

SHARP[®]

User's Manual

(Address Book Registration)

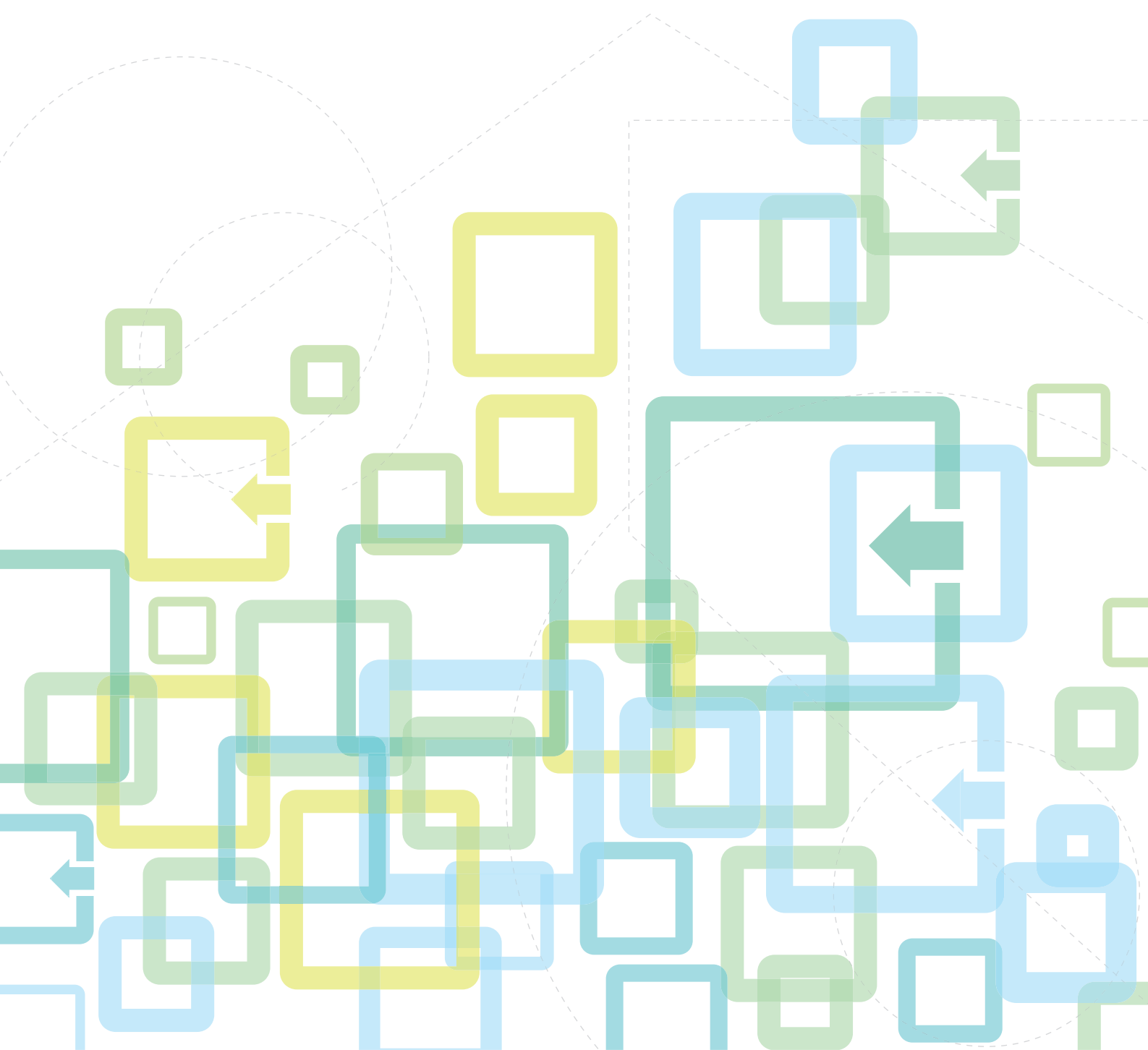


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ABOUT THIS GUIDE

This guide explains how to register, edit, and delete the address book.

Please note

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

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

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

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. For some functions and procedures, the explanations assume that devices other than the above are installed. Depending on the content, and depending on the model and what peripheral devices are installed, this may not be usable. For details, refer to the User's Manual. The explanations in this manual are based on American English and the North American version of the software. Software for other countries and regions may vary slightly from the North American version.

