U/I Customize Guide

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ABOUT THIS GUIDE

This guide explains how to customize the user interface of the touch panel, such as background and icon images.

Please note

- Wherever "MX-xxxx" appears in this guide, please substitute your model name for "xxxx".
- This guide does not provide detailed explanations of the functions of the machine. For detailed information on the names and functions that appear in this guide, see the User's Manual.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorized service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorized service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

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- All information in this manual is subject to change without notice.

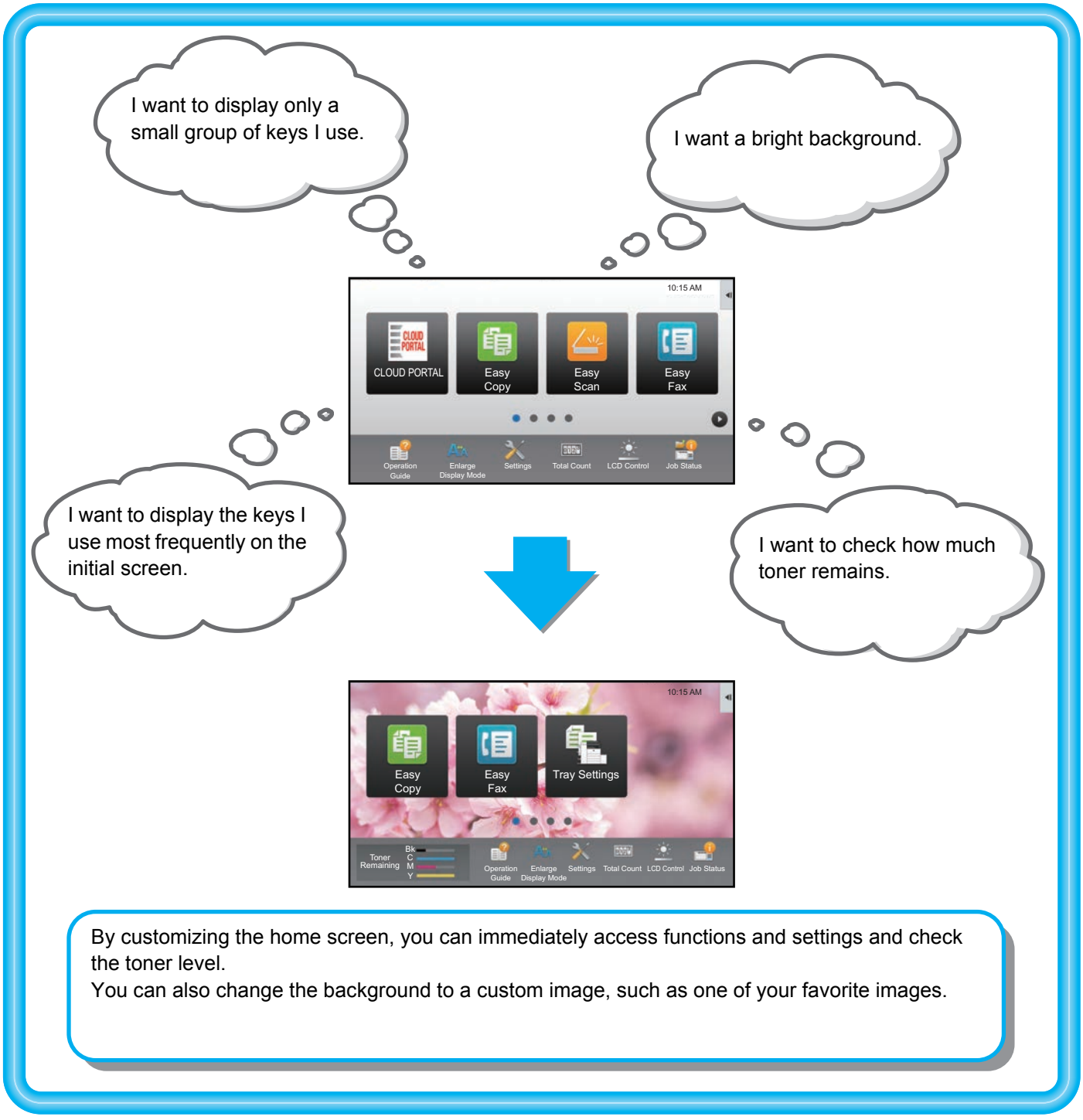
Illustrations, operation panel, touch panel, and Web pages in this guide

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.
For some functions and procedures, the explanations assume that devices other than the above are installed.
The explanations in this manual are based on American English and the North American version of the software.
Software for other countries and regions may vary slightly from the North American version.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

CUSTOMIZING THE DISPLAY

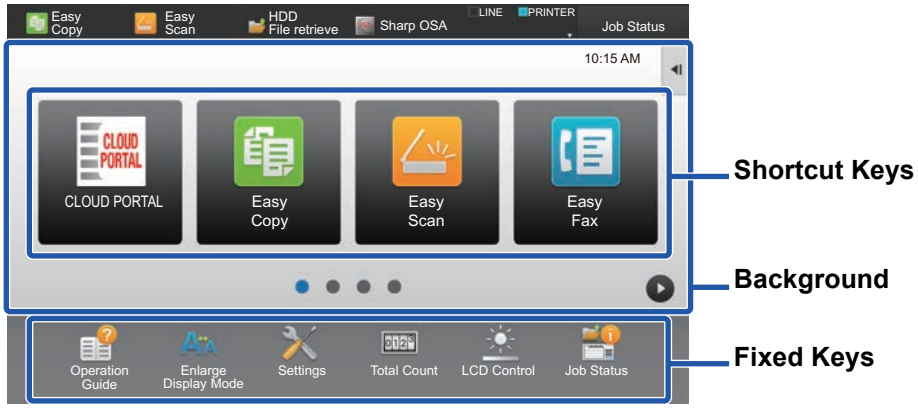
U/I Customize is a function that lets you customize the home screen and shortcut keys to make the machine easier to use.
For example, if you frequently use Tandem Copy or Card Shot, there are no settings for these functions in Easy Copy and Easy Scan. You must move to a screen with Copy or E-mail shortcut keys, select the shortcut keys, and tap the functions.
By moving these shortcut keys to the initial page of the home screen, you can quickly select the functions.
Try customizing the display to make the machine easier to use.



By customizing the home screen, you can immediately access functions and settings and check the toner level.
You can also change the background to a custom image, such as one of your favorite images.

Items you can customize

You can customize the following items.



Add a frequently used shortcut key

You can display functions on the home screen that do not normally appear, and immediately select those functions.

► Adding shortcut keys (page 9)

Delete the shortcut keys that appear

You can delete and organize the shortcut keys that appear in the home screen.

► Deleting a shortcut key (page 12)

Change the shortcut keys that appear

You can change shortcut keys, and change the layout of the shortcut keys.

► Changing a shortcut key (page 14)

Change a shortcut key image to a custom image

You can store images in advance to customize shortcut keys.

► Adding a shortcut key image (page 17)

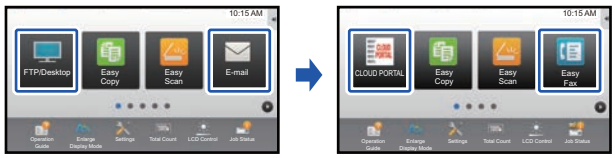
Change the layout of the shortcut keys

You can change the layout of the shortcut keys by moving the keys to positions that are easy to use.

► Moving a shortcut key (page 19)

Restore the original layout of the shortcut keys

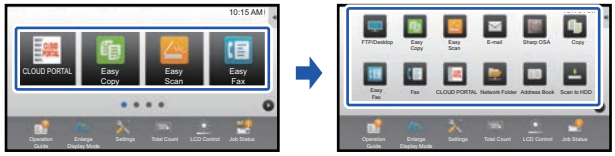
If you accidentally move shortcut keys, you can restore the keys to the factory default layout.



► Returning the shortcut keys to the factory default state (page 21)

Change the layout of the home screen

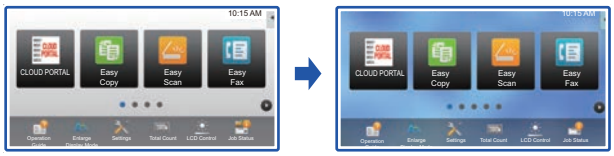
You can change the layout of the home screen to add more shortcut keys.



► Changing the layout pattern of the home screen (page 23)

Change the background color of the home screen

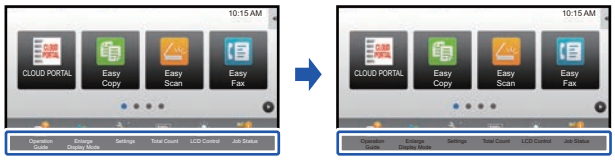
You can change the background color of the home screen to a preset pattern color.



