

SHARP®

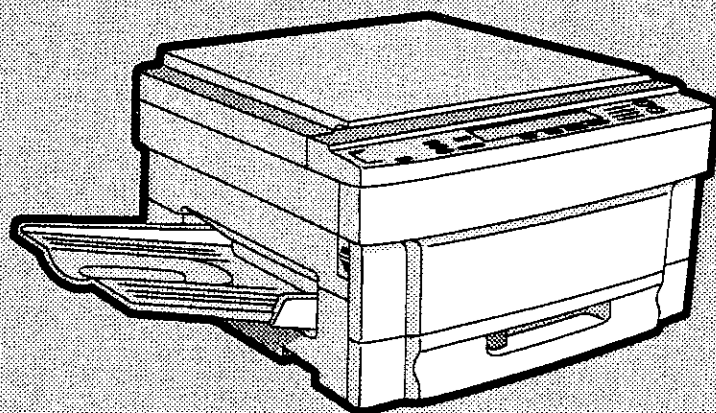
MODEL

SF-2216

ELECTROSTATIC COPYING MACHINE

OPERATION MANUAL

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INTRODUCTION

The SF-2216 copier is designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. Its main features are:

- Space conservation with a fixed platen and a front-loading paper tray
- Easy operation
- Automatic exposure control
- PHOTO mode copying
- Convenient functions such as DUAL PAGE COPYING, MARGIN SHIFT, EDGE ERASE, and INTERNAL AUDITOR
- Power savings with preheat and auto power shut-off modes

The machine can also be equipped with an optional automatic document feeder (ADF) for automatic feeding of original documents and an optional sorter or staple sorter to provide finished copy sets ready for distribution.

To ensure optimum use of all copier functions, please familiarise yourself with this manual and the copier. Be sure to keep this manual available for quick reference during copier operation.

- The optional multi bypass feeder (SF-MF15) is provided as a standard component in some regions.

AB series (metric) and inch series references

Both specifications are quoted where applicable.

- The inch series specifications are quoted in brackets.

For example:

Page 16 A6 to A3 (5-1/2" x 8-1/2" to 11" x 17")

Page 11, step 2-A 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%)

- In the illustration of the operation panel, only the AB series indications are shown.
- In certain regions where the AB series is used, B5 and B5R are standard sizes, in place of A5.

Depending on the country or region, the functions of this copier will be indicated on the operation panel with either an English name or a symbol.

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GETTING STARTED

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STATUS INDICATORS

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GENERAL INFORMATION

OPTIONAL EQUIPMENT

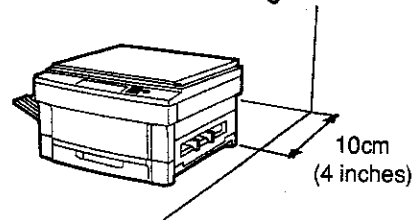
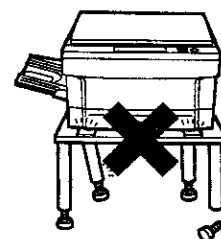
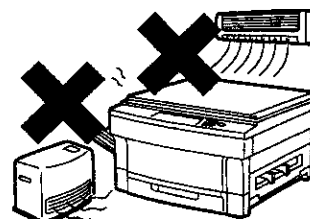
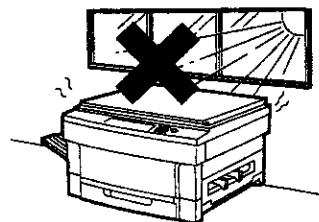
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OPTIONAL EQUIPMENT

A WORD ON COPIER INSTALLATION

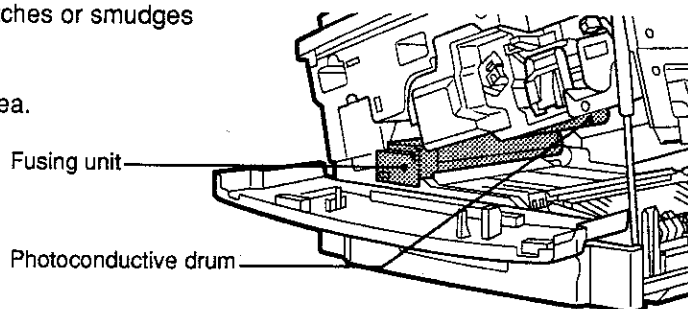
Improper installation may damage the copier. Please note the following during initial installation and whenever the copier is moved.

1. Be sure to use the rated power supply and to ground the copier.
 - For this copier's power supply requirements, see the name plate located on the right hand side of the copier, below the manual bypass.
2. Do not install the copier in areas that are:
 - damp or humid,
 - exposed to direct sunlight,
 - extremely dusty,
 - poorly ventilated,
 - subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.
3. Place the copier on a firm, level surface.
4. Keep the copier at least 10 cm (4 inches) back from the wall for proper ventilation and cooling.



CAUTIONS

1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.
2. The fusing area is hot. Exercise care in this area.





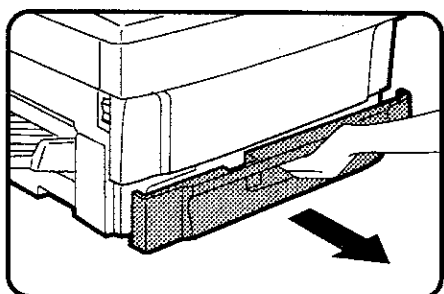
LOADING COPY PAPER

To save space, this copier has been designed with an adjustable front-loading tray, which is easily opened for paper loading. For best results, use only Sharp recommended paper. (See page 43.)

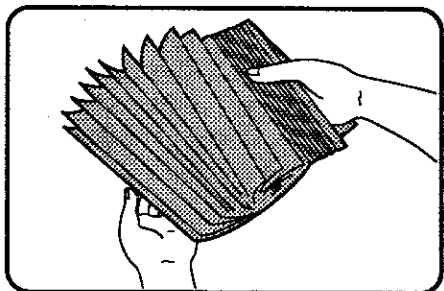
The paper required () indicator will light up when there is no copy paper in the selected paper feed station, or when the selected paper tray is not installed or is improperly installed.

When paper runs out while the optional multi bypass feeder is being used, a blinking (P) will appear in the copy quantity display. (See page 64.)

For convenience of quickly changing paper sizes, additional trays (SF-UB15) are also available. These are sold separately. (See page 65.)

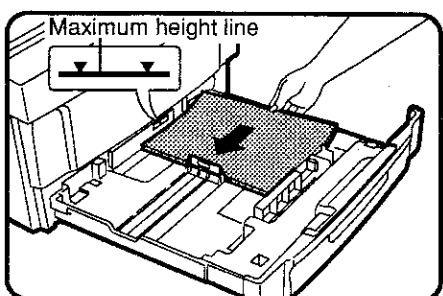


1 Gently lift and pull out the paper tray.

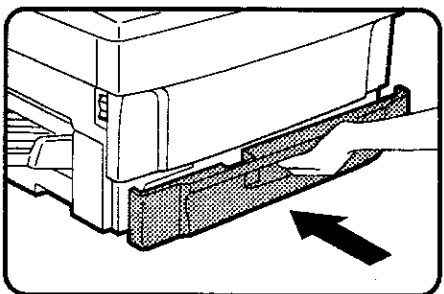


2 Fan the copy paper and insert it into the tray.

- If you change to a different size of copy paper, the tray must be adjusted. See the next page.

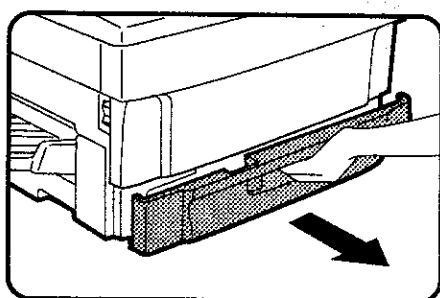


- Set the paper along the guides.
- The tray holds up to 250 sheets of paper. Do not load paper above the maximum height line.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.

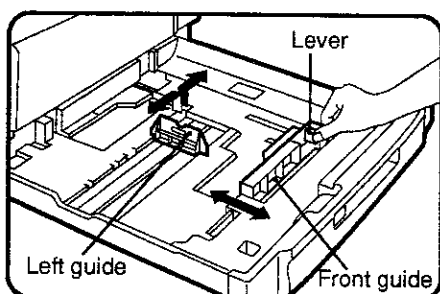


3 Push the paper tray firmly back into the copier.

Changing the copy paper size in the tray



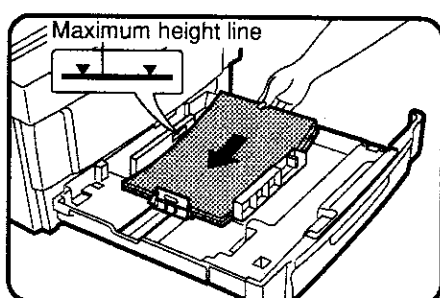
1 Gently lift and pull out the paper tray until it stops.



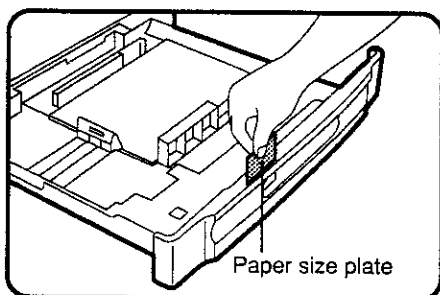
2 Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper.

3 Move the left guide to the appropriate slot as marked on the tray.

- With inch system machines, when using 11" x 17" copy paper, store the left guide in the slot to the left of the front guide.



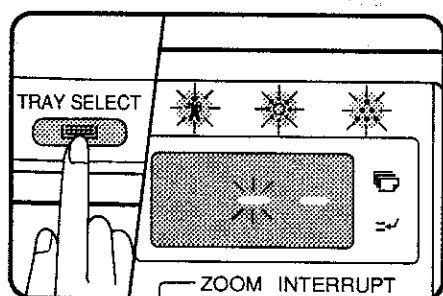
4 Load copy paper into the tray.



5 Place the paper size plate in the front of the paper tray.

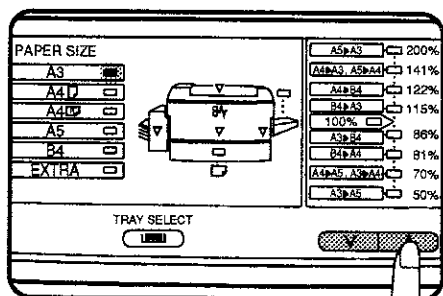
- The paper size indication which shows through the slot on the front of the copier should match the selected paper size.

6 Push the paper tray firmly back into the copier.



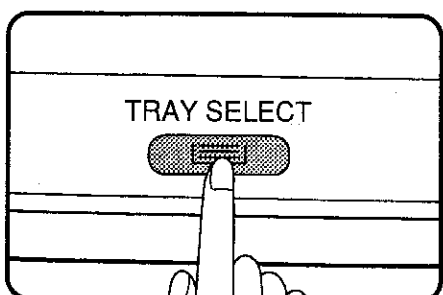
7 To set the selected paper size, press and hold the TRAY SELECT () key for more than 5 seconds until all the alarm indicators* blink and “—” appears in the copy quantity display.

* The alarm indicators are the , , , , and  indicators.



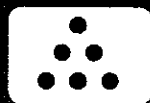
8 Use the copy ratio selector ( , ) keys to select the paper size which is set.

- Each time a copy ratio selector key is pressed, the paper size will be indicated with a paper size indicator.



9 Press the TRAY SELECT () key.

- All the alarm indicators will go out.



ADDING TONER

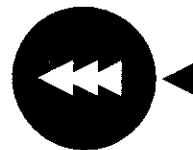
The toner required () indicator will light up when toner concentration level in the developer unit is low. Please read on to determine when toner must be added. If copying is continued while the  indicator is lit, copies will gradually become lighter until the copier stops and the indicator begins blinking. The  indicator may also begin blinking during long copy runs of multiple dark originals, even though toner is left. If the indicator begins to blink, the copier will stop making copies. Open and close the front cover. After a sufficient amount of toner has been fed, the  indicator will go out and the READY indicator will light up. Press the print () button to resume copying.

After completion of toner replenishment, if the  indicator and the READY indicator are both on, or if the  indicator blinks while the READY indicator is off, then toner must be added as described below.

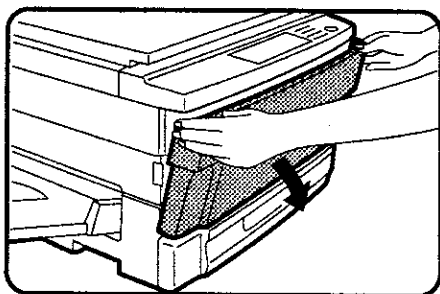
For best copying results, be sure to use only Sharp products.

The package of Sharp toner has the Genuine Supplies label.

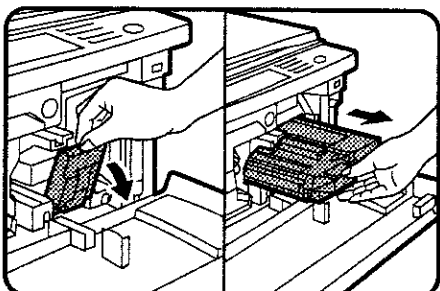
SHARP



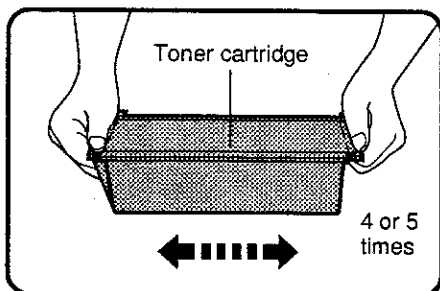
GENUINE SUPPLIES



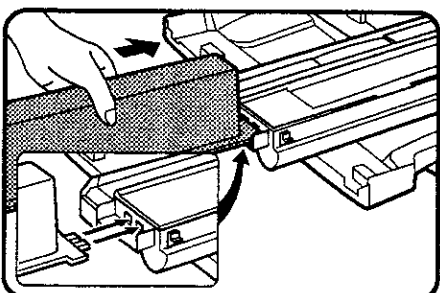
1 Open the front cover.



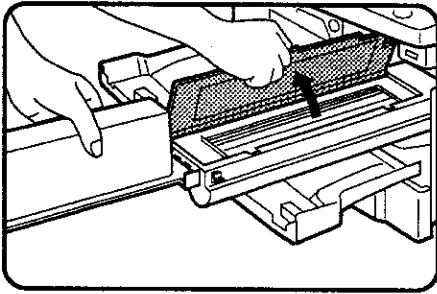
2 Pull down the developer unit lock lever and pull the developer unit out slowly until it stops.



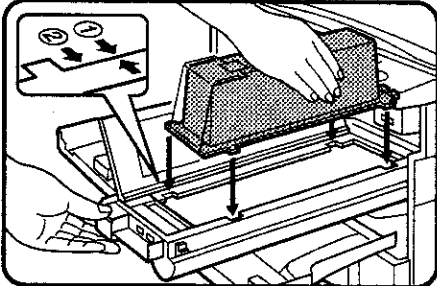
3 Hold a new toner cartridge horizontally as shown and shake it four or five times.



4 To install the toner cartridge, insert the tabs of the cartridge into the holes on the front of the developer unit as shown to unlock the toner hopper cover.

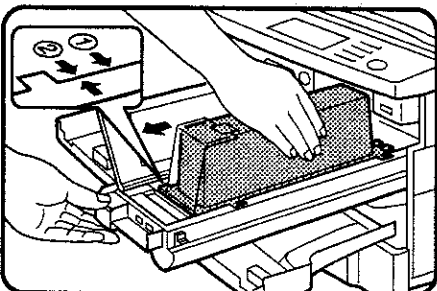


5 Open the toner hopper cover. Then remove the toner cartridge.



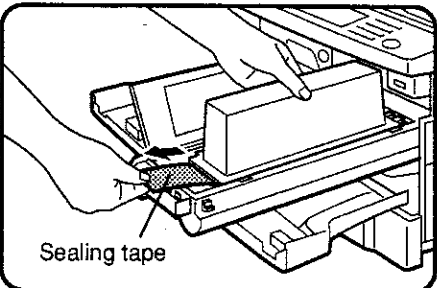
6 Line up the protrusions at the bottom of the toner cartridge with the notches on the toner hopper.

- Align the arrow on the toner cartridge with arrow ① on the toner hopper.



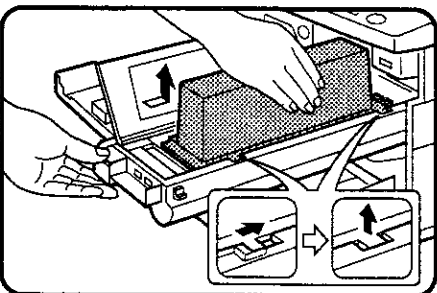
7 Slide the toner cartridge to the front until it stops.

- Align the arrow on the toner cartridge with arrow ② on the toner hopper.

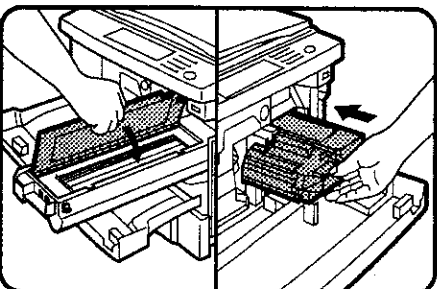


8 While lightly pressing down on the cartridge with your left hand, pull on the toner sealing tape to remove it.

9 Tap lightly on the top of the toner cartridge several times to ensure that it empties completely.



10 Slide the toner cartridge toward the rear and lift to remove it.



11 Close the toner hopper cover.

12 Slide the developer unit into the copier.

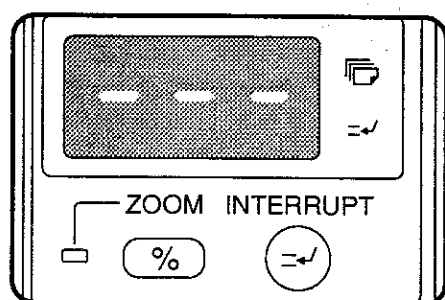
13 Return the developer unit lock lever into place and close the front cover.

AUDITING ACCOUNTS

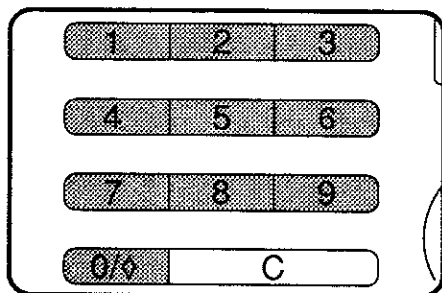
If this copier has been programmed in the auditing mode, it will not function until an assigned 3-digit account number has been entered. See page 33 for setting the auditing mode.

