

**SHARP**<sup>®</sup>

# Print Release Guide



# TABLE OF CONTENTS

<b>ABOUT THIS GUIDE</b> .....	<b>2</b>
<b>PRINT RELEASE FUNCTION</b> .....	<b>3</b>
<b>BEFORE USING THE PRINT RELEASE FUNCTION</b> .....	<b>4</b>
• Settings required on the machine .....	4
• Installing the printer driver of the primary unit .....	5
<b>USING THE PRINT RELEASE FUNCTION</b> .....	<b>6</b>
• Storing a job in the primary unit from your computer .....	6
• Printing/deleting a job stored in the primary unit from a secondary unit .....	8

## ABOUT THIS GUIDE

This guide explains how to use the print release function.

### Please note

- The explanations in this manual assume that you have a working knowledge of your Windows or macOS computer.
- 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 this manual are primarily for Windows® 10 in Windows® environments, and 10.12 in macOS environments. The screens may vary depending on the version of the operating system.
- 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.

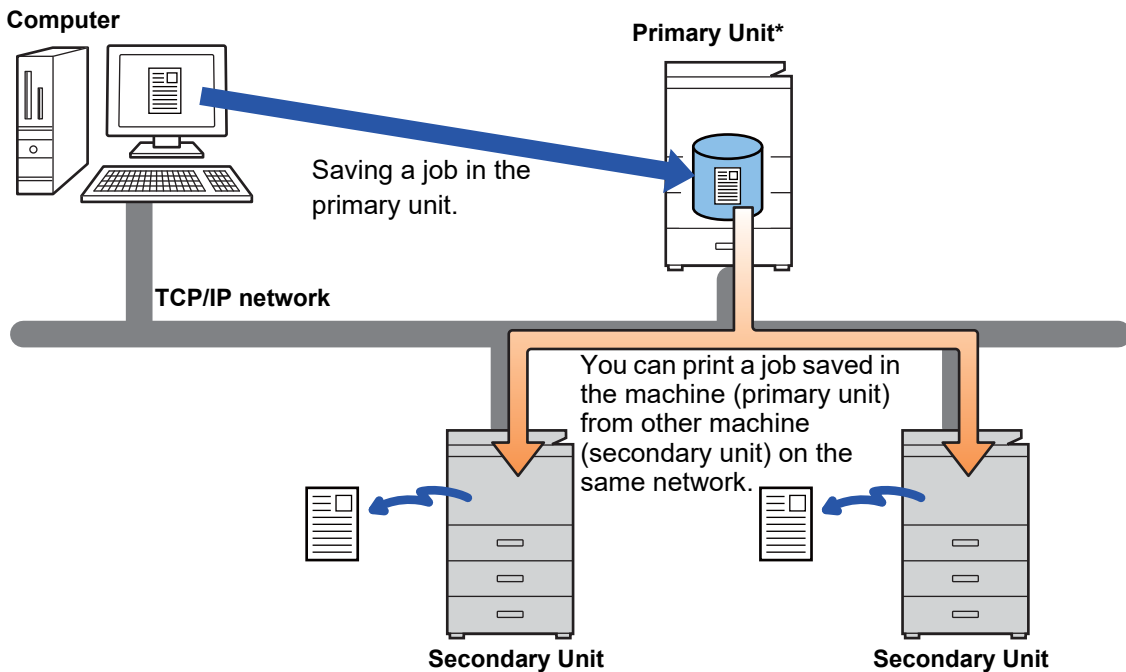
### Warning

- 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.

- 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 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 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.
- This manual assumes that a full-color machine is being used. Some of the explanations may not apply to a monochrome machine.

# 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).



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.



- 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.

# 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

The following settings must be configured on the machine in order to use the print release function. (Administrator rights are required.)

### System settings

Tap the [Settings] key on the touch panel of the machine and log in with administrator rights. Tap [System Settings] > [Printer Settings] > [Print Release Settings], and configure the settings.

For the system settings, refer to the User's Manual.

Item	Settings
• Print Release	Select [Enable].
• Connecting Code	Enter a code for authentication between the primary unit and secondary unit. Maximum of 32 alphanumeric characters. Be sure to enter the same code in both the primary unit and secondary unit. Entry of a code can be omitted.
• Primary Unit/Secondary Unit Setting	Select the machine in which print release jobs will be saved in [Primary Unit]. Select the machine that will be used for printing in [Secondary Unit].
• Require Authentication when Storing (When [Primary Unit] is selected)	Select whether or not authentication is required to store a print release job in the machine that is functioning as the primary unit. If the user authentication setting of the primary unit is disabled, jobs will be saved without authentication even if [Enable] is selected.
• Address of Primary Unit (When [Secondary Unit] is selected)	Enter the IP address or host name of the primary unit.
• 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 saved as print release jobs.
• 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.)
• Default Settings	
• Print B/W	When [Enable] is selected, [Print B/W] is enabled in the print screen of the print release job.
• 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.
• Print Order	Set the print order from the oldest date, or from the data list number.
• 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.
• Days	When "Delete Stored Data after Specified Time" is enabled, set the number of days jobs are stored.
• Local Drive Status	Displays the usage status of the local drive.
• Delete All (When [Primary Unit] is selected)	When the machine functions as the primary unit, select this to delete all stored print release jobs.

