SHARP

LASER PRINTER

User's Manual

BEFORE USING THE MACHINE
Functions of the machine and procedures for loading paper

OPERATION OF THE MACHINE
Operation of the touch screen and customisation of the user interface

PRINTER
Using the printer function

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Storing jobs as files on the local drive

CONVENIENT USE OF THE MACHINE
Useful features of this machine

SETTING MODE
Configuring settings to make the machine easier to use

TROUBLESHOOTING
Questions and answers and care instructions
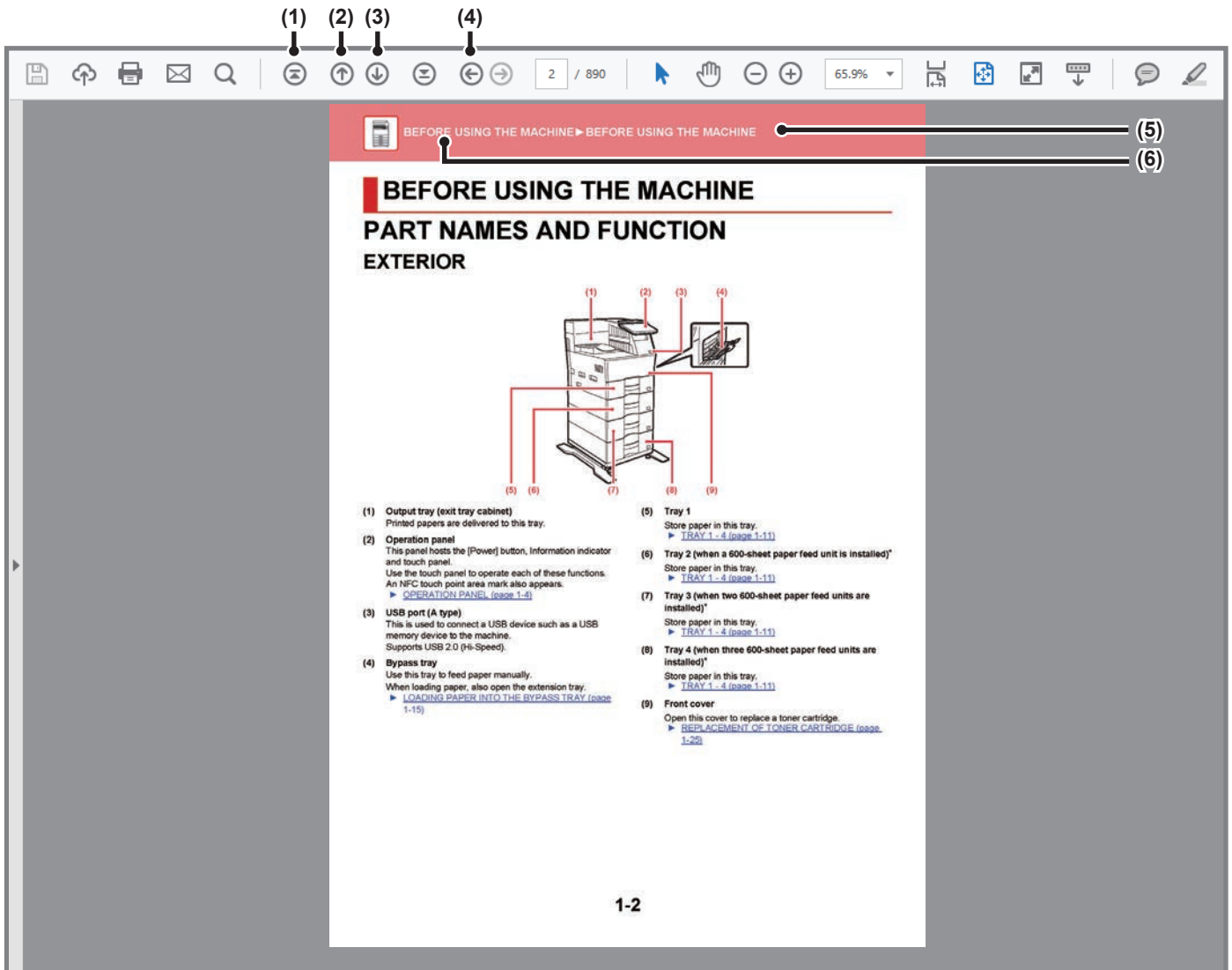
APPENDIX
About the specifications

Click to go to chapter index

HOW TO USE THIS MANUAL

Click a button below to move to the page that you wish to view.
The following explanation assumes that Adobe Reader is being used (Some buttons do not appear in the default state.).

(1) Return to top page button

If an operation does not proceed as expected, click this button to start over again.

(2) Back one page button

Displays the previous page.

(3) Forward one page button

Displays the next page.

(4) Return to previously displayed page button

Displays the page that was displayed before the current page.

(5) Title button

Displays the page of the title indicated by the button.

(6) Contents button

Displays the contents of each chapter.
For example, if the current page is part of the printer chapter, the table of contents of the printer chapter appears.

If a button does not appear, refer to Adobe Reader Help to display the button.

ABOUT OPERATION MANUAL

This manual explains how to use the BP-B550PW laser printer.

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows® 10. The screens may be different depending on the version of the operating system or the software application.
- The explanations of screens and procedures for use in a macOS environment generally assume that macOS 14 is being used and a PPD driver is installed. The screens may be different depending on the version of the operating system or the software application.
- Wherever "BP-xxxxx" appears in this manual, please substitute your model name for "xxxxx".
- 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 SHARP Service Department.
- 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 SHARP Service Department.
- 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.

Warning

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

Illustrations and the operation panel and touch panel shown in this manual

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

Icons used in the manuals

The icons in the manuals indicate the following types of information:

⚠	This alerts you to a situation that could result in death or serious personal injury. This alerts you to a situation that could result in personal injury or damage to properties.	⮌	This explains how to stop or correct an operation.
❗	This alerts you to a situation where there is a risk of machine damage or failure.	⚙	This describes a routine work relevant to setting mode.
✎	This supplements function or operation procedure.		

BEFORE USING THE MACHINE

BEFORE USING THE MACHINE

LOADING PAPER

PERIPHERAL DEVICES

MAINTENANCE

BEFORE USING THE MACHINE

PART NAMES AND FUNCTION

EXTERIOR
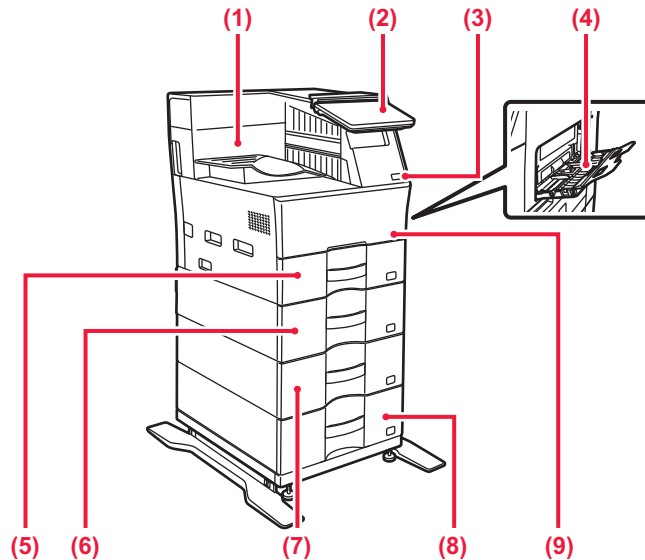
(1) **Output tray (exit tray cabinet)**

Printed papers are delivered to this tray.

(2) **Operation panel**

This panel hosts the [Power] button, Information indicator and touch panel.
Use the touch panel to operate each of these functions.
An NFC touch point area mark also appears.
► OPERATION PANEL (page 1-4)

(3) **USB port (A type)**

This is used to connect a USB device such as a USB memory device to the machine.
Supports USB 2.0 (Hi-Speed).

(4) **Bypass tray**

Use this tray to feed paper manually.
When loading paper, also open the extension tray.
► LOADING PAPER INTO THE BYPASS TRAY (page 1-15)

(5) **Tray 1**

Store paper in this tray.
► TRAY 1 - 4 (page 1-11)

(6) **Tray 2 (when a 600-sheet paper feed unit is installed)**

Store paper in this tray.
► TRAY 1 - 4 (page 1-11)

(7) **Tray 3 (when two 600-sheet paper feed units are installed)**

Store paper in this tray.
► TRAY 1 - 4 (page 1-11)

(8) **Tray 4 (when three 600-sheet paper feed units are installed)**

Store paper in this tray.
► TRAY 1 - 4 (page 1-11)

(9) **Front cover**

Open this cover to replace a toner cartridge.
► REPLACEMENT OF TONER CARTRIDGE (page 1-25)

INTERIOR, SIDE AND BACK
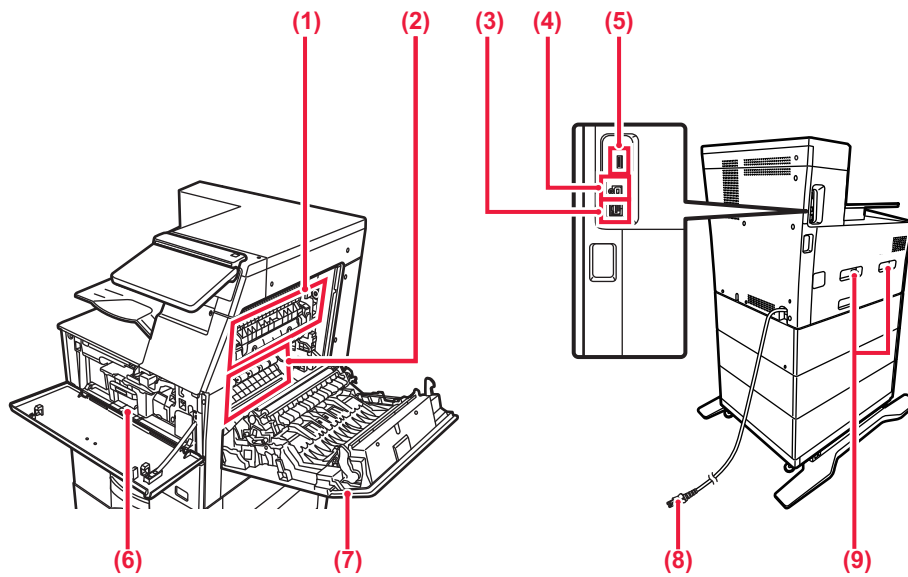
(1)   Fusing unit

Heat is applied here to fuse the transferred image onto the paper.

⚠ **The fusing unit is hot. Take care not to burn yourself when removing a misfeed.**

(2)   Photoconductive drum

Images are formed on the photoconductive drum.

🛇 Do not touch or damage the transfer roller.
This may cause a defective image.

(3)   LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.

(4)   USB port (B type)

The machine does not use this connector.

(5)   USB port (A type)

This is used to connect a USB device such as a USB memory device to the machine.Supports USB 2.0 (Hi-Speed) and USB3.0 (SuperSpeed).

(6)   Toner cartridge

This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.
► REPLACEMENT OF TONER CARTRIDGE (page 1-25)

(7)   Right side cover

Open this cover to remove a paper misfeed.
And open when user changing the setting to print envelope.

(8)   Power plug

(9)   Handle

Grasp it when moving the machine.

1-3

OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.
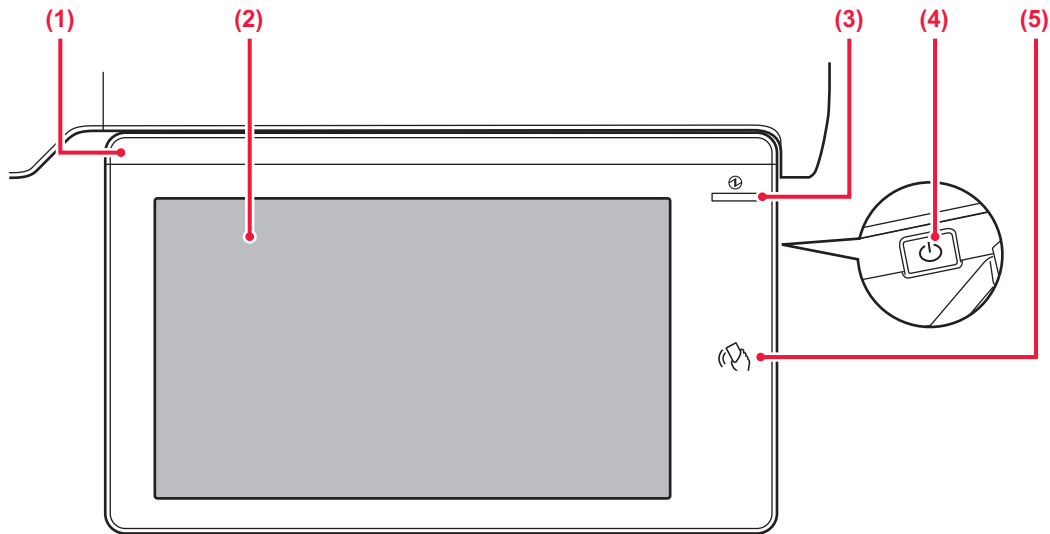
(1) Information indicator

This indicator illuminates when the power to the machine is turned on, and when a user logs in to the machine.
► INFORMATION INDICATOR (page 1-5)

(2) Touch panel

Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.
► TOUCH PANEL (page 2-2)

(3) Power indicator

This indicator lights up when the machine's power switch is on the position. Blinks blue during the time that the

[Power] button does not operate immediately after the power plug is inserted into the power outlet.
► TURNING ON THE POWER (page 1-6)

(4) [Power] button

Use this button to turn the machine's power on and off.
► TURNING ON THE POWER (page 1-6)

(5) NFC touch point area

NFC can be used when connecting to Synappx Go. For more information, see the Synappx Go manual.

• The design of the operation panel may be changed.

• You can change the angle of the operation panel.
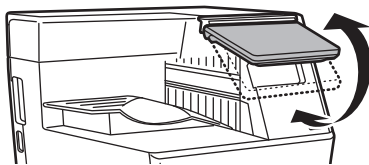
• Use your finger to operate the touch panel.

• Do not touch the touch panel while the unit is starting up. If you touch the touch panel, it may not operate normally.
Example:
Press the [Power] button, and wait until the home screen is displayed. Returning from auto power shut-off.

INFORMATION INDICATOR

When turning the machine power ON/OFF; at user authentication when the user has logged in using IC card or NFC; when connecting USB memory to the machine; when starting a job on the machine control panel; or during image adjustment or when adding toner; an error has occurred in the machine, the LED lights and orange in response to the request/operation from the user to communicate to the user the machine status.

This light is used to communicate with users in front of the machine, therefore this is not lit as a result of remote operations.

Lighting patterns

Lighting patterns differ depending on status.

Lighting color	Lighting patterns	Status
Blue	Pattern 1	Job in progress, such as paper feeding or output.
	Pattern 2	Ready state or other state where jobs can be accepted.
Orange	Lights*	Errors that do not stop machine operation, such as almost out of toner.
	Blinks*	Errors that stop machine operation, such as misfeeds and out of toner.

* If the lighting state and the blinking state overlap, the blinking state takes priority.

TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine.
Operate the [Power] button on the operation panel.

[Power] button

Power indicator
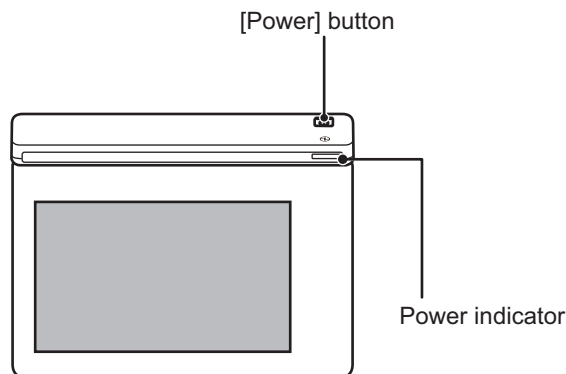
⚠ • When turning off the power, be sure to press the [Power] button on the operation panel, tap the [Power Off] key on the touch panel.
• In a sudden case of power outage, turn the power for the machine back on and then turn it off in the correct order.
• Turn off both the [Power] button and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

✏ • In order for some settings to take effect, the machine must be restarted. In this case, press the [Restart Now] button displayed on the screen after registering the settings, or restart the machine from the power reset screen of the System Settings > Status tab.

TURNING ON THE POWER

• Insert the power plug in the power outlet.
• When the power indicator lights in blue, press the [Power] button to turn on the power.

TURNING OFF THE POWER

After pressing the [Power] button, tap the [Power Off] key on the touch.

RESTART THE MACHINE

Press the [Power] button to turn off the power, and then tap the [Power Off] key on the touch panel. After that, press the [Power] button again to turn on the power.

LOADING PAPER

IMPORTANT POINTS ABOUT PAPER

NAMES AND LOCATIONS OF TRAYS

Bypass tray

Tray 1

Tray 2
(when a 600-sheet paper feed unit is installed)

Tray 3
(when two 600-sheet paper feed units are installed)

Tray 4
(when three 600-sheet paper feed units are installed)
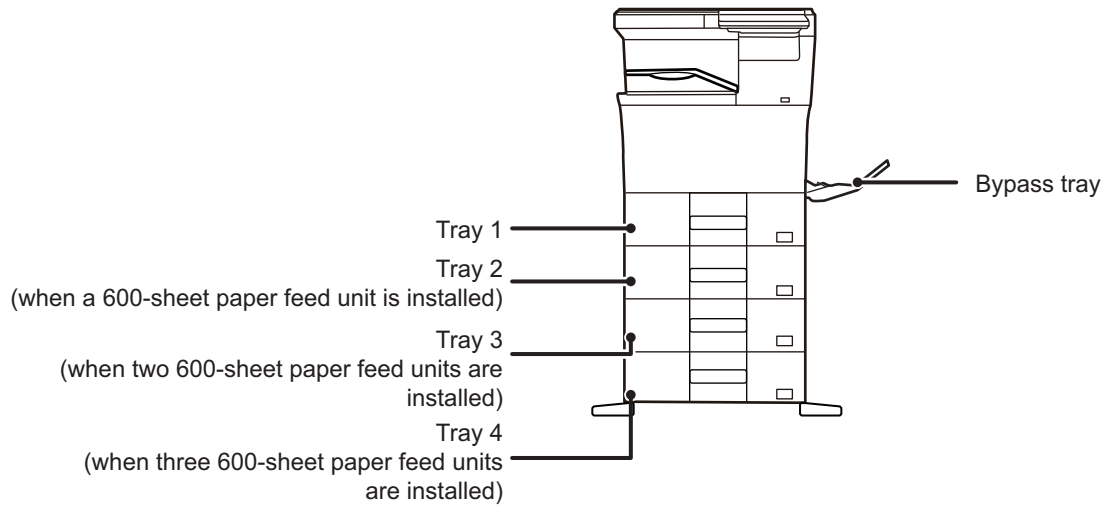
APPLICABLE PAPER TYPES

This section describes paper types that can be used and those that cannot be used.
All types of paper other than plain paper are referred to as special media.

- Various types of paper are commercially available, some of which cannot be used on the machine.
  Before using any paper, consult the dealer or nearest SHARP Service Department.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of Sharp standard paper.
  Before using any paper, consult the dealer or nearest SHARP Service Department.
- The use of non-recommended or non-usable paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check whether printing can be performed properly.

Useable paper

Specifications of plain paper, heavy paper and thin paper

Plain Paper*	Plain Paper 1	16 lbs. bond to 24 lbs. bond (60 g/m^2 to 89 g/m^2)
	Plain Paper 2	24 lbs. bond to 28 lbs. bond (90 g/m^2 to 105 g/m^2)
Heavy Paper	Heavy Paper 1	28 lbs. bond to 65 lbs. cover (106 g/m^2 to 176 g/m^2)
	Heavy Paper 2	65 lbs. cover to 80 lbs. cover (177 g/m^2 to 220 g/m^2)
Thin Paper		13 lbs. bond to 16 lbs. bond (55 g/m^2 to 59 g/m^2)

* If the paper that you normally use is Recycled, Pre-Punched, Pre-Printed, Letter Head, Color, or User Type 1 to 7, set an appropriate paper weight in "Settings" – [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Paper Weight].

- The category of "Useable paper" is based on Sharp standard paper.
- If non-recommended paper is used, print quality may be affected even if a paper type setting that accords with the above paper divisions is selected. In that case, try setting the paper type to a type that is slightly heavier or slightly lighter than normal. For more information, consult the dealer or nearest SHARP Service Department.
- For paper specifications, see the specifications in the "Start Guide".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper.
  Before using any paper, consult the dealer or nearest SHARP Service Department.
- If the paper that was output is significantly curled, remove the paper from the cassette, turn the paper over so it is face down, and resume use.

Specifications of paper that can be used for two-sided printing

Paper Type	Plain, Recycled, Color, Letter Head, Pre-Printed, Punched
Paper Size	8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 5-1/2" x 8-1/2", A4, B5, A5, 16K

Types of paper that can be set in each tray

- For detailed information on the sizes and types of paper that can be loaded into each tray of the machine, see "SPECIFICATIONS" in the "Start Guide" and "Paper Tray Settings (page 6-71)".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest SHARP Service Department.

	Tray 1	Tray 2*1 Tray 3*2 Tray 4*3	Bypass tray
Plain Paper 1*4	Permitted	Permitted	Permitted
Plain Paper 2*4	Permitted	Permitted	Permitted
Heavy Paper 1*5	-	Permitted	Permitted
Heavy Paper 2*5	-	Permitted	Permitted
Thin Paper	-	Permitted	Permitted
Pre-Printed	Permitted	Permitted	Permitted
Recycle Paper	Permitted	Permitted	Permitted
Letter Head	Permitted	Permitted	Permitted
Pre-Punched	Permitted	Permitted	Permitted
Color	Permitted	Permitted	Permitted
Labels	-	-	Permitted
Glossy Paper	-	-	Permitted
Transparency	-	-	Permitted
Envelope*6	Permitted	-	Permitted

*1   when a 600-sheet paper feed unit is installed
*2   when two 600-sheet paper feed units are installed
*3   when three 600-sheet paper feed units are installed
*4   "Plain Paper 1" is plain paper 16 to 24 lbs. bond (60 to 89 g/m^2), "Plain Paper 2" is plain paper 24 to 28 lbs. bond (90 to 105 g/m^2).
*5   "Heavy Paper 1" is heavy paper up to 65 lbs. cover (176 g/m^2), "Heavy Paper 2" is heavy paper up to 80 lbs. cover (220 g/m^2).
*6   For envelopes that can be used, see "Paper Tray Settings".

Setting orientation of the print side
The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.
Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass	Facing down	Facing up

When [Disabling of Duplex] is set for "Letter Head" or "Pre-Printed", set the print side in the same orientation as for the ordinary operation.

1-9

Paper that cannot be used

- Embossed
- Tab paper
- Special media for an ink jet printer
  (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 15 lbs (55 g/m^2)
- Heavy paper as thick as 80 lbs. cover (220 g/m^2) over
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper whose print side or reverse side has been already printed on by printer or multifunction device.
- Paper with a wave-like pattern due to moisture absorption
- Paper with creases
- Paper with dust

Non-recommended paper

- Iron-on transfer paper
- Perforated paper

TRAY 1 - 4

A maximum of 500 sheets of paper from size 5-1/2" x 8-1/2" to 8-1/2" x 11" (A6 to A4) can be loaded into tray 1. (150 sheets when the paper is A6)
A maximum of 600 sheets of paper from size 5-1/2" x 8-1/2" to 8-1/2" x 14" (A5 to A4) can be loaded into trays 2 to 4.

If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "Settings (administrator)". Incorrect setting affects automatic paper selection action. It may cause print failure, printing on paper of a wrong size or type or paper misfeeds.

Do not place heavy objects on the tray or press down on the tray.

1

Tray 1
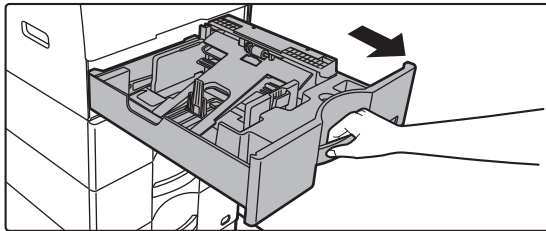
Tray 2 - 4

Pull out the paper tray.

Gently pull the tray out until it stops.
To load paper, go to step 3. To load a different size of paper, go to the next step.

When using the tray 1, push the center of the pressure plate down until it locks into place.

2
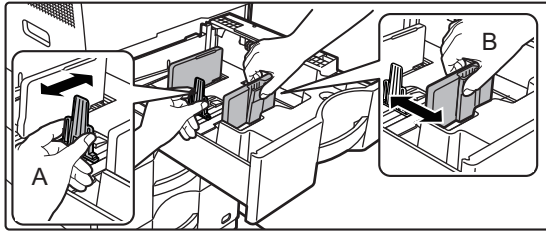
Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size. Adjust to the paper size so that the paper will not be too loose or too tight.
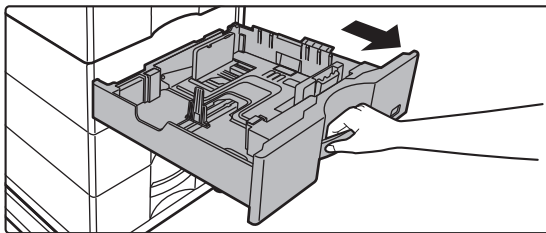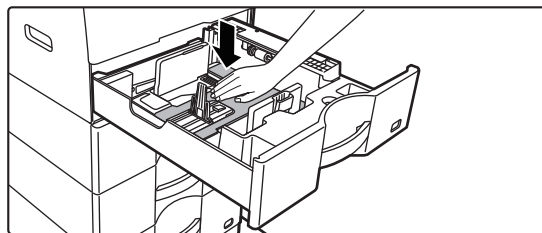
- When loading A4 size paper in tray 1, or 8-1/2" x 14" paper in trays 2 to 4, remove divider plate A. Move divider plate A all the way to the paper feed opening (right side), and pull up.
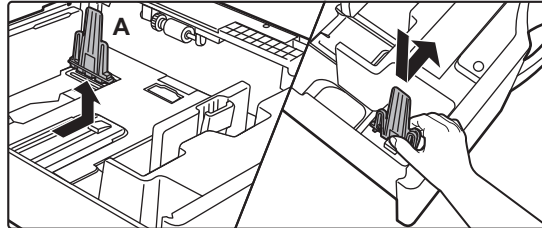
- If the machine does not recognize the paper size even though A4 size is correctly loaded in tray 1, or 8-1/2" x 14" size is correctly loaded in trays 2 to 4, check if the holder in the cassette is positioned at A4 (8-1/2" x 14" in trays 2 to 4).

Holder
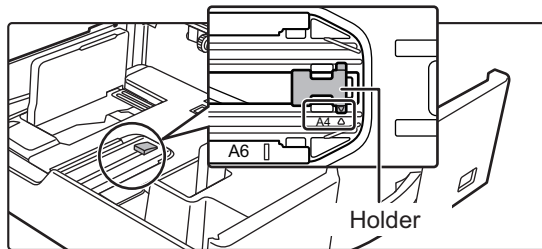
- When setting 8-1/2" x 11" size paper in tray 2 to 4, remove the 2 regulation plates with green color on the front and back side of the tray before setting the paper. The plates are contained in the inside storage space of the back side of the tray.

Regulation plate   Storage space
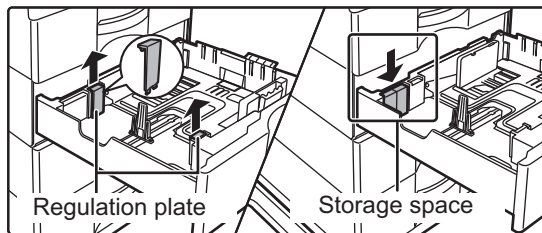
3
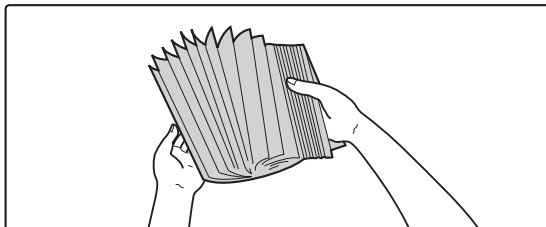
Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

1-12

4
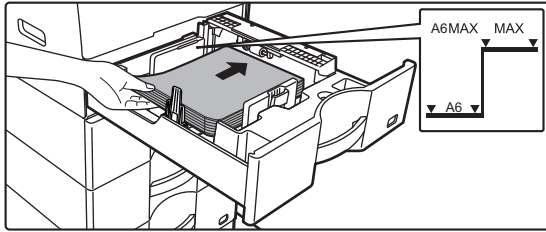
Insert the paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line (Tray 1: maximum of 500 sheets (Maximum of 150 sheets of A6 paper), trays 2 to 4: maximum of 600 sheets).
Do not load the paper as shown below.

- If a paper misfeed occurs, turn the paper over and/or around, and reload.
- If the paper is curled, fix the curl before loading the paper.
- Adjust the divider plate so that there is no gap between the paper and divider plate.
- Do not add paper.

5
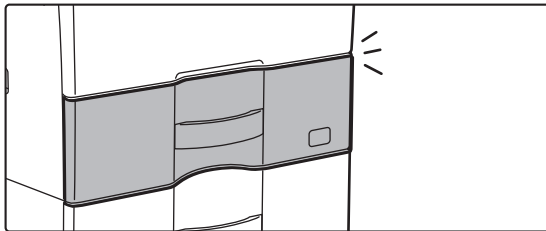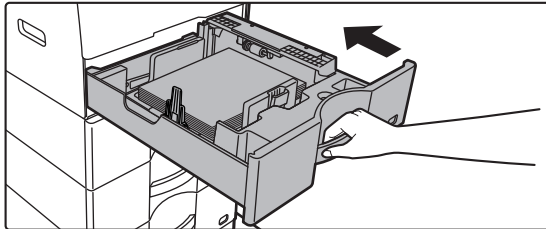
Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the tray may cause the paper to be skewed and misfeed.
Close the tray completely.

LOADING ENVELOPE IN TRAY 1

Load the paper with the print side facing up. The diagram shows an example of printing on the front side.
The maximum number of sheets (50) may not exceed the indicator line.
Envelopes with triangular flaps cannot be used in tray 1.

Turn the envelope inside out.

Envelopes can be loaded up to the lower indicator line.
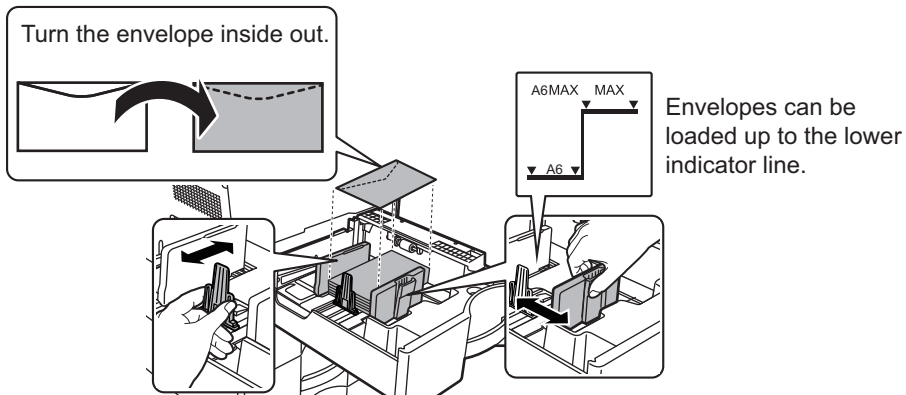
Cautions when placing envelopes

• Removing curling
• Ensure these are flat, containing no air
• Ensure the four folded edges are pressed flat (for items with flaps, three edges)
• Align on a flat surface

• Before printing envelopes in tray 1, print a trial print to check the results.
• If the envelope is not folded tightly, is warped or bent, it may cause misfeeds.

LOADING PAPER INTO THE BYPASS TRAY

Use the bypass tray for printing on plain paper, envelopes, label sheets, and other special media.
Up to 50 sheets of paper can be loaded (Heavy paper weighing between 28 lbs. bond and 80 lbs. Cover (106 g/m^2 and 220 g/m^2): 20 sheets, envelope, transparency film: 10 sheets) for continuous printing, just like operation using other trays.

- • When using plain paper other than Sharp standard paper or special media other than SHARP-recommended transparency film, glossy paper, or when printing on the reverse side of paper that has been printed on one side, load paper one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- • Before loading paper, straighten any curling in the paper.
- • To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a paper jam may result. A paper jam may also result if more than the specified number of sheets are added, or if the paper stack exceeds the limit.
- • After loading paper in the bypass tray, always check the paper type and size.

HOW TO LOAD THE PAPER

Load paper in landscape orientation. For information on how to load paper, see "".
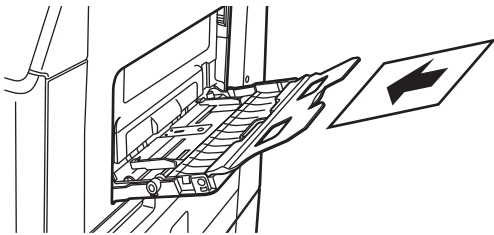
INSERTING TRANSPARENCY FILM

- • Use SHARP-recommended transparency film.
- • When loading multiple sheets of transparency film into the bypass tray, fan the sheets several times before loading.
- • When printing on transparency film, remove each sheet as it is printed and output from the machine. If multiple sheets of film are allowed to stack on the output tray, the sheets may stick together or become curled.
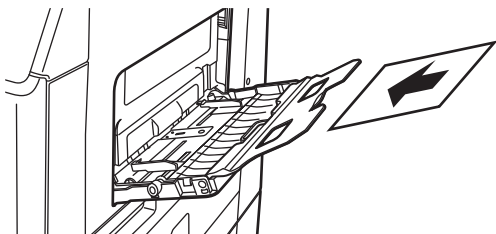
LOADING ENVELOPES

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below.
Only the front side of envelopes can be printed or copied on. Place the front side facing down.
Fold the flap and make a sharp crease at the fold.

When printing the front side
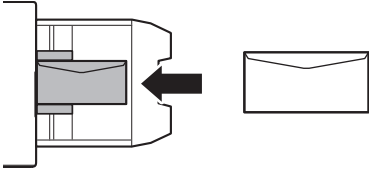
Place the front side facing down.

When placing DL

• Open the flap of the envelope.
• Place so that the flap is on the right.

When placing C5 or C6
• Close the flap of the envelope.
• Place so that the flap is on the back side.

When printing the front side

Flap

Address printing
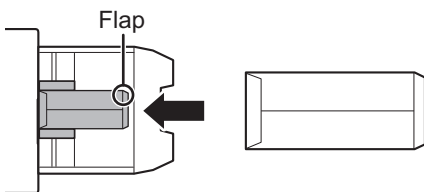
Place the front side facing down.

Important points when using envelopes

- Do not print the rear surface (the side with adhesive) of the envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- When placing multiple envelopes, they may not be fed if the print surface not being flat, instead being fed on an angle.
- Feeding of thick envelopes may not be possible.
- Envelopes with low surface smoothness may not be able to be fed.
- Do not use the following envelopes:
    - Those with a string for closing
    - Those with a metal piece, a plastic hook or a ribbon hook
    - Those with a lining
    - Those with an uneven surface, finished with titling or emboss
    - Lined envelopes and other items that use adhesives or other composites for sealing may have this substance melt because of heat from the fusing unit.
    - Hand-made envelopes
    - Those containing air inside
    - Those with wrinkles, bending marks, cuts, or other damage.
    - Envelopes whose surface has deteriorated or whose shape has been deformed due to long-term storage or moisture absorption cannot be used.
    - Those with four or more layers of lamination cannot be fed.
    - Those with a window

Fold the flap of the envelope and make a sharp crease at the fold.
A misfeed may occur if the flap is up.
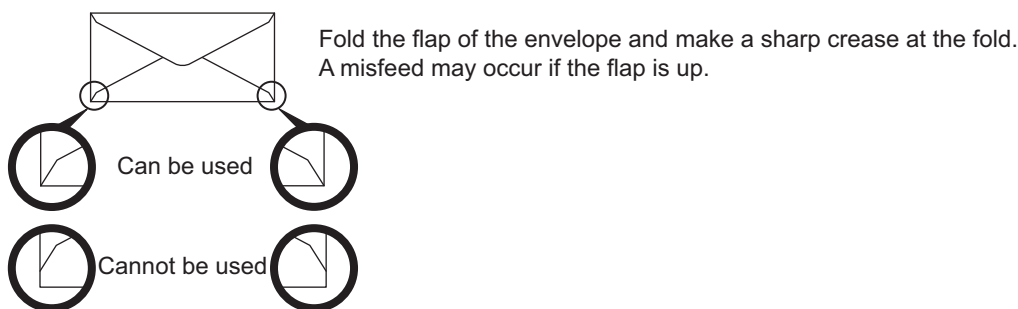
- Envelopes with the corner gluing position on the back not aligned with the corner edge cannot be used as it may cause creasing.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- In the case of landscape envelopes, make sure that flaps are not in the range where the bypass feed roller moves on.
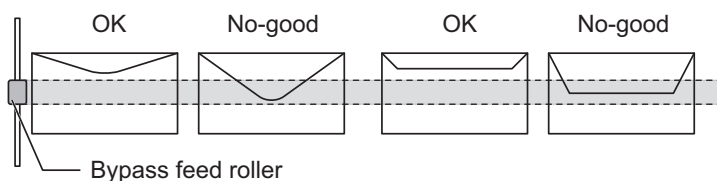
- Press envelopes to bleed air inside, and press creases on all 4 sides well before setting. In addition, when envelopes are warped or bent, straighten them using hard objects such as pencil or ruler before setting.
- Align on a flat surface
- Some envelopes may not be usable due to the shape of the flap or the type of envelope.

1-17

Important points when using embossed paper/label sheets

- The effect of asperity surfaces of embossed paper may affect the print quality depending on the type of embossed paper.
  For more information, consult the dealer or nearest SHARP Service Department.
- Some labels may have to be loaded into the bypass tray in the specified orientation. Follow such instructions.
  If a form is already printed on the labels, and the print images and the preprinted form do not line up, adjust the application or printer driver settings to rotate the print images.
- Do not use the following types of label sheets.
  - Label sheets without adhesive-free area or partially attached sections
  - Label sheets with adhesive exposed
  - Label sheets with a specified feeding direction that is not supported by the machine
  - A label sheet that has already been fed or has some labels removed
  - Label sheets consisting of multiple sheets
  - Label sheets that do not support laser printing
  - Label sheets that cannot withstand heat
  - Label sheets that have perforations in the backing paper
  - Label sheets with slits in the backing paper
  - Non-standard label sheets
  - Label sheets with adhesive that has deteriorated due to prolonged storage or otherwise
  - Label sheets with cutouts that expose the backing paper
  - Curled or otherwise deformed label sheets
  - Torn or creased label sheets
  - Label sheets consisting of three sheets or more.

Fusing unit release levers

In some cases damage to the envelopes or smudging may occur even if envelopes within the specifications are used. This problem may be alleviated by shifting the fusing unit release levers from their "normal pressure position" to the "lower pressure position". Follow the procedure on the this page.

1
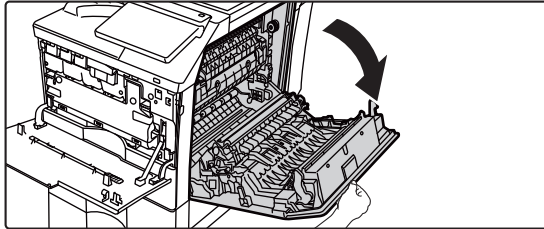
Open out the right side cover.

Gently open the cover.

2
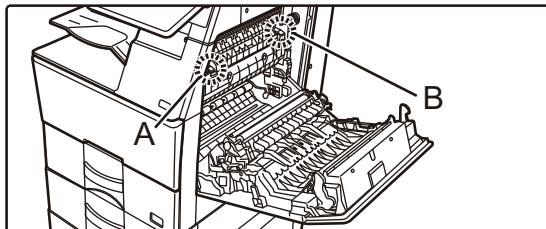
Move the fusing unit release levers (two) to the lower pressure position as shown.

Lower pressure position

A   B
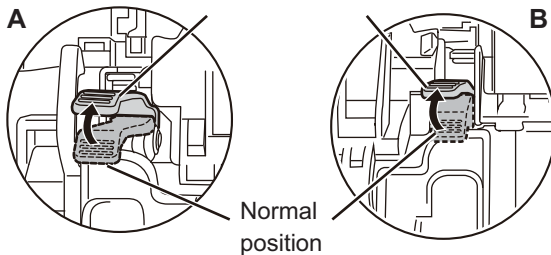
Normal position

3
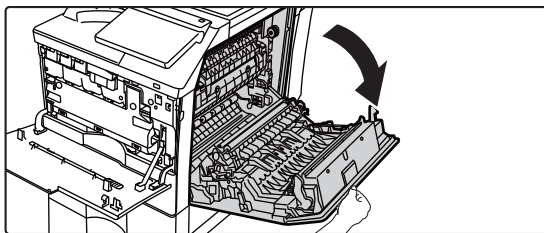
Close the right side cover.

4

A   B
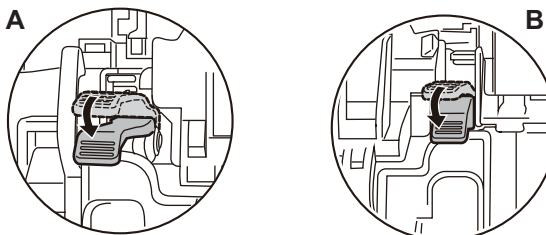
Return the lever to the normal position when finished feeding envelopes.

⚠️ The fusing unit is hot. Take care not to burn yourself when operating the fusing unit pressure adjusting levers.

⚠️ Be sure to return the levers to the "normal pressure position" before printing on paper other than envelopes. Otherwise, fusing problems, paper misfeeds, or equipment failure may occur.

Loading paper

1
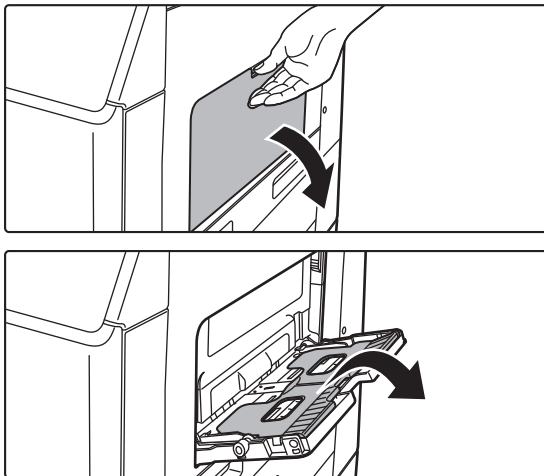
Open the bypass tray and the extension tray.

⚠️ Do not place heavy objects on the bypass tray or press down on the tray.

2
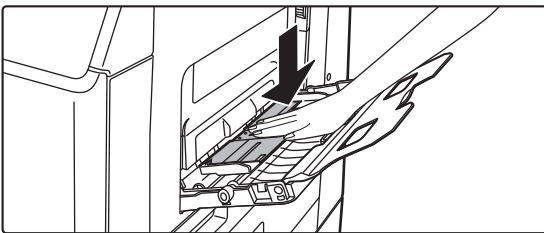
Push the center of the pressure plate down until it locks into place.

3
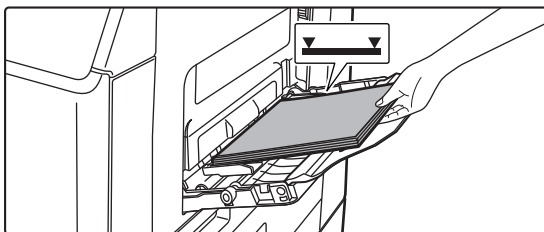
Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds.
The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

4
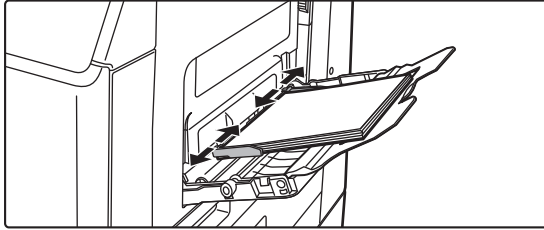
Set the bypass tray guides correctly to the width of the paper.

Adjust the bypass tray guides so that they slightly contact the loaded paper.

- For "Letter Head" and "Pre-Printed", set the paper with the print side up. However, when [Disabling of Duplex] is enabled, set the print side in the same orientation as in the regular mode (facing down).
- To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a paper jam may result. A paper jam may also result if more than the specified number of sheets are added, or if the paper stack exceeds the limit.

- Do not forcefully push in paper that you are loading. This may cause misfeeds.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.
- **How to close the bypass tray.**
  Remove any paper remaining in the bypass tray, and press down the center of the pressure plate until it locks. After you have locked the pressure plate, close the extension tray and then close the bypass tray.

1-21

PERIPHERAL DEVICES

PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.
The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.
(As of April, 2023)

Product name	Product number	Description
600-sheet paper feed unit	BP-CS12	TRAY 1 - 4 (page 1-11)
High stand	BP-DS14	This is an additional dedicated stand. This can be installed when a 600-sheet paper feed unit is not installed, or when only one is installed. The stand has legs to prevent toppling.
Low stand	BP-DS15	This is an additional dedicated stand. The stand has legs to prevent toppling.
Barcode font kit	MX-PF10	Adds barcode fonts to the machine.
High capacity SSD	BP-SD10	Extends the local drive capacity of the machine.
Data security kit	BP-FR12U	The data which is being stored in the local drive and memory of this machine is stored in encrypted form. Furthermore, after print data has been output, the data is automatically deleted in order to securely protect important information.
Virus detection kit	BP-VD10L	VIRUS SCAN (page 5-43)

Some options may not be available in some countries and regions.

MAINTENANCE

REGULAR MAINTENANCE

To ensure that the machine continues to provide top quality performance, periodically clean the machine.

⚠ **Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.**

⚠ • Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolor the housing.
• Use a soft cloth to gently wipe off dirt from the area on the operation panel with a mirror-like finish (shown at right). If you use a stiff cloth or rub hard, the surface may be damaged.

CLEANING THE BYPASS FEED ROLLER

If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.
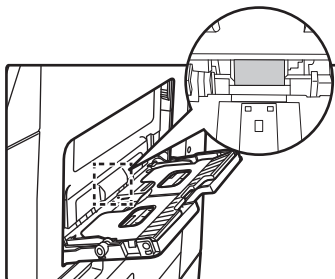
CLEANING THE FEED ROLLER OF TRAY 1

If the paper in tray 1 frequently misfeeds, press down the center of the pressure plate until it locks, and wipe the surface of the feed roller with a clean, soft cloth moistened with water.
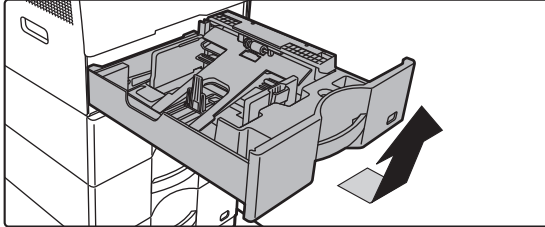
1		**Pull out the paper tray 1.**
		Hold the tray with both hands and slowly pull out and up at a slight angle. The feed roller cannot be removed unless tray 1 is removed.
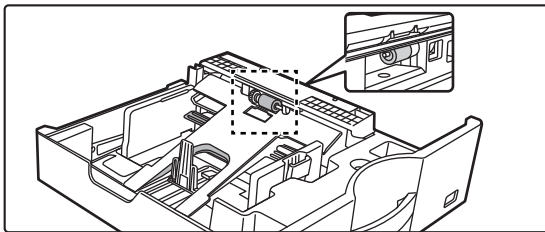
2		**Clean the feed roller.**

REPLACEMENT OF TONER CARTRIDGE

Replace the toner cartridge. When this message appears, prepare a toner cartridge for replacement. Always replace the toner cartridge after the "Change the toner cartridge." message appears. You should keep one set of replacement toner cartridges on hand so that you can replace a toner cartridge immediately when toner runs out.

REPLACEMENT MESSAGE
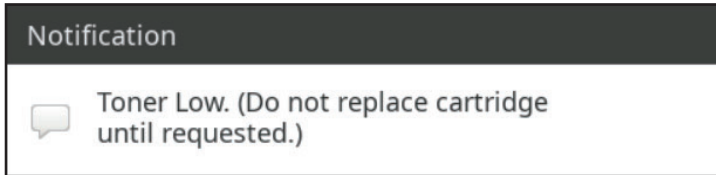
When this message appears, prepare a toner cartridge for replacement.

If you continue to use the machine, the following message will appear when the toner runs out.
Once the machine enters this state, printing can not be carried out until the toner cartridge is replaced.
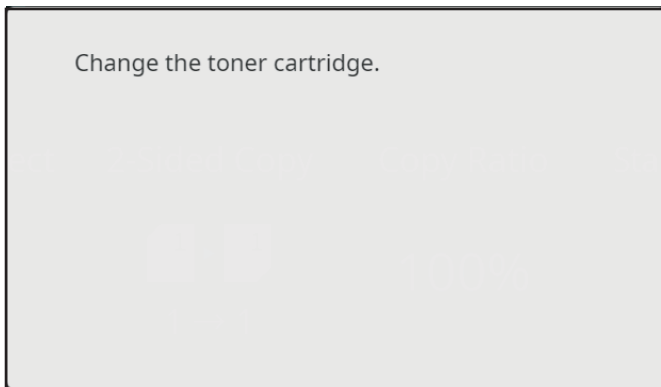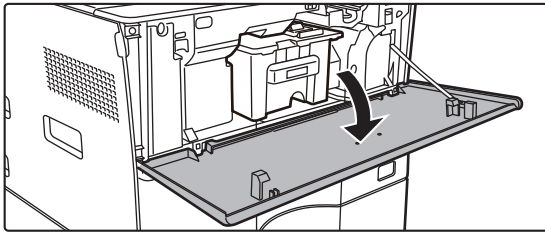
<table>
<tr><td>1</td><td></td><td>

Open the front cover.

Hold both sides and close.

</td></tr>
<tr><td>2</td><td></td><td>

Pull the toner cartridge toward you.

Gently pull out the toner cartridge horizontally.
If the cartridge is pulled out abruptly, toner may spill out.
Hold the toner cartridge with both hands as shown and slowly pull it out of the machine.

</td></tr>
<tr><td>3</td><td>5～6</td><td>

Take out a new toner cartridge from its package and shake it horizontally five or six times.

</td></tr>
<tr><td>4</td><td></td><td>

Slowly insert the new toner cartridge on the level.

</td></tr>
<tr><td>5</td><td></td><td>

Press in firmly until you hear a "click" sound

</td></tr>
</table>
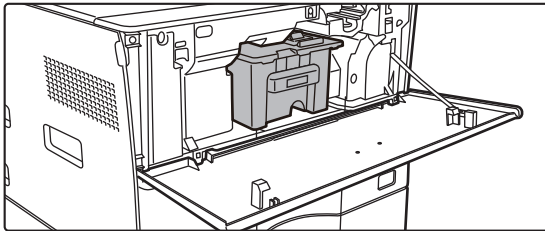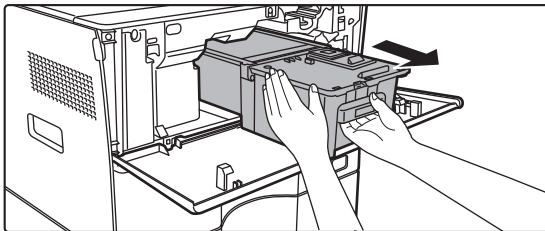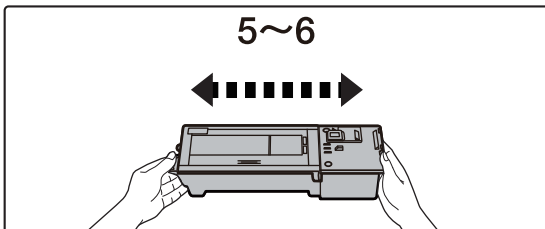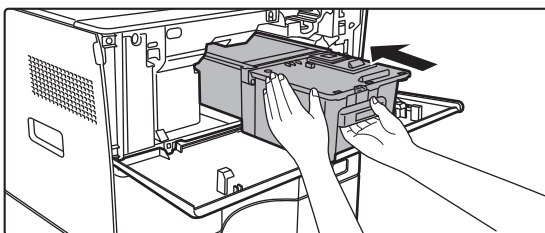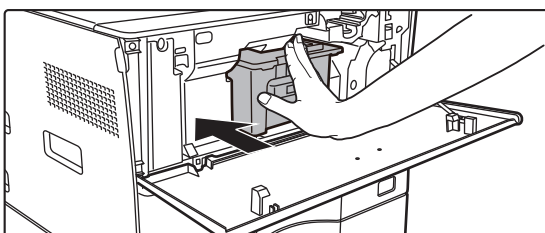
1-26

6
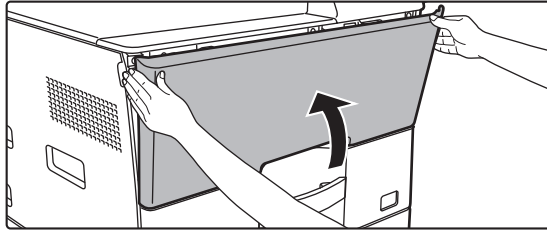
Close the front cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is occurring.
Hold both sides and close.

⚠️
- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of reach of small children.
- If a toner cartridge is stored upright, the toner may harden and become unusable. Always store toner cartridges on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.

- Depending on your conditions of use, the color may become light or the image blurred.
- Your service technician will collect used toner cartridges. Your service technician will collect them.
- To view the approximate amount of toner remaining (indicated in %), hold down the [Home Screen] key during printing or in standby mode. When the percentage falls to "25-0%", keep a toner cartridge for replacement purposes before toner runs out.
- When toner runs out while the home screen is displayed, the "Toner Empty" message appears in the upper right corner of the screen.

OPERATION OF THE MACHINE

TOUCH PANEL

TOUCH TYPES

OPERATION TYPES

In addition to tapping, equivalent to conventional touching, the touch panel of the machine can be operated by long touching, flicking and sliding.

	Tapping Touch the panel with your finger and then lift it quickly. Use this method to select a key, tab or check box.		**Sliding** Slide the scroll bar (with your finger touching the panel) to scroll up and down a list with a large number of items.
	Long touching Touch the panel with your finger and hold it for a while. Keep holding (long touching) it on the action panel or characters in the text box to display characters in a balloon.		**Double tapping** Touch the screen twice. Use this operation to enlarge the image in the preview.
	Flicking Flick the panel to scroll a preview image quickly.		**Pinch** Touch the screen with two fingers and move them toward each other. This is used to reduce the browser and preview display.
	Dragging Drag (slide your finger touching the panel in a random direction) to replace a page in the original during preview.		**Spread** Touch the screen with two fingers and move them away from each other. This is used to enlarge the browser and preview display.

Operation on respective screens

Key (tapping)

A. Tap to select an item. The selected key turns into a different color.

B. Tap numeric keys to enter numbers.

C. Tap to increase or decrease the value. Long touching causes the value to be increased or decreased until you stop touching.

D. Tap to enter a checkmark ☑ and enable the setting.

E. Tap here to close the screen
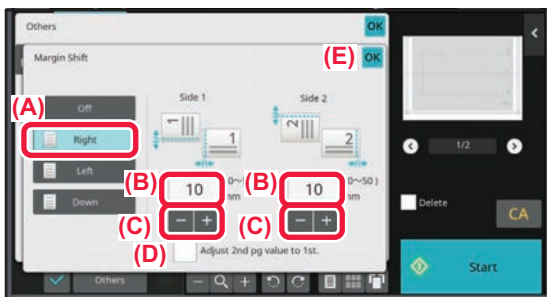
List (tapping, sliding and flicking)

A. Tap to select an item. The selected item turns into a different color.

B. Slide the bar up and down. It appears when the item does not fit in the screen.

C. Flick the key upwards or downwards. The item scrolls up or down.
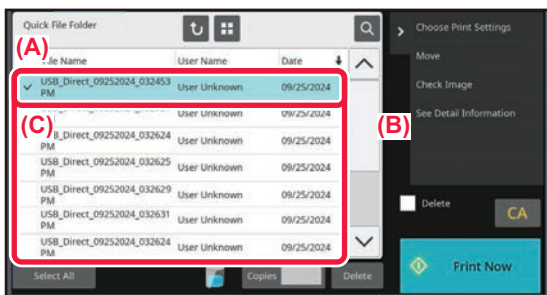
Slider (sliding)

A. Slide the knob from side to side.

2-3
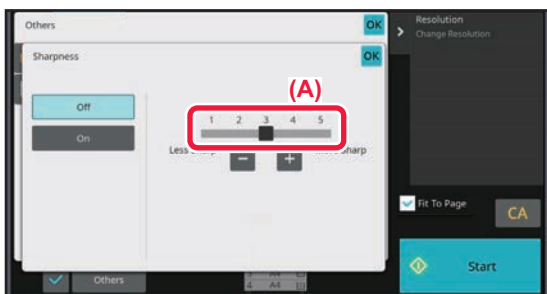
Tab (tapping)

A. Tap a tab to switch what is displayed.
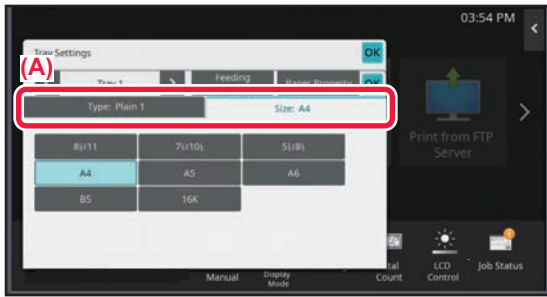
Preview screen (Double tapping/ Pinch/ Spread)

A. When a preview screen is "pinched", the screen image is reduced. When "spread", the image is enlarged.
When "Double tapping", the image is also enlarged.
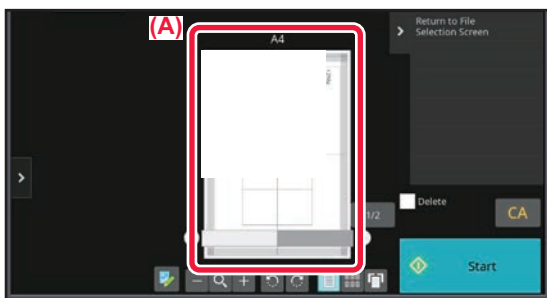
OPERATION OF FREQUENTLY USED KEYS

Numeric keys

Tap a number to enter it.
To clear the entered number, tap the [C] key

No. of copies		1
7	8	9
4	5	6
1	2	3
	0	C
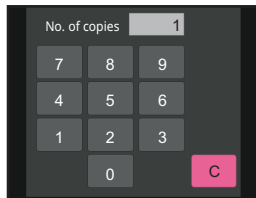
On the address screen, you can enter characters other than numbers, and a different key layout is provided. You can also move the cursor by using the [←] and [→] keys. Tap the [C] key to delete one character to the left of the cursor.

[Start] key

Tap to perform a print job.
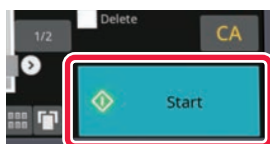
[Cancel] key

Tap to stop printing.
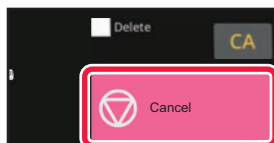
[CA] key

Tap to cancel all settings and restore the initial status in each mode.
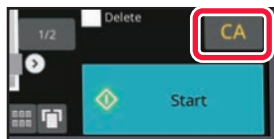
ACTION PANEL

Recommended functions are displayed on the action panel when you configure functions in each mode.
From the action panel, you can configure functions or combine the configured function with a function displayed on the action panel.
If the action panel does not appear, tap the action panel tab.
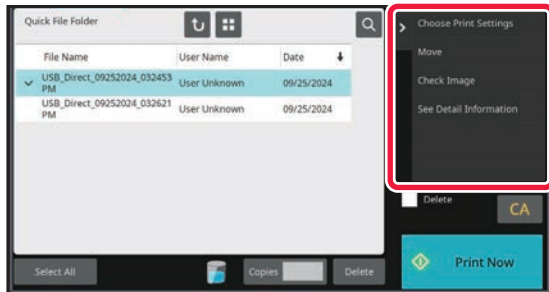
> The functions displayed on the action panel vary depending on the mode or the functions that have been configured.
> If too many functions have been configured to be displayed on the action panel, you can slide the panel vertically or tap ⌄ and ⌃ to view all.
> In enlarge display mode, part of the text on the action panel may not be displayed. To display the whole text, long-touch the partially hidden key or slide the tab of the action panel to the left.

SYSTEM INFORMATION SCREEN

Tap the [System Info.] key in the System Information area at the top of the touch screen to display the System Information screen.
In addition, in case that an error has occurred to this machine, this screen is displayed automatically to show the details of an error.
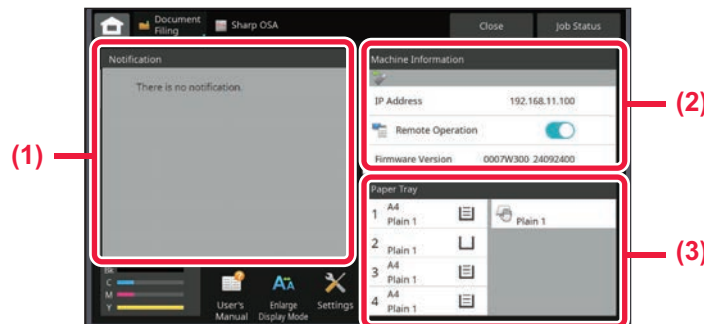
(1) Notification

If there is an error which requires an user operation to recover, such as toner outage or transmission error, an instruction is displayed here.
If → is displayed on the right side of the Notification list, tap → to jump to the setting screen where the error originated in.
Notifications disappear from the list when problems are resolved.

(2) Machine Information

The status of the machine, such as network connection status and firmware version, will be displayed.

(3) Paper Tray

Size, type, and remaining amount of paper inside the machine are displayed. Tap here to jump to the Paper Tray Settings screen.

2-6

HOME SCREEN AND PREVIEW SCREEN

HOME SCREEN

Tapping the [Home Screen] key displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.

OVERVIEW
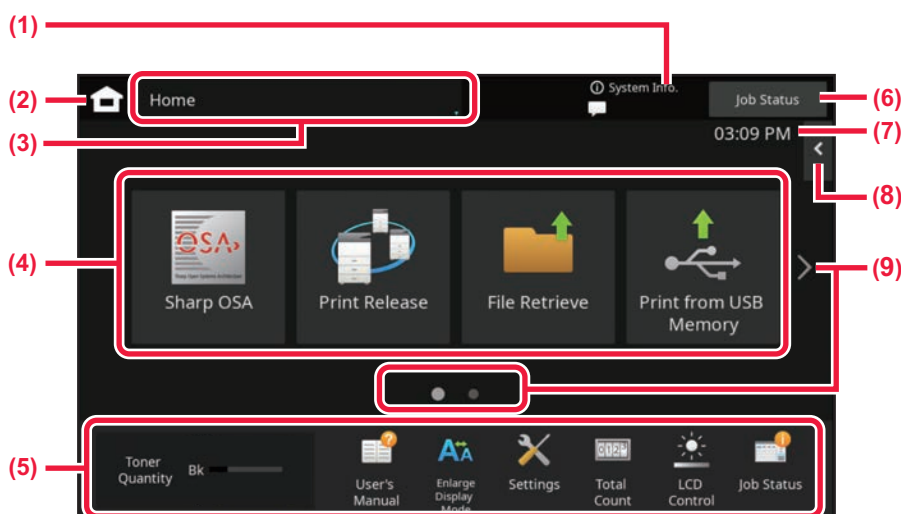
(1) **System Information area**

Tap this area to display the System Information screen.
► SYSTEM INFORMATION SCREEN (page 2-6)

(2) **[Home Screen] key**

Switch to the home screen.

(3) **Mode selection area**

The mode selection screen is displayed.

(4) **Shortcut keys**

Select shortcut keys for modes or functions.
► EDITING THE HOME SCREEN (page 2-18)

(5) **Fixed display key**

Use these keys to select functions that make the machine easier to use.

(6) **[Job Status] key**

Displays the job in progress or waiting with text or icon.
► JOB STATUS (page 2-58)

(7) **Clock**

Displays the time.

(8) **Action panel**

Select functions that can be utilized in respective modes. Tap the tab, and the list of function keys is displayed.
► ACTION PANEL (page 2-6)

(9) **Home screen page switching key**

Switch the pages for displaying shortcut keys.

ICON INDICATING THE STATUS OF THE MACHINE

Icon	Machine status	Icon	Machine status
	Printer data is being processed.		Single-byte alphanumeric character entry
	Printer data is being printed.		A data security kit is installed.
	OSA communication is in progress.		Connecting to the access point (Level 4)
	Enlarge display mode is enabled.		Connecting to the access point (Level 3)
	Eco mode is enabled.		Connecting to the access point (Level 2)
	A maintenance notification is issued.		Connecting to the access point (Level 1)
	Remote operation is in progress.		Not connected to the access point
	Extended FSS function is enabled.		Bad connection of the wireless LAN device in the machine[*]
	A USB device is installed.		Waiting for the access point
	The field support system is enabled.		A LAN cable is not connected.

* Contact your dealer or nearest SHARP Service Department.

2-8

CHANGING MODES

Changing mode from the Home screen
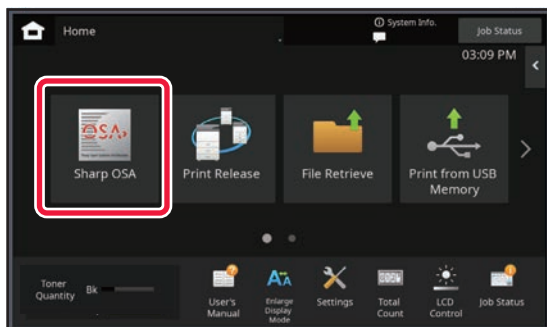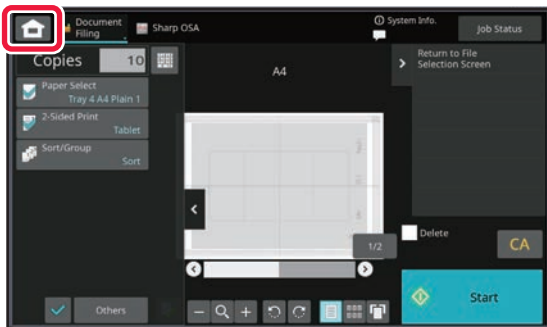
Changing mode from the mode display
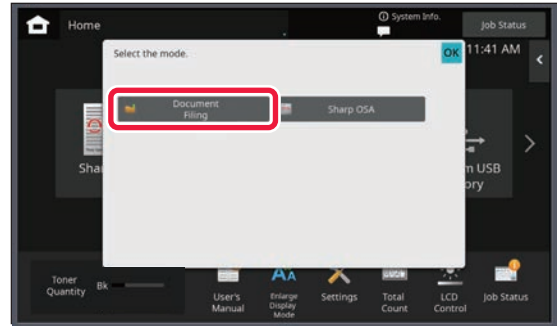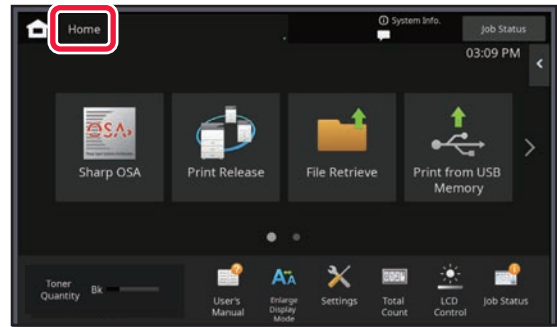
In "Settings" (administrator), [System Settings] → [Common Settings] → [Operational Settings] → [Mode Key Display Settings] → [Display Mode Selection Screen] can be used to display or not display the mode selection screen.

For procedures for editing the home screen, see "EDITING THE HOME SCREEN (page 2-18)".

PREVIEW SCREEN

In the preview screen, you can view output images or images stored in the machine using the touch panel.
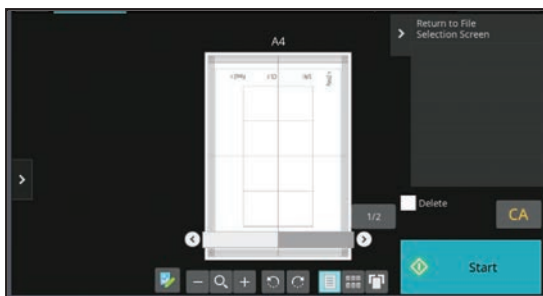
Keys used in the preview screen

	This changes the mode to edit mode. Pages of the original can be changed, rotated, or deleted.		This rotates the preview image of whole page in the arrow's direction. The printing result is not rotated.
	This reduces the image.	,	This displays preview images of respective pages.
	This displays the scroll bar for enlargement/reduction operations. Moving the slider to the left reduces the image, and moving the slider to the right enlarges the image.		This displays thumbnails of preview images.
	This enlarges the image.		This displays pages in a 3D view.

• The display position of an image can be moved by dragging it while it is enlarged.
• To enlarge an image, double-tap it when the preview image is displayed by page.

Deleting a page

<table>
<tr><td>1</td><td>In the preview screen, tap to switch to edit mode.</td></tr>
</table>
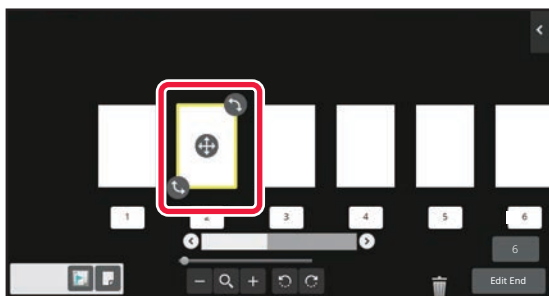
<table>
<tr><td>2</td><td></td><td>Tap the page you want to delete, and tap .</td></tr>
</table>

- You can also delete the page by tapping [Delete the Page] on the action panel.
- You can also delete the page by dragging a page to .
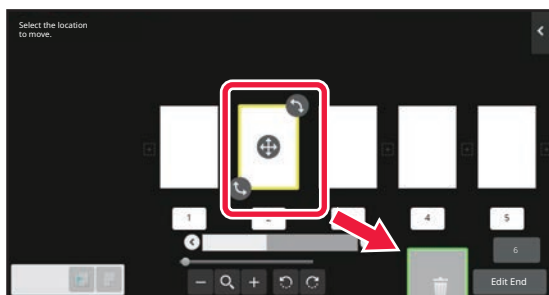
- To undo the deletion, tap . To redo the deletion, tap .

<table>
<tr><td>3</td><td>Tap the [Edit End] key.</td></tr>
</table>

2-11
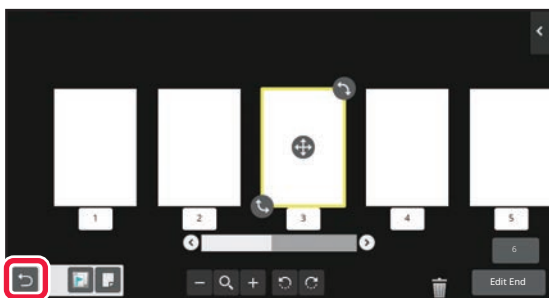
Moving a page

<table>
<tr><td>1</td><td>In the preview screen, tap ▦ to switch to edit mode.</td></tr>
</table>
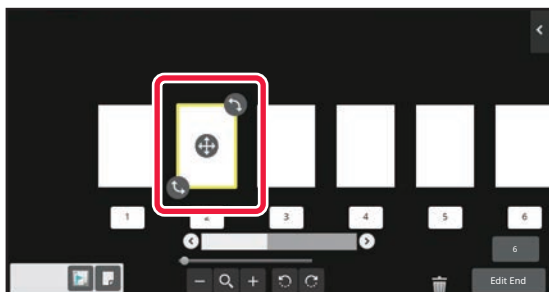
<table>
<tr><td>2</td><td></td><td>Tap the page you want to move, and drag to move the page. ⊕</td></tr>
</table>

✎ You can also move the page by tapping [Move the Page] on the action panel and then tap ⊞ of the destination.

<table>
<tr><td>3</td><td>Tap the [Edit End] key.</td></tr>
</table>

Rotating a page
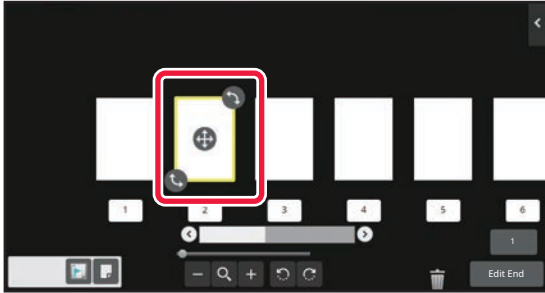
<table>
<tr>
<td>1</td>
<td>In the preview screen, tap ▣ to switch to edit mode.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Tap the page you want to rotate, and drag ↺ or ↻ to rotate the page.</td>
</tr>
<tr>
<td>3</td>
<td>Tap the [Edit End] key.</td>
</tr>
</table>

Setting chapter inserts

When N-Up or 2-Sided is specified, you can move a page marked with ▶ to the first page.

1 In the preview screen, tap ▦ to switch to edit mode.

2
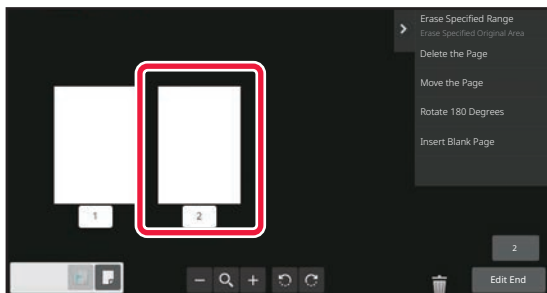
Tap the page you want to set chapter inserts.

3
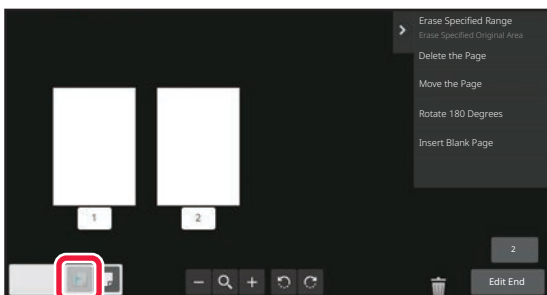
Tap ▶.

▶ is displayed on the page.

- You can also set chapter inserts by tapping [Specify Chapter Inserts] on the action panel.

- **To cancel the Chapter Inserts setting:**
  Tap ▶ displayed on the page, or select the page and tap [Cancel Chapter Inserts of Selected Page.] on the action panel.

4 Tap the [Edit End] key.

2-14

Inserting a blank page

1 In the preview screen, tap 🖼 to switch to edit mode.
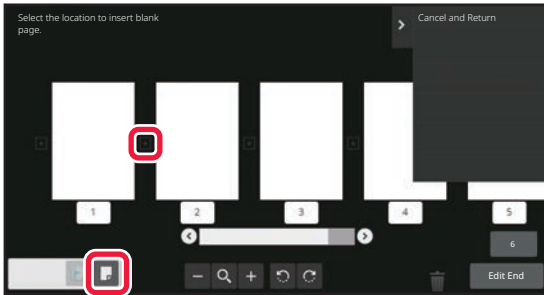
2 Tap 🗐 , and tap ⊞ for the location into which you want to insert a blank page.

> You can also insert a blank page by tapping [Insert Blank Page] on the action panel.

3 Tap the [Edit End] key.

Deleting part of the original image

<table>
<tr><td>1</td><td>In the preview screen, tap   to switch to edit mode.</td></tr>
</table>
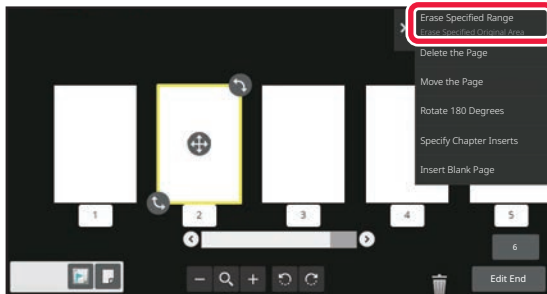
<table>
<tr><td>2</td><td></td><td>Tap [Erase Specified Range] on the action panel.</td></tr>
</table>
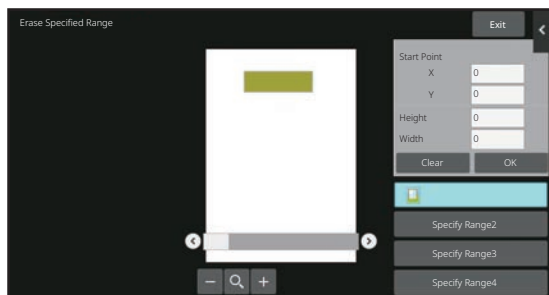
<table>
<tr><td>3</td><td></td><td>**Follow the on-screen instructions to specify the erase range.**
Specify the erase range and then tap the [OK] key.</td></tr>
</table>

To delete the image outside the selected range, tap [Reverse Erase Range] on the action panel.
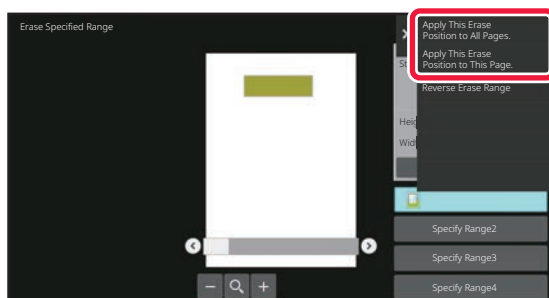
<table>
<tr><td>4</td><td></td><td>On the action panel, select [Apply This Erase Position to All Pages.] or [Apply This Erase Position to This Page.].</td></tr>
</table>

<table>
<tr><td>5</td><td>As necessary, repeat the steps to specify the erase range and the pages to which it is applied.</td></tr>
</table>

6
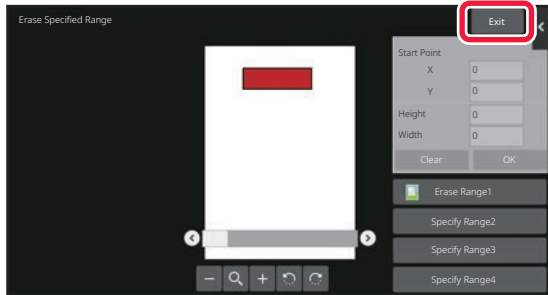
Tap the [Exit] key.

Changing the settings

Tapping the tab on the left of the screen allows you to change the settings.
You cannot tap the keys for functions whose settings cannot be changed.

2-17
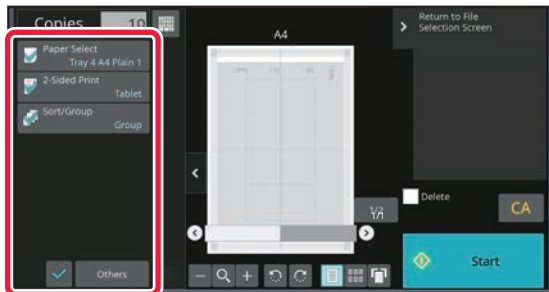
CHANGE THE DISPLAY OF THE TOUCH PANEL

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.

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.
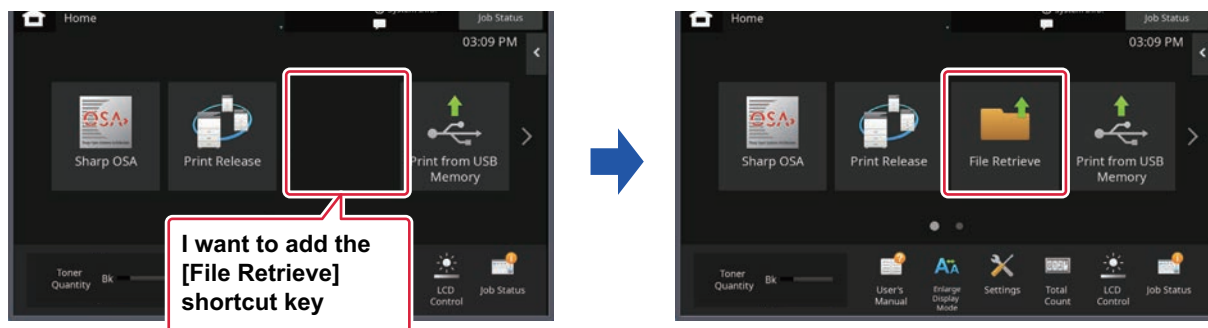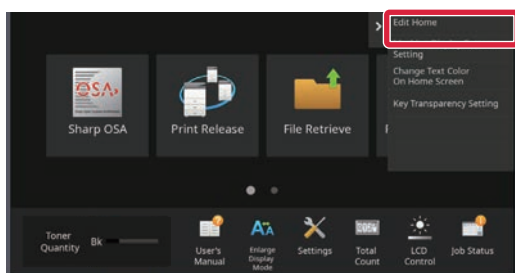
I want to add the [File Retrieve] shortcut key

From the touch panel

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

| **2** | | The administrator password screen appears. Enter your password.

Enter the administrator password. |

3

Tap an empty shortcut key location.

4

Select Functions to add to Home.

File Retrieve	Print from FTP Server
Print from USB Memory	Print from Network Folder
My Folder	Batch Print
Sharp OSA	Job Status
Settings	Total Count
Tray Settings	Language Setting
Folder Registration	Enlarge Display Mode

Tap the function you want to add.

The shortcut key will be added to the selected location.

5

After completing the settings, tap the [Logout] key.

2-19

From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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.

Status	Document Operations	User Control	System Settings

Home Screen Settings
- ⊘ Condition Settings
- Icon
- Background Image

Condition Settings

Update(R)

Home Button Position: Left ⌄

Template: Pattern 1 ⌄

Key Layout of the Screen:

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

Status	Document Operations	User Control	System Settings

Home Screen Settings
- ⊘ Condition Settings
- Icon
- Background Image

Home Screen Registration

Submit(U)   Cancel(C)

Home ButtonNo.10:Not Set

Printer:
- ● None
- ○ Print Release

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

Key Name:
- ● Default
- ○ Custom [   ] (Up to 28 characters)

Image:
- ☐ Use Custom Image

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 2-30)".

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

The settings are saved in the machine and applied.
When you have finished 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.
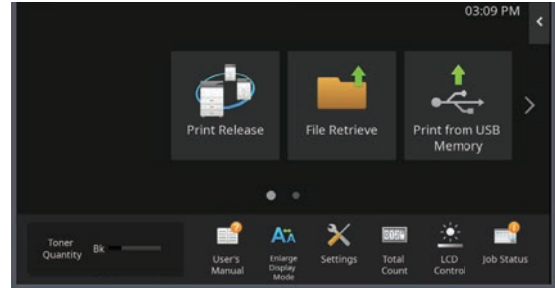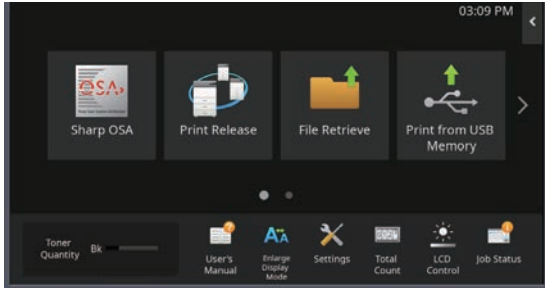
From the touch panel
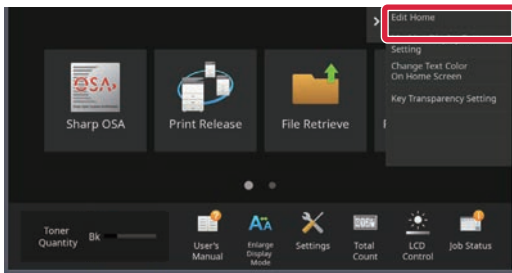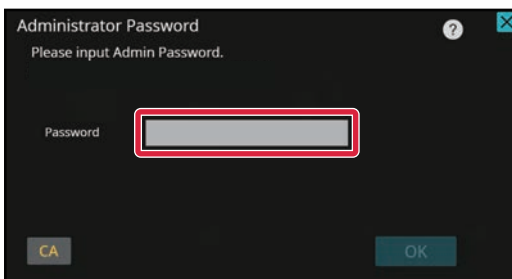
<table>
<tr>
<td>1</td>
<td></td>
<td>Open the action panel on the home screen, and tap [Edit Home].</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>The administrator password screen appears. Enter your password.
Enter the administrator password.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Tap the shortcut key 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 🗑.</td>
</tr>
</table>

4
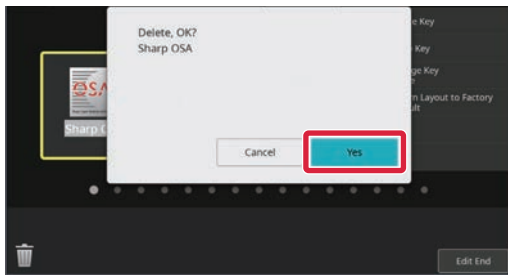
Tap the [Yes] key.

The selected shortcut key will be deleted.

5 **After completing the settings, tap the [Logout] key.**

From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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.

Status	Document Operations	User Control	System Settings

Home Screen Settings
Condition Settings
Icon
Background Image

Condition Settings

Update(R)

Home Button Position: Left ▾

Template: Pattern 1 ▾

Key Layout of the Screen:

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

Status	Document Operations	User Control	System Settings

Home Screen Settings
Condition Settings
Icon
Background Image

No.	Home Button
1	Sharp OSA
2	File Retrieve
3	Paper Tray Settings
4	Print from USB Memory
5	Print Release
6	Easy Connect Setup (QR code)
7	Print from Network Folder
8	Print from FTP Server
9	Language Setting
10	Not Set

2-24

4 Select [None] and click the [Submit] button.

When you click the [Submit] button, the [Home Screen Registration] screen closes.
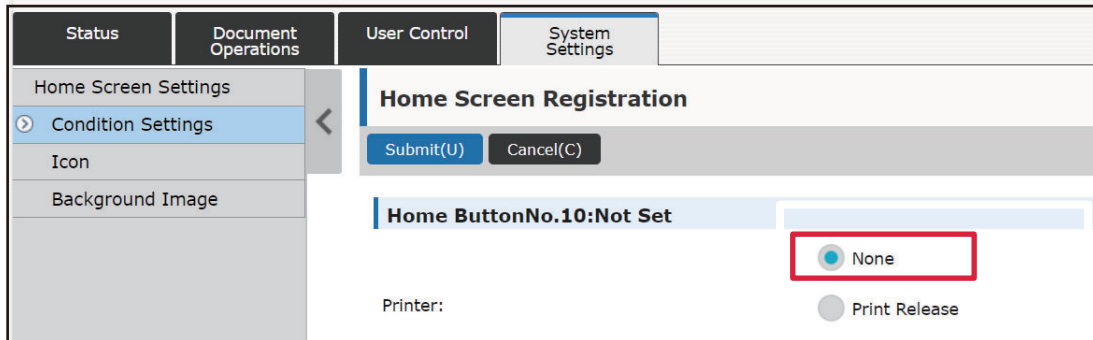
5 When you have finished configuring the settings, click the [Submit] button.

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

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.

I want to change the [File Retrieve] shortcut key
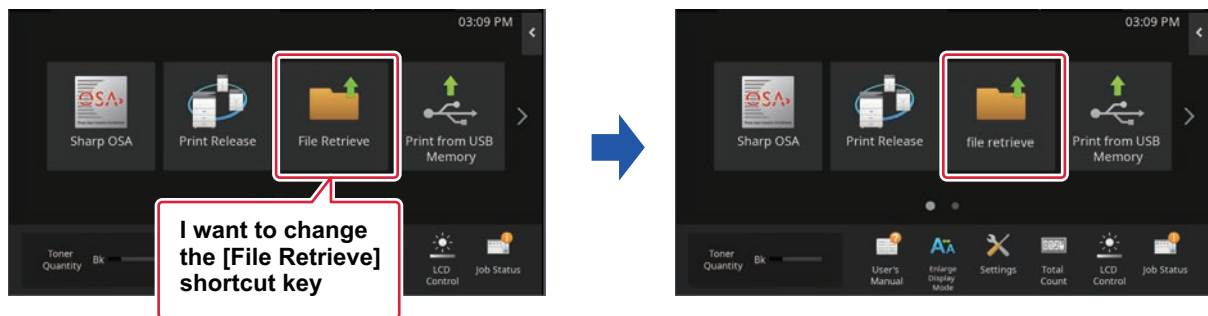
From the touch panel

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 2-32)". For information about how to add shortcut keys, see "ADDING SHORTCUT KEYS (page 2-18)".
This section explains how to change the name of a shortcut key.

<hr>

<table>
<tr><td>1</td><td></td><td>Open the action panel on the home screen, and tap [Edit Home].</td></tr>
</table>
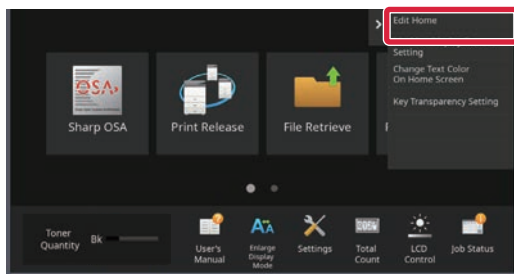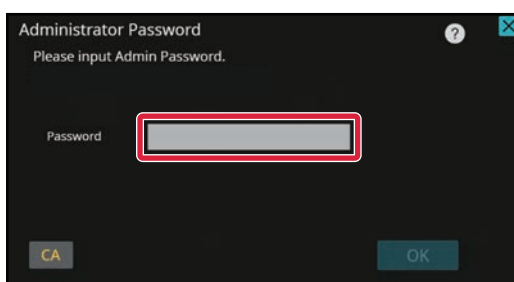
<hr>

<table>
<tr><td>2</td><td></td><td>The administrator password screen appears. Enter your password.
Enter the administrator password.</td></tr>
</table>

3
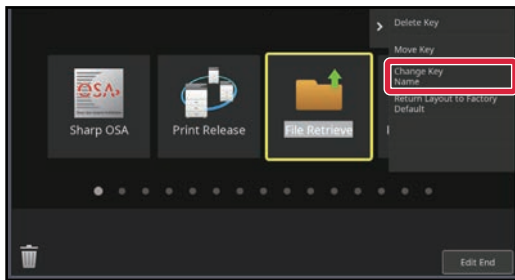
Tap the shortcut key you want to change, and tap [Change Key Name] key.

A yellow frame appears around the selected shortcut key.

4
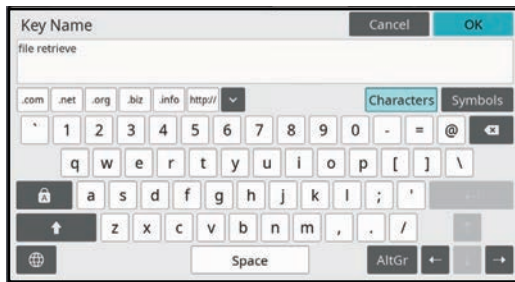
Enter the new name by keyboard.

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

5

After completing the settings, tap the [Logout] key.

