

# Digital Multifunctional System Setup Manual

Before using the machine, please read this manual thoroughly. Be sure to keep this manual for future reference.

- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

## Read Before Using

Before using the machine, please read "License Agreement" (terms for using the Adobe Inc. software) provided in "User's Manual Appendix".

"User's Manual Appendix" is available from the QR code of "How To Use Manuals (P.10)".

Use the software only after you agree with all applicable terms and conditions. By using the software, you are agreeing to be bound by the terms and conditions. If you do not agree to "License Agreement", please contact the dealer you purchased the product.

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## Control Panel

### Features of Control Panel

Pressing the Home button displays the Home screen.

#### 1. Power/Power Saving button

The power switches on.

#### Note

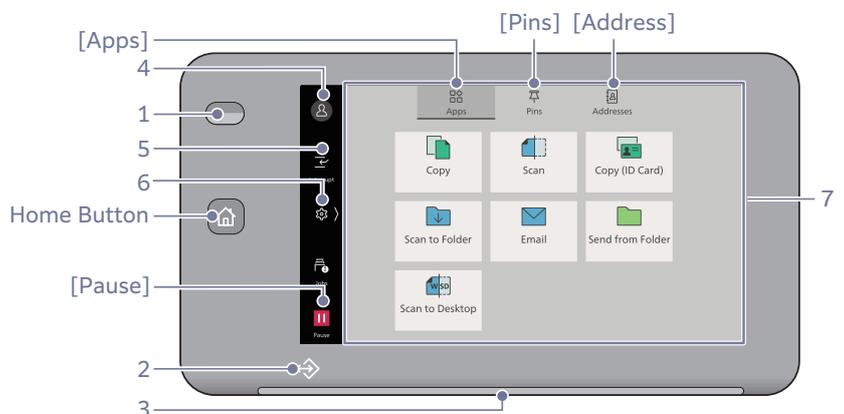
- When "Please wait..." is displayed, the machine is warming up. The use of machine is not available during this time.
- If the power does not switch on, confirm that the power plug is connected.

#### 2. Data indicator

This indicator blinks while data is being sent from the machine or data is being received from the client computer.

#### 3. Note on status display lamp

The lamp lights up in green at an instant of operation reception. When an error occurs, the lamp blinks in orange.



#### 4. Login

The user is authenticated when the user enters the User ID and logs in.

When the user is logged in with the administrator rights, [Administrator] is shown in this area. While the user is authenticated, tapping on the authentication information display area logs out the user, and the state becomes as unauthenticated.

#### 5. Interrupt

Suspend the tasks under operation during continuous copy or print and conduct other tasks preferentially.

#### 6. Opening menu

Tap this button to open the menu for change and check of the settings of the machine.

Tap on [<] to close the menu.

#### 7. Home Screen

Apps/Pins/Address Screens can be displayed.

- **[Apps]:** You can tap on any of the application icons and use its functions.
- **[Pins]:** You can execute a job again using Job Direction History and the job direction history of which pin is created with [Create Pin] by user. If you create a pin of the job direction history, you can also directly activate a job without opening an application.
- **[Address]:** You can register addresses and other information. You can activate an application from a registered address.

After activating an application, the selected address is set as the destination of the application.

## Switching the Power Off

When the power is switched off, all the machine functions are stopped.

### Important

Do not switch the power off when the machine is in the following states. If the power is switched off, the data that is being processed may be deleted.

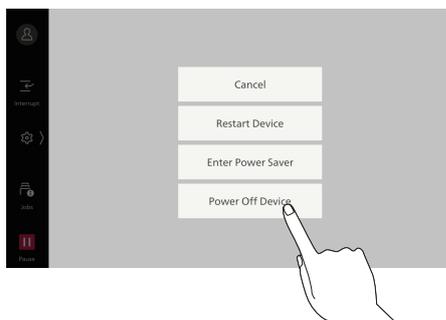
- During data reception (Data indicator is lit)
- Within 5 seconds after ejection of paper
- During copying or scanning

#### 1. Press the Power/Power Saving button.

### Note

Long pressing the Power/Power Saving button also switches off power.

#### 2. Tap on [Power Off Device].



## Creating Pin

If you create a pin of Job Direction History of a job that is executed in the past, you can easily execute the job with the same settings.

### Note

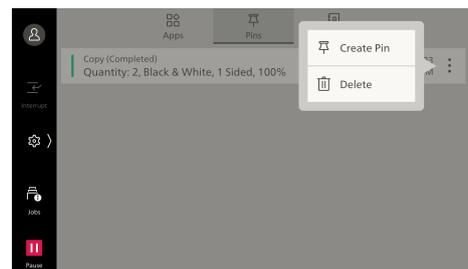
- Job direction histories and created pins are managed by each user.
- Pinned job direction histories are not overwritten.

