

**SHARP**

**NETWORK SETUP**

**HANDY GUIDE  
(SCANNING)**



# 1. SET UP ON NETWORK WITH IP ADDRESS

- ON COPIER CONTROL PANEL LOG IN AS ADMINISTRATOR
  - (CONTACT SERVICE PROVIDER FOR ADMIN PASSWORD IF UNKNOWN)
  
- SELECT 'SYSTEM SETTINGS'
  - SELECT 'NETWORK SETTINGS'
  - INPUT IP ADDRESS, SUBNET MASK, AND DEFAULT GATEWAY
  - TURN MACHINE OFF/ON TO SAVE NEW SETTINGS
  - (THERE IS ALSO AN OPTION TO USE DHCP TO ASSIGN THE ABOVE BUT WE WOULD THEN RECOMMEND THAT THIS IS RESERVED AND SAVED IN COPIER)
  - THERE IS ALSO A PING COMMAND TO ENABLE YOU TO CHECK CONNECTION
  
- ONCE THE MACHINE IS ON THE NETWORK YOU CAN ACCESS THESE SETTINGS AND MANY MORE USING A WEB BROWSER TO THE IP ADDRESS (LOGIN AS ADMINISTRATOR AS ABOVE)

## 2. CHOOSE SCAN OPTION

- THERE ARE TWO MAIN CHOICES
  - SCAN TO EMAIL (REQUIRES EXCHANGE SERVER ON SITE)
    - YOU WILL NEED:
      - THE IP ADDRESS OR NAME OF YOUR EXCHANGE SERVER (eg 192.0.0.1)
      - AN EMAIL ADDRESS FOR THE COPIER (eg copier@sharp.co.uk)
  
  - SCAN TO NETWORK FOLDER
    - YOU WILL NEED:
      - A SHARED FOLDER ON THE NETWORK
      - A USERNAME AND PASSWORD FOR THE COPIER