From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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 **Click [Condition Settings], and click the shortcut key you want to change.**
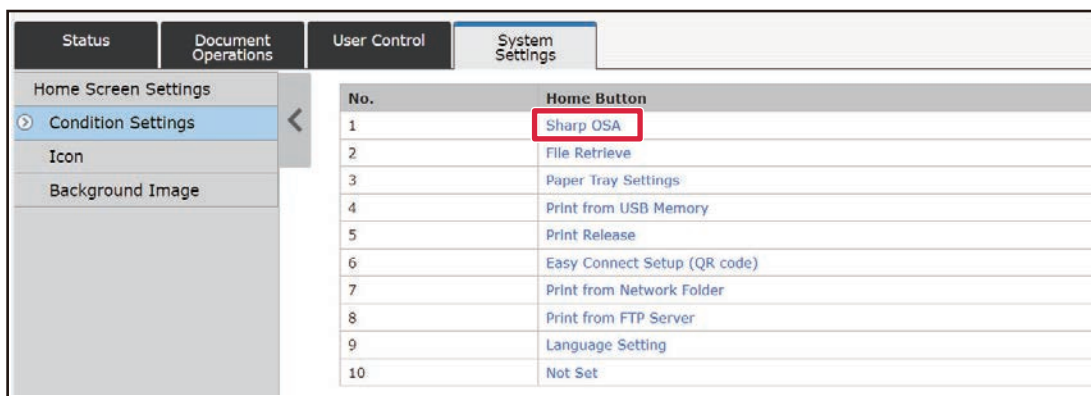
4 ## Select the desired function.
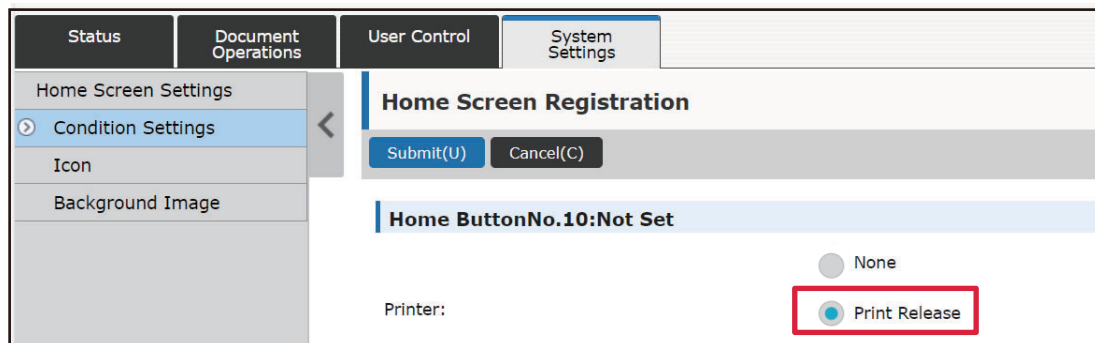
| Status | Document Operations | User Control | System Settings |

Home Screen Settings
Condition Settings
Icon
Background Image

Home Screen Registration

Submit(U)   Cancel(C)

Home ButtonNo.10:Not Set

○ None

Printer: ● Print Release

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

Key Name: ● Default
             ○ Custom   [   ] (Up to 28 characters)

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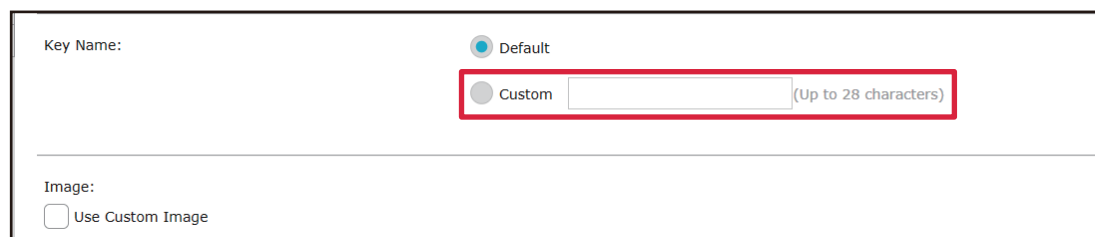
To change the image of a shortcut key, go to the next step. If you are not changing the image, go to step 5.

5 ## 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"

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

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

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.

I want to add this image

I want to change the [Settings] shortcut key.
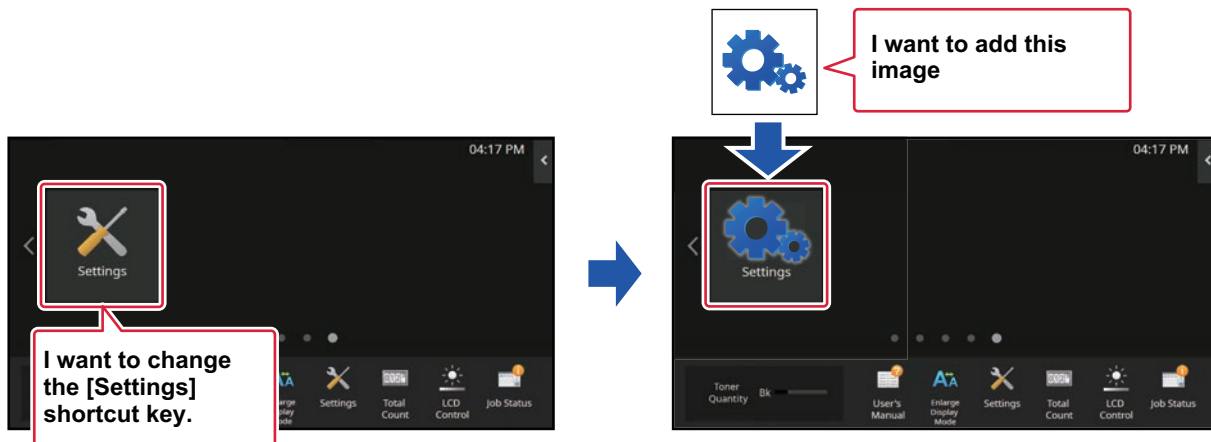
Icon images are automatically enlarged or reduced to match the size of the shortcut keys.

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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.

Status	Document Operations	User Control	System Settings

Home Screen Settings

Condition Settings

Icon

Background Image

Condition Settings

Update(R)

Home Button Position: Left

Template: Pattern 1

Key Layout of the Screen:

3 **Click [Icon].**

4 **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.

| | Status | Document Operations | User Control | System Settings | | |

| Home Screen Settings |
| Condition Settings |
| Icon |
| Background Image |

Icon

Update(R)

No.	Name
1	Not Set
2	Not Set
3	Not Set
4	Not Set
5	Not Set
6	Not Set
7	Not Set
8	Not Set
9	Not Set
10	Not Set

5 **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.

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

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

2-31

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.
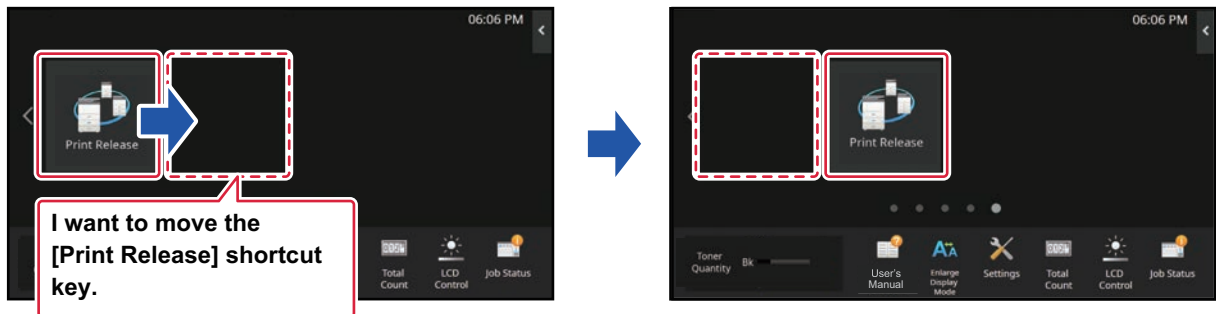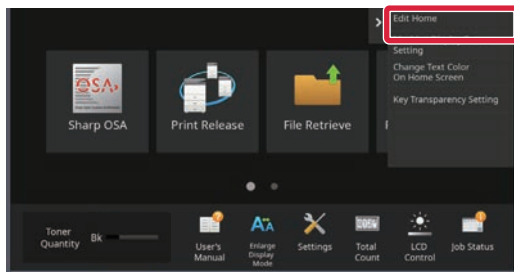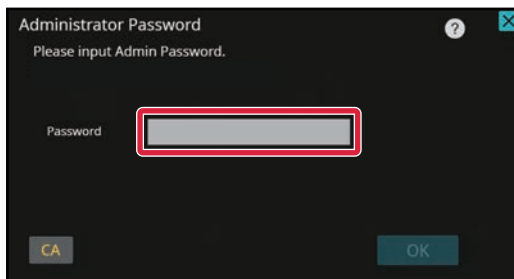
I want to move the [Print Release] shortcut key.

1

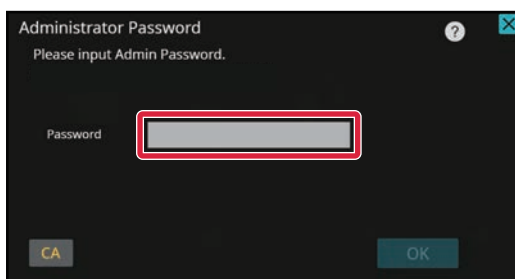**Open the action panel on the home screen, and tap [Edit Home].**

2

The administrator password screen appears. Enter your password.
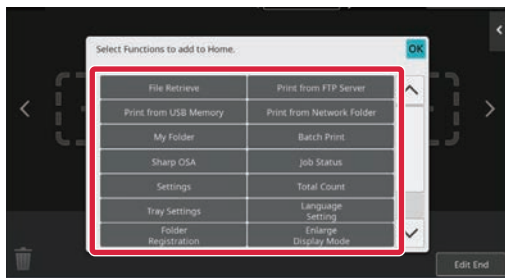
Enter the administrator password.

3
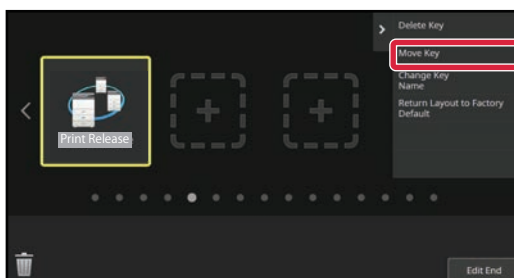
Tap the shortcut key you want to move, and tap [Move Key].

A yellow frame appears around the selected shortcut key.

2-32

4
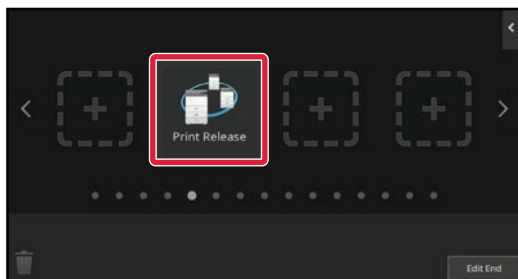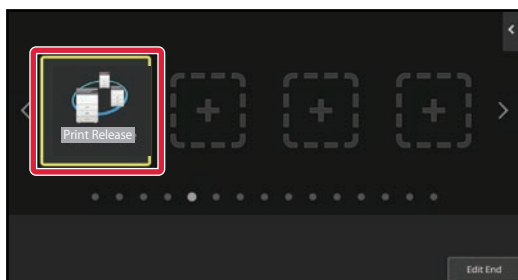
Tap an empty shortcut key location

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.

5 **After completing the settings, tap the [Logout] key.**

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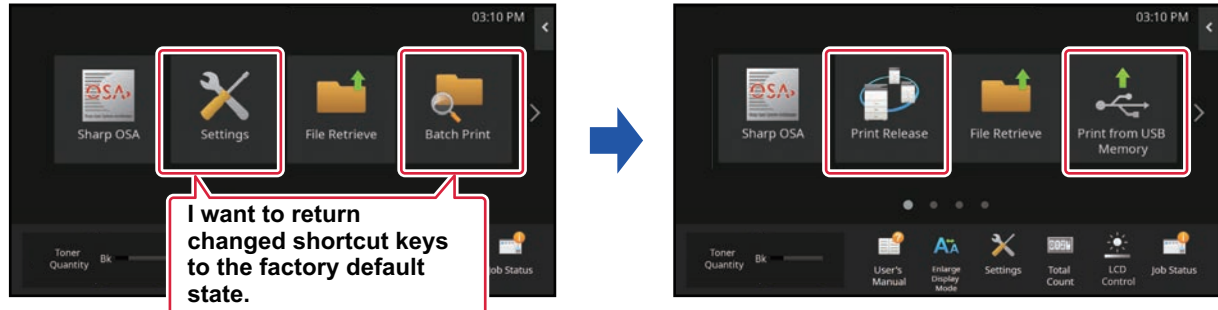
> The positions, names, and images of the shortcut keys are returned to the factory default state.

From the touch panel
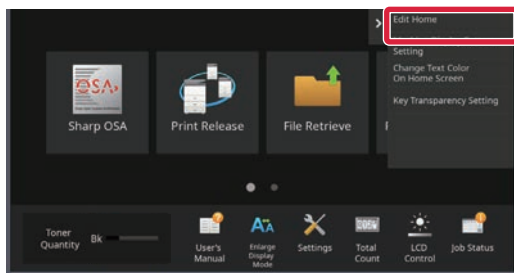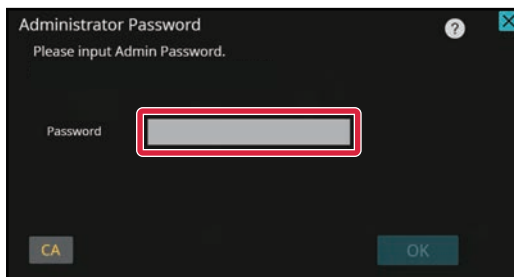
<table>
<tr>
<td>1</td>
<td></td>
<td>Open the action panel on the home screen, and tap [Edit Home].</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>The administrator password screen appears. Enter your password.
Enter the administrator password.</td>
</tr>
</table>

3
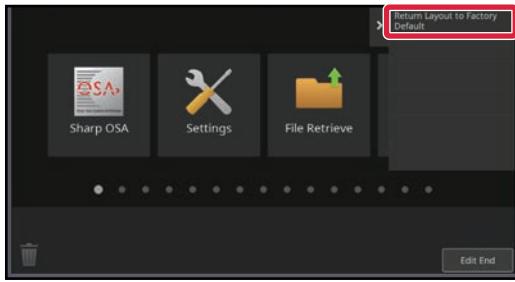
Tap [Return Layout to Factory Default] on the action panel.

4
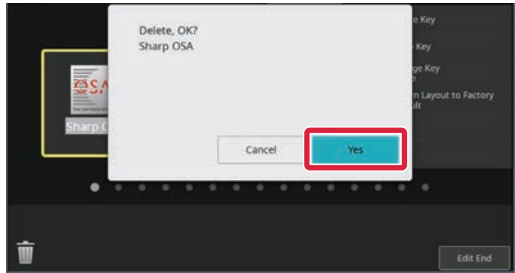
Tap the [Reset] key.

The shortcut keys are returned to the factory default state.

5

After completing the settings, tap the [Logout] key.
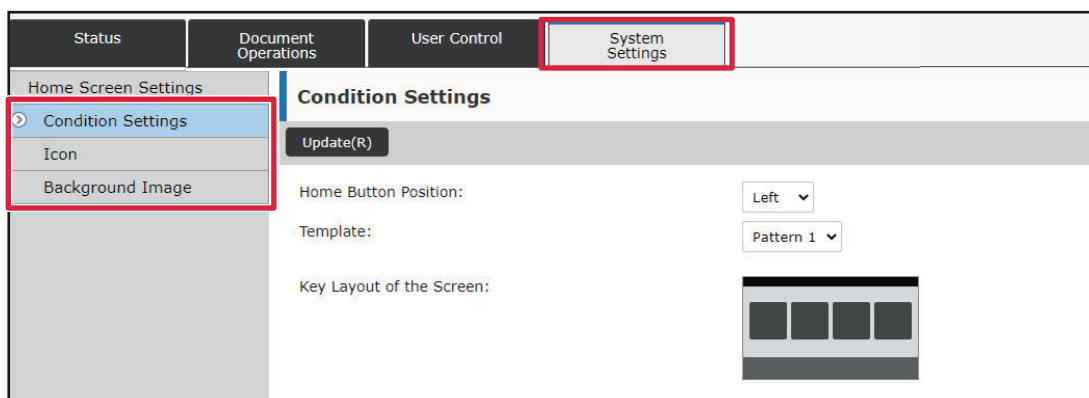
2-35

From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

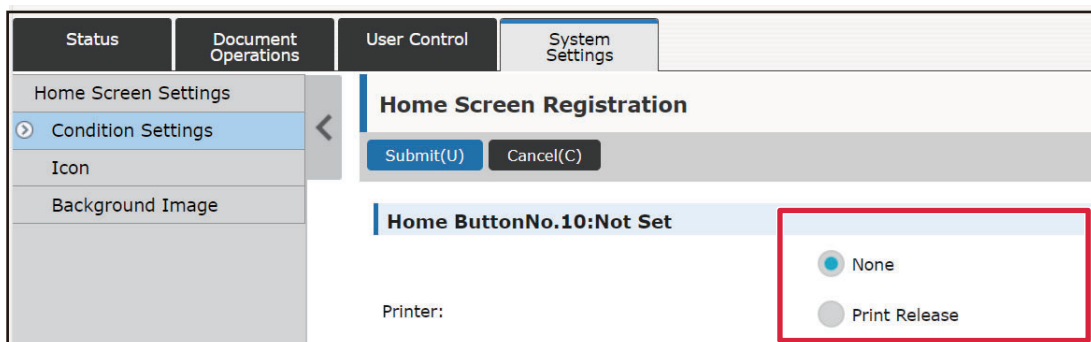In the factory default state, you must enter your user password after entering the IP address.

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.
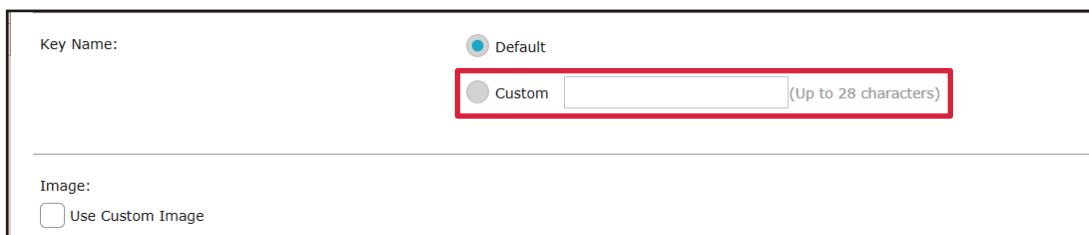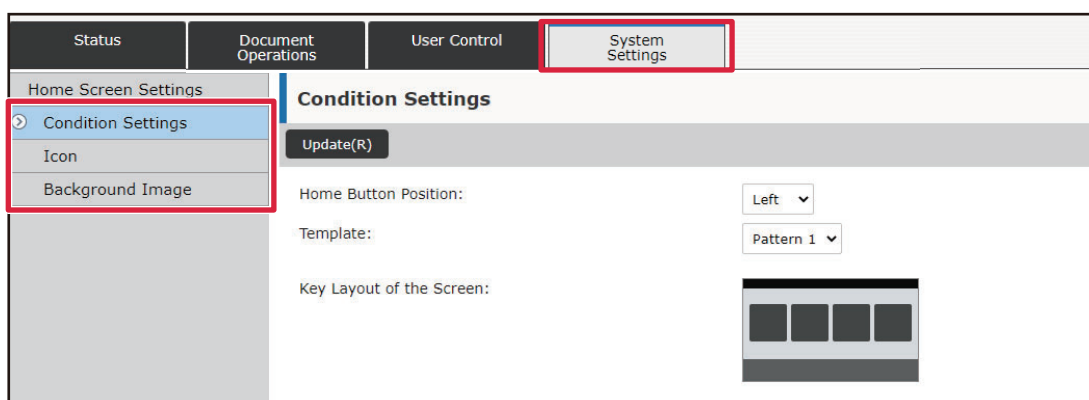

3 **Click [Condition Settings], and click the [Return to the Defaults] button.**

A confirmation window appears. Click the [OK] button.
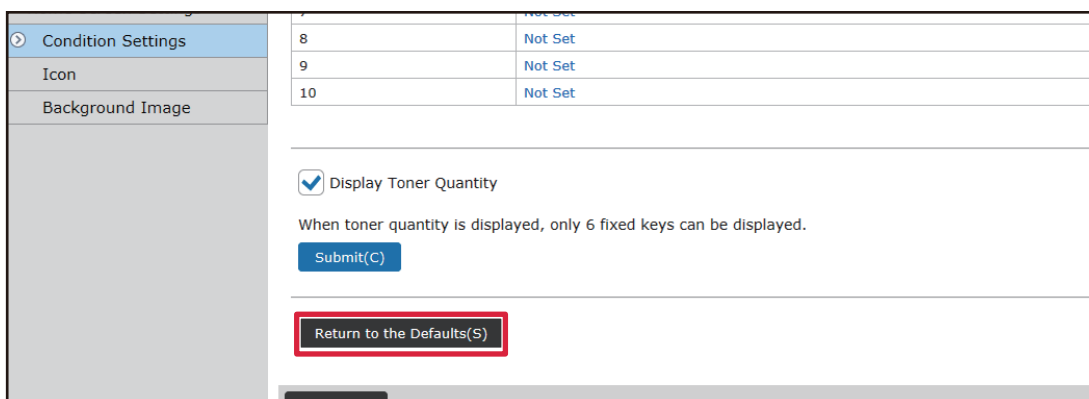
4 **When you have finished configuring the settings, click the [Submit] button.**

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

CHANGING THE TRANSPARENCY OF A SHORTCUT KEY

You can change the transparency of the shortcut keys.

If you want to change the background of your home screen to show what's behind the shortcut keys, increase the transparency to make it easier to see what's behind the shortcut keys.

This procedure can be performed from the touch panel or from the Web page.
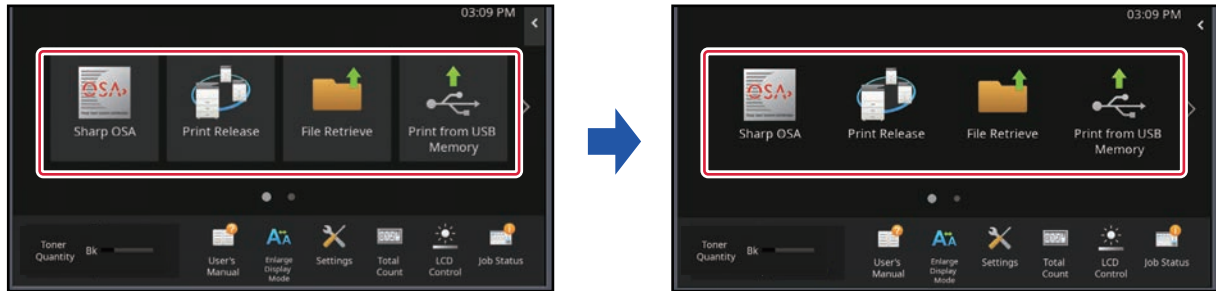
From the touch panel
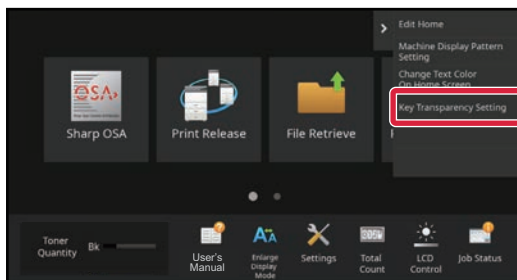
<table>
<tr>
<td>**1**</td>
<td></td>
<td>**Open the action panel on the home screen, and tap [Key Transparency Setting].**</td>
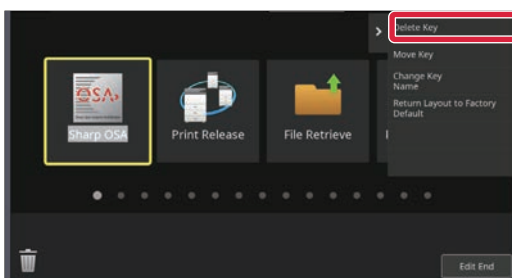</tr>
<tr>
<td>**2**</td>
<td></td>
<td>**The administrator password screen appears. Enter your password.**

Enter the administrator password.</td>
</tr>
</table>
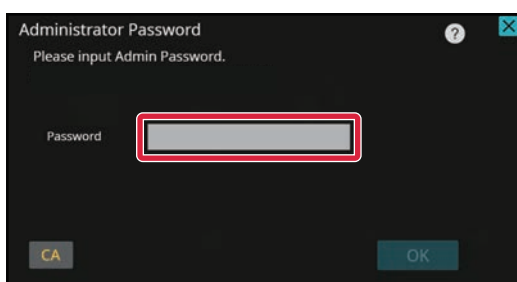
2-37

3

Key Transparency Setting

OK

Finish and Return

0% 10% 25% 50% 75% 100%

Manual Display Mode Count Brightness Adjustment Job Status
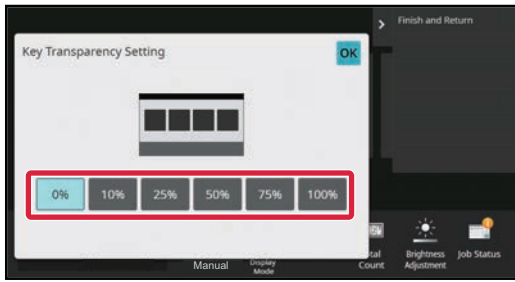
Select the level of transparency you wish to set.

4

Key Transparency Setting

Finish and Return

OK

0% 10% 25% 50% 75% 100%

Manual Display Mode Count Brightness Adjustment Job Status
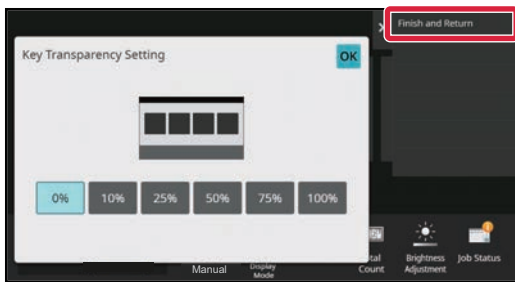
Tap the [Finish and Return] key.

5

After completing the settings, tap the [Logout] key.
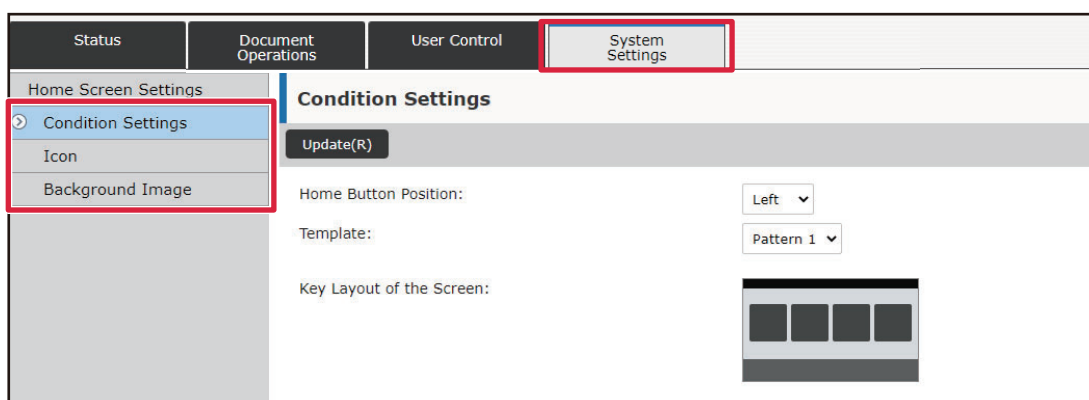
From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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.

Status	Document Operations	User Control	System Settings

Home Screen Settings	**Condition Settings**
Condition Settings	Update(R)
Icon	
Background Image	

Home Button Position: Left

Template: Pattern 1

Key Layout of the Screen:

3 **Click [Condition Settings], and click the [Key Transparency Setting] button.**

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 settings, click the [Logout] button and close your Web browser.

2-39

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.
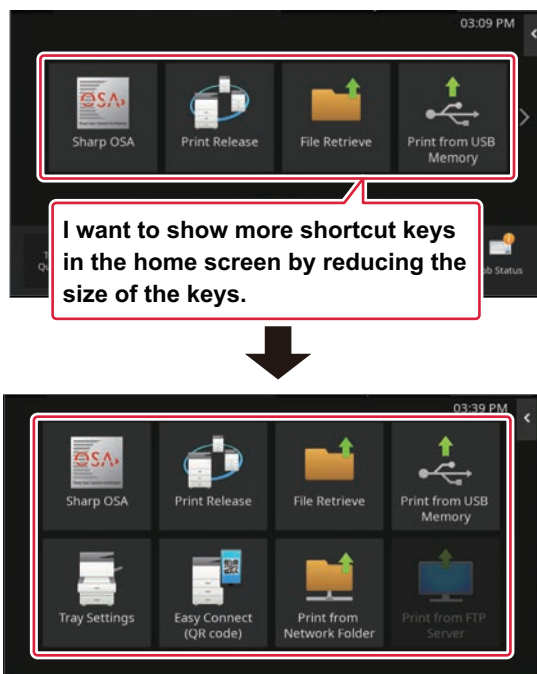
Home screen layout patterns

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

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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

2-40

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.
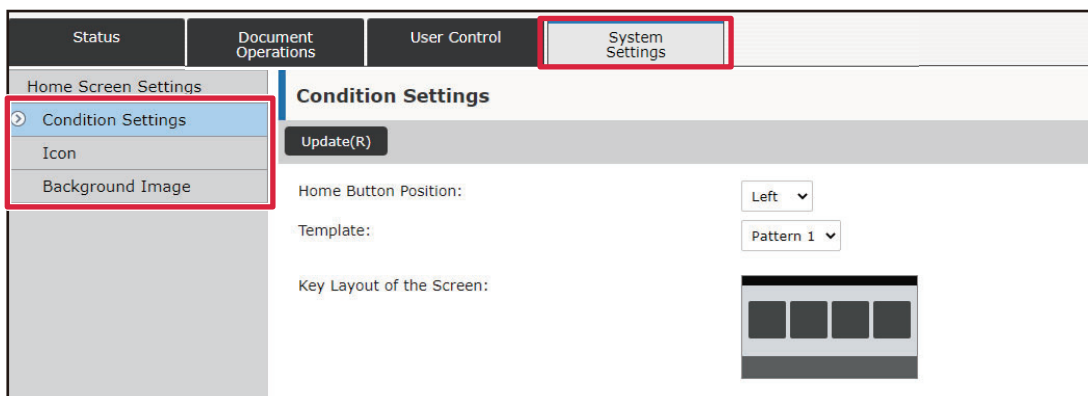
3 Click [Condition Settings] and select the desired layout pattern from the "Template".
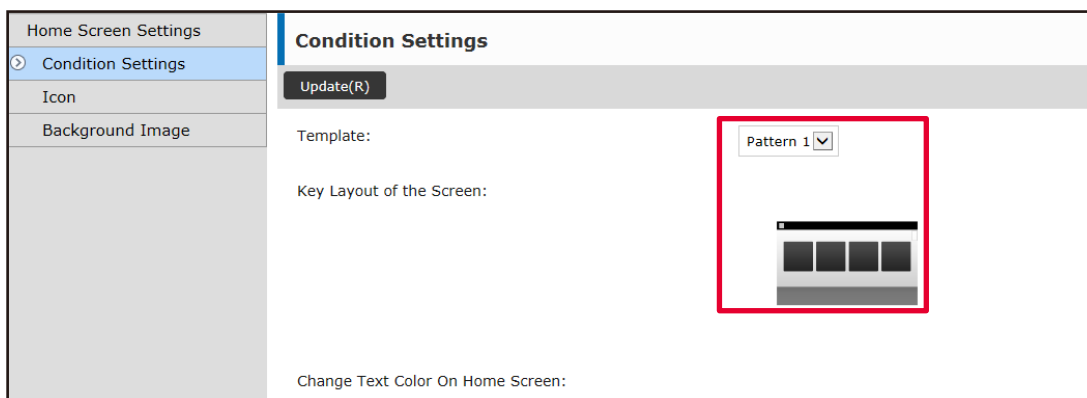
4 When you have finished configuring the settings, click the [Submit] button.

The settings are saved in the machine and applied.
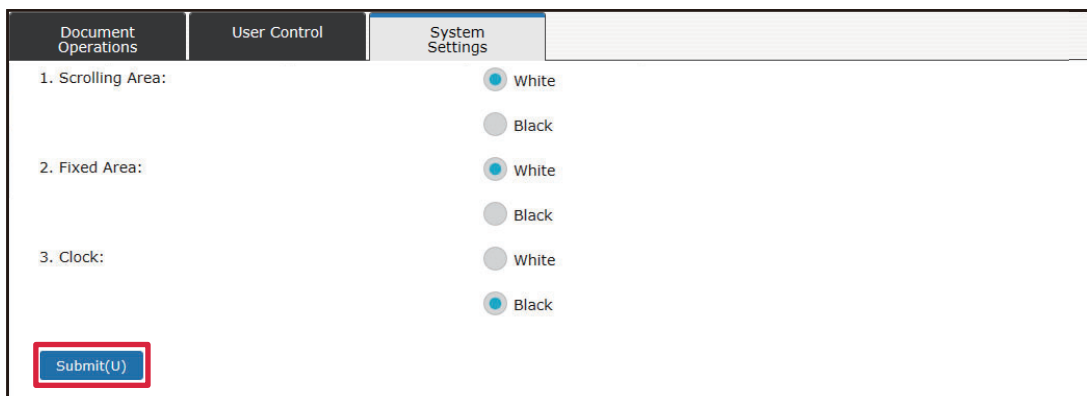
SELECTING A MACHINE DISPLAY PATTERN FOR THE HOME SCREEN

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

I want to change the color pattern of the home screen.

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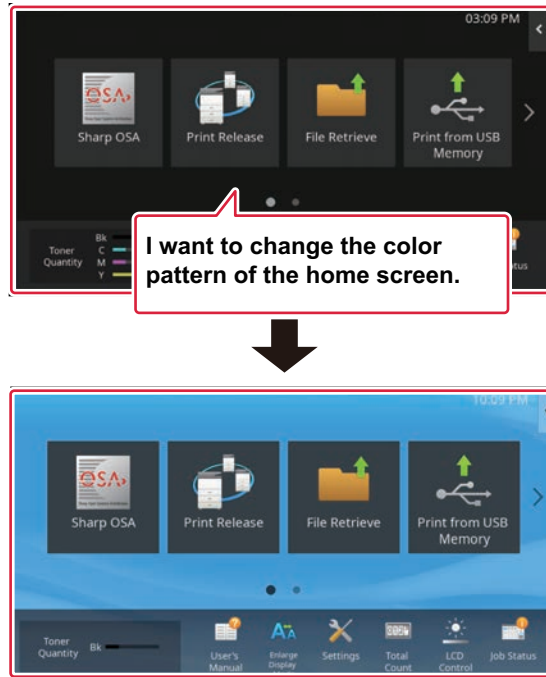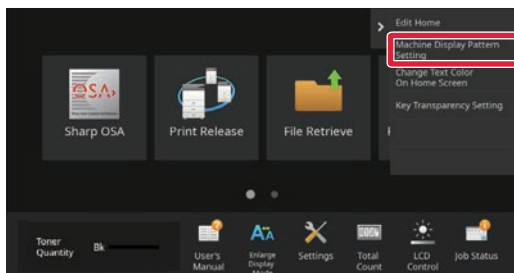
Open the action panel on the home screen, and tap [Machine Display Pattern Setting].

2
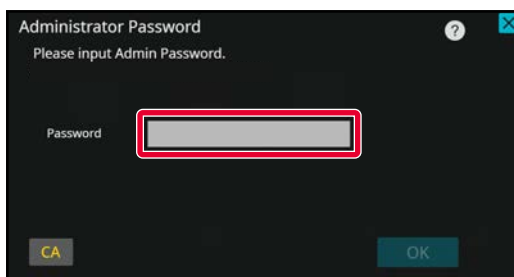
The administrator password screen appears. Enter your password.

Enter the administrator password.

3
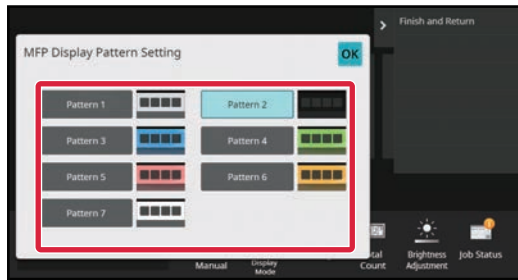
Select the desired pattern.

4

After settings are completed, tap the [Logout] key.

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.
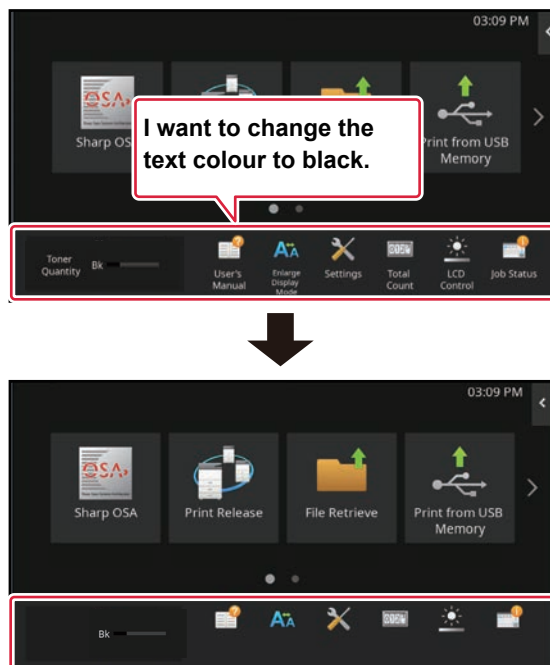
The color of text on the home screen varies depending on the layout pattern.
For information about layout patterns of the home screen, see "CHANGING THE LAYOUT PATTERN OF THE HOME SCREEN (page 2-40)".
Factory default text colors
Home screen layout patterns and text colors

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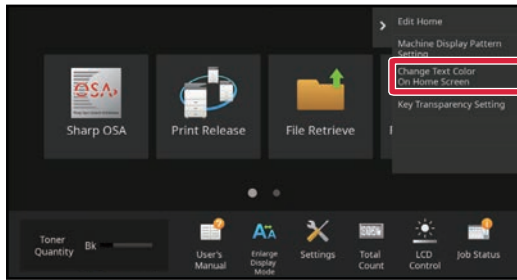
1 Open the action panel on the home screen, and tap [Change Text Color On Home Screen].

2 The administrator password screen appears. Enter your password.
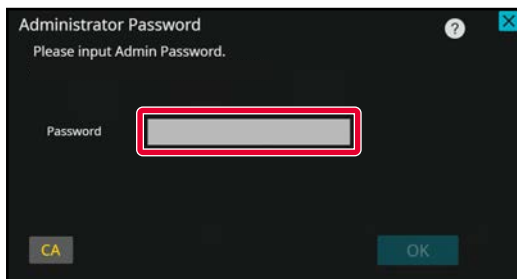
Enter the administrator password.
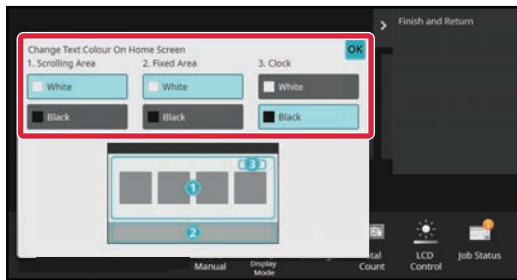
3 Change the text color.

4 After settings are completed, tap the [Logout] key.

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.
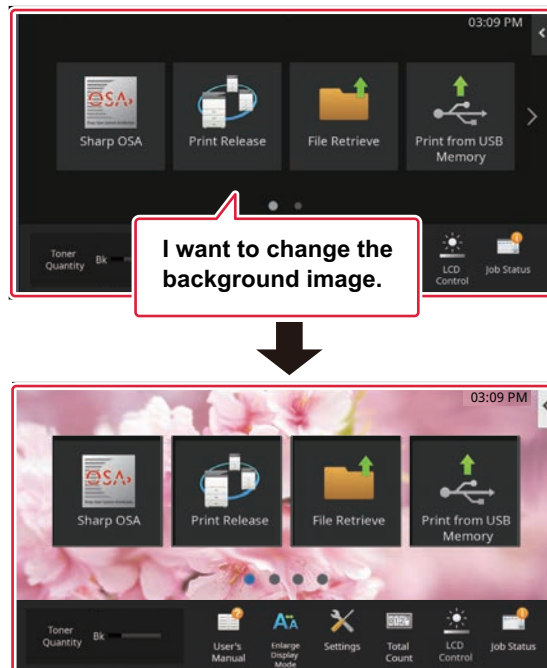
The display size of the background image is 1024 dots x 544 dots.

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.**
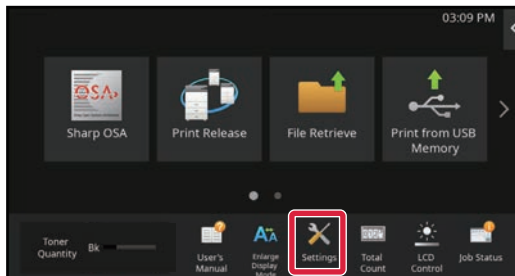
The screen changes to the settings screen.

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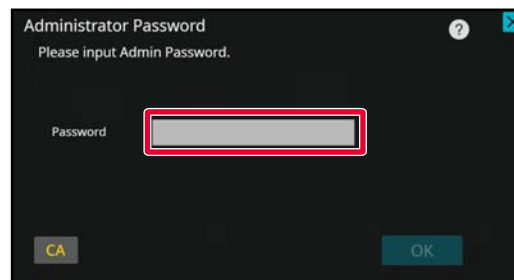
4 **Set the [Use Custom Image] checkbox to ✓, and select the desired image with [Folder Name/File Name].**

• 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.

2-47
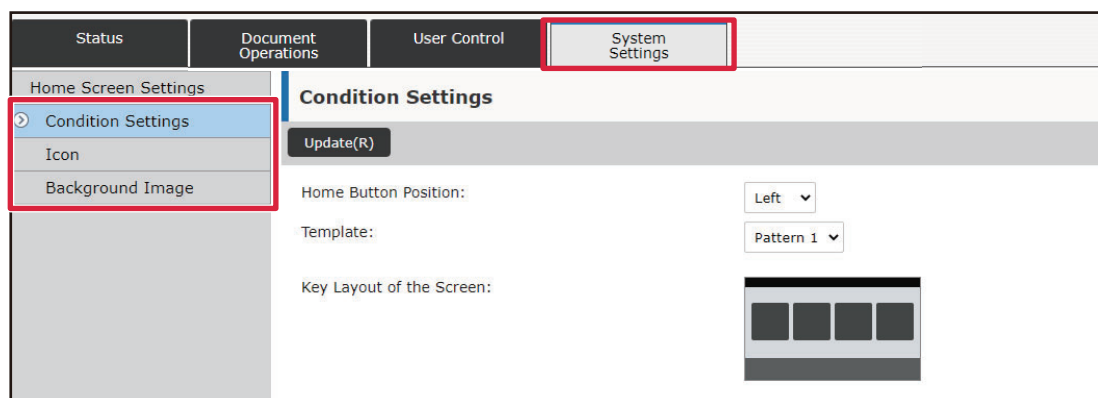
From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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.
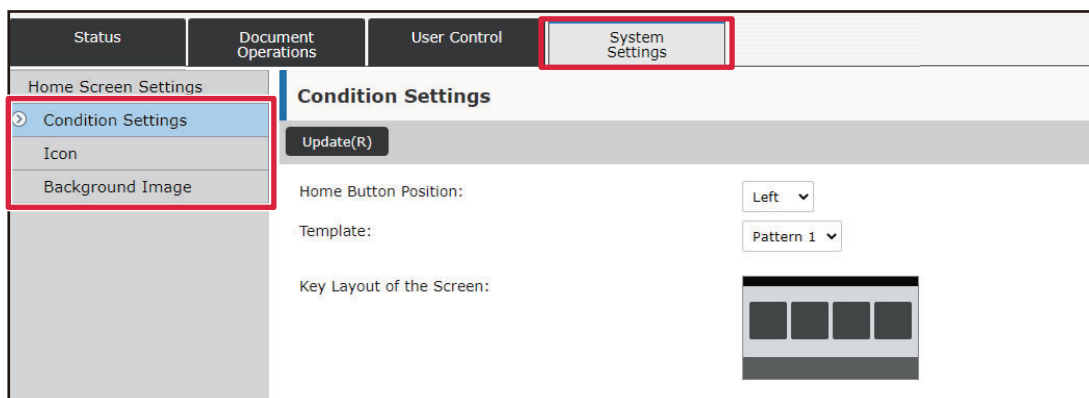
3 **Click the [Change] button in [Background Image].**
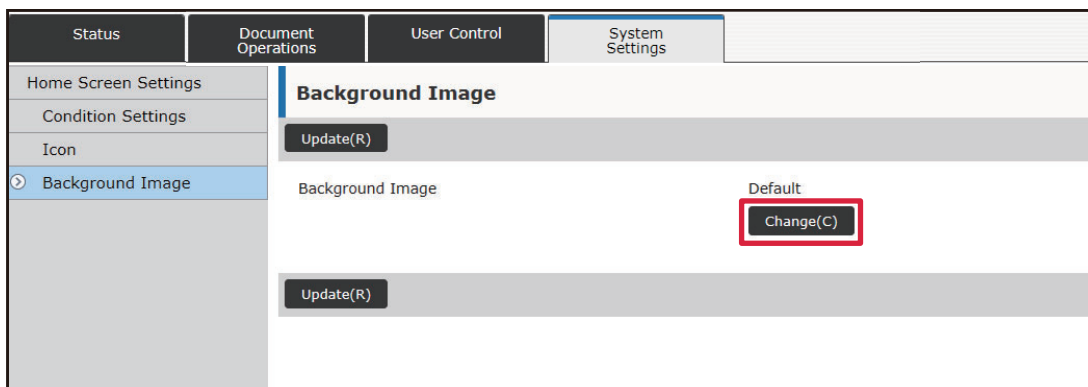
4 **Set the [Use Custom Image] checkbox to ☑ , and select the image with [Select File].**

Click [Browse] to select the image.

Status	Document Operations	User Control	System Settings	

Home Screen Settings
Condition Settings
Icon
⊘ **Background Image**

Register Background Image

Submit(U) Cancel(C)

Background Image

Image:

☑ Use Custom Image

File Name: Not Set

Select File: [   ] Browse
                                              (up to 200 characters)

Notice:
The supported file types:JPEG with file extensions jpeg, jpg, jpe and jfif. GIF with file extensions gif. PNG wit

Submit(U) Cancel(C)

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

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

2-49

CHANGING THE FIXED KEYS

You can change the fixed keys. The fixed keys are changed using the Web page.
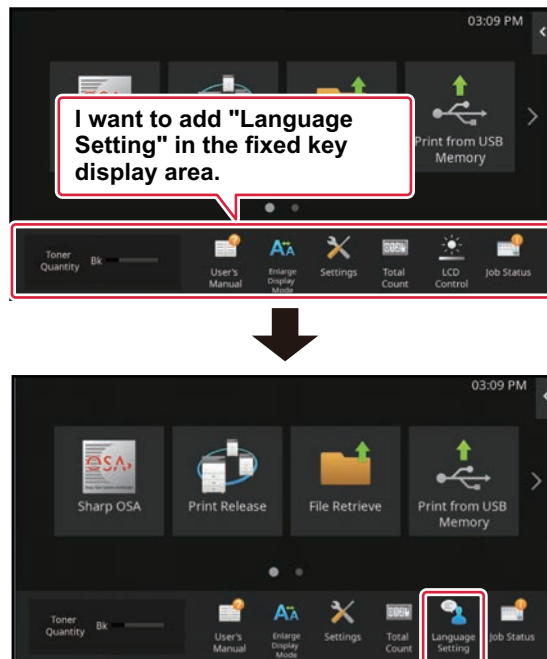
1. **Enter the IP address set in the machine in the address bar of your web browser.**

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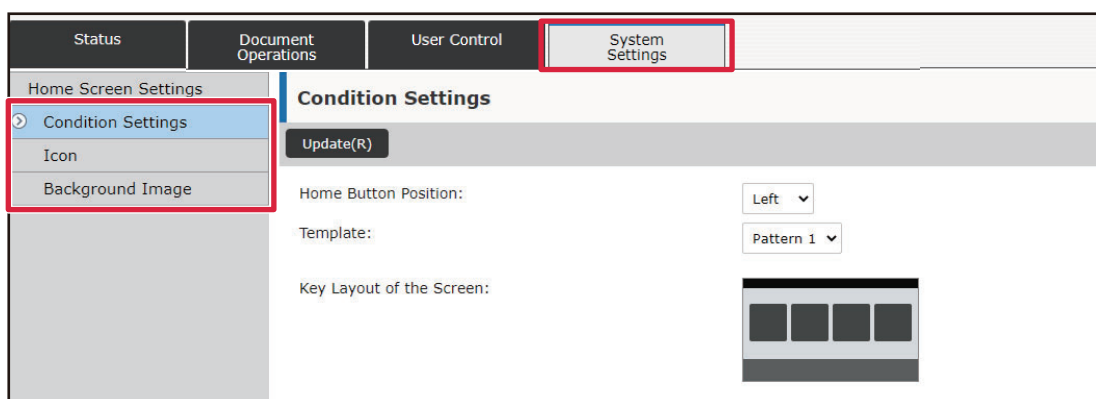
3   Click [Condition Settings], and click the desired item under "Fix Key".

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

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

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

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

The settings are saved in the machine and applied.
When you have finished settings, click the [Logout] button and close your Web browser.

2-51

INCREASING THE TEXT SIZE

You can enlarge the character size and interval. This function is selected on the touch panel.
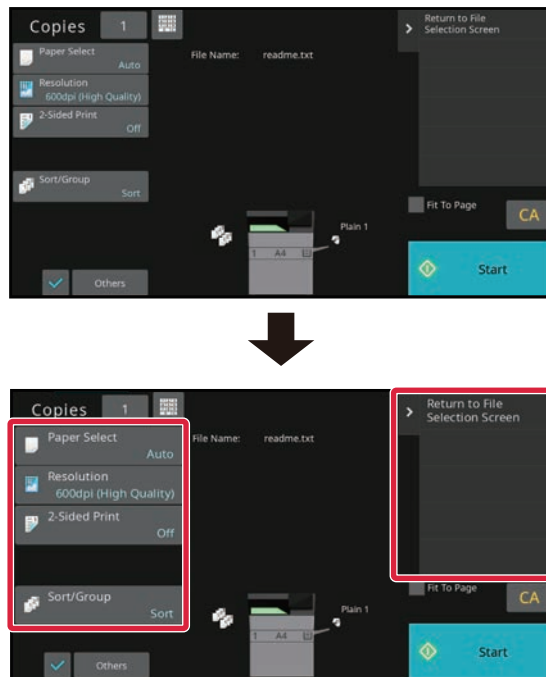
- The setting keys and the action panel will increase the text size. Setting items that no longer appear on the action panel can be displayed by tapping the scroll keys. Setting keys that no longer appear (the [Exposure] key in this example) can be displayed by tapping the [Others] key.
- Increasing the text size may decrease the number of keys displayed in the base screen and other screens of each function.

1
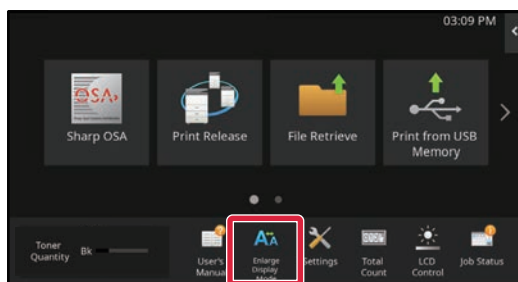
Tap the [Enlarge Display Mode] key in the home screen.

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 canceled.

CHANGING THE LANGUAGE USED ON THE MACHINE

You can change the language used in the home screen.
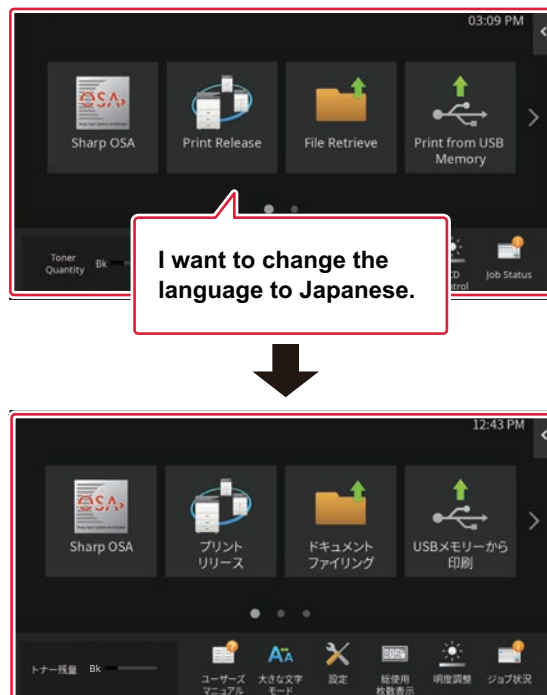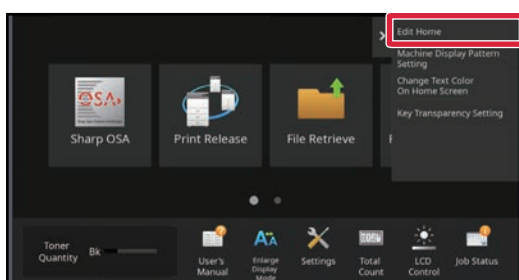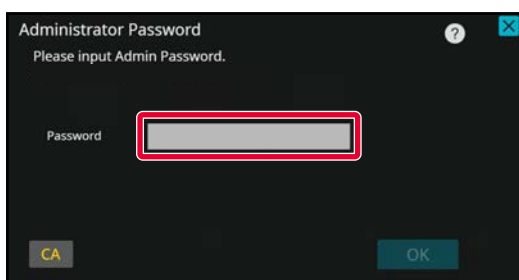
I want to change the language to Japanese.

---

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

**2** | | **The administrator password screen appears. Enter your password.**
Enter the administrator password.

2-53

3

Tap an empty shortcut key location.

4
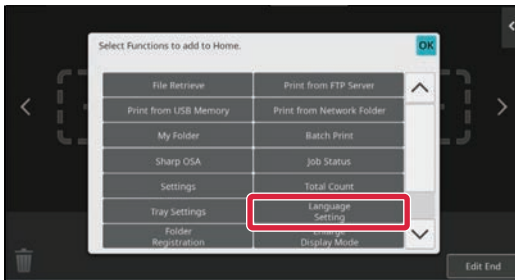
Tap the [Language Setting] key.

The shortcut key will be added to the selected location.

5

After settings are completed, tap the [Logout] key.

6
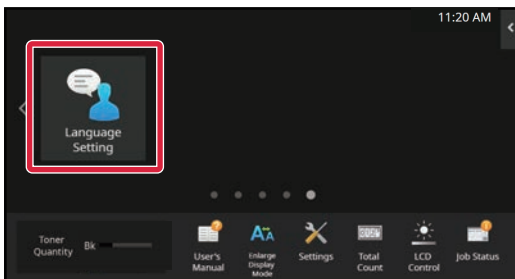
Tap the [Language Setting] key on the home screen.

7
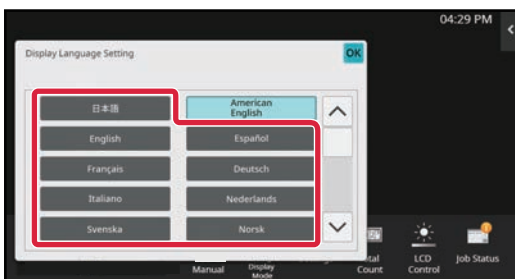
Select the desired language and tap OK **.**

The display changes to the selected language.

From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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 → [Common Settings]→ [Operation Settings]→ [Condition Settings]→ [Language Setting].**

This settings may require that you enter your user password. If you did not perform user authentication, you must enter the administrator password.

3 **Select the language you want to change from the list.**

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 settings, click the [Logout] button and close your Web browser.

CHANGING THE POSITION OF THE [Home Screen] KEY

You can change the position of the [Home Screen] key.
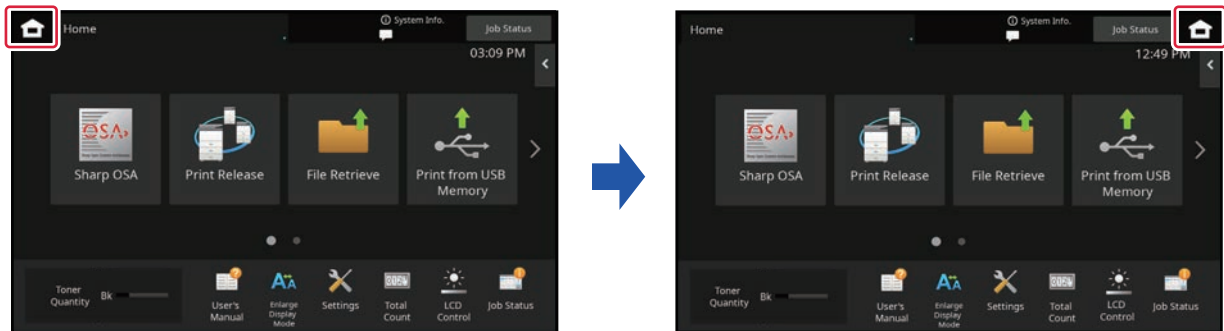
From the touch panel
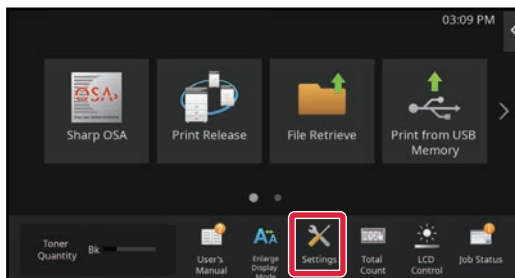
<table>
<tr>
<td>1</td>
<td></td>
<td>Tap the [Settings] key on the Home screen.
The screen changes to the settings screen.</td>
</tr>
<tr>
<td>2</td>
<td colspan="2">Tap [System Settings] → [Home Screen Settings] and then tap [Home Button Position] key.</td>
</tr>
</table>

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

2-56
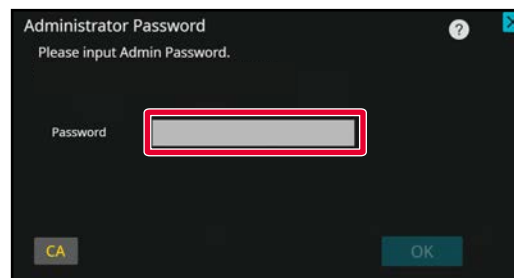
3 **Select [Left] or [Right]**

4 **Click the [Submit] button.**

After settings are completed, tap the [Logout] key.
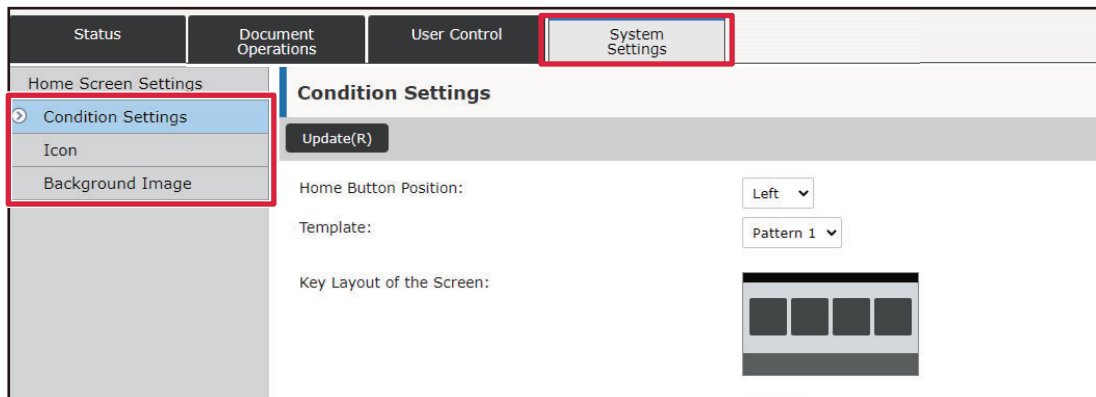
From the Web page

1 **Enter the IP address set in the machine in the address bar of your web browser.**

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] → [Home Button Position].**

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 **Select [Left] or [Right]**

**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 settings, click the [Logout] button and close your Web browser.

Display in Arabic

When the display position of the [Home Screen] key is switched in the setting mode of the machine, the [Home Screen] key is displayed on the right when [Left] is selected, and the [Home Screen] key is displayed on the left when [Right] is selected.

2-57

JOB STATUS

STOPPING/DELETING A JOB, PRIORITY PROCESSING AND CHECKING THE STATUS

TYPES OF JOB STATUS SCREENS

When you tap the job status display, the job status screen appears. Tap it again to return to the previous mode.
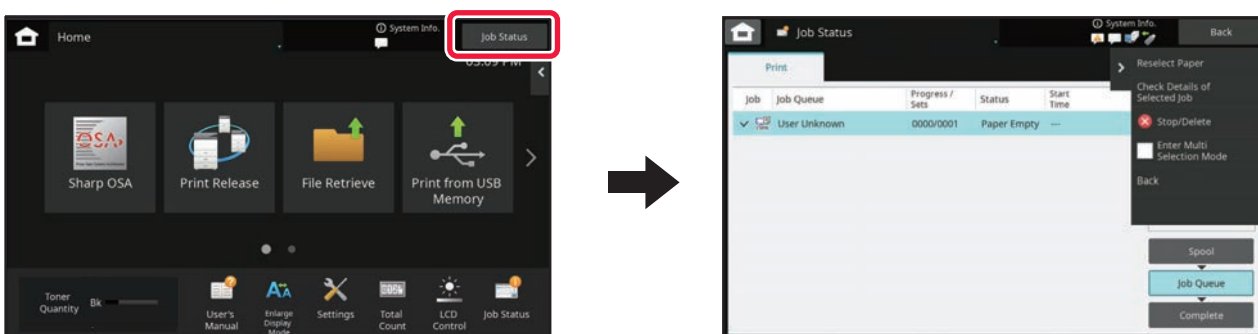
- **Print**
  Lists print jobs such as printing from a PC, USB direct print, printing of Data List from system settings and reprint jobs.

The background of the job status display changes as follows:
- Green: Job in progress
- Yellow: Warming up/waiting
- Red: Waiting for error clearing

Jobs move among the lists according to the processing status, from [Spool], [Job Queue] and [Complete], in that order. To switch the job list display to the display by processing status, tap the [Spool], [Job Queue] or [Complete] key as desired.
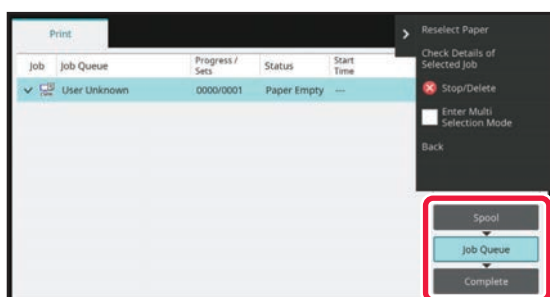
- **Spool list**
  Lists print jobs up to the transfer to the machine. The jobs move to the Job Queue list after the transfer is completed.
  If you printed an encrypted PDF file by direct print, enter the password from here to print the file.
- **Job Queue list**
  Lists jobs in progress and in the queue for printing from a computer.
- **Complete list**
  Lists jobs through with printing.

2-58

STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

1 Tap the job status display.
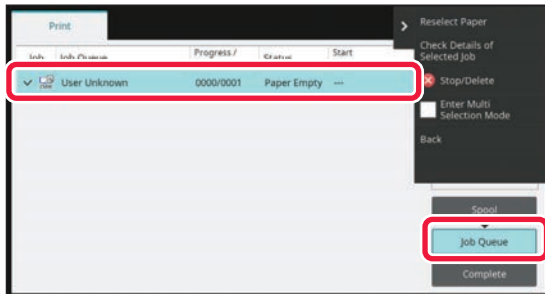
2 Tap the [Job Queue] key.

When you wish to stop a print job being sent from the computer, tap the [Spool] key.

3 Tap [Stop/Delete] on the action panel.

When a screen appears that allows you to confirm that you do want to stop the job, tap the [Cancel] key.

- If the machine runs out of paper during a print job, you can cancel the job from the job status screen.
- To delete more than one job, operate the check box for [Enter Plural Selection Mode] on the action panel so that it looks like ☑.

2-59

PRIORITY PROCESSING OF A RESERVED JOB

The job currently in progress is suspended to let the priority job make interruption.

1   **Tap the job status display.**
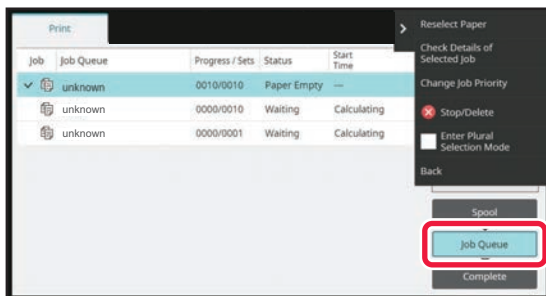
2   **Tap the [Job Queue] key.**
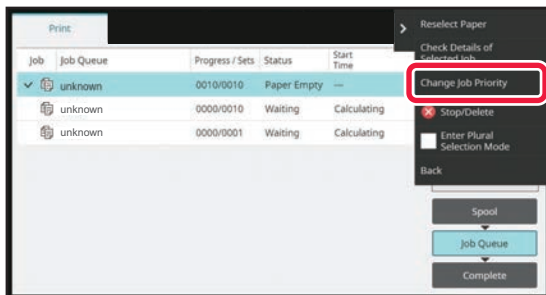
3   **Tap the job for priority processing and then tap [Change Job Priority] on the action panel.**

2-60

Changing the job order

If there is a job in progress, an interrupt job can be performed, or a job can be moved down in the queue to change the job order. Tap the key of the job you want to move, and tap the "Priority Change" key.

- **⊼** key
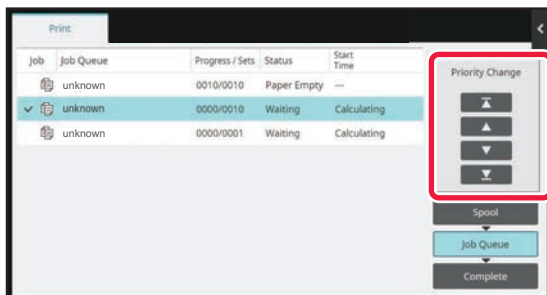
  Moves the selected job to the top of the queue. The current job will be interrupted and the selected job starts.

- **▲** key

  Moves the selected job up one position. When the second job from the top is selected, tapping this key interrupts the current job and starts the selected job.

- **▼** key

  Moves the selected job down one position.

- **⊻** key

  Moves the selected job to the bottom of the queue.

> The jobs below cannot be moved.
> Job currently in progress, list print jobs, and jobs when Passing Prohibited is set in the system settings.

In print tab, you can switch the display in the "Job Queue" screen between the number of printed copies and remaining copies to be printed for each job.

2-61
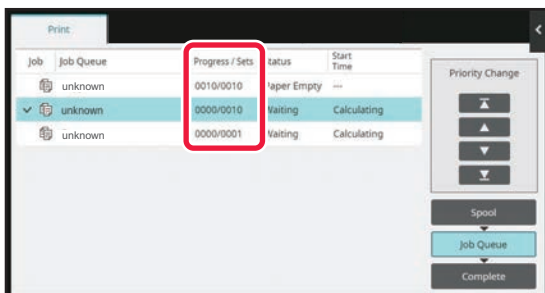
CHECKING A RESERVED JOB OR THE JOB IN PROGRESS

<table>
<tr><td>1</td><td>**Tap the job status display.**</td></tr>
</table>

<table>
<tr><td>2</td><td></td><td>**Tap the [Job Queue] key.**</td></tr>
</table>
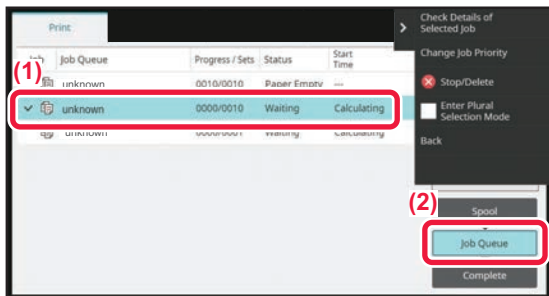
<table>
<tr><td>3</td><td>**Tap [Check Details of Selected Job] on the action panel.**</td></tr>
</table>

> • For information on the icons displayed on the job keys or the messages displayed in "Status", see "READING THE JOB LIST (page 2-64)".

CHECKING COMPLETED JOBS

1 **Tap the job status display.**

2 **Tap the [Complete] key.**

(1)

(2)
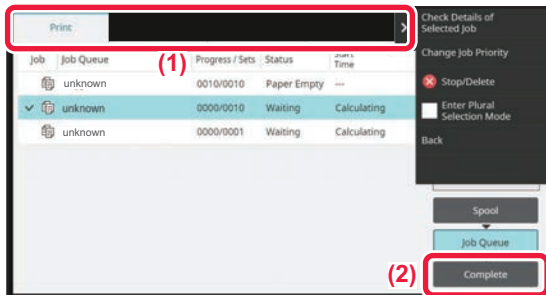
3 **Tap [Check Details of Selected Job] on the action panel.**

Jobs you can check are displayed as keys so that you can tap them.

- For information on the icons displayed on the job keys or the messages displayed in "Status", see "READING THE JOB LIST (page 2-64)".

READING THE JOB LIST

The meaning of each job icon and message displayed in "Status" is as follows:
Icons indicating the job type

(RGB icon) (CMYK icon)	Print job (RGB/CMYK)S

Messages displayed in "Status"

Job in progress

Display	Status
"Printing"	Print job in progress
"Processing"	Processing
"Stopped"	The job has been stopped
"Toner Empty"	Toner Empty
"Paper Empty"	Paper Empty
"Paper Jam"	Paper jam
"Waiting"	Waiting
"Warming up"	Warming up
"Limit"	Having reached the account limit
"Error"	An error occurred while the job was being executed

Reserved job

Display	Status
"Waiting"	The job is waiting to be executed

Completed job

Display	Status
"OK"	Normal termination
"Stopped"	The job was stopped.
"Error"	An error occurred while the job was being executed.

CHARACTER ENTRY

CHARACTER ENTRY

NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS

Display the soft keyboard to register the name of a file, program, folder or user.
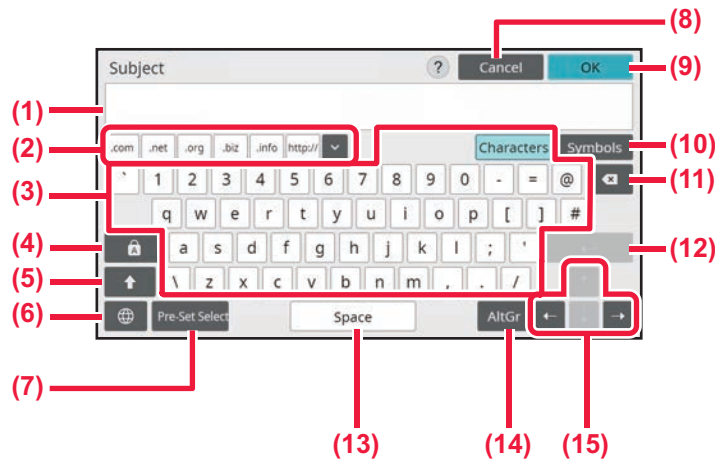
(1)   Text input area

Displays the entered text.

(2)   Registered word key

Retrieves the stored words. Use "Settings" to store words.

(3)   Keyboard

Tap a key to enter text.
The key types vary depending on the selected entry mode.

(4)   [Caps] key

Switches the alphabet to upper case. Use this key to enter a series of capital letters.

(5)   [Shift] key

Switch the alphabet to uppercase.

(6)   Keyboard Select

Switches the key layout.

(7)   Pre-Set Select

Use this to retrieve a previously stored subject for e-mail or pre-set text.

(8)   [Cancel] key

Exits the soft keyboard.

(9)   [OK] key

Finalizes the entered characters and exits the soft keyboard.

(10)   [Symbols] key

Switch to other input modes.

(11)   Backspace key

Deletes one character to the left.

(12)   [Enter] key

Temporarily fixes the converted characters or inserts a line break.

(13)   [Space] key

Converts the entered characters. The [Space] key inserts a space between words if there are no characters specified to be converted.

(14)   [AltGr] key

Used to enter accented characters and special symbols.

(15)   Cursor keys

Used to move the cursor or to change the range of the specified conversion target.

The soft keyboard shown here is an image for your reference. Different keys may be enabled depending on the actual situation and condition under which you enter characters.

2-65

SET THE KEYBOARD SETTING

In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Keyboard Settings].

Keyboard Settings

Default Keyboard Setting

Configure settings for the keyboard used for entry on the text.

Keyboard Select

Change the key layout and display according to the set language.

Set Keyboard Priority

When an external keyboard is connected, set whether the external keyboard or the keyboard shown on the touch panel (soft keyboard) is given priority.

Soft Keyboard Template Setting

Register a text that you frequently use when entering an address or domain name in advance. Enter a maximum of 16 characters.

PRINTER

3-1

PRINTER FUNCTION OF THE MACHINE

PRINTER FUNCTION

To enable printing from your computer, a printer driver must be installed.
See the table below to determine which printer driver to use in your environment.

Windows ENVIRONMENT

Printer driver type
PCL6 The machine support the Hewlett-Packard PCL6 printer control languages.
PS • This printer driver supports the PostScript 3 page description language developed by Adobe. • If it is desired to use the Windows standard PS printer driver, the PPD driver must be used.

> • To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.
> • The User's Manual mainly uses PCL6 printer driver screens to explain how to print in a Windows environment. The printer driver screens may differ slightly depending on the printer driver you are using.

macOS ENVIRONMENT

Printer driver type
PS This printer driver supports the PostScript 3 page description language developed by Adobe and uses a PPD file.

> • To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.
> • The explanations of screens and procedures for use in a macOS environment generally assume that macOS 14 is being used and a PPD driver is installed. The screens may be different depending on the version of the operating system or the software application.

> **If a notice page is printed**
> If a print job cannot be printed as specified and the reason is not shown on the operation panel, a notice page indicating the reason will print. Read the message and take appropriate action. For example, a notice page will print if the following occurs:
> • There is more print data than can be held in memory.
> • You selected a function that has been prohibited by the administrator.

PRINTING IN A WINDOWS ENVIRONMENT

BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.

> • The menu used to execute printing may vary depending on the application.
> • The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
> • The machine name that normally appears in the [Printer] menu is [BP-xxxxx]. ("xxxxx" is a sequence of characters that varies depending on the machine model.)

1
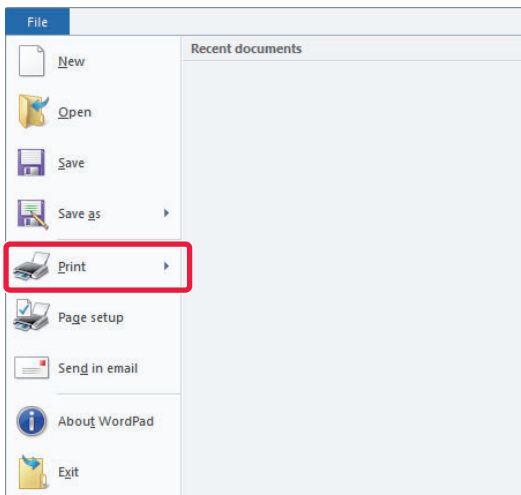
Select [Print] from the [File] menu of WordPad.

2
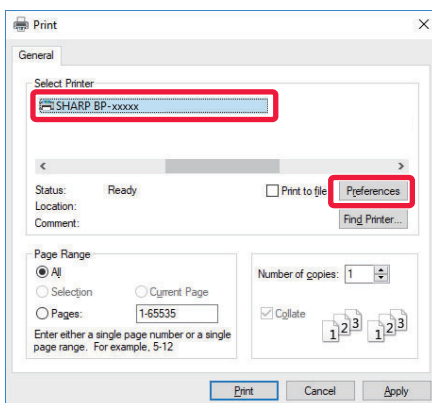
Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

3
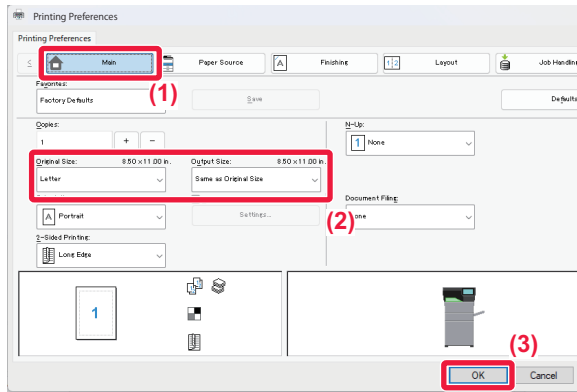
Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- You can register up to seven user-defined sizes in the menu. To store an original size, select [Custom Paper] or one of [User1] to [User7] from the menu, and click the [OK] button.
- To select settings on other tabs, click the desired tab and then select the settings.
  [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP (page 3-6)](#)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

4

Click the [Print] button.

Printing begins.

PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP

The printer driver settings screen consists of 9 tabs. Click a tab to select the settings on that tab.
You can check information on each of the settings in the Help screen. Click the [Help] button at the bottom right of the screen.
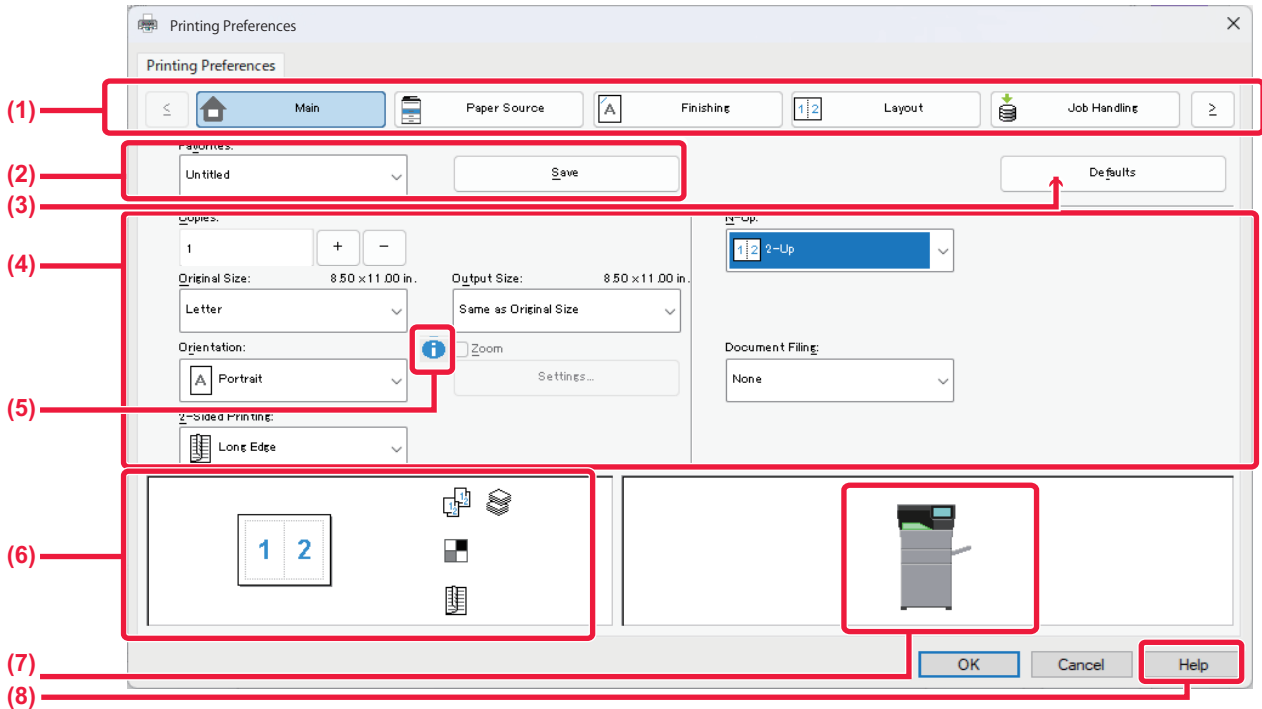
(1) **Tabs: Click** ⟨ ⟩ **to change the tabs shown.**

- •[Main]: Frequently used functions are grouped on this tab. The settings are also on other tabs, and each setting on this tab is linked to the corresponding setting on the other tab.
- •[Paper Source]: Set the size and type of paper used for printing, and the paper tray.
- • [Finishing]: Select a finishing function.
- •[Layout]: Select functions related to the layout such as two-sided printing and booklet.
- •[Job Handling]: Set Document Filing and user authentication.
- • [Inserts]: Select insertion functions such as covers and inserts.
- •[Stamp]: Select the watermark or stamp function.
- •[Image Quality]: Select various image quality settings.
- •[Detailed Settings]: Select tandem print and other detailed print settings.

(2) **Favorites**

Settings configured on each tab at the time of printing can be saved as Favorite.
► FREQUENTLY USED FUNCTIONS (page 3-11)

(3) **Defaults**

Return the settings on the currently selected tab to their default state.

(4) **Setup Items**

Displays the settings on each tab.

(5)   Information icon(ℹ️)

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon (ℹ️) will appear next to the setting. Click the icon to view an explanation of the restriction.

(6)   Print image

This lets you visually check how the current settings affect the print image. Finishing settings are indicated by icons.

(7)   Machine image

This shows the options that are installed on the machine, and the paper trays and output trays that are used.

(8)   [Help] button

Displays the Help window of the printer driver.

> • Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
> • You can click the [?] button in the upper right corner of the settings screen and then click a setting to show Help for that setting in a sub-window.

SELECTING THE PAPER

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To check the most recent tray information, click the [Tray Status] button in the [Paper Source] tab.
The "Output Size" setting and the "Paper Tray" setting are related as follows:

• **When "Paper Tray" is set to [Auto Select]**
The tray that contains paper of the size and type selected in "Output Size" and "Paper Type" is automatically selected.

• **When "Paper Tray" is set to any setting other than [Auto Select]**
The specified tray is used for printing regardless of the "Output Size" setting.
When you have set "Paper Type" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.

• **When "Paper Type" is set to [Auto Select]**
A tray with plain paper or recycled paper of the size specified in "Output Size" is automatically selected. (The factory default setting is plain paper 1 only.)

• **When "Paper Type" is set to anything other than [Auto Select]**
A tray with the specified type of paper and the size specified in "Output Size" is used for printing.

> Special media such as envelopes can also be placed in the bypass tray.
> For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY (page 1-15)".

> When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

3-7

PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.

> • For the types of paper that can be used in the tray, see "APPLICABLE PAPER TYPES (page 1-8)".
> • For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY (page 1-15)".
> • For more information on the procedure for loading paper, see "SELECTING THE PAPER (page 3-7)".
> • After printing, there may be creases in the envelope depending on the envelope type and format as well as on the printing environment. Before high-quantity printing, it is recommended that you conduct a test print.
> • When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES) (page 3-36)"
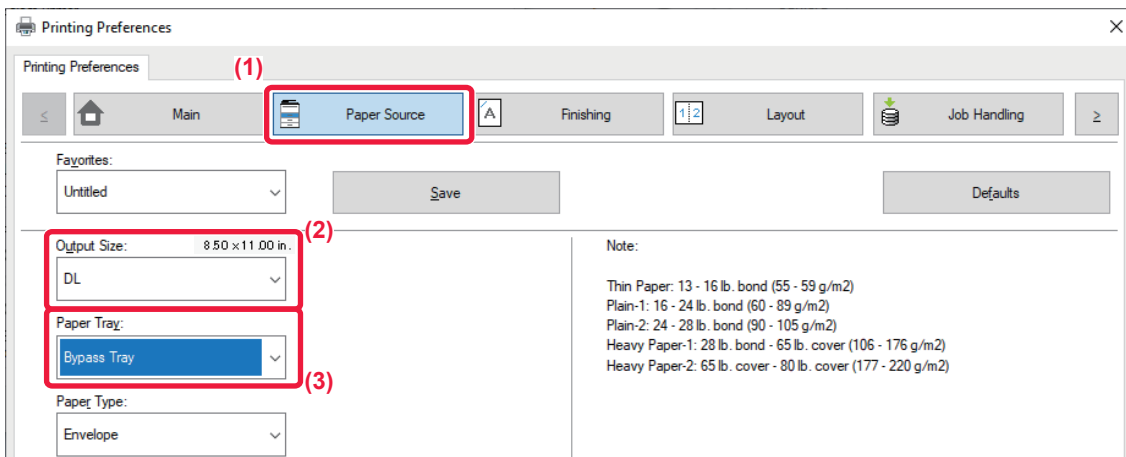
(1) Click the [Paper Source] tab.

(2) Select the envelope size from the "Output Size" menu.

When [Output Size] is set to envelope, [Paper Type] is automatically set to [Envelope].
When "Original Size" is set to envelope on the [Main] tab and "Output Size" is set to [Same as Original Size], "Paper Type" is automatically set to [Envelope].

(3) Select [Bypass Tray] or [Tray 1] in "Paper Tray".

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

• If you have configured "Printing Policy" on the [Configuration] tab so that user authentication is always performed, users are required to be authenticated for each print job. This is done by entering authentication information in a dialog box that appears each time printing is performed.

• The machine's user authentication function cannot be used when the PPD driver* is installed and the Windows standard PS printer driver is used.
For this reason, the machine can be configured to prohibit users from executing printing unless their user information is stored in the machine.

* The PPD driver enables the machine to print using the Windows standard PS printer driver.

---

1 **In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.**

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2
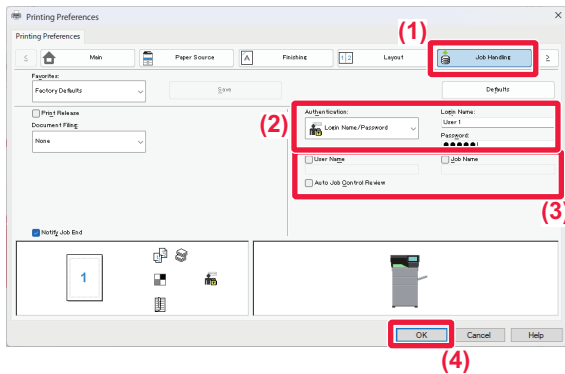
Enter your user information.

(1) Click the [Job Handling] tab.

(2) Enter your user information.

- When authentication is performed by login name, select [Login Name] and enter your login name.
- When authentication is performed by login name/password, click [Login Name/Password] and enter your login name and password. Enter the password using 1 to 32 characters
- When the machine's authentication destination is Active Directory, [Single Sign-on] can be selected. For information on single sign-on, refer to "AUTHENTICATION BY SINGLE SIGN-ON (page 3-105)".
- When authentication is performed by user number, select [User Number] and enter your 5 to 8 digit user number.

(3) Enter the user name and job name as necessary.

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 30 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.
- To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox.

(4) Click the [OK] button to execute printing.

Authentication by Single Sign-on requires that Active Directory authentication be performed on the machine and your computer. This can only be used when your computer is running Windows.

FREQUENTLY USED FUNCTIONS

SAVING SETTINGS AT THE TIME OF PRINTING

Settings configured on each of the tabs at the time of printing can be saved as Favorite. Saving frequently used settings or complex settings under an assigned name makes it easy to select those settings the next time you need to use them. Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

Deleting saved settings
In step 2 of "USING SAVED SETTINGS (page 3-12)", select the user settings that you want to delete and click the [Delete] button.

1 Select the machine's printer driver from the print window of the application, and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2
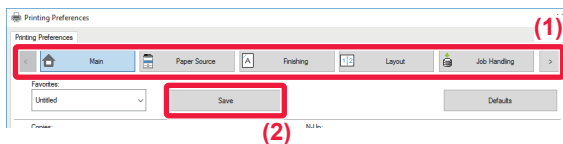
Register Print Settings.

(1) Configure the print settings on each tab.

(2) Click the [Save] button.

3
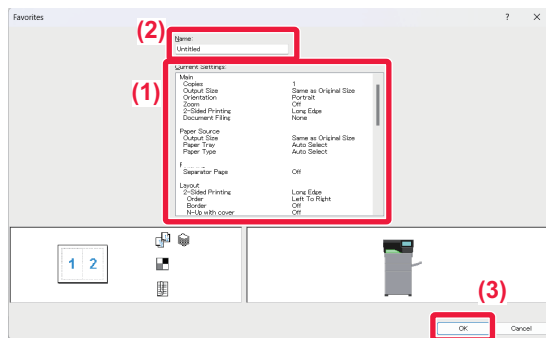
Check and save the settings.

(1) Check the displayed settings.

(2) Enter a name for the settings using up to 20 characters.

(3) Click the [OK] button.

USING SAVED SETTINGS

You can specify the saved favorites through just one click to apply frequently used settings or complicated settings to your printing.

1 **Select the machine's printer driver from the print window of the application, and click the [Preferences] button.**

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
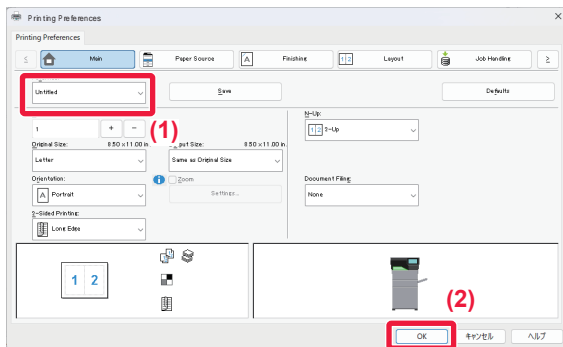
2 **Select favorite settings.**

(1) **Select the favorite settings you want to use.**

(2) **Click the [OK] button.**

3 **Start printing.**

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

You can change the default settings of the printer driver.
Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

1 Click the [Start] button, select [Settings] → [Device] → [Printers & scanners].

• In Windows 11, click the [Start] button, select [Devices] → [Printers & scanners].
• In Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

2

SHARP BP-xxxxx
Default

Open queue   Manage   Remove device
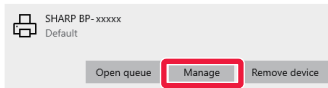
Click the printer driver name of the machine and click [Manage].

3 **Click [Start].**

4 **Configure the settings and click the [OK] button.**

For explanations of the settings, see printer driver Help.

SHARE FAVORITE SETTINGS BETWEEN SERVER AND CLIENT

When using this machine as a shared printer, if "Favorite" is set in the printer driver of the shared server, this setting can also be used on the shared destination.

When "Share Favorites" is enabled...
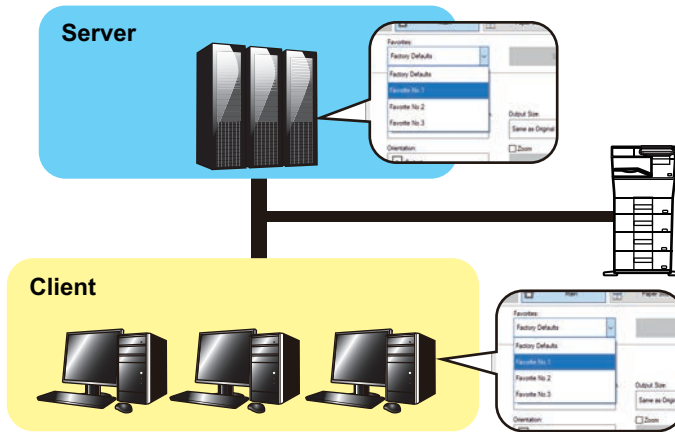
The favorite settings configured on the server can be used on the client computer.

Configure the following settings in the printer driver of the shared server.

