

SETTING UP TO SCAN TO NETWORK FOLDER ON SHARP COPIERS

1 - OBTAIN THE IP ADDRESS OF YOUR COPIER

PRESS THE SETTINGS BUTTON

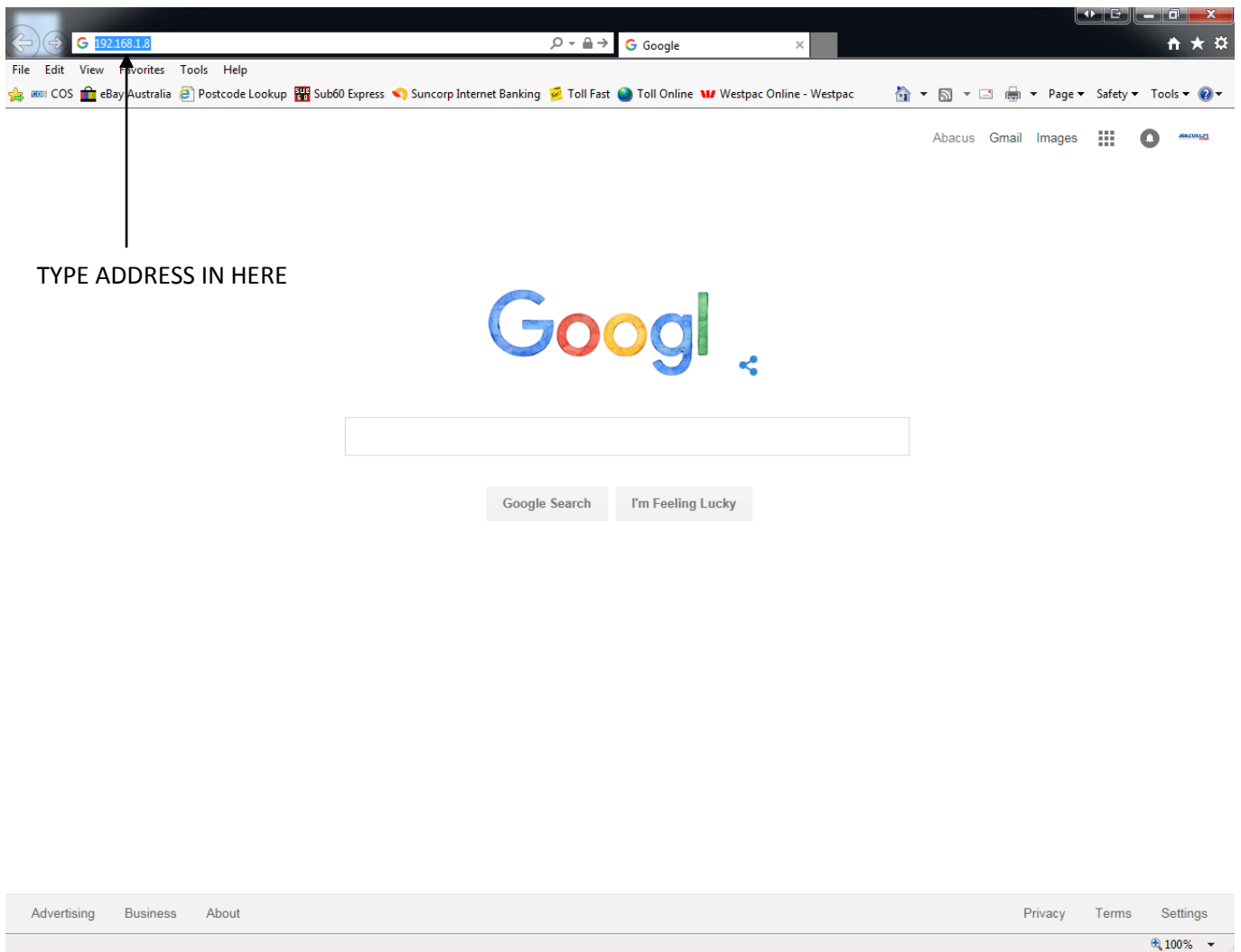
THEN LIST PRINT (USER)

THEN PRINTER TEST PAGE

THEN NIC PAGE

YOU WILL GET A PRINT OUT AND YOU NEED THE IP ADDRESS UNDER THE TCP/IP SECTION

2 - OPEN UP YOUR WEB BROWSER (MUST BE FROM A PC THAT IS CONNECTED TO THE SAME NETWORK) AND TYPE THE IP ADDRESS INTO THE ADDRESS BAR



The image shows a screenshot of a web browser window. The address bar at the top contains the IP address '192.168.1.1'. Below the address bar, the Google logo is displayed in its characteristic multi-colored font. Underneath the logo is a search input field and two buttons: 'Google Search' and 'I'm Feeling Lucky'. At the bottom of the browser window, there are links for 'Advertising', 'Business', and 'About' on the left, and 'Privacy', 'Terms', and 'Settings' on the right. The zoom level is set to 100%.