## 3. SCAN TO EMAIL SETUP

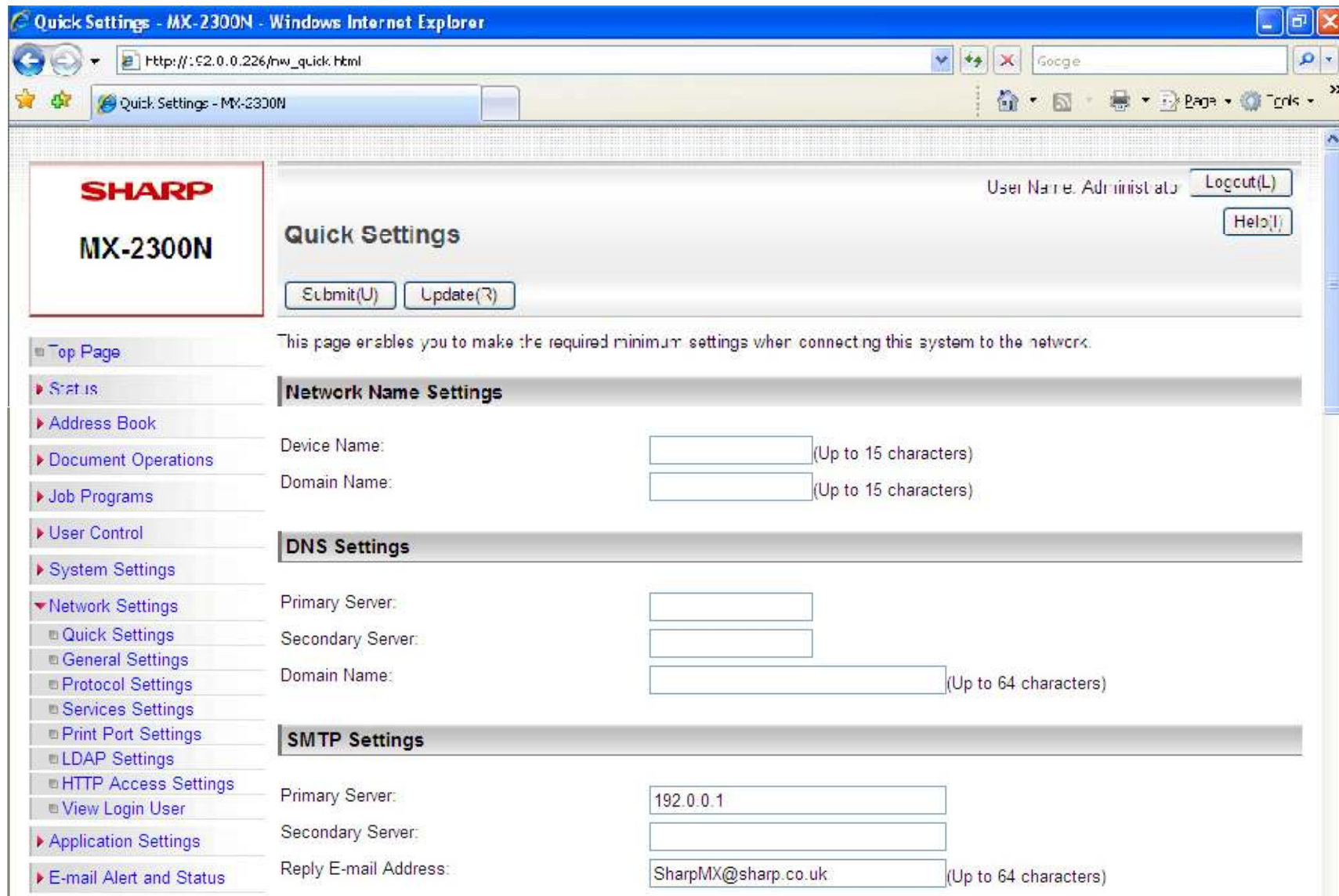
- TYPE THE IP ADDRESS OF THE COPIER INTO YOUR WEB BROWSER
- LOGIN AS ADMINISTRATOR (CONTACT YOUR SERVICE PROVIDER IF PASSWORD UNKNOWN)
- 'NETWORK SETTINGS'
  - ENTER IP ADDRESS OF EXCHANGE SERVER AND EMAIL ADDRESS OF COPIER INTO SMTP SETTINGS (see fig 3.1)
  - CLICK ON 'SUBMIT'

(YOUR NETWORK ADMINISTRATOR MAY WISH TO TAKE ADVANTAGE OF LDAP TO OBTAIN EMAIL ADDRESSES – IF SO THESE SETTINGS MAY BE INPUT HERE)

- TO STORE EMAIL ADDRESSES IN THE COPIER
  - CLICK ON 'ADDRESS BOOK' AND 'ADD' (see fig 3.2)
  - (YOU MAY WISH TO ADD TO 'FREQUENT USE INDEX' - APPEARS ON FRONT SCREEN IN COPIERS ADDRESS BOOK)
- TO USE SCAN TO EMAIL FUNCTION
  - ON COPIER SELECT 'IMAGE SEND'
  - SELECT AN ADDRESS FROM THE 'ADDRESS BOOK' OR 'ADDRESS ENTRY' TO MANUALLY INPUT - PRESS EITHER COLOUR OR B/W BUTTON TO SEND
  - (FOR DOUBLE-SIDED ORIGINALS OR TO CHANGE FILE FORMAT SELECT 'CONDITION SETTINGS' BEFORE SENDING)