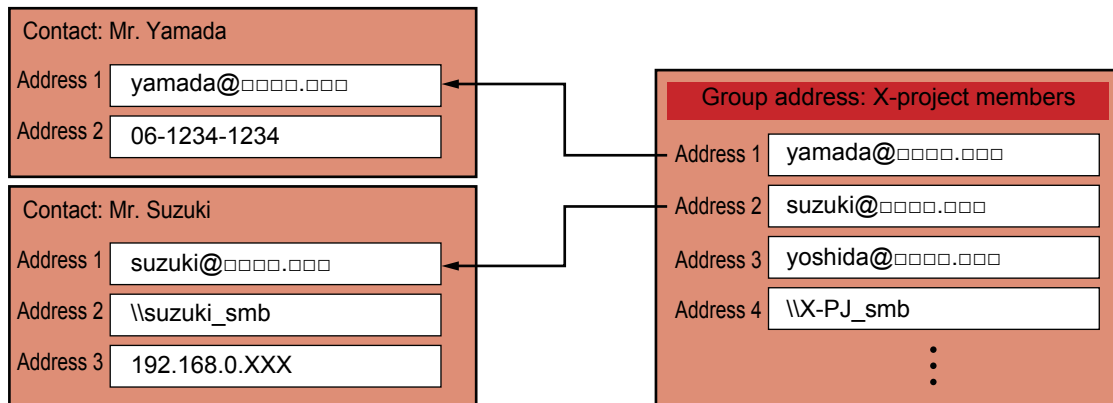
- The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.
- The touch panel, illustrations, and setting screens in this manual are for reference only, and may vary by model, installed options, settings changed from the default state, and country or region.
- Details of system settings as well as settings methods may differ depending on the model.
- This manual assumes that a full-color machine is being used. Some of the explanations may not apply to a monochrome machine.

ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book.

For a contact, more than one address can be stored, including fax, e-mail, Internet fax and direct SMTP addresses. Registering addresses stored as "Contacts" as well as directly entered addresses as "Group" enables you to easily send messages to multiple destinations simply by specifying a group.

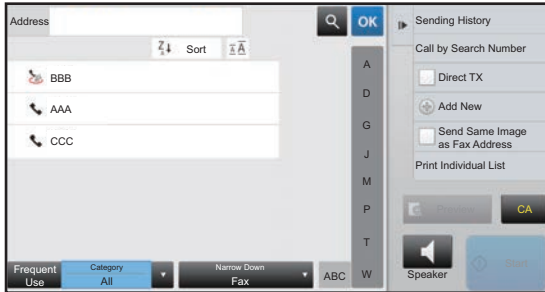
Address Book



- Up to 2000 entries in all can be stored for "Contacts" and "Group".
- The address book can store up to 6000 addresses.
- One "Contacts" can store up to 500 addresses.
- One "Group" can store up to 500 addresses.
- A group that combines direct SMTP with other sending methods cannot be used for transmission.

ADDRESS BOOK SCREEN

To display the address book, tap the [Address Book] key on the base screen in image send mode such as fax, e-mail, or Internet fax. You can also display it by tapping the [Address Book] icon in the home screen. "Contacts" and "Group" registered are enabled for alphabetical search and selected condition-based advanced search.



- When the [Address Book] key is tapped on the e-mail base screen, groups and contacts having e-mail addresses are displayed.
- If user authentication is enabled, registered contacts can be shared within a specified group or stored as personal contacts that only you are allowed to access.
 - ▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 16\)](#)
- You can tap the [Find My Address] key while logging in and select your e-mail address from the user list. This is convenient when you want to send an e-mail to yourself.
For details, refer to the User's Manual.