TYPE ADDRESS IN HERE

3 - YOU WILL NOW SEE A SCREEN SIMILAR TO THE FOLLOWING

The screenshot shows the 'Top Page' of the SHARP MX-3501N control panel. On the left is a navigation menu with options like 'Status', 'Address Book', 'Document Operations', etc. The main area displays device information: Unit Serial Number (7503180000), Name (Not Set), Model Name (MX-3501N), Machine Location (Not Set), and Current Status (Online). Below this, there are settings for 'Display Language Setting' (English) and 'Display Pattern Setting' (Pattern 1), each with an 'Execute' button. A printer icon is shown above the device information. Buttons for 'Update(R)', 'Login(P)', and 'Help(I)' are visible at the top right.

4 - CLICK ON ADDRESS BOOK

5 - YOU WILL GET THE FOLLOWING SCREEN - YOU MAY NOT HAVE ANY ENTRIES ON YOURS

The screenshot shows the 'Address Book' screen. It features a table with columns for 'Address Name', 'Type', 'Address', and 'No.'. The table contains four entries: Michael (E-mail), Robert (E-mail), Scan to Michael (Network Folder), and Scan to Robert PC (Network Folder). Navigation controls include 'Index' (All Destinations), 'Display Items' (10), and 'Total Address: 4'. There are buttons for 'Delete(D)', 'Add(Y)', 'Update(R)', 'Previous(M)', 'Next(N)', 'Select All(S)', and 'Clear Checked(Z)'. An arrow points from the 'Add(Y)' button in this screenshot to the 'Address Registration' screen in the next one.

6 - CLICK ON ADD

7 - YOU WILL GET THIS SCREEN - CLICK ON EMAIL AND CHANGE TO NETWORK FOLDER

The screenshot shows the 'Address Registration' screen. It has a 'Submit(U)' button and a 'Cancel(C)' button at the top. The 'Address Type' dropdown is set to 'E-mail'. Below are input fields for 'Search Number' (with a '(1-999)' hint), 'Address Name (Required)' (with '(Up to 36 characters)' hint), 'Initial (Optional)' (with '(Up to 10 characters)' hint), 'Key Name' (with '(Up to 18 characters)' hint), and 'Custom Index' (set to 'User 1'). There is a checkbox for 'Register this Address to be added to the [Frequent Use] index.'. The 'E-mail Address (Required)' field has a '(Up to 64 characters)' hint and a 'Global Address Search (R)' button. At the bottom, there are 'File Format' options: 'File Type' (PDF), 'Black & White' (Compression Mode: MMR (G4)), and 'Colour/Greyscale' (Compression Ratio: Medium). An arrow points from the 'Add(Y)' button in the previous screenshot to the 'Address Type' dropdown in this one.

8 - YOU WILL GET THE FOLLOWING SCREEN - FILL IN THE FOLLOWING AREAS

SHARP
MX-3501N

Address Registration

Submit(U) Cancel(C)

Address Type: Network Folder

Search Number: (1-999)

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

Initial (Optional): (Up to 10 characters)

Key Name: (Up to 18 characters)

Custom Index: User 1

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

Folder Path (Required): (Up to 64 characters)

User Name: (Up to 127 characters)

Password: (1-14)

Change Password

File Format:

File Type: PDF

Black & White: Compression Mode: MMR (G4)

Colour/Greyscale: Compression Ratio: Medium

Submit(U) Cancel(C)

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THIS IS SOMETHING TO IDENTIFY THE ADDRESS

THIS IS WHAT WILL SHOW UP ON THE COPIER SCREEN

IF IT IS SOMEONE YOU WILL SCAN TO OFTEN TICK THIS

ENTER THE SHARED PATH

\\'FRONTDESK'\SCANS'

'FRONTDESK' = COMPUTER NAME

'SCANS' = SHARE NAME

ENTER A USERNAME AND PASSWORD

IF NO PASSWORD IS REQUIRED USE

GUEST AS THE USERNAME AND LEAVE

PASSWORD FIELD BLANK

SHARP
MX-3501N

Address Registration

Submit(U) Cancel(C)

Address Type: Network Folder

Search Number: (1-999)

Address Name (Required): Scan to Michael (Up to 36 characters)

Initial (Optional): (Up to 10 characters)

Key Name: Scan to Michael (Up to 18 characters)

Custom Index: User 1

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

Folder Path (Required): \\FRONTDESK\Scans (Up to 64 characters)

User Name: Guest (Up to 127 characters)

Password: (1-14)

Change Password

File Format:

File Type: PDF

Black & White: Compression Mode: MMR (G4)

Colour/Greyscale: Compression Ratio: Medium

Submit(U) Cancel(C)

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9 - CLICK SUBMIT AND YOU ARE DONE