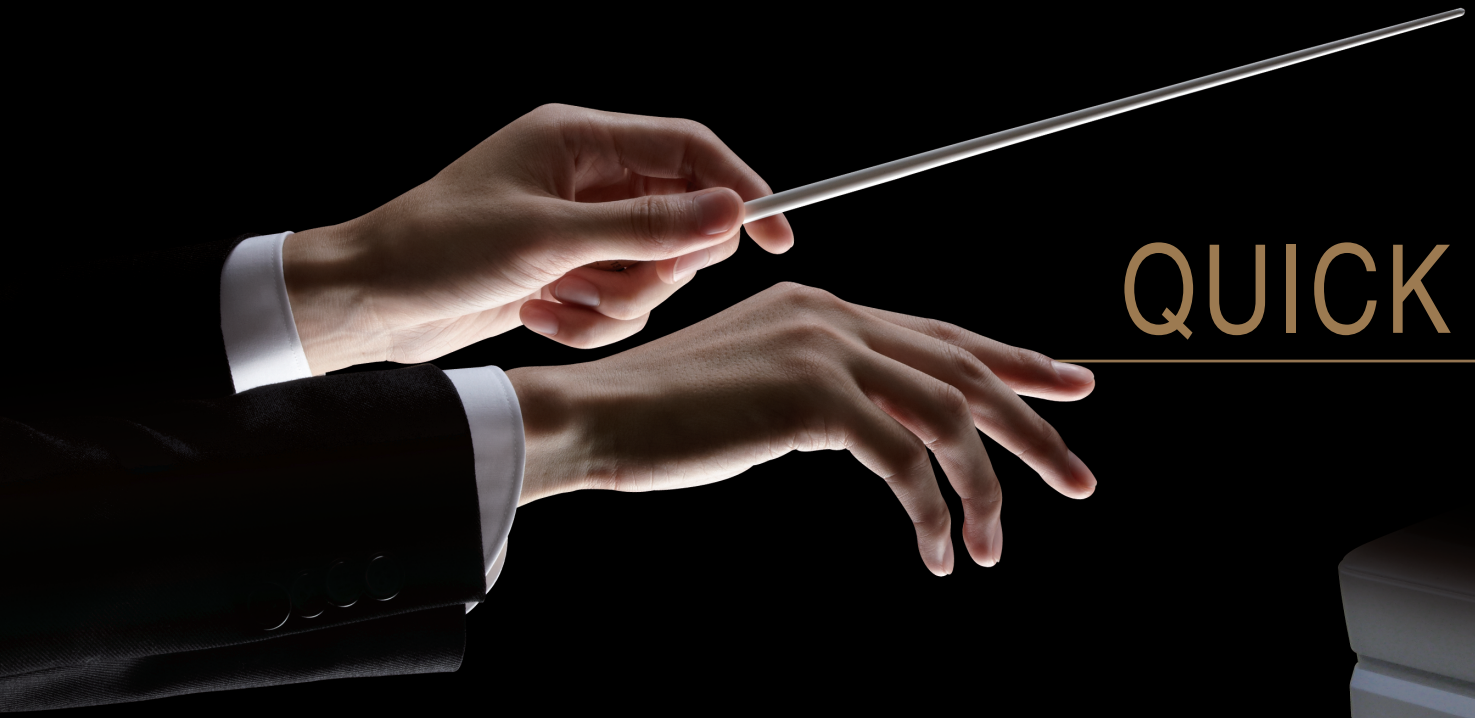
SHARP

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM
MX-2640N/MX-3140N/MX-3640N

QUICK START GUIDE



Keep this manual close at hand for reference whenever needed.

For the users of the fax function

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.
(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps:
See “Own Name and Destination Set” of User's Manual.

Important safety instructions

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.
- Save these instructions.

■ FCC Notice to users:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA.
On this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.
If requested, this number must be provided to the telephone company.

The REN is used to determine the number of devices that may be connected to a telephone line.
Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call.
In most but not all areas, the sum of RENs should not exceed five (5.0).
To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.
For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.
The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).
For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily. If possible, They will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a compliant with the FCC.
Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of your equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If the equipment is causing harm to the telephone network, your telephone company may ask you to disconnect the equipment until the problem is resolved.

If you have any questions or problems which cannot be solved by reading this manual, please contact.

Sharp Electronics Corporation
1 Sharp Plaza,
Mahwah, NJ 07495
Telephone: 1-800-BE-SHARP

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.
A compliant telephone cord and modular plug is provided with this product.
It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.
If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment.
If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment may not be used on coin service provided by the telephone company.
Connection to party lines service is subject to state tariffs.
Contact your state's public utility commission, public service commission or corporation commission for more information.

NOTICE for users in the USA

BE SURE TO ASK YOUR AUTHORIZED SHARP DEALER ABOUT THE WARRANTY THAT YOUR SELLING DEALER EXTENDS TO YOU. In order to assure you, the end-user, of warranty protection, Sharp extends a limited warranty to each of its authorized dealers and, in turn, requires each of its authorized dealers to extend its own warranty to you on terms that are no less favorable than those given to the dealer by Sharp. You should be aware, however, that Sharp does not itself extend any warranties, either express or implied, directly to you, the end-user, and no one is authorized to make any representations or warranties on behalf of Sharp. Specifically, SHARP DOES NOT EXTEND TO YOU, THE END-USER, ANY EXPRESS WARRANTY OR ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR USE OR FITNESS FOR ANY PARTICULAR PURPOSE IN CONNECTION WITH THE HARDWARE, SOFTWARE OR FIRMWARE EMBODIED IN, OR USED IN CONJUNCTION WITH THIS PRODUCT. Sharp is not responsible for any damages or loss, either direct, incidental or consequential, which you, the end-user, may experience as a result of your purchase or use of the hardware, software or firmware embodied in or used in conjunction with this Product. Your sole remedy, in the event that you encounter any difficulties with this Product, is against the authorized dealer from which you purchased the Product.

MX-2640N/MX-3140N/MX-3640N Digital Full color Multifunctional System

In the event that this authorized dealer does not honor its warranty commitments, please contact the General Manager, Business Products Group, Sharp Electronics Corporation, 1 Sharp Plaza, Mahwah, NJ 07495-1163, so that Sharp can try to help assure complete satisfaction of all the warranty rights to which you are entitled from the authorized dealer.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

NOTICE FOR USERS IN CANADA

"**NOTICE :** This product meets the applicable Industry Canada technical specifications."

"**NOTICE :** The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five."

The REN of this equipment is indicated on the facsimile expansion kit.

This class A digital apparatus complies with Canadian ICES-003.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

AVIS POUR NOS UTILISATEURS AU CANADA

AVIS : Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Remarque : L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

L'indice d'équivalence de la sonnerie (IES) de cet équipement est indiqué sur le kit d'extension télécopieur.

Cet appareil numerique de la classe A est conforme a la norme NMB-003 du Canada.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités : mains, poignets, pieds et chevilles).

Sharp Electronics of Canada Ltd.
335 Britannia Road East,
Mississauga, Ontario, L4Z 1W9
Canada

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

Caution!

For complete electrical disconnection, pull out the main plug.

The socket-outlet shall be installed near the equipment and shall be easily accessible.

FAX interface cable and Line cable

These special accessories must be used with the device.

To reduce the risk of fire, use only UL-Listed No.26 AWG or larger telecommunication line cord.

FOR YOUR RECORDS ...

To protect against loss or theft, record and retain for reference the machine's serial number located at the lower left corner of the left side of the machine.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

Authorized Sharp Printer _____

Service Department Number _____

Notice for Users in U.S.A.

EMC (this machine and peripheral devices)

■ 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.

Shielded interface cables must be used with this equipment to maintain compliance with EMC regulations.

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.

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

This machine contains the software having modules developed by Independent JPEG Group.
This product includes Adobe® Flash® technology of Adobe Systems Incorporated.
Copyright© 1995-2007 Adobe Macromedia Software LLC. All rights reserved.

