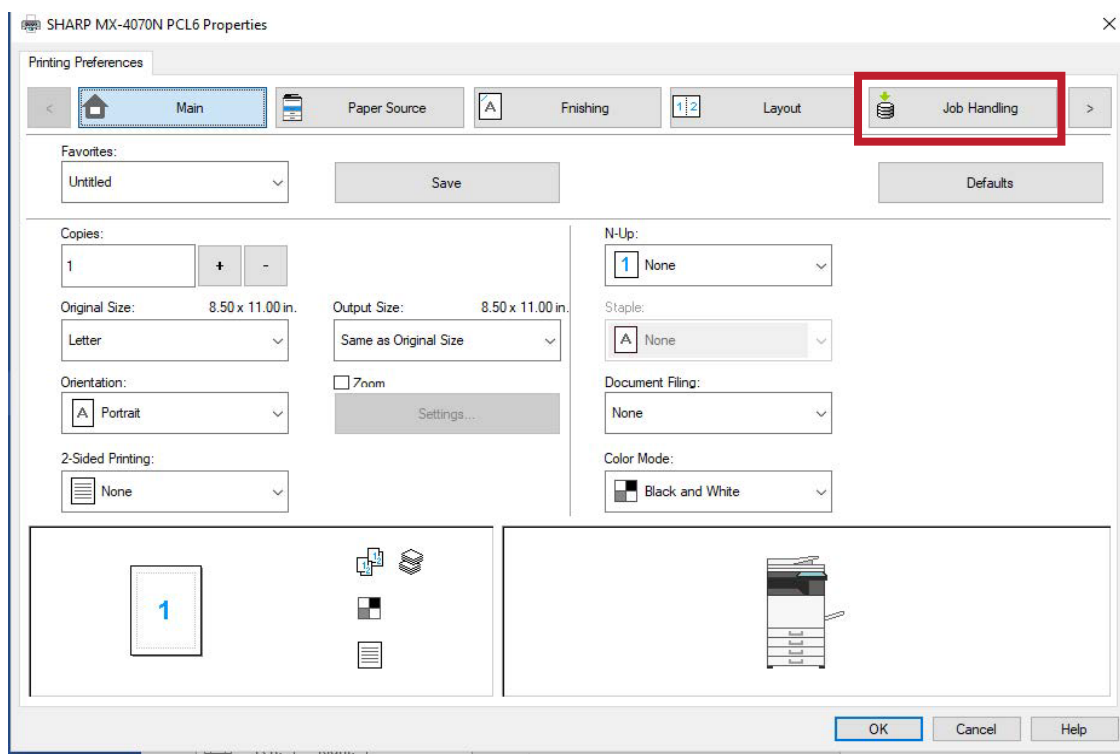


SHARP PRODUCT QUICK GUIDE

SECURE PRINT

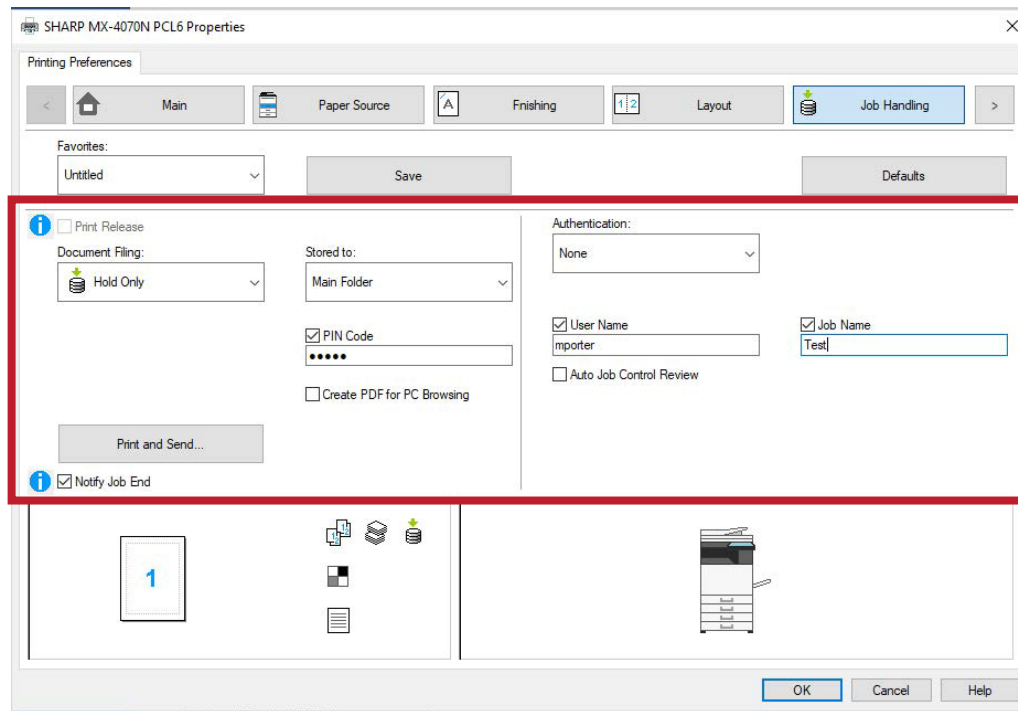
- 1) Open the document you wish to print "securely" – Click File: Print. Under the drop-down menu where you have the Sharp device selected click Printer Properties.
- 2) Click on the Job Handling tab.



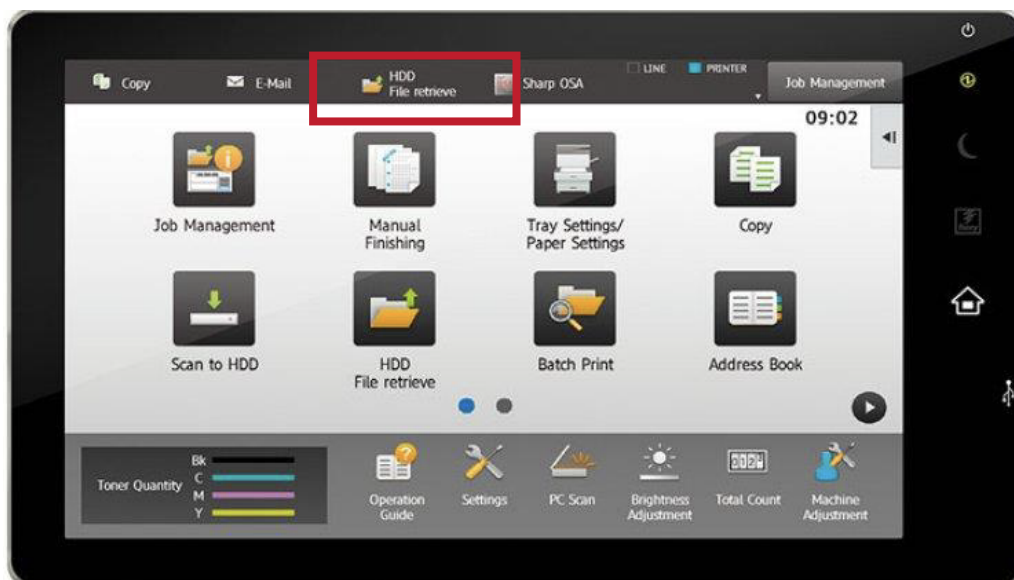
3) Under Document Filing select Hold Only. To protect your file with a password, click the box next to PIN Code and then put a 5-8 digit numerical-only code (this is what you will use to retrieve and print the document from the device).

Optional: Under Stored to select other folder or Custom Folder and Add a folder with optional password if you want your document to be in another folder other than the Main Folder.

Click on the boxes next to User Name and Job Name for specific information to store for the document.



4) The document will be sent to the device to be "held" but it will not print. On your Sharp MFP screen, click HDD File Retrieve, go into the folder where it is located (usually Main Folder), select the document and click Print. It will prompt for a password if you created one. You may want to Delete after printing.



- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3
 Basic Information Email Destination Confirm Registration

Step2.Email Destination

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}