## Creating Pin of Job Direction History

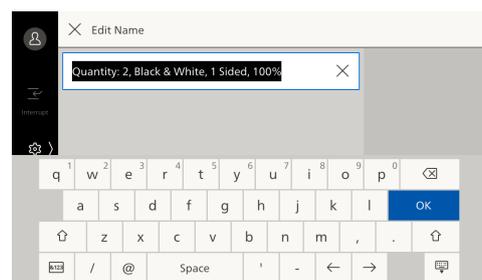
#### 1. Log in.

#### 2. On the Home screen, tap on [Pins].

#### 3. Tap on on the right side of the history for which you want to create a pin and tap on [Create Pin].

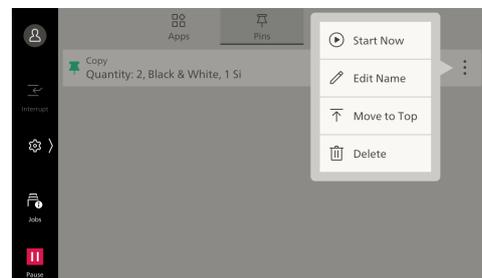


#### 4. Enter the name to save and tap on [OK].



## Executing the Job from the Pinned Job Direction History

#### On the [Pins] screen, tap on at the right side of the pinned job and tap on [Start Now].



# Loading the Paper

## Important

- Do not place paper or other objects in the reserved space of the tray. Doing so can result in a paper jam or malfunction.
- While the printer is processing a job, do not remove the paper tray used for the job.

## Note

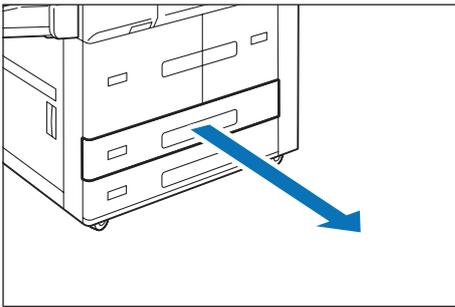
Before loading the paper into the paper tray, fan a stack of paper well. This will separate the sheets, and it can prevent paper jamming.

This section explains how to load the plain paper into the tray 1 to 4.

## Loadable Paper

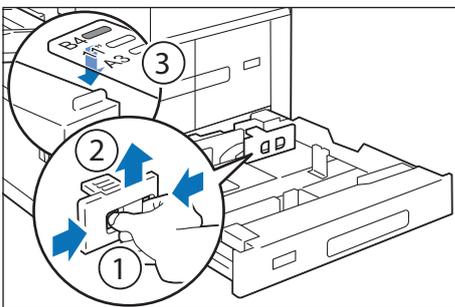
Paper size (mm)	Tray 1, 2 Standard size: Max: A4  / Letter  Min: JIS B5  Tray 3, 4 Length: 140 to 330 Width: 182 to 488
Paper weight (g/m <sup>2</sup> )	52 to 216

### 1. Pull out the paper tray until it stops.

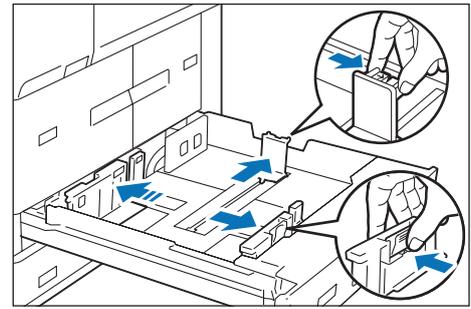


### 2. When paper is already loaded in the tray, take out the paper.

### 3. When loading paper whose size is JIS B4 or larger, pinch the knob and lift the paper rear end guide, and set the guide into the hole for the indicated size.

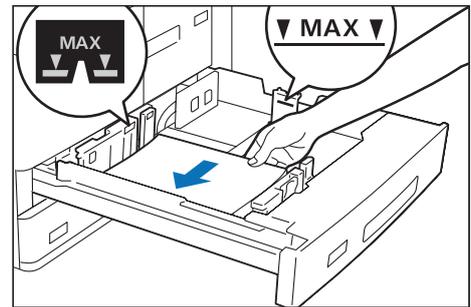


### 4. Pinch the guide clip(s) and adjust to the correct paper size.



There are two guide clips on the tray 1 and 2 and one guide clip on the tray 3 and 4.

### 5. Fan a stack of paper, face the print surface down, and then load the paper with edges aligned according to the direction of the arrow.