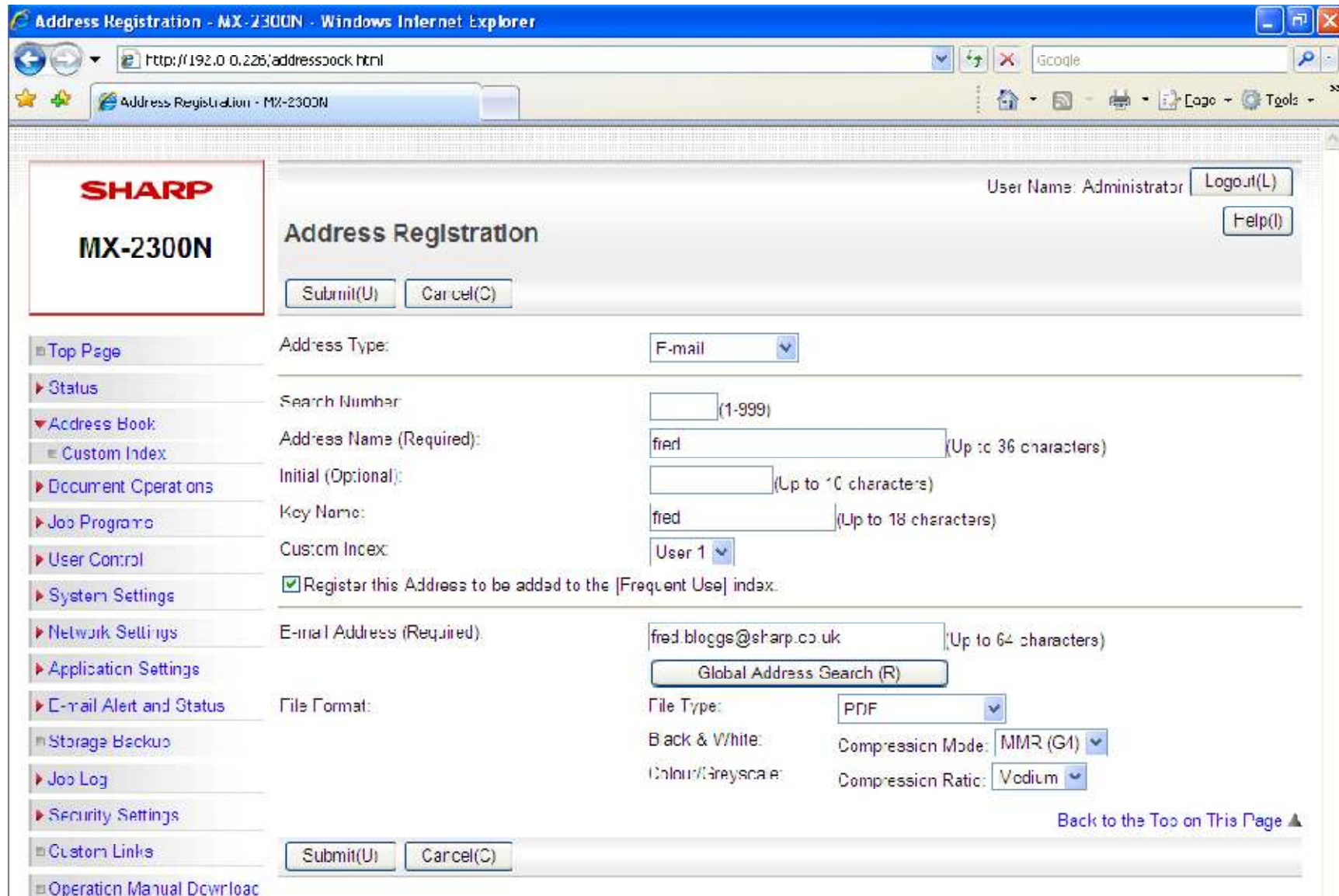
### 3. EMAIL SETUP (Network Settings)

