MX-5070/6070

Document Feeder (150 sheets)

QWERTY Keyboard (under screen)

Motion Sensor

Bypass Tray (100 Sheets)

Envelopes
Hard Stock
Glossy Paper
Labels etc.

Paper Trays (550 sheets each)

Split Tandem Tray
(2,100 sheets only Letter)

3,000 Sheet Large Capacity Cassette
How to change staple Cartridge

- Open the front cover on the finisher
- Pull down lightly on the green tab to release the staple cartridge.
- **Note:** On the inner finisher the cartridge will not be available to grab until it is completely empty. There is no sensor to tell you when it’s getting low on staples, so if you do a lot of stapling it’s a good idea to have a spare set.
- Pinch the empty clear plastic cartridge on the arrows that point upward and remove the empty box, discard/recycle, leaving the chassis empty for the new cartridge.
- Insert the full, new cartridge into the chassis until it clicks into place
- Insert the chassis with the new cartridge back into the finisher with the green tab facing towards the front of the machine
- Close the front cover on the finisher
- Test the stapling feature to make sure it staples properly
- Sometimes it shoots a few blanks to advance the new sheet of staples to the front of the chassis
TONER

When toner is running out, the MFP’s control panel displays a message instructing users to replace the toner cartridge. The cartridges on Sharp’s new MFPs automatically pop out when the toner is all gone. Please see below

Still toner remaining

When toner runs out

Remove
MISS FEEDS/JAMS

On the Sharp Devices, if there are any miss feeds or jams it will prompt you on the screen letting you know exactly where the miss feeds and jams are.

Anything in **GREEN** you touch!!

As you will see the SHARP devices have a

**SHORT PAPER PASS** for **LESS MISS FEEDS**!!!
SERVICE/SUPPLIES

On front of the device you will see The Wilson Group sticker; this provides you with the number to contact for Service/Supplies.

Let dispatcher know your issue
Dispatcher will ask for the WG# which is also located on The Wilson Group Sticker

NOTE: If you have several machines each machine has its own sticker with a different WG Number
Copy Mode

This feature lets you customize the way you would like your document to be copied

Paper Select

- Indicates how much paper are in each paper tray
- Also lets you know what sizes are also in the paper trays
- Bypass tray (under type and size) select what type of people you are going to pull from this tray.
2-Sided Copy

- 1-1 (One document copying to one document)
- 1-2 (Two separate documents copying to one document, front and back)
- 2-2 (One front and back document copying to one document front and back)
- 2-1 (One front and back document copying to two separate documents)

Copy Ratio

- Reducing and enlarging a document
Staple Sort

- Several different ways to staple your documents
- 1 Staple which is your basic staple in the left or right of the document
- 2 Staple which it’s going to staple at the top and bottom of the document

Screen Shots

For Booklets, make sure you select SADDLE STITCH; LEFT BINDING then it identifies what your original document looks like whether its 1 sided or 2 sided.
Email

Address Book

- Everyone internal will be in the address book
- SELECT Address Book
- Select the person you are sending the scan too
- Once you select the name HIT Ok and the name will appear beside address
After selecting who to send the email too, you have the option of putting a subject and file name.
Resolution

File Format

When you scan to your email the file format is usually PDF, now you have other options for your file format. (TIFF, XPS, DOCX, XLSX, JPEG)
**Original**

When scanning a double sided document
Select 2-Sided Booklet

![Image of scanning settings](image1)

**Exposure**

Darken or lighten the image

![Image of exposure settings](image2)
The Difference between Network Folder and Email is the location the file goes too, one scan is going to an actual folder on your desk top, email goes to OUTLOOK.

All the functions are the same with the screen. Except you cannot put a Subject!
FAX

In the address box

Put in fax number by using key pad
Place document face up in the document feeder on the copier

Press start!!
HOW TO:

Replace Staples on a Saddle Stitch Finisher

Open the front upper cover

Slowly pull out the front lower cover until it stops

Remove the staple case

Remove the empty staple cartridge
Insert a new staple cartridge into the staple case

(REPLACE BOTH STAPLE CARTIDGES)

Push the staple case firmly back in

Push the front lower cover back in

CLOSE FRONT COVER DOOR!!!
Replace staple cartridge on Stacking Finisher

Open the front door

Pull out the staple unit

Remove the staple case
Remove the empty staple cartridge from the staple case

Insert a new staple cartridge into the staple case as shown

Push the staple case firmly back in

Replace staple unit

CLOSE THE FRONT COVER!!
Replace staple cartridge on an Inner Finisher

Open the finisher front cover

Lower the staple case release lever and remove the staple case

Remove the empty staple cartridge from the staple case
Insert a new staple cartridge into the staple case shown

Push the staple case

Close the finisher front cover

If you have any questions please contact

The Wilson Group at 412-586-7191