## Important

Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

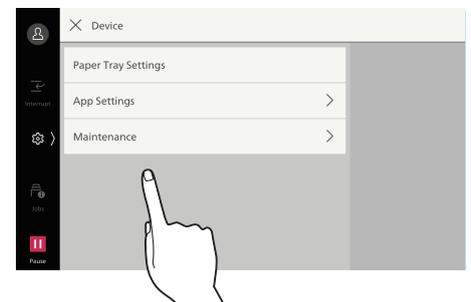
## Note

Adjust the guide clip(s) correctly to the size of paper. If the guide clip(s) is not adjusted correctly, the machine cannot feed the paper properly, resulting in paper jams.

### 6. Push in the paper tray.

### 7. When you have changed the paper type, set the paper tray on the Device screen.

- Tap on  and tap on [Device].
- Tap on [Paper Tray Settings].



### 3. After tapping on the number for the paper tray you have loaded the paper, configure the paper items, and then tap on [OK].

### 8. When printing, configure the paper settings from the printer driver.

# Copy/Scan

## 1. Set the document.



Multiple sheets



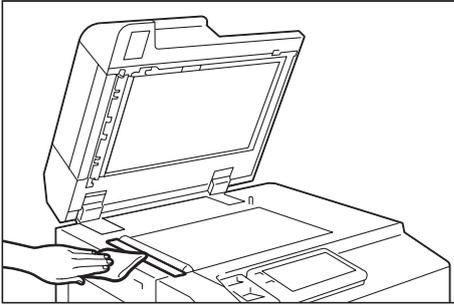
1 sheet

### Document Feeder

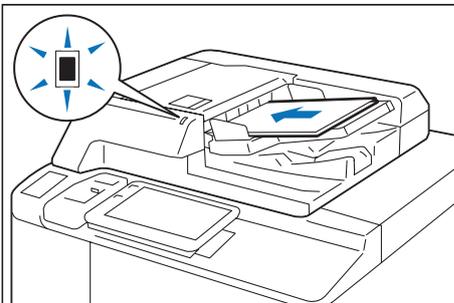
#### Loadable paper

Paper size (mm)	Length: 84 to 297 Width: 140 to 432
Paper weight (g/m <sup>2</sup> )	Single side printing: 38 to 200 Double side printing: 50 to 200

1. Open the document cover.
2. Wipe off any dirt adhering to the glass strip and white plastic area located in the left side of the document glass.



3. Close the document cover.
4. Check that the document is free of tag paper, adhesive tape, staples, and clips, and stretch out the document if it is wrinkled or folded.
5. Align the upper left corner of the document so that the document size is correctly detected.
6. Load the document face up (when the document is 2-sided, place the front side up) in the center of Document Feeder.



The confirmation indicator lights up.

#### Important

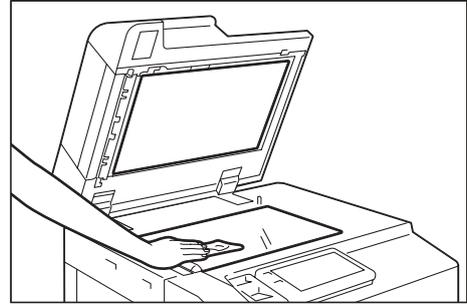
Do not set documents above the maximum fill line. It may cause paper jams or machine malfunction.

### Document Glass

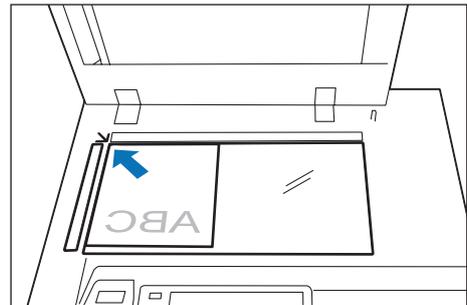
#### Loadable paper

Paper size (mm)	Length: Up to 297 Width: Up to 432
-----------------	---------------------------------------

1. Open the document cover, and wipe off any dirt from the document glass.

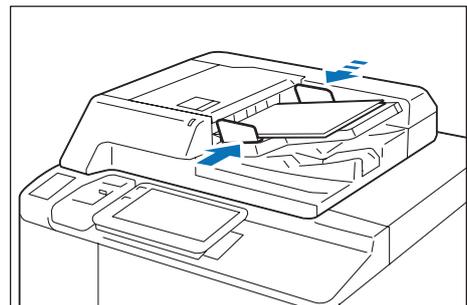


2. Load the document face down with the document aligned with the upper left corner of the document glass.

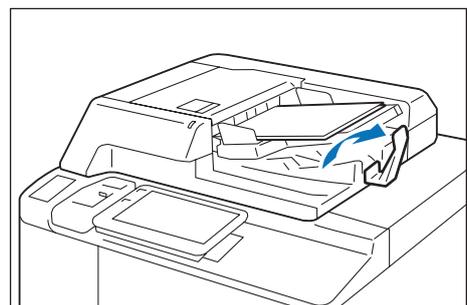


3. Close the document cover.

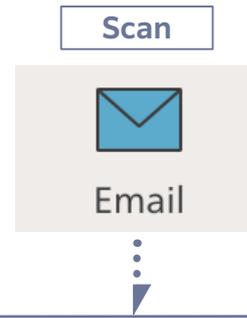
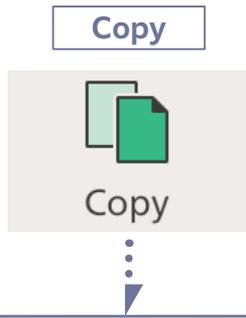
7. Move the document guide to align with both edges of the document.