► Selecting a MFP display pattern for the home screen (page 25)

Change the color of the text on the home screen

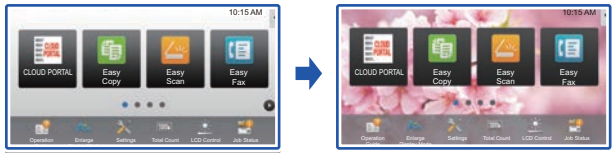
You can change the color of the text on the home screen to white or black.



► Changing the color of text on the home screen (page 26)

Change the background to a custom image

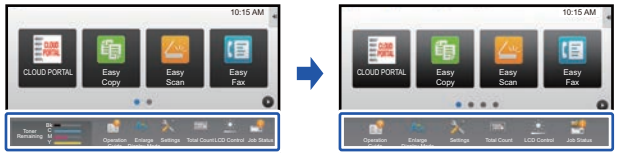
You can change the home screen background as desired.



► Changing the background image of the home screen (page 27)

Change the contents of the fixed keys

You can change the fixed keys and hide toner usage.



► Changing the fixed keys (page 30)

Enlarge displayed text

You can enlarge the text that appears in normal mode of copying and image send.

► Increasing the text size (page 32)

Change the language

You can change the language that is displayed.

► Changing the language used on the machine (page 33)

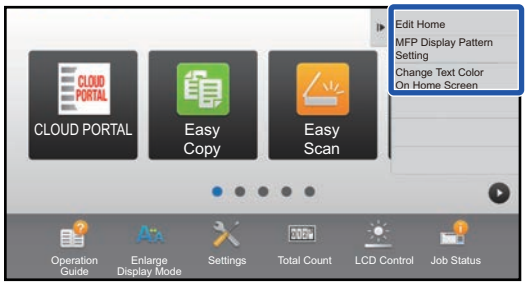
General procedure for using U/I Customize

To change the home screen or shortcut keys, configure settings in the action panel of the home screen or on the Web page.
The settings must be configured by the administrator of the machine.

This general procedure is not used for "Changing the fixed keys" (►page 30), "Increasing the text size" (►page 32), or "Changing the language used on the machine" (►page 33). Follow the procedures in each of the above sections.

General procedure when using the touch panel

1

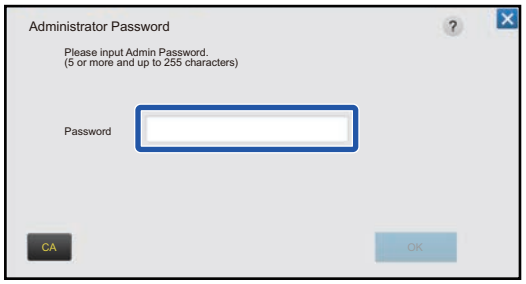


Open the action panel of the home screen, and tap one of the displayed items.

The items that appear on the action panel are "Edit Home", "MFP Display Pattern Setting", and "Change Text Color On Home Screen".

- [Edit Home]
  - ► Adding shortcut keys (page 9)
  - ► Deleting a shortcut key (page 12)
  - ► Changing a shortcut key (page 14)
  - ► Moving a shortcut key (page 19)
  - ► Returning the shortcut keys to the factory default state (page 21)
- [MFP Display Pattern Setting]
  - ► Selecting a MFP display pattern for the home screen (page 25)
- [Change Text Color On Home Screen]
  - ► Changing the color of text on the home screen (page 26)

2



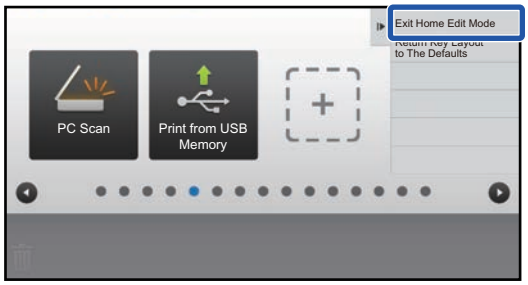
The administrator password screen appears. Enter your password.

Enter the administrator password.

3

Configure the settings.

4



After the settings are completed, tap [Exit Home Edit Mode].

If [MFP Display Pattern Setting] or [Change Text Color On Home Screen] is selected, tap [Finish and Return].
After all U/I customize settings are completed, tap the [Logout] key.

General procedure when using the Web page

1

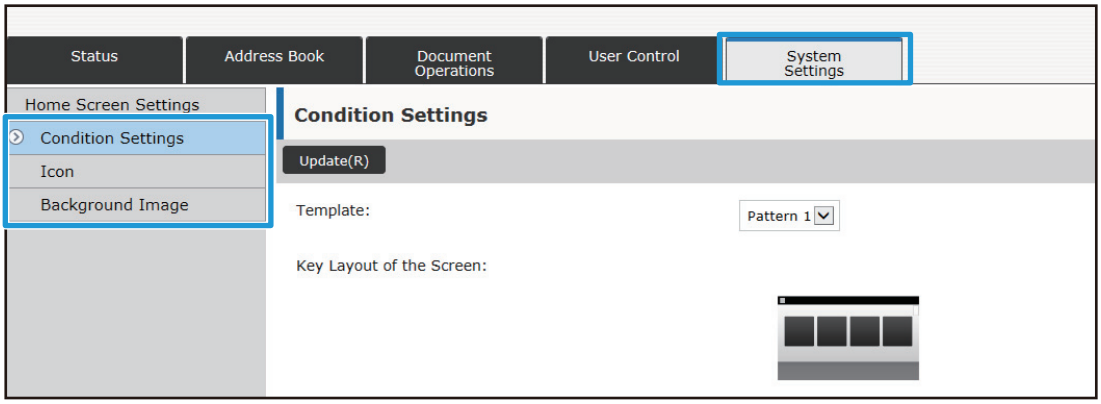
Enter the IP address of the machine in your Web browser to access the Web server.

In the factory default state, you must enter your user password after entering the IP address.

2

On the Web page, click the [System Settings] tab → [Home Screen Settings].

Some settings may require that you enter your user password after clicking [Home Screen Settings]. If you did not perform user authentication, you must enter the administrator password.

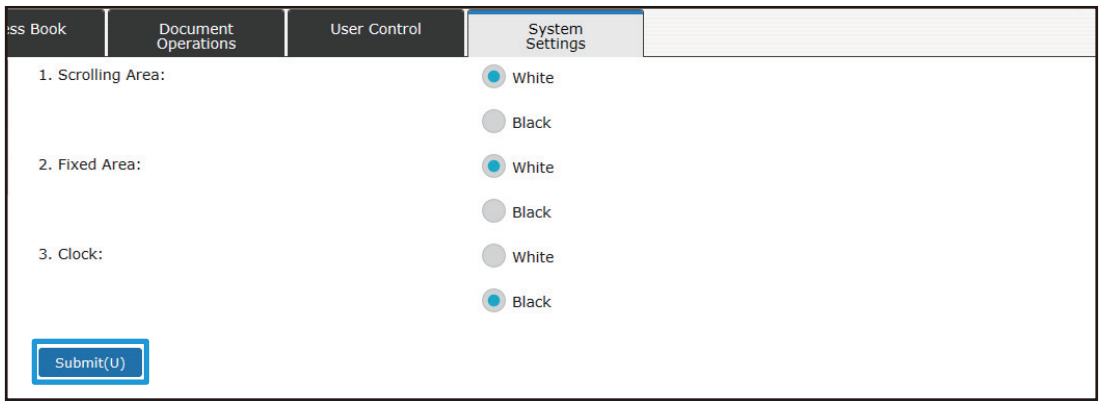


3

Configure the settings.

4 When you have finished configuring the settings, click the [Submit] button.

The settings are saved in the machine and applied.



When you have finished all U/I Customize settings, click the [Logout] button and close your Web browser.

EDITING SHORTCUT KEYS

You can add shortcut keys to the home screen, and delete unneeded shortcut keys.
You can also change the display order of the shortcut keys and change names and images to make the machine easier to use.

Adding shortcut keys

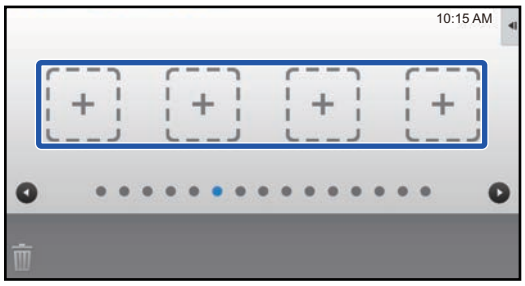
This section explains how to add a shortcut key to the home screen.
You can add a shortcut key using the touch panel, or from the Web page. In the Web page, you can change a shortcut key image to any custom image.