Disable register an address book

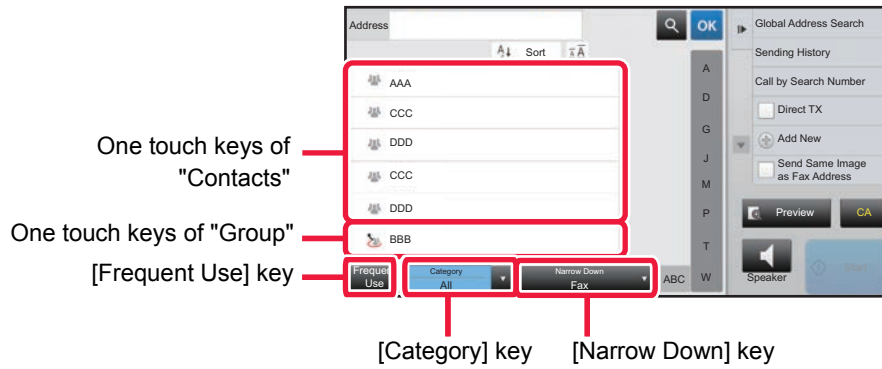
- **Prohibiting registration from the machine**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Enable/Disable Settings] → [Settings to Disable Registration] → [Disable Registering Destination from Operation Panel].
- **Prohibiting registration from the web page**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Enable/Disable Settings] → [Settings to Disable Registration] → [Disable Registering Destination on Web Page].
- **Disable Switching of Display Order**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Disable Switching of Display Order].
Disables to change the order of display (search number order, ascending, descending).
Once set, the display sequence is not changed. The display order will remain fixed at the order that is in effect when this setting is enabled.
- **The type of screen set in the initial screen of the address book is shown**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Category Displayed as Default].
Select a category to be displayed with the default.
 - None
 - Frequent Use
 - Categories 1 to 32
- **Show all addresses regardless of the mode**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Display all address type regardless of the mode being displayed currently].
Displays all destinations regardless of the displayed mode when this setting is enabled.
- **Enlarge the address book**
In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Condition Settings] → [Enlarge Address Book].
An enlarged address book list appears.

Selecting "Contacts" or "Group"

Tap a "Contacts" or "Group", and the tapped "Contacts" or "Group" is selected.
After selection, tap **OK**.

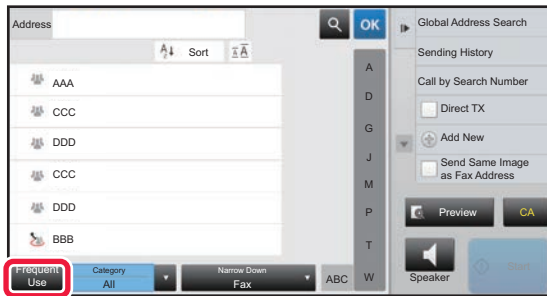
To add "Contacts" and "Group", refer to the following.

- ▶ [STORING ADDRESSES THROUGH DIRECT ENTRY \(page 8\)](#)
- ▶ [STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 9\)](#)
- ▶ [STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS \(page 11\)](#)
- ▶ [STORING GROUPS \(page 12\)](#)



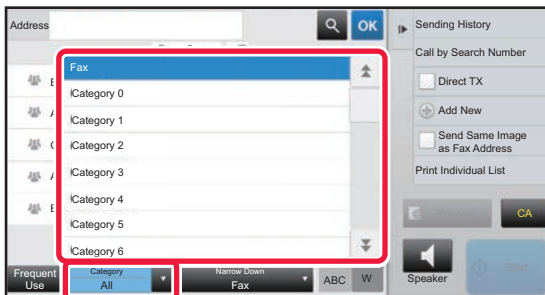
Narrowing by frequent Use

Tap the [Frequent Use] key and select an address in the screen that appears. Addresses registered as "Frequent Use" addresses are shown.



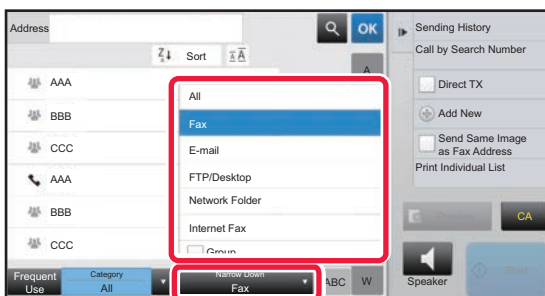
Narrowing by category

Tap the [Category] key to select a category on the screen that appears. The "Contacts" and "Group" in the selected category appear on a list. The narrowed-down condition is displayed under the [Category] key.



