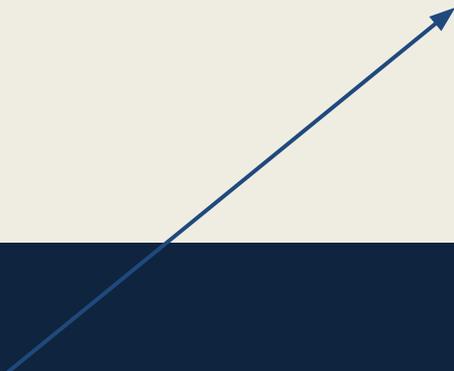


Clarion - Goldfield CSD

# A guide to using our new Sharp® copiers.

A Clargold® production 2013 :)



If you have not already done so...

**Click on the "Present"  
button above and then  
hit the space bar to  
advance.**

# How to utilize them.

After careful consideration of a number of copier brands, we have selected Sharp® MX-4110n and MX-2610 units to replace the time honored and well-worn BizHub and AR-250 machines. The quality, reliability, and capability of these copiers should be a major improvement over their ancestors.

The purpose of this presentation is simple. I want to explain the usage patterns of the machines and give you simple instructions so that you may install the proper drivers on your computers to begin using them more effectively.

All 5 new units are installed and configured for network access. That means that you should think of these machines as destinations for your printed documents. They are not just for copying, although they do that function very well.

**You may be use to sending a print job to a printer and then take it to the HS office or the MS office for copying on a lower cost machine.**

During the last year, with the implementation of some new HP regional printers, many have begun to print out the entire job wirelessly without making copies.

# How to utilize them. page 2

## **Please continue the shift toward printing with the new Sharp units.**

They are the least expensive and most reliable source for printed paper that we have available in the school. There is no longer any need to send all large print jobs to the MX-M950 unit that has been in the MS office for 3 years. The cost for prints or copies are as follows:

### **MX-4110 and MX-2610 (new)**

B&W prints or copies = 7/10ths of a cent

Color prints or copies = 5 cents

### **MX-M950 (middle school machine)**

B&W prints or copies = 5/10ths of a cent

Color prints or copies = n/a

### **HP P3015 and CP2025 (regional)**

B&W prints = 7/10ths of a cent

Color prints or copies = 9 cents

All of these numbers represent a significant drop from the price of their predecessors.

The difference in price is no longer enough to justify the time lost in executing the printing by shuttle or by walking across buildings. The money spent in labor exceeds the savings. On a B&W job that prints 1000 copies and up, it probably still be wise to utilize the Middle School Copier. (MX-M950)

# How to utilize them. page 3

**Copiers are located in areas where they can be maintained.** The ordering and reloading of supplies is a primary necessity of proper efficiency of these units. They must be kept in a ready state to accept print jobs from remote users. Here is a listing of the locations and addresses of the new Sharp Copiers in the district.

