

SHARP

NETWORK SETUP

**HANDY GUIDE
(PRINTING)**

1. SET UP ON NETWORK WITH IP ADDRESS

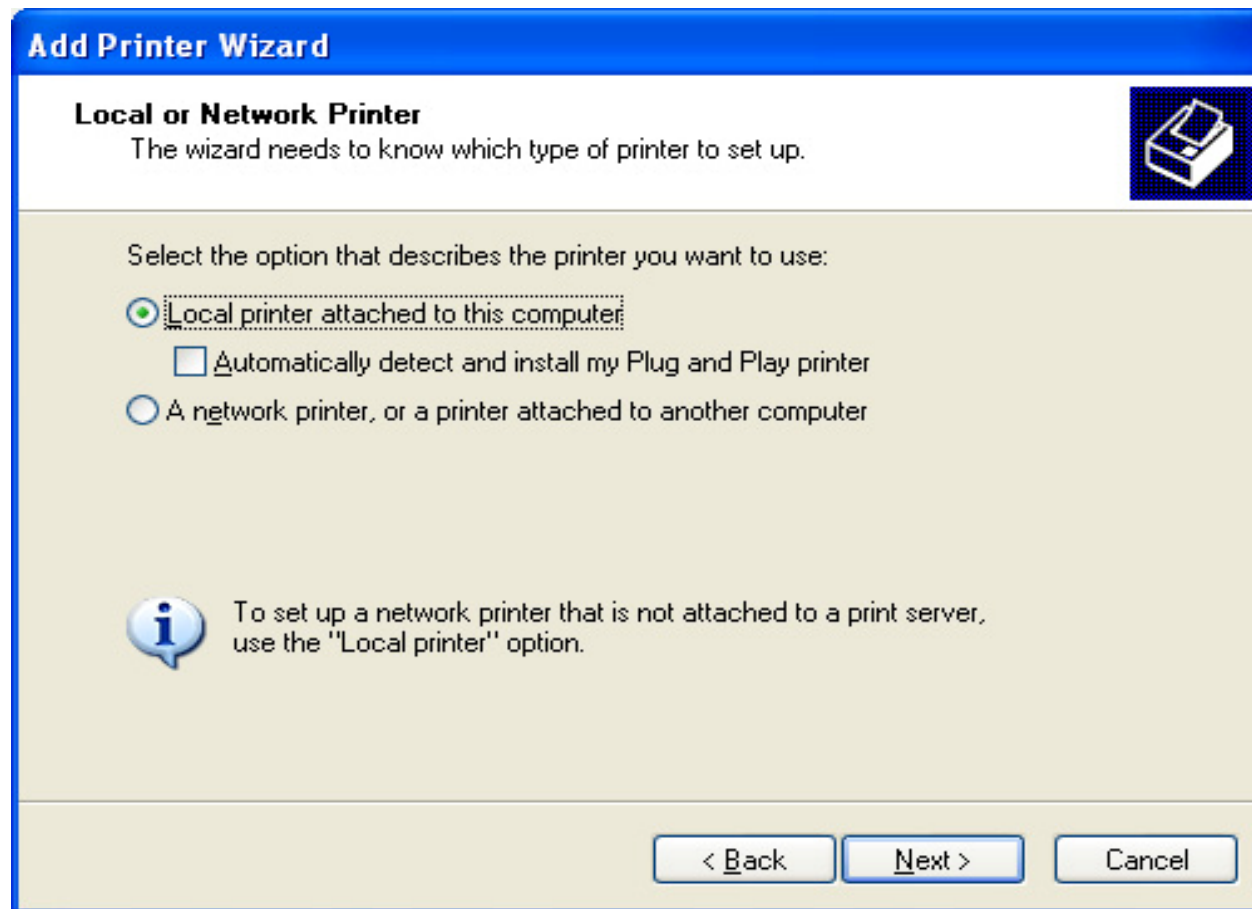
- ON COPIER CONTROL PANEL LOG IN AS ADMINISTRATOR
 - (CONTACT SERVICE PROVIDER FOR ADMIN PASSWORD IF UNKNOWN)