8. Open the document stopper.

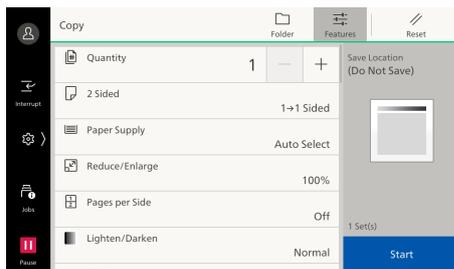


2. On the [Apps] screen, tap on the desired Application icon.



## Copy

1. As needed, configure the setting items.



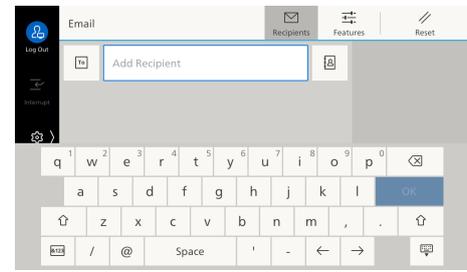
2. Tap on [Start].

## Scan (Email)

### Note

- [Scan to Folder], [Scan], [Scan to USB], and [Scan to Desktop] are also available as methods for scanning.
- To send an e-mail, the e-mail settings need to be configured in the Device beforehand.

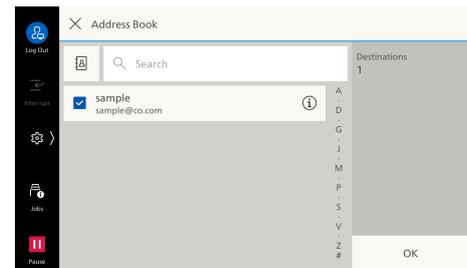
1. Specify the recipient by directly entering using the keyboard or by tapping on (Address Book).



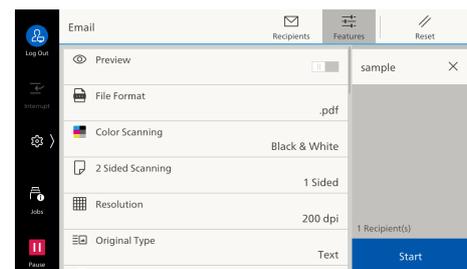
### Note

- When specifying multiple recipients by directly entering using the keyboard, tap on recipients to add.
- To change the recipient type (To/Cc/Bcc), tap on .

2. Tap on [OK].



3. Tap on and configure the setting items as needed.



4. Tap on [Start].

# Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

## ⚠ WARNING

Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your dealer or nearest SHARP Service Department for more information.

Follow all warning instructions marked on this product. The warning marks stand for the followings:

 <b>DANGER</b>	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
 <b>WARNING</b>	Used for items that if not followed strictly, can lead to severe or fatal injuries.
 <b>CAUTION</b>	Used for items that if not followed strictly, can cause injuries to user or damages to machine.
<p>: A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Caution</div> <div style="text-align: center;"> Caution for electrostatic breakage</div> <div style="text-align: center;"> Flammable</div> <div style="text-align: center;"> Explosive</div> <div style="text-align: center;"> Electric shock</div> <div style="text-align: center;"> Hot surface</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Moving object</div> <div style="text-align: center;"> Pinched fingers</div> <div style="text-align: center;"> Rotating Parts Hazard</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Sharp Edge Hazard</div> </div>	
<p>: A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Prohibited</div> <div style="text-align: center;"> No fire</div> <div style="text-align: center;"> Do not touch</div> <div style="text-align: center;"> Do not use in bathroom</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Do not tear down</div> <div style="text-align: center;"> Keep away from wet</div> <div style="text-align: center;"> Never touch with wet hand</div> </div>	
<p>: A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Instructions</div> <div style="text-align: center;"> Unplug</div> <div style="text-align: center;"> Ground/Earth</div> </div>	

# Electrical Safety

## ⚠ WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

 **WARNING:** Connect this product to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal. Improper connection of a grounding conductor may cause electric shock.

 Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local representative to check if an outlet is grounded.

 Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.

 Never touch the power cord with wet hands. It may cause electric shock.

 Do not put an object on the power cord.

 Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.

