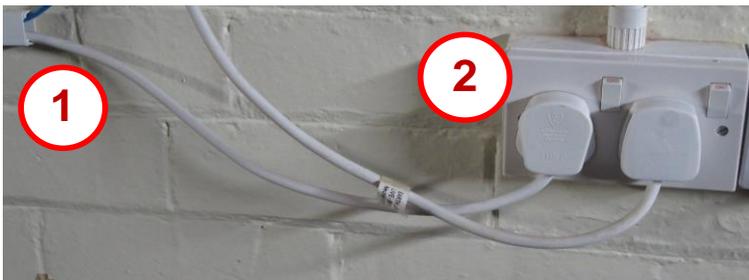


Sharp MX-5050v Photo-Copier

Basic Instructions

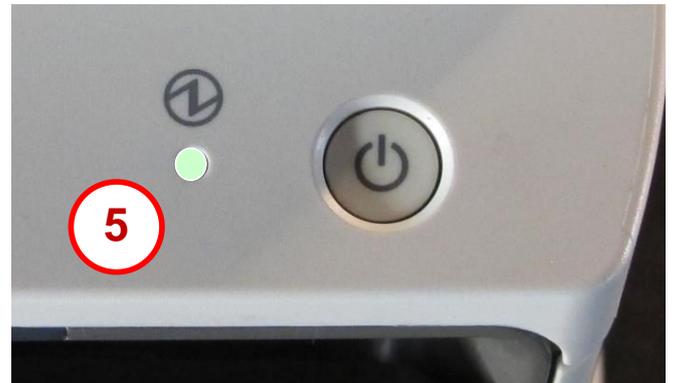
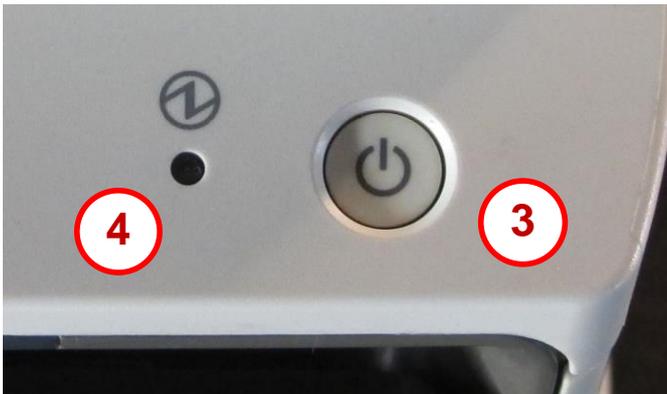
To use the photocopier you will need a passcode. These are available from Walter (IT Coordinator) on 07808968820 (phone, text, whatsapp) or Chris (Assets Registrar) on 07375350530 (phone, text). Passcodes start with 0 (zero) and are 5 to 8-digit numbers. You choose the other 4 to 7 digits following the zero.

1. The photocopier is situated on the balcony above the double doors at the west end of the main hall.



Access is via the computer suite. On the balcony near the door you will see on your right two cables, one blue and one white, emerging from some plastic trunking (1). The white cable needs to be plugged in to one of the 13A sockets (2) and the socket switched on.

2. Standing in front of the copier you will see the ON/OFF button (3) with an indicator light to the left of it (4). If the light is on (green), either continuously (5) or flashing (not shown here), go to step 5.



3. As the green light is off, it is necessary to operate the Main Power switch. This is located behind the



panel with the Sharp badge attached, it is part of the front surface of the copier. On each end of the panel there is a small area with vertical ribs (6) + (7). Using both hands at the same time (8) press these areas lightly towards the centre of the panel. The panel will then hinge downwards like the glove-box lid in a car.

4. Locate the Main Power switch (9), it is a black rocker switch on a small black



panel at the left-hand side of the area you have just revealed. It has the words MAIN POWER beneath it. The picture shows the switch in the OFF position. Press the top end of the switch to set it to ON.



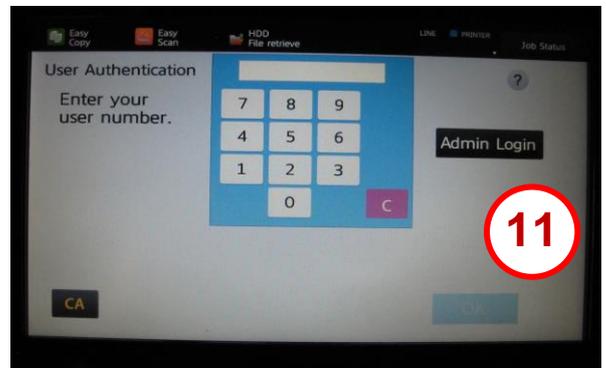
The light (4) next to the ON/OFF button (3) will flash on and off for about 15 seconds while the initialisation process is completed, after which it will go to continuous green (5). Hinge the panel up and push it lightly away from you at both ends to close it.

