SHARP®

MX-FR46U

Data Security Kit
Operation Guide

Contents

Warranty

While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.

Note:

"System Settings (Administrator)" in this manual refers to the system settings that require logging in with administrator rights, and "System Settings (General)" refers to the system settings that can be configured by general users (including the administrator).

Icons used in the manuals

The icons in this manual indicate the following types of information:

	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

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.

Introduction

The MX-FR46U adds a security function to the SHARP Digital Full Color Multifunctional System.
When the copy function, printer function, network scanner function, or fax function of a SHARP Digital Full Color Multifunctional System with the security function is used, the image data that is generated for the job is encrypted, and when the job is finished, the encrypted data is immediately erased from memory and the hard disk.

■ Note:

To ensure that the data security function of the machine provides maximum security, observe the following:

- The administrator plays an important role in maintaining security. Exercise appropriate care in selecting the person that will assume the job of administrator.
- Be sure to change the administrator password immediately each time a new person takes over as administrator.
- Change the administrator password on a regular basis (at least once every 60 days).
- Do not select a password that can be easily guessed for the administrator password.
- The system settings (administrator) are very important for security management. If you leave the machine when using the system settings (administrator), be sure to touch the [Logout] key to quit the system settings (administrator). The administrator of the machine should inform users that they are not to access the system settings (administrator) without permission.
- The customer bears responsibility for control of copies of documents made on the machine and faxes received on the machine.
- Even when the data security kit is installed, note that fax data in the polling memory box used by the facsimile function can be read.

■ Backing up and clearing data stored with the document filing function

When the data security kit is installed, data previously stored in the machine with the document filing function is cleared. For this reason, any data that you need to keep is copied to a computer before the data security kit is installed, and then returned to the machine after installation and clearing of the previous data. (This work is normally performed by a service technician at the time of installation of the data security kit.)
Only confidential folders can be used to return data from a computer to the machine after installation of the data security kit. Before returning data from a computer to the machine, create confidential folders if needed. For the procedure for storing data on a computer and returning data from a computer to the machine, see document filing help in the Web pages of the machine.

■ About passwords for the Web page

If an incorrect "users" or "admin" password is entered 3 times in a row when attempting to access the Web pages of a machine that has the data security kit installed, access to pages that require entry of the "users" or "admin" password will be prohibited for 5 minutes.

Some of the procedures for operating the machine change when the data security kit is installed. The manuals for the machine explain the procedures for operating the machine when data security kit is not installed. This manual explains the changes to those procedures when the data security kit is installed.

1 When the data security kit is installed

When the data security kit is installed, the following icon appears on the touch panel. Touch the icon (🔒) to view information on the data security kit version.
When the data security kit is installed, data remaining in the machine is automatically erased after each job.
When data clearing begins, the following message appears for 6 seconds*.

> 🔒 Data is being cleared.
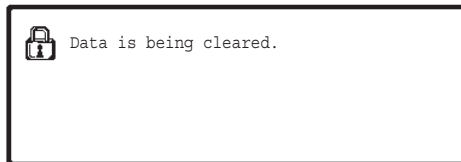
* The duration of the message display can be changed with "Message Time Setting" in the system settings (administrator).
(→ System Settings (Administrator) > "Operation Settings" > "Other Settings" > "Message Time Setting")

> ✎ If the machine power is turned off while image data is being cleared from the hard disk drive or before a job is finished, the data may not be completely erased. If you do not wish to leave partially cleared data when the power is turned off, it is recommended that you use the program "Clear All Memory" (page 11 of this manual), to complete data clearing before turning off the power.

System settings of the data security kit

When the data security kit is installed, settings to enhance security can be added to the system settings (administrator) of the machine. See "System settings" (page 9 of this manual) for details.

Document control function

The document control function is used to embed a document control pattern on the paper when print jobs, copies, and received faxes are printed.
The embedded document control pattern prevents secondary copying, faxing and other operations of a printed document. For more information, see "Document Control Setting" (page 20 of this manual).

Document Filing

To use the document filing function to store jobs in the machine when the data security kit is installed, set the file property to "Confidential".
Files set to the "Sharing" or "Protect" properties cannot be stored. In addition, to print from a computer using the retention function, enter a password in the printer driver settings (when the factory default setting is in effect).