From the touch panel

1 **Open the action panel on the home screen, and tap [Edit Home].**

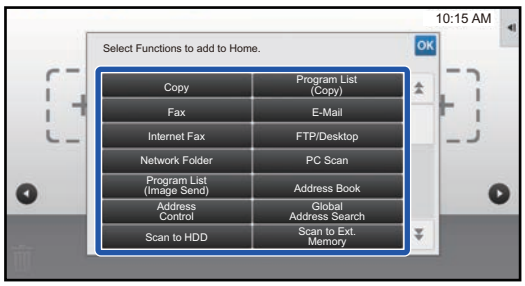
► General procedure when using the touch panel (page 6)

2



Tap an empty shortcut key location.

3



Tap the function you want to add.

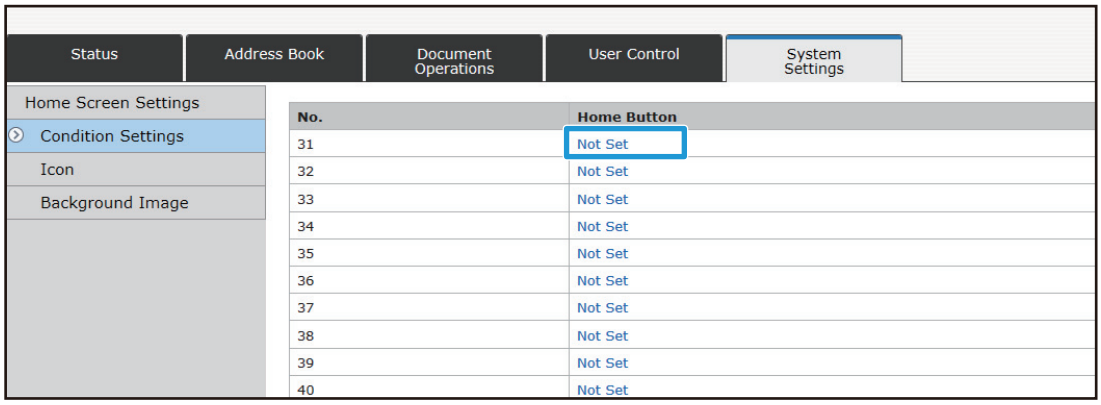
The shortcut key will be added to the selected location.

4 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

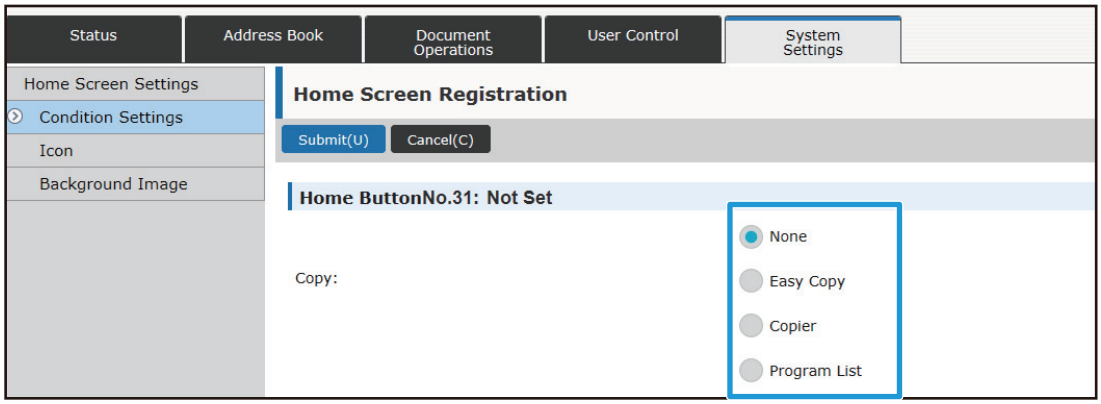
From the Web page

1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

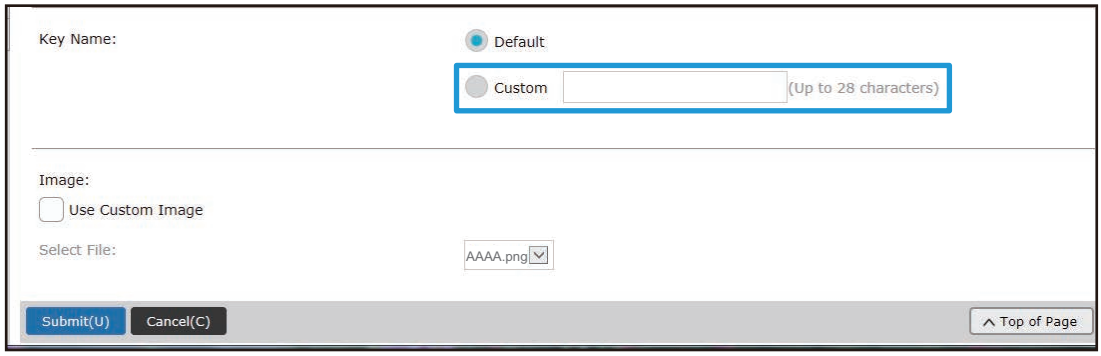
2 **Click [Condition Settings], and click [Not Set].**



3 **Select the function you want to add.**



To change the name of a shortcut key, select [Custom] in [Key Name] and enter the desired name in the text box.



To change the image of a shortcut key, go to the next step. If you are not changing the image, go to step 5.

4 **To change the image of a shortcut key, set the [Use Custom Image] checkbox to ☑, and select a previously added image with [Select File].**

To save an image, see "Adding a shortcut key image" (►page 17).

5 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

Deleting a shortcut key

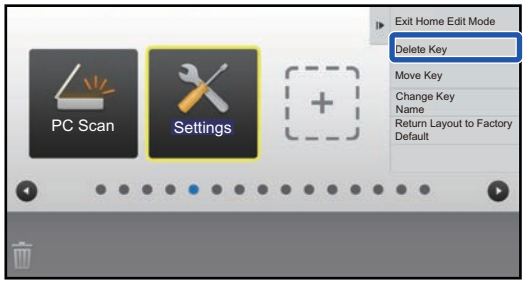
This section explains how to delete a shortcut key from the home screen.
You can delete from the touch panel or from the Web page.

From the touch panel

1 **Open the action panel on the home screen, and tap [Edit Home].**

► General procedure when using the touch panel (page 6)

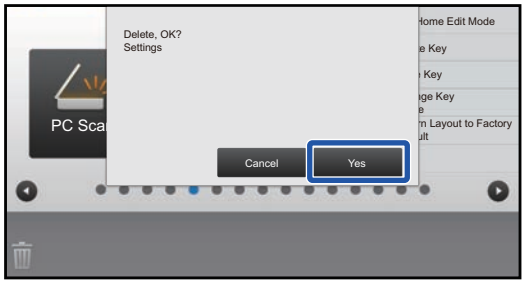
2



Tap the shortcut key you want to delete, and tap [Delete Key].

A yellow frame appears around the selected shortcut key. With the shortcut key selected, tap . You can also delete by dragging the shortcut key to .

3



Tap the [Yes] key.

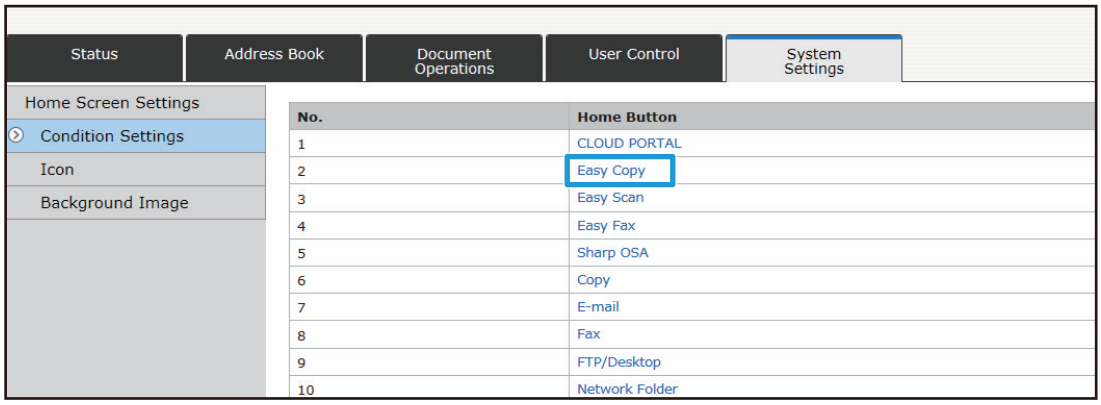
The selected shortcut key will be deleted.