## 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

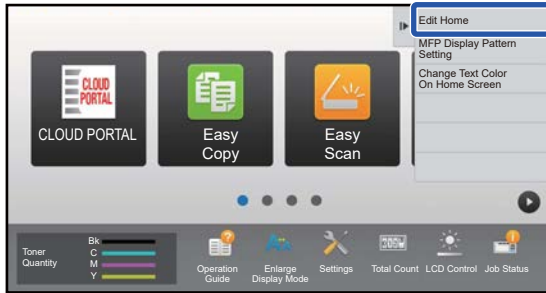
It is not necessary this setting, if already added the print release icon.



Perform these steps after you have enabled the print release function in settings mode (administrator).

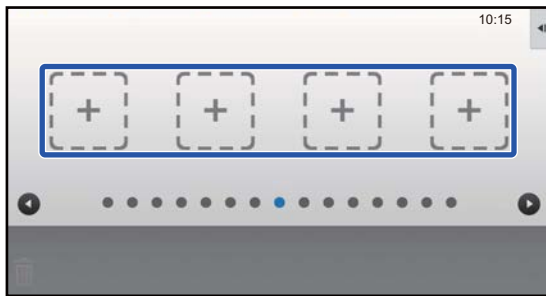
▶ [System settings \(page 4\)](#)

1



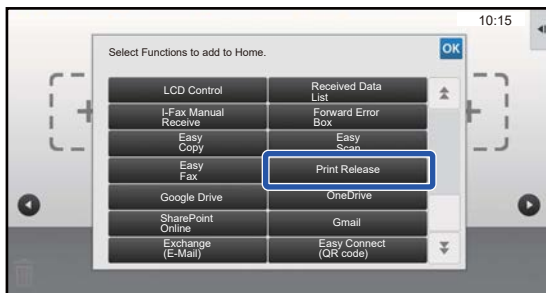
Tap [Edit Home] on the action panel.

2



Tap a place without a shortcut key in home edit mode.

3



Tap [Print Release].

4

Tap [Exit Home Edit Mode] on the action panel.

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 driver help.

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



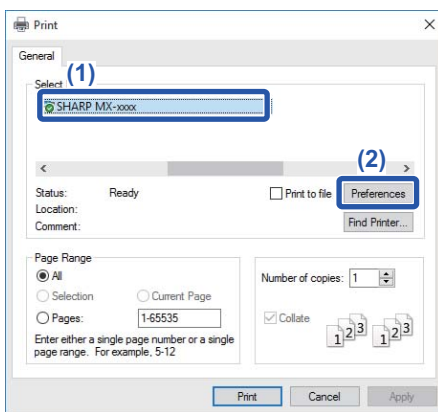
Check the paper size and paper type used for printing.

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

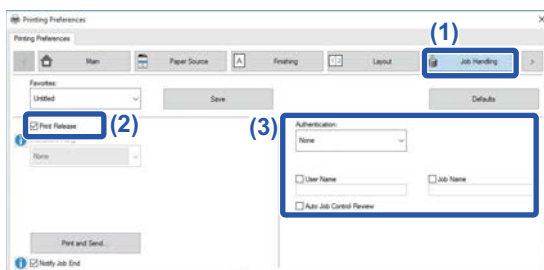


**Open the printer driver properties window.**

(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 the User's Manual.



- The print release function cannot be used at the same time as the document filing function.
- You can change the number of copies and color mode at the time of printing.
- If select the [Print Release] checkbox  in [Printing Policy] on the [Configuration] tab, that function will always be enabled and information on various functions will no longer appear in the print settings screen.
- 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

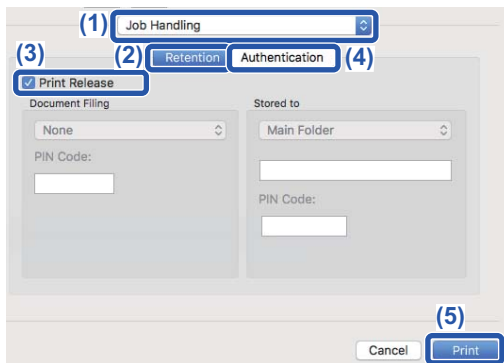
Start printing.

## 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].

(2) Click [Retention].

(3) Select the [Print Release] checkbox .

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

If user authentication is not enabled, this step can be omitted.

For more information, see the User's Manual.

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



- The print release function cannot be used at the same time as the document filing function.
- You can change the number of copies and color mode 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.

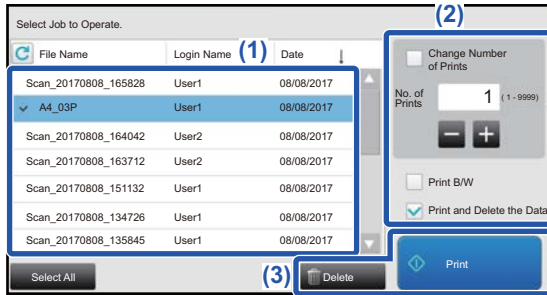
## Printing/deleting a job stored in the primary unit from a secondary unit

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

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

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

### 2



### 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 .
- If you are deleting the job, this step is not necessary.

#### (3) Start printing or deleting.

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



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



- When the secondary unit is a monochrome machine, [Print B/W] does not appear and jobs saved in color are printed in monochrome.
- When the secondary unit is a color machine, jobs saved in monochrome are printed in monochrome even if the [Print B/W] checkbox is not selected .
- If you selected a setting such as stapling 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.



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