

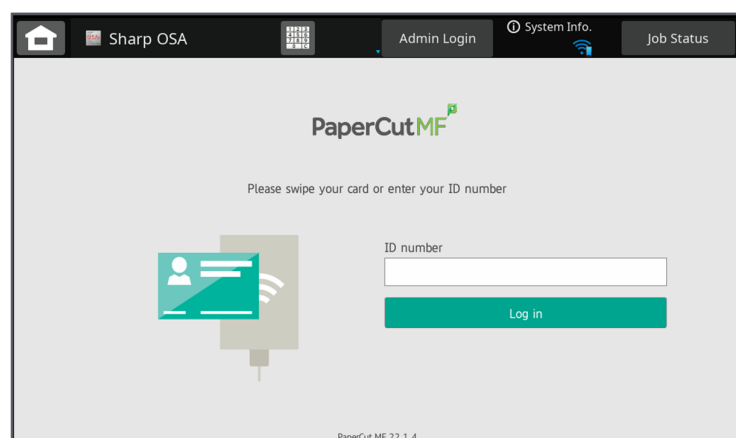
1. Log on Sharp BP-70C55 MFP

To use the copier, you need to sign in with your user code or CU link card first.

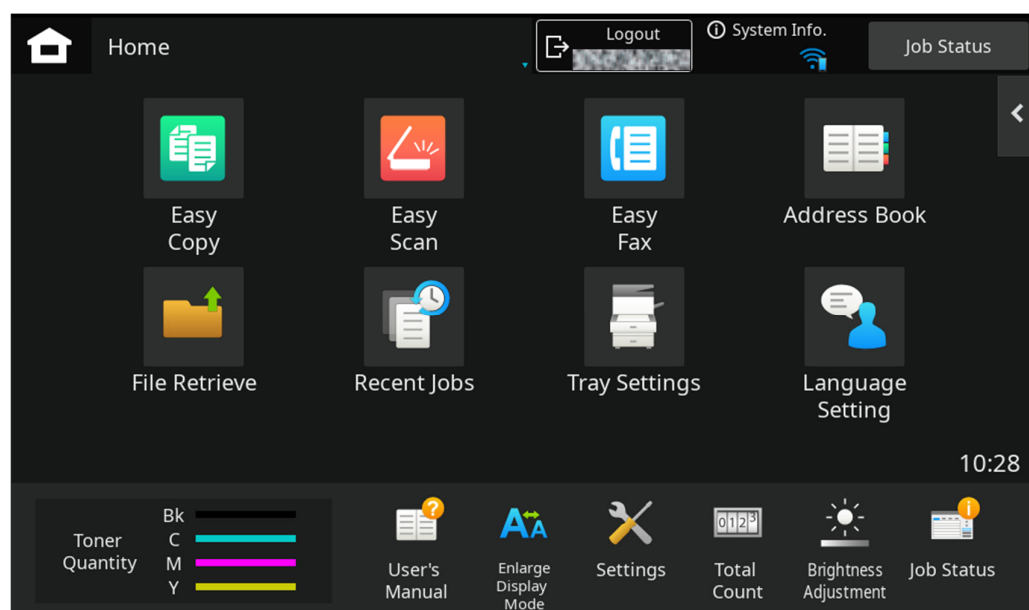
For department staff or project users, sign in the copier with a user code assigned by Faculty Office.



For teaching staff, sign in the copier with CU link card. If the user never signs in the copier with CU link card, please contact Faculty Office for card registration first before sign-in.



After signing in the copier, a similar screen on the touch panel will be shown as below:



Easy Copy, Easy Scan, Easy Fax
Address Book

The key features provide you copying, scanning to email and fax.
The destinations to where the users select to send the scanned document or fax.

File Retrieve

The pending jobs waiting for users to retrieve and print. You need process your print job here when you do secure printing from your computer.

Recent Jobs

To show the scan / copy / fax jobs recently done.

Language Setting

Change interface language.

Tray Settings

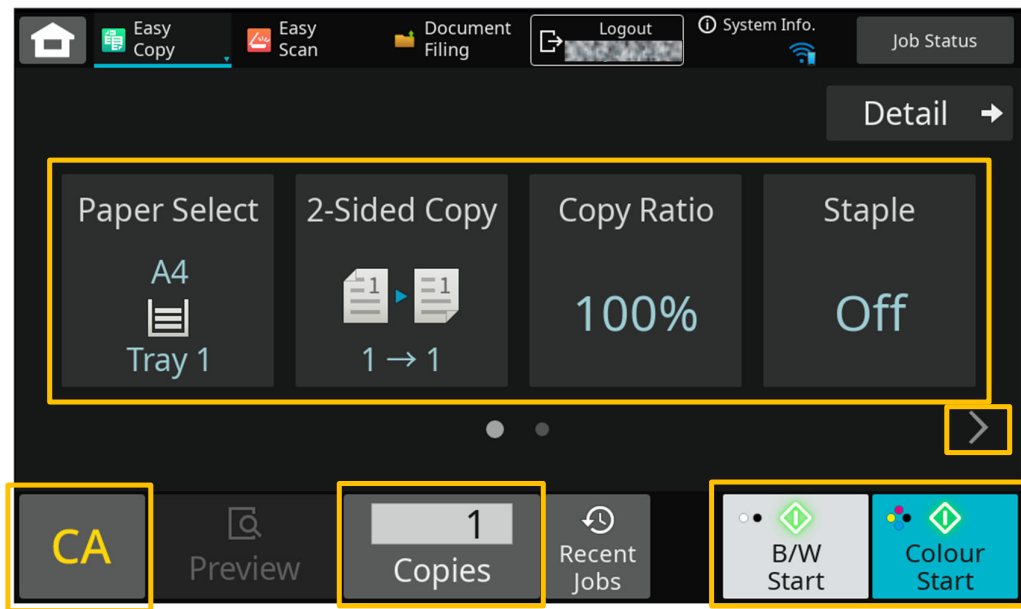
To show paper size and capacity for each tray.

