATE 08-15-2008]

4 Enter a two-digit number for the day (“01” to “31”).



Example: the 5th  
[DATE 05-15-2008]

- To correct a mistake, press  to move the cursor back to the mistake and enter the correct number.

5 Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).

Example: January  
[DATE 05-01-2008]

6 Enter the year (four digits).

Example: 2008    

- The currently set time appears (example): [TIME 13:19]

7 Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).

Example: 9:25
[05-JAN SAT 09:25]

8 Press to start the clock.
[ANTI JUNK #]

9 Press to exit.

Note: The time setting will change automatically at the beginning and end of summertime.

Setting the Reception Mode

Setting the Reception Mode

The machine has two modes for receiving incoming faxes:

AUTO mode:

Select this mode when you only want to receive faxes on the line connected to the machine. The machine will automatically answer all calls on 1 ring and begin fax reception.

MANUAL mode:

Select this mode when you want to receive both phone calls and faxes on the line connected to the fax machine. **All calls, including faxes, must be answered by picking up the fax machine's handset.**

To set the reception mode, press ^{RECEPTION} until the desired mode appears in the display ("AUTO" or "MANU").

For more information on receiving faxes, see Chapter 4.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the up and down arrow keys.



Speaker volume

1 Press ^{SPEAKER}.

2 Press  or  to select HIGH, MIDDLE, or LOW.


- To turn off the speaker, press ^{SPEAKER} again.

Ringer

1 Press  or  to select HIGH, MIDDLE, LOW or OFF.

(Make sure  has not been pressed and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level.

2 If you selected “OFF OK ?” to turn off the ringer, press  .

2. Network Scanning

Setting up Network Scanning

Introduction

The network scanning feature lets you scan a document and directly send the image file to an e-mail recipient (Scan to E-mail), or to a folder on a computer on your network (Scan to Folder).

- ◆ The scanned file can be in TIFF or PDF format.
- ◆ Scan to E-mail saves you the trouble of scanning a document into a computer and sending the scanned file using an e-mail program. The scanned document is automatically sent as an attachment to an e-mail message.

Note: The Scan to E-mail function is not compatible with mail servers that require security protection (SSL).

To use network scanning, the machine must be connected to an Ethernet network as explained on page 16.

IP address

The machine requires an IP address to in order to communicate on your network and the Internet.

If your network is set up to automatically assign IP addresses, you do not need to do anything; the machine will automatically receive an IP address when it is connected.




If your network requires that a static (permanent) IP address be assigned to the machine, see *Network Settings* on page 45 to enter the IP address and related information.

Checking your IP address and the connection

To check the machine's IP address and verify that the machine is able to communicate on the network, follow these steps.

1 Press , then  until **[NETWORK INFORMATION]** appears.

2 Press .

- If the machine has automatically received an IP address and is able to communicate, **[IP ADDRESS/DHCP: ON]** will appear on the top line of the display, followed by the IP address on the bottom line. To show the machine's host name, press .
- If a static IP address has been entered in the machine and the machine is able to communicate, **[IP ADDRESS/DHCP: OFF]** will appear on the top line of the display, followed by the IP address on the bottom line. To show the machine's host name, press .
- If the machine was unable to receive an IP address automatically, or if the router locked up after the machine received an IP address, **[IP ADDRESS/DHCP: FAIL] / [192.168. 1 .201]** will appear. "192.168. 1 .201" is an IP address that is assigned to the machine for diagnostic purposes when connection fails (it cannot be used for regular communication).
- If **[NOW CONNECTING / CHECK LATER]** appears, press  to exit. This message will appear if a cable is not connected or the machine has not yet established communication on the network. Make sure a cable is correctly connected, wait briefly, and then repeat the procedure again.

Setting up Network Scanning

If the machine is unable to communicate...

- ◆ Check the Ethernet cable. Are the connections secure? Are you using straight-through (not crossover) cable for 10Base-T/100Base-TX?
- ◆ There may be a problem in the router or other device to which the machine is connected. Try removing and then restoring the power to the router (see the manual for the router).
- ◆ If **[IP ADDRESS/DHCP: FAIL]** appears, remove and then reinsert the Ethernet cable plug, and then check the IP address again. If the same message appears, check the device that acts as the DHCP server on your network (try removing and restoring the power). If your router is your DHCP server, make sure that DHCP is enabled in the router settings. If your network does not have a DHCP server, set a static IP address as explained on page 45.
- ◆ If a static IP address has been set, make sure that the network settings (page 45) are correct .

E-mail settings

Before the Scan to E-mail function can be used, you must configure the e-mail settings.

The e-mail settings specify your outgoing (SMTP) mail server, as well as your sender name, sender address, and other information that appears in the e-mail to which scanned image files are attached.

- ◆ The e-mail settings are configured in the machine's Web page. The machine's Web page can be accessed from any computer on the same network as the machine.

Accessing the machine's Web page

To access the Web page, you will need to know the machine's host name or IP address (usually it is most convenient to use the host name).

To check the machine's host name or IP address, follow the procedure in *Checking your IP address and the connection* (page 29), or print the Network Settings List (page 108).

Type in the host name or IP address of the machine in the address bar of your computer's Web browser. The machine's Web page will appear.

- ◆ For the Web browser, it is recommended that you use Internet Explorer 6.0 or higher.

Note: If the Web page is used while the machine is in operation, machine operation may become unstable.

If password protection has been enabled for the Web page...

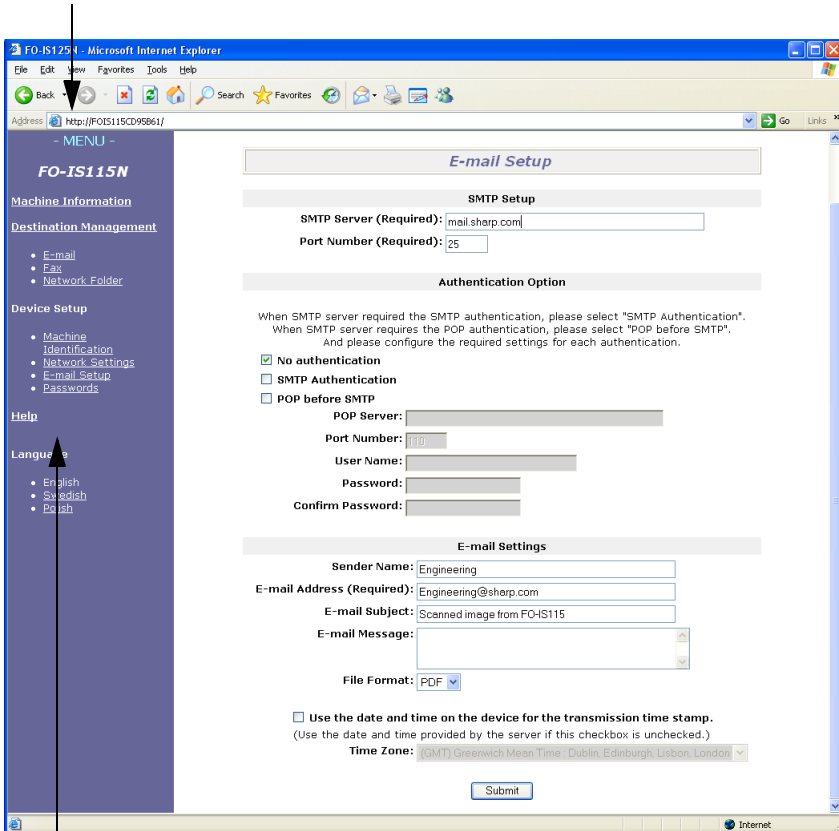
If your administrator has enabled password protection for the Web page, you will need to enter the user name and password to open the Web page.

Regular users enter "user" in **User Name** and the user password in **Password**. (If you do not know the user password, ask your administrator.)

The administrator enters "admin" in **User Name** and the administrator password in **Password**.

Setting up Network Scanning

To open the Web page, enter the IP address or host name of the machine in your browser's address bar.



Click **E-mail Setup** to open the e-mail settings.

Configuring the e-mail settings in the Web page

Select **E-mail Setup** in the menu frame of the Web page to open the **E-mail Setup** screen.

Under **SMTP Setup**, enter the host name or IP address of your SMTP server in **SMTP Server**.

Setting up Network Scanning

For the **Port Number**, “25” is normally entered.

Under **Authentication Option**, select **No authentication** if your SMTP server does not require authentication.

If your SMTP server requires SMTP authentication, select **SMTP Authentication** and enter your **User Name** and **Password**.

If your mail service requires POP before SMTP authentication, select **POP before SMTP** and enter the host name or IP address of your POP server in **POP Server**. Enter the **Port Number**, your **User Name**, and **Password**.

Under **E-mail Settings**, enter the **Sender Name** that you wish to have appear on e-mail sent from the machine, and the sender **E-mail Address**.

Note: The **E-mail Address** must be entered. This must be a valid e-mail address. Responses to e-mail sent from the machine and any undelivered mail reports will be sent to this address. It is normally convenient to use the e-mail address of the administrator of the machine or other person in charge of machine communication.

Enter an **E-mail Subject** and **E-mail Message**, and select the **File Format** used for the scanned image.



- ◆ The **Sender Name**, **E-mail Subject**, **E-mail Message**, and **File Format** that you enter in this screen are default settings. These settings will be used if the sender does not specify this information at the time of transmission.
- ◆ For further information on the settings in this screen, click **Help** in the menu frame.


Setting up Network Scanning

Using the machine's operation panel to configure e-mail settings

The machine's operation panel can also be used to configure several of the e-mail settings.


The settings that can be configured on the machine's operation panel are shown in the table on the next page. Follow the steps below to display the e-mail settings, and then configure each setting as explained in the table.

1 Press  , then  until [E-MAIL SETTING] appears.

2 Press  , then  repeatedly until the setting that you wish to configure appears.

3 Press  . (Note: This step is not necessary for the "FILE FORMAT" setting.)







4 Enter the required information for the setting as explained in the table on the next page.

5 After configuring the setting, the next e-mail setting will appear in the display. You can configure the next setting, or press  to exit.

E-mail settings on the machine's operation panel

The e-mail settings that can be configured on the machine's operation panel are shown below. Enter the required information for each setting as explained in the table (this is done in step 4 of the procedure on the previous page).

- ◆ The sender address is required (if not entered in the Web page). The other settings are optional.
- ◆ Use the letter keys to enter text. For information on using the letter keys, see page 11.
- ◆ The e-mail subject, e-mail message, and file format that are entered below are default settings. They will be used if you do not specify these items at the time of transmission.

Setting	Description
SENDER NAME	Enter the sender name that will appear in the e-mail message (max. of 50 characters). When finished, press  .
SENDER ADDRESS	Enter your sender e-mail address (max. of 128 characters). When finished, press  . (Note: Be sure to enter a valid e-mail address. Return e-mail and undelivered mail reports will be sent to this address. In addition, some SMTP servers reject outgoing e-mail if a valid sender e-mail address is not entered.)
E-MAIL SUBJECT	Enter a default subject (max. of 128 characters). When finished, press  .
E-MAIL MESSAGE	Enter a default message (max. of 256 characters). When finished, press  .
FILE FORMAT	This sets the default format for scanned files sent by directly entering an e-mail address, or by broadcasting. Press  for TIFF or  for PDF. Initial setting: TIFF

Storing E-mail Addresses

Storing E-mail Addresses

You can store e-mail addresses in Rapid Keys and Speed Dial numbers.

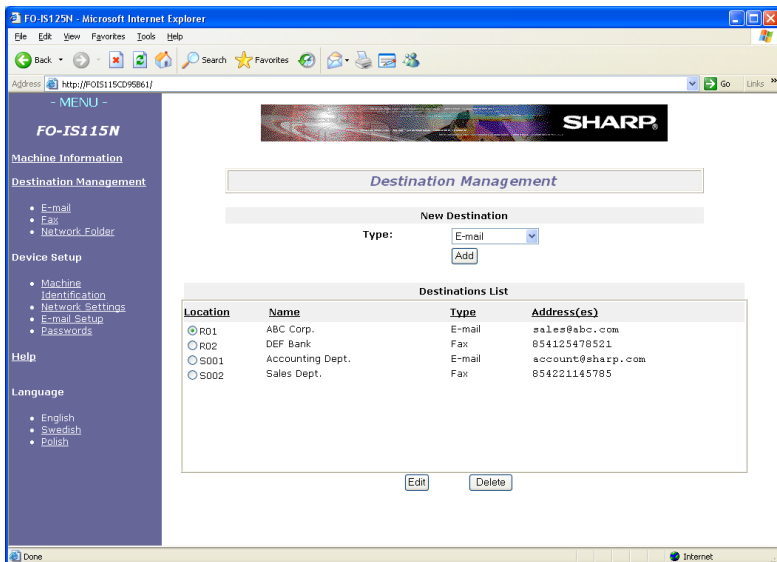
- ◆ An e-mail address stored in a Rapid Key is selected by simply pressing that key. A total of 36 Rapid Keys are available.
(Note: Attach the Rapid Key labels as shown on page 8.)
- ◆ An e-mail address stored in a Speed Dial number is selected by pressing **SPEED DIAL** and entering the 3-digit Speed Dial number. A total of 114 Speed Dial numbers are available.

E-mail addresses can be stored using the machine's Web page or the operation panel.

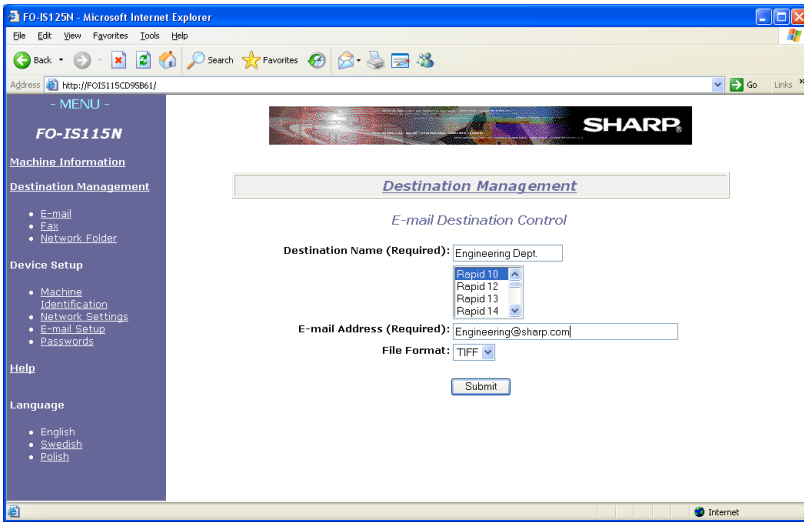
Using the Web page to store e-mail addresses

Open the machine's Web page as explained on page 31.

To view a list of the Rapid Keys and Speed Dial numbers already in use, click **Destination Management** in the menu frame. The screen below will appear.



To store a new e-mail address, click **E-mail** under **Destination Management** in the menu frame. The screen below will appear.



The screenshot shows a Microsoft Internet Explorer browser window displaying the FO-IS115N web application. The address bar shows the URL http://FOIS115CD96B61/. The page title is "- MENU -". The main content area is titled "Destination Management" and contains the following form fields:

- Destination Name (Required):** Engineering Dept.
- Rapid Key Selection:** A dropdown menu with options: Rapid 10, Rapid 12, Rapid 13, Rapid 14.
- E-mail Address (Required):** Engineering@sharp.com
- File Format:** TIFF

A "Submit" button is located at the bottom of the form. The left sidebar contains a navigation menu with the following items:

- MENU -
- FO-IS115N
- Machine Information
- Destination Management
 - E-mail
 - Fax
 - Network Folder
- Device Setup
 - Machine Identification
 - Network Settings
 - E-mail Setup
 - Passwords
- Help
- Language
 - English
 - Swedish
 - Polish

Enter the name of the destination in **Destination Name** and select the Rapid Key or Speed Dial number that you wish to use from the list. Type in the **E-mail Address** of the destination and select the **File Format** of the scanned image. (The file format selected here is a default format that will be used if a file format is not specified at the time of transmission.)

When finished, click **Submit**.

Note: Polish national characters cannot be entered.

Editing or deleting a destination in the Web page

To edit or delete a previously stored destination, select the destination in the **Destinations List** and then click **Edit** or **Delete**.


Storing E-mail Addresses

Using the operation panel to store e-mail addresses


Follow the steps below to store an e-mail address using the machine's operation panel.


1 Press  then .

2 To store a number in a Rapid Key, press the desired Rapid Key.

To store a number in a Speed Dial number, press  and enter the desired Speed Dial number (the number must be 3 digits: enter "001" for Speed Dial 1, "010" for Speed Dial 10, etc.).


Display: [SELECT DEST. TYPE]

- If you prefer to have the machine suggest an available Rapid Key / Speed Dial number at the end of the procedure, press .

3 Press  to select "E-MAIL".

Display: [E-MAIL # MODE]

4 Enter the e-mail address with the letter and number keys (max. of 128 characters).

- To clear a mistake, press .
- For information on using the letter keys, see page 11.

5 Press .

6 Enter the name of the destination (max. 20 characters).

7 Press .

Display: [FILE FORMAT]

8 Select the default file format that will be used for scanned images if the user does not specify a format at the time of transmission. Press to select TIFF, or to select PDF.

9 If you selected a Rapid Key or Speed Dial number in Step 2, the display will briefly show [STORED], and then [NEW NUMBER]. Go to Step 10. If you did not select a Rapid Key or Speed Dial number in Step 2, the display will show the next available Rapid Key or Speed Dial number. If that number is acceptable, press and go to Step 10. If not, press the desired Rapid Key, or press and enter the desired 3-digit Speed Dial number, and go to Step 10.

10 Return to Step 2 to store another e-mail address, or press to exit.

Editing and clearing stored destinations




To make changes to a previously stored destination, or clear a destination, follow these steps:

1 Press then .

2 Select the destination that you wish to edit or delete using one of the methods below:

- **Rapid Key:** If the destination is stored in a Rapid Key, press the Rapid Key.
- **Speed Dial:** If the destination is stored in a Speed Dial number, press and enter the 3-digit Speed Dial number with the number keys (enter "001" for Speed Dial 1, "010" for Speed Dial 10, etc.).

Storing E-mail Addresses




- **Search:** Press  or  until the destination appears in the display and press .

Display: [1=EDIT, 2=CLEAR]

3 Press for “EDIT” or for “CLEAR”.

- If you pressed  for “CLEAR”, press  and go to Step 9.
-

4 If you selected “EDIT”, make the desired changes to the e-mail address.

- Press  or  to move the cursor to the character(s) you wish to change, and then press the appropriate letter or number key. The new character will replace the old character. You can also press  to backspace and clear characters.
 - If you do not wish to change the address, go directly to Step 5.
-

5 Press .

6 Make the desired changes to the name.

- If you do not wish to change the name, go directly to Step 7.
-

7 Press .

Display: [FILE FORMAT]

8 Select the default file format that will be used for scanned images if the user does not specify a format at the time of transmission. Press to select TIFF, or to select PDF.

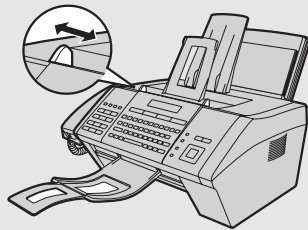
9 Return to Step 2 to edit or clear another destination, or press to exit.

Scan to E-mail Transmission

Follow the steps below to send a scanned document or image to an e-mail recipient.

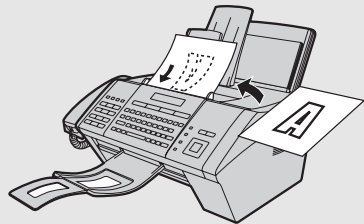
- ◆ The document will be sent as a file attachment to an e-mail message.
- ◆ You can specify the recipient by directly entering an e-mail address, or by selecting an address that has been stored as explained in the previous section.

- 1 Adjust the document guides to the width of your document.**



- 2 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

- SEND READY will appear in the display.
- Up to 30 A4-size sheets can be placed in the feeder at once.
- For more information on loading the document, see page 52.
- If desired, press ^{RESOLUTION} to set the resolution and contrast (see p. 54). (The default resolution for Scan to E-mail is FINE.)