 To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by our company. The power cord is exclusive use for this product. Do not use it for any other product. Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident. If the power cord is damaged or insulated wires are exposed, contact your dealer or nearest SHARP Service Department for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

## ⚠ CAUTION

 Unplug this product to turn off power completely. Install this product near an outlet to easily unplug it in case of emergency.

 When cleaning this product, always switch off and unplug it. Access to a live product interior may cause electric shock.

 Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

 Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

 Always switch off and unplug the machine when it is not used over weekends or long holidays. It may cause deterioration of insulations and eventually electric shock or a fire accident.

 Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your dealer or nearest SHARP Service Department.

# Machine Installation

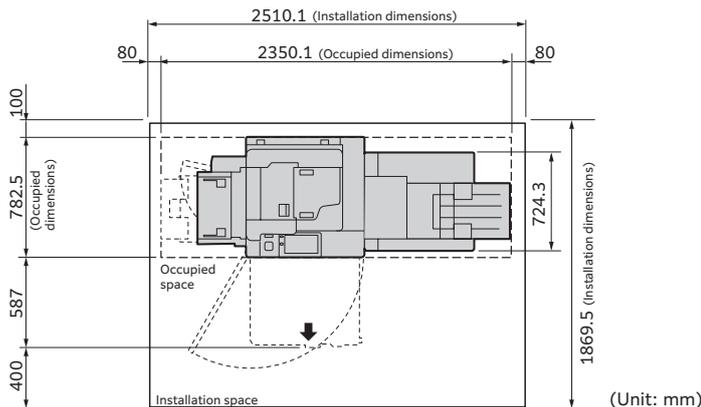
**⚠ WARNING**

**!** Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

**⚠ CAUTION**

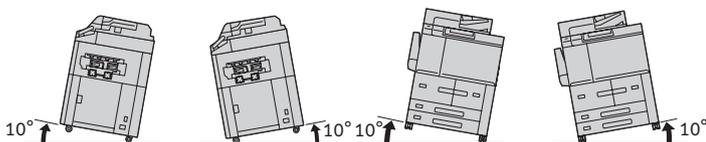
- ⊘** Never locate this product in the following places:
  - Near radiators or any other heat sources
  - Near volatile flammable materials such as curtains
  - In the hot, humid, dusty or poorly ventilated environment
  - In the place receiving direct sunlight
  - Near cookers or humidifiers
- ⊘** Keep away the packing materials of product from small children. The thin film may cling to nose and mouth and prevent breathing.
- !** Locate this product on a level and sturdy surface that can withstand a weight of 269 kg or less (minimum configuration). Otherwise, if tilted, the product may fall over and cause injuries.
- !** Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

## Minimum configuration



The above illustration indicates the Digital Multifunctional System BP-1250M model with the bypass tray and finisher installed.

**!** Do not incline the product at more than 10° angle. Otherwise, it may fall over and cause injuries.



**!** Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.

**!** To keep this product in a good performance and condition, always use it in the following environment:  
Temperature: 10 - 32°C

Humidity: 15 - 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing or scanning.

**!** To bundle wires and cables, always use the cable ties and spiral tubes that our company supplies. Otherwise, it may cause some defects.

# Operational Safety

**⚠ WARNING**

- ⊘** The operator's product maintenance procedures are described in the manuals supplied with this product. Do not carry out any other maintenance procedures not described in the manuals.
- ⊘** This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.
- ⚡** To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your dealer or nearest SHARP Service Department.
  - The product emits smoke or its surface is unusually hot.
  - The product emits unusual noise or odour.
  - The power cord is cracked or worn down.
  - A circuit breaker, fuse or any other safety device becomes activated.
  - Any liquid is spilled into the product.
  - The product is soaked in water.
  - Any part of the product is damaged.
- ⊘** Do not insert any object into slots or openings of this product. Do not put any of the followings on the product:
  - Liquid container such as flower vases or coffee cups
  - Metal parts such as staples or clips
  - Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.

- ⊘** Do not place liquid, particles, small metal pieces or their containers in consumable storage spaces. Spills may cause electric shock or fire due to short-circuit.
- ⊘** Do not place dangerous objects (e.g., fragiles, volatile and flammable chemicals, creatures) in consumable storage spaces. Otherwise, it may cause catching fire.
- ⊘** Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.
- ⊘** When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.
- ⊘** If you need to pull out a tray to remove paper jam, contact your dealer or nearest SHARP Service Department. Do not pull out a tray, otherwise it may cause injuries.