Job Status

To show progress of scanning and faxing.

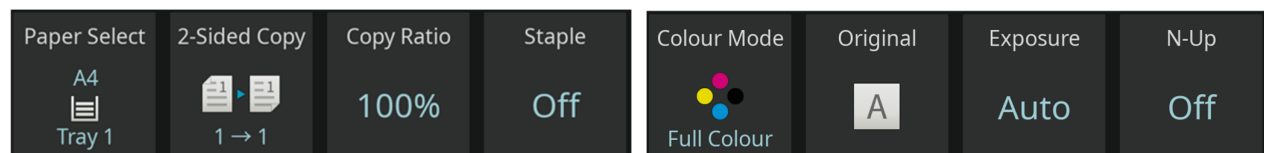
2. Copying

In the home screen, tap [Easy Copy] start copying.



Place the originals on the document glass or in the document feeder.

The default copying settings are displayed on the function keys. You can tap [>] key to look for the other keys of the next page.



You can change the settings by tapping appropriate keys.

Paper Select	Select the paper for copying
2-Sided Copy	Select to copy 1 side or 2 sides of the original
Copy Ratio	Resize the original to fit the paper size
Staple	Add staple to the copies
Colour Mode	Select B/W or Color
Original	Change the orientation of the original
Exposure	Adjust copy exposure
N-Up	Set the number of pages to be copied on each side of a piece of paper

You can input a number in [Copies] field to create more copies.

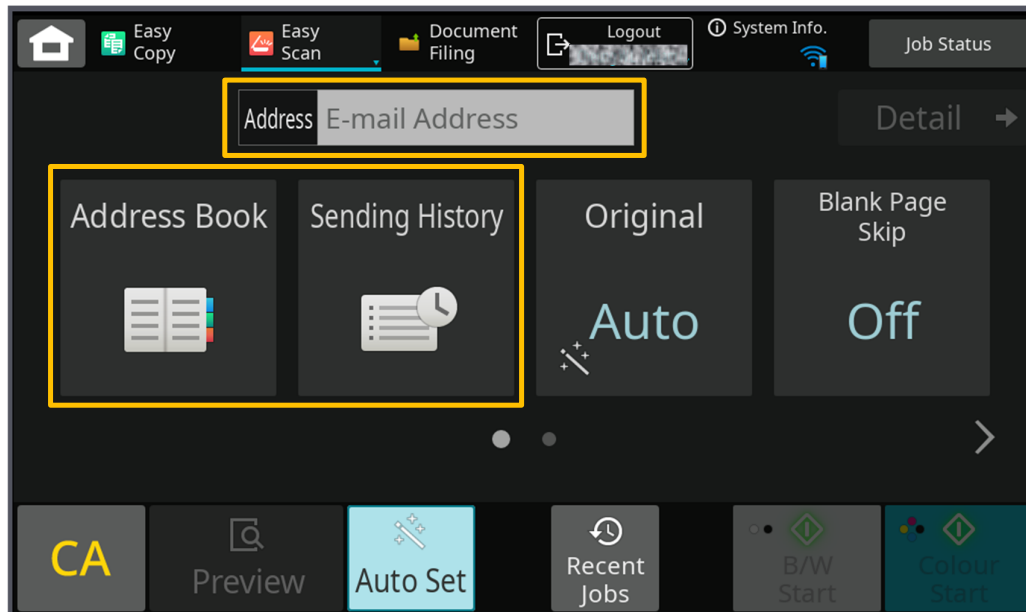
If you want to cancel all changes, tap [CA] key to reset.

Once all settings are set, tap [B/W Start] or [Colour Start] to start copying.