- 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)

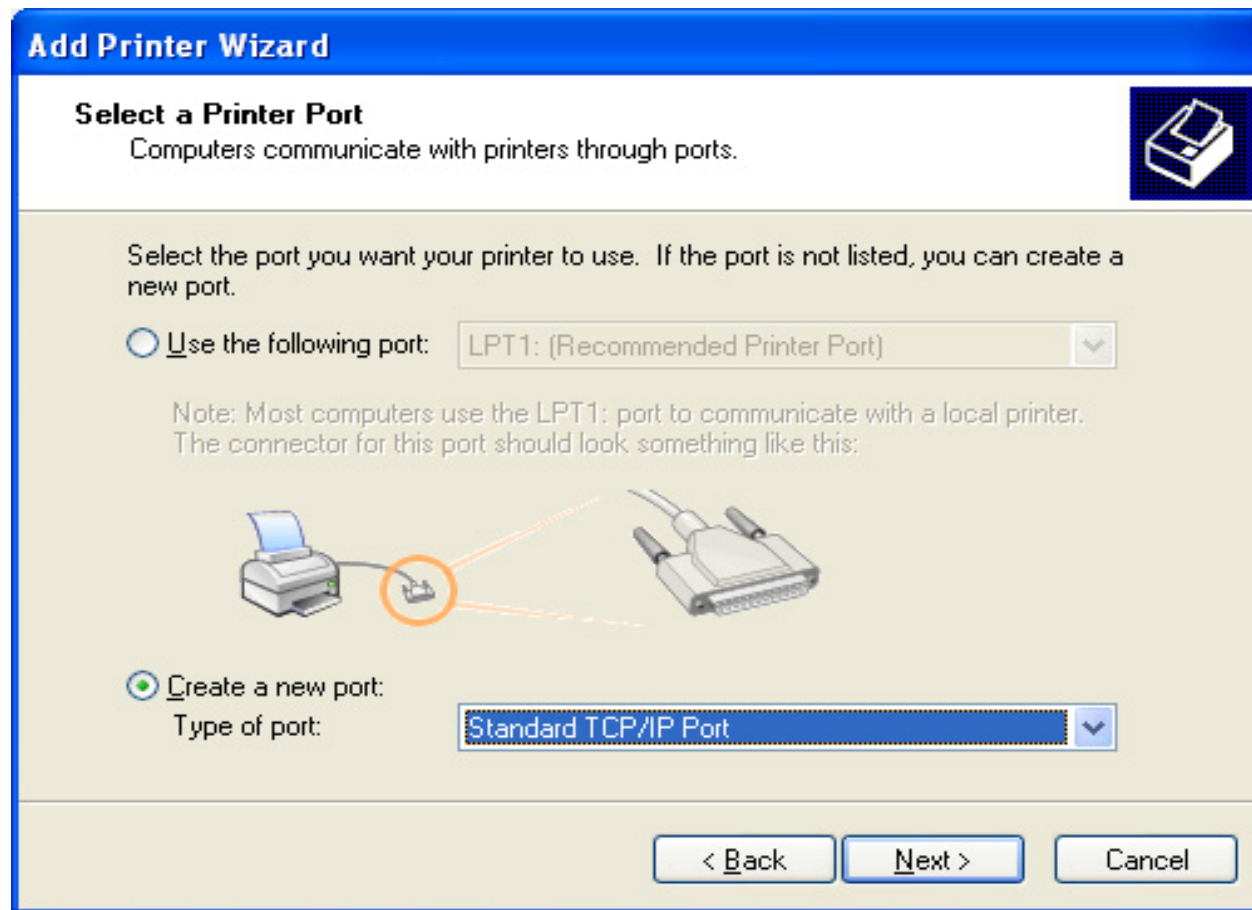
2. SET UP PRINTER PORT

- On computer click on 'Start'; 'Printers & faxes', (may be in 'Control Panel')
 - Select a 'Local Printer' and Next