MAKING COPIES

Auditing accounts

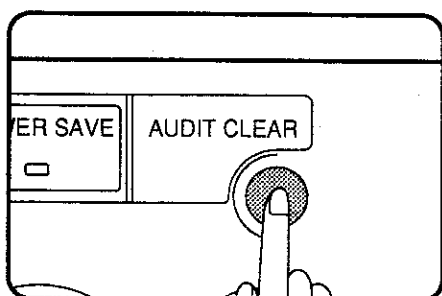


If the copier has been programmed in the auditing mode, "----" will appear in the copy quantity display in the initial conditions.



1 Enter your account number using the 10-key pad.

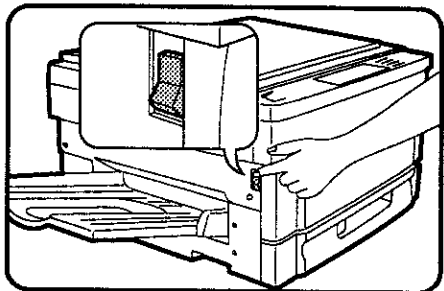
- As each digit is entered, the dashes in the copy quantity display will disappear.
- After the number is entered, the copy quantity display will change to 0 and the READY indicator will light up.
- If an unassigned number is entered, "----" will appear again in the copy quantity display, indicating that the number was not accepted.



2 When a copy run is completed, press the AUDIT CLEAR (ACC.#-C) key.

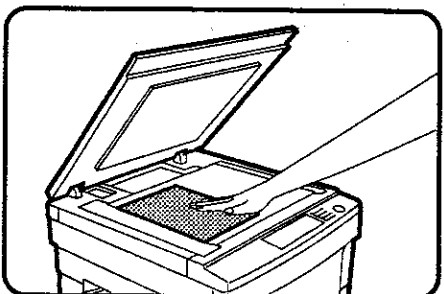
- "----" will appear again in the copy quantity display, indicating the auditing mode.
- In the interrupt copy mode (see page 18), press the INTERRUPT (⌂) key after an interrupt copy run is completed.

NORMAL COPYING



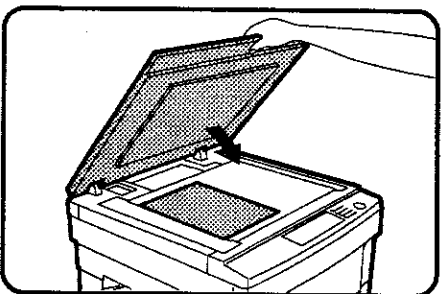
1 Turn the power switch on.

- It will take about 35 seconds for the copier to warm up. However, you can make desired settings and press the print () button during warm-up. Copying will start after warm-up.
- If the copier has been programmed in the auditing mode, the READY indicator will not light up and "----" will appear in the copy quantity display. Enter an assigned 3-digit account number. See page 8.
- If the power is already on and all indicators except the POWER SAVE () indicator are off, the copier is in the auto power shut-off mode. Press the print () button in this case. See page 37, POWER SAVE MODES.

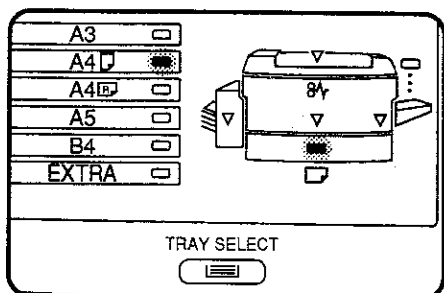


2 Place the original face down on the document glass. Align it with the original size scale.

- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.

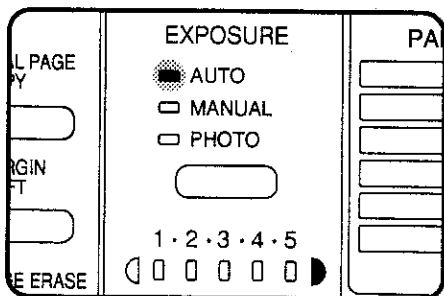


3 Close the document cover.



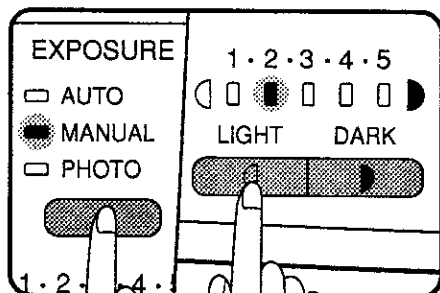
4 Ensure that the copy paper size in the paper tray is the same size as the original.

- If an optional multi bypass feeder is installed, use the TRAY SELECT () key to select the paper feed station containing paper the same size as the original.

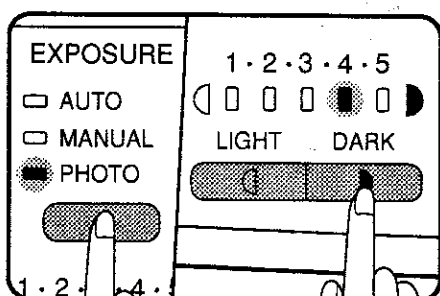


5 Adjust the copy density.

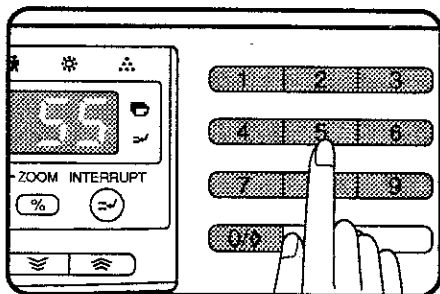
- This copier has three exposure modes to choose from — AUTOMATIC (AUTO), MANUAL (), and PHOTO ().
- Automatic exposure is the standard initial setting for this copier. In this mode, the characteristics of the original are "read" by the exposure system and adjustments are automatically made. This optimizes the contrast of the copied images by reducing the effect of coloured or shaded background areas. See page 19 to adjust the automatic exposure level.



- For manual copy density adjustment, press the AUTO/MANUAL/PHOTO (AUTO/□...□/□) key to select MANUAL (□...□) and adjust with the LIGHT (□□) and DARK (□□) keys as desired.

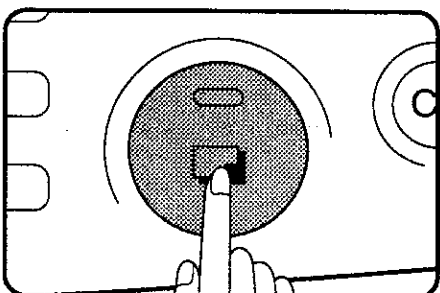


- For photographs, select PHOTO (□) and then adjust with the LIGHT (□□) and DARK (□□) keys as desired.
- There are 9 exposure steps indicated by 5 indicator lights. (The indicators light up one or two at a time.) Successive pushes of the LIGHT (□□) key will change the indicator lights in the order (3) → (3•2) → (2) → (2•1) → (1). Successive pushes of the DARK (□□) key will change the indicator lights in the order (3) → (3•4) → (4) → (4•5) → (5).



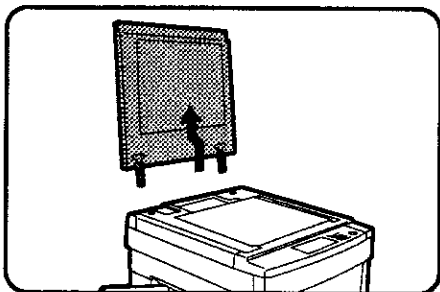
6 Set the number of copies using the 10-key pad.

- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Press the clear (□C) key to clear an entry if a mistake is made.



7 Press the print (□) button.

- The number in the copy quantity display will decrease by 1 each time a copy is made.
- Press the □C key to stop copying in the middle of a run.
- To repeat the same copy sequence for a different original, simply replace the original and press the print (□) button.



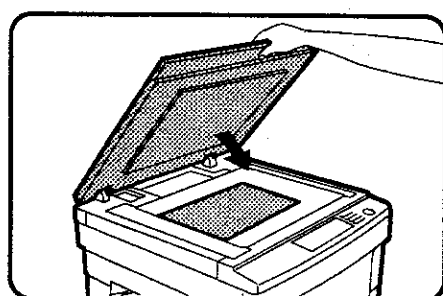
How to remove the document cover

The document cover can be removed to allow copying of bulky objects. To remove it, open the document cover and lift it at a slight backward angle.

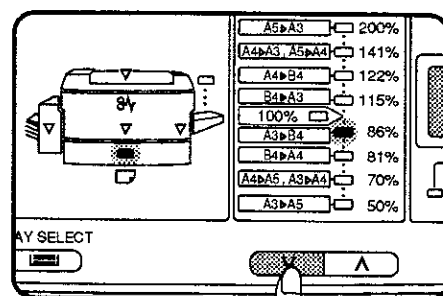
- To re-attach the document cover, reverse the above procedure.

REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected with the copy ratio selector (∇ , Δ) keys and/or the zoom ($\approx$, $\approx$) keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.



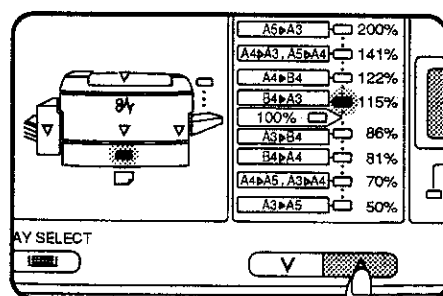
- 1 Place the original on the document glass and close the document cover.



- 2 Use the copy ratio selector (∇ , Δ) keys and the zoom ($\approx$, $\approx$) keys to select the desired copy ratio.

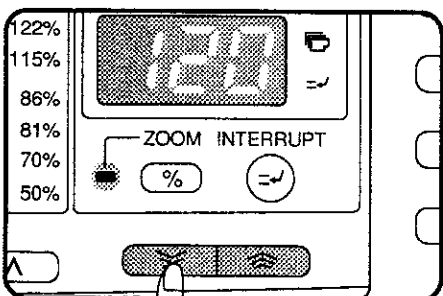
- To select a preset reduction or enlargement copy ratio, press the ∇ or Δ key repeatedly until the indicator for the desired copy ratio is lit.

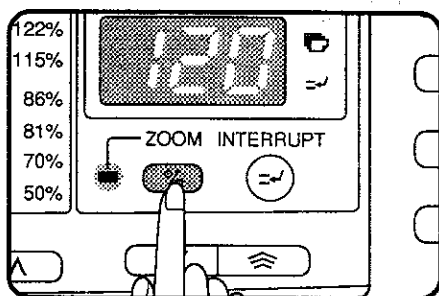
- A. Preset reduction ratios are: 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%).
- B. Preset enlargement ratios are: 115%, 122%, 141%, and 200% (121%, 129%, 141%, and 200%).



- C. Zoom ratios: Any ratio from 50% to 200% can be set, in 1% increments. Press the ∇ or Δ key to set the approximate ratio, then press the $\approx$ key to decrease the ratio or the $\approx$ key to increase the ratio.

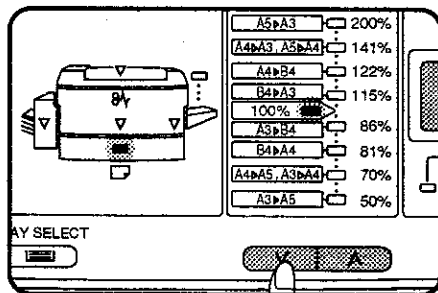
When a zoom ($\approx$, $\approx$) key is pressed, the ZOOM indicator will light up and the zoom ratio will be displayed in the copy quantity display for at least one second.



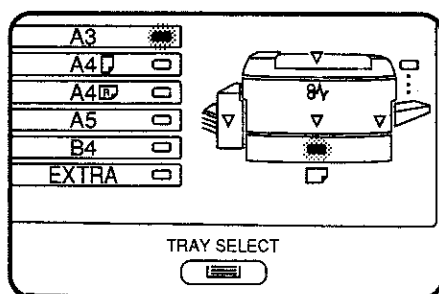


To verify a zoom setting without changing the zoom ratio, press and hold the copy ratio display () key. When the key is released, the display will return to the copy quantity display.

- To decrease or increase the zoom ratio rapidly, press and hold the or key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it again.

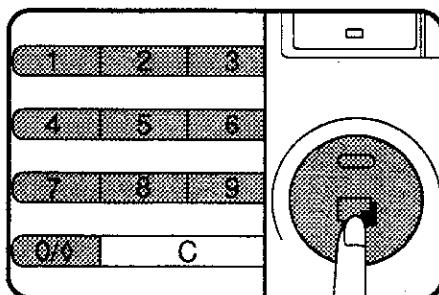


- D. Same-size reset: Press the or key repeatedly until the copy ratio returns to 100%.



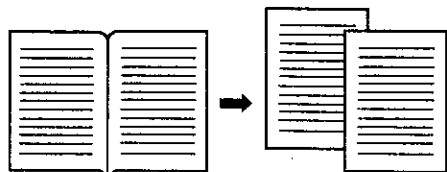
3 Check the copy paper size.

- If an optional multi bypass feeder is installed, use the TRAY SELECT () key to select the desired paper size.

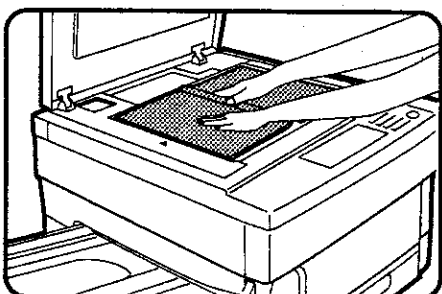


4 Set the number of copies and press the print () button.

DUAL PAGE COPYING

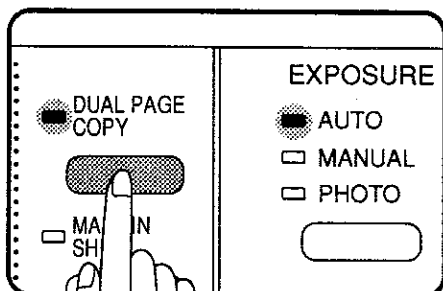


The DUAL PAGE COPY feature produces individual copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents. This feature can be used with the EDGE ERASE and MARGIN SHIFT features.



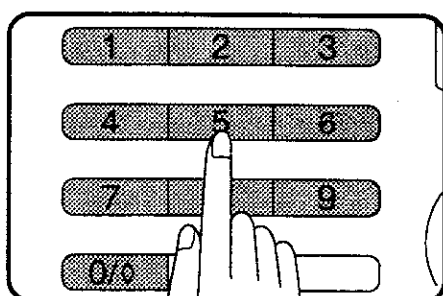
1 Place the originals on the document glass with the centre of the two pages aligned with the paper size index (A4 (8 1/2")). Close the document cover.

- Set the page to be copied first on the left part of the document glass.

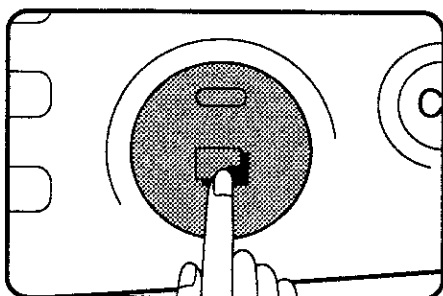


2 Press the DUAL PAGE COPY () key.

- Check to be sure that the copy paper size in the paper tray is A4 (8-1/2" x 11").
- To erase shadows caused by document binding, use the EDGE ERASE feature. See page 15.
- To leave a binding margin on the copy, press the MARGIN SHIFT () key. See page 14. The MARGIN SHIFT feature applies only to the left page on the document glass.

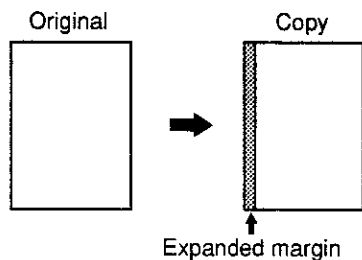


3 Set the number of copies.

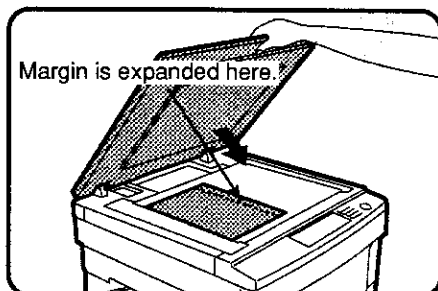


4 Press the print () button.

MARGIN SHIFT

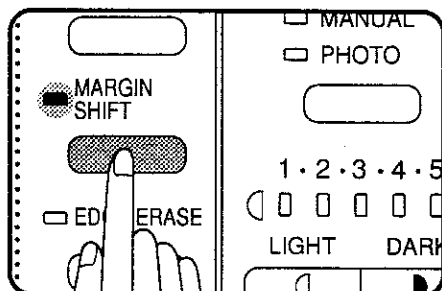


The MARGIN SHIFT feature automatically shifts the text or image to the right to increase the left margin by approximately 9 mm (1/4").

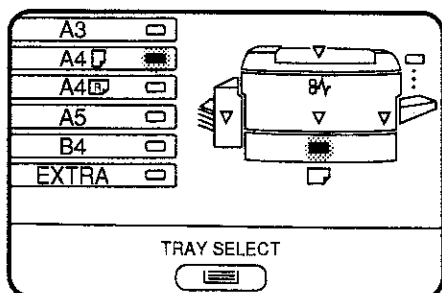


1 Place the original on the document glass and close the document cover.

- If an optional automatic document feeder (ADF) is installed, it can also be used for this feature.

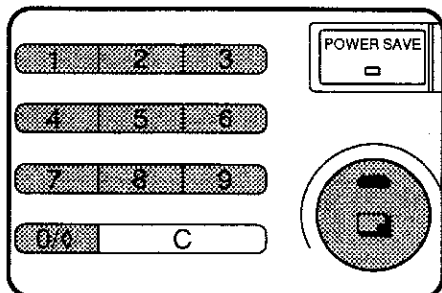


2 Press the MARGIN SHIFT (▨-▨) key.



3 Check the copy paper size.

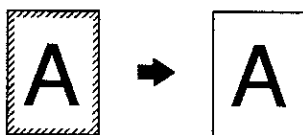
- If an optional multi bypass feeder is installed, use the TRAY SELECT () key to select the desired paper size.