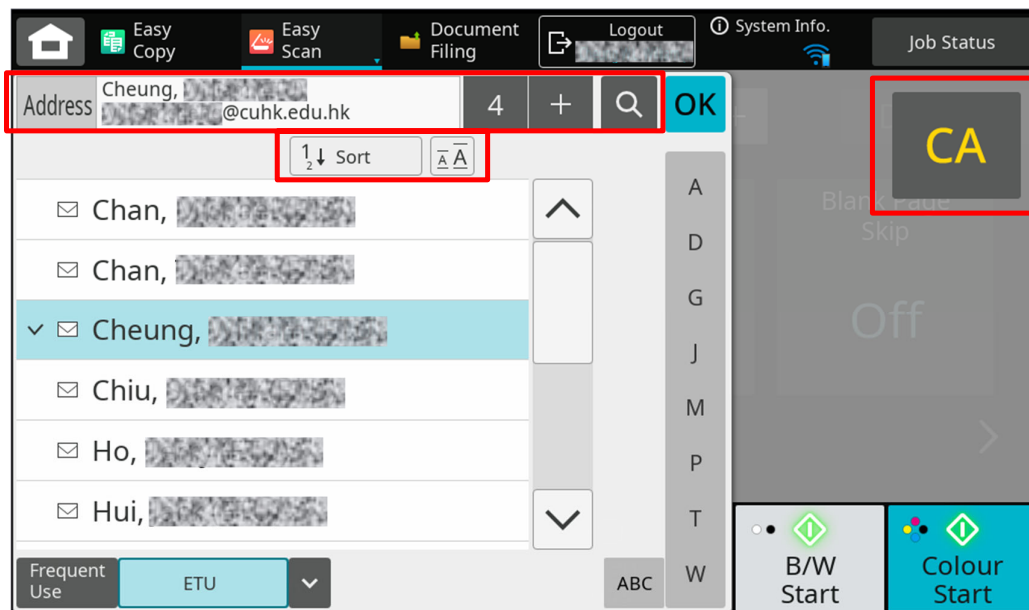
3. Scanning to Email

In the home screen, tap [Easy Scan] to start scanning the originals.

You can directly input an email address in [Address] field or select a user email address from Address Book. You can also retrieve previously sent destinations from [Sending History].

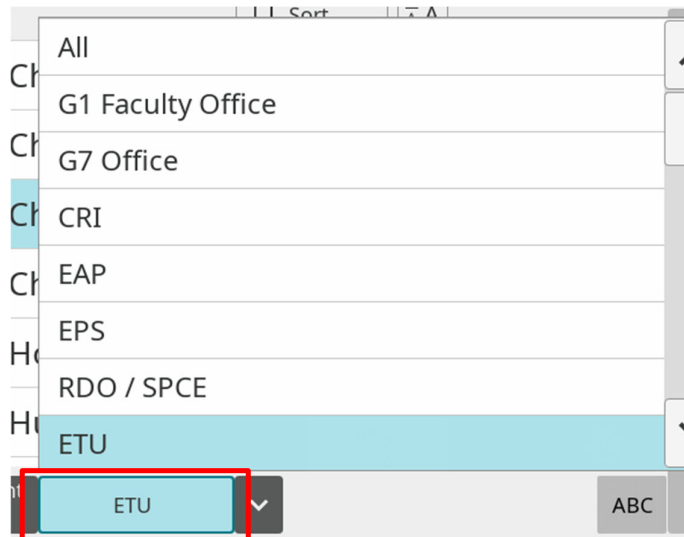


If you select a user email address from Address Book, tap [Address Book] key.



After you select a user, the user email address will be shown in [Address] field. You can tap [Sort] to sort the addresses in alphabetical order.

If you cannot find a user, you can tap [Category] to select your group and find a user.



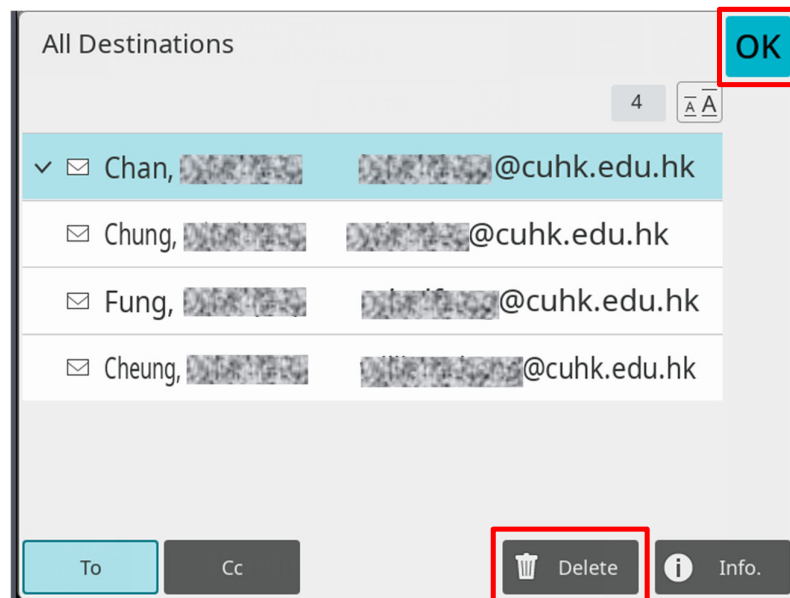
You can add more users by clicking the other names.

After you selected the users, the [Address] field shows the number of the users you added.

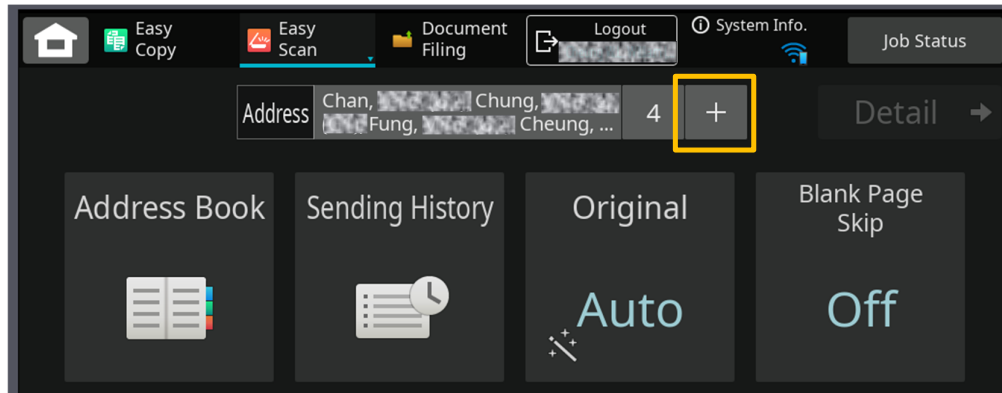


You can tap the number to show all your input in [Address] field.