Authority group registration screen

When the data security kit is installed, the [Security] key is added to the "Authority Group Registration" menu screen in the system settings (administrator). This screen is displayed by selecting "User Control" > "Authority Group List".

● Print Jobs Other than Print Hold Job

When [Allowed] is selected and the [OK] key is touched, print jobs other than hold jobs are allowed in authority group registration when user authentication is enabled.

● Document Filing Approval Setting

When storing an authority group for user authentication, touch this key to select whether or not document filing is allowed in each filing mode and for each job type. To enable a filing mode, touch the checkbox of the mode to select it. After selecting the desired checkboxes, touch the [OK] key.

> Document filing must be allowed in the following settings.
> By default, document filing is only allowed in confidential mode.
> ● Allow document filing in authority group registration (this setting)
>
> ● Disabling of Document Filing in the system settings (page 17 of this manual)

Protecting passwords

When the data security kit is installed, passwords entered from the operation panel of the machine or the Web pages can be protected.

■ Administrator Password/User Password

When the data security kit is installed, password entry will be locked for 5 minutes if an incorrect administrator password is entered 3 times in a row when the user authentication function is not enabled, or if an incorrect administrator password or user password is entered 3 times in a row when the user authentication function is enabled.

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■ Confidential folders and confidential files of the document filing function

If an incorrect password is entered 3 times in a row for a specific confidential folder or file, the folder or file will be locked. To unlock the folder or file, use "Release Lock on File/Folder Operation" (page 19 of this manual).

> ● All files with the same user name and password can be printed at once using the Batch Print feature of the document filing function (☞ Operation Guide "BATCH PRINTING" in "6. DOCUMENT FILING".)
> Files that have a password different from the password that was entered at the time of the search will be treated as files for which an incorrect password was entered. For this reason, it is recommended that you avoid executing searches using [All Users] and [User Unknown] in so far as is possible.
>
> ● When the use of a file is prohibited, the following will apply when the document filing function is used:
> ● When batch print is performed, a prohibited file will not be printed even if it matches the search conditions.

■ File search screen of document filing

When the data security kit is installed, the password entry setting will not appear in the document filing search screen.

■ Encrypted PDF

When a job is printed by encrypted PDF direct printing (when the PS3 expansion kit is installed), the job will appear in the spool queue of the job status screen and a password must be entered to begin printing.

If an incorrect password is entered 3 times in a row when the data security kit installed, the message "Operation is disabled. Please see your administrator for your assistance." will be displayed for 6 seconds and printing will be locked.

If you touch a file in the spool screen for which an incorrect password was entered 3 times, the following screen will appear.

```
⚠ The print of this job is disabled.
   Delete the job?

          No        Yes
```
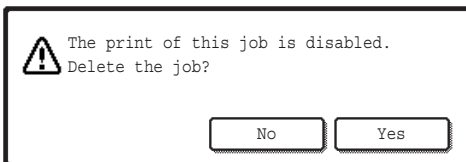
● Touch the [Yes] button to delete the print job.

● Touch the [No] button to cancel deletion of the job.

To unlock the print job, use "Release Lock on File/Folder Operation" (page 19 of this manual).

■ FTP Pull Print

When the FTP Pull Print function is used to directly print a file on an FTP server, a "User Name" and "Password" must be entered when the FTP server is selected. When the data security kit is installed, entry will be locked for 5 minutes if an incorrect "User Name" or "Password" is entered 3 times in a row.

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■ Login when user authentication is enabled

When "User Authentication Settings" in the system settings (administrator) (☞ "USER AUTHENTICATION" in the Start Guide) is enabled, login is required in the login screen before the machine can be used. When "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if login fails 3 times in a row.

The "A Warning when Login Fails" setting is always enabled when the data security kit installed.

Security Settings in the Web pages

When the machine is used as a network printer and the FTP Pull Print function is used, the data security kit enables authentication of the user by means of a "User Name" and "Password" for the FTP server. (The Pull Print function allows a file on a previously stored FTP server to be printed directly from the operation panel of the machine without using the printer driver; see the Operation Guide.)