**Room 79 High School Office:**

Model: MX-2610  
Address: 10.52.52.79

**Room 88 High Library:**

Model: MX-4110  
Address: 10.52.52.88

**Room 210 District Office:**

Model: MX-4110  
Address: 10.52.152.210

**Room 130 Elementary Workroom:**

Model: MX-4110  
Address: 10.52.152.130

**Room 155 Middle School Office:**

Model: MX-4110  
Address: 10.52.152.55

**Room 170 Elementary Office:**

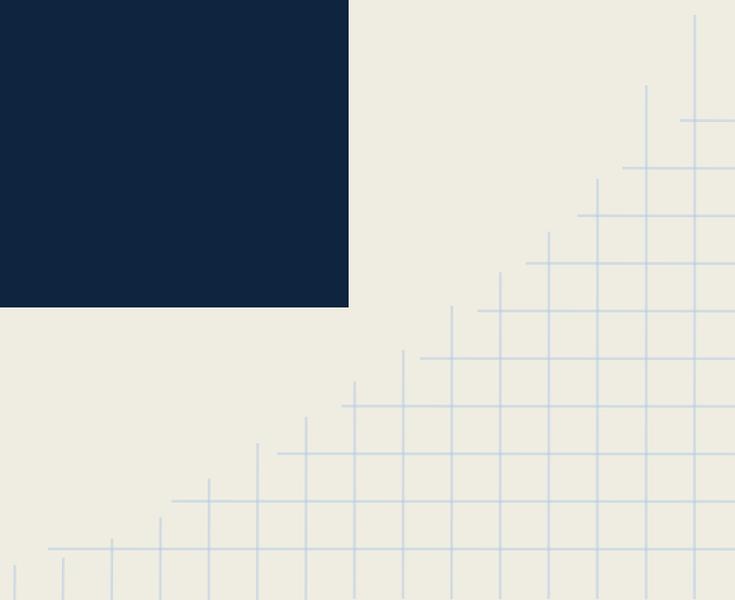
Model: MX-2610  
Address: 10.52.152.170

Each of these units (except the Elementary Office) has a finishing unit that will staple, fold and saddle stitch. These printers are all for use by teachers and you may install the drivers for all 5 of them on your laptop.



# How to install the new Sharp Copiers...

...with just a little effort.



# Installing the printers. page 1

First Install the PPD file to your laptop or other Mac. The drivers needed for these copiers are not native to your mac, therefore it is necessary to install something called the PPD file. This gives the computer what it needs to install either of the two models (MX-4110 or MX-2610). You only do this part once.

The name of the driver to install the package is "New Copiers Install.pkg"

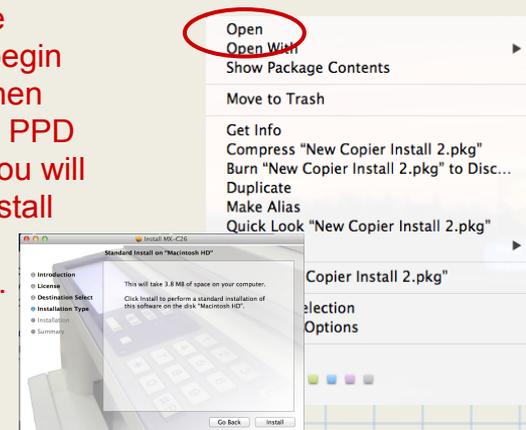


To get this software use the link provided. It will download a zip file of the driver. Open it and Install.

Once you have Access to the drivers, install them:

1) If you see this screen.

This message is not a problem, just two-finger click (or right click option - click) on the file and select open. Then you will click open again and the installer will begin normally. When you finish the PPD installation, you will proceed to install your first printer/copier.



# Installing the printers. page 2

2) Click on "Print & Scan" inside "System Preferences".



3) Click on the "+" button.

Important!!! If you already have a printer installed with the IP address of the printer you are about to install, use the "-" key to remove that old printer first.

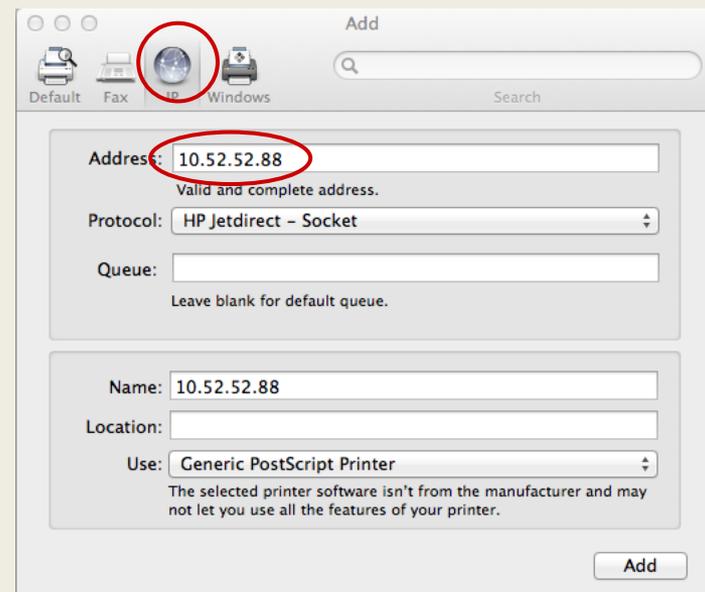


4) Click on "IP" at the top.