<table>
<tr>
<td>**1**</td>
<td>**Click the [Start] button, select [Settings] → [Device] → [Printers & scanners].**</td>
</tr>
</table>

- In Windows 11, click the [Start] button, select [Devices] → [Printers & scanners].
- In Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

<table>
<tr>
<td>**2**</td>
<td>**Click the printer driver name of the machine and click [Manage].**</td>
</tr>
</table>

<table>
<tr>
<td>**3**</td>
<td>**Click [Printer Properties].**</td>
</tr>
</table>

4
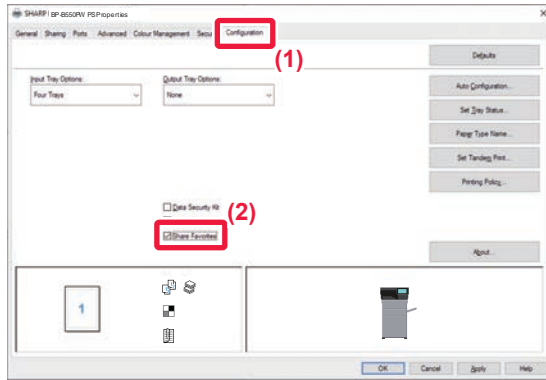
Configure the sharing settings.

(1) Click the [Configuration] tab.

(2) Set the [Share Favorites] check box to ☑ .

3-15

PRINTING IN A macOS ENVIRONMENT

BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory application "TextEdit" in macOS.

> • To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.
> • The explanations of screens and procedures for use in a macOS environment generally assume that macOS 14 is being used and a PPD driver is installed. The screens may be different depending on the version of the operating system or the software application.
> • The menu used to execute printing may vary depending on the application.

1
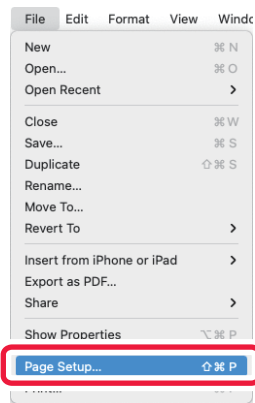
Select [Page Setup] from the [File] menu and select the printer.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

2
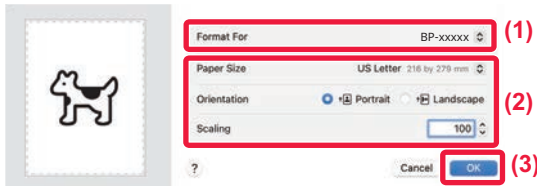
Select paper settings.

(1) Make sure that the correct printer is selected.

(2) Select paper settings.

Paper size, paper orientation, and enlarge/reduce settings can be selected.

(3) Click the [OK] button.

3
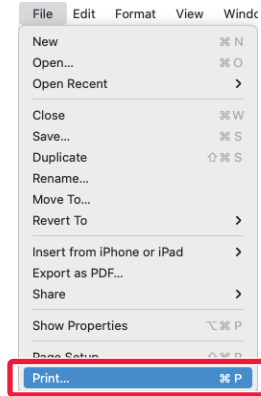
Select [Print] from the [File] menu.

4

(1)
(2)
(3)
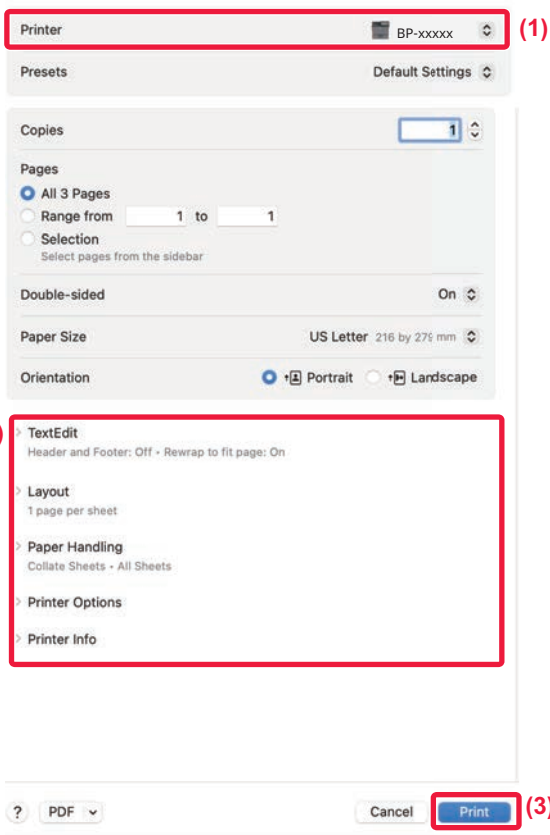
Select print settings.

(1) Make sure that the correct printer is selected.

(2) Select an item and configure the settings as needed.

(3) Click the [Print] button.

The layout of the settings menu is different in macOS 12 and earlier.

SELECTING THE PAPER

This section explains the [Paper Feed] settings in the print settings window.

- **When [Auto Select] is selected:**
  A tray that is set for plain or recycled paper (only plain paper 1 in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.
- **When a paper tray is specified:**
  The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen.
  For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).
- **When a paper type is specified:**
  A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.

Special media such as envelopes can also be placed in the bypass tray.
For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY (page 1-15)".

When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Settings (administrator)" → [Printer Settings] → [Condition Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

PRINTING ON ENVELOPES

The bypass tray or tray 1 can be used for envelope printing.

> • For the types of paper that can be used in the tray, see "APPLICABLE PAPER TYPES (page 1-8)".
> • For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY (page 1-15)".
> • For more information on the procedure for loading paper, see "SELECTING THE PAPER (page 3-18)".
> • When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES) (page 3-36)".
> • After printing, there may be creases in the envelope depending on the envelope type and format as well as on the printing environment. Before high-quantity printing, it is recommended that you conduct a test print.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

1

Select print settings.

(1) Select the envelope size from the "Paper Size" menu.

(2) Select [Paper Feed] from the "Printer Options".

In macOS 12 and earlier, select [Paper Feed].

(3) Select the [Bypass Tray (Envelope)] or [Tray 1] from the "All Pages From" menu.

> When [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Settings (administrator)", set the paper type of the bypass tray to [Envelope].

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

The menu used to execute printing may vary depending on the application.
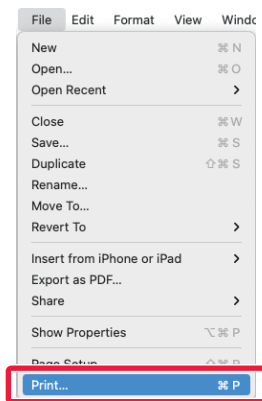
1 | In the application, select [Print] from the [File] menu.

2
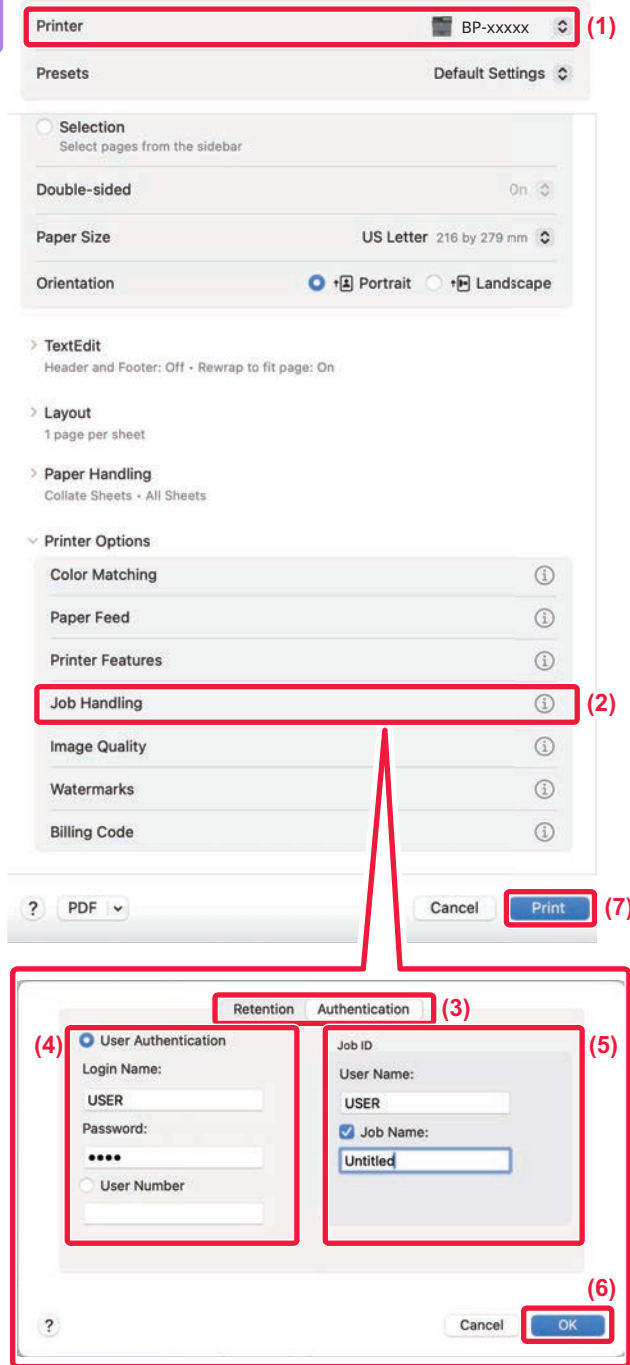
Enter your user information.

(1) **Make sure that the machine's printer name is selected.**

(2) **Select [Job Handling] from the "Printer Options".**

In macOS 12 and earlier, select [Job Handling].

(3) **Switch to [Authentication].**

(4) **Enter your user information.**

- When authentication is carried out using the login name/password, enter your login name in "Login Name" and your password (1 to 32 characters) in "Password".
- When authentication is carried out using the user number, enter your user number (5 to 8 digits) in "User Number".

(5) **Enter the user name and job name as necessary.**

- User Name
Enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Job Name
Enter a job name using up to 32 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.

(6) **Click the [OK] button.**

(7) **Click the [Print] button.**

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FREQUENTLY USED FUNCTIONS

SELECTING THE RESOLUTION

The following three selections are available for "Print Mode" (resolution):

600 dpi	This mode is suitable for printing data such as regular text or a table.
600 dpi (High Quality)	The print quality of photos and text are high.

Windows
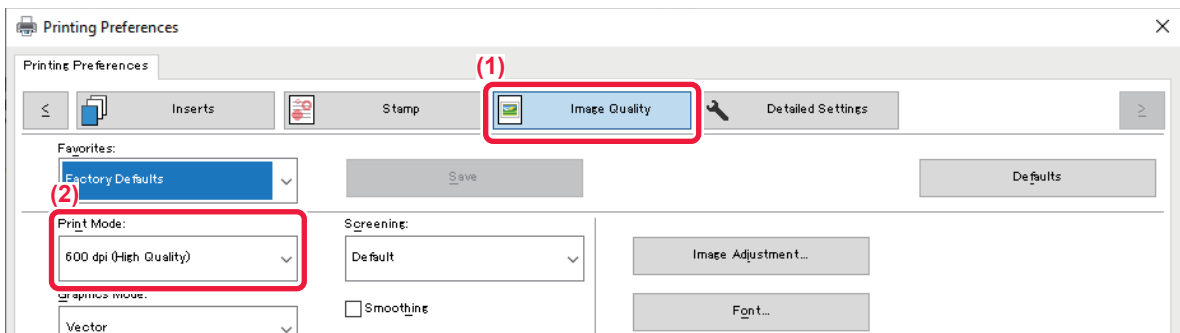
(1) Click the [Image Quality] tab.

(2) Select "Print Mode".

macOS
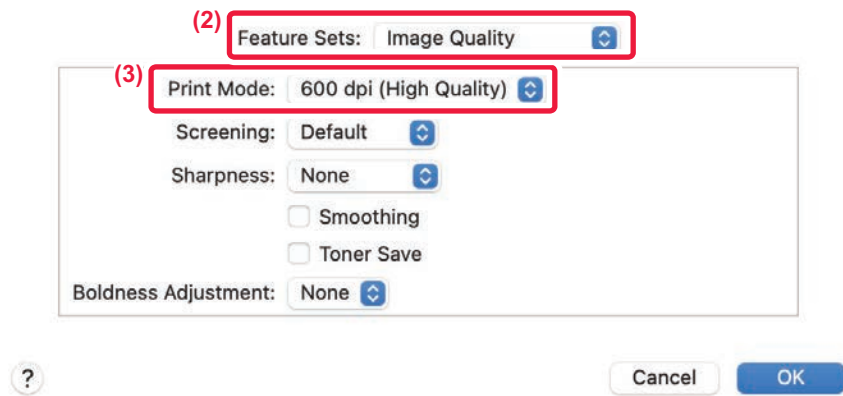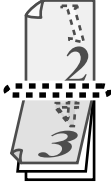
(1) Select [Printer Features] from the "Printer Options".

In macOS 12 and earlier, select [Printer Features].

(2) Select [Image Quality].

(3) Select "Print Mode".

2-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results	
Portrait	Long Edge	Short Edge
Landscape	Short Edge	Long Edge
	The pages are printed so that they can be bound at the left or right side.	The pages are printed so that they can be bound at the top.

Windows
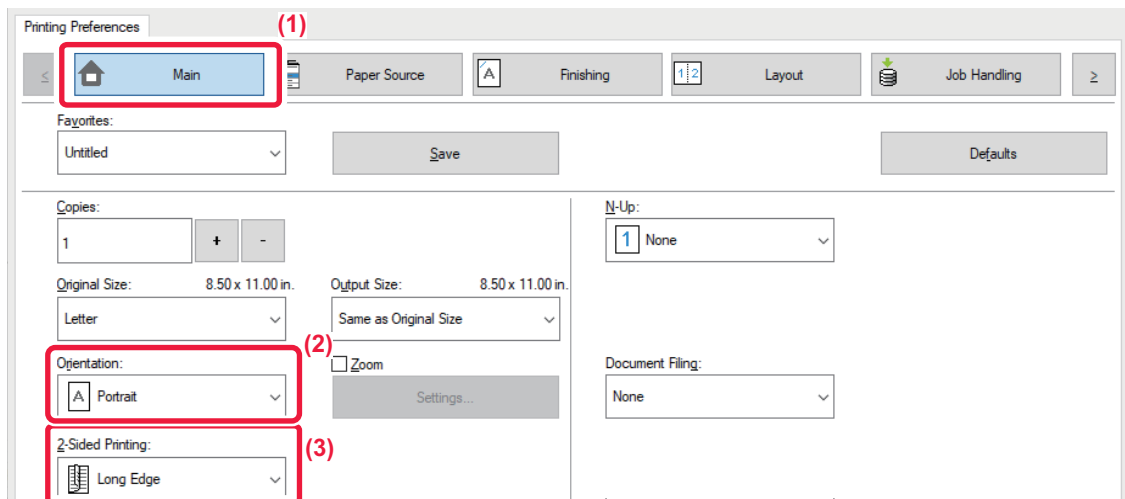
(1) Click the [Main] tab.

(2) Select the paper orientation.

(3) Select [Long Edge] or [Short Edge].

> If necessary, you can select the method of implementing 2-sided printing. Click the [Other Settings] button on the [Detailed Settings] tab, and select the mode from "Duplex Style".

macOS
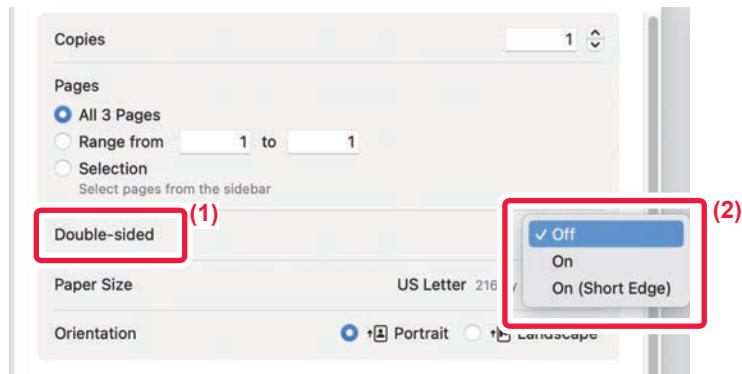
(1) Select [Double-sided].

(2) Select [On] for long edge binding and [On (Short Edge)] for short edge binding.
In macOS 12 and earlier, select [Long-Edge binding] or [Short-Edge binding].

3-24

FITTING THE PRINT IMAGE TO THE PAPER

This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine. This function is convenient when enlarging an invoice or A5 size document to letter or A4 size to make it easier to view, or when printing a document on paper that is different in size from the original document.
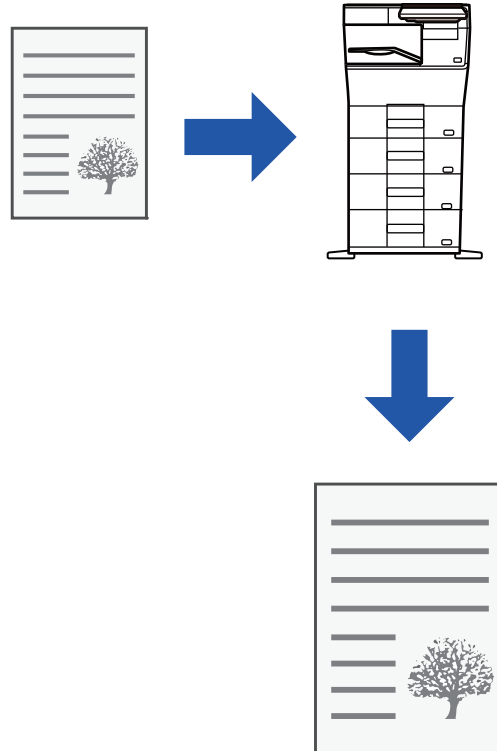
The following example explains how to print an Invoice (or A5) size document on Letter (or A4) size paper.

Windows
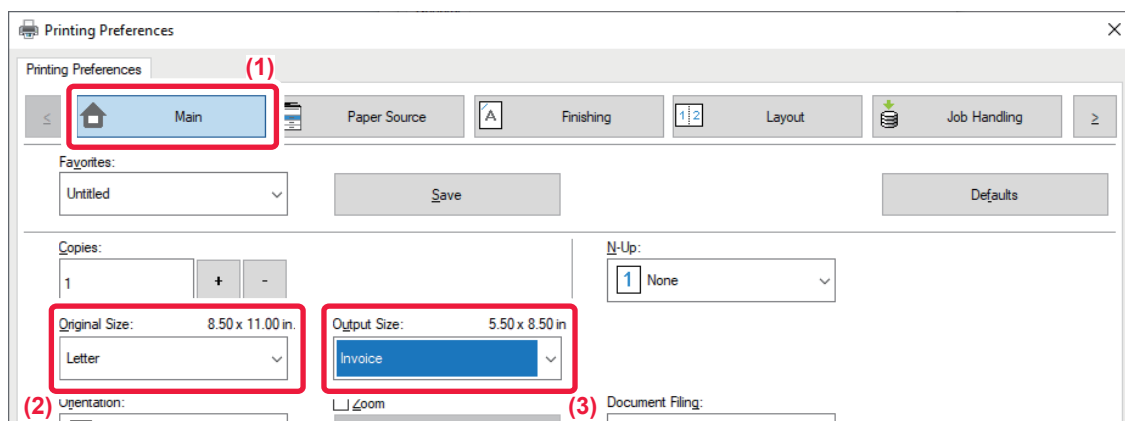
(1) Click the [Main] tab.

(2) Select the original size from [Original Size] (for example: A5).

(3) Select the actual paper size to be used for printing from [Output Size] (for example: A4).

If the output size is larger than the original size, the printed image will be automatically enlarged.

If A0, A1, A2, B1, B2, or B3 size is selected in "Original Size", Letter (or A4) is automatically selected in "Output Size".

macOS
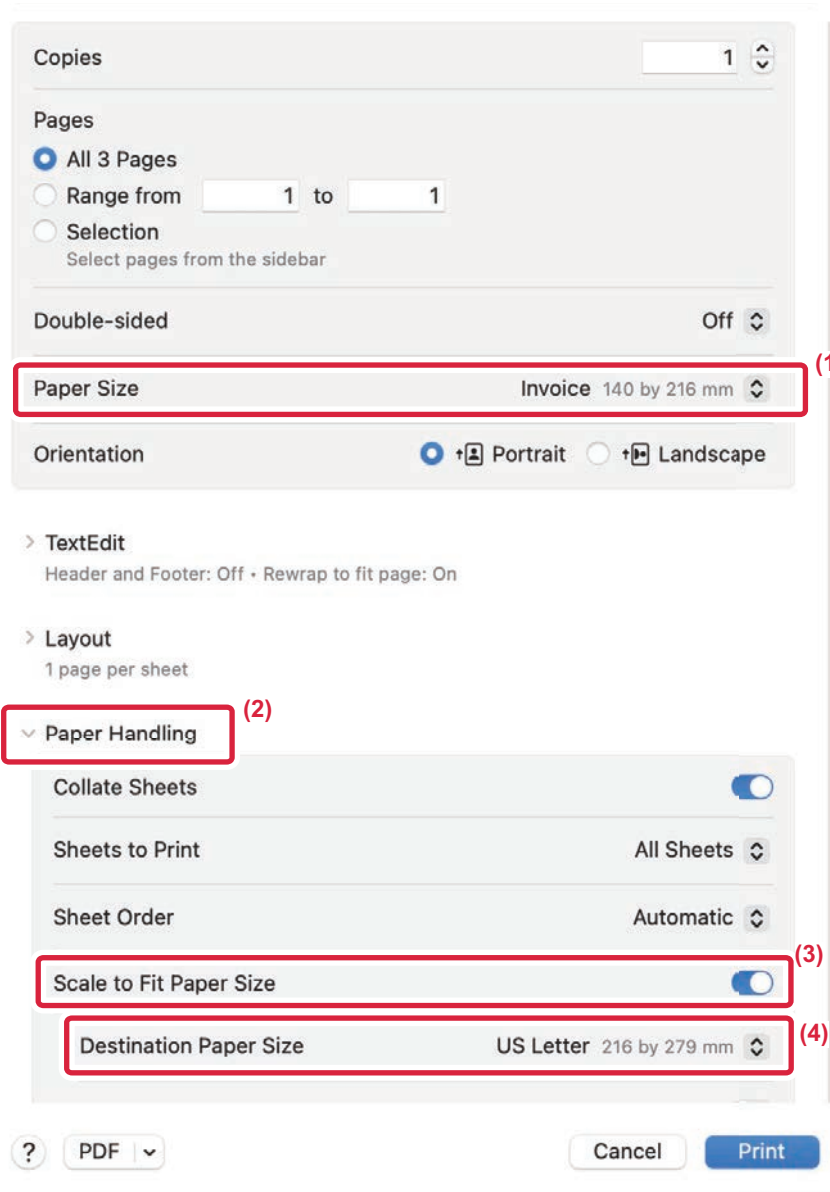
(1) **Check the paper size for the print image (for example: Invoice).**

(2) **Select [Paper Handling].**

(3) **Select [Scale to fit paper size].**

(4) **Select the actual paper size to be used for printing (for example: US Letter) from "Destination Paper Size".**
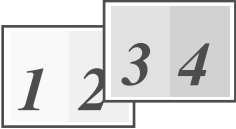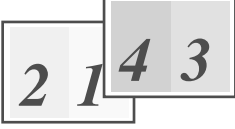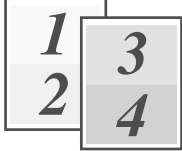
PRINTING MULTIPLE PAGES ON ONE PAGE

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

2-Up (2 pages per sheet)		
Left to Right	Right to Left	Top To Bottom (When the print orientation is landscape)

4-Up (4 pages per sheet)			
Right, and Down	Down, and Right	Left, and Down	Down, and Left

- [N-Up] that can be set on the [Layout] tab can also be set on the [Main] tab. ("Order" can only be set in the [Layout] tab.)
- Note the following when printing multiple pages on one sheet:
  - The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
  - In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.
  - In a macOS environment, the page orders are displayed as selections.
  - In a macOS environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16. Printing 8 pages on one sheet is not supported.
- For information on the "Repeat" function, see "PRINT THE SAME IMAGE IN TILE PATTERN (REPEAT PRINT) (page 3-66)".

The function for printing only the first page normally can only be used in the PCL6 printer driver.

Windows
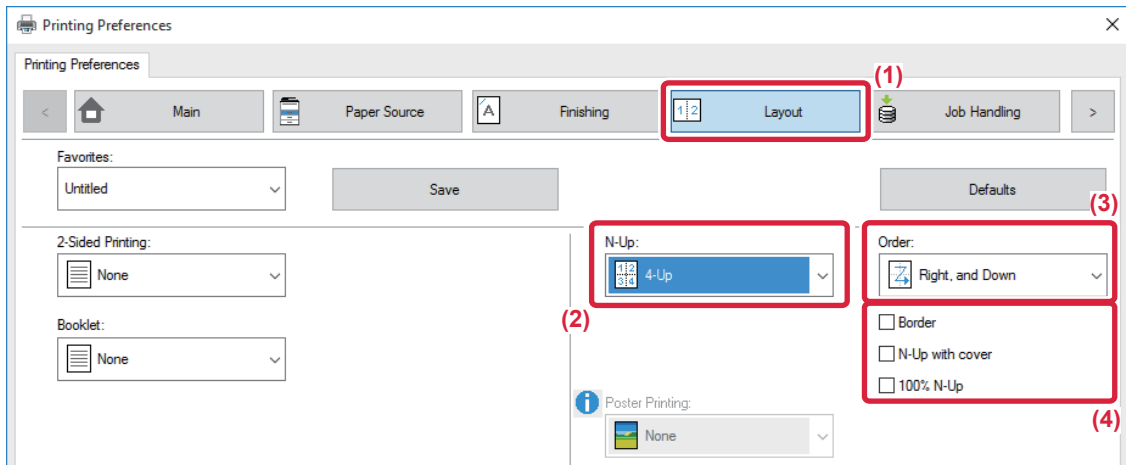
(1) Click the [Layout] tab.

(2) Select the number of pages per sheet.

(3) Select the order of the pages.

(4) If you wish to print borderlines, click the [Border] checkbox so that the checkmark ☑ appears.

- To print the first page normally (as a cover), select the [N-Up with cover] checkbox (☑). (PCL6 only)
- When [100% N-Up] is selected (☑) for jobs such as N-Up copying of two A5 size pages onto one A4 sheet, the pages will be printed at the full size of the original. If you select [Border] at this time, only the border will be printed. ☑

macOS
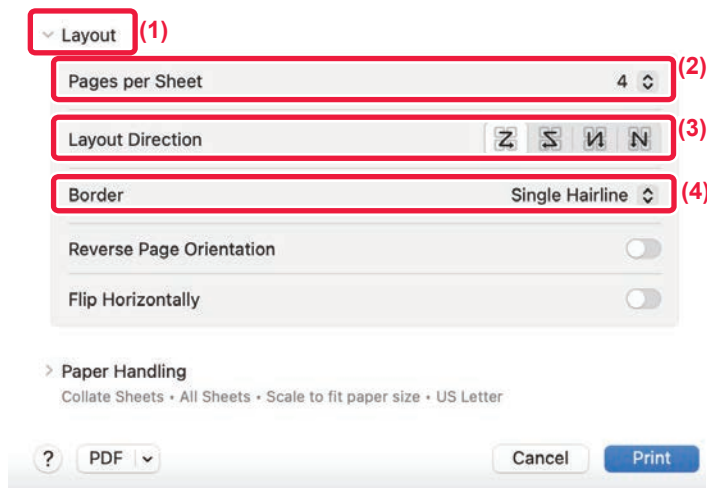
(1) Select [Layout].

(2) Select the number of pages per sheet.

(3) Select the order of the pages.

(4) If you wish to print borderlines, select the desired type of borderline.

PRINTING WHILE SKIPPING BLANK PAGES

If the original contains blank pages, the blank pages are skipped during printing. The machine detects blank pages and does not print them. This eliminates unnecessary printing without you having to check for blank pages before printing.
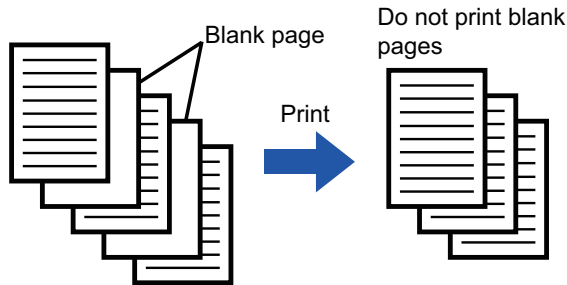
This function is available in a Windows environment.

- Depending on the state of the original, some pages that are not blank may be detected as blank pages and thus not being printed, or some pages that are blank may not be detected as blank and thus printed.
- In N-Up Print, blank pages are not excluded and are printed.

Windows
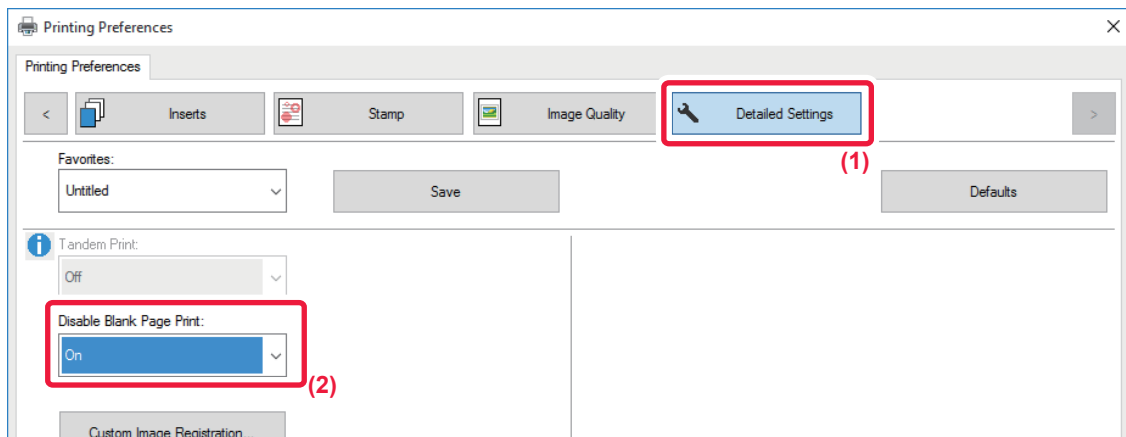
(1) **Click the [Detailed Settings] tab.**

(2) **Select [On] in [Disable Blank Page Print].**

CONVENIENT PRINTING FUNCTIONS

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

CREATE A PAMPHLET (BOOKLET)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.
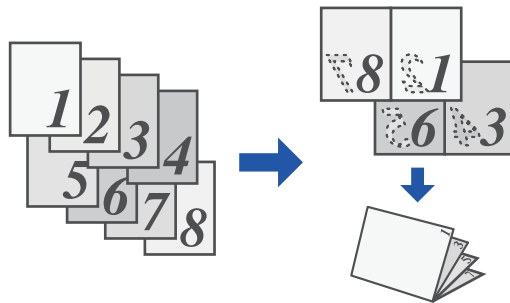
Windows
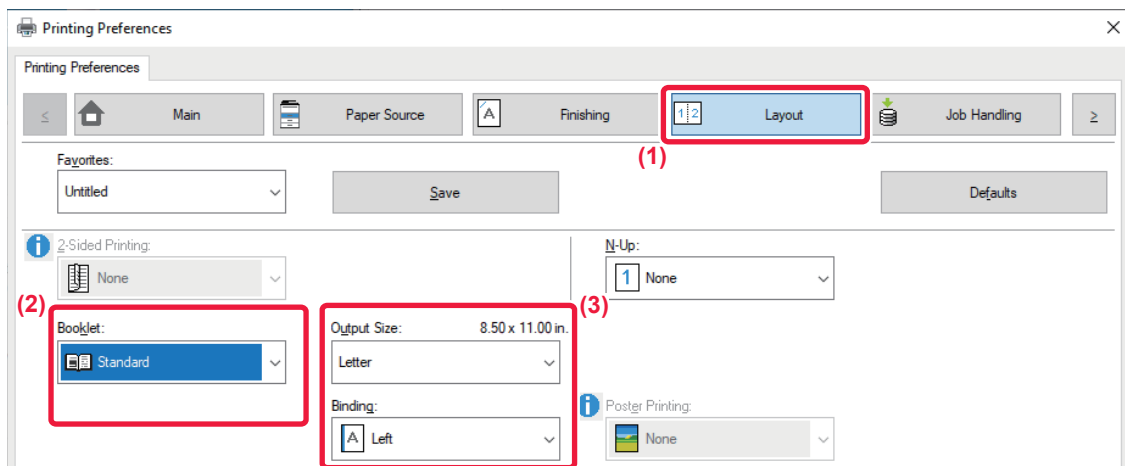
(1) Click the [Layout] tab.

(2) Select [Standard] in "Booklet".

The printed image will be enlarged or reduced to fit the paper selected in "Output Size".

(3) Select the specified output size and the binding edge.

macOS
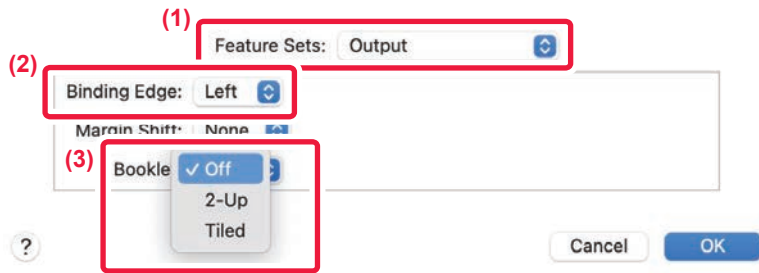
(1) Select [Printer Features] from the "Printer Options", and then select [Output].
In macOS 12 and earlier, select [Printer Features] and then select [Output].

(2) Select "Binding Edge".

(3) Select "Booklet".

PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

This function shifts the print image to increase the margin at the left, the right, or the top of the paper.
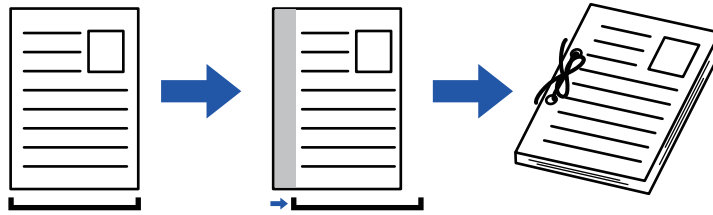
By shifting the image, the part of the image that is outside the print area will not be printed.

Windows
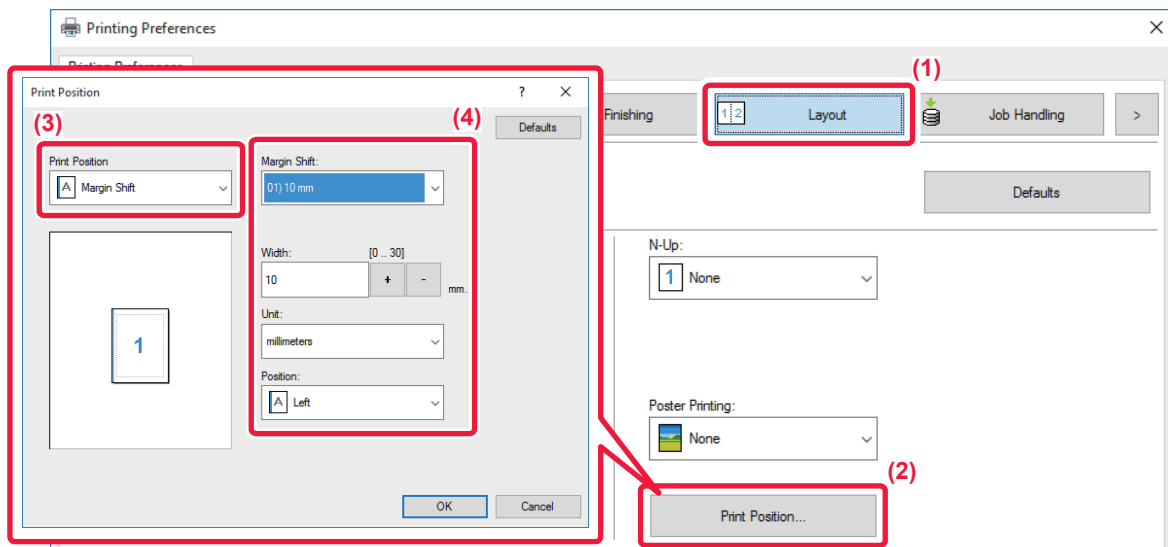
(1) Click the [Layout] tab.

(2) Click the [Print Position] button.

(3) Select [Margin Shift].

(4) Select the shift width.

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting and click [+] [–] buttons or directly enter the number.

macOS
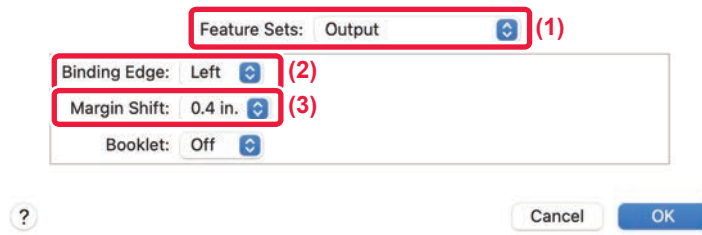
(1) Select [Printer Features] from the "Printer Options", and then select [Output].

In macOS 12 and earlier, select [Printer Features] and then select [Output].

(2) Select "Binding Edge".

(3) Select "Margin Shift".

CREATE A LARGE POSTER (POSTER PRINTING)

One page of print data is enlarged and printed using multiple sheets of paper (2 sheets (1 x 2), 4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster.
To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed or overlapping edges can be created (overlap function).
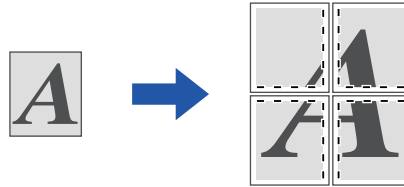
This function is available in a Windows environment.

Windows
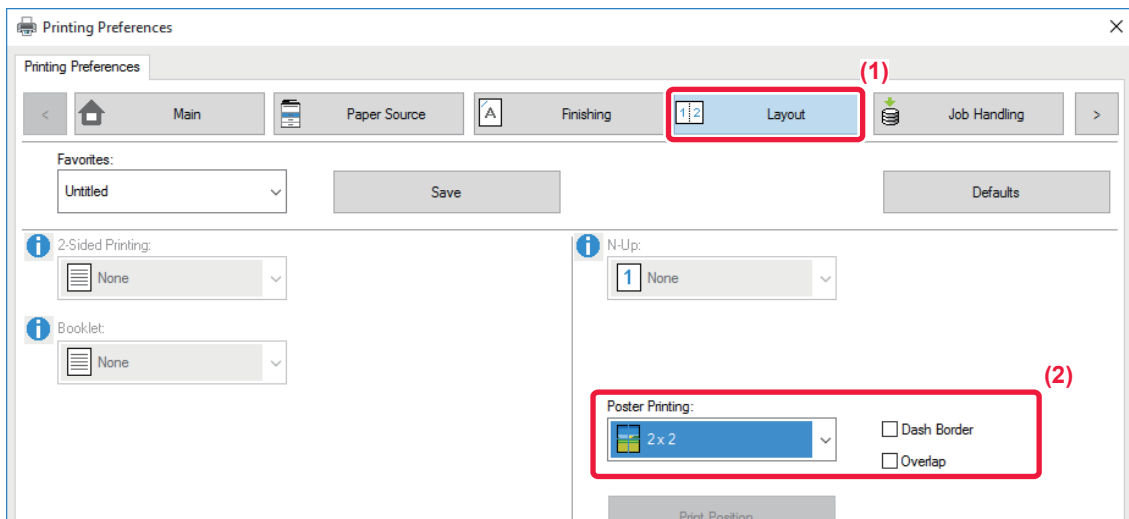
(1) **Click the [Layout] tab.**

(2) **Select the number of sheets to be used in "Poster Printing".**

If you wish to print borderlines and/or use the overlap function, click the corresponding checkboxes so that the ☑ appears.

FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

This function sets different print positions (margins) separately for odd and even pages and prints the pages.

This function is available in a Windows environment.

Windows
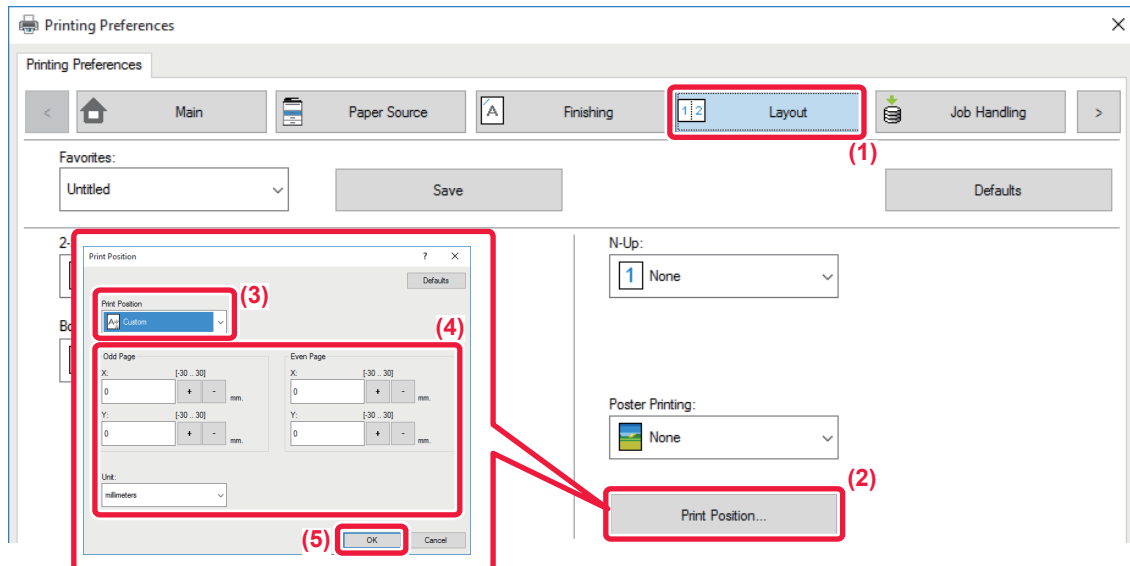
(1) Click the [Layout] tab.

(2) Click the [Print Position] button.

(3) Select [Custom].

(4) Set the amount of shifting of the print position for odd-numbered pages and even-numbered pages.

(5) Click the [OK] button.

ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as envelopes or paper with punch holes).
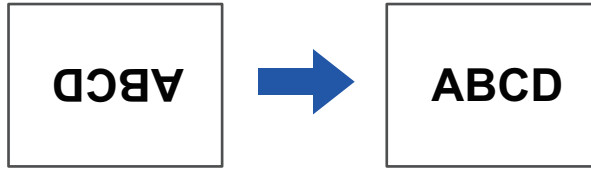
Windows
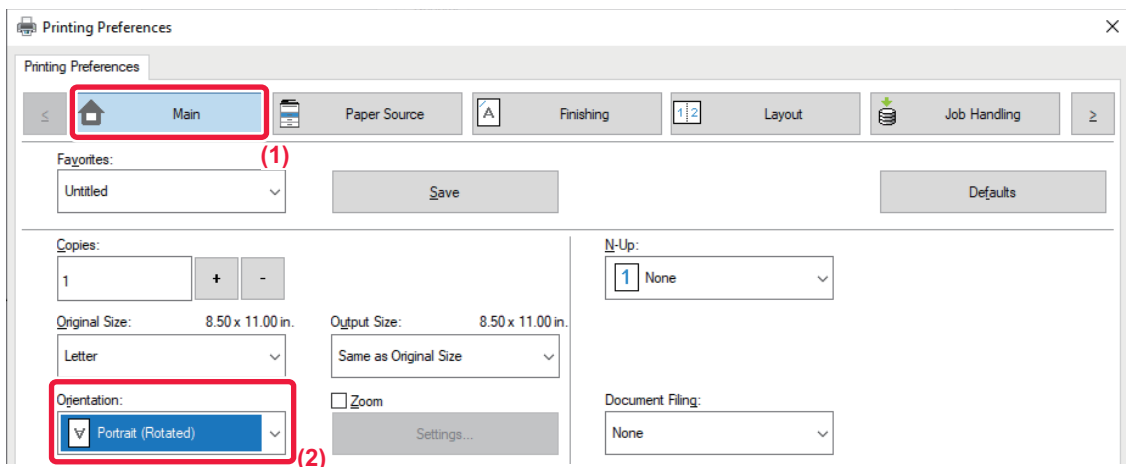
(1) **Click the [Main] tab.**

(2) **Select [Portrait (Rotated)] or [Landscape (Rotated)] in "Orientation".**

macOS
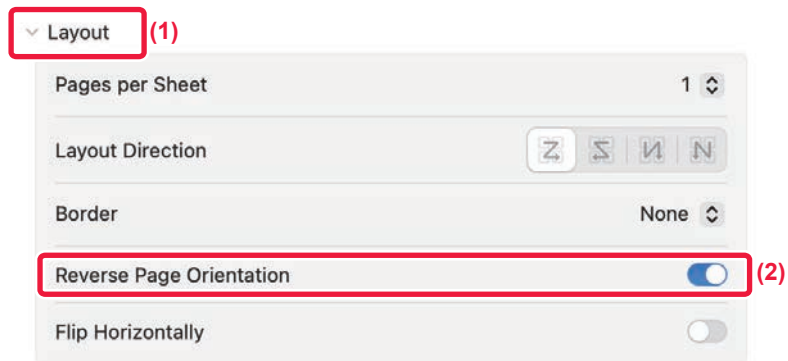
(1) Select [Layout].

(2) Enable [Reverse Page Orientation].

In macOS 12 and earlier, select the [Reverse Page Orientation] checkbox so that ☑ appears.

ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

This function enlarges or reduces the image to a selected percentage.
This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.
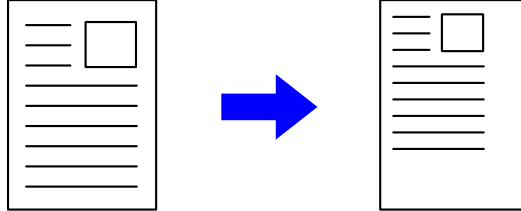
> When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportions of the image.

Windows
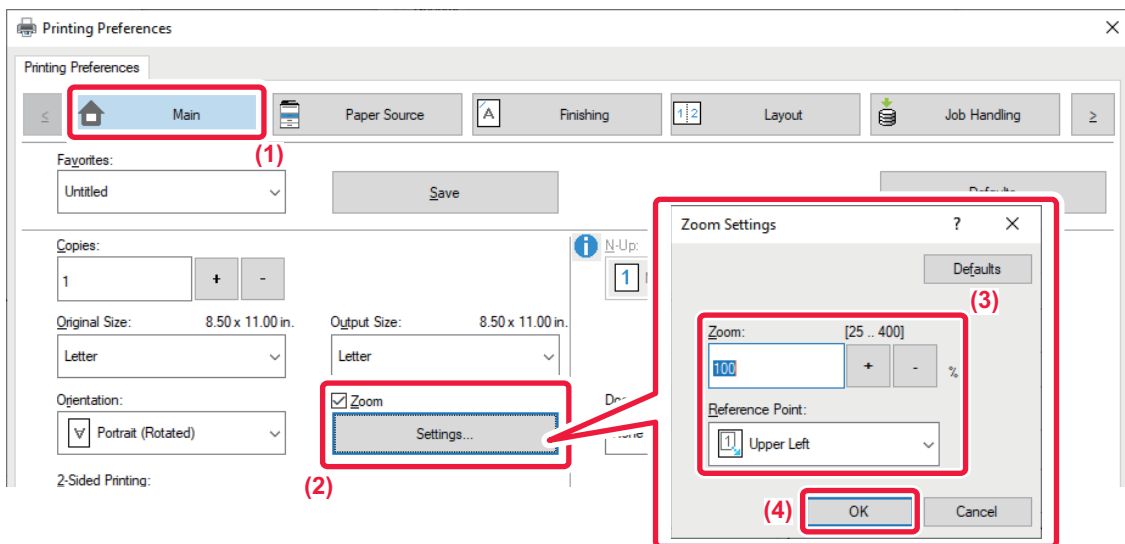
(1) Click the [Main] tab.

(2) Click the [Zoom] checkbox so that ✓ appears, and click the [Settings] button.

(3) Enter the percentage.

By clicking the ⊕ ⊖ button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

(4) Click the [OK] button.

macOS
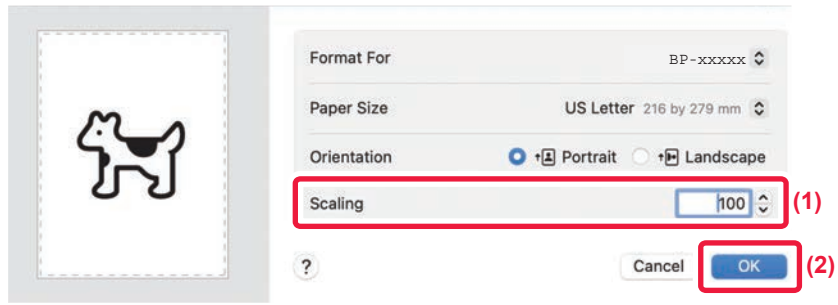
(1)   Select [Page Setup] from the [File] menu and enter the ratio (%).

(2)   Click the [OK] button.

ADJUST THE LINE THICKNESS (WIDTH)

Adjusting line widths used in data such as CAD

This function increases the thickness of the entire line when the print lines are not clear in CAD or other special applications.

When the data includes lines of varying widths, you can print all lines at the minimum width as necessary.
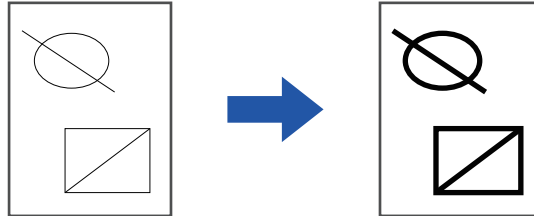
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- When printing from an application that processes lines as raster graphics, line widths cannot be adjusted.

Windows
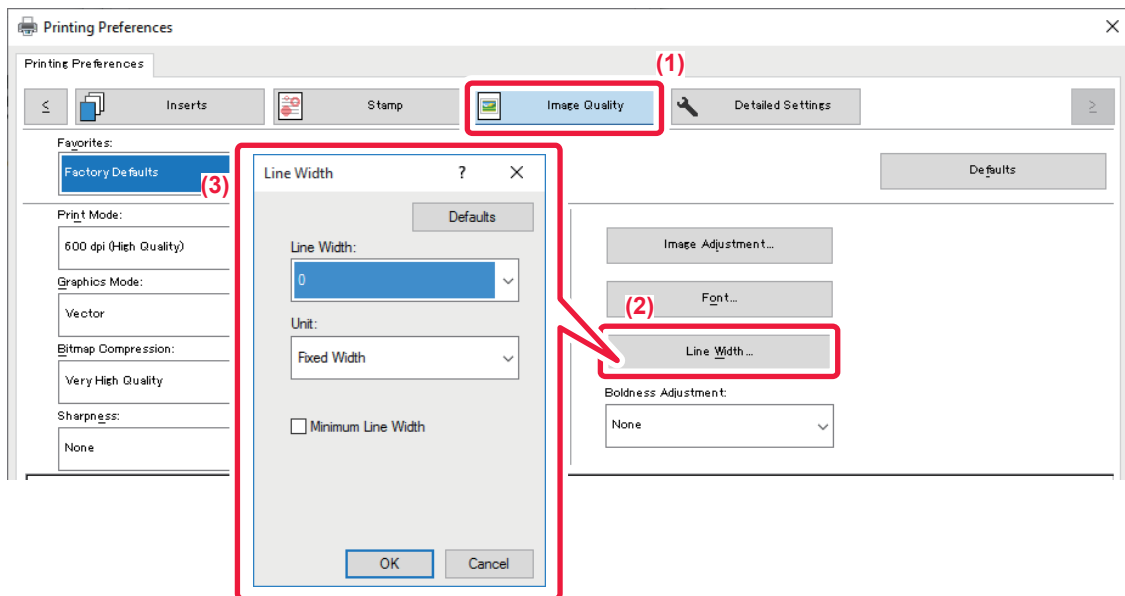
(1) Click the [Image Quality] tab.

(2) Click the [Line Width] button.

(3) Set the line thickness and click the [OK] button.

- The units of line-width adjustment can be set to "Fixed Width" or "Ratio".
  Select from the "Unit" menu.
- To print all line data in the minimum line width, click the [Minimum Line Width] checkbox.

Thickening fine lines in Excel

When fine border lines in Excel do not print correctly, you can make the lines thicker.

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- Normally this setting is not necessary.

Windows
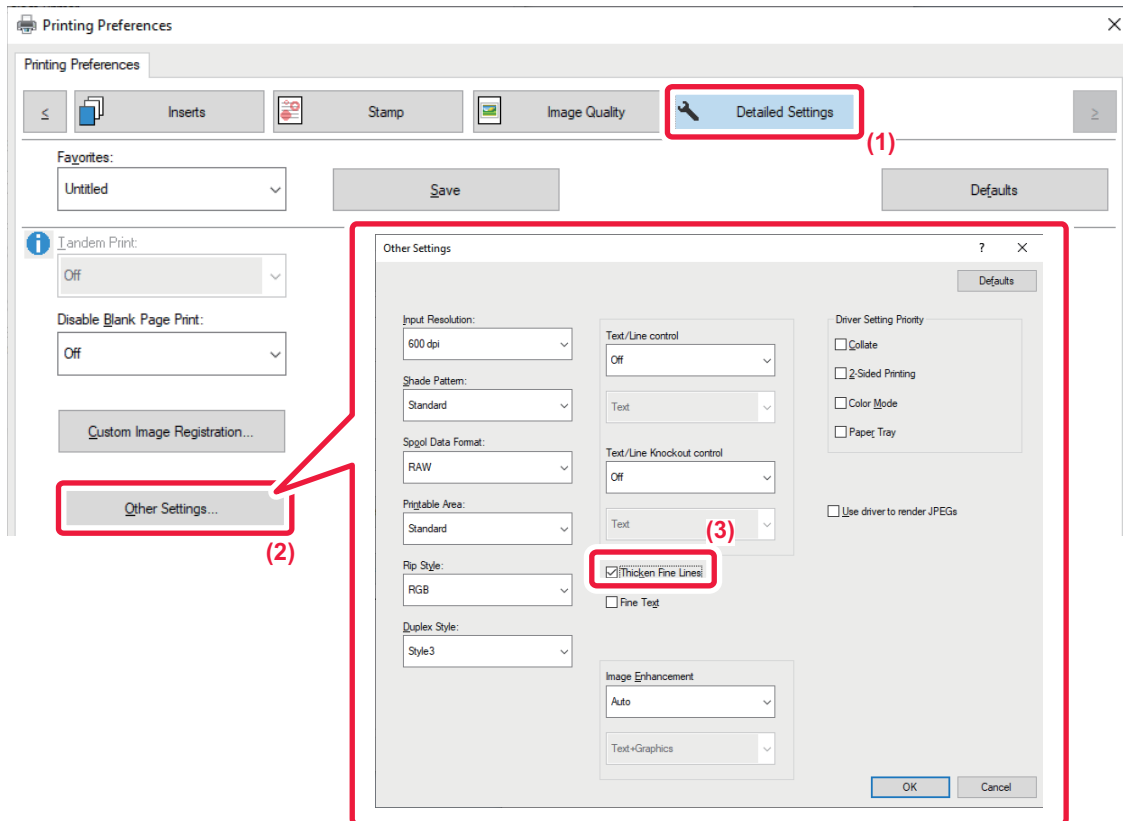
(1) Click the [Detailed Settings] tab.

(2) Click the [Other Settings] button.

(3) Select the [Thicken Fine Lines] checkbox (☑).

Adjusting the thickness of text and lines

You can make text and lines thicker. You can also make edges smoother or sharper.

Windows
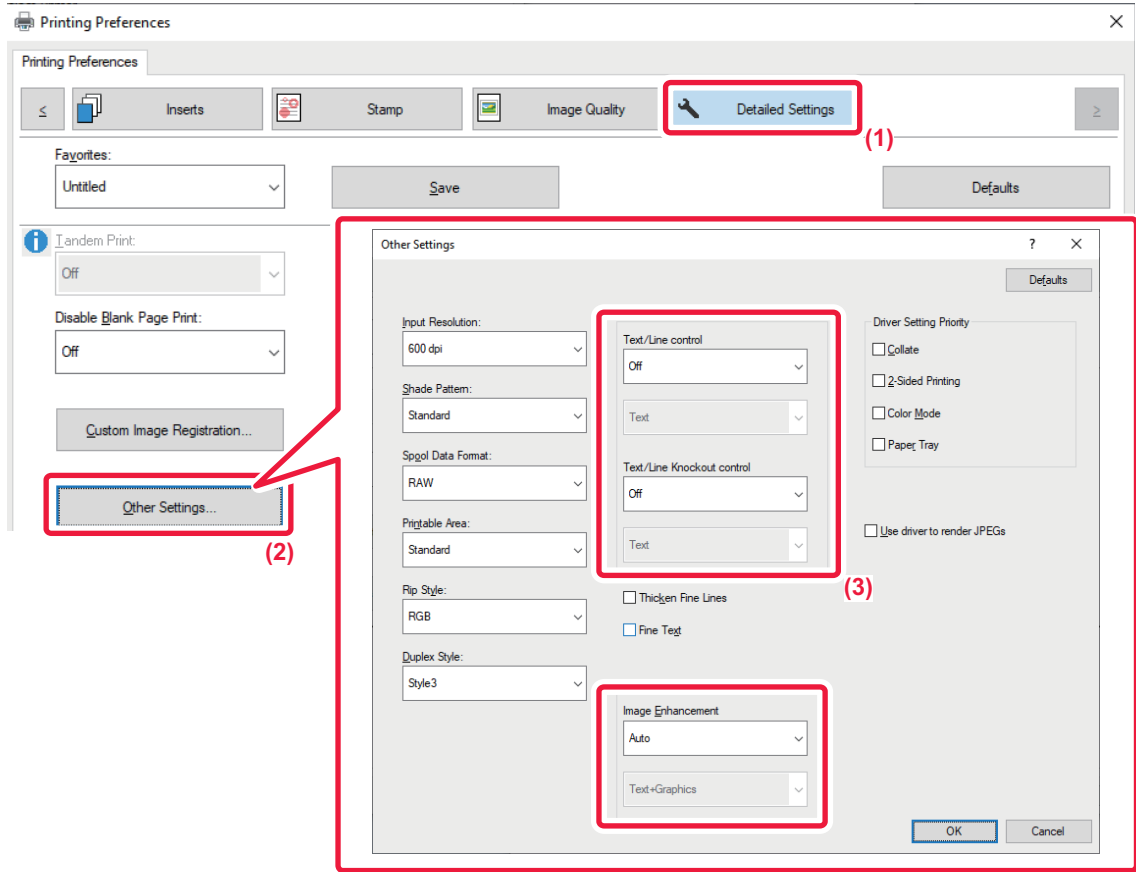
(1) Click the [Detailed Settings] tab.

(2) Click the [Other Settings] button.

(3) Specify the settings.

Item		Description
Text/Line control	Text	You can make characters and text thicker.
	Graphics	
	Text+Graphics	
	Text+Graphics+Photo	
Text/Line Knockout control	Text	You can make knockout text and lines thicker.
	Text+Graphics	

Item			Description
Image Enhancement	Auto		You can make the edges of text and graphics smoother or sharper.
	Off		Auto: Perform optimal image enhancement.
	Sharp	Text	Off: No image enhancement is applied.
		Text+Graphics	Sharp: Image enhancement is applied sharply.
		Text+knockout text	Soft: Image enhancement is applied smoothly.
		Text+Graphics+ knockout text	
		Text+Graphics+ knockout	
	Soft	Text	
		Text+Graphics	
		Text+knockout text	
		Text+Graphics+ knockout text	
		Text+Graphics+ knockout	

macOS

(1) Select [Printer Features] from the "Printer Options", and then select [Advanced2].

In macOS 12 and earlier, select [Printer Features] and then select [Advanced2].

(2) Specify the settings.

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PRINT A MIRROR-IMAGE (MIRROR-IMAGE REVERSE/VISUAL EFFECTS)

The image is reversed to create a mirror image.
This function is conveniently used to print a design for a woodblock print or other printing medium.
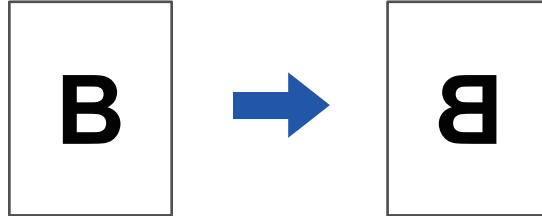
In a Windows environment, this function is only available when using the PS printer driver.

Windows
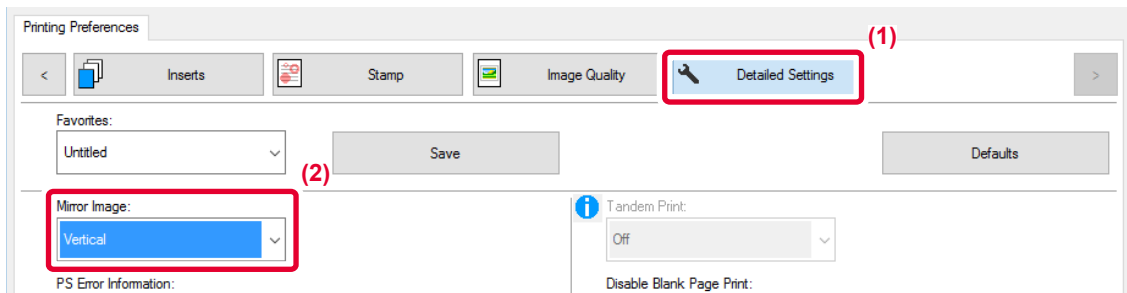
(1) **Click the [Detailed Settings] tab.**

(2) **If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].**

macOS
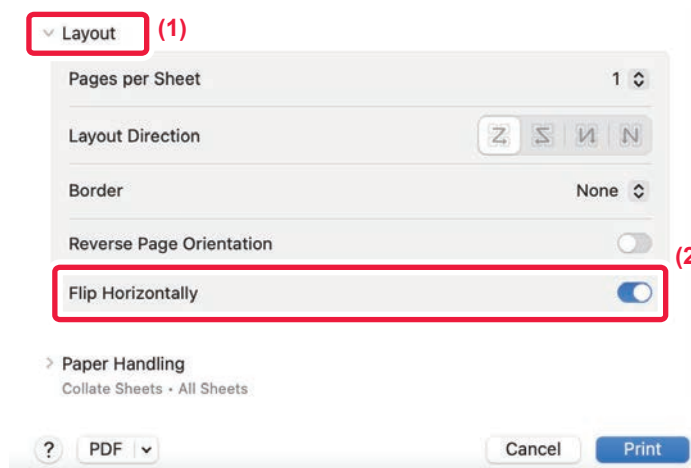
(1) **Select [Layout].**

(2) **Enable the [Flip Horizontally].**

In macOS 12 and earlier, select the [Flip Horizontally] checkbox (✓).

IMAGE ADJUSTING FUNCTION

ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE (IMAGE ADJUSTMENT)

This function adjusts the brightness and contrast in the print settings when a photo or other image is printed.
This function makes simple corrections even if image editing software is not installed on your computer.

> This function is available in a Windows environment.

Windows
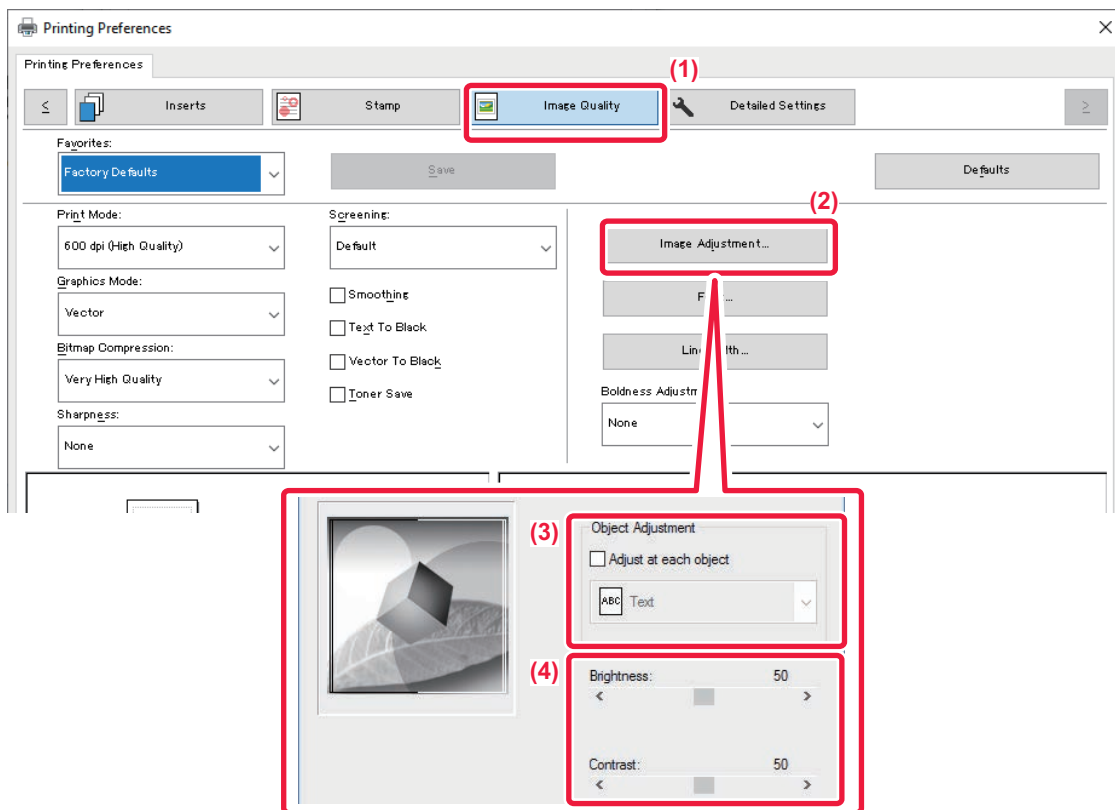
(1) Click the [Image Quality] tab.

(2) Click the [Image Adjustment] button.

(3) To adjust objects (text, graphics, photos) individually, select the [Adjust at each object] checkbox
(☑) and select the object.

(4) Drag the slide bar ▭ or click ◁ ▷ buttons to adjust the image.

PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)

When printing a color image in grayscale, text and lines that are drawn in faint colors are printed in black. This function allows you to bring out color text and lines that are faint and difficult to see when printed in grayscale.
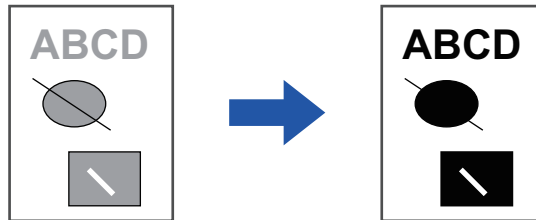
- Raster data such as bitmap images cannot be adjusted.
- This function is available in a Windows environment.

Windows
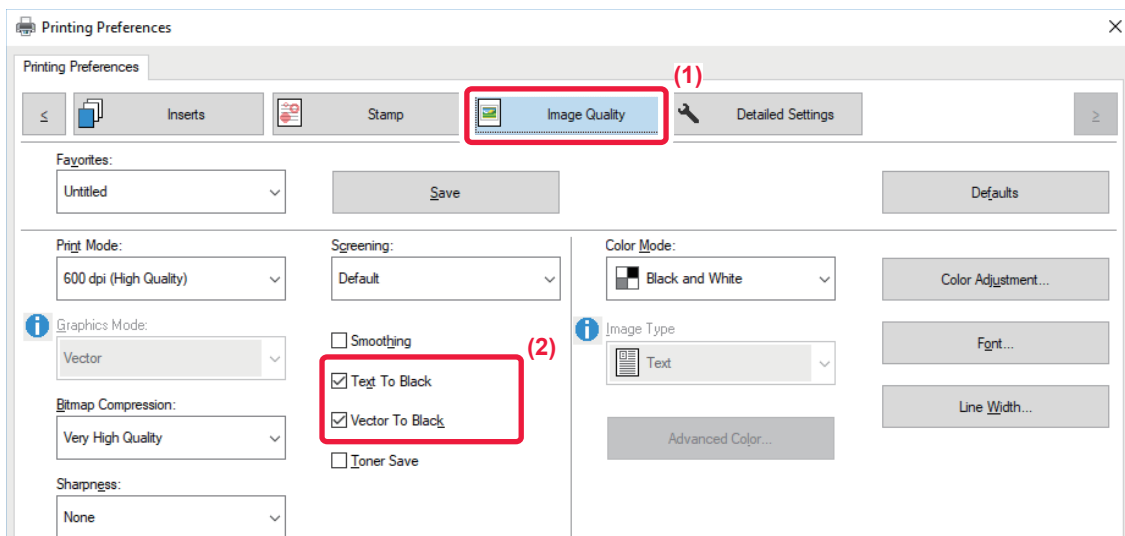
(1) Click the [Image Quality] tab.

(2) Select the [Text To Black] checkbox and/or the [Vector To Black] checkbox so that ☑ appears.

- When [Text To Black] is selected, all text other than white text is printed in black.
- When [Vector To Black] is selected, all vector graphics other than white lines and areas are printed in black.

SELECTING IMAGE SETTINGS TO MATCH THE IMAGE TYPE

Preset settings are available in the machine's printer driver for various uses.

Graphics mode	Select the graphics mode from "Raster" or "Vector".
Bitmap compression	The data compression ratio of bitmap is set. If the ratio is higher, the image quality becomes lower.
Screening	Select the screening to modify the image to suit specific preferences, according to the appropriate image processing method.
Sharpness	This setting creates a sharper image with clear outlines, or smooths the image for a softer effect.
Smoothing	Resolution enhancement techniques (RETs) are used to smoothen the outlines of images. This setting processes the image to increase the resolution and smooth jagged image borders.

Windows
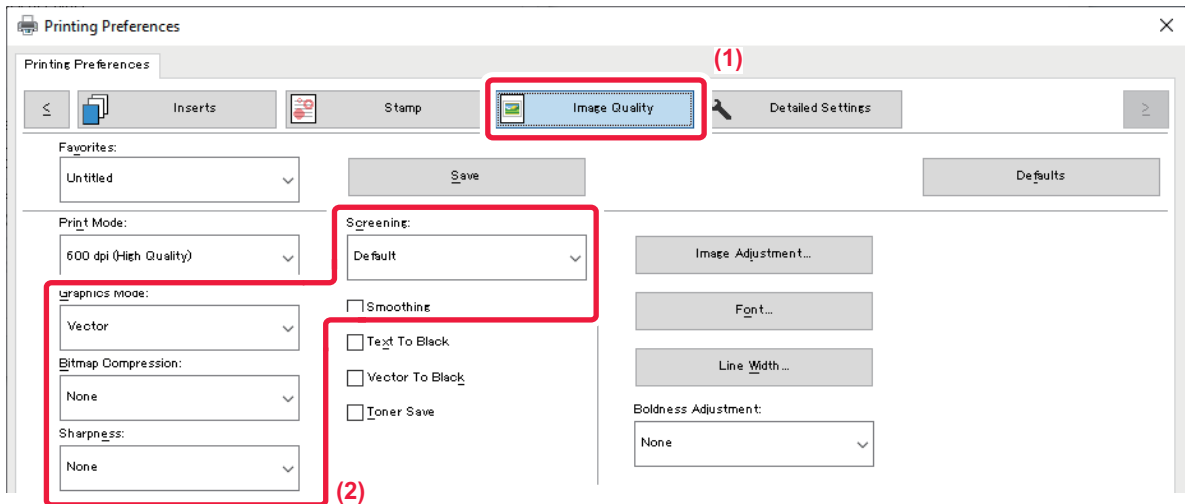
(1) Click the [Image Quality] tab.

(2) Specify the settings.

macOS
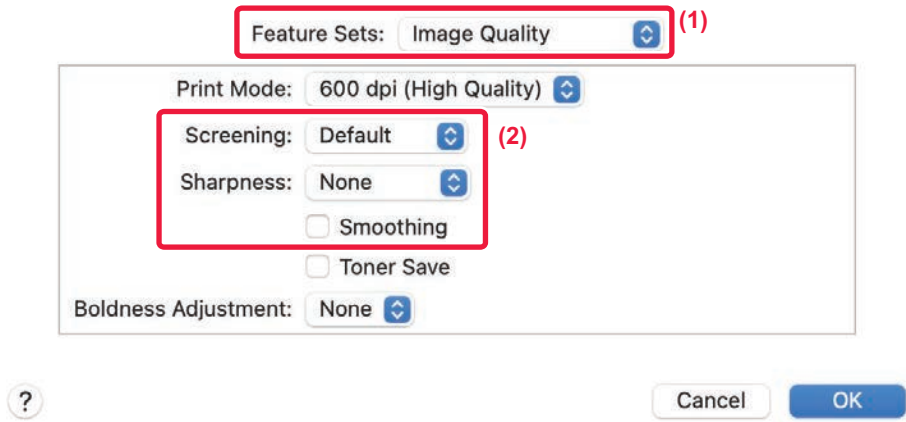
(1) Select [Printer Features] from the "Printer Options", and then select [Image Quality].

In macOS 12 and earlier, select [Printer Features] and then select [Image Quality].

(2) Specify the settings.

FUNCTIONS TO COMBINE TEXT AND IMAGES

ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

This function adds faint shadow-like text as a watermark in the background of the printed image. The size and angle of the watermark text can be adjusted.
The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.
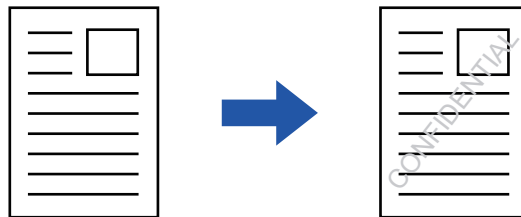
Windows
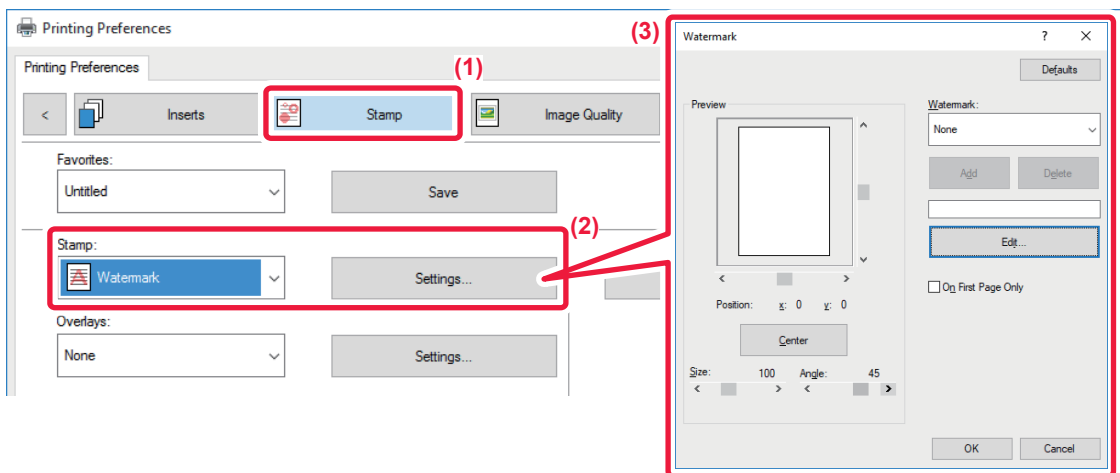
(1) Click the [Stamp] tab.

(2) Select [Watermark] from "Stamp" and click the [Settings] button.

(3) Select the watermark to be used and click the [OK] button.
Click the [Edit] button to select other detailed settings.

> If you want to create a new watermark, enter the text of the watermark in the text box and click the [Add] button.

macOS

(2)
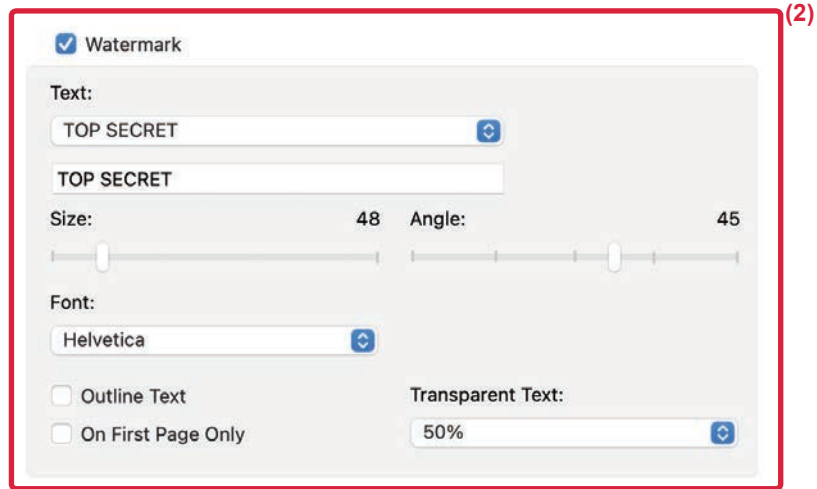
(1) Select [Watermarks] from the "Printer Options".

In macOS 12 and earlier, select [Watermarks].

(2) Click the [Watermark] checkbox and configure watermark settings.

- Configure detailed watermark settings such as selection of the text.
- Adjust the size and angle of the text by dragging the slide bar ⌷.

PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)

This function prints a bitmap or JPEG image stored on your PC over the print data.
This function prints a frequently used image or an icon of your own creation as if it is stamped on the print data. The size, position, and angle of the image can be adjusted.
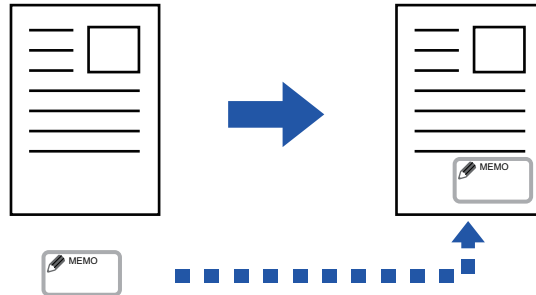
This function is available in a Windows environment.

Windows
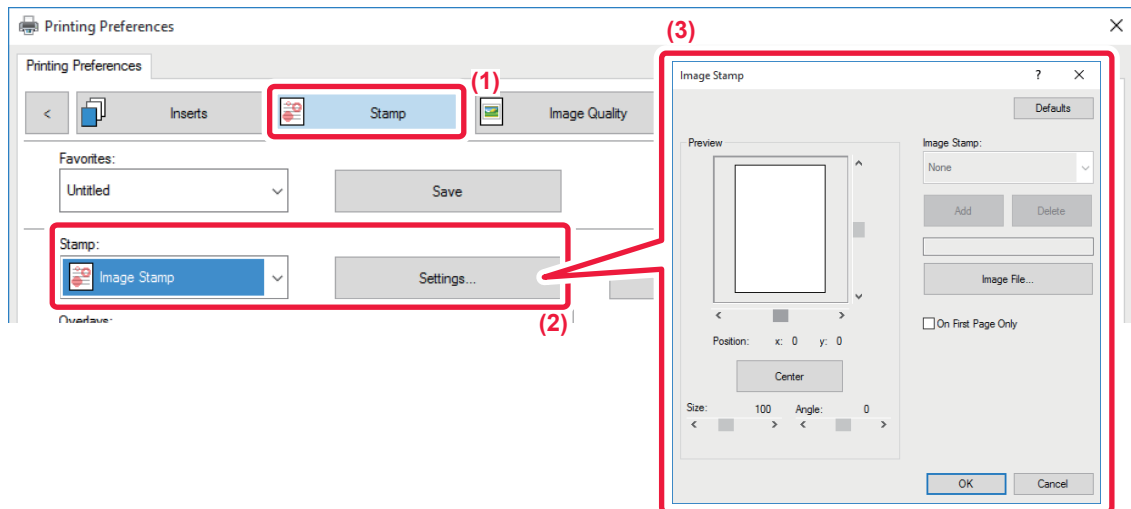
(1) Click the [Stamp] tab.

(2) Select [Image Stamp] from "Stamp" and click the [Settings] button.

(3) Select the image stamp to be used, and click the [OK] button.

- If an image stamp has already been stored, it can be selected from the menu.
- If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.

REGISTERING A CUSTOM IMAGE

This function registers images used as custom images from the printer driver to the machine.

> • This function is available in a Windows environment.
> • This function can be used when the PCL6 printer driver is used.

Windows
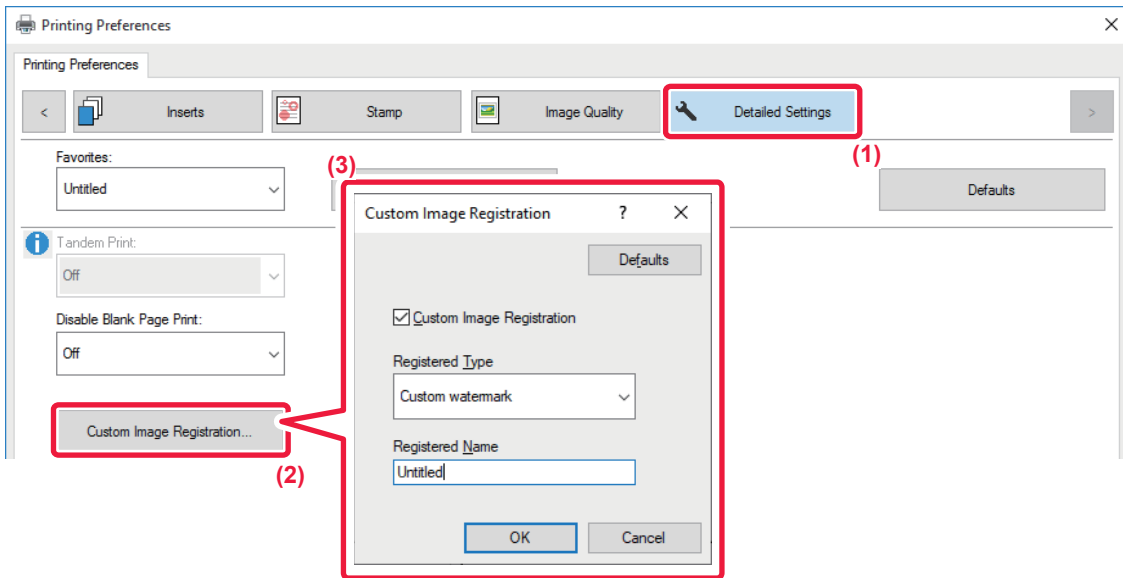
(1) Click the [Detailed Settings] tab.

(2) Click the [Custom Image Registration] button.

(3) Select the registration type and name of the custom image.

When [Custom stamp] is selected in "Registered Type", non-transparent stamp image is registered. When [Custom watermark] is selected, transparent watermark image is registered.

> If you have attempted to store multiple pages of data, only the first page will be stored.

OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

This function overlays data on a fixed form you have prepared.

By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.
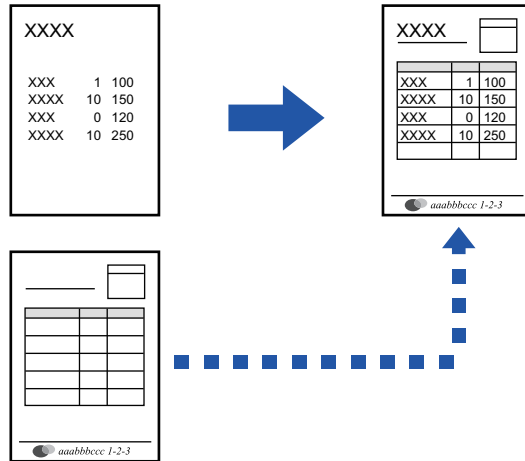
This function is available in a Windows environment.

Windows

Creating an overlay file
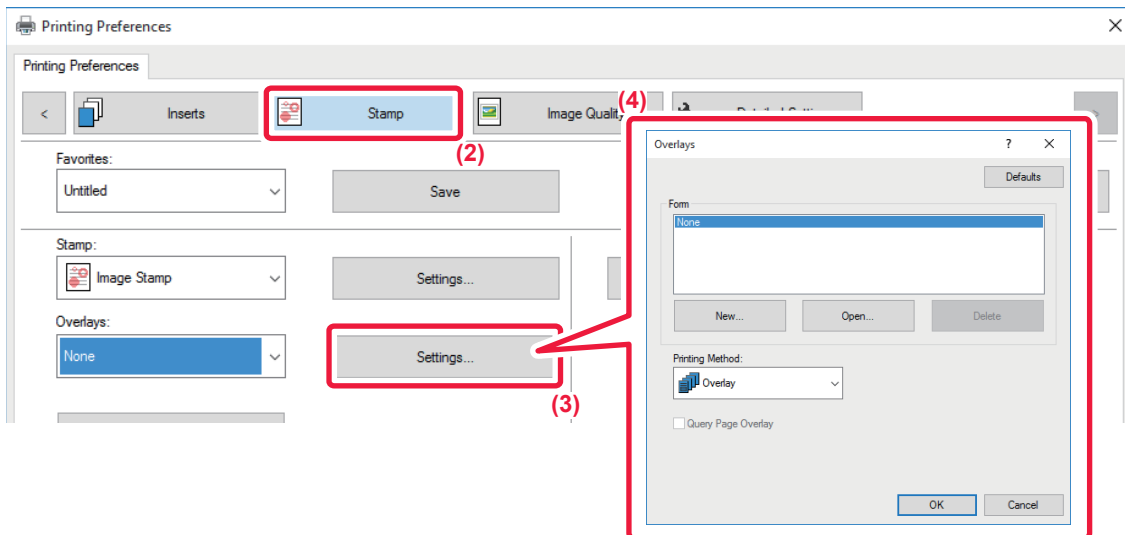
(1) Open the driver properties window from the application that is used for creating overlay data.

(2) Click the [Stamp] tab.

(3) Click the [Settings] button.

(4) Click the [New] button and specify the name and folder to be used for the overlay file that you wish to create.

The file will be created when the settings are completed and printing is started.

• When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
• When you click the [Open] button, the existing overlay file is registered.

Printing with an overlay file
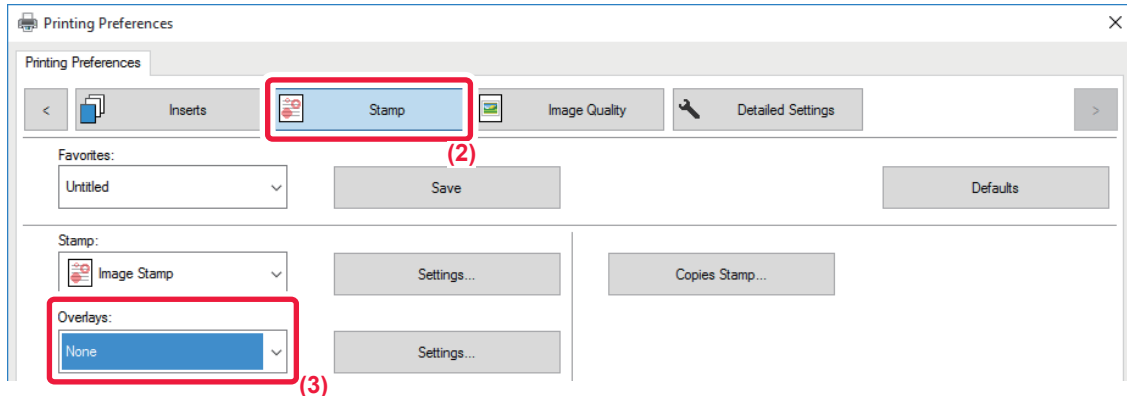
(1) Open the driver properties window from the application that is used for printing with an overlay file.

(2) Click the [Stamp] tab.

(3) Select an overlay file.

A previously created or stored overlay file can be selected from the menu.

3-54

ADDING THE NUMBER OF COPIES (COPIES STAMP)

You can add the number of copies to the header or footer of the print data. You can also set a copies number and print position.

This function is available in a Windows environment.
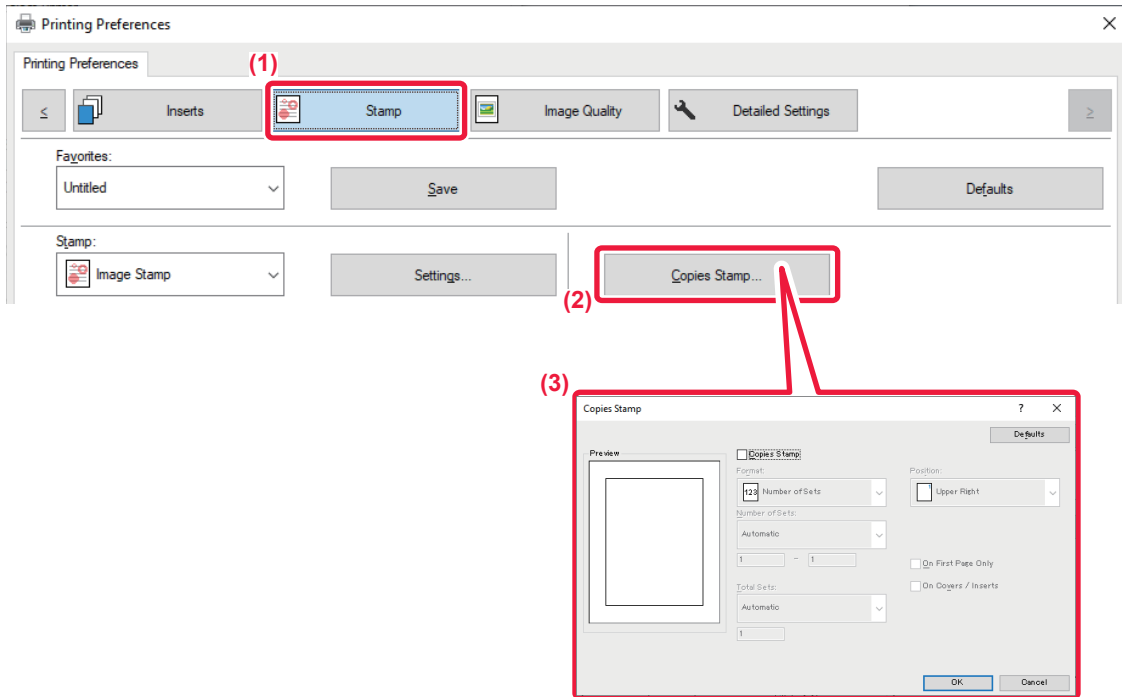
(1) **Click the [Stamp] tab.**

(2) **Click the [Copies Stamp] button.**

(3) **Select the settings, and click the [OK] button.**

PRINT FUNCTIONS FOR SPECIAL PURPOSES

PRINTING SPECIFIC PAGES ON DIFFERENT PAPER (DIFFERENT PAPER)

In a Windows environment

The front and back covers and specified pages of a document are printed on paper that is different from the other pages. Use this function when you wish to print the front and back covers on heavy paper, or insert colored paper or a different paper type at specified pages.
As necessary, paper can be inserted as insertion sheets where nothing is printed.
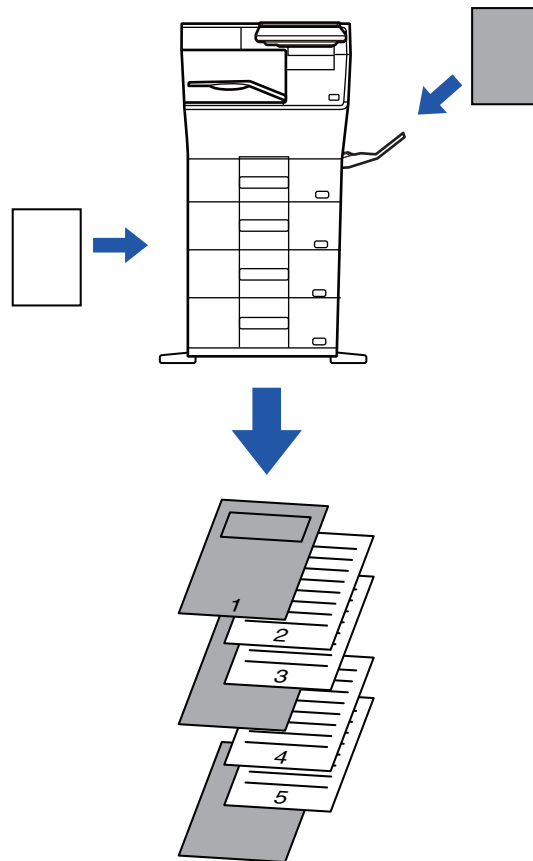
In a macOS environment

The front and back covers are printed using paper that is different from the other pages. This function can be used, for example, when you want to print only the front cover and last page on thick paper.