4 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

From the Web page

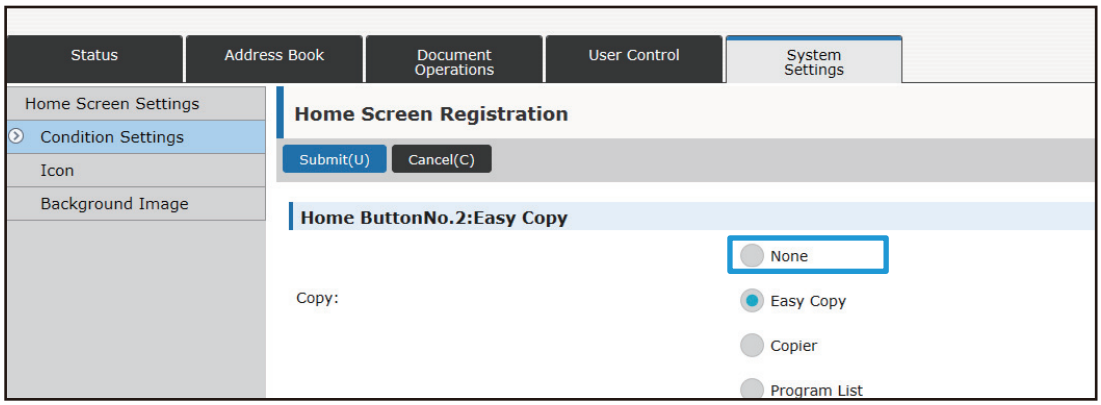
1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

2 **Click [Condition Settings] and click the shortcut key you want to delete.**



3 **Select [None] and click the [Submit] button.**

When you click the [Submit] button, the [Home Screen Registration] screen closes.



4 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

Changing a shortcut key

This section explains how to change a shortcut key in the home screen.
Only the name can be changed from the touch panel. You can change the icon image from the Web page.

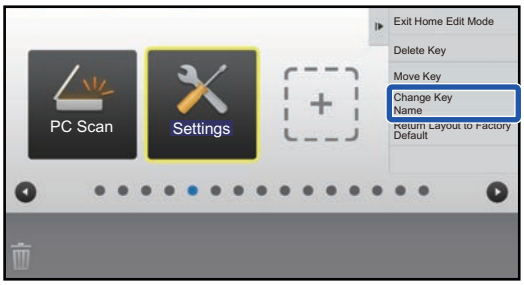
From the touch panel

To change a shortcut key from the touch panel, move the shortcut key in the desired location away from that location, and then register the new shortcut key in the location that has been freed. For information about how to move shortcut keys, see "Moving a shortcut key" (►page 19). For information about how to add shortcut keys, see "Adding shortcut keys" (►page 9).
This section explains how to change the name of a shortcut key.

1 **Open the action panel on the home screen, and tap [Edit Home].**

► General procedure when using the touch panel (page 6)

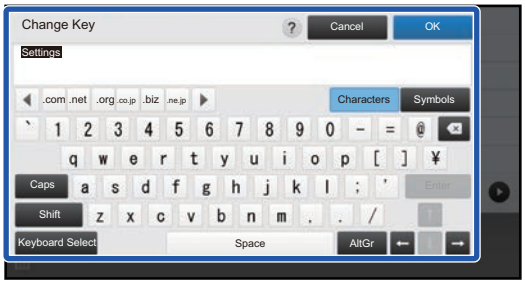
2



Tap the shortcut key whose name you want to change, and tap [Change Key Name].

A yellow frame appears around the selected shortcut key.

3



Enter the new name by keyboard.

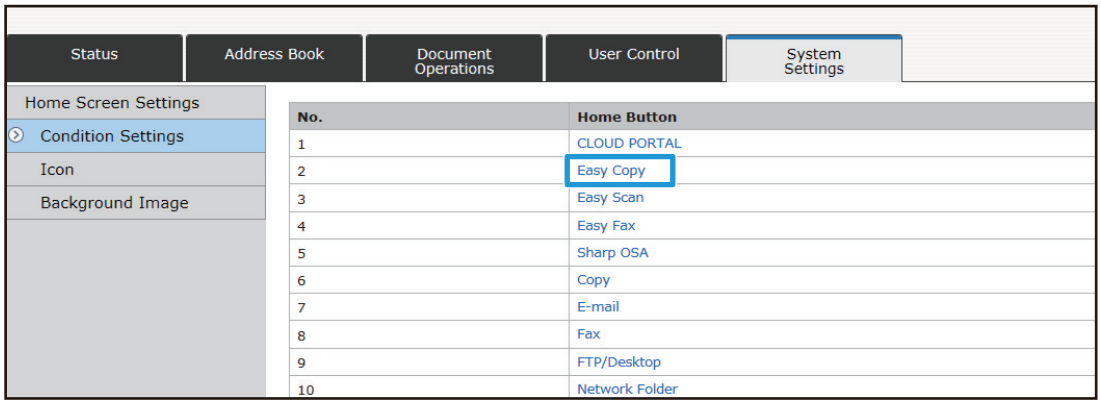
Enter the name, and tap the [OK] key.

4 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

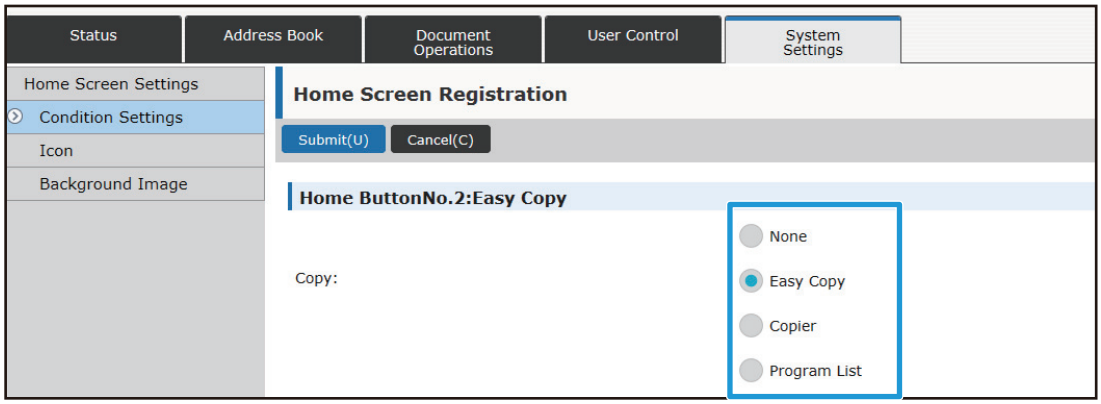
From the Web page

1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

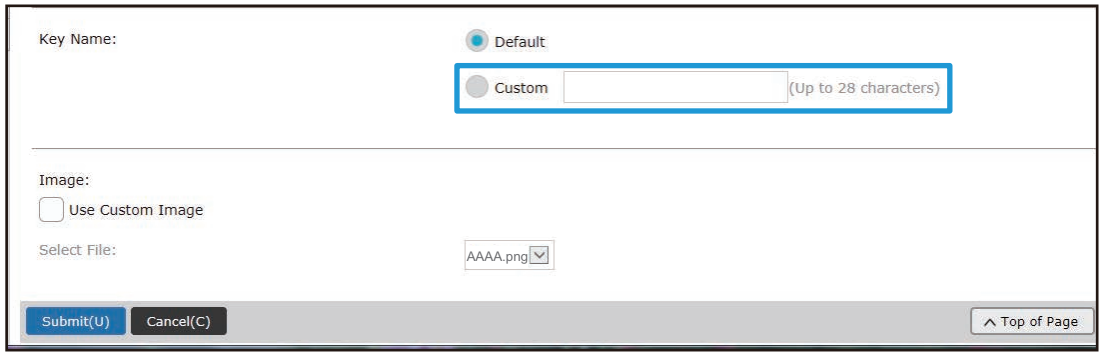
2 **Click [Condition Settings], and click the shortcut key you want to change.**



3 **Select the desired function.**



To change the name of a shortcut key, select [Custom] in [Key Name] and enter the desired name in the text box.



To change the image of a shortcut key, go to the next step. If you are not changing the image, go to step 5.