User authentication is enabled by selecting the [Enable User Authentication] checkbox on the machine's Web page for configuring FTP Pull Print settings. This checkbox appears when the data security kit is installed, and is initially selected (a checkmark appears).

■ Procedure for directly printing a file on an FTP server (when user authentication is enabled)

Your user name and password must be entered following selection of the FTP server that contains the file to be printed from the touch panel of the machine.

When the FTP server is selected in step 2 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "3. PRINTER" in the Operation Guide, a screen will appear prompting you to enter your user name and password for the FTP server.

```
┌─────────────────────────────────────────────────┐
│ FTP Server Authentication        [ Cancel ]  [ OK ]│
│                                                   │
│ Enter the user name and password for FTP server.  │
│                                                   │
│   [ User Name ]                                   │
│   [ Password ]                                    │
│                                                   │
│                                                   │
│                                                   │
└─────────────────────────────────────────────────┘
```

Touch the [User Name] key to enter your user name and the [Password] key to enter your password. A letter entry screen will appear in each case.

When you have finished entering your user name/password, touch the [OK] key.

After entering your user name and password, continue from step 3 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "3. PRINTER" in the Operation Guide.

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Transferring copied data

When the data security kit is installed and the Web pages are used to copy data stored with the document filing function to a computer, the copied data can only be transferred back to the original machine from which it was copied.
The data cannot be transferred to another machine even if the machine conditions are the same.
The [Restore from PC] key will only appear on the Web page and transfer of data back to the machine will only be possible when a confidential folder is selected.

2 System settings

This section explains system settings that are related to the security function.

> The following explanations assume that the machine has the printer, fax, and network scanner functions.

Using the System Settings (Administrator)

Follow the procedure in "SYSTEM SETTINGS (ADMINISTRATOR)" in "7. SYSTEM SETTINGS" of the Operation Guide to configure the settings in the system settings (administrator).
For explanations of each of the settings, see the following pages.

> If an incorrect administrator password is entered 3 times in a row on a machine that has the data security kit installed, entry of the administrator password will be locked for 5 minutes.

System settings for security

When the data security kit is installed, settings related to security (with the exception of [SSL Settings]) are added to the settings that appear when the [Security Settings] key is touched.

Setting	Page	Explanation
Clear All Memory[*1]	11	
Clear Document Filing Data[*1]	13	
Clear All Data in Jobs Completed List[*1]	13	
Clear Address Book and Registered Data[*1]	14	
Power Up Auto Clear[*1]	15	Select data clear items and the number of data clear times. Use this to manually clear stored data from each area of the machine's memory and hard drive.
Clearance Time Settings	16	
●Number of Times Data Clear is Repeated[*1]	16	
●Number of Times Power Up Auto Clear Program is Repeated[*1]	16	
●Number of Times Auto Clear at Job End Program is Repeated[*1]	16	
Disabling of Document Filing	17	Set the items that you wish to disable. Use this to disable specific operations to prevent the output of sensitive document data.
Disabling of List Print	17	
Disabling of Print Jobs Other Than Print Hold Job	18	

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Setting	Page	Explanation
Jobs Completed List Display Setting	18	Use this to select whether or not the job status completed job screen is displayed.
Job Status Display Setting	19	Use this to select whether or not filenames of print jobs and destination names of image send jobs are displayed in the job status screen.
Release Lock on File/Folder Operation	19	Use this to release locked files and folders.
Product Key[*2]	19	Register the product key.

[*1] When user authentication is enabled, a user cannot configure this setting even when the authority group gives the user the authority to configure security settings.
(This operation can only be performed by an administrator.)

[*2] This will not appear when the product key is entered and the security function is enabled.
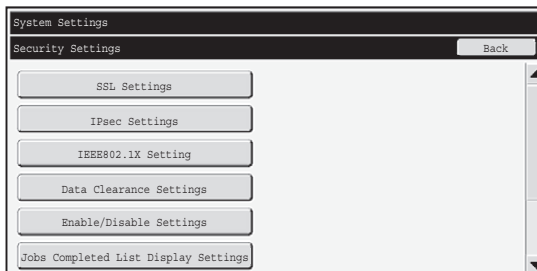
The above system settings can also be configured in the Web page of the machine. However, the product key for the data security kit cannot be entered in the Web page. Use the touch panel of the machine to enter the product key.