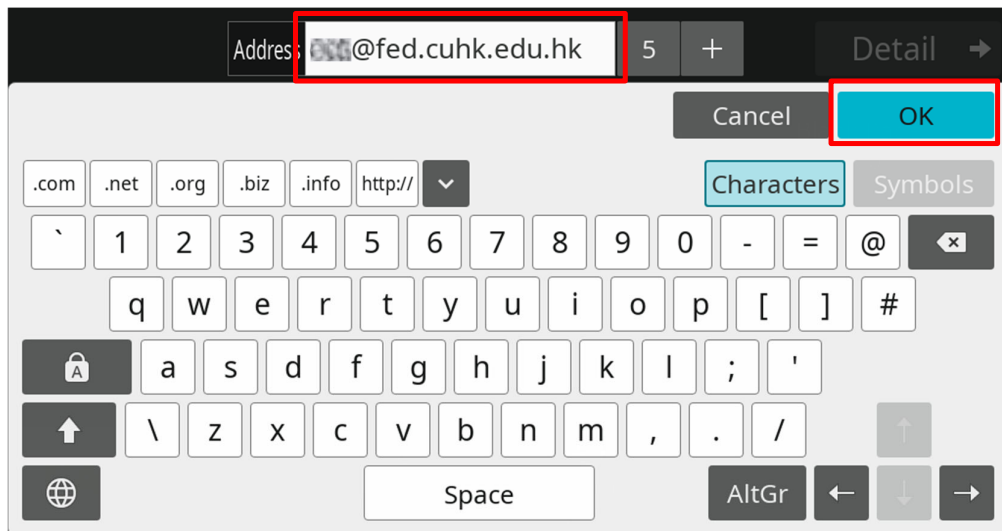
You can select a user and delete here if you need.



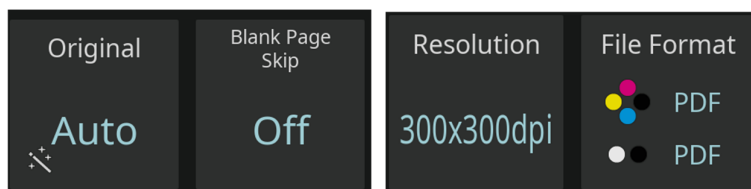
To confirm your input, tap [OK] to continue. To cancel all input, tap [CA] key.



You can tap [+] to add an email address that is not found in Address Book and tap [OK] to continue.



Place the originals on the document glass or in the document feeder. You can use the buttons below to select your scanning settings.

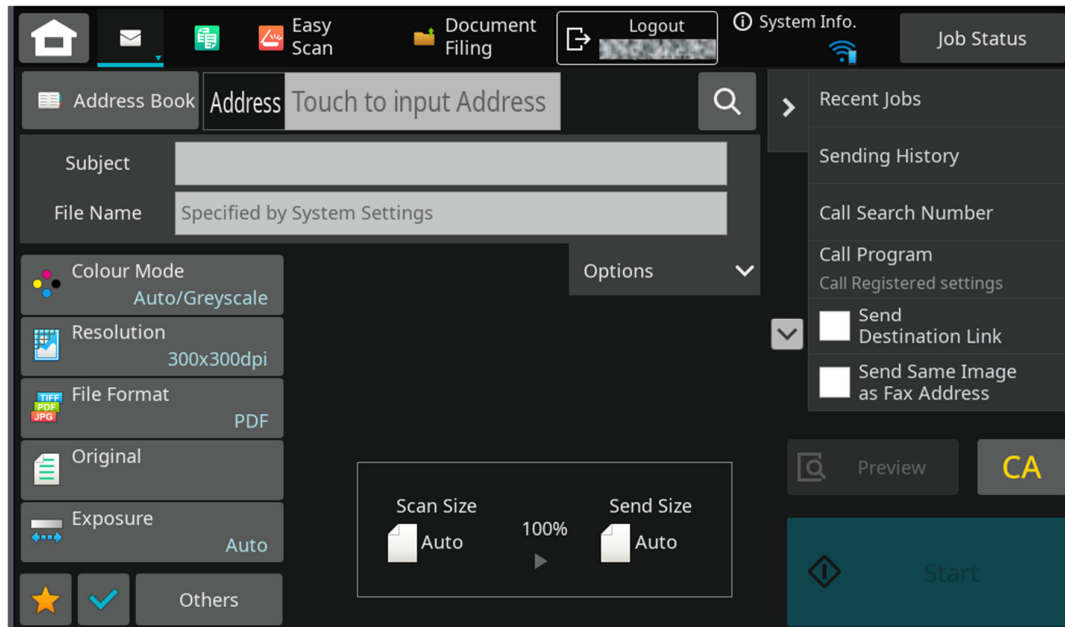


- | | |
|-----------------|--|
| Original | Select to scan 1 side or 2 sides of the original |
| Blank Page Skip | Select to skip the blank page in your original |
| Resolution | Set the scanning resolution |
| File Format | Select a file format to be output |

After all, select to tap [B/W Start] to output documents in black and white or tap [Colour Start] to output documents in colour to send.