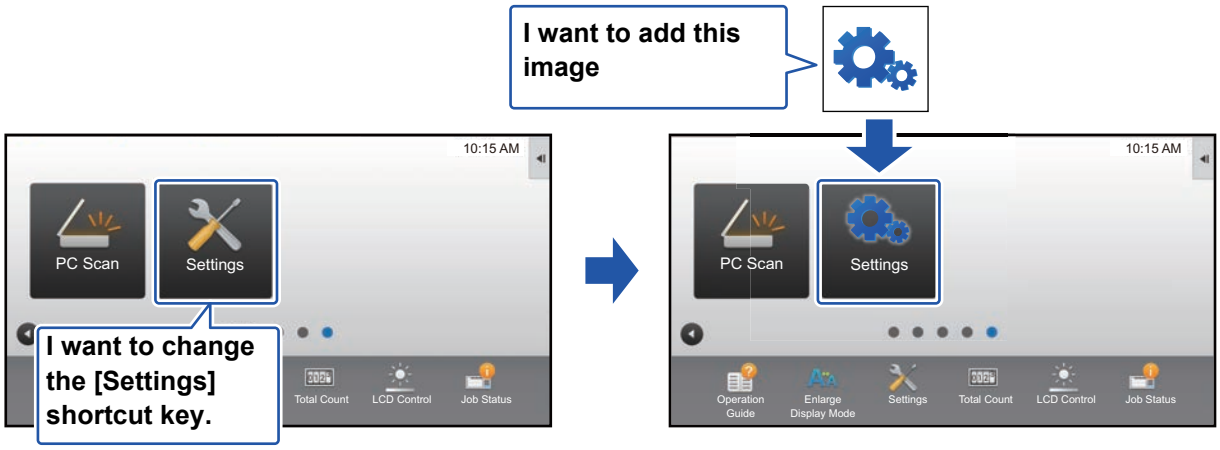
4 **To change the icon image, set the [Use Custom Image] checkbox to ☑, and select a previously added image with [Select File].**

To save an image, see "Adding a shortcut key image" (►page 17).

5 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

Adding a shortcut key image

To change a shortcut key image to a new image, you must first add the new image. This section explains how to add an image. Images are added by using the Web page.



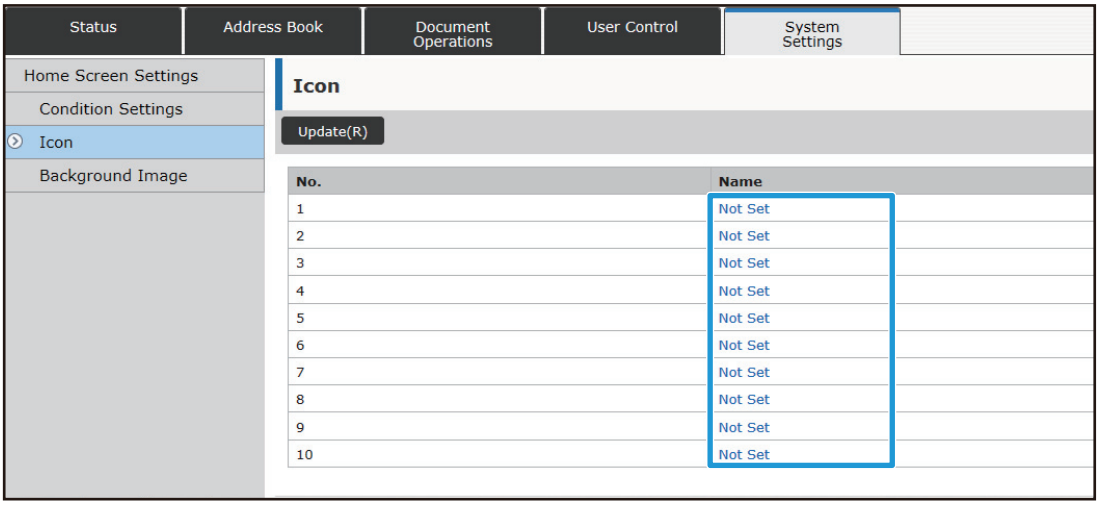
Icon images are automatically enlarged or reduced to match the size of the shortcut keys.

1 See "General procedure when using the Web page" (►page 7) to open the settings screen.

2 Click [Icon].

3 Select any item

If you are adding a new image, click "Not Set". If "Not Set" items are all in use, click an unneeded item in the already added items.



4 **Select the file to be added in "Select File".**

Click the [Browse] button, and select the image to be submitted.

- File formats that can be used are JPEG, GIF and PNG (jpeg, jpg, jpe, jfif, gif and png).
- The maximum file size of an image that can be used for a shortcut key is 50 KB.

5 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

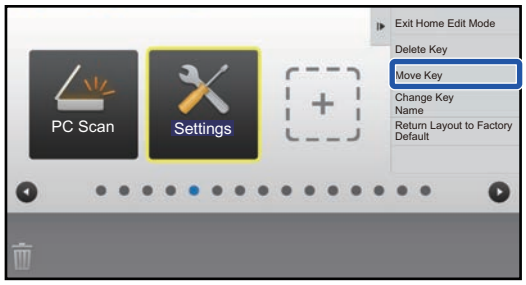
Moving a shortcut key

This section explains how to move a shortcut key in the home screen.
Shortcut keys are moved by using the touch panel.

1 Open the action panel on the home screen, and tap [Edit Home].

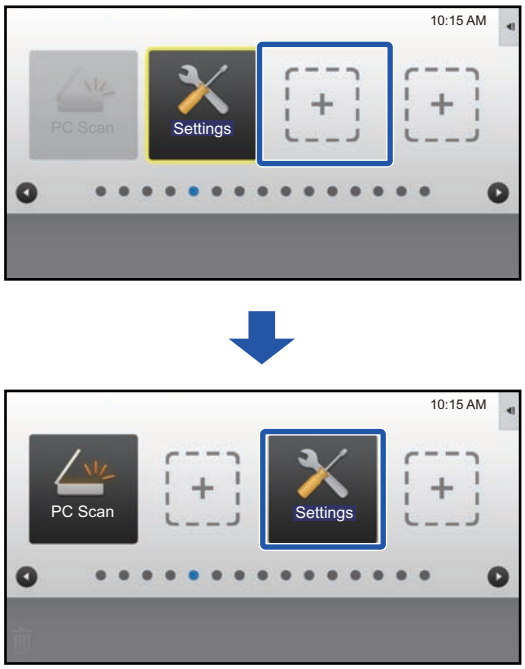
► General procedure when using the touch panel (page 6)

2 Tap the shortcut key you want to move, and tap [Move Key].



A yellow frame appears around the selected shortcut key.

3 Tap an empty shortcut key location

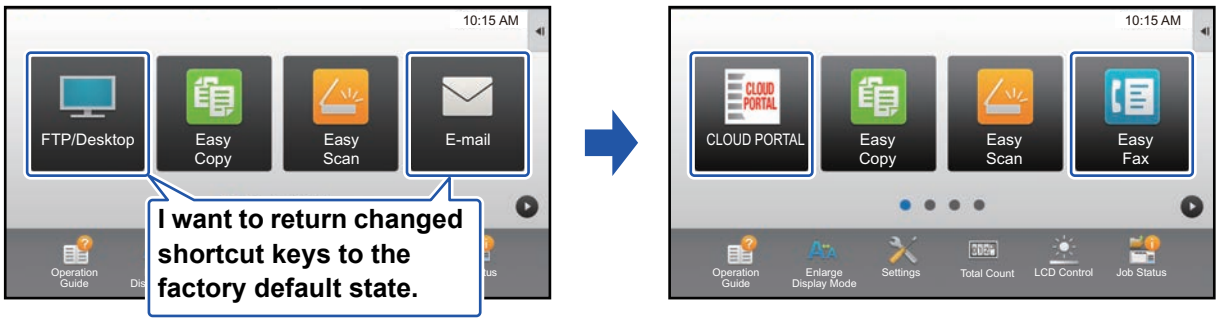


The shortcut key moves to the tapped location.
The shortcut key will not move if you tap a location that already has a shortcut key.

4 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

Returning the shortcut keys to the factory default state

This section explains how to return the shortcut keys in the home screen to the factory default state.
This procedure can be performed from the touch panel or from the Web page.



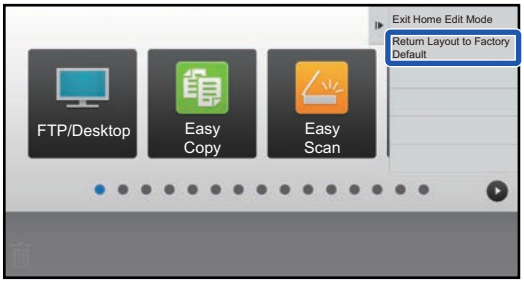
The positions, names, and images of the shortcut keys are returned to the factory default state.

From the touch panel

1 **Open the action panel on the home screen, and tap [Edit Home].**

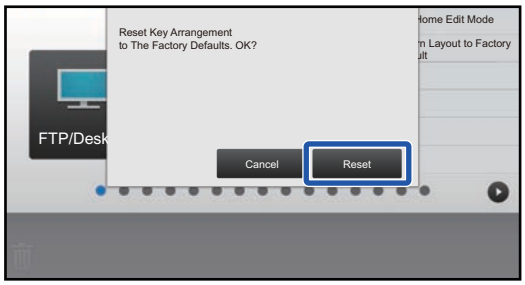
► General procedure when using the touch panel (page 6)

2



Tap [Return Layout to Factory Default] on the action panel.