Windows
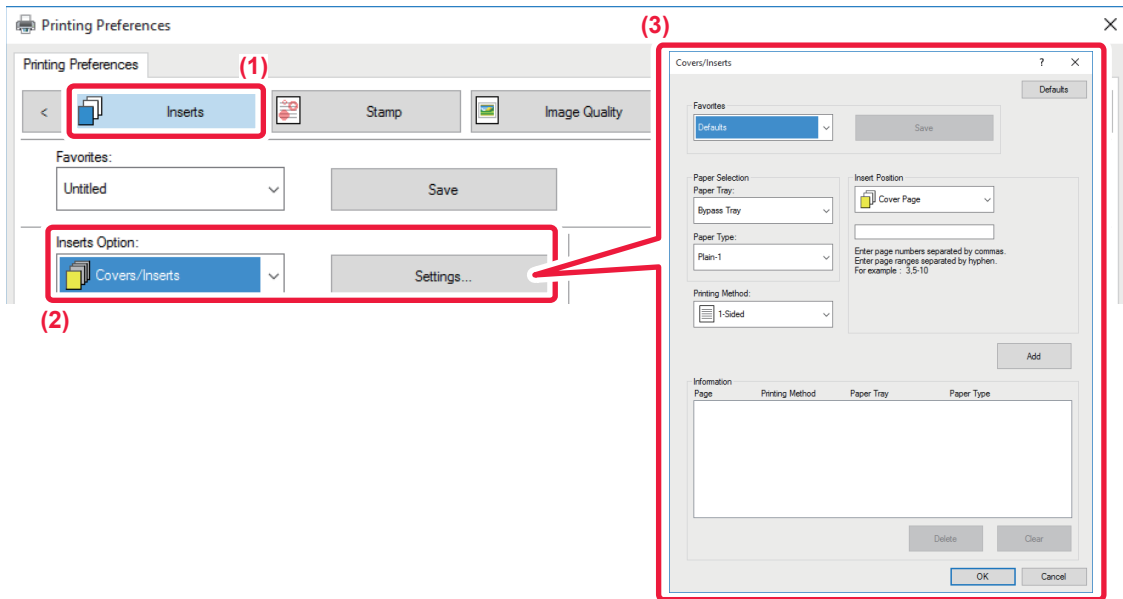
(1) Click the [Inserts] tab.

(2) Select [Covers/Inserts] from [Inserts Option], and click the [Settings] button.

(3) Select the paper insertion settings.

- Select the insertion position, paper source, and printing method from the corresponding menus.
- Click the [Add] button and your settings will appear in "Information".
- When you have finished selecting settings, click the [Save] button in "Favorites" to save the settings.

- When [Bypass Tray] is selected in "Paper Tray", be sure to select the "Paper Type" and load that type of paper in the bypass tray.
- When [Other Page] is selected for "Insert Position", specify the insert position by directly entering a page number. When "Printing Method" is set to [2-Sided Printing], the specified page and the next page after it will be printed on the front and reverse side of the paper, and thus an insert setting at a page printed on the reverse side will not be effective.

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macOS
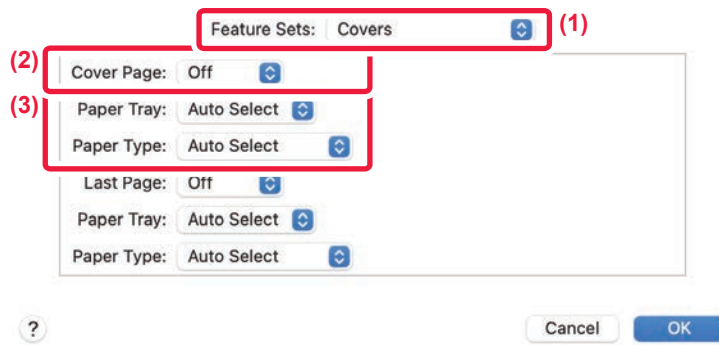
(1) Select [Printer Features] from the "Printer Options", and then select [Covers].

In macOS 12 and earlier, select [Printer Features] and then select [Covers].

(2) Select the print settings for the "Cover Page".

(3) Select the cover insertion settings.

Select the print setting, paper tray, and paper type for the front and back covers.

ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM (TRANSPARENCY INSERTS)

When transparency film is used for printing, this function prevents the sheets of transparency film from sticking together by inserting a sheet of paper between each sheet of film. As necessary, the same content as that printed on each sheet of transparency film is also printed on the corresponding sheet of inserted paper.
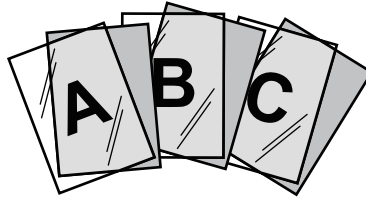
Windows
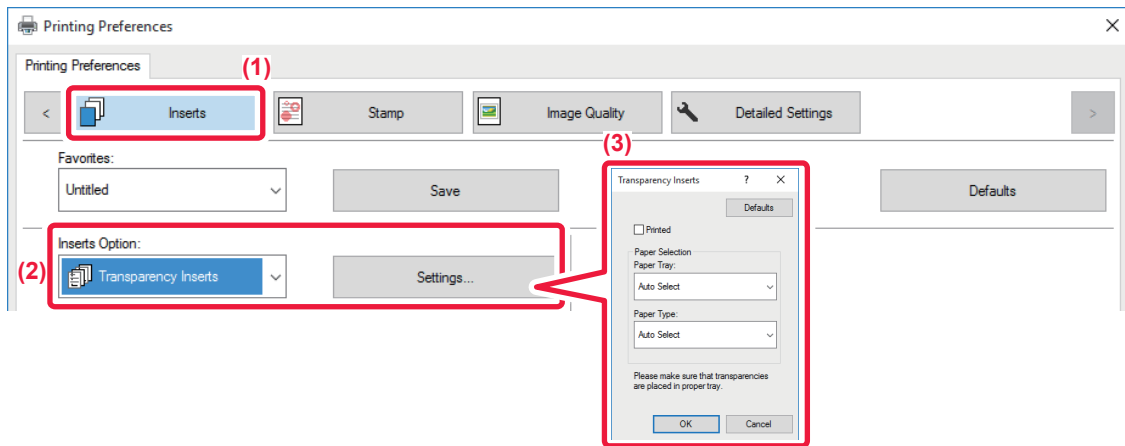
(1) Click the [Inserts] tab.

(2) Select [Transparency Inserts] and click the [Settings] button.

Select the print setting, paper tray, and paper type for the front and back covers.

(3) Select the transparency insert settings.

When the [Printed] checkbox is selected to set to ☑ , the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.

✎ Set the paper type of the bypass tray to [Transparency] and load transparency film into the bypass tray.

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macOS
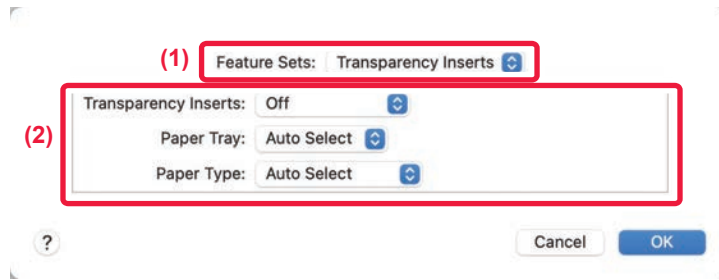
(1) Select [Printer Features] from the "Printer Options", and then select [Transparency Inserts].

In macOS 12 and earlier, select [Printer Features] and then select [Transparency Inserts].

(2) Select the transparency insert settings.

When [On (Printed)] is selected from "Transparency Inserts", the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.

Set the paper type of the bypass tray to [Transparency] and load transparency film into the bypass tray.

INSERTING SEPARATOR PAGES BETWEEN JOBS OR COPIES

You can insert separator pages between jobs or the specified number of copies.
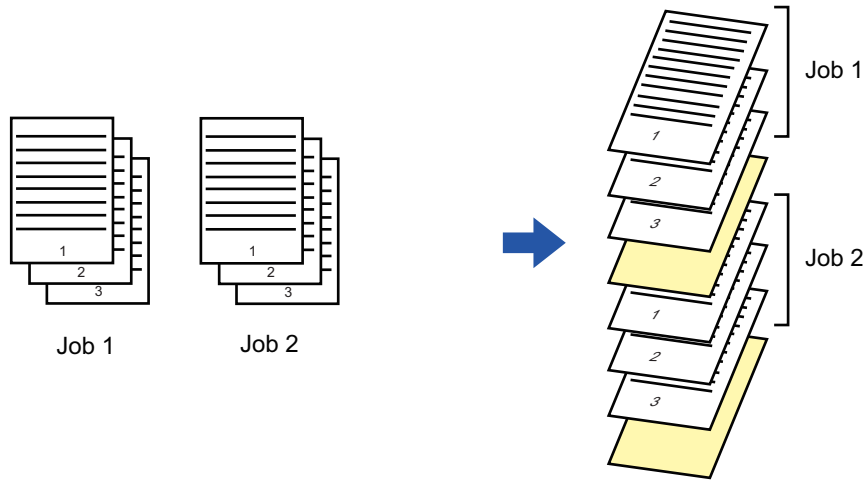
This function is available in a Windows environment.

Windows
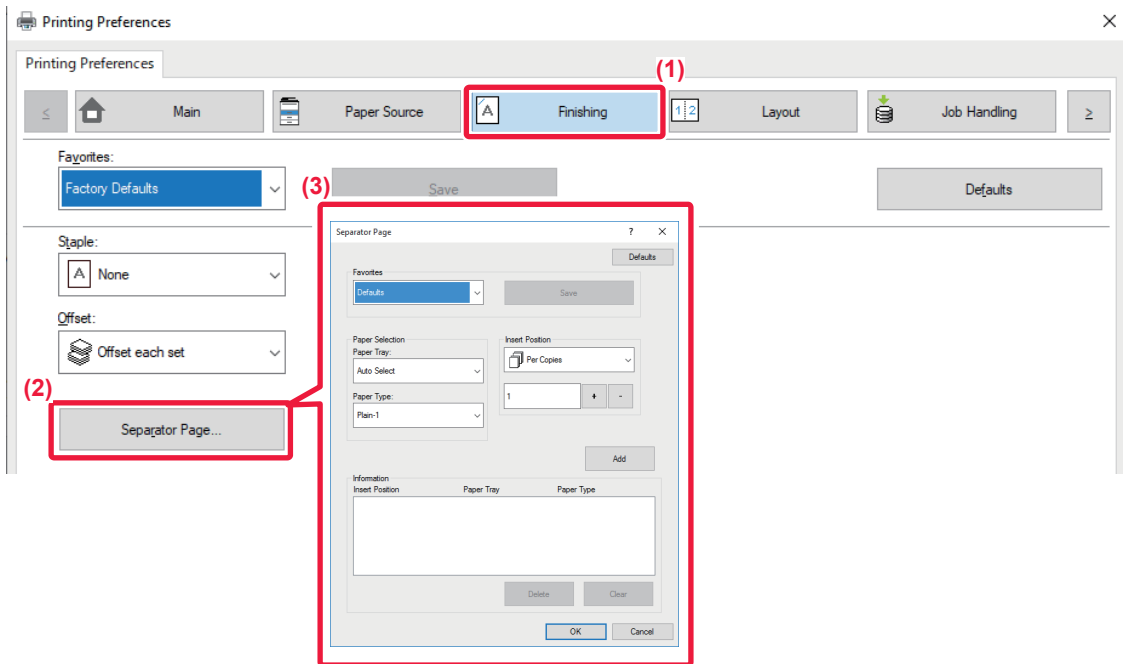
(1) Click the [Finishing] tab.

(2) Click the [Separator Page] button.

(3) Changing the settings

- Select the paper tray and paper type from "Paper Selection", and specify the separator page position in "Insert Position".
- To add a separator page each time printing of the set number of copies is completed, select [Per Copies] in "Insert Position".
- For example, if you are printing 10 copies and you select "5", a separator page will be added after the 5th copy and after the 10th copy.

When the bypass tray is selected, be sure to select the "Paper Type".

PRINTING A CARBON COPY (CARBON COPY)

This function prints an additional copy of the print image on paper that is of the same size but from a different paper tray. For example, if carbon copy print is selected when plain paper is loaded into tray 1 and colored paper is loaded into tray 2, a print result similar to a carbon copy slip is obtained with a single selection of the print command. If plain paper is loaded into tray 1 and recycled paper is loaded into tray 2 as necessary, selecting Carbon Copy simultaneously prints one copy for presentation and one copy as a duplicate.
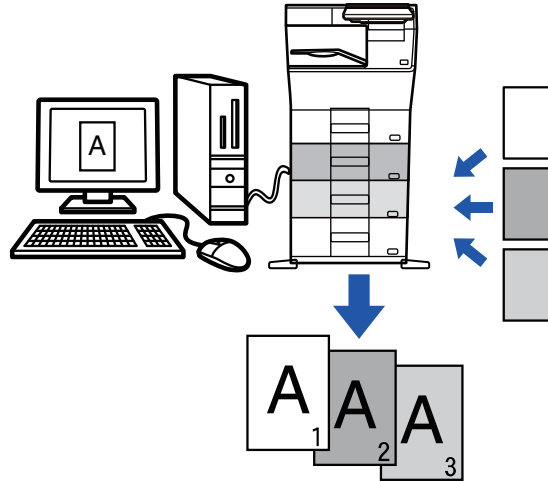
This function is available in a Windows environment.

Windows
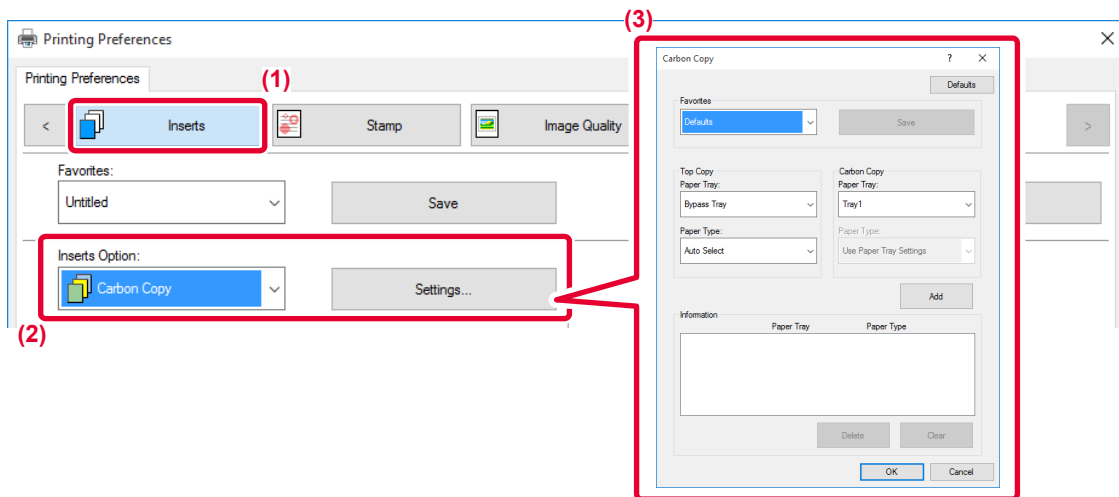
(1) Click the [Inserts] tab.

(2) Select [Carbon Copy] from "Inserts Option"and click the [Settings] button.

(3) Select the tray for the first copy from "Top Copy", and then select the tray for the carbon copy from "Carbon Copy".

When the bypass tray is selected, be sure to select the "Paper Type".

TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (CHAPTER INSERTS)

This function prints specific pages on the front side of the paper.

When you specify a page (such as a chapter cover page) to be printed on the front side of the paper, it is printed on the front side of the next sheet even if it would normally be printed on the reverse side of the paper.

Example: When pages 4 and 8 are specified as page settings.

(4 has a reverse side, and 3 and 8 are blank on the reverse side.)

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows
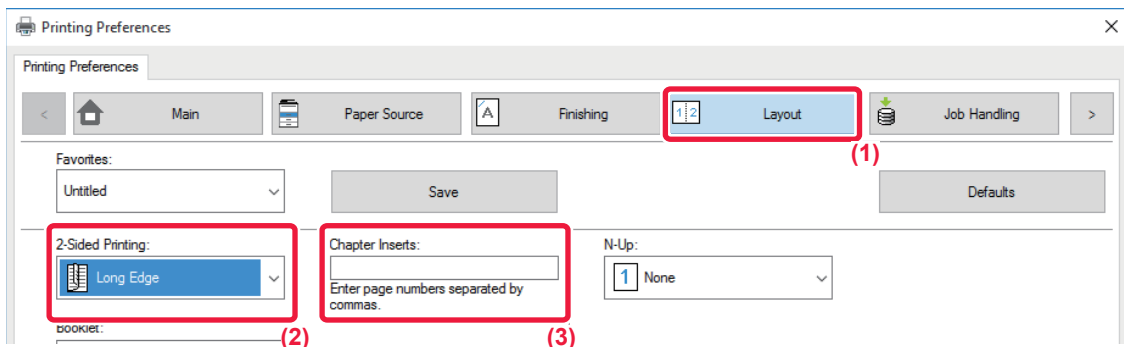
(1) Click the [Layout] tab.

(2) Select the 2-Sided Printing.

For information on the "2-Sided Printing" setting, see "2-SIDED PRINTING (page 3-23)".

(3) Enter the page numbers of the initial pages of the chapters, separating the numbers with commas.

INSERT PRESET DATA BEFORE OR AFTER EACH PAGE (PAGE INTERLEAVE)

This function inserts a preset data item into every page during printing.
You can easily create documents with opened page spread that is made up of text on the left-hand page and a memo space on the right-hand page.
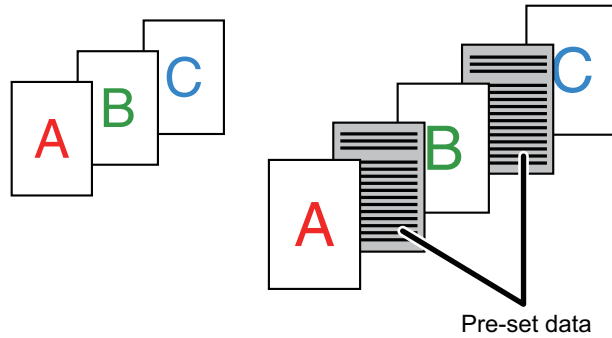
Pre-set data

- • This function is available in a Windows environment.
- • This function can be used when the PCL6 printer driver is used.

You have to create page data to be inserted in advance.
For the procedure for creating page data, see "Creating an overlay file (page 3-53)" in "OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS) (page 3-53)".

Windows
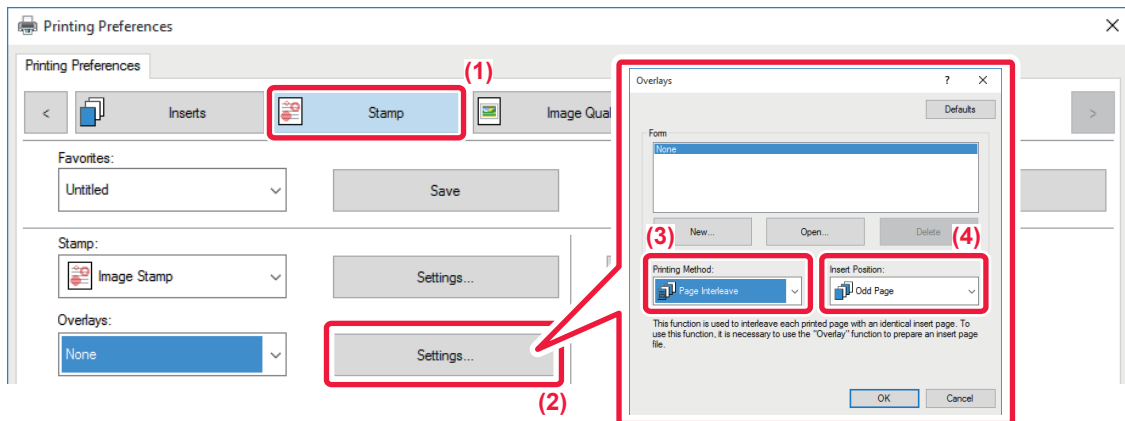
(1) Click the [Stamp] tab.

(2) Click the [Settings] button.

(3) Select [Page Interleave] from the "Printing Method".

(4) Set the overlay data to be inserted and set its insertion position.

PRINT THE SAME IMAGE IN TILE PATTERN (REPEAT PRINT)

This function prints the same image in tile pattern on a sheet. This is useful for producing name cards and stickers.
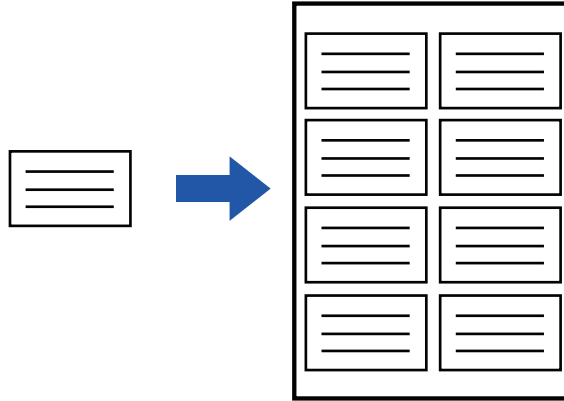
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows
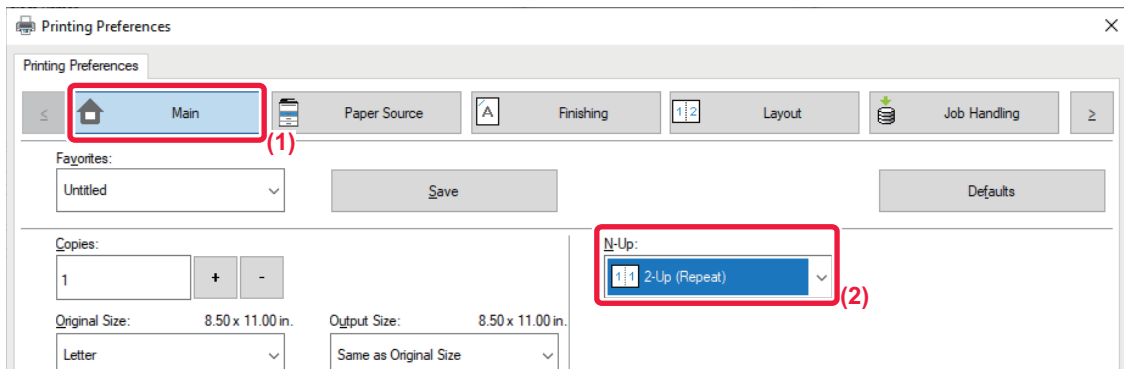
(1)   Click the [Main] tab.

(2)   Select the repeat count in "N-Up".

PRINTING PATTERN DATA (HIDDEN PATTERN PRINT)

This function prints pattern data such as "DO NOT COPY" behind the print data.
If paper with pattern data is duplicated, the pattern data emerges in the background, which will help to prevent information from being leaked through unauthorized document copying.
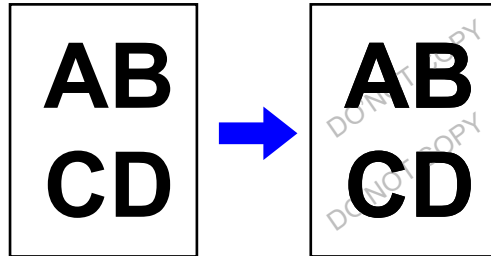
- • This function is available in a Windows environment.
- • This function can be used when the PCL6 printer driver is used.

Windows
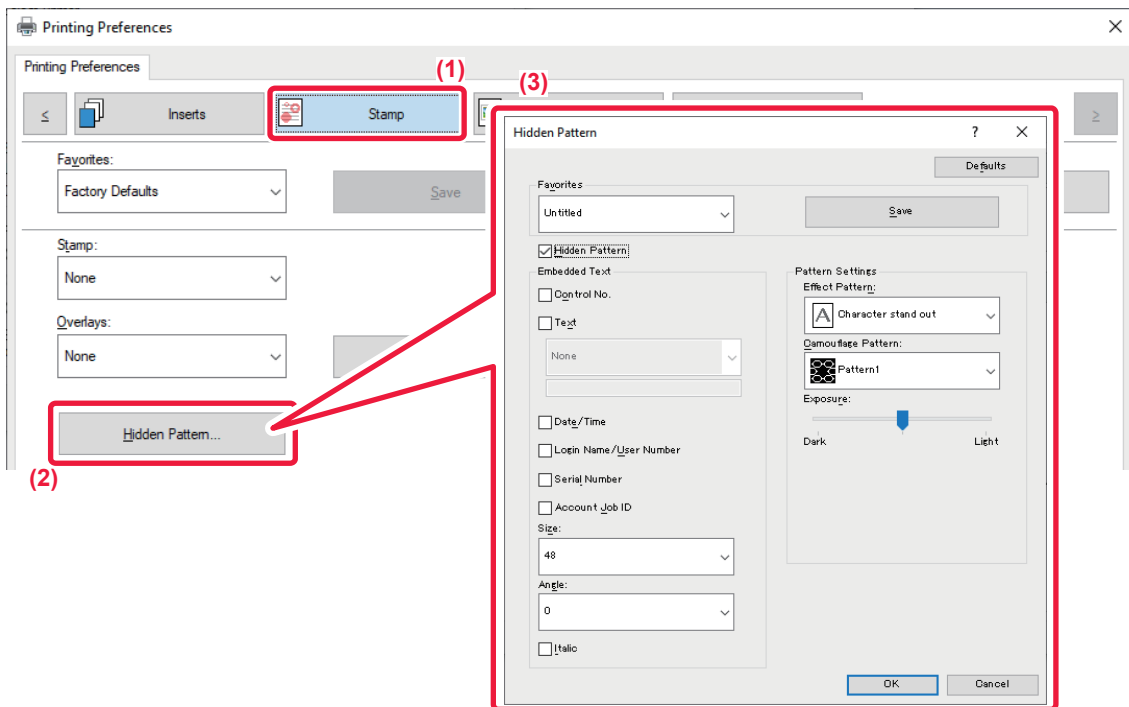
(1) Click the [Stamp] tab.

(2) Click the [Hidden Pattern] button.

(3) Configure the settings for hidden pattern printing and click the [OK] button.

- "Hidden Pattern" is a function provided for the purpose of deterring unauthorized printing. It does not guarantee the prevention of information leakage.
- Text may not be completely hidden on an output sheet with a pattern print under certain machine conditions. In "Settings (administrator)", select [Security Settings] → [Hidden Pattern Print Setting] → [Contrast] if this is the case.
- The hidden pattern may not emerge on copies with certain types of devices or under certain setting conditions used to copy an output sheet with a pattern print.

CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES (USE DRIVER TO RENDER JPEGS)

In some situations, a document containing a JPEG image may not be printed correctly. This can be solved by changing the way the JPEG image is rendered.
When you print an original containing JPEG images, this function allows you to select whether the images are rendered in the printer driver or the machine.

- This function is available in a Windows environment.
- When images are rendered in the printer driver, it may take time until the printing is completed.

Windows
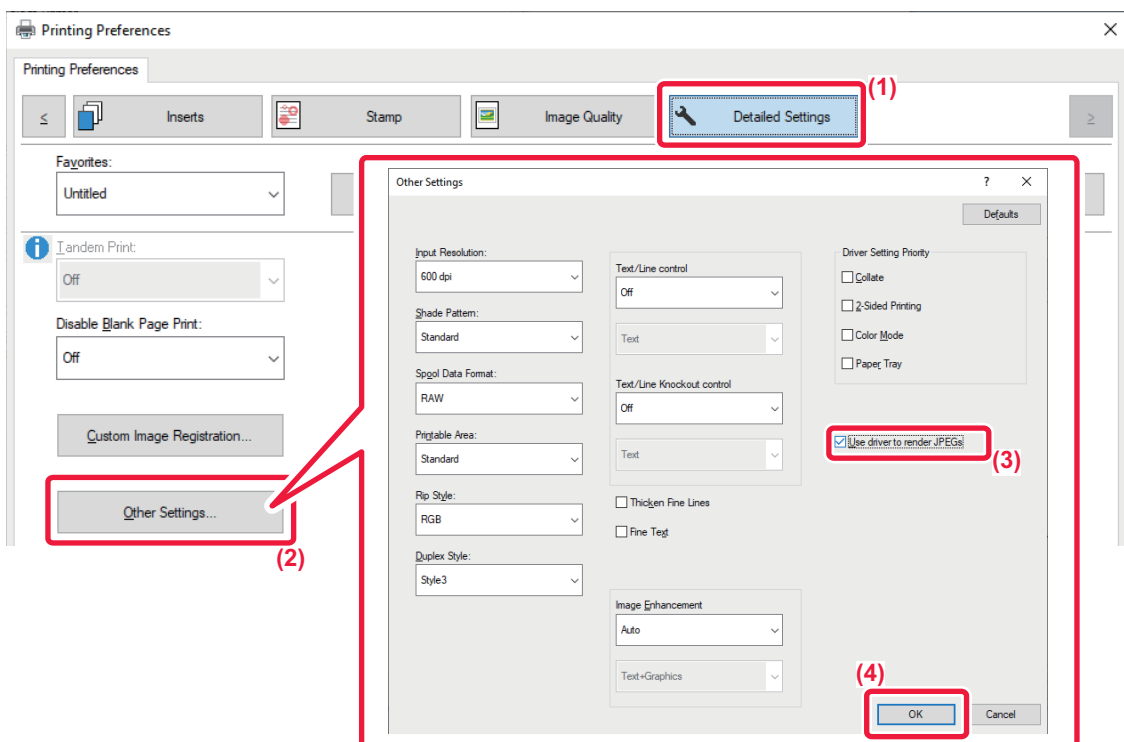
(1) Click the [Detailed Settings] tab.

(2) Click the [Other Settings] button.

(3) Click the [Use driver to render JPEGs] checkbox so that ✔ appears.

(4) Click the [OK] button.

MAXIMIZING THE PRINT AREA ON THE PAPER (PRINT AREA)

By maximizing the print area, you can print on the full paper size.

> This function is available in a Windows environment.

> Even when the print area is maximized, edges may be cut off.

Windows
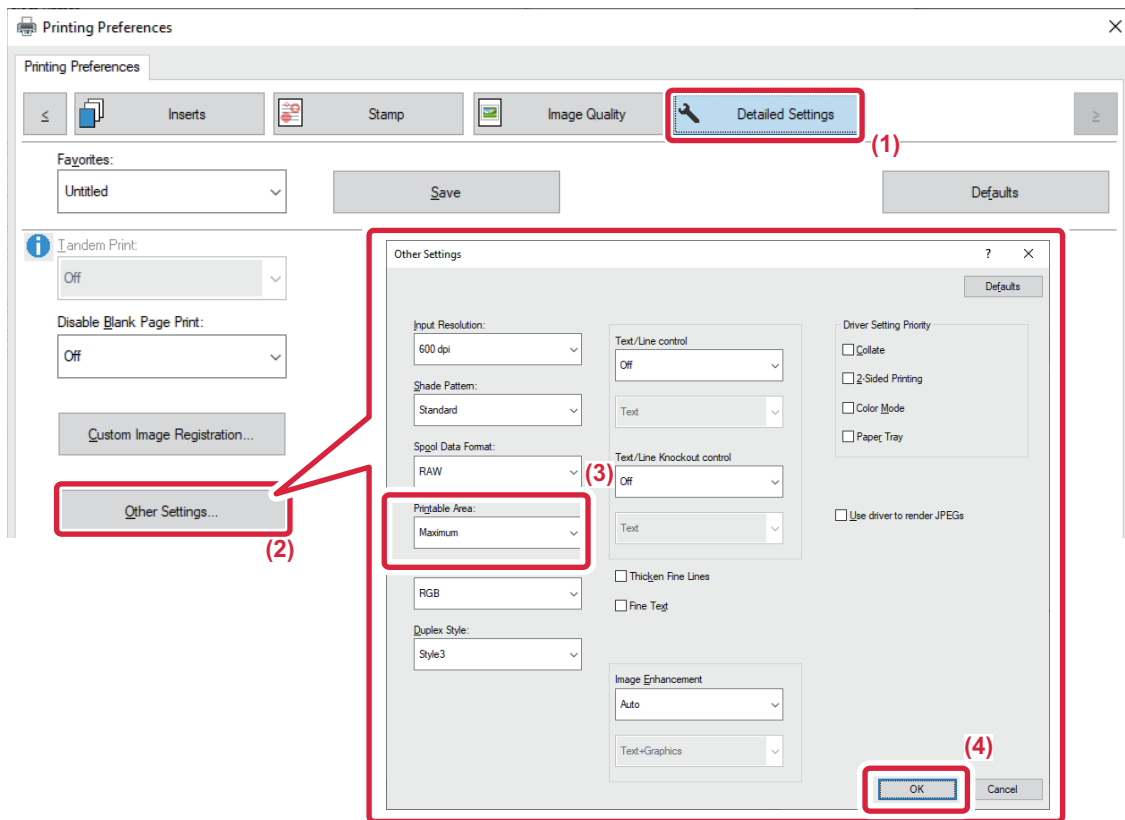
- **(1) Click the [Detailed Settings] tab.**
- **(2) Click the [Other Settings] button.**
- **(3) Select [Maximum] from the "Printable Area".**
- **(4) Click the [OK] button.**

PRINTING AT AN ENHANCED RESOLUTION (SMOOTHING)

Resolution enhancement techniques (RETs) are used to smoothen the outlines of images. The images are printed at a digitally enhanced resolution.

Windows
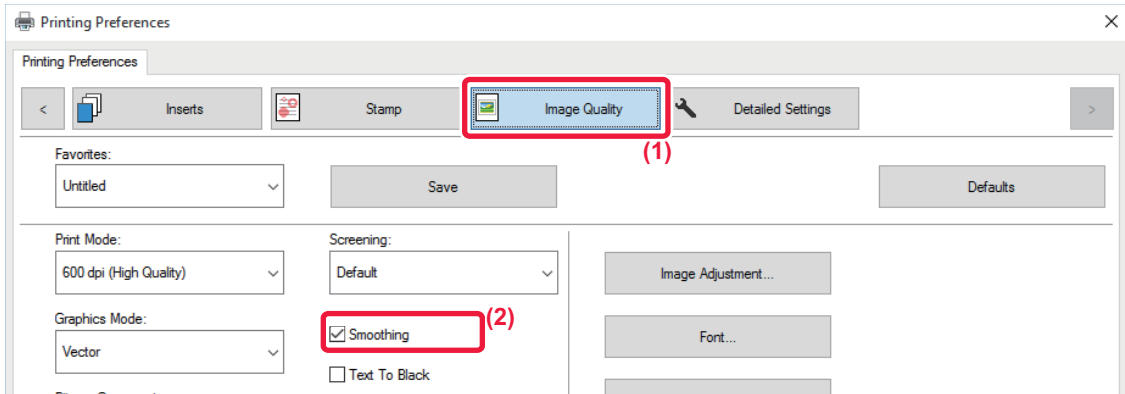
(1) Click the [Image Quality] tab.

(2) Select the [Smoothing] checkbox so that ☑ appears.

macOS
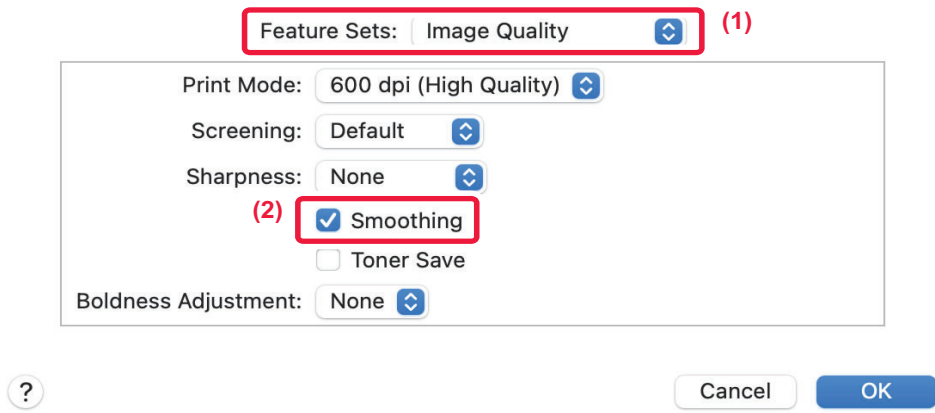
(1) Select [Printer Features] from the "Printer Options", and then select [Image Quality].

In macOS 12 and earlier, select [Printer Features] and then select [Image Quality].

(2) Select the [Smoothing] checkbox so that ☑ appears.

CONVENIENT PRINTER FUNCTIONS

USING TWO MACHINES TO PRINT A LARGE PRINT JOB (TANDEM PRINT)

To use this function, two machines that can perform tandem printing are required.
Two machines connected to the same network are used to run a large print job in parallel. This function reduces the printing time when you handle a large number of prints.
Example: Printing four sets of copies (2 set of copies are executed by the primary unit and secondary unit each)
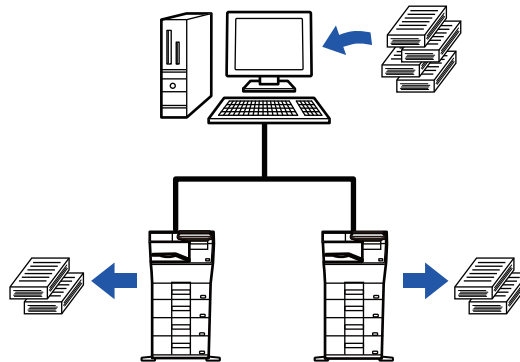
This function is available in a Windows environment.

To use the tandem print function, the IP address of the secondary unit must be registered in the printer driver.

Windows
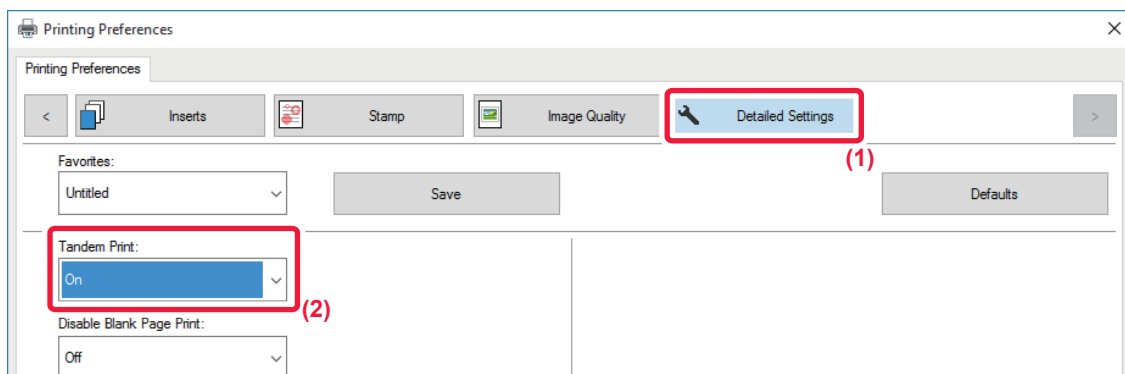
(1) Click the [Detailed Settings] tab.

(2) Select [On] in "Tandem Print".

The tandem print function can be used only when the printer driver has been installed using "Custom Installation" with [LPR Direct Print (Specify Address/Auto Search)] selected and with the [Yes] checkbox selected for "Do you want to use Tandem Print function?".

SAVING AND USING PRINT FILES (DOCUMENT FILING)

This function stores a print job as a file on the machine's local drive, allowing the job to be printed from the touch panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.

- **Hold Only**
  This setting is used to hold a print job on the machine's local drive without printing it.
- **Hold After Print**
  This setting is used to hold a print job on the machine's local drive after it is printed.
- **Sample Print**
  When a print job is sent to the machine, only the first set of copies is printed. After checking the contents of the first set of copies, you can print the remaining sets from the operation panel of the machine. This prevents the occurrence of excessive misprints.
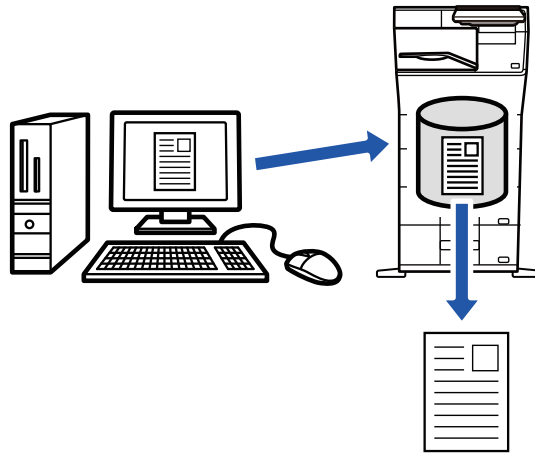
- For the procedure for printing files stored on the machine's local drive, see "FILE PRINTING (page 4-19)" in "Document Filing".
- When printing from a PC, you can set a password (4 to 8 digits) to maintain the confidentiality of information in a stored file. When a password is set, the password must be entered to print data.
- [Document Filing] that can be set on the [Job Handling] tab can also be set on the [Main] tab.

Windows
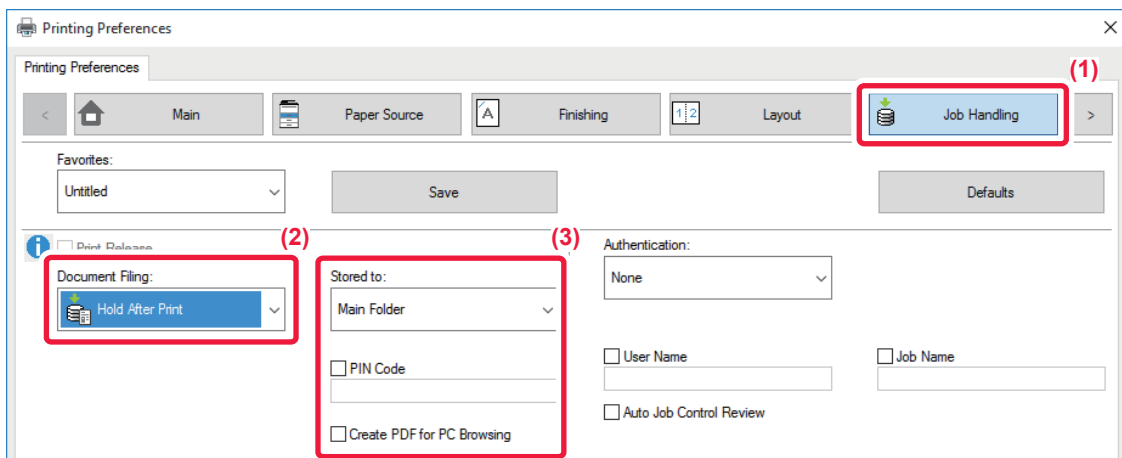
(1) Click the [Job Handling] tab.

(2) Select the function from the "Document Filing".

(3) Select the folder for storing the file in "Stored to".

To enter a password (4 to 8 digit number), click the [PIN Code] checkbox so that the checkmark ☑ appears.
To create a public PDF for PC browsing, select the [Create PDF for PC Browsing] checkbox (☑).

- When [Quick File] is selected, "Document Filing" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Document Filing" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Click the [Other Settings] button on the [Detailed Settings] tab and select the format from "Rip Style".
- To store a file in a custom folder, you must first create the custom folder using [Document Operations] in "Settings (administrator)" → [Document Filing]. If you have set a password for the custom folder, enter the password (5 to 8 digit number) in "PIN Code" on the stored to screen.
- When selecting [Get Folder Name] when changing the destination folder, the names of folders already registered with the machine are displayed in the list.

macOS
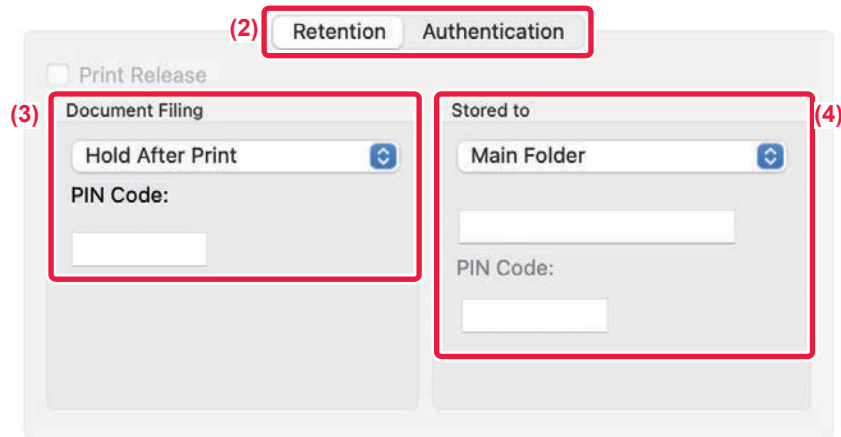
(1) Select [Job Handling] from the "Printer Options".

In macOS 12 and earlier, select [Job Handling].

(2) Select [Retention].

(3) Select how to save the print data in "Document Filing".

If necessary, you can enter a password (4 to 8-digit number).

(4) Select the folder to store the file in "Stored to".

If you selected [Custom Folder], enter the name of the custom folder where you want to save the file.

- When [Quick File] is selected, "Document Filing" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Document Filing" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Select [Advanced1] in [Printer Features] and select the format from "Rip Style".
- To store a file in a custom folder, you must first create the custom folder using [Document Operations] in "Settings (administrator)" → [Document Filing]. If you have set a password for the custom folder, enter the password (5 to 8 digit number) in "PIN Code" on the folder selection screen.

AUTOMATICALLY PRINT ALL STORED DATA

When user authentication is enabled on the machine, all document filing (stored) print jobs of the user who logs in are automatically printed. After all jobs are printed, the stored jobs are deleted.

To use the Print All function, the following steps are necessary:

- In "Settings (administrator)", select [System Settings] → [Authentication Settings] → [Default Settings] and enable [Automatically print stored jobs after login].
- When executing document filing print, in addition to the user authentication information, click on the "User Name" checkbox to enter a user name.
  Using this function in a Windows environment: PRINTING IN A WINDOWS ENVIRONMENT (page 3-4)
  Using this function in a macOS environment: PRINTING IN A macOS ENVIRONMENT (page 3-16)

Files with a password and files that are protected by the document filing function of the machine will not be printed. Files in a folder (excluding My Folder) that has a password will also not be printed.

(1) Select [Job Handling].

(2) After logging in to the machine, a confirmation message will appear, and then tap the [OK] key.

The print files stored in the quick file folder, main folder, and custom folder will be printed automatically and then deleted.

PRINTING WITHOUT THE PRINTER DRIVER

EXTENSION OF PRINTABLE FILES

When you do not have the printer driver installed on your PC, or when the application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.
The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PNG	PCL	PS	PDF, Encrypt PDF, Compact PDF	DOCX, XLSX, PPTX
Extension	tiff, tif	jpeg, jpg, jpe, jfif	png	pcl, prn	ps, prn	pdf	docx, xlsx, pptx

Some files may not print correctly even if shown in the above table.

DIRECTLY PRINTING A FILE ON AN FTP SERVER

When an FTP server is configured, you can directly select and print files on the FTP server from the touch panel of the machine. This function eliminates the need for downloading the files from the FTP server to your PC and sending print jobs from the PC to the machine.

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.
PRINTING AN ENCRYPTED PDF FILE (page 3-90)
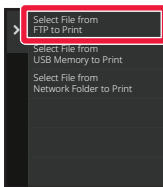
1	**Tap the [File Retrieve] key.**	
2		**Tap the [Select File from FTP to Print] key on the action panel.**
3	**Tap the key of the FTP server that you wish to access.** When a server is selected, entry of a user name and password may be necessary. Enter your user name and password, and tap the [Enter] key.	

4	**Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.**

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The ☰ icon appears to the left of keys of files that can be printed.
- The 📁 icon is displayed to the left of keys of folders on the FTP server. To display a folder or a file in a folder, tap this key.

- -

- A total of 100 keys of files and folders can be displayed.
- Tap 🔼 to move up one folder level.
- When you move down a folder level by tapping a folder key, 🔼 appears.
  Tap this key to return to the file or folder name selection screen.
- Tap ⊞ to switch to thumbnails.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.
- When you tap [Filter by File Type] in the action panel, the screen to specify the file format will be displayed.
  Select the file format you want to narrow down, and tap the [OK] key to display the list of files narrowed down to the selected file format.
  You can select other file formats in [Other].
- The file format that can be selected by narrowing down the list is always the same, regardless of the installation status of the peripheral device. There are some file formats that cannot be used depending on the status of the machine. When you select a file format that this machine does not support for printing, the [Start] key will be grayed out and you will not be able to print.

5	**Select the print conditions.**

- If you have selected multiple files in step 4, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 4, the print conditions in the file will be given priority.

6	**Tap the [Start] key.**

Printing begins after the selected file is downloaded.

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DIRECTLY PRINTING A FILE IN USB MEMORY

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.
When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.

> • Use FAT32, NTFS or exFAT format for USB memory device.
> • When the format of the USB memory device is FAT32, use a 32 GB or less USB memory device.

When you select a PDF file that has a password, enter the password in the job status screen to begin printing.
PRINTING AN ENCRYPTED PDF FILE (page 3-90)
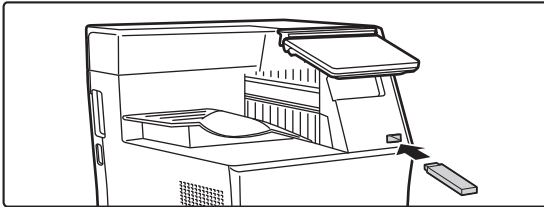
<table>
<tr><td>1</td><td></td><td>Connect the USB memory device to the machine.</td></tr>
</table>
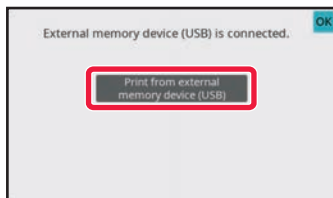
<table>
<tr><td>2</td><td></td><td>When the screen for selecting the action appears, tap [Print from external memory device (USB)].

If the screen does not appear, follow the steps below.

(1) Tap the [File Retrieve] key.

(2) Tap the [Select File from USB Memory to Print] key on the action panel.</td></tr>
</table>

3 **Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.**

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The ☰ icon appears to the left of keys of files that can be printed.
- The 📂 icon is displayed to the left of keys of folders in the USB memory device. To display a folder or a file in a folder, tap this key.

- -

- A total of 500 keys of files and folders can be displayed.
- Tap 🔼 to move up one folder level.
- When you move down a folder level by tapping a folder key, 🔼 appears.
  Tap this key to return to the file or folder name selection screen.
- Tap ⊞ to switch to thumbnails.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

4 **Select the print conditions.**

- If you have selected multiple files in step 3, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 3, the print conditions in the file will be given priority.

5 **Tap the [Start] key.**

Printing begins after the selected file is transferred.
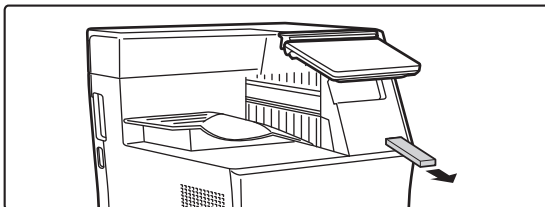
6 **Remove the USB memory device from the machine.**

DIRECTLY PRINTING A FILE IN A NETWORK FOLDER

You can specify and print a file in a network folder from the touch panel of the machine.
Even if the network folder is not registered, you can access the network folder by directly entering or referring to the path to the folder in the workgroup.

To register a network folder:
In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Direct Print Settings (Network Folder)].

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.
[PRINTING AN ENCRYPTED PDF FILE (page 3-90)](#)

PRINTING A FILE IN THE NETWORK FOLDER YOU HAVE CONFIGURED IN THE MACHINE'S SETTINGS

1 **Tap the [File Retrieve] key.**

2 **Tap the [Select File from Network Folder to Print] key on the action panel.**

3 **Tap the [Open Registered Network Folder.] key on the action panel and tap the network folder that you wish to access.**

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

- When you tap the [Direct Input of Folder Path] key, a screen appears to allow direct input of the network folder path. For more information, see "[Entering the network folder path directly (page 3-82)](#)".
- When you select the workgroup, server, and network folder in sequence, you can access the network folder. For more information, see "[Referring to the network folder path (page 3-82)](#)".

4 **Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.**

• When printing multiple files, tap the keys of the files you wish to print, and tap [Print] on the action panel.
• The ▤ icon appears to the left of keys of files that can be printed.
• The 📁 icon is displayed to the left of keys of folders in the network folder. To display a folder or a file in a folder, tap this key.
• When you tap [Filter by File Type] in the action panel, the screen to specify the file format will be displayed. Select the file format you want to narrow down, and tap [OK] key to display the list of files narrowed down to the selected file format. [Others] allows you to select other file types.
• The file formats that can be selected by narrowing down the list are always the same, regardless of the status of the peripheral device. Some file formats may not be available depending on the status of the unit.

- -

• A total of 100 keys of files and folders can be displayed.
• Tap 🔼 to move up one folder level.
• To return to the network folder selection screen, tap 🔼 .
• Tap 🔳 to switch to thumbnails.
• Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.
• When you tap [Filter by File Type] in the action panel, the screen to specify the file format will be displayed. Select the file format you want to narrow down, and tap the [OK] key to display the list of files narrowed down to the selected file format.
You can select other file formats in [Other].
• The file format that can be selected by narrowing down the list is always the same, regardless of the installation status of the peripheral device. There are some file formats that cannot be used depending on the status of the machine. When you select a file format that this machine does not support for printing, the [Start] key will be grayed out and you will not be able to print.

5 **Select the print conditions.**

• If you have selected multiple files in step 4, you can select only the number of prints.
• If you selected a PS or PCL file that includes print conditions in step 4, the print conditions in the file will be given priority.

6 **Tap the [Start] key.**

Printing begins after the selected file is transferred.

Entering the network folder path directly
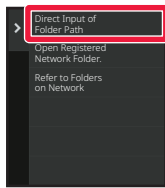
1 Tap **[Direct Input of Folder Path]** in step 3 of "**PRINTING A FILE IN THE NETWORK FOLDER YOU HAVE CONFIGURED IN THE MACHINE'S SETTINGS (page 3-80)**".

2 **Enter the path to the folder, user name and password.**

Access the network folder.

For the procedure for printing, see steps 4 to 6 of "**PRINTING A FILE IN THE NETWORK FOLDER YOU HAVE CONFIGURED IN THE MACHINE'S SETTINGS (page 3-80)**".

Referring to the network folder path
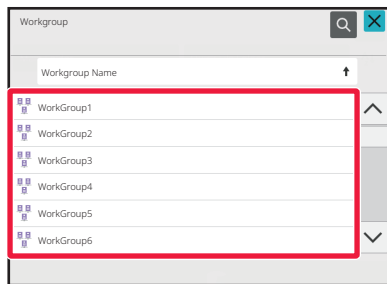
1 Tap the key of the workgroup that you wish to access in step 3 of "**PRINTING A FILE IN THE NETWORK FOLDER YOU HAVE CONFIGURED IN THE MACHINE'S SETTINGS (page 3-80)**".

2 **Tap the key of the server or computer that you wish to access.**

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

3 **Tap the key of the network folder that you wish to access.**

Access the network folder.

For the procedure for printing, see steps 4 to 6 of "**PRINTING A FILE IN THE NETWORK FOLDER YOU HAVE CONFIGURED IN THE MACHINE'S SETTINGS (page 3-80)**".

- Tap the 🔍 icon and enter a keyword to search for a workgroup, server, or network folder.
- Up to 100 workgroups, 100 servers, and 100 network folders are displayed.
- Tap 🔼 to move up one folder level.
- To return to the workgroup selection screen, tap 🔼 .

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DIRECTLY PRINTING FROM A COMPUTER

SUBMIT PRINT JOB

By selecting [Document Operations] → [Submit Print Job] from "Settings (Web version)" and specifying a file, you can directly print the file without using the printer driver.
In addition to a file on your PC, this procedure can be used to print any file that can be accessed from your PC, such as a file on another PC connected to the same network.
Files that can be printed are PDF, TIFF, JPEG, PCL, PS, XPS, DOCX, PPTX, and XLSX files with extensions pdf, tif, tiff, jpeg, jpg, jpe, jfif, pcl, ps, xps, docx, pptx, and xlsx. Available only if the Machine supports PostScript.
Enter the password for the encrypted PDF data on Spool Queue of the Job Status screen.

> • If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
> • When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

Print Settings

Select print settings. Select the file you want to print in "Select File", select settings, and then click [Print].

Item	Description
Copies	Set the number of copies to be printed.
Paper Size	Set the print size.
Orientation	Select portrait or landscape for the print orientation.
2-Sided Print	Select one-sided printing, two-sided printing (booklet), or two-sided printing (tablet).
Output	If printing by set, select the "Print per Unit" checkbox.
Separator Page	Select to insert separator pages. Specify whether separator pages are to be added in front of or behind each set. Select the paper tray with the paper you want to use from the paper trays.
Fit To Page	Print with the file expanded to the full paper size.
Print What	Select whether to print a sheet or to print the entire workbook when printing an Excel file.
Quick File	Save the print data in the Quick File Folder of the machine.
Print Glossy	Select this checkbox if the print job will be printed on glossy paper.

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FTP PRINT

You can print a file from your PC by simply dragging and dropping the file onto the FTP server of the machine.

Performing FTP print

Enter the IP address of this machine in the server name field of your FTP client application to connect to this machine.
When you upload the file you want to print in the "lp" folder on the FTP server of this machine, printing will start automatically.

> • If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
> • When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

E-MAIL PRINT

If you configure your e-mail account in the machine, the machine periodically checks your mail server and automatically prints received e-mail attachments without using the printer driver.

> **To perform e-mail print:**
> In "Settings (administrator)", select [System Settings] → [Printer Settings] → [E-mail Print Settings], and register your e-mail account. (Administrator rights are required.)

Performing e-mail print

Using your PC's e-mail software, specify the e-mail address of the machine in "Address" and send e-mail attached with a file to be printed.
Control commands can be entered in the message of the e-mail to specify the number of copies and print format.
Commands are entered in the format "command name = value" as shown in the following example.

```
COPIES=2
DUPLEX=LEFT
ACCOUNTNUMBER=11111
PAPER=A4
```

As an example, the control commands include the following:

Function	Command name	Values
Copies	COPIES	1 to 9999
Collate	COLLATE	OFF, ON
2-sided Print	DUPLEX	TOP, LEFT, RIGHT, OFF
Account Number[*1]	ACCOUNTNUMBER	Number (5 to 8 digits)
File Format	LANGUAGE	PCL, PCLXL, POSTSCRIPT, PDF, TIFF, JPG, DOCX, XLSX, PPTX, PNG
Paper	PAPER	Paper that can be used (A4, LETTER, or others)
Document Filing[*2]	FILE	OFF, ON
	FOLDERNAME	Up to 28 characters
Quick File[*2]	QUICKFILE	OFF, ON
Fit Page	FITIMAGETOPAGE	OFF, ON
Print Glossy	MEDIATYPE	GLOSSY
Print Pages	PRINTPAGES	1-2,5,9-

Function	Command name	Values
Print What	ALLSHEETS	OFF, ON

*1 Can be omitted except when authentication is by user number.
*2 Only enabled when either "Document Filing" or "Quick File" is "ON".

- The mail text must be in a text format. If entered in Rich Text format (HTML), the commands will have no effect.
- If you enter "Config" in the mail text, a list of control commands is returned.
- If nothing is entered in the body text (message) of the e-mail, printing will take place according to the settings configured in "Settings (administrator)." → [System Settings] → [Printer Settings] → [Initial Status Settings]. If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
- Enter a file type only when you wish to specify the page-description language. Normally there is no need to enter a file type.
- Images such as the body of the received email and the logo in the signature may also be printed.

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Universal Print

Universal Print is a service that allows data from users and computers connected to Microsoft 365 to be printed on Machines and printers via the Universal Print service operated by Microsoft. With Universal Print, Machines and printers can be centerly monitored and configured using Azure Active Directory, rather than having to install a printer server and install printer drivers on each user's computer. monitoring and configuration.
Users can also print to Machines and printers connected to the Universal Print service via the cloud, without having to install a printer driver on each user's computer.

This section describes the licenses and other information you will need to use Universal Print, assuming you have already prepared them.
Contact Microsoft for more information on the licenses required to use Universal Print.

BEFORE CONNECTING THE Universal Print SERVICE

Before connecting the machine to the Universal Print service, make sure that the machine is connected to the Internet beforehand and that [IPP INFRA] is enabled in the client port in "Port Control (page 6-111)" in the setting mode.
The machine must also be registered in Azure Active Directory and on the client PC before it can be used with the Universal Print service. For information on how to register with Azure Active Directory and client PCs, see "Universal Print Settings (page 3-87)".
Printing methods
Once registration is complete, you will be able to print from various Windows applications.
Open the print menu of each application, select the machine and print.

Printing permissions for invalid users

Prints from Universal Print are treated as jobs from "Other User". Therefore, if " Disable Printing by Invalid User (page 6-68)" is enabled in the setting mode, change it to disabled.
Also, if user authentication is enabled in the Sharp OSA application, the Sharp OSA application should allow invalid users to print.

Registering and deleting from the Universal Print service

You can register or delete the machine in "Universal Print Settings (page 3-87)".

Operation in power saving mode

Prints from Universal Print, as well as normal prints, can be made in the power saving mode, but will return and start printing as soon as the data is communicated to the machine.

When registered with Universal Print, the machine does not shift to " Low Power" in "Sleep Mode Power Level (page 5-6)."

Universal Print Settings

This function allows you to register or remove the device from the Azure Active Directory, check the current registration status, or enable or disable the Universal Print function.

To register with Azure Active Directory, launch the setting mode from your web browser.

REGISTERING THE MACHINE WITH Azure Active Directory

To register the machine with the Universal Print Service, follow the procedure below from the web administration screen.

(1) Open "Universal Print Settings" in System Settings.

(2) Check the printer name and click "Execute" under "Register with Universal Print".

You will be presented with a registration code and a URL for registering your code. The registration code is valid for 15 minutes. If you register after 15 minutes, you will have to start from the beginning.

(3) Click on the URL for code registration.

A separate window will open in which you can enter your registration code.

(4) Follow the instructions on the screen to enter the registration code.

(5) View the Azure Active Directory Universal Print management screen in a web browser.

(6) Select the registered printer and click [Share Printer].

(7) Click [Members], and then click [Add].

(8) Select a member or group from the list to use the machine.

To use the machine with the Universal Print service, continue with "Registering the machine with each client PC" below.

REGISTERING THE MACHINE WITH EACH CLIENT PC

To register the machine with each client PC, follow the procedure below on your computer.

(1) Click the [Start] button, select [Settings] → [Accounts].

(2) Click [Connect] under [Access work or school].

If necessary, follow the prompts to sign in with your Microsoft 365 account.

(3) Click [Home], and then click [Devices].

(4) Click [Printers & Scanners], and then click [Add Printer or Scanner].

(5) Select a registered machine from the list.

When you have completed this operation, the unit is ready to be used on the client PC.

DELETE FROM Azure Active Directory

This setting is available when the machine has already been registered for Universal Print Service.
To delete the machine from the Universal Print Service, in the web page (administrator), click [System Settings] → [Universal Print Settings], and then click the [Delete] key.

PRINTER JOBS

CHECKING THE PRINT STATUS

When you tap the job status display, jobs are displayed in a list. To check the status of a printer job, tap the [Print] tab. When you wish to stop or delete jobs or to perform priority processing, read "STOPPING/DELETING A JOB, PRIORITY PROCESSING AND CHECKING THE STATUS (page 2-58)".
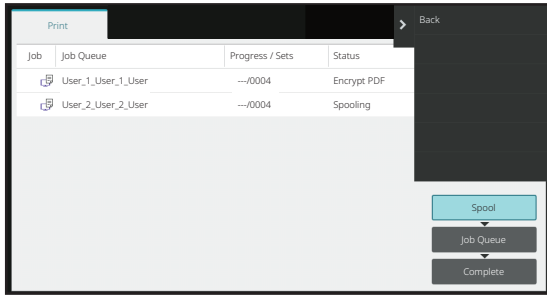
PRINTING AN ENCRYPTED PDF FILE

PDF encryption is used to protect a PDF file by requiring the entry of a password to print or edit the file.
To directly print an encrypted PDF file on an FTP server or in a USB memory device, etc. connected to the machine, reset the password and begin printing.

> • To print an encrypted PDF file using the printer driver, enter the password when opening the file on your PC.
> • Printing is not possible if you do not know the password for the encrypted PDF file.
> • Encrypted PDF versions that can be directly printed are 1.6 (Adobe Acrobat 7.0) and earlier.

(1) Tap the Job status display and tap the [Print] tab.

(2) Tap the [Spool] key.

When the list contains an encrypted PDF file, a message is displayed to indicate that an encrypted PDF file exists.

(3) Tap the print job key for the encrypted PDF file.

> You cannot select multiple encrypted PDF files.

(4) Tap the [Enter Password for Encrypt PDF.] key on the action panel.

(5) Enter the password (32 characters or less) and tap the [Yes] key.

> When both a master password and a user password (which is used to open the file) have been set, enter the master password.

CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT

If printing stops because the machine ran out of paper, or if the size of paper specified in the printer driver is not loaded in the machine, a message will appear in the touch panel.
Printing will begin automatically when paper is loaded in the machine. If paper of the desired size is not immediately available, you can use paper that is set in a different tray.

> If you changed to a different paper size, printing may not take place correctly; for example part of the text or image may run off the paper.

(1) Tap the job status display.

(2) Tap the key of the job for which "Paper Empty" appeared.

(3) Tap the [Reselect Paper] key on the action panel.

(4) Tap the key for the tray containing the paper that you wish to use, and tap [OK].

PRINT RELEASE FUNCTION

PRINT RELEASE FUNCTION

When there are multiple machines that support the print release function on the same network, you can use the print release function to save data in the machine that is set as the primary unit and then print the saved data from secondary unit which you set (multiple secondary units can be set).

INTER-GROUP PRINTING

Primary and secondary units can be grouped.
Select a registered group, and use the print release function on the selected group.
Print release settings, such as Primary Unit, Secondary Unit , and group settings, can be configured from the web page (administrator) in [System Settings] → [Print Settings] → [Print Release Settings].
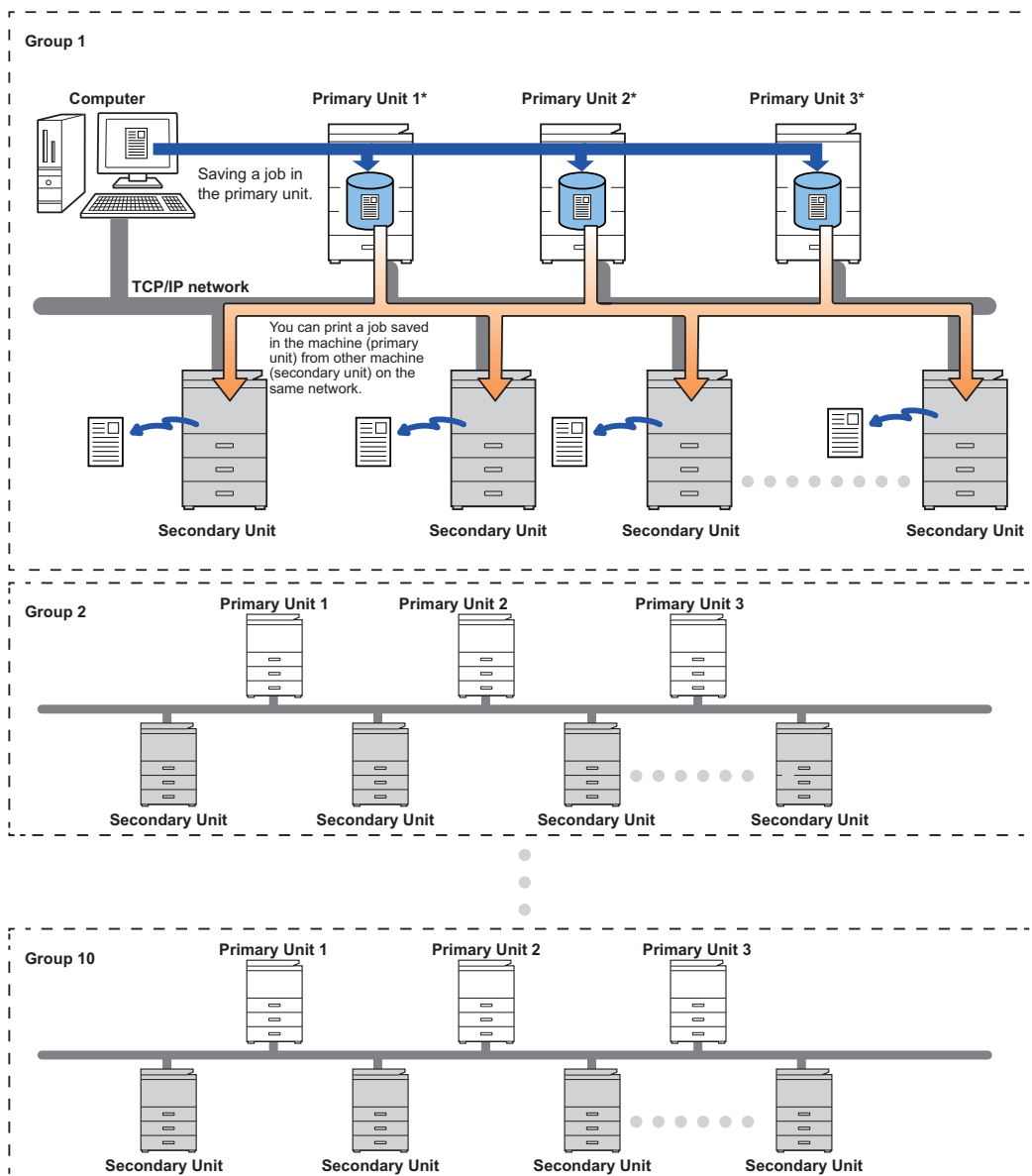
For models that support the print release function, and for the number of secondary units that can be controlled by one primary unit, consult your dealer.
*Available for models with local drive.

• Up to 3 primary units can be set.
• Up to 10 groups can be registered into Inter-Group Printing.
• When user authentication is enabled, only jobs of the logged-in user can be printed.
• In an environment with mixed models, some printer drivers may not produce the expected print result.

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BEFORE USING THE PRINT RELEASE FUNCTION

This section explains settings that must be configured before you can use the Print Release function.

SETTINGS REQUIRED ON THE MACHINE

To use the print release function, configure in setting mode (administrator).

Fixing the IP address of the machine

If the machine is used in a DHCP environment, the IP address of the machine may change. If this happens, you will not be able to send print release information to the machine.

Adding the print release icon to the Home screen

It is not necessary this setting, if already added the print release icon.
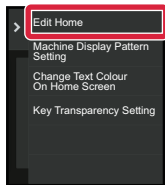
1		**Tap [Edit Home] on the action panel.**
2		**Tap a place without a shortcut key in home edit mode.**
3		**Tap [Print Release].**
4		**Tap the [Edit End] key.** Home Edit Mode is exited and you return to the home screen.
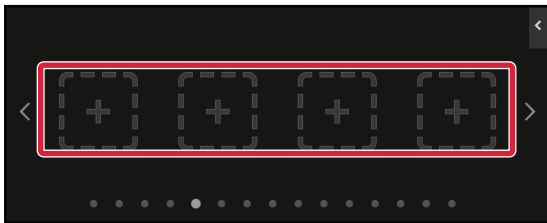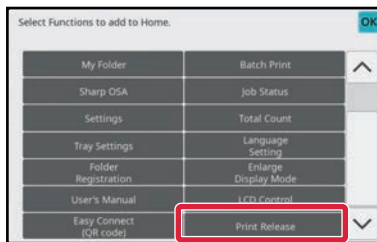
INSTALLING THE PRINTER DRIVER OF THE PRIMARY UNIT

Install the printer driver of the primary unit on your computer. For the procedures for installing the printer driver, see the Software Setup Guide.

USING THE PRINT RELEASE FUNCTION

This section explains how to store jobs in the primary unit, and how to select and print jobs from a secondary unit.

STORING A JOB IN THE PRIMARY UNIT FROM YOUR COMPUTER

When user authentication enabled in the machine, you must enter your user information (login name, password, etc.) in the settings screen of the printer driver in order to print.* For explanations of the settings, see "PRINTER FUNCTION (page 3-3)".

* The user information that is required varies depending on the enabled authentication method. Check with the machine administrator for this information.

> • Check the paper size and paper type used for printing.
> • Select a paper size and paper type that are supported by the machine to be used.
> • If you select a non-supported paper size or paper type, you may not be able to print.

In a Windows environment

1
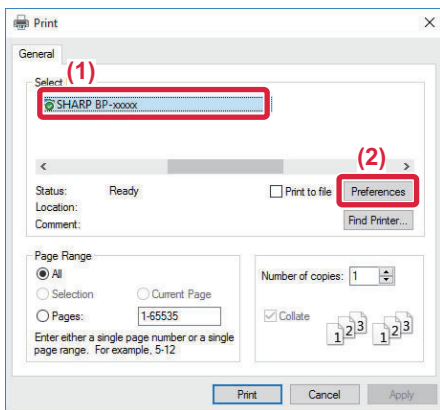
Open the printer driver properties window.

(1) Select the printer driver of the Primary Unit.

(2) Click the [Preferences] button.

2
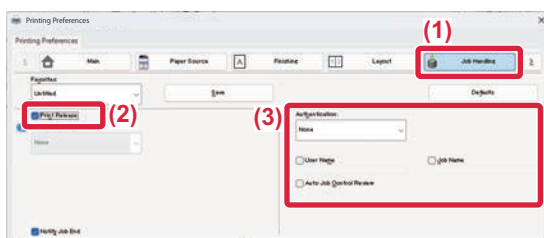
Configure the print release function.

(1) Click the [Job Handling] tab.

(2) Select the [Print Release] checkbox ☑.

(3) Enter user information as needed.
For more information, see "Authentication Settings (page 6-62)".

> • The print release function cannot be used at the same time as the document filing function.
> • You can change the number of copies at the time of printing.
> • If less than 10 MB is free in the storage area of the primary unit, the job will not be stored. Delete unneeded jobs and print again.

3

Select any print settings that are needed, and click the [OK] button.

4	**Start printing.**

In a macOS environment

1	**In the application, select [Print] from the [File] menu. Make sure that the machine's printer name is selected.**
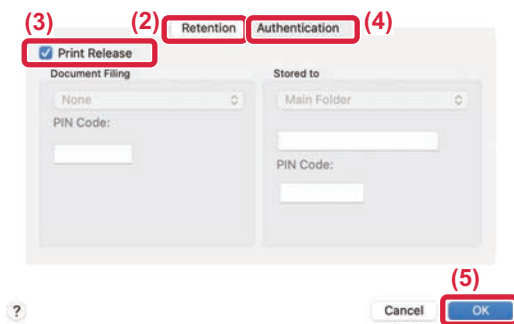
2		**Configure the print release function.**

(1) Select [Job Handling] from the "Printer Options".

In macOS 12 and earlier, select [Job Handling].

(2) Select [Retention].

(3) Select the [Print Release] checkbox ☑.

(4) Select [Authentication] and enter your user information as needed.

If user authentication is not enabled, this step can be omitted.
For more information, see "Authentication Settings (page 6-62)".

(5) Select any other print settings that are needed, and click the [OK] button.

- The print release function cannot be used at the same time as the document filing function.
- You can change the number of copies at the time of printing.
- If less than 10 MB is free in the storage area of the primary unit, the job will not be stored. Delete unneeded jobs and print again.

3	**Start printing.**

3-97

PRINTING/DELETING A JOB STORED IN THE PRIMARY UNIT FROM A SECONDARY UNIT

This section explains how to print and delete a stored job from a secondary unit.

<div style="display:flex">
<div>1</div>
<div>

Tap the [Print Release] key on the Home screen.

- A list of the jobs stored in the primary unit appears.
- If the power of the primary unit is not on, a message will appear and you will not be able to view the stored jobs.

</div>
</div>

<div style="display:flex">
<div>2</div>
<div>

</div>
<div>
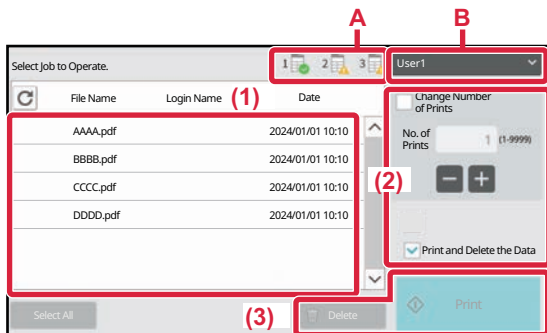
Print or delete the selected job.

(1) Tap the job you want to print or delete. The checkbox is selected ☑.

You can select more than one job.
You can select all jobs with the [Select All] key.

(2) Configure print settings.

To delete the job from the primary unit after printing, select the [Print and Delete the Data] checkbox ☑. (This step is no necessary when only deleting the job.)

(3) Start printing or deleting.

If you are deleting the job, a confirmation screen will appear. Select [Yes] to delete.

A: Machine icon
The communication status with the primary unit is displayed.
By tapping the machine icon, detailed information is displayed.
The number shown in the machine icon indicates the number of the primary unit.

B: Pull-down menu
Appears when the Machine group collaboration function is used.
By selecting another Machine group in this pull-down menu, the print jobs of the other Machine groups are displayed.

</div>
</div>

> When user authentication is enabled, only the print jobs of the logged-in user appear.

> - If you selected a setting that cannot be executed because the secondary unit does not have the necessary option, the setting will be disregarded.
> - If the selected job is a PS file, the job will only be printed if the secondary unit supports PS file printing.
> - To create print release icons on the home screen and allocate a group of print releases to each, a list of jobs in each group can be displayed with a one-touch operation.

APPENDIX

PRINTER DRIVER SPECIFICATIONS LIST

For information on the setting items, refer to printer driver Help.

PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP (page 3-6)

The specifications of each function in Windows PPD and macOS PS vary depending on the operating system version and the application.

Main

Function	PCL6	PS	Windows PPD	macOS PS
Copies	1-9999	1-9999	1-9999	1-9999
Collate	Yes	Yes	Yes	Yes
Original Size	Yes	Yes	Yes	Yes
Output Size	Yes	Yes	No	No
Orientation	Yes	Yes	Yes	Yes
Adjust to Paper Size	No	No	No	Yes
Zoom	Yes	Yes	No	No
2-Sided	Yes	Yes	Yes	Yes
N-Up	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9,16	2, 4, 6, 9,16
Document Filing	Yes	Yes	No	Yes

• Zoom (PCL6/Windows PPD/macOS PS): The horizontal and vertical proportion cannot be set separately.

Paper Source

Function	PCL6	PS	Windows PPD	macOS PS
Output Size	Yes	Yes	No	No
Paper Tray	Yes	Yes	Yes	Yes
Paper Type	Yes	Yes	Yes	Yes
Tray Status	Yes	Yes	No	No

Finishing

Function	PCL6	PS	Windows PPD	macOS PS
Separator Page	Yes	Yes	No	No

Layout

Function		PCL6	PS	Windows PPD	macOS PS
2-Sided		Yes	Yes	Yes	Yes
Chapter Inserts		Yes	No	No	No
Booklet		Yes	Yes	Yes	Yes
N-Up	Page No.	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9,16	2, 4, 6, 9,16
	Repeat	Yes	No	No	No
	Order	Yes	Yes	Yes	Yes
	Border	Yes	Yes	Yes	Yes
	N-Up with cover	Yes	No	No	No
	100% N-Up	Yes	Yes	No	No
Poster Printing		Yes	Yes	No	No
Print Position	Margin Shift	0 inch to 1.2 inch (0mm to 30mm)	0 inch to 1.2 inch (0mm to 30mm)	0 inch to 1.2 inch (0mm to 30mm)	0 inch to 1.2 inch (0mm to 30mm)
	Custom	Yes	Yes	No	No

Job Handling

Function	PCL6	PS	Windows PPD	macOS PS
Print Release	Yes	Yes	No	Yes
Document Filing	Yes	Yes	No	Yes
Create PDF for PC Browsing	Yes	No	No	No
Notify Job End	Yes	Yes	No	No
Authentication	Yes	Yes	No	Yes

Inserts

Function	PCL6	PS	Windows PPD	macOS PS
Covers/Inserts	Yes	Yes	Yes	Yes
Transparency Inserts	Yes	Yes	No	Yes
Carbon Copy	Yes	Yes	No	No

Covers/Inserts (Windows PPD/macOS PS): Only covers can be inserted.

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Stamp

Function	PCL6	PS	Windows PPD	macOS PS
Watermark	Yes	Yes	Yes	Yes
Image Stamp	Yes	Yes	No	No
Overlay	Yes	Yes	No	No
Hidden Pattern	Yes	No	No	No
Copies Stamp	Yes	No	No	No

Image Quality

Function	PCL6	PS	Windows PPD	macOS PS
Print Mode	Yes	Yes	Yes	Yes
Graphics Mode	Yes	No	No	No
Bitmap Compression	Yes	Yes	No	No
Sharpness	Yes	Yes	Yes	Yes
Screening	Yes	Yes	Yes	Yes
Smoothing	Yes	Yes	Yes	Yes
Text To Black	Yes	Yes	No	No
Vector To Black	Yes	Yes	No	No
Toner Save	Yes	Yes	Yes	Yes
Font	Yes	Yes	Yes	No
Line Width	Yes	No	No	No
Boldness Adjustment	Yes	Yes	Yes	Yes

Toner Save: This setting may not operate in some applications and operating systems.

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Detailed Settings

Function	PCL6	PS	Windows PPD	macOS PS
Mirror Image	No	Yes	Yes	Yes
PS Error Information	No	Yes	Yes	No
PS Pass-Through	No	Yes	No	No
Job Compression	No	Yes	No	No
Tandem Print	Yes	Yes	No	No
Disable Blank Page Print	Yes	Yes	No	No
Custom Image Registration	Yes	No	No	No
Other Settings				
• Input Resolution	Yes	Yes	No	No
• Shade Pattern	Yes	No	No	No
• Spool Data Format	Yes	Yes	No	No
• Printable Area	Yes	Yes	No	No
• Rip Style	Yes	Yes	No	Yes
• Duplex Style	Yes	Yes	No	No
• Use driver to render JPEGs	Yes	Yes	No	No
• Thicken Fine Lines	Yes	No	No	No
• Fine Text	Yes	Yes	Yes	Yes
• Text/Line control	Yes	Yes	Yes	Yes
• Text/Line knockout control	Yes	Yes	Yes	Yes
• Photo Image	Yes	Yes	Yes	Yes
• Image Enhancement	Yes	Yes	Yes	Yes
• Driver Setting Priority	Yes	Yes	No	No

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SPECIFYING A BILLING CODE USING THE PRINTER DRIVER

You can enter a billing code using the printer of the machine.
For an overview of a billing code, refer to "BILLING CODE (page 5-23)".

ENABLE BILLING CODE

This setting is required only in the Windows environment. (Always usable under macOS environment)

1 **Click the [Start] button, select [Settings] → [Device] → [Devices and Printers].**

- In Windows 11, click the [Start] button, select [Devices] → [Printers & scanners].
- In Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

2 **Right-click the printer driver icon of the machine and select [Printer Properties].**

3
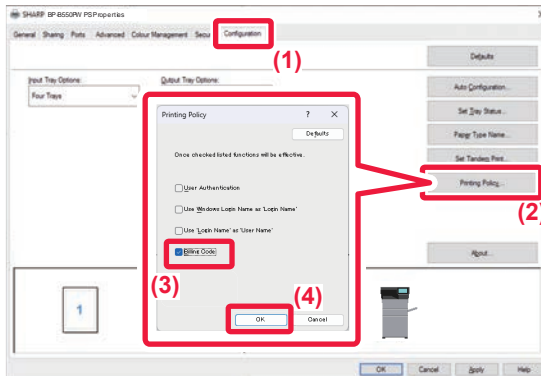
Specify a billing code

(1) Click the [Configuration] tab.

(2) Click the [Printing Policy] button.

(3) Set the [Billing Code] check box to ☑ ,

(4) Click the [OK] button.

Windows

When printing starts, the billing code setting screen appears.
Enter the main code and sub code, and click the [OK] button.
To retain the specified billing code, set [Always Use This Billing Code] to ☑ .

• You can click [Get Billing Code] to get the machine's billing code list and select the billing code from the list.
• If you have started printing without specifying a billing code, a use code is recorded in the job log.

macOS

(1) Select [Billing Code] from the "Printer Options".
In macOS 12 and earlier, select [Billing Code].

(2) Enter the main code and sub code.

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AUTHENTICATION BY SINGLE SIGN-ON

When the user authentication is used, you must enter your user name and password to print from a printer driver.
The Single Sign-on function can be used when Active Directory authentication is used on both the machine and the computer.
When you use this function and print from the printer driver, the print job is sent to the machine using the authentication information that you used to log in to the computer. This allows easy printing of jobs from the printer driver without the need to enter your user name or password each time you print when user authentication is enabled.

> Authentication by Single Sign-on requires that Active Directory authentication be performed on the machine and your computer. This can only be used when your computer is running Windows.

SETTINGS

Active Directory must be enabled on the machine in advance. For information on Active Directory, refer to "ACTIVE DIRECTORY LINKING FUNCTION (page 5-22)". After enabling Active Directory, configure the settings below in the printer driver.

(1)   Click the [Start] button, select [Settings] → [Device] → [Devices and Printers].

- In Windows 11, click the [Start] button, select [Devices] → [Printers & scanners].
- In Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

(2)   Right-click the machine's printer driver icon and select [Printer Properties].

The printer properties appear.

(3)   Click the [Configuration] tab.

(4)   Set the [Single Sign-on] checkbox to ☑ .

3-105
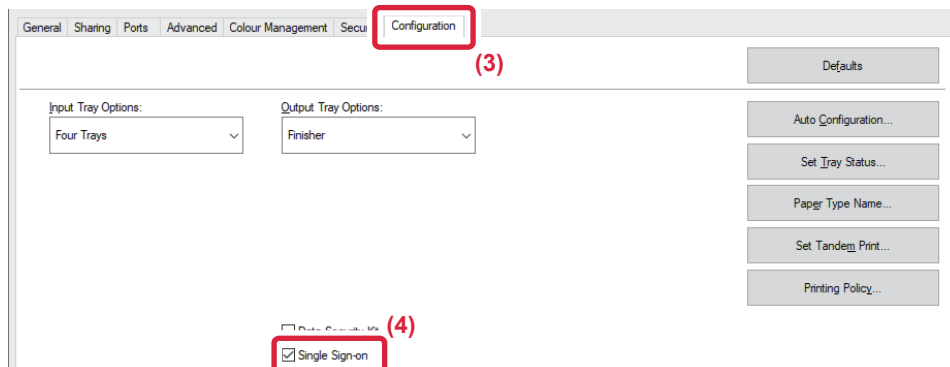
Authentication Option

For the authentication method, refer to "PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED (page 3-9)".

(1) Click the [Job Handling] tab.

(2) In [Authentication], select [Single Sign-on].

- Single Sign-on authentication is also possible from the Job Handling dialog box and the User Authentication dialog box.
- If you logged in to the machine in advance before using Single Sign-on, you will have the permissions of the user account you used to log in.
  If you use Single Sign-on without logging in to the machine, the user permissions will be those of "User". This may limit the functions that you can use.
- If Single Sign-on is used without logging in to the machine, the user name in the job log will be the name set by printer driver. If the user name is not set by printer driver, the user name in the job log will be the computer login name.

DOCUMENT FILING

DOCUMENT FILING

SAVING FILES WITH DOCUMENT FILING

USING STORED FILES

DOCUMENT FILING

DOCUMENT FILING

This function saves the print data from a computer on the local drive of the machine or an external memory device as data.
The stored files can be printed as required. Editing of the stored files, for example combining, is also possible.

📝 A PDF file created for PC browsing can be displayed or printed on a computer.
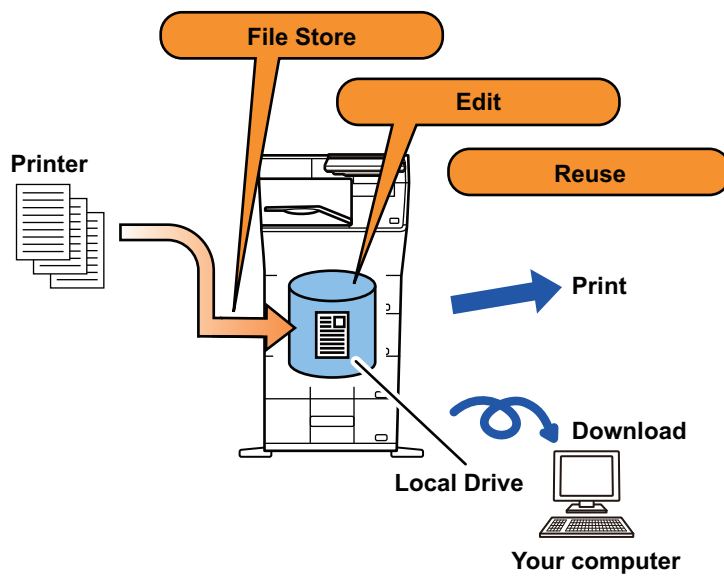
USES OF DOCUMENT FILING

Using the document filing function allows you to additionally print out conference material with the same settings, or print out ledger sheets used for routine tasks as required.

Additionally printing out conference material with the same settings	Printing out ledger sheets as required
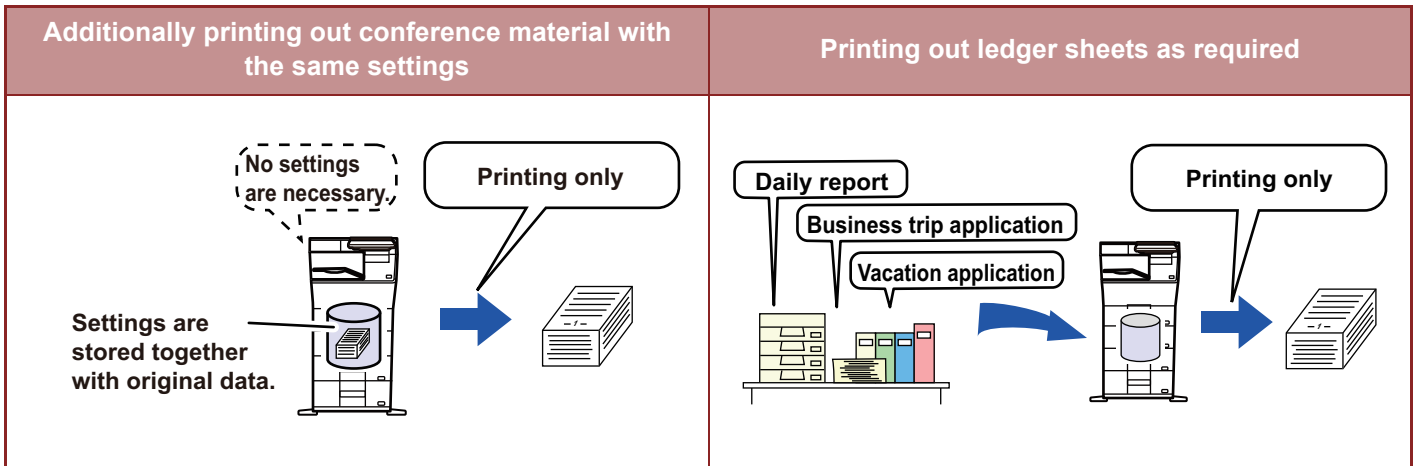
BEFORE USING SAVE TO LOCAL DRIVE IN DOCUMENT FILING

Folder types

Three types of folders are used to store files on the local drive using the document filing function.
Folders on the local drive

Quick File Folder

Main Folder

Custom Folder
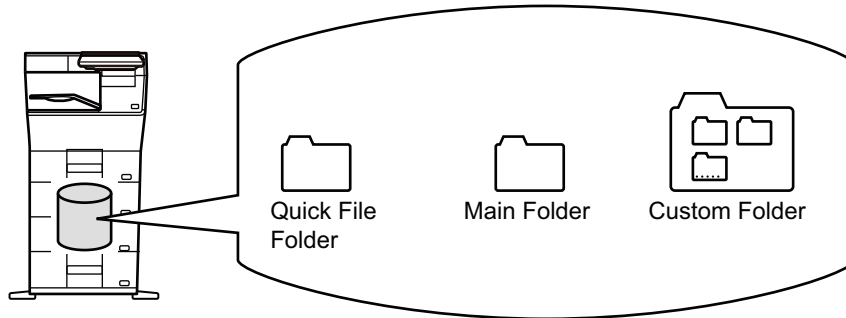
Quick File Folder

Documents stored using [Quick File] are stored in this folder. A user name and file name are automatically assigned to each job.