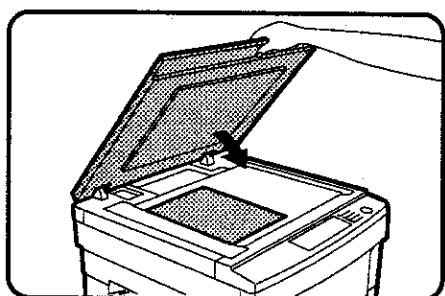
4 Set the number of copies.

5 Press the print () button.

EDGE ERASE

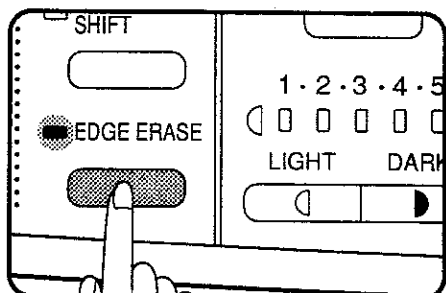


The EDGE ERASE feature erases dark areas from the copy edges to make a neater, cleaner copy. It is especially useful when copying thick documents which might create shadow lines at their edges.

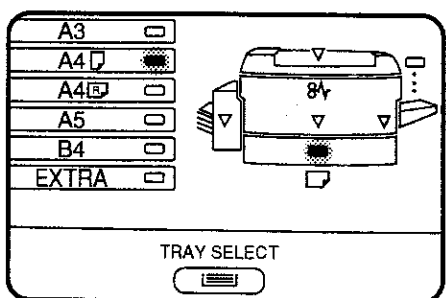


1 Place the original on the document glass and close the document cover.

- If an optional automatic document feeder (ADF) is installed, it can also be used for this feature.

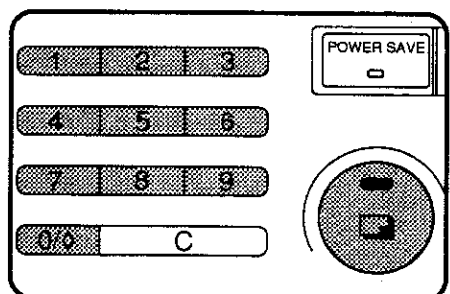


2 Press the EDGE ERASE () key.



3 Check the copy paper size.

- This feature will work only when standard size copy paper is used.



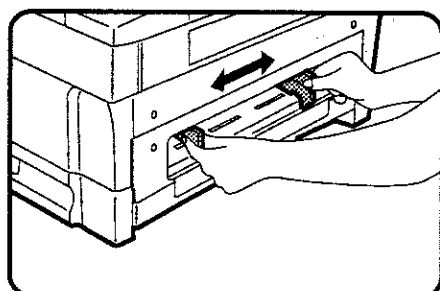
4 Set the number of copies.

5 Press the print () button.

SPECIAL PAPERS (manual feed)

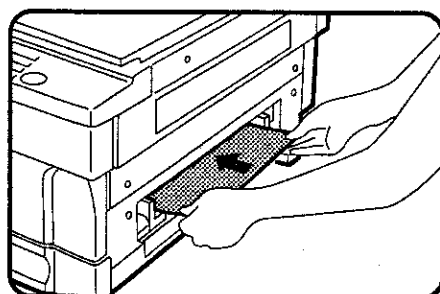
The single-sheet manual bypass can be used to feed standard paper, transparency film, label stock, tracing paper and other special purpose papers measuring from A6 to A3 (5-1/2" x 8-1/2" to 11" x 17"). (See page 43.)

- In certain regions, the multi bypass feeder (SF-MF15) is provided as a standard component. See page 62.



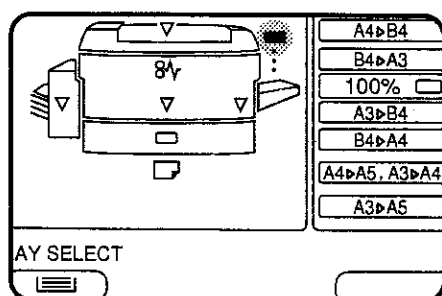
1 Place the original on the document glass and close the document cover.

2 Adjust the manual bypass paper guides to the width of the copy paper.

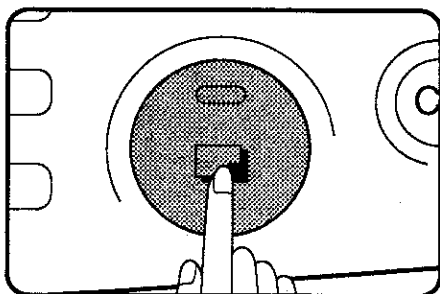


3 Insert a single sheet of paper all the way into the feed slot.

- A6 sized paper must be fed narrow side into the feed slot.



- The bypass indicator in the TRAY SELECT section of the operation panel will light up.

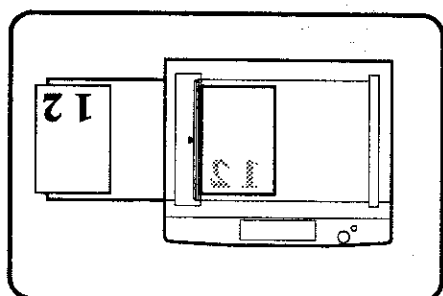


4 Press the print (🖨️) button.

TWO-SIDED COPYING

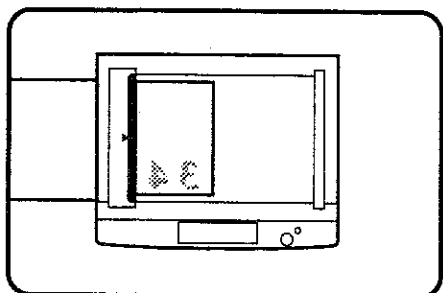
Two-sided copies can be made on this copier using the single-sheet manual bypass or the optional multi bypass feeder (SF-MF15).

- In certain regions, the multi bypass feeder (SF-MF15) is provided as a standard component. See page 62.



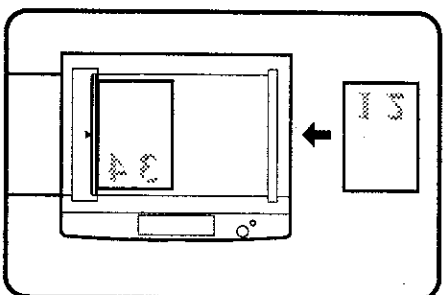
1 Place the first original on the document glass and make a copy.

- The first copy can be made using any of the paper feed stations.

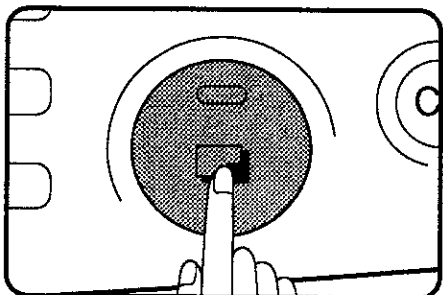


2 Replace the first original with the second original. Close the document cover.

- Make sure that the first and second originals are oriented in the same way on the document glass.



3 Turn the first copy over without changing its top-bottom orientation and feed it into the manual bypass.



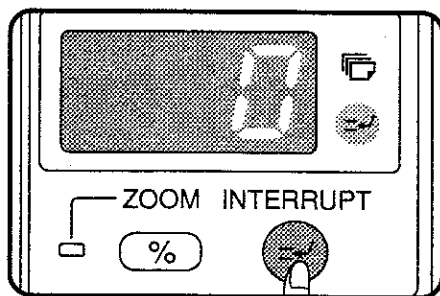
4 Press the print () button.

- When using the optional multi bypass feeder, use the TRAY SELECT () key to select the bypass and press the print () button. Be sure to feed the copies one sheet at a time.

INTERRUPTING A COPY RUN

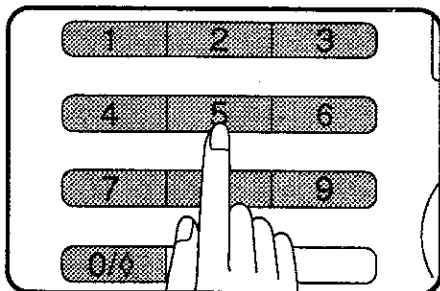
INTERRUPT is used to interrupt a long copy run so that another job can be done.

- Reduction/enlargement/zoom, exposure adjustments, dual page copying, margin shift, and edge erase can be selected during interrupt copying.
- An optional ADF can be used for interrupt copying.
- Sort, group, and staple sort cannot be selected during interrupt copying.
- INTERRUPT will not function during staple sort copying (when an optional staple sorter is installed).



1 Press the INTERRUPT (⊘) key.

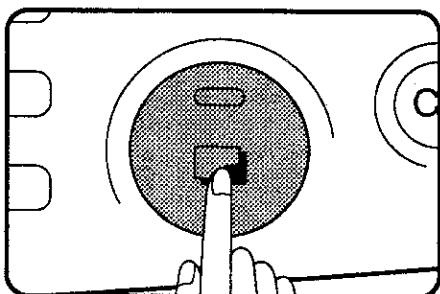
- The copier will return to the initial settings.
- If this copier has been programmed in the auditing mode using user program No. 10, "—" will appear in the copy quantity display. Enter your account number using the 10-key pad. The number of copies of the interrupt copying will be accumulated against this account number. See page 33.
- When an optional ADF is being used, the copier will stop after completing the copying of the originals which have been fed into the ADF. An original will be left on the document glass.



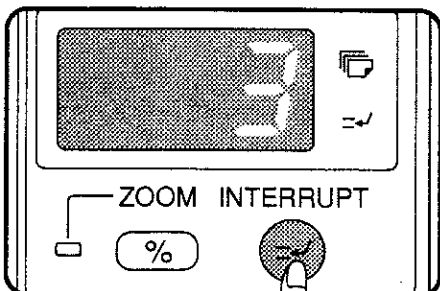
2 When the copier stops, remove the original from the document glass and place the original for interrupt copying on the document glass. Close the document cover.

3 Select the desired available copier functions.

4 Set the number of copies.



5 Press the print (■) button.



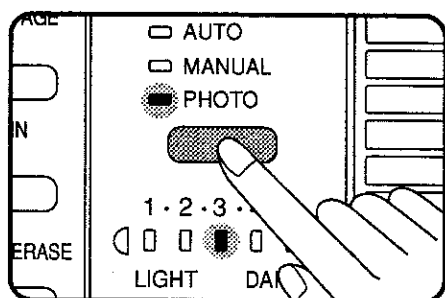
6 When all INTERRUPT copies are finished, press the INTERRUPT (⊘) key again to cancel the INTERRUPT mode, and remove the original used for interrupt copying.

- The previous copy quantity, copy ratio, copy density, and paper size will be automatically reset.

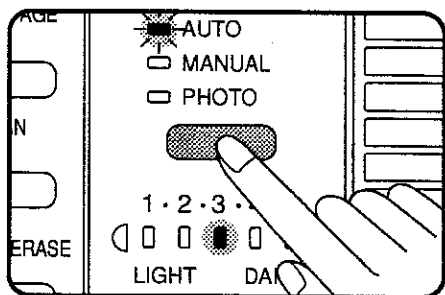
7 Replace the original for the interrupted job and press the print (■) button to resume copying.

AUTOMATIC EXPOSURE ADJUSTMENT

The automatic exposure level can be adjusted to suit your copying needs.

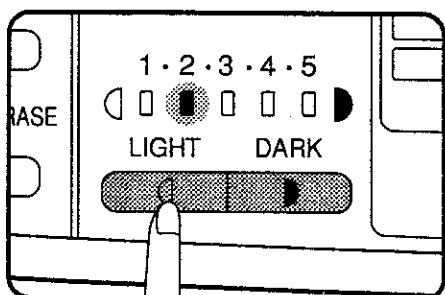


1 Press the **AUTO/MANUAL/PHOTO** (AUTO/□...□/ ) key to select the **PHOTO** () mode.

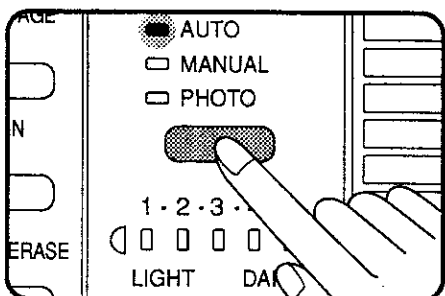


2 Press and hold the **AUTO/MANUAL/PHOTO** (AUTO/□...□/ ) key for approximately 5 seconds.

- The **PHOTO** () indicator will go out and the **AUTO** indicator will begin to blink.
- One or two exposure indicators corresponding to the automatic exposure level which has been selected will light up. The factory default setting is level "3".



3 Press the **LIGHT** () or **DARK** () key to lighten or darken the automatic exposure level as desired.

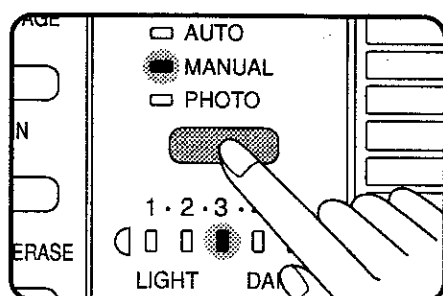


4 Press the **AUTO/MANUAL/PHOTO** (AUTO/□...□/ ) key.

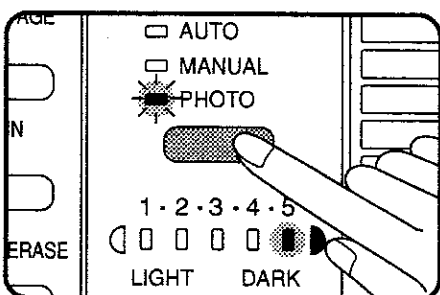
- The **AUTO** indicator will stop blinking and will light up steadily.
- This automatic exposure level will remain in effect until you change it again by this procedure.

TONER SAVE MODE

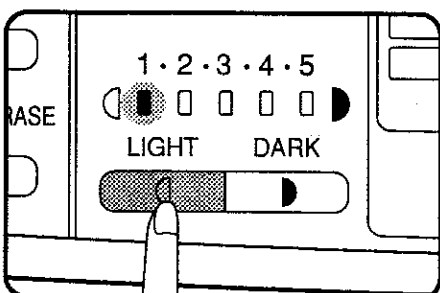
This mode reduces toner consumption by approximately 10% in the automatic and manual exposure modes. Copies will be lighter but still adequate for general use. Selection of this mode does not affect the photo mode. Follow the procedure below for setting the toning level.



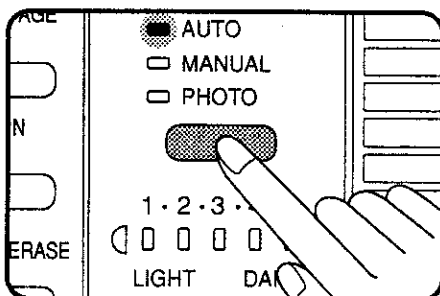
- 1** Press the **AUTO/MANUAL/PHOTO** (AUTO/□•••▢/▢) key to select the **MANUAL** (□•••▢) mode.



- 2** Press and hold the **AUTO/MANUAL/PHOTO** (AUTO/□•••▢/▢) key for approximately 5 seconds.
 - The **MANUAL** (□•••▢) indicator will go out and the **PHOTO** (▢) indicator will begin to blink.
 - The exposure indicator marked "5" will light up, indicating that the standard toner mode is active.



- 3** To enter the toner save mode, press the **LIGHT** (○) key.
 - The exposure indicator marked "1" will light up, indicating that the toner save mode is selected.



- 4** Press the **AUTO/MANUAL/PHOTO** (AUTO/□•••▢/▢) key twice.
 - The **PHOTO** (▢) indicator will stop blinking and the **AUTO** indicator will light up steadily. The toner save mode is now active.
 - To return to the standard mode, repeat the procedure but use the **DARK** (▢) key to select exposure level "5" in step 3.



MISFEED REMOVAL

The copier will stop when a misfeed occurs. The misfeed (8 λ V) indicator will blink, and blinking red misfeed location indicators will indicate the approximate misfeed location.

After removing the misfed paper, open and close the front cover and ensure that all the misfeed indicators have gone out.

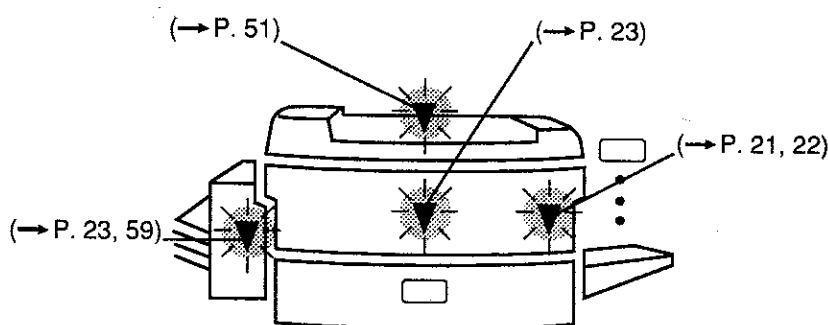
If paper is accidentally torn during removal, be sure to remove all pieces.

Be careful not to damage the photoconductive drum or the corona wires.

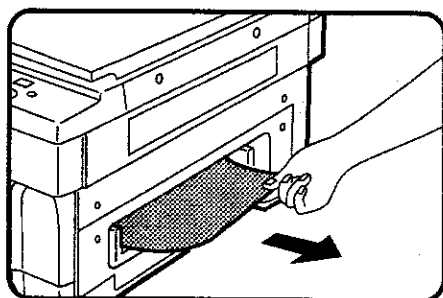
For misfeeds in optional equipment, see the respective sections of the operation manual.

If a misfeed occurs in the optional multi bypass feeder,  may blink in the copy quantity display. See page 64.

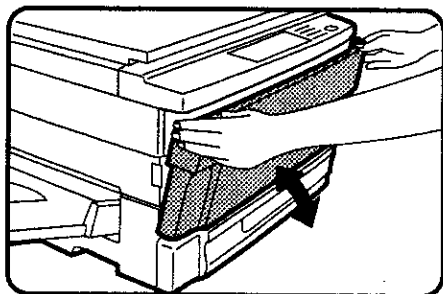
First confirm the misfeed location.