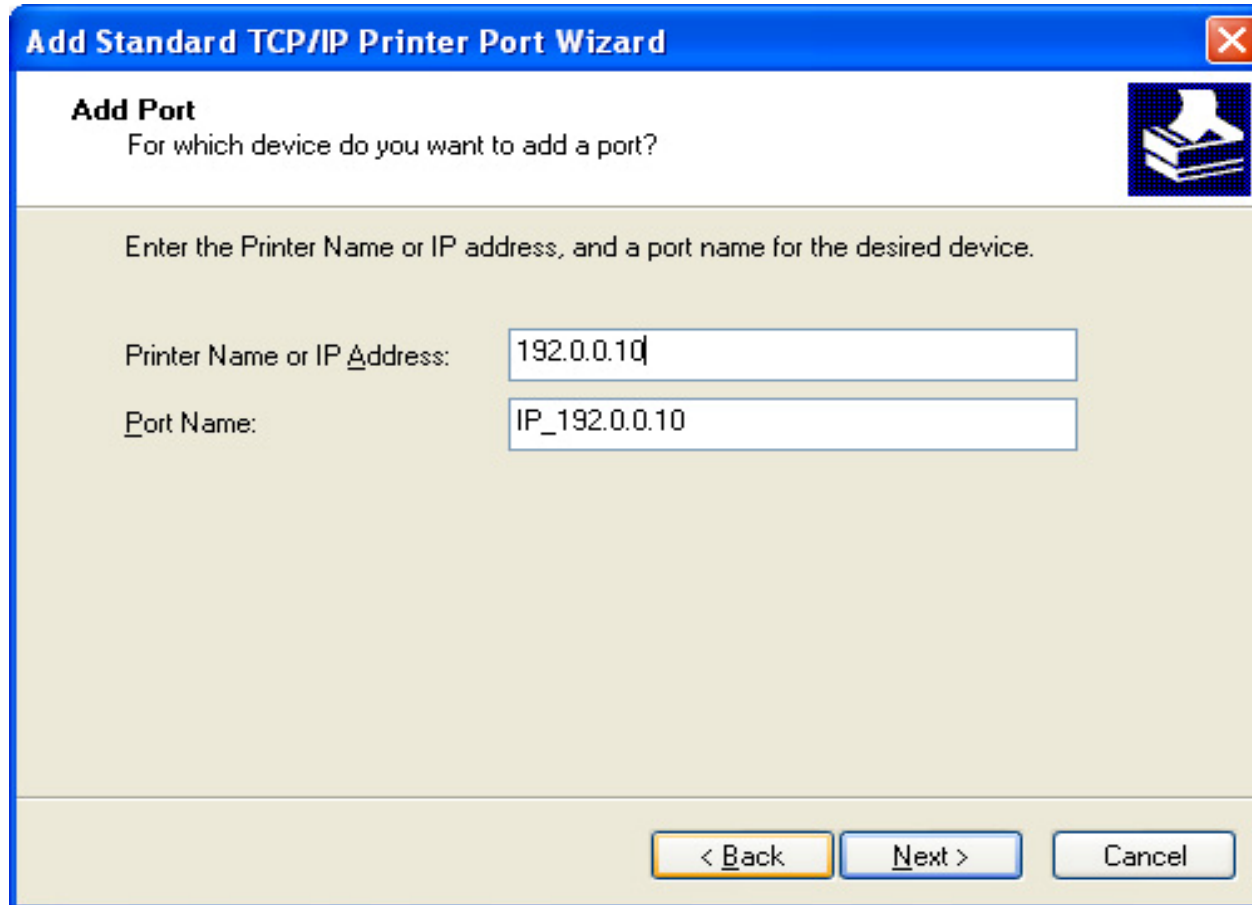
2. SET UP PRINTER PORT (cont)

- Choose to 'Create a new port'
- Select 'Standard TCP/IP Port' from drop down list



2. SET UP PRINTER PORT (cont)

- Type in the ip address of the MFP as selected at start
(you may wish to rename the Port for identification)