Narrowing by job type

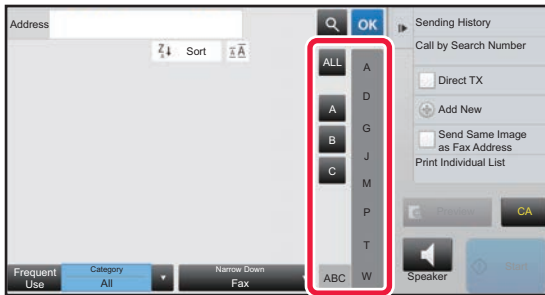
Tap the [Narrow Down] key to select a job on the screen that appears. To narrow by "Group", tap the [Group] key. The "Contacts" and "Group" for the selected job appear on a list. The narrowed-down condition is displayed under the [Narrow Down] key.




Narrowing by index

Search by alphabet to narrow down addresses.

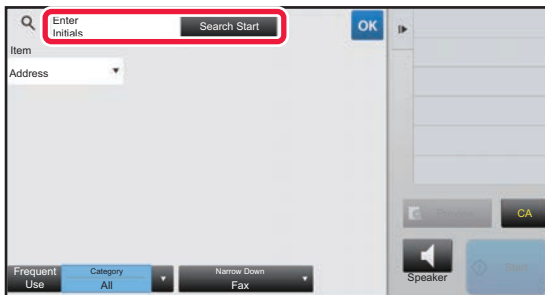
For example, tap "A" on the index bar to display "Contacts" stored with search text starting with "A".



Narrowing by keyword

Tap  to display a search screen. Select a target for search, enter a keyword and then tap the [Search Start] key. The search results are listed.

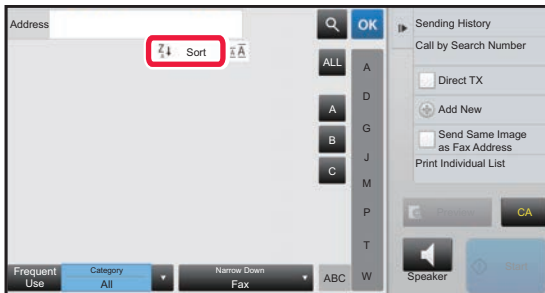
For example, if [Item] is [Name], search with a keyword "SH" lists contacts and groups starting with "SH".



Displaying in the order of search numbers

Tapping the [Sort] key displays a list in ascending order, descending order, or in the order of search numbers.

The display is switched in the order of [Sort] (▲) (Up) → [Sort] (▼) (Down) → Search Number Order.



STORING ADDRESSES THROUGH DIRECT ENTRY

Store new names or addresses in the address book by directly entering them.

1

In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen.

2

Enter basic information.

Be sure to enter [Name] and [Initial].

To specify a category, select one from a category list that appears when the entry box is tapped.

To register for frequent use, select the [Also Register for Frequent Use] checkbox .



To register a category name:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Category Setting].



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 16\)](#)

3

Tap [Fax Number], [E-mail Address], [Internet Fax Address], or [Direct SMTP Address] to enter the address, and tap

OK.



- Select the checkbox to set that address as the preferred over the others if two or more addresses are stored for "Contacts".
- FTP, Desktop, and Network Folder addresses can be registered from [Address Book] in "Settings (Web version)".

4

Tap the [Register] key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.

STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH

Store the results of searching the global address book as new addresses in the address book.



Global address search requires an LDAP server.



Disable Destination Registration Using Global Address Search

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Enable/Disable Settings] → [Settings to Disable Registration] → [Disable Destination Registration Using Global Address Search].

This disables address control from the global address search.

Configure the setting for each of the following items:

E-mail, Internet Fax, Fax

1

In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen.

2

Enter basic information.

Be sure to enter [Name] and [Initial].

To specify a category, select one from a category list that appears when the entry box is tapped.

To register for frequent use, select the [Also Register for Frequent Use] checkbox .



To register a category name:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Category Setting].



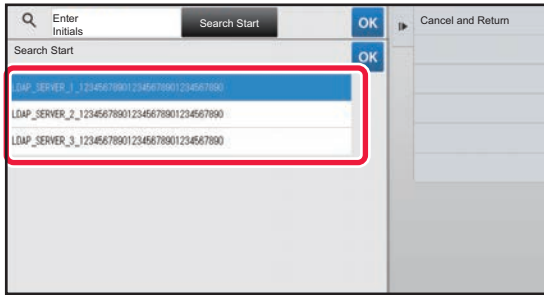
If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 16\)](#)


3

Tap the [Global Search] key.