Main Folder

When you store a job in the Main folder, you can specify a previously stored user name and assign a file name.
A password (4 to 32 characters) can also be set when storing a file ("Confidential" save) as required.

Custom Folder

Scanned documents are stored in the stored folder.
Like the Main folder, a custom folder allows you to specify a previously stored user name and assign a file name when storing a job.
Passwords (PIN code: 4 to 8 digit number) can be established for custom folders and for files saved in custom folders.

A maximum of 1000 custom folders can be created on the local drive.

Convenient items to store

When storing a job using [File] or [File Store] in document filing mode, it is convenient to store the items below. These settings are not required when storing a job using [Quick File].

User Name	This is necessary if you will be assigning a user name to stored files. A user name is also used as a search condition when searching for a file.
Custom Folder	The Main folder is initially available as a location for storing files by [File] and [File Store]. Store a custom folder and specify it as a location for storing files. Specify a password for the user folder as required. Enter the PIN Code to use the folder. When the folder is set a password, " 🔒 " appears in the folder that the password is set.
My Folder	A previously created custom folder can be selected as "My Folder", or a new folder created as "My Folder". When "My Folder" has been configured and user authentication is used, "My Folder" will always be selected as the destination of [File] and [File Store].

- **To store a custom folder for document filing:**
  On the Web page, select "Settings (administrator)" → [Document Operations] → [Document Filing] → [Custom Folder].
  On the machine, select "Settings (administrator)" → [System Settings] → [Document Filing Settings] → [Document Filing Control] → [Custom Folder].

- **To store a user name and specify a folder as "My Folder":**
  In "Settings (administrator)", select [User Control] → [User Settings] → [User List].

Approximate number of pages and files that can be stored

Combined total number of pages and total number of files that can be stored in custom folders and in the Main folder

Examples of original types	Number of pages*1	Number of files
Full color original (Text and photo example) Size: A4	Max. 5700*2 Max. 900	Max. 3000*2 Max. 500
Black & white original (Text) Size: A4	Max. 13000*2 Max. 2100	

Number of pages and number of files that can be stored in the Quick File folder

Examples of original types	Number of pages*1	Number of files
Full color original (Text and photo example) Size: A4	Max. 700*2 Max. 300	Max. 1000*2 Max. 500
Black & white original (Text) Size: A4	Max. 2000*2 Max. 700	

*1 The indicated numbers are guidelines for the number of pages that can be stored when all pages are full color, and when all pages are black & white.

*2 When the high capacity SSD is installed.

The original types above are examples to make the explanation easier to understand. The actual number of pages and number of files that can be stored will vary depending on the contents of the original images and the settings when the files are stored.

4-6

Information added to files

When saving a file using "File", add the following information to distinguish it from other files.

User Name: Name1
File Name: Meeting handout
Password: 12345678

"Meeting minutes" folder
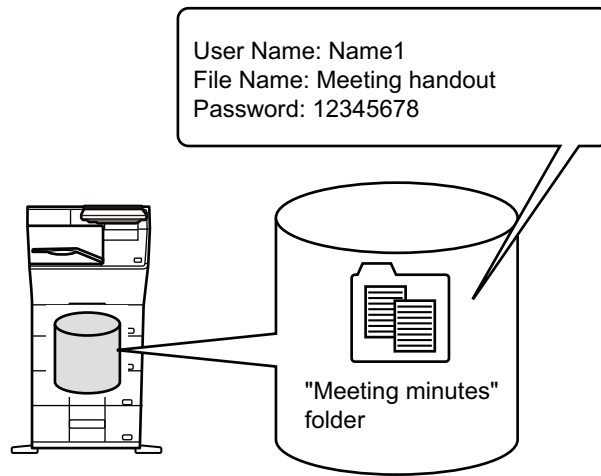
User Name	The user name is required to enter a file ownership and other information. The user name must be registered in advance.	
File Name	Names a file.	
Stored to	Specifies a folder to store files.	
Property	Sharing	Any user can display and operate files having the "Sharing" property.
	Protect	Once "Protect" is set, its file cannot be edited, moved, and deleted. No password setting is required.
	Confidential	You can set a password (4 to 32 characters) for file protection.

- The above information cannot be specified when a file is saved with Quick File.

To store a user name:
In "Settings (administrator)", select [User Control] → [User Settings] → [User List].

IMPORTANT POINTS WHEN USING DOCUMENT FILING

- Files stored using [Quick File] are provided with the "Sharing" property that can be accessed by any person for output. Therefore, do not store sensitive documents or documents that you do not want to be used by others using the [Quick File] function.
- When saving a file with [File], you can save it with the "Confidential" property. Set a password for a "Confidential" file to prevent the file from being used by other people. Exercise care to prevent other people from obtaining the password.
- The property of a stored "Confidential" file can be changed to "Sharing" by "Property Change" as required. Do not store sensitive documents or documents that you do not want to be used by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the disclosure of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or File function by the operator who saves the data.

USING DOCUMENT FILING IN PRINT MODE

To use document filing in print mode, select document filing in the printer driver. For details on document filing, see "SAVING AND USING PRINT FILES (DOCUMENT FILING) (page 3-72)

BASE SCREEN OF DOCUMENT FILING MODE
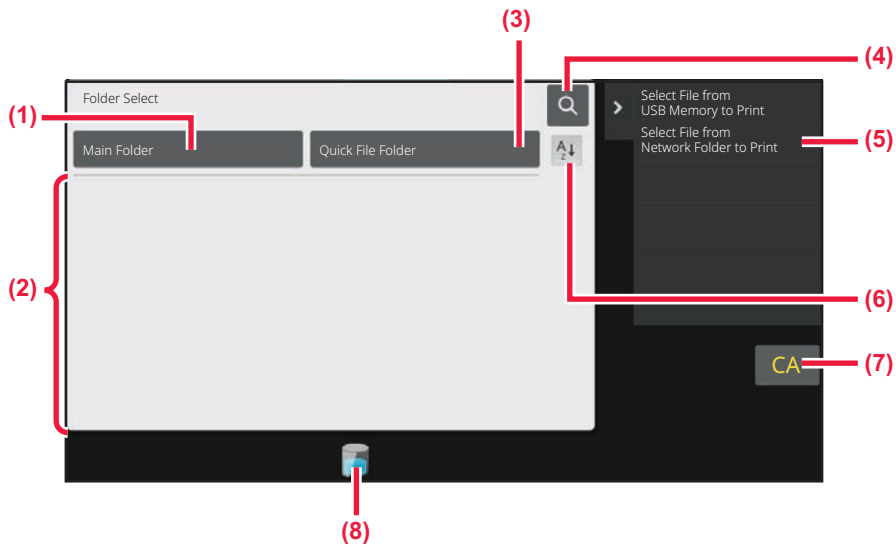
(1)	Use to save originals to be shared among users.

(2)	The folder for the registered user.

(3)	Use to save a file temporarily.

(4)	Use to search for a file in a folder.

(5)	Displays the functions available in document filing mode.

(6)	Switch the custom folder order between ascending and descending.

(7)	Reset all settings.

(8)	Displays the usage status of the machine's built-in storage. Tap the key to display details.

4-9

SAVING FILES WITH DOCUMENT FILING

FILING WHILE PRINTING

QUICK FILE

This function allows you to store an original as an image file in the Quick File folder of the machine.
The image file stored in quick file mode can be retrieved at a later.

• When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.
User Name: User Unknown
File Name: Mode_Month-Day-Year_Hour-Minute-Second
(Example: USB_Direct_10102022_112030)
Save location: Quick File Folder
When user authentication is used, the user name that was used for login is automatically selected.
Only the file name and location of a file stored in the Quick File folder can be changed.

To delete all files in the Quick File folder with the exception of protected files:
In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Condition Settings] → [Delete All Quick Files]. Configure settings to have all files deleted when the power is turned on as required.

1	**Tap [Select File from USB Memory to Print] or [Select File from Network Folder to Print] on the action panel.**
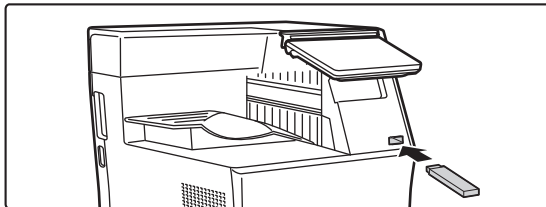
2		**When you tap [Select File from USB Memory to Print], connect the USB memory device to the machine.**
		• Use FAT32, NTFS or exFAT format for USB memory device. • When the format of the USB memory device is FAT32, use a 32 GB or less USB memory device.
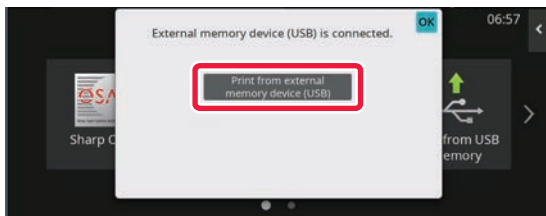
3		**When a screen for selecting the action appears, tap [Print from external memory device (USB)].**

4
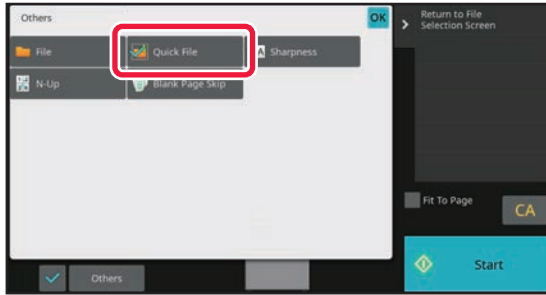
Tap [Quick File] on the Special Modes so that it is selected ☑.

When a message relating to saving confidential information appears, tap the [OK] key.

5 **Start a printing.**

When the function is executed, the image data of the original is stored in the Quick File folder.

To prevent accidental saving of the file, the message "The scanned data is stored in the quick file folder." appears for 6 seconds (default setting) after the [Start] key is tapped.
To change the message display time, in "Settings (administrator)" → [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].

To cancel Quick File:
Tap [Quick File] to enable ☐.

File Information

The procedure for detail settings is described below.
Specifying a property, user name, file name, and folder makes it easier to manage and search for a file. In addition, when [Confidential] is selected for Property and a password is established, other people will not be able to view the file without permission.

Changing the property

A protect setting can be selected for files saved with the document filing function. This prevents a file from being moved, or automatically or manually deleted.
Three properties are available for saved files: "Sharing", "Protect", and "Confidential". When saved with the "Sharing" property, a file is not protected. When saved with the "Protect" or "Confidential" property, a file is protected.
Files saved to the Quick File folder are all saved as "Sharing" files. When a file is saved to the Main folder or a custom folder, "Sharing", "Protect" or "Confidential" can be selected.

Sharing	A "Sharing" file can be changed to "Protect" or "Confidential" using "Property Change" in the Job Settings.
Protect	"Protect" does not require setting of a password, but prevents a file from being moved, deleted or edited. A password cannot be established.
Confidential	To protect a "Confidential" file, a password is set. (The password must be entered to retrieve the file.) When a file is saved in encrypted PDF format, the file property is automatically set to "Confidential".

Restrictions on changing the property

• A file that is set to "Sharing" can be changed to "Protect" or "Confidential" as required. However, a "Sharing" file that is saved in the Quick File folder can only be changed to "Protect".

• A file that is set to "Protect" can be changed to "Sharing" or "Confidential" as required. However, a "Protect" file that is saved in the Quick File folder can only be changed to "Sharing".

• A file that is saved in the Quick File folder cannot be changed to "Confidential". If the file is moved to the Main folder or a custom folder, the property can be changed to "Confidential".

• Two properties cannot be selected for a single file.

1   Select [Property] in the File Information screen.

2   When you have selected [Confidential], enter a password (4 to 32 characters).
Every time you enter one digit, " ✳ " is displayed.

Specifying a user name

1 Tap the [User Name] text box.

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not necessary.

- -

The user name must first be stored by selecting [User Control] in "Settings (administrator)" → [User Settings] → [User List].

2 Tap the key of the user name.

Alternatively, you can select a user name by tapping the [Call with Registration Number] key and entering the user number.

The user number must be first set by selecting [User Control] in "Settings (administrator)" → [User Settings] → [User List].

3 Tap OK .

The system goes back to the screen of step 1 to display the selected user name.

Assigning a file name

A file name can be assigned to the file.

1 Tap the [File Name] text box and enter the file name.

Enter a file name using up to 30 characters.

- -

File Name

- If a file name that already exists is specified, a tilde and a serial number are added after the file name and this file is saved as a different file. The file name is not case-sensitive.
  For example, if the "test.txt" file already exists and you specify the "TEST.TXT" file, the file will be saved as "TEST.TXT~1" file.
- If the length of the file name exceeds the limit, excess characters will be omitted and a serial number will be added to the end of the file name.

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Specifying the folder

Specify the folder for storing the file.

1 **Tap the [Stored to] text box.**

If a user name with a "My Folder" setting is selected, "My Folder" of that user will automatically be selected.

2 **Tap the key of the folder where you want to store the file, and tap** OK **.**

If a password has been set for the folder, a password entry screen appears. Enter the password (5 to 8 digit number) using the numeric keys and tap the OK .

Creating PDF for PC browsing

Tap the [Create PDF for PC Browsing] checkbox to ☑ , and a public PDF for PC browsing will be created when the file is saved.

Default Setting of PDF Format for PC Browsing

You can set the initial file format of public PDF or the file for download which is created during execution of each job. In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Common Settings] → [Default Setting of PDF Format for PC Browsing].

B/W : Compression Mode

None, MH (G3), MMR (G4)

Color/Grayscale : Compression Ratio

Low, Middle, High

USING STORED FILES

SEQUENCE FOR USING A STORED FILE

The screens and procedures differ depending on whether or not user authentication is enabled.
The sequence for using a stored file depending on the situation is explained.
For information on user authentication procedures, see "USER AUTHENTICATION (page 5-11)". For information on enabling user authentication and storing user names, see "USER CONTROL (page 5-19)".

Also in setting mode (Web version), you can use document filing. In setting mode (Web version), click [Document Operations] → [Document Filing], and then click the folder that contains the file you wish to use.
You can also check a preview of a stored file in setting mode (Web version).

1 **Switch to document filing mode.**

CHANGING MODES (page 2-9)
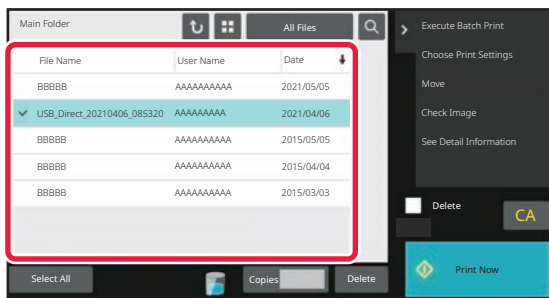
2 **Select the file that you wish to retrieve.**

When the folder is selected, the files in the folder will appear.
Select the file that you wish to retrieve.
Select a file from the thumbnail images of the stored files.
FILE SELECTION SCREEN (page 4-16)
SELECTING A FILE TO RETRIEVE (page 4-18)
Retrieve a file using the search function.
FILE SEARCH AND RETRIEVAL (page 4-29)
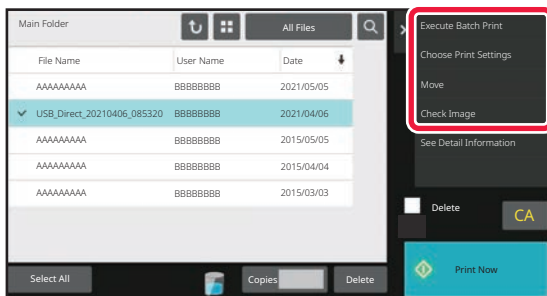
3 **Select an operation item.**

Select the desired operation and configure settings.
FILE SELECTION SCREEN (page 4-16)
FILE PRINTING (page 4-19)
FILE MOVING (page 4-23)
DELETE FILE (page 4-24)
FILE IMAGE CHECKING (page 4-26)
FILE MERGING (page 4-27)

When retention is selected on the printer, reset items that cannot be set for retention do not appear.

FILE SELECTION SCREEN

The file selection screen can be displayed in "List" format or "Thumbnail" format to display thumbnail images of files.

LIST DISPLAY MODE
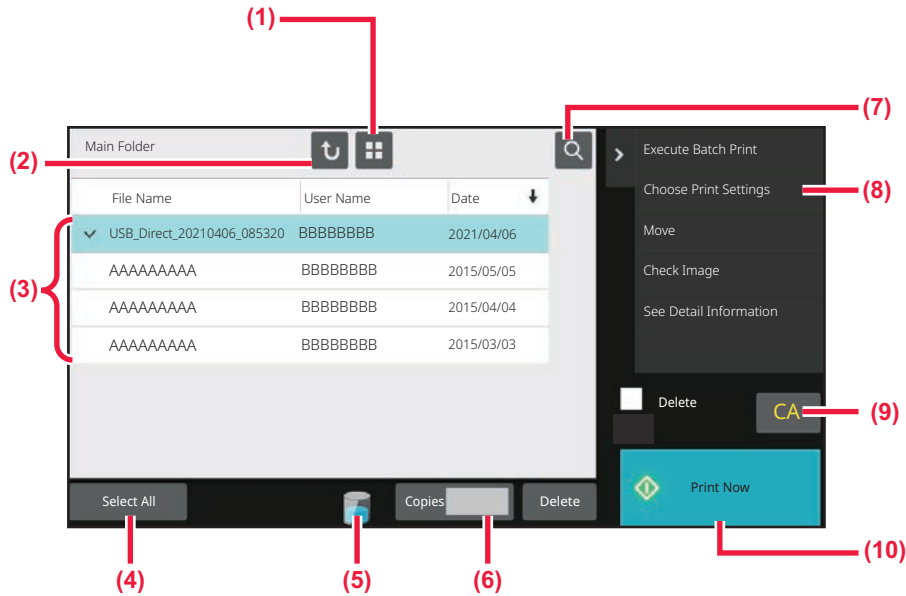
(1) **Switch the file display mode between list and thumbnail.**

(2) **Return to the base screen of document filing mode.**

(3) **Displays the saved files.**

(4) **Select or clear all files. Tapping this key switches the key display mode between [Select All] and [Cancel All].**

(5) **Tap this key to display the usage status of the machine's built-in storage.**

(6) **The number of copies set in [Copies] is valid when tapping [Print Now].**

(7) **Search for a file saved in a folder.**

(8) **Displays the functions that can be used.**

(9) **Reset all settings.**

(10) **Start printing immediately.**

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THUMBNAIL DISPLAY MODE
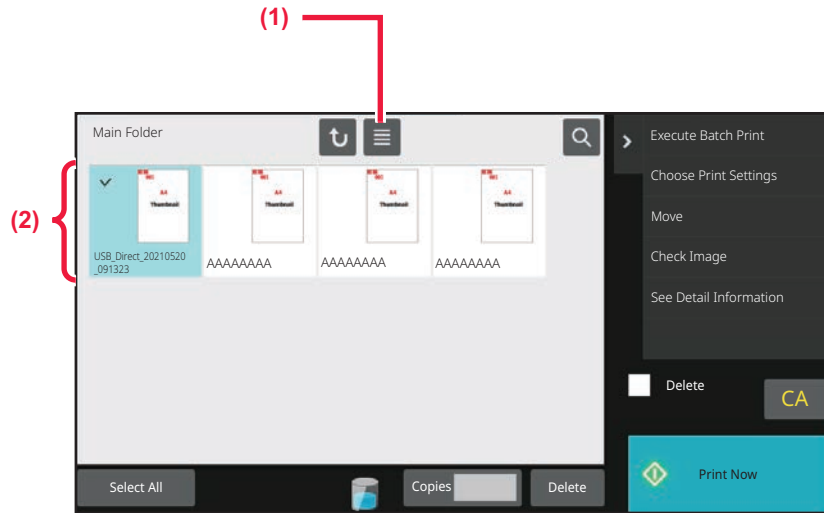
(1)   Switch the file display mode between list and thumbnail.

(2)   Displays thumbnails of the saved files.

Sorting order

In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Condition Settings] → [Sort Method Setting].

Selects an order of display files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

• File Name

• User Name

• Date

SELECTING A FILE TO RETRIEVE

1 **Tap the [File Retrieve] key.**

When user authentication is enabled and "My Folder" is configured by selecting [User Control] in "Settings (administrator)" → [User List], the custom folder specified as "My Folder" opens.

2
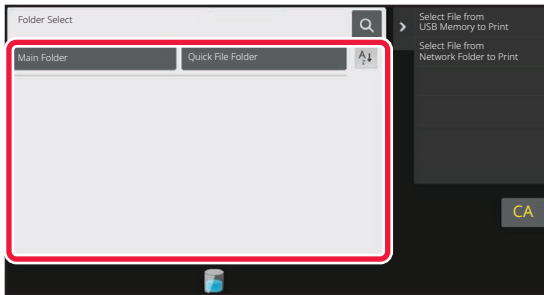
Tap the key of the folder that contains the desired file.

If the folder with a PIN Code is tapped, a PIN Code entry screen will appear.
Enter the PIN Code (4 to 8 digit number) using the numeric keys and tap the OK .

3 **Tap the key of the desired file.**

If the folder with a PIN Code is tapped, a PIN Code entry screen will appear.
Enter the PIN Code (4 to 32 characters) and tap the OK .

- • Tap the [Print Now] key to printed out the file with the settings used for its storage.
- • Tap the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
- • Select [User Control] in "Settings (administrator)" → [User Settings] → [User List] → [User Registration] → [Authority Group]. Then, in authority group setting for the users who are currently logged in, select [Job Settings] → [Document Filing] and enable [Display only the Files of Logged-in Users] to display only files stored by the users who are currently logged in.

FILE PRINTING

A file stored using document filing can be retrieved and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.

> • Print settings that are changed by re-manipulation of the file cannot be saved.
> • The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the stored file.
> • When retention is selected on the printer, reset items that cannot be set for retention do not appear.

QUICK PRINTING

Prints a file with the various settings used when it was saved. Select a file and tap the [Print Now] key.
To delete data after printing, set the [Delete] checkbox to ☑.
To change the number of sheets to print, tap the [Copies] key and then use the numeric keys to set the number to print.
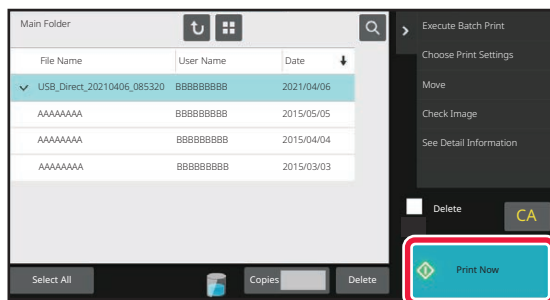
CHANGING SETTINGS BEFORE PRINTING

After selecting the desired file, follow the steps below.

1 **Tap [Choose Print Settings] on the action panel.**

2 **Change the print settings.**

3 **Select the [Delete] checkbox ☑ when needed.**

4 **Tap the [Start] key.**
The file will be printed.

MULTI-FILE PRINTING

MULTI-FILE PRINTING

1
Select the keys of the multiple files that you wish to print.

• Confidential files cannot be printed simultaneously with other files.

• A file in the currently selected folder cannot be selected simultaneously with a file in a different folder.

If the job type is changed with the By Job Display key or the screen is changed by 🔄 being tapped while a file is selected, the selection of the file will be canceled.

2
Tap [Print] on the action panel.

3
When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to ☐ .

When printing with the number of copies at data saving without specifying copies, go to step 5.

4
Use ➖➕ to specify the number of copies.

As required, directly tap the numeric value display key and change the value using the numeric keys.

5
To set the order of files to print, change with [Print Order].

6
To delete the file after printing, tap the [Delete] checkbox to set to ☑ .

7
Tap the [Start] key to start printing.

BATCH PRINTING

Batch Print Settings

In "Settings (administrator)", select [System Settings] → [Document Filing Settings] → [Condition Settings] → [Batch Print Settings].
Set whether or not the [All Users] key and the [User Unknown] key are prohibited in the user name selection screen when printing all files, whether files are sorted by date in newest or oldest order, and whether file names are sorted in ascending or descending order.

---

1 **Tap the [Execute Batch Print] key on the action panel.**

2
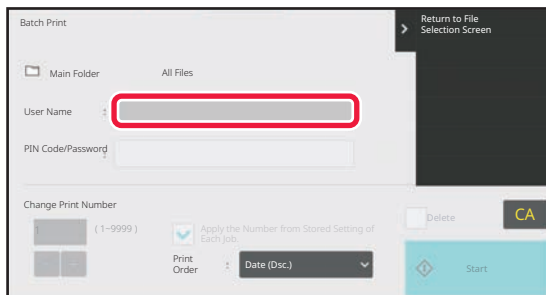
Tap the [User Name] text box.

---

3 **Select the user name.**

After selecting the user name, tap [OK].

- -

If you have selected [System Settings] in "Settings (administrator)" → [Document Filing Settings]
→ [Condition Settings] → [Batch Print Settings] and disabled the [Selection of [All Users] is not allowed.] checkbox and [Selection of [User Unknown] is not allowed.] checkbox, select the [All Users] key and [User Unknown] key.
If you tap the [All Users] key, all files in the folder (the files of all users) are selected.
If you tap the [User Unknown] key, all files in the folder with no user name specified are selected.

---

4 **If a password has been established, tap the [Password] key.**

Enter the password (4 to 32 characters) and tap [OK]. Only files that have the same password will be selected.
If you do not wish to enter a password, go to the next step.

---

5 **When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to [ ].**

When printing with the number of copies at data saving, go to step 7.

---

6 **Use [−][+] to specify the number of copies.**

As required, directly tap the numeric value display key and change the value using the numeric keys.

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7   **To automatically delete the file after printing, tap the [Delete] key.**

8   **Tap the [Start] key to start printing.**

If there are no files that match the search conditions, you will return to the file list screen.

It [Delete the Data] on the action panel is tapped, all files that match the current search conditions will be deleted.

FILE MOVING

Changes the file storage location. (The file is moved to another folder.)

A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".

After selecting the desired file, follow the steps below.
[SELECTING A FILE TO RETRIEVE (page 4-18)](#)
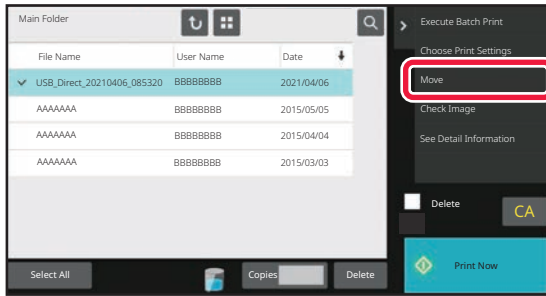
1		**Tap [Move] on the action panel.**

2	**Tap the [Move to] key.**

- A file cannot be moved to the Quick File folder.G4-26
- To change the file name, tap the [File Name] key.
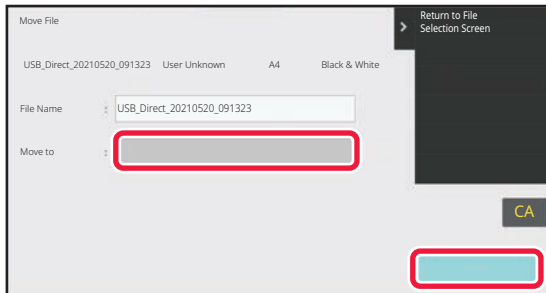
3		**Tap the key of the folder to which you want to move the file.**

If the folder with a password is tapped, a password entry screen will appear.
Enter the password (5 to 8 digit number) using the numeric keys and tap the OK .

When multiple files are moved, file names cannot be changed.

4	**Tap the [Move] key.**

DELETE FILE

Stored files that are no longer required can be deleted.

A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

After selecting the desired file, follow the steps below.

SELECTING A FILE TO RETRIEVE (page 4-18)
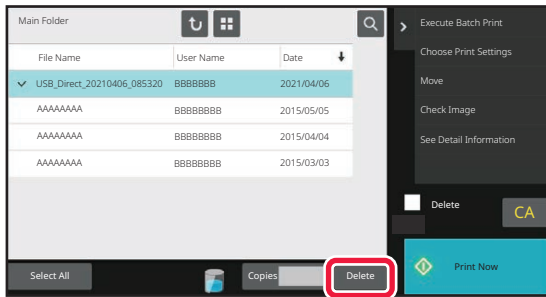
1
Tap the [Delete] key.
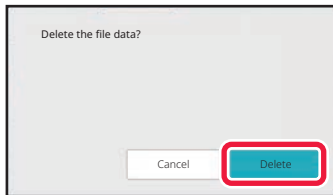
2
Check the file and then tap the [Delete] key.

AUTOMATIC DELETION OF FILE

You can have document filing data in specified folders automatically deleted by specifying the folders and the time. Periodic deletion of files stored in the machine helps to prevent the disclosure of sensitive information and frees space on the local drive.

Automatic Deletion of File Settings

Document filing settings are described below. Tap the [Document Filing Settings] key to configure the settings.
Time and folder settings can be configured to have files in specified folders (stored by document filing) automatically deleted at a specified time. Up to 3 settings can be stored to be automatically deleted.
The procedure for using this function is as follows:
(1) Select [Setting 1], [Setting 2], or [Setting 3].
(2) Set the time and date for automatic deletion.
(3) Select the desired folder.
(4) Specify whether or not protected files and confidential files are to be deleted.
(5) Enable the stored settings.

Item	Settings
Schedule	Select the cycle for automatic deletion. Select from [Delete by Schedule], [Delete at Specified Time after Specified Days Have Elapsed] or [Delete after Specified Time Has Elapsed]. **Delete by Schedule** Select an automatic deletion cycle. • Every Day: Auto deletion every day at the specified time. • Every Week: Auto deletion at the specified time on the specified day of the week. • Every Month: Auto deletion at the specified time on the specified day of the month. **Delete at Specified Time after Specified Days Have Elapsed** Deletes the file automatically at the specified time after the specified number of days have passed from the day the file was saved. • Days: Set the elapsed time and date. • Time of Deletion: Deletes the file automatically at the specified time. **Delete after Specified Time Has Elapsed** Delete on the hour after specified amount of time has elapsed from the time file was stored. • 1 hour/2 hours/3 hours/6 hours/8 hours/12 hours
Folders	To select the folder separately, select [Folder Select] and select the desired folder. To select all folders, including the folder currently being created, select [All Folders (Including folders registered hereafter)].
Delete Protected File	Enable this setting to include protected files in the deletion.
Delete Confidential File	Enable this setting to include confidential files in the deletion.

Delete Now
When this is executed with a folder selected, all files in the folder will be immediately deleted regardless of the date and time setting.
Executing automatic deletion during Auto Power Shut-Off.
(If this is not selected, the files will be deleted after the machine wakes from auto power shut-off mode.)
Execute Auto Deletion even if Auto Power Shut-Off is enabled. When the checkbox is not selected ( ), the files will be deleted after the machine wakes from auto power shut-off mode.

FILE IMAGE CHECKING

FILE IMAGE
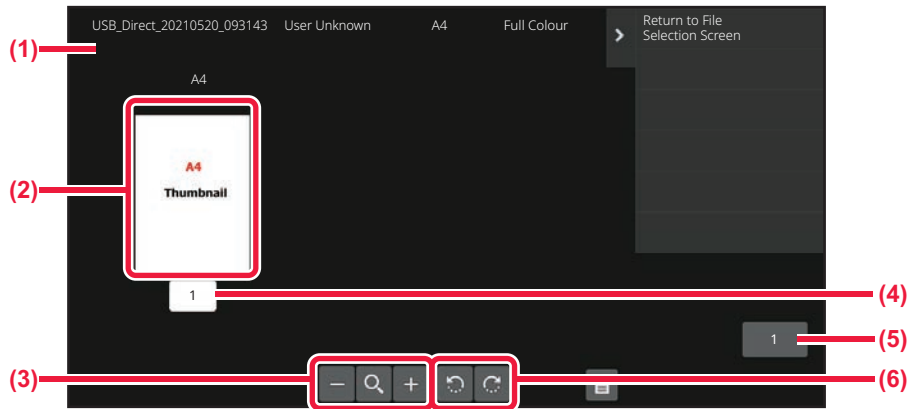
(1)	**Displays file information.**
(2)	**Displays file preview images.**
(3)	**Enlarge or reduce the preview screen.**
(4)	**Displays the page number.**

(5)	**Displays the total page count.**
(6)	**Rotate the preview screen in increments of 90 degrees.**

> • Depending on the size of the image, part of the image may be clipped off in the image check screen on the touch panel.
> • A preview image is an image for display on the touch panel. It will differ from the actual print result.
> • The image check screen does not appear when multiple files are selected.

After selecting the desired file, follow the steps below.

1
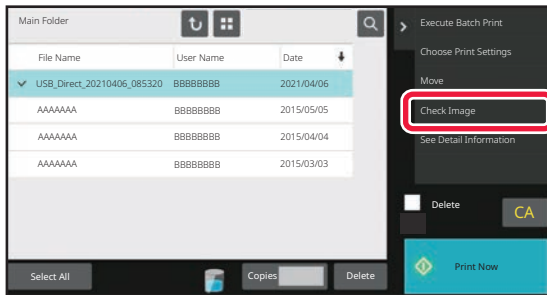
Tap [Check Image] on the action panel.

2
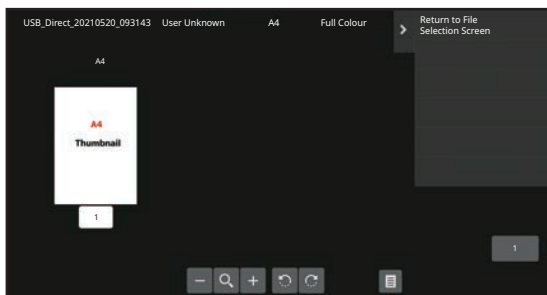
Check the image of the file.

FILE MERGING

You can combine files that have been saved by Document Filing.

> • If you have only selected a single file, the [Combine File] key is not displayed.
> • The file name is a combination of "the first file name", "a tilde (~)", and "Serial No.". As required, change the file name at a later time.
> • The files are joined in the selected order.

After selecting two desired files, follow the steps below.
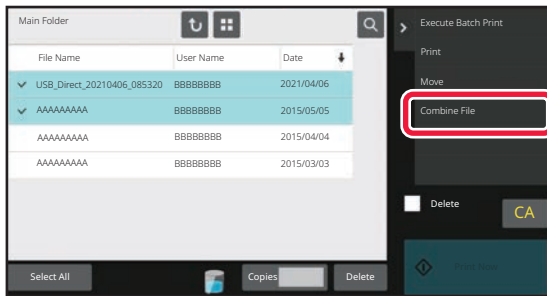
1 Tap [Combine File] on the action panel.

2 Append file information.

To select the user name, file name, folder, and property setting, see "File Information (page 4-11)".
To delete the original file, select the [Delete Original File] checkbox.

3 Tap the [Execute] key.

Combining of files starts, and after the processing is finished, the "Combining complete" message appears.

To cancel the operation
Tap the [CA] key. Note that the operation cannot be canceled when the original file is being deleted after the files are combined.

RETRIEVING AND USING A FILE FROM THE JOB STATUS SCREEN

Files stored using File and Quick File appear as keys in the job status complete screen.

1	**Tap the job status display.**
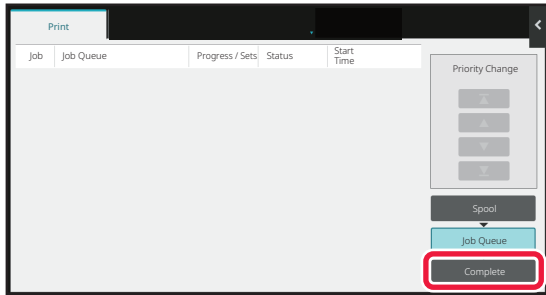
2		**Tap the [Complete] key.**

3	**Tap the key of the desired file from the completed job.**
	A file that has been processed by Quick File or File can be selected for a job in the retrieve operation.

4	**Tap [Choose Print Settings] on the action panel.** FILE PRINTING (page 4-19)

To view detailed information on a file, select the file, and then tap [Check Details of Selected Job] on the action panel.

FILE SEARCH AND RETRIEVAL

When there are many stored files, it may take some time to locate a file. The search function of document filing mode can be used to find a file quickly.

Searching is possible even when you only know part of the file name or folder name. As required, a folder can also be specified as a search range.

Example: Only part of a file name is known: "Conference"
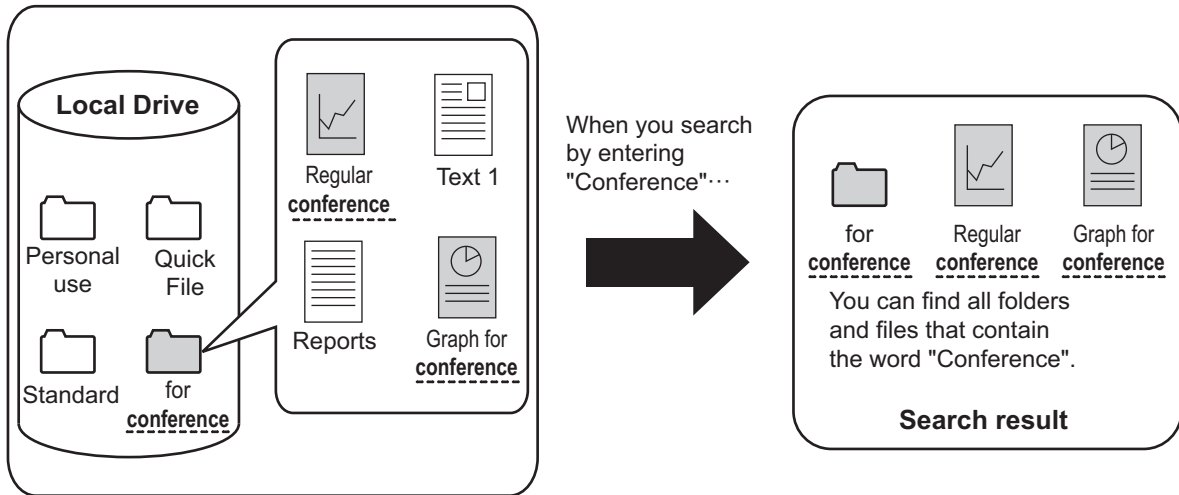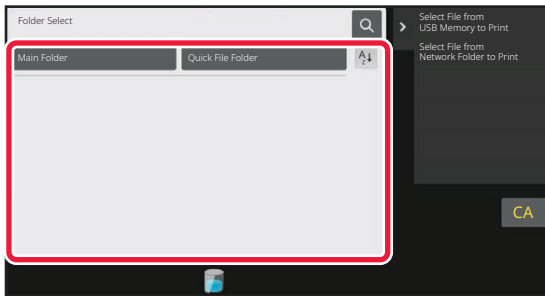
1 To search for a specific folder, tap its key.

If the folder with a password is tapped, a password entry screen will appear. Enter the password (4 to 8 digit number) using the numeric keys.

2 Tap 🔍.

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3

Select search conditions.

Tap each text box and set the search condition.
To search for the current folder, set the [Search Just Within the Folder] checkbox to ☑.

[User Name]
Search using the user name.
Select a user on the user selection screen that appears, and then tap OK .

[Login Name]
Search using the login name.
Enter the login name on the soft keyboard that appears and tap the [OK] key.

[File or Folder Name]
Search using the file name or folder name.
Enter the file name or folder name on the soft keyboard that appears and tap the [OK] key.

[PIN Code/Password]
Search for files that have a password set. Enter the password with the soft keyboard that appears, and tap the [OK] key.

[Date]
Search using the date when the file was created.
When you have selected [Today] or [Date Set], set the time and date.

4

Tap the [Search Start] key.

A list of the files that match your search conditions will appear. Select the desired file from the list. The job settings screen will appear.
To return to the base screen of document filing mode, tap the [CA] key.
To return to the file search screen, tap the [Search Again] key.

- -

- When you search using [File or Folder Name], custom folders that match the search characters will also appear in the list. When a folder key is tapped, a list of the files in the folder appears. Tap the desired file in the list.
- Also in setting mode (Web version), you can use the file search function. Click [Document Operations] in "Settings (Web version)" → [Document Filing] → [Search].

PRINTING AN EXTERNAL FILE

A file stored in the FTP server, USB memory device, or network folder of a PC can be printed. The file can also be modified before printing by changing the print settings.
On the action panel, tap [Select File from FTP to Print], [Select File from USB Memory to Print] or [Select File from Network Folder to Print].
For more information, see "PRINTING WITHOUT THE PRINTER DRIVER (page 3-75)".

OPERATION IN THE WEB PAGE

Document Operations

Document Filing operations can be performed from the Web page using "Settings (Web)" - [Document Operations] → [Document Filing].

Main Folder

The files that are in the Main Folder can be displayed. A specified file can be manipulated by clicking [Print], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in "PIN Code/Password of File".

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Display Items	Set the number of files that are displayed.

Quick File Folder

Files in the Quick File Folder can be displayed. A specified file can be manipulated by clicking [Print], [Move], or [Delete].

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Display Items	Set the number of files that are displayed.

Custom Folder

The files that are in the Custom Folder can be displayed. A specified file can be manipulated by clicking [Print], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in "PIN Code/Password of File".

Item	Description
Index	The displayed Custom Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.

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Search

Use these settings to enter search conditions. A specified file can be manipulated by clicking [Print], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in "PIN Code/Password of File".

Item	Description
User Name	Enter the user name. (Up to 32 characters)
Select from User List	Click the [Setup] button and search for users from the list.
Login Name	Set the number of files that are displayed.
Search Folder	Set the folder.
File Name	Enter a file name. (Up to 30 characters)
PIN Code/Password of File	Enter the password that is set for the file (4 to 32 digits).
Stored Date	Set the date and time the file was saved.

Search Result

Use these settings to enter search conditions. A specified file can be manipulated by clicking [Print], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in "PIN Code/Password of File".

Item	Description
Display Style	The files that were found can be displayed in list format or thumbnail format.
Display Items	Set the number of files that are displayed.

File Batch Print

Multiple files can be printed at once by batch printing. Search for the files using search conditions, and then select multiple files from the displayed search results.
If you want to use the number of copies set when each file was saved by Document Filing, select "Apply the Number of Copies Stored in Each File". If you want to set a different number of copies, enter the desired number in "Enter the Number". Click [Print] to print the file. To have the file deleted after printing, select the "Print and Delete the Data" checkbox.

Item	Description
Search Condition	
User Name	Enter the user name. (Up to 32 characters)
Select from User List	Click the [Setup] button and search for users from the list.
Search Folder	Set the folder.
File Name	Enter a file name. (Up to 30 characters)
PIN Code/Password of File	Enter the password that is set for the file. (4 to 32 digits)
Billing Code	
Main Code	Select this checkbox, and then enter the main code. (32 characters or less)
Sub Code	Select this checkbox, and then enter the sub code. (32 characters or less)

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CONVENIENT USE OF THE MACHINE

USE ENVIRONMENTALLY FRIENDLY

ECO

ECO FUNCTIONS OF THE MACHINE

Mode Settings

The eco function settings are set in a batch. "Custom Mode" and "Eco Mode" are available.
Setting values applied by each mode is as follows.

Function	Custom Mode	Eco Mode
Preheat Mode Setting	1min.	1min.
Turn off Panel Display during pre-heat mode	On	On
Auto Power Shut-Off Timer Remote Job	Earliest	Earliest
Auto Power Shut-Off Timer Other Job	Fix transition time.: 11min. (for Europe), 1min. (Except for Europe)	Fix transition time.: 1min.
Sleep Mode Power Level	Low Power	Low Power
Eco Fusing Setting	On	On

Each Energy Save settings in System Settings is not applied when Custom/Eco mode is used.

AUTO POWER SHUT-OFF MODE

This mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state.
Auto Power Shut-Off mode will activate when the set duration of time elapses in waiting status without executing a job.
Compared to preheat mode, the power-saving rate is considerably higher but the wakeup time is longer.
The power indicator blinks in yellow when the machine is in Auto Power Shut-Off mode.
This mode is cleared when print data is being received or when the [Power] button is pressed while it is blinking.

[Power] button

Power indicator
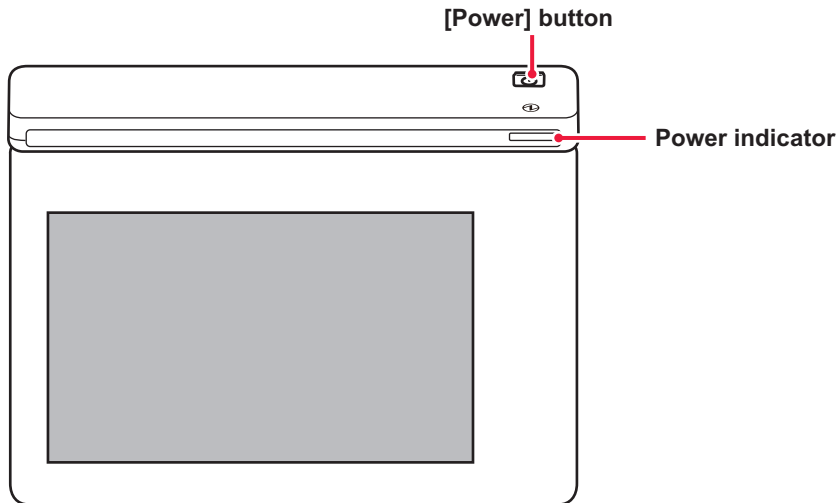
A message appears 15 seconds before Auto Power Shut-Off Mode is entered.
To close the message and continue normal operation, tap the [Continue] button.
The message appears again 15 seconds before the end of the extension of normal operation time.
If no action is taken within 15 seconds after the message appears, the machine enters auto power shut-off mode.

To set display of the message:
In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode].

Pressing and holding the [Power] button during auto power shut-off will restart the machine.

PREHEAT MODE

This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state.
Preheat mode will activate when the set duration of time elapses in waiting status without executing a job.
Compared to Auto Power Shut-Off Mode, the amount of energy saved is less and the wakeup time is shorter.
The touch panel goes off.
The power indicator lights in blue when the machine is in preheat mode.
The touch panel is cleared when it is tapped or the [Home Screen] button is pressed.

To set preheat mode:
"Settings (administrator)" → select [System Settings] → [Energy Save] → [Eco Setting] → [Preheat Mode Setting].

A message appears 15 seconds before Preheat Mode is entered.
To close the message and continue normal operation, tap the [Continue] button.
If no action is taken within 15 seconds after the message appears, the machine enters preheat mode.

To set display of the message:
In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode].

SETTING THE TIME TO ENTER AUTO POWER SHUT-OFF MODE AFTER THE END OF A REMOTE JOB

Printing data in Auto Power Shut-Off Timer turns on the power and then the machine returns to Auto Power Shut-Off Timer at a set time after completing the print job.
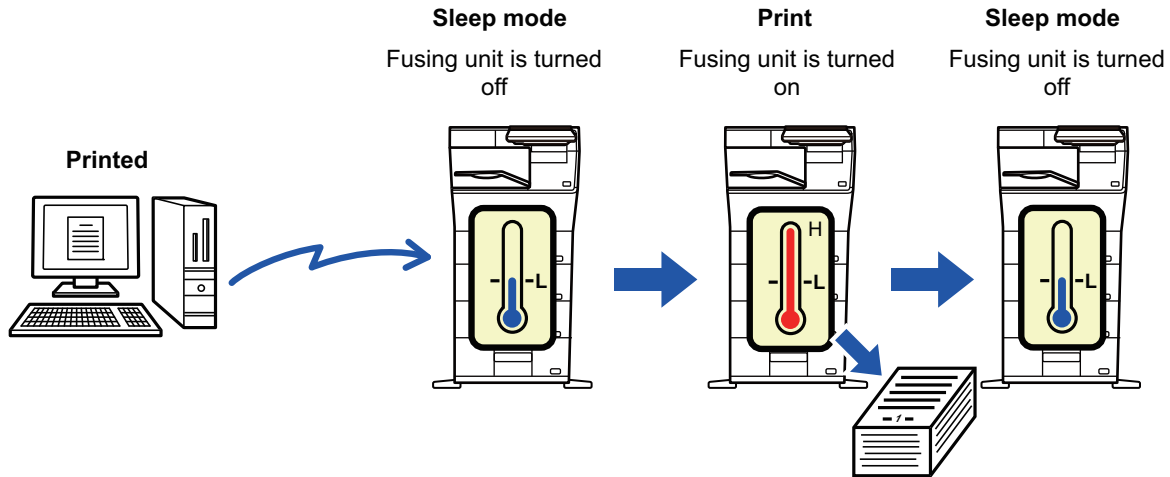
To set the time to shift to Auto Power Shut-Off mode after a remote job finishes
In "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Auto Power Shut-Off Timer] → [Remote Job], and select "Earliest" or enter a set time.

SETTING THE TIME TO TRANSITION TO AUTO POWER SHUT-OFF MODE EXCEPT FOR REMOTE JOBS

The transition time of auto power shutoff for jobs other than remote jobs is set.
This can be set in "Settings (administrator)", select [System Settings] → [Energy Save] → [Eco Setting] → [Auto Power Shut-Off Timer] → [Other Job].

Fix transition time.

The Auto Power Shut-Off Timer is fixed. Select [Fix transition time.], and set the transition time.
When this setting is enabled, the [Change transition time by time of day.] option is disabled.

Change transition time by time of day.

This function controls the transition to Auto Power Shut-Off mode optimally for each time period by analyzing the use of the machine based on job logs obtained during a 4-week period.
When this setting is enabled, the [Fix transition time.] option is disabled.

- The image transfer control settings are not changed.
- This does not link to the Power On/Off Scheduling. If both of them are enabled, the Power On/Off Scheduling settings precede.
- Pages are counted for each paper size separately.
- When the power supply of the machine was off, there was no job during this time.

Transition to Energy Saving and Auto Power Shut-Off modes

Pattern	Transition time	Average outputs per hour[*]
Mode1 (Job Start Priority1)	After 1 hour	700 or more
Mode2 (Job Start Priority2)	After 30 minutes	150 to 699
Mode3 (Energy Saving Priority1)	After 5 minutes	40 to 149
Mode4 (Energy Saving Priority2)	After the minimum time period	Up to 39

* Factory default setting

Automatic

This function controls the power optimally for each time period by analyzing the use of machine based on job logs obtained during a certain time period.

> If the machine does not have the 4-week job log information, the machine enters the template2 (Mode3 (Energy Saving Priority1) between 8:00 and 18:00 hours). Then after that, it enters Mode4 (Energy Saving Priority2).

Manual

You can set a pattern for each time band.

The machine already has the 3-pattern template. The Energy Save pattern can be added to the "Original Eco Patterns 1 to 4".

Three-pattern template

Template	Pattern	Description of mode
Template 1	All Day "Energy Save Priority2"	The machine runs in the "Mode4 (Energy Saving Priority2)" all the time.
Template 2	8:00-18:00 "Energy Save Priority1"	The machine runs in "Mode3 (Energy Saving Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.
Template 3	8:00-18:00 "Job Start Priority1"	The machine runs in "Mode1 (Job Start Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.

Sleep Mode Power Level

Low Power: The machine switches to the power saving mode, but it takes some time to recover.

Fast Wake Up: Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.

ECO FUSING

Non-print jobs are performed with the fusing unit turned off.
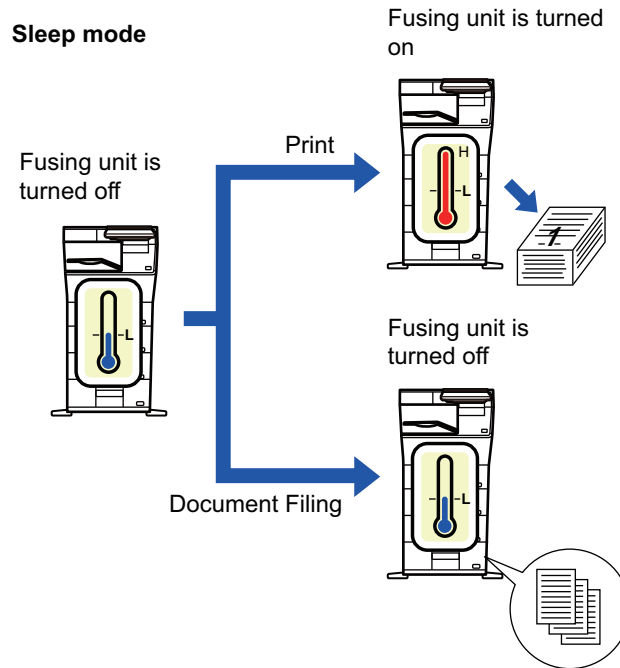
ECO FUSING SETTING

Set "Eco Fusing Setting" to ☑, and select a mode or screen in which to enable Eco Fusing Setting.
The following modes and screens can be set.
 • Home Screen
 • Document Filing
 • System Settings
 • Sharp OSA

To set Eco Fusing:
"Settings (administrator)" → select [System Settings] → [Energy Save] → [Eco Fusing Setting] .

ENERGY SAVING PATTERN LIST

This function analyzes machine usage and controls entry into auto power shutoff mode based on frequency of use. If you want to manage machine power by using an energy saving pattern list, select [Manual] in "Settings (administrator)" - [Eco Setting] - [Energy Save] - [Change transition time by time of day.], and select an Automatic Update Pattern from the pull-down list or one of Original Eco Patterns 1 to 4.
To automatically analyze machine usage and update the pattern as needed, set Automatic Update Pattern.

Edit Pattern
Set the Original Eco Pattern.

Item	Description
Change Pattern Name	To change the pattern name, enter the desired name.
Pattern to Be Modeled	Select the stored pattern that you want to base the new pattern on. To copy the settings of a selected pattern, select [Copy the selected pattern.].
Energy Save Setting	Set time periods for machine modes. Select a mode from 1 to 4, and select a day of the week, start time, and end time.
Day of the Week	Set the day of week on which you want to enable the mode selected in the Energy Save Setting.
Start Time/Completing Time	Set the period of time during which you want to enable the mode selected in the Energy Save Setting.

5-8

POWER ON/OFF SCHEDULE SETTING

The machine operator panel can be turned On or Off at a preset time. Up to three (3) patterns can be set. The "Setting 1", "Setting 2" and "Setting 3" are executed in this sequence if set at the same day of week or at the same clock time.

- The scheduling function does not support the power management settings in the Preheat Mode and Auto Power Shut-Off Mode.
- The preset power-off time is subject to the following restrictions:
  - If the machine is running due to the current job execution or other reasons, the machine is turned off only after the job has finished.
  - The machine cannot receive printer jobs.
- If the power management setting is also enabled, the Power On/Off Scheduling settings precede.
- If the same time is specified, settings are applied in the order of "Setting 1", "Setting 2", and "Setting 3".
- The power is not turned off in the following cases:
  - "Power Up Auto Clear" is in progress.
  - While the Optimization of a Local Drive is in progress or while a restart is in progress after the setting mode has been changed.
  - The preset power on/off time is within one minute from when the setting is accepted.

Setting Power ON/OFF Scheduling Function
In "Settings", select [System Settings] → [Energy Save] → [Power ON/OFF Schedule Setting].

SPECIFIC DATE OPERATION SETTINGS

You can configure a day on which you have high-output printing or want to perform a special operation as the "specific date" and set a specific energy saving pattern only for that specific date.

"Specific Date" tab
A period of up to 7 days can be set for Specific Date. Set the specific date, energy saving pattern to be applied, and the operation that takes place if the specific date falls on a non-work day.

> Regardless of whether the auto power shut-off transition time is enabled or disabled, the machine will operate on the Specific Date Operation Settings for the specific date.

Item	Description
Date Setting	Configure the date on which you want to operate the machine with a specific pattern. Select a day between 1 and 31 in Every Month or from End of Every Month.
Applied Energy Saving Operation	Select an energy saving pattern you want to apply. Use the ENERGY SAVING PATTERN LIST (page 5-8) to specify the details of the energy saving pattern.
Operation for Holiday	Configure how the machine operates if the preset specific date falls on a holiday. Use the ENERGY SAVING PATTERN LIST (page 5-8) to specify the day as the holiday.

> • If a specific date that is initially specified coincides with the one that is moved because it falls on a holiday, the setting for the former takes precedence.
> • If specific dates of the same dates are configured, they are used in ascending order between 1 and 7 (specific date numbers).

"Pattern" tab
This tab is used to configure the details of an energy saving pattern.

Item	Description
Energy Save Operation	Select a specific date pattern you want to specify.
Change Pattern Name	Enter a pattern name when you want to change the name of a specific date pattern.
Pattern to Be Modeled	Select a source pattern when you create a pattern using a stored or preset pattern.
Add new schedule.	Add a schedule.

"Holiday" tab
Specify a holiday. The day you specified as the holiday will not be a specific date.

Item	Description
Holiday List	When you tap this option, the dates and days of the week for the holidays you have set for two years.
Day of Week	Use this option to specify a holiday using a day of the week.
Set Period	Use this to specify a holiday using a date. "Final Registered Time" shows when the holiday that is stored with Set Period was stored.

MANAGING THE USE OF THE MACHINE

USER AUTHENTICATION

User authentication restricts the use of the machine to users that have been registered. The functions that each user is allowed to use can be specified, allowing the machine to be customized to meet the needs of your workplace.
When the administrator of the machine has enabled user authentication, each user must log in to use the machine.
There are different types of user authentication, and each type has a different login method.
For more information, see the explanations of the login methods.

For the settings that are required for user authentication, refer to .

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.
When starting the machine, the login screen appears.

When controlled by user number
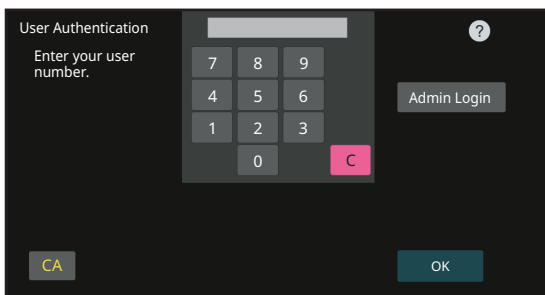
> • If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect user number is entered three times in a row.
> • Contact the machine administrator to check the user number assigned for you.

1	**Enter your user number (5 to 8 digits) using the numeric keys.** Each entered digit will be displayed as " ✳ ".

2
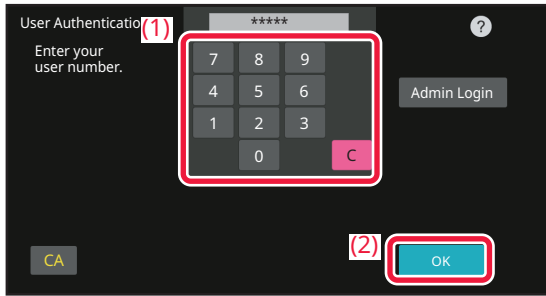
Tap the [OK] key.

If the entered user number is authenticated, the number of remaining pages that the user can use is displayed.
When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.

- **To limit the number of pages that a user can use:**
  In "Settings (administrator)", select [User Control] → [Access Control Settings] → [Pages Limit Group].
- **To hide the number of pages that can be used after login:**
  In "Settings (administrator)", disable [System Settings] → [Authentication Settings] → [Default Settings] → [Display Usage Status after Login].
- **To change the message display time:**
  In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].

When the user number is an 8-digit number, this step is not necessary. Login takes place automatically after the user number is entered.

3
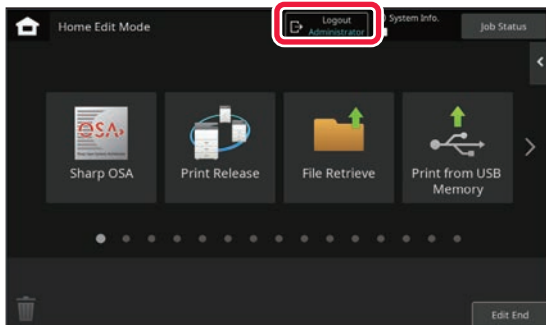
When you have finished using the machine and are ready to log out, tap [Logout].

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AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.
When starting the machine, the login screen appears.
When controlled by login name and password

> • Different items may appear in the screen when LDAP authentication is used.
> • When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. Tap the [E-mail Address] text box and enter your e-mail address.

> • If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect login name or password is entered three times in a row.
> Contact the machine administrator to check the login name/password assigned to you.

> • **To set [A Warning when Login Fails]:**
> In "Settings (administrator)", select [System Settings] → [Authentication Settings] → [A Warning when Login Fails].
> • **To store a user name:**
> In "Settings (administrator)", select [User Control] → [User Settings] → [User List].
> Also register detailed information such as the login name, user number, and password. Ask the administrator of the machine for the information that you need to use the machine.

1

User Authentication
Enter login name and password.

Login Name   Touch to input Log-in Name   Select from List
Password   Touch to Input Password
Auth to   Login Locally

CA   OK
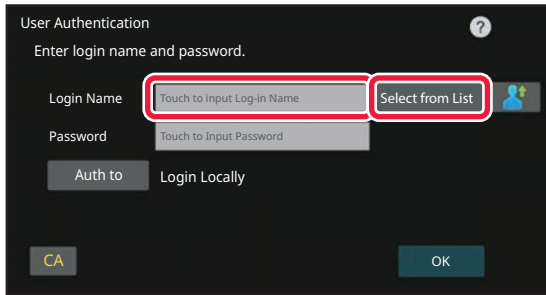
Enter the login name.

Entering using the soft keyboard
If user name registration has not been performed in setting mode, a user only using LDAP authentication should tap the [Login Name] text box and enter the login name using the soft keyboard.
Selecting from a list
Tap the [Select from List] key and select a user name from the User List screen.

LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network).

2

User Authentication
Enter login name and password.

Login Name   User001   Select from List
Password   *************************...
Auth to   Login Locally

CA   OK
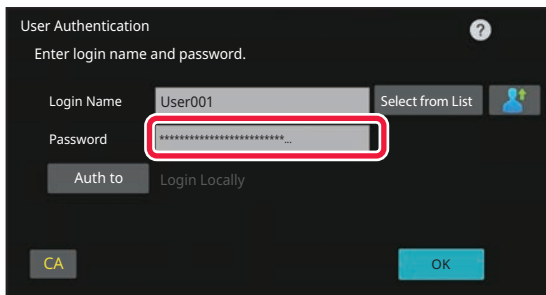
Enter the password.

Enter the from the soft keyboard.
If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name.
Each entered character will be displayed as "✳". After entering, tap the [OK] key.
When authentication is by LDAP server and you have different passwords stored in "User List" and in the LDAP server, use the password stored in the LDAP server.

To have the user name and password registered:
In "Settings (administrator)", select [User Control] → [User Settings] → [User List].

When registering the LDAP server, change the information for [Auth to] as required.
- **When selecting from the User List screen:**
  The LDAP server you are connecting to has been registered upon user registration, and so the target server to which authentication should be directed appears when the login name is selected.
  Go to step 3.
- **When entering from the soft keyboard:**
  Tap [Auth to] and select the LDAP server to log in.

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3

User Authentication
Enter login name and password.

Login Name   User001   Select from List
Password   ************************
Auth to   Login Locally

CA   OK

Home Edit Mode   Logout Administrator   System Info.   Job Status
Sharp OSA   Print Release   File Retrieve   Print from USB Memory
Edit End
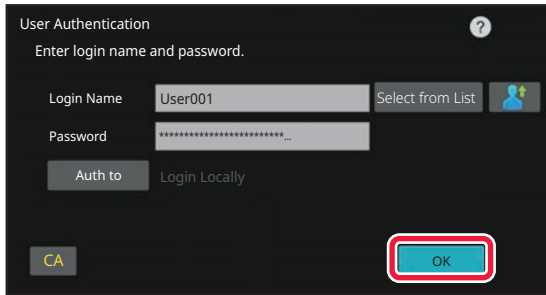
Tap the [OK] key.

If the entered login name and password are authenticated, the number of remaining pages that the user can use is displayed.

When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.

- **To limit the number of pages that a user can use:**
  In "Settings (administrator)", select [User Control] → [Access Control Settings] → [Pages Limit Group].
- **To hide the number of pages that can be used after login:**
  In "Settings (administrator)", disable [System Settings] → [Authentication Settings] → [Default Settings] → [Display Usage Status after Login].
- **To change the message display time:**
  In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Message Time Setting].

4

Home Edit Mode   Logout Administrator   System Info.   Job Status
Sharp OSA   Print Release   File Retrieve   Print from USB Memory
Edit End

When you have finished using the machine and are ready to log out, tap [Logout].

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QUICK AUTHENTICATION

When operating the machine, this enables easy authentication by tapping a preconfigured icon.

- Up to 20 users can be registered.
- Only the machine supports quick authentication. Web page authentication and authentication from a printer driver cannot be used. To use web page authentication and authentication from a printer driver, enter to authenticate.
- Quick authentication cannot use IC card authentication or device account mode.
- If [A Warning when Login Fails] is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect password is entered three times in a row. Contact the machine administrator to check the password assigned to you.

To use quick authentication:
In "Settings (administrator)", enable [System Settings] → [Authentication Settings] → [Default Settings] → [Enable Quick Login].
For the authentication server settings, set "Login Locally", and for the authentication method settings, set "Login Name/Password".

Register users with quick authentication

When registering users with quick authentication, the User Administration Settings and Web page settings used when registering normal users cannot be used. Registration is carried out on the quick authentication login screen.

1
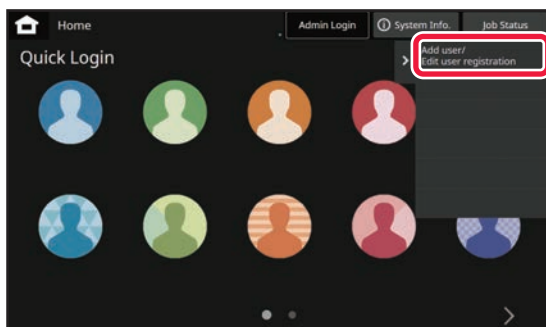
Tap [Add user/ Edit user registration] on the action panel.

2
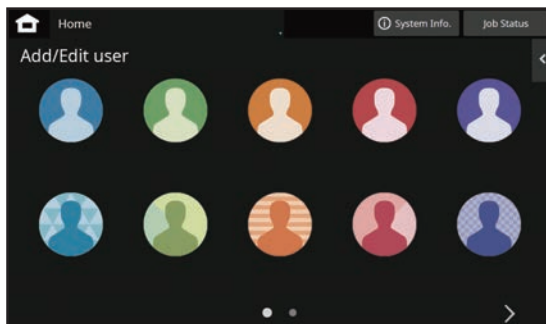
Tap the position you wish to register.

This switches to the user registration screen.
When tapping an icon that is already registered, this switches to the user information edit screen.
Details to edit are the same as the settings details in registering a new user screen. See step 3 when editing.

3
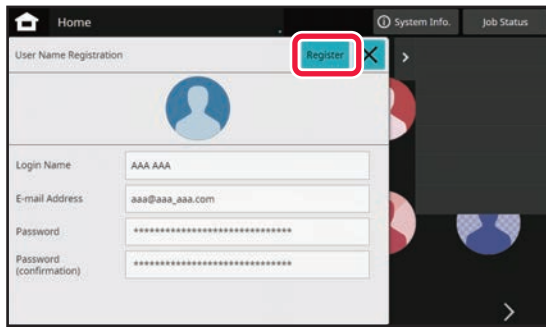
Enter user information, and tap the [Register] key.

Specify the user icon, Login Name, E-mail Address, Password, and Password (confirmation). Tap the items to register, and enter necessary details.
- The icon cannot be changed.
- Login Name is displayed together with the icon. Ensure this is entered.
- When editing user information, the Password cannot be changed. "Password" and "Password (confirmation)" will not be displayed on the edit screen.

To delete a registered user
Tap [Add user/ Edit user registration] on the action panel, then tap the icon of the user to delete. Tap [Delete] on the action panel, and then tap the [Delete] key in the displayed confirmation message.

User editing and deleting from User Administration Settings and Web page
Users cannot be registered from User Administration Settings and the Web page, but users registered using quick authentication are displayed in the User List. Editing and deletion of user data is possible from the User List. Configure the User List from [User Control] → [User Settings] → [User List] in the "Settings (administrator)".

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Authenticating the machine using quick authentication

1
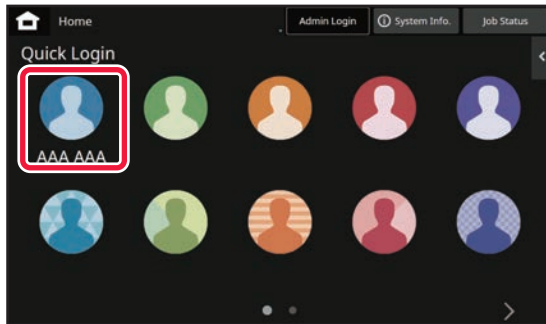
Tap the icon.

If a password is not set, then login will close at this time.

2
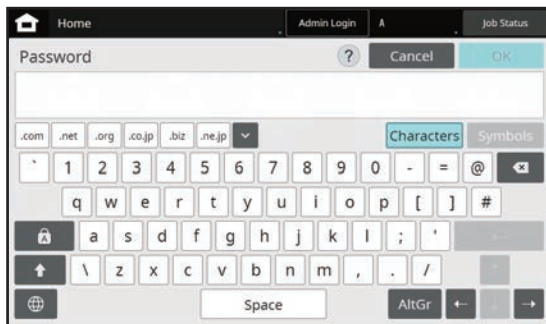
If setting a Password, enter the Password.

Enter the Password from the soft keyboard.
Entered text is displayed with "*". After entering the Password, tap the [OK] key.

3
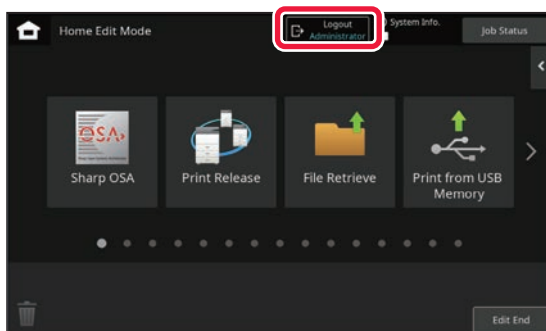
When you have finished using the machine and are ready to log out, tap [Logout].

USER CONTROL

You can perform user management such as registering login users and specifying the user authentication method.
In [User Control] of "Settings (administrator)" and [System Settings] of [Authentication Settings].
User Control allows you to register and manage the users who use the machine.
By limiting the number of pages and functions that a user or a group of users can use, incorrect use of the machine can be prevented.
To prevent unauthorized use, persons who are not registered can be prohibited from using the machine or prohibited from using certain functions.

Example: Information stored in User Name Registration

User Name : AAA Custom Index : Group A Pages Limit Group : "Limited" group	Authority Group: User Favorite Operation Group: Group a

User Name : BBB Custom Index : Group B Pages Limit Group : "Limited" group	Authority Group: User Favorite Operation Group: Group a

User Name : CCC Custom Index : Group A Pages Limit Group : "Unlimited" group	Authority Group: Administrator Favorite Operation Group: Group b

User Name : None
(Users not registered in the machine)

Custom Index

Group A

Group A

Using the machine

All machine functions can be used

You can only use functions set in the user permissions of the Authority Group, and only the number of sheets set in the Pages Limit Group.

Only functions set in guest authority in the Authority Group can be used
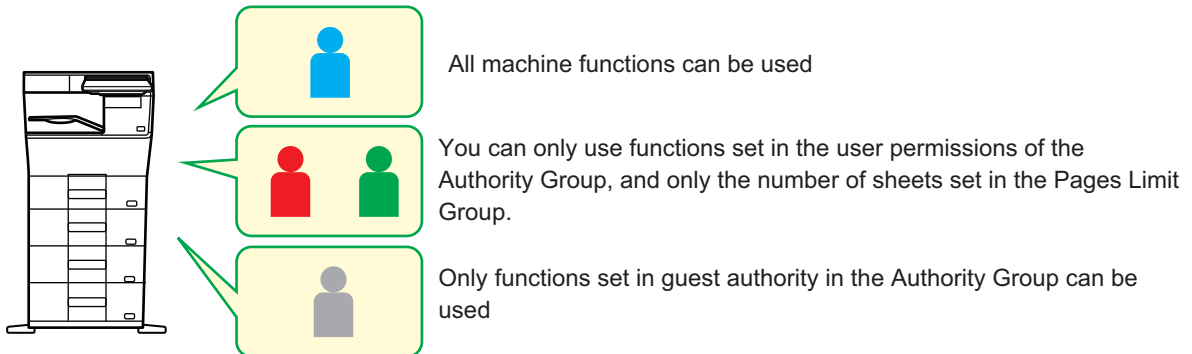
Favorite Operation Group

Group a

Group b

The machine can be operated using the screen displays and default settings set for each group.

5-19

ORGANIZATION / GROUP LIST

A user can be registered in an organization/group to enable sharing the contacts and group information registered in that group. When counting all used pages, you can check how many pages and what functions are used by each group. Multiple organizations/groups can be set for a user.
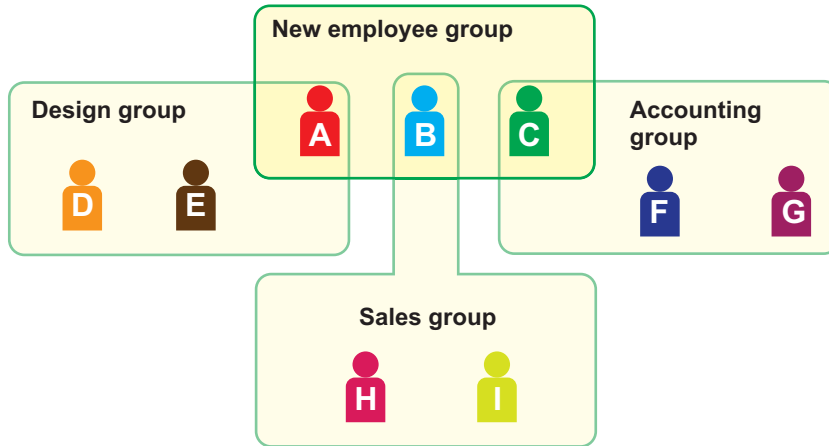
Information sharing within new employee group

Information sharing within design group

Information sharing within sales group

Information sharing within accounting group

PAGE LIMIT GROUP LIST

A Page Limit Group List can be used to limit the number of sheets that users in a specific group can use for print jobs. The users can also be prohibited from using certain functions.

Page Limit Group List A
Printer :
Unlimited
Document Filing Print :
Unlimited
List Prints :
Unlimited

This section explains how to set the Page Limit Group List.
• Printer, Document Filing Print and List Print can be used without restriction.

AUTHORITY GROUP

Authority Group is used to restrict the functions and settings that users who belong to a specific group can use. By setting restrictions on functions and settings, you can prevent inexperienced users from performing incorrect operations and settings, and thereby enable safe use of the machine.

Main authority types (Default Group List)
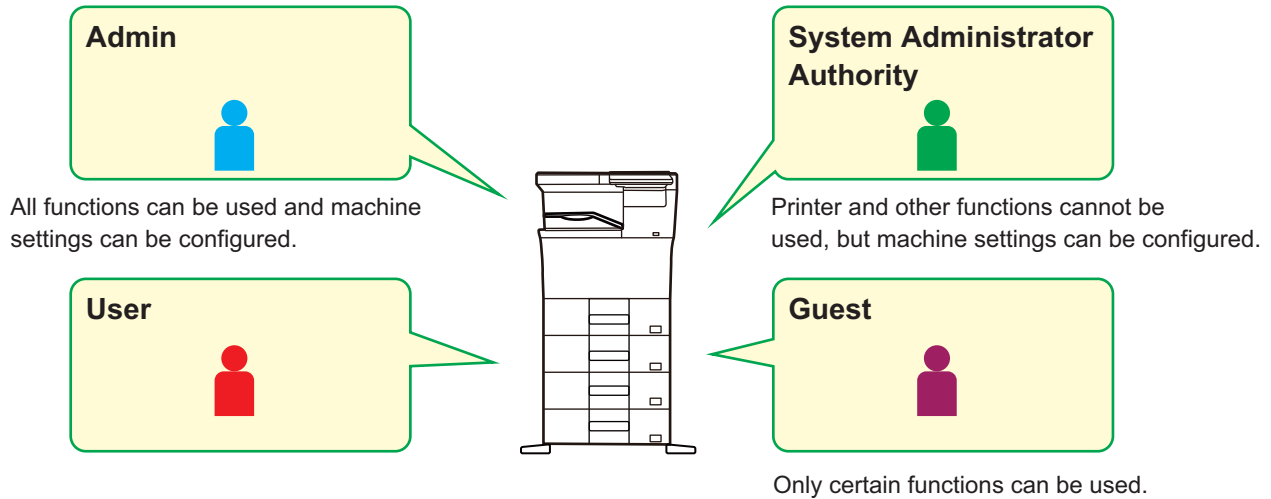
Admin

All functions can be used and machine settings can be configured.

System Administrator Authority

Printer and other functions cannot be used, but machine settings can be configured.

User

Guest

Only certain functions can be used.

FAVORITE OPERATION GROUP LIST

For each group, you can register an environment with settings that are convenient for the group. For example, if the users speak different languages, a language can be set for each group, and this setting is applied automatically at login (normally the display language cannot be changed each time the machine is used).
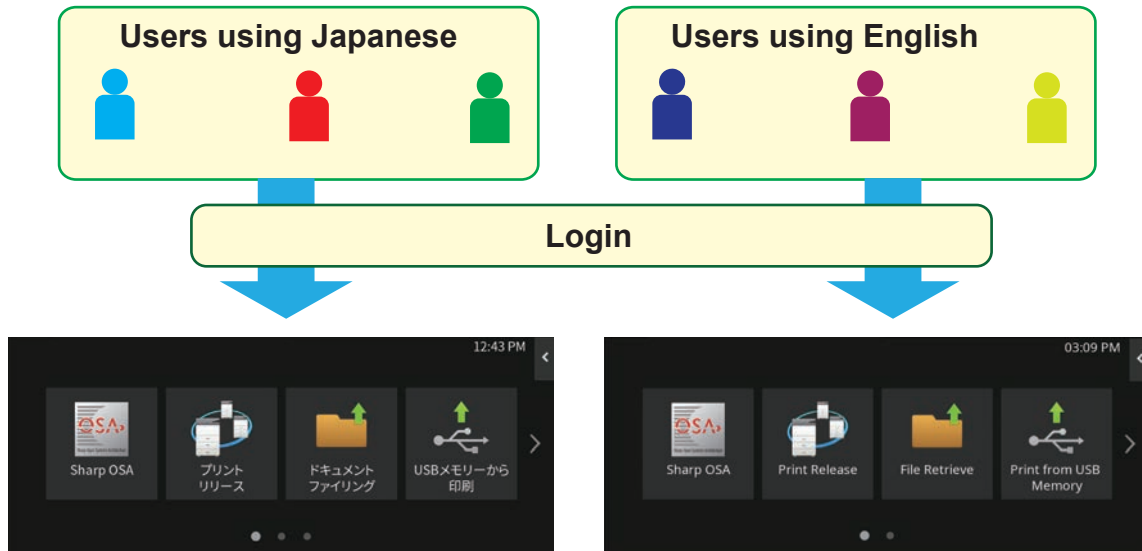
By setting English for users using English and Japanese for users using Japanese in the Favorite Operation Group List, the language will automatically switch between English and Japanese when a user logs in to the machine.

ACTIVE DIRECTORY LINKING FUNCTION

You can join the Active Directory domain (AD domain) of the machine, and easily perform user management on the network.
On a network that does not have Active Directory enabled, you must perform network device authentication for each device.
For this reason, one user must have multiple domain names and passwords.
When you join an AD domain, you only need to be authenticated once. After you are authenticated, the Active Directory server automatically authenticates network devices. You can log in to multiple devices on the network with a single domain name and password.

BILLING CODE

BILLING CODE

A billing code, which is added to a recorded job log when a printing job has been executed, is used to perform billing processing.
Billing codes are classified into two types: main code and sub code. A billing code is recorded in the job log when it is entered and a print job is executed.
Summing up the amounts by Billing Code based on the job logs will facilitate the subsequent operations, for instance, when making combined billings.

Registering billing codes → Assigning a billing code and executing the job → Recording a billing code in the job log → Collecting job logs / Billing by code
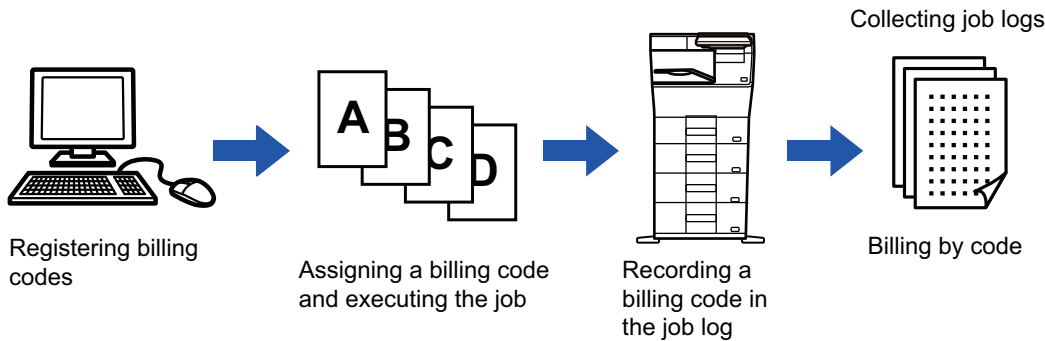
Types of billing codes

Type	Description
Main Code	Used to categorize the results of the executed print jobs to enable efficient management. For example, you can assign a code by customer and collect cost information by customer from job logs. Code example: Issue of company A
Sub Code	Available when the main code alone is not sufficient to enable management of billing codes. For example, you can assign monthly cost information to a sub code and collect the total monthly cost information of all customers when the customer name is assigned to the main code. Code example: Issue of October, 2022
Default Code	Automatically assigned when the main code or sub code has not been specified.

Enable use of billing code

To enable use of the billing code, select "Settings (administrator)" → [User Control] → [Billing Code Setting] → [Administration Settings], then set [Use Billing Code] to [Enable].

Collecting billing codes

In "Settings (administrator)", select [System Settings] → [System Control] → [Job Log] → [Job Log Operation], and click [Save] button to download the job logs. Then sum up the data by classifying and arranging the stored job logs.

USE BILLING CODE

If the use of billing code is enabled in "Settings (administrator)", the billing code entry window is displayed at the time of mode transition (at the time of printing in document filing mode).
Enter the main code or sub code as required.

- **To enable use of the billing code**
  Select "Settings (administrator)" → [User Control] → [Billing Code Setting] → [Administration Settings], then set [Use Billing Code] to [Enable].
- **To retain the specified billing code at the time of mode transition**
  Select "Settings (administrator)" → [User Control] → [Billing Code Setting] → [Administration Settings], then set the [Remember Billing Code Between Modes] check box to ✔. This eliminates the need to enter billing codes at each mode transition.

You can assign billing codes to reprinting of target files and sending of print jobs from "Settings (administrator)" → [Document Operations].

Specifying a billing code again

To change the specified billing code to another one, tap [Switch Billing Code.] on the action panel.
When the billing code entry window is displayed, select a new billing code.

Select a billing code from the list

Select the desired billing code from the list of registered billing codes.
You need to register billing codes in advance.
REGISTERING A NEW BILLING CODE (page 5-27)

1

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

When not specifying a billing code
Tap the [Bypass Billing Code] key.

To select the previously used billing code (at the time of user authentication)
Tap [Use Previously-Used Billing Code] on the action panel at the time of user authentication; this displays the main code and sub code the authenticated user has entered previously.

2

Select Billing Code

Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

Cancel and Return
Add/Edit Billing Code
CA
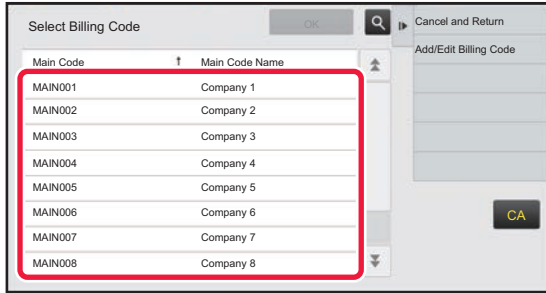
Tap and select the main code from the list.

To search for the main code or main code name
Tap 🔍 . When the search window is displayed, enter the main code and main code name, then tap the [Search Start] key. The search result list is displayed.

3 Tap the [OK] key.

Returns the screen to the billing code entry window.

To cancel the selection from the list
Tap [Cancel and Return] on the action panel. This cancels the selected main code and returns the screen to the billing code entry window.

To check the details of the main code
Tap [Display Details] on the action panel. The detail window is displayed. Check the details, then tap OK .

4

Billing Code

Please enter Billing Code.

Main Code AAAA Select from List

Sub Code AAAA Select from List

CA   Bypass Billing Code   OK
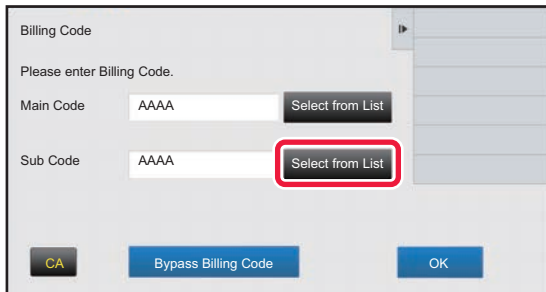
Tap the [Select from List] key of the sub code.

The sub code list is displayed. Perform the procedure shown in steps 2 and 3, then specify the sub code.

5
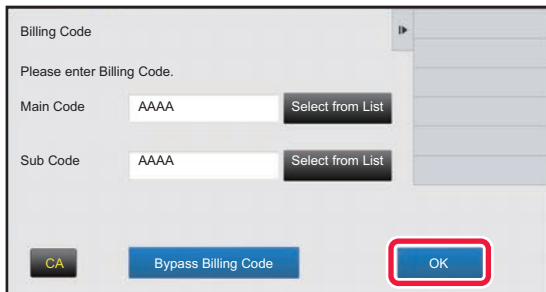
Billing Code

Please enter Billing Code.

Main Code AAAA Select from List

Sub Code AAAA Select from List

CA   Bypass Billing Code   OK

Tap the [OK] key.

To clear the value of the specified billing code
Tap the [CA] key. Enter the billing code again.

Directly entering a billing code

1

Billing Code

Please enter Billing Code.

Main Code   AAAA   Select from List

Sub Code   AAAA   Select from List

CA   Bypass Billing Code   OK

When the billing code entry window is displayed, tap the box in [Main Code], then enter the main code.

Specify the code using up to 32 single-byte characters.

When not specifying a billing code
Tap the [Bypass Billing Code] key. The use code is set to the main code.

2

Billing Code

Please enter Billing Code.

Main Code   AAAA   Select from List

Sub Code   AAAA   Select from List

CA   Bypass Billing Code   OK

Tap the box of [Sub Code], then enter the sub code.

Specify the code using up to 32 single-byte characters.

3

Billing Code

Please enter Billing Code.

Main Code   AAAA   Select from List

Sub Code   AAAA   Select from List

CA   Bypass Billing Code   OK

Tap the [OK] key.

To clear the value of the specified billing code
Tap the [CA] key. Enter the billing code again.

REGISTERING A NEW BILLING CODE

Register a new billing code.
A billing code can be registered not only from the billing code entry window but also from "Settings".

> A total of up to 2000 main and sub codes can be registered.

Shared range of billing code

The registered billing codes can only be shared in the specified group at the time of user authentication.
If the shared range is not specified, the registered billing codes are shared by all users.

1

When the billing code entry window is displayed, tap [Select from List] of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as the main code.

2

Tap [Add/Edit Billing Code] on the action panel.

3

Tap [Add New] on the action panel.

> **To return to the billing code selection window**
> Tap OK .

4

Main Code Regis[(4)]n
Main Code
Main Code Name
(5)

Cancel and Return
End Registration
Register
Next Billing Code.
CA

Tap the box of [Main Code], then type in the main code.

Specify the code using up to 32 single-byte characters.

5

Tap the box of [Main Code Name], then type in the main code name.

Specify the code name using up to 32 double- or single-byte characters.

6

Main Code Registration
Main Code
Main Code Name
Available to
Public to All
Specify target public address

Cancel and Return
End Registration
Register
Next Billing Code.
CA

If necessary, select the share range of billing code.

Public to All: Registers the billing code as a public code for all users who use the machine.
Specify target public address: Limits the share range of billing code to be registered only to the specified group. Up to eight groups can be specified as a public destination.
For details on how to specify a public destination, refer to "Shared range of billing code (page 5-27)".

The public destination of a billing code is not displayed if user authentication is not performed. The mode is automatically set to [Public to All].

7

Designate Public Address (Selected:1/32)   Clear   OK
Organization /Group List
Group 1
Group 2
Group 3
Group 4
Group 5
Group 6
Group 7
Group 8
CA

Tap and select a group as a public destination

Up to eight groups can be specified. After the settings are completed, tap OK .

To cancel the setting
Tap [Clear] on the action panel. This cancels the registered public destination and returns the screen to the previous window.

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8	**To continuously register other billing codes, tap [Register Next Billing Code.].** Execute steps 4 to 7 to register the main code.

To cancel the registration
Tap [Cancel and Return] on the action panel. This cancels all the registered billing codes and returns the screen to the previous window.

9	**Tap [End Registration] on the action panel.** This finalizes the registration and returns the screen to the previous window. Tap `OK` to finish the registration procedure.

To return to the billing code entry window
Tap the [CA] key.

EDITING OR DELETING THE REGISTERED BILLING CODE

You can change or delete the registered billing code.
The billing code can also be edited or deleted from "Settings".

Editing a billing code
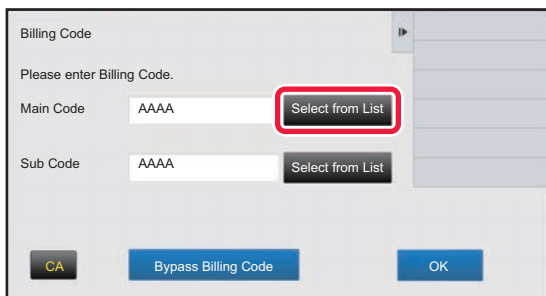
1		**When the billing code entry window is displayed, tap the [Select from List] key of the main code.** To register a new sub code, tap the [Select from List] key of the sub code. The subsequent steps are the same as the main code.

2		**Tap [Add/Edit Billing Code] on the action panel.**

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3

Main Code Registration

Main Code	↑ Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

Add New
Edit
Delete

CA
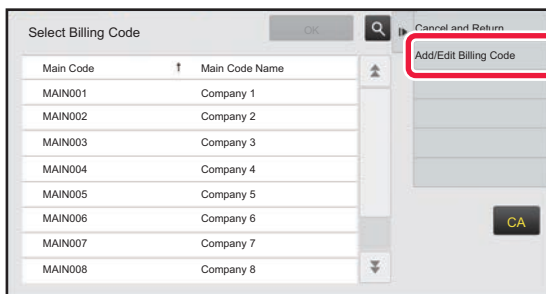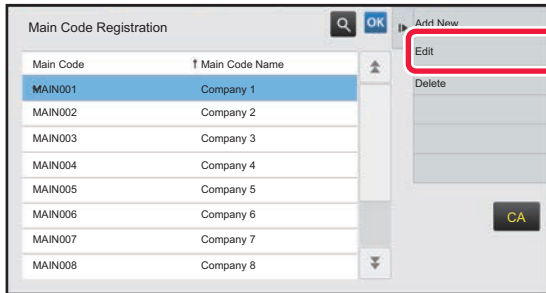
Tap and select the main code to be edited, then tap [Edit] on the action panel.

