Changing default scan settings

On the panel of the machine select "Settings"



Select "Image Send Settings"

Settings			Cancel	i System Info.	Job Status
Status	User Control	System Settings			Administrator Login
📥 Sitemap	System	Home Screen Settings	Copy	Settings	Printer Settings Sharp OSA Settings
		Authentication Settings Security Settings	Settin	mon ngs gy Save	Network Settings
		System Control	Imag Adjus	pe Quality	Init. Install. Settings

Select "Scan Settings"

💼 🗙 Settings			Cancel	i System Info.	Job Status
Status	User Control	System Settings			Administrator Login
	Q System	n Settings > Image Ser	nd Settings		
🛋 Sitemap	Ima	ge Send Settings			
					€ Back to Menu List
		Common Settings	Scan	Settings	Fax Settings
	6	Fax Data Receive /Forward (Manual)	Inbo Settin	und Routing ngs	
					∧ Top of Page

It will then prompt you to login, the password should be:

admin

Then click to "Login"

💼 🗙 Settings	Cancel	() System Info.	
Administrator Login			
Login			
Password	•••••		
Please enter the User Authentication information. This message can be e	dited from System Settir	ngs.	
Login Cancel			
			▲ Top of Page



Set the "Default Color Mode Settings: Scanner Common and Email" to Mono2 (B&W)

Scroll all the way to the bottom of these settings and you will find the DPI defaults. Change these to 300x300dpi. Then hit Submit at the bottom.

💼 🗙 Settings			Car	ncel	(i) System Info.	Job Status	
Status	User Control	System Settings					ogout
Image Send Settings	Q Sy	stem Settings > Imag	ge Send Sett	ings > Scar	n Settings > Initial Statu	s Settings	^
Scan Settings		Resolution Setting: Scan:			ly the Resolution Set who	en Stored	
Condition Settings		E-mail:		300x300	Odpi	en Stored	
Default Address Subject Name Settings				300x300	Odpi 🗸		
File Name Settings		Original Skew Ad	djustment				
Message Body Settings		Submit Update				∧ Top of Page	~

You will see this message at the top if your request was successfully processed. Click Logout.

💼 🗙 Settings		Cancel	i System Info.	Job Status
Status	User Control System Setting	n S		Logout
	Q System Settings > Ima	ge Send Settings > So	an Settings > Initial Statu	s Settings
Image Send Settings	Initial Status Settin	ngs		₹ ₄ 7
Scan Settings	Submit			The Back to Menu List
Initial Status Settings	"Your request was s	uccessfully processed	j. "	
Condition Settings	Default Color Mode Se	ettings:		
Default Address	Scanner Common:	A	uto Mono2	\checkmark
Subject Name Settings		F	ull Color	
File Name Settings		G	rayscale	
Message Body Settings	~		iono2	▲ Top of Page

The default scan settings will display.

Address Test 1 + Q > Address Review	
Subject Recent Jobs	
File Name Specified by System Settings Sending History	
Color Mode Options V Call Search Number	
Resolution Register Current Settin	n Igs
Send Destination Lini	<
Criginal Q Preview	CA
Scan Size Send Size	
Auto Auto Auto Start	

You can modify the settings for a one-time scan without changing the default scan settings by selecting the default setting and picking an alternate setting. An example would be to scan in color as opposed to the default Mono2 (no color).