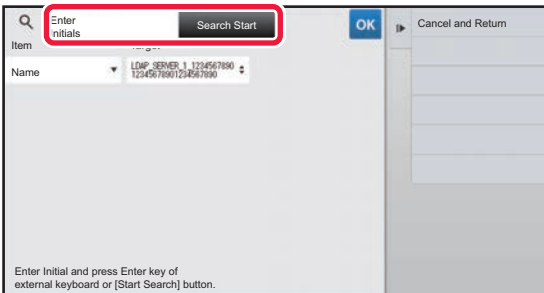
4




Select the server from the list of servers.

If an authentication screen appears, enter your user name and password, and tap the [OK] key.
After selecting a server, tap .

5



Tap the entry field to enter the search condition and then tap the [Search Start] key.

To change the search target, tap  for [Item]. You can select [Name] or [Address].

6

Select one address from the search result list, and tap the key.



To check address information, select the address and tap the [Confirm Registered Information] key.

7

Tap the [Register] key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.

STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS

As a new registration, add an address you have entered via fax or image send operations to the address book.

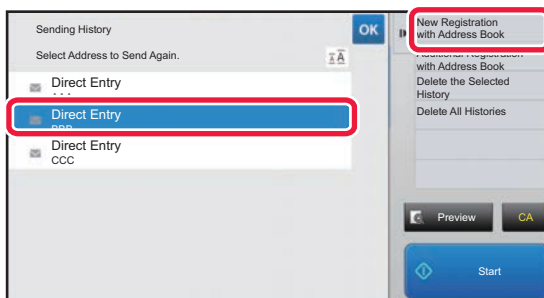


FTP and desktop addresses cannot be stored in the address book from transmission logs.

1

In fax or image send mode, tap [Sending History] on the action panel.

2

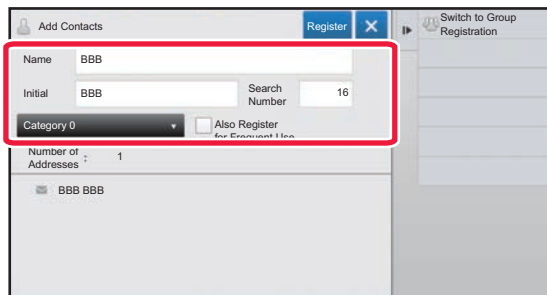


Select one address you want to register in the address book from the send logs, and then tap [New Registration with Address Book] on the action panel.



When you tap [Additional Registration with Address Book] on the action panel, you can add the address to a contact stored in the address book.

3



Enter basic information.

Be sure to enter [Name] and [Initial]. To specify a category, select one from a category list that appears when the entry box is tapped. To register for frequent use, select the [Also Register for Frequent Use] checkbox .



If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 16\)](#)



To register a category name:

In "Settings (administrator)", select [System Settings] → [Image Send Settings] → [Common Settings] → [Category Setting].

4

Tap the [Register] key.

The address is registered in the address book and the transmission log screen is restored.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.

5 Tap the [OK] key.

STORING GROUPS

Register "Group" by selecting addresses from those already stored as "Contacts". In this case of registration, only reference to addresses already stored takes place, and so, the total number of registered addresses (maximum 6000) in the address book does not increase. You can also directly enter a new address for a "Group".

1 In the address book screen, tap [Add New] on the action panel, or tap the [Address Control] icon in the home screen.

2

The screenshot shows the 'Add Contacts' form. A red box highlights the 'Name' field (labeled 'Name (Required)'), the 'Initial' field (labeled 'Search (Opt.)'), and the 'Search Number' field (set to 6). Another red box highlights the 'Switch to Group Registration' button in the top right corner. Below the highlighted fields, there is a 'Category 0' dropdown, a checkbox for 'Also Register for Frequent Use', and a 'Number of Addresses' field set to 0. At the bottom, there are fields for 'Fax Number', 'E-mail Address', 'Internet Fax Address', and 'Direct SMTP Address'.

Enter the basic information, and tap [Switch to Group Registration] on the action panel.

3

The screenshot shows the 'Add Contacts' form. A red box highlights the 'Address Book' button located below the 'Number of Addresses' field. Another red box highlights the 'Switch to Contacts Registration' button in the top right corner. The rest of the form is the same as in the previous screenshot.

Tap the [Address Book] key.