This product includes the Adobe® PostScript®3™ of Adobe Systems Incorporated.
This product uses "InstantBoot" provided by IT Access Co., Ltd., Japan.

SOFTWARE LICENSE

The SOFTWARE LICENSE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENSE.

The explanations in this manual are based on American English and the North American version of the software.
Software for other countries and regions may vary slightly from the North American version.

- The explanations in this manual assume that you have a working knowledge of your Windows or Macintosh computer.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are primarily for Windows Vista® in Windows® environments. The screens may vary depending on the version of the operating system.
- 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.

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 logo shown above.
The products without the logo may not meet the ENERGY STAR® guidelines.

■ Warranty

While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.
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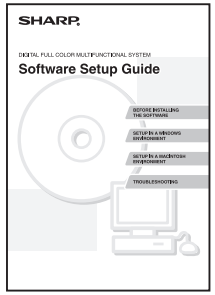
OPERATION MANUALS AND HOW TO USE THEM

Quick Start Guide (this document)

Features important safety notes, names of parts and components, information about the power-on procedure, operation overviews, information for people who manage the machine, and information about other aspects of this machine.
Read this section before using the machine for the first time.

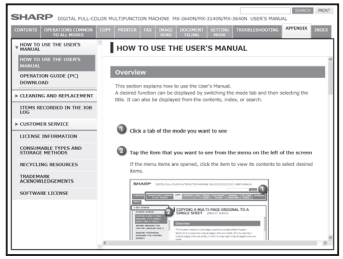
Software Setup Guide (CD-PDF)

Explains how to install the various drivers needed when using this machine as a printer, network scanner, or fax machine. Refer to this document when using this machine from a computer. The Software Setup Guide can be found on the “Software CD-ROM”.



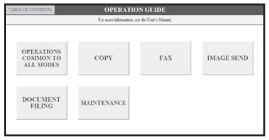
User's Manual

Can be downloaded from the machine to a computer and viewed. Refer to this document to learn more about printer mode and settings mode, and to learn about the details of each type of mode.



Operation Guide

Can be viewed by touching the operation guide icon on the machine’s touch panel. When you are using this machine, use this document to see an overview of a particular mode or when you are having trouble operating the machine.



Downloading the User's Manual

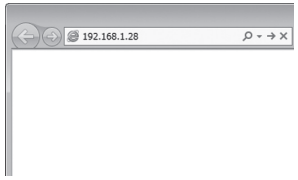
You can download the [User's Manual] by following the procedures below while the machine is connected to the network.

1 **Confirm the machine’s IP address**

First, tap the [Settings] key on the home screen, and then tap [System Settings] → [List Print (User)] in the left menu.
Next, tap the [Print] key in the [All Custom Setting List], and confirm the IP address in the printed list.

2 **Insert the machine’s IP address into the address bar of your web browser to access the machine.**

http://machine’s IP address/
User verification may be required depending on the machine’s settings.
Please check with the machine’s administrator to obtain the account information necessary for verification.



3 **Download the [User's Manual]**

Click [Operation Manual Download] on the displayed page. Next, select the desired language from the “Language to download” list, and then click the [Download] button.

4 **Expand the downloaded "User's Manual".**

When expansion is finished, the [User's Manual] folder is created.

5 **View the downloaded [User's Manual].**

Open the [User's Manual] folder and double-click "index.htm".

CAUTIONS

Symbols in this manual

To ensure safe use of the machine, this manual uses various safety symbols. The safety symbols are classified as explained below. Be sure you understand the meaning of the symbols when reading the manual.

⚠ WARNING

Indicates a risk of death or serious injury.

⚠ CAUTION

Indicates a risk of human injury or property damage.

Meaning of the symbols

CAUTION! HOT

PINCH POINT KEEP CLEAR

PROHIBITED ACTIONS

DO NOT DISASSEMBLE

MANDATORY ACTIONS

Power notes

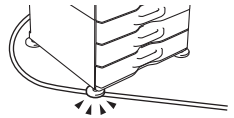
⚠ WARNING

Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded. Do not use an extension cord or adapter to connect other devices to the power outlet used by the machine. Using an improper power supply may cause fire or electrical shock.

* For the power supply requirements, see the name plate in the lower left corner of the left side of the machine.

Do not damage or modify the power cord.

Placing heavy objects on the power cord, pulling it, or forcibly bending it will damage the cord, resulting in fire or electrical shock.



Do not insert or remove the power plug with wet hands.

This may cause electrical shock.

⚠ CAUTION

When removing the power plug from the outlet, do not pull on the cord.

Pulling on the cord may cause damage such as wire exposure and breakage, and may result in fire or electrical shock.

If you will not use the machine for a long time, be sure to remove the power plug from the outlet for safety.

When moving the machine, switch off the main power and remove the power plug from the outlet before moving.

The cord may be damaged, creating a risk of fire or electrical shock.

Installation notes

⚠ CAUTION

Do not install the machine on an unstable or slanted surface. Install the machine on a surface that can withstand the weight of the machine.

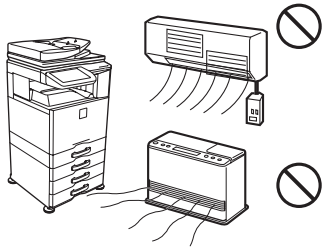
Risk of injury due to the machine falling or toppling.
If peripheral devices are to be installed, do not install on an uneven floor, slanted surface, or otherwise unstable surface. Danger of slippage, falling, and toppling. Install the product on a flat, stable surface that can withstand the weight of the product.

Do not install in a location with moisture or dust.

Risk of fire and electrical shock.
If dust enters the machine, dirty output and machine failure may result.

Locations that are excessively hot, cold, humid, or dry (near heaters, humidifiers, air conditioners, etc.)

The paper will become damp and condensation may form inside the machine, causing misfeeds and dirty output.
☞ SPECIFICATIONS (page 18)
If the location has an ultrasonic humidifier, use pure water for humidifiers in the humidifier. If tap water is used, minerals and other impurities will be emitted, causing impurities to collect on the inside of the machine and create dirty output.

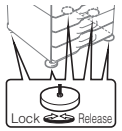


When the machine is installed, the adjusters (4) must be lowered to the floor to secure the machine (prevent it from moving).

Rotate the adjusters in the locking direction until they are in firm contact with the floor.

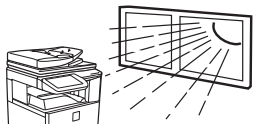
If you find it necessary to reposition the machine due to rearrangement of your office layout or other reason, retract the adjusters from the floor, turn off the power, and then move the machine.

(After moving the machine, lower the adjusters again to secure the machine.)



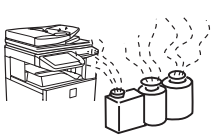
Locations exposed to direct sunlight

Plastic parts may become deformed and dirty output may result.



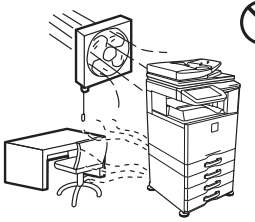
Locations with ammonia gas

Installing the machine next to a diazo copy machine may cause dirty output.



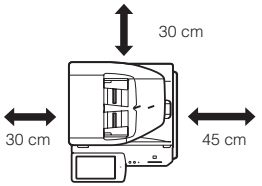
Do not install the machine in a location with poor air circulation.

A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient air circulation. (The odor may occasionally cause headaches.)
* Install the machine so that people are not directly exposed to exhaust from the machine. If installed near a window, ensure that the machine is not exposed to direct sunlight.



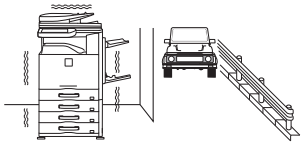
Near a wall

Be sure to allow the required space around the machine for servicing and proper ventilation. (The machine should be no closer than the distances indicated below from walls. The indicated distances are for the case when a saddle finisher and large capacity paper tray are not installed.)