fig 3.1



### 3. EMAIL SETUP (Address Book)

fig 3.2

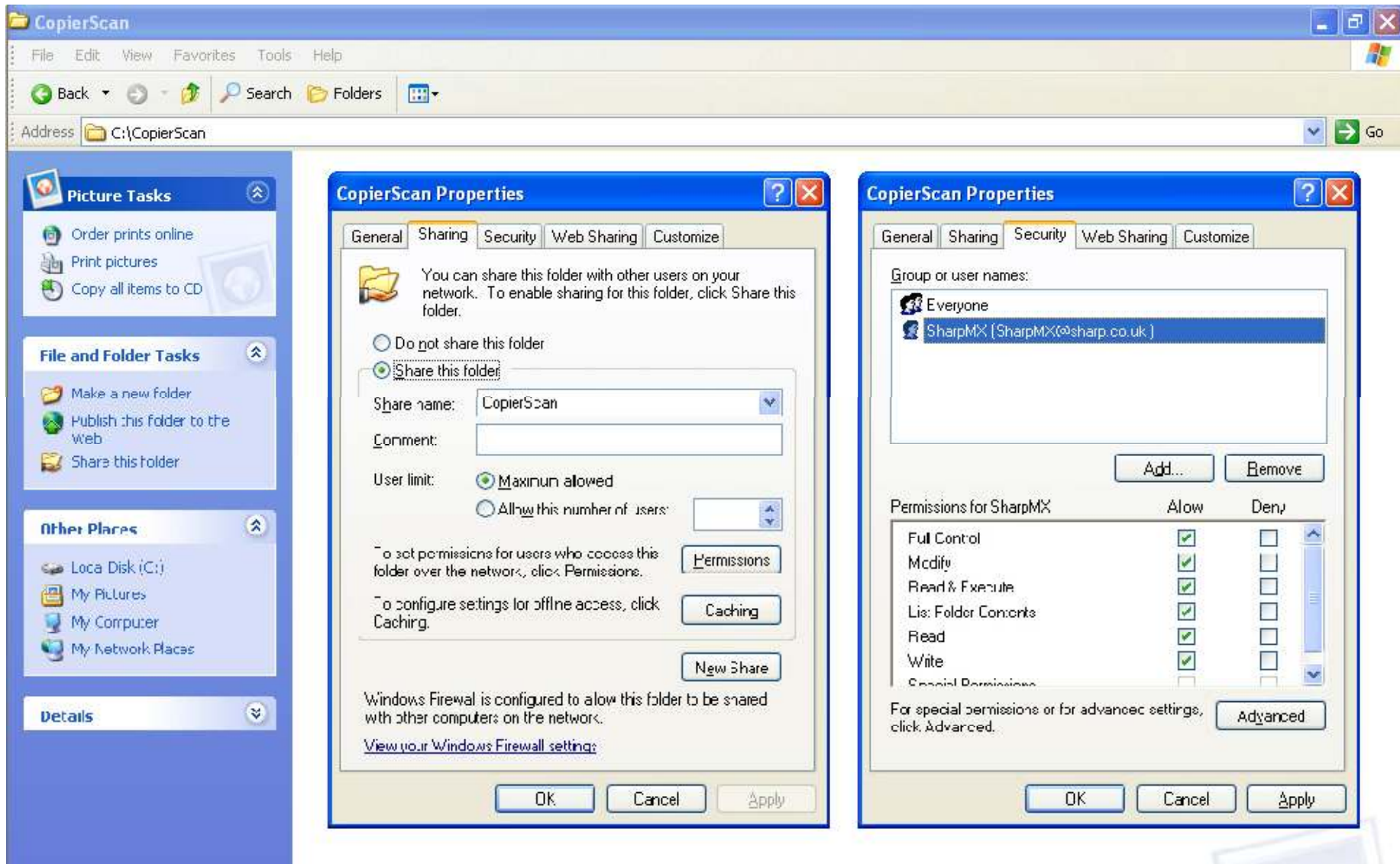


## 4. SCAN TO NETWORK FOLDER

- CREATE A USERNAME AND PASSWORD FOR THE COPIER IN ACTIVE DIRECTORY (NETWORK ADMINISTRATOR TO SET UP - ALTERNATIVELY USE AN EXISTING USERNAME AND PASSWORD)
- CREATE A SHARED FOLDER ON THE NETWORK (eg copierscans)
  - GIVE THE COPIER (OR EVERYONE) FULL ACCESS RIGHTS TO THIS FOLDER (see fig 4.1)
- TYPE THE IP ADDRESS OF THE COPIER INTO YOUR WEB BROWSER
  - LOGIN AS ADMINISTRATOR (CONTACT YOUR SERVICE PROVIDER IF PASSWORD UNKNOWN)
- SELECT 'ADDRESS BOOK' AND 'ADDRESS TYPE' – NETWORK FOLDER (see fig 4.2)
  - ENTER AN ADDRESS AND KEY NAME (WILL APPEAR ON COPIER SCREEN)
    - TICK THE BOX TO 'REGISTER IN FREQUENT USE INDEX' (WILL THEN APPEAR ON FIRST SCREEN ON COPIER)
  - ENTER THE FULL NETWORK PATH TO THE SHARED FOLDER (eg \\server1\copierscans)
    - ENTER USERNAME AND PASSWORD FOR COPIER (TICK BOX MARKED CHANGE PASSWORD)
    - YOU MAY ALSO SELECT THE DEFAULT FILE TYPE FOR SCANNED IMAGES (PDF or JPEG)
  - CLICK ON 'SUBMIT' TO SAVE SETTINGS
- TO USE SCAN TO NETWORK FOLDER FUNCTION
  - ON COPIER SELECT 'IMAGE SEND' AND SELECT ADDRESS FROM 'ADDRESS BOOK'
  - PLACE ORIGINAL ON GLASS OR IN FEEDER AND PRESS EITHER COLOUR OR B/W TO SEND
    - IF A DOUBLE-SIDED OR YOU WISH TO CHANGE THE FILE FORMAT ETC – PRESS 'CONDITION SETTINGS' FIRST