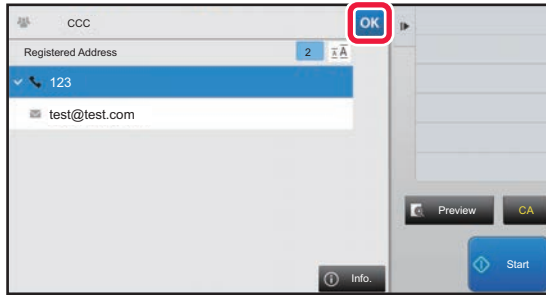
To directly enter a new address for a "Group", tap [Fax Number], [E-mail Address], [Internet Fax Address], or [Direct SMTP Address].

4

The screenshot shows the 'Select From Address Book' dialog. A list of contacts is displayed, with 'CCC' selected. A red box highlights the 'Display Registered Information' button in the top right corner. The dialog also shows 'OK' and 'Cancel and Return' buttons. At the bottom, there are options for 'Frequent Use', 'Category' (set to 'All'), and 'Narrow Down' (set to 'Fax').

In the contact list, tap the "Contacts" that includes the address you want to add to the "Group", and tap [Display Registered Information] on the action panel.

5



Tap the address to be registered in the "Group", and then tap the **OK** key.

You can select more than one address.

6

Repeat steps 3 through 5 to register addresses. After address registration is completed, tap **OK** key.

7

Tap the [Register] key.

EDITING/DELETING ADDRESSES IN ADDRESS BOOK

You can edit or delete "Contacts" or "Group" information stored in the address book as well as addresses listed under "Contacts" and "Group".

Editing/deleting contacts and groups

1 In the address book screen, select a contact or group you wish to edit, and tap [Edit] on the action panel.

To delete a "Contacts" or "Group", tap [Delete] on the action panel.



- For editing, you can only select one "Contacts" or "Group" at a time.
- For deleting, you can select more than one "Contacts" or "Group" at a time.
- If you have logged in as the administrator, you can delete all addresses stored in the address book by tapping the [Delete All] that appears on the action panel.

2

Editing a "Contacts" or "Group"

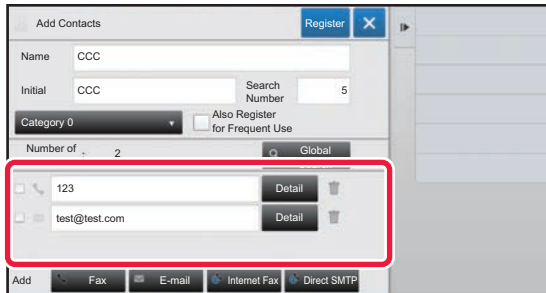
- You can change basic information such as names and categories and also you can add addresses.
 - ▶ [STORING ADDRESSES THROUGH DIRECT ENTRY \(page 8\)](#)
 - ▶ [STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH \(page 9\)](#)
 - ▶ [STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS \(page 11\)](#)
 - ▶ [STORING GROUPS \(page 12\)](#)
- You can change the publicity scope.
 - ▶ [SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS \(page 16\)](#)

Editing/deleting addresses

- 1** Select a contact or group you wish to edit, and tap [Edit] on the action panel. In the address book screen, select the contact or group that has the address you want to edit, and tap [Edit] on the action panel.

Only one contact or group can be selected. If more than one is selected, the [Edit] key does not appear.

2



Tap the address display in the list of addresses.

To delete an address, tap the  key.

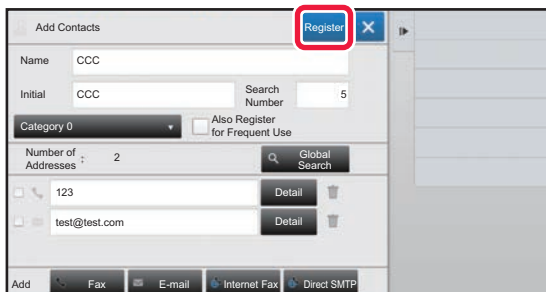


- To edit or delete, you can only select one address at a time.
- To check address information, tap the [Detail] key.



You cannot edit or delete an address for a job in a job queue.

3



Edit an address.

After editing, tap the [Register] key.

4

Tap the [OK] key.



You can only edit addresses in the network folder on the edit screen. (The Add New screen cannot be displayed.)

SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

"Contacts" and "Group" stored in the address book can be shared within a specified group or stored as personal contacts that only you are allowed to access.