Misfeed in the manual bypass



1 Gently pull the misfed paper out.



2 Open and close the front cover to cancel the 8 λ V indicator.

STATUS INDICATORS

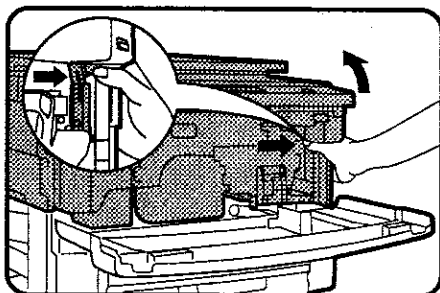
8 λ V-Misfeed removal

Misfeed in the paper tray

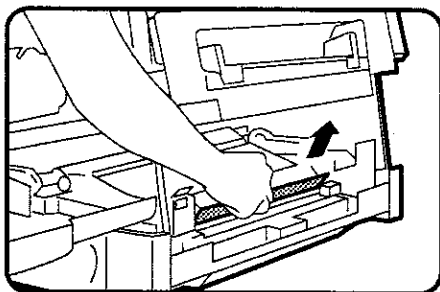
- 1 Open the front cover and press the release lever to open the copier.

CAUTION

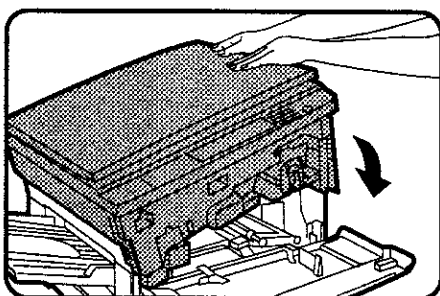
Be sure to open the upper unit slowly and gently, and do not let go of it until it is fully open.



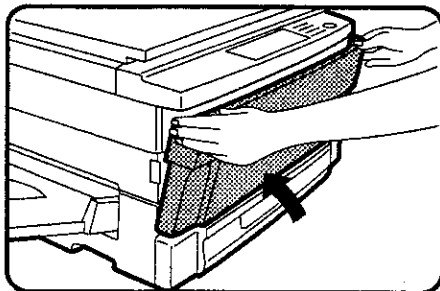
- 2 Remove the misfed paper.
 - Be careful not to tear the misfed paper during removal.



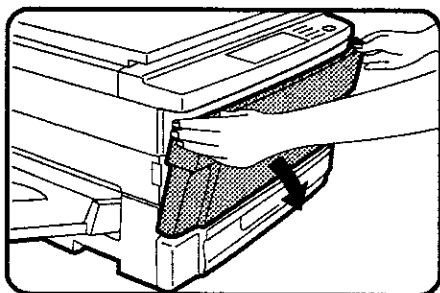
- 3 Push down the upper half of the copier as illustrated to close it.



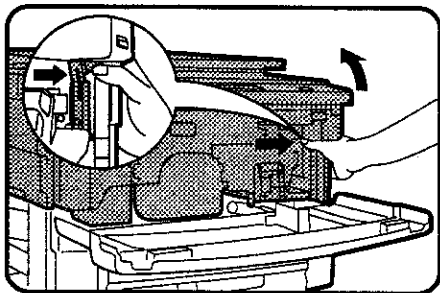
- 4 Close the front cover.
 - Confirm that the 84 indicator has gone out.
 - If an optional sorter is installed, push the sorter back into position.



Misfeed in the transport area, fusing area and exit area



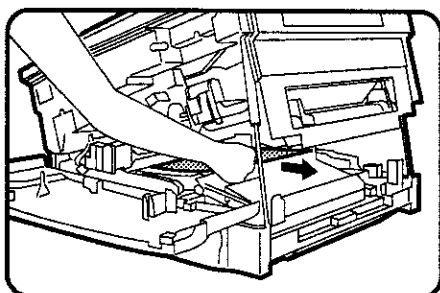
1 Open the front cover.



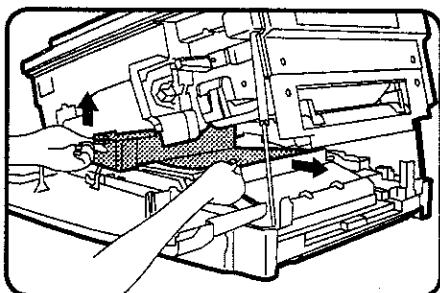
2 Press the release lever to open the copier.

CAUTION

Be sure to open the upper unit slowly and gently, and do not let go of it until it is fully open.



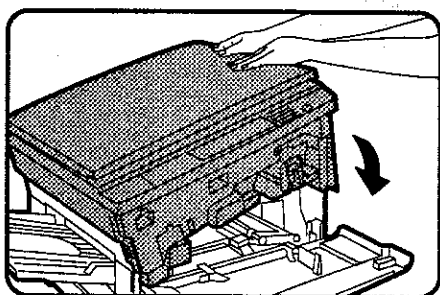
3 Carefully remove the misfed paper.



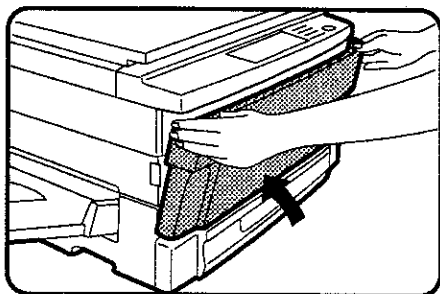
- If the misfed paper is stuck in the fusing area, raise the fusing unit lever and remove the paper.

CAUTION

The fusing area is hot. Take care in removing paper.



4 Push down the upper half of the copier as illustrated to close it.



5 Close the front cover.

- Confirm that the 84 indicator has gone out.
- If an optional sorter is installed, push the sorter back into position.



DEVELOPER REQUIRED

When the  indicator lights up, the developer should be replaced. DEVELOPER REPLACEMENT SHOULD ONLY BE DONE BY AN AUTHORISED SHARP SERVICE TECHNICIAN. Contact your Service Centre as soon as possible.

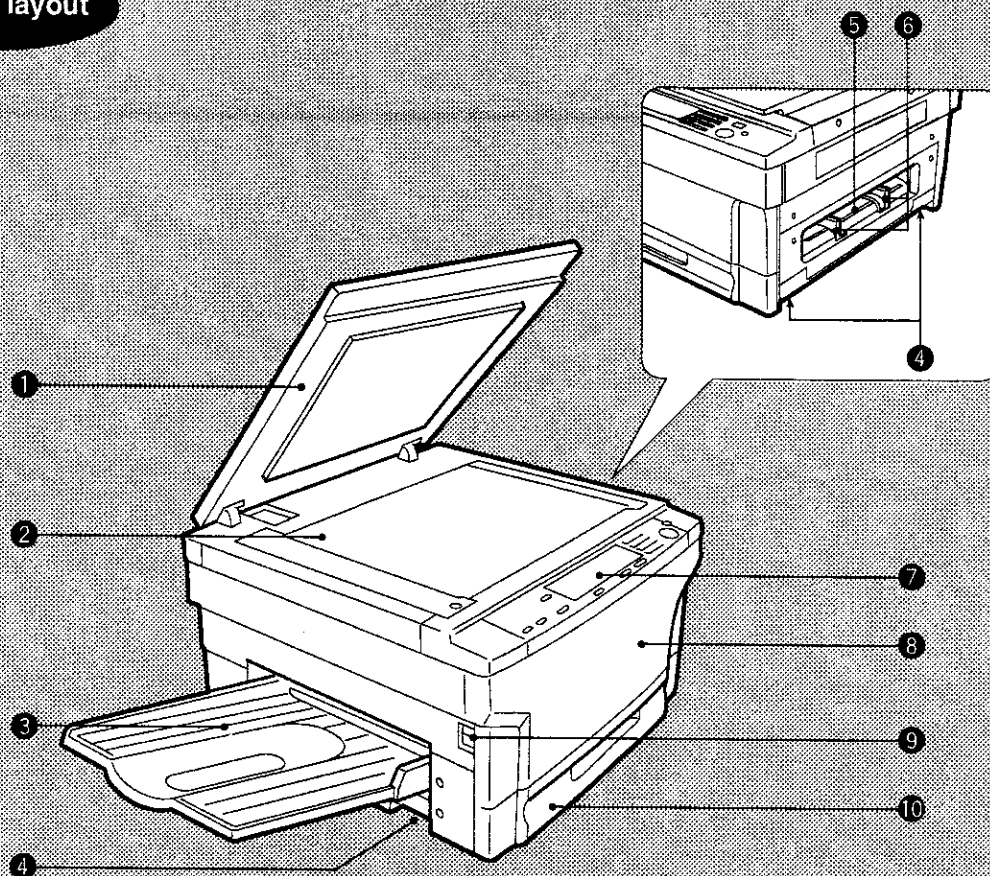


MAINTENANCE REQUIRED

When the  indicator lights up or blinks, service by an authorised Sharp Service Technician is required. Contact your Service Centre as soon as possible.

PART NAMES AND FUNCTIONS

Overall layout



① Document cover

Place the original on the document glass and close the document cover before copying starts.

② Document glass

Place the document to be copied here.

③ Exit tray

Finished copies are deposited in the exit tray.

④ Handles

⑤ Manual bypass

Special papers (including transparency film) and copy paper can be fed from the manual bypass.

⑥ Manual bypass guides

Adjust to the width of the copy paper.

⑦ Operation panel

All copier controls are located here for easy operation.

⑧ Front cover

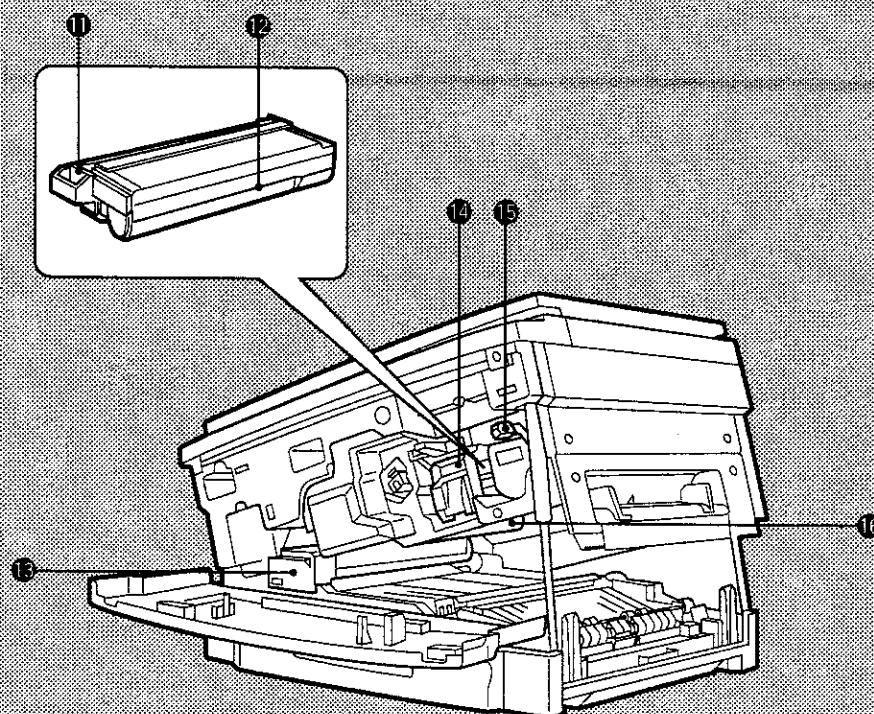
Open to remove misfeeds and to service the copier.

⑨ Power switch

Press to turn copier power on and off.

⑩ Paper tray

Holds 250 sheets of copy paper.



11 Developer unit
Pull out to add toner.

12 Toner hopper
Contains toner.

13 Fusing unit
The fusing unit is hot. Exercise care in this area.

14 Developer unit lock lever
Pull down to release the developer unit.

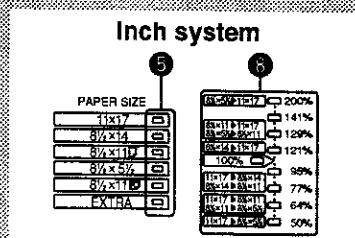
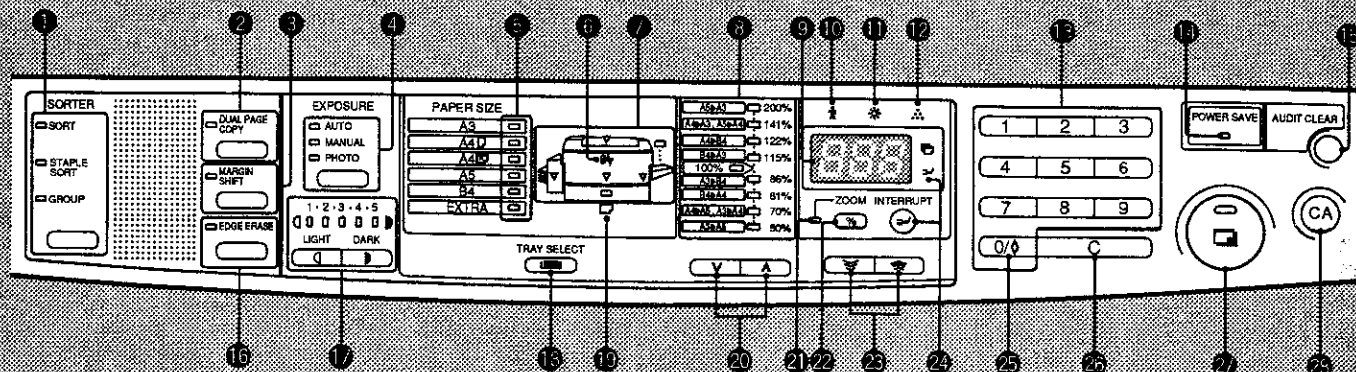
15 Release lever
Press to release the upper half of the copier.

16 Photoconductive drum
Copy images are formed on the photoconductive drum.

Accessories

Operation manual 1

Operation panel



1 SORTER (/ /) key and indicators (p. 52)

Press to select a sorter mode when an optional sorter or staple sorter is installed.

2 DUAL PAGE COPY () key and indicator (p. 13)

Use to make individual copies of two originals placed side by side on the document glass.

3 MARGIN SHIFT () key and indicator (p. 14)

Shifts text or image on the copy to leave a binding margin on the left side of the copy.

4 AUTO/MANUAL/PHOTO (/ /) key and indicators (p. 9)

Use to sequentially select the exposure modes: AUTO, MANUAL, or PHOTO.

5 PAPER SIZE () indicators

Light up to show the selected copy paper size. The paper sizes vary depending on the country or area.

6 Misfeed () indicator (p. 21)

Blinks when a paper misfeed occurs.

7 Paper feed location/misfeed location indicators (p. 21)

The selected paper feed location is shown by a lit indicator ().

The general location of misfed paper is shown by a blinking red indicator ().

8 Preset ratio indicators (p. 11)

Displays the preset copy ratios for reductions or enlargements.

9 Copy quantity display

Displays the specified copy quantity during the ready condition and displays the copy countdown as copies are made. Also see items 22 and 23.

10 Maintenance required () indicator (p. 25)

Lights up or blinks when maintenance is required. Call your authorised Sharp Service Centre.

11 Developer replacement required () indicator (p. 25)

When lit, indicates that the developer needs to be replaced. Call your authorised Sharp Service Centre.

12 Toner required () indicator (p. 6)

Lights up or blinks when toner is required.

13 10-key pad

Use to select the desired copy quantity or to make user program entries.

14 POWER SAVE () indicator (p. 37)

Lights up when the copier is in a power save mode.

15 AUDIT CLEAR () key (p. 8)

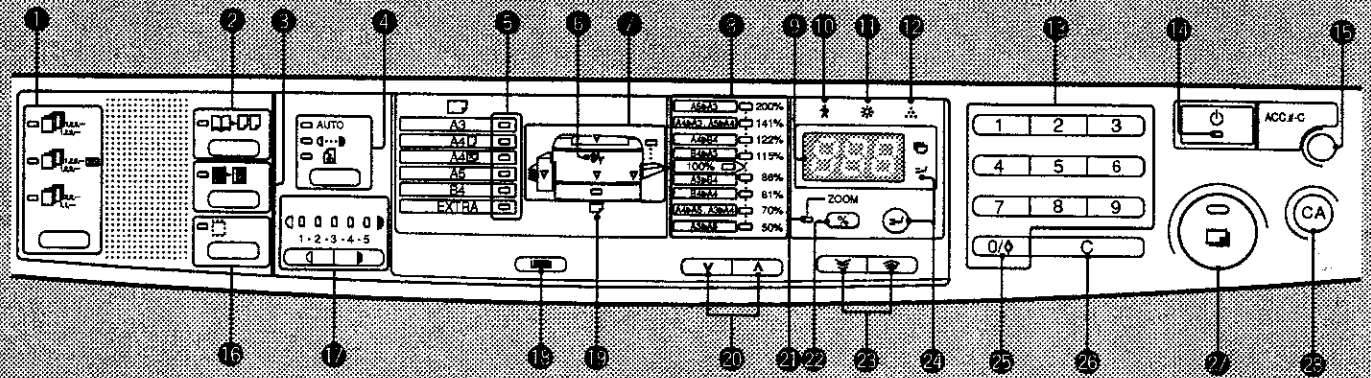
Clears audit account information.

16 EDGE ERASE () key and indicator (p. 15)

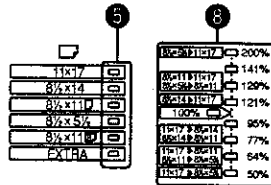
Use to erase dark areas from copy edges.

17 LIGHT () and DARK () keys and indicators (p. 10)

Use to adjust the MANUAL () or PHOTO () exposure level.



Inch system



Depending on the country or area, the functions of this copier will be indicated on the operation panel with either an English name or a symbol.

- 18 TRAY SELECT () key (p. 9)**
Use to manually select a paper tray.
- 19 Paper required () indicator (p. 3)**
Lights up when there is no copy paper in the paper tray.
- 20 Copy ratio selector (,) keys (p. 11)**
Use to sequentially select preset reduction/enlargement copy ratios: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%).
- 21 ZOOM indicator (p.11)**
Lights up when a zoom ratio is set.
- 22 Copy ratio display () key (p. 12)**
Press and hold during standby to display the copy ratio in the copy quantity display.
- 23 Zoom (,) keys (p. 11)**
Use to select any reduction or enlargement copy ratio from 50 to 200% in 1% increments.
- 24 INTERRUPT () key and indicator (p. 18)**
Interrupts a copy run.
- 25 Zero/readout () key**
Use as part of 10-key pad to enter copy quantity. Press during a continuous copy run to display the number of copies completed in the current run. Press during standby to display the total number of copies made to date.

Note: A3 (11" x 17") size copies are counted as two copies.

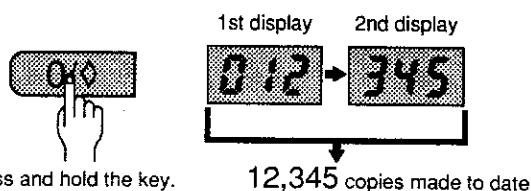
- 26 Clear () key**
Press to clear the copy quantity display, or press during a copy run to terminate copying.
- 27 Print () button and READY indicator**
Copying is possible when the indicator is on. Press the print button to start copying.
- 28 Clear all () key**
Clears all selected settings and returns the copier to the initial settings.