Add Standard TCP/IP Printer Port Wizard

Add Port
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

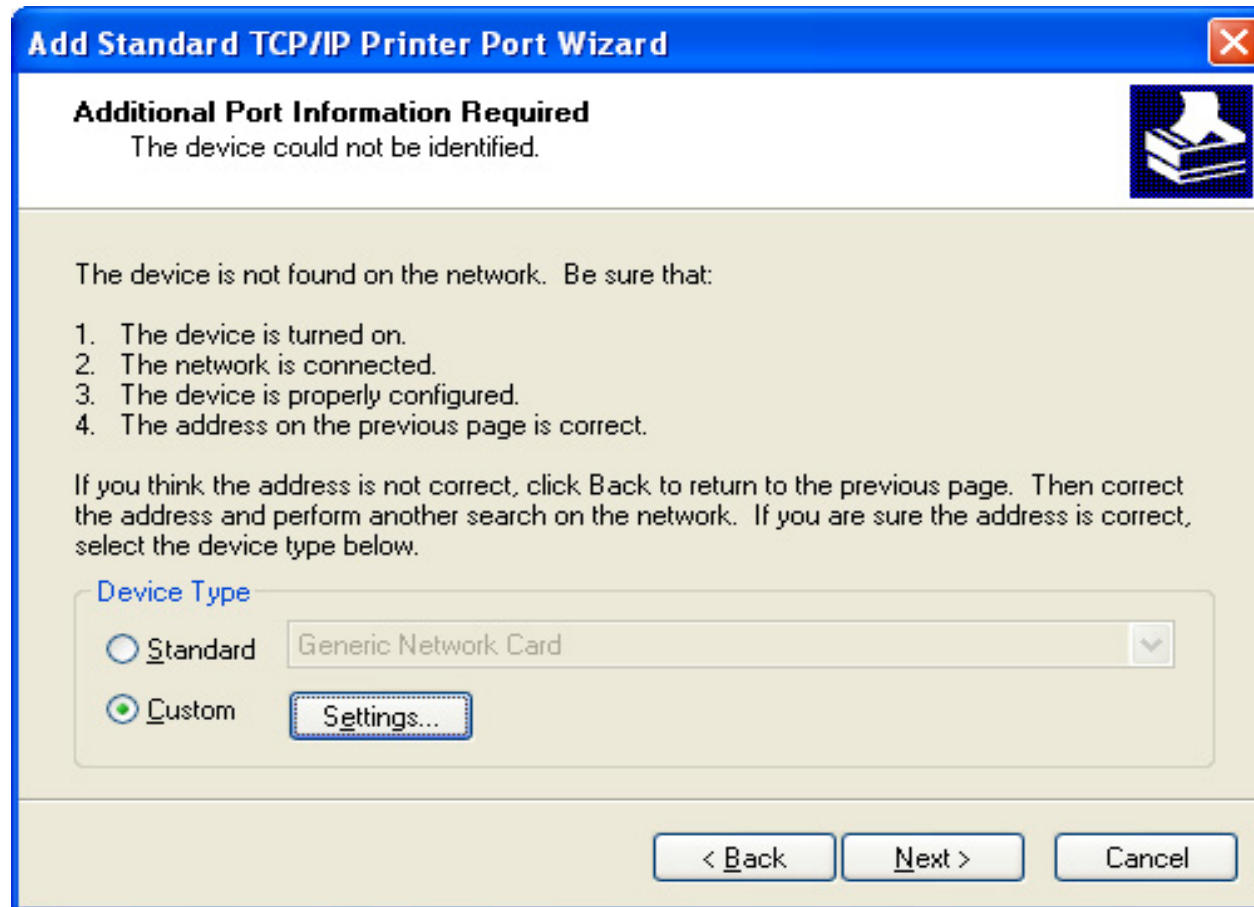
Printer Name or IP Address: 192.0.0.10

Port Name: IP_192.0.0.10

< Back Next > Cancel

2. SET UP PRINTER PORT (cont)

- Configure the Port for LPR Printing
 - Choose 'Custom' and 'Settings'



2. SET UP PRINTER PORT (cont)

- Click on LPR and enter a queue name of lp
- Tick LPR Byte Counting enabled
- Finish the Printer Port Wizard and you are now ready to install the driver.

Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: IP_192.0.0.10

Printer Name or IP Address: 192.0.0.10

Protocol

Raw LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name: lp

LPR Byte Counting Enabled

SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel

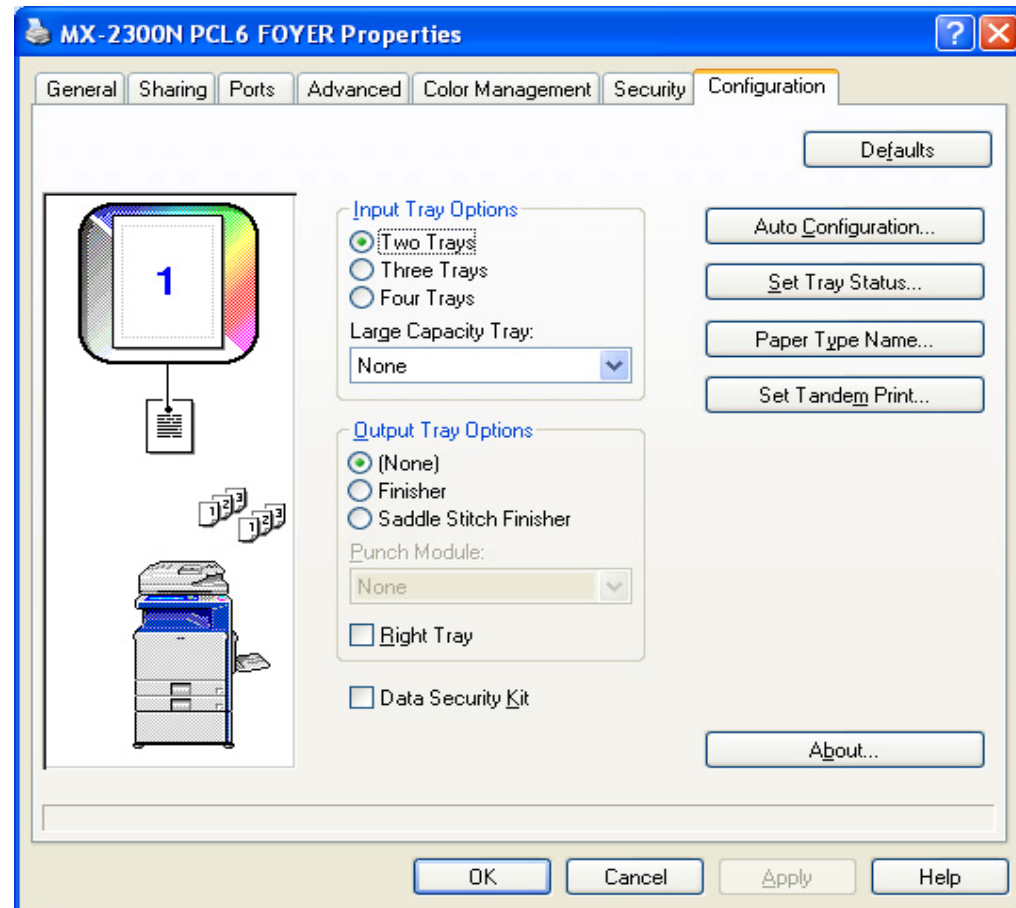
3. INSTALL PRINTER DRIVER

- Select 'Have Disk' and browse to the CD (or other location of the driver)
(if more than one choice of English driver – choose English A)