5. With the light showing continuous green (5) press the ON/OFF button (3). A 'Please Wait' message in several languages will be displayed on the screen below the ON/OFF button (3). Then a button that



looks like a house (10) built-in to the right side frame of the screen will be shown, from now on it will be called the 'Home' button.

The User Authentication screen (11) will be displayed on the main screen – pressing the Home button at any time should bring you back to this point. The screen is a touch-screen, it only needs light taps with a fingertip to operate. It also responds to swipes, slides, and other gestures in common use on various electronic devices.



DO NOT USE PENS, PENCILS, OR ANY OTHER HARD OR SHARP ITEMS TO OPERATE THE TOUCH SCREEN. SUCH OBJECTS CAN EASILY DAMAGE IT.

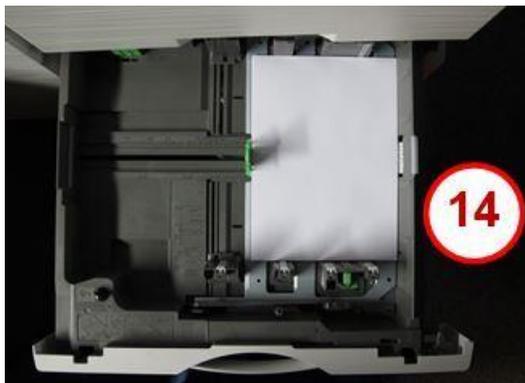
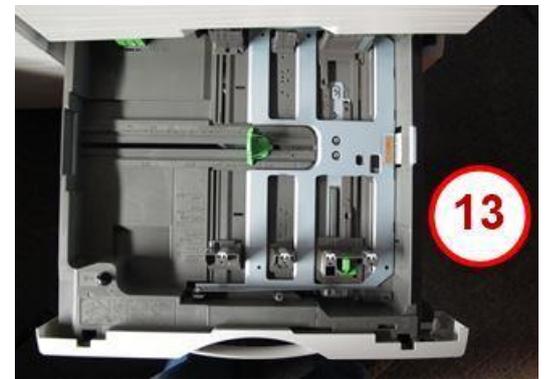
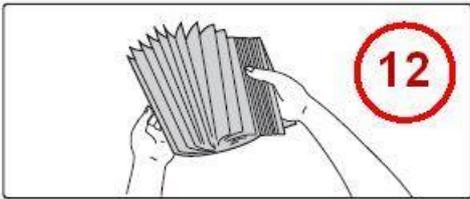
The User Authentication screen (11) is where you enter your passcode. If you make a mistake press the CA button or the OK button and try again. A correct passcode will cause the User Authentication screen to be replaced by the Main Menu. **DO NOT SELECT ANY OF THE MAIN OPTIONS SHOWN IN THE FOUR LARGE BLOCKS ACROSS THE CENTRE OF THE SCREEN.**

6. There is a time-out feature within the photocopier – if it does not detect any action for that length of time it will return to the User Authentication screen (11). The timer is currently set to 90 seconds.
7. The paper trays should be empty. This is because the photocopier should not be left with paper in the trays for longer than a few days. Paper is kept in the bottom drawer of the two in the office desk located nearby on the balcony, sizes A4 and A3 are usually available.

The previous user of the photocopier will have taken any unused paper out of the trays and put it back in the desk drawer, it is expected that you will do the same.

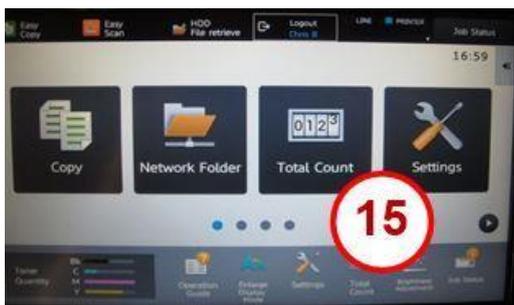
DO NOT USE PAPER THAT IS CURLED, CREASED, TORN, HAS ALREADY BEEN MARKED OR PRINTED ON, UPON WHICH CORRECTING FLUID OR STICKY TAPE HAS BEEN USED, OR IS DAMAGED IN ANY WAY. OTHERWISE PAPER JAMS AND POOR PRINT QUALITY WILL PROBABLY OCCUR.

8. Before loading paper (A4 or A3) it is best to ‘fan’ it (12). This will help to prevent adjacent sheets sticking to each other and causing paper jams or worse. To load A4 paper open the top paper tray of the three (13), then take about an inch (25.4mm)

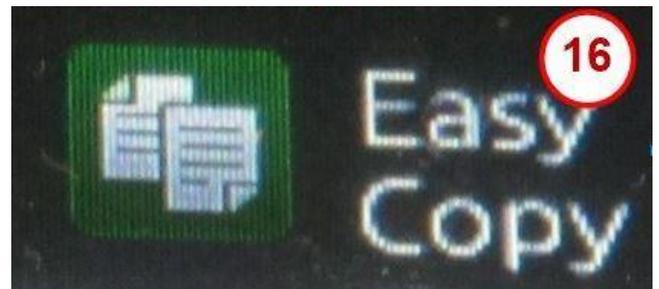


thickness of paper from the bottom drawer of the desk. Fan it (12) and put it into the tray as shown in (14). Close the tray. There is no need to rotate the paper to match the orientation (portrait or landscape) of the originals as the photocopier will sort that out for you.