Initial settings

The copier assumes the initial settings when it is first turned on, when the clear all () key is pressed, and approximately one minute* after the last copy is made in any mode.

- Copy ratio: 100%
- Exposure: Automatic
- Copy quantity: 0
- All special copier modes: Off
- Paper feed station: Previously selected tray

* This time (auto clear time) can be changed. See page 30, USER PROGRAMS.



USER PROGRAMS

The user programs allow the parameters of certain functions to be set, changed, or cancelled as desired.

NOTE:

If operation of the user programs by general users (other than the copier manager) causes problems, detach pages 31 to 36 and store them in a safe place.

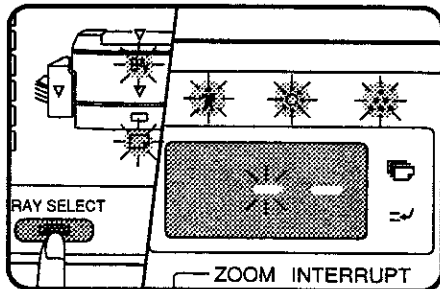
List of user programs

This copier has the following user programs.

Program No	Program name	Description
1	Auto clear time	Sets the auto clear time. The copier returns to the initial settings when the auto clear time elapses after the last copy is made.
2	Preheat mode	Sets the time that elapses before the copier enters the preheat mode after any operation is made. See page 37.
3	Auto power shut-off timer	Sets the time that elapses before the copier enters the auto power shut-off mode after any operation is made. See page 37.
4	Auto power save control	Enables or disables the automatic power save control function. See page 37.
5	Stream feeding mode*	Enables or disables the stream feeding mode when an optional automatic document feeder is installed. See page 50.
7	Sorter bin access mode*	Enables or disables the sorter bin access mode when an optional sorter or staple sorter is installed. See page 52.
10	Auditing mode	Enables or disables the auditing mode, which controls access to copier. See page 8.
11	Account number entry	Registers accounts for auditing mode.
12	Account number change	Changes account numbers for auditing mode.
13	Account number deletion	Deletes accounts for auditing mode.
14	Number of copies per account	Displays the total number of copies made against account numbers.
15	Resetting account	Resets all audit accounts or resets any desired individual accounts.
20	Auto power shut-off setting	Enables or disables the auto power shut-off mode. See page 37.

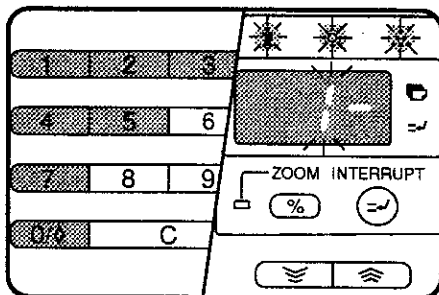
* These programs do not affect the copier functions unless certain optional equipment is installed.

Setting the user programs



- 1** Press and hold the TRAY SELECT () key for more than 5 seconds until all the alarm indicators* blink and “-” appears in the copy quantity display.

* The alarm indicators are the , , , , and indicators.

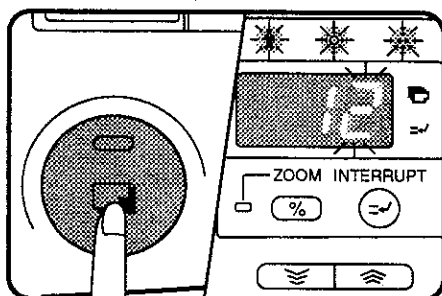


- 2** Enter a program number using the 10-key pad.

- The selected program number will blink in the copy quantity display.
- If a mistake is made in steps 2 to 4, press the clear () key. You will return to step 2.
- The program numbers are shown in the table below.
For example, to change the setting of the auto clear time, press key 1.

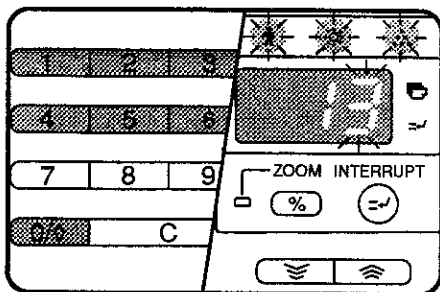
Program name	Program No.
Auto clear time	1
Preheat mode	2
Auto power shut-off timer	3
Auto power save control	4
Stream feeding mode	5
Sorter bin access mode	7
Auditing mode	10
Account number entry	11
Account number change	12
Account number deletion	13
Number of copies per account	14
Resetting account	15
Auto power shut-off setting	20

For operation of these programs after step 3, see page 33.



- 3** Press the print () button.

- For programs 1 to 7 and 20, the entered program number will be steadily lit on the left side of the copy quantity display and the currently selected parameter number for the program will blink on the right side.
- For programs 10 to 15 (programs for auditing accounts), the display varies with the program number. See page 33 for setting programs 10 to 15.



4 Select the desired parameter using the 10-key pad.

- The entered parameter number will blink on the right side of the copy quantity display.
- The parameters are shown in the table below.

For example, to change the setting of the auto clear time to "90 sec.", press key 3.

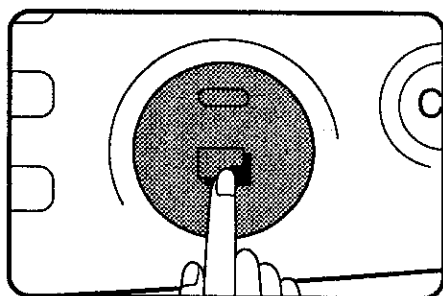
Program name	Parameters			
Auto clear time	0 ⇨ OFF 3 ⇨ 90 sec.	1 ⇨ 30 sec. 4 ⇨ 120 sec.	* 2 ⇨ 60 sec.	
Preheat mode	*2 0 ⇨ OFF 3 ⇨ 60 min.	1 ⇨ 1 min. 4 ⇨ 120 min.	*1 2 ⇨ 15 min.	
Auto power shut-off timer	1 ⇨ 5 min. 4 ⇨ 60 min.	2 ⇨ 15 min. 5 ⇨ 120 min.	* 3 ⇨ 30 min. 6 ⇨ 240 min.	
Auto power save control	*1 0 ⇨ OFF	*2 1 ⇨ ON		
Stream feeding mode	* 0 ⇨ OFF	1 ⇨ ON		
Sorter bin access mode	0 ⇨ OFF	* 1 ⇨ ON		
Auto power shut-off setting	*2 0 ⇨ OFF	*1 1 ⇨ ON		

Factory default settings are indicated with an asterisk (*).

(*1: Default settings in North America, *2: Default settings in the regions other than North America)

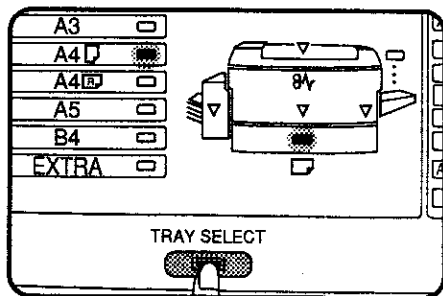
NOTE:

If you select "0" (OFF) in a program, the corresponding function will be disabled.



5 Press the print () button.

- The right-hand number in the copy quantity display will be steadily lit and the entered value will be stored.



6 To continue with other user programs, press the C key and then repeat steps 2 to 5. To exit the user program mode, press the TRAY SELECT () key.

- All the alarm indicators will go out.

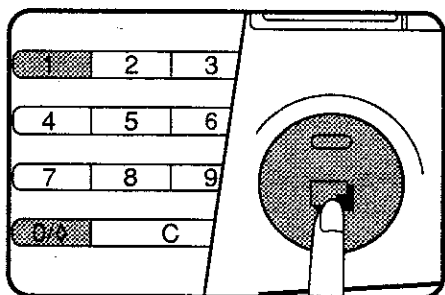
Setting for auditing accounts

Setting of user programs No. 10 to 15 varies with the program number. For setting of all programs, first follow steps 1 to 3 in "Setting the user programs" on page 31 to select a program. (1. Press the TRAY SELECT () key for more than 5 seconds. 2. Enter a program number (10 to 15) using the 10-key pad. 3. Press the print () button.) Then follow the appropriate instructions for the program.

Program No. 10: Auditing mode

If the auditing mode is enabled, copying is limited to operators with an assigned 3-digit account number. A maximum of 20, 3-digit account numbers can be assigned. Use program No. 11 to register account numbers.

When program No. 10 is entered, the current setting (0: OFF, 1:ON) will blink on the right side of the copy quantity display.



1. Select the desired setting using the 10-key pad.

0: OFF
1: ON

2. Press the print () button.

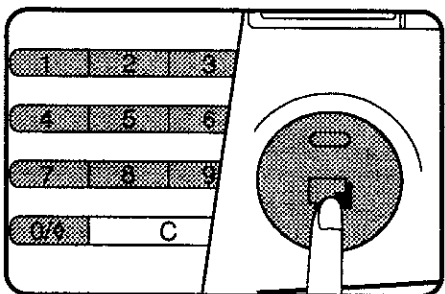
- The setting will be stored.

3. To continue with other user programs, press the  key and enter other program numbers. To exit the user program mode, press the TRAY SELECT () key.

Program No. 11: Account number entry

Program No. 11 is used to register accounts. When program No. 11 is entered, "----" will blink in the copy quantity display.

- If the number of accounts has reached the upper limit (20), "11E" will appear in the copy quantity display. Press the  key. You will return to step 2 on page 31.



1. Enter a 3-digit account number using the 10-key pad.

- Any 3-digit number except 000 can be registered as an account number.

2. Press the print () button.

- If a number that is already registered or "000" is entered, the number will blink in the copy quantity display.

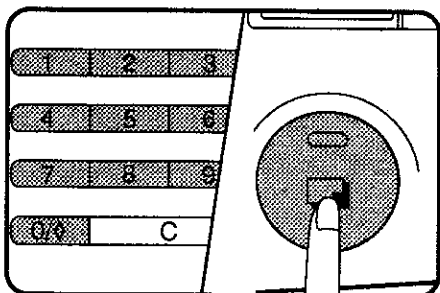
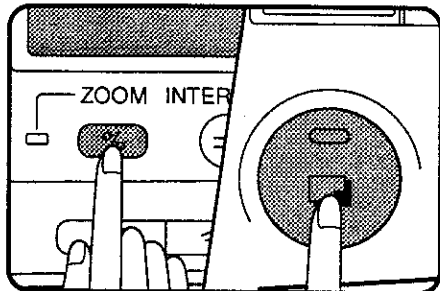
3. Repeat steps 1 and 2 for other account numbers.

4. To continue with other user programs, press the  key and enter other program numbers. To exit the user program mode, press the TRAY SELECT () key.

Program No. 12: Account number change

Program No. 12 is used to change account numbers. When program No. 12 is entered, an account number will appear in the copy quantity display.

- If no account number has been registered, "12E" will appear in the copy quantity display. Press the  key. You will return to step 2 on page 31.

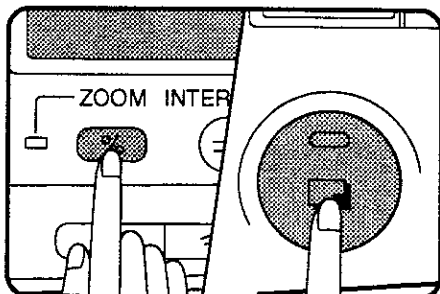
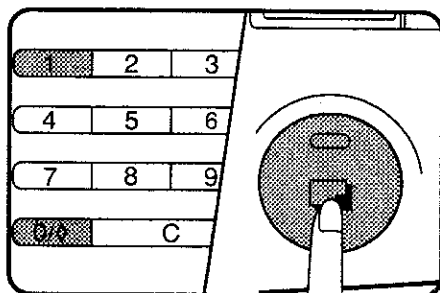


1. Use the copy ratio display () key to select the account number to be changed.
 - Use the  key to advance through the account numbers.
2. Press the print () button.
 - "----" will blink in the copy quantity display.
3. Enter a new account number using the 10-key pad.
4. Press the print () button.
 - If a number that is already registered or "000" is entered, the number will blink in the copy quantity display.
5. Repeat steps 1 to 4 for other account numbers.
6. To continue with other user programs, press the  key and enter other program numbers. To exit the user program mode, press the TRAY SELECT () key.

Program No. 13: Account number deletion

Program No. 13 is used to delete accounts. When program No. 13 is entered, "0" will blink on the right side of the copy quantity display.

- If no account number has been registered, "13E" will appear in the copy quantity display. Press the  key. You will return to step 2 on page 31.

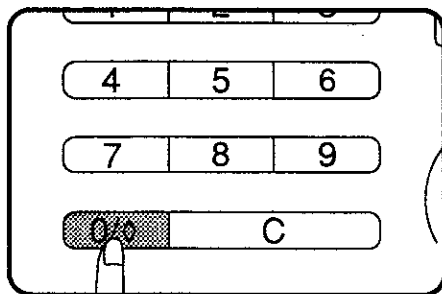
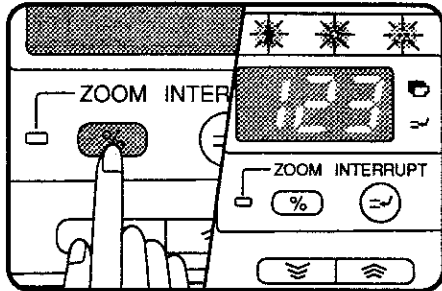


1. To delete an individual account, press key 0 on the 10-key pad.
To delete all accounts, press key 1.
2. Press the print () button.
 - If you have pressed key 0 in step 1, an account number will appear in the copy quantity display. Proceed to step 3.
 - If you have pressed key 1, all account numbers will be deleted. Proceed to step 5.
3. Use the copy ratio display () key to select the account number to be deleted.
 - Use the  key to advance through the account numbers.
4. Press the print () button.
 - The specified account will be deleted.
5. To continue with other user programs, enter other program numbers. To exit the user program mode, press the TRAY SELECT () key.

Program No. 14: Number of copies per account

Program No. 14 is used to display the total number of copies made against each account number. When program No. 14 is entered, an account number will appear in the copy quantity display.

- If no account number has been registered, "14E" will appear in the copy quantity display. Press the **C** key. You will return to step 2 on page 31.



1. Use the copy ratio display (**(%)**) key to select the account number.

- Use the **(%)** key to advance through the account numbers.

2. Press and hold the 0 key.

- The number of copies made against the specified account number will be displayed. The two higher digits ("—" is displayed before the two digits.) and the three lower digits will appear alternately while the 0 key is pressed.

Example: 1,234 copies



- The upper limit for the number of copies is 49,999. If the number of copies made reaches 50,000, the number will be reset to 0 and counting will start again from 0.

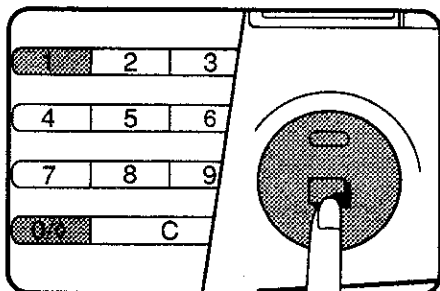
3. Repeat steps 1 and 2 for other account numbers.

- ### 4. To continue with other user programs, press the **C** key and select other program numbers. To exit the user program mode, press the TRAY SELECT (**(≡)**) key.

Program No. 15: Resetting account

Program No. 15 is used to reset all accounts or to reset any desired individual accounts. When program No. 15 is entered, "0" will blink on the right side of the copy quantity display.

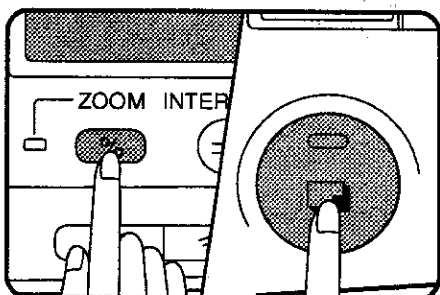
- If no account number has been registered, "15E" will appear in the copy quantity display. Press the **C** key. You will return to step 2 on page 31.



1. To reset an individual account, press key 0 on the 10-key pad.
To reset all accounts, press key 1.

2. Press the print () button.

- If you have pressed key 0 in step 1, an account number will appear in the copy quantity display. Proceed to step 3.
- If you have pressed key 1, the number of copies against all account numbers will be reset. Proceed to step 5.



3. Use the copy ratio display () key to select the account number to be reset.

- Use the  key to advance through the account numbers.

4. Press the print () button.

- The number of copies against the specified account number will be reset.

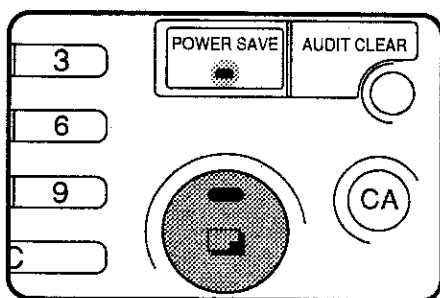
5. To continue with other user programs, enter other program numbers. To exit the user program mode, press the TRAY SELECT () key.

POWER SAVE MODES

The copier has two POWER SAVE modes of operation — preheat mode and auto power shut-off mode.

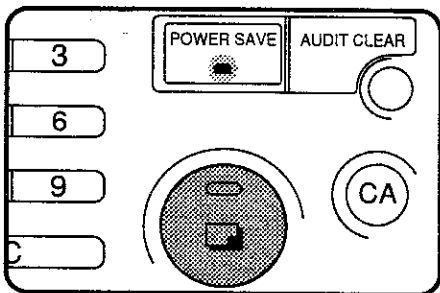
The copier will enter a power save mode once the set time has elapsed without any copier operation after the last copy of a run is made or power is turned on.

Both of the power save modes can be automatically controlled by the auto power save control function. When enabled, this function will automatically establish new set times for the preheat and auto power shut-off modes based upon copier usage patterns.



Preheat mode

When the copier enters the preheat mode, the POWER SAVE () indicator will light up and other indicators will remain on or off as before. In this condition, the fuser in the copier is maintained at a lower heat level, thereby saving power. The preheat level is, however, high enough to allow the copier to come to a ready condition or begin copying within 10 seconds after any key input or copier operation such as paper tray operation is performed.



Auto power shut-off mode

When the copier enters the auto power shut-off mode, the POWER SAVE () indicator will light up and all other indicators will go out. The auto power shut-off mode saves more power but requires a longer time to warm up before copying can begin.