Locations subject to vibration.

Vibration may cause failure.



⚠ CAUTION

The machine includes a built-in hard drive. Do not subject the machine to shock or vibration. In particular, never move the machine while the power is on.

- **The machine should be installed near an accessible power outlet for easy connection.**
- **Connect the machine to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker.**

CAUTIONS

About consumables

⚠ CAUTION

Do not throw a toner cartridge into a fire.

Toner may fly and cause burns.

Store a toner cartridge out of the reach of children.

Handling precautions

⚠ WARNING

Do not place a container of water or other liquid, or a metal object that might fall inside, on the machine.

If the liquid spills or the object falls into the machine, fire or electrical shock may result.

Do not remove the machine casing.

High-voltage parts inside the machine may cause electrical shock.

Do not make any modifications to this machine.

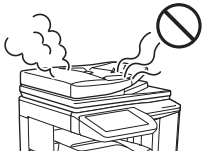
Doing so may result in personal injury or damage to the machine.

Do not use a flammable spray to clean the machine.

If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.

If you notice smoke, a strange odor, or other abnormality, do not use the machine.

If used in this condition, fire or electrical shock may result.
Immediately switch off the main power and remove the power plug from the power outlet.
Contact your dealer or nearest SHARP Service Department.



If a thunder storm begins, switch off the main power and remove the power plug from the outlet to prevent electrical shock and fire due to lightning.

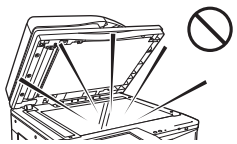
If a piece of metal or water enters the machine, switch off the main power and remove the power plug from the power outlet.

Contact your dealer or nearest SHARP Service Department. Using the machine in this condition may result in electrical shock or fire.

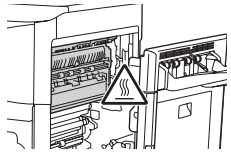
⚠ CAUTION

Do not look directly at the light source.

Doing so may damage your eyes.



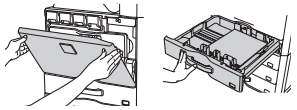
The fusing unit and paper exit area are hot. When removing a misfeed, do not touch the fusing unit and paper exit area. Take care not to burn yourself.



Do not block the ventilation ports on the machine. Do not install the machine in a location that will block the ventilation ports.

Blocking the ventilation ports will cause heat to build up in the machine, creating a risk of fire.

When loading paper, removing a misfeed, performing maintenance, closing the front and side covers, and inserting and removing trays, take care that your fingers are not pinched.



The machine includes the document filing function, which stores document image data on the machine's hard drive. Stored documents can be called up and printed or transmitted as needed. If a hard drive failure occurs, it will no longer be possible to call up the stored document data. To prevent the loss of important documents in the unlikely event of a hard drive failure, keep the originals of important documents or store the original data elsewhere.
With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the loss of stored document data.

Laser information

Wave length	790 nm ± 10 nm
Pulse times	MX-2640N/MX-3140N: Normal paper mode (P/S = 140 mm/s) = (3.86 µs ± 0.02 ns) / 7 mm Heavy paper mode (P/S = 70 mm/s) = (3.86 µs ± 0.02 ns) / 7 mm MX-3640N: Normal paper mode (P/S = 165 mm/s) = (3.26 µs ± 0.04 ns) / 7 mm Heavy paper mode (P/S = 82.5 mm/s) = (3.26 µs ± 0.04 ns) / 7 mm
Output power	Max 0.672 mW (LD1+LD2)

■ Caution

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

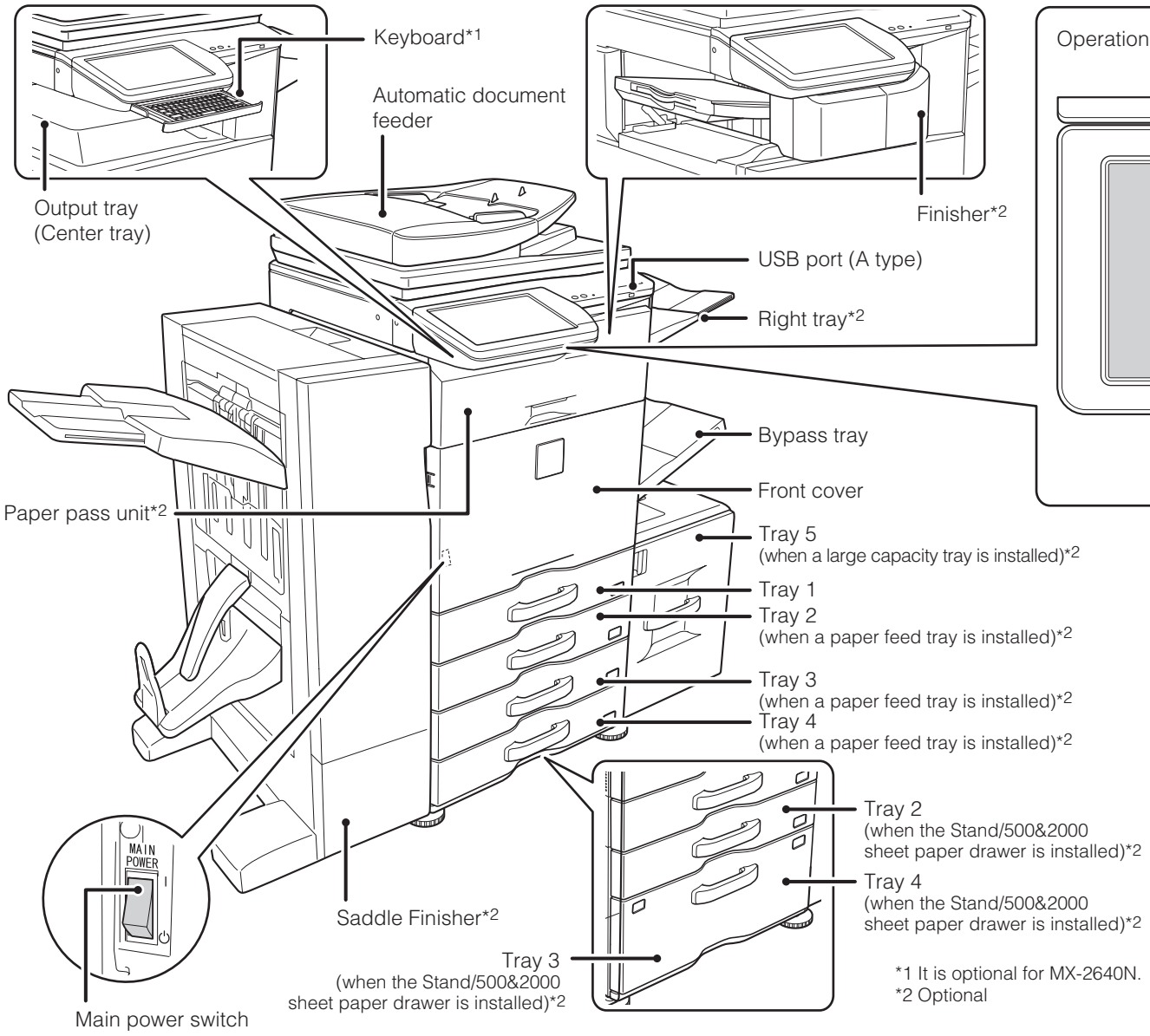
This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 2-2007)