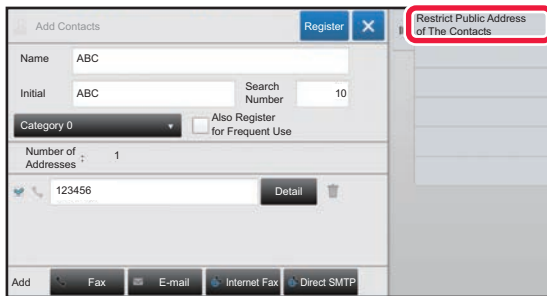
If no publicity scope is specified, stored "Contacts" and "Group" are publicized to all users.



User authentication is required to set the scope for publicizing "Contacts" and "Group".

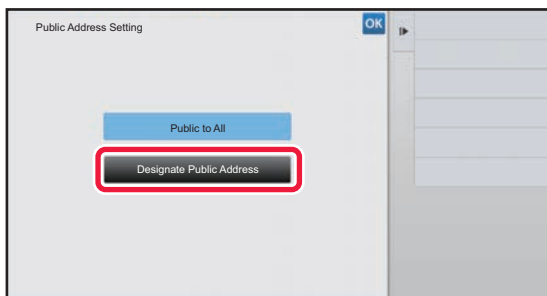
| Scope for publicizing addresses | Description |
|---------------------------------|---|
| Publicized to all | "Contacts" and "Group" are published to all users of the machine. |
| User | "Contacts" and "Group" are published only to the user. Registered addresses are preferentially displayed as "Personal Contacts" in the user's address book. |
| User Group | Publication of "Contacts" and "Group" is limited to the specified group. Up to eight groups per "Contacts" or "Group" can be set as the publicity scope. |

1



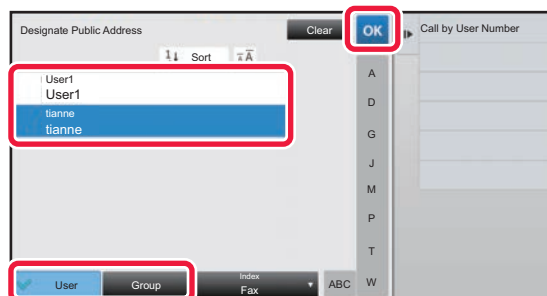
In the address registration screen, tap **[Restrict Public Address of The Contacts]** on the action panel.

2



Tap the **[Designate Public Address]** key.

3



Tap **[User]** or **[Group]** and specify who the address is made public to.

After the settings are completed, tap **OK**.



If you have logged in as the administrator, select any user name desired from the user list.



To register a user:

In "Settings (administrator)", select [User Control] → [User Settings] → [User List] → [Add].

DELETING THE TRANSMISSION HISTORY

You can delete the fax or image send transmission history.



The transmission history is deleted in normal mode.

Deleting a selected history

1

Tap the history you want to delete.

2

In the transmission log screen, tap [Delete the Selected History] on the action panel.

3

The message "Delete the selected history?" will appear, tap the [Delete] key.

The selected transmission log is deleted.

Deleting all transmission histories

1

In the transmission log screen, tap [Delete All Histories] on the action panel.

2

The message "Delete all histories?" will appear, tap the [Delete All] key.

All transmission logs are to be deleted.

REGISTER AN ADDRESS BOOK IN THE WEB PAGE

Address Book

Transmission destinations (contacts) such as fax and Scan to E-mail addresses, and groups of transmission destinations, can be stored in the address book. In setting mode, a list of stored contact and group information is displayed.

To edit a contact or group, select the name of the contact/group. To add a new contact or group, click the [Add] key.

| Item | Description |
|--|---|
| Type | Select the contact or group. |
| Search Number | Store a number that can be used to search for a contact or group. |
| Address Name | Store a name for an address. |
| Initial | Store an initial that can be used to search for a contact or group. |
| Category | Enter a category for a contact or group. |
| Register this Address to be added to the [Frequent Use] index. | Add a contact to the "Frequent Use" index. |
| Address Public Setting | Set whether the address will be shared with all users or only selected users. If you select [Select user], click the user selection buttons to select the users with whom the address will be shared. |
| Share also to the following group | When this function is enabled, you can select a previously stored group from the list below and share the address with that group. |
| E-mail | |
| E-mail Address | To store a new address, select [New Address] and enter the address in the address entry field. |
| Global Address Search | To search for an address stored as a global address, click this key and select the address from the list. |
| File Type* | Select the file format used for a scanned image. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis". |
| Set as Default used | Set an address as a default address. |