■ Clear All Memory

This program is used to manually clear all data from the memory and hard disk of the machine. Note, however, that the following types of data are not cleared with this setting. Use "Clear Address Book and Registered Data" (page 14 of this manual) to clear the following types of data.

- User Information
- Individual/Group/Program/Relay Broadcast Memory Box[*]
- Polling Memory/Confidential Memory Box[*]
- Sender Data
- Allow/Reject Reception Setting Data (including polling passcode number)
- Forward Information

[*] Image data stored in a memory box is cleared by executing "Clear All Memory".

When the [Clear All Memory] key is touched, a confirmation screen will appear as shown below.
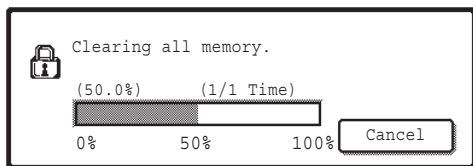
[Clear screen 1]

The confirmation message "Clear all memory. (Exclusive of address book/user list data.)" will appear.

● To return to the previous menu screen, touch the [No] key.

● To clear all memory, touch the [Yes] key. "Please wait." appears, and then the following screen is displayed.

> If a print job is in progress when "Clear All Memory" is executed, the print job will be canceled. Print jobs in progress and in the job queue are also erased.
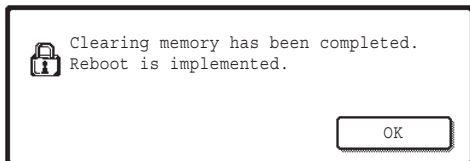
[Clear screen 2]

```
┌─────────────────────────────────┐
│ 🔒  Clearing all memory.         │
│                                  │
│    (50.0%)      (1/1 Time)       │
│    � all memory ───────     │
│                      ┌────────┐  │
│    0%    50%    100% │ Cancel │  │
│                      └────────┘  │
└─────────────────────────────────┘
```

● During clearing, progress will be shown as a percentage together with the number of repetitions.

● When clearing is completed, the following screen will appear for confirmation.

> **If you wish to cancel data clearing...**
>
> Touch the [Cancel] key. The administrator password entry screen will appear. Enter the administrator password. As soon as the correct password is entered, data clearing will be canceled and the power will turn off briefly and then turn back on automatically.

● Even if data clearing is cancelled, the data availability is not secured.

[Clear screen 3]

```
┌─────────────────────────────────┐
│ 🔒  Clearing memory has been completed. │
│     Reboot is implemented.       │
│                                  │
│              ┌────────┐          │
│              │   OK   │          │
│              └────────┘          │
└─────────────────────────────────┘
```
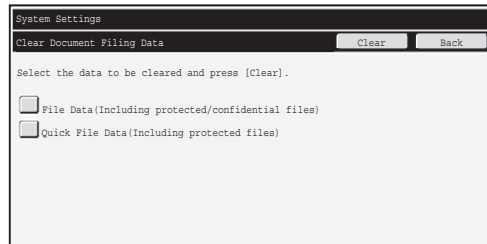
Touch the [OK] key to restart the machine.

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■ Clear Document Filing Data

This function is used to clear data stored using the document filing function.
Data whose property is set to "Protect" or "Confidential" is also cleared.

```
System Settings
Clear Document Filing Data                    Clear      Back

Select the data to be cleared and press [Clear].

    File Data(Including protected/confidential files)
    Quick File Data(Including protected files)
```

● [File Data (Including protected/confidential files)] checkbox:
   Select this checkbox to clear all files stored using "File" in the main folder and in custom folders.
● [Quick File Data (Including protected files)] checkbox:
   Select this checkbox to clear all files stored using " Quick File ".

Step 1: Touch the [Clear] key.

A confirmation message prompting you to select "Yes" or "No" will appear.

Step 2: Touch the [Yes] key.

The selected data is cleared.

(Operation during clearing is the same as when "Clear All Memory" (page 11 of this manual) is performed.)