Auto power save control

The auto power save control function automatically controls the power save modes. If this function is enabled, the copier will enter the preheat mode a certain length of time after any copier operation and then will enter the auto power shut-off mode. The time that elapses before the copier enters the preheat mode or auto power shut-off mode is set automatically by the copier, which calculates the proper time depending on the user's copying frequency and copy quantity.

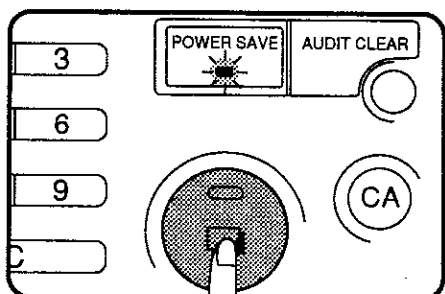
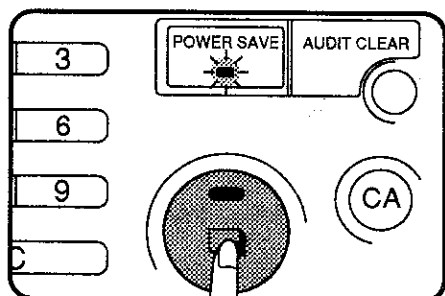
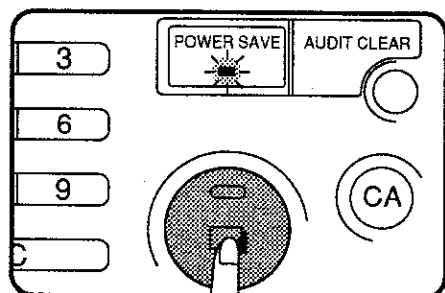
If the POWER SAVE () indicator is on and some other indicators are on, the copier is in the preheat mode.

If the POWER SAVE () indicator is on and all other indicators are off, the copier is in the auto power shut-off mode.

Setting the power save modes

The auto power save control function can be enabled or disabled as desired using user program No. 4. If this function is disabled, the time that elapses before the copier enters a power save mode after any operation is made can be set manually. This time is set with user program No. 2 for the preheat mode and user program No. 3 for the auto power shut-off mode. If the auto power save control function is enabled, the settings of user programs No. 2 and No. 3 will be ignored. For these settings, see page 31.

- The copier will enter first the preheat mode and then the auto power shut-off mode when no copier operation is made.
If the time set for the preheat mode is not shorter than that for the auto power shut-off mode, the copier will enter only the auto power shut-off mode when the time set for the auto power shut-off mode has elapsed.
- If the auto power shut-off timer is set using user program No. 3 when the auto power shut-off mode has been disabled (program No. 20), the auto power shut-off mode will be automatically enabled. It is recommended that these power save modes be enabled for energy saving.



Copying from the preheat mode

Make desired copier selections and press the print () button using the normal copying procedure.

- When any key input is made or any other copier operation is made, the POWER SAVE () indicator will start to blink.
- When the print () button is pressed, the READY indicator will go out and copying will start within 10 seconds. The POWER SAVE () indicator will go out when copying starts.

Copying from the auto power shut-off mode

1 Press the print () button.

- The copier will exit the auto power shut-off mode and the POWER SAVE () indicator will start to blink.

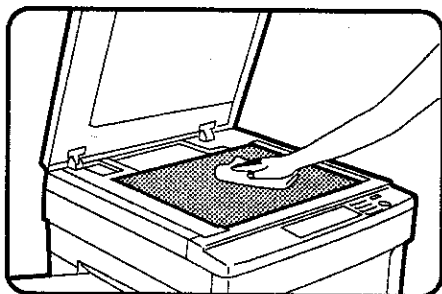
2 Make desired copier selections and press the print () button using the normal copying procedure.

- It will take approximately 35 seconds for the copier to start copying. However, you can make desired settings and press the print () button during warm-up. Copying will start after warm-up is finished.

USER MAINTENANCE

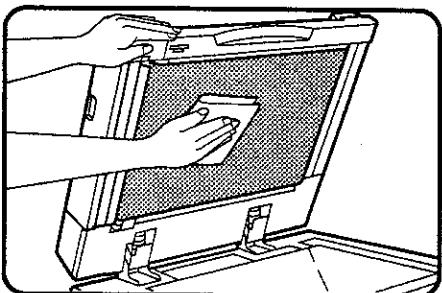
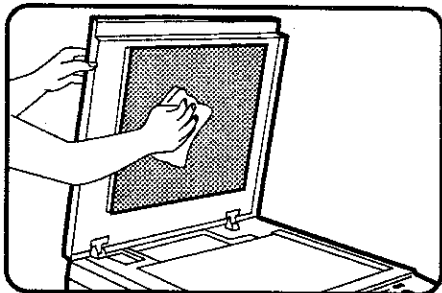
Proper care is essential for clean, sharp copies. Please take a few minutes to regularly clean your copier.

Document glass and document cover



Stains on the document glass or document cover will also be copied. Wipe the document glass and document cover with a soft, clean cloth.

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.



- If an optional automatic document feeder (ADF) is installed, wipe the transport belt with a soft, clean cloth.

COPIER TROUBLE?

Problem	Solution	
Copier does not operate.	• Copier plugged in?	Plug the copier into a grounded outlet.
	• Power switch ON?	Turn the power switch ON. See page 9.
Copies are too dark or too light.	• Copy density properly adjusted?	See pages 9 and 19.
Blank copies.	• Is the original placed face down?	Place the original face down on the document glass.
Copies smear if rubbed.	• Paper too heavy?	Use copy paper within the specified range. See page 43.
	• Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location. See page 44.
Paper misfeeds frequently.	• Non-standard paper used?	Use standard paper. If using special paper, feed the paper through the manual bypass. See pages 16 and 43.
	• Paper properly installed?	Make sure the paper is properly installed. See pages 3 and 16.
	• Pieces of paper inside copier?	Remove all pieces of misfed paper. See page 21.
	• Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 44.

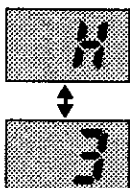
Problem	Solution	
Dust, dirt, smudges appear on copies.	Document glass or document cover dirty?	Clean regularly. See page 39.
	Original smudged or blotchy?	Use a clean original.
	Is the  indicator on?	Developer is required. Contact your Sharp Service Centre as soon as possible. See page 25.
	Is the  indicator on?	Maintenance is required. Contact your Sharp Service Centre as soon as possible. See page 25.
Power is on but copying is not possible.	Is the  indicator blinking?	
	Is the POWER SAVE () indicator blinking?	Wait until warm-up is complete. Warm-up time is approximately 35 seconds.
	Is only the POWER SAVE () indicator on?	The copier is in the auto power shut-off mode. Press the print () button. See page 37, POWER SAVE MODES.
	Is  steadily lit in the copy quantity display?	The copier is in the auditing mode. Enter your account number using the 10-key pad. See page 8.
	Is the  indicator on?	Copy paper is needed. See page 3, LOADING COPY PAPER.
	Has a blinking  appeared in the copy quantity display?	- Paper has run out in an optional multi bypass feeder. Add paper to continue. - Paper has failed to feed from an optional multi bypass feeder. See page 64.

Problem	Solution	
Power is on but copying is not possible.	Is  steadily lit in the copy quantity display?	- The optional sorter or staple sorter is not latched to the copier. Slide the sorter or staple sorter toward the copier to latch it into place. - The stapler cover of the optional staple sorter is open. Close the stapler cover.
	Is the  indicator blinking?	Toner is required. See page 6, ADDING TONER.
	Is the  indicator blinking?	A misfeed has occurred. See page 21, MISFEED REMOVAL.
	Is the front cover firmly closed?	Close the front cover firmly.

Please contact your authorised Sharp Service Centre immediately if a problem persists after checking the above.

Self-diagnostic function

An automatic self-diagnostic function is built into the copier. Should the copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear in the copy quantity display.



Example

Should the copier completely stop and a letter and a number appear alternately, contact your authorised Sharp Service Centre immediately.

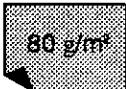
SUPPLIES

Types and sizes of copy paper

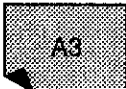
ORDINARY PAPER

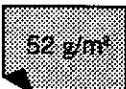
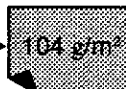
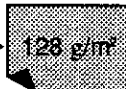
- Automatic feeding from the paper tray

Size:  ↔ 
(5-1/2" x 8-1/2") (11" x 17")

Weight:  ↔ 
(15 lbs.) (21 lbs.)

- Manual bypass (single sheet feed)

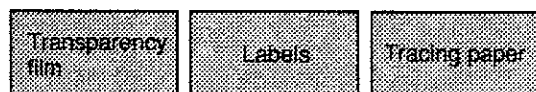
Size:  ↔ 
(5-1/2" x 8-1/2") (11" x 17")

Weight:  ↔  ↔ 
(14 lbs.) (28 lbs.) (34 lbs.)

A4 (8-1/2" x 11") is the maximum size for paper weighing from 104 to 128 g/m² (28 to 34 lbs.).

SPECIAL PAPERS

Special papers must be fed one sheet at a time through the manual bypass. See page 16.

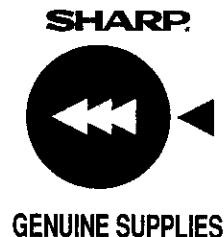


Genuine supplies statement

Standard supplies for this copier that are to be replaced by the user are copy paper, toner, and staple cartridges for an optional staple sorter.

For best copying results, be sure to use only Sharp products.

The package of Sharp toner has the Genuine Supplies label.



Photoconductive drum

The SF-2216 Copier has advanced process control technology which improves copy quality uniformity. This feature stabilizes copy quality throughout the life of the photoconductive drum by automatically compensating for changes in drum characteristics due to wear, operator use patterns, and environmental conditions. The automatic adjustments are made in response to a sensor that detects the reflectance characteristics of a special area of the drum.

WARNING

This feature requires drums containing the special reflectance area (recommended genuine SHARP photoconductive drum). If you use other drums, the process control system cannot run properly. To prevent improper control and possible damages to the copier, the copier will make only low level density copies.

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 copy paper in the wrapper and lying flat.

- Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

SPECIFICATIONS

Type	Desktop
Copy system	Dry, electrostatic transfer
Originals	Sheets, bound documents
Original sizes	Max. A3 (11" x 17")
Copy sizes	Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Image loss: Max. 4 mm (5/32") (leading and trailing edges)
Copying speed (at 100% copy ratio)	16 copies/min. (A4 (8-1/2" x 11")) 13 copies/min. (A4R (8-1/2" x 11"R)) 11 copies/min. (B4 (8-1/2" x 14")) 9 copies/min. (A3 (11" x 17"))
Continuous copy	Max. 99 copies; subtractive counter
First-copy time	5.3 sec. (except in a power save mode)
Warm-up time	Approx. 35 sec.
Copy ratio	Variable: 50% to 200%, in 1% increments (total 151 steps) Fixed preset: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95 %, 100%, 121%, 129%, 141%, 200%)
Exposure system	Moving optical source, slit exposure (stationary platen) with automatic exposure function
Copy paper feed	One paper tray with automatic feed (250 sheets), one manual bypass
Fusing system	Heat rollers
Developer system	Magnetic brush development
Light source	Halogen lamp
Power supply	Local voltage $\pm 10\%$ (For this copier's power supply requirements, see the name plate located on the right hand side of the copier, below the manual bypass.)
Power consumption	Max. 1.5 kW

SPECIFICATIONS

Overall dimensions (with exit tray)	885 mm (W) x 595 mm (D) (34-27/32" (W) x 23-7/16" (D))
Weight	Approx. 41 kg (90.4 lbs.)
Copier dimensions	600 mm (W) x 595 mm (D) x 365 mm (H) (23-5/8" (W) x 23-7/16" (D) x 14-3/8" (H))
Operating conditions	Temperature: 15°C to 30°C (59°F to 86°F) Humidity: 20% to 85%
Optional equipment	Automatic document feeder (SF-A18) 10-bin sorter (SF-S17N) 10-bin staple sorter (SF-S54) Multi bypass feeder (SF-MF15) Paper tray (SF-UB15)

Specifications are subject to change for improvement without notice.

OPTIONAL EQUIPMENT

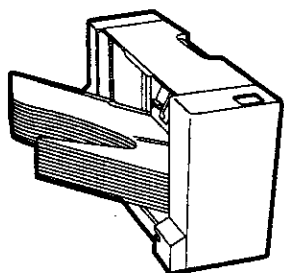
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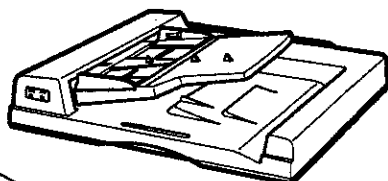
SYSTEM CONFIGURATION

A number of options are available for the copier which allow you to configure a copier system to meet your needs. The options include the following.

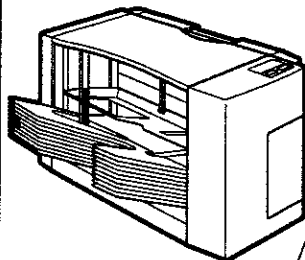
10-bin sorter (SF-S17N)



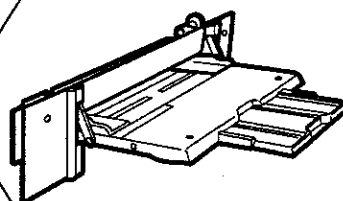
Automatic document feeder (SF-A18)



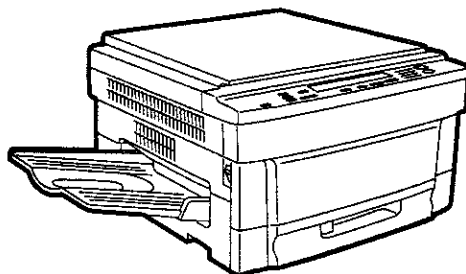
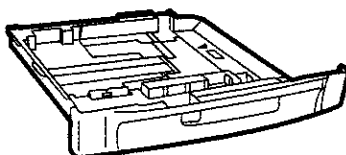
10-bin staple sorter (SF-S54)



Multi bypass feeder (SF-MF15)



Paper tray (SF-UB15)

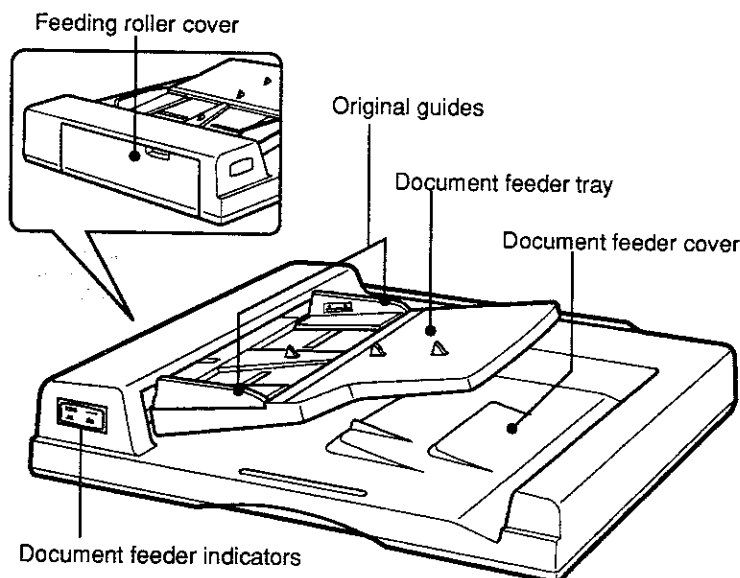


In some regions, the multi bypass feeder (SF-MF15) is provided as a standard component.

AUTOMATIC DOCUMENT FEEDER (SF-A18)

The automatic document feeder (ADF) holds up to 50 originals for automatic feeding.

PART NAMES



Document feeder indicators

Original feed indicator

Indicates the originals in the tray will be fed.

Original reminder

Indicates an original is still on the document glass.

Specifications

Acceptable originals	Weight: 50 to 128 g/m² (14 to 34 lbs.) Size: A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") Capacity: Up to 50 sheets for A5 and A4 (5-1/2" x 8-1/2" and 8-1/2" x 11") originals, provided the total aggregate thickness does not exceed 6.5 mm or 1/4" (50 to 80 g/m² or 14 to 20 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.) Up to 30 sheets for B4 and A3 (8-1/2" x 14" and 11" x 17") originals
Power supply	Drawn from the copier
Weight	Approx. 11.5 kg (25.4 lbs.)
Dimensions	571 mm (W) x 521 mm (D) x 110 mm (H) (22-31/64" (W) x 20-33/64" (D) x 4-11/32" (H))

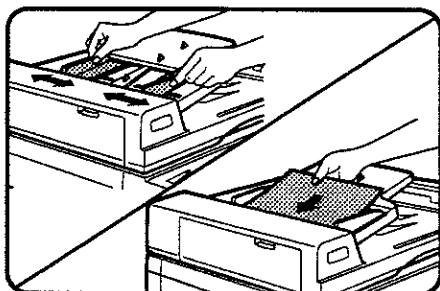
Specifications are subject to change for improvement without notice.

Using the ADF

- Be sure to remove any staples or paper clips from the originals.
- Damaged or crumpled originals may misfeed in the document feeder. It is recommended that these originals be copied from the document glass.
- For best feeding of originals which have binding holes punched into them, insert them so that the holes are positioned to the right or along the side guides.
- Special originals such as transparency film and tracing paper should not be fed through the document feeder but should be copied from the document glass.
- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.

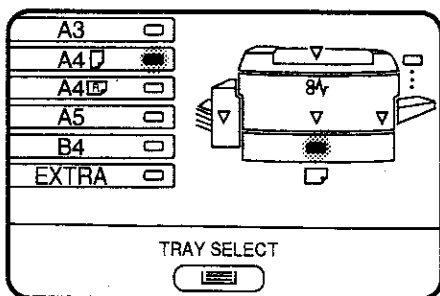
Stream feeding mode

If the stream feeding mode has been enabled using user program No. 5, the original feed indicator will continue to blink for approximately 5 seconds after feeding of all originals is completed. While this indicator is blinking, any new originals placed in the document feeder will be fed and copied automatically. See page 30, USER PROGRAMS.



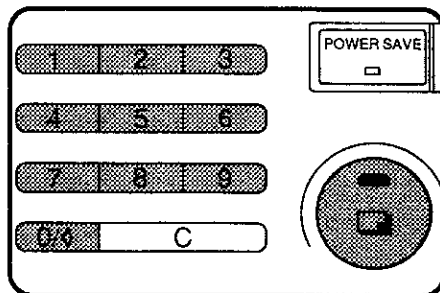
1 Set the original guides to the width of the originals, and set the originals face up in the document feeder tray.