3



Tap the [Reset] key.

The shortcut keys are returned to the factory default state.

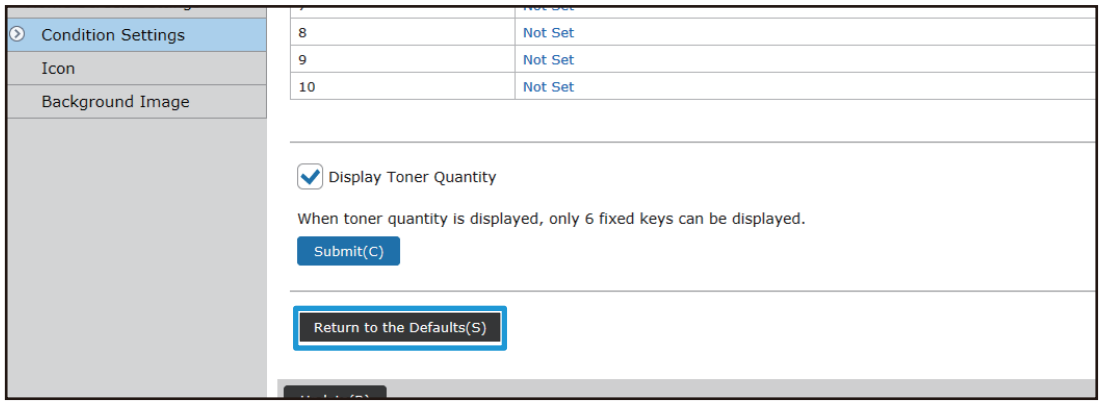
4 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

From the Web page

1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

2 **Click [Condition Settings], and click the [Return to the Defaults] button.**

A confirmation window appears. Click the [OK] button.



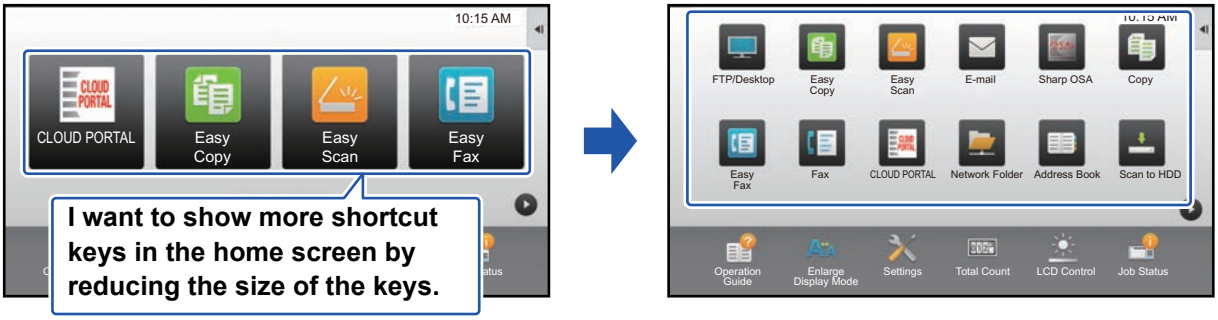
3 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

EDITING THE HOME SCREEN

In the home screen, you can change the number of shortcut keys shown and change shortcut keys.
This includes changing the background and text color, and changing the background to a custom image.

Changing the layout pattern of the home screen

Multiple home screen layout patterns are preset in the machine. These include a layout pattern that reduces the display size of the shortcut keys to increase the number of keys shown, and a layout pattern that eliminates the fixed key display area to increase the number of shortcut keys shown. The layout pattern can be changed in the Web page.



Home screen layout patterns

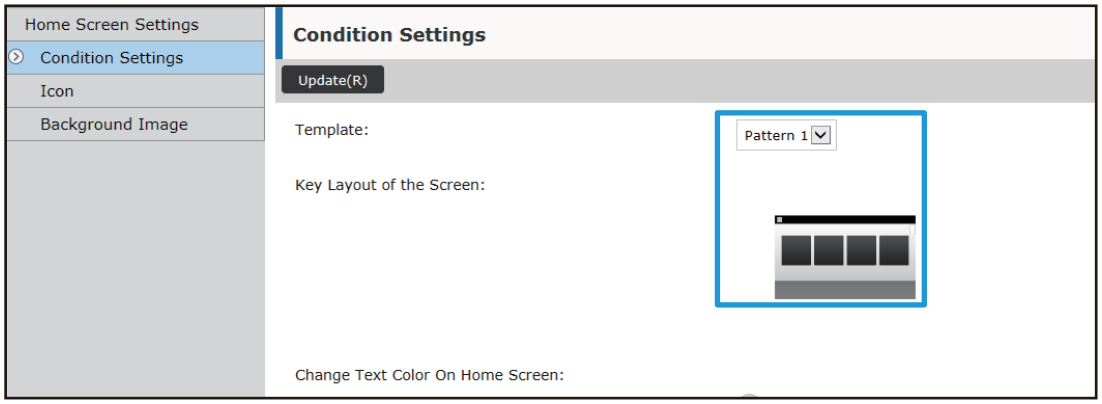
Six layout patterns are available.

Pattern	Number of shortcut keys displayed per screen	Fixed key area	Maximum number of screens
1	4	Yes	15 screens
2	8	No	8 screens
3	8	Yes	8 screens
4	12	No	5 screens
5	12	Yes	5 screens
6	18	No	4 screens

The factory default setting is ”Pattern 1”.

1 See "General procedure when using the Web page" (►page 7) to open the settings screen.

2 Click [Condition Settings] and select the desired layout pattern from the "Template".



3 See "General procedure when using the Web page" (►page 7) to exit the settings.

Selecting a MFP display pattern for the home screen

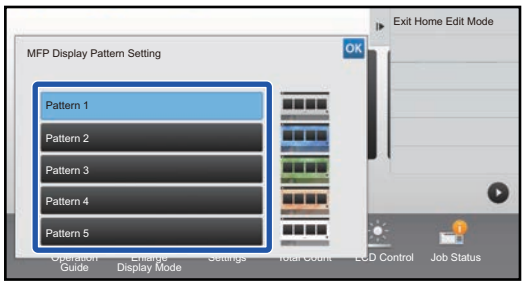
Multiple color patterns are preset in the machine. You can change the color pattern from the touch panel.

The factory default setting is ”Pattern 1”.

1 **Open the action panel on the home screen, and tap [MFP Display Pattern Setting].**

► General procedure when using the touch panel (page 6)

2

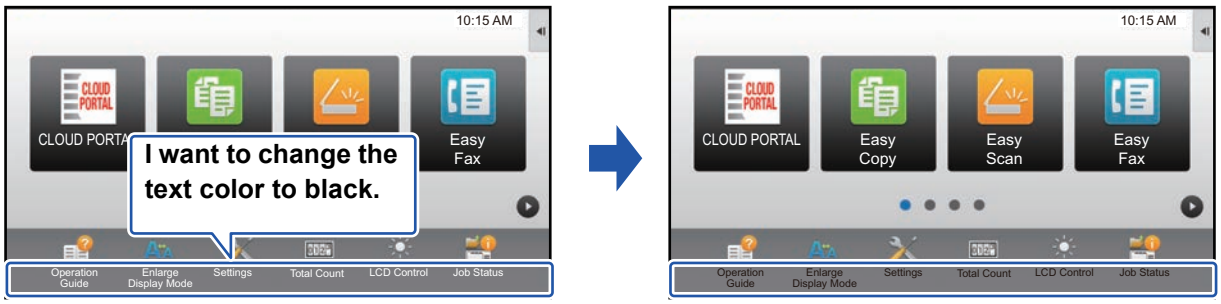


Select the desired pattern.

3 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

Changing the color of text on the home screen

You can change the color of the text in shortcut keys, fixed keys, and the clock on the home screen to white or black. The color is changed using the touch panel.



Home screen layout patterns and text colors

The color of text on the home screen varies depending on the layout pattern.
For information about layout patterns of the home screen, see "Changing the layout pattern of the home screen" (►page 23).