Address Book Registration

| Item | Description |
|---------------------------------------|--|
| Fax | |
| Fax Number | To store a new fax number, select [New Address] and enter the fax number in the fax number entry field. |
| Global Address Search | To search for a fax number stored as a global address, click this key and select the fax number from the list. |
| Transmission Mode | Select the communication speed and International Correspondence Mode. |
| Set as Default used | Set an address as a default address. |
| Internet Fax | |
| Internet Fax Address | To store a new address, select [New Address] and enter the address in the address entry field. |
| Global Address Search | To search for an address stored as a global address, click this key and select the address from the list. |
| Compression Mode | Set the compression format used for transmitted images. |
| Request Internet Fax Reception Report | Select whether or not you wish to receive a reception report by e-mail after transmission is completed. |
| Set as Default used | Set an address as a default address. |
| Direct SMTP | |
| Direct SMTP Address | To store a new address, select [New Address] and enter the address in the address entry field. |
| Add Hostname or IP Address. | When the receiving machine is set to only receive e-mail from specific addresses, enter the specified specific e-mail address in the [Direct SMTP Address] text box. Select the "Add Hostname or IP Address." checkbox and enter the host name or IP address of the receiving machine in the [Hostname or IP Address] text box. Example: When the e-mail address of the receiving machine is "user@sample_domain.com" and the IPv4 address is "192.168.123.45" Enter "user@sample_domain.com" in the [Direct SMTP Address] text box and enter "192.168.123.45" in the [Hostname or IP Address] text box. |
| Compression Mode | Set the compression format used for transmitted images. |
| Set as Default used | Set an address as a default address. |
| FTP | |
| FTP Address | To add a new address, select [New Address] and enter the address in [Hostname or IP Address]. |
| File Type* | Select the file format used for a scanned image. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis". |
| Directory | Specify a directory in the FTP server to be used for transmission. |
| User Name | Enter a user name in the FTP server to be used for transmission. |
| Password | Enter the password associated with the entered user name. |
| Enable SSL | Use SSL to encrypt data before transmission. |

Address Book Registration

| Item | Description |
|---|---|
| Use PASV mode | Send data to an FTP server in PASV mode. |
| Enable Hyperlink to FTP server to be e-mailed | When sending data to an FTP server, send the data to the e-mail address that is specified in the hyperlink to the FTP server. |
| Set as Default used | Set an address as a default address. |
| Desktop | |
| Desktop Destination | To add a new address, select [New Address] and enter the address in [Hostname or IP Address]. |
| Please enter Port Number. | Enter the port of the destination computer. |
| Process Directory | Specify the directory to which the data is be to sent. |
| File Type* | Select the file format used for a scanned image. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis". |
| User Name | Enter a user name in the computer to be used for transmission. |
| Password | Enter the password associated with the entered user name. |
| Enable SSL | Use SSL to encrypt data before transmission. |
| Set as Default used | Set an address as a default address. |
| Network Folder | |
| Network Folder Path | To store a new path, select [New Address] and enter the path in the path entry field. |
| User Name | Enter a user name in the computer to be used for transmission. |
| Password | Enter the password associated with the entered user name. |
| File Type* | Select the file format used for a scanned image. Black & white: Select the compression format used for saving black & white images. Color/Grayscale: Select the compression format used for saving color/grayscale images. To enhance black text when scanning, select "Bk Letter Emphasis". |
| Enable Hyperlink to Network Folder to be e-mailed | When sending data to a shared folder, send the data to the e-mail address that is specified in the hyperlink to the shared folder. |
| Set as Default used | Set an address as a default address. |

* Depending on the model and upon installation of peripheral devices, High Compression PDF may be selected. When [OCR] is enabled, text in the scanned data is automatically recognized. For PDF, the text information is embedded in the PDF. For PDF, RTF, TXT(UTF-8), DOCX, XLSX, or PPTX, the recognized text is saved in the corresponding format.

Category Setting

A category can be renamed for greater ease of use.

Delete the previously entered characters and enter a new name (up to 127 characters).

The factory default names are "Category 1" to "Category 32".

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