Tips : If you want more advanced options that cannot be found on the above keys, you can tap [Detail] to look for options in 'Normal' mode.

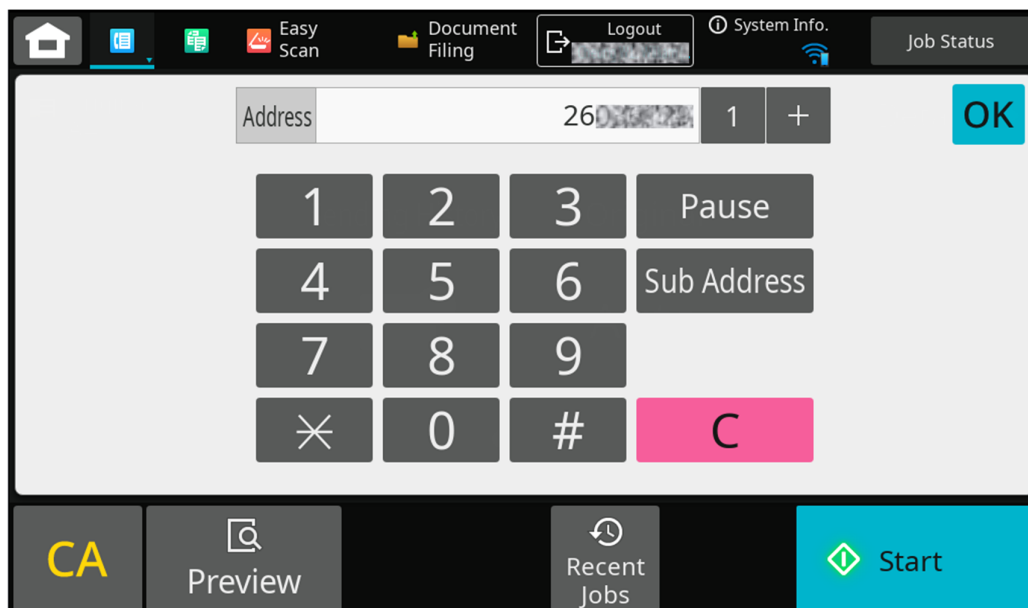
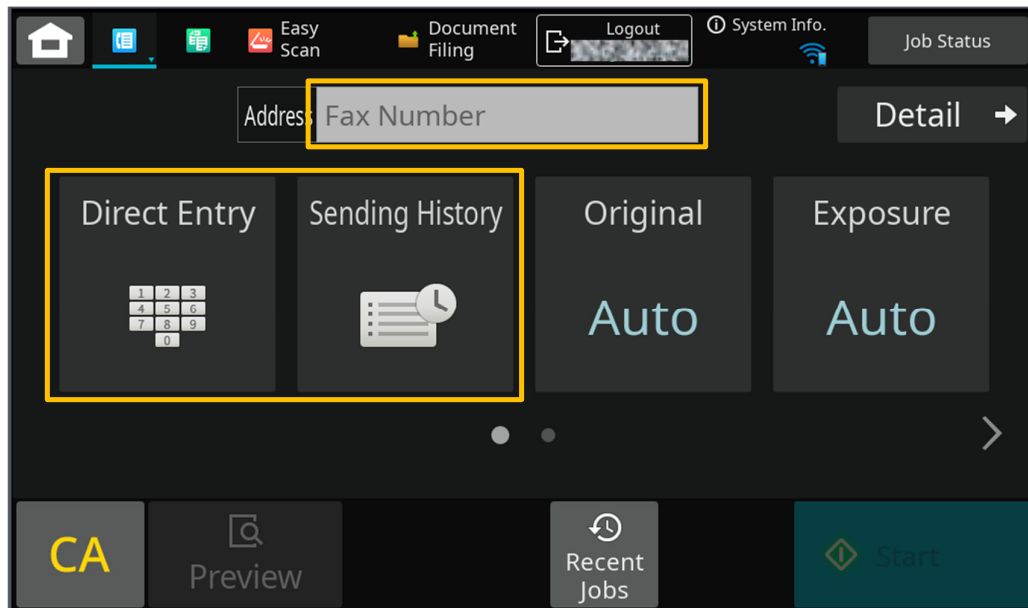


4. Sending a fax

If a Sharp copier has a fax option, you can send a fax from the copier.

In the home screen, tap [Easy Fax] to start sending a fax.

You can directly input a fax number in [Address] field or tap [Direct Entry] to input a number. You can also retrieve previously sent destinations from [Sending History].



Tap [OK] to continue or [CA] to cancel the input.

Place the originals on the document glass or in the document feeder and you can change the faxing settings with the following keys.

Original	Exposure	Resolution
Auto	Auto	Standard

- Original Select the orientation of the original
- Exposure Adjust the scanning exposure
- Resolution Set the scanning resolution

After input all settings, tap [Start] to send a fax.

5. Recent Jobs and Job Status

You can tap [Recent Jobs] or [Job Status] to view the progress of copying, scanning and fax. [Recent Jobs] displays 10 jobs only and does not show the status. You can call the destination in the job to restart another job.

Recent Jobs

Select job and press [Call].