- If an original is left on the document glass, the original reminder indicator will blink. Remove the original from the document glass in this case.



2 Ensure that the copy paper size in the paper tray is the same size as the original.

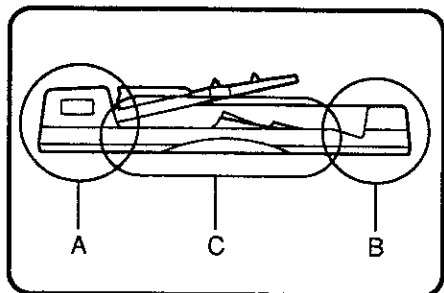
- If an optional multi bypass feeder is installed, use the TRAY SELECT () key to select the paper feed station containing paper the same size as the original.



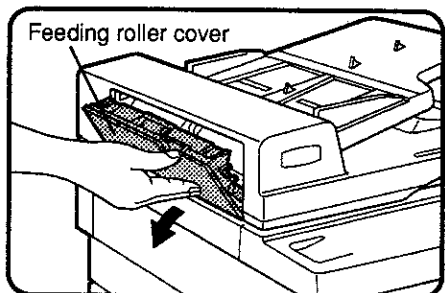
3 Select all other desired copier functions, set the number of copies, and press the print () button.

- To cancel a copy run, press the clear all (CA) key. Copying will stop. An original will be left on the document glass and the original reminder will light up.

Misfeed removal

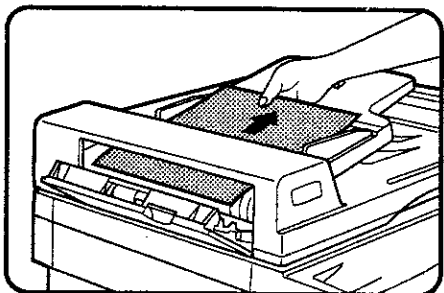


Location A

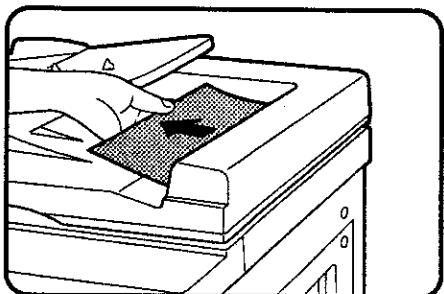


- (A) Open the feeding roller cover and pull the original gently to the right and out from the document feeder tray.

- Be sure to open and close the document feeder cover to cancel the misfeed location indicator.



Location B



Location C

- (B) Gently pull the original out.

- Be sure to open and close the document feeder cover to cancel the misfeed location indicator.

- (C) Open the feeding roller cover, open the document feeder cover and remove the original.

NOTE:

After misfed originals are removed from locations A, B and/or C, a number may appear in the copy quantity display, indicating the number of originals that must be returned to the document feeder tray. Return the originals and press the print () button to resume copying.

10-BIN SORTER (SF-S17N)

10-BIN STAPLE SORTER (SF-S54)

The SF-S17N 10-Bin Sorter has two sorter modes for different copying jobs: one sorts copies into sets matching the sequence of the originals and the second groups copies from different originals into separate sort bins.

The SF-S54 10-Bin Staple Sorter has, in addition to the above two modes, a STAPLE SORT mode. Sorted copies can be automatically stapled together.

The maximum allowable number of copies varies with the selected mode.

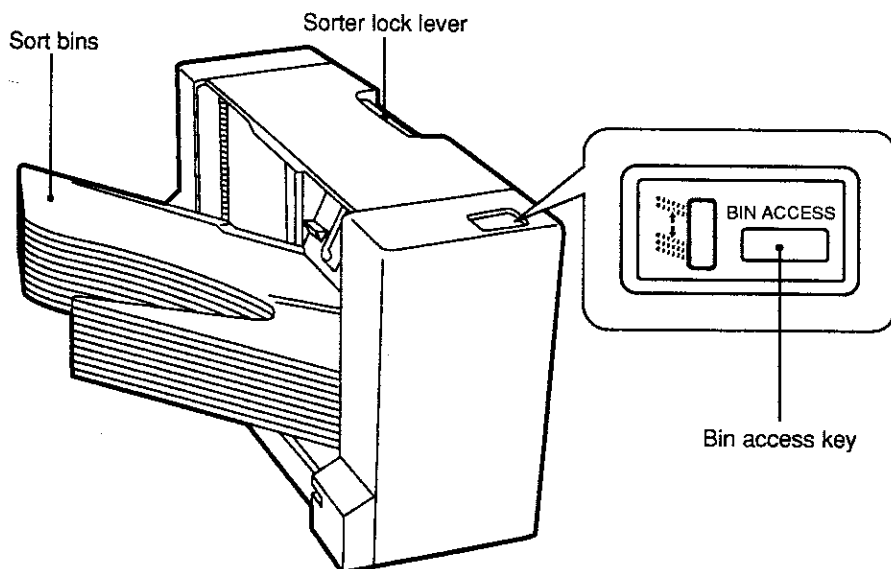
The number of copies will be automatically reset to the maximum number allowable for the selected mode when copying begins if this maximum is exceeded.

NOTE:

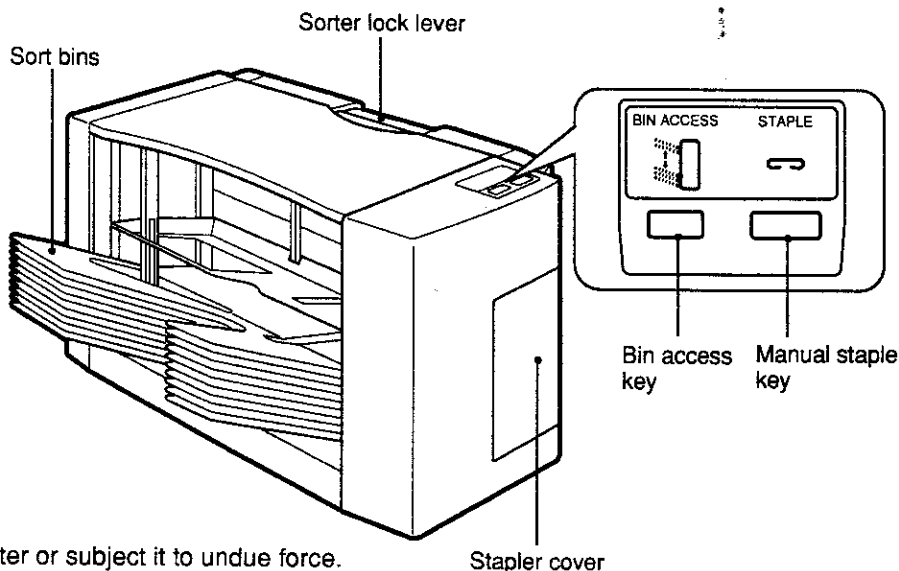
The bin intervals of the sorter and the staple sorter are narrow for space conservation. When copying from an optional automatic document feeder is completed or the clear all (CA) key or the sorter bin access key is pressed in the document glass mode, the bins will move three at a time and the space between them will become larger so that copies can be easily taken out. This sorter bin access mode can be disabled by user program No. 7. See page 30, USER PROGRAMS.

PART NAMES

SF-S17N



SF-S54



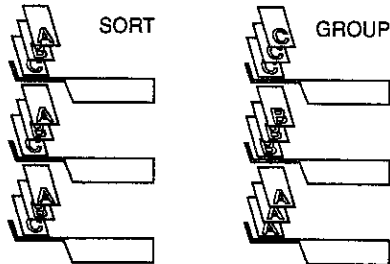
CAUTION

Do not put pressure on the sorter or subject it to undue force.

10-bin sorter (SF-S17N)
10-bin staple sorter (SF-S54)

OPTIONAL EQUIPMENT

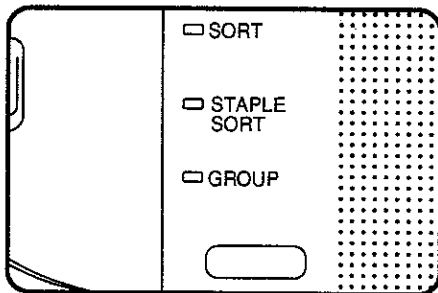
Using a sorter



Press the SORTER ( /  / ) key to select the desired mode.

(The STAPLE SORT () mode cannot be selected for the SF-S17N.)

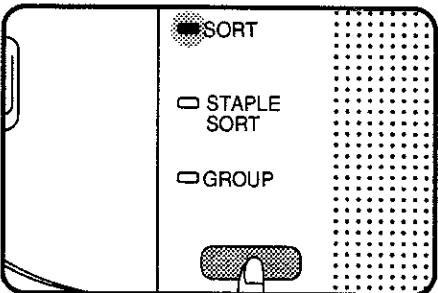
To cancel the mode, press the SORTER ( /  / ) key until the SORT () , STAPLE SORT () , and GROUP () indicators all go out.



NON-SORT mode

When none of the three sorter modes, SORT () , STAPLE SORT () or GROUP () is selected, the copier is in the NON-SORT mode. In this mode, all copies will be deposited in the top bin of the sorter.

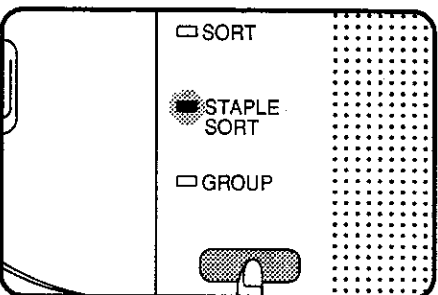
Be sure to use the NON-SORT mode when copying onto special papers such as transparency film or label stock.



SORT mode

Press the SORTER ( /  / ) key to select the SORT () mode.

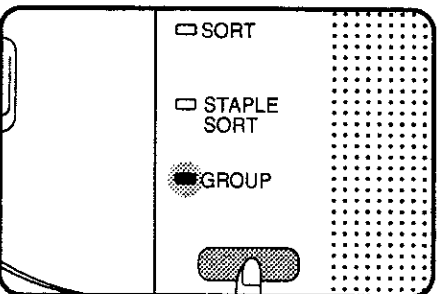
SORT is used for automatic copy collating. Copies of each original are sequentially deposited in the sort bins.



STAPLE SORT mode (SF-S54 only)

Press the SORTER ( /  / ) key to select the STAPLE SORT () mode.

In this mode, copies will be automatically sorted and finished sets of copies will be automatically stapled when used in conjunction with an optional automatic document feeder (ADF). When copying from the document glass, this mode cannot be selected.



GROUP mode

Press the SORTER ( /  / ) key to select the GROUP () mode.

In the GROUP () mode, all copies of the same original are deposited in the same bin.

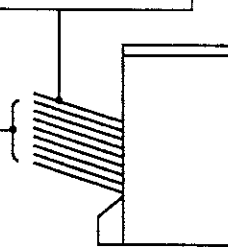
SORTER CAPACITIES

SF-S17N

Top bin
100 sheets in the NON-SORT mode

Sort bins SORT mode:	
Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	30
B4, A3 (8-1/2" x 14", 11" x 17")	15

GROUP mode:	
Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	20
B4, A3 (8-1/2" x 14", 11" x 17")	15

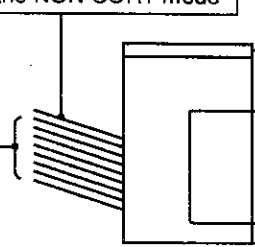


SF-S54

Top bin
100 sheets in the NON-SORT mode

Sort bins SORT or STAPLE SORT mode:	
Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	30
B4, A3 (8-1/2" x 14", 11" x 17")	15

GROUP mode:	
Paper size	Bin capacity (max.)
A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	20
B4, A3 (8-1/2" x 14", 11" x 17")	15



The limits for the number of originals which can be used and the number of copies that can be set for each paper size are as follows:

SF-S17N

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	—	99
SORT	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	30	10
	B4, A3 (8-1/2" x 14", 11" x 17")	15	
GROUP	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	10	20
	B4, A3 (8-1/2" x 14", 11" x 17")		15

SF-S54

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	—	99
SORT/ STAPLE SORT	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	30	10
	B4, A3 (8-1/2" x 14", 11" x 17")	15	
GROUP	A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)	10	20
	B4, A3 (8-1/2" x 14", 11" x 17")		15

NOTES:

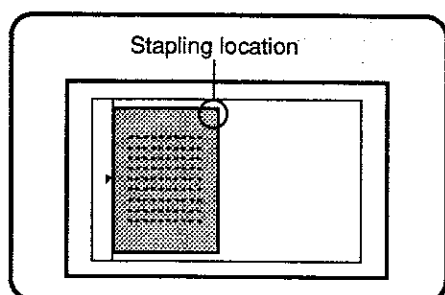
- If the specified number of copies is more than the maximum number of copies that can be set, the copy quantity display will change to the corresponding number in the above table in the SORT, STAPLE SORT, or GROUP mode after copying starts.
- If the number of originals exceeds the maximum number in the STAPLE SORT mode, the copier will stop and the orange indicator on the staple sorter will light up. If copying is continued by pressing the print () button, staples may jam.
- Do not use special paper in the SORT, STAPLE SORT, or GROUP mode.

Staple sort (SF-S54)

The STAPLE SORT (☐) mode staples copies of A5, A4, A4R, B4, and A3 (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17") sizes.

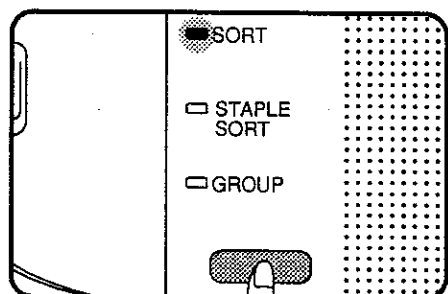
- In some areas, 8-1/2" x 13" size copies can be stapled.

Using the document glass



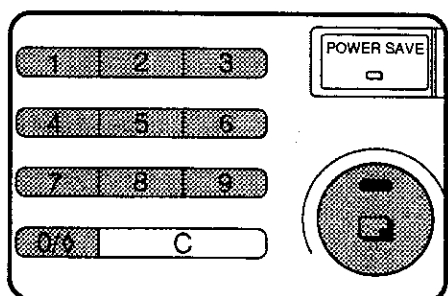
1 Set the original on the document glass with the corner to be stapled to the upper right.

- Copy from the last page to the first page.
- If the number of copies to be delivered into each bin is more than 30 for A5, A4 or A4R (5-1/2" x 8-1/2", 8-1/2" x 11" or 8-1/2" x 11"R) paper or 15 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the orange indicator on the staple sorter will light up. Do not staple the copies in this case.



2 Press the SORTER (☐ / ☐ / ☐) key to select the SORT (☐) mode.

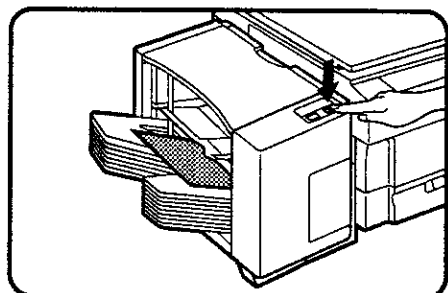
- Make sure that there is no paper in any sort bin before selecting the SORT (☐) mode.
- When using the document glass, the STAPLE SORT (☐) mode cannot be selected.



3 Set the number of copies.

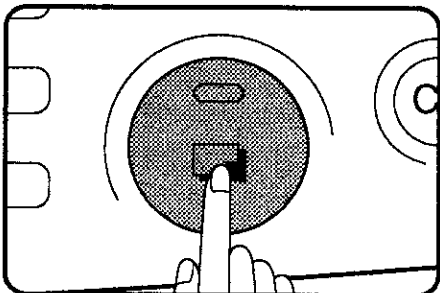
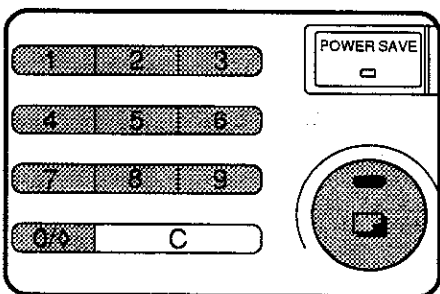
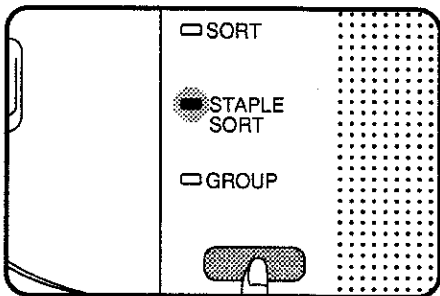
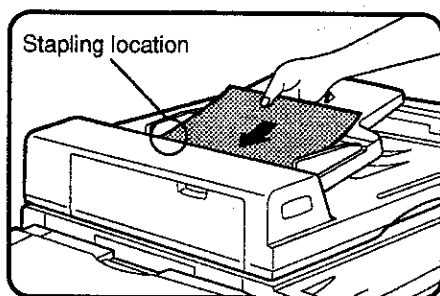
- Up to 10 sets can be made.

4 Press the print (☐) button.



5 When all copies are made and sorted, press the manual staple key.

- Each set of copies will be stapled.
- Sets of copies containing copies of different width will not be stapled.



Using the ADF

1 Set the originals in the document feeder tray face up with the stapling position in the upper left corner.

- If the number of copies to be delivered into each bin is more than 30 for A5, A4 or A4R (5-1/2" x 8-1/2", 8-1/2" x 11" or 8-1/2" x 11"R) paper or 15 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled. Do not press the manual staple key in this case.

2 Press the SORTER (/ /) key to select the STAPLE SORT () mode.

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT () mode.

3 Set the number of copies.

- Up to 10 sets can be made.

4 Press the print () button.

- When copying and sorting are completed, each set of copies will be automatically stapled.
- Sets of copies containing copies of different width will not be stapled.

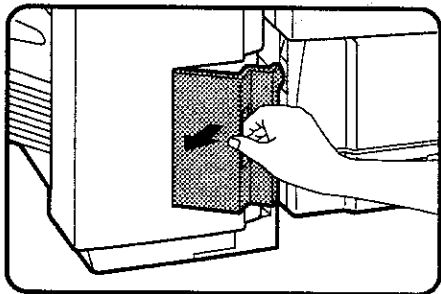
Staple cartridge replacement/staple jam removal (SF-S54)

When the staple cartridge is empty or staples become jammed in the STAPLE SORT mode, the STAPLE SORT () mode indicator will blink, the misfeed location indicator for the sorter will blink, and the red manual staple key indicator on the staple sorter will light up.