■ Clear All Data in Jobs Completed List

Use this when you wish to clear all data of the items below, which appear in the job status jobs completed screen.
 (The job status jobs completed screen appears when the [Complete] key (job status screen selector key) of the job status screen is touched.)
● Printer user names
● Image send destinations
● Senders of faxes that are received

Step 1: Touch the [Clear All Data in Jobs Completed List] key.

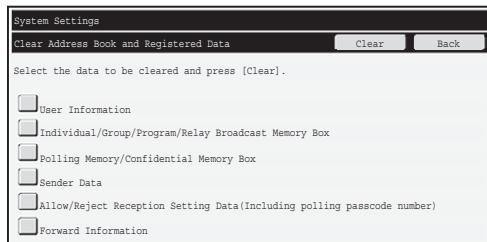A confirmation message prompting you to select "Yes" or "No" will appear.

Step 2: Touch the [Yes] key.

Data clearing is executed.
(Operation during clearing is the same as "Clear All Memory" (page 11 of this manual). However, it is not possible to cancel during clearing.)

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■ Clear Address Book and Registered Data

This function is used to clear the items indicated below, which cannot be cleared or initialized using "Clear All Memory" (page 11 of this manual) or "Restore Factory Defaults" (→ System Settings (Administrator) > "Storing/Calling of System Settings" > "Restore Factory Defaults").

```
System Settings
Clear Address Book and Registered Data          Clear      Back

Select the data to be cleared and press [Clear].

□ User Information
□ Individual/Group/Program/Relay Broadcast Memory Box
□ Polling Memory/Confidential Memory Box
□ Sender Data
□ Allow/Reject Reception Setting Data(Including polling passcode number)
□ Forward Information
```

●User Information

●Individual/Group/Program/Relay Broadcast Memory Box

●Polling Memory/Confidential Memory Box[2]

●Sender Data

●Allow/Reject Reception Setting Data (including polling passcode number)[1,3]

●Forward Information[4]

[1] The name may vary depending on the options that are installed.

[2] Can only be selected when the fax function is enabled.

[3] Can be selected when either the fax function or the Internet fax function is in use. ("including polling passcode number" is displayed only when the fax function is enabled.)

[4] Select this when you only wish to erase stored forwarding information.

Step 1: Select the checkbox of each item that you wish to clear.

Step 2: Touch the [Clear] key.

A confirmation message prompting you to select "Yes" or "No" will appear.

Step 3: Touch the [Yes] key.

The selected data is cleared.

(Operation during clearing is the same as "Clear All Memory" (page 11 of this manual). However, it is not possible to cancel during clearing.)

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■ Power Up Auto Clear

This function is used to automatically clear all data in the machine when the power switch is turned on.

```
System Settings
Power Up Auto Clear                                    Cancel         OK

Select the data to be cleared at power up.

  ☐ All Memory
  ☐ File Data(Including protected/confidential files)
  ☐ Quick File Data(Including protected files)
  ☐ Job Status Jobs Completed List
```

The following types of data can be cleared.
● All Memory
● File Data(Including protected/confidential files)
● Quick File Data(Including protected files)
● Job Status Jobs Completed List

Select the checkboxes of the data to be automatically cleared when the power switch is switched on. When you have finished selecting the checkboxes, touch the [OK] key. No checkboxes are initially selected.

> When there is a stored image send job (fax, network scanning, or Internet fax job)[*], "Power Up Auto Clear" will not take place when the power is turned on.
> [*] This includes received faxes and Internet faxes that have not yet been printed; however, it does not include data in a fax memory box (except confidential memory box).

> **If you wish to cancel data clearing...**
>
> See the explanations in "Clear screen 2" and "If you wish to cancel data clearing..." in "Clear All Memory" on page 12 of this manual.

■ Clearance Time Settings

To further strengthen the security settings, you can have data clearing repeated a set number of times in each area.