5) Here is an example of settings to install your printer. I am showing the HS Library printer as an example. Refer to [slide 5](#) of this presentation to get the IP address of the printer you want.

At first it looks like this when I type in the address:

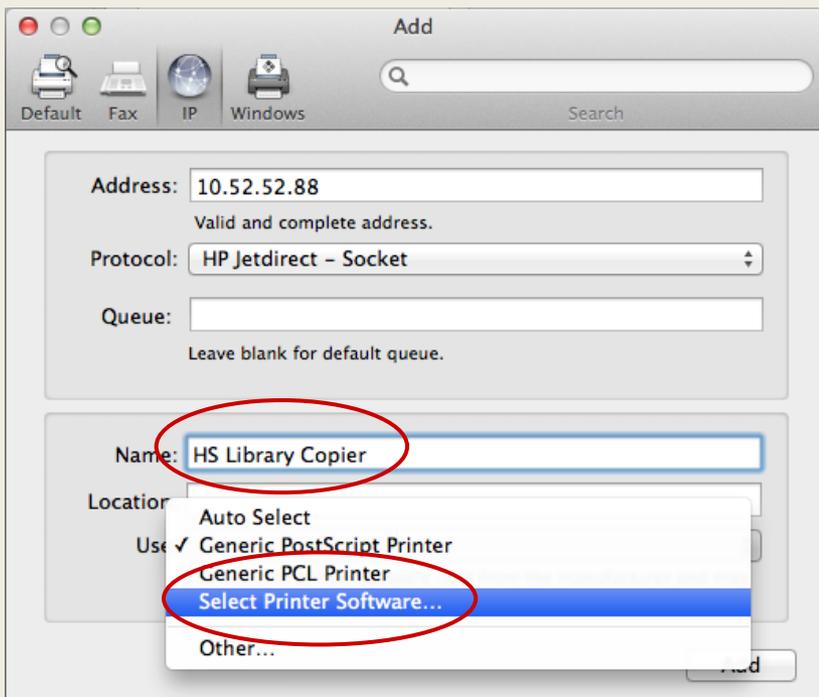


# Installing the printers. page 3

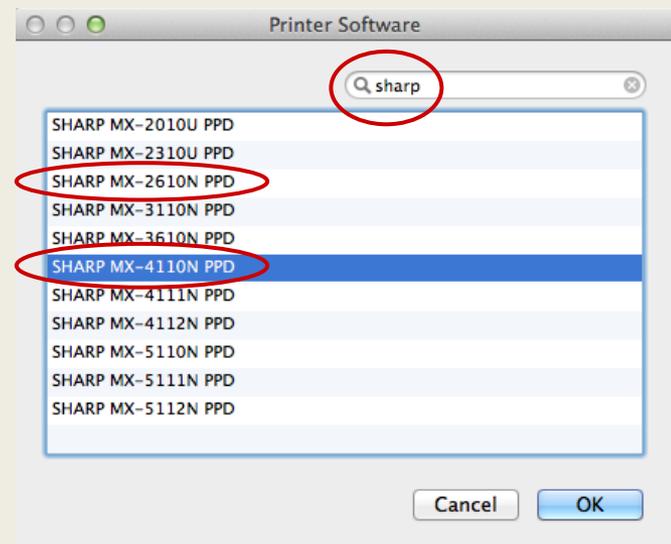
Be sure you have selected "HP Jetdirect - Socket" under Protocol.