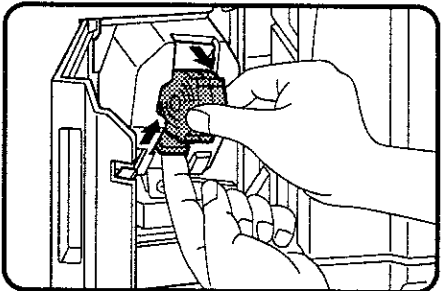
NOTES:

- If the staple cartridge is empty or only a few staples are left, replace the cartridge with a new one following the procedure below.
- If there are still many staples left, then staples have jammed in the stapler. See next page.

Staple cartridge replacement

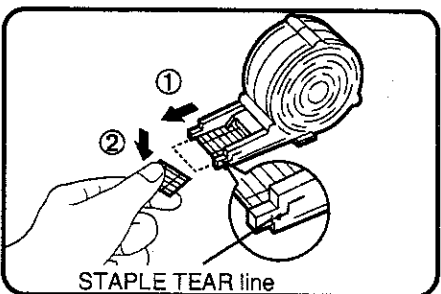


1 Open the stapler cover.



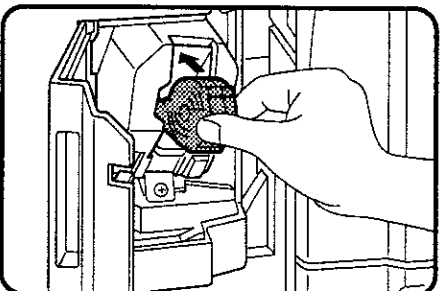
2 Lifting the green release lever, remove the staple cartridge from the stapler.

- A few staples will be left in the cartridge. Remove and discard them.



3 Check that the first staple in the new cartridge is at the tip of the cartridge.

- If the first staple is not at the tip, pull it to the tip. If any staples are protruding past the cartridge tip, tear them off at the STAPLE TEAR line and align the first staple with the tip.
- A cartridge holds 5,000 staples.

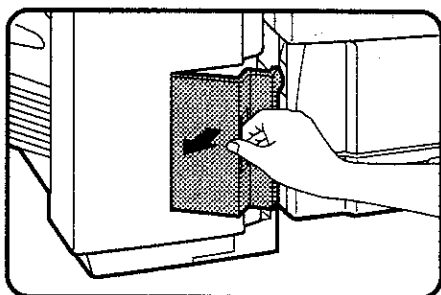


4 Push the new staple cartridge in until it clicks in place.

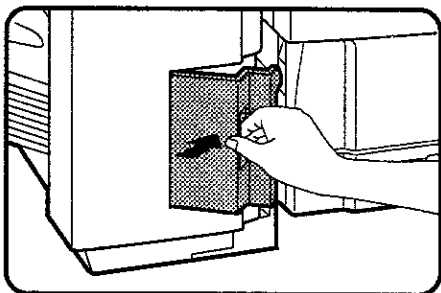
5 Close the stapler cover.

- The stapler feeds staples automatically.
- To check that the stapler works properly, copy an original and staple it.

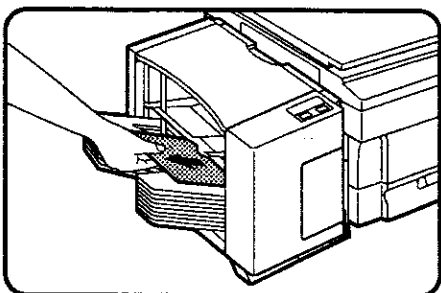
Staple jam removal



1 Open the stapler cover.



2 Close the stapler cover.
• Jammed staples will be removed automatically.

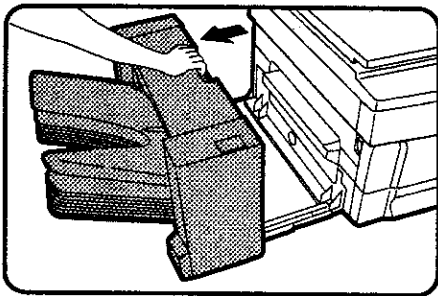


3 Remove all copies from the bins of the staple sorter.
• To check that the stapler works properly, copy an original and staple it.

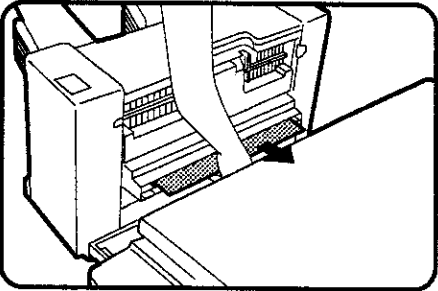
Misfeed removal

The copier will stop when a misfeed occurs. The misfeed (8^V) indicator will blink and blinking red misfeed location indicators will indicate the approximate misfeed location.

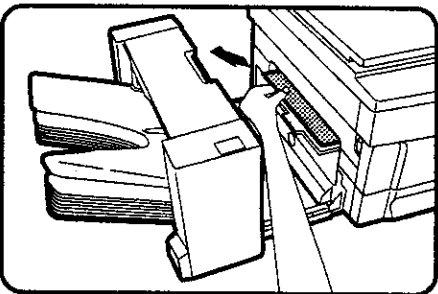
SF-S17N 10-bin sorter



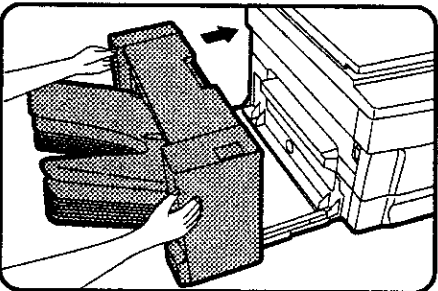
- 1** Pull the sorter lock lever and carefully slide the sorter away from the copier.



- 2** Remove the misfed paper from the sorter or from the exit area of the copier.

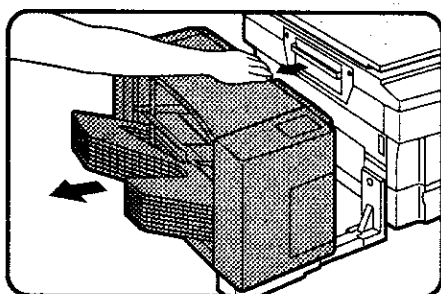


- 3** Slide the sorter back toward the copier and latch it into place.

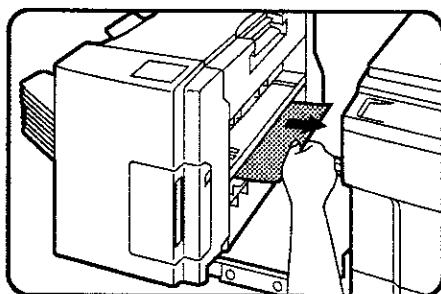


- 4** Open and close the front cover to cancel the 8^V indicator.
 - If the 8^V indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

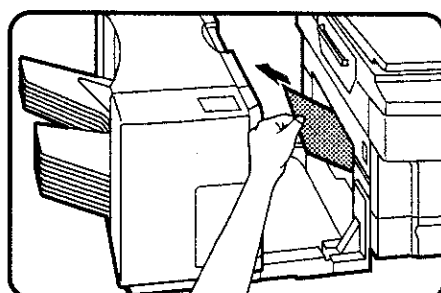
SF-S54 10-bin staple sorter



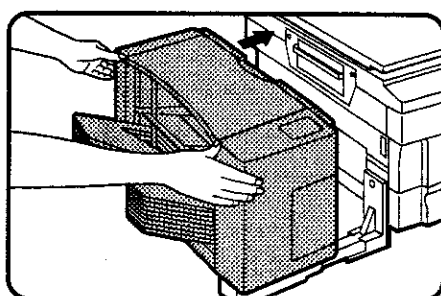
- 1** Pull the sorter lock lever and carefully slide the staple sorter away from the copier.



- 2** Remove the misfed paper from the staple sorter or from the exit area of the copier.



- 3** Slide the staple sorter back toward the copier and latch it into place.



- 4** Open and close the front cover to cancel the 8^V indicator.
 - If the 8^V indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

Specifications

SF-S17N

No. of bins	10
Bin capacity	NON-SORT: 100 sheets (top bin) SORT: 30 sheets (A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17")) GROUP: 20 sheets (A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17"))
Paper size	Top bin: Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Sort bins: Max. A3 (11" x 17") Min. A5 (5-1/2" x 8-1/2")
Power supply	Drawn from the copier
Weight	Approx. 9.8 kg (21.6 lbs.) (including mounted fittings)
Dimensions	335 mm (W) x 493 mm (D) x 298 mm (H) (13-13/64" (W) x 19-27/64" (D) x 11-47/64" (H))

SF-S54

No. of bins	10
Bin capacity	NON-SORT: 100 sheets (top bin) SORT/ STAPLE: 30 sheets (A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17")) GROUP: 20 sheets (A5, A4, A4R (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R)) 15 sheets (B4, A3 (8-1/2" x 14", 11" x 17"))
Paper size	Top bin: Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Sort bins: Max. A3 (11" x 17") Min. A5 (5-1/2" x 8-1/2")
Stapling capacity	30 sheets (80 g/m ² (21 lbs.))
Power supply	Drawn from the copier
Weight	Approx. 15 kg (33.1 lbs.) (including mounted fittings)
Dimensions	390 mm (W) x 542 mm (D) x 400 mm (H) (15-23/64" (W) x 21-11/32" (D) x 15-3/4" (H))

Specifications are subject to change for improvement without notice.

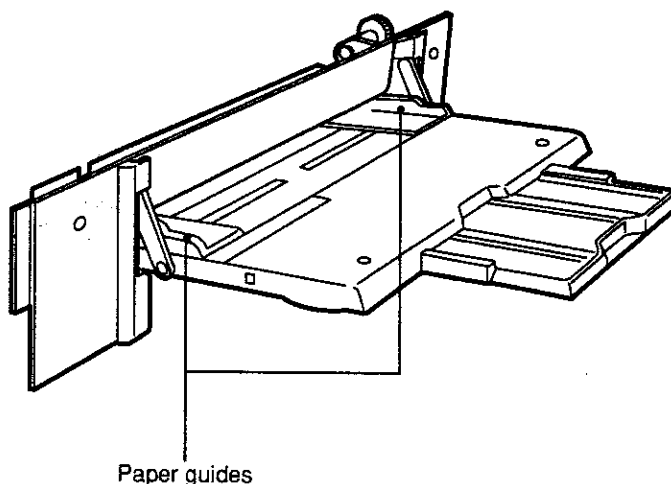
10-bin sorter (SF-S17N)
10-bin staple sorter (SF-S54)

OPTIONAL EQUIPMENT

MULTI BYPASS FEEDER (SF-MF15)

The multi bypass feeder automatically feeds up to 50 sheets of standard copy paper.

- In some regions, the multi bypass feeder is provided as a standard component.

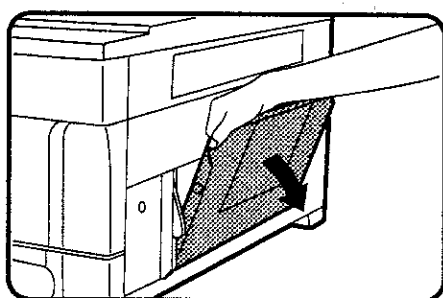


Specifications

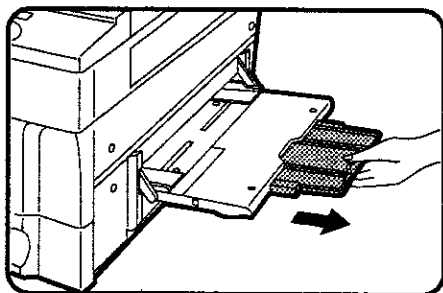
Acceptable copy paper	(Automatic feed) Weight: 56 to 80 g/m ² (15 to 21 lbs.) Size: A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") Capacity: Up to 50 sheets, provided the total aggregate thickness does not exceed 5 mm (3/16")
	(Single sheet feed) Weight: 52 to 128 g/m ² (14 to 34 lbs.) Size: A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") A4 (8-1/2" x 11") is the maximum size for paper weighing from 104 to 128 g/m ² (28 to 34 lbs.).
Weight	Approx. 2 kg (4.5 lbs.)
Dimensions	350 mm (W) x 493 mm (D) x 185 mm (H) (13-25/32" (W) x 19-27/64" (D) x 7-19/64" (H))
Power supply	Drawn from the copier

Specifications are subject to change for improvement without notice.

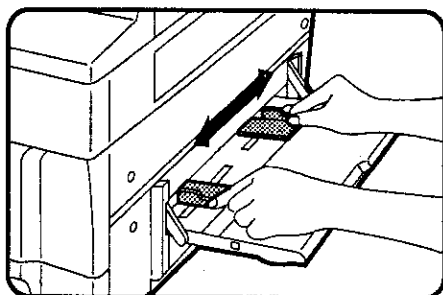
Using the multi bypass feeder



1 Unfold the multi bypass feeder.

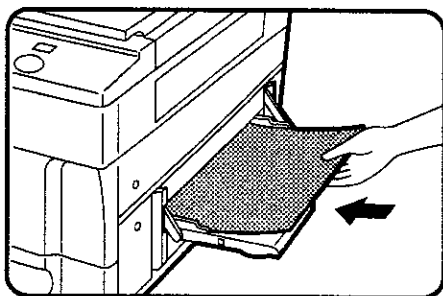


- When feeding A4R, B4, or A3 (8-1/2" x 11"R, 8-1/2" x 14", or 11" x 17") sized paper, extend the feeder tray.



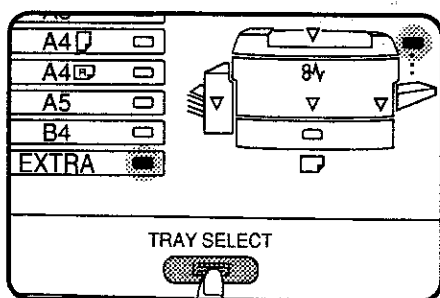
2 Set the paper guides to the copy paper width.

- A6 sized paper must be fed narrow side into the feed slot.

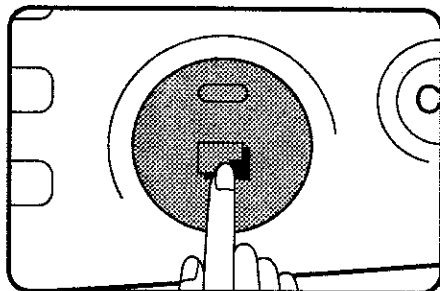


3 Insert the copy paper all the way into the multi bypass feeder.

- Up to 50 sheets of standard copy paper measuring from A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") can be loaded in the multi bypass feeder.
- Transparency film, labels, tracing paper, and other special purpose papers must be fed individually.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.

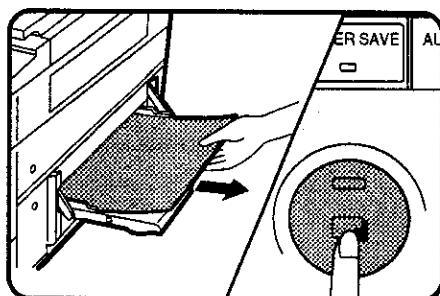


4 Press the TRAY SELECT () key to select the bypass.



5 Leave the copy quantity at 0 if using special papers. Set the number of copies if using standard copy paper.

6 Press the print () button.



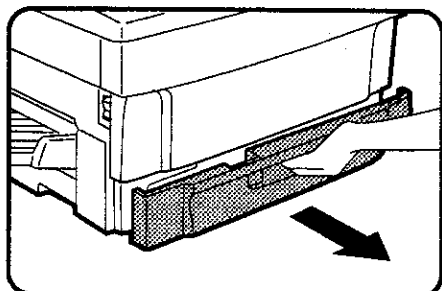
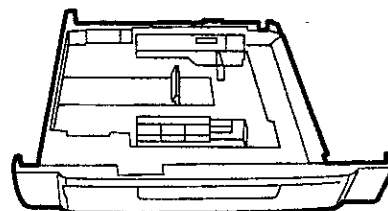
• Blinking

If the bypass feeder becomes empty during continuous copying,  will blink in the copy quantity display informing the operator that paper should be added. If  blinks when copy paper is present in the bypass feeder, paper has not been fed correctly. Gently pull out the misfed paper in this case. If the paper cannot be pulled out, remove it referring to page 23, "Misfeed in the transport area, fusing area and exit area".

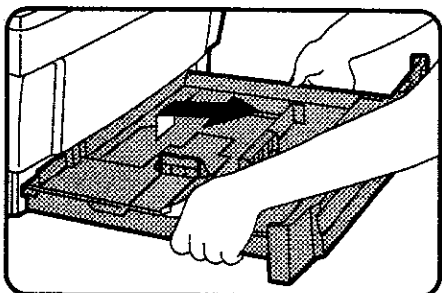
In either case, after carrying out the necessary remedy, press the print () button to cancel the blinking  and to restart copying. To cancel the blinking  without restarting copying, press the clear () key.

PAPER TRAY (SF-UB15)

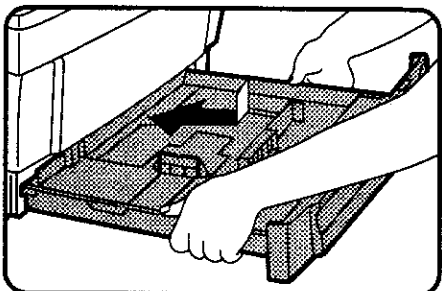
The paper tray in the copier can be replaced with an optional paper tray. To replace the paper tray, follow the procedure below. To load copy paper into the paper tray, see page 3, LOADING COPY PAPER.



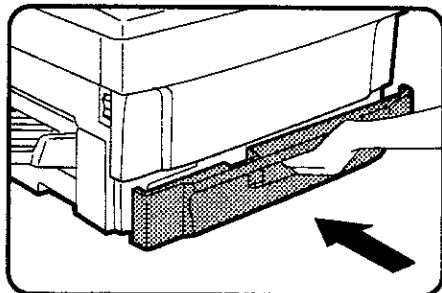
1 Gently lift and pull out the paper tray until it stops.



2 Gently lift and remove the paper tray.



3 Insert the new paper tray at an angle, as shown.



4 Push the paper tray firmly back into the copier.

5 Use the procedure described on page 5 to set the copy paper size.

Blank lined paper with horizontal ruling lines.

Blank lined paper for writing.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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