Touch the select box ▼ of each item and select the number of times that you wish data clearing to be repeated. When finished, touch the [OK] key.
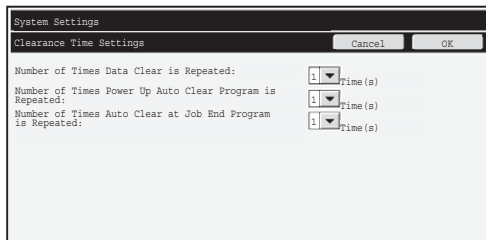
- Number of Times Data Clear is Repeated
  The number of times data clearing is repeated when "Clear All Memory", "Clear Document Filing Data", "Clear All Data in Jobs Completed List", or "Clear Address Book and Registered Data" is executed can be set to any number from 1 to 7. The factory setting is 1.

- Number of Times Power Up Auto Clear Program is Repeated
  The number of times "Power Up Auto Clear" is repeated can be set to any number from 1 to 7. The factory setting is 1.

> This setting is only enabled when the [Power Up Auto Clear] checkbox is selected.

- Number of Times Auto Clear at Job End Program is Repeated
  The number of times auto clear is repeated after each job is completed can be set to any number from 1 to 7. The factory setting is 1.

About the repeat setting
When the repeat setting (number of repetitions) is increased to enhance the security function, the time required for data clearing increases.
It is recommended that you select repeat settings for "Number of Times Data Clear is Repeated", "Number of Times Power Up Auto Clear Program is Repeated", and "Number of Times Auto Clear at Job End Program is Repeated" that are suitable for your security needs and conditions of use.

■ Disabling of Document Filing

This program is used to restrict the filing modes of the document filing function.
Document filing modes (Quick File Mode, Sharing Mode, and Confidential Mode) can be separately disabled in each mode in which document filing operates (Copy, Printer, Scan to HDD, and Image Send mode).
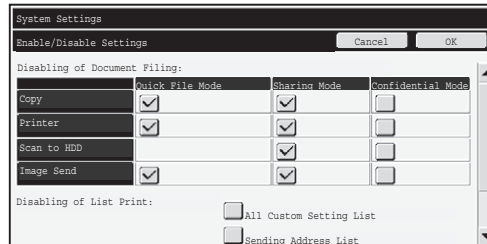
● Touch the checkboxes of filing modes that you wish to disable. When you have finished selecting the checkboxes, touch the [OK] key.
● The property of a file that is already stored cannot be changed using "Property Change" (☞ Operation Guide "CHANGING THE PROPERTY" in "6. DOCUMENT FILING") to a disabled filing mode.

If a certain property is disabled in "Disabling of Document Filing" and a file exists that was previously stored with this property, the property of the stored file can be changed to another property.

When printing with the printer function, even formats for storing files that have been disabled with this program will appear in the Job Handling screen of the printer driver (☞ Operation Guide "SAVING AND USING PRINT FILES (Retention/Document Filing)" in "3. PRINTER"). However, if a disabled file format is selected when printing a file, the file will not be stored (only printing will take place).

■ Disabling of List Print

This program is used to disable printing of any of the following lists that are printed using "List Print (User)" in the system settings (general).
"All Custom Setting List", "Sending Address List", "Document Filing Folder List"
Select the checkboxes of the lists for which you wish to disable printing. After selecting the desired checkboxes, touch the [OK] key.

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■ Disabling of Print Jobs Other Than Print Hold Job

Printing in print mode other than from the operation panel of the machine can be prohibited. This setting can be used to prevent sensitive documents left on the output tray from being taken by a third party, which could result in the leaking of sensitive information.
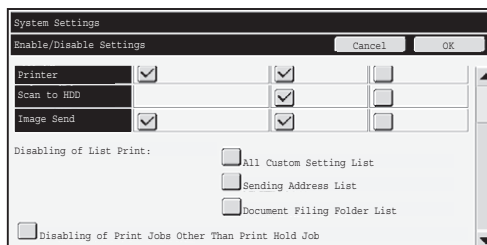
● To prohibit printing other than from the operation panel, select the checkbox. To print when the prohibit setting has been selected, follow the steps below.

Step 1: Set the " Retention " setting in the printer driver to [Hold Only] and select the print command.

The print job will appear on the operation panel of the machine.

Step 2: Select your print job and execute printing. (☞ Operation Guide "PRINTING A STORED FILE" in "6. DOCUMENT FILING")

If "Hold After Print" or "Sample Print" is selected before the print command is executed, printing will not take place. However, the job will be held in the machine and can be printed from the operation panel using the document filing function in the same way as a "Hold Only" job.