## Laser Safety

**⊘ CAUTION:** Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.

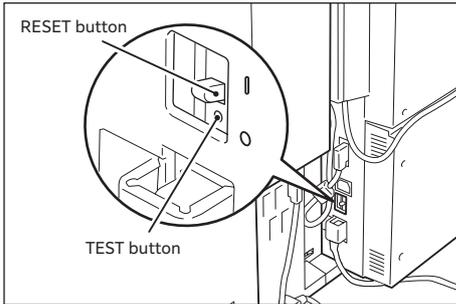
This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825-1:2014 and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

Laser Diode	: Class 3B
Wave length	: 780 nm
Beam divergence	: $\theta // 15 \text{ deg}, \theta \perp 13 \text{ deg}$
Pulse duration	: CW
Repetition rate	: CW
Maximum power	: 57.6 mW

**CAUTION**

- Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" mark on.
- Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.
- A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON (indicated as "I"). Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

1. Press the TEST button.



2. Check that the RESET button is turned OFF and in the "O" state.

3. Turn ON the RESET button (in the "I" state").

If the circuit does not work properly, contact your dealer or nearest SHARP Service Department.

- Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your dealer or nearest SHARP Service Department.

Never touch the paper output area of the finisher during operation. It may cause injuries.

  Be careful in removing jammed staples.

Be careful not to get injured by waste staples when detaching a staple waste container.

Waste staples may come out with output paper. Be careful not to get injured by the staples.

Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop the machinery. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, the machinery may become activated and cause injuries.

Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

Do not place objects weighing more than 80 Kg in consumable storage spaces. Heavy loads may deform or break them.

Do not put your weight on or lift up a door of consumable storage spaces. It may cause deforming or breaking it.

Do not forcibly open a door of consumable storage spaces. It may cause deforming or breaking it.

Be careful not to drop an object when you bring it out from consumable storage spaces. Otherwise, you may get injured.

Grip the handhold on a door of consumable storage spaces when you open and close it. Do not hold an upper or bottom edge of the door. Otherwise, you may get injured.

Do not add a shock to a door of consumable storage spaces. Otherwise, the door may break to drop off and you may get injured.

Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

To move this product to another location, contact your dealer or nearest SHARP Service Department.

Ventilate well during extended operation or mass copying or printing. It may affect the office air environment due to odor such as ozone in a poorly ventilated room. Provide proper ventilation to ensure the comfortable and safe environment.

## Consumable

**WARNING**

Store all consumables in accordance with the instructions given on its package or container.

Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or waste toner container. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your dealer or nearest SHARP Service Department.

Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your dealer or nearest SHARP Service Department for its disposal.

Never throw a waste toner container into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner container no longer needed, contact your dealer or nearest SHARP Service Department for its disposal.

**CAUTION**

Keep drum cartridge and toner cartridge out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridge and toner cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water.  
If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately. Consult a physician if necessary.

# Regulation

Each instruction also covers the optional units used with these products.

## Safety precautions

This Digital Equipment is rated Class 1 and complies with 21 CFR 1040.10 and 1040.11 of the CDRH standards. This means that the equipment does not produce hazardous laser radiation. For your safety, observe the precautions below.

- Do not remove the cabinet, operation panel or any other covers.
- The equipment's exterior covers contain several safety interlock switches. Do not bypass any safety interlock by inserting wedges or other items into switch slots.

## Laser information

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

### Note

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 3-2014).

### ⚠ WARNING

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

### Note

- This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
- These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## Supplier's Declaration of Conformity

SHARP Digital Multifunctional System, BP-1360M/BP-1250M.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party: SHARP ELECTRONICS CORPORATION

100 Paragon Drive, Montvale, New Jersey

07645-1779

TEL: 1-800-BE-SHARP

# Legal Notice

Printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner

Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

# Environment



Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency.

The products that meet the ENERGY STAR® guidelines carry the ENERGY STAR® logo. The products without the logo may not meet the ENERGY STAR® guidelines.

Proper disposal is required for consumables no longer needed.

Do not open consumables. Return them to your dealer or nearest SHARP service department.

Perchlorate Material - special handling may apply.

See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

# Safety Data Sheet

The SDS (Safety Data Sheet) can be viewed at the following URL address:

<https://global.sharp/corporate/eco/env-info/sds/us/index.html>

# Supplies

Standard supplies for this product that can be replaced by the user include paper and toner cartridges.

Be sure to use only SHARP-specified products for the toner cartridges and transparency film.



GENUINE SUPPLIES

For best printing results, be sure to use only Sharp Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of Sharp products. Look for the Genuine Supplies label on the toner package.

# Storage Of Supplies

## Proper storage

### 1. Store the supplies in a location that is:

- clean and dry,
- at a stable temperature,
- not exposed to direct sunlight.

### 2. Store paper in the wrapper and lying flat.

### 3. Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

## Storing toner cartridges

Store a new toner cartridge box horizontally with the top side up. Do not store a toner cartridge standing on end. If stored standing on end, the toner may not distribute well even after shaking the cartridge vigorously, and will remain inside the cartridge without flowing out.