Change the Name to whatever you want to call the printer. I use "HS Library Copier" in this case.

Next you will need to toggle the Use to "Select Printer Software..."



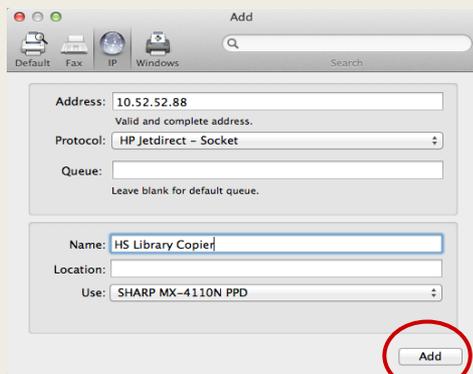
6) Select the right driver. Type in the word "Sharp" in the search menu and you will see a list of drivers. The only two we use (MX-4110 and MX-2610) are shown below. Again, refer to [slide 5](#) of this presentation to see what model you are installing.



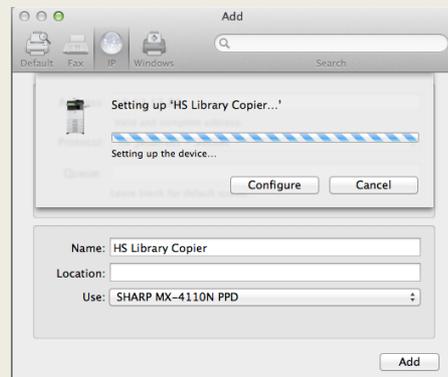
This is where you are seeing the PPD files you installed before. Almost done with this one. You will have to repeat this process to install all five units.

# Installing the printers. page 4

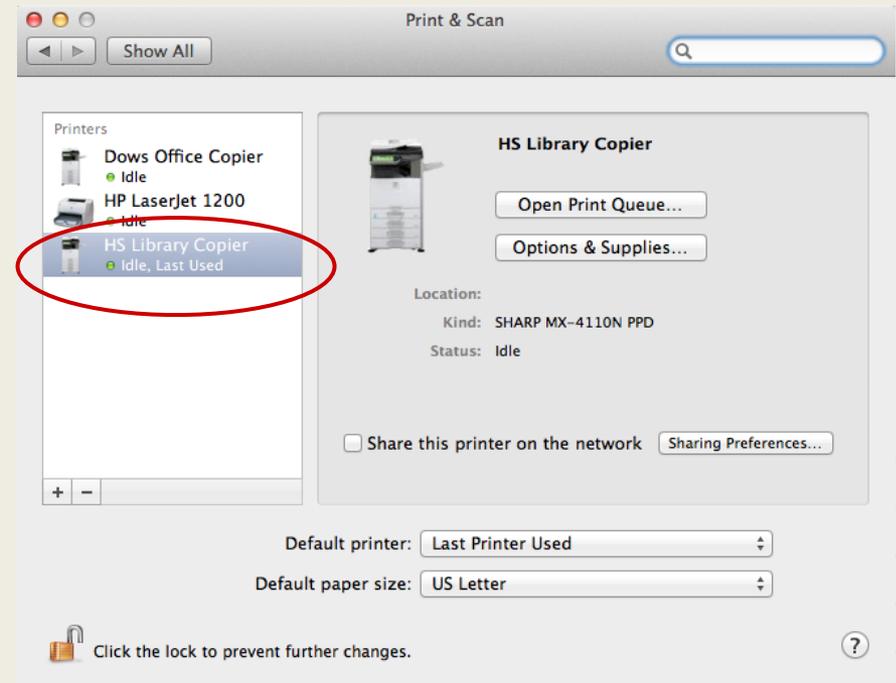
7) Click "Add" to finish installing the Copier/Printer.



The driver will configure the printer features.



8) You now have the ability to print to the new unit.



Check on this presentation later for additional tips.