9. Follow the same procedure as in step 8 for A3 paper but put it in the bottom drawer.
10. If the time-out period has elapsed re-enter your passcode on the User Authentication screen. This will



be replaced by the Main Menu screen (15). In the top left corner of the Main Menu screen (15) you will see a



rectangular button labelled ‘Easy Copy’ (16). Press it now...

The ‘Easy Copy’ button takes you to a menu screen that offers a limited selection of choices that will nevertheless enable most users to do what they want without having to search through huge sub-menus littered with technical jargon.

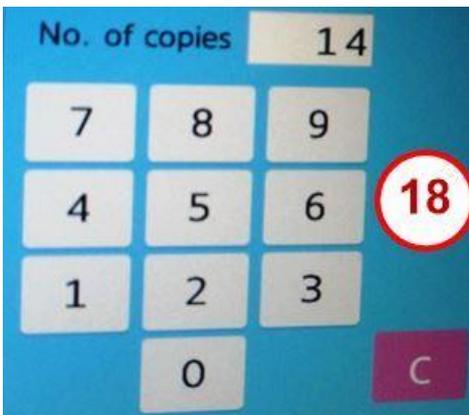
11. The 'Easy Copy' menu (17) has four main options. When a button is pressed it will lead on to a sub-menu showing more options. In this menu the top section of each main button is a menu title. The



lower section shows what the default option is currently set to. This can be rather confusing, for instance the button second from the left is labelled '2-Sided Copy' while the default option is '1 → 1' which is clearly nothing to do with 2-Sided Copies. What it means is that if you don't press the button you will get 1-sided copies, which is all

that most users will want. Pressing the button takes you to a choice of several two-sided variants, all of which are fairly self-explanatory. One of them is 1 → 1.

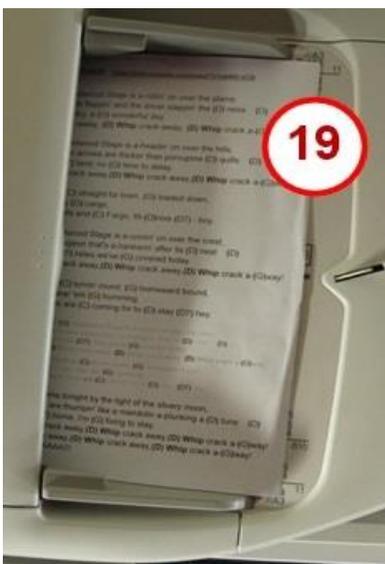
12. Press the 'Copies' button to enter the number you want on the keyboard (18) that will be displayed.



Pressing OK will take you back to the 'Easy Copy' menu, where the number in the 'Copies' button will have been updated. If you are doing a lot of copies it is usually better to do just one copy first of all and check it before proceeding with the rest. This photocopier is very fast and you could get through a lot of paper before realising that anything was wrong, thus wasting it all. In this example I wanted 15 copies so I did one (which was fine) and then did the other fourteen. If you think something is wrong with your selections or settings, pressing the 'CA' button (shown bottom left in (17) above) will reset everything to the

defaults. You can then start again from scratch.

13. Before anything can be copied you need to place one or more originals on the Document Feeder. This



is the highest tray, it has small pictures on it showing the correct way to position the original(s), which is printed side upwards (19) for single-sided ones.



14. The side of the tray nearest the back has an indicator moulded into it (20) showing the maximum height allowable if a large number of originals is to be copied.

15. With paper in the paper tray (14), original(s) in the Document Feeder (19), and the number of copies specified (18), all you need to do is to press the 'B/W Start' button (21) on the 'Easy Copy' menu screen (17).



16. Beneath the Document Feeder tray (19) is the tray (22) where your originals will be returned during



the copying process. Copies will be placed on the output tray (23) at the left-hand end of the photocopier.



17. When you have finished photocopying, the machine must be switched off by going through a sequence in the correct order as follows:
- Remove surplus paper from the trays and replace it in the desk drawer.
 - Switch the photocopier off by pressing the ON/OFF button (3) once.
 - Switch the Main Power switch (9) to OFF by lowering the front panel as described in section 3, locating the switch and pressing it near the bottom end, then closing the front panel as described in section 4.
 - Switch the wall socket to which the photocopier is connected OFF, see section 1.
18. **Note that at no time has it been necessary to open the lid and place an original on the glass.** This helps to prevent the glass, which is very fragile, from getting broken or dirty.

After a power cut, switch the Main Power switch (9) to OFF. Then turn the power for the machine back on (sections 1 to 5 inclusive). Finally turn it off in the correct order (section 17).

If the machine is left for a long time with the main power having been turned off prior to the ON/OFF button (3) being turned off then abnormal noises, degraded image quality, or other problems may result.