Jobs Completed List Display Setting

You can select whether or not the job status completed jobs screen (job status screen selector key) is displayed.

If you prefer not to have the information (print mode user names, image send destinations, senders of faxes that are received, etc.) that is stored and shown in the job status completed jobs screen be displayed for security reasons, use this setting to hide the screen.
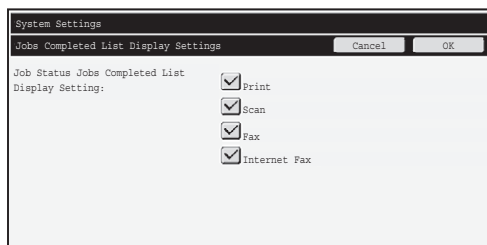
● To hide the job status jobs completed screen, touch the checkbox of each mode ([Print], [Scan], [Fax], and [Internet Fax]) to remove the checkmarks.
When finished, touch the [OK] key.

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Job Status Display Setting

You can select whether or not filenames of print jobs and destination names of image send jobs are displayed in the job status screen of the touch panel. If you do not want to display this information for security reasons, select the appropriate checkboxes.

Release Lock on File/Folder Operation

This function is used to release document filing folders and files and encrypted PDF files, that are locked due to the entry of an incorrect password.
Touch the [Release Lock on File/Folder Operation] key and then the [Release] key to release all locked items. After this is done, the items can be manipulated. When no items are locked, the [Release Lock on File/Folder Operation] key is grayed out.

Product Key

To initially enable the security function, you must use system settings (administrator) to enter the product key (password). The name of the system setting used for this purpose is "DATA SECURITY KIT". Please ask your dealer for the product key. (This work is performed by a service technician at the time of installation of the data security kit.)

To register the product key, touch the inside of the frame below the data security kit display, press the numeric keys to enter the product key number, and touch the [Submit] key.

● If an incorrect number is entered...
   A message will appear instructing you to check the product key number again.

● If the correct number is entered...
   A message will appear instructing you to turn the power off and then on. Touch the [OK] key when you have finished reading the message.
   Turn off the power key first and then turn off the main power switch. The security function will be enabled when the power is turned on again.
   Once the security function is enabled, the "Data Security Kit" will no longer appear in the product key entry screen.

After the product key is entered, it will not be possible to perform the following operations until the machine is restarted.

● All access from the network or fax line is prohibited.
● Keys that change the screen display such as the [CLEAR ALL] key cannot be used.
● The [Back] key of [Product Key] in the system settings will be grayed out to prevent switching to other screens.

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3 Document Control Setting

Document control

The document control function is used to embed a document control pattern on the paper when a copy, print job, received fax, or list print is printed.

If a person attempts to scan a document with an embedded document control pattern on a SHARP machine that has the document control function enabled, the message "Document control pattern is detected. This job is canceled." will appear and an e-mail will be sent to the administrator. This prevents secondary copying and faxing of sensitive documents.

> Document control may not be effective when certain original sizes or types, certain paper sizes or types, or certain settings are used.
> To enable effective operation of the document control function, observe the following points.
> ● Original
>   ● The function may not operate correctly if the original consists of large proportion of photographs.
>   ● The document control function is intended to protect text data, and thus it may not operate correctly if used to protect graphic data.
> ● Color of document control pattern
>   ● Select a color in a color family that is different from the paper color.
> ● Paper on which the document control pattern is printed
>   ● To allow selection of the colors black, cyan, and yellow, use Sharp recommended paper.
>   ● White paper is recommended. If paper other than white paper is used, the document control pattern may not be detected and the function may not operate correctly.
>   ● Use B5 or larger size paper.
>   The following paper sizes can be used:
>   A4, B5, 8-1/2" x 11", 7-1/4" x 10-1/2", 16K

Disclaimer
Sharp does not guarantee that the document control function will always operate effectively. There may be some instances in which the document control function does not operate effectively.