Delete All

All

Copy

Send/Store

Easy Scan

12:24
20/10

12:24
20/10

@cuhk.edu.hk

1

Call

[Job Status] displays all jobs and the status.

Job Status

Logout

System Info.

Back

Print

Scan

Fax

Back

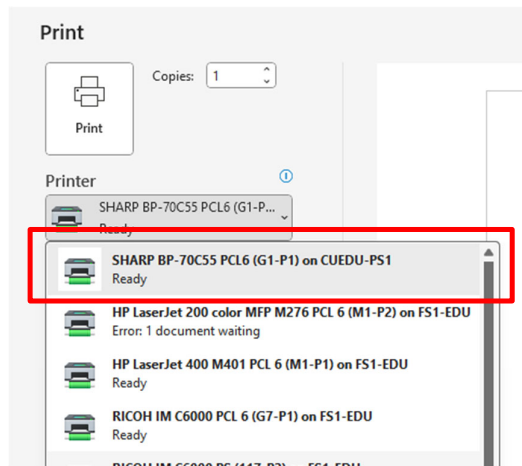
Job	Address	Start Time	Pages	Status
		12:24 20/10	0003/0003	Send OK
		10:21 20/10	0003/0003	Send OK
		10:20 20/10	0001/0001	Send OK
		17:10 17/10	0002/0002	Send OK
		17:32 16/10	0001/0001	Send OK
		14:29 16/10	0004/0004	Send OK
		17:13 14/10	0001/0001	Send OK
		17:12 14/10	0002/0002	Send OK
		16:47 14/10	0001/0001	Send OK

Job Queue

Complete

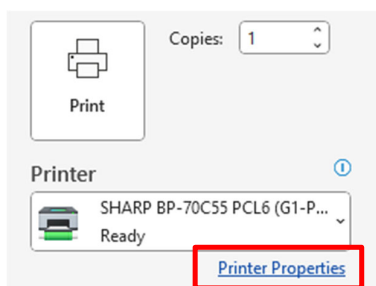
6. Printing from MS Windows

Open Microsoft Office or other applications, check the printer connections in [Print] option. If you cannot find any Sharp copier in printer connections, please contact ETU.

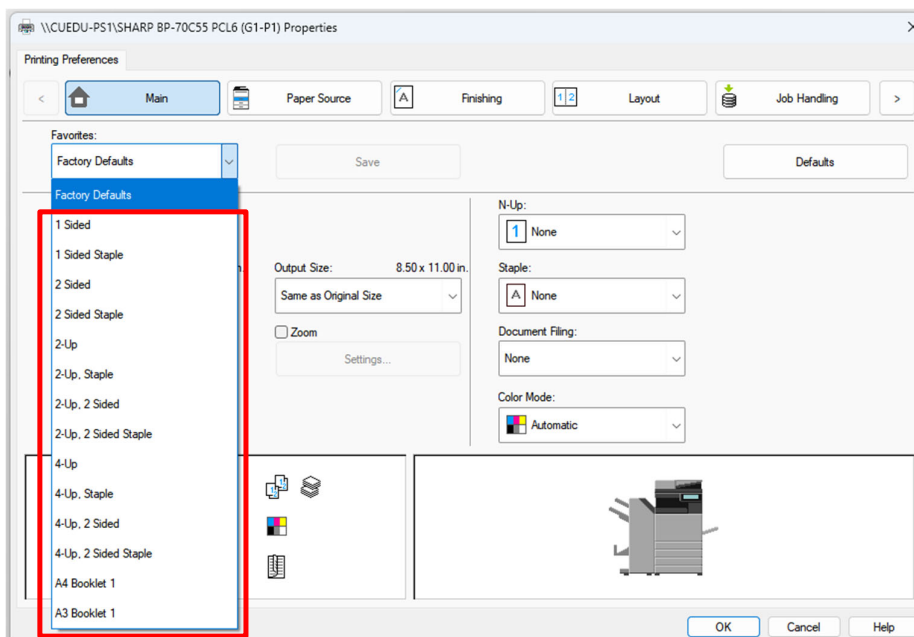


6.1.Favorites

Click [Printer Properties] to open property page.



On [Printing Preferences] page, select [Main] tab. A few printing templates were prepared in [Favorites].



1 Sided / 2 Sided

One page printed on one or two sides of a piece of paper

2 Sided Staple / 2 Sided Staple

One page printed on two sides of a piece of paper with a staple on the left corner

2-Up / 4-Up

Two pages or four pages printed on a single side of a piece of paper

2-Up, 2 Sided / 4-Up, 2 Sided

Two pages or four pages printed on two sides of a piece of paper

2-Up, 2 Sided Staple / 2-Up, 2 Sided Staple

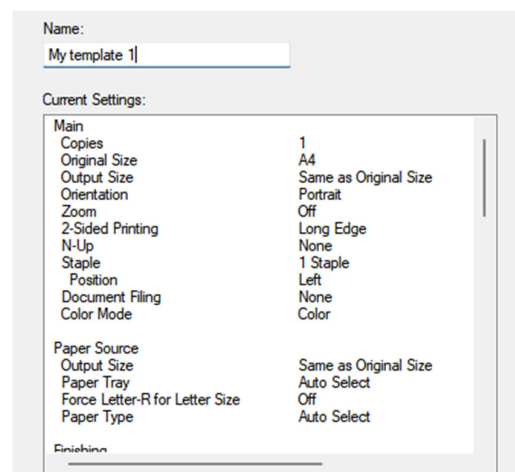
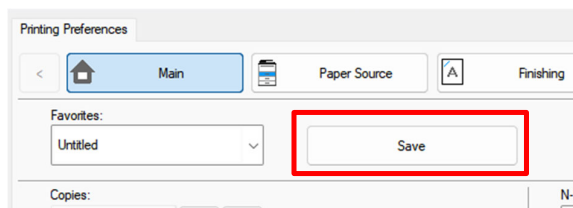
Two pages or four pages printed on two sides of a piece of paper with a staple on the left corner