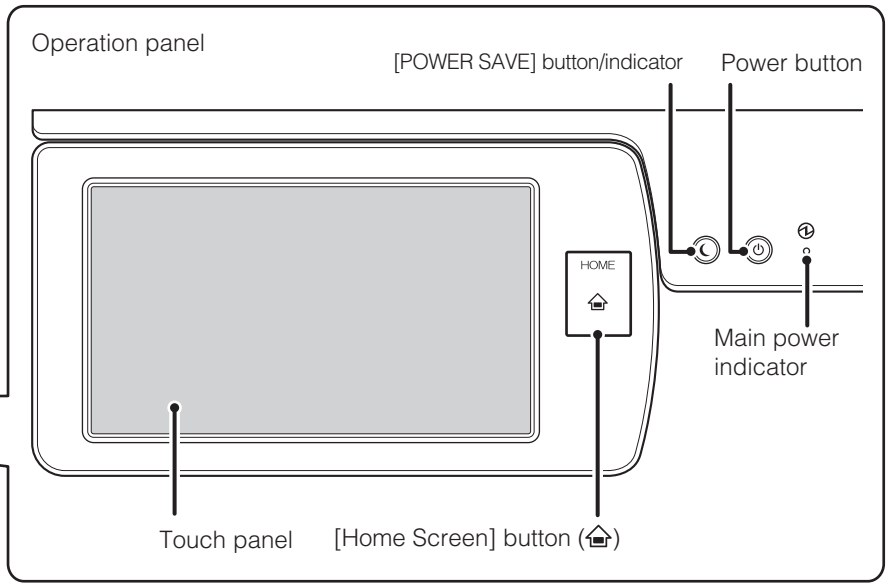
■ SAFETY PRECAUTIONS

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.

PART NAMES





*1 It is optional for MX-2640N.
*2 Optional

Using the [Home Screen] button

Use your finger to touch the [Home Screen] button.

If you use a pen or other tool to touch the button, it may not operate properly.

Risk of malfunctioning if you use with jewelry or other accessories.

TURNING THE POWER ON AND OFF

This machine has a main power switch, found at the bottom left after the front cover is opened, and a power button (⏻), located on the operation panel.

Turning on the power

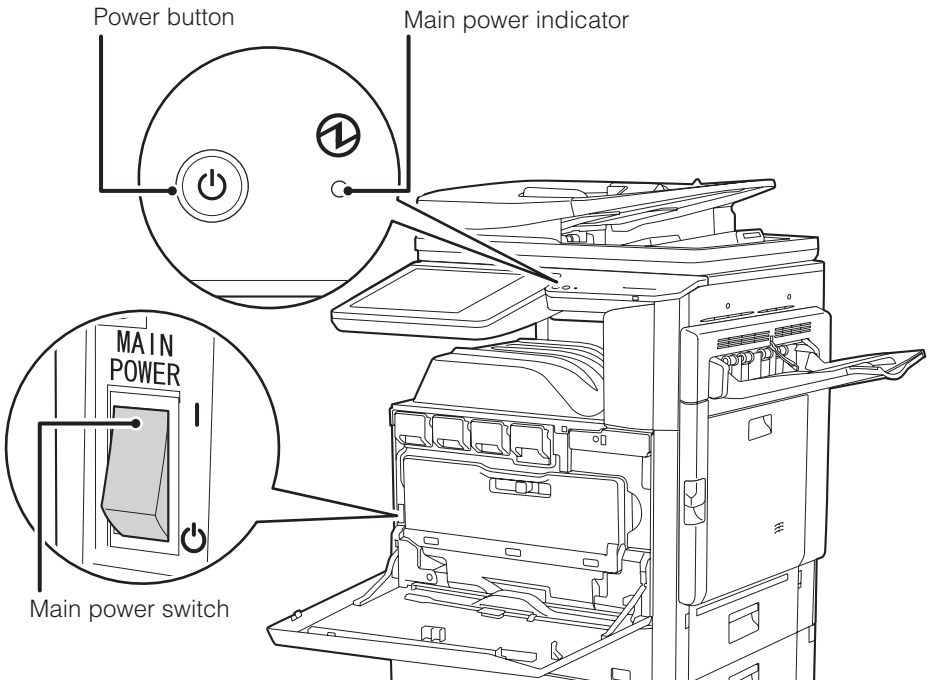
- Switch the main power switch to the "|" position.
- After the main power indicator lights in green, press the power button (⏻).

Turning off the power

(1) Press the power button (⏻) to turn off the power.
(2) Switch the main power switch to the "⏻" position.

Restarting the machine

In order for some settings to take effect, the machine must be restarted. If a message in the touch panel prompts you to restart the machine, press the power button (⏻) to turn off the power and then press the key again to turn the power back on.



⚠ CAUTION

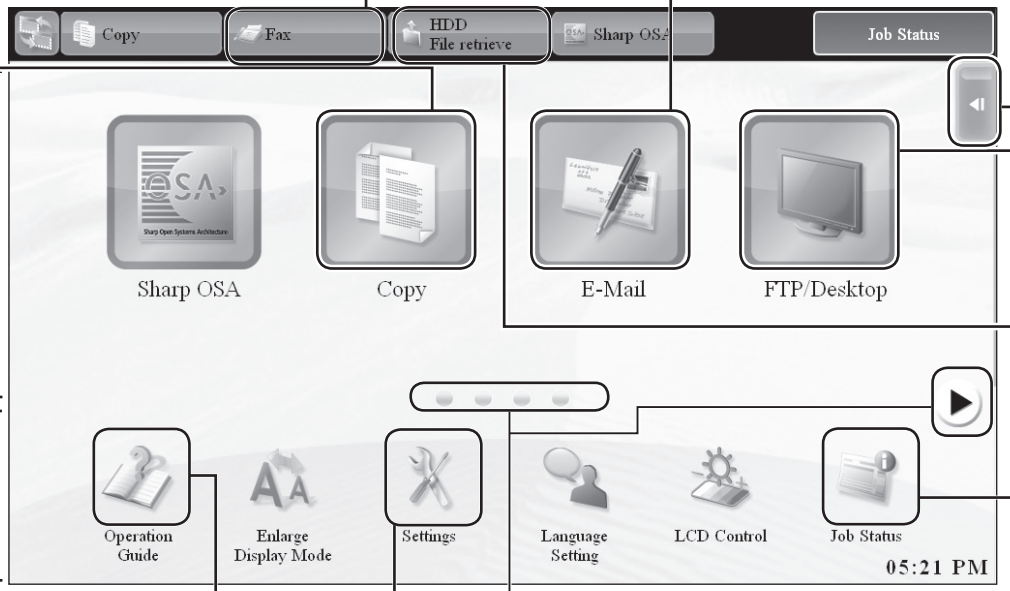
- When turning off the power, make sure that the indicators on the operation panel turn off as well.
- If the machine suddenly turns off, such as in the event of a power failure, turn the machine on again, and then turn off the machine following the correct procedure for turning off the machine.
  Switching off the main power switch or removing the power cord from the outlet while any of the indicators are lit or blinking may damage the hard drive and cause data to be lost.
- Switch off both the power button (⏻) and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

- When using the fax or Internet fax function, always keep the main power switch in the "|" position.
- In some states of the machine, pressing the power button (⏻) to restart will not make the settings take effect. In this case, use the main power switch to switch the power off and then on.

HOME SCREEN

The home screen is the first screen to be displayed. Touch an icon to display the corresponding screen. When the button is touched on the operation panel, this home screen is displayed.

* The actual screen displayed may vary depending on the model or how the machine has been customized.



Fax The scanned original is sent using the telephone line.

E-mail The scanned original is attached to an e-mail and sent.

Action panel

Tap an item to edit Home Screen or other operation.

Copy

The scanned original is printed.

FTP/Desktop

The scanned file is sent to a specified directory of an FTP server or to a specified folder on a computer connected to the network.

Scroll area

Up to 12 icons are displayed.
Icons that are not displayed can be displayed by scrolling horizontally.

HDD file retrieve

The scanned original is saved.
Saved data can be edited and used again for another operation.

Fixed area

Up to 10 icons are displayed.

Job status

Displays the status of the current job.

Operation Guide Refer to the Operation Guide when you have questions about operating the machine.

System settings Allows various settings to be adjusted according to how the machine will be used or its current state of use.