Modes to which the document control function can be added

The document control function can be used to print with an embedded document control pattern in the following modes:
- Copy (color / black and white)
- Printer (color / black and white)
- Document Filing Print (color / black and white)
- Internet Fax Receive (black and white only)
- Fax Receive (black and white only)
- List Print (black and white only)
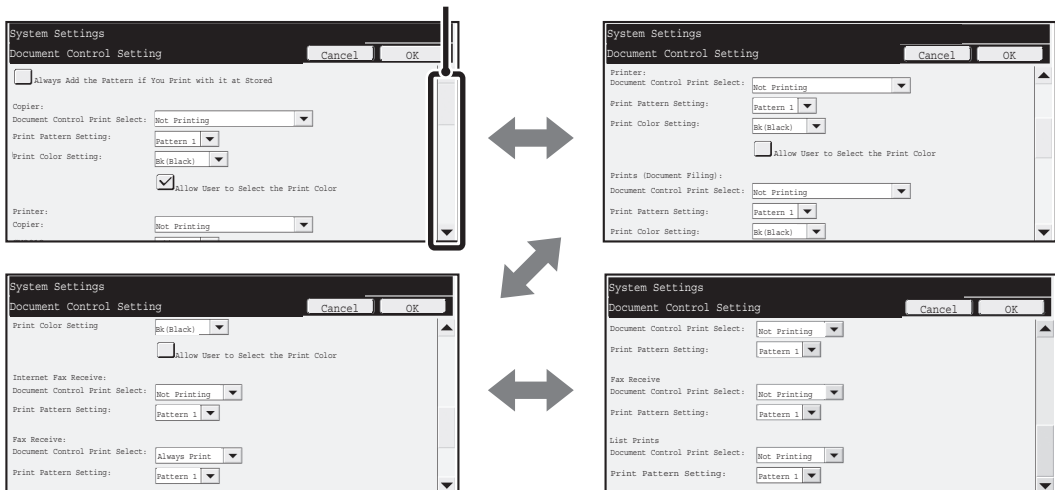
Enabling the document control function

To enable the document control function, follow these steps.
Press the [SYSTEM SETTINGS] key, then touch the [Security Settings] key, and the [Document Control Setting] key to display the document control settings screen, and configure the settings. When finished, touch the [OK] key.

Document control setting screen
Touch the scroll bar and slide it up or down to change the screen.

Scroll bar

■ Settings for printing files stored by document filing

These settings are for printing the data of copy jobs and print jobs that have been stored on the machine's hard drive using the document filing function. To have a document control pattern always printed when a stored file is printed if a document control pattern was printed when the job was originally executed, select the [Always Add the Pattern if You Print with it at Stored] checkbox ☑.

■ Settings related to Copy/Printer/Document Filing Print modes

Settings related to copy, print, and document filing print modes can be configured in the "Copy", "Printer", and "Prints (Document Filing)" fields of the document control setting screen.
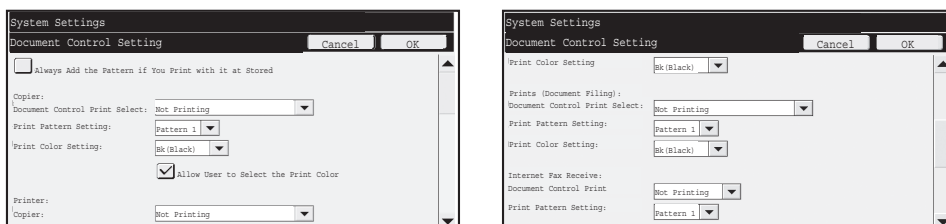
● Document Control Print Select (Select the printing method)

Touch the select box ▼ to display the list of items, and then touch one of the items to select it.

Not Printing:
　　The document control pattern is not printed.
Always Print:
　　The document control pattern is always printed.
Allow User to Select:
　　The user can select whether or not the document control pattern is printed each time he or she sets up a print job.

● Print Pattern Setting (Select the pattern to be printed)

"Always Print" or "Allow User to Select" can be selected in "Document Control Print Select" to select a pattern setting.
To select one of patterns 1 to 5, touch the select box ▼. Touch one of the items to select it. If you find that the document control function cannot be used for a particular printed image, try changing the pattern setting (patterns 1 to 5). (Factory default setting: Pattern 1)

● Print Color Setting (Select the color)

"Always Print" or "Allow User to Select" can be selected in "Document