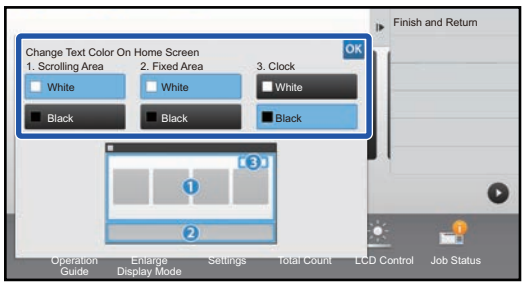
Factory default text colors

Layout Pattern	Scrolling Area (Text color of shortcut key)	Fixed Area (Text color of fixed keys)	Clock (Text color of clock)
1	White	White	Black
2	White	No	Black
3	Black	White	Black
4	Black	No	Black
5	Black	White	Black
6	Black	No	Black

1 **Open the action panel on the home page and tap [Change Text Color On Home Screen].**

► General procedure when using the touch panel (page 6)

2



Change the text color.

3 **See "General procedure when using the touch panel" (►page 6) to exit the settings.**

Changing the background image of the home screen

You can change the background image of the home screen to a custom image.
This procedure can be performed from the touch panel or from the Web page.
To change the image from the touch panel, first save the desired image in a USB device and connect the device to the machine.

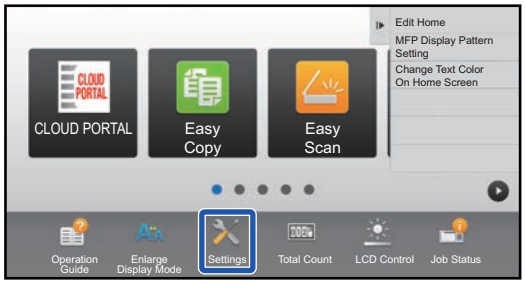
The display size of the background image is 1024 dots x 544 dots.
The height of the image is adjusted to the display height, and the width is adjusted to the display width.
Because the height and width are enlarged/reduced separately, some images may become distorted.
If you want to display the image correctly, adjust the size of the image to the display size of the background image in advance.

From the touch panel

1 Connect the USB device containing the desired image to the machine.

When the USB device is connected to the machine, the popup window will be appeared. Tap the [OK] key.

2 Tap the [Settings] key on the Home screen.

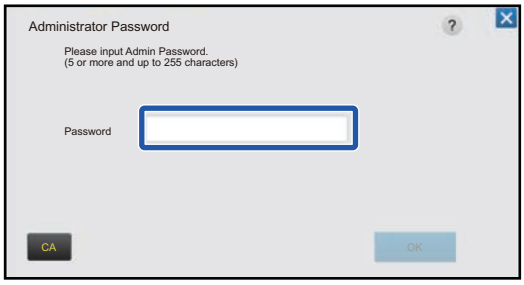


The screen changes to the settings screen.

3 Tap [System Settings] → [Home Screen Settings] → [Background Image], and then tap [Change] key.

The "Register Background Image" screen will be appeared.

The administrator password entry screen will appear while you are selecting settings.
Enter the administrator password and log in.



4 **Set the [Use Custom Image] checkbox to ☑, and select the desired image with [Folder Name/File Name].**

- File formats that can be used are JPEG, GIF and PNG (jpeg, jpg, jpe, jfif, gif and png).
- The maximum file size of an image that can be used for the background image is 640 KB.

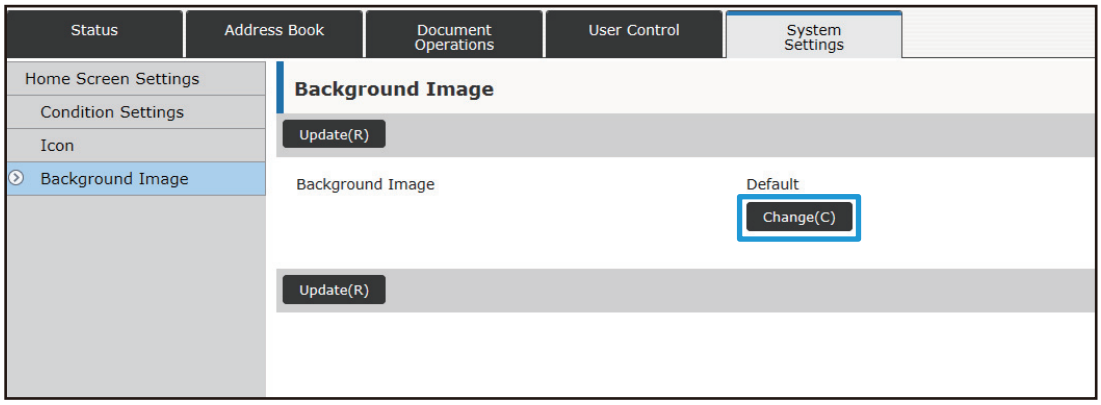
5 **Click the [Store] button.**

After all U/I customize settings are completed, tap the [Logout] key.

From the Web page

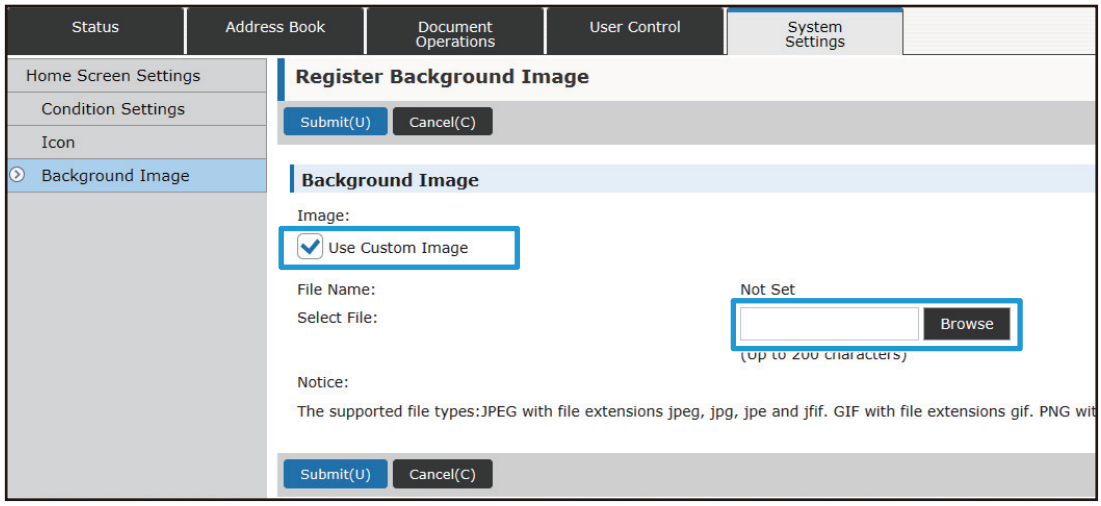
1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

2 **Click the [Change] button in [Background Image].**



3 **Set the [Use Custom Image] checkbox to ☑, and select the image with [Select File].**

Click [Browse] to select the image.

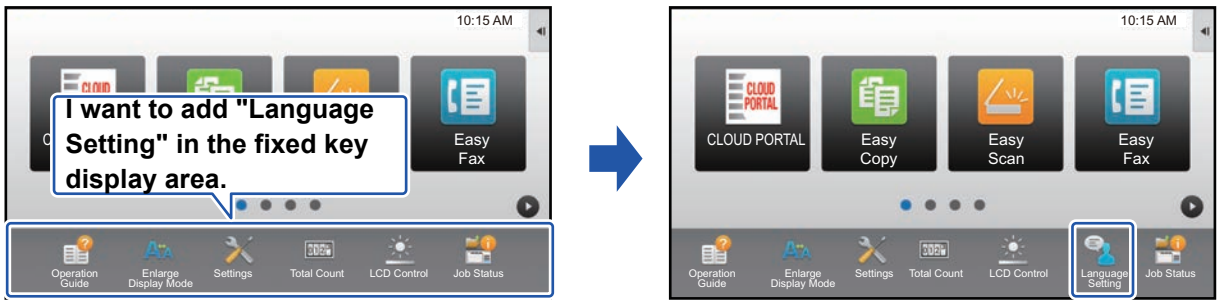


- File formats that can be used are JPEG, GIF and PNG (jpeg, jpg, jpe, jfif, gif and png).
- The maximum file size of an image that can be used for the background image is 640 KB.