Page switch keys

Use these keys to view a hidden page in the scrolling area.

OPERATING THE TOUCH PANEL

In addition to the conventional "single tap" operation, you can also operate the touch panel using presses, flicks, and slides.

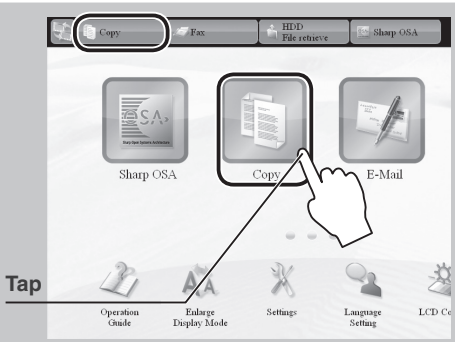
Tap	Touch and then quickly release the finger. Used to select keys, tabs, checkboxes, etc.	**Double tap**	Touch the screen twice. Use this operation to enlarge or reduce the image in the preview.	**Drag**	Drag (slide the finger in the desired direction) to rotate or delete original pages displayed as a preview.	**Pinch**	Touch the screen with two fingers and move them toward each other. This is used to reduce the browser and preview display.
Press	Touch a key and keep the finger on the key for a short time.	**Flick**	Flick (quickly swipe with the finger) to scroll the preview image.	**Slide**	Slide the finger on the scroll bar to move up or down through a long list.	**Spread**	Touch the screen with two fingers and move them away from each other. This is used to enlarge the browser and preview display.

OVERVIEW OF COPY OPERATION

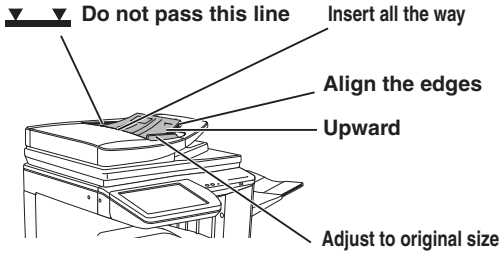
Step 1 Select a function → **Step 2** Place the original → **Step 3** Scan → **Step 4** Confirming while viewing the preview → **Step 5** Start

Step 1 Select a function

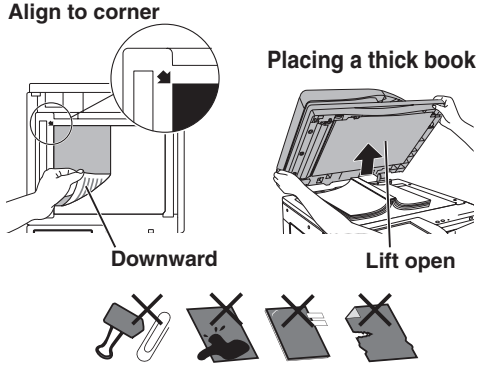
Select the [Copy] key or Copy icon.



Place the original in the automatic document feeder

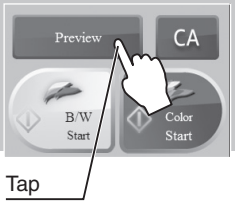


Place the original on the document glass

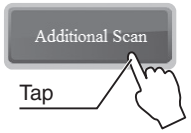


Step 2 Place the original

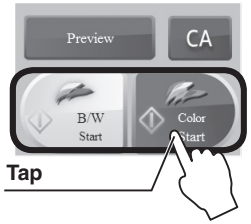
Scan the original



Scan another original



Print 1 set of copies



Step 3 Scan

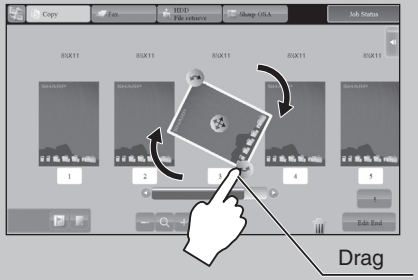
Confirm the results of the scan and any edits or settings.

Confirmation

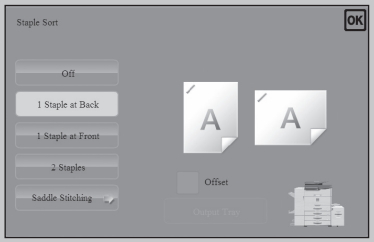
Face up/down, orientation, missing pages, folded pages

Editing

Page editing, deleting, etc.



Output settings

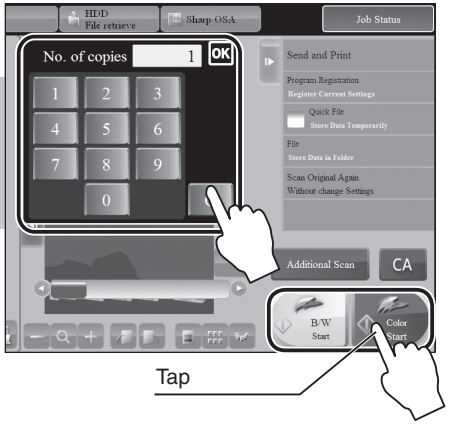


Document filing

The scanned original and the settings are saved on the hard disk and can be used again.

Step 4 Confirming while viewing the preview

Enter the number of prints and start printing.



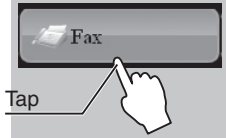
Print

OVERVIEW OF OTHER OPERATIONS

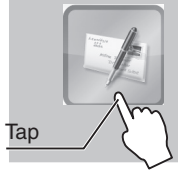
For functions other than copy.

Step 1 Select a function | Step 2 Place the original | Step 3 Select the address | Step 4 Confirmation | Step 5 Start

