

SHARP PRODUCT QUICK GUIDE

DEFAULTING COPIER TO B/W - NEW USER INTERFACE

This change can be made: I. from the copier's web page (Web Image Monitor) or II. at the device.

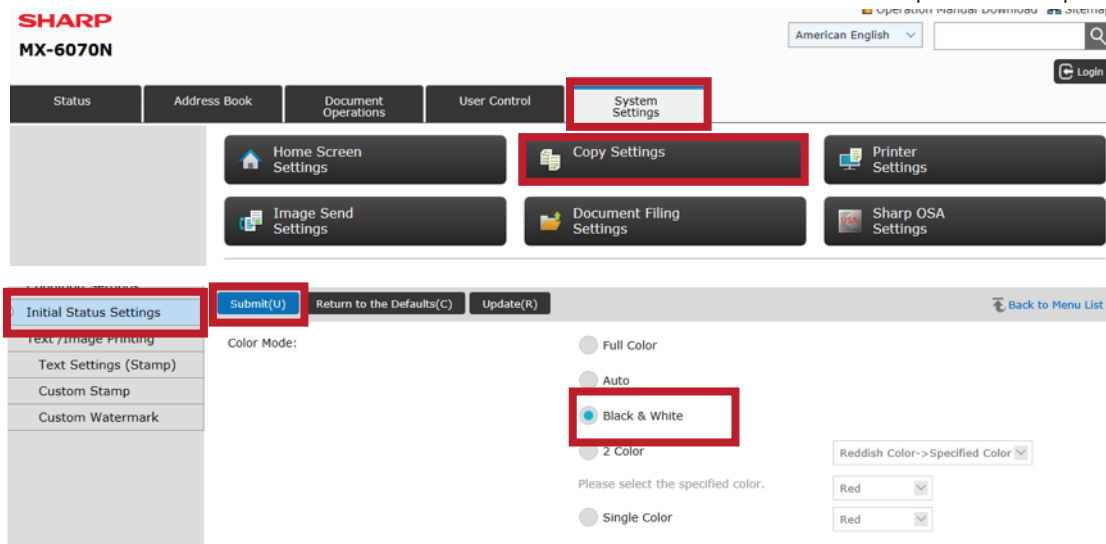
I. Changing Default from the Web Image Monitor:

A. Obtain the IP Address:

1. Press the "Settings" button on the device's Home screen
2. Select "Network Settings"
3. Type in the administrator password (password: admin)
4. Copy down the "IPv4 Address"

B. Web Image Monitor:

1. Type the IPv4 Address of the copier into any web browser on a computer that is on the same network as the device.
2. From the Web Image Monitor select the "Systems Setting" tab along the top.
3. Select "Copy Settings".
4. You will be asked to log into the device using the admin password as above.
5. Once you are logged in, you need to click on "Initial Status Settings".
6. Change the setting to "Black & White"
7. Then click Submit
8. Now the default color mode will be B/W when users walk up to the copier.



II. Changing Default at the device:

1. Press the "Settings" button on the device's Home screen.
2. From the "System Settings" tab select "Copy Settings" then perform the same functions as steps 4-7 above.