4 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

Changing the fixed keys

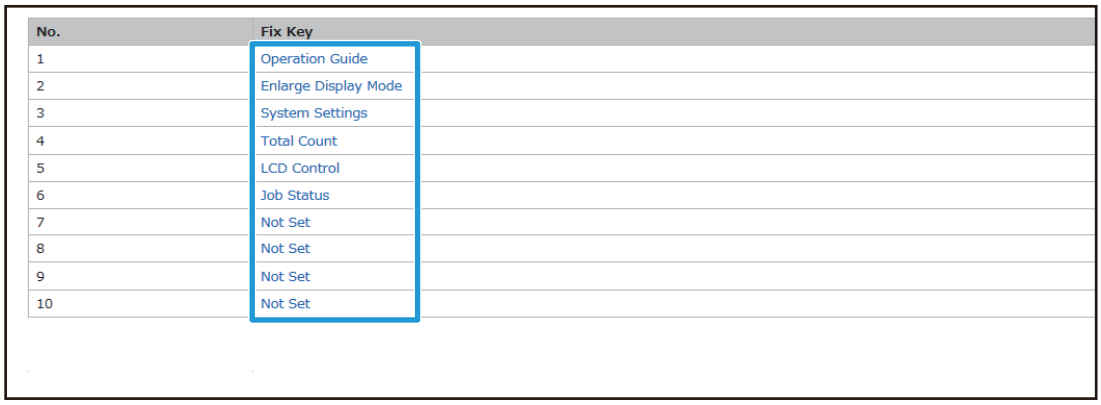
You can change the fixed keys. The fixed keys are changed using the Web page.



1 **See "General procedure when using the Web page" (►page 7) to open the settings screen.**

2 **Click [Condition Settings], and click the desired item under "Fix Key".**

You can click [Not Set] to add a new fixed key.



No.	Fix Key
1	Operation Guide
2	Enlarge Display Mode
3	System Settings
4	Total Count
5	LCD Control
6	Job Status
7	Not Set
8	Not Set
9	Not Set
10	Not Set

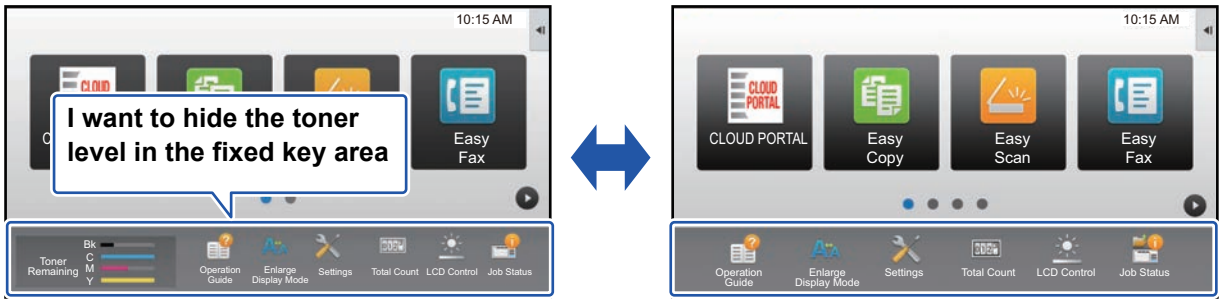
3 **Select the function you want to add, and click the [Submit] button.**

When you click the [Submit] button, the [Home Screen Registration] screen closes.

4 **See "General procedure when using the Web page" (►page 7) to exit the settings.**

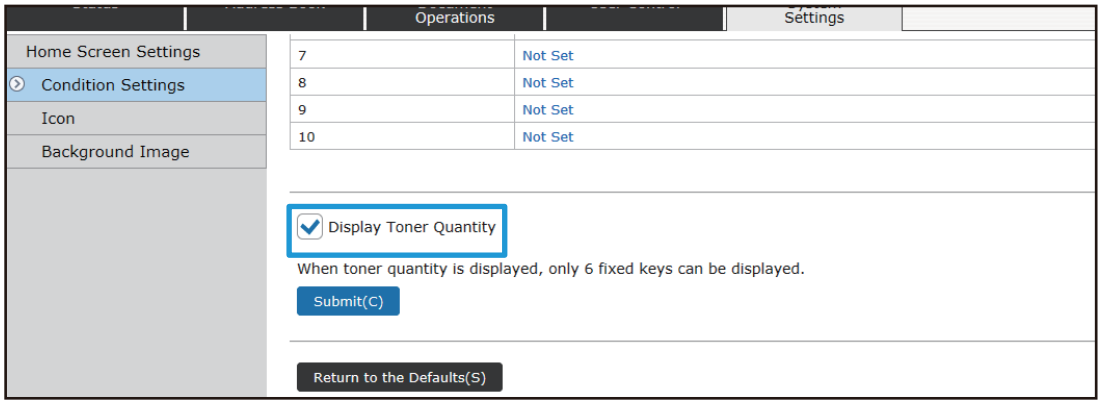
Show/hide the toner level in the fixed area

In the system settings, you can show/hide the toner level to the fixed key area.
When this setting is enabled, up to six fixed keys can be displayed. (The keys from No. 1 to No. 6 in Web page "Fix Key" (Except when not set) are displayed. Keys after No. 6 are not displayed.)



1 See "General procedure when using the Web page" (►page 7) to open the settings screen.

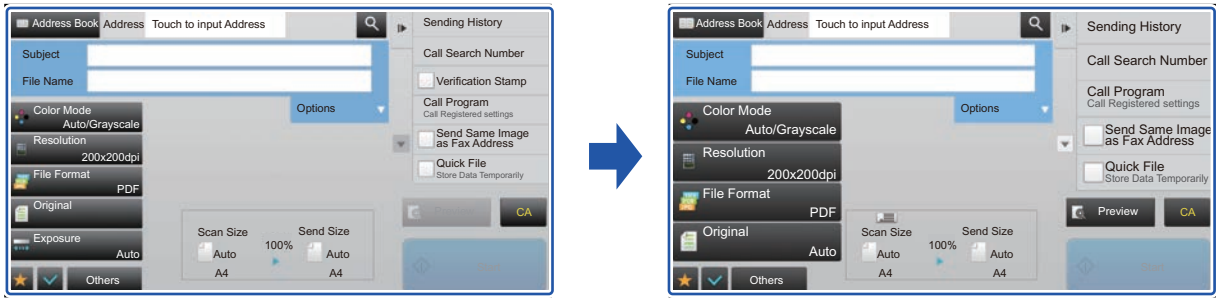
2 Click [Condition Settings], and set the [Display Toner Quantity] checkbox to ☑.



3 See "General procedure when using the Web page" (►page 7) to exit the settings.

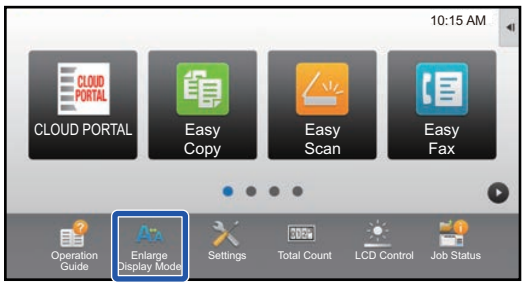
Increasing the text size

You can increase the size and interval of text displayed in the screen of the copy function and other functions. This procedure is performed from the touch panel.



- Easy Copy and other text that is normally large is not changed.
- Increasing the text size may decrease the number of keys displayed in the base screen and other screens of each function.

1

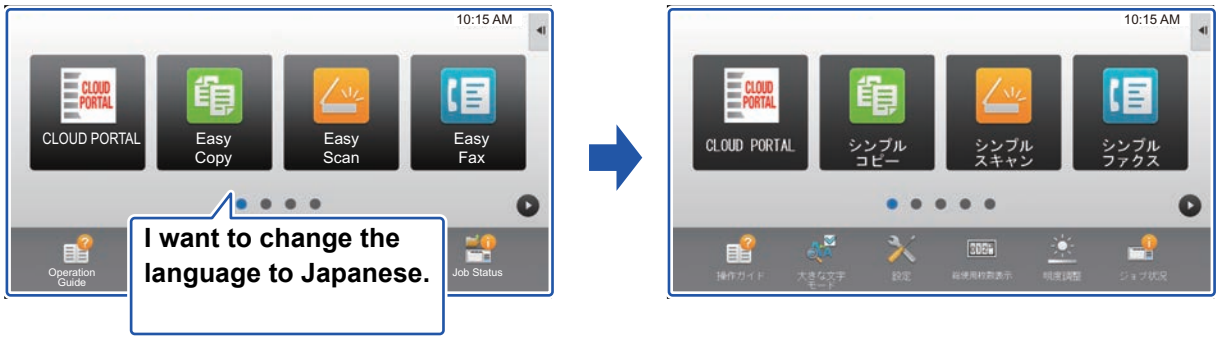


Tap the [Enlarge Display Mode] key in the home screen.

The key image changes to and enlarge display mode is enabled.
To cancel enlarge display mode, tap the [Enlarge Display Mode] key again. The key image changes to and enlarge display mode is cancelled.

Changing the language used on the machine

You can change the language used in the home screen.
This procedure is performed from the touch panel.
Before performing this procedure, add the [Language Setting] shortcut key to the home screen. To add a shortcut key, see "Adding shortcut keys" (►page 9).



1

Tap the [Language Setting] key on the home screen.

2

Select the desired language and tap OK.

The display changes to the selected language.

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