Fax



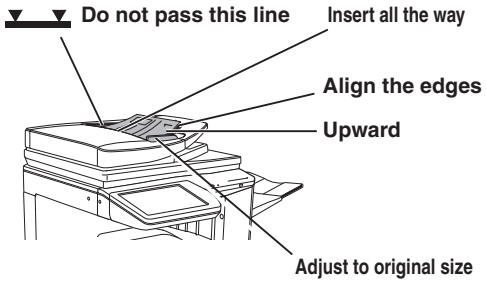
E-mail



HDD file retrieve

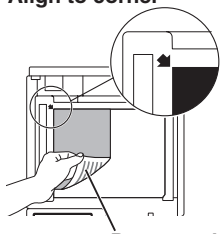
Scan and store the file

Place the original in the automatic document feeder

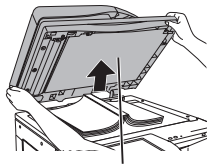


Place the original on the document glass

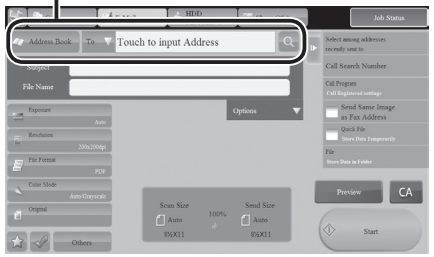
Align to corner



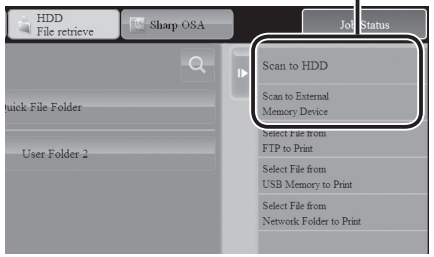
Placing a thick book



Select the address



Select the folder

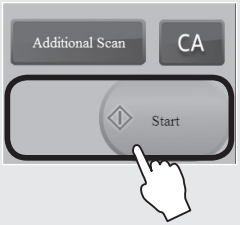


Scan the original

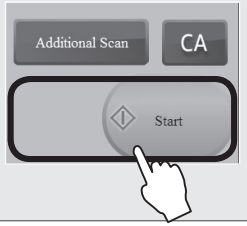
Confirmation

Face up/down
Orientation
Missing pages
Folded pages

Transmission



Storing

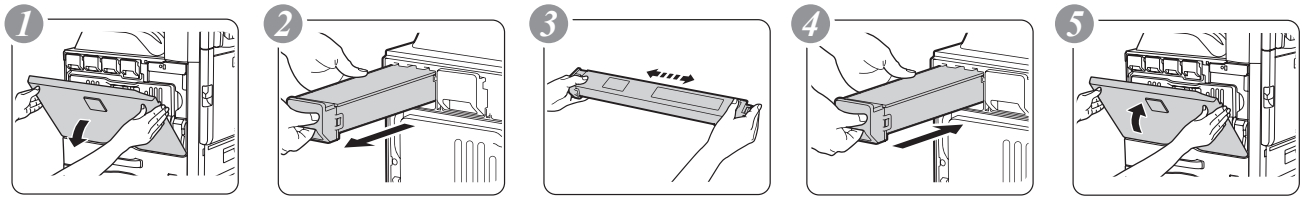


Replacing a toner cartridge

When toner runs low, the color and the message “Prepare a new toner cartridge.” appears.
Prepare a new toner cartridge for the indicated color.
When toner runs out, the color and the message “Replace the toner cartridge.” appears.
Replace the toner cartridge for the indicated color.
Example: Replacing the yellow toner cartridge

Old toner cartridge

New toner cartridge



1 Open

2 Gently pull straight out with both hands

3 Shake 5 or 6 times

4 Gently insert straight into the machine until it locks

5 Close

⚠ Caution

- Do not throw toner cartridges into a fire. Toner may fly and cause burns.
- Store toner cartridges out of the reach of small children.
- Always store toner cartridges on their sides. If toner cartridges are stored on end, the toner may harden and become unusable.
- 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.

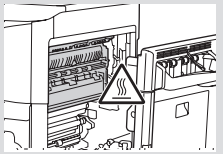
- Do not dispose of used toner cartridges. Place them in a plastic bag and keep them. The technician will collect the used toner cartridges when performing maintenance.
- To view the approximate amount of toner remaining, continually touch the [Home Screen] key during printing or when the machine is idle. The percentage of toner remaining will appear in the display while the key is touched.
- When the percentage falls to “25-0%”, obtain a new toner cartridge and keep it ready for replacement.
- Depending on your conditions of use, the color may become faint or the image blurred.

Removing misfeeds

When a paper misfeed occurs, the message “A misfeed has occurred.” will appear in the touch panel and printing and scanning will stop.
In this event, touch the [Check how to remove misfeeds] key in the touch panel.
When the key is touched, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically clear.

⚠ Caution

- The fusing unit and the output unit are hot.
- Take care not to touch the fusing unit when removing a misfeed.
- There is a risk of burning.



Basic Specifications / Copier specifications

Name	MX-2640N/MX-3140N/MX-3640N
Type	Desktop
Color	Full color
Copier system	Laser electrostatic copier
Scanning resolution	Scan (B/W): 600 × 600 dpi, 600 × 400 dpi, 600 × 300 dpi Scan (full color): 600 × 600 dpi Print: 600 × 600 dpi, equivalent to 9,600 dpi × 600 dpi
Gradation	Scan: equivalent to 256 levels / Print: equivalent to 256 levels
Original paper sizes	Max. 11" x 17" (A3) for sheets and bound documents
Copy sizes	12" × 18" (A3 wide) to 5-1/2" × 8-1/2"R (A5R), Transparency film, Heavy paper, Envelopes Tray 1-4*: 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4 × 10-1/2"R, 5-1/2" × 8-1/2"R, A3, B4, A4, A4R, B5, B5R, A5R Multi-bypass tray: 12" × 18" (A3 wide) to 5-1/2" × 8-1/2"R (A5R), Transparency film, Heavy paper, Envelopes, Long size paper (3-35/64" to 12" × 18" to 47-15/64" (90 to 305 mm × 458 to 1,200 mm)) Lost margin (leading edge): 11/64" (4 mm) ± 3/64" (± 1 mm) Lost margin (trailing edge): 6/64" (2 mm) - 13/64" (- 5 mm) Leading edge / trailing edge: total 21/64" (8 mm) or less Near edge / far edge: total 11/64" (4 mm) ± 6/64" (± 2 mm) or less * When the Stand/500&2000 sheet paper drawer is installed, only 8-1/2" × 11"(A4) can be used in trays 3 and 4.
Warm-up time	18 seconds ● This may vary depending on the ambient conditions.

First-copy time	MX-2640N	MX-3140N	MX-3640N
Full color:	8.1 seconds	7.9 seconds	6.8 seconds
B/W:	5.9 seconds	5.8 seconds	5.2 seconds

● This may vary depending on the state of the machine.

Continuous copying speeds* (when shifter is not in operation)		MX-2640N	MX-3140N	MX-3640N
8-1/2" × 11", A4	7-1/4" × 10-1/2", B5	26 copies/min.	31 copies/min.	36 copies/min.
8-1/2" × 11"R, A4R	7-1/4" × 10-1/2"R, B5R	19 copies/min.	20 copies/min.	23 copies/min.
8-1/2" × 14", B4		16 copies/min.	17 copies/min.	20 copies/min.
11" × 17", A3		14 copies/min.	15 copies/min.	17 copies/min.

* Continuous speed for same original source. Output may be temporarily interrupted to stabilize image quality.

Copy ratios		Same size: 1:1 ± 0.8 % Enlarge: 121 %, 129 %, 200 %, 400 % Reduce: 50 %, 64 %, 77 % Zoom range: 25 to 400 % (25 - 200 % using RSPF) in 1 % increments, total 376 increments. Can calculate zoom rate when mm is specified.
Paper feed / capacity		500 sheets in one tray plus 100-sheet multi-bypass tray ● Using 21 lbs. bond (80 g/m²) weight paper
Max. paper feed / max. capacity		6,600 sheets in 4 trays (500 × 2 + 1,150 + 850) plus 100-sheet multi-bypass tray plus 3,500 sheets in large capacity tray ● Using 21 lbs. bond (80 g/m²) weight paper
Continuous copy		Max. 999 copies
Memory		Standard: 4 GB HDD: 320 GB ● 1 GB = One billion bytes when referring to hard drive capacity. Actual format capacity is less.
Ambient environment	Operating environment	54 °F (10 °C) to 91 °F (35 °C) (20 % to 85 % RH) 590 - 1,013 hpa
	Standard environment	68 °F (20 °C) to 77 °F (25 °C) (65 ± 5 % RH)
Required power supply		AC 120V ±10% 60Hz Power consumption Max. 1.44 kW (including options such as the desk)

Dimensions	MX-2640N/MX-3140N	MX-3640N
	23-15/16" (W) × 25-61/64" (D) × 32-27/32" (H)	23-15/16" (W) × 26-13/16" (D) × 32-27/32" (H)
	(608 mm (W) × 659 mm (D) × 834 mm (H))	(608 mm (W) × 681 mm (D) × 834 mm (H))

Weight	Approx. 167.6 lbs. (76 kg)

Overall dimensions		MX-2640N/MX-3140N	MX-3640N
	With multi-bypass tray extended	34-1/2" (W) × 25-61/64" (D)	34-1/2" (W) × 26-13/16" (D)
		(876 mm (W) × 659 mm (D))	(876 mm (W) × 681 mm (D))
	With right side exit tray extended	38-29/32" (W) × 25-61/64" (D)	38-29/32" (W) × 26-13/16" (D)
		(988 mm (W) × 659 mm (D))	(988 mm (W) × 681 mm (D))

Automatic document feeder (Standard equipment)