A3 / A4 Booklet 1

A3 or A4 booklet

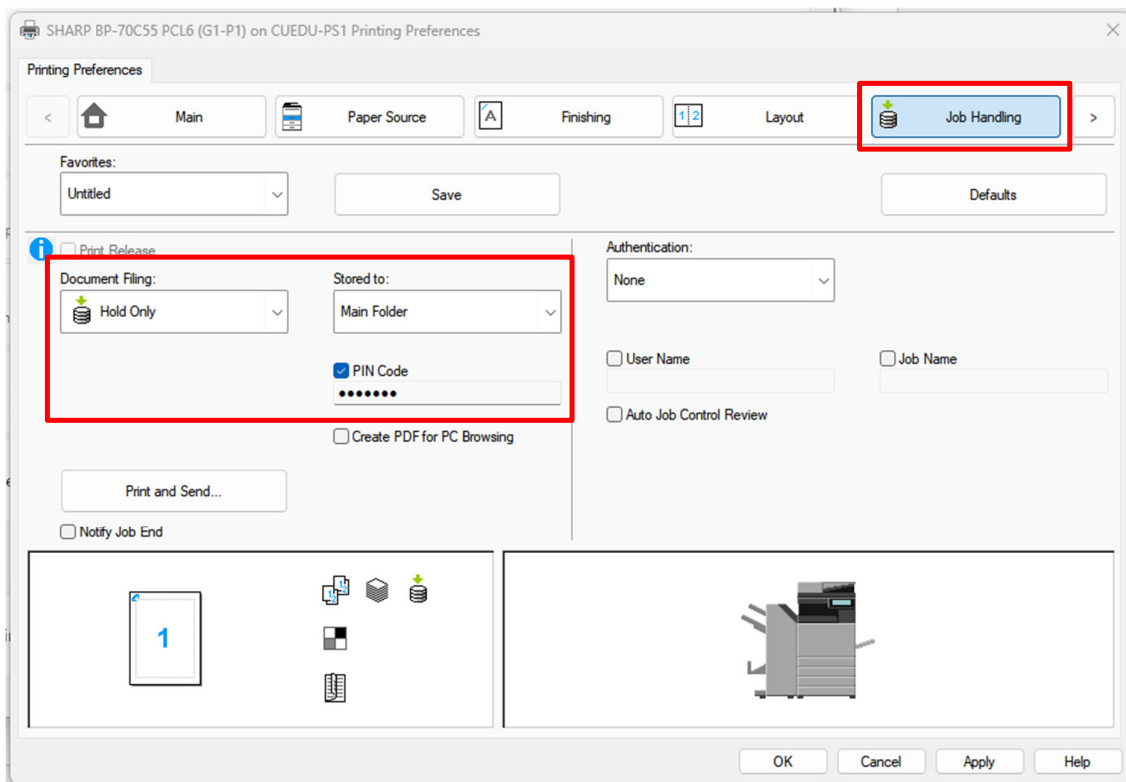
If the default templates are not your options, you can change printing options to fit your requirement.

If you want to keep the new settings, press [Save] and give a name (up to 20 characters) to save the settings as a new template in [Favorties].



6.2. Secure Printing

Secure printing allows you to hold your print job until you reach the copier to release the job.

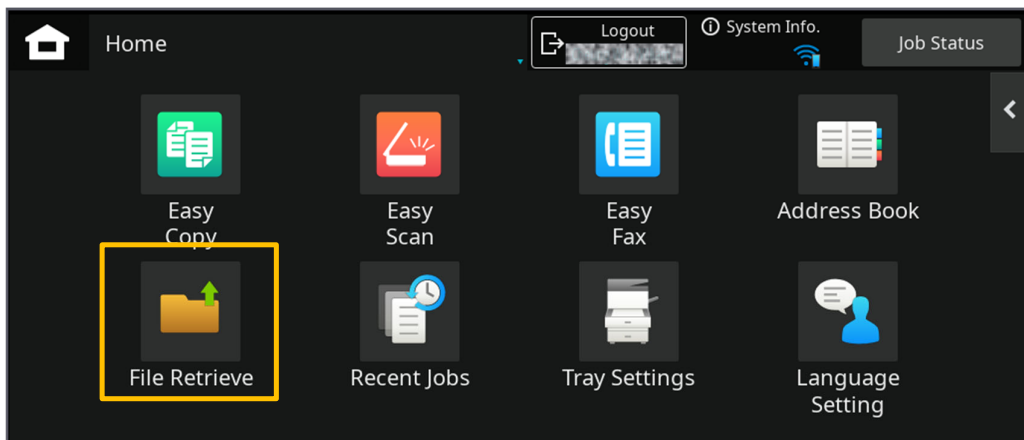


After selecting your printing preference, click [Job Handling] tab. At [Document Filing], select [Hold Only] and then [Main Folder] at [Stored to].

