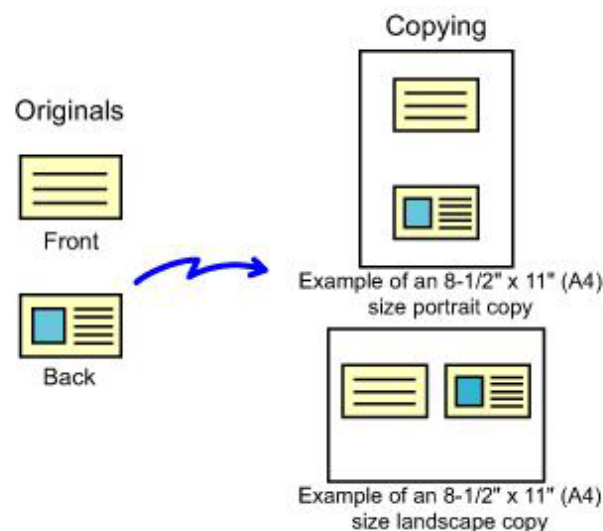


SHARP PRODUCT QUICK GUIDE

COPYING BOTH SIDES OF A CARD AS A SINGLE PAGE (CARD SHOT)

Overview

This function copies the front and reverse sides of a card on one sheet, not on separate sheets. This function is convenient for making copies for identification purposes and helps save paper.



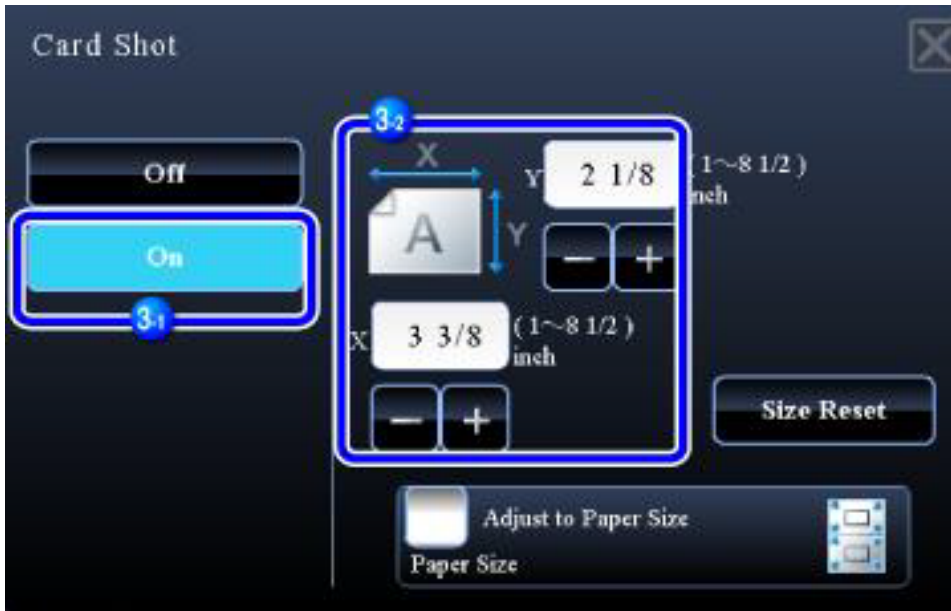
To change the default original size during Card Shot:

In "Setting mode", select [System Settings] - [Copy Settings] - [Copy Setting] - [Card Shot Settings]

Operation

1. Select the paper to be used for card shot.
2. Tap the [Others] key, and tap the [Card Shot] key.
3. Tap the [On] key, and specify the original size as required.
 - Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
 - To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then adjust it by tapping **-** **+** .



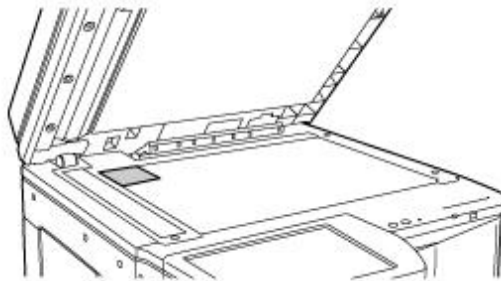


After the settings are completed, tap [X] and [Back] keys in sequence.

Check the [Adjust to Paper Size] checkbox, then the original is enlarged or reduced with the ratio appropriate to the original size.

To cancel the Card Shot setting: Tap the [Off] key.

4. Place a card face down on the document glass, and tap the [Preview] key.



5. Place a card face up on the document glass, and tap the [Additionally Scan] key to scan the reverse side.

6. Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings: Tap the [CA] key.

7. Tap the [Read-End] key to start copying.

- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3
 Basic Information Email Destination Confirm Registration

Step2.Email Destination

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}