Scan to E-mail Transmission

3 Enter the destination e-mail address using one of the following methods:


- Press , and enter the address with the letter and number keys (p. 11). When finished, press .
- If the address has been stored in a Rapid Key, press the Rapid Key.
- If the address has been stored in a Speed Dial number, press and enter the Speed Dial number.
- To search for a stored address, press (this eliminates stored fax numbers from the search), press or until the name or address appears, and press .



Note: If [CHECK E-MAIL SETTING] appears, your SMTP server or sender address has not been entered in the e-mail settings (p. 31).


4 If you need to select or change any of the e-mail options, press and go to Step 5 below. (Note that settings selected here are temporary. To make permanent changes, see p. 31.) If you do not wish to change the e-mail options, go directly to Step 7.

5 Press or until the desired option appears, and press (is not necessary for the FILE FORMAT setting). Change the option as explained below (use the letter keys to enter text and to delete text; p. 11).

- E-MAIL SUBJECT: Enter a subject (max. 128 characters). When finished, press .
- E-MAIL MESSAGE: Enter a message (max. 256 characters). When finished, press .

- **FILE FORMAT:** Select the format of the scanned image file. Press **1** for TIFF or **2** for PDF. (Make sure the recipient has an image viewer that can show images in the selected format.)
- **FILE NAME:** To use an automatically generated file name for the scanned file, press **1** (AUTO). To assign a custom name, press **2** (CUSTOM), enter the desired name with the letter keys (max. 40 characters), and press .

6 When you have finished configuring the e-mail options, press  or  until the display shows [PRESS START TO SCAN].

7 Press  to begin transmission.

Note: The recipient may have security settings in their e-mail program or virus protection software that prevent the file attachment from being received or opened. In this case, ask the recipient to try changing the settings.

Scan to E-mail Transmission

Error messages

If transmission is not successful because the machine is unable to connect to your mail server, one of the following error messages will appear.

[CONNECTION ERROR]

This appears when communication does not take place correctly on your local network, usually due to a problem with the cable connections. Make sure that the cable ends are securely inserted in the LAN ports. Make sure that the correct cable is being used and that the cable is good. Make sure that your router or hub is powered on.

[SERVER ERROR]

This appears when the machine cannot connect to your mail server or there is no response from the mail server. Make sure the SMTP server setting is correct (p. 31). If you have configured “POP before SMTP” settings in the Web page, make sure these settings are correct.

[SERVER NOT FOUND] / [SMTP]

This appears when an incorrect host name is entered for your SMTP server. Check the SMTP server setting (p. 31).

[SERVER NOT FOUND] / [DHCP]

This appears when the machine is unable to automatically obtain an IP address. Restart your router or other device that acts as your DHCP server.

[SERVER ERROR] / [SMTP-AUTH]

This appears when your SMTP server requires SMTP authentication and the SMTP authentication user name or password entered in the machine's Web page is not correct (p. 33).

[CABLE DISCONNECTED]

This may appear below any of the above messages. Check the same items as in [CONNECTION ERROR] above.



If an undelivered mail report is sent to inform you that your e-mail message was not successfully delivered, the report will be sent to the sender address entered in the e-mail settings (page 31).


Network Settings

If your network requires that you assign a static (permanent) IP address to the machine, follow the steps below to disable DHCP (automatic IP address assignment) and configure the network settings.

- ◆ Consult your network administrator for the information that must be entered. After DHCP is disabled, the settings that must be configured appear in the following order (these settings only appear when DHCP is set to NO):



IP ADDRESS
SUBNET MASK
DEFAULT GATEWAY
DNS (PRIMARY)
DNS (SECONDARY)

1 Press  , then  until [NETWORK SETTING] appears.

2 Press  .
[DHCP] will appear.

3 Press  for NO (the machine will not obtain an IP address automatically).

- [IP ADDRESS] will appear.

(If you wish to configure a different setting, press  or .)

4 Press  .


5 Press the number keys to enter the required number.


- Three digits must be entered in each segment of the number (the segments are separated by periods). If a segment does not have 3 digits, enter zeros as needed.

Example: IP address = 192.168.1.2

You must enter: 192.168.001.002

Network Settings

- If you make a mistake, press  to move the cursor to the mistake and enter the correct number.



6 When finished entering the number, press .

7 The next setting will appear in the display. Repeat Steps 4 through 6 to configure the next setting, or press  to exit.

Initializing the network settings

If you need to return the network settings to their initial state, follow the steps below.

- ◆ Initializing the settings enables DHCP and clears the IP address and related settings.

1 Press , then  until [NETWORK SETTING] appears.

2 Press , then  until [INITIALIZE SETTINGS] appears.

3 Press .
Display: [INITIALIZE SETTINGS] / [IF OK, PRESS START]

4 Press .

Scan to Folder

You can also scan and send a document directly to a folder on a computer on your network.

To use this feature, you must first store the destination in a Rapid Key or Speed Dial number. Follow the appropriate procedure below to store a Scan to Folder destination.

- ◆ Scan to Folder can only be stored using the machine's Web page. A maximum of 12 Scan to Folder destinations can be stored.

Storing a Scan to Folder destination

To store a Scan to Folder destination, open the machine's Web page as explained on page 31.

Click **Network Folder** under **Destination Management** in the menu frame. The screen below will appear.

The screenshot shows a Microsoft Internet Explorer browser window displaying the FO-IS115N web interface. The address bar shows the URL http://FOIS115CD96861/. The page features a navigation menu on the left with sections for Machine Information, Destination Management (with sub-items: E-mail, Fax, Network Folder), Device Setup (with sub-items: Machine Identification, Network Settings, E-mail Setup, Passwords), Help, and Language (with sub-items: English, Swedish, Polish). The main content area is titled 'Destination Management' and 'Network Folder Destination Control'. It contains a form with the following fields:

- Destination Name (Required):** A text input field containing 'Product Planning'.
- Rapid Key Selection:** A dropdown menu with options: Rapid 02, Rapid 03, Rapid 04, and Rapid 05.
- Folder Path (Required):** A text input field containing '\\ComputerA\Product Planning\NetworkScanDocs'.
- User Name:** A text input field containing 'GroupA\User'.
- Password:** A password input field with masked characters (dots).
- Confirm Password:** A password input field with masked characters (dots).
- File Format:** A dropdown menu with 'TIFF' selected.
- Submit:** A button at the bottom of the form.

Enter the name of the destination in **Destination Name** and select the Rapid Key or Speed Dial number that you wish to use from the list.

Scan to Folder

Type in the **Folder Path** (the name or IP address of the computer on which the folder is located, followed by the path to the folder). For example, to specify the “NetworkScanDocs” folder in the “Product Planning” folder on “ComputerA”, type in the following:

\\ComputerA\Product Planning\NetworkScanDocs

Note: The folder must be set as a folder that is shared on the network in the folder properties.

Enter the **User Name** and **Password** required to access the computer. If your network environment requires that you enter the domain name with the user name, enter the **User Name** in the format *DomainName\UserName*.

Select the **File Format** of the scanned image. (The file format selected here is a default format that will be used if a file format is not specified at the time of transmission.)

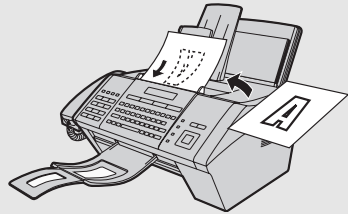
When finished, click **Submit**.

Scan to Folder Transmission

Follow the steps below to send a scanned document to a network folder.




- ◆ The document will be sent as an image file. The file format can be selected in Steps 4 and 5 below.


1 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.





- SEND READY will appear in the display.
- Up to 30 A4-size sheets can be placed in the feeder at once.
- For more information on loading the document, see page 52.
- If desired, press ^{RESOLUTION} to set the resolution and contrast (see p. 54).

2 Select the destination using one of the following methods:

- If the destination has been stored in a Rapid Key, press the Rapid Key.
- If the destination has been stored in a Speed Dial number, press ^{SPEED DIAL} and enter the Speed Dial number.
- To search for the destination, press , press  or  until the name or address appears, and press .


3 If you need to specify either of the file options, press  and go to Step 4 below. (Note that settings selected here are temporary. To make permanent changes, change the settings in the Web page as explained on pages 47 and 48.)
If you do not wish to change the file options, go directly to Step 6.


Scan to Folder

4 Press  or  until the desired option appears, and then make a selection for the option as explained below.

- **FILE FORMAT:** Select the format of the scanned image file. Press **1** for TIFF or **2** for PDF.
- **FILE NAME:** To use an automatically generated file name for the scanned file, press **1** (AUTO). To assign a custom name, press **2** (CUSTOM), enter the desired name with the letter keys (max. 40 characters), and press



5 When you have finished configuring the file options, press  or  until the display shows [PRESS START TO SCAN].

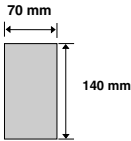
6 Press  to begin transmission.

3. Sending Faxes

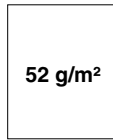
Transmittable Documents

Minimum document size and weight

Minimum size



Minimum weight



Maximum document size and weight

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

Loading up to 30 sheets at once:

Size: A4 (210 x 297 mm)

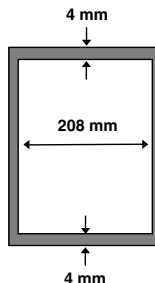
Weight: 80 g/m²

Loading 1 sheet at a time (manual feeding):

Size: 216 x 356 mm

Weight: 157 g/m²

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



Letters in the shaded area will not be scanned.

Loading the Document

Other restrictions

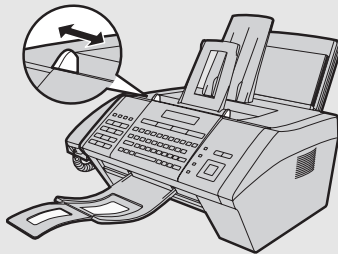
- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed,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

Loading the Document

Up to 30 A4-size sheets can be placed in the feeder at once. The sheets will automatically feed into the machine starting from the bottom sheet.

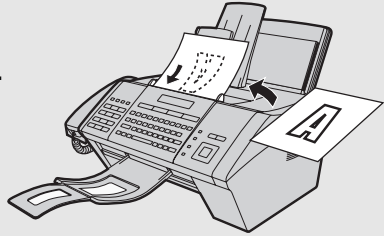
- ◆ If you need to send or copy more than the maximum number of sheets, place the additional sheets gently and carefully in the feeder just before the last sheet is scanned. Do not try to force the sheets in, as this may cause double-feeding or jamming.
- ◆ For large or thick sheets that must be loaded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

- 1** Adjust the document guides to the width of your document.

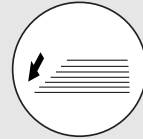


2 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.

- SEND READY will appear in the display.



Note: When inserting a large number of pages in the feeder, slant the front end of the stack so that the bottom pages enter first.



3 Adjust the resolution and/or contrast settings as explained on page 54, then dial the receiving machine as explained on page 56.

Adjusting the Resolution and Contrast

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

- ◆ The default resolution setting for faxing is STANDARD. The default contrast setting is AUTO.
- ◆ Adjust the settings each time you do not want to use the default settings.

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

Resolution settings

STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

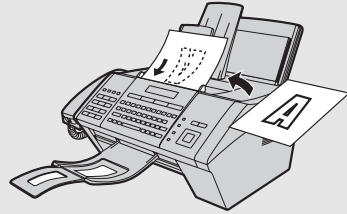
Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

Adjusting the Resolution and Contrast

1 Load the document(s).

- The resolution/contrast cannot be adjusted unless the document is loaded.



2 Press ^{RESOLUTION} one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

If you prefer to use FINE for the default resolution setting, change the "FINE PRIORITY" setting (p. 103).

Sending a Fax by Normal (Manual) Dialling

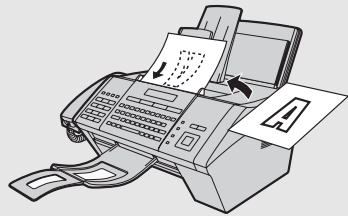
Sending a Fax by Normal (Manual) Dialling

With Normal Dialling, you pick up the handset (or press ^{SPEAKER}) and dial by pressing the number keys.

- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed ^{SPEAKER}, you must pick up the handset to talk.)
- ◆ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.



2 Pick up the handset or press ^{SPEAKER}. Listen for the dial tone.


3 Dial the number of the receiving machine by pressing the number keys.

- If you are on a Flash-type PBX and are dialing out, press ^R, wait for the connection to the outside line, and then dial the number.

4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed ^{SPEAKER}, pick up the handset to speak with them). The receiving machine will issue a fax tone.

Sending a Fax by Normal (Manual) Dialling

5 When you hear the fax tone, press . Replace the handset.

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 110).

Sending a Fax by Normal (Manual) Dialling

Page counter for Normal (manual) Dialling

When automatic dialling is used, a slash and the total number of pages is automatically added to each page number on transmitted fax pages (for example, "P. 1/5", "P.2/5", etc.). This allows the recipient to check for missing pages.

If you wish to use this feature with Normal Dialling, you must set the total number of pages manually. Follow the steps below.

1 Load the document(s).

2 Press ^{FUNCTION}, then  until [PAGE COUNTER] appears in the display.

3 Press .

Display: [ENTER # (01 - 99)]

4 Enter the total number of pages ("01" to "99") with the numeric keys.

Example: 5 pages



5 If desired, press ^{RESOLUTION} to set the resolution and/or contrast.

6 Follow Steps 2 to 5 of the Normal Dialling procedure to send the fax.

- To cancel a batch number entry, remove the document from the feeder or press .
- If the number of pages actually transmitted is not the same as the batch number entered, an alarm will sound and [PAGE COUNT ERROR] will appear in the display. "PAGE E." will also appear in the **NOTE** column of the Transaction Report if printed.

Sending a Fax by Automatic Dialling

You can store your most frequently dialled fax numbers in Rapid Keys and Speed Dial numbers.

- ◆ A number stored in a Rapid Key is dialled by simply pressing the Rapid Key. A total of 36 Rapid Keys are available. (Note: Attach the Rapid Key labels as shown on page 8.)
- ◆ A number stored in a Speed Dial number is dialled by pressing  , the 3-digit Speed Dial number, and then  . A total of 114 Speed Dial numbers are available.


Storing fax numbers

Follow the steps below to store a fax number using the machine's operation panel.


- ◆ Fax numbers can also be stored using the machine's Web page. Open the Web page as explained on page 31, and click **Fax** under **Destination Management** in the menu frame to open the **Fax Destination Control** screen.

1 Press  then .

2 To store a number in a Rapid Key, press the desired Rapid Key.

To store a number in a Speed Dial number, press  and enter the desired Speed Dial number (the number must be 3 digits: enter "001" for Speed Dial 1, "010" for Speed Dial 10, etc.).

Display: [SELECT DEST. TYPE]

- If you prefer to have the machine suggest an available Rapid Key / Speed Dial number at the end of the procedure, press .

Sending a Fax by Automatic Dialling

3 Press to select "FAX".

Display: [FAX # MODE]

4 Enter the fax or phone number by pressing the number keys (maximum of 32 digits).

(Note: A space cannot be entered.)

- To clear a mistake, press .
 - If a pause is required between any of the digits to access a special service or an outside line, press . The pause appears as a hyphen (four seconds per pause). Several pauses can be entered in a row.
 - If you are on a PBX and the number you are storing is for an outside line, and you have configured the PBX CONNECTION setting for automatic connection to an outside line (p. 106), **do not** press the flash key () at the beginning of the number or enter the prefix for an outside line. If the number you are storing is for a destination inside your PBX, press before entering the number.
-



5 Press .

6 Enter the name of the destination (max. 20 characters).

- For information on using the letter keys, see page 11.
-

7 Press .

Sending a Fax by Automatic Dialling

8 If you selected a Rapid Key or Speed Dial number in Step 2, the display will briefly show [STORED], and then [NEW NUMBER]. Go to Step 9. If you did not select a Rapid Key or Speed Dial number in Step 2, the display will show the next available Rapid Key or Speed Dial number. If that number is acceptable, press  and go to Step 9. If not, press the desired Rapid Key, or press  and enter the desired 3-digit Speed Dial number, and go to Step 9.

9 Return to Step 2 to store another number, or press  to exit.





Sending a Fax by Automatic Dialling

Editing and clearing auto-dial numbers

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

1 Press ^{FUNCTION}  then .

2 Select the number that you wish to edit or delete using one of the methods below:




- **Rapid Key:** If the number is stored in a Rapid Key, press the Rapid Key.
- **Speed Dial:** If the number is stored in a Speed Dial number, press ^{SPEED DIAL}  and enter the 3-digit Speed Dial number with the number keys (enter “001” for Speed Dial 1, “010” for Speed Dial 10, etc.).
- **Search:** Press  or  until the name or number of the destination appears in the display and press .

Display: [1=EDIT, 2=CLEAR]

3 Press  for “EDIT” or  for “CLEAR”.




- If you selected “CLEAR”, go to Step 7.

4 If you selected “EDIT”, make the desired changes to the number.

- Press  or  to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit. You can also press  to backspace and clear digits.
- If you do not wish to change the number, go directly to Step 5.

5 Press .

6 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate letter key. The new letter will replace the old letter. You can also press  to backspace and clear letters.
- If you do not wish to change the name, go directly to Step 7.

7 Press .

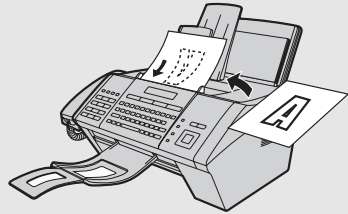
8 Return to Step 2 to edit or clear another number, or press to exit.

Sending a Fax by Automatic Dialling





Using an auto-dial number to send a fax

1 Load the document(s).

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.



2 Select the fax number using one of the methods below:

- **Rapid Key Dialling:** If the number is stored in a Rapid Key, press the Rapid Key.
- **Speed Dialling:** If the number is stored in a Speed Dial number, press ^{SPEED DIAL} and enter the Speed Dial number with the number keys (the number must be 3 digits: enter "001" for Speed Dial 1, "010" for Speed Dial 10, etc.). Make sure the correct destination appears in the display (if not, press ^{STOP}), and then press .
- **Search Dialling:** Press  or  until the name or number of the other party appears in the display, and press .

3 Scanning, dialling, and transmission will take place automatically.

- To cancel transmission, press ^{STOP}.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 110).

Making a voice call with an auto-dial number

Rapid Key Dialing: Lift the handset and press the Rapid Key.

Speed Dialing: Lift the handset, press ^{SPEED DIAL}, and enter the Speed Dial number with the number keys (the number must be 3 digits: enter "001" for Speed Dial 1, "010" for Speed Dial 10, etc.).

Search Dialing: Press or until the name or number of the other party appears, and lift the handset.

(You can also lift the handset first, search for the number, and then press

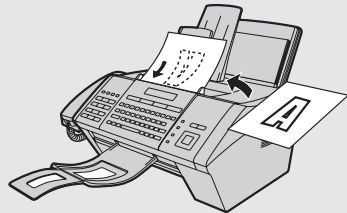


Sending a fax by Direct Keypad Dialling

Use this method to dial a full fax number without using the handset.

1 Load the document(s).


- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.



2 Enter the number of the receiving machine with the number keys.



- If a pause is required between any of the digits to access a special service or an outside line, press ^{REDIAL}. The pause appears as a hyphen (four seconds per pause). Several pauses can be entered in a row.
- If you are on a PBX and are dialing a number inside your PBX, and you have configured the PBX CONNECTION setting for automatic connection to an outside line (p. 106), press ^R before entering the number.

Sending a Fax by Automatic Dialling

3 Check the display. If the number shown is correct, press .

- If the number is not correct, press  to clear the incorrect digits, and then re-enter the correct digit(s).


Using the REDIAL key

To redial the last number dialled on the machine, press . The speaker will be automatically activated. To fax a document, press  when you hear the fax tone after the other machine answers.

Automatic redialling

If you use auto dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the machine will automatically make three redial attempts at intervals of five minutes.

During this time, **[RECALLING]** will appear in the display, followed by the attempt number.

- ◆ To clear the message and stop automatic redialling, press . If there are multiple fax numbers being automatically redialled, only the number that was attempted first will appear in the display. To cancel automatic redialling of a different number, see *Checking and cancelling stored fax jobs* on page 67.