4. CONFIGURE PRINTER DRIVER

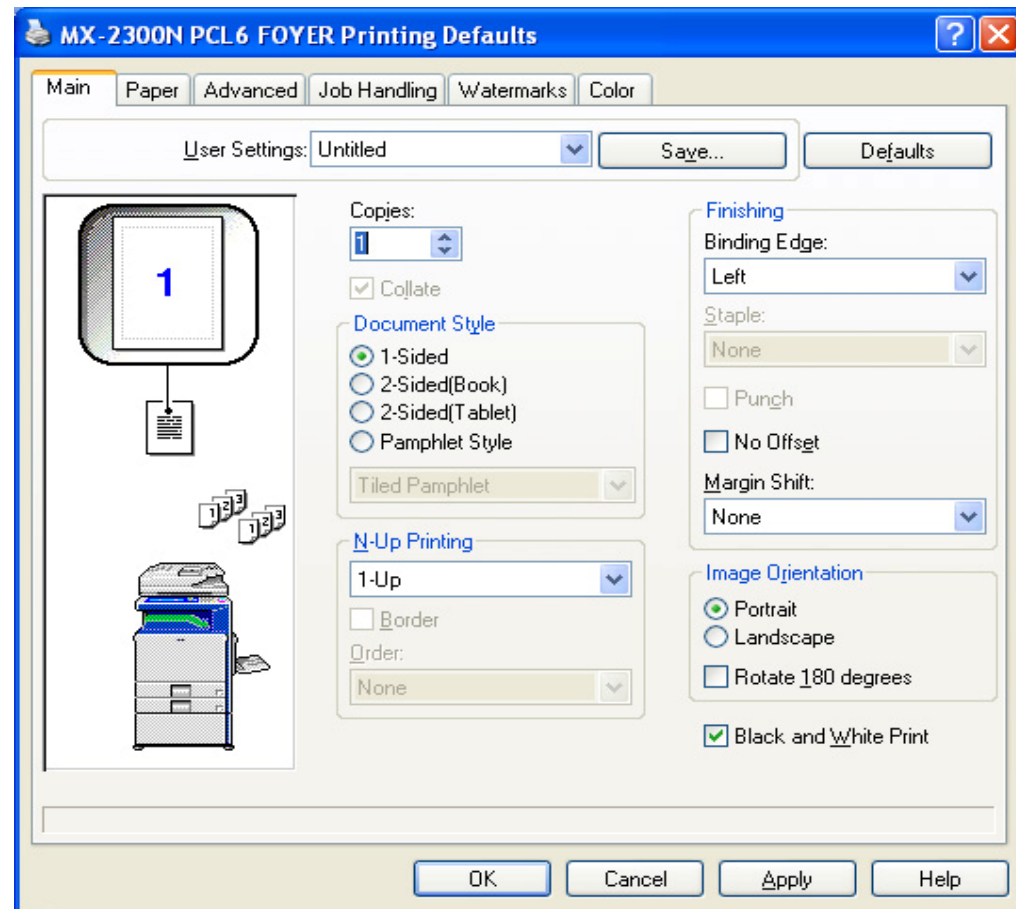
- 'Start'; 'Printers and Faxes'; right click on Printer and select 'Properties'
- Click on 'Configuration' and then 'Auto Configuration'
(this will pick up accessories from the MFP – tick relevant boxes to confirm configuration)
- If the Printer is to be shared you may wish to set some default settings first - eg if this is a Colour MFP you may wish to default printing to black & white (see next page)



4. PRINTING DEFAULTS AND PREFERENCES

- Printing Preferences are under the 'General' tab.
- 'Printing Defaults' are under the 'Advanced tab'
(Printing Defaults are shared, Printing Preferences are for individual PCs)
- Eg to set the default to black and white printing:
 - Select 'Advanced'; 'Printing Defaults'
 - In bottom right corner tick box marked 'Black and White Print'
(the image on the top left will change from colour to b&w)