# 4. SCAN TO NETWORK FOLDER (Sharing)

fig 4.1



## 4. SCAN TO NETWORK FOLDER (Setup)

fig 4.2

**SHARP**  
**MX-2300N**

Address Registration

Submit(U) Cancel(C)

Address Type: Network Folder

Search Number: (1-999)

Address Name (Required): CopierScans (Up to 36 characters)

Initial (Optional): (Up to 10 characters)

Key Name: CopierScans (Up to 16 characters)

Custom Index: User 1

Register this Address to be added to the [Frequent Use] index

Folder Path (Required): \\server1\copierscans (Up to 64 characters)

User Name: SharpMX (Up to 20 characters)

Password: (1-14)

Change Password

File Format: File Type: PDF

Back & White: Compression Mode: MVR (G4)

Colour/Grayscale: Compression Ratio: Medium

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# 5. TROUBLESHOOTING

- SCAN TO EMAIL
  - APPEARS TO WORK BUT NO MESSAGE IN MY INBOX?
    - CHECK JUNK MAIL FOLDER
  - ERROR MESSAGE – ‘SELECTED SERVERS NOT FOUND’
    - CONFIRM CORRECT IP ADDRESS FOR EXCHANGE SERVER (DO YOU HAVE AN EXCHANGE SERVER?)
- SCAN TO NETWORK FOLDER
  - ERROR MESSAGE – ‘NETWORK ERROR CE-00’
    - CONFIRM COPIER HAS FULL ACCESS RIGHTS TO THE SHARED FOLDER
  - ERROR MESSAGE – ‘SELECTED SERVERS NOT FOUND’
    - CONFIRM NAME OF SERVER (OR COMPUTER) WITH SHARED FOLDER
  - ERROR MESSAGE – ‘SELECTED DIRECTORY IS INVALID’
    - CONFIRM FULL NAME OF NETWORK FOLDER (Type in to RUN command on a computer to see if finds)