- Store the toner in a location that is cooler than 104°F (40°C). Storage in a hot location may cause the toner in the cartridge to solidify.
- Please use SHARP-recommended toner cartridges. If toner cartridges other than SHARP-recommended toner cartridges are used, the machine may not attain full quality and performance and there is a risk of damage to the machine.

## Supply of spare parts and consumables

The supply of spare parts for repair of the machine is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the machine which may break down within the scope of the ordinary use of the product, whereas those parts which normally exceed the life of the product are not to be considered as spare parts.

Consumables too, are available for 7 years following the termination of production.

## How To Use Manuals

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

The User's Manual can be viewed on the website.

You can read the QR code with your smartphone or other device to go to the website and view the user's manual.

<https://global.sharp/restricted/products/copier/downloads/manuals/select.html>



### User's Manual Main Unit

Describes basic operation of the machine, daily maintenance, troubleshooting, and instructions for use.

### User's Manual Optional Units

Describes operations of the optional devices such as finishers.

### User's Manual Operations

Describes various functions (copy, scan, etc.) available on the touch panel display.

### User's Manual Appendix

Describes troubleshooting and "License Agreement" (terms for using the Adobe Inc. software).

### Setting of Air Assist Value Adjustment Profile

Describes the operations for setting an air assist value adjustment profile.

### Audit Log Reference Guide

Describes the overview of the audit log and the content recorded in the audit log for the system administrator.

### Information for Error Codes

Describes the error codes and remedy.

## For The Administrator

### Administrator Mode Password

The administrator password is required to change the machine's some settings.

Administrator mode can be changed from the control panel.

### Points To Notice When Connecting To The Network

When connecting the machine to the network, connect to the sub network (range divided by the router) in which only the authorized device (such as PC) for the communication with the machine in the protected LAN in some way like firewall is connected. And manage the connected devices in the sub network so that the network condition may always be maintained. Also use the filter setting function to prevent illegal access.

### About Password Management

A unique administrator password is required before using the machine for the first time.

#### Note

- For security reasons, it is not recommended that the machine is connected to a network before changing the administrator password.
- Refer to Setup Manual (printed one enclosed in the machine) for the default administrator ID and password.

### Changing administrator password

1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Administrator Settings] > [Administrator Password].
2. Enter the new password and then tap on [OK].
3. Tap on [Change].

It is strongly recommended to assign a strong administrator password and the password should be managed by authorized personnel.

Please securely store the assigned password.

### About password management

It is requested to change the administrator password right after installing the machine. The password should be changed by the administrator and strictly managed. Write down the changed password in the following table and keep it carefully.

Please write "New Password".

Factory default		New Password
Administrator password	Serial Number of this machine	

## Trademark Acknowledgements

The following trademarks and registered trademarks are used in conjunction with the machine and its peripheral devices and accessories.

- Microsoft, Microsoft Entra, Active Directory, Azure, Windows, Windows Server, and Wingdings are registered trademarks of US Microsoft Corporation in the U.S. and other countries.
- Adobe, Acrobat, and PostScript, are trademarks or registered trademarks of Adobe in the United States and other countries.
- Apple, Bonjour, and macOS are trademarks of Apple Inc., registered in the U.S. and other countries.
- PCL, HP-GL, HP-GL/2 and HP-RTL are registered trademark of Hewlett-Packard Company.
- ThinPrint is a registered trademark or trademark of ThinPrint GmbH in Germany and other countries.
- Other company names or product names are registered trademarks or trademarks of each company.
- Microsoft product screen shots reprinted with permission from Microsoft Corporation.