To return to the billing code selection window
Tap OK .

4

Edit the main code as required.

For information on how to correct the code, refer to steps 4 to 7 in "REGISTERING A NEW BILLING CODE (page 5-27)".

5

Tap [End Registration] on the action panel.

This finalizes the registration and returns the screen to the previous window. Tap OK to finish the registration procedure.

To return to the billing code entry window
Tap the [CA] key.

Deleting a billing code

1

Billing Code

Please enter Billing Code.

Main Code   AAAA   Select from List

Sub Code   AAAA   Select from List

CA   Bypass Billing Code   OK

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To delete a sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as the main code.

2

Select Billing Code   OK   Cancel and Return

Add/Edit Billing Code

Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

CA

Tap [Add/Edit Billing Code] on the action panel.

3

Main Code Registration   OK   Add New

Edit

Main Code	Main Code Name
MAIN001	Company 1
MAIN002	Company 2
MAIN003	Company 3
MAIN004	Company 4
MAIN005	Company 5
MAIN006	Company 6
MAIN007	Company 7
MAIN008	Company 8

Delete

CA

Tap and select the main code to be deleted, then tap [Delete] on the action panel.

To return to the billing code selection window
Tap OK .

4   **When the confirmation message appears, tap the [Delete] key.**

USING THIS MACHINE IN A NETWORK ENVIRONMENT

USING WI-FI

WI-FI

This machine can connect to mobile devices and others via Wi-Fi.
This machine can use three communication modes.
Wi-Fi environment can be configured from System Settings.

COMMUNICATION MODES OF WI-FI

Infrastructure Mode

The machine and mobile device can communicate via network with an access point installed.

Since the machine and mobile device are connected to the same access point, they can communicate with the network where the access point is connected.

Data flow

Network
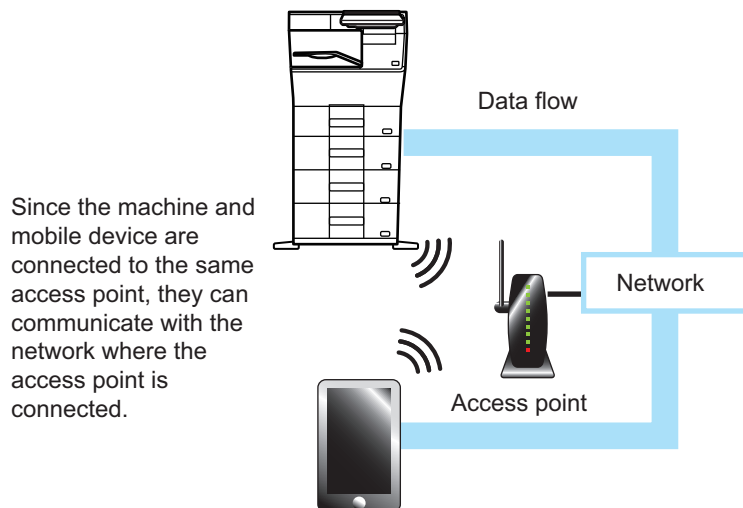
Access point

Direct Communication Mode

Access Point Mode

The machine can be set as an access point and communicate with a mobile device. In this mode, communication with the network to which the machine is connected is unavailable.

Machine = Access point

The machine and mobile device are connected with Wi-Fi.

Data flow

Network

Data will not be sent to the network beyond the machine.
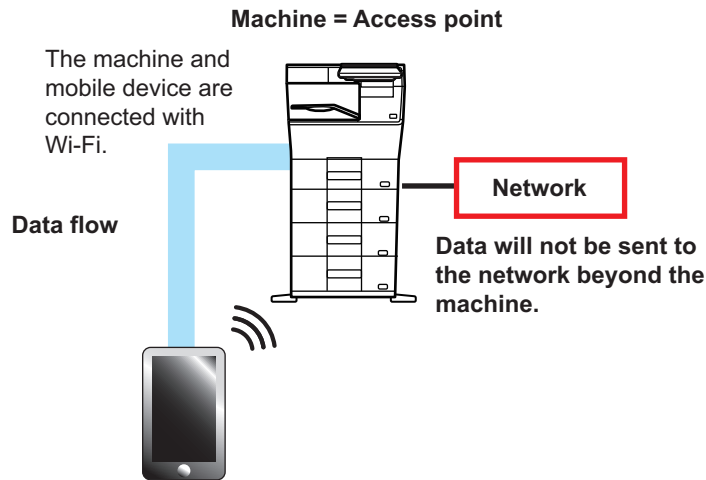
Wi-Fi Direct Mode

The machine and mobile device directly communicate via Wi-Fi. In this mode, communication with the network to which the machine is connected is unavailable.

The machine and the mobile device are connected in Wi-Fi Direct mode.

Data flow

Network

Data will not be sent to Network beyond the machine.
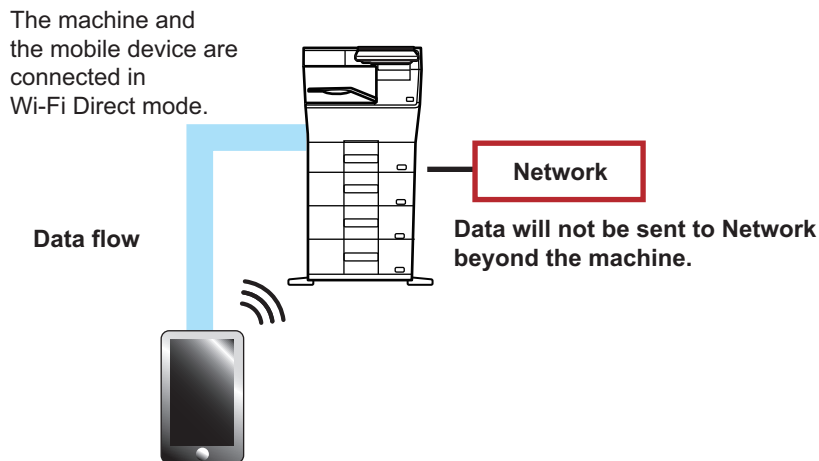
> This function can be used on an Android device.

WPS

When connecting with Wi-Fi, connection to the network environment can be done simply with WPS, instead of manually configuring SSID and security setting.

> WPS is available for the infrastructure mode only.

CONNECTING AND USING A MOBILE DEVICE WITH THIS MACHINE

CONNECTING BY QR CODE

You can connect by displaying the QR code on the machine's touch panel and then having your mobile device (with the dedicated application already installed) read the QR code.
The machine sends the information required for connection to the mobile device, and the information is saved. No settings are required on the mobile device, and setup is quickly accomplished.
Configure settings on the machine in advance to enable connection by QR code.

> This function can be used on an Android device and on an iOS device.

1 **Tap the [Easy Connect (QR code)] key in the home screen.**

The QR code appears on the touch panel.
In advance, enable QR codes in [Easy Connection Setting] in Settings (administrator), and enable display of the [Easy Connect Setup (QR code)] key in [Home Screen Settings].

2 **Start the dedicated application on your mobile device**

3 **Read the QR code on the touch panel with your mobile device**

> The QR code is the machine's connection information. This information is saved on your mobile device. You can also set an external access point as the connection destination.

PRINTING USING A MOBILE DEVICE

Use the following application to connect your mobile device to the machine to print data on the mobile device.

> • Before connecting the mobile device to the machine, set the machine to be able to connect to the mobile device by setting the machine to "Settings (Administrator)" → [System Settings] → [Network Settings] → [Wireless Settings].
> • See the application's user manual for details on using the application with the corresponding mobile device.
> • Sharpdesk Mobile is available for use with Wi-Fi Direct. See the Sharpdesk Mobile manual for details.

	iOS	Android
Print	• AirPrint • Sharpdesk Mobile	• Sharpdesk Mobile • Print Service Plugin

OAuth 2.0 AUTHENTICATION

When using Microsoft365, Exchange Online, etc. to send e-mails from this machine, it is recommended to use the OAuth 2.0 authentication method.
This section describes how to operate OAuth 2.0 authentication.

GETTING A TOKEN

With OAuth 2.0 authentication, the service provider provides an access token that can be obtained by the machine to send and receive e-mail.
This section describes how to obtain the token.
The settings should be configured by the administrator of the machine.

> When an error occurs during job execution, connect test the POP/SMTP authentication connection in the system settings. If [Token update failed. Please delete the token and obtain it again.] is displayed in the connection test result, delete the token and then obtain the token again.

SMTP Authentication Settings

The following settings are available for SMTP authentication, and the setting method is the same for all cases.
• System Settings → Network Settings → Service Settings (SMTP tab)
• System Settings → System Control → E-mail Alert and Status → SMTP Settings
• System Settings → Network Settings → Quick Settings
• System Settings → Initial Installation Settings → Network Quick Settings
This section describes how to obtain a token in System Settings → Network Settings → Service Settings (SMTP tab).

1 Tap "Settings (Administrator)" → "System Settings"→ "Network Settings"→ "Service Settings" → "SMTP" tab.

2 Configure necessary settings such as "Primary Server", "Port Number", "Timeout", "Sender Name", "Sender Address", and "Enable SSL/TLS" in the SMTP Settings.

3 Select "OAuth 2.0" as the Authentication Method.

4 Select a provider.

5 Enter an account name.

6 **Tap the [Get Token] key.**

Tap the [Get Token] key, then tap the [OK] key when a confirmation message appears.
The login page of the selected provider will then be appeared.
Log in and follow the instructions to obtain the token.
When a token is acquired, the "Token" display changes from [Not Retrieved] to [Retrieved].

The following settings are common. When OAuth 2.0 authentication is received for any one of these settings, the settings are updated in concert with each other.
 • System Settings → Network Settings → Service Settings (SMTP tab)
 • System Settings → Network Settings → Quick Settings
 • System Settings → Initial Installation Settings → Network Quick Settings
The following settings are independent. Even if you have OAuth 2.0 authentication in other SMTP authentication settings, OAuth 2.0 authentication must be obtained separately.
 • System settings → System Control → E-mail Alert and Status → SMTP Settings

POP Authentication Settings

The following settings are available for POP authentication, and the setting method is the same for all cases.
 • System Settings → Printer Settings → E-mail Print Settings
 • System Settings → System Control → E-mail Alert and Status → E-mail Status (Advanced Tab)
This section describes how to obtain a token in System Settings → Printer Settings → E-mail Print Settings.

1 **Tap "Settings (Administrator)" → "System Settings"→ Printer Settings → E-mail Print Settings.**

2 **Configure necessary settings such as "POP3 Server", "Port Number", "Check Interval", and "Enable SSL/TLS" in the settings.**

3 **Select "OAuth 2.0" as the Authentication Method.**

4 **Perform steps 4 to 6 in SMTP Authentication Settings.**

All POP authentication settings are independent. Even if you have OAuth2.0 authentication in other POP authentication settings, OAuth 2.0 authentication must be obtained separately.

DELETE A TOKEN

Delete the tokens that have been set up when using the machine with a new account in Exchange Online, etc., or when the tokens have expired and can no longer be used. The settings should be configured by the administrator. Token deletion can also be configured from the web page.

Tap the [Delete] key on each SMTP or POP authentication setting screen to display a confirmation message. Tap the [OK] key to delete the token.
When the token is deleted, the "Token" display will change to [Not Retrieved].

CHECKING TOKEN STATUS

The token status can be checked under "Token" in any setting.

Display with "Token"	Description
Not Retrieved	A state in which the token has not been obtained.
Waiting for authorization	Permission to obtain a token has been obtained from the provider, but the machine has not completed obtaining the token.
Retrieved	The token has been obtained and is activated.
Invalid	The token has been obtained, however, the account is not available or the token is invalid because it has expired.

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NAS

NAS (Network Attached Storage) is a storage device that is connected to the network.
You can use part of the machine's local drive area as a simple file server to save files and browse saved files.

FOLDER STRUCTURE

The folder structure is as follows.
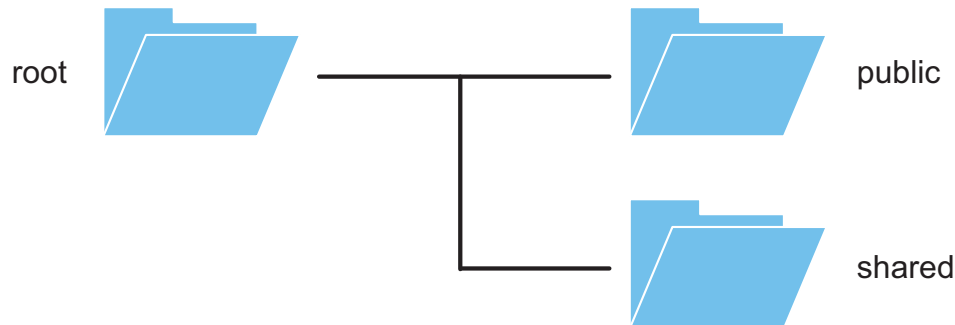
- root
  - public: Area for storing PDF files for PC browsing that have been created using the document filing function.
  - shared: Area where you can freely create folders.

Saving files in NAS / browsing NAS files

1 **You can save data that you need to the machine's local drive, and view the data on your computer.**

In document filing, tap the [Create PDF for PC Browsing] checkbox so that it is selected ☑, and copy to the public folder to save the data.

File Information (page 4-11)

2 **Using as a file server / browsing saved files.**

To use this, open any folder screen on your computer and enter the IP address of the machine after "\\" in the address bar (example: \\192.168.1.28).

- Access restrictions are set for each folder, so you must enter the login name and password of the administrator account or of a user account that has been registered in the machine.
- The maximum size per file is 2 GB.

REMOTE OPERATION OF THE MACHINE

Remotely operate the machine on your computer or mobile device such as smartphone.
You can operate the machine from the same panel as the machine's operation panel that is displayed on your PC, with the same feel as operating in front of the machine.

Operate the machine using your computer screen.

Your computer

Operation panel

The machine

Network
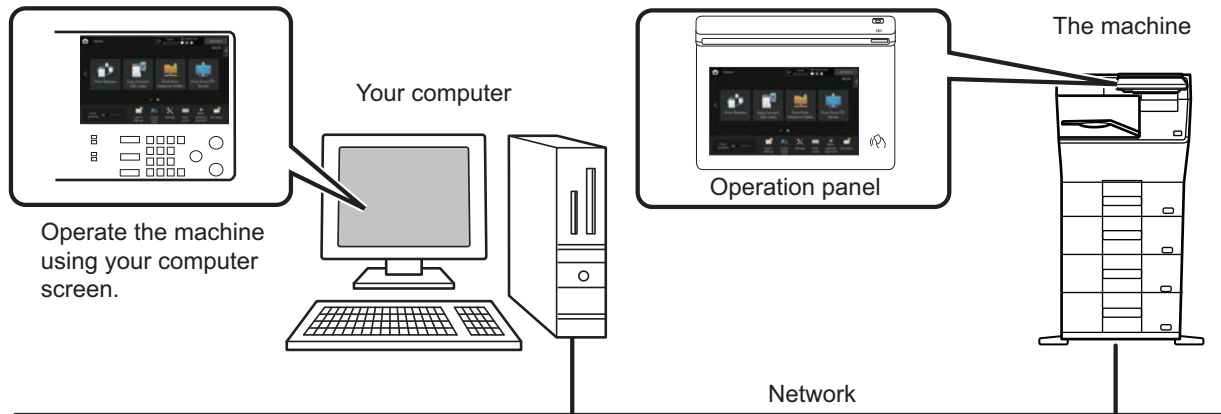
The remote operation function can only be used on one device at a time.
Before you can use the remote operation function, the following preparation is required.
 • In "Settings (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Remote Operation Settings] → [Remote Software Operation] and select [Allow] for [Operational Authority].
 • Connect the machine to the network.
 • Install a VNC application software (recommended VNC software: RealVNC) in your device.
After the preparation is completed, follow the operation described below to set up the function.
Example: RealVNC®

1
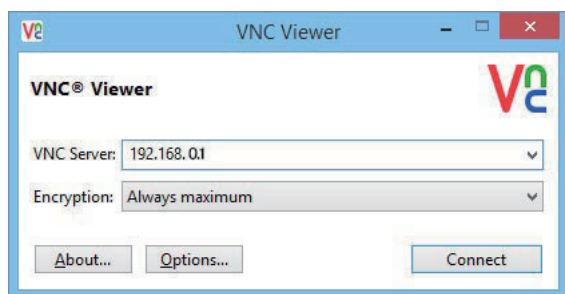
Start the VNC viewer, enter the IP address of the machine in the "VNC Server" entry box, and click the [Connect] button.

- -

Check with the administrator of the machine for its IP address.

2 Follow the message on the operation panel of the machine to permit the connection.

When the machine is connected to a VNC application software, appears on the system bar of the machine's touch panel.

If you wish to disconnect, exit the VNC application software or tap .

- -

Use the operation panel in the same way as you would on the machine. However, you cannot enter values in series by continuously clicking the key.

Sharp OSA

Sharp OSA (Open Systems Architecture) is an architecture that directly links the machine to software applications for work (external applications) over a network.
When you use a machine that supports Sharp OSA, you can link controls on the operation panel and device functions to external applications.

APPLICATION COMMUNICATION

This module enables you to link the machine with other standard applications. Set a standard application in "Settings (administrator)" and "Sharp OSA".

1
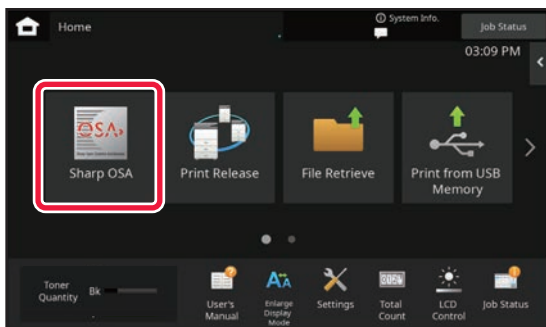
Tap the [Sharp OSA] key in the Home screen.

If no standard applications have been stored, the key cannot be tapped.

2
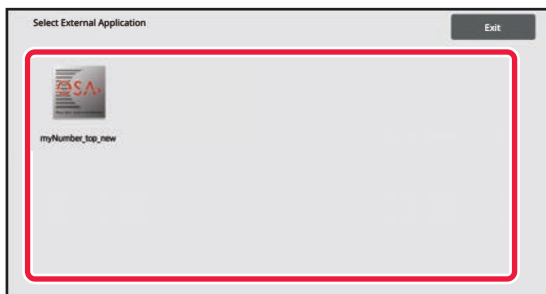
Select a standard application.

If two or more standard applications have been stored, the screen for selecting a standard application will appear. Tap the standard application that you wish to use.
If only one standard application has been stored, connection to the standard application will begin.

3

Connect the machine to the standard application.

The message "Connecting to the external application." appears while the machine communicates with the standard application.

EXTERNAL ACCOUNT APPLICATION

The external account module enables you to use an "external account application" for centralized account management of an Machine on a network.

An "external account application" can be used in "external authentication mode" or "external count mode".

When "external authentication mode" is used, the login screen is retrieved from the application when the machine is started. When a job ends, a job notification screen is sent to the application for counts by authenticated user. When "external count mode" is used, the login screen is not displayed when the machine is started. Only a job result notification is sent to the application. User authentication by the external account application cannot be used. However, the external account application can be used in combination with the internal account function.

External account application setup

After setting an external application in "Settings (administrator)", restart the machine to enable the setting.
To restart the machine, see "TURNING ON THE POWER (page 1-6)".

Operation in external account mode

The following describes operation in the two modes for using an external account application.

External authentication mode

When the machine is powered on in external authentication mode, the machine accesses the external account application and displays the login screen. The login screen also appears when the [Call] key is tapped to run a job in the job status complete screen. (The login screen does not appear if the user has already logged in by the normal method.) Tap the job status display while the login screen is displayed, and the Job Status screen appears. To return to the previous screen, tap a mode select key.

- The user control function of the machine cannot be used in external authentication mode.
  However, "User Registration", "User Count Display", "User Count Reset", "User Information Print", and "The Number of User Name Displayed Setting" can be used.
- The mode select key cannot be used while the login screen appears.

If login fails:
If the login screen fails to appear or the application does not operate correctly, the machine may also stop operating correctly. In that case, terminate external account mode forcibly.

External count mode

Unlike in external authentication mode, when the machine is started in "external count mode", the login screen of the external account application is not displayed after the machine has started up. Only the job result is sent to the external account application.

External count mode can be used together with the user control function of the machine. (External count mode can also be used when the user control function is disabled.)

VIRUS SCAN

When this machine is connected to a network environment, it may be exposed to viruses and other attacks from outside. It is also possible to be infected with a virus via a USB memory device. There is a concern that a virus infecting the device may spread to other devices. By installing a virus detection kit, viruses can be detected and dealt with at an early stage to prevent the spread of virus infection.

> • The machine must be connected to a network and have access to the Internet. Connect to a LAN using the LAN connector of the machine or the wireless LAN function, and make the necessary settings by referring to "Network Settings (page 6-84)". Also, see "Port Control (page 6-111)", and the HTTPS client port must be set to "Enabled". In addition, if necessary, configure "Proxy Setting (page 6-101)".
> • The virus scan settings are configured in [Virus Scan Setting] in [Security Settings]. The first time you enter [Virus Scan Setting], the software license agreement screen will appear. Read and agree to the terms of the agreement before using the virus detection kit.

VIRUS SCAN/VIRUS DEFINITION UPDATE TIMING AND TARGET DATA

This section describes the timing of virus scan and virus definition file updates and the target data for scanning.

Virus scan timing

The virus scan starts at the following timings.
During the virus scan, 🛡 icon will be displayed in the System Area and in the machine information of the System Information screen.

Scan during installation and update

Scans for viruses during firmware updates, embedded application installation and updates.

Real time scan

This function scans for viruses during the input and output of data from the machine. This function can be used when [Perform Virus Scan on Input-Output Data] is enabled in [Virus Scan Setting] of the system settings.

Regular scan

Scans for viruses at a fixed date and time. This function can be used when [Perform Virus Scan at Specified Time] is enabled in [Virus Scan Setting] of the system settings. The date and time can be set in [Time Schedule] under [Virus Scan Setting].

On-demand scan

You can run a virus scan immediately. When ⓘ is displayed in the virus scan of the machine information on the System Information screen, tap ⓘ, and then tap [Scan Now] to execute the scan. You can also select [Perform Virus Scan Now] under [Virus Scan Setting] in the system settings to execute the scan.
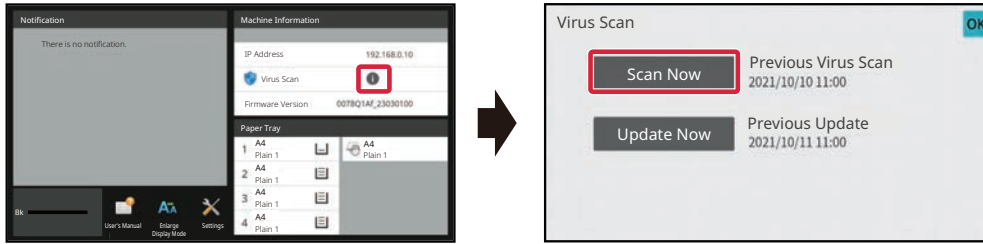
Update timing for virus definition files

You can update the virus definition file at the following time.

Regular update

Automatically updates and keeps virus definition files in the latest state.

On-demand update

You can update the virus definition file immediately. When ⓘ is displayed in the virus scan of the machine information on the System Information screen, tap ⓘ and then tap [Update Now] to update the virus definition file. You can also update the virus definition file by selecting [Perform Update Now] in [Virus Scan Setting] in the system settings.
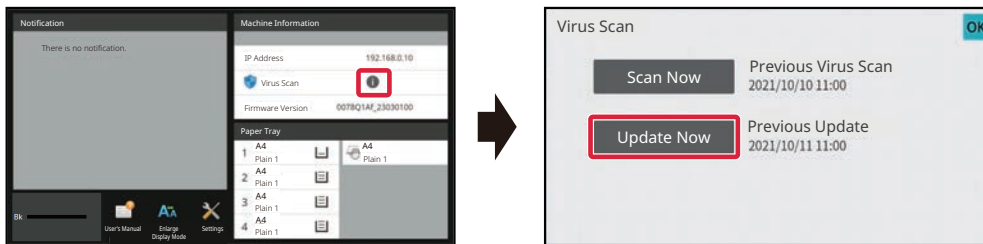
Target data for virus scan

The following data will be scanned for viruses.
- Firmware for the machine
- Embedded applications
- Input/output data of the machine (job data, configuration data of the machine, address book data, input/output data of document filing)
- Data stored in the machine's NAS folder (shared folder)

Combination of target data and virus scan

The combinations of target data and virus scan are as follows.

	Scan during installation and update	**Real time scan**	**Regular scan**	**On-demand scan**
Firmware for the machine	Yes	No	Yes	Yes
Embedded applications	Yes	No	Yes	Yes
Input/output data of the machine	No	Yes	Yes*	Yes*
Data stored in the NAS folder	No	No	Yes	Yes

* As for the input/output data of the machine, the data stored in the storage will be targeted for regular scan and on-demand scan.

WHEN A VIRUS IS DETECTED

Displayed in the System Information screen

When a virus is detected by the virus scan, the following screen will be displayed on the System Information screen.
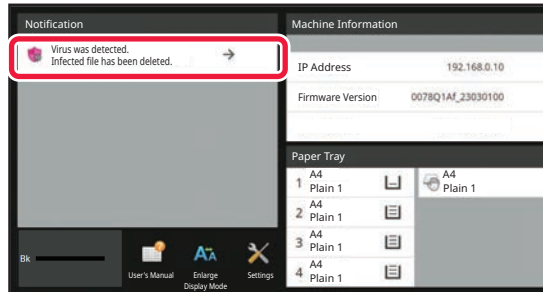
An icon 🛡️ will also appear in the System Area to indicate that a virus has been detected.

If a virus is detected, stop using the machine and take anti-virus countermeasure.

When you tap on the list of "Notification" will display the deleted message and information about the virus, if deleted, the date and time of detection, the type of target data, and the target file name or the application name.

If the virus detection kit has already taken action against the virus, tap [Delete Notification] to clear the message from "Notification".

If administrative rights are required to remove the virus, a message will appear with information about the virus, the date and time of detection, the type of target data, and the target file name or the application name, along with a message to contact the administrator.

If you need confirmation from the administrator, tap [Delete Notification] to display the administrator's login screen, and after logging in, the message will be cleared.

Even if multiple viruses are detected, only one line will be displayed in "Notification". After the first message is deleted from "Notification", the contents of the next virus will be displayed on the same line in "Notification".

When a virus is detected, the machine will proceed as follows.

If the target data is the firmware of the machine

Scan during installation and update	The update will be canceled and the touch panel will display that the updated file is damaged. After the user confirms the contents and closes the screen, the machine will operate with the firmware before the update. If the firmware was updated remotely, the update will be canceled and the virus detection information will be displayed in the "Notification" of the System Information screen. The machine will operate with the firmware before the update
Regular scan/On-demand scan	The message is displayed in the " Notification" of the System Information screen about the virus detection and the need to consult a service representative. The machine will continue to operate.

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If the target data is an embedded application

Scan during installation and update	**Installation and update via Application Portal/USB memory** Cancel the installation/update, and the touch panel will display that a virus has been detected. When updating, the user confirms the contents, the screen display is turned off, and then the application operates as before the update. **Installation and update via Web page** Cancel the installation/update, and display the virus detection on the web page. When updating, the machine will operate with the application before the update. **When updating the firmware** Checks when the machine is started up after update of the firmware. The update is canceled and the virus detection message is displayed in the "Notification" of the System Information screen. The application that detected the virus will be deleted.
Regular scan/On-demand scan	The virus detection message is displayed in the "Notification" of the System Information screen.

When the target data is the input/output data of the machine

Real time scan	When a virus is detected with respect to the input data, the touch panel will display that a virus has been detected, the input data or the job to be input will be canceled, and the data or job data that was about to be output will be discarded. Data in the data input source (USB memory, external server, etc.) will not be deleted. When a virus is detected with the output data, the touch panel will display that a virus has been detected, the output data or the job to be output will be canceled, and the output data or job data will be deleted. The virus detection message will be displayed in the "Notification" of the System Information screen.
Regular scan/On-demand scan	The virus detection message is displayed in the "Notification" of the System Information screen.

If the target data is data stored in a NAS folder

Regular scan/On-demand scan	Delete the detected data. A message will be displayed in the "Notification" of the System Information screen with the contents of the infected data deleted because a virus was detected.

> Any files on the NAS folder that are detected to have a virus will be deleted, so be sure to back up your files before you get infected with a virus. Also, do not save important files in the NAS folder.

If "Audit Log" and "E-mail Alert" are enabled, when a virus is detected, it will be logged and an e-mail alert will be sent.

"Audit Log" of virus scan

For more information about "Audit Log", see "Audit Log (page 6-119)" in system settings.

E-Mail Alert

The subject line of the detected virus and the virus information are reported in the body of the e-mail. For more information about e-mail alerts, see "E-mail Alert and Status (page 6-134)" in system settings.

UPDATING THE VIRUS DEFINITION FILE

Updates the virus definition file at the following timings.

- **When the machine starts up**
  Updates the virus definition file when the machine starts up. If virus scan is performed at startup, the virus definition file is updated before scanning.
- **Regular update**
  Update virus definition files automatically to keep the files in the latest state. It updates automatically, so no settings are required.
- **On-demand update**
  The virus definition file is updated using the machine information on the System Information screen or [Perform Update Now] in the Virus Scan Setting.

When the virus definition file update fails

When the virus definition file update fails, the following screen appears on the System Information screen.
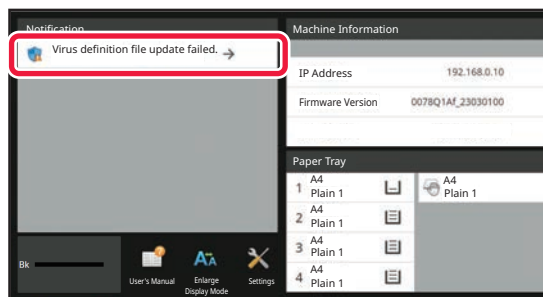
In addition, an icon 🛡 will be displayed in the System Area to indicate that the virus definition file update has failed. As for the status, the reason for the update failure will be displayed in the "Notification" section of the System Information screen, check the details.

- Server connection error (cannot connect to the Internet / server not found)
- Download failure (communication error / received data damaged, etc.)
- System time error (the time on the device and the time on the server side are off by more than 24 hours)
- Authentication failure (server authentication failure)

✎ When "Audit Log" is enabled, failure to update virus definition files is logged.

UNIVERSAL DESIGN IN THE MACHINE

UNIVERSAL DESIGN IN THE MACHINE

The structure of the machine and the software are designed to allow all people to use the machine with ease.

UNIVERSAL DESIGN RELATED TO OPERATION

Adjustment of operation panel angle

The angle of the entire operation panel can be adjusted to enable use even when seated.
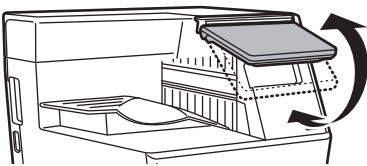
Grip handle on paper trays

The grip-type handles allow easy use from above or below. The trays can be manipulated in a natural manner.
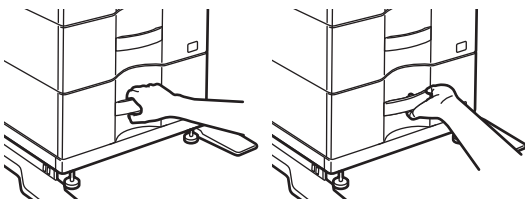
Changing of key response time

The response time of the keys can be changed as needed.
In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Key Operation Setting].

- **Time for Accepting Key Entry**
  This setting determines how long a key in the touch panel must be tapped until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.
  By lengthening the time setting, key input can be prevented when a key is tapped accidentally. Keep in mind, however, that when a longer setting is selected more care is required when tapping keys to ensure that key input is registered.
- **Disable Auto Key Repeat**
  This is used to disable key repeat.
  Key repeat causes a setting to change continuously not only each time the key is tapped but while a key is tapped.
- **Long-touch Detection Time**
  Select a time when a long key touch is detected.
- **Double Tap Speed Interval**
  Select an interval when a double tap is detected.

Confirmation of placement of original in document feeder

The original setting lamp lights up when the original is correctly set on the original setting table.
Even for users who have difficulty confirming that the original is set on the original setting table, the original setting lamp can be turned on to confirm that the original is set correctly.

UNIVERSAL DESIGN RELATED TO VISION

Changing of text size

The size of the text on the touch panel can be changed. When the text on the touch panel is small and difficult to read, the text can be enlarged.
In "Settings" (administrator)", select [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Enlarge Display Mode].
• **Enlarge Display Mode**
Displays large characters on the screen.
 appears in the system area when Enlarge Display Mode is enabled.

UNIVERSAL DESIGN RELATED TO HEARING

Audible alert sounds when changing settings

When moving settings, the user is alerted by an audible sound at the default setting.
In "Settings (administrator)", select [System Settings] → [Sound Settings] → [Beep Sound Settings (Common)] → [Keys Touch Sound] and [Reference Tone].
• **Keys Touch Sound**
Control the key touch sound level, or turns the sound off. You can also have two peeps sound at initial values when adjusting the exposure in any mode.

UNIVERSAL DESIGN FEATURES

The machine has design features and settings that are compatible with universal design.

Easy-to-use user interface

• **Customizing the home screen and adding icons**
You can add icons to the home screen. You can also change an icon image to a custom image.
Add an icon image in "Settings (administrator)" - [System Settings] →[Home Screen Settings] →[Icon].
To add an icon to the home screen, add a key in "Settings (administrator)" - [System Settings] →[Home Screen Settings] →[Condition Settings] →[Home Button]/[Fix Key].
• **Customizing the home screen - changing the display order**
You can change the order of the items in the home screen so that the items you use most frequently appear first.
To change the order of the items in the home screen, change in "Settings (administrator)" - [System Settings] →[Home Screen Settings] →[Condition Settings] →[Home Button].
• **Customizing the home screen - intuitive and easy-to-use design**
A flat icon design is used to make the screen intuitive and easy to view. The toner level is always shown, eliminating the need to perform an action to check the toner level.

• **High-contrast display (UD pattern)**
The touch panel image can be set to high contrast.
Select [Pattern 7] in "Settings (administrator)" - [System Settings] →[Common Settings] →[Operation Settings] →[Condition Settings] →[Machine Display Pattern Setting].
• **Multi-language display**
The language used in the touch panel can be changed to another language such as English or French.
Select the desired language in "Settings (administrator)" - [System Settings] →[Common Settings] →[Operation Settings] →[Condition Settings] →[Display Language Setting].

Intuitive operation

- **Use the QR code to view the User's Manual page.**
  Tap the [User's Manual] key on the home screen of the touch panel to display a QR code that indicates the page containing the user's manual. You can read the QR code with your mobile device to easily view the corresponding page.
- **Remote operation**
  You can display the machine's touch panel on a computer on the same network to operate the machine from the computer. You can show how to use the machine on a computer, and people who have difficulty using the touch panel can operate the machine from a computer.
  REMOTE OPERATION OF THE MACHINE (page 5-39)

Easier operation at the machine

- **Darkened output tray color**
  Output tray colors are darkened to make it easy to distinguish the tray to which a job has been output.
- **On right side of operation panel**
  Located on the right side of the operation panel, this allows smooth removal of paper without interfering with the output tray.

Simple toner replacement

- **Toner box can be opened with one hand**
  The box that contains a toner cartridge can be easily opened with one hand.

JOB LOG LIST

ITEMS RECORDED IN THE JOB LOG

The machine records the performed jobs in the job log.
The main information recorded in the job log is described below.

- To make it easy to total the usage counts of differently configured machines, the items recorded in the job log are fixed, regardless of what peripheral devices are installed or the objective of the recording.
- In some cases, job information may not be correctly recorded, such as when a power failure occurs during a job.

No.	Item name		Description
1	Main items	Job ID	The job ID is recorded. Job IDs appear in the log as consecutive numbers up to a maximum of 999999, after which the count resets to 1.
2		Account Job ID	The job ID used in the Sharp OSA is recorded.
3		Job Mode	The job mode type, such as print is recorded.
4		Computer Name	The name of the computer that sent a print job is recorded.[*]
5		User Name	The user name when the user authentication function is used is recorded.
6		Login Name	The login name when the user authentication function is used is recorded.
7		Card ID	The card ID when it is used for an authentication process is recorded.
8	Main items	Number of Card Issuance	The number of times the card has been issued is written in an SSFC IC card is recorded.
9		Main Code	Main Code is recorded.
10		Sub Code	Sub Code is recorded.
11		Starting Date & Time	The date and time the job was started are recorded.
12		Completing Date & Time	The date and time the job was completed are recorded.
13		Total Count	For a print job, the total count is recorded.
15		Count according to size	Counts by original/paper size are recorded.

No.	Item name		Description
16	Main items	Number of sheets according to size	The number of pages is logged by paper size.
17		Invalid Paper Count	The invalid sheet count is recorded.
18		Number of Reserved Sets	Number of specified sets or reserved destinations is recorded.
19		Number of Completed Sets	Number of completed sets or number of destinations to which transmission was successfully completed is recorded.
20		Number of Reserved Pages	Number of reserved original pages of a print job is recorded.
21		Number of Completed Pages	Number of completed pages of a set is recorded.
22		Result	The result of a job is recorded.
23		Error Cause	When an error occurs during a job, the cause of the error is recorded.
24	Print Job Related Item	Output	The output mode of a printed job is recorded.
33		Printer Tone	The tone used for a print job is recorded.
49	Common Functionality	Color Setting	Color mode selected by user is recorded.
50		Special Modes	Special modes selected when the job was executed is recorded.
51		File Name	The stored file name is recorded.*
52		Data Size [KB]	The size of a file is recorded.
56	Detailed Items	Paper Size	For a print job, the paper size is recorded.
57		Paper Type	The paper type used for printing is recorded.
58		Paper Property	The paper property specified in "Paper Type" is recorded.
59		Duplex Setup	The duplex setting is recorded.
61	Machine Item	Model Name	The model name of the machine is recorded.
62		Unit Serial Number	The serial number of the machine is recorded.
63		Name	The name of the machine that is set in the Web pages is recorded.
64		Machine Location	The installation location of the machine that is set in the Web pages is recorded.
65		Machine ID	Record the Machine ID entered by the service technician.

* In some environments this is not recorded.

SETTING MODE

SETTING MODE

"Settings" allows management of various functions that will make it easier to use the machine, such as default registration for each function, network connection setting, and log check of operation status.
Setting mode can also be selected using the Web browser by accessing the machine from a PC connected to the same network as the machine.

> **Administrator password**
> To maintain security, the machine administrator should promptly change the password after the machine is purchased. (For the default administrator password, see Start Guide.) To change the password, see "CHANGE PASSWORD".

DISPLAYING THE SETTING MODE ON THE MACHINE

1
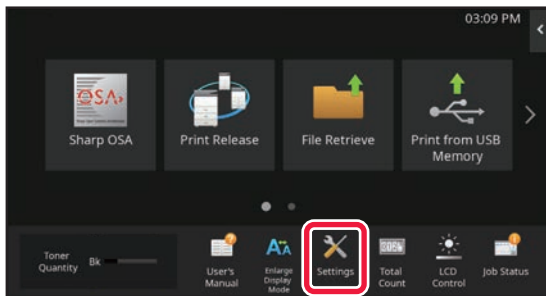
Tap the [Settings] key.

Tap the [Settings] key on the home screen.
The setting mode screen appears on the touch panel.
The setting menu appears at the top of the displayed screen.
Tap the setting in the menu that you want to configure.
For details of the settings, see the explanation for each item.

2
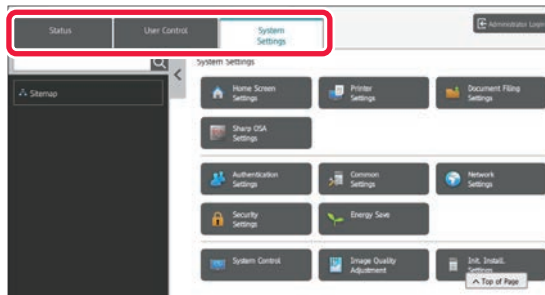
On the upper tab, tap the item that you want to set.

The setting menu appears on the left side of the displayed screen.
Tap the setting in the menu that you want to configure.
When you tap the [System Settings] tab, item keys appear on the screen.
When you tap the key of an item, a setting item menu appears.

> • To quit the setting mode, tap the [Exit] key in the upper right corner of the screen.
> • For details on login procedures when user authentication is enabled, see "USER AUTHENTICATION (page 5-11)".

DISPLAYING THE SETTING MODE (WEB VERSION)

When the machine is connected to the network, access the built-in Web server of the machine using the PC's Web browser.
From the setting mode of the machine, print the IP address of the machine and enter the address on the PC's Web browser.

1
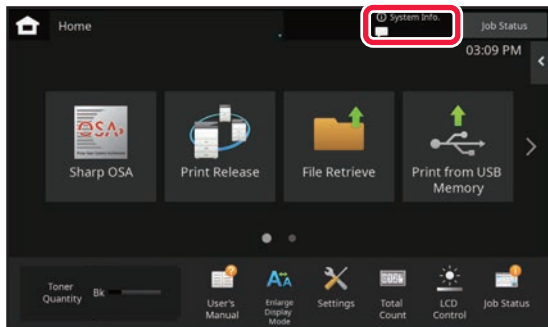
Tap the [System Info.] key.

2
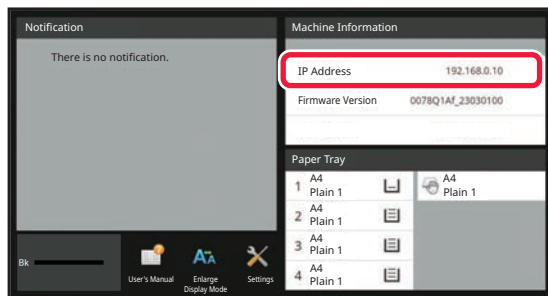
Check the IP address in the machine information.

3
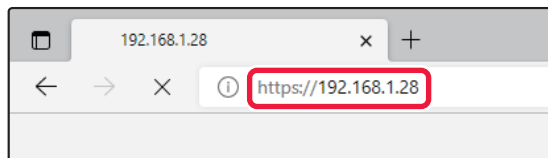
Start the Web browser on the PC, and enter the IP address of the machine.

Start a Web browser on a PC on the same network the machine is on, and enter the IP address of the machine.
Recommended Web browsers:
Microsoft Edge (Windows®),
Firefox (Windows®),
Safari (Mac OS®)
Chrome (Windows®)
Latest version and previous major release

Displays the setting mode (Web version).
In the factory default state, the user password must be entered.
Depending on the machine settings, user authentication may be required to display the setting mode (Web version).
For password and other information required for user authentication, contact the administrator of the machine.

4 Select a login name and enter your password.

Entering a password

- If you click an item that requires administrator rights, the password entry screen will appear regardless of the settings.
- Select a user that has administrator rights and enter the user password.
- If user authentication is not enabled, you can set the login name to "Administrator" and enter the administrator password to log in to the Web page.
  Once you have logged in to the Web page with administrator rights, the password entry screen will not appear when you click other items that require administrator rights (until you log out).

At the bottom of the login screen you will find links to download manuals, such as the User's Manual, and the latest printer drivers.

SETTING MODE SCREEN

This section describes typical items in the operation method in the setting mode.

OVERVIEW OF SETTING MODE
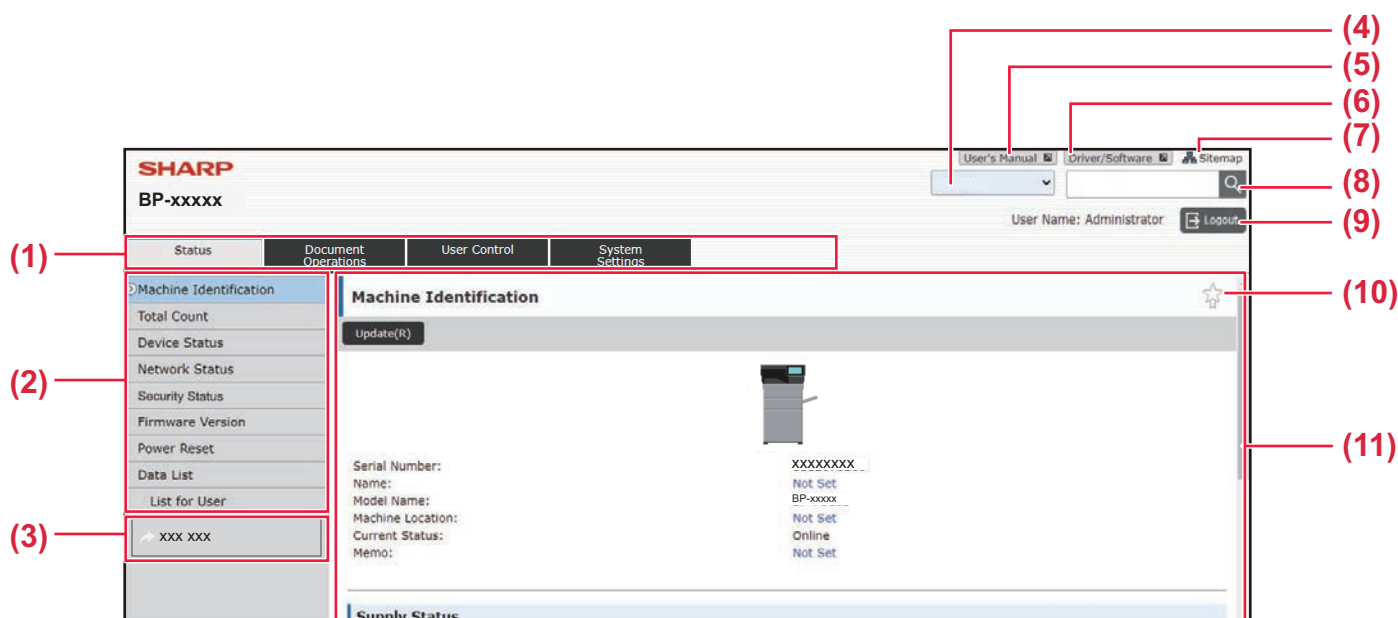
(1) Menu tab

This tab shows the first level of the setting menu. Click this tab to show the tab's setting items in the setting menu.
Some settings such as the system settings do not appear in the setting menu when the tab is clicked. Instead, further setting item buttons appear in the setting area.

(2) Setting menu

This shows the items that can be set on the web page. The items are in a tree structure.
When you click an item that requires machine administrator rights, the password entry screen appears. Select the previously registered login name and enter the password.

(3) Custom links

You can register custom links in advance to show the custom links in the setting menu.
► Custom Links (page 6-78)

(4) Language

Set the language that appears on the web page.

(5) User's Manual Download

Go to the website of the instruction manual in PDF format such as the user's manual.

(6) Driver/Software

Go to the website where you can download the printer driver and software.

(7) Sitemap

This shows a sitemap of the website.

(8) Search

Use this to search for setting items and other information. Enter the item you want to find in the text box and click 🔍.

(9) [Login/Logout] button

[Login] button
Click to log in to the web page.
[Logout] button
When you have completed all settings in the web pages, click this button to log out and exit the web browser.

(10) Shortcut icon

Click this icon to register a page you want to show on the shortcut tab.

(11) Setting area

This shows the setting screen of the item selected in the setting menu at left.

SETTING METHOD

This section explains the basic procedure for configuring settings using "Home Screen Settings" as an example.
This setting is used to change the background image of a home screen to an image provided by the user.

1 **Connect to the web page as explained in "DISPLAYING THE SETTING MODE (WEB VERSION) (page 6-4)".**

2 **Display the "Home Screen Settings" setting screen.**

(1) **Click the [System Settings] tab (System Settings).**

The setting items of the system settings appear in the setting area.

(2) **Click the [Home Screen Settings] button (🏠 Home Screen Settings).**

3 **Click [Background Image] in the setting menu and set the background image.**

(1) **Click [Background Image] in the setting menu.**

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

The "Register Background Image" screen appears.

Status	Document Operations	User Control	System Settings
Home Screen Settings			**Background Image**
Condition Settings			Update(R)
Icon			
⊙ Background Image			Background Image (2) Default
(1)			Change(C)
			Update(R)

6-7
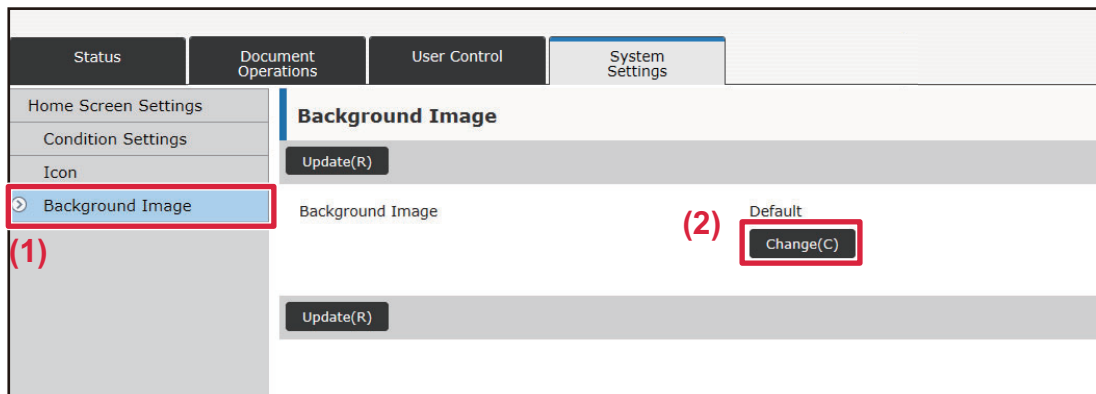
4 Select "Use Custom Image" and click the [Browse] button to select the desired image.

(1) Check the "Use Custom Image" checkbox

(2) Click the [Browse] button.

When you click the [Browse] button, the file selection screen appears. Select the file of the desired background image.

5 Click the [Submit] button.

Path

6 If you have another item you want to set, configure the setting from the setting menu or menu tab.

If you use the "Forward" or "Back" function of the web browser to move to a different item, the item that you set may not be saved. Use the setting menu or menu tab to move to a different item.

7 When you have finished configuring settings, click the [Logout] button and exit.

When you exit the settings, a message may appear on the touch panel of the machine. Read and then close the message.

SETTING MODE LIST

SETTING MODE LIST

Click the link file to see the details of each description.
In the setting mode, there are some that can be set only on the Web page and some that can be set only on this machine.
*1 Only web pages can be set.
*2 Items that can be set only in the setting mode of this machine.
*3 For more information on settings, consult a qualified service technician.

> • Depending on the machine specifications and peripheral devices installed, it may not be possible to use settings.
> • The System Settings section can be found by following the breadcrumb trail at the top if you are referring to it in the HTML manual.

■Status

●Status

▸ Machine Identification

▸ Total Count

▸ Device Status

▸ Network Status

▸ Security Status

▸ Firmware Version

▸ Power Reset

▸ Data List

◆ List for User

◆ List for Administrator

■Document Operations

●Document Operations*1

▸ Document Filing

◆ Main Folder

◆ Quick File Folder

◆ Custom Folder

◆ My Folder

◆ Search

◆ File Batch Print

▸ Submit Print Job

◆ Print Settings

■User Control-User Settings

●User Settings

- ▶User List
- ▶Custom Index
- ▶Organization /Group List
- ▶User Information Print

■User Control-Access Control Settings

●Access Control Settings

- ▶Pages Limit Group
- ▶Machine Page Limit Setting
- ▶Authority Group
- ▶Favorite Operation Group[*1]
  - ◆Favorite Operation Group List
  - ◆Favorite Key List
  - ◆Home Screen List

■User Control-User Count

●User Count

■User Control-Billing Code Setting

●Billing Code Setting

- ▶Administration Settings
  - ◆Use Billing Code
  - ◆Default Code Setting
  - ◆Remember Billing Code Between Modes
  - ◆Disable Change of Billing Code
  - ◆Apply Default Code when Billing Code not entered
  - ◆Disable Billing Code for Selected Applications
  - ◆Billing Code Display Name Setting
- ▶Main Code List
- ▶Sub Code List

■System Settings-Home Screen Settings

●Home Screen Settings

- ▶Condition Settings
  - ◆Home Screen Registration
- ▶Icon
- ▶Background Image

■System Settings-Printer Settings

●Printer Settings

▶Condition Settings
- ◆Prohibit Notice Page Printing
- ◆Prohibit Test Page Printing
- ◆A4/Letter Size Auto Change
- ◆Bypass Tray Settings
- ◆Job Spool Queuing
- ◆Disabling of USB Memory Direct Print
- ◆Disabling of Network Folder Direct Print

▶Interface Settings
- ◆Hexadecimal Dump Mode
- ◆I/O Timeout
- ◆Enable Network Port
- ◆Network Port Emulation Switching
- ◆Port Switching Method

▶Initial Status Settings

▶PCL Settings

▶PostScript Settings

▶OOXML Settings

▶Print Release Settings
- ◆Standard
- ◆Advanced Settings

▶Direct Print Settings (FTP)
- ◆FTP Server Registration

▶Direct Print Settings (Network Folder)
- ◆Registration of Network Folder

▶Print Setting from PC/Mobile Terminal
- ◆FTP Print
- ◆Port Number
- ◆IPP Print (Driverless)
- ◆geo URI (RFC 5870)

■System Settings-Sharp OSA Settings

●Sharp OSA Settings

- ▶Condition Settings
  - ◆Sharp OSA version
  - ◆Cookie Setting[*2]
  - ◆Delete Cookie[*2]
  - ◆Automatically Start an Application at Power up and Wake up
  - ◆Accept remote access request from application
  - ◆Application allowed to access
  - ◆Approve remote access request on operation panel
  - ◆Accept UI operation request from application
  - ◆Display dialog of connection in Sharp OSA mode
- ▶Standard Application Settings
- ▶External Accounting Application Settings
- ▶Embedded Application Settings
- ▶Polling Setting

■System Settings-Authentication Settings

●Authentication Settings

▶Default Settings

◆User Authentication

◆Authentication Settings

◆Default Network Authentication Server Setting

◆Specify network server access control

◆Authentication Method Setting

◆Enable Quick Login

◆Device Account Mode Setting

◆Login User

◆Settings for Using Authentication Information

◆Cache Authentication Information for External Service Connect

◆Card Setting

▶Administration Settings

◆Disable Printing by Invalid User

◆Automatic Logout Setting

◆A Warning when Login Fails

◆Include Job Status in user authentication

◆Display System Information Screen Before Login

◆Enable IPP Authentication Except for Printer Driver

◆Edit Home Screen

▶Actions when the user is authenticated

◆Actions when the Limit of Pages for Output Jobs

◆Automatically print stored jobs after login

◆Reset Counter After Sending E-mail Status

◆Disable display/change of other users' information in the job status

◆Apply login name to the user name of network folder

◆Login Name Display

◆Display Usage Status after Login

◆Edit Help Display of Login Screen

▶Card Reader Settings

◆Condition Settings

◆Card Reader Device Registration

■**System Settings-Common Settings-Paper Settings**

● **Paper Settings**

▷ Paper Tray Settings

◆ Auto Switching of Tray

◆ Display Paper Tray Settings when bypass tray detects paper.

◆ Paper Weight Setting

◆ Tray Settings

▷ Custom Size Registration (Bypass)

▷ Paper Type Registration

■**System Settings-Common Settings-Operation Settings**

● **Operation Settings**

▷ Condition Settings

◆ Enlarge Display Mode

◆ Message Time Setting

◆ Language Setting

◆ Default Display Settings

◆ Display System Information Screen as Default

◆ Display IP Address on the System Information Screen

◆ Display Action Panel as default.

◆ Icon is displayed when network cable is not connected.

◆ Display Confirmation Dialog when job is canceled.

◆ Display Status Notification Message

◆ Restrict Total Count display

◆ Switch the Number of Sets to be Displayed for Job Status

◆ Display the estimated job start time

◆ Alignment Order of 10-Key

◆ Setting Display from Main Unit

◆ Machine Display Pattern Setting

◆ Key Operation Setting

◆ Disabling of Bypass Printing

◆ Priority of Print Jobs

◆ Preview Setting

◆ Remote Operation Settings

◆ Data List

▷ Mode Key Display Setting

▷ Keyboard Settings

◆ Default Keyboard Setting

◆ Keyboard Select

◆ Set Keyboard Priority

◆ Soft Keyboard Template Setting

▷ Custom Links*1

■System Settings-Common Settings-Device Control

●Device Control

■System Settings-Common Settings-Sound Settings

●Sound Settings

■System Settings-Network Settings

●Network Settings

▶ Quick Settings

◆Wireless Settings

◆IPv4 Settings

◆Network Name Settings

◆DNS Settings

◆SMTP Settings

◆LDAP Settings

▶ Network Name Setting

◆Device Name

◆Domain Name

◆Comment

▶ Interface Settings

◆Connection Type

◆IPv4 Settings

◆IPv6 Settings

◆MTU Settings

◆Ping Command

◆DNS Settings

◆IEEE802.1X Setting

▶ Services Settings

◆SMTP

◆Kerberos

◆SNTP

◆mDNS

◆SNMP

◆SMB

▶ Print Port Settings

◆LPD

◆RAW

◆WSD

▶ External Print Services Settings

◆AirPrint Settings

◆Universal Print Settings[*1]

▶ LDAP Settings

▶ Active Directory Settings

▶ Public Folder / NAS Setting

▶ Proxy Setting

▶ Wireless Settings

◆Connection Type

◆Keep Wireless Access Point activated

◆Current Setting

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■System Settings-Security Settings

●Security Settings

▶Password Setting
- ◆Password Policy Settings
- ◆Delete Users who Have not Logged in for a Specified Period of Time
- ◆Prohibit Reuse of Deleted User's Account Name
- ◆Password Change

▶Condition Settings
- ◆Restrict Print Jobs other than the current Print Hold Job
- ◆Automatic Deletion of Suspended Print Jobs
- ◆Time until Suspended Print Jobs are Automatically Deleted
- ◆Reject Requests from External Sites
- ◆If Firmware Corruption is Detected, Restore It
- ◆Apply Security Policy
- ◆Mandatory Access Control
- ◆Job Status Jobs Completed List Display Setting
- ◆Job Status Display Setting

▶Port Control

▶Filter Setting
- ◆IP Address Filter Settings
- ◆MAC Address Filter Settings

▶Intrusion/Attack Detection

▶Virus Scan Setting
- ◆Virus Scan
- ◆Virus Scan Settings
- ◆Virus Definition File Update Setting

▶SSL/TLS Settings
- ◆Setting of SSL/TLS

▶IPsec Settings
- ◆Condition Settings
- ◆IPsec Rules

▶Hidden Pattern Print Setting
- ◆Initial Status Settings
- ◆Contrast
- ◆Custom Text Registration

▶Tracking Information Print

▶Initialize Private Data/Data in Machine[2], [3]

▶Security code input[2], [3]

▶Audit Log
- ◆Audit Log
- ◆Storage/Send Settings
- ◆Save/Delete Audit Log[1]

▶Certificate Management

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◆Device Certificate Management

◆Certificate Signing Request (CSR) Management

◆CA Certificate Management

■System Settings-Energy Save

●Energy Save

▶Eco Setting

◆Eco Recommendation Function Display

◆Display a Message to Delay the Time of Entry into Preheat Mode / Auto Power Shut-Off Mode

◆Mode Setting

◆Preheat Mode Setting

◆Auto Power Shut-Off Timer

◆Sleep Mode Power Level

▶Eco Fusing Setting

▶Energy Saving Pattern List

▶Specific Date Operation Settings

▶Power ON/OFF Schedule Setting

▶Toner Save Mode

■System Settings-System Control

●System Control

- ▶ Job Log
  - ◆View Job Log
  - ◆Job log Operation
- ▶ Data Import/Export (CSV Format)
  - ◆Export Settings
  - ◆Import Settings
- ▶ Storage Backup
  - ◆Export Settings
  - ◆Import Settings
- ▶ Device Cloning
  - ◆Export Settings
  - ◆Import Settings
- ▶ Filing Data Backup[*1]
  - ◆Export Settings
  - ◆Import Settings
- ▶ Reset Settings
  - ◆Restore Factory Defaults
  - ◆Reset the NIC
- ▶ Optimization of a Local Drive[*2]
- ▶ E-mail Alert and Status
  - ◆Status Message
  - ◆Alerts Message
  - ◆SMTP Settings
- ▶ Enhanced FSS Settings
- ▶ Update of Firmware

■System Settings-Image Quality Adjustment

●Image Quality Adjustment

- ▶ Collective Adjustment[*2]
  - ◆ Fusing Cleaning Mode
- ▶ Print Image Quality
  - ◆ Quick Image Quality Adjustment
  - ◆ Grey Balance
  - ◆ Exposure Adjustment
  - ◆ Line Thickness
- ▶ Quick Color Balance Adjustment[*2]

■System Settings-Initial Installation Settings

●Initial Installation Settings

STATUS

Status

Machine Identification

The Machine Identification displays the system information of the machine.
It displays the model name, current status, and machine location.
This setting can also be set by general users, except for some items.

Item	Description
Unit Serial Number	Indicates the serial number of the machine.
Name	When you tap the [Not Set] key, the [Machine Identification] screen appears. If [Name] is not set, [Not Set] appears.
Model Name	Displays the standard model name of the machine.
Machine Location	The information entered in the [Machine Location] item in [Machine Identification] appears. If no name has been set, [Not Set] appears.
Current Status	Displays the current status of the machine. If two or more errors occur at the same time, only one status is displayed according to the priority order. The errors and machine conditions are displayed in the following priority order. • Printer Error • Account Limit • Incorrect Paper • Overdue service maintenance • Paper Jam • Marker Supply Missing • Toner Empty • Cover Open • Paper Empty • Input Tray Empty • Specified Input Tray Open • Specified Output Tray Full • Offline • Printer Warning • Toner Low • Paper Low • Input Tray Open • Output Tray Full • Output Tray Nearly Full • Near to overdue service maintenance • Online • Auto Power Shut-Off • Warming Up • Busy
Memo	Displays text that the administrator entered. If you have logged in as an administrator, you can enter a memo. If no name has been set, [Not Set] appears. When you tap the [Not Set] key, the Machine Identification screen appears.
Supply Status	Displays the current status of supplies.

Item	Description
Paper Input Tray Status	Displays the current status of the paper trays installed in the machine.
Display Pattern Setting	Switches the display pattern of the home screen.
[Reboot the Machine] key	Displays the restart screen. (Administrator rights are required.)
[Enter the Power Save Mode] key	Displays the power save mode screen. (Administrator rights are required.)

Total Count

This function shows the page count in each mode.
This setting may require administrator privileges.

> • Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
> • The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.
> • When "Restrict Total Count display" is set, only administrators can confirm this.

Device Status

This screen shows the device status.
This setting can also be made by general users.

Item	Description
Paper Input Tray Status	Displays the current status of the paper trays installed in the machine.
Output Tray Status	Displays the current status of the output tray installed in the machine.
Supply Status	Displays the current status of supplies.
Device Configuration	Displays the information of options installed in the machine.
Local Drive Status	Displays the usage status of the local drive.

Network Status

Displays general, TCP / IP, and DNS status information.
The contents displayed here are the items to be set in the network settings and their setting values.
For each setting, see the following "Network Settings (page 6-84)".
This setting can also be made by general users.

Security Status

Displays the security settings status of the machine.
The contents displayed here are the items to be set in the security settings and their setting values.
For each setting, see the following "Security Settings (page 6-107)".
This setting can also be made by general users.

Firmware Version

Shows the firmware version of the machine as a list.
This function requires administrator rights.

Power Reset

The Power Reset screen enables you to restart the machine or enter the power save mode.

This function requires administrator rights.

Item	Description
Reboot the Machine	Reboots the machine. Tapping the [Execute] key opens the Restart screen, and then tapping the [Execute] key again restarts the machine.
Enter the Power Save Mode	Shifts the machine to power save mode. Tap the [Execute] key to open the power saving mode screen.

Data List

Lists showing the settings and information registered in the machine can be printed.

The two-sided or one-sided list printing setting is determined by Operation Settings - Data List - 1-Sided/2-Sided.

List for User

This setting can also be made by general users.

List name	Description
Machine Status List	This list shows information needed by regular users, such as hardware statuses, software statuses, printer environment settings, and paper tray settings.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). • PCL Symbol Set List • PCL Internal Font List • PCL Extended Font List • PS Font List • PS Extended Font List • NIC Page
Document Filing Folder List	This shows the folder names for document filing.

Prohibit Test Page
You cannot print the test page when [Prohibit Test Page Printing] is enabled. In "Settings (administrator)", select [System Settings] → [Printer Settings] → [Condition Settings] → [Prohibit Test Page Printing].

List for Administrator

You can print out the lists and reports that only the administrator can refer to.

When [Print Only the Settings that have been Changed] is enabled, only the items in the selected list that have been changed from the factory default will be selected for printing.

Home Screen
　• Home Screen List
Printer Settings
　• Printer Settings List
Document Filing Settings
　• Document Filing Settings List
Sharp OSA Settings
　• Sharp OSA Settings List
Authentication Settings
　• Authentication Settings List
Common
Lists of the administrator settings for the following modes can be printed.
　• Paper Settings List
　• Machine Identification Settings List
　• Operation Settings List
　• Keyboard Settings List
　• Device Control List
Network Settings
　• Network Settings List
Security Settings
　• Security Settings List
Energy Save Setting
　• Energy Save List
Image Quality Adjustment
　• Image Quality Adjustment List
Data Receive/Forward List
The following lists showing reception settings and forwarding settings can be printed.
　• Allow/Reject Number List
　• Allow/Reject Mail & Domain Name List
　• Inbound Routing List
　• Document Admin List

DOCUMENT OPERATIONS

Document Operations

This setting can also be made by general users.

Document Filing

Data saved by Document Filing can be manipulated from the Web.

Main Folder

Files in the Main Folder can be displayed. A specified file can be manipulated by clicking [Print], [Move], or [Delete].

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Download	When there is a PDF file for PC viewing or downloading, select it to download the file to your computer.
Display Items	Set the number of files that are displayed.

Quick File Folder

Files in the Quick File Folder can be displayed. You can re-operate the specified file. Clicking [Print], [Move], or [Delete].

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Display Items	Set the number of files that are displayed.

Custom Folder

The files that are in the Custom Folder can be displayed. You can re-operate the specified file. Clicking [Print], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in "Password of File".

Item	Description
Index	The displayed Custom Folder names can be filtered by index.
Download	When there is a PDF file for PC viewing or downloading, select it to download the file to your computer.
Display Items	Set the number of files that are displayed.

My Folder

Displayed when My Folder is set.

Displays the files in My Folder. Allows you to retrieve the specified file. A specified file can be manipulated by clicking [Print], [Move], or [Delete].

If the file to be manipulated has a password, enter the password in "Password of File".

Search

Item	Description
User Name	Enter the user name.
Select from User List	Click the [Setup] button and search for users from the list.
Login Name	Set the number of files that are displayed.
Search Folder	Set the folder.
File Name	Enter a file name.
PIN Code/Password of File	Enter the password that is set for the file.
Stored Date	Set the date and time the file was saved.

Search Result

Use these settings to enter search conditions. A specified file can be manipulated by clicking [Print], [Move], or [Delete].

If the file to be manipulated has a password, enter the password in "Password of File".

Item	Description
Display Style	The files that were found can be displayed in list format or thumbnail format.
Job Classification	The found files can be filtered by job.
Display Items	Set the number of files that are displayed.

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File Batch Print

Multiple files can be printed at once by batch printing. Search for the files using search conditions, and then select multiple files from the displayed search results.
Click [Print] to print the file.

Item	Description
Search Condition	
User Name	Enter the user name.
Select from User List	Click the [Setup] button and search for users from the list.
Search Folder	Select the folder that contains the target file.
File Name	Enter a file name.
PIN Code/Password of File	Enter the password that is set for the file.
Search Result	
Job Classification	The found files can be filtered by job. **Factory default settings:** All Jobs
Number of Copies	Set the number of copies to be printed. **Factory default settings:** Apply the Number of Copies Stored in Each File
Print and Delete the Data	After printing, delete the file. **Factory default settings:** Disabled
Billing Code Displayed when "Use Billing Code" is enabled.	
Main Code	Select this checkbox, and then enter the main code. (32 characters or less)
Sub Code	Select this checkbox, and then enter the sub code. (32 characters or less)

Submit Print Job

In addition to a file on your PC, this procedure can be used to print any file that can be accessed from your PC, such as a file on another PC connected to the same network.

Files that can be printed are PDF, TIFF, JPEG, PCL, PS, XPS, DOCX, PPTX, and XLSX files with extensions pdf, tif, tiff, jpeg, jpg, jpe, jfif, pcl, ps, xps, docx, pptx, and xlsx. Available only if the Machine supports PostScript.

Enter the password for the encrypted PDF data on Spool Queue of the Job Status screen.

For the procedure for accessing "Setting Mode (Web version)", refer to "SETTING MODE".

Print Settings

Select print settings. Select the file you want to print in "Select File", select settings, and then click [Print].

Item	Description
Copies	Set the number of copies to be printed.
Paper Size	Set the print size.
Orientation	Select portrait or landscape for the print orientation. **Factory default settings:** Portrait
2-Sided Print	Select one-sided printing, two-sided printing (booklet), or two-sided printing (tablet). **Factory default settings:** 1-Sided
Output	If printing by set, select the "Print per Unit" checkbox. **Factory default settings:** Print per Unit: Enabled
Separator Page	Select to insert separator pages. Specify whether separator pages are to be added in front of or behind each set. Select the paper tray with the paper you want to use from the paper trays. **Factory default settings:** Insert Top of Sets:Disabled, Insert End of Sets:Disabled
Fit To Page	Print with the file expanded to the full paper size.
Print What	Select whether to print the sheet or the entire workbook when printing the Excel file.
Output Tray	Select the output tray for the print job.
Quick File	Save the print data in the Quick File Folder of the machine.
Print Glossy	Select this checkbox if the print job will be printed on glossy paper.
Billing Code	Select the checkbox of the Billing Code to assign, and then enter the billing code.

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USER CONTROL

User Settings

It manages users such as registration of users to log in and user authentication methods.

User List

Add, edit, and delete users for user authentication, and configure user authentication settings.

- **[Add] key**
  Add a new user.
- **[Delete All Users] key**
  Deletes all registered users. (Excluding users stored as factory default.) Only the administrator of the machine can use this function.
- **[Delete All Auto-registered users] key**
  Deletes all auto-registered users.
- **[Delete Your Information for External Service Connect] key**
  Deletes the external connect caches used by the logged in user. [Store user authentication information for External Connect] must be enabled to use this function.
- **[Delete All Information for External Service Connect] key**
  Only the administrator of the machine can use this function. Delete all External Connect caches. [Store user authentication information for External Connect] must be enabled to use this function.
- **User List**
  This shows the users stored as factory default and the currently stored users. An asterisk [*] appears in front of the user name of auto-registered users.
  When you select a user name, the user edit or delete screen appears.

> The [Vender] and [Vender2] options are displayed only when the vender is connected.

Storing a user

When you tap the [Add] key, the registration screen appears. Up to 1000 groups can be registered.
For each setting, see the following "Settings (page 6-32)".

Editing and deleting a user

When you select a user from the list, the user edit/delete screen appears.
For each setting, see the following "Settings (page 6-32)".
A user can be deleted using the [Delete] key.

> - If the login authentication with a Fixed User is set, the "Delete All Users" option cannot be used.
> - Users stored as factory default cannot be deleted.

Users stored as factory default

The following users are stored in the machine at the factory.
- **Administrator:**
  The administrator account of the machine, stored as factory default.
- **User:**
  This is used when network authentication is used and a login name that is not stored in the machine is entered directly. (This cannot be selected from the login user screen.)
- **Device Account:**
  User[*1]
- **Other User:**
  This is used when a print job is executed using invalid user information. (This cannot be selected from the login user screen.)
  For settings related to each of the users, see the following table.

User Name	Administrator	User	Device Account	Other User
Login Name	admin	users	device account	Other
Password	(Refer to the Start Guide)[*1]	users[*1]	device account[*1]	-
My Folder	No	No	Main Folder	No
Authentication Settings	Login Locally			-
Pages Limit Group	Unlimited[*1]			
Authority Group[*2]	Admin	User[*1]	User[*1]	Guest[*1]
Favorite Operation Group	Following the System Settings[*1]			
Default Billing Code	Not Set[*1]			

*1 Items that can be changed
*2 For detailed information about each of the settings, see "List of settings and factory default settings of template groups".

Settings

Item	Description
User Name	This user name is used as the key name in the authentication screen, the user name for document filing, and the sender name. If you want to use the "Automatically print stored jobs after login (page 6-69)" function, register up to 16 double-byte characters.
Apply User Name to Log-in Name.*1	Select this ☑ to enter the entered user name in the login name. **Factory default settings:** Disabled
Initial	This determines where the user name will appear in the user list. Enter a maximum of 10 characters for the initials.
Index	Select a custom index to be stored. **Factory default settings:** User 1
Login Name*1	Login name/password Enter the login name to be used when setting authentication. Enter the password, consisting of 1 to 255 characters, that is used for user authentication by login name and password (the password is optional).
Password*1,*3	Enter the password used when setting the authentication by login name / password using 1 to 255 characters. (Optional) After entering the password, enter once again in "Password (for confirmation)".
Change Password	Check this when you want to change the set password. (Displayed when amending/deleting.) **Factory default settings:** Disabled
Release Operation Lock Status	Displayed when login has failed, and subsequent login to the printer is not possible. Tap the [Execute] to clear this login lock, and allow the user to log in again.
User Number*2	Enter a user number in 5 to 8 digits.
E-mail Address	Enter the e-mail address that is used in the sender list and for LDAP authentication.
Home Directory Path	Enter for the home directory path.
Copy Login Name to Use for User Authentication	Copy the login name for user authentication to the user name for authentication to the home directory path.
User Name	Enter for the user name for home directory path authentication.
Password	Enter a maximum of 255 numeric digits for the password for home directory path authentication.
Change Password	Check this when you want to change the set password. (Displayed when amending/deleting.) **Factory default settings:** Disabled
Authentication Settings*1	Select either [Login Locally], [Network Authentication] (when LDAP is enabled) or [Active Directory] (when Active Directory is enabled) for authentication. **Factory default settings:** Login Locally
Authentication Server	When the [Network Authentication] is selected, select the server to be used for user authentication from the LDAP server list that is stored using Setting mode (Web version).
Organization/Group	Set a group to which the user belongs. Up to 8 groups can be assigned.
Pages Limit Group	Specify the page limit for the user by selecting one of the stored page limit groups. For more information, see "Pages Limit Group (page 6-34)". **Factory default settings:** Unlimited

Item	Description
Authority Group	Specify the user authority by selecting one of the stored authority groups. For more information, see "Authority Group (page 6-35)". **Factory default settings:** User
Favorite Operation Group	The favorite operation group is displayed when the user logs in. To change the settings, select [User Control] in Setting mode (Web version). **Factory default settings:** Following the System Settings
Default Billing Code	Set the Main Code and Sub Code when the user logs in. **Factory default settings:** Not Set
My Folder	Store a folder to be used for document filing as the dedicate user folder (or My folder). A stored folder can be selected, or you can create and specify a new folder.

*1   It is not displayed when "User Number" is selected for the authentication method.
*2   It is displayed when "User Number" is selected for the authentication method.
*3   When using network authentication, the password registered in the LDAP server is used, so there is no need to set it.

Custom Index

You can change the custom index name.
Tap the custom index name on the list to edit it.
Delete the previously entered characters and enter a new name.

Organization /Group List

This is used to store user groups.
Tap each group name to enter them directly.

User Information Print

Prints the following item lists.
 • User List
 • List of Number of Pages Used
 • Page Limit Group List*
 • Authority Group List
 • Favorite Operation Group List*
 • All User Information Print
Select each item and tap the [Print] key to print it out.

* Cannot be printed when no groups are stored.

> In All User Information Print, the following items are handled by 2-sided printing on an item basis.
> • User List
> • List of Number of Pages Used
> • Pages Limit Group
> • Favorite Operation Group

Access Control Settings

Pages Limit Group

This is used to register the page limit settings in advance for each group.
The page limit for each user is specified by selecting one of these registered groups when the user is registered.
- **[Add] key**
  Use this to add a new group.
- **List Display**
  This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing page limit groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered.
For each setting, see the following "Settings (page 6-34)".

Editing a page limit group

Selecting a group from the list displays the edit screen for that group.
For each setting, see the following "Settings (page 6-34)".
To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to "Unlimited" on the edit screen.

Settings

Item	Description
Group Name	Store a name of group (up to 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.
Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 99999999 pages).

Machine Page Limit Setting

Sets the page limit for the machine.

Settings

Item	Description
Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 99999999 pages).

Authority Group

This is used to store the settings relevant to user authorities in advance for each group. The authority of each user is specified by selecting one of these registered groups when the user is registered.

- **[Add] key**
  Use this to add a new group.
- **List Display**
  This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing authority groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered.
For detailed information about each of the settings, see "List of settings and factory default settings of template groups".

Editing an authority group

Selecting a group from the list displays the edit screen for that group. For detailed information about each of the settings, see "List of settings and factory default settings of template groups".
To return a group to the factory default state, select the group from the list and select any of options [Return to the Administrator Authority], [Return to the system administrator authority.], [Return to the User Authority] and [Return to the Guest Authority].
Tapping the [Execute] key resets the group status to the factory default.

Item	Description			
Group Name	Store a name of group (up to 32 characters).			
Select the Home Screen to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied. When selected, the settings of this group are applied.			
	The factory default groups and their settings are shown below.			
	Admin	System Administrator	User	Guest
Job Settings				
Printer				
Approval Setting	Allowed	Prohibited	Allowed	Allowed
FTP Pull Print	Allowed	Prohibited	Allowed	Prohibited
USB Memory Direct Print	Allowed	Prohibited	Allowed	Prohibited
Network Folder Pull Print	Allowed	Prohibited	Allowed	Prohibited
Creation of PDF for PC Browsing	Allowed	Prohibited	Allowed	Allowed
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save
Document Filing				
Document Filing Image Check				
Approval Setting	Allowed	Prohibited	Allowed	Prohibited
Display only the Files of Logged-in Users	Prohibited	Prohibited	Allowed	Allowed
Sharp OSA				
Approval Setting to Use a Sharp OSA	Allowed	Prohibited	Allowed	Allowed
Common Functions				
Approval Settings for 2-Sided Print	All allowed	All allowed	All allowed	All allowed
Change Billing Code	Allowed	Allowed	Allowed	Allowed

Item	Description			
Output Approval Settings	All allowed	All prohibited	All allowed	All prohibited
Security				
Document Filing Approval Setting:Quick File Mode/Sharing Mode	Prohibited	Prohibited	Prohibited	Prohibited
Document Filing Approval Setting:Confidential Mode	Allowed	Prohibited	Allowed	Prohibited
Print Jobs Other than Print Hold Job	Allowed	Allowed	Allowed	Allowed
Pattern Print Input - Direct Entry	Allowed	Prohibited	Allowed	Prohibited
Machine Settings				
Total Count	Allowed	Allowed	Allowed	Prohibited
Device / Network Status	Allowed	Allowed	Allowed	Prohibited
Power Reset	Allowed	Allowed	Prohibited	Prohibited
List for User	Allowed	Allowed	Allowed	Prohibited
List for Administrator	Allowed	Allowed	Prohibited	Prohibited
Document Filing Folder Registration	Allowed	Allowed	Allowed	Prohibited
User Control (Admin)	Allowed	Allowed	Prohibited	Prohibited
User Control (User)	Allowed	Allowed	Allowed	Prohibited
Home Screen Settings	Allowed	Allowed	Prohibited	Prohibited
Printer Settings (Admin)	Allowed	Allowed	Prohibited	Prohibited
Printer Settings (User)	Allowed	Allowed	Allowed	Prohibited
Document Filing Settings	Allowed*	Allowed*	Prohibited	Prohibited
Sharp OSA Settings	Allowed	Allowed	Prohibited	Prohibited
Paper Settings (Bypass Tray Excluded)	Allowed	Allowed	Allowed	Prohibited
Paper Settings (Bypass Tray)	Allowed	Allowed	Allowed	Prohibited
Operation Settings	Allowed	Allowed	Prohibited	Prohibited
Keyboard Settings	Allowed	Allowed	Prohibited	Prohibited
Device Control	Allowed	Allowed	Prohibited	Prohibited
Machine Identification Settings	Allowed	Allowed	Prohibited	Prohibited
Clock Adjust	Allowed	Allowed	Prohibited	Prohibited
Product Key	Allowed	Allowed	Prohibited	Prohibited
Custom Link Setting	Allowed	Allowed	Prohibited	Prohibited
Network Settings	Allowed	Allowed	Prohibited	Prohibited
Security Settings	Allowed	Allowed	Prohibited	Prohibited
Energy Save	Allowed	Allowed	Prohibited	Prohibited
System Control	Allowed	Allowed	Prohibited	Prohibited
Image Quality Adjustment	Allowed	Allowed	Prohibited	Prohibited
Shortcut Page Setting	Allowed	Allowed	Prohibited	Prohibited

* For information on each setting, see the setting mode list.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Favorite Operation Group

Favorite Operation Group List

For each group, you can register an environment with settings that are convenient for the group. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by registering the language in a favorite operation group in advance, the language is automatically selected when the user logs in.

> • This setting can only be configured in Setting mode (Web version). It cannot be configured in the touch panel of the machine.
> • Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Adding/editing a group

Tap the [Add] key to display the favorite operation group registration screen.
Tap a group name to display the registration screen for that favorite operation group. You can edit the group in this screen.

Settings

Item	Description
Group Name	Store a name of group.
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.
System Settings	
Enlarge Display Mode	Turn this option ON to display large characters on the Setting mode screen.
Language Setting	Select the display language.
Switch the Number of Sets to be Displayed for Job Status	Select whether to display the number of progress sets or remaining sets as the job status.
Key Operation Setting	Set the key input time and Auto Key Repeat setting.
Time for Accepting Key Entry of Long Touch	Select a time when a long key touch is detected.
Double Tap Interval Setting	Select an interval when a double tap is detected.
Keys Touch Sound	Set the sound made when keys are touched.
Keyboard Select	Set the language that appears on the keyboard.
Machine Display Pattern Setting	Select the color pattern used in the touch panel.
Automatically print stored jobs after login	When retention is enabled in the printer driver and print data has been spooled to the machine, the spooled print data is automatically printed out when the user who enabled retention logs in.
Favorite Key Setting	Select whether to follow the system settings or the registered favorite key settings.
Home Screen Settings	Select to use System Settings or use the stored home screen settings for performing Home Screen Settings.
Preview Setting: Default List/Thumbnail Display	
File Retrieve of Main Folder/Quick File Folder	Select whether the default display format of the document filing main folder and temporary folder screens is list or thumbnails.

Item	Description
File Retrieve of Custom Folder	Select whether the default display format of the document filing custom folder screen is list or thumbnails.
File Retrieve of Direct Print	Select whether the default state of the file list screen for direct print shows the folders as a list or as thumbnails.

Returning a favorite operation group to "Unlimited"

To return a selected favorite operation group to the factory default state, select the checkbox (☑) to the left of "No." and tap the [Return to the Defaults] key.

Favorite Key List

Assign shortcut keys to frequently used functions.
They will be displayed in the base screen of each mode.

This setting can only be set on web pages.

Settings

Item	Description
Key Name	Enter a maximum of 20 characters for the favorite key name. (Up to 20 full-width characters can be entered, but only 10 will be shown on the key.)
Function Menu/Program/Other	Select the function that you wish to assign to the favorite key. The functions that can be selected vary by mode.
No Display	Enable this setting to not show favorite keys.

Home Screen List

Home screen settings must be previously stored.
Select a home screen when registering Favorite Operation Group List.

Item	Description
Name	Enter a maximum of 32 characters for the home screen name.
Select the Group Name to be the Registration Model	Select one of the previously stored home screens as a template for the new home screen. When selected, the settings of this home screen are applied.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Key Transparency Setting	Sets the transparency of the shortcut keys as a percentage.
Home Button	Registers the function to use for the selected key number.
Display Toner Quantity	Select this to display the toner level in the fixed area.
Fix Key	Registers the function to use for the selected key number. This button is displayed on all pages of the home screen.
Change Home Screen Name	Enter a home screen name to change the existing name.
Template	Select a layout pattern of the registered key.
Change Text Color On Home Screen	Select this to display the toner level in the fixed area.

User Count

This displays the total number of pages printed by each user.
  • **[Select All] key**
    This selects all users.
  • **[Clear Checked] key**
    This clears all selections.
  • **[Show] key**
    This shows the counts of the selected user.
  • **[Clear Count] key**
    Use this to reset the counts of the selected user.
  • **User List**
    This shows the users stored as factory default and the currently stored users. When you select a user name, the user is selected.

View User Count

When you select a user and tap the [Show] key, this user count is displayed.

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Page Limit	The page limit set for the user appears in parentheses below the count.

If peripheral devices are not mounted, their count is not displayed.

Resetting user counts

Select a user in the setting screen and tap the [Delete] key. A count reset screen for that user will appear.
The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

When multiple users are selected

Item	Description
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

Save User Count

Clicking the [Save] button saves the user count information as a data file.
To delete the user count information in the machine, click the checkbox next to the "Save and Delete the Data" so that it is selected and click the [Save] button.

This setting can only be configured in Setting mode (Web version). It cannot be configured in the touch panel of the machine.

Billing Code Setting

Select billing codes.

Administration Settings

Change the billing code setting.

Use Billing Code

Switch whether to enable or disable a billing code.
Factory default settings: Disabled

Default Code Setting

A use code is automatically assigned when no billing code is entered. Specify the code using up to 32 single-byte characters.

Remember Billing Code Between Modes

If this function is enabled, the billing code entry window is not displayed at the time of mode transition.

Disable Change of Billing Code

If this function is enabled, you cannot register, edit, or delete a billing code.
In addition, you cannot directly type in a billing code in the billing code entry window.

Apply Default Code when Billing Code not entered

If this function is enabled, a use code is always set while you are logging in with device account.

Disable Billing Code for Selected Applications

The billing code entry window is displayed when the external application that is set to enable is started.
The following settings can be configured.
 • Application Name registered as Standard Application

Billing Code Display Name Setting

You can change the main code or sub code name displayed in the billing code entry window or billing code selection window.

Main Code List

You can display a list of main codes to search for, register, correct, or delete a main code.

- [Search] key
  Searches for a main code.
- [Add] key
  Adds a new main code.
- List display
  Displays a list of registered main codes. Selecting each main code displays the window to correct the main code.
- [Delete] key
  Set the check box on the left of each main code to ☑, then tap the [Delete] key; the selected main code is deleted.

Register a main code

When you tap the [Add] key, the registration screen appears. A total of up to 2,000 main and sub codes can be registered.
After the setting has been completed, tap the [Submit and Register Next] key; you can continuously register the next main code. To end the registration process, tap the [Submit] key.
For each setting, see the following "Settings (page 6-42)".

Correct a main code

Selecting a main code from the list displays the window to correct the main code.
For each setting, see the following "Settings (page 6-42)".
After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.

Search for a main code

Enter the main code and main code name, then tap the [Search] key; the search result is displayed.

Settings

Item	Description
Main Code	Enter the main code. Specify the code using up to 32 single-byte characters.
Main Code Name	Enter the main code. Specify the code name using up to 32 double- or single-byte characters.
Available to	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [All Users]. When specifying a public destination, select [Specified Group(s)], then specify a group to share the billing code.

To register a group for specifying a public destination:
In "Settings (administrator)", select [User Control] → [User Settings] → [Organization /Group List].

Sub Code List

You can display a list of sub codes to search for, register, correct, or delete a sub code.

• [Search] key
  Searches for a sub code.
• [Add] key
  Adds a new sub code.
• List display
  Displays a list of registered sub codes. Selecting each sub code displays the window to correct the sub code.
• [Delete] key
  Set the check box on the left of each sub code to ☑, then tap the [Delete] key; the selected sub code is deleted.

Register a sub code

When you tap the [Add] key, the registration screen appears. A total of up to 2,000 main and sub codes can be registered.
For information on the settings, see "Settings (page 6-43)".
After the setting has been completed, tap the [Submit and Register Next] key; you can continuously register the next sub code. To end the registration process, tap the [Submit] key.

Correct a sub code

Selecting a sub code from the list displays the window to correct the sub code.
After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.
For each setting, see the following "Settings (page 6-43)".

Search for a sub code

Enter the sub code and sub code name, then tap the [Search] key; the search result is displayed.

Settings

Item	Description
Sub Code	Enter the sub code. Specify the code using up to 32 single-byte characters.
Sub Code Name	Enter the sub code Specify the code name using up to 32 double- or single-byte characters.
Available to	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [All Users]. When specifying a public destination, select [Specified Group(s)], then specify a group to share the billing code.

> **To register a group for specifying a public destination:**
> In "Settings (administrator)", select [User Control] → [User Settings] → [Organization /Group List].

SYSTEM SETTINGS

Home Screen Settings

You can change the layout, icons, and background of the machine's home screen.
This setting requires administrator privileges.

Condition Settings

Item	Description
Home Button Position	You can select the position of the [Home Screen] key, left or right. **Factory default settings:** Left
Home Screen List	The order of arrangement of the shortcut keys in the home screen is indicated by the "No.", and the displayed keys appear in the home button column. To edit the home buttons, click the Home Button item.
Key Transparency Setting	Sets the transparency of the shortcut keys as a percentage.
Fixed area list	Set the keys (fixed keys) that appear in the fixed area below the home buttons. The order of arrangement of the keys is indicated by the "No.", and the keys appear in the fixed key column. To edit the fixed keys, click the Fix Key item.
Display Toner Quantity	Select this to display the toner level in the fixed area. **Factory default settings:** Enable
Template	You can change the layout of the keys by selecting a pattern saved in advance. The [Key Layout of the Screen] image changes as you make selections. **Factory default settings:** Pattern 1
Change Text Color On Home Screen	Select this to display the toner level in the fixed area. Scrolling Area **Factory default settings:** White Fixed Area **Factory default settings:** White Clock **Factory default settings:** White

Home Screen Registration

You can click a home button in the home screen list to change the settings of the home button.
Select the function that you want to assign to the button. If you select [None], a home button will no longer appear in that location. To register a key name, select [Custom] and enter the name (maximum 28 characters).
To change the image of a home button, register the desired icon in advance using [Icon], and then select the image with [Select File].

Icon

Use this setting to register a key icon.

Item	Description
Icon list	Use this setting to register icons for home screen shortcut keys. The image files of shortcut key icons are registered in a list. To register an image, click an image file registered in "Name" or "Not Set". Image formats that can be registered are JPEG, GIF, PNG (jpeg, jpg, jpe, jfif, gif, png). The maximum image file size that can be registered is 50 KB.

To configure this setting on the machine, insert the USB memory device that contains the image into the machine.

Background Image

Use this setting to register a background image.

Item	Description
Background image list	Image files such as a background images are registered in the registered image list. To register an image, click a name with a registered image or an unused name. The background image registration screen will appear. Register the desired image. The formats of images that can be registered are JPEG, GIF, and PNG (jpeg, jpg, jpe, jfif, gif, png). The maximum file size for a background image is 640 KB.

To configure this setting on the machine, insert the USB memory device that contains the image into the machine.

Printer Settings

Settings related to the printer function can be configured.

Condition Settings

Printer condition settings are described below.