Name	Reversing Single Pass Feeder (RSPF)
Document feeder types	Reversing Single Pass Feeder (RSPF)
Original paper sizes	11" × 17" (A3) to 5-1/2" × 8-1/2" (A5)
Original paper types	Paper weight Thin paper 9 lbs. bond (35 g/m²) to 13 lbs. bond (49 g/m²) Plain paper 13 lbs. bond (50 g/m²) to 34 lbs. bond (129 g/m²) Two-sided 13 lbs. bond (50 g/m²) to 28 lbs. bond (105 g/m²)
Paper storage capacity	100 sheets (21 lbs. bond (80 g/m²)) (or maximum stack height of 33/64" (13 mm))
Scan speed (copy)	B/W: 50 one-sided sheets/minute (8-1/2" × 11" (A4) horizontal) (600 × 400 dpi) Color: 36 one-sided sheets/minute (8-1/2" × 11" (A4) horizontal) (600 × 600 dpi)

Tray 2 / 3 / 4 / 5

Name	Tray 2 (MX-DE12)*1	Tray 2/3 (MX-DE13)*2	Tray 2/3/4 (MX-DE14)*3	Tray 5 (MX-LC11)*4
Paper sizes	11" × 17" (A3) to 5-1/2" × 8-1/2"R (A5R)			8-1/2" × 11" (A4)
Useable paper	16 lbs. bond (60 g/m²) to 110 lbs. index (220 g/m²)			16 lbs. bond (60 g/m²) to 28 lbs. bond (105 g/m²)
Paper capacity	500 sheets	1,000 (500 × 2)	1,500 (500 × 3)	3,500
Dimensions	22-61/64" (W) × 22-46/64" (D) × 15-3/64" (H) (583 mm (W) × 577 mm (D) × 382 mm (H))			14-53/64" (W) × 20-19/32" (D) × 22-41/64" (H) (376 mm (W) × 523 mm (D) × 575 mm (H))
Weight	Approx. 46 lbs. (21 kg)	Approx. 53 lbs. (24 kg)	Approx. 64 lbs. (29 kg)	Approx. 66 lbs. (30 kg)

*1: Stand/500 sheet paper drawer (MX-DE12)

*2: Stand/2x500 sheet paper drawer (MX-DE13)

*3: Stand/3x500 sheet paper drawer (MX-DE14)

*4: Large capacity tray (MX-LC11)

Stand/500&2000 sheet paper drawer (Tray 2 / 3 / 4)

Name	Stand/500&2000 sheet paper drawer (MX-DE20)
Paper sizes	Tray 2: 11" × 17" (A3) to 5-1/2" × 8-1/2"R (A5R) Tray 3/4: 8-1/2" × 11" (A4)
Useable paper	Tray 2: 16 lbs. bond (60 g/m²) to 110 lbs. index (220 g/m²) Tray 3/4: 16 lbs. bond (60 g/m²) to 28 lbs. bond (105 g/m²)
Paper capacity	Tray 2: 500 Tray 3: 1,150 Tray 4: 850
Dimensions	22-61/64" (W) × 22-23/32" (D) × 15-3/64" (H) (583 mm (W) × 577 mm (D) × 382 mm (H))
Weight	Approx. 66.2 lbs. (30 kg)

SPECIFICATIONS

Finisher

Name	Finisher (MX-FN17)	
Paper sizes	Depends on feeder specifications	
Useable paper	Paper weight	15 lbs. bond (55 g/m²) to 110 lbs. cover (300 g/m²)
No. of trays	1	
Tray capacity (21 lbs. bond (80g/m²))	Non-stapled	12" × 18" (A3 wide) / 11" × 17" (A3) / 8-1/2" × 14" (B4): 250 sheets 8-1/2" × 11" (A4) / 8-1/2" × 11"R (A4R, B5) / 7-1/4" × 10-1/2"R (B5R) / 5-1/2" × 8-1/2"R (A5R): 500 sheets
	Staple function	11" × 17" (A3) / 8-1/2" × 14" (B4): 30 sets or 250 sheets 8-1/2" × 11" (A4) / 8-1/2" × 11"R (A4R, B5) / 30 sets or 500 sheets
	● Offset output is not available for 12" × 18" (A3 wide) / 7-1/4" × 10-1/2"R (B5R) / 5-1/2" × 8-1/2"R (A5R).	
Max. no. of stapled sheets	Max. no. of 50 sheets (8-1/2" × 11" (A4), 8-1/2" × 11"R (A4R, B5)) Max. no. of 30 sheets (11" × 17" (A3), 8-1/2" × 14" (B4))	
Staple position	1 bottom, 1 top, 2 middle	
Required power supply	Supplied from this machine	
Weight	Approx. 26.4 lbs. (12 kg)	
Dimensions	When output paper tray is stored 16-55/64" (W) × 23-22/64" (D) × 7-51/64" (H) (428 mm (W) × 593 mm (D) × 198 mm (H)) When output paper tray is extended 24-6/64" (W) × 23-22/64" (D) × 7-51/64" (H) (612 mm (W) × 593 mm (D) × 198 mm (H))	

Punch module (for finisher)

Name	Punch module (MX-PN11B)
Paper size for punch module	11" × 17" (A3) to 7-1/4" × 10-1/2"R (A4)
Holes	3 holes
Required power supply	Supplied from finisher
Dimensions	3-55/64" (W) × 18-50/64" (D) × 5-26/64" (H) (98 mm (W) × 477 mm (D) × 137 mm (H))
Weight	Approx. 7 lbs. (3 kg)

Saddle Finisher

Name	Finisher (MX-FN10)	
Paper sizes	Depends on feeder specifications	
Useable paper	Paper weight	15 lbs. bond (55 g/m²) to 110 lbs. cover (300 g/m²)
No. of trays	1	
Tray capacity (21 lbs. bond (80g/m²))	Non-stapled	12" × 18" (A3 wide) / 11" × 17" (A3) / 8-1/2" × 14" (B4) / 5-1/2" × 8-1/2"R (A5R): 500 sheets 8-1/2" × 11" (A4) / 8-1/2" × 11"R (A4R, B5) / 7-1/4" × 10-1/2"R (B5R): 1,000 sheets
	Staple function	11" × 17" (A3) / 8-1/2" × 14" (B4): 30 sets or 500 sheets 8-1/2" × 11" (A4) / 8-1/2" × 11"R (A4R, B5, B5R): 30 sets or 1,000 sheets (For 8-1/2" × 11" (A4), 50 sets only when stapled in a single location on the far side)
	● Offset output is not available for 12" × 18" (A3 wide) / 5-1/2" × 8-1/2"R (A5R).	
Required power supply	Supplied from this machine	
Weight	Approx. 88 lbs. (40 kg)	
Dimensions	When output paper tray is stored 19-9/16" (W) × 24-27/32" (D) × 38-57/64" (H) (497 mm (W) × 631 mm (D) × 988 mm (H)) When output paper tray is extended 25-53/64" (W) × 24-27/32" (D) × 38-57/64" (H) (656 mm (W) × 631 mm (D) × 988 mm (H))	
Max. no. of stapled sheets	Max. no. of 50 sheets (8-1/2" × 11" (A4), 8-1/2" × 11"R (A4R, B5, B5R)) Max. no. of 25 sheets (11" × 17" (A3), 8-1/2" × 14" (B4))	
Staple position	1 bottom, 1 top, 2 middle	
Staple method (for saddle stitch)	Centered fold with stapling in 2 center places	
Saddle stitch fold position	Centered fold	
Saddle usable sizes	11" × 17" (A3) / 8-1/2 × 14" (B4) / 8-1/2" × 11"R (A4R)	
Saddle usable paper weight	16 lbs. bond (60 g/m²) to 110 lbs. index (220 g/m²)	
Max. no. of saddle-stitched sheets	Max. no. of 15 sheets (21 lbs. bond (80 g/m²)): 14 sheets (21 lbs. bond (80 g/m²)) + 1 sheet (110 lbs. index (209 g/m²))	

Punch module (for saddle finisher)