Under certain conditions, automatic redialling may stop before three redialling attempts are made.

Checking and cancelling stored fax jobs



If you use automatic dialling (including Direct Keypad Dialling) to send a fax while the machine is busy with another job, the fax job will be stored in the machine's memory and performed after all previously stored jobs are finished.

To check what fax jobs are waiting in memory to be performed, or to cancel a job, follow the steps below.



- ◆ Timer transmission jobs can also be checked and canceled using this procedure.

1 Press  .

2 Make sure that [TX JOBS] appears in the display and press  .

3 Press  or  to scroll through the stored fax jobs.

- The top line of the display shows the memory number assigned to the job and the time the job was stored. The bottom line alternately shows the destination and the status of the job.
- [NO DATA] will appear if no jobs are currently stored in memory.

4 To cancel a job, display the job and press  .
[IF CLEAR, PRESS START] will appear. Press  again to clear the job.

5 Press  to exit.

4. Receiving Faxes

Using AUTO Mode

To select AUTO mode, press ^{RECEPTION} until **[AUTO]** appears in the display.

In AUTO mode, the machine automatically answers all calls on 1 ring and receives incoming faxes.

- ◆ If you pick up the handset before the machine answers, you can talk to the other party and receive a fax as explained in *Using MANUAL Mode* below.


To change the number of rings on which the machine answers calls, change the "NUMBER OF RINGS" setting (pp. 103 and 104).

The machine automatically reduces received faxes as needed to fit the paper. If you prefer to have all faxes printed at full size, change the "RECEIVE RATIO" setting (pp. 103 and 107).

Important:

Do not let more than 100 sheets collect in the received document tray. Too many sheets in the tray will cause paper jams.

Using MANUAL Mode

To select MANUAL mode, press  until **[MANU]** appears in the display.


In MANUAL mode, you must answer all calls (even faxes) by picking up the machine's handset.


Answering on the machine's handset

Important: If a document is loaded in the machine's feeder, remove it before performing the steps below.

1 When the machine rings, pick up the handset.

2 If you hear a soft fax tone, wait until the display shows **[RECEIVING]** and then replace the handset.

- ◆ If **[RECEIVING]** does not appear (or if you have set the Fax Signal Receive setting to NO (pp. 103, 104)), press  to begin reception.

3 If the other party first speaks with you and then wants to send a fax, press  after speaking. (Press before the sender presses their Start key.)

- When **[RECEIVING]** appears in the display, hang up.

Reception to Memory

Reception to Memory

Incoming faxes will be received to memory when printing is not possible, such as when the machine runs out of paper, the print cartridge needs replacement, or the paper jams.

When you have received a fax in memory, **[FAX RX IN MEMORY]** will appear in the display, alternating with a message that indicates the problem.

When you resolve the problem, the stored faxes will automatically print out.

- ◆ If you received faxes to memory because the machine ran out of paper, be sure to add paper that is the same size as the paper previously used, or the fax print-out size will not match the size of the printing paper.

5. Printing

Installing the Printer Driver

The machine can be used as a network printer.

- ◆ To use the machine as a network printer, it must be connected to your network as explained on page 16, and it must be assigned an IP address as explained on page 28.

The printer driver must be installed on each computer that will use the machine as a printer. Follow the steps below to install the printer driver.

1 Insert the CD-ROM that accompanied the machine into your computer's CD-ROM drive.

2 In the initial screen that appears, click "Install Printer Driver".

- If the initial screen does not automatically appear, run "Launch.exe" on the CD-ROM. (Open "My Computer", double-click your CD-ROM drive, and double-click "Launch.exe".)
 - To select the language that will be used in the printer driver, click the "Language Options" button.
-

3 Follow the instructions in the windows that appear to install the printer driver.

- If multiple FO-IS115N machines are connected to your network, the printer driver can only be installed for one machine at a time. (When the list of detected machines appears during the installation, only one of the machines can be selected.) If you wish to install the printer driver for all connected machines, repeat the installation procedure for each machine. (When repeating the installation, the SHARP FO-IS115N Setup Maintenance program will appear after you click "Install Printer Driver" in Step 2. Select **Modify** to repeat the installation.)

Installing the Printer Driver

Removing the printer driver

To remove the installed printer driver, simply delete the icon of the printer from the printers window (right-click the printer icon and select **Delete**).

If printer drivers are installed for multiple FO-IS115N machines, all printer drivers can be removed at once using the CD-ROM that accompanied the machine. Insert the CD-ROM into your computer's CD-ROM drive, select **Install Printer Driver**, and then select **Remove** in the FO-IS115N Setup Maintenance screen that appears.

Printing a Document From an Application

1 When you are ready to print a document from an application on your computer, select “Print” from the File menu.

- The **Print** dialog box appears.

2 Make sure that “SHARP FO-IS115N” is selected as the printer.

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

- The **Printing Preferences** window appears. Adjust the settings as desired (see pages 75 to 77) and then click **OK**.

4 Select the print range and adjust any other settings as desired in the Print dialog box.

5 When you are ready to begin printing, click “Print” or “OK” in the Print dialog box.

Note: When you adjust the print settings as explained above in Step 3, your changes will only remain in effect while you are using the application. To make permanent changes, see page 74.

Selecting Print Settings

Selecting Print Settings

The print settings are selected in the **Printing Preferences**.

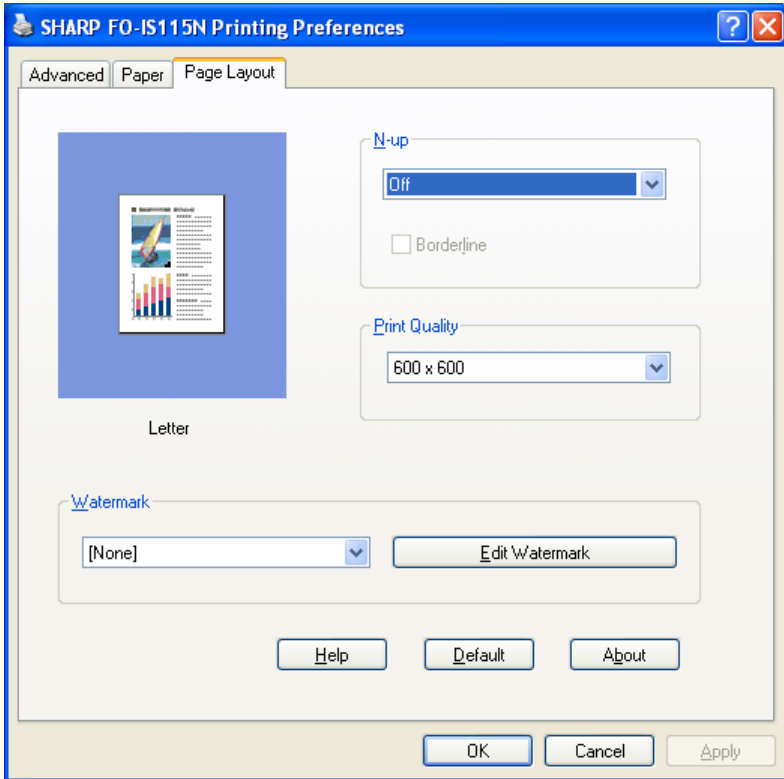
- ◆ To make temporary changes to the print settings, open the **Printing Preferences** from an application as explained in Step 3 on page 73. The settings will remain in effect only while the application is running.
- ◆ To make permanent changes to the print settings, open the **Printing Preferences** from the **Printers and Faxes** folder (the **Printers** folder in Windows® 2000) as explained below:

Windows® Vista: Click the **Start** button, click **Hardware and Sound**, and click **Printers**. Right-click the **SHARP FO-IS115N** icon and select **Printing Preferences**.

Windows® XP / Server 2003: Click the **start** button, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**. In the **Printers and Faxes** window, click on the **SHARP FO-IS115N** icon and select **Printing Preferences** from the **File** menu.

Windows® 2000: Click the **Start** button, point to **Settings**, and select **Printers**. In the **Printers** window, click on the **SHARP FO-IS115N** icon and select **Printing Preferences** from the **File** menu.

Page Layout tab



N-up: This is used to print multiple reduced-size images on one sheet of paper. Click the setting and select the desired number of images.

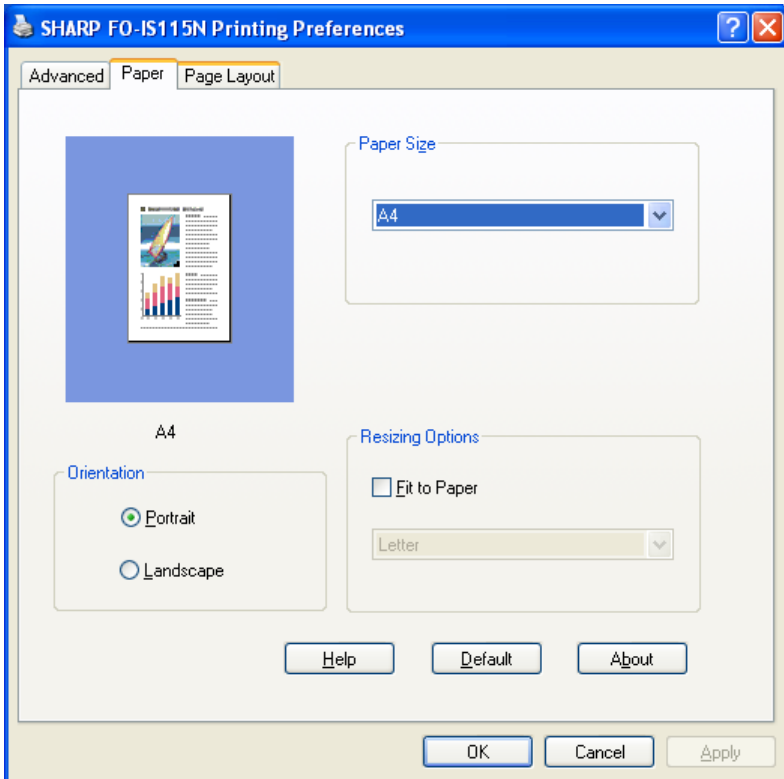
Print Quality: This determines the clarity of the printed image. Click the setting and select the desired quality (a higher setting produces a clearer image).

Watermark: This is used to print a watermark (a faint background image) on each sheet of output. Click the setting and select the desired watermark. To edit the selected watermark, click **Edit Watermark**.

To save your settings and close the window, click **OK**. To save your settings without closing the window, click **Apply**. To cancel your settings and close the window, click **Cancel**.

Selecting Print Settings

Paper tab



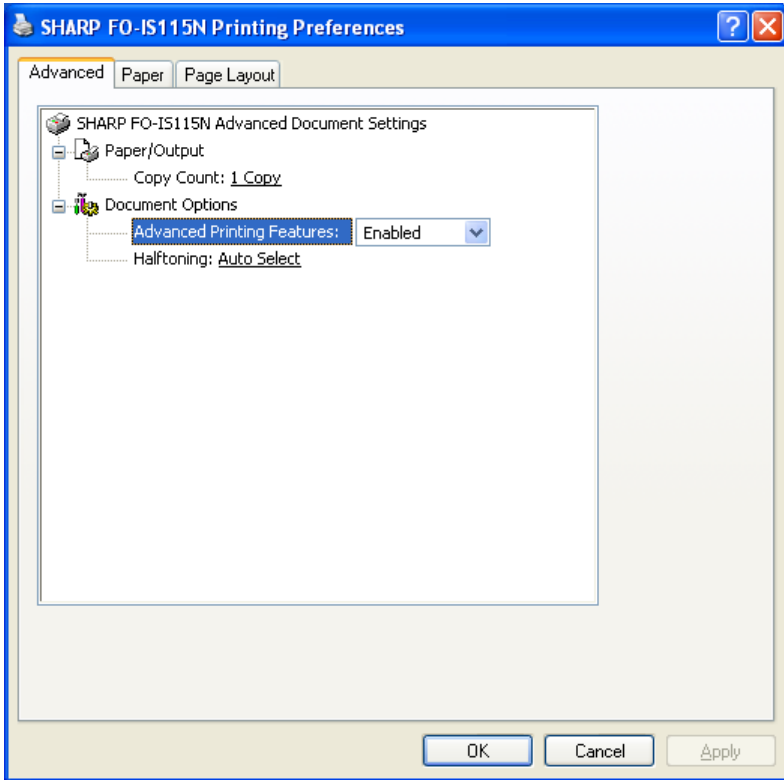
Paper Size: Click the setting and select **A4**, **Letter** or **Legal** for the paper size. (Make sure that the selected size of paper is loaded in the paper tray.)

Orientation: Select **Portrait** or **Landscape** to match the orientation of your document.

Fit to Paper: Select this and then select a paper size to enlarge or reduce the printed image to the selected paper size.

To save your settings and close the window, click **OK**. To save your settings without closing the window, click **Apply**. To cancel your settings and close the window, click **Cancel**.

Advanced tab



Copy Count: To change the number of copies printed of each page of your document, click this setting and enter the desired number.

Advanced Printing Features: Normally this is set to **Enabled** to allow you to use the advanced printing features.

Halftoning: This is normally set to **Auto Select** to let the printer select the best halftone setting.

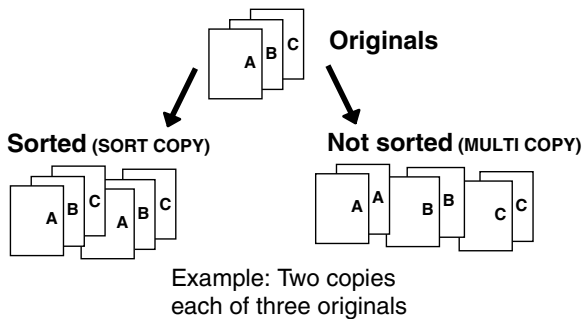
To save your settings and close the window, click **OK**. To save your settings without closing the window, click **Apply**. To cancel your settings and close the window, click **Cancel**.

6. Making Copies

The machine can be used as a convenience copier. Follow the steps below to make copies.

Sorting copies



The machine is initially set to not sort copies. If you wish to have copies sorted as shown below, change the "SORT COPY" setting to YES (pp. 103 and 107).



1 Load the document(s). (Maximum of 30 A4 sheets.)

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.

2 Select the following copy settings as needed:

- **Enlarge/reduce:** Press  or  to select 100%, 125%, 135%, 200%, 70%, 88% or 94%.
Default setting: 100%.
- **Number of copies per original:** Enter a number from 1 to 99.
Default setting: 1
Example: Press for two copies

3 When you are ready to begin copying, press .

If [MEMORY FULL] appears...

If you place many originals in the feeder, the memory may become full before all pages can be scanned (the display will show **[MEMORY FULL]**). If this happens, only the pages that were scanned will be copied and the remaining pages will automatically feed out. Repeat the copy procedure for the remaining pages, including the page that was being scanned when the memory became full.

Note: It may not be possible to make a copy of an original if a high resolution setting is used and/or the original contains so much detailed content that the memory becomes full before scanning finishes.


7. Special Functions

Broadcasting

You can send the same document to as many as 50 fax or e-mail destinations in just one operation.

- ◆ The destinations must be all fax or all e-mail. It is not possible to mix fax and e-mail destinations.
- ◆ Only destinations stored in Rapid Keys and Speed Dial numbers can be selected. (It is not possible to enter a full fax number or e-mail address.)




1 Load the document(s).

- If desired, press ^{RESOLUTION}  to set the resolution and/or contrast.

2 Press .



3 Press to broadcast to FAX destinations, or to broadcast to E-MAIL destinations.

4 Select a destination using one of the following methods:



- Press a Rapid Key.
- Press ^{SPEED DIAL}  and enter a 3-digit Speed Dial number.
- Press  or  until the desired destination appears in the display.

5 Press to enter the destination.

6 Repeat Steps 4 and 5 for each of the other desired destinations (maximum of 50).



- You can press  to scroll through and check your entered destinations. To delete a destination, press  when it appears.

7 When you have finished selecting destinations, press .

- If you are broadcasting to fax destinations, transmission will begin.
- If you are broadcasting to e-mail destinations, you can press  to select e-mail options (see Steps 4 to 6 on page 42). When you are ready to begin transmission, press .
- For fax, a Transaction Report is automatically printed out after Broadcasting is completed. If any destinations in the "NOTE" column of the report are marked "BUSY" or have a communication error code, you will need to send the document to those destinations again.

If the memory becomes full...

If the memory becomes full during scanning, [MEMORY FULL] will appear in the display.


- ◆ Press  to send the pages which have been stored up to that point in memory (the remaining pages will automatically feed out). After transmission, the memory will be cleared and you can send the remaining pages. You will also need to send the page which was being scanned when the memory filled up.
- ◆ To cancel the entire transmission, press .

Broadcasting



Broadcasting using a Group Key

If the destinations to which you want to broadcast have all been stored in one Group Key (see *Storing destinations in Group Keys* which follows), you can perform the broadcast operation using the following simplified procedure:

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.

2 Press the Group key.



- If the group is a fax group, transmission will begin.
- If the group is an e-mail group, you can press  to select e-mail options (see Steps 4 to 6 on page 42). When you are ready to begin transmission, press .



Storing destinations in Group Keys

Follow the steps below to store a group of destinations in a Group Key.

- ◆ Any Rapid Key not already in use can be used as a Group Key. A key cannot be simultaneously programmed as both a Group Key and a Rapid Key.
- ◆ Up to 50 fax or e-mail destinations can be stored in one Group Key.
- ◆ The destinations must be all fax or all e-mail. It is not possible to mix fax and e-mail destinations.
- ◆ Only Rapid Key and Speed Dial numbers can be stored in a Group Key. Full numbers cannot be stored.

1 Press  , then  until [ENTRY MODE] appears.




2 Press  , then  until [GROUP ENTRY] appears.

3 Press  (SET) to store a group. (Press  (CLEAR) to clear a group.)

4 Press the Rapid Key that you want to use as a Group Key. (If you are clearing a Group Key, press the Group key that you want to clear and go to Step 8.)



- If [ALREADY STORED] or [RAPID # STORED] appears, the key has already been programmed. Clear the key or try another Rapid Key.

5 Select a destination using one of the following methods:

- Press a Rapid Key.
- Press  and enter a 3-digit Speed Dial number.
- Press  or  until the desired destination appears in the display.

6 Press  to enter the destination.

7 Repeat Steps 5 and 6 for each of the other desired destinations (maximum of 50).

- You can press  to scroll through and check your entered destinations. To delete a destination, press  when it appears.

Broadcasting

8 When you have finished entering the destinations, press  .

9 Press  to exit.

Blocking Unwanted Faxes

The Anti Junk Fax function blocks reception of faxes from fax numbers that you specify.

To use this function, enter the fax numbers that you want to block. Up to five numbers can be entered.

1 Press  , then  until [ENTRY MODE] appears.


2 Press  , then  until [ANTI JUNK #] appears.

3 Press .

4 Press .

5 Enter the fax number with the number keys (max. 20 digits).
Note: Enter numbers only; hyphens and spaces cannot be entered.

6 Press .

7 Return to Step 4 to store another number, or press  to exit.

- ◆ When a fax is blocked, a transaction report (page 110) will print to inform you (unless “TRANSACTION LIST” on page 104 is set to “NEVER PRINT”).



Blocking Unwanted Faxes

Editing and clearing Anti Junk numbers

1 Press ^{FUNCTION} , then  until [ENTRY MODE] appears.

2 Press , then  until [ANTI JUNK #] appears.

3 Press .



4 Press  or  until the number you want to edit or clear appears in the display.

5 Press .

6 Press **1** for EDIT or **2** for CLEAR.

- If you selected CLEAR, go to Step 8.

7 If you selected EDIT, make the desired changes to the number.

- Press  or  to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit. You can also press **DEL** to backspace and clear digits.

8 Press .

9 Press **STOP** to exit.

Duplex Scanning

Duplex Scanning is convenient for transmitting or copying two-sided documents. When this function is selected, you simply feed all pages of the document through the machine once, turn the stack of pages over, and feed the stack through again. The machine will automatically sort the pages into the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).

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

1 Load the documents. Make sure the pages are placed front-side down, with the first page on the bottom.

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.

2 Press  and then .

3 Perform all steps of the desired copy or transmission operation.

4 When all pages of the document have been scanned, turn the stack over (do not change the page order) and load the stack again.

5 Press .

Print Hold

Print Hold

To prevent others from viewing or taking your received faxes, use the Print Hold function. When this function is activated, received faxes are held in memory without being printed. To print the faxes, a preset Print Hold code must be entered.

Setting the Print Hold code

The Print Hold code is used to print received faxes. Follow the steps below to set the Print Hold code.

- ◆ The Print Hold code can be any number from 5 to 8 digits in length.

1 Press  **PRINT HOLD**, then  until **[PRINT HOLD CODE SET]** appears.

2 Press .

3 Enter a Print Hold code (5 to 8 digits).


4 Press .

- The machine will print the Print Hold code for your records.

Activating Print Hold

Follow the steps below to activate Print Hold.

- ◆ Print Hold cannot be activated unless a Print Hold code has been set.

1 Press  , then press  until [ACTIVATE PRINT HOLD] appears.

2 Press .

3 Press  to select “YES”.

Printing received faxes

When the memory is holding one or more received faxes, [PRT. HOLD DATA EXIST] will appear in the display. Follow the steps below to print the faxes.

1 Press  .
Display: [HOLD DATA PRINT]

2 Press .

3 Enter the Print Hold code.

3 Press .

- Printing will begin.

Print Hold

Deactivating Print Hold

To deactivate Print Hold, follow the steps below.

- ◆ Print Hold cannot be deactivated while received faxes are held in memory. (while [PRT. HOLD DATA EXIST]) appears in the display). First print the received faxes and then deactivate Print Hold.

1 Press  , then press  until [ACTIVATE PRINT HOLD] appears.

2 Press  .

3 Press  to select “NO”.
Display: [ENTER PASSCODE]

3 Enter the Print Hold code.

4 Press  .

5 Press  to exit.

Clearing the Print Hold code

To clear the Print Hold code, follow the steps below.

- ◆ Print Hold must be deactivated (see page 90) before you can clear the Print Hold code.

1 Press  **PRINT HOLD**, then  until **[PRT. HOLD CODE CLEAR]** appears.

2 Press .

3 Enter the Print Hold code.

4 Press .

- The display will briefly show **[PRT. HOLD CODE CLEAR]** / **[CLEARED]**.
- If the wrong code is entered, **[WRONG PASSCODE]** will appear. Go back to Step 3. (If the wrong code is entered 3 times in a row, you will return to the standby display.)

5 Press  to exit.

Receiving Faxes to E-mail/Folder

If you have connected the machine to a network, you can have incoming faxes from specified fax numbers (or all fax numbers) automatically converted to e-mail and forwarded to designated e-mail recipients, or converted to image files and forwarded to a network folder.

- ◆ This provides a convenient means of forwarding received faxes to someone who is out of the office.
- ◆ This function can be used to send copies of all received faxes to an administrator or network folder for centralized document storage.

Storing (or clearing) groups of originating fax numbers and forwarding e-mail addresses


To use the Fax to E-mail/Folder function, you must first store one or more groups of originating fax numbers and forwarding destinations (e-mail address, network folder).

- ◆ One originating fax number and one forwarding destination can be stored in each group. When a fax is received, the machine will check each stored group, and if the originating number of the received fax matches the originating fax number in one of the groups, the machine will forward the fax to the forwarding destination in that group.
- ◆ You can also omit entry of an originating fax number in a group and have faxes from all originating fax numbers forwarded to the forwarding destination.
- ◆ Up to 30 groups can be stored.
- ◆ If the same originating fax number (or “TRANSFER ALL”) is stored in two or more different groups, a network folder can only be specified as the forwarding destination in one group; the forwarding destination of the other group(s) must be an e-mail address.

1 Press .

2 Press  until [FORWARDING ADDRESS] appears.

3 Press  to select “SET”.

- To clear a previously stored group, press .

4 Enter a 2-digit number from “01” to “30” (this number is used to identify the group you will store).




- If you are clearing a group, enter the 2-digit number of the group you wish to clear and go to Step 8

5 Enter the originating fax number.

- If you wish to have faxes from all originating fax numbers forwarded (“TRANSFER ALL”), go directly to Step 6 without entering a fax number.

6 Press .

7 Specify the destination (e-mail address, network folder) to which you wish to have the faxes forwarded using one of the methods below:

- **Rapid Key Dialling:** Press a Rapid Key.
- **Speed Dialling:** Press  and enter a 3-digit Speed Dial number.
- **Search Dialling:** Press  or  until the destination appears in the display.

8 Press . The group is stored.

- If [NETWORK FOLDER IS ALREADY USED] appears, the same originating fax number (or “TRANSFER ALL”) has already been stored in a group with a network folder. In this case, only an e-mail address can be stored for the forwarding destination.

Receiving Faxes to E-mail/Folder

Activating (and deactivating) Fax to E-mail/Folder

After you have stored one or more Fax to E-mail/Folder groups, follow the steps below to activate the Fax to E-mail/Folder function.

1 Press .
Display: [ACT. FAX TO MAIL/FLDR]

2 Press to select "ON".

- To deactivate the function, press to select "OFF".

3 Press to exit.

Printing forwarded faxes

The machine is initially set to print received faxes that are forwarded. If you prefer that the machine only print forwarded faxes when a forwarding error occurs, follow the steps below.

1 Press .

2 Press  until [PRINT RECEIVED FAX] appears.

3 To have all forwarded faxes printed, press ("ALWAYS PRINT").
To have forwarded faxes printed only when a forwarding error occurs, press to select "PRINT ERROR ONLY".

4 Press to exit.

Polling (Requesting a Fax)

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

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





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

Enabling the polling key

To use Polling, you must first set "POLLING" to "YES" and select a Rapid Key for use as the polling key in the Option Settings as explained on pages 103 and 105.

Using polling to request fax transmission

1 Dial the fax machine that you wish to poll using one of the following methods:

- Enter the full number using the numeric keys.
- Press ^{SPEED DIAL}  and enter a 3-digit Speed Dial number.
- Pick up the handset (or press ^{SPEAKER} ) and dial the full number or press a Rapid Key. Wait for the fax answerback tone.
- Press  or  until the name (or number) of the other party appears in the display.

2 Press the Rapid Key that you specified as the polling key in the Option Settings.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

Polling (Requesting a Fax)

Being polled (Memory polling)

To let another fax machine poll your machine, you must first scan the document into memory using the following procedure. Transmission will take place when the other fax machine calls your machine and activates polling. You can choose whether to allow polling only once, or an unlimited number of times.

- ◆ If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it as explained on page 97.

1 Load the document.

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.

2 Press ^{FUNCTION} , then until [MEMORY POLLED] appears.

3 Press .

4 Press to select SET. Display: [1=ONCE, 2=REPEAT]

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



6 Press .

- The document is scanned into memory.

7 Set the reception mode to AUTO (press ^{RECEPTION} until "AUTO" appears in the display).


Clearing a memory polling document

To clear a memory polling document from memory, follow the steps below.

1 Press  , then  until [MEMORY POLLED] appears.

2 Press .

3 Press  to select CLEAR.

4 Press  to clear the document.



5 Press  to return to the date and time display.

Polling security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only be allowed when the fax number of the polling machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling machine must also be correctly programmed in that machine for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as explained on the following page.

1 Press  , then  until [ENTRY MODE] appears.

2 Press , then  until [POLLING SECURITY] appears.

Polling (Requesting a Fax)

- 3** Press (ON) to turn on polling security.
(To turn off polling security, press (OFF).)

- 4** Press to exit.

Storing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.



- 1** Press , then until [ENTRY MODE] appears.
- 2** Press , then until [POLLING PASSCODE] appears.
- 3** Press .
- 4** Press .
- 5** Enter the fax number with the number keys (max. 20 digits).
Note: Enter numbers only; hyphens and spaces cannot be entered.
- 6** Press .
- 7** Return to Step 4 to store another number, or press to exit.

Editing and clearing polling permission numbers

1 Press  , then  until [ENTRY MODE] appears.

2 Press  , then  until [POLLING PASSCODE] appears.

3 Press .




4 Press  or  until the number you want to edit or clear appears in the display.

5 Press .

6 Press  for EDIT or  for CLEAR.

- If you selected CLEAR, go to Step 8.

7 If you selected EDIT, make the desired changes to the number.

- Press  or  to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit. You can also press  to backspace and clear digits.

8 Press .

9 Press  to exit.

Timer Transmission

Timer Transmission

The Timer function allows you to store a fax transmission job to be performed automatically at a time you specify. The time can be specified up to 24 hours in advance.

- ◆ You can use this function to take advantage of lower off-peak rates without having to be there when the transmission is performed.
- ◆ Up to 15 timer jobs can be stored at once.
- ◆ Multiple destinations can be entered if all are stored in Rapid Keys or Speed Dial numbers. A Group Key can also be used (once a Group Key is used, no further destinations can be entered).
- ◆ A destination can be specified by entering a full fax number with the number keys, however, in this case only one destination can be entered.

1 Load the document(s).

- If desired, press ^{RESOLUTION} to set the resolution and/or contrast.

2 Press .

3 Press to select "SET".




4 Enter the time at which the fax is to be transmitted.


- Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25



5 Press .

6 Enter the fax number using one of the methods below:

- **Rapid Key Dialling:** Press a Rapid Key.
- **Speed Dialling:** Press  and enter a 3-digit Speed Dial number.
- **Search Dialling:** Press  or  until the name or number of the other party appears in the display.
- **Group Dialling:** Press a Group Key. Go directly to Step 9 (once a group key is selected, no further destinations can be entered).
- **Direct Keypad Entry:** Enter the full fax number with the number keys. Go directly to Step 9 (when a full fax number is entered, only one destination can be entered).

7 Press . If you wish to enter more destinations, go to Step 8. If you have finished entering destinations or are only entering one destination, go to Step 9.

8 Repeat Steps 6 and 7 for each of the destinations that you wish to enter. (A maximum of 50 destinations can be entered.)

- You can press  to scroll through and check your entered destinations. To delete a destination, press  when it appears.

9 Press .

- The document will be scanned into memory and the timer number assigned to the job will appear briefly in the display. Transmission will take place at the specified time.
- If **[MEMORY FULL]** appears, see *If the memory becomes full* on page 81.


Timer Transmission

Checking and cancelling stored timer transmission jobs

Follow the steps below to check the timer transmission jobs that are stored. If needed, you can also use this procedure to cancel a stored job.

1 Press .

2 Press to select "REVIEW".

3 Press  or  to scroll through the stored timer transmission jobs.

- For each job, the timer number, the destination, and the specified time appear.


4 To cancel a displayed job, press . Press  once again to complete the cancelation (press if you do not wish to cancel).

5 When finished, press to exit.

8. Option Settings

The option settings allow you to customize the operation of the machine to better suit your needs.

The option settings have been initially configured at the factory. To change a setting, follow the steps below to display the setting, and then enter a new selection for the setting as explained in the table that follows.

1 Press  , then  until [OPTION SETTING] appears.

2 Press  , then  repeatedly until the desired setting appears.

- The option settings are described in the table below and on the following pages.

3 Enter a selection for the setting by pressing the number keys as explained in the table.

4 After entering a selection, the subsequent option setting will appear in the display. To exit the settings, press  .


Option Settings

Make a selection for the displayed setting as explained below. This is done in step 3 of the above procedure.

Setting	Description
FINE PRIORITY	This is used to change the default resolution for faxing from STANDARD to FINE. Press <input type="text" value="1"/> (YES) to select FINE, or <input type="text" value="2"/> (NO) to select STANDARD. Initial setting: NO (STANDARD)



Option Settings

<p>NUMBER OF RINGS</p>	<p>This sets the number of rings on which the machine answers calls when the reception mode is set to AUTO. Enter any number from 1 to 5. Initial setting: 1 ring.</p>
<p>TRANSACTION LIST</p>	<p>This sets the condition for printing transaction reports (see page 110). Press a number key as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 (ALWAYS PRINT): Print after every fax transmission, reception and error. <input type="checkbox"/> 2 (ERROR/MEMORY): Print only after an error or memory operation. <input type="checkbox"/> 3 (SEND ONLY): Print after every fax transmission. <input type="checkbox"/> 4 (ERROR ONLY): Print only when an error occurs. <input type="checkbox"/> 5 (NEVER PRINT): Never print. <p>Initial setting: ERROR ONLY</p>
<p>FLASH SELECT</p>	<p>This setting is used when the machine is connected to a PBX and the PBX uses the “Flash” method to connect to an outside line. Press <input type="checkbox"/> 1 (SHORT TIME) if your PBX line is a normal line, or <input type="checkbox"/> 2 (LONG TIME) if your PBX is a high-speed line. Note: This setting is normally only used in Germany. In other countries, you can try changing the setting if you encounter difficulty with the default setting. Initial setting: SHORT TIME</p>
<p>FAX SIGNAL RX</p>	<p>If you hear a soft fax tone after the machine rings and you answer on the machine’s handset, the machine will automatically begin reception. If desired, you can turn automatic reception off. Press <input type="checkbox"/> 1 (YES) to turn on the the automatic reception function, or <input type="checkbox"/> 2 (NO) to turn off the function. If you select NO, you must start reception manually by pressing <input type="button" value="START"/> on the machine each time you hear a soft fax tone after answering a call. Initial setting: YES</p>

POLLING	<p>If you wish to use a Rapid Key as a polling key, press 1 (YES), press the Rapid Key that you wish to use (any Rapid Key not already in use), and then press  .</p> <p>If you do not wish to use the polling function, press 2 (NO).</p> <p>Note: When a Rapid Key is used as the polling key, it cannot be used for Rapid Key Dialling.</p> <p>Initial setting: NO</p>
AUTO PRINT OUT	<p>Press 1 (YES) to have the machine automatically print an Activity Report once every 40 send/receive operations. (The report can still be printed manually at any time.) Press 2 (NO) to turn off Auto Print Out.</p> <p>Initial setting: NO</p>
ECM MODE	<p>Press 1 (YES) to have any distortions in a transmission due to noise on the telephone line automatically corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press 2 (NO) to turn off ECM mode. (When there is considerable noise on the line, you may find that ECM slows transmission. Turning off ECM mode may increase transmission speed.)</p> <p>Initial setting: YES</p>
LANGUAGE SELECTION	<p>This sets the language that appears in the display, reports, and lists. Press 1 for English, 2 for Swedish or 3 for Polish. A beep will sound and the display will change to the selected language.</p> <p>Initial setting: ENGLISH</p>

Option Settings

<p>PBX CONNECTION</p>	<p>If you are on a PBX, use this setting to set up automatic connection to an outside line when dialing by automatic dialing.</p> <p>(When this is done, unless you press the ^{SPEAKER} <input type="checkbox"/> key before dialing to dial manually, you will always automatically connect to an outside line when you dial on the machine; there will be no need to press the flash key (<input type="checkbox"/>^R) or dial a prefix in order to dial out.)</p> <ol style="list-style-type: none"> 1. Press <input type="checkbox"/> 1 (YES) to enable the PBX connection setting. (<input type="checkbox"/> 2 (NO) should be selected if you are not on a PBX.) 2. Press <input type="checkbox"/> 1 (FLASH) if you connect to an outside line by pressing a flash key (<input type="checkbox"/>^R on the machine). Press <input type="checkbox"/> 2 (ID) if you connect to an outside line by dialing a particular number (a prefix or ID number). 3. If you selected ID in step 2, enter the number that you dial to connect to an outside line (maximum of 3 digits) and then press <input type="checkbox"/> START <input type="checkbox"/>.
<p>DIAL TONE DETECTION</p>	<p>Press <input type="checkbox"/> 1 (YES) to have the machine verify the presence of a dial tone on the line before automatic dialling. Press <input type="checkbox"/> 2 (NO) to turn this function off.</p> <p>Note: If you select YES and find that the machine is unable to dial, change the setting to NO.</p> <p>Initial setting: NO</p>
<p>KEY TONE</p>	<p>Press <input type="checkbox"/> 1 (ON) to have the machine sound a beep each time a key is pressed on the operation panel (this confirms that the key has been correctly pressed). Press <input type="checkbox"/> 2 (OFF) to turn off the beep sound.</p> <p>Initial setting: ON</p>

SEARCH BY ◀▶ KEY	<p>Press 1 if you want all stored destinations to appear when the  and  keys are used to search for a transmission destination. Press 2 if you only want fax destinations to appear.</p> <p>Initial setting: SHOW ALL ADDRESSES</p>
RECEIVE RATIO	<p>Press 1 (AUTO) to have the machine automatically reduce the size of received faxes to fit the size of the printing paper. This ensures that the edges of a fax are not cut off. (Note: AUTO may not operate if the received fax is too long, contains many fine graphics or images, or is sent at high resolution. In this case, the remainder of the fax will be printed on a second page.) Press 2 (100%) to have all faxes printed at full size (if a fax is too long to fit on the paper, the remainder will be printed on a second sheet; note that the cut-off point may occur in the middle of a line).</p> <p>Initial setting: AUTO</p>
SORT COPY	<p>This setting determines whether or not copies are collated (sorted into sets) when multiple copies of each original page are made.</p> <p>Press 1 (YES) to have copies automatically sorted, or 2 (NO) to have copies grouped by page.</p> <p>Initial setting: NO</p>

9. Checking Stored Information

Printing lists

You can print lists showing settings and information stored in the machine.

1 Press  , then  until [LISTING MODE] appears.

2 Press .

3 Press  or  until the desired list below appears.

- **ACTIVITY LIST:** This report shows information on your most recent transmissions and receptions (combined maximum of 40). The headings are the same as in the Transaction Report (see the next section). The logged transactions are erased after the report is printed. To have the report print automatically whenever the number of logged transactions reaches 40, see page 103 and “AUTO PRINT OUT” on page 105.
- **DESTINATION LIST:** This shows the destinations that have been stored in Rapid Key and Speed Dial numbers (pages 36 and 59).
- **GROUP LIST:** This shows the destinations that are stored in the Group Keys (page 82).
- **SETUP LIST:** This shows your currently entered sender's name, sender's number, and anti-junk fax number, your current selections for the option settings, print setup, and a sample of the header printed at the top of every fax page you transmit (HEADER PRINT).
- **TIMER LIST:** This shows the timer jobs that have been stored (page 100).
- **FAX TRANSFER LIST:** This shows the Receive Fax to E-mail/Folder settings that have been stored (page 92).
- **NETWORK SETTING LIST:** This shows the machine's current IP address and other network/Internet settings (page 45).



4 Press  to print the list.

Checking how many Entry mode items have been stored

To quickly check how many Rapid Keys, Speed Dial numbers, Group Keys, polling codes, and anti-junk numbers have been stored, follow the steps below. The information will appear in the display.

1 Press , then  until [ENTRY] appears.

2 Press .

3 Press  or  to scroll through the items.

- The number stored of each item appears followed by a slash and the total number available. For example, **[RAPID&GROUP 15/36]/[(RAPID: 13 /GROUP: 2)]** indicates that 15 Rapid and Group Keys out of a total of 36 have been stored. The second line shows how many of these are Rapid Keys and how many are Group Keys.

4 Press  to exit.

Transaction Report

Transaction Report

This report is printed out automatically after a fax is sent or received to allow you to check the result. The machine is initially set to print out the report only when an error occurs.

- ◆ The Transaction Report cannot be printed manually. To change the condition for automatically printing out Transaction Reports, see page 104 and "TRANSACTION LIST" on page 104.

Headings in the Transaction Report

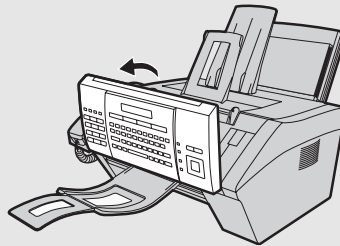
SENDER/ RECEIVER	The name or fax number of the other machine.
START	Starting time.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages.
NOTE	One of the following notes will appear under NOTE to indicate whether the fax was successful, and if not, why it failed. OK - Transmission/reception was successful. P.FAIL - A power failure prevented the transaction. JAM - The printing paper or document jammed. BUSY - The fax was not sent because the line was busy. COM.E-X - (Where "X" is a number.) A communication error occurred. See page 121. CANCEL - The fax was canceled because the STOP key was pressed, no document was in the feeder, or the other machine requested a function that your machine does not have. PAGE E. - A page count error occurred (see page 58).

10. Maintenance

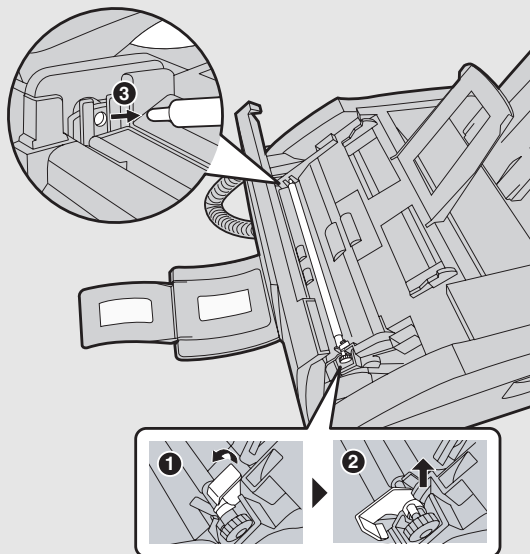
Cleaning the Scanning Glass and Rollers

Any dirt, fingerprints, or other small debris on the scanning glass will degrade the quality of faxes, scanned images, and copies. Clean the scanning glass and roller frequently as explained below.

- 1 Open the operation panel.

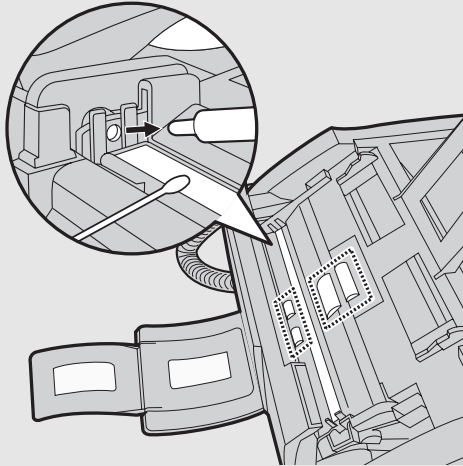


- 2 Rotate the lever toward you and down (1), and then pull the lever and right end of the roller up (2). Pull the white roller out to the right (3).



Cleaning the Scanning Glass and Rollers

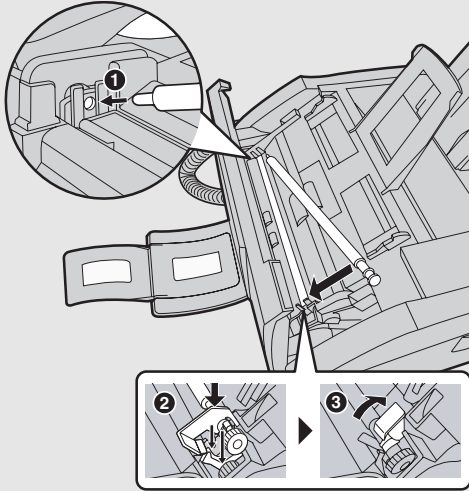
- 3** Wipe the scanning glass, rollers, and rubber sheet with a clean cloth or swab.



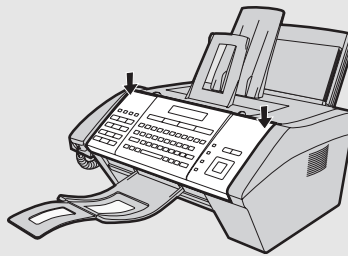
- Do not wipe off the grease on the ends of the white roller.
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.
- If the scanning glass is difficult to clean, try moistening the cloth with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.
- Do not press down on the two front rollers.

Cleaning the Scanning Glass and Rollers

- 4** Replace the white roller, inserting the left end first (❶). Push the lever and right end of the roller down (❷). Rotate the lever back up and in, pushing it slightly to the right so that it fits into position (❸).



- 5** Close the operation panel, pressing down firmly on both sides to make sure it clicks into place.



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.

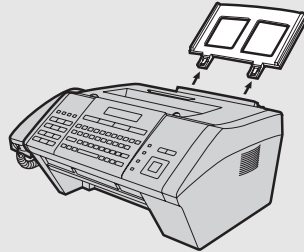
Cleaning the Paper Feed Roller

Cleaning the Paper Feed Roller

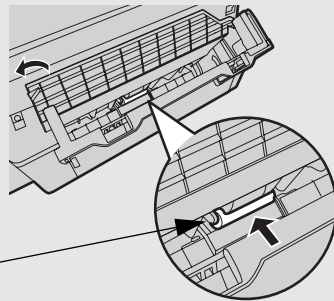
Clean the paper feed roller regularly to remove dust and debris.

- ◆ A dirty paper feed roller will cause misfeeds and other paper feeding problems.

1 Remove the paper tray.

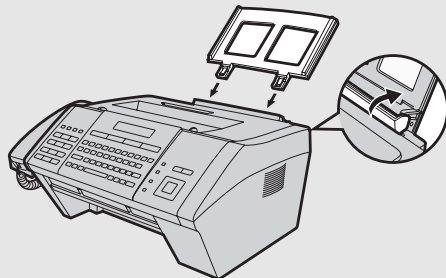


2 Pull the paper plate forward and clean the paper feed roller with a clean cloth.



Clean this roller

3 Push the paper plate back down and replace the paper tray.



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.

- ◆ When TONER EMPTY appears, printing will not be possible.

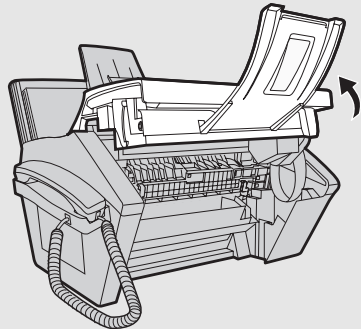
Replace the toner cartridge with the following cartridge:

SHARP FO-25DC toner cartridge

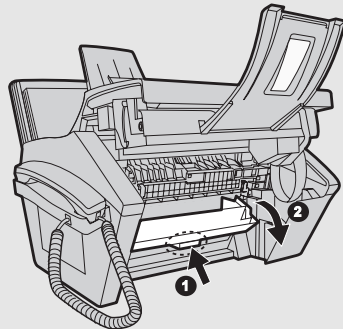
1 Open the top cover of the machine.

- **Caution!**

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

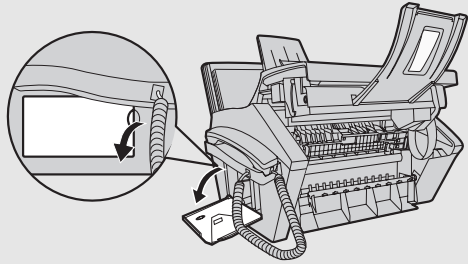


2 Press the release (❶) and open the front cover (❷).



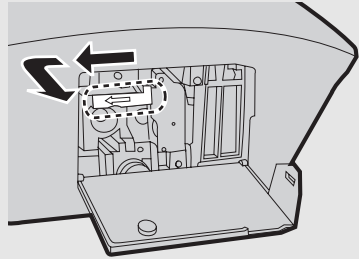
Replacing the Toner Cartridge

3 Open the side cover.



4 Push the toner cartridge handle to the left and then 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.



5 Continue from Step 6 on page 19 to install the new toner cartridge.

Replacing the Drum Cartridge

Viewing the total number of pages printed

To maintain the best printing quality, it is recommend that you replace the drum cartridge after 20,000 pages have been printed. To check the total number of pages printed, follow the steps below.

1 Press  and then  until [LIFE] appears in the display.

2 Press .

3 Press .

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

4 Press  repeatedly to exit.

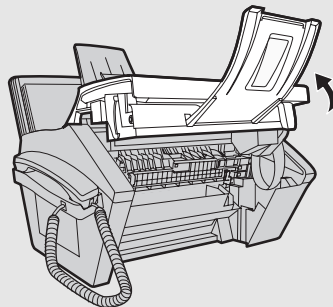
Replacing the drum cartridge

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

SHARP FO-25DR drum cartridge

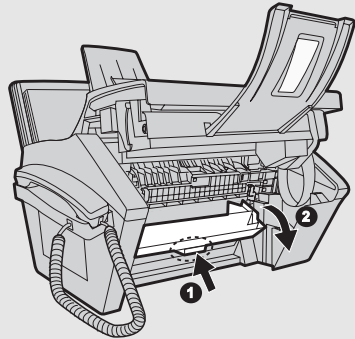
1 Open the top cover of the machine.

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

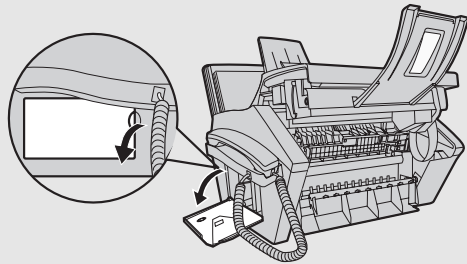


Replacing the Drum Cartridge

- 2** Press the release (❶) and open the front cover (❷).

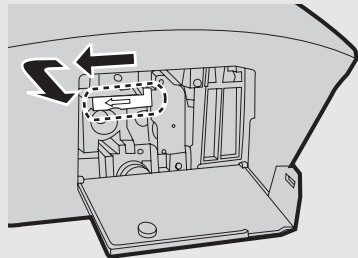


- 3** Open the side cover.



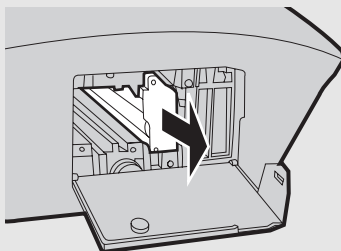
- 4** Push the toner cartridge handle to the left and then pull the toner cartridge out of the compartment.

- Place the toner cartridge on a sheet of paper on a level surface.
- Do not touch the roller in the toner cartridge.



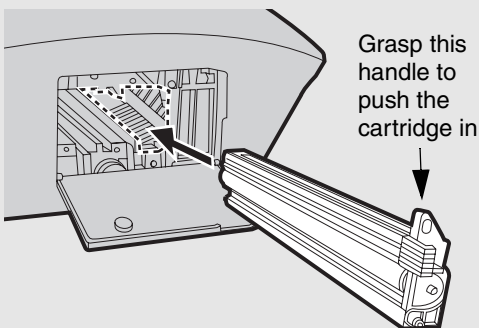
Replacing the Drum Cartridge

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




- 6** Remove the new drum cartridge from its packaging.

- 7** 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.

Replacing the Drum Cartridge

- 8** Replace the toner cartridge and close the side cover, inner cover, and top cover (Steps 7 and 8 on page 20).
When the display shows [TONER EXCHANGED?] / [1 = NEW, 2 = OLD],
press **2** for “OLD” and then  (Steps 9 and 10 on pages 20 and 21) .
When finished, reset the drum cartridge counter as explained on page 21.

11. Troubleshooting

Problems and Solutions

If you have any problems with the machine, refer to the following troubleshooting guide.

- ◆ For network connection problems, see page 30.

Line error

Problem	Solution
LINE ERROR appears in the display.	<p>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.</p> <p>Press <input type="text" value="STOP"/> to clear the LINE ERROR message and then try the transaction again. If the error persists, check the following:</p> <ul style="list-style-type: none">• Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters.• 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.

11. Troubleshooting

Problems and Solutions

Dialling and fax transmission problems

Problem	Solution
No dial tone when you pick up the handset or press ^{SPEAKER} <input type="checkbox"/> .	<ul style="list-style-type: none">• Make sure the handset cord is connected to the correct jack. See <i>Connecting the handset</i> on page 13.• Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 15).• Make sure that the telephone line is good.
Dialling is not possible.	<ul style="list-style-type: none">• 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 15).
The power is on, but no transmission takes place.	<ul style="list-style-type: none">• Make sure that the receiving machine has paper.• If the receiving machine is in manual mode with no attendant, reception will not be possible.• Check the display for error messages.• Pick up the handset or press ^{SPEAKER} <input type="checkbox"/> and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone).
Nothing is printed at the receiving end.	<ul style="list-style-type: none">• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	<ul style="list-style-type: none">• 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

Problem	Solution
The machine doesn't receive documents automatically.	<ul style="list-style-type: none"> • Make sure that the reception mode is set to AUTO.
The paper comes out blank when you receive a fax.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Ask the other party to resend the document using a higher contrast setting. • If other printed output is also faint, the toner cartridge may need replacement (see page 115).
Received images are distorted.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Make sure that an appropriate reception ratio setting has been selected (see page 107).
No reception occurs when polling is attempted.	<ul style="list-style-type: none"> • 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 23) and in the transmitting machine.

Problems and Solutions

Copying problems

Problem	Solution
The quality of copies is poor and/or dark vertical lines appear.	<ul style="list-style-type: none">• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 111.
The paper comes out blank when you make a copy.	<ul style="list-style-type: none">• Make sure the original is placed face down in the feeder.
The size of the printed document image does not match the size of the paper.	<ul style="list-style-type: none">• Make sure an appropriate enlarge/reduce setting is selected (see page 78).
A copy is faint.	<ul style="list-style-type: none">• Adjust the contrast setting (see page 54).• If other printed output is also faint, the toner cartridge may need replacement (see page 115).



General problems

Problem	Solution
Nothing appears in the display.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 .	<ul style="list-style-type: none"> • Check the size and weight of the document (see page 51).
Printed output is faint.	<ul style="list-style-type: none"> • The toner cartridge may need replacement (see page 115).
Dots appear at regular intervals on printed output.	<ul style="list-style-type: none"> • The drum cartridge may be damaged. Replace the drum cartridge (see page 117).
Characters or parts of the image are missing from printed output.	<ul style="list-style-type: none"> • Remove the drum cartridge as explained on page 117 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 (the stains may never completely disappear).



Messages and Signals

Messages and Signals

Display messages

ADD PAPER &/ PRESS START KEY	Check the printing paper. If the tray is empty, add paper and then press  . 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) and then press  .
CONNECTION ERROR	A Scan to E-mail transmission was not successful because of a communication problem on your local network. This is usually due to a problem with the cable connections. Make sure that the cable ends are securely inserted in the LAN ports. Make sure that the correct cable is being used and that the cable is good. Make sure that your router or hub is powered on.
CHECK E-MAIL SETTING	Scan to E-mail transmission is not possible because the SMTP server or the sender address has not been specified in the e-mail settings (see page 31).
COVER OPEN	The top, front, or side cover is open. Make sure each cover is completely closed (press down on the corners to make sure each cover is completely latched).
DOCUMENT JAMMED	The original document is jammed. See page 130 to clear the jam. Document jams will occur if you load more than 30 sheets at once or load documents that are too thick (see page 51). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.
DRUM LIFE OVER	This appears when the drum cartridge needs replacement.

Messages and Signals

FAX RX IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. Another message will alternate with this message to indicate the problem. The fax will print out automatically when the problem is fixed.
HEATER HIGH / HEATER LOW / LASER ERROR	If this message appears, unplug the power cord and then plug it back in. If the message still appears, call for service.
LINE ERROR	Transmission or reception was not successful. Press  to clear the message and then try again. If the error persists, see <i>Line error</i> on page 121.
M: xx%	This shows the percentage of the machine's memory currently in use.
M#xxx	This appears while a document is being scanned and indicates the memory number assigned to the job (the number appears in "xxx"). This number appears when you check or cancel a job with the  key (page 67).
MEMORY FULL	If faxes have been received to memory because printing is not possible, resolve the problem so that printing can continue (see <i>Reception to Memory</i> on page 70). If faxes are being held in memory because the Print Hold function has been activated, print the faxes as explained on page 89. If you are attempting to broadcast or transmit from memory, see <i>If the memory becomes full</i> on page 81. If you are copying, see <i>If MEMORY FULL appears</i> on page 79.
OUT OF PAPER / PRINT CANCELED	Printing was canceled because the tray is out of paper. Press any key to clear the message, add paper, and repeat the print job.
PAPER JAMMED	The printing paper is jammed. See page 132.
PRT. HOLD DATA EXIST	A received fax is being held in memory because the Print Hold function has been activated. Enter your Print Hold code to print the fax (see page 89).

Messages and Signals

RCVD FAX TRANSFER	This appears when the Fax to E-mail/Folder function is activated (page 92).
RECALLING	This appears if you attempt to send a fax by auto dialling and the line is busy or the receiving fax machine does not answer. Your machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 66.)
SERVER ERROR	A Scan to E-mail transmission was not successful because the machine could not connect to your mail server or there was no response from the mail server. Make sure the SMTP server setting is correct (p. 31). If you have configured "POP before SMTP" settings in the Web page, make sure these settings are correct. If [CABLE DISCONNECTED] appears on the bottom line, see "CONNECTION ERROR" on page 126.
SERVER ERROR/ SMTP-AUTH	A Scan to E-mail transmission was not successful because your SMTP server requires SMTP authentication and the SMTP authentication user name or password entered in the machine's Web page is not correct (p. 33).
SERVER NOT FOUND/ CABLE DISCONNECTED	See "CONNECTION ERROR" on page 126.
SERVER NOT FOUND/ DHCP	A Scan to E-mail transmission was not successful because the machine was unable to automatically obtain an IP address. Restart your router or other device that acts as your DHCP server.
SERVER NOT FOUND/ SMTP	A Scan to E-mail transmission was not successful because an incorrect host name is entered for your SMTP server. Check the SMTP server setting (p. 31).
THERMISTOR ERROR	If this message appears, unplug the power cord and then plug it back in. If the message still appears, call for service.

Messages and Signals

TONER EMPTY	The toner cartridge must be replaced. Printing is not possible until the toner cartridge is replaced.
TONER NEAR EMPTY	The toner cartridge is almost out of toner (approximately 200 pages can be printed).
TX MEMORY FULL	The transmission memory is full. Wait until previously stored transmission jobs have been completed before setting up a new job. To check the jobs that are waiting for transmission, see page 67.


Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.

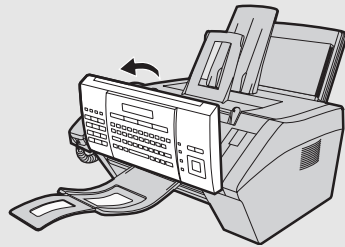
Clearing Paper Jams

Clearing Paper Jams

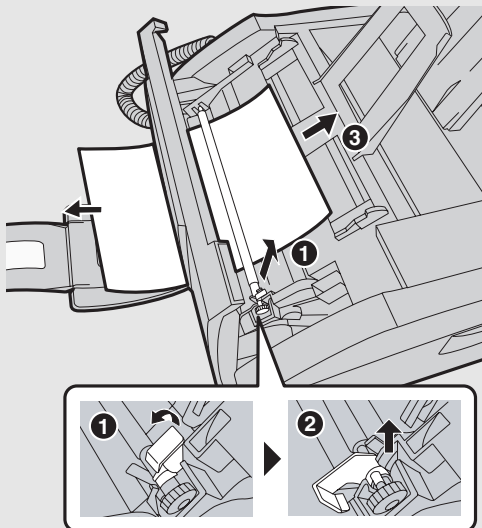
Clearing a jammed document

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, remove it as explained below.

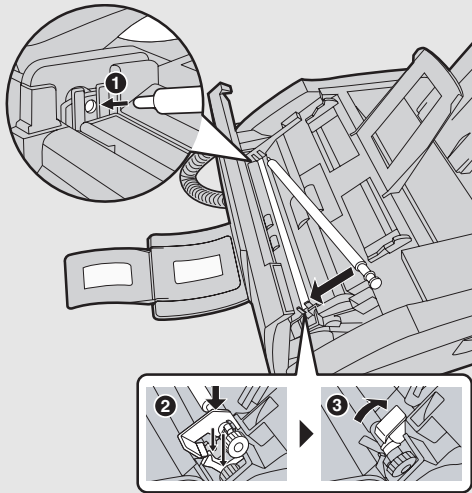
- 1 Open the operation panel.



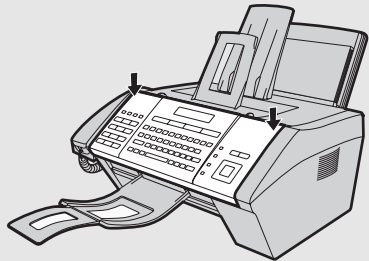
- 2 Rotate the lever toward you and down, and then pull the lever (1) and right end of the roller up (2). Remove the document (3).



- 3** Make sure the left end of the roller is inserted correctly in its holder (❶), and then push the lever and right end of the roller down (❷). Rotate the lever back up and in, pushing it slightly to the right so that it fits into position (❸).



- 4** Close the operation panel, pressing down firmly on both sides to make sure it clicks into place.



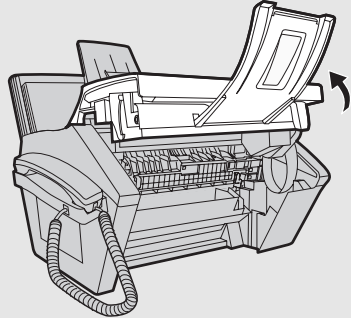
Clearing Paper Jams

Clearing jammed printing paper

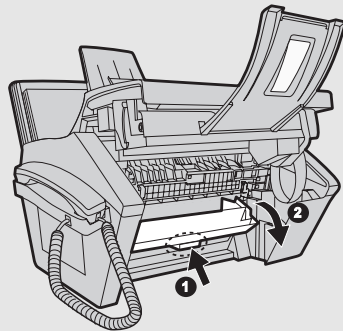
1 Open the top cover of the machine.

- **Caution!**

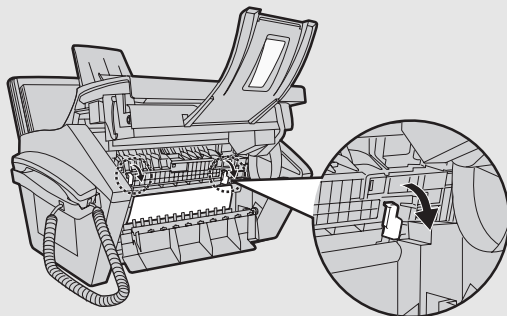
The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the print compartment after the machine has been in operation.



2 Press the release (1) and open the front cover (2).

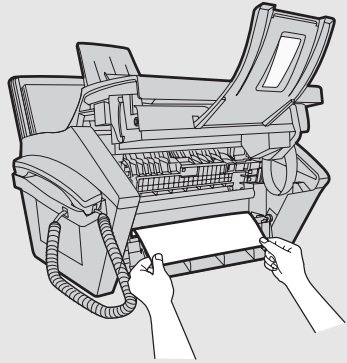


3 Push the two heater roller release levers down to release the heater roller.

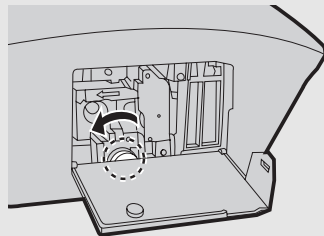
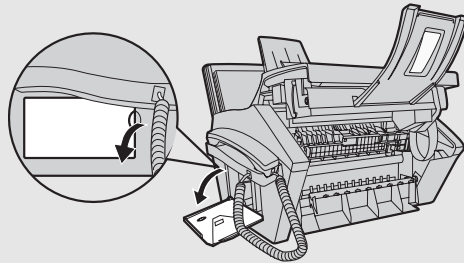


4 If the jammed paper is protruding from the front of the machine, gently pull it out. Take care not to tear the paper or leave any torn pieces of paper in the print compartment.

- If this clears the jam, go to Step 6.
- If you are unable to clear the jam in this way, go to Step 5.
- Take care not to touch or allow other objects to contact the drum (the green cylinder). This may damage the drum.

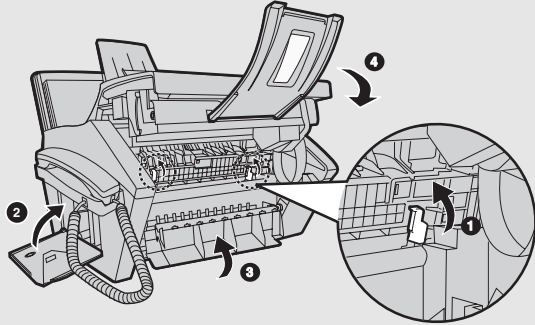


5 If the jammed page cannot be pulled out directly, open the side cover and rotate the white knob in the direction shown to feed out the jammed paper.



Clearing Paper Jams

- 6** After the jammed paper has been removed, push the two heater roller release levers back up (❶), close the side cover (❷) (if you opened it), close the front cover (❸), and then close the top cover (❹).



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A. Information on Disposal for Users (private households)

1. In the European Union

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

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

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

*) Please contact your local authority for further details.

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

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

2. In other Countries outside the EU

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

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

B. Information on Disposal for Business Users.

1. In the European Union

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

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

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

2. In other Countries outside the EU

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



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



A. Entsorgungsinformationen für Benutzer aus Privathaushalten

1. In der Europäischen Union

Achtung: Werfen Sie dieses Gerät zur Entsorgung bitte nicht in den normalen Hausmüll!

Gemäß einer neuen EU-Richtlinie, die die ordnungsgemäße Rücknahme, Behandlung und Verwertung von gebrauchten Elektro- und Elektronikgeräten vorschreibt, müssen elektrische und elektronische Altgeräte getrennt entsorgt werden.

Nach der Einführung der Richtlinie in den EU-Mitgliedstaaten können Privathaushalte ihre gebrauchten Elektro- und Elektronikgeräte nun kostenlos an ausgewiesenen Rücknahmestellen abgeben*. In einigen Ländern* können Sie Altgeräte u.U. auch kostenlos bei Ihrem Fachhändler abgeben, wenn Sie ein vergleichbares neues Gerät kaufen.

*) Weitere Einzelheiten erhalten Sie von Ihrer Gemeindeverwaltung.

Wenn Ihre gebrauchten Elektro- und Elektronikgeräte Batterien oder Akkus enthalten, sollten diese vorher entnommen und gemäß örtlich geltenden Regelungen getrennt entsorgt werden.

Durch die ordnungsgemäße Entsorgung tragen Sie dazu bei, dass Altgeräte angemessen gesammelt, behandelt und verwendet werden. Dies verhindert mögliche schädliche Auswirkungen auf Umwelt und Gesundheit durch eine unsachgemäße Entsorgung.

2. In anderen Ländern außerhalb der EU

Bitte erkundigen Sie sich bei Ihrer Gemeindeverwaltung nach dem ordnungsgemäßen Verfahren zur Entsorgung dieses Geräts.

Für die Schweiz: Gebrauchte Elektro- und Elektronikgeräte können kostenlos beim Händler abgegeben werden, auch wenn Sie kein neues Produkt kaufen. Weitere Rücknahmesysteme finden Sie auf der Homepage von www.swico.ch oder www.sens.ch.

B. Entsorgungsinformationen für gewerbliche Nutzer

1. In der Europäischen Union

Wenn Sie dieses Produkt für gewerbliche Zwecke genutzt haben und nun entsorgen möchten:

Bitte wenden Sie sich an Ihren SHARP Fachhändler, der Sie über die Rücknahme des Produkts informieren kann. Möglicherweise müssen Sie die Kosten für die Rücknahme und Verwertung tragen. Kleine Produkte (und kleine Mengen) können möglicherweise bei Ihrer örtlichen Rücknahmestelle abgegeben werden.

Für Spanien: Bitte wenden Sie sich an das vorhandene Rücknahmesystem oder Ihre Gemeindeverwaltung, wenn Sie Fragen zur Rücknahme Ihrer Altgeräte haben.

2. In anderen Ländern außerhalb der EU

Bitte erkundigen Sie sich bei Ihrer Gemeindeverwaltung nach dem ordnungsgemäßen Verfahren zur Entsorgung dieses Geräts.



Achtung: Ihr Produkt trägt dieses Symbol. Es besagt, dass Elektro- und Elektronikgeräte nicht mit dem Haushaltsmüll entsorgt, sondern einem getrennten Rücknahmesystem zugeführt werden sollten.



A. Informations sur la mise au rebut à l'intention des utilisateurs privés (ménages)

1. Au sein de l'Union européenne

Attention : si vous souhaitez mettre cet appareil au rebut, ne le jetez pas dans une poubelle ordinaire!

Les appareils électriques et électroniques usagés doivent être traités séparément et conformément aux lois en vigueur en matière de traitement, de récupération et de recyclage adéquats de ces appareils.

Suite à la mise en oeuvre de ces dispositions dans les Etats membres, les ménages résidant au sein de l'Union européenne peuvent désormais ramener gratuitement* leurs appareils électriques et électroniques usagés sur des sites de collecte désignés. Dans certains pays*, votre détaillant reprendra également gratuitement votre ancien produit si vous achetez un produit neuf similaire. *) Veuillez contacter votre administration locale pour plus de renseignements.

Si votre appareil électrique ou électronique usagé comporte des piles ou des accumulateurs, veuillez les mettre séparément et préalablement au rebut conformément à la législation locale en vigueur.

En veillant à la mise au rebut correcte de ce produit, vous contribuerez à assurer le traitement, la récupération et le recyclage nécessaires de ces déchets, et préviendrez ainsi les effets néfastes potentiels de leur mauvaise gestion sur l'environnement et la santé humaine.

2. Pays hors de l'Union européenne

Si vous souhaitez mettre ce produit au rebut, veuillez contacter votre administration locale qui vous renseignera sur la méthode d'élimination correcte de cet appareil.

Suisse : les équipements électriques ou électroniques usagés peuvent être ramenés gratuitement au détaillant, même si vous n'achetez pas un nouvel appareil. Pour obtenir la liste des autres sites de collecte, veuillez vous reporter à la page d'accueil du site www.swico.ch ou www.sens.ch.

B. Informations sur la mise au rebut à l'intention des entreprises

1. Au sein de l'Union européenne

Si ce produit est utilisé dans le cadre des activités de votre entreprise et que vous souhaitez le mettre au rebut :

Veuillez contacter votre revendeur SHARP qui vous informera des conditions de reprise du produit. Les frais de reprise et de recyclage pourront vous être facturés. Les produits de petite taille (et en petites quantités) pourront être repris par vos organisations de collecte locales.

Espagne : veuillez contacter l'organisation de collecte existante ou votre administration locale pour les modalités de reprise de vos produits usagés.

2. Pays hors de l'Union européenne

Si vous souhaitez mettre ce produit au rebut, veuillez contacter votre administration locale qui vous renseignera sur la méthode d'élimination correcte de cet appareil.



Attention : votre produit comporte ce symbole. Il signifie que les produits électriques et électroniques usagés ne doivent pas être mélangés avec les déchets ménagers généraux. Un système de collecte séparé est prévu pour ces produits.



A. Informazioni sullo smaltimento per gli utenti (privati)

1. Nell'Unione europea

Attenzione: Per smaltire il presente dispositivo, non utilizzare il normale bidone della spazzatura!

Le apparecchiature elettriche ed elettroniche usate devono essere gestite a parte e in conformità alla legislazione che richiede il trattamento, il recupero e il riciclaggio adeguato dei suddetti prodotti.

In seguito alle disposizioni attuate dagli Stati membri, i privati residenti nella UE possono consegnare gratuitamente le apparecchiature elettriche ed elettroniche usate a centri di raccolta designati*.

In alcuni paesi*, anche il rivenditore locale può ritirare gratuitamente il vecchio prodotto se l'utente acquista un altro nuovo di tipologia simile. *) Per maggiori informazioni si prega di contattare l'autorità locale competente.

Se le apparecchiature elettriche o elettroniche usate hanno batterie o accumulatori, l'utente dovrà smaltirli a parte preventivamente in conformità alle disposizioni locali.

Lo smaltimento corretto del presente prodotto contribuirà a garantire che i rifiuti siano sottoposti al trattamento, al recupero e al riciclaggio necessari prevenendone il potenziale impatto negativo sull'ambiente e sulla salute umana, che potrebbe derivare da un'inadeguata gestione dei rifiuti.

2. In paesi che non fanno parte dell'UE

Se si desidera eliminare il presente prodotto, contattare le autorità locali e informarsi sul metodo di smaltimento corretto.

Per la Svizzera: Le apparecchiature elettriche o elettroniche usate possono essere restituite gratuitamente al rivenditore, anche se non si acquista un prodotto nuovo. Altri centri di raccolta sono elencati sulle homepage di www.swico.ch o di www.sens.ch.

B. Informazioni sullo smaltimento per gli utenti commerciali

1. Nell'Unione europea

Se il prodotto è impiegato a scopi commerciali, procedere come segue per eliminarlo.

Contattare il proprio rivenditore SHARP che fornirà informazioni circa il ritiro del prodotto. Potrebbero essere addebitate le spese di ritiro e riciclaggio. Prodotti piccoli (e quantitativi ridotti) potranno essere ritirati anche dai centri di raccolta locali.

Per la Spagna: Contattare il sistema di raccolta ufficiale o l'ente locale preposto al ritiro dei prodotti usati.

2. In paesi che non fanno parte dell'UE

Se si desidera eliminare il presente prodotto, contattare le autorità locali e informarsi sul metodo di smaltimento corretto.



Attenzione: Il dispositivo è contrassegnato da questo simbolo, che segnala di non smaltire le apparecchiature elettriche ed elettroniche insieme ai normali rifiuti domestici. Per tali prodotti è previsto un sistema di raccolta a parte.



A. Información sobre eliminación para usuarios particulares

1. En la Unión Europea

Atención: si quiere desechar este equipo, ¡por favor no utilice el cubo de la basura habitual!

Los equipos eléctricos y electrónicos usados deberían tratarse por separado de acuerdo con la legislación que requiere un tratamiento, una recuperación y un reciclaje adecuados de los equipos eléctricos y electrónicos usados.

Tras la puesta en práctica por parte de los estados miembros, los hogares de particulares dentro de los estados de la Unión Europea pueden devolver sus equipos eléctricos y electrónicos a los centros de recogida designados sin coste alguno *. En algunos países* es posible que también su vendedor local se lleve su viejo producto sin coste alguno si Ud. compra uno nuevo similar.

*) Por favor, póngase en contacto con su autoridad local para obtener más detalles.

Si sus equipos eléctricos o electrónicos usados tienen pilas o acumuladores, por favor deséchelos por separado con antelación según los requisitos locales.

Al desechar este producto correctamente, ayudará a asegurar que los residuos reciban el tratamiento, la recuperación y el reciclaje necesarios, previniendo de esta forma posibles efectos negativos en el medio ambiente y la salud humana que de otra forma podrían producirse debido a una manipulación de residuos inapropiada.

2. En otros países fuera de la Unión Europea

Si desea desechar este producto, por favor póngase en contacto con las autoridades locales y pregunte por el método de eliminación correcto.

Para Suiza: Los equipos eléctricos o electrónicos pueden devolverse al vendedor sin coste alguno, incluso si no compra ningún nuevo producto. Se puede encontrar una lista de otros centros de recogida en la página principal de www.swico.ch o www.sens.ch.

B. Información sobre Eliminación para empresas usuarias

1. En la Unión Europea

Si el producto se utiliza en una empresa y quiere desecharlo:

Por favor póngase en contacto con su distribuidor SHARP, quien le informará sobre la recogida del producto. Puede ser que le cobren los costes de recogida y reciclaje. Puede ser que los productos de tamaño pequeño (y las cantidades pequeñas) sean recogidos por sus centros de recogida locales.

Para España: por favor, póngase en contacto con el sistema de recogida establecido o con las autoridades locales para la recogida de los productos usados.

2. En otros países fuera de la Unión Europea

Si desea desechar este producto, por favor póngase en contacto con sus autoridades locales y pregunte por el método de eliminación correcto.



Atención: su producto está marcado con este símbolo. Significa que los productos eléctricos y electrónicos usados no deberían mezclarse con los residuos domésticos generales. Existe un sistema de recogida independiente para estos productos.



A. Informações sobre a Eliminação de Produtos para os Utilizadores (particulares)

1. Na União Europeia

Atenção: Se quiser eliminar este equipamento, não o deve fazer juntamente com o lixo doméstico comum!

O equipamento eléctrico e electrónico deve ser tratado separadamente e ao abrigo da legislação aplicável que obriga a um tratamento, recuperação e reciclagem adequados de equipamentos eléctricos e electrónicos usados.

Após a implementação desta legislação por parte dos Estados-membros, todos os cidadãos residentes na União Europeia poderão entregar o seu equipamento eléctrico e electrónico usado em estações de recolha específicas a título gratuito*. Em alguns países* o seu revendedor local também pode recolher o seu equipamento usado a título gratuito na compra de um novo equipamento.

*) Contacte as entidades locais para mais informações.

Se o seu equipamento eléctrico e electrónico usado funcionar a pilhas ou baterias, deverá eliminá-las em separado, conforme a legislação local, e antes de entregar o seu equipamento.

Ao eliminar este produto correctamente estará a contribuir para que o lixo seja submetido aos processos de tratamento, recuperação e reciclagem adequados. Desta forma é possível evitar os efeitos nocivos que o tratamento inadequado do lixo poderia provocar no ambiente e na saúde.

2. Em outros Países fora da UE

Se quiser eliminar este produto, contacte as entidades locais e informe-se sobre o método correcto para proceder à sua eliminação.

Na Suíça: O equipamento eléctrico e electrónico é aceite, a título gratuito, em qualquer revendedor, mesmo que não tenha adquirido um novo produto. Poderá encontrar uma lista das estações de recolha destes equipamentos na página da Web www.swicho.ch ou www.sens.ch.

B. Informações sobre a Eliminação de Produtos para Utilizadores-Empresas.

1. Na União Europeia

Se o produto for usado para fins comerciais e quiser eliminá-lo:

Contacte o seu revendedor SHARP que irá informá-lo sobre a melhor forma de eliminar o produto. Poderá ter de pagar as despesas resultantes da recolha e reciclagem do produto. Alguns produtos mais pequenos (e em pequenas quantidades) poderão ser recolhidos pelas estações locais.

Na Espanha: Contacte o sistema de recolhas público ou as entidades locais para mais informações sobre a recolha de produtos usados.

2. Em outros Países fora da UE

Se quiser eliminar este produto, contacte as entidades locais e informe-se sobre o método correcto para proceder à sua eliminação.



Atenção: O seu produto está identificado com este símbolo. Significa que os produtos eléctricos e electrónicos não devem ser misturados com o lixo doméstico comum. Existe um sistema de recolhas específico para estes produtos.

A. Information om återvinning av elektrisk utrustning för hushåll

1. EU-länder

OBS! Kasta inte denna produkt i soporna!

Förbrukad elektrisk utrustning måste hanteras i enlighet med gällande miljölagstiftning och återvinningsföreskrifter.

I enlighet med gällande EU-regler ska hushåll ha möjlighet att lämna in elektrisk utrustning till återvinningsstationer utan kostnad.* I vissa länder* kan det även hända att man gratis kan lämna in gamla produkter till återförsäljaren när man köper en ny liknande enhet.

* Kontakta kommunen för vidare information.

Om utrustningen innehåller batterier eller ackumulatorer ska dessa först avlägsnas och hanteras separat i enlighet med gällande miljöföreskrifter.

Genom att hantera produkten i enlighet med dessa föreskrifter kommer den att tas om hand och återvinnas på tillämpligt sätt, vilket förhindrar potentiella negativa hälso- och miljöeffekter.

2. Länder utanför EU

Kontakta de lokala myndigheterna och ta reda på gällande sorterings- och återvinningsföreskrifter om du behöver göra dig av med denna produkt.

B) Information om återvinning för företag

1. EU-länder

Gör så här om produkten ska kasseras:

Kontakta SHARPs återförsäljare för information om hur man går till väga för att lämna tillbaka produkten. Det kan hända att en avgift för transport och återvinning tillkommer. Mindre skrymmande produkter (om det rör sig om ett fåtal) kan eventuellt återlämnas till lokala återvinningsstationer.

2. Länder utanför EU

Kontakta de lokala myndigheterna och ta reda på gällande sorterings- och återvinningsföreskrifter om du behöver göra dig av med denna produkt.



OBS! Produkten är märkt med symbolen ovan. Denna symbol indikerar att elektroniska produkter inte ska kastas i det vanliga hushållsavfallet eftersom det finns ett separat avfallshanteringssystem för dem.



A. Informasjon om gjenvinning og gjenbruk for brukere (private husholdninger)

1. I EU - land

Obs: Hvis du ønsker og gjenvinne dette apparatet, bør du ikke kaste dette i en alminnelig søppelkasse.

Brukt elektrisk og elektronisk utstyr skal behandles i overensstemmelse med lov om korrekt behandling og gjenbruk av elektrisk og elektronisk utstyr.

Som følge av EU-medlemslandenes implementering av denne lov, har private husstander i EU rett til og sende inn elektrisk og elektronisk utstyr på angitte gjenvinningsstasjoner. I noen land* er det muligens gratis og levere inn det brukte produktet hos den lokale forhandler hvis du kjøper et tilsvarende produkt.

*) Kontakt de lokale myndigheter hvis du ønsker ytterligere informasjon.

Hvis ditt brukte elektriske eller elektroniske utstyr inneholder batterier eller akkumulatorer, skal disse håndteres separat i henhold til gjeldende miljøforskrifter før du levere inn utstyret.

Ved å håndtere produktet i henhold til disse forskrifter, vil du være med på og sikre at vårt avfall behandles og gjenbrukes riktig. Dermed utsettes verken miljøet eller vår helse for overlast som følge av u hensiktsmessige avfallshåndteringer.

2. I land utenfor EU

Hvis du ønsker og kvitte deg med dette produktet, bes du kontakte de lokale myndigheter og spørre dem om hvordan produktet gjenvinnes korrekt.

B. Informasjon om gjenvinning og gjenbruk for virksomheter.

1. Innenfor EU

Hvis dette produktet brukes i forbindelse med virksomhetens drift, og du ønsker å kvitte deg med det:

Kontakt din SHARP-forhandler som vil fortelle deg hvordan produktet kan innleveres. Du vil muligens måtte betale for omkostningene i forbindelse med innlevering og gjenbruk. Små produkter (i små mengder) kan muligens leveres på din lokale gjenvinningsstasjon.

2. I land utenfor EU

Hvis du ønsker og kvitte deg med dette produktet, bes du kontakte de lokale myndigheter og spørre dem om hvordan produktet gjenvinnes korrekt.



Obs: Produktet vil ha dette symbolet. Det betyr at det er snakk om elektrisk eller elektronisk utstyr som ikke bør blandes med alminnelige husholdningsavfall. Det finnes et separat gjenbrukssystem til slike produkter.



A. Hävitysohjeet käyttäjille (yksityiset kotitaloudet)

1. Euroopan unionissa

Huomio: Jos haluat hävittää tämän laitteen, älä käytä tavallista jätessäiliötä.

Käytetyt sähkö- ja elektroniikkalaitteet pitää hävittää erikseen noudattaen lainsäädäntöä, joka takaa käytettyjen sähkö- ja elektroniikkalaitteiden oikean käsittelyn, keräämisen ja kierrättämisen.

Jäsenvaltioiden täytäntöönpanoa seuraten yksityiset kotitaloudet EU:n jäsenvaltioissa voivat palauttaa käytetyt sähkö- ja elektroniikkalaitteet määrättyihin keräyspaikkoihin ilmaiseksi*. Joissakin maissa* paikalliset vähittäismyyjät voivat myös ottaa vastaan vanhan tuotteen ilmaiseksi, jos asiakas ostaa vastaavan uuden tuotteen.

*) Pyydä lisätietoja paikallisviranomaisilta.

Jos käytetyissä sähkö- tai elektroniikkalaitteissa käytetään paristoja tai akkuja, hävitä nämä tuotteet etukäteen erikseen paikallisten säädösten mukaisesti.

Hävittämällä tuotteen asianmukaisesti, autat varmistamaan, että jätteet käsitellään, kerätään ja kierrätetään asianmukaisella tavalla. Näin vältetään haitallisilta ympäristö- ja terveysvaikutuksilta, joita saattaa olla seuraamuksena jätteen epäasianmukaisesta käsittelystä.

2. Muissa maissa EU:n ulkopuolella

Jos haluat hävittää tuotteen, ota yhteys paikallisiin viranomaisiin ja pyydä ohjeita tuotteen asianmukaiseen hävittämiseen.

B. Hävitysohjeet yrityskäyttäjille.

1. Euroopan unionissa

Jos tuotetta on käytetty yrityskäytössä, ja haluat hävittää sen,

ota yhteys SHARP-jälleenmyyjään, joka antaa sinulle lisäohjeita tai ottaa tuotteen vastaan. Sinulta saatetaan veloittaa tuotteen vastaanottamisesta ja kierrätyksestä johtuvat kustannukset. Paikalliset keräyspisteet saattavat ottaa vastaan pienet tuotteet (ja pienet määrät).

2. Muissa maissa EU:n ulkopuolella

Jos haluat hävittää tuotteen, ota yhteys paikallisiin viranomaisiin ja pyydä ohjeita tuotteen asianmukaiseen hävittämiseen.



Huomio: Tuote on merkitty tällä symbolilla. Tämä tarkoittaa, että käytettyjä sähkö- ja elektroniikkalaitteita ei saa sekoittaa kotitalouden yleisjätteiden kanssa. Näille tuotteille on olemassa erillinen keräysjärjestelmä.



A. Oplysninger om kassering og genbrug for brugere (private husholdninger)

1. Inden for EU

Obs: Hvis du ønsker at kassere dette apparat, bør du ikke komme det i din almindelige skraldespand.

Brugt elektrisk og elektronisk udstyr skal behandles særskilt og i overensstemmelse med loven om korrekt behandling og genbrug af brugt elektrisk og elektronisk udstyr.

Som følge af EU-medlemslandenes implementering af denne lov, har private husstande i EU ret til gratis*, at aflevere deres brugte elektriske og elektroniske udstyr på angivne genbrugspladser. I nogle lande* er det muligvis gratis, at indlevere det brugte produkt hos den lokale forhandler, hvis du køber et tilsvarende nyt produkt.

*) Kontakt de lokale myndigheder hvis du ønsker yderligere oplysninger.

Hvis dit brugte elektriske eller elektroniske udstyr indeholder batterier eller akkumulatører, bedes du skille dig af med dem, i overensstemmelse med den lokale lovgivning, før du indleverer udstyret.

Ved at kassere dette apparat korrekt, vil du være med til at sikre, at vores affald behandles og genbruges rigtigt. Derved udsættes hverken miljøet eller vores helbred for overlast som følge af uhensigtsmæssig affaldshåndtering.

2. I lande uden for EU

Hvis du ønsker at skille dig af med dette produkt, bedes du kontakte de lokale myndigheder og spørge dem om, hvorledes produktet kasseres korrekt.

B. Oplysninger om kassering og genbrug for virksomheder.

1. Inden for EU

Hvis dette produkt bruges i forbindelse med virksomhedsdrift, og du ønsker at skille dig af med det:

Du bedes kontakte din SHARP-forhandler, som vil fortælle dig hvordan produktet kan indleveres. Du vil muligvis skulle betale for omkostningerne i forbindelse med indlevering og genbrug. Små produkter (i små mængder) kan muligvis afleveres på den lokale genbrugsplads.

2. I lande uden for EU

Hvis du ønsker at skille dig af med dette produkt, bedes du kontakte de lokale myndigheder og spørge dem, hvorledes produktet kasseres korrekt.



Obs: Produktet vil have dette symbol. Det betyder at der er tale om elektrisk eller elektronisk udstyr som ikke bør blandes med det almindelige husholdnings-affald. Der findes et særskilt genbrugssystem til sådanne produkter.



A. Informatie over afvalverwijdering voor gebruikers (particuliere huishoudens)

1. In de Europese Unie

Let op: Deze apparatuur niet samen met het normale huisafval weggoaien!

Afgedankte elektrische en elektronische apparatuur moet gescheiden worden ingezameld conform de wetgeving inzake de verantwoorde verwerking, terugwinning en recycling van afgedankte elektrische en elektronische apparatuur.

Na de invoering van de wet door de lidstaten mogen particuliere huishoudens in de lidstaten van de Europese Unie hun afgedankte elektrische en elektronische apparatuur kosteloos* naar hiertoe aangewezen inzamelingsinrichtingen brengen*. In sommige landen* kunt u bij de aanschaf van een nieuw apparaat het oude product kosteloos bij uw lokale distributeur inleveren.

*) Neem contact op met de plaatselijke autoriteiten voor verdere informatie.

Als uw elektrische of elektronische apparatuur batterijen of accumulatoren bevat dan moet u deze afzonderlijk conform de plaatselijke voorschriften weggoaien.

Door dit product op een verantwoorde manier weg te gooien, zorgt u ervoor dat het afval de juiste verwerking, terugwinning en recycling ondergaat en potentiële negatieve effecten op het milieu en de menselijke gezondheid worden voorkomen die anders zouden ontstaan door het verkeerd verwerken van het afval.

2. In andere landen buiten de Europese Unie

Als u dit product wilt weggoaien, neem dan contact op met de plaatselijke autoriteiten voor informatie omtrent de juiste verwijderingsprocedure.

Voor Zwitserland: U kunt afgedankte elektrische en elektronische apparatuur kosteloos bij de distributeur inleveren, zelfs als u geen nieuw product koopt. Aanvullende inzamelingsinrichtingen zijn vermeld op de startpagina van www.swico.ch or www.sens.ch.

B. Informatie over afvalverwijdering voor bedrijven.

1. In de Europese Unie

Als u het product voor zakelijke doeleinden heeft gebruikt en als u dit wilt weggoaien:

Neem contact op met uw SHARP distributeur die u inlichtingen verschaft over de terugname van het product. Het kan zijn dat u een afvalverwijderingsbijdrage voor de terugname en recycling moet betalen. Kleine producten (en kleine hoeveelheden) kunnen door de lokale inzamelingsinrichtingen worden verwerkt.

Voor Spanje: Neem contact op met de inzamelingsinrichting of de lokale autoriteiten voor de terugname van uw afgedankte producten.

2. In andere landen buiten de Europese Unie

Als u dit product wilt weggoaien, neem dan contact op met de plaatselijke autoriteiten voor informatie omtrent de juiste verwijderingsprocedure.



Let op: Uw product is van dit merkteken voorzien. Dit betekent dat afgedankte elektrische en elektronische apparatuur niet samen met het normale huisafval mogen worden weggegooid. Er bestaat een afzonderlijk inzamelingsstelsel voor deze producten.



A. Πληροφορίες σχετικά με την απόρριψη εξοπλισμού (οικιακή χρήση)

1. Στην Ευρωπαϊκή Ένωση

Προσοχή: Αν επιθυμείτε να απορρίψετε τον εξοπλισμό αυτό, μην χρησιμοποιείτε τον συνηθισμένο κάδο απορριμμάτων!

Η επεξεργασία του χρησιμοποιημένου ηλεκτρικού και ηλεκτρονικού εξοπλισμού πρέπει να γίνεται ξεχωριστά και σε συμφωνία με τη νομοθεσία που απαιτεί την κατάλληλη επεξεργασία, αποκατάσταση και ανακύκλωση του χρησιμοποιημένου ηλεκτρικού και ηλεκτρονικού εξοπλισμού.

Έπειτα από σχετική εφαρμογή σε χώρες-μέλη, ο χρησιμοποιημένος ηλεκτρικός και ηλεκτρονικός εξοπλισμός του κάθε σπιτιού εντός της ΕΕ μπορεί να επιστραφεί χωρίς χρέωση* σε προκαθορισμένες εγκαταστάσεις περισυλλογής. Σε ορισμένες χώρες* είναι δυνατόν να επιστρέψετε το παλιό σας προϊόν στον τοπικό σας προμηθευτή χωρίς χρέωση, αν αγοράσατε ένα παρόμοιο καινούργιο προϊόν.

*) Για περισσότερες πληροφορίες, επικοινωνήστε με το φορέα της περιοχής σας.

Αν ο χρησιμοποιημένος ηλεκτρικός ή ηλεκτρονικός σας εξοπλισμός έχει μπαταρίες ή συσσωρευτές, απορρίψτε αυτά πρώτα ξεχωριστά, σύμφωνα με τις τοπικές απαιτήσεις.

Η σωστή απόρριψη του προϊόντος αυτού θα σας βοηθήσει να βεβαιωθείτε ότι τα απορρίμματα υφίστανται την απαραίτητη επεξεργασία, αποκατάσταση και ανακύκλωση, αποτρέποντας έτσι πιθανές αρνητικές συνέπειες για το περιβάλλον και την ανθρώπινη υγεία, οι οποίες διαφορετικά θα μπορούσαν να προκύψουν λόγω της ακατάλληλης επεξεργασίας απορριμμάτων.

2. Σε άλλες χώρες εκτός της ΕΕ

Αν επιθυμείτε να απορρίψετε το συγκεκριμένο προϊόν, επικοινωνήστε με τους τοπικούς σας φορείς και ζητήστε πληροφορίες για τη σωστή μέθοδο απόρριψης.

B. Πληροφορίες σχετικά με την απόρριψη εξοπλισμού για χρήστες σε επιχειρήσεις.

1. Στην Ευρωπαϊκή Ένωση

Αν το προϊόν χρησιμοποιείται σε επιχειρήσεις και επιθυμείτε να το απορρίψετε:

Επικοινωνήστε με τον προμηθευτή SHARP, ο οποίος θα σας πληροφορήσει σχετικά με την επιστροφή του προϊόντος. Ενδέχεται να χρεωθείτε για το κόστος της επιστροφής και της ανακύκλωσης. Προϊόντα μικρού μεγέθους (και σε μικρές ποσότητες) ενδέχεται να μπορούν να επιστραφούν από τις τοπικές σας υπηρεσίες περισυλλογής.

2. Σε άλλες χώρες εκτός της ΕΕ

Αν επιθυμείτε να απορρίψετε το συγκεκριμένο προϊόν, επικοινωνήστε με τους τοπικούς σας φορείς και ζητήστε πληροφορίες για τη σωστή μέθοδο απόρριψης.



Προσοχή: Το προϊόν σας έχει σήμανση με αυτό το σύμβολο. Αυτό σημαίνει ότι τα χρησιμοποιημένα ηλεκτρικά και ηλεκτρονικά προϊόντα δεν θα πρέπει να αναμειγνύονται με γενικά οικιακά απορρίμματα. Υπάρχει ξεχωριστό σύστημα περισυλλογής για τα συγκεκριμένα προϊόντα.



A. Informacje dla użytkowników (prywatne gospodarstwa domowe) dotyczące usuwania odpadów

1. W krajach Unii Europejskiej

Uwaga: Jeśli chcą Państwo usunąć to urządzenie, prosimy nie używać zwykłych pojemników na śmieci!

Zużyty sprzęt elektryczny i elektroniczny należy usuwać oddzielnie, zgodnie z wymogami prawa dotyczącymi odpowiedniego przetwarzania, odzysku i recyklingu zużytego sprzętu elektrycznego i elektronicznego.

Po wdrożeniu przepisów unijnych w Państwach Członkowskich prywatne gospodarstwa domowe na terenie krajów UE mogą bezpłatnie* zwracać zużyty sprzęt elektryczny i elektroniczny do wyznaczonych punktów zbiórki odpadów. W niektórych krajach* można bezpłatnie zwrócić stary produkt do lokalnych punktów sprzedaży detalicznej pod warunkiem, że zakupią Państwo podobny nowy produkt.

*) W celu uzyskania dalszych informacji na ten temat należy skontaktować się z lokalnymi władzami.

Jeśli zużyty sprzęt elektryczny i elektroniczny jest wyposażony w baterie lub akumulatory, należy je usunąć oddzielnie, zgodnie z wymogami lokalnych przepisów.

Jeśli ten produkt zostanie usunięty we właściwy sposób, pomogą Państwo zapewnić, że odpady zostaną poddane przetworzeniu, odzyskowi i recyklingowi, a tym samym zapobiec potencjalnym negatywnym skutkom dla środowiska naturalnego i zdrowia ludzkiego, które w przeciwnym razie mogłyby mieć miejsce na skutek niewłaściwej obróbki odpadów.

2. Kraje pozaunijne

Jeśli chcą Państwo pozbyć się produktu, należy skontaktować się z władzami lokalnymi i uzyskać informacje na temat prawidłowej metody usunięcia produktu.

B. Informacje dla użytkowników biznesowych dotyczące usuwania odpadów.

1. W krajach Unii Europejskiej

W przypadku gdy produkt używany jest do celów handlowych i zamierzają go Państwo usunąć:

Należy skontaktować się z dealerem firmy SHARP, który poinformuje o możliwości zwrotu wyrobu. Być może będą Państwo musieli ponieść koszty zwrotu i recyklingu produktu. Produkty niewielkich rozmiarów (i w małych ilościach) można zwrócić do lokalnych punktów zbiórki odpadów.

2. Kraje pozaunijne

Jeśli chcą Państwo usunąć ten produkt, należy skontaktować się z władzami lokalnymi i uzyskać informacje na temat prawidłowej metody jego usunięcia.



Uwaga: Państwa produkt oznaczony jest tym symbolem. Oznacza to, że zużytego sprzętu elektrycznego i elektronicznego nie należy łączyć z odpadami z gospodarstw domowych. Dla tego typu produktów istnieje odrębny system zbiórki odpadów.



A. Informace o likvidaci pro uživatele (domácnosti)

1. V zemích Evropské unie

Upozornění: Toto zařízení nelikvidujte v běžných odpadkových koších!

Použité elektrické a elektronické vybavení je třeba likvidovat samostatně a v souladu s legislativou, která vyžaduje řádnou likvidaci, obnovení a recyklaci použitého elektrického a elektronického vybavení.

Na základě dohody členských států mohou domácnosti v zemích Evropské unie vrátit použité elektrické a elektronické vybavení v určených sběrnách zdarma*.

V některých zemích* od vás může místní prodejce odebrat zdarma použitý výrobek, pokud zakoupíte nový podobný.

*) Další podrobnosti vám sdělí orgány místní správy.

Pokud použité elektrické nebo elektronické vybavení obsahuje baterie nebo akumulátory, zlikvidujte je předem samostatně v souladu s místními vyhláškami.

Řádnou likvidací tohoto výrobku pomáháte zajistit, že bude odpad vhodným způsobem zlikvidován, obnoven a recyklován a zabráníte tak možnému poškození životního prostředí a zdraví obyvatel, ke kterému by mohlo dojít v případě nesprávné likvidace.

2. V ostatních zemích mimo Evropskou unii

Chcete-li tento výrobek zlikvidovat, obraťte se na místní správní orgány, které vás seznámí s vhodnou metodou likvidace.

B. Informace o likvidaci pro podnikatelské subjekty.

1. V zemích Evropské unie

Chcete-li zlikvidovat výrobek, který je používán pro podnikatelské účely:

Obraťte se na prodejce SHARP, který vás informuje o odebrání výrobku. Odebrání a recyklace mohou být zpoplatněny. Malé výrobky (a malá množství) mohou odebírat místní sběrný odpad.

2. V ostatních zemích mimo Evropskou unii

Chcete-li tento výrobek zlikvidovat, obraťte se na místní správní orgány, které vás seznámí s vhodnou metodou likvidace.



Upozornění: Váš výrobek je označen tímto symbolem. Znamená to, že je zakázáno likvidovat použitý elektrický nebo elektronický výrobek s běžným domácím odpadem. Pro tyto výrobky je k dispozici samostatný sběrný systém.



A. Informácie o likvidácii pre používateľov (domácnosti)

1. V Európskej únii

Pozor: Ak chcete zlikvidovať toto zariadenie, nepoužívajte bežný kôš na odpadky!

Použitú elektrickú a elektronickú zariadenia musia byť spracované oddelene a podľa platných zákonov, ktoré vyžadujú správne zaobchádzanie, obnovu a recyklovanie použitých elektrických a elektronických zariadení.

Podľa implementácie v jednotlivých členských štátoch môžu domácnosti v štátoch EÚ vrátiť použité elektrické a elektronické zariadenia na určené zberné miesta bez poplatkov*.

V niektorých štátoch* môžu vaše staré výrobky zdarma odobrať tiež miestni maloobchodní predajcovia, ak si zakúpite podobný nový výrobok.

*) Ďalšie podrobnosti sa dozviete od vašich miestnych orgánov.

Ak sa vo vašich použitých elektrických alebo elektronických zariadeniach nachádzajú batérie, zlikvidujte ich samostatne vopred, podľa miestnych požiadaviek.

Správnou likvidáciou tohto výrobku pomôžete pri zabezpečení toho, aby odpad prešiel potrebnou úpravou, obnovou a recykláciou a takto sa predchádzalo možným negatívnym vplyvom na životné prostredie a zdravie osôb, ku ktorým by inak mohlo dochádzať v dôsledku nevhodného zaobchádzania s odpadom.

2. V ostatných štátoch mimo EÚ

Ak si želáte znehodnotiť tento výrobok, obráťte sa na vaše miestne orgány a informujte sa o správnej metóde likvidácie.

B. Informácie o likvidácii pre komerčných používateľov.

1. V Európskej únii

AK SA VÝROBKOU POUŽÍVA NA KOMERČNÉ ÚČELY A CHCETE HO ZNEHODNOTIŤ:

Obráťte sa na vášho predajcu SHARP, ktorý vás informuje o spätnom odobratí výrobku. Môžu vám byť účtované náklady vyplývajúce zo spätného odobratia a recyklácie. Malé výrobky (a malé množstvá) môžu späťne odobrať vaše lokálne zberné miesta.

2. V ostatných štátoch mimo EÚ

Ak si želáte znehodnotiť tento výrobok, obráťte sa na vaše miestne orgány a informujte sa o správnej metóde likvidácie.



Pozor: Výrobok je označený týmto symbolom. Znamená to, že použité elektrické a elektronické výrobky by sa nemali miešať s bežným domovým odpadom. Pre tieto výrobky existuje samostatný zberný systém.



A. Informacije o odlaganju za uporabnike (zasebna gospodinjstva)

1. V Evropski uniji

Pozor: Te opreme ne zavržite v običajen koš za smeti!

Rabljeno električno in elektronsko opremo je treba obravnavati ločeno in v skladu z zakonodajo, ki zahteva ustrezno ravnanje, predelavo in reciklažo rabljene električne in elektronske opreme.

Skladno z izvajanjem te zakonodaje lahko zasebna gospodinjstva v državah članicah EU rabljeno električno in elektronsko opremo brezplačno vrnejo na temu namenjena zbirna mesta*. V nekaterih državah* lokalni dobavitelj pri nakupu podobnega novega izdelka brezplačno prevzame tudi vašega starega.

*) Za več informacij se obrnite na ustrezne organe lokalne oblasti.

Če so v rabljeni električni oziroma elektronski opremi baterije ali akumulatorji, le-te predhodno zavržite v skladu z lokalnimi predpisi.

Z ustreznim odlogom tega izdelka boste poskrbeli, da bodo odpadki deležni ustreznega ravnanja, predelave in reciklaže ter tako pomagali preprečiti morebitne negativne učinke na okolje in zdravje ljudi, do katerih bi sicer zaradi neustreznega ravnanja z odpadki lahko prišlo.

2. V državah zunaj EU

Če želite ta izdelek zavreči, se obrnite na ustrezne organe lokalne skupnosti in povprašajte po ustreznem načinu odstranitve.

Švica: Rabljeno električno oziroma elektronsko opremo lahko brezplačno vrnete prodajalcu tudi če niste kupili novega izdelka. Ostala zbirna mesta so navedena na spletni strani www.swico.ch ali www.sens.ch.

B. Informacije o odlaganju za poslovne uporabnike

1. V Evropski uniji

Če je izdelek namenjen poslovni uporabi in ga želite zavreči:

Obrnite se na prodajalca izdelkov SHARP, ki vam bo razložil postopek vračila izdelka. Morda boste morali za stroške vračila in reciklaže plakati. Manjše izdelke (in manjše količine le-teh) bodo morda prevzela temu namenjena lokalna zbirna mesta.

Španija: Za vračilo rabljenih izdelkov se poslužite uveljavljenega sistema zbiranja odpadkov.

2. V državah zunaj EU

Če želite ta izdelek zavreči, se obrnite na ustrezne organe lokalne skupnosti in povprašajte po ustreznem načinu odstranitve.



Pozor: Vaš izdelek je označen s tem simbolom. Ta opozarja, da rabljene električne in elektronske opreme ne smemo zavreči skupaj z drugimi gospodinjstvi odpadki. Tem izdelkom je namenjen poseben sistem odlaganja.



A. Hulladék-elhelyezési tájékoztató felhasználók részére (magán háztartások)

1. Az Európai Unióban

Figyelem: Ha a készüléket ki akarja selejtezni, kérjük, ne a közönséges szemeteskukát használja!

A használt elektromos és elektronikus berendezéseket külön, és a használt elektromos és elektronikus berendezések szabályszerű kezeléséről, visszanyeréséről és újrahasznosításáról rendelkező jogszabályokkal összhangban kell kezelni.

A tagállamok általi végrehajtást követően az EU államokon belül a magán háztartások használt elektromos és elektronikai berendezéseiket díjmentesen juttathatják vissza a kijelölt gyűjtőlétesítményekbe*. Egyes országokban* a helyi kiskereskedés is díjmentesen visszaveheti Öntől a régi terméket, ha hasonló új terméket vásárol.

*) A további részletekről, kérjük, érdeklődjön az önkormányzatnál.

Ha használt elektromos vagy elektronikus berendezésében elemek vagy akkumulátorok vannak, kérjük, előzetesen ezeket selejtezze ki a helyi előírásoknak megfelelően.

A termék szabályszerű kiselejtezésével Ön segít biztosítani azt, hogy a hulladék keresztülmenjen a szükséges kezelésen, visszanyerési és újrahasznosítási eljáráson, ezáltal közreműködik a lehetséges káros környezeti és humán egészségi hatások megelőzésében, amelyek ellenkező esetben a helytelen hulladékkezelés következtében előállhatnak.

2. Az EU-n kívüli egyéb országokban

Ha a terméket ki szeretné selejtezni, kérjük, forduljon az önkormányzathoz, és érdeklődjön a helyes hulladék-elhelyezési módszerről.

B. Hulladék-elhelyezési tájékoztató vállalati felhasználók részére.

1. Az Európai Unióban

Ha a terméket üzleti célokra használta, és ki kívánja selejtezni:

Kérjük, forduljon a SHARP kereskedéshez, ahol tájékoztatják Önt a termék visszavételéről. Lehetséges, hogy a visszavételből és újrahasznosításból eredő költségeket felszámítják. Előfordulhat, hogy a helyi hulladékbegyűjtő létesítmény átveszi a kisebb termékeket (és kis mennyiségeket).

2. Az EU-n kívüli egyéb országokban

Ha a terméket ki szeretné selejtezni, kérjük, forduljon az önkormányzathoz, és érdeklődjön a helyes hulladék-elhelyezési módszerről.



Figyelem: A terméket ezzel a jelöléssel látták el. Ez azt jelenti, hogy a használt elektromos és elektronikus termékeket nem szabad az általános háztartási hulladékkal keverni. Ezekhez a termékekhez külön hulladékgyűjtő rendszer üzemel.



A. Kasutajainfo seadmete äraviskamise kohta (eramajapidamistele)

1. Euroopa Liidus

Tähelepanu: kui soovite seadmest vabaneda, palun ärge visake seda tavalisse prügikasti!

Kasutatud elektri- ja elektronseadmeid tuleb käidelda eraldi ja vastavalt õigusaktidele, mis nõuavad elektri- ja elektronseadmete õiget käitlust, taaskasutust ja ringlussevõttu.

Pärast õigusaktide rakendamist liikmesriikides võivad ELi eramajapidamised tagastada oma kasutatud elektri- ja elektronseadmed tasuta selleks määratud kogumispunktidesse*. Mõnedes riikides* võib kohalik jaemüüja vana toote tasuta tagasi võtta ka siis, kui ostate samase uue toote.

*) Palun võtke täpsustamiseks ühendust oma kohaliku asutusega.

Kui teie kasutatud elektri- või elektronseadmel on patareid või akud, palun vabanege neist eelnevalt vastavalt kohalikele nõuetele.

Selle toote korrektse kõrvaldamisega aitate tagada jäätmete nõuetekohase käitluse, taaskasutuse ja ringlussevõtu ning seega vältida võimalikke kahjulikke mõjusid keskkonnale ja inimeste tervisele, mida jäätmete vale käitlus vastasel juhul kaasa võiks tuua.

2. Muudes riikides väljaspool ELi

Kui soovite sellest tootest vabaneda, võtke palun ühendust kohalike asutustega ja selgitage välja õige kõrvaldamisviis.

B. Info seadmete äraviskamise kohta äriklientidele.

1. Euroopa Liidus

Kui toodet kasutatakse äriistel eesmärkidel ja te soovite sellest vabaneda:

palun võtke ühendust SHARPi toodete vahendajaga, kes teavitab teid toote tagastamisvõimalustest. Võimalik, et teil tuleb tasuda toote tagastamise ja ringlussevõtuga kaasnevad kulud. Väikesemõdulisi tooteid (ja väikeses koguses) võidakse vastu võtta ka teie kohalikus kogumispunktis.

2. Muudes riikides väljaspool ELi

Kui soovite sellest tootest vabaneda, palun võtke ühendust kohalike asutustega ja selgitage välja õige kõrvaldamisviis.



Tähelepanu: Teie toode on tähistatud selle sümboliga. See tähendab, et kasutatud elektri- ja elektronseadmeid ei tohiks ära visata koos tavaliste olmejäätmetega. Nende toodete jaoks on eraldi kogumissüsteem.



A. Informācija lietotājiem par izmešanu (privātās mājsaimniecības)

1. Eiropas Savienībā

Uzmanību! Ja vēlaties izmest šo ierīci, lūdzu, neizmantojiet šim nolūkam parasto atkritumu konteineri!

Lietotas elektriskās un elektroniskās ierīces ir jāapstrādā atsevišķi un saskaņā ar likumdošanas aktiem, kas nosaka lietotu elektrisku un elektronisku ierīču īpašu apstrādi, pārstrādi un atkārtotu izmantošanu.

Pēc noteikumu ieviešanas, ES dalībvalstu privātās mājsaimniecības var nodot savas lietotās elektriskās un elektroniskās ierīces speciāli tam paredzētos savākšanas punktos bez maksas*. Dažās valstīs* arī vietējais izplatītājs var pieņemt atpakaļ nolietotās ierīces bez maksas, ja jūs iegādāties tai līdzīgu jaunu ierīci.

*) Lūdzu, sazinieties ar savu vietējo kompetento institūciju detalizētākas informācijas saņemšanai.

Ja jūs lietotai elektriskai vai elektroniskai ierīcei ir baterijas vai akumulatori, lūdzu, izmetiet tos atsevišķi jau iepriekš, saskaņā ar spēkā esošajiem vietējiem noteikumiem.

Pareizi utilizējot šo ierīci, jūs palīdzēsiet nodrošināt pareizu atkritumu apstrādi, pārstrādi un atkārtotu izmantošanu, un tādējādi novērsīsiet iespējamo negatīvo ietekmi uz vidi un cilvēku veselību, ko izraisītu nepareiza atkritumu apsaimniekošana.

2. Citās valstīs ārpus ES

Ja vēlaties izmest šo izstrādājumu, lūdzu, sazinieties ar vietējo kompetento institūciju, lai noskaidrotu pareizo izmešanas metodi.

B. Informācija par izmešanu (korporatīviem lietotājiem).

1. Eiropas Savienībā

Ja produktu izmanto korporatīviem mērķiem, un jūs vēlaties to izmest:

Lūdzu, sazinieties ar vietējo SHARP izplatītāju, kurš jūs informēs par izstrādājuma atpakaļ pieņemšanas kārtību. Jums var nākties apmaksāt izdevumus, kas radušies, par izstrādājumu pieņemšanu un pārstrādi. Iespējams, ka nelielus izstrādājumus (un nelielā apjomā) var nodot vietējā savākšanas punktā.

2. Citās valstīs ārpus ES

Ja vēlaties šo izstrādājumu izmest, lūdzu, sazinieties ar vietējo kompetento institūciju, lai noskaidrotu pareizo izmešanas metodi.



Uzmanību! Uz jūsu ierīces redzams šāds simbols. Tas nozīmē, ka lietotas elektriskas un elektroniskas ierīces nedrīkst jaukt kopā ar pārējiem atkritumiem. Šīm ierīcēm pastāv atsevišķa savākšanas sistēma.



A. Informacija vartotojams apie gaminių išmetimą (privatiems namų ūkiams)

1. Europos Sąjungoje

Dėmesio: Šios įrangos negalima mesti į įprastinius šiukšlių konteinerius!

Naudota elektrinė ir elektroninė įranga turi būti apdorojama atskirai, laikantis teisės aktų, kurie reikalauja tinkamai apdoroti, panaudoti ir perdirbti elektrinę ir elektroninę įrangą.

Po atitinkamų teisės aktų įgyvendinimo valstybėse narėse privatūs ES šalių ūkiai gali nemokamai grąžinti naudotą elektrinę arba elektroninę įrangą paskirtosioms surinkimo įmonėms*. Kai kuriose šalyse* vietiniai mažmenininkai taip pat gali nemokamai priimti iš jūsų seną gaminį, jei perkate panašų naują.

*) Jei reikia daugiau informacijos, kreipkitės į vietos institucijas.

Jei jūsų naudotoje elektrinėje ar elektroninėje įrangoje yra baterijų ar akumuliatorių, prieš tai utilizuokite juos atskirai, laikydamiesi šalyje galiojančių reikalavimų.

Tinkamai išmesdami gaminį padėsite užtikrinti, kad atliekos būtų reikiamai apdorojamos, panaudojamos ir perdirbamos saugant aplinką ir žmonių sveikatą nuo neigiamo poveikio, kuris kiltų netinkamai elgiantis su atliekomis.

2. Ne ES šalyse

Jei norite išmesti šį gaminį, kreipkitės į vietos institucijas ir prašykite nurodyti tinkamą išmetimo būdą.

B. Informacija apie gaminių išmetimą verslo vartotojams.

1. Europos Sąjungoje

Jei norite išmesti gaminį, naudotą tikslais:

Kreipkitės į savo SHARP atstovą, kuris informuos jus apie gaminio grąžinimą. Jums gali tekti padengti išlaidas, susijusias su produkto grąžinimu ir perdirbimu. Nedidelius gaminius (nedidelius jų kiekius) gali priimti vietinė surinkimo įmonė.

2. Ne ES šalyse

Jei norite išmesti šį gaminį, kreipkitės į vietos institucijas ir prašykite nurodyti tinkamą išmetimo būdą.



Dėmesio: Jūsų gaminys pažymėtas šiuo simboliu. Tai reiškia, kad naudotų elektrinių ir elektroninių gaminių negalima išmesti į įprastinių buitinių atliekų konteinerius. Tokiems gaminiams taikoma atskira surinkimo sistema.



A. Informații pentru utilizatorii casnici

1. În Uniunea Europeană

Atenție: Dacă doriți să aruncați acest echipament, vă rugăm să nu folosiți recipientul de gunoi uzual!

Echipamentele electrice și electronice uzate trebuie eliminate separat, în conformitate cu legislația în vigoare care impune tratarea, valorificarea și reciclarea corespunzătoare a acestora.

În urma implementării legislației de către statele membre UE, utilizatorii casnici din acestea pot preda gratuit* echipamentele electronice și electrice uzate la centrele de colectare autorizate. În anumite țări* magazinele locale preiau gratuit produsul uzat la achiziționarea unui alt produs similar.

*) Pentru informații suplimentare vă rugăm contactați autoritatea locală.

Dacă echipamentele dumneavoastră electrice și electronice uzate au baterii sau acumulatori, acestea/aceștia trebuie eliminate/eliminați separat în conformitate cu reglementările locale.

Eliminând acest produs în mod corect contribuiți la tratarea, valorificarea și reciclarea corespunzătoare a deșeurilor, prevenind astfel efectele negative asupra sănătății umane și a mediului care pot apărea în urma managementului necorespunzător al deșeurilor.

2. În alte țări din afara Uniunii Europene

Dacă doriți să aruncați acest produs, vă rugăm contactați autoritatea locală pentru a afla care este metoda corectă de eliminare.

B. Informații pentru utilizatorii profesionali

1. În Uniunea Europeană

Dacă produsul este de uz profesional și doriți să îl aruncați:

Vă rugăm contactați distribuitorul SHARP care vă va furniza informații privind preluarea produsului. Este posibil să vi se ceară să acoperiți cheltuielile ocazionate de preluare și reciclare. Produsele de mici dimensiuni (și cantitățile mici) pot fi preluate de centrele de colectare locale.

2. În alte țări din afara Uniunii Europene

Dacă doriți să aruncați acest produs, vă rugăm contactați autoritatea locală pentru a afla care este metoda corectă de eliminare.



Atenție: Produsul dumneavoastră este marcat cu acest simbol care indică că produsele electrice și electronice uzate nu trebuie aruncate împreună cu deșeurile casnice. Pentru aceste produse există un sistem separat de colectare.



A. Информация за изхвърлянето за потребители (частни домакинства)

1. В Европейския съюз

Внимание: Ако желаете да изхвърлите това оборудване, моля не използвайте обикновените контейнери за смет!

Употребяваните електрически уреди и електронно оборудване трябва да се третират отделно и в съответствие със законодателството, което изисква правилна преработка, регенерация и рециклиране на употребяваните електрически уреди и електронно оборудване.

След въвеждането от страните-членки, частните домакинства на територията на Европейския съюз могат да върнат употребяваните електроуреди и електронно оборудване на определените за това места безплатно*. В някои страни* местният търговец, от когото сте закупили оборудването, може да вземе безплатно стария уред, ако купите подобен нов.

*) Моля свържете се с местните власти за повече подробности.

Ако електроуредите или електронното оборудване имат батерии или акумулатори, моля предварително ги изхвърлете отделно в съответствие с местните изисквания.

С правилното изхвърляне на това изделие Вие гарантирате, че отпадъците ще преминат необходимата преработка, регенерация и рециклиране и по този начин предотвратяват потенциалните отрицателни въздействия върху околната среда и човешкото здраве, които биха възникнали иначе в резултат на неправилното третиране на отпадъците.

2. В други страни извън ЕС

Ако желаете да изхвърлите това изделие, моля свържете се с местните власти и попитайте какъв е правилният начин на изхвърляне.

За Швейцария: Употребяваните електроуреди и електронно оборудване могат да се върнат безплатно в магазина, от който са закупени, дори и да не закупите ново изделие. Още депа за отпадъци са изброени на фирмената страница на www.swico.ch или www.sens.ch.

B. Информация за изхвърлянето за бизнес потребители.

1. В Европейския съюз

Ако изделието се използва за бизнес цели и желаете да го изхвърлите:

Моля свържете се с Вашия търговец на SHARP, който ще Ви информира за обратното получаване на изделието. Би трябвало да Ви таксуват за разходите, възникващи от обратното получаване и рециклирането. Малките изделия (и малките количества) би трябвало да се получават обратно от местните депа за отпадъци.

За Испания: Моля свържете се с установената система за събиране или с местните власти за обратно получаване на употребяваните изделия.

2. В други страни извън ЕС

Ако желаете да изхвърлите това изделие, моля свържете се с местните власти и попитайте за правилния начин на изхвърляне.



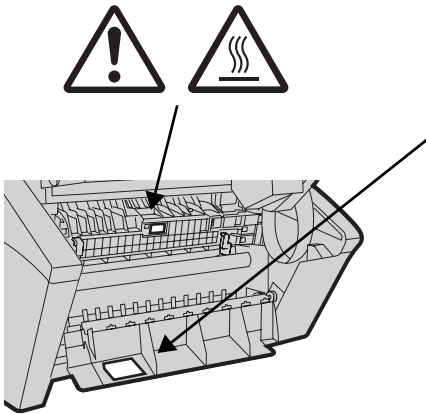
Внимание: На Вашето изделие има маркиран този символ. Това означава, че употребяваните електрически и електронни изделия не трябва да се смесват с общите битови отпадъци. Съществува отделна система за събиране на тези изделия.



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

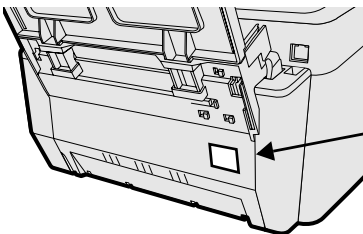
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