Prohibit Notice Page Printing

Disables to print a notice page.
Factory default settings: Enable

Prohibit Test Page Printing

Disables to print the test page.
When this setting is enabled, [Status] → [Data List] → [List for User] → [Printer Test Page] in "Settings" cannot be used to print test pages.
Factory default settings: Disable

A4/Letter Size Auto Change

When printing an 8-1/2" x 11" (letter) size image, this setting allows A4 size paper to be used if 8-1/2" x 11" size paper is not loaded. In addition, when printing an A4 size image, this setting allows 8-1/2" x 11" (letter) size paper to be used if A4 size paper is not loaded.
Factory default settings: Disable

Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray
This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.
Factory default settings: Disable
Enable Selected Paper Type in Bypass Tray
This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.
Factory default settings: Disable
Exclude Bypass-Tray from Auto Paper Select
When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.
Factory default settings: Disable

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job status screen. The jobs are moved to the job queue after they have been analyzed by the machine.
Multiple jobs that have not yet been analyzed appear in the spool queue.
When this function is disabled, received print jobs are displayed in the job queue instead of being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.
Factory default settings: Enable

Disabling of USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.
Factory default settings: Disable

Disabling of Network Folder Direct Print

Disables the direct printing from a network folder.

Factory default settings: Disable

Interface Settings

Settings related to the printer function can be configured.
These settings are used to control and monitor data transmitted to the network port of the machine.

Hexadecimal Dump Mode

This function is used to print the print data from a computer in hexadecimal format together with the corresponding ASCII text. This mode allows you to check whether or not print data from the PC is being transmitted to the printer correctly.
Factory default settings: Disable
Example of a hexadecimal dump

I/O Timeout

The I/O timeout can be set to any number of seconds from 1 to 999.
The I/O timeout function temporarily breaks the connection if the set duration of time elapses without any data being received by the port. After the connection is broken, the port is set to auto selection or the next print job is begun.

Enable Network Port

Enables printing from the network port.
Factory default settings: Enable

Network Port Emulation Switching

This setting is used to select the emulated printer language when the machine is connected by a network port.
The following settings can be configured.
Auto
PostScript
PCL
Factory default settings: Auto

> Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Port Switching Method

Selects when port switching takes place.
• **Switch at End of Job**
  The port changes to auto selection when printing ends.
• **Switch after I/O Timeout**
  When the time set in "I/O Timeout" elapses, the port changes to Auto Selection.
Factory default settings: Switch at End of Job

Initial Status Settings

If you print data in an environment where the printer driver is not used (that is, if you print data using the MS-DOS system or if you print data using the PC that does not have the provided printer driver installed), set the detailed printing conditions. (However, the "Disable Blank Page Print" function will be effective even when the PCL printer driver is used.)

Settings

Setting item	Description
Copies	1 - 9999 sets
Orientation	Portrait Landscape **Factory default settings:** Portrait
Paper Size	Set the default paper size. **Factory default settings:** Varies depending on the machine configuration
Output Tray	Set the default delivery tray. **Factory default settings:** Varies depending on the machine configuration
Paper Type	Set the default paper type. **Factory default settings:** Plain Paper 1
Resolution Setting	600dpi 600dpi (High Quality) **Factory default settings:** 600dpi (High Quality)
Disable Blank Page Print	☑ (Enabled) ☐ (Disabled) **Factory default settings:** It does not prohibit
2-Sided Print	1-Sided 2-Sided (Booklet) 2-Sided (Tablet) **Factory default settings:** 1-Sided
N-Up Print[*1]	1-Up 2-Up 4-Up 8-Up **Factory default settings:** 1-Up
	Layout Left To Right[*2] Right To Left[*2] Right, and Down[*3] Down, and Right[*3] Left, and Down[*3] Down, and Left[*3] **Factory default settings:** 1-Up/2-Up: Left to Right, 4-Up/8-Up: Right, and Down
Fit To Page[*4]	☑ (Use Fit to Page) ☐ (Do not use Fit to Page) **Factory default settings:** Use Fit to Page
Output	☑ (Use Print per Unit) ☐ (Do not use Print per Unit) **Factory default settings:** Use Print per Unit

Setting item	Description
Separator Page	☐ Insert Before Job ☐ Insert After Job **Factory default settings:** Disable
Quick File	☐ (Enabled) ☑ (Disabled)

*1 Paper sizes that can be used with this function are 8-1/2" x 14" 8-1/2" x 11", and A4. (This function may not take effect with some print methods.)
*2 Can be selected when 2-Up is selected.
*3 Can be selected when 4-Up/8-Up is selected.
*4 Only effective when printing PDF, JPEG, and TIFF files.

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PCL Settings

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Setting item	Settings
PCL Symbol Set Setting	Specify the symbol set used for printing. **Factory default settings:** PC-8
PCL Font Setting	Select a font used for printing. **Factory default settings:** Internal Font
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received. **Factory default settings:** 0.CR=CR; LF=LF; FF=FF
Wide A4	When this is enabled, 80 characters per line are printed on the 8-1/2" x 11" (A4) size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters are printed per line.) **Factory default settings:** Disable

PostScript Settings

When an error occurs during PostScript printing, these settings determine whether or not an error notice is printed and whether or not the PostScript data is received in binary format.

Setting item	Settings
Screen Settings	Configure image settings for PostScript. **Factory default settings:** Standard
Print PS Errors	When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed. **Factory default settings:** Disable
Binary Processing	Receive PostScript data in binary format. **Factory default settings:** Disable

OOXML Settings

When you print an Excel file directly, select the sheet for which you want to print or the entire workbook of the file.

Print Release Settings

Standard

Print Release Settings

Sets the use of print releases.
Factory default settings: Disable

Initial Status Settings

Print and Delete the Data
When [Enable] is selected, [Print and Delete the Data] is enabled in the print screen of the print release job.
Factory default settings: Enable

Print Order

Set the print order from the oldest date, or from the data list number.
Factory default settings: Date (Asc.)

Communication Timeout

Sets the communication timeout used in the print release.
Factory default settings: 10 seconds

Primary Unit Settings

Primary Unit
Set the multifunction device that saves the print release job to [Primary Unit].
Factory default settings: Disable
Require Authentication when Storing
Select whether or not authentication is required to store a print release job in the machine that is functioning as the primary unit.
Factory default settings: Enable
Force to Enable the Print Release Function
When this is ON and the machine is functioning as the primary unit, print jobs that are not print release jobs are also forcibly save as print release jobs.
Factory default settings: Disable

Delete Stored Data after Specified Time
Select whether or not stored print release jobs are automatically deleted after a set time elapses.
If you select [Enable], jobs that have been stored the number of days set in "Days" will be automatically deleted.
Factory default settings: Enable
Days
When "Delete Stored Data after Specified Time" is enabled, set the number of days jobs are stored.
Factory default settings: 7 days
Local Drive Status
Displays the usage status of the local drive.

Connecting Code
Enter a code for authentication between the primary unit and secondary unit. Maximum of 32 alphanumeric characters.

Port Number
Set the port number used for print release in the primary unit and in the secondary unit. Be sure to set the same number in both the primary unit and the secondary unit. (The default port number is "53000", and there is no particular need to change this.)
Factory default settings: 53000

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Delete All

When the machine functions as the primary unit, select this to delete all stored print release jobs.

Destination Settings

Primary Unit 1 to Primary Unit 3

Enter the addresses of the Primary Unit 1 to the Primary Unit 3.

Connecting Code

Enter a code for authentication between the primary unit and secondary unit. Maximum of 32 alphanumeric characters.

Port Number

Set the port number used for print release in the primary unit and in the secondary unit. Be sure to set the same number in both the primary unit and the secondary unit. (The default port number is "53000", and there is no particular need to change this.)

Factory default settings: 53000

Advanced Settings

Extend Destination Group

You can increase the number of groups by using the extension.

Factory default settings: Disable

Default Group

Select the group to be used in groups 1-10.

You can set the selected group as the default group for use in print releases. It is convenient to set a frequently used group because it will always be set to the selected group.

Factory default settings: Group 1

Destination Group Setting

Set the group to connect to.

Groups 1-10

Use This Group

When [Enable] is selected, [Use This Group] is set on the print screen of the print release job.

Factory default settings: Disable

Primary Unit 1 address to Primary Unit 3 address, connection code, port number

Set the address, connection code, and port number of the base unit 1 to base unit 3 used in the group.

Factory default settings: Port Number:53000

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Direct Print Settings (FTP)

Configure these settings if you will be printing files on an FTP server by direct print.
A list of available FTP servers is shown. To add an FTP server, click the [Add] button and configure the settings.

FTP Server Registration

Configure FTP server settings.

Name

Set the name to be used for direct print.

FTP Server

Set the name of the FTP server.

Port Number

Set the port number of the FTP server.
Factory default settings: 21

Directory

Set the directory of the FTP server that has the files.

User Name

Set the user name used to log in to the FTP server.

Password

Set the password used to log in to the FTP server.

Enable SSL/TLS

Enable SSL/TLS
Factory default settings: Disable

Use PASV mode

Set to use PASV mode.
Factory default settings: Disable

Direct Print Settings (Network Folder)

Configure these settings if you will be printing files on a network folder by direct print.
A list of available network folders is shown. To add a network folder, click the [Add] button and configure the settings.

Registration of Network Folder

Configure network folder settings.

Name

Set the name to be used for direct print.

Folder Path

Set the folder path that has the files.

User Name

Set the user name used to log in to the network folder.

Password

Set the password used to log in to the network folder.

Print Setting from PC/Mobile Terminal

Configure these settings to print files on a computer or mobile terminal by direct print.

FTP Print

Specify whether or not FTP print settings are used for direct print.
Factory default settings: Enable

Port Number

Enter the port number used for direct print.
Factory default settings: 21

IPP Print (Driverless)

Print from the network using the IPP protocol without using a printer driver.
Factory default settings: Enable

geo URI (RFC 5870)

You can set the location information of this machine.
Factory default settings: geo

Document Filing Settings

Condition Settings

Document filing settings are described below.
Tap the [Document Filing Settings] key to configure the settings.

Default Mode Settings

Specifies which mode, Sharing or Confidential, is used as the default mode when storing a file.
When [Confidential Mode] is selected, the [Confidential] checkbox is set to ☑ on the information screen for filing.
Factory default settings: Sharing Mode

Sort Method Setting

Selects an order of display files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:
 • File Name
 • User Name
 • Date
Factory default settings: Date

Administrator Authority Setting

For files and user folders that have a password, this setting allows the administrator password to be entered instead of the password when accessing the file or folder.
Also, you can change the preset ratio if necessary.
Factory default settings: All Invalid

Delete All Quick Files

Deletes all files from the Quick File folder except for protected files.
Delete
Tap this key to start deletion of all files immediately.
Delete quick files at power up.(Protected files excluded)
This is used to automatically delete all files in the Quick File Folder (with the exception of protected files) when the [Power] button is turned "On".
Factory default settings: Enable

> 📝 The condition of the machine may prevent deletion in some cases.

Batch Print Settings

Set whether or not the [All Users] key and the [User Unknown] key are prohibited in the user name selection screen when printing all files.
Factory default settings: Selection of [All Users] is not allowed.:Enable, Selection of [User Unknown] is not allowed.:Enable

Print Order Setting for the Batch Print/Multi-File Print

Sets whether the files are ordered by date (newer/older) or by file name (ascending/descending).
Factory default settings: Date (Dsc.)

Setting of store/delete after file print

Select whether or not to save or delete a file after printing.
Factory default settings: Store

Default Setting of PDF Format for PC Browsing

You can set the initial file format of public PDF or the file for download which is created during execution of each job.
B/W, Compression Mode
Set the compression format for B/W,and the compression rate for Color/Grayscale.
For B/W, select from uncompressed, MH (G3), MMR (G4).
For Color/Grayscale, select the file compression ratio from Low, Medium, and High.
Settings during each job execution
When printer job is executed, you can specify to create a public PDF and to set the resolution of public PDF.
Factory default settings: B/W:Compression Mode:MMR(G4)
Color/Grayscale :Compression Ratio:Middle
Printer:Disable, Apply the resolution at job execution:Disable, Resolution:200dpi×200dpi

Document Filing Control

This setting can be set on this machine. This setting is the same as the registration method of "Custom Folder (page 6-26)".

Automatic Deletion of File Settings

Document filing settings are described below. Tap the [Document Filing Settings] key to configure the settings.
Time and folder settings can be configured to have files in specified folders (stored by document filing) automatically deleted at a specified time. Up to 3 settings can be stored to be automatically deleted.
The procedure for using this function is as follows:

(1) Select [Setting 1], [Setting 2], or [Setting 3].

(2) Set the time and date for automatic deletion.

(3) Select the desired folder.

(4) Specify whether or not protected files and confidential files are to be deleted.

(5) Enable the stored settings.

Item	Description
Schedule	Select an automatic deletion cycle. Select from [Delete by Schedule], [Delete at Specified Time after Specified Days Have Elapsed] or [Delete after Specified Time Has Elapsed]. Delete by Schedule Every Day: Auto deletion every day at the specified time. Every Week: Auto deletion at the specified time on the specified day of the week. Every Month: Auto deletion at the specified time on the specified day of the month. Delete at Specified Time after Specified Days Have Elapsed The file is automatically deleted at the specified time after the specified number of days have passed since the file was saved. Elapsed date and time: Set the elapsed date and time. Delete time: Automatically deletes at the specified time. Delete after Specified Time Has Elapsed Delete on the hour after specified amount of time has elapsed from the time file was stored. 1 hour/2 hours/3 hours/6 hours/8 hours/12 hours **Factory default settings:** Delete by Schedule, Every Day
Folders	To select individual folders, select [Folder Select] and select any folder. To select all folders, including the folder currently being created, select [All Folders (Including folders registered hereafter)].
Delete Protected File	Enable this setting to include protected files in the deletion. **Factory default settings:** Enable
Delete Confidential File	Enable this setting to include confidential files in the deletion. **Factory default settings:** Enable

Delete Now

When this is executed with a folder selected, all files in the folder will be immediately deleted regardless of the date and time setting.

Executing automatic deletion during Auto Power Shut-Off.

(If this is not selected, the files▸ will be deleted after the machine wakes from auto power shut-off mode.)
Execute Auto Deletion even if Auto Power Shut-Off is enabled. When the checkbox is not selected (☐), the files will be deleted after the machine wakes from auto power shut-off mode.
Factory default settings: Disable

Sharp OSA Settings

Condition Settings

Sharp OSA version

Displays the version of Sharp OSA Settings by this machine.

Cookie Setting

Specify how application cookies are handled when using an application in Sharp OSA.
When "Hold Cookie" is selected, the machine holds cookies that are used in an application.
When "Not hold Cookie" is selected, cookies are not held when an application is used.
Factory default settings: Not hold Cookie

> • Only when user authentication is enabled, the machine holds cookies when [Hold Cookie] is enabled.
> • When "Hold Cookie" is selected, the login information from the previous operation may be stored. Note that when the fixed user login setting is enabled, all users can use the login information stored in the machine.

Delete Cookie

Delete cookies held by the machine.

Automatically Start an Application at Power up and Wake up

After the machine has been turned on, or after it has recovered from an auto power shut-off, it will automatically start the registered applications.

Application

Set the applications to be launched automatically.

Accept remote access request from application

Check this when using a Sharp OSA application that is accessed remotely from the outside of this machine.

Application allowed to access

Register the application URL of the Sharp OSA application that allows remote access to this machine.

Approve remote access request on operation panel

When you start using the remote access function, the approval dialog is displayed on the operation panel of the main machine.

Accept UI operation request from application

Select this when using an application that operates the UI of this machine.

Display dialog of connection in Sharp OSA mode

During remote access, the connecting dialog is displayed on the operation panel of the main machine.

Standard Application Settings

The standard application settings can be added and controlled.
• [Add] key
  When "Hold Cookie" is selected, the machine holds cookies that are used in an application.
• List display
  When "Not hold Cookie" is selected, cookies are not held when an application is used.

Standard Application Registration

When you tap the [Add] key, the registration screen appears. Up to 64 items can be stored.
For information on the settings, see "Settings".

Edit or Delete Standard Application

When you tap an application name on the list, the edit screen appears for that standard application.
Tap the [Delete] key to delete the standard application.

Settings

Item	Description
Application Name	Enter an application name.
Address for Application UI	Set an IP address of the application or a network name to control the UI of the machine.
Timeout	Enter a timeout. The default setting is 20 seconds.
Extended Platform	Set this option to use the expansion platform.
Data Size	Set the screen size of application.
Use Custom Icon*	Select whether or not custom icon is used.
File Name*	Reports file name.
Select File*	Type the file name.

* These functions can be set only in the Web page.

External Accounting Application Settings

An external account application can be added and controlled.
Set the server name where you have installed the external accounting application.

Item	Description
Server 1-4	Set to enable each of the servers.
Application Name	Enter an application name.
Use Embedded Application	Set when using an embedded application.
Address for Application UI*	Enter the URL of the login screen to be accessed first when the machine is turned on.
Address for Web Service	Enter the URL of the server or computer which sends commands and events by XML/SOAP protocol.
Timeout	Enter a timeout. The default setting is 20 seconds.
Extended Platform	Set this option to use the expansion platform.
Data Size*	Set the screen size of application.
Find My Address	This Search Find My Address.

* This setting can be set in Server 1.

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Embedded Application Settings

Store and manage "embedded applications" that are installed in the machine.
 • [Add] key
   Adds a new embedded application.
 • List
   Lists the currently installed embedded applications.

Install Embedded Application

When you tap the [Add] key, the registration screen appears. You can install up to 64 in total.

 • When installing from the operation panel of the machine, the files in the USB memory connected to the machine are installed. When installing from the Web page, the files in the computer are installed.
 • The maximum storage space available to the application is 4GB. If previously installed applications are already using 4 GB of area, a new application cannot be installed.

Store Embedded Application

By storing an already installed embedded application in "standard application", the application can be used.
Select the application name checkbox and tap the [Add Standard Applications] key.

Delete Embedded Application

Tap an application name in the list to display the information of that standard application.
After checking the information, delete the standard application with the [Delete] key.

Polling Setting

When linked to an external application, you can store and manage addresses in order to use a service that uses a polling function.

Item	Description
Server 1 - Server 2	Set to enable each of the servers.
Polling Address	Enter the URL of the server or computer that the machine will poll.
Check Interval	Enter the check interval for the server. The default is 1 minute.
Timeout	Set the timeout time. The default setting is 20 seconds.

Authentication Settings

Default Settings

User Authentication

This setting enables or disables user authentication and specifies the authentication method.
When the user authentication is enabled, each user of the machine is registered. When a user logs in, the separate authentication settings apply to the user. This function allows greater control of security and cost management than that on previous machines.
Even if user information is not stored on the machine, you can directly enter the user information stored in an LDAP server to log in the machine if necessary. For more information see "Users stored as factory default (page 6-31)".
Factory default settings: Disable

> • For the procedure for storing users, see "User List (page 6-30)".
> • For details on login procedures when user authentication is enabled, see "USER AUTHENTICATION (page 5-11)".

User Authentication
When [User Authentication] is enabled, the authentication screen appears before an operation is carried out in any mode except the job status screen*.
Log in as an already registered user.
After logging in, you can move freely through the modes.
* The login screen appears when a document filing file is used from the job status screen.

Authentication Settings

Set the location where user authentication is to be enabled.
Login Locally: User authentication is performed on this machine.
LDAP: User authentication by LDAP server.
Active Directory: User authentication by Active Directory.
Sharp OSA: Authenticate the user using the Sharp OSA application.
Factory default settings: Login Locally

Default Network Authentication Server Setting

Use this to set the default network authentication server.
When you log into Setting mode (Web version) or send a print job to the machine using user information that is not registered in the machine, the authentication server is not known.
This setting is used to select one of the LDAP servers registered in the machine as the authentication server.

> When login is performed by network authentication using user information that is not registered in the machine, the login user will be the "User" registered as factory default. For more information see "Users stored as factory default (page 6-31)".

Specify network server access control

Register the access control information for page count limits, authorities, and favorite operations can be registered on an network server in advance. By using this network server for network authentication, perform the user authentication based on the registered access control information.
Use this function when user authentication is performed by network authentication using an LDAP server or a directory service (Active Directory, etc.).
Before using this function, configure settings for authentication by network server, obtain control numbers for the "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" (including base settings for each group), and associate these with the control numbers registered in the machine.
To use this function, add the properties associated with "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" to the directory information of the network server used for user authentication.
The property information is indicated below. Settings previously stored in the machine cannot be changed.

Property	Name of property in factory default state	Settings
Pages Limit Group	pagelimit	Registration number of Pages Limit Group registered in the machine, or a group name previously registered in the machine. Unlimited: unlimited
Authority Group	authority	Registration number of Authority Group registered in the machine, or a group name previously registered in the machine. Admin: admin User: user Guest: guest
Favorite Operation Group	favorite	Registration number of Favorite Operation Group registered in the machine, or a group name previously registered in the machine. Following the System Settings: systemsettings
My Folder	myfolder	Folder name of user folder stored in the machine. Do not enter if the default folder is specified.

Rename the properties that the machine obtains from the LDAP server as follows. In "Settings", select [Network Settings] → [LDAP Settings]. From the Global Address Book setting screen that is displayed, select [Linkage with User Control Function] and then select [Pages Limit Group], [Authority Group], [Favorite Operation Group] and [My Folder].
 The [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information that is registered in each machine determines the authority and settings that the user is actually granted. To use this function to ensure that users are granted the same authority and settings on any machine, register the [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information with the same authority so that they will be registered in each machine using the same registration numbers.
For [My Folder], register the folder having the same name in [Custom Folder] in each machine.
The directory information of the network server that is used cannot be changed from the machine. Consult the administrator of the network server.
If 1000 users have already been manually registered, login will not be possible. Consult the administrator of the machine.
Factory default settings: Disable

- If Access Control is enabled and the access control information cannot be acquired from the authentication server, user authentication will not be possible.
- If a user that is registered in the machine is authenticated by network authentication, the user registration settings in the machine will be given priority for the page count limit group, authority group, favorite operations group, and my folder.
- If the access control obtained from the LDAP server is not registered in the machine, the factory default user authority will be applied.
- When this function is not enabled and a user is authenticated by network authentication as a non-registered user, the factory default user authority will be applied.

Users auto-registered

When you log in by network authentication, your user information is automatically registered in the machine.

The information stored is as follows:

Item	Description
User Name	This information is acquired from the authentication server.*
Initial	1
Index	User1
Card ID	-
PIN Code/Password	-
Authentication Server Settings	-
Authentication Server	Network Authentication
E-mail Address	When Access Control is enabled, this information is acquired from the authentication server.
My Folder	
Pages Limit Group	
Authority Group	
Favorite Operation Group	

* If the user name cannot be acquired by network authentication, the first 16 characters of the text string used as the login name for network authentication is applied.

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Authentication Method Setting

This selects the authentication method. When using user authentication, be sure to configure this setting first. The items to be configured for users stored after setting the user authentication method vary depending on the selected authentication method.

Authenticate a User by Login Name and Password
Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address
This authentication also checks the e-mail address, in addition to the login name and password of the user.

Authenticate a User by User Number Only
Use this option for simple authentication if you skip the network authentication.

Factory default settings: Authenticate a User by Login Name and Password

> • The login screen will vary depending on the authentication method that is selected.
>   For more information see "USER AUTHENTICATION (page 5-11)".
> • When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Case sensitivity of login name is enabled.

Set whether or not to make login names used at the time of user authentication case sensitive. If the checkbox is set to ✓, login names with identical spelling but different cases (upper and lower) will be identified as different login names. Therefore, login names with identical spelling but different cases will be authenticated as user names of different users. If the checkbox is set to ☐, case sensitivity for login names is disabled. Therefore, identically spelled user names with upper and lower case character differences will be authenticated as the user name of the same user.

Factory default settings: Enable

> If the selected checkbox is changed to ☐, and identical user names with only upper and lower case character differences exist, the user names that have already been registered are identified as user names of different users.

Enable Quick Login

Enable "QUICK AUTHENTICATION (page 5-16)".
Factory default settings: Disable

Device Account Mode Setting

A specific user can be registered as an auto login user. When this option is enabled, the registered user can log in the machine automatically.
This function can eliminate each login procedure on the authentication screen and apply the selected user settings.
Also, you can temporarily log in as a user other than the auto login user, and operate the machine with the privileges of this user. To allow other users to log in temporarily when [Device Account Mode] is enabled, select [Allow Login by Different User].

Factory default settings: Device Account Mode:Disable, Allow Login by Different User:Disable

> • If you have logged in as the Auto Login user, and if you have failed automatic login due to some reasons or if you do not have the administrator's privileges, you cannot use the general setting modes or Setting mode. In that case, the administrator should tap the [Admin Password] key on the Setting mode screen and log in again.
> • To log in as a user other than a fixed user when [Allow Login by Different User] is enabled, tap the [Logout] key to cancel the fixed user login state. When the user authentication screen appears, log in as the desired user again. After you have used the machine, tap the [Logout] key to log out as the current user.

Login User

This setting is used to select the auto login user when auto user login is enabled.

Settings for Using Authentication Information

Store User Information
Set whether or not automatically registered users are created.
Externally authenticated users in Sharp OSA can also be automatically registered.
Factory default settings: Enable
Store Password
Set whether or not automatically registered users are created. Externally authenticated users in Sharp OSA can also be automatically registered.
Factory default settings: Enable
Cache Period
Set whether or not automatically registered users are created.
Externally authenticated users in Sharp OSA can also be automatically registered.
Factory default settings: Unlimited
Enable Offline Authentication with stored User Information
Allows the machine to be used in the event of a network failure, even when using network-based user authentication.
Factory default settings: Disable
Enable Personalization when external authentication is used
Even if you use external authentication such as LDAP authentication, you can customize it for each user.
The items that can be customized are as follows.
Home screen icon, home screen text color, custom display pattern, display language, large text mode, favorites
Factory default settings: Enable

Cache Authentication Information for External Service Connect

Set whether or not authentication information for connection to the cloud is retained as cache information.
When this setting is enabled, the authentication information of a successfully authenticated user is retained to enable smooth authentication when the user subsequently logs in.
When this setting is disabled, the previously retained cloud connection authentication information of all users is deleted and authentication information is no longer retained.
Factory default settings: Enable

Card Setting

Use IC Card for Authentication
Allows the IC card to be used when authenticating the user.
Factory default settings: Disable
Authentication Method Setting
Set the authentication method with the IC card.
Factory default settings: Only Card Authentication Approved

Item	Description
Only Card Authentication Approved	User authentication is only for IC cards.
Card / Front Panel Operation Authentication Approved	User authentication is possible from both the IC card and the operation panel.

Request Password at IC Card Authentication

This can be set when "Authentication Settings" is "Active Directory" and "Use IC Card for Authentication" is enabled. When enabled, enter the password each time you authenticate with the IC card. If disabled, the password will be entered when logging in with the IC card for the first time, and the password information will be sent to the Active Directory server. You can omit entering the password for the second and subsequent logins.
Factory default settings: Disable

Automatic Logout with a Card

Log out when you remove the IC card from the IC card reader/writer. (You can also log out by tapping the [Logout] key.)
Factory default settings: Disable

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Administration Settings

Disable Printing by Invalid User

Print jobs by users who have not registered user information in this machine, such as jobs for which appropriate user information has not been entered in the printer driver or when "DIRECTLY PRINTING A FILE ON AN FTP SERVER (page 3-76)" is entered from the setting mode (administrator), are prohibited.
Factory default settings: Disable

Automatic Logout Setting

When user authentication is enabled, this setting specifies whether or not to enable automatic logout.
The time until logout can be specified up to 240 seconds in increments of 10 seconds.
Factory default settings: Enable

A Warning when Login Fails

When entering passwords, including administrator passwords, during user authentication, the number of incorrect password attempts is counted, and if the number of attempts reaches the specified number (three), the user account is locked, and the user is blocked from making any more attempts at authenticating their account until a period of five minutes has elapsed. The number of incorrect entries made is counted separately for each user, and the count is reset when the correct password is entered.
This prevents an unauthorised person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)
Factory default settings: Disable

- Lockout only applies to the user who failed to login, not all users. Even if one user is locked out, the other users can still log in.
- When LDAP or Active Directory network authentication is used, lockout is executed by the server, not the machine. Select appropriate lockout settings on the server.
- If the same user has been locked out, the [Release Operation Lock Status] key is displayed in the "User Registration" screen for that user. An administrator can tap this key to carry out a manual clear.

Include Job Status in user authentication

When user authentication is enabled, this setting specifies whether or not to include the job status in user authentication.
Factory default settings: Disable

Display System Information Screen Before Login

Set whether the system information screen can be displayed before logging in.
Factory default settings: Disable

Enable IPP Authentication Except for Printer Driver

Enable IPP authentication on a non-printer driver.
Factory default settings: Enable

Edit Home Screen

This setting allows you to limit the number of users who can edit the home screen.
  • [Disable Editing]: Only the default administrator can edit the home screen.
  • [Disable Editing when in Device Account Mode]: Home screen editing is disabled when a fixed user is logged in.
    Otherwise, the Home screen can be edited.
  • [Allow Editing]: Allows editing of the home screen.
Factory default settings: Allow Editing

Actions when the user is authenticated

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.
The following settings can be configured.
  • Print through the end of the job
  • Stop the job
  • Cancel and delete the job during receiving
Factory default settings: Switch at End of Job

Automatically print stored jobs after login

When retention is enabled in the printer driver and print data has been spooled to the machine, you can have the spooled print data automatically print out when the user who enabled retention logs in.
Factory default settings: Disable

Reset Counter After Sending E-mail Status

After E-mail Status has been sent, the counter is reset.
Displayed only when E-mail Alert and Status is enabled.
Factory default settings: Disable

Disable display/change of other users' information in the job status

This can be set when the job status is subject to user authentication.
When this setting is enabled, only the logged-in user's job is displayed on the job status screen.
Factory default settings: Disable

Apply login name to the user name of network folder

Applies the login name to the user name in the shared folder.

Login Name Display

When user authentication is enabled, select whether the login name is shown or asterisks are shown.
Factory default settings: Display login name

Item	Description
Display login name	Show the login name.
Display login name with "*"	Hide the login name with asterisks.

Display Usage Status after Login

When user authentication is enabled, this setting specifies whether or not to display the page counts of a user when the user logs in.
Factory default settings: Disable

Edit Help Display of Login Screen

Settings you have created here is displayed on the login screen.

Card Reader Settings

Condition Settings

Card Scan Test
Perform a read test of the card to be used.
Card ID Registration/Change Authority
Set whether the logged-in user can register/change/delete his/her card ID information in this machine.
Factory default settings: Disable
Check System Code only in FeliCa User Area mode
Check the System Code only in FeliCa User Area mode.
Factory default settings: Disable
Check Facility Code in HID mode
Set whether to check the facility code when using a HID card.
When this setting is enabled, the facility code (up to 128 single-byte characters) is registered.
Factory default settings: Disable
Importing from the setup file
When you enter the configuration file name and tap the [Execute] key, the card area settings are read from the configuration file. If you tap the [Clear] key, all files that match the current search conditions are deleted.
Facility Code
Enters the facility code of a HID card. When you tap the [Store] key, the facility code is stored.

Card Reader Device Registration

Set when connecting a card reader/writer.

This setting can be set in the setting mode of this machine.

Paper Settings

Paper Tray Settings

Paper tray and paper type settings are explained in this section.
These settings specify the paper type, paper size, and functions allowed for each paper tray.
When the [Paper Tray Settings] key is tapped, a list appears showing the trays and the current settings.

Auto Switching of Tray

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.
Factory default settings: Disable

Display Paper Tray Settings when bypass tray detects paper.

You can have the paper tray settings appear automatically when paper is detected in the bypass tray.
Factory default settings: Disable

Paper Weight Setting

These are used to control the toner fusing temperature according to the weight of the paper.
These settings apply to recycled paper, punched paper, pre-printed paper, letterhead paper, colored paper, and user type paper.
Enter "/".
You can select "16 to 24 lbs." or "24+ to 28 lbs." ("$60g/m^2$ to $89g/m^2$" or "$90g/m^2$ to $105g/m^2$").
Factory default settings: 16 - 24 lbs (60 - $89g/m^2$)

Settings of each tray

When the [Change] key is tapped, the corresponding setting screen appears.
The following settings can be configured.

List name	Description
Type	Select a type of paper to be loaded into the tray. The paper types that can be selected vary by paper tray. For more information see "Tray Settings (page 6-72)". To user type setup, see "Paper Type Registration (page 6-73)".
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information see "Tray Settings (page 6-72)". If the desired size does not appear in the list, select [Custom Size] and directly enter the size (only for the bypass tray). For more information see "Tray Settings (page 6-72)".
Feeding Approved Job	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function.

> • If the paper size specified here is different from the size of paper that is loaded into a tray, a problem or misfeed may occur when printing.
>
> • To change the paper size in a tray, see "IMPORTANT POINTS ABOUT PAPER (page 1-7)".
>
> • Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.
>
> • If [System Settings] in "Settings" → [Common Settings] → [Device Control] → [Condition Settings] → [Disabling of Tray Settings] or [Disabling of Optional Paper Feed Unit] is selected, the tray settings (except for the bypass tray) cannot be configured.

Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain 1/2, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, Envelope (for US only), User Type	A4, A5, A6, B5, 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 16K Size Input-AB (X=148 mm to 297 mm, Y=105 mm to 216 mm), Size Input-Inch (X=5-7/8" to 11-5/8", Y=4-1/4" to 8-1/2") When [Envelope] is selected... COM-9, COM-10, Monarch, DL, C5 and C6 are selectable.
Tray 2 (when a paper feed unit is installed) Tray 3 (when two paper feed units are installed) Tray 4 (when three paper feed units are installed)	Plain 1/2, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, Heavy Paper 1/2*, Thin Paper*, User Type	A4, A5, B5, 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 16K Size Input-AB (X=148 mm to 297 mm, Y=105 mm to 216 mm) Size Input-Inch (X=5-7/8" to 11-5/8", Y=4-1/4" to 8-1/2")
Bypass Tray	In addition to the paper types in trays 2 to 4, Glossy Paper, Label sheets, Transparencies, Envelope	A4, A5, A6, B5, 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 16K, Size Input-AB (X=140 mm to 356 mm, Y=90 mm to 216 mm) Size Input-Inch (X=5-1/2" to 14", Y=3-5/8" to 8-1/2"), When [Envelope] is selected... COM-9, COM-10, Monarch, DL, C5 and C6 are selectable.

* Heavy paper 1: 28 lbs bond to 65 lbs Cover (106 g/m^2 to 176 g/m^2)
  Heavy paper 2: 65 lbs Cover to 80 lbs Cover (177 g/m^2 to 220 g/m^2)
  Thin paper: 13 lbs bond to 16 lbs. bond (55 g/m^2 to 59 g/m^2)

Custom Size Registration (Bypass)

If you frequently use a non-standard size paper in the bypass tray, register that paper size in advance.

Registering the paper size saves you the trouble of setting the size each time you need to use it.

Up to Seven paper sizes can be registered.

Tap the key ([Custom 1] to [Custom 7]) in which you wish to register or change a paper size, and the registration screen appears.

Select whether you wish to enter the size in mm ("Size Input-AB") or inches ("Size Input-Inch"), and then set the X and Y dimensions of the paper.

"Size Input-AB"

The X direction can be set between 140mm and 356mm.

The Y direction can be set between 90mm and 216mm.

Factory default settings: X: 297 mm, Y: 210 mm

"Size Input-Inch"

The X direction can be set between 5-1/2" and 14".

The Y direction can be set between 3-5/8" and 8-1/2".

Factory default settings: X: 11" Y: 8-1/2"

Paper Type Registration

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties.

Up to 7 paper types can be registered.

List name	Description
Type Name	Register any name. The factory default names are "User Type 1" to "User Type 7".
Fixed Paper Side	Use this setting when paper with a front and reverse side is used. **Factory default settings:** Disable
Disable Duplex	Use this setting when paper loaded cannot be used for 2-sided printing. **Factory default settings:** Disable

The settings that can be selected vary depending on the peripheral devices installed.

Operation Settings

Condition Settings

Enlarge Display Mode

Displays large characters on the screen.
 appears in the system area when Large Character Mode is enabled.
Factory default settings: Disable

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.
Factory default settings: 6 seconds

Language Setting

The language that appears in the touch panel can be changed to any language.
Factory default settings: Varies depending on country and region

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When user authentication is enabled and a display language is specified in the favorite operation group, that setting is given priority.

Default Display Settings

Set the screen that appears after auto clear and login.
Print Release, Document Filing, Select from the Home Screen, Sharp OSA screen.
Factory default settings: Home Screen

Display System Information Screen as Default

When switching between modes, first set whether to display the "System Information Screen".
Factory default settings: Disable

Display IP Address on the System Information Screen

This setting specifies whether or not to display the IP address of the machine on the "System Information" screen.
Factory default settings: Enable

Display Action Panel as default.

Specify whether or not to display with the action panel on the screen.
Factory default settings: Enable

Icon is displayed when network cable is not connected.

Show an icon when a LAN cable is not connected.
Factory default settings: Enable

Display Confirmation Dialog when job is canceled.

Show a confirmation dialog box when a job is canceled.
Factory default settings: Disable

Display Status Notification Message

Set whether to display a notification message when a job is completed.
Factory default settings: Enable

Restrict Total Count display

When this setting is enabled, the total count is hidden when checking the total count from the home screen.
Factory default settings: Disable

Switch the Number of Sets to be Displayed for Job Status

Set whether the remaining number of sets or the final number of sets is shown in the job status.
Factory default settings: Progress

Display the estimated job start time

Specify whether or not to display the estimated start time of the job in the job status.
Factory default settings: Enable

Alignment Order of 10-Key

Set whether the numeric keys are arranged in ascending order with "1" in the upper left corner, or "1" in the lower left corner.
Factory default settings: Ascending order from upper left

Setting Display from Main Unit

Select settings for the path information of the setting destination displayed when setting mode is set on the machine.
Display Current Path
Set whether or not the current setting items are shown in the path information.
Factory default settings: Enable
Enable link of current path
Set whether the link at the top is enabled.
Factory default settings: Enable

Machine Display Pattern Setting

Set the background color of the touch panel. Each time you change patterns, the touch panel image at the bottom of the screen changes.
Factory default settings: Pattern 2

Key Operation Setting

Auto Clear Setting

The time until Auto Clear activates can be set to any number of seconds from 10 to 240 in increments of 10 seconds.

If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of the job status screen.

Factory default settings: 60 seconds

Cancel Timer

This is used to disable the auto clear function.

Factory default settings: Disable

Key Operation Setting

Time for Accepting Key Entry

This setting determines how long a key in the touch panel must be tapped until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is tapped accidentally. Keep in mind, however, that when a longer setting is selected more care is required when tapping keys to ensure that key input is registered.

Factory default settings: 0.0 seconds

Disable Auto Key Repeat

This is used to disable key repeat.

Factory default settings: Disable

Key repeat causes a setting to change continuously not only each time the key is tapped but while a key is tapped.

Time for Accepting Key Entry of Long Touch

Select a time when a long key touch is detected.

Factory default settings: 0.5 seconds

Double Tap Interval Setting

Select an interval when a double tap is detected.

Factory default settings: 0.5 seconds

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped because the paper required for the job is not available in any of the trays).[*]

[*] This does not include cases where the paper ran out during the job.

Factory default settings: Disable

Priority of Print Jobs

Set the priority for each job and start printing from the job with the highest priority.

Factory default settings: All Low

Preview Setting

Received Data Image Check Setting:

• File Retrieve of Main Folder/Quick File Folder:

   Select whether the default display format of the document filing main folder and temporary folder screens is list or thumbnails.

   Factory default settings: List

• File Retrieve of Custom Folder:

   Select whether the default display format of the document filing custom folder screen is list or thumbnails.

   Factory default settings: List

• File Retrieve of Direct Print:

   Select whether the default state of the folder screen for direct print shows the folders as a list or as thumbnails.

   Factory default settings: List

Remote Operation Settings

Configure settings required for remote operation of the machine from a PC connected to the same network.
Remote Software Operation
 • Operational Authority:
   This is used when remote software is used to operate the machine remotely.
 • View Password Entry Screen:
   When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.
   Factory default settings: Operational Authority: Prohibited, View Password Entry Screen: Display in Both PC and Machine
Operation from Specified PC
 • Operational Authority:
   This is used to allow remote operation of the machine using the specified PC.
 • Hostname or IP Address of PC:
   Enter the host name or IP address of the PC to be connected to the machine.
 • View Password Entry Screen:
   When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.
   Factory default settings: Operational Authority: Prohibited, View Password Entry Screen: Display in Both PC and Machine
Operation by User who Has Password
 • Operational Authority:
   This is used to allow a user who has a password to operate the machine remotely. For information on the password, consult your service technician.
 • View Password Entry Screen:
   When operating the machine by remote control using the remote software, the password entry screen will appear on both the computer and the machine, or on only the computer.
   Factory default settings: Operational Authority: Prohibited, View Password Entry Screen:Display in Both PC and Machine

Data List

Set whether to print the data list with 1-sided print or 2-sided print.
Factory default settings: 1-sided print

Mode Key Display Setting

Configure settings for the display of mode keys at the top of the screen.
Modes to Display
Select the mode keys that you want to display.
Factory default setting: Document Filing: Disabled, Sharp OS: Enabled
Display Mode Keys on Home
You can enable display of the mode keys in the home screen as well.
Factory default settings: Enable
Display Mode Selection Screen
Specifies whether or not to display the mode selection screen.
Factory default settings: Enable

Keyboard Settings

Default Keyboard Setting

Configure settings for the keyboard used for entry on the text.

Keyboard Select

Change the key layout and display according to the set language.
Factory default settings: Varies depending on country and region

Set Keyboard Priority

When an external keyboard is connected, set whether the external keyboard or the keyboard shown on the touch panel (soft keyboard) is given priority.
Factory default settings: Soft Keyboard

Soft Keyboard Template Setting

Register a text that you frequently use when entering an address or domain name in advance.

Custom Links

You can display registered web addresses in the display field of the setting menu.
By clicking on a custom link, you can jump to the web site of the registered address.

Device Control

Various devices mounted on the machine can be set.

Condition Settings

Paper Type for Auto Paper Selection

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:
 • Plain 1
 • Plain 2
 • Recycled

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

*   The paper type set for each paper tray by selecting [System Settings] in "Settings" → [Paper Tray Settings].
Factory default settings: Plain1, Plain2

Plain Paper Compatibility Settings

Set the basis weight of plain paper that is normally used.
Select from Plain1 and Plain2.
The weight of Plain Paper 1 is 16 to 24 lbs bond (60 to 89 g/m^2). The weight of Plain Paper 2 is 24 to 28 lbs bond (90 to 105 g/m^2).
Factory default settings: Plain1

Disabling of Duplex

This is used to disable 2-sided printing, such as when the duplex module malfunctions.
Factory default settings: Disable

Disabling of Optional Paper Feed Unit

This setting is used to disable the optional paper feed unit, such as when it malfunctions.
Factory default settings: Disable

Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).
Factory default settings: Disable

Status Indicator Setting

Error Light Setting

Sets the operation of the error lamp. For each setting, see the following "<u>INFORMATION INDICATOR (page 1-5)</u>".
Factory default settings: Light & Blink

Machine Identification Settings

Enter a name or code to identify the machine.

Clock Adjust

Use this to set the date and time in the machine's built-in clock.

Item	Description
Specify Time Zone	If your region is ahead of GMT (Greenwich Mean Time), select [+]. If your region is behind GMT, select [-]. Next, specify the time difference between your region and GMT in hours and minutes. (Example: If your region is Japan, + 9 hours 00 minutes.)
Date&Time Settings	Select and set the year, month, day, hour, and minute.

Daylight Saving Time Setting

Enable daylight saving time.

Item	Description
Daylight Saving Time Setting	Select whether or not the Daylight Saving Time Setting is enabled. If disabled, the following settings will not be possible. **Factory default settings:** Disabled
Select Setting Type	Specify whether the starting and ending day of daylight saving time are to be set using the day of the week or the date.
Start Time	Set the starting time of daylight saving time. If you selected "Day of the Week" in "Select Setting Type", set the starting week of daylight saving time and then the starting day. If you selected "Date" in "Select Setting Type", set the starting date. Set the hour and minute and the UTC (Coordinated Universal Time) setting.
Completing Time	Set the ending time of daylight saving time in the same way as you set the starting time.
Adjustment Time	Set the time to be adjusted when daylight saving time begins.

Date Format

The format used to print the date on lists and other output can be changed.

Item	Description
Current Setting	The current time appears in the format set in Date Format.
Format	Set the order of display of the year, month, and day (YYYY/MM/DD). **Factory default settings:** MM/DD/YYYY
Separator	Select one of three symbols or a blank space for the separator used in the date. **Factory default settings:** /
Day-Name Position	Select whether the day name appears before or after the date. **Factory default settings:** 12-Hour Display
Time Display	Select 12-hour format or 24-hour format for the time. • 24-Hour Display: 00:00 to 24:00 • 12-Hour Display: 00:00 AM to 11:59 AM/00:00 PM to 11:59 PM **Factory default settings:** 12 Hour

Enable/Disable Settings

The following settings enables or disables certain functions.
The prohibited setting items in the settings of each function and the items in this prohibited setting are linked.

Authentication Settings

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server in Setting mode (Web version), can be prohibited.
Factory default settings: Disable

Edit Home Screen

This setting allows you to limit the number of users who can edit the home screen.
 • [Disable Editing]: Only the default administrator can edit the home screen.
 • [Disable Editing when in Device Account Mode]: Home screen editing is disabled when a fixed user is logged in. Otherwise, the Home screen can be edited.
 • [Allow Editing]: Allows editing of the home screen.
Factory default settings: Allow Editing

Printer Settings

Prohibit Notice Page Printing

Disables to print a notice page.
Factory default settings: Enable

Prohibit Test Page Printing

Disables to print the test page.
When this setting is enabled, [Status] → [Data List] → [List for User] → [Printer Test Page] in "Settings" cannot be used to print test pages.
Factory default settings: Disable

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.
Factory default settings: Disable

Disabling of USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.
Factory default settings: Disable

Disabling of Network Folder Direct Print

Disables the direct printing from a network folder.
Factory default settings: Disable

Disable Blank Page Print

Disables to print a blank page.
Factory default settings: Disable

Document Filing Settings

Batch Print Settings

Set whether or not the [All Users] key and the [User Unknown] key are prohibited in the user name selection screen when printing all files, whether files are sorted by date in newest or oldest order, and whether file names are sorted in ascending or descending order.
Factory default settings: Disable

> The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

Operation Settings

Cancel Auto Clear Timer

Disables the Auto Clear mode.
Factory default settings: Disable
Disabling of Job Priority Operation

Disables bypass printing (printing other jobs ahead of a job that has been stopped because the paper required for the job is not in any of the trays*).
* This option is ignored when paper runs out during the job.
Factory default settings: Disable
Disable Auto Key Repeat

Disables the Auto Key Repeat function.
Factory default settings: Disable

Device Control

Disabling of Duplex

This is used to disable 2-sided printing, such as when the duplex module malfunctions.
Factory default settings: Disable
Disabling of Optional Paper Feed Unit

This setting is used to disable the optional paper feed unit, such as when it malfunctions.
Factory default settings: Disable
Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).
Factory default settings: Disable

Security Settings

This setting is used to set the security enhancement functions.
Hidden Pattern Print Setting

Disables the direct entry of background pattern and others.
Factory default settings: Disable

Product Key/Application Number Input

Enter the product key and application number to use the extensions below.
Serial Number
E-mail Alert and Status
Data security kit
Virus Detection Kit
Enter the product key and application number for the above functions.

> Depending on the activation status of the extended function of the machine, the items displayed will change.
> For the product key to be entered, contact your dealer.

Sound Settings

Configure machine notification sounds and their volume.

Beep Sound Settings (Common)

Keys Touch Sound

Controls the key touch sound level, or turns the sound off.
Factory default settings: Middle

Beep of Invalid Input

Control the volume of the sound, or turn the sound off at an invalid setting, such as when a number that cannot be specified is entered.
Factory default settings: Middle

Reference Tone

This turns the sound on when changing the exposure, and the setting reaches the standard value. Control the reference tone sound level, or turns the sound off.
Factory default settings: No Sound

Powering Off Sound

Control the machine power off notification sound level, or turns the sound off.
Factory default settings: Middle

Caution Sound Settings

Set whether to play a notification sound when the machine is in the following status.
Paper Empty, Jam, Toner Empty (Black), Waste Toner Full, Output Tray Full
Factory default settings: Warning Beep: Medium, Paper Empty: Enable, Invalid except Paper Empty

Network Settings

Quick Settings

Select the minimum required settings for the machine connection to the network.

Wireless Settings

Connection Type

Switch between [Wired Only], [Wireless (Infrastructure Mode)] or [Wired+Wireless (Direct Connection)] according to the network connection status.
Factory default settings: Wired + wireless (Direct Connection)

When wired + wireless (Direct connection) selected
Select from Access Point Mode and Wi-Fi Direct Mode.
Factory default settings: Access Point Mode

Keep Wireless Access Point activated

This can be set when "Connection Type" is "Access Point Mode" in "Wired+Wireless (Direct Connection)".
If enabled, the machine can normally use a wireless LAN network.
If disabled, wireless LAN will be enabled when the NFC touchpoint area is touched on a mobile device or when the [Easy Connect Setup (QR code)] key is tapped on the home screen.
When one of the conditions below occurs, the wireless LAN connection is automatically canceled.
 • When there is no connection to the access point for a certain period of time.
Factory default settings: Disable

When "Wireless (Infrastructure Mode)" is selected in "Connection Type"

Access Point Search
Click this to search access points. When the search results are displayed, select the access point to use and click [OK].
[SSID], [Security Type], and [Encry.] are automatically applied.

SSID
Enter the SSID.

Security Type
Select a security type.
Factory default settings: No Sound

Encry.
Select an encryption type.
Factory default settings: No Sound

Security Key
Enter a security key.

Security Type	Security Key
None WEP WPA/WPA2-mixed Personal WPA/WPA2-mixed Enterprise WPA2 Personal WPA2 Enterprise WPA2/WPA3-mixed Personal WPA3 Personal WPA2/WPA3-mixed Enterprise WPA3 Enterprise	WEP64bit: 5 characters or 10-digit hexadecimal number WEP128bit: 13 characters or 26-digit hexadecimal number WPA/WPA2/WPA3: 8 to 63 characters or 64-digit hexadecimal number

Show Security Key

If it is set to ON, the security key appears.
Factory default settings: No Sound

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network,
use this setting to configure the IP address of the
machine. The settings are shown below.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration
Protocol)/BOOTP (Bootstrap Protocol). When this setting is enabled, it is not necessary to manually enter an IP
address.
Factory default settings: Enable

> If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

IPv4 Address

Enter the IP address of the machine.

Subnet Mask

Enter the IP subnet mask.

Default Gateway

Enter the default gateway address.

Network Name Settings

Device Name

Enter a device name.

Domain Name

Enter the domain name.
Factory default settings: Sharp-Printer

DNS Settings

Primary Server

Enter the IP address of primary DNS server.

Secondary Server

Enter the IP address of secondary DNS server.

Domain Name

Enter the domain name where the selected DNS server exists.

SMTP Settings

Primary Server

Enter the IP address or the host name of the primary SMTP server.

Sender Name

Enter the sender name.

Sender Address

If data transmission has failed, the undelivered e-mail may be returned from the server. Enter an e-mail address (a single address only) to receive such undelivered mails. Usually, enter the e-mail address of system administrator.

Enable SSL/TLS

If ✔ is selected, the SMTP-over-TLS encryption communication can be used by STARTTLS command.
 This requires the server to support the STARTTLS command.
 To allow SSL/TLS communication, set the "Port Number" to the same port number as the normal SMTP.
Factory default settings: Disable

Authentication Method

Specify the authentication method for SMTP.
Select "OAuth 2.0" when using Microsoft365, Exchange Online, etc.
For information on how to configure the settings when OAuth 2.0 is selected, see "OAuth 2.0 AUTHENTICATION (page 5-35)".
Factory default settings: No Authentication

Provider

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Select a provider.
Factory default settings: Microsoft

Account Name

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Enter an account name.

Token

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Displays the current token status.

Get Token / Delete

The "Get Token" key is displayed if the token has not been obtained, and the "Delete" key is displayed if the token has been obtained.

User Name

This setting is available when "SMTP Authentication" is selected as "Authentication Method".
Enter the user name.

Password

This setting is available when "SMTP Authentication" is selected as "Authentication Method".
Enter the password.
To change the password, set [Change Password] to ✔.

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.

LDAP Settings

Name

Enter the address book name.

Default Address Setting

Enters the search defaults to search for a specific area of the LDAP directory information tree.
Example: o = ABC, ou = NY, cn = Everyone
Entries must be separated by semicolons or commas.

LDAP Server

Enter the IP address or host name of the LDAP server.

User Name

Enter the account name for LDAP setting.

Password

Enter the password.

Change PIN Code/Password

To change the password, set ✔.

Authentication Type

Select the authentication server from the drop-down list.
Factory default settings: Anonymous

KDC Server

Enter the IP address or host name of the Kerberos authentication server.

Realm

Enter the Kerberos realm.

Enable SSL/TLS

If ✔ is set, the SSL/TLS encryption communication is enabled.

Connection Test

Tap the [Execute] button to test the connection to the LDAP server.

Network Name Setting

Device Name

Enter a device name.

Domain Name

Enter the domain name.
Factory default settings: Sharp-Printer

Comment

Enter a comment.

Interface Settings

Mainly set items related to TCP/IP.

Connection Type

Switch between [Wired Only], [Wireless (Infrastructure Mode)] or [Wired+Wireless (Direct Connection)] according to the network connection status.
Factory default settings: Wired+Wireless (Direct Connection)

When wired + wireless (Direct connection) selected

Select from Access Point Mode and Wi-Fi Direct Mode.
Factory default settings: Access Point Mode

Keep Wireless Access Point activated

This can be set when "Connection Type" is "Access Point Mode" in "Wired+Wireless (Direct Connection)".
If enabled, the machine can normally use a wireless LAN network.
If disabled, wireless LAN will be enabled when the NFC touchpoint area is touched on a mobile device or when the [Easy Connect Setup (QR code)] key is tapped on the home screen.
When one of the conditions below occurs, the wireless LAN connection is automatically canceled.
　• When there is no connection to the access point for a certain period of time.
Factory default settings: Disable

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine. The settings are shown below.

DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol).
When this setting is enabled, it is not necessary to manually enter an IP address.
Factory default settings: Enable

> If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

IPv4 Address

Enter the IP address of the machine.

Subnet Mask

Enter the IP subnet mask.

Default Gateway

Enter the default gateway address.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

IPv6

Enable this setting.
Factory default settings: Enable

DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol) v6. When this setting is enabled, it is not necessary to manually enter an IP address.
Factory default settings: Enable

Manual Address / Prefix Length

Enter the IP address and the prefix length (0 to 128) of the machine.
Factory default settings: 0

Default Gateway

Enter the default gateway.

> If DHCPv6 is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

MTU Settings

Set the maximum data size that can be forwarded.
Factory default settings: 1500

Ping Command

Checks if the machine can communicate with the PC of the network.
Specify the IP address of the desired PC and tap the [Execute] key. A message indicating a response by the PC or not is displayed.

DNS Settings

IPv4 Settings

Primary Server
Enter the IP address of primary DNS server.

Secondary Server
Enter the IP address of secondary DNS server.

IPv6 Settings

Primary Server
Enter the IP address of primary DNS server.

Secondary Server
Enter the IP address of secondary DNS server.

Domain Name
Enter the domain name where the selected DNS server exists.

DNS Update
Set this option to use the dynamic updating of DNS server.
Factory default settings: Disable

IEEE802.1X Setting

IEEE802.1X can be used to authenticate a user to allow use of the machine.
IEEE802.1X protocol defines port-based authentication for both wired and wireless networks.
Use IEEE802.1X authentication to allow only authenticated devices to use network, and protect against network abuse by third parties.
Depending on the Web page settings, connection to the machine may not be allowed, or the settings may not allow printing or Setting mode (Web version) display. In this case, deselect this setting and change the Setting mode (Web version) settings.

IEEE802.1X Authentication/IEEE802.1X Authentication (Wired)

Set whether to use authentication using IEEE802.1X.
Factory default settings: Disable

EAP Authentication Method

Set the EAP authentication method in IEEE802.1X.
Factory default settings: EAP-TLS

EAP User Name

Enter the EAP user name when authenticating.

Password

Enter the EAP password for authentication.

Server Authentication

Set whether to use server authentication.
Factory default settings: Enable

EAP Timeout

Set the EAP timeout.
Factory default settings: 10 seconds

Number of EAP Retries

Set the number of times to re-access the EAP when communication fails.
Factory default settings: 3 Time(s)

Certificate Status

Shows the status of the certificate required for transmission using IEEE802.1X. To install a certificate, click [Install].

CA Certificate Status

Shows the status of the CA certificate required for transmission using IEEE802.1X. To install a certificate, click [Install].

Services Settings

Make settings for SMTP, Kerberos Authentication Settings, SNTP, mDNS, SNMP, and SMB.

When settings are changed, the changes will take effect after the machine is restarted. For details on restarting this machine, see "TURNING ON THE POWER (page 1-6)".

SMTP

SMTP Settings

Primary Server
Enter the IP address or the host name of the primary SMTP server.

Secondary Server
This setting is available when you select "Authentication Method" other than "OAuth 2.0".
Enter the IP address or the host name of the secondary SMTP server.

Port Number
Enter a port number.
Factory default settings: 25

Timeout
Enter a timeout. This value is used for connection to the SMTP server and for data transmission according to the e-mail system specifications.
Factory default settings: 20 seconds

Sender Name
Enter the sender name.

Sender Address
Enter the sender's address

Enable SSL/TLS
If ☑ the SSL/TLS is enabled, the SMTP-over-TLS encryption communication can be used by STARTTLS command.
This requires the server to support the STARTTLS command.
To allow SSL/TLS communication, set the "Port Number" to the same port number as the normal SMTP.
Factory default settings: Disable

Authentication Method
Specify the authentication method for SMTP.
Select "OAuth 2.0" when using Microsoft365, Exchange Online, etc.
For information on how to configure the settings when OAuth 2.0 is selected, see "OAuth 2.0 AUTHENTICATION (page 5-35)".
Factory default settings: No Authentication

Provider
This can be set when "OAuth 2.0" is selected as "Authentication Method".
Select a provider.
Factory default settings: Microsoft

Account Name
This can be set when "OAuth 2.0" is selected as "Authentication Method".
Enter an account name.

Token
This can be set when "OAuth 2.0" is selected as "Authentication Method".
Displays the current token status.

Get Token / Delete

The "Get Token" key is displayed if the token has not been obtained, and the "Delete" key is displayed if the token has been obtained.

User Name

This setting is available when "SMTP Authentication" is selected as "Authentication Method".

Enter the user name.

Password

This setting is available when "SMTP Authentication" is selected as "Authentication Method".

Enter the password.

To change the password, set [Change Password] to ☑.

POP before SMTP

This setting is available when you select "Authentication Method" other than "OAuth 2.0".

If ☑ is set, you are authenticated to the POP server before using the SMTP communication.

• POP3 Server: Enter the IP address or the host name of the secondary SMTP server.

Factory default settings: Disable

• Port Number: Enter the POP3 port number for POP before SMTP communication. The default setting is port 110.

Factory default settings: 110

• POP Authentication: If ☑ is set, the authentication protocol (including APOP) is used for authentication to the POP3 server.

Factory default settings: Disable

• User Name: Enter the user name for POP before SMTP communication.

• Password: Enter the password required for POP before SMTP communication. To change the password, set [Change Password] to ☑.

• Enable SSL/TLS: If set to ☑, the POP over SSL/TLS communication or the POP over TLS communication by STLS command is enabled. This requires the server to support the POP over SSL/TLS communication or the STLS command. To allow SSL/TLS communication, set the "Port Number" to the POP over SSL/TLS communication port number. To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

Factory default settings: Disable

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.

Kerberos

Kerberos Authentication Settings

KDC Server

Enter the IP address or host name of the Kerberos authentication server.

Port Number

Enter the port number of the Kerberos authentication server.

Factory default settings: 88

Realm

Enter the Kerberos realm.

SNTP

SNTP Settings

SNTP
Set this option to use the SNTP protocol.
Factory default settings: Disable

SNTP Server
Enter the IP address or host name of the SNTP server.

Port Number
Enter a port number.
Factory default settings: 123

Timeout
Enter a timeout.
Factory default settings: 5 seconds

Synchronous Interval
Enter an interval to synchronize to the SNTP server.
Factory default settings: 6 Hour

Synchronize Upon Start
To establish synchronization during machine startup, set to ✓.
Factory default settings: Disable

Synchronize Now
When tapped, the machine is synchronized with the SNTP server time.

mDNS

mDNS Settings

mDNS
Set this option to use the mDNS settings.
Factory default settings: Enable

Service Name
Enter a service name.

Domain Name
Display the domain name.

Highest Priority Service
Select a service you use with the priority.
Factory default settings: LPD

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SNMP

SNMP v1 Settings

SNMP v1 Settings
Set this option to use the SNMPv1 settings.
Factory default settings: Enable

Access Method
Set an access method.
Factory default settings: Read-write Access

GET Community
Enter the GET community name to fetch the device information using SNMP.
Factory default settings: public

SET Community
Enter the SET community name required for SNMP setting.
Factory default settings: private

Change SET Community
To change the SET community, set ☑.
Factory default settings: Disable

TRAP Community
Enter the community name to be used for the SNMP TRAP sent from the device.
Factory default settings: public

TRAP Target Address
Enter the IP address of the destination computer for SNMP TRAP communication.

SNMP v3 Settings

SNMP v3 Settings
Set this option to use the SNMPv3 settings.
Factory default settings: Disable

User Name
Enter the user name.

Authentication Key
Enter the authentication key.
Factory default settings: Algorithm:MD5

Privacy Key
Enter the privacy key.
Factory default settings: Algorithm

Context Name
Display the context name.

SMB

SMB Settings (Server)

Set the version of SMB protocol that is used for functions such as public folder/NAS.

Use this setting to connect to a device that cannot automatically change the SMB protocol version, or when there is a problem in the connection with another device due to different versions.

Set the version to SMBv1, SMBv2, or SMBv3.

Factory default settings: All Enabled

Use encrypted communication

When the checkbox is checked, encrypted communication is used when sending files from the connected terminal to the public folder/NAS of the machine.

Factory default settings: Disable

SMB Settings (Client)

Set the version of SMB protocol.

Use this setting to connect to a device that cannot automatically change the SMB protocol version, or when there is a problem in the connection with another device due to different versions.

Set the version to SMBv1, SMBv2, or SMBv3.

Factory default settings: All Enabled

Print Port Settings

LPD

LPD Settings

LPD
Set this option to use LPD.
Factory default settings: Enable

Timeout
Enter a timeout.
Factory default settings: 90 seconds

Use Banner
Set this option to use the banner.
Factory default settings: Disable

RAW

Raw Print Settings

Raw Print
Set this option to use RAW printing.
Factory default settings: Enable

Port Number
Enter a port number.
Factory default settings: 9100

Timeout
Enter a timeout.
Factory default settings: 90 seconds

Use Bidirectional
To use bidirectional communication, set to ☑.
Factory default settings: Disable

WSD

WSD Settings

WSD Print
Set this option to use WSD printing.
Factory default settings: Disable

Use Multicast Discovery
Set this option to use multicast discovery.
Factory default settings: Enable

External Print Services Settings

AirPrint Settings

For AirPrint Settings, see the "AirPrint Guide".

Universal Print Settings

Universal Print

Sets whether the Universal Print service is used.
Factory default settings: Enable

> Enabling this setting will automatically enable IPP INFRA on the Client Port in the Port Control.

Status

Displays the current status of the Universal Print service.

Printer Name

Set the print name for use with the machine's Universal Print service.
This setting is available when the machine is not registered for Universal Print service.

Register with Universal Print

This option is available when the Universal Print service is not yet registered.

Registration Code

You will see a code to register for the Universal Print service.

URL for code registration
Clicking on the URL will take you to a separate window where you can enter your code for registration.

Delete from Universal Print

This is used to unregister the machine from the Universal Print service.G7-4

LDAP Settings

The following explains the LDAP settings.
When you tap the [Store] key, the LDAP settings are updated with your entries.
The default address book is set to ☑ .

Add

To add a global address book, tap the Add key.

Delete

To delete the global address book, select the item and tap the [Delete] key.

Settings

Setting item	Settings
Name	Enter the address book name.
Search Root	Enters the search defaults to search for a specific area of the LDAP directory information tree. Example: o = ABC, ou = NY, cn = Everyone Entries must be separated from each other by semicolons or commas.
LDAP Server	Enter the IP address or host name of the LDAP server.
Server Type	Select the Default or Custom from the service type list. **Factory default settings:** Default
User Identity Attribute	Set the user ID property. **Factory default settings:** uid
Search Attribute	Set the LDAP search property. **Factory default settings:** cn
Obtain E-mail address from	Set the e-mail address search. **Factory default settings:** mail
Pages Limit Group	Set the Storing Page Limit Group Search. **Factory default settings:** pagelimit
Authority Group	Set the Storing Authority Group Search. **Factory default settings:** authority
Favorite Operation Group	Set the Favorite Operation Group Search. **Factory default settings:** favorite
My Folder	Set the My Folder Search. **Factory default settings:** myfolder
Card ID	Sets the card ID search. **Factory default settings:** cardid
Home Directory	Enter the path to your home directory. **Factory default settings:** homeDirectory
User Name	Enter the user name for authentication against your home directory path.
Password	Enter a maximum of 255 numeric digits for the password for home directory path authentication.
Custom Property 1-10	Enter each custom property.
Port Number	Enter a port number. **Factory default settings:** 389
Timeout	Enter a timeout. **Factory default settings:** 5 seconds

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Setting item	Settings
User Name	Enter the account name for LDAP setting. **Factory default settings:** Anonymous
Password	Enter the password. To change the password, set [Change Password] to ☑.
Authentication Type	Select the authentication server from the drop-down list.
Bind Prefix	Set the Bind prefix. **Factory default settings:** uid
Server Usage	Set the server application. Set the user authentication. **Factory default settings:** Enable
Allow selection on operation panel.	Specify whether or not enable the global address to be selected on the operation panel of the machine. **Factory default settings:** Disable
To Be Used as Default	Specify whether or not to use the selected global address as default. **Factory default settings:** Disable
Authenticate a User in Global Address Search	Select whether or not authenticate a user when a global address is searched for. **Factory default settings:** Disable
Enable SSL/TLS	Encrypted communication by SSL/TLS is performed. **Factory default settings:** Disable
Connection Test	Tap the [Execute] button, and the connection test is executed and its result is displayed.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER (page 1-6)".

Active Directory Settings

This section describes the items to be set in the Active Directory settings of the system settings among the settings to be made when using Active Directory on this machine.

Search Attribute

Set search attributes.

Factory default settings: cn

Linkage with User Control Function

Pages Limit Group

Enter when setting the usage restriction group.

Factory default settings: pagelimit

Authority Group

Enter when setting the permission group.

Factory default settings: authority

Favorite Operation Group

Enter when setting the preferred operation group.

Factory default settings: favorite

My Folder

Enter when setting My Folder.

Factory default settings: myfolder

Device Registration Account

User Name

Enter the user name to use.

Password

Enter the password.

Public Folder / NAS Setting

Set each option to [Prohibited] if the storage is not used.

Factory default settings: Use of Storage:All Allow

When settings are changed, the changes will take effect after the machine is restarted. For details on restarting this machine, see "TURNING ON THE POWER (page 1-6)".

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Proxy Setting

Access the network through a proxy server.

Settings

Item	Description
Proxy Setting	Access the network through a proxy server. **Factory default settings:** Disable
Proxy Server Address	Enter the proxy server address.
User Name	Enter a user name to access the proxy server.
Password	Enter a password to allow access to the proxy server.
Port Number	Enter the proxy server port number. **Factory default settings:** 8080
Address without Using Proxy	Specify the exception address of the proxy used by the external linkage function or Sharp OSA. [Entry method] 1) Can be set using a host name or an IP address. 2) When using a host name, you can use a wildcard (*) at the beginning of the domain name. (Example: "*example.□□□" (equivalent to "example.□□□", "sub.example.□□□", "subexample.□□□", etc.) 3) When using an IP address, you can use a wildcard (*) at the end of the address. (Example: "10*" (equivalent to 100.nnn.nnn.nnn to 109.nnn.nnn.nnn) If the Sharp OSA application using "HTML Browser 3.5" is set to an exception address, rule (3) cannot be used. 4) You can use a separator (semicolon (;)) to enter multiple addresses. (Example: "99.99.99.99;example.□□□")

Wireless Settings

Used to enable or disable the wireless LAN and show the status of wireless LAN.

Connection Type

Switch between [Wired Only], [Wireless (Infrastructure Mode)] or [Wired+Wireless (Direct Connection)] according to the network connection status.
Factory default settings: Wired+Wireless (Direct Connection)

When wired + wireless (Direct connection) selected

Select from Access Point Mode and Wi-Fi Direct Mode.
Factory default settings: Access Point Mode

Keep Wireless Access Point activated

This can be set when "Connection Type" is "Access Point Mode" in "Wired+Wireless (Direct Connection)".
If enabled, the machine can normally use a wireless LAN network.
If disabled, wireless LAN will be enabled when the NFC touchpoint area is touched on a mobile device or when the [Easy Connect Setup (QR code)] key is tapped on the home screen.
 • When one of the conditions below occurs, the wireless LAN connection is automatically canceled.
 • When there is no connection to the access point for a certain period of time.
Factory default settings: Disable

Current Setting

Shows settings, such as the SSID of a wireless LAN and security type. If the wireless LAN is disabled, "--" appears.

Current Wireless Status

This shows reception levels (Max. 100) of the wireless LAN and IP addresses.

Show Wireless Setting Screen

Click the [Setup] button.
In the Wireless Setting screen, you can configure the SSID of a wireless LAN, Security Type, Encry., and Security Key.

Initialize Wireless Settings

Click the [Initialize] button.
The settings for SSID, Security Type, Encry., and Security Key are initialized.

Wireless Setting (infrastructure mode)

If you click the [Setup] button when [Switch Connection Type] is set to [Wireless (Infrastructure Mode)], the Infrastructure Mode Wireless Setting screen is displayed.
Configure the SSID of a wireless LAN, Security Type, Encry., and Security Key. Clicking the [Submit] button stores the settings.

Access Point Search

Click this to search access points. When the search results are displayed, select the access point to use and click [OK]. [SSID], [Security Type], and [Encry.] are automatically applied.

WPS: Push Button Method

Use WPS to connect to the access point. Put the signal on standby at the access point, then click the button to connect.

WPS: PIN Code Method

Enter the access point PIN code to connect.

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SSID

Enter the SSID.

Security Type

Select a security type.
Factory default settings: None

Encry.

Select an encryption type.
Factory default settings: None

Security Key

Enter a security key.

Security Type	Security Key
WEP WPA/WPA2-mixed Personal WPA/WPA2-mixed Enterprise WPA2 Personal WPA2 Enterprise WPA2/WPA3-mixed Personal WPA3 Personal WPA2/WPA3-mixed Enterprise WPA3 Enterprise	WEP64bit: 5 characters or 10-digit hexadecimal number WEP128bit: 13 characters or 26-digit hexadecimal number WPA/WPA2/WPA3: 8 to 63 characters or 64-digit hexadecimal number

Show Security Key

If it is set to ON, the security key appears.
Factory default settings: Disable

Wireless Setting (Direct Connection)

If the [Setup] button is clicked while [Connection Type] is set to [Wired+Wireless (Direct Connection)] , the Wireless Settings (Direct Connection) screen is displayed.
When "Access Point Mode" is selected in "Wired+Wireless (Direct Connection)", the access point mode can be set.
Configure the SSID of a wireless LAN, Security Type, Encry., and Security Key.
Clicking the [Submit] button stores the settings.

Frequency Band

Set the frequency band used for a wireless LAN.
Factory default settings: No Sound

SSID

Enter the SSID.

Security Type

Select a security type.
Factory default settings: WPA/WPA2-mixed Personal

Encry.

Select an encryption type.
Factory default settings: AES

Security Key

Enter a security key.

Security Type	Security Key
WEP WPA/WPA2-mixed Personal WPA2 Personal WPA2/WPA3-mixed Personal WPA3 Personal WPA2/WPA3-mixed Enterprise WPA3 Enterprise	WEP64bit: 5 characters or 10-digit hexadecimal number WEP128bit: 13 characters or 26-digit hexadecimal number WPA/WPA2/WPA3: 8 to 63 characters or 64-digit hexadecimal number

Show Security Key

When enabled, the security key will be displayed.
Factory default settings: Disable

Device IP Address

Enter the IP address.

Channel to Be Used

Select the channel to be used in wireless LAN.
Factory default settings: When the frequency band is 2.4GHz: 1, when the frequency band is 5GHz: 36

IP Address Distribution Range Setting

Configure the range to be used the IP address.
Factory default settings: Start IP Address:11, End IP Address:15

Lease Period

Set the validity period of the IP address assigned by DHCP.
Factory default settings: 15 minutes

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Easy Connection Setting

Set when using Easy Connection.

NFC

Set when connecting a mobile device to this unit using the NFC touch point area.
Factory default settings: Disable

NFC Signal

Switches the mode of the NFC outgoing signal.
Factory default settings: In Europe: Mode2, others: Mode1

QR code

You can install the dedicated application on the mobile device in advance, scan the displayed QR code, send the connection settings to the mobile device, and register it.
Factory default settings: Enable

Destination

Set the connection destination to connect to and the connection destination to be registered in the QR code.
To connect to this machine, select [Connect with the machine]. The information required when connecting to this machine is registered in the application.
To select a connection destination other than this machine, select [Connect with the following access point].
When setting manually, obtain the network information of the connection destination in advance.
If you select [Connect with the following access point], make the following settings.
Factory default settings: Connect with the machine

> Set [Connection Type] in the [Wireless Settings] to [Access Point Mode] to connect with the machine.

Access Point Search
Click this to search access points. When the search results are displayed, select the access point to use and click [OK]. [SSID], [Security Type], and [Encry.] are automatically applied.
Name
Enter the name of the connection destination.
SSID
Enter the SSID.
Security Type
Select a security type.
Factory default settings: WPA2 Personal
Encry.
Select an encryption type.
Factory default settings: AES
Security Key
Enter a security key.

Security Type	Security Key
WEP WPA/WPA2-mixed Personal WPA2 Personal WPA2/WPA3-mixed Personal WPA3 Personal	WEP64bit: WEP64bit: 5 characters or 10-digit hexadecimal number WEP128bit: 13 characters or 26-digit hexadecimal number WPA/WPA2/WPA3: 8 to 63 characters or 64-digit hexadecimal number

Show Security Key

When enabled, the security key will be displayed.

Factory default settings: Disable

Device Web Page Setting

The following explains the access settings to Setting mode (Web version).

HTTP Access Settings

Number of Users who can Log-in at the Same Time

Enter a number of users who can access Setting mode (Web version) simultaneously.

Factory default settings: 32

Auto Logout Time

Enter a time to automatically log out when no communication continues with the machine.

Factory default settings: 60 minutes

> When settings are changed, the changes will take effect after the machine is restarted. For details on restarting this machine, see "TURNING ON THE POWER (page 1-6)".

View Login User

The user or users who have logged in this machine are displayed.

Current Login User

Shows the currently logged in user and IP address.

Logout All Users

The current login users are logged out.

> When settings are changed, the changes will take effect after the machine is restarted. For details on restarting this machine, see "TURNING ON THE POWER (page 1-6)".

Security Settings

When settings are changed, the changes will take effect after the machine is restarted. For details on restarting this machine, see "TURNING ON THE POWER (page 1-6)".

Password Setting

Password Policy Settings

This setting is used when you want to set a more strict password or when users who have not logged in for a specified period of time are to be deleted.

Password Policy Settings
Enables this option when you want to make your existing password settings more strict.
Factory default settings: Disable

Admin Password
Changes the setting of the administrator password.

Minimum Password Length
Specifies the number of characters for the password to be entered.
Factory default settings: 5

Enable Password Creation Rules
When setting a password, make sure that it contains at least one or more numbers, uppercase and lowercase letters of the alphabet, and symbols.
The characters that can be entered are as follows.
 • Numbers: 0 to 9
 • Upper case alphabet: A to Z
 • Lower case alphabet: a to z
 • Symbols: ! @ # $ % ^ & * ( ) " ' + , - . / : ; < = > ? [\ ] _ ` { | } ~ and spaces

If you enable this setting, you will need to enter at least four characters: one each for numbers, uppercase alphabet, lowercase alphabet, and symbols. Even if you set "Minimum Password Length" to 3 or less, you will still need to enter 4 characters.

Factory default settings: Disable

Prohibit Reuse of Current Password
Check if the password you set before the change is the same as the password after the change, and if it is the same, you will not be able to register it. (However, if "Minimum Password Length" is 0, this setting cannot be used.)
Factory default settings: Disable

User Password

Changes the setting of the user password.

Minimum Password Length

Specifies the number of characters for the password to be entered.

Factory default settings: 5

Enable Password Creation Rules

When setting a password, make sure that it contains at least one or more numbers, uppercase and lowercase letters of the alphabet, and symbols.
The characters that can be entered are as follows.
 • Numbers: 0 to 9
 • Upper case alphabet: A to Z
 • Lower case alphabet: a to z
 • Symbols: ! @ # $ % ^ & * ( ) " ' + , - . / : ; < = > ? [\ ] _ ` { | } ~ and spaces

If you enable this setting, you will need to enter at least four characters: one each for numbers, uppercase alphabet, lowercase alphabet, and symbols. Even if you set "Minimum Password Length" to 3 or less, you will still need to enter 4 characters.

Factory default settings: Disable

Prohibit Reuse of Current Password

Check if the password you set before the change is the same as the password after the change, and if it is the same, you will not be able to register it. (However, if "Minimum Password Length" is 0, this setting cannot be used.)

Factory default settings: Disable

Delete Users who Have not Logged in for a Specified Period of Time

Deletes users who have not logged in to the machine for the specified period from the machine's user list.

Counting the days

 • If the user logs in before this setting is enabled, the number of days will be counted from the day after the setting is registered.
 • If the user logs in after this setting is enabled, the number of days will be counted from the day after the last login.
 • If a new user is registered after this setting is enabled, the number of days will be counted from the day after the user's registration date.
 • Users imported via st orage backup will be counted from the day after import.

Factory default settings: Disable

Delete timing

 • Users will be deleted at the time the date changes (0:00) after the specified period has passed.
 • If the machine is in energy saving mode or turned off, the user will be deleted when the machine is restored or turned on.
 • If the number of days for this setting is shortened, the corresponding user will be deleted after the setting is registered.

Factory default settings: Disable, Period:365

 • Users who are set as fixed users are excluded from this setting.
 • If you enable this setting and then change the setting to disable it, the days count will be reset.

Prohibit Reuse of Deleted User's Account Name

Prohibits the reregistration of user accounts (login names) once they have been deleted. This setting can be used to prohibit reregistration for a certain period of time or for no period of time.
After enabling the setting, set the period of time to prohibit reregistration. If you select "Undefined", you can prohibit reregistration without setting a period.
If [Case sensitivity of login name is enabled.] is enabled in the authentication settings, it will be judged case sensitive. If it is disabled, it will be judged without distinguishing case.
Example: Deleted login name: ABC, login name to be registered: Abc
If [Case sensitivity of login name is enabled.] is enabled in the authentication settings, the login name Abc can be registered because bc is in lower case. If it is disabled, Abc cannot be registered.
Factory default settings: Disable, Period:365

> • The login names of user accounts that have been deleted since the time this setting was enabled are recorded in the list, up to a maximum of 2000. When the number of user accounts exceeds 2000, the login names of the oldest user accounts will be deleted.
> • When this setting is enabled and then disabled, the login name record of the deleted user account will be erased.
> • The login names of user accounts that are deleted when this setting is disabled will not be recorded.
> • The day of deletion is the first day, and the login names of user accounts that have exceeded the set period will be removed from the list.
> • The login names of user accounts deleted by [Delete All Users] in the user list will not be recorded in the list and will not be subject to this setting.

Password Change

Restrict Device Web Page Access Via Password

Use this setting to display the login screen and require login in order to access the Web server.

Change Password

The administrator password can be changed.
When you change the password, be sure to remember the new password.
(It is recommended that you periodically change the administrator password.)

• Enter a password consisting of 5 to 255 characters, and tap the [Store] key. Your setting is made valid only when the machine is turned On again.
  The user-level authentication password is required to add, edit or delete the destination. When you log on, enter "users" as the user name. Then, enter the user password that you have registered with this option.
  The administrator-level authentication password is required to select all settings and the same functions as those available with the user-level password. When you log on, enter "admin" as the user name. Then, enter the administrator password that you have registered with this option.
• If you tap the [Store] key without entering a password, the previously set value is assumed. Password protection is enabled by default.

> In the factory default state, the user password must be entered.
> (For the default administrator password, see Start Guide.)

Condition Settings

Restrict Print Jobs other than the current Print Hold Job

You can select settings to cancel print jobs that are not print hold jobs, or force all print jobs to be held.
When [Restrict Print Jobs other than the current Print Hold Job] is turned ON, the settings below can be selected.

Item	Description
Force Retention	This setting forcibly sets all print jobs as print hold jobs, even jobs for which print hold is not selected.
Disable Job	Prohibit all print jobs other than print hold jobs.

Factory default settings: Force Retention

Automatic Deletion of Suspended Print Jobs

If the job is interrupted due to a paper jam, etc., the job is automatically deleted after the time set in "Time until automatic deletion" has elapsed.
Factory default settings: Disable

Time until Suspended Print Jobs are Automatically Deleted

Set the time after stopping a job to automatically deleting the job.
Factory default settings: 5 minutes

Reject Requests from External Sites

You can reject the request from external sites.
Factory default settings: Enabled

If Firmware Corruption is Detected, Restore It

When the machine starts up, the firmware is inspected, and if any damage is found, it automatically recovers to the state before the damage.
Factory default settings: Disable

Apply Security Policy

The default administrator is displayed at login. Set whether to apply the security policy on this machine.
Factory default settings: Disable

Mandatory Access Control

Set whether to perform forced access control. Once set, access to all files inside the machine will be forcibly controlled.
Factory default settings: Disable

Job Status Jobs Completed List Display Setting

Set to show/hide the completion screen of the job status screen.
Factory default settings: All disable

Job Status Display Setting

Sets the contents to be displayed in the job status. For printing, you can choose to show or hide the file name.
Factory default settings: All disable

Port Control

For the various major ports used in the system, set the prohibition/permission and port number, and tap the [Store] key. The ports that can be set are as follows.

Server Port	Factory default settings		Client Port	Factory default settings	
	Port Control	Enable / Disable		Port Control	Enable / Disable
HTTP	80	Enabled	HTTP		Enabled
HTTPS	443	Enabled	HTTPS		Enabled
FTP Print	21	Enabled	FTP		Enabled
Raw Print	9100	Enabled	FTPS		Enabled
LPD	515	Enabled	SMTP		Enabled
IPP	631	Enabled	SMTP-SSL/TLS		Enabled
IPP-SSL/TLS	443	Disabled	POP3		Enabled
Tandem Output Receive	50001	Disabled	POP3-SSL/TLS		Enabled
SNMPD	161	Enabled	LDAP		Enabled
SMB		Disable	LDAP-SSL/TLS		Enabled
SMTP		Enabled	SMB		Enabled
WSD		Enabled	SNTP		Enabled
Print Release	53000	Enabled	mDNS		Enabled
Sharp OSA (Expansion Platform)			Tandem Output Send		Disabled
• HTTP	10080	Enabled	Data Backup (Send)		Enabled
• HTTPS	1443	Enabled	Print Release		Enabled
			IPP INFRA		Enabled
			syslog	514	Enabled
			syslog-SSL/TLS	6514	Enabled

Filter Setting

You can set the filter by an IP or MAC address to prevent an unauthorized access to the machine via a network.
Set the IP or MAC address filter and tap the [Store] key.
Factory default settings: Disable

IP Address Filter Settings

This option sets an IP address.
You can specify whether to allow or prohibit access to the machine from the IP address you set.
Factory default settings: Enable

MAC Address Filter Settings

This option sets a MAC address.
It allows access to the machine from the MAC address you set.

Intrusion/Attack Detection

This section explains how to protect the machine by partially blocking communications with an attempt to attack the machine via network.

If the multifunction device receives more than the set number of communications from the same IP address within the set period, communication from that IP address is prohibited.

IP addresses whose communication is prohibited are recorded in the audit log and registered as a reception refusal list. In addition, those IP addresses are notified by e-mail to the addresses in the e-mail alert message list 1/2 and dealer e-mail alert message list.

The removal of the IP address from the rejection list is also recorded in the audit log.

The maximum number of IP addresses that can be registered in the reception rejection list is 100, and when the number reaches 100, external connection requests for multifunction devices will not be accepted.

Factory default settings: Disable

> • Even if the power is turned on/off, the intrusion/attack detection settings and reception refusal list are retained. When you execute [Reset the NIC] or [Restore Factory Defaults], the intrusion / attack detection settings and reception rejection list are initialized.
> • When you want to send e-mail to the E-mail alert address list or E-mail alert dealer address list, enable [Security Alert] in [Alerts Message].

When the first attempt of attacking the machine is made, the attacker's IP address is registered on the list of denied IP addresses.

IP address xxx.xxx.xxx.1

List of Denied IP Addresses xxx.xxx.xxx.1

Since the attacker's IP address is on the list of denied IP addresses, their attack does not reach the machine.
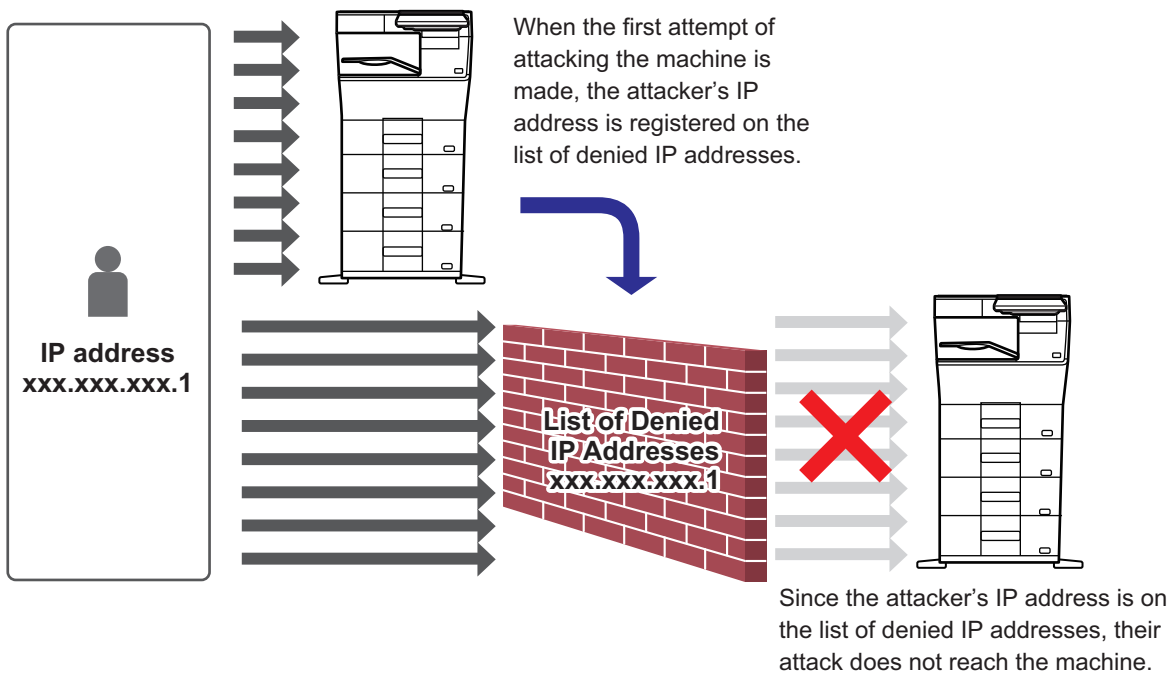
List of Denied IP Addresses

Item	Description
IP Address	Displays the IP address that is rejected. The default setting is "OFF".
Start Time of Incoming Packet Denials	Displays the date and time when reception refusal started.
Total	Displays the number registered in the reception rejection list. **Factory default settings:** Allow

Virus Scan Setting

This setting is available when the virus detection kit is installed. Specifies the settings for virus detection.

When you open the Virus Scan Setting for the first time, or when you go to the Virus Scan Setting if you have not agreed to the software license agreement when you opened it before, the software license agreement screen will appear. Check the contents, and if you have no problems using the software, select [Agree].

Virus Scan

Specifies whether to use the virus scan function.
Factory default settings: Disable

Virus Scan Settings

Perform Virus Scan on Input-Output Data

When the input/output data of the machine is generated, the corresponding data is scanned for viruses.
Factory default settings: Disable

Perform Virus Scan at Specified Time

Scans for viruses at the specified date and time.
Factory default settings: Disable

Perform Virus Scan Now

Perform this setting when you want to scan for viruses immediately.

Time Schedule

Specifies the schedule for virus scan.

Every Day
When this setting is enabled, a daily virus scan will be performed.
(Start Time)
Sets the time to start scanning.
Factory default settings: 12:00

Every Week
When this setting is enabled, a virus scan will be performed every week on the specified day and time.
(Day of the Week)
Sets the day of the week to start scanning.
Factory default settings: Monday
(Start Time)
Sets the time to start scanning.
Factory default settings: 12:00

When the machine is not turned on at the date and time specified in the "Time Schedule", the virus scan will start the next time the machine is started.

Every Month
When this setting is enabled, virus scan will be performed on the specified day and time.
(Date)
Sets the date when the scan will start.
For months that have days that do not exist (for example, February and April when 31 is set), run at the end of the month.
Factory default settings: 1
(Start Time)
Sets the time to start scanning.
Factory default settings: 12:00

📝 When the machine is not turned on at the date and time specified in the "Time Schedule", the following operation is performed.
- Even when the Audit Log is enabled, virus scan failures are not recorded.
- When you set "Every Day", the virus scan will not be performed until the same time the next day.
- When you set "Every Week" or "Every Month", the virus scan is performed after the first start up of the machine after the time when the virus scan was not performed. Even if there are multiple times the opportunity to perform the virus scan during a period of time when the machine is not turned on, the virus scan will only be performed once after the machine is started up.

Virus Scan Target

Select the data to be scanned for viruses.
- System File (Firmware)
- Embedded Application
- NAS Stored Data

Factory default settings: All enabled

Virus Definition File Update Setting

Perform Update Now

Perform this setting when you want to update the virus scan definition files immediately

SSL/TLS Settings

SSL/TLS can be used for data transmission over a network.
SSL/TLS is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.
Data encryption can be set by the following protocols.

Setting of SSL/TLS

Server Port

- HTTPS: Apply SSL/TLS encryption to HTTP communication.

Factory default settings: Enable
- IPP-SSL/TLS: Apply SSL/TLS encryption to IPP communication.

Factory default settings: Disable
- Redirect HTTP to HTTPS in Device Web Page Access: When this setting is enabled, all communication that attempts to access the machine by HTTP is redirected to HTTPS.

Factory default settings: Disable

Client Port

- HTTPS:
  Apply SSL/TLS encryption to HTTP communication.

Factory default settings: Enable
- FTPS:
  Apply FTP encryption to HTTP communication.

Factory default settings: Enable
- SMTP-SSL/TLS:
  Apply SMTP encryption to HTTP communication.

Factory default settings: Enable
- POP3-SSL/TLS:
  Apply SSL/TLS encryption to communication using POP3.

Factory default settings: Enable
- LDAP-SSL/TLS:
  Apply SSL/TLS encryption to communication using LDAP.

Factory default settings: Enable

- syslog-SSL/TLS:
  Apply SSL/TLS encryption when sending audit logs.
Factory default settings: Enable
  - Verify Signature of Server Certificate of the Other Party:
  Validate the certificate of the server you are communicating with.
Factory default settings: Disable

Even if "Verify Signature of Server Certificate of the Other Party" is enabled, when "Global Address Search" or "Find My Address" is performed when the search destination is an LDAP server, the server certificate of the destination is not validated.