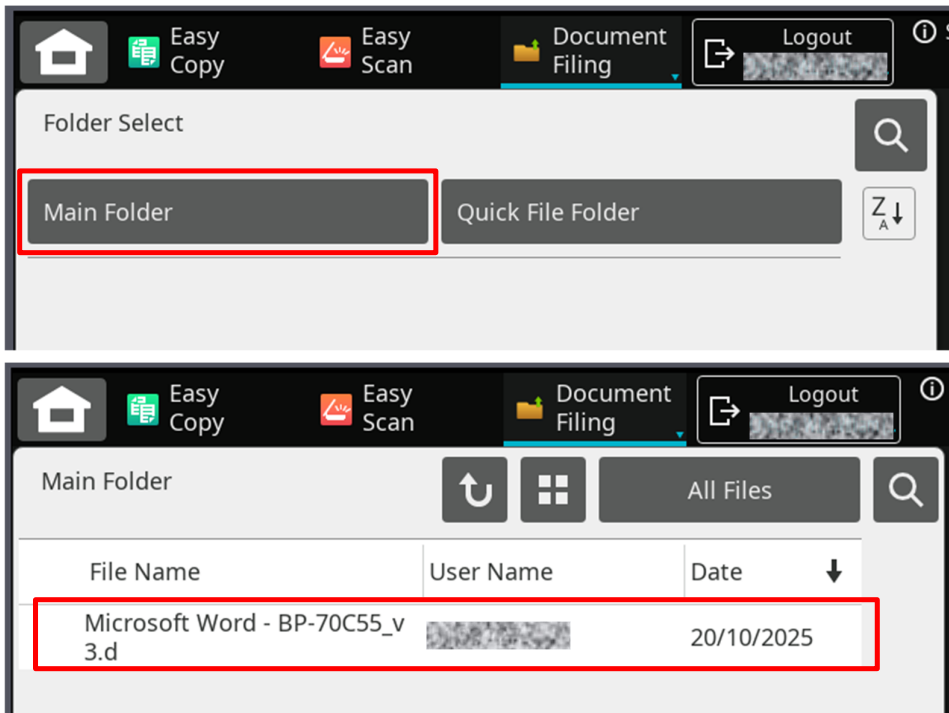
Click a checkbox [PIN code] and input a password. This password will be used at the Sharp copier to retrieve your print job. Click [OK] to finish the setup.

Press the [Print] button to print your document in MS Office and your print job will be held in the copier.

Sign in the Sharp copier with your user code or CU Link card and tap [File Retrieve] in the home screen.



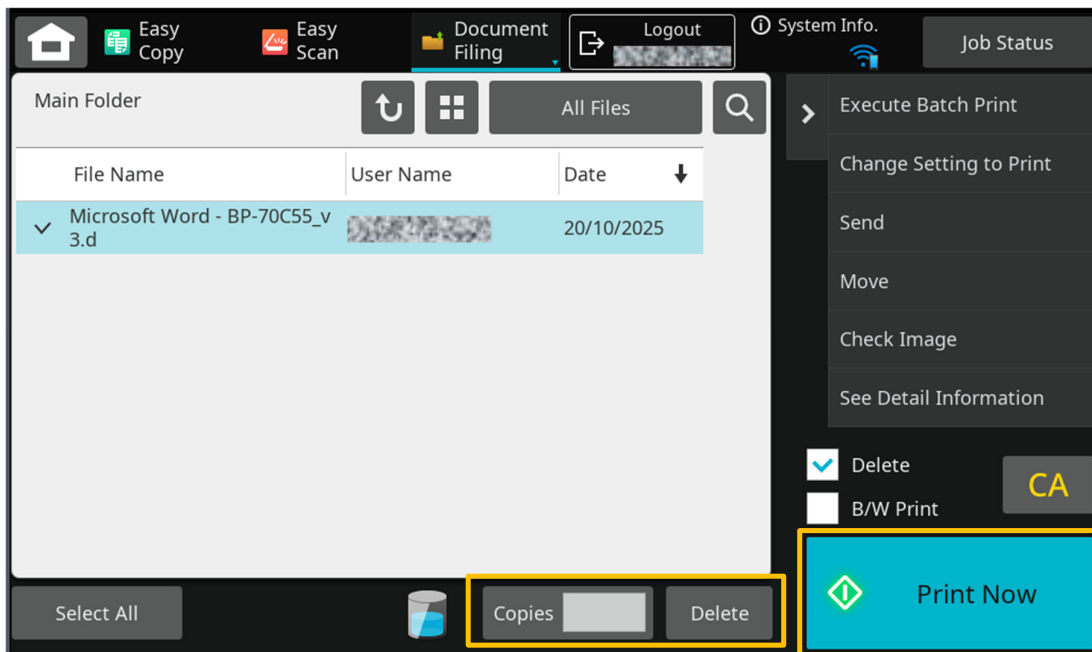
Select [Main Folder] to look for your print job.



Select a job you want to print and input the password you set in [PIN Code]. Tap [OK] to continue.

Please enter PIN code/password.

Administrator Cancel OK



You can set a number of copies to print in [Copies] field and start to print by tapping [Print Now]. In default, a [Delete] box was checked to indicate that the job will be deleted after printing. You can uncheck the box to keep the print job. You can select the other jobs and tap [Delete] to delete.