### Please note

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

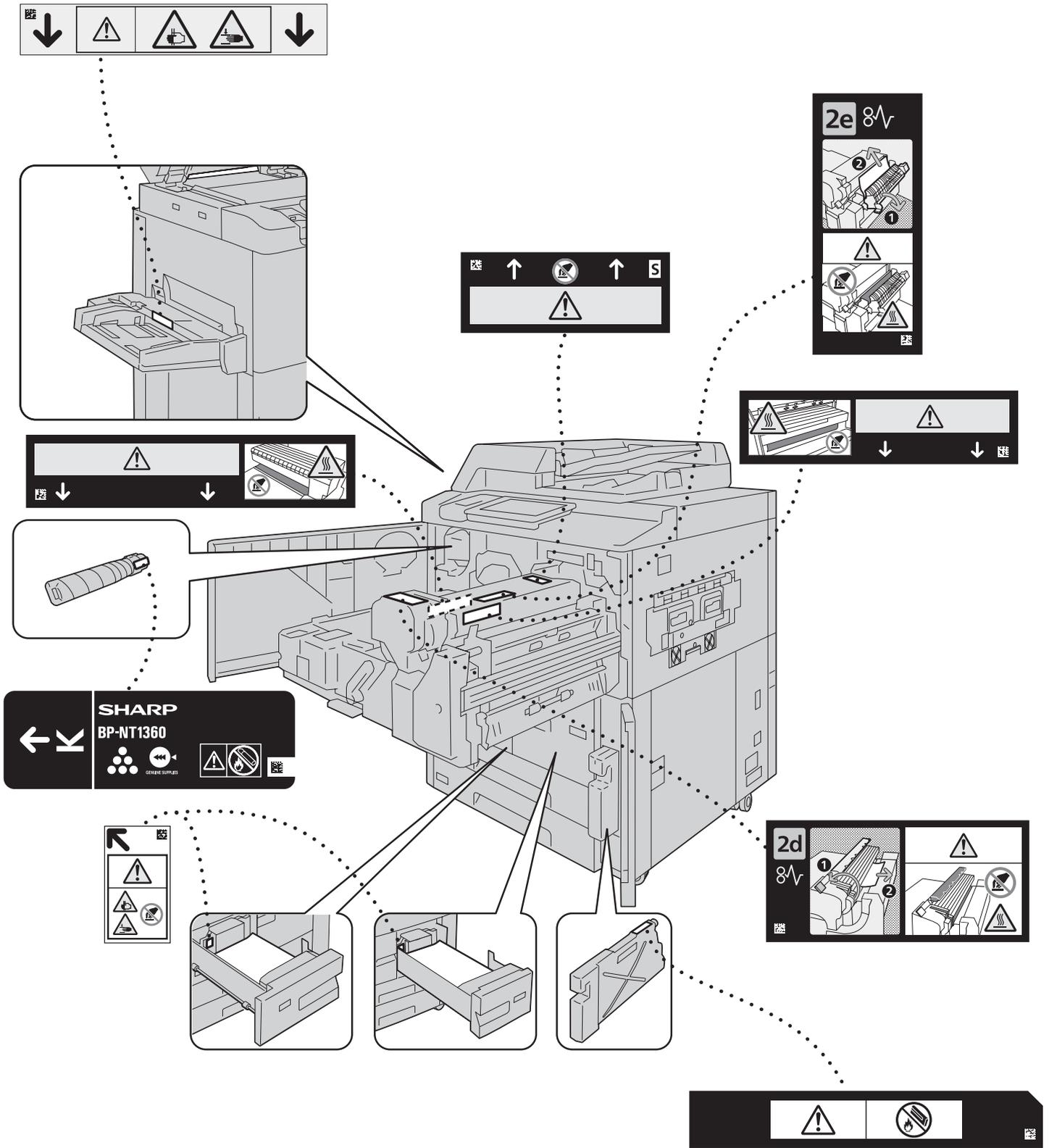
## Software License

The Software License will appear when you download the software\*1.

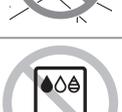
By downloading and using the software, you are agreeing to be bound by the terms of the Software License.

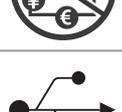
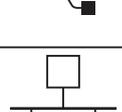
\*1: If the software is obtained from our website.

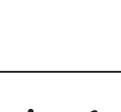
# Location of Warning and Caution Labels



# Symbols Marked on the Machine

	DANGER, CAUTION, AND WARNING
	CAUTION (HEATED SURFACE)
	DO NOT INSERT A FINGER
	DO NOT TOUCH
	DO NOT TOUCH
	DO NOT TOUCH
	CAUTION (ELECTRIC SHOCK)
	DO NOT INSERT A FINGER
	DO NOT USE INK JET PRINTER PAPER

	DO NOT USE ENVELOPE
	DO NOT USE POSTCARDS
	DO NOT USE FOLDED, CREASED, OR CURLED PAPER
	DO NOT USE TRANSPARENCIES FOR COLOR OUTPUT
	DO NOT USE PAPER WITH STAPLES OR CLIPS
	DO NOT COPY MONEY
	USB TERMINAL MARKING
	LAN TERMINAL MARKING
	GENERAL INDICATION SYMBOL

	DO NOT THROW A TONER CARTRIDGE INTO AN OPEN FLAME
	DO NOT THROW WASTE TONER CONTAINER INTO AN OPEN FLAME
	DO NOT THROW WASTE TRANSFER UNIT INTO AN OPEN FLAME
	DO NOT PUT ON PAPER THIS POSITION
	POWER / POWER SAVING BUTTON
	PAPER JAM
	CAUTION (HEAVY OBJECT) RISK TO SINGLE WORKER
	CAUTION (CUTTING EDGES)
	CAUTION (CUTTING EDGES)

# SHARP

SHARP ELECTRONICS CORPORATION  
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[www.sharpusa.com](http://www.sharpusa.com)

## SHARP CORPORATION