- TLS1.2: Use only TLS1.2.
Factory default settings: Enable
  - TLS1.3: Use only TLS1.3.
Factory default settings: Enable

Level of Encryption

The encryption strength can be set to one of three levels.
Factory default settings: Low

Device Certificate

Certificate Status
Displays the status of the certificate required for SSL/TLS communication. Click the [Select] key to install the certificate.

Certificate Information
If the device certificate is installed, click the [Show] key to display the certificate information.

Select Device Certificate
Click the [Select] key to display the device certificates that have already been registered. Select from them.

IPsec Settings

IPsec can be used for data transmission/reception on a network.
When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.
When enabling this settings, take the following notes.
- It may take some time to reflect on the machine settings, and you cannot connect to the machine during this time.
- If the Setting mode (Web version) settings are not correctly selected, connection to the machine may not be allowed, or the settings may not allow printing or Setting mode (Web version) display. In this case, deselect this setting and change the System Settings (on Web pages).

Condition Settings

IPsec Settings

Sets whether to use IPsec for transmission.
Factory default settings: Disable

IKEv1 Settings

Pre-Shared Key
Enter the Pre-Shared Key to be used for IKEv1.

SA Lifetime (time)
Set the SA lifetime.
Factory default settings: 28800 seconds

SA Lifetime (size)
Set the SA lifetime size.
Factory default settings: 28800 KB

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IKE Lifetime
Set the IKE lifetime.
Factory default settings: 30 seconds

IPsec Rules

The registered IPsec rules are displayed.
To add a new rule, click the [Add] key.
To delete a rule, select the rule you want to delete and click the [Delete] key.

IPsec Rule Registration

Rule Name
Enter a name for the IPsec rule.

Priority
Set the priority level.
Factory default settings: 1

Select the Rule Name to be the Registration Model
If there is a previously registered rule that is similar to the rule you want to create, you can create the new rule based on the registered rule.

Device Address
Set the type of IP address to be used on the machine and the port number (for IPv6, set the port number / prefix length).

Client Address
Set the destination IP address type and port number (for IPv6, set the port number / prefix length).

Protocol
Set the protocol to be used.
Factory default settings: TCP

Filter Mode
Configure settings for the authentication method used for IPsec.
Factory default settings: IPsec

IPsec Encryption
Configure settings for the authentication method used for IPsec.

ESP
Select to use ESP authentication.
Factory default settings: Enable

Allow Communication not using ESP
Specify whether or not communication that does not use ESP is allowed.
Factory default settings: Enable

AH
Select to use AH authentication.
Factory default settings: Disable

Allow Communication not using AH
Specify whether or not communication that does not use AH is allowed.
Factory default settings: Disable

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Hidden Pattern Print Setting

Select Hidden Pattern Print Setting.
The hidden pattern print function is effective at preventing unauthorized copying as the specified text emerges in the background on output sheets.

Initial Status Settings

Default Settings

Item	Description
Hidden Pattern Print Setting	A pattern print can be printed with this settings. **Factory default settings:** All Invalid
Exposure	Select an exposure. **Factory default settings:** Standard
Font Size	Select a font size. **Factory default settings:** 48point
Angle	Select a character angle. **Factory default settings:** 0°
Font Style	Select the standard or italic character settings. **Factory default settings:** Standard
Camouflage Pattern	Set a camouflage pattern. **Factory default settings:** Pattern 1
Print Method	Select a character display pattern. • Character stand out. • The background stands out. **Factory default settings:** Positive

Print Contents Setting

Item	Description
Pre-Set Word	Allows you to select a preset character string. The following character strings can be selected. • DO NOT COPY, Copy Ban, Internal Use Only, Handle With Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY **Factory default settings:** Enable, Copier
Pre-set Text	Select a stored preset character string. This setting is ignored if [Direct Entry] is enabled. • DO NOT COPY, Copy Ban, Internal Use Only, Handle With Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY
Information Printing	Enables simultaneous printing of the following information sets. • Serial number, account job ID, login name/user number, number of copy control, date and time **Factory default settings:** All Invalid
Disable Direct Entry	Set whether to enable direct input of print characters for tint block printing in each mode. **Factory default settings:** Disable

Contrast

Set a character contrast.
The black can be set in any of 9 levels.
Factory default settings: 5

Custom Text Registration

Stores the user-created print characters. Up to 30 characters can be stored.

Tracking Information Print

Prints the tracking information at the top or bottom of output pages when print job is executed.
This function forcibly prints the pre-specified traceable information to prevent an unauthorized copy.

Originals

XXX XXX XXX ⊐⊢ Trace information area

Item	Description
Tracking Information Print Setting	Set this option to print the tracking information. **Factory default settings:** Disable
Print Information	The following information can be printed. • Serial number, characters, account job ID, login name/user number, date and time **Factory default settings:** Serial number: Enable, Text: Disable, Account Job ID: Enable, Login Name/User Number: Enable, Date/Time: Enable
Position	Set a print position on each page. **Factory default settings:** Print Upper Side of Paper: Disable, Print Lower Side of Paper: Enable, Print Left Side of Paper: Enable, Print Right Side of Paper: Disable, Position Adjustment:1(Outer)
Font Size	Set the size of the characters to be printed. **Factory default settings:** Middle
Select the Job to Print	Set a job to print the tracking information. **Factory default settings:** All Enabled

• If this function is specified together with another image compositing function, tracking information is printed at the top.
• The information added at printing or the preview image of the account job ID and date/time are displayed as shown below.
  Account job ID: 00000
  Date/time: DD/MM/YYYY hh:mm

Audit Log

Logs are created and saved for various events relating to security functions and settings.
Audit logs are created and saved in English. However, setting values such as filenames which are input from external sources are saved as-is.
Audit logs which have been saved in the internal storage can be exported by an administrator to a PC as TSV files.
You can select either the internal storage or an external server as the destination for saving audit logs.

When the space for saving audit logs internally becomes full, the logs are overwritten starting from the oldest ones.

Audit Log

"Audit Log" can be carried out as follows.
In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log]
Select "Security Control", "Storage/Send Settings" or "Save/Delete Audit Log".
Factory default settings: Disable

Storage/Send Settings

"Storage/Send Settings" can be carried as follows.
In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log]→ [Storage/Send Settings]
Then make the storage and transmission settings.
Factory default settings: Local Drive Store:Enable, Server Send:Disable, Enable SSL/TLS:Disable, Port Number:514, Port Number (Use SSL/TLS):6514

Save/Delete Audit Log

"Save/Delete Audit Log" can be carried out as follows.
In "Settings (administrator)", select [System Settings] → [Security Settings] → [Audit Log]→ [Save/Delete Audit Log]
Select "Save Audit Log" or "Delete Audit Log".

• "Save Audit Log" can only be carried out from the web page.
• If you have set a high level of security, it will not be displayed if audit logging is disabled or storage storage is disabled.

Audit Log specifications

If the audit log is saved to an external server, the audit log is temporarily saved in the buffer area reserved in the internal storage until the transmission to the external server is successful.
- Audit logs that are successfully sent to the external server are cleared from the buffer area.
- If the transmission to the external server fails, a warning message will be displayed on the operation panel and the screen of the web page, and the transmission will be periodically retransmitted to the external server until the transmission is successful.

The audit events and information stored in the audit log are as shown in the following table.

> If the power of this machine is turned off by a method other than the procedure described in the user's manual or due to a power failure, the [End Audit] event may not be recorded. Make sure to turn off the power of this machine according to the correct procedure. We also recommend using an uninterruptible power supply (UPS) in the event of an unforeseen event such as a power outage.

Event name	Date & Time[*1]	Operation I/F[*2]	Login Name	Result[*3]	Additional Information
Audit Start	Yes	N/A	N/A	Yes	Reasons for starting Normal start-up: power on, panel SW pressed, reboot, timer, network, other Other: security erase
Audit End	Yes	N/A	N/A	Yes	N/A
Job Completion	Yes	Yes	Job owner (SYSTEM)	Yes	Finished job name
I&A Success	Yes	Yes	The string entered as your login name	N/A	IP address of the login source 127.0.0.1 for the operation panel
I&A Failure	Yes	Yes	The string entered as the login name	N/A	IP address of the login source 127.0.0.1 for the operation panel
Add User	Yes	Yes	User who added	Yes	Added login name
Login Terminated	Yes	Yes	The string entered as your login name	N/A	Active termination/ Timeout
Change Password	Yes	Yes	The user who made the change	Yes	Login name of the user whose password has been changed
Change Login Name	Yes	Yes	The user who made the change	Yes	Login name after change
Delete user	Yes	Yes	User who deleted	Yes	Deleted login name (ALL if all users are deleted)
Add Auth Group	Yes	Yes	User who added	Yes	Added authority group name
Change Role	Yes	Yes	The user who made the change	Yes	• Login name of the user whose authority group has been changed • Changed authority group name
Change Auth Group Setting	Yes	Yes	The user who made the change	Yes	Privilege changed settings Group Name
Add Page Limit Group	Yes	Yes	Users with additional functions	Yes	Name of the additional page limit group
Delete Page Limit Group	Yes	Yes	Users whose functions are deleted	Yes	Name of the deleted page limit group
Change Page Limit Group Setting	Yes	Yes	Users who have changed the settings	Yes	Name of the changed page limit group
Change Time Setting	Yes	Yes	The user who made the change	Yes	N/A

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Event name	Date & Time*1	Operation I/F*2	Login Name	Result*3	Additional Information
Change Setting	Yes	Yes	User who made the change ("ByPolicy" when applying AD policy)	Yes	• Setting items whose setting values have been changed • Set value after change
Firm Recovery	Yes	N/A	N/A	Yes	• Firmware name • Firmware version after recovery
Exec Rejection	Yes	N/A	N/A	Yes	Distinguished name of firmware or embedded OSA app
TLS, IPsec communication failure (Comm Failure) * Communication partner is other than the audit server	Yes	N/A	Users who are communicating	N/A	• IP address of the communication starter • IP address of the communication partner • Communication direction • Reason for failure
Modify AddrBook	Yes	Yes	User who updated	Yes	• At the time of addition: Internal management ID and destination name of the added entry • When deleting / changing: Internal management ID of deleted / changed entry
Firm Update	Yes	Yes	User who updated	Yes	• Firmware name • Firmware version before update • Firmware version after update
Intrusion/Attack Detected	Yes	N/A	N/A	Yes	• IP addresses that have been blocked • When the maximum number of detections is reached, "reaches limit" is added.
Release Denied Addr	Yes	Yes	Users who have been released	Yes	Released IP address
Invoke EAM App	Yes	N/A	N/A	Yes	Starting Sharp OSA External Accounts Application Additional Information: IP Address and Application Name of Sharp OSA External Account Server
CSRF Trial	Yes	Net	N/A	N/A	Attacking IP address
Enabling Embedded OSA Applications	Yes	Yes (N/A for firmware updates)	Users who have activated the function (default administrator for installation and update via Application Portal, system for firmware update) for installation and update from Application Portal, "system" for firmware update)	Yes	• Application name • Connection details (IP address where the activation operation was performed) (127.0.0.1 for the operation panel))
Send External Dest	Yes	Yes	Users who sent	Yes	Destination e-mail address/IP address/SMB folder path
Web Push Print	Yes	Yes	Users of the function	Yes	IP address from which the file was downloaded
Change Service Setting	Yes	Yes	Users who have changed the settings	Yes	Changed settings and their values

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Event name	Date & Time*1	Operation I/F*2	Login Name	Result*3	Additional Information
Switch to service mode	Yes	Yes	Service	Yes	N/A
Running in service mode	Yes	Yes	Service	Yes	Changed setting values
Sharp OSA external account user authentication	Yes	Yes	The string entered as your login name	Yes	N/A
Scheduled Virus Scan	Yes	N/A	N/A	Success/ Failure	In case of failure, the reason • Interruption of running scan due to power off Interruption of the scan • Any other reason Interruption of a running scan due to other than the above • Scan failure due to errors other than the above
On-demand Virus Scan	Yes	Ope/Web	Users who requested the scan to be performed	Success/ Failure	In case of failure, the reason • Interruption of running scan due to power off Interruption of the scan • Any other reason Interruption of a running scan due to other than the above • Scan failure due to errors other than the above
Virus Detection	Yes	N/A	N/A	Always "Success"	One of the following • Firmware • Inbound data • Outbound data • Stored data • OSA app Data identification name (file name, etc., if obtainable. N/A if not possible) Identification name of the virus
Auto Pattern Update	Yes	N/A	N/A	Success/ Failure	In case of failure, the reason • Connection error to the server • Failed to download the pattern file • Incorrect system setting time • Scan failure due to errors other than the above
On-demand Pattern Update	Yes	Ope/Web	Users who requested the implementation of the update	Success/ Failure	In case of failure, the reason • Connection error to the server • Failed to download the pattern file • Incorrect system setting time • Scan failure due to errors other than the above
Change Setting	Yes	Yes	Users who have changed the setting values	Success/ Failure	Setting items and values for Web page (Virus Scan Setting)

*1   The date and time when the event occurred is displayed in the extended format of ISO 8601.
*2   Either Ope/Web/sNet is displayed as the operation interface. However, if it is "N / A" in the table, it will be written as "N / A".
*3   Either Success / Failure will be displayed as the result of the event.

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Certificate Management

Device Certificate Management

Import

Import the certificate/private key.

🖉 This setting can only be set on web pages.

Export

Export the certificate/private key.

🖉 This setting can only be set on web pages.

Certificate Information

Shows the status of the certificate.

Creation of Certificate and Private Key

🖉 This setting can only be set on web pages.

Common Name (Required)

Enter the name to be used.

Organization

Enter the name of the organization.

Organizational Unit

Enter the name of the unit within the organization.

City/Locality

Enter the city or locality.

State/Province

Enter the state or province.

Country/Region (Required)

Enter the country code.

Sender Address

Enter the sender's E-mail address.

Certificate Start Date

Enter the start date and time for the certificate.

Certificate Validity Period

Enter the expiration date of the certificate.

Certificate Information

Enter the Certificate Information.

Certificate Signing Request (CSR) Management

Install

Install the certificate.

Certificate Information

Shows the status of the certificate.

Make of Certificate Signing Request(CSR)

Common Name (Required)

Enter the name to be used.

Organization

Enter the name of the organization.

Organizational Unit

Enter the name of the unit within the organization.

City/Locality

Enter the city or locality.

State/Province

Enter the state or province.

Subject Alternative Name

Enter the Subject Alternative Name (SAN).

Country/Region (Required)

Enter the country code.

Sender Address

Enter the sender's E-mail address.

Certificate Start Date

Enter the start date and time for the certificate.

Certificate Validity Period

Enter the expiration date of the certificate.

Certificate Information

Enter the Certificate Information.

CA Certificate Management

Import

Import the certificate.

Certificate Information

Shows the status of the certificate.

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Energy Save

Eco Setting

The machine's power consumption can be reduced by Eco Mode setting. Although each function setting can be changed separately, the machine has the "Custom" and "Eco Mode" to allow simultaneous changing of settings.

Eco Recommendation Function Display

You can display eco-recommended functions such as two-sided printing and N-Up during document filing print and direct print.
Setting values applied by each mode is as follows.

Energy Save	Custom Mode	Eco Mode
Preheat Mode Setting	1 minutes	1 minutes
Turn off Panel Display during pre-heat mode	On	On
Auto Power Shut-Off Timer Remote Job	Earliest	Earliest
Auto Power Shut-Off Timer Other Job	Fix transition time.: 11min. (for Europe) 1min. (Except for Europe)	Fix transition time.: 1min.
Sleep Mode Power Level	Low Power	Low Power
Eco Fusing Setting	On	On

Factory default settings: Disable

> Each Energy Save settings in System Settings is not applied when Custom/Eco mode is used.

Display a Message to Delay the Time of Entry into Preheat Mode / Auto Power Shut-Off Mode

Set whether a message is displayed 15 seconds before Preheat Mode or Auto Power Shut-Off Mode is entered.
Factory default settings: Disable

Mode Setting

This function allows you to set the Eco function at once. There are "Custom Mode" and "Eco Mode".

Item	Description
Custom Mode	Allows easy machine operation with reduced power consumption.
Eco Mode	Minimizes the machine's power consumption.

Preheat Mode Setting

The time until the preheating mode works is 1 to 60 minutes in 1-minute units.
Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.
Select the time that best suits the needs of your workplace.
The panel display can be turned Off in the Preheat mode.
Factory default settings: 1 minutes

Preheat mode cannot be disabled.

Turn off Panel Display during pre-heat mode

Set whether the lights on the operation panel turn off in preheat mode.
Factory default settings: Enable

Auto Power Shut-Off Timer

Sets the time to transition to Auto Power Shut-Off mode.
This can be set for "Remote Job" and "Other Job".

Remote Job

Select "Earliest" or enter a set time.
Factory default settings: Earliest

Other Job

Fix transition time.
The Auto Power-Off transition time is fixed.
When this setting is enabled, the [Change transition time by time of day.] option is disabled.
Factory default settings: Enable, Auto Power Shut-Off Timer:1 minutes

In Europe, this setting is not available and auto power shut-off is always enabled.

Change transition time by time of day.
This function controls the transition to Auto Power Shut-Off mode optimally for each time period by analyzing the use of the machine based on job logs obtained during a 4-week period.
When this setting is enabled, the [Fix transition time.] option is disabled.
Factory default settings: Disable

- The image transfer control settings are not changed.
- This does not link to the Power On/Off Scheduling. If both of them are enabled, the Power On/Off Scheduling settings precede.
- Pages are counted for each paper size separately.
- When the power supply of the machine was off, there was no job during this time.

Transition to Energy Saving and Auto Power Shut-Off modes

Pattern	Transition time	Average outputs per hour*
Mode1 (Job Start Priority1)	After 1 hour	700 or more
Mode2 (Job Start Priority2)	After 30 minutes	150 to 699
Mode3 (Energy Save Priority1)	After 5 minutes	40 to 149
Mode4 (Energy Save Priority2)	After the minimum time period	0 to 39

* Factory default setting

Auto

This function controls the power optimally for each time period by analyzing the use of machine based on job logs obtained during a certain time period.

> If the machine does not have the 4-week job log information, the machine enters the template2 (Mode3 (Energy Saving Priority1) between 8:00 and 18:00 hours). Then after that, it enters Mode4 (Energy Saving Priority2).

Manual

You can set a pattern for each time band.
The machine already has the 3-pattern template. The Energy Save pattern can be added to the "Original Eco Patterns 1 to 4".

Three-pattern template

Template	Pattern	Description of mode
Template 1	All Day "Energy Save Priority2"	The machine runs in the "Mode4 (Energy Saving Priority2)" all the time.
Template 2	8:00-18:00 "Energy Save Priority1"	The machine runs in "Mode3 (Energy Saving Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.
Template 3	8:00-18:00 "Job Start Priority1"	The machine runs in "Mode1 (Job Start Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.

Sleep Mode Power Level

Low Power: The machine switches to the power saving mode, but it takes some time to recover.
Fast Wake Up: Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.
Factory default settings: Low Power

Eco Fusing Setting

This setting keeps the fusing unit off when you perform an operation that does not involve printing.
Set "Eco Fusing Setting" to ✓, and select a mode or screen in which to enable Eco Fusing Setting.
 The following modes and screens can be set.
 • Home Screen
 • Document Filing
 • System Settings
 • SharpOSA
Factory default settings: Enable, Home Screen: Disable, Document Filing: All Enabled, System Settings: Enable, Sharp OSA: All Enabled

Energy Saving Pattern List

This function analyzes machine usage and controls entry into auto power shut-off mode based on frequency of use. If you want to manage machine power by using an energy saving pattern list, select [Manual] in [System Settings] - [Eco Setting] - [Change transition time by time of day.], and select an Automatic Update Pattern from the pull-down list or one of Original Eco Patterns 1 to 4.
To automatically analyze machine usage and update the pattern as needed, set Automatic Update Pattern.

Edit Pattern

Set the Original Eco Pattern.

Item	Description
Change Pattern Name	To change the pattern name, enter the desired name.
Pattern to Be Modeled	Select the stored pattern that you want to base the new pattern on. To copy the settings of a selected pattern, select [Copy the selected pattern.].
Energy Save Setting	Set time periods for machine modes. Select a mode from 1 to 4, and select a day of the week, start time, and end time.
Day of the Week	Set the day of week on which you want to enable the mode selected in the Energy Save Setting.
Start Time/Completing Time	Set the period of time during which you want to enable the mode selected in the Energy Save Setting.

Specific Date Operation Settings

You can configure a day on which you have high-output printing or want to perform a special operation as the "specific date" and set a specific energy saving pattern only for that specific date.

The specific date operation is performed on the day configured as the specific date regardless of the setting on Auto Power-Off transition time (enabled or disabled).

"Specific Date" tab

A period of up to 7 days can be set for Specific Date. Set the specific date, energy saving pattern to be applied, and the operation that takes place if the specific date falls on a non-work day.

Item	Description
Date	Configure the date on which you want to operate the machine with a specific pattern. Select a day between 1 and 31 in Every Month or from End of Every Month.
Applied Energy Saving Operation	Select an energy saving patten you want to apply. Use the "Pattern" tab (page 6-129) to specify the details of the energy saving pattern.
Operation for Holiday	Configure how the machine operates if the preset specific date falls on a holiday. Use the "Holiday" tab (page 6-129) to specify the day as the holiday.

- If a specific date that is initially specified coincides with the one that is moved because it falls on a holiday, the setting for the former takes precedence.
- If specific dates of the same dates are configured, they are used in ascending order between 1 and 7 (specific date numbers).

"Pattern" tab

This tab is used to configure the details of an energy saving pattern.

Item	Description
Energy Save Operation	Select a specific date pattern you want to specify.
Change Pattern Name	Enter a pattern name when you want to change the name of a specific date pattern.
Pattern to Be Modeled	Select a source pattern when you create a pattern using a stored or preset pattern.
Add new schedule.	Add a schedule.

"Holiday" tab

Specify a holiday. The day you specified as the holiday will not be a specific date.

Item	Description
Holiday List	When you tap this option, the dates and days of the week for the holidays you have set for two years.
Day of Week	Use this option to specify a holiday using a day of the week.
Set Period	Use this to specify a holiday using a date. "Final Registered Time" shows when the holiday that is stored with Set Period was stored.

Power ON/OFF Schedule Setting

The machine operator panel can be turned On or Off at a preset time. Up to three (3) patterns can be set. The "Setting 1", "Setting 2" and "Setting 3" are executed in this sequence if set at the same day of week or at the same clock time.

- The scheduling function does not support the power management settings in the Preheat Mode and Auto Power Shut-Off Mode.
- The preset power-off time is subject to the following restrictions:
  - If the machine is running due to the current job execution or other reasons, the machine is turned off only after the job has finished.
- If the power management setting is also enabled, the Power On/Off Scheduling settings precede.
- If the same time is specified, settings are applied in the order of "Setting 1", "Setting 2", and "Setting 3".
- The power is not turned off in the following cases:
  - "Power Up Auto Clear" is in progress.
  - While the optimization of the local drive is in progress or while a restart is in progress after the setting mode has been changed.
  - The preset power on/off time is within one minute from when the setting is accepted.

Toner Save Mode

This mode is used to reduce toner consumption.
Toner consumption can be set for each print job of "Printer" and "Prints (Document Filing)".
Toner consumption can be selected from three levels.
 • Toner Save1 (Toner Consumption: Much)
 • Toner Save2 (Toner Consumption: Middle)
 • Toner Save3 (Toner Consumption: Little)
Factory default settings: All Invalid

Items may not be displayed depending on country and region.

System Control

Job Log

View Job Log

Views log of a job executed on the machine.
Select a view item and period, and tap the [Show] key.
Factory default settings: Job Log:All Enabled

Job log Operation

Deletes or stores log of a job executed on the machine.
Set the number of jobs for [The Number of Job Log to Notify by E-mail] and click [Store].
Tap the [Delete] key to delete the job log.
Factory default settings: The Number of Job Log to Notify by E-mail:50000

> You can save the job log by selecting the [Job Log] in Setting mode (Web version).

Data Import/Export (CSV Format)

You can import or export data.

Export Settings

User Register Information
Once you have selected the data, click the [Execute] key. The data will be exported in CSV format.

Import Settings

Import settings from file
You can import data that was exported in CSV format into the machine.

Storage Backup

User information stored in the machine can be saved to and retrieved from a USB memory device.
To use the machine to manipulate a file, first insert the USB memory device in the machine. If you need to select settings on the Web page, use your computer to manipulate the file.

Export Settings

Exports data.
Factory default settings: All Invalid

Import Settings

Imports data into the machine.

> When [Password Policy Settings] is enabled, the following user accounts are not targeted for import.
> • User accounts that do not have a minimum password length.
> • When [Enable Password Creation Rules] is enabled, user accounts that do not fully match this setting.
> • User accounts that have been determined to be reregistration when [Prohibit Reuse of Deleted User's Account Name] is enabled.

Device Cloning

Saves the machine setting information in XML format and copies the information to another machine.
This function saves you the trouble of repeatedly configuring the same settings in multiple machines.
To use the machine to manipulate a file, first insert the USB memory device in the machine. If you need to select settings on the Web page, use your computer to manipulate the file.

Export Settings

Exports data.
Factory default settings: All Invalid

Import Settings

Imports data into the machine.

> • For models that can be imported, please contact the store where you purchased the product.
> • The following data is not copied when device cloning is performed:
>   • List print items.
>   • Count and device status display items.
>   • IP address of the machine, device name, administrator password and other information that is specific to the machine.
> • Adjustment values unique to each hardware, such as screen contrast.

Filing Data Backup

You can back up a file saved with Document Filing, and restore a backed up file to the machine.

Backup of filing data is operated in the setting mode (Web version).

Export Settings

Select the folder you want to back up and click [Execute]. The files are saved to your computer.

Item	Description
Index	The displayed Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.

Import Settings

You can restore a file to the machine that was saved with "Export Settings". Enter a maximum of 200 characters for the path of the saved file in "Import settings from file", and click [Execute].

Reset Settings

Restore Factory Defaults

Restores the current settings (you have selected in Setting mode) to the factory default settings. If you wish to create a record of the current settings before restoring, print the current settings by selecting [Status] in "Settings (administrator)" → [Data List] → [List for Administrator]".

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER (page 1-6)".

Reset the NIC

This returns all "Network Settings" to the factory default settings.

Optimization of a Local Drive

Various devices mounted on the machine can be set.
This function optimizes the local drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:
 • Access to Setting mode (Web version), and reception of print data
 • Use of keys on the operation panel
 • Turning off the power with the power button of the machine.
 • Auto Power Shut-Off
When optimization is completed, the machine will automatically restart.

When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.

E-mail Alert and Status

Status Message

Selects the Standard E-mail Status function or Advanced E-mail Status function settings.
The E-mail Status function can periodically transmit the machine status information to the stored address.

Standard

Sets the E-mail status address list 1, E-mail status address list 2, and E-mail status dealer address list separately.

Item	Description
E-mail Address	Enter the destination e-mail address for transmission of machine status information. When you enter multiple addresses, separate them by a semicolon (;) or a comma (,).
Send Now	When tapped, the status message is sent to the destination of the e-mail address list.
Send on Schedule 1	If checked as ☑ , an E-mail is sent periodically according to the preset schedule.
Send on Schedule 2	If checked as ☑ , an E-mail is sent periodically according to the preset schedule.
Time Schedule	Select a schedule to send E-mails.

Advanced

Status Message by E-mail Request Setup

Item	Description
Status Message by E-mail Request	Status Message by E-mail Request can be enabled.
POP3 Server	Enter the IP address or host name of the POP3 server.
Port Number	Enter the port number of the POP3 server. **Factory default settings:** 110
Authentication Method	Specify the authentication method for POP. Select "OAuth 2.0" when using Microsoft365, Exchange Online, etc. For information on how to configure the settings when OAuth 2.0 is selected, see "OAuth 2.0 AUTHENTICATION (page 5-35)". **Factory default settings:** Plain Text Authentication
Provider	This can be set when "OAuth 2.0" is selected as "Authentication Method". Select a provider. **Factory default settings:** Microsoft
Account Name	This can be set when "OAuth 2.0" is selected as "Authentication Method". Enter an account name.
Token	This can be set when "OAuth 2.0" is selected as "Authentication Method". Displays the current token status.
Get Token / Delete	The "Get Token" key is displayed if the token has not been obtained, and the "Delete" key is displayed if the token has been obtained.
User Name	This setting is available when you select "Authentication Method" other than "OAuth 2.0". Enter the user name. The special user account is required for bi-directional e-mail status transmission.
Password	This setting is available when you select "Authentication Method" other than "OAuth 2.0". Enter the password. To change the password, set [Change Password] to ☑ .
Check Interval	Enter the polling interval for the POP3 server. The default setting is five minutes.

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Item	Description
Enable SSL/TLS	When SSL/TLS is enabled ☑ , encrypted communication is performed as POP over SSL/TLS or POP over TLS by STLS command. Therefore, the server must support POP over SSL/TLS or STLS commands. For POP over SSL/TLS, set the POP over SSL/TLS port number in "Port Number". To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication. **Factory default settings:** Disable
Connection Test	Tap the [Execute] button to test the connection to the POP3 server.

Alerts Message

Selects the E-mail Alert function settings.
The E-mail Alert function can report a trouble of the machine to the administrator or dealer using e-mail.
Sets the E-mail Alert Message List 1, E-mail Alert Message List 2, and Dealer E-mail Alert Message List separately.

E-mail Address

Enter the destination E-mail address for alert message transmission. You can enter multiple addresses by separating them by a semicolon or comma.
Example: aaa@xxxxx.□□□; bbb@xxxxx.□□□
A report will be sent by e-mail in the following situations. You can individually set the status for sending alerts for each address list. When the unit becomes the target of the alert, an email will be sent to the set address.
Jam, Toner Low, Toner Empty, Paper Empty, Service Request, PM Request, Waste Toner Almost Full, Waste Toner Full, Job Log Full, Security Alert
Factory default settings: All enable except security alerts

SMTP Settings

Use SMTP Server in [Network Settings].

Set the SMTP server settings used for e-mail status and E-mail alert to the same settings as <u>SMTP Settings (page 6-86)</u> of network setting.

SMTP Settings

Use this setting when not using "Use SMTP Server in [Network Settings].".

Primary Server

Enter the IP address or the host name of the primary SMTP server.

Secondary Server

This setting is available when you select "Authentication Method" other than "OAuth 2.0".
Enter the IP address or the host name of the secondary SMTP server.

Port Number

Enter a port number.
Factory default settings: 25

Timeout

Enter a timeout. This value is used for connection to the SMTP server and for data transmission according to the e-mail system specifications.
Factory default settings: 20 seconds

Sender Name

Enter the sender name.

Sender Address

Enter the sender's address

Enable SSL/TLS

If ☑ the SSL/TLS is enabled, the SMTP-over-TLS encryption communication can be used by STARTTLS command.
This requires the server to support the STARTTLS command.
To allow SSL/TLS communication, set the "Port Number" to the same port number as the normal SMTP.
Factory default settings: Disable

Authentication Method

Specify the authentication method for SMTP.
Select "OAuth 2.0" when using Microsoft365, Exchange Online, etc.
For information on how to configure the settings when OAuth 2.0 is selected, see "<u>OAuth 2.0 AUTHENTICATION (page 5-35)</u>".
Factory default settings: No Authentication

Provider

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Select a provider.
Factory default settings: Microsoft

Account Name

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Enter an account name.

Token

This can be set when "OAuth 2.0" is selected as "Authentication Method".
Displays the current token status.

Get Token / Delete

The "Get Token" key is displayed if the token has not been obtained, and the "Delete" key is displayed if the token has been obtained.

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User Name

This setting is available when "SMTP Authentication" is selected as "Authentication Method".

Enter the user name.

Password

This setting is available when "SMTP Authentication" is selected as "Authentication Method".

Enter the password.

To change the password, set [Change Password] to ✓.

POP before SMTP

This setting is available when you select "Authentication Method" other than "OAuth 2.0".

If ✓ is set, you are authenticated to the POP server before using the SMTP communication.

• POP3 Server: Enter the IP address or the host name of the secondary SMTP server.

Factory default settings: Disable

• Port Number: Enter the POP3 port number for POP before SMTP communication. The default setting is port 110.

Factory default settings: 110

• POP Authentication: If ✓ is set, the authentication protocol (including APOP) is used for authentication to the POP3 server.

Factory default settings: Disable

• User Name: Enter the user name for POP before SMTP communication.

• Password: Enter the password required for POP before SMTP communication. To change the password, set [Change Password] to ✓.

• Enable SSL/TLS: If set to ✓, the POP over SSL/TLS communication or the POP over TLS communication by STLS command is enabled. This requires the server to support the POP over SSL/TLS communication or the STLS command. To allow SSL/TLS communication, set the "Port Number" to the POP over SSL/TLS communication port number. To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

Factory default settings: Disable

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.

Enhanced FSS Settings

This function is for connection to Synappx Manage, a cloud service for device management.

> • Use of this function requires the use of this cloud service.
> • This setting may not be available in all countries and regions.

Enhanced FSS

Sets whether to enable the Enhanced FSS feature.
Switching this function requires a reboot of the machine.
Factory default settings: Disable

URL

Enter the initial connection URL provided by the tenant of the cloud service.
After the connection is completed, if the URL is registered as blank, the previous connection information will be initialized.

Check Now

Checks for requests to retrieve information from the cloud service or to change the control of the machine.

Update of Firmware

This setting is available when a data security kit is installed in the machine and "Advanced Security Settings" are configured.
The firmware of the machine can be updated via LAN without using a USB memory.
See the data security kit manual for details on settings with the data security kit.
For more information on "Advanced Security Settings", contact your dealer or nearest SHARP Service Department.

Select File

Select the firmware file to be updated.

Display the Firmware Update Status on the Device Web Page

Set whether to display the firmware update status on the web page.

Execute

Tap this key to start updating the selected firmware.

> • This setting can be configured on the web page.
> • Do not turn off the power while updating the firmware.

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Image Quality Adjustment

Fusing Cleaning Mode in [Collective Adjustment], and all Common Functions can only be executed in setting mode on the machine.

Collective Adjustment

Various devices mounted on the machine can be set.

Fusing Cleaning Mode

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.

If improvement is not noticed after the first time you use the function, try executing the function again.

Print Image Quality

Quick Image Quality Adjustment

Perform quick adjustment of print quality.
You can change the default setting ([2]) to [1 (Smooth)] or [3 (Sharp)].
Factory default settings: All 2

Grey Balance

You can adjust the gradation, and density of copies.
The density is divided into 3 ranges and you can adjust the level.
Factory default settings: All 0

Exposure Adjustment

Set the density of printing.
Factory default settings: 3 (Normal)

Line Thickness

When lines do not print correctly in special applications such as CAD, you can make lines thicker.
Factory default settings: 5

Quick Color Balance Adjustment

Use 8-1/2" x 11" or A4 paper for this adjustment.
Press [Execute] to print the test patch.
Select gray area of your choice from the test patch and then enter the corresponding X and Y numbers then press [Execute].
To return adjustment value to the defaults, press [Return Adjustment Value to the Defaults].

Initial Installation Settings

This is a group of settings that are required when you initially install the machine. The initial installation setting items are the same as the regular setting items that have the same name. For information on a setting item, see the explanation of the regular item.

Item	Description
Condition Settings	
Name	System Settings - Common Settings - Machine Identification Settings (page 6-80)
Machine Code	
Machine Location	
Memo	
Clock Adjust	System Settings - Common Settings - Clock Adjust (page 6-80)
Daylight Saving Time Setting	
Preheat Mode Setting	System Settings - Energy Save - Eco Setting (page 6-125)
Auto Power Shut-Off	
Display Message When Extending Transition Time to Preheat/Auto Power Shut-Off Mode	
Sleep Mode Power Level	
Network Quick Settings	System Settings - Network Settings - Quick Settings (page 6-84)
Tray Settings	System Settings - Common Settings - Paper Settings- Paper Tray Settings (page 6-71)
Product Key	System Settings - Common Settings - Product Key/Application Number Input (page 6-82)

TROUBLESHOOTING

Q&A

GENERAL PROBLEMS

Have functions been disabled by the administrator?
Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

CHECK LIST

? Problem	✓ Check	Page
I CAN'T USE A PARTICULAR FUNCTION OR PERIPHERAL DEVICE	Have functions been disabled by the administrator?	7-4
I DON'T KNOW HOW TO CHECK THE TOTAL NUMBER OF PAGES USED	Hold down the [Home Screen] key.	7-5
	You can check in the status of setting mode.	7-5
THE OPERATION PANEL CANNOT BE USED	Is the power indicator lit?	7-5
	Did you just power on the machine?	7-5
	Is the power indicator blinking?	7-5
	Is a cover open or a device separated from the machine?	7-5
	Did login fail three times in a row?	7-5
	Does a message appear indicating that Auto Login failed?	7-5
	Do you react by tapping the touch panel?	7-5
	Does the message "Call for service. Code:xx-xx*." appear in the touch panel?	7-6
PRINTING IS NOT POSSIBLE OR STOPS DURING A JOB	Is a tray out of paper?	7-6
	Is the machine out of toner?	7-6
	Has a paper misfeed occurred?	7-6
	Is the output tray full?	7-6
	Are restrictions placed on the trays that can be used in each mode (print and document filing)?	7-6
THE DISPLAYED TRAY PAPER SIZE IS NOT CORRECT	Is the paper size loaded to the bypass tray same with the paper size being displayed in the touch panel?	7-6

❓ Problem	☑ Check	Page
THE PAPER MISFEEDS	Is tray 1 properly inserted all the way into the machine?	7-7
	Is a torn piece of paper remaining in the machine?	7-7
	Is too much paper loaded in the tray?	7-7
	Are multiple sheets feeding at once?	7-7
	Are you using paper that is not within the specifications?	7-7
	Has paper in the paper tray absorbed moisture?	7-7
	Are the tray guides adjusted to the width of the paper?	7-7
	Is the feed roller dirty? (Tray 1, bypass tray)	7-7
	Is the paper size specified?	7-7
	Did you add paper to the tray?	7-7
	Are you using punched paper?	7-7
	Are you using label sheets that cannot be used?	7-7
	Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.	7-7
	Have you forgotten to remove the divider plate even though A4 size paper is loaded in tray 1?	7-7
	Does the machine recognize the paper size even though 8-1/2" x 14" size is correctly loaded in tray 2 to 4?	7-8
	Did you load an envelope?	7-8
PAPER DOES NOT FEED FROM THE PAPER TRAY	Is the paper loaded correctly into the paper tray?	7-8
	Has the tray been prohibited in some modes (print, document filing)?	7-8
I DON'T KNOW HOW TO CHANGE THE PAPER SIZE	Set the paper size used in each tray in the tray settings.	7-8
THE OUTPUT IS NOTICEABLY CURLED AND UNEVEN	Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.	7-9
THE IMAGE IS SKEWED ON THE PAPER	Is too much paper loaded into the a tray?	7-9
	Are the tray guides adjusted to the width of the paper?	7-9
LINES APPEAR IN THE IMAGE	Is the bypass feed roller dirty?	7-9
SMUDGES APPEAR ON PRINTED OUTPUT	Are you using paper that is not within the specifications?	7-10
	Are you printing on pre-punched paper?	7-10
	Does a message appear indicating the need for maintenance?	7-10
	Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.	7-10
WHEN PRINTING ON THICK PAPER, THE PRINT RESULT IS DIRTY FROM THE 2ND PAGE ON	Has the paper type been set correctly?	7-10
PART OF THE IMAGE IS CUT OFF	Has the correct paper size been set?	7-11
PRINTING TAKES PLACE ON THE WRONG SIDE OF THE PAPER	Is the paper loaded with the print side facing in the correct direction?	7-11
A COVER OR INSERT IS NOT PRINTED ON THE SPECIFIED PAPER	Has the paper type been set correctly?	7-11
THE CONNECTED USB DEVICE CANNOT BE USED	Is the USB device compatible with the machine?	7-12
	Is the connected USB device recognized correctly?	7-12
	Is the USB memory formatted as FAT32 or NTFS?	7-12
	Are you using a USB memory device with a capacity of more than 32 GB?	7-12
PREVIEW IMAGES OR THUMBNAIL IMAGES DO NOT APPEAR	Are there a number of jobs waiting to be executed?	7-12
THE TOUCH PANEL DISPLAY IS DIFFICULT TO VIEW	Is the brightness properly adjusted?	7-12

7-3

? Problem	**✓ Check**	**Page**
YOU WERE LOGGED OUT WITHOUT LOGGING OUT YOURSELF	Did Auto Clear activate?	7-12
I DON'T KNOW WHERE THE IP ADDRESS SETTING IS	The IP address is set in the Network Settings of Setting mode.	7-13
I DON'T KNOW HOW TO CHANGE THE BACKGROUND COLOR OF THE HOME SCREEN	You can change the background color in "Machine Display Pattern Setting".	7-13
I DON'T KNOW HOW TO ADD A SHORTCUT TO OR DELETE A SHORTCUT FROM THE HOME SCREEN	You can change a shortcut in "Edit Home".	7-13
I DON'T KNOW HOW TO RESTORE THE LARGE TEXT SETTING TO ITS ORGINAL STATE	Is large text mode enabled in the home screen?	7-13
I DON'T KNOW HOW TO ADJUST THE TIME THE MACHINE ENTERS ENERGY SAVE MODE	Set the time the machine enters energy save mode in the Energy Save settings of setting mode.	7-14
I FORGOT THE ADMINISTRATOR PASSWORD	Was the administrator password changed from the factory default setting?	7-14
I DON'T KNOW WHOM TO CONTACT FOR MAINTENANCE AND SERVICE	Please check the customer support information.	7-14

I CAN'T USE A PARTICULAR FUNCTION OR PERIPHERAL DEVICE

✓ Check

! Solution

Have functions been disabled by the administrator?

■ Check with your administrator.
Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings.

7-4

I DON'T KNOW HOW TO CHECK THE TOTAL NUMBER OF PAGES USED

✓ Check	! Solution
Hold down the [Home Screen] key.	■ When you hold down the [Home Screen] key, a message showing the total page usage and toner level will appear.
You can check in the status of setting mode.	■ [Total Count] appears in the [Status] of setting mode. You can check the total pages used from this item.

THE OPERATION PANEL CANNOT BE USED

✓ Check	! Solution
Is the power indicator lit?	■ If the power indicator is not lit up, insert the power plug in the power outlet. ■ Make sure that the power plug is firmly inserted in the power outlet, turn the power switch on.
Did you just power on the machine?	■ Wait until a message appears indicating that the machine is ready. After the [Power] button is turned on, the machine requires some time to complete warmup operation. During warmup operation, functions can be selected, but a job cannot be run.
Is the power indicator blinking?	■ Auto Power Shut-Off mode has activated. To return the machine to normal operation, press the [Power] button. For more information, see ECO (page 5-2).
Is a cover open or a device separated from the machine?	■ Read the message and take appropriate actions. A warning message will appear when a cover is open or a device is separated from the machine.
Did login fail three times in a row?	■ After operation unlocks, log in using the correct user information. When [A Warning when Login Fails] is enabled in the setting mode and login fails 3 times in a row, a warning will be displayed and user authentication operation will lock for 5 minutes. (If you do not know your user information, contact your administrator.) ⇒ "Settings (administrator)" → [System Settings] → [Authentication Settings] → [Default Settings] → [A Warning when Login Fails]
Does a message appear indicating that Auto Login failed?	■ Check with your administrator. Auto Login failed due to network or other problems. If you are the administrator, tap the [Administrator Password] key, log in as an administrator, and temporarily change the auto login settings in the setting mode. (Restore the changed settings to their original state after the problems have been solved.)
Do you react by tapping the touch panel?	■ Press and hold the [Power] button on the operation panel for 5 seconds to restart.

✓ Check	! Solution
Does the message "Call for service. Code:xx-xx*." appear in the touch panel? *Letters and numbers appear in xx-xx.	■ Turn on the machine power again. ■ Make sure that the background color of the job status display at the upper right corner of the touch panel is grey, and press the [Power button] and then tap [Power Off] key on the the touch panel. Wait for a while after the screen turns off, unplug the power plug from the power outlet, wait at least 10 seconds, plug it in the power outlet, and press the [Power] button to turn on the power. ■ If the message still appears after switching the power off and on several times, it is likely that a failure has occurred that requires service. In this event, stop using the machine, unplug the power plug, and contact your dealer or nearest SHARP Service Department. (When contacting your dealer or nearest SHARP Service Department, inform them of the displayed error code.)

PRINTING IS NOT POSSIBLE OR STOPS DURING A JOB

✓ Check	! Solution
Is a tray out of paper?	■ Add paper as instructed by the message in the touch panel.
Is the machine out of toner?	■ Replace the toner cartridge. REPLACEMENT OF TONER CARTRIDGE (page 1-25)
Has a paper misfeed occurred?	■ Remove the misfeed as instructed by the message in the touch panel.
Is the output tray full?	■ Remove the output from the tray and resume printing. When the output tray becomes full, a detector activates and stops printing.
Are restrictions placed on the trays that can be used in each mode (print and document filing)?	■ Check the settings in [Paper Tray Settings] and see if checkmarks appear in the checkboxes of each mode ([Feeding Approved Job]). Functions without a checkmark cannot be used for printing using that tray. ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration] → [Feeding Approved Job]

THE DISPLAYED TRAY PAPER SIZE IS NOT CORRECT

✓ Check	! Solution
Is the paper size loaded to the bypass tray same with the paper size being displayed in the touch panel?	■ Set the "Tray Settings" setting on the home screen and change to the paper size loaded with the paper size setting of the bypass tray.

THE PAPER MISFEEDS

✓ **Check** | ! **Solution**

Check	Solution
Is tray 1 properly inserted all the way into the machine?	■ Push the tray firmly all the way into the machine.
Is a torn piece of paper remaining in the machine?	■ Follow the instructions in the touch panel to remove all paper.
Is too much paper loaded in the tray?	■ Reload the paper. Load no more than the maximum number of sheets and do not exceed the indicator line. LOADING PAPER (page 1-7)
Are multiple sheets feeding at once?	■ Fan the paper well before loading it.
Are you using paper that is not within the specifications?	■ Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. ⇒ - "SUPPLIES" in Start Guide For paper that is prohibited or not recommended, see IMPORTANT POINTS ABOUT PAPER (page 1-7).
Has paper in the paper tray absorbed moisture?	■ If you will not use paper for a long period, remove it from the tray, place it in a plastic bag and store in a cool, dark place, to prevent moisture absorption.
Are the tray guides adjusted to the width of the paper?	■ Adjust the tray guides to the size of the paper so that they are neither too tight nor too loose. TRAY 1 - 4 (page 1-11) LOADING PAPER INTO THE BYPASS TRAY (page 1-15)
Is the feed roller dirty? **(Tray 1, bypass tray)**	■ Clean the surface of the feed roller. CLEANING THE BYPASS FEED ROLLER (page 1-23)
Is the paper size specified?	■ If you are using a non-standard size, be sure to specify the paper size. If the size of paper loaded into a tray was changed, be sure to check the paper size setting. ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration]
Did you add paper to the tray?	■ To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a misfeed may occur. Do not add paper in tray 1 to 4.
Are you using punched paper?	■ When using punched paper, set the paper type to punched. ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration]
Are you using label sheets that cannot be used?	■ Labels without a carrier sheet may stick to the transfer surface and cause a misfeed.
Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.	■ This may improve some states of paper curling. LOADING PAPER (page 1-7)
Have you forgotten to remove the divider plate even though A4 size paper is loaded in tray 1?	■ When loading A4 size paper in tray 1, remove divider plate. Move divider plate all the way to the paper feed opening (right side), and pull up. TRAY 1 - 4 (page 1-11) ■ Configure the paper size setting in Paper Tray Settings. I DON'T KNOW HOW TO CHANGE THE PAPER SIZE (page 7-8)

✓ Check	! Solution

Does the machine recognize the paper size even though 8-1/2" x 14" size is correctly loaded in tray 2 to 4?	■ When loading 8-1/2" x 14" size paper in tray 2 to 4, remove divider plate. Move divider plate all the way to the paper feed opening (right side), and pull up. ■ If the machine does not recognize the paper size even though 8-1/2" x 14" size is correctly loaded in tray 2 to 4, check if the holder in the tray is positioned at 8-1/2" x 14". TRAY 1 - 4 (page 1-11)
Did you load an envelope?	■ Do not load envelopes except the bypass tray. ■ Set the paper type to "EnvelopeEnvelope", and for the paper size, specify the paper size you set.
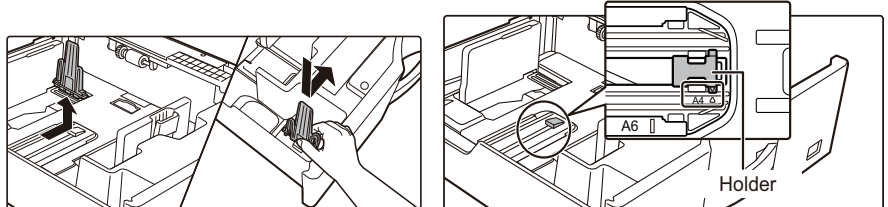
PAPER DOES NOT FEED FROM THE PAPER TRAY

✓ Check	! Solution

| **Is the paper loaded correctly into the paper tray?** | ■ Set the guides to the size of the paper.
Reload the paper. Load no more than the maximum number of sheets and do not exceed the indicator line.
LOADING PAPER (page 1-7) |
| **Has the tray been prohibited in some modes (print, document filing)?** | ■ Check the settings in [Paper Tray Settings] and see if checkmarks appear in the checkboxes of each mode ([Feeding Approved Job]). Functions without a checkmark cannot be used for printing using that tray.
⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings]
→ [Paper Tray Settings] → [Tray Registration] → [Feeding Approved Job] |

I DON'T KNOW HOW TO CHANGE THE PAPER SIZE

✓ Check	! Solution

| **Set the paper size used in each tray in the tray settings.** | ■ The "Tray Settings" key can be found in the home screen.
Tap this key to display the tray settings screen.
Tap the tray whose paper size you want to change, select the paper type, and then tap the [Size] tab. Select the paper size and tap the [OK] key.
If you loaded a special size of paper in the bypass tray, tap the [Direct Entry] key after tapping the [Size] tab, enter the paper size manually, and tap the [OK] key. |

7-8

THE OUTPUT IS NOTICEABLY CURLED AND UNEVEN

✓ **Check**

！ **Solution**

Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.

■ This may improve some states of paper curling.
  LOADING PAPER (page 1-7)

THE IMAGE IS SKEWED ON THE PAPER

✓ **Check**

！ **Solution**

Is too much paper loaded into the a tray?

■ Reload the paper. Load no more than the maximum number of sheets and do not exceed the indicator line.
  The maximum number of sheets varies depending on the paper type setting.

Are the tray guides adjusted to the width of the paper?

■ Adjust the bypass tray guides to the width of the paper so that they slightly contact the sides of the paper.

LINES APPEAR IN THE IMAGE

✓ **Check**

！ **Solution**

Is the bypass feed roller dirty?

■ Clean the surface of the bypass feed roller.
  CLEANING THE BYPASS FEED ROLLER (page 1-23)

SMUDGES APPEAR ON PRINTED OUTPUT

✔ Check | ! Solution

Check	Solution
Are you using paper that is not within the specifications?	■ Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. ⇒ - "SUPPLIES" in Start Guide ■ Try setting the paper type to a type that is slightly heavier or slightly lighter than normal. (For plain paper, switch plain paper 1 to plain paper 2 or plain paper 2 to plain paper 1.) Depending on the paper type, print quality may be improved. For details, contact your dealer or nearest SHARP Service Department.
Are you printing on pre-punched paper?	■ Take care that the image does not overlap the punch holes. If the printed image overlaps the punch holes, smudges may appear on the reverse side of the paper following 1-sided printing, or on both sides following 2-sided printing.
Does a message appear indicating the need for maintenance?	■ Contact your dealer or nearest SHARP Service Department as soon as possible.
Remove the paper, turn it over, and reload it. Using a different paper type may solve the problem.	■ This may improve some states of paper curling. LOADING PAPER (page 1-7)

WHEN PRINTING ON THICK PAPER, THE PRINT RESULT IS DIRTY FROM THE 2ND PAGE ON

✔ Check | ! Solution

Check	Solution
Has the paper type been set correctly?	■ Set the correct paper type in the tray settings. Make sure that the following did not occur: • When using heavy paper, change the paper type in the tray settings to Heavy. (The image may disappear if rubbed.) • Paper other than heavy paper is being used, but heavy paper is selected in the tray settings. (This may cause creases and misfeeds.) ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration]

PART OF THE IMAGE IS CUT OFF

✓ Check

! Solution

Has the correct paper size been set?	■ If you are using a non-standard size, be sure to specify the paper size. If the size of paper loaded into a tray was changed, be sure to check the paper size setting. ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration]

PRINTING TAKES PLACE ON THE WRONG SIDE OF THE PAPER

✓ Check

! Solution

Is the paper loaded with the print side facing in the correct direction?	■ Make sure that the print side of paper is facing in the correct direction. • Trays 1 to 4: Place the paper with the print side face up.* • Bypass Tray: Place the paper with the print side face down.* * When the paper type is "Pre-Printed" or "Letter Head", load the paper in the opposite way. (Except when [Disabling of Duplex] is enabled in the setting mode (administrator). For information about the setting mode, consult your administrator.)

A COVER OR INSERT IS NOT PRINTED ON THE SPECIFIED PAPER

✓ Check

! Solution

Has the paper type been set correctly?	■ Set the correct paper type for the tray that contains the paper specified for the cover or insert. If the paper type set for the cover or insert is not the same as the paper type set for the tray, paper will be fed from a different tray. ⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration]

THE CONNECTED USB DEVICE CANNOT BE USED

✓ Check	! Solution
Is the USB device compatible with the machine?	■ Ask your dealer if the device is compatible with the machine. USB devices that are not compatible with the machine cannot be used.
Is the connected USB device recognized correctly?	■ When a USB device is connected to the machine and correctly recognized, an icon (🖼) will appear at the top of the touch panel. If it is not recognized, connect it once again.
Is the USB memory formatted as FAT32 or NTFS?	■ Check the file format of the USB memory device. If the USB memory is formatted as other than FAT32, NTFS or exFAT, use a computer to change the format to FAT32, NTFS, or exFAT.
Are you using a USB memory device with a capacity of more than 32 GB?	■ Use a 32 GB or less USB memory device.

PREVIEW IMAGES OR THUMBNAIL IMAGES DO NOT APPEAR

✓ Check	! Solution
Are there a number of jobs waiting to be executed?	■ Wait until several of the jobs have been executed.

THE TOUCH PANEL DISPLAY IS DIFFICULT TO VIEW

✓ Check	! Solution
Is the brightness properly adjusted?	■ Tap the [LCD Control] key (🔆) on the home screen to adjust the brightness.

YOU WERE LOGGED OUT WITHOUT LOGGING OUT YOURSELF

✓ Check	! Solution
Did Auto Clear activate?	■ When user authentication is used, the currently logged in user will be automatically logged out if Auto Clear activates. Log in again. If you are the administrator, change the time setting of Auto Clear or disable Auto Clear in [Auto Clear Setting]. ⇒ "Settings (administrator)" → [System Settings] → [Common Settings] → [Operation Settings] → [Condition Settings] → [Auto Clear Setting]

I DON'T KNOW WHERE THE IP ADDRESS SETTING IS

✔ Check

! Solution

The IP address is set in the Network Settings of Setting mode.

■ To set a permanent IP address, ask your network administrator for the IP address assigned to the machine and other information necessary for the Network Settings.
⇒ "Settings (administrator)" → [System Settings] → [Network Settings] → [Interface Settings]

I DON'T KNOW HOW TO CHANGE THE BACKGROUND COLOR OF THE HOME SCREEN

✔ Check

! Solution

You can change the background color in "Machine Display Pattern Setting".

■ Open the action panel on the home screen and tap [Machine Display Pattern Setting]. Enter the administrator password, and select the desired color from patterns 1 to 5. For more information, see EDITING THE HOME SCREEN (page 2-18).

I DON'T KNOW HOW TO ADD A SHORTCUT TO OR DELETE A SHORTCUT FROM THE HOME SCREEN

✔ Check

! Solution

You can change a shortcut in "Edit Home".

■ Open the action panel on the home screen and tap [Edit Home]. Enter the administrator password, tap the desired location and add a shortcut, or tap a shortcut and delete. For more information, see EDITING THE HOME SCREEN (page 2-18).

I DON'T KNOW HOW TO RESTORE THE LARGE TEXT SETTING TO ITS ORGINAL STATE

✔ Check

! Solution

Is large text mode enabled in the home screen?

■ If the large text mode icon is 🖼, large text mode is enabled. Tap the large text mode icon to change it to 🖼 and cancel large text mode.

I DON'T KNOW HOW TO ADJUST THE TIME THE MACHINE ENTERS ENERGY SAVE MODE

✓ **Check**

! **Solution**

Set the time the machine enters energy save mode in the Energy Save settings of setting mode.

■ Set the time the machine enters energy save mode in the Energy Save settings of setting mode.
Set the time the machine enters Preheat Mode.
⇒ "Settings (administrator)" → [System Settings] → [Energy Save]
  → [Eco Setting] → [Preheat Mode Setting]
Set the time that Auto Power Shut-Off takes place
⇒ "Settings (administrator)" → [System Settings] → [Energy Save]
  → [Eco Setting] → [Auto Power Shut-Off Timer]

I FORGOT THE ADMINISTRATOR PASSWORD

✓ **Check**

! **Solution**

Was the administrator password changed from the factory default setting?

■ Contact your dealer or nearest SHARP Service Department.
For the factory default administrator password, see "FOR THE ADMINISTRATOR" in Start Guide. After changing the password, take special care to remember it.

I DON'T KNOW WHOM TO CONTACT FOR MAINTENANCE AND SERVICE

✓ **Check**

! **Solution**

Please check the customer support information.

■ Contact your dealer or nearest SHARP Service Department.

7-14

PRINTING PROBLEMS

Have functions been disabled by the administrator?
Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

CHECK LIST

? Problem	✓ Check	Page
PRINTING DOES NOT TAKE PLACE	Is your PC connected correctly to the machine?	7-16
	Is the machine connected to the same network (LAN, etc.) as your PC?	7-16
	Have you changed your network environment by replacing a computer or adding a new router?	7-16
	Is the IP address selected correctly? (Windows)	7-16
	Are you using a printer port created using Standard TCP/IP Port? (Windows)	7-16
	Is your computer in an unstable state?	7-16
	Is the machine specified correctly in the application that you are using for printing?	7-16
	Are the network connection devices operating normally?	7-17
	Is the I/O timeout setting too short?	7-17
	Was a Notice Page printed?	7-17
	Have functions been disabled by the administrator?	7-17
	Did you save settings in the Condition Settings that cannot be used with your current option configuration?	7-17
I DON'T KNOW WHICH PRINTER DRIVER TO INSTALL	Check the features of each printer driver before installing.	7-17
I DON'T KNOW HOW TO CANCEL PRINTING	Follow the steps below to cancel printing	7-18
I DON'T KNOW HOW TO PRINT ON SPECIAL MEDIA (ENVELOPES, ETC.)	For special papers such as envelopes* or thin paper, use the bypass tray.	7-18
2-SIDED PRINTING DOES NOT TAKE PLACE	Does the paper type setting of the selected tray specify a type of paper that cannot be used for 2-sided printing?	7-18
	Are you using a special size or type of paper?	7-18
	Have functions been disabled by the administrator?	7-18
DIRECT PRINTING OF A FILE IN A SHARED FOLDER ON A COMPUTER IS NOT POSSIBLE	Is [IPsec Settings] enabled on the machine?	7-19
A TRAY, OR OTHER PERIPHERAL DEVICE INSTALLED ON THE MACHINE CANNOT BE USED	Have the peripheral devices that are installed on the machine been configured with the printer driver?	7-19
THE IMAGE IS GRAINY	Are the printer driver settings appropriate for the print job?	7-19
THE IMAGE IS TOO LIGHT OR TOO DARK	Is the overall print density too light?	7-20
	Does the image (particularly a photo) need correction? (Windows)	7-20
TEXT AND LINES ARE FAINT AND DIFFICULT TO SEE	Was color data printed in black and white? (Windows)	7-20
	Is the overall print density too light?	7-20
	Are there fine lines in the original data?	7-20
PART OF THE IMAGE IS CUT OFF	Does the paper size specified by the job match the size of paper loaded into the tray?	7-21
	Is the print orientation setting (portrait or landscape) correct?	7-21
	Are the margins set correctly in the layout settings of the application?	7-21

7-15

? Problem	✓ Check	Page
THE IMAGE IS UPSIDE DOWN	Are you using a type of paper (envelopes, punch paper, etc.) that can only be loaded in a fixed orientation?	7-21
	Is the correct binding position selected for 2-sided printing?	7-21
MANY GARBLED CHARACTERS ARE PRINTED	Is your computer or the machine in an unstable state?	7-22
AFTER THE ROUTER WAS REPLACED, I CAN NO LONGER PRINT TO THE MACHINE	Does your computer connect to the machine?	7-23

PRINTING DOES NOT TAKE PLACE

✓ Check	! Solution
Is your PC connected correctly to the machine?	■ Make sure that the cable is connected securely to the LAN connector of your PC and that of the machine. If you are connecting to a network, make sure that the LAN cable is securely connected to the hub as well. INTERIOR, SIDE AND BACK (page 1-3)
Is the machine connected to the same network (LAN, etc.) as your PC?	■ The machine must be connected to the same network as your PC. If you do not know which network the machine is connected to, ask the network administrator.
Have you changed your network environment by replacing a computer or adding a new router?	■ The connection to the computer may not be correct due to a change in IP address caused by replacing your computer or by a change in the network environment. Contact your network administrator to confirm that the settings between the machine and your computer or network environment are correct.

Is the IP address selected correctly? (Windows)	■ Check the IP address setting.
	If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes.
	You can check the machine's IP address in [Network Status] of setting mode. If the IP address has changed, change the port setting in the printer driver.
	⇒ "Settings" → [Status] → [Network Status]
	    See: Software Setup Guide
	    If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine.
	⇒ "Settings (administrator)" → [System Settings] → [Network Settings]

Are you using a printer port created using Standard TCP/IP Port? (Windows)	■ Check the PC settings. When a port created with Standard TCP/IP Port in Windows is used and the [SNMP Status Enabled] checkbox is ☑, it may not be possible to print correctly. Change the [SNMP Status Enabled] checkbox to ☐. See: Software Setup Guide
Is your computer in an unstable state?	■ Restart your computer. Printing is sometimes not possible when you run multiple applications at once or there is insufficient memory or local drive space. Restart your computer.
Is the machine specified correctly in the application that you are using for printing?	■ Check whether the machine's printer driver has been selected from the print window of the application. If the machine's printer driver does not appear in the list of available printer drivers, it may not be installed correctly. Remove the printer driver and then install it once again. See: Software Setup Guide

7-16

✔ Check	! Solution
Are the network connection devices operating normally?	■ Make sure that the routers and other network connection devices are operating correctly. If a device is not powered on or is in an error state, see the manual of the device to correct the problem.
Is the I/O timeout setting too short?	■ Check with your administrator. If the I/O timeout setting is too short, errors may occur while writing to the printer. Ask the administrator of the machine to configure an appropriate time in "I/O Timeout". ⇒ "Settings (administrator)" → [System Settings] → [Printer Settings] → [Condition Settings] → [I/O Timeout].
Was a Notice Page printed?	■ Check the Notice Page. A Notice Page will be printed to indicate the cause of the problem if a print job cannot be performed as specified and the cause is not shown in the display. Read the printed page and take appropriate actions. For example, a Notice Page will be printed in the following situations. • The print job is too large to fit in memory. • A function that has been prohibited by the administrator is specified. By factory default, Notice Pages are not printed.
Have functions been disabled by the administrator?	■ Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Did you save settings in the Condition Settings that cannot be used with your current option configuration?	■ Initialize the Condition Settings. If you change your option configuration after changing the Condition Settings, the Print Settings screen may not appear. Return to your original option configuration, or initialize the Condition Settings.

I DON'T KNOW WHICH PRINTER DRIVER TO INSTALL

✔ Check	! Solution

Check the features of each printer driver before installing.	■ Each printer driver has specific features. Install and use the printer drivers that match your needs.
	• PCL6 printer driver
	  The machine supports the Hewlett-Packard PCL6 printer control languages.
	  Prints fast and is good for regular print jobs.
	• PS printer driver
	  The PS printer driver supports the PostScript 3 page description language developed by Adobe Inc.
	  Excellent reproduction of images that include fine graphics.
	• PPD driver
	  The PPD driver enables the machine to use the standard Windows PS printer driver.

I DON'T KNOW HOW TO CANCEL PRINTING

✓ Check

! Solution

Follow the steps below to cancel printing

■ If the print data has not been spooled to the machine, refer to the manual for your operating system or application.
If the print data has been spooled to the machine, tap the [Job Status] key, the [Spool] key, or the [Job Queue] key, and select the job you want to delete from the list. Open the action panel and tap [Stop/Delete]. A message will appear to confirm the cancelation. Tap the [Cancel] key.

I DON'T KNOW HOW TO PRINT ON SPECIAL MEDIA (ENVELOPES, ETC.)

✓ Check

! Solution

For special papers such as envelopes* or thin paper, use the bypass tray.

■ For special papers such as envelopes or thin paper, set the paper in the bypass tray. After loading the media, set the paper size and paper in [Tray Settings] in the home screen. In addition, check the method of setting the paper, and the type and size of paper, such as the envelope type, etc. When you have completed the settings on the machine, set the "Original Size" and "Paper Size" appropriately on the [Main] tab of the printer driver.
* Depending on the countries or regions, envelopes may not be available.

2-SIDED PRINTING DOES NOT TAKE PLACE

✓ Check

! Solution

Does the paper type setting of the selected tray specify a type of paper that cannot be used for 2-sided printing?

■ Check "Paper Tray Settings" in the setting mode.
⇒ "Settings" → [System Settings] → [Common Settings] → [Paper Settings] → [Paper Tray Settings] → [Tray Registration] → [Feeding Approved Job]
Check the [Tray Settings] in the home screen.
Tap the selected tray, and in the screen that appears, tap the [Paper Property] key.
If the [Disable Duplex] checkbox in the paper properties screen is ✓, the tray cannot be used for duplex printing. Change the paper type to a type that can be used for duplex printing.

Are you using a special size or type of paper?

■ Check the paper types and sizes that can be used for two-sided printing.

Have functions been disabled by the administrator?

■ Check with your administrator.
Some functions may have been disabled in the setting mode. Check with your administrator.
When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

DIRECT PRINTING OF A FILE IN A SHARED FOLDER ON A COMPUTER IS NOT POSSIBLE

✓ **Check**   ! **Solution**

Is [IPsec Settings] enabled on the machine?

■ Check with your administrator.
When [IPsec Settings] is enabled in the setting mode, direct printing of a file in a shared folder may not be possible in your PC environment. For information about [IPsec Settings], consult your administrator.
⇒ "Settings" → [Security Settings] → [IPsec Settings]

A TRAY, OR OTHER PERIPHERAL DEVICE INSTALLED ON THE MACHINE CANNOT BE USED

✓ **Check**   ! **Solution**

Have the peripheral devices that are installed on the machine been configured with the printer driver?

■ Open the printer properties dialog box and click [Auto Configuration] on the [Options] tab. (Windows)
If auto configuration cannot be executed, see the Software Setup Guide.

THE IMAGE IS GRAINY

✓ **Check**   ! **Solution**

Are the printer driver settings appropriate for the print job?

■ Check the settings of the printer driver.
When selecting print settings, select a print mode from [600dpi] or [600dpi (High Quality)].
Windows:
The resolution setting is selected in the [Image Quality] tab of the printer driver properties window.
macOS:
The resolution setting is configured in the [Printer Features] menu of the print window.

THE IMAGE IS TOO LIGHT OR TOO DARK

☑ Check   ⚠ Solution

Is the overall print density too light?	■ Use the setting below to change the overall print density. Select "Settings (administrator)" - [System Settings] → [Image Quality Adjustment] → [Print Image Quality] → [Quick Image Quality Adjustment]. Set default setting [2] to [3 (Sharp)] to increase the overall density, or [1 (Smooth)] to decrease the overall density.
Does the image (particularly a photo) need correction? (Windows)	■ Check the settings of the printer driver. Correct brightness and contrast with [Image Adjustment] on the [Image Quality] tab of the printer driver. Use these settings to make simple corrections in a case such as when image editing software is not installed on your computer.

TEXT AND LINES ARE FAINT AND DIFFICULT TO SEE

☑ Check   ⚠ Solution

Was color data printed in black and white? (Windows)	■ Check the settings of the printer driver. When color text and lines are printed in black and white, they may become faint and difficult to see. To have color text or lines (areas) that could become faint converted to black, select [Text To Black] or [Vector To Black] on the [Image Quality] tab of the printer driver. (Raster data such as bitmap images cannot be adjusted.)
Is the overall print density too light?	■ Use the setting below to change the overall print density. Select "Settings (Web version)" - [System Settings] → [Image Quality Adjustment] → [Print Image Quality] → [Quick Image Quality Adjustment]. Set default setting [2] to [3 (Sharp)] to increase the overall density, or [1 (Smooth)] to decrease the overall density.
Are there fine lines in the original data?	■ Change the width of specific printed lines. Select "Settings (administrator)" - [System Settings] → [Image Quality Adjustment] → [Print Image Quality] → [Line Thickness]. Increase the value of default setting [5] to make the lines thicker, or decrease the value to make the lines thinner. (Text and raster data such as bitmap images cannot be changed.)

PART OF THE IMAGE IS CUT OFF

✔ Check   ! Solution

Does the paper size specified by the job match the size of paper loaded into the tray?	■ Make sure that the paper size setting matches the size of paper loaded into the tray. Windows: The setting is selected in the [Paper Source] tab of the printer driver. If [Paper Tray] is selected, check the loaded paper and the paper size setting. macOS: The setting is selected in the [Page Setup] menu.
Is the print orientation setting (portrait or landscape) correct?	■ Set the print orientation to match the image. Windows: The setting is selected in the [Main] tab of the printer driver. macOS: The setting is selected in the [Page Setup] menu.
Are the margins set correctly in the layout settings of the application?	■ Select an appropriate paper size and margins in the layout settings of the application. If the edge of the image extends outside the printable area of the machine, the edge will be cut off.

THE IMAGE IS UPSIDE DOWN

✔ Check   ! Solution

Are you using a type of paper (envelopes, punch paper, etc.) that can only be loaded in a fixed orientation?	■ Rotate the image 180 degrees before printing. When the image size and paper size are the same but the orientations are different, the orientation of the image is automatically rotated to match the paper. However, when the paper can only be loaded in a fixed orientation, the image may be printed upside down. In this event, rotate the image 180 degrees before printing. Windows: The setting is selected in "OrientationOrientation" on the [MainMain] tab of the printer driver. macOS: The setting is selected in the [Layout] menu of the print window.
Is the correct binding position selected for 2-sided printing?	■ Be sure to set the appropriate binding position. When 2-sided printing is performed, every other page is printed upside down when tablet binding is selected for the binding position. Windows: The setting is selected in the [Main] tab of the printer driver. macOS: The setting is selected in the [Layout] menu of the print window.

MANY GARBLED CHARACTERS ARE PRINTED

✓ Check

! Solution

Is your computer or the machine in an unstable state?

■ Cancel printing, restart your PC and the machine, and try printing again.
  If there is only a small amount of free space remaining in the memory or local drive of your PC, or if a large number of jobs have been spooled on the machine and only a small amount of free space remains, text may be printed as garbled characters.
  To cancel printing:

• Windows:
  Double-click the printer icon that appears at the lower right of the task bar and click "Cancel All Documents" (or "Purge Print Documents") in the [Printer] menu.

• macOS:
  Double-click the name of the machine in the printer list, select the job that you wish to delete, and delete it.

• At the machine:
  Tap the job status display on the operation panel, tap the [Print] tab to change the screen, tap the key of the print job that you wish to delete, and tap the [Stop/Delete] key. A message will appear to confirm the cancelation. Tap the [Cancel] key.

If some printed characters are still garbled after restarting, ask your administrator to lengthen the timeout setting of [I/O Timeout] in the setting mode.
  ⇒ "Settings (administrator)" → [System Settings] → [Printer Settings]
      → [Condition Settings] → [I/O Timeout].

If garbled characters are being still printed after the above measures are taken, remove and then reinstall the printer driver.

AFTER THE ROUTER WAS REPLACED, I CAN NO LONGER PRINT TO THE MACHINE

✅ Check	❗ Solution
Does your computer connect to the machine?	■ The network connection between the machine and your computer may not be working correctly. Check the machine's IP address and your computer's IP address, and make sure that your computer can connect to the machine. Also check if the correct "Print Port" is specified in your computer's driver settings. • Check the IP address setting. If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes. You can check the machine's IP address in [Network Status] of setting mode. If the IP address has changed, change the port setting in the printer driver. ⇒ "Settings" → [Status] → [Network Status] See: Software Setup Guide If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine. ⇒ "Settings (administrator)" → [System Settings] → [Network Settings] • Check if the correct print port is set on the computer. Windows: Click the [Start] button, select [Settings] → [Device] → [Devices and Printers]. (In Windows 11, click the [Start] button, select [Devices] → [Printers & scanners].) (In Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).) Select and then right-click the printer → [Printer properties]→ [Port] macOS: Delete and then reinstall the printer.

DOCUMENT FILING PROBLEMS

Have functions been disabled by the administrator?
Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

CHECK LIST

❓ Problem	✅ Check	Page
DOCUMENT FILING DOES NOT TAKE PLACE	Did you enable document filing in the printer driver?	7-24
A JOB CANNOT BE STORED IN A CUSTOM FOLDER	Do the custom folders created with the machine appear in "Folder Information"? (When printing)	7-24
	Does the custom folder have a PIN Code?	7-24
A STORED FILE HAS DISAPPEARED	Did you enable the [Delete] checkbox to print a stored file?	7-25
	Has automatic deletion of document filing files been enabled?	7-25
A FILE CANNOT BE DELETED	Is the property of the file set to [Protect]?	7-25
THE PROPERTY OF A FILE CANNOT BE SET TO [Confidential]	Is the file in the Quick File folder?	7-25
A CONFIDENTIAL FILE OR CONFIDENTIAL FOLDER CANNOT BE OPENED	Did you enter the wrong password/PIN Code?	7-25
I CAN'T STORE OR CHANGE A FILE NAME OR CUSTOM FOLDER NAME	Does the name include characters that cannot be used in a file or folder name?	7-26
I DON'T KNOW TO PRINT BY USB DIRECT PRINT	Did you insert the USB memory device?	7-26
	Did you select [Select File from USB Memory to Print] in Document Filing mode?	7-26

DOCUMENT FILING DOES NOT TAKE PLACE

✅ Check	❗ Solution
Did you enable document filing in the printer driver?	■ Enable document filing. In print mode, enable document filing on the [Job Handling] tab of the printer driver. In other than print mode, specify Document Filing settings from Quick File or File.

A JOB CANNOT BE STORED IN A CUSTOM FOLDER

✅ Check	❗ Solution
Do the custom folders created with the machine appear in "Folder Information"? **(When printing)**	■ Click the [Get Folder Name] button in the document filing save screen of the printer driver to call up the custom folders that have been created on the machine.
Does the custom folder have a PIN Code?	■ Enter the PIN Code configured in the machine in the document filing save screen.

A STORED FILE HAS DISAPPEARED

✓ Check	! Solution
Did you enable the [Delete] checkbox to print a stored file?	■ If you print the file by enabling the [Delete] checkbox, the file is automatically deleted after being printed. The file property can be set to [Protect] to prevent the file from being easily deleted.
Has automatic deletion of document filing files been enabled?	■ If files that you need have been deleted, consult the administrator of the machine. When [Automatic Deletion of File Settings] is enabled in the setting mode, the files in the specified folders are periodically deleted. (Even when the file property is [Confidential] or [Protect], the file may be deleted.) ⇒ "Settings (administrator)" → [System Settings] → [Document Filing Settings] → [Automatic Deletion of File Settings]

A FILE CANNOT BE DELETED

✓ Check	! Solution
Is the property of the file set to [Protect]?	■ A file cannot be deleted when its property is set to [Protect]. Change the file property from [Protect] to [Sharing] and then delete the file.

THE PROPERTY OF A FILE CANNOT BE SET TO [Confidential]

✓ Check	! Solution
Is the file in the Quick File folder?	■ Move the file to a different folder and then set its property to "Confidential". [Confidential] cannot be specified for a file in the Quick File folder. (Note that [Protect] can be specified for a file in the Quick File folder to prevent it from being easily deleted.)

A CONFIDENTIAL FILE OR CONFIDENTIAL FOLDER CANNOT BE OPENED

✓ Check	! Solution
Did you enter the wrong password/PIN Code?	■ Check with your administrator.

I CAN'T STORE OR CHANGE A FILE NAME OR CUSTOM FOLDER NAME

✓ **Check**   ! **Solution**

Does the name include characters that cannot be used in a file or folder name?	■ The following characters cannot be used in a file or folder name: ? / " : < > * \ |

I DON'T KNOW TO PRINT BY USB DIRECT PRINT

✓ **Check**   ! **Solution**

Did you insert the USB memory device?	■ When you insert a USB memory device in the machine, a message will appear. To perform USB Direct Print, tap the [Print from external memory device (USB)] key.
Did you select [Select File from USB Memory to Print] in Document Filing mode?	■ Tap [Select File from USB Memory to Print] on the action panel of Document Filing mode.

REMOVING MISFEEDS

REMOVING MISFEEDS

If a paper misfeed occurs, the "Paper Jam" message will appear in the touch panel and printing will stop.
In this event, tap the [Check how to remove misfeeds] key in the touch panel.
When the key is tapped, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically disappear.

⚠ • The fusing unit and paper output area are hot.
• When removing a misfeed, do not touch the fusing unit. You may burn yourself.

Fusing unit
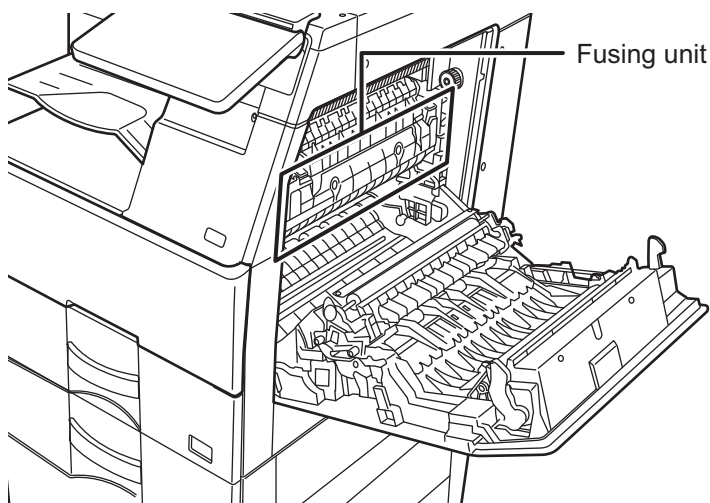
APPENDIX

SPECIFICATIONS

SPECIFICATIONS

SPECIFICATIONS

Basic Specifications

Name	BP-B550PW
Type	Desktop
Color	Monochrome
Printer system	Electrophotographic system (laser)
Resolution	Data processing:600 × 600 dpi Print:600 × 600 dpi equivalent to 9600 dpi × 600 dpi
Page description language	PCL6 emulation, Adobe PostScript 3
Compatible protocols	TCP/IP (LPD, Port9100, IPP, SMB, FTP, WSD, POP3<E-mail Print>, HTTP)
Compatible OS	Windows Server 2012, Windows 10, Windows 11, Windows Server 2016, Windows Server 2019, Windows Server 2022 macOS (10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 11, 12, 13, 14)
Internal fonts	80 fonts for PCL, 139 fonts for Adobe PostScript 3
Interface	10BASE-T/100BASE-TX/1000BASE-T USB 2.0 (Host, Hi speed mode) USB 3.0 (Host, Super speed mode)
Gradation	Equivalent to 256 levels
Print sizes	8-1/2" × 14" to 5-1/2" × 8-1/2" (A4 to A6) Main tray (Tray 1): 8-1/2" × 11" to 5-1/2" × 8-1/2" (A4 to A6) Bypass tray: 8-1/2" × 14" to 5-1/2" × 8-1/2" (A4 to A6), Envelope (Monarch, COM9, COM10, DL, C5, C6) Lost margin Leading edge: 4 mm ± 1 mm (11/64" ± 3/64") Trailing edge: 2 mm to 5 mm (3/32" to 13/64") Left edge / Right edge: total 4 mm ± 2 mm (11/64" ± 3/32")
Paper type	Main tray (Tray 1): Plain, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched Bypass tray: Plain, Heavy paper, Thin paper, Special media, Recycled, Color, Letter Head, Pre-Printed, Pre-Punched Paper weight: Main tray (Tray 1): 16 lbs. bond to 65 lbs. Cover (60 g/m^2 to 176 g/m^2) Bypass tray: 13 lbs. bond to 80 lbs. Cover (55 g/m^2 to 220 g/m^2) • Some usage conditions or paper types may prevent correct printing. To use special media (envelopes, labels, glossy paper, transparencies, etc.), or paper from 28 lbs. bond to 80 lbs. Cover (106 g/m^2 to 220 g/m^2), contact your dealer or nearest SHARP Service Department.
Warm-up time	20 seconds* This may vary depending on the ambient conditions. *From the power button.
First-print time[1]	5.1 seconds This may vary depending on the state of the machine. [1]Portrait feeding of A4 (8-1/2" x 11") sheets.
Continuous print speeds*	8-1/2" × 11"　　　50 prints/min. B5, A4, A5, A6,　　47 prints/min. 7-1/4" × 10-1/2", 5-1/2" × 8-1/2" * Output may be temporarily interrupted to stabilize image quality. The speed may drop in some environments.
Paper feed / capacity	550 sheets in 1 tray (500) plus 50-sheet bypass tray • Using 20 lbs. bond (80 g/m^2) weight paper
Max. paper feed / max. capacity	2350 sheets in 4 trays (500 + 600 × 3) plus 50-sheet bypass tray • Using 20 lbs. bond (80 g/m^2) weight paper
Memory	Memory　5 GB Storage　128 GB • 1 GB = One billion bytes when referring to hard drive capacity. Actual format capacity is less.
Ambient environment	Operating environment:　50 °F to 91 °F (10 °C to 35 °C) 　　　　　　　　　　　(20 % to 85 % RH) 800 - 1,013 hPa Standard environment:　69.5 °F to 77 °F (21 °C to 25 °C) 　　　　　　　　　　　(50 ± 10 % RH)

Required power supply	Power consumption (including options): Max. 1.44 kW (AC 120 V/12 A, 60 Hz)
Dimensions	19-3/8" (W) × 20-23/64" (D) × 18-29/32" (H) (492 mm (W) × 517 mm (D) × 480 mm (H))
Weight	Approx. 53 lbs. (24 kg)
Overall dimensions	27-1/16" (W) × 21-5/8" (D) (687 mm (W) × 549 mm (D)) * With the output tray/bypass tray is extended, and the operation panel is raised to the maximum angle

Paper feed unit

Name	600-sheet paper feed unit (BP-CS12)
Paper sizes	8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 7-1/4" × 10-1/2", 5-1/2" × 8-1/2", A4, B5, A5,
Useable paper	13 lbs. bond to 80 lbs. Cover (55 g/m^2 to 220 g/m^2)
Paper capacity	600 sheets
Required power supply	Supplied from main machine
Dimensions	16-55/64" (W) × 20-23/64" (D) × 6-12/64" (H) (428 mm (W) × 517 mm (D) × 157 mm (H))
Weight	Approx. 13.9 lbs. (6.3 kg)

*: Up to three paper feed units can be installed.

High stand/Low stand

Name	High stand (BP-DS14)	Low stand (BP-DS15)
Dimensions	22-3/8" (W) × 26-17/64" (D) ×14-7/16" (H) (568 mm (W) × 667 mm (D) × 358 mm (H)) (excluding the adjusters)	22-3/8" (W) × 26-17/64" (D) ×2-7/8" (H) (568 mm (W) × 667 mm (D) × 73 mm (H)) (excluding the adjusters)
Weight	Approx. 28.7 lbs. (13 kg)	Approx. 7 kg (15.5 lbs.)

Wireless LAN Specifications

Type	Standard (Built-in type)
Compliance standards	IEEE802.11a/b/g/n/ac
Transmission method	OFDM (IEEE802.11a/g/n/ac), DS-SS (IEEE 802.11b)
Frequency range	2400 to 2483.5 MHz / 5150 to 5350 MHz / 5470 to 5725 MHz / 5725 to 5850 MHz
Channel number	See "Channels that can be used in wireless LAN" in the Start Guide.
Transmission speed (value of standard) [1]	IEEE802.11b max. 11 Mbps IEEE802.11a/g max. 54 Mbps IEEE802.11n max. 150 Mbps IEEE802.11ac max. 433 Mbps
Compatible protocols	TCP/IP (IPv4)
Security	WEP, WPA/WPA2-mixed PSK, WPA/WPA2-mixed EAP[2], WPA2 PSK, WPA2 EAP[2], WPA2/WPA3-mixed PSK/SAE, WPA3 SAE, WPA2/WPA3-mixed EAP[2], WPA3 EAP[2]

[1]: The indicated values are maximum theoretical values for the Wireless LAN Standard. The values do not indicate actual data transmission speeds.
[2]: Cannot be used in Access Point mode.

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To protect each distributor, we want to make it very clear that there is no warranty for the free library. Also, if the library is modified by someone else and passed on, the recipients should know that what they have is not the original version, so that the original author's reputation will not be affected by problems that might be introduced by others.

Finally, software patents pose a constant threat to the existence of any free program. We wish to make sure that a company cannot effectively restrict the users of a free program by obtaining a restrictive license from a patent holder. Therefore, we insist that any patent license obtained for a version of the library must be consistent with the full freedom of use specified in this license.

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For example, on rare occasions, there may be a special need to encourage the widest possible use of a certain library, so that it becomes a de-facto standard. To achieve this, non-free programs must be allowed to use the library. A more frequent case is that a free library does the same job as widely used non-free libraries. In this case, there is little to gain by limiting the free library to free software only, so we use the Lesser General Public License.

In other cases, permission to use a particular library in non-free programs enables a greater number of people to use a large body of free software. For example, permission to use the GNU C Library in non-free programs enables many more people to use the whole GNU operating system, as well as its variant, the GNU/Linux operating system.

Although the Lesser General Public License is Less protective of the users' freedom, it does ensure that the user of a program that is linked with the Library has the freedom and the wherewithal to run that program using a modified version of the Library.

The precise terms and conditions for copying, distribution and modification follow. Pay close attention to the difference between a "work based on the library" and a "work that uses the library". The former contains code derived from the library, whereas the latter must be combined with the library in order to run.

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"Source code" for a work means the preferred form of the work for making modifications to it. For a library, complete source code means all the source code for all modules it contains, plus any associated interface definition files, plus the scripts used to control compilation and installation of the library.

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(For example, a function in a library to compute square roots has a purpose that is entirely well-defined independent of the application. Therefore, Subsection 2d requires that any application-supplied function or table used by this function must be optional: if the application does not supply it, the square root function must still compute square roots.)

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This option is useful when you wish to copy part of the code of the Library into a program that is not a library.

4. You may copy and distribute the Library (or a portion or derivative of it, under Section 2) in object code or executable form under the terms of Sections 1 and 2 above provided that you accompany it with the complete corresponding machine-readable source code, which must be distributed under the terms of Sections 1 and 2 above on a medium customarily used for software interchange.

If distribution of object code is made by offering access to copy from a designated place, then offering equivalent access to copy the source code from the same place satisfies the requirement to distribute the source code, even though third parties are not compelled to copy the source along with the object code.

5. A program that contains no derivative of any portion of the Library, but is designed to work with the Library by being compiled or linked with it, is called a "work that uses the Library". Such a work, in isolation, is not a derivative work of the Library, and therefore falls outside the scope of this License.

However, linking a "work that uses the Library" with the Library creates an executable that is a derivative of the Library (because it contains portions of the Library), rather than a "work that uses the library". The executable is therefore covered by this License. Section 6 states terms for distribution of such executables.

When a "work that uses the Library" uses material from a header file that is part of the Library, the object code for the work may be a derivative work of the Library even though the source code is not. Whether this is true is especially significant if the work can be linked without the Library, or if the work is itself a library. The threshold for this to be true is not precisely defined by law.

If such an object file uses only numerical parameters, data structure layouts and accessors, and small macros and small inline functions (ten lines or less in length), then the use of the object file is unrestricted, regardless of whether it is legally a derivative work. (Executables containing this object code plus portions of the Library will still fall under Section 6.)

Otherwise, if the work is a derivative of the Library, you may distribute the object code for the work under the terms of Section 6. Any executables containing that work also fall under Section 6, whether or not they are linked directly with the Library itself.

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You must give prominent notice with each copy of the work that the Library is used in it and that the Library and its use are covered by this License. You must supply a copy of this License. If the work during execution displays copyright notices, you must include the copyright notice for the Library among them, as well as a reference directing the user to the copy of this License. Also, you must do one of these things:

a) Accompany the work with the complete corresponding machine-readable source code for the Library including whatever changes were used in the work (which must be distributed under Sections 1 and 2 above); and, if the work is an executable linked with the Library, with the complete machine-readable "work that uses the Library", as object code and/or source code, so that the user can modify the Library and then relink to produce a modified executable containing the modified Library. (It is understood that the user who changes the contents of definitions files in the Library will not necessarily be able to recompile the application to use the modified definitions.)

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c) Accompany the work with a written offer, valid for at least three years, to give the same user the materials specified in Subsection 6a, above, for a charge no more than the cost of performing this distribution.

d) If distribution of the work is made by offering access to copy from a designated place, offer equivalent access to copy the above specified materials from the same place.

e) Verify that the user has already received a copy of these materials or that you have already sent this user a copy.

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It may happen that this requirement contradicts the license restrictions of other proprietary libraries that do not normally accompany the operating system. Such a contradiction means you cannot use both them and the Library together in an executable that you distribute.

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Version 3, 29 June 2007

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Finally, every program is threatened constantly by software patents. States should not allow patents to restrict development and use of software on general-purpose computers, but in those that do, we wish to avoid the special danger that patents applied to a free program could make it effectively proprietary. To prevent this, the GPL assures that patents cannot be used to render the program non-free.

The precise terms and conditions for copying, distribution and modification follow.

TERMS AND CONDITIONS

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"This License" refers to version 3 of the GNU General Public License.

"Copyright" also means copyright-like laws that apply to other kinds of works, such as semiconductor masks.

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1. Source Code.

The "source code" for a work means the preferred form of the work for making modifications to it. "Object code" means any non-source form of a work.

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The "Corresponding Source" for a work in object code form means all the source code needed to generate, install, and (for an executable work) run the object code and to modify the work, including scripts to control those activities. However, it does not include the work's System Libraries, or general-purpose tools or generally available free programs which are used unmodified in performing those activities but which are not part of the work. For example, Corresponding Source includes interface definition files associated with source files for the work, and the source code for shared libraries and dynamically linked subprograms that the work is specifically designed to require, such as by intimate data communication or control flow between those subprograms and other parts of the work.

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b) Convey the object code in, or embodied in, a physical product (including a physical distribution medium), accompanied by a written offer, valid for at least three years and valid for as long as you offer spare parts or customer support for that product model, to give anyone who possesses the object code either (1) a copy of the Corresponding Source for all the software in the product that is covered by this License, on a durable physical medium customarily used for software interchange, for a price no more than your reasonable cost of physically performing this conveying of source, or (2) access to copy the Corresponding Source from a network server at no charge.

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e) Convey the object code using peer-to-peer transmission, provided you inform other peers where the object code and Corresponding Source of the work are being offered to the general public at no charge under subsection 6d.

A separable portion of the object code, whose source code is excluded from the Corresponding Source as a System Library, need not be included in conveying the object code work.

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