Name	Punch module (MX-PNX5B)
Paper size for punch module	11" × 17" (A3) to 7-1/4" × 10-1/2"R (A4)
Holes	3 holes
Required power supply	Supplied from saddle finisher
Dimensions	4-27/32" (W) × 24-5/32" (D) × 9-59/64" (H) (122 mm (W) × 604 mm (D) × 248 mm (H))
Weight	Approx. 7.7 lbs. (3.5 kg)

Fax Specifications

Name	Facsimile expansion kit (MX-FX11)	
Useable lines	General phone lines (PSTN), private branch exchange (PBX)	
Scanning line density	Normal characters:	8 dot/mm × 3.85 chars/mm
	Small characters:	8 dot/mm × 7.7 line/mm
	Fine characters:	8 dot/mm × 15.4 line/mm
	High-definition:	16 dot/mm × 15.4 line/mm
Connection speed	Super G3: 33.6 kbps, G3: 14.4 kbps	
Coding method	MH, MR, MMR, JBIG	
Connection mode	Super G3 / G3	
Original paper sizes for transmission	11" × 17" (A3) to 5-1/2" × 8-1/2" (A5) (Paper with a max. length of 1,000 mm* can be transmitted (one-sided and B/W only).)	
Registered paper size	11" × 17" (A3) to 5-1/2" × 8-1/2" (A5)	
Transmission time	Approx. 2 seconds *1 (8-1/2" × 11" (A4) Sharp standard paper, normal characters, Super G3 (JBIG)) Approx. 6 seconds (G3 ECM)	
Memory	1 GB	
Notes	Touch dial memory	Max. of 2,000 entries (Including group dialing for fax, scanner, and Internet fax)
	Entries per group	Max. of 500 entries
	Mass transmissions	Max. of 500 recipients

*1 Complies with the 33.6 kbps transmission method for Super G3 facsimiles standardized by the International Telecommunications Union (ITU-T). This is the speed for when sending an 8-1/2" × 11" (A4) size piece of paper of around 700 characters at standard image quality (8 × 3.85 chars/mm) in Hi-speed mode (33.6 kbps). This is the transmission speed for image information only and does not include time for transmission control. The actual time needed for a transmission depends on the content of the text, type of receiving fax machine, and telephone line conditions.

Network Printer Specifications

Type	Built-in type
Continuous print speed	Same as continuous copy speed
Resolution	Data processing: 600 × 600 dpi, 1,200 × 1,200 dpi Print: 600 × 600 dpi, equivalent to 9,600 dpi × 600 dpi, 1,200 × 1,200 dpi
Page description language	Standard: PCL6 emulation, Adobe® PostScript®3™, XPS*
Compatible protocols	TCP/IP (IPv4/IPv6), IPX/SPX, IPP, EtherTalk
Compatible OS	Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7 Macintosh (Mac OS X 10.4.11, 10.5 ~ 10.5.8, 10.6 ~ 10.6.8, 10.7 ~ 10.7.2)
Internal fonts	80 fonts for PCL, 136 fonts for Adobe® PostScript®3™
Memory	Machine system memory and hard disk
Interface	10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (high speed mode)

* XPS stands for XML Paper Specification. When equipped with the XPS expansion kit (MX-PUX1).

Network Scanner Specifications

Type	Color scanner
Scan resolution (main × vertical)	100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi (push scan) 50 to 9,600 dpi *1 (pull scan)
Scan speed (8-1/2" × 11" (A4))	B/W: 50 sheets/minute (one-sided) Color: 50 sheets/minute (one-sided) ● When in standard mode using Sharp standard paper (8-1/2" × 11" (A4) size with 6% coverage) and the auto color detector is turned off. The speed varies depending on the data volume of the original.
Interface	10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (when an external memory device is used)
Compatible protocols	TCP/IP (IPv4)
Compatible OS *2	Pull scan (TWAIN) Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7
Output format	(B/W) TIFF, PDF, PDF/A, encrypted PDF, XPS Compression method: decompression, G3 (MH), G4 (MMR) (Gray scale/color) TIFF, JPEG, PDF, PDF/A, encrypted PDF, high compression PDF*3, XPS Compression method: JPEG (high, mid, and low compression, Emphasis black letter)
Driver	TWAIN compliant

*1: You must decrease the scan size when increasing the resolution.

*2: There are cases when a connection cannot be established. Please contact your local dealer for more information.

*3: When equipped with the Enhanced Compression Kit (MX-EB11).

Wireless LAN Specifications

Type	Built-in type
Compliance standards	ARIB STD-T66 (IEEE 802.11b/g) Low Power Data Communication System Standard Wireless LAN Standard Protocol IEEE802.11n/g/b
Transmission method	OFDM (IEEE 802.11n/g), DS-SS (IEEE 802.11b)
Transmission frequency range (center frequency)	IEEE802.11n/g/b:2.4GHz 11b(1 - 14ch) / 11g/n(1 - 13ch)
Transmission speed (value of standard) *1	IEEE802.11n max. 150 Mbps IEEE802.11g max. 54 Mbps IEEE802.11b max. 11 Mbps
Security	WEP, WPA-PSK, WPA-EAP*2, WPA2-PSK, WPA2-EAP*2

*1: The indicated values are maximum theoretical values for the Wireless LAN Standard. The values do not indicate actual data transmission speeds.

*2: Cannot be used in Soft AP mode.

SUPPLIES

Standard supplies for this product that can be replaced by the user include paper, toner cartridges, and staple cartridges for the finisher.
Be sure to use only SHARP-specified products for the toner cartridges, finisher staple cartridge, and transparency film.

For best copying 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.

■ Staple cartridge

The finisher and saddle finisher require the following staple cartridge:
MX-SCX1 (for finisher and saddle finisher)
Approx. 5000 per cartridge x 3 cartridges
AR-SC3 (for saddle stitch of saddle finisher)
Approx. 2000 per cartridge x 3 cartridges

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.

Noise emission

Noise emission values

The following shows noise emission values as measured according to ISO7779.

Sound power level L_{WAd}

	MX-2640N	MX-3140N	MX-3640N
Operating (continuous printing)	7.4 B	7.5 B	7.4 B
Standby (low power level mode)	-	-	-

Sound pressure level L_{pAm}

		MX-2640N	MX-3140N	MX-3640N
Operating (continuous printing)	Bystander positions	56 dB	57 dB	57 dB
Standby (low power level mode)	Bystander positions	19 dB	18 dB	19 dB

- Operating: With options MX-DE14, MX-FN10, and MX-FN17.
- Standby: " -" = less than background noise.

Forwarding all transmitted and received data to the administrator (document administration function)

This function is used to forward all data transmitted and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, Scan to Network Folder destination, or Scan to Desktop destination).
This function can be used by the administrator of the machine to archive all transmitted and received data.
To configure the document administration settings, click [Application Settings] and then [Document Administration Function] in the [Settings mode] (Administrator-level access privileges are required.)

- The format, exposure, and resolution settings of transmitted and received data remain in effect when the data is forwarded.
- When forwarding is enabled for data sent in fax mode,
  - The [Direct TX] key does not appear in the touch panel.
  - Quick online transmission and dialing using the speaker cannot be used.

Settings mode password

The administrator password is required to change the machine's settings mode. Settings mode can be changed from either the operation panel or using a computer web browser. After setting up the machine, refer to [Settings mode] in the User's Manual to set a new password.

The same passwords are used for logging in from the operation panel and from a web browser. If the administrator changes a password, that password will be effective when logging in from both the operational panel and a web browser.

Password for logging in from a computer

There are three accounts that can log in from a web browser: "Administrator", "System Administrator" and "User". The factory default passwords for each account are shown on the below. Logging in as an "Administrator" or "System Administrator" will allow you to manage all the settings available via web browser.

(Cut along the dotted line and keep in a safe place.)

	Account	Password
User	users	users
Administrator	admin	admin
System Administrator	sysadmin	sysadmin

Please take care not to forget newly set administrator passwords.

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MX-2640N/MX-3140N/MX-3640N

QUICK START GUIDE

SHARP

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