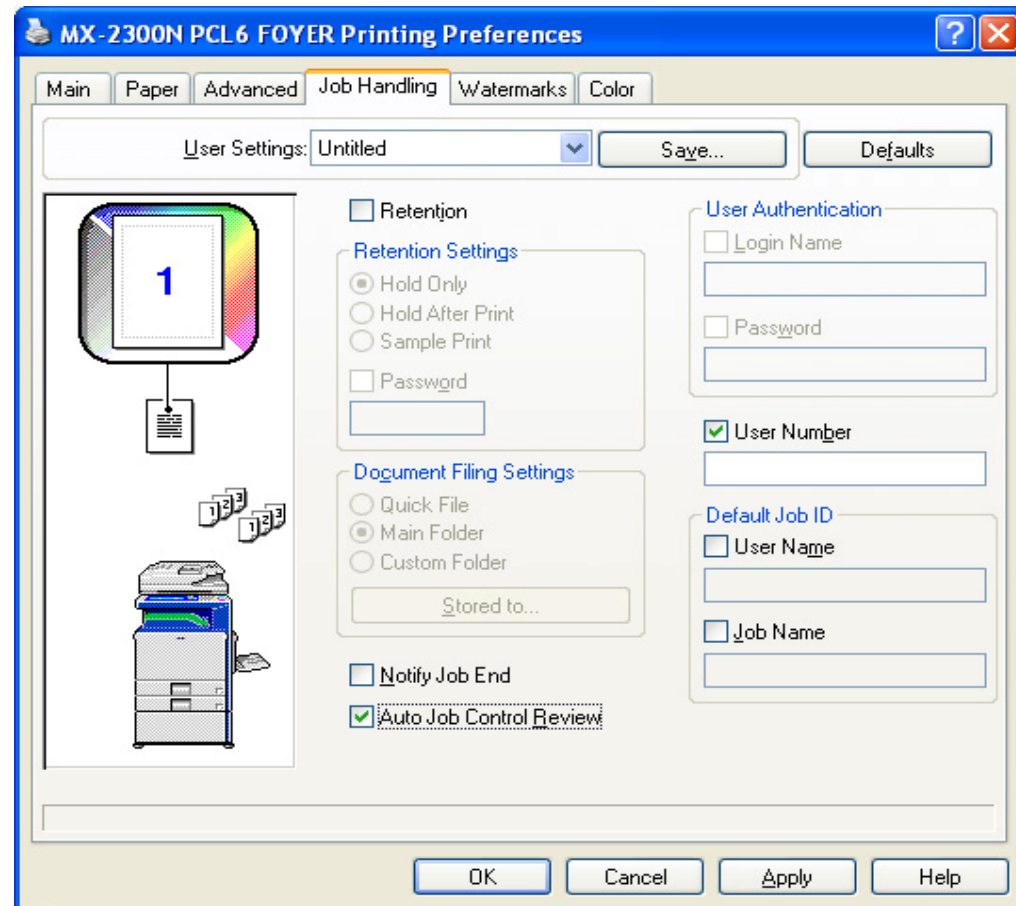
(NB Obviously in order to print in colour the user would need to untick this box when sending a print job – Alternatively set up two printers – one defaulted to b&w and one to colour)



5. USER CODES (DEPARTMENT CODES)

- If User ID Codes or similar are used on the MFP these will need to be entered into the driver
- If only one code is to be used on a particular computer then this can be set up under 'Printing Preferences' (Right click on Printer icon in Printers and Faxes)
- Click on the 'Job Handling' tab and input relevant info (eg tick User Number and input pin no)
- In the case of multiple users on same computer with different User Numbers you will obviously not want to save the User number in Printing Preferences

In which case the 'Auto Job Control Review' tick box (bottom left of screen) is useful (see next page)



5. USER CODES – AUTO JOB REVIEW

- If the 'Auto Job Review' box is ticked then this will appear when the print job is sent
- You have the option of putting in your User Number at this point and also to change other options before the job is sent
- If you have sensitive documents to print or the MFP is not nearby you may wish to take advantage of the MFPs Hard drive to store printing jobs ie Retention (see next page)

Job Handling

Defaults

Retention

Retention Settings

Hold Only

Hold After Print

Sample Print

Password

Always Use This Password

Document Filing Settings

Quick File

Main Folder

Custom Folder

Stored to...

Notify Job End

User Authentication

Login Name

Password

Always Use This User Authentication

User Number

Always Use This User Number

Job ID

User Name

test

Always Use This User Name

Job Name

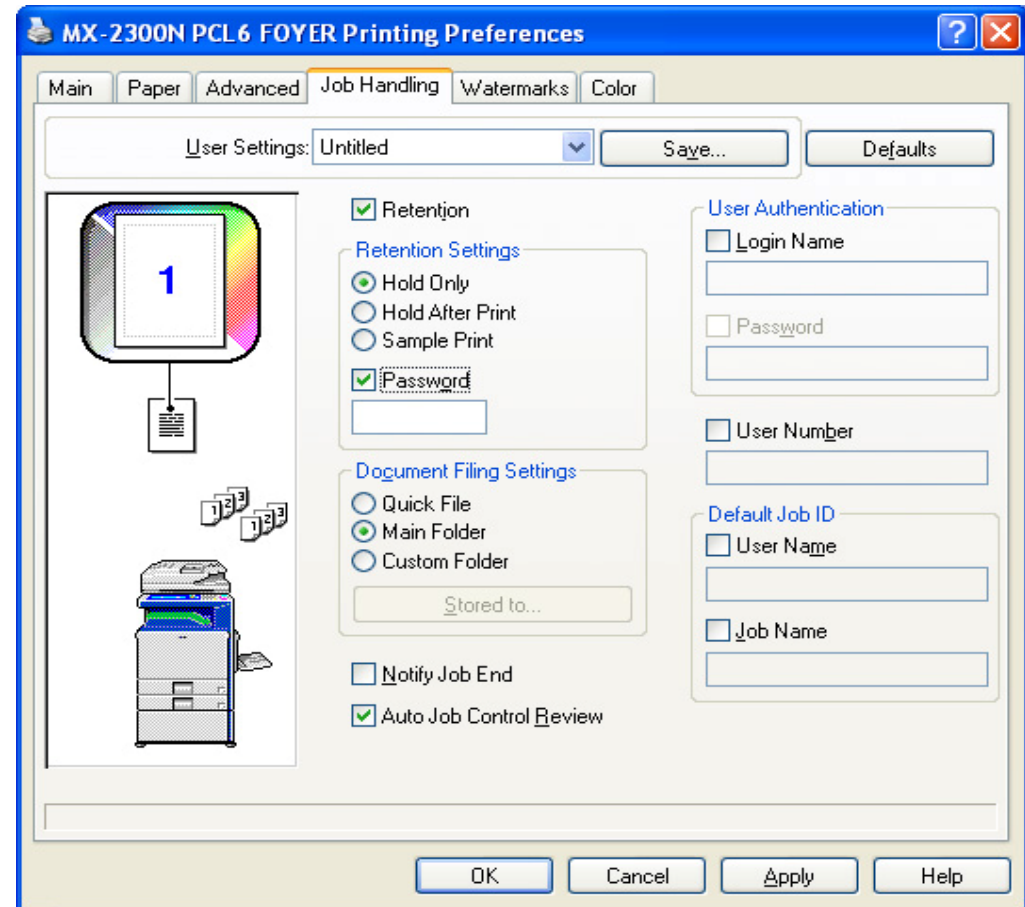
Test Page

Always Use This Job Name

OK

6. RETENTION (MAILBOX PRINTING)

- The 'Retention' option allows you to retain your print job on the MFPs Hard Drive - 'Retention' option is also available under 'Auto Job Review' (see previous page)
- eg if you have sensitive documents, or the MFP is far away from the PC, or if you have frequently used print jobs.
- Tick the 'Retention' box and if appropriate the 'Password' box (this will enable you to secure this particular print job with a password)
- Having sent the job you will need to go to the copier and retrieve it.
- On copier select 'Document Filing' and 'Main Folder'. A list of stored jobs will appear. Select relevant job and 'print' – you will also be given the option of keeping the job for future printing.



NB There is also an option to retain the jobs in a 'Custom Folder' but this would need to be created first in the administrator settings)