

# **Some Instructions on Using The Sharp Printer-Copier-Scanner Devices**

# Logging in to a Sharp MX-5500N

( CLSharp171, DWBSharpL6, DWBSharpL7 )

Press the button

ID-Number:

.

Enter your **swipe-card number** on either the **screen** or **key-pad**.

Press

OK

.

Your number is displayed for confirmation.

Press

OK

to confirm.

A small clock appears for a few seconds while your number is checked.

You may now use the printer-copier .

Press the **LOGOUT** (✖) button on the **key-pad** when you have finished .

# Logging in to a Sharp MX-4500N

( AtmosSharpL2, DWBSharpL2, TheorySharp )

Press the button  .

Enter your **swipe-card number** on the **screen** .

Press  .

Your number is displayed for confirmation.

Press  to confirm.

A small clock appears for a few seconds while your number is checked.

You may now use the printer-copier .

Press the **LOGOUT (✖)** button on the **key-pad** when you have finished .

# Logging in to a Sharp MX-3110N

( CLSharp371 )

You may have to press the  button on the printer to see the login screen.

Press the button  .

Enter your **swipe-card number** on the **screen** .

Press  .

Your number is displayed for confirmation.

Press  to confirm.

A small clock appears for a few seconds while your number is checked.

You may now use the printer-copier .

Press the  button on the **screen** when you have finished .

**Please report **problems** to [ITSupport@physics.ox.ac.uk](mailto:ITSupport@physics.ox.ac.uk)**

# Scan a Document and send via E-mail

( to yourself as a PDF attachment )

Login .

Press  .

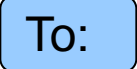
Press  .

Press  .

Enter your first name ( or the first few characters ) .

Press  .

Select the your name from the list .

Press  .

Place your document on the glass faceplate or feeder as appropriate .

Press either the Colour or Black and White copy button on the right-hand side .

If using the upper **feeder** the document is **sent immediately** after the last page is scanned .

If using the **faceplate** you are prompted with **Read-End after each page:** after the **last page** press **Read-End** to **send** the document.

Logout .

# Scan a Document on to a USB memory disk

( as a PDF file )

Login .

Connect USB memory disk to USB port .

Press  .

Select  .

Press  .

Enter the file name ( e.g. mydoc ) : it will become mydoc.pdf .

Press  .

Place your document on the glass faceplate or feeder as appropriate .

Press either the Colour or Black and White copy button on the right-hand side .

If using the upper **feeder** the document is **sent immediately** after the last page is scanned .

If using the **faceplate** you are prompted with **Read-End after each page:** after the **last page** press **Read-End** to **send** the document.

Logout .

# Using the SharpHold Print Queue

*Use the **SharpHold** print queue to:  
print several jobs at one time;  
print when you are there;  
print on special paper;  
use another printer when your usual printer is unavailable .*

**Send** your job(s) to the **SharpHold** print queue.

**Login** to the printer you wish to use .

Select  to release and print all of your jobs immediately .

Select  to select the jobs you want to print now .

The job(s) will print automatically after the selection above .

**Logout** .



# The Sharp Print Queues

AtmosSharpL2	AOPP Room 207 .
CLSharp156	Clarendon near Room 156 and Simon Level 1 lift .
CLSharp171	Clarendon Room 171 .
CLSharp371	Clarendon outside Room 371 .
DWBSSharpL2	DWB Level 2 left of front entrance on entry .
DWBSSharpL4	DWB Level 4 outside Reception .
DWBSSharpL5	DWB Level 5 outside Media Services Unit .
DWBSSharpL5mono	DWB Level 5 outside Media Services Unit .
DWBSSharpL6	DWB Level 6 central area .
DWBSSharpL6b	DWB Level 6 central area .
DWBSSharpL7	DWB Level 7 just inside entrance to tower .
TheorySharp	Theory Copy Room on Level 3 .
TheorySharpL5	Theory on Level 5 .
SharpHold	Hold job and then print on any of the above .

You may **use any of the print queues** listed above .

## About the Sharp devices.

There are six copier/printer/scanner devices located around Physics. They are all available through the **PCOUNTER** print server **pcounter.physics.ox.ac.uk** .

Please use the 7 digit number on your university card to login to the Sharp devices. Some of the Sharp devices are also fitted with swipe card units that can be used to login rather than manually entering your PIN number.

All of the Sharp devices are full colour copy, print and scan devices. They all have staple options capable of fixing up to 50 pages. The DWBSharpL2 device also has a hole punch option available.

Page costs are 2p per B/W page or 6.5p per colour page. Please note that even a single coloured letter in a page of black text will be counted as one full colour page.

Supported platforms: Windows, Mac and Linux.

## Using the copiers.

All of the copiers require a PIN number to log on, Please use the seven digit number found on your University ID card to log on.

All of the copiers are available to all Physics staff members. Your PIN will work on any Sharp device.

## Scan a document and send via e-mail.

The copiers can e-mail your (or any selected) e-mail address (or addresses) a PDF file of scanned documents. To use the Scan to PDF function do the following.

Login to the device as normal with your PIN Number

Press the "Image Send" button.

You will now presented with a few options regarding the format and resolution of the file you wish to be attached to the e-mail. The defaults in the vast majority of cases will be fine.

First step is to enter the e-mail address to which you wish to have the document sent.

This can be done in one of two ways.

Method a. Select "Address Entry". Choose "To" or "CC". This will then give you a full on-screen Keyboard to manually enter an address. Once you've finished typing in the address press OK to return to the main Scan to PDF screen.

Method b. Select "Address Book". Choose "Global address search". Enter the first name of the Person to whom you wish to send. Press "Search". This will list everyone from the global Physics address book starting with the selected name. Once you have selected the Destination address, the "To" and "CC" buttons will become active. Select the appropriate option. At this point you can add further recipients by selecting "Next Address" and repeating the steps described here.

Place your document on either the faceplate or, if you have multiple pages, into the document Feeder facing up. Hit either the Colour or Black and White copy button located to the right of the main display. Note! When using the face plate you will be prompted with a "Read-End" dialog. Press "Read-End" to send the document. If using the document feeder, the e-mail is sent immediately after all pages have been scanned.

When you are finished don't forget to press the "LOGOUT" button just to the right of the main display.

Note: Scan to PDF is Free!

## **Normal Copy usage.**

- Log into the device as normal with your PIN number.
- Press the "Copy" Button to enter normal copy mode.
- Place your documents on the faceplate or feed them into the document feeder.
- Using the numeric keypad enter the number of copies required (Default is One).
- Press the Colour or Black and White copy button to begin the copy process.
- Once you're finished press the log out button.

## Using the SharpHold Print queue

The hold queue is a special queue that will hold your jobs until you walk up to one of the Sharp devices and log in.

A job sent to this queue can be released at \*ANY\* of the Sharp printers in the department.

Steps for using this queue

Add the SharpHold queue as you would add any of the Sharp devices as described on the Physics IT Web pages at [www.physics.ox.ac.uk/it](http://www.physics.ox.ac.uk/it) .

Send a print job from your application of choice.

Walk to any of the Sharp devices and login as normal with your user PIN.

You will now be given the extra on-screen option of "Print Selection (n Jobs)" or "Print all".

Select "Print all" to release all of your jobs immediately or Press "Print selection".

Select the jobs you wish to release now.

Press Print. Your jobs will now be released.

Note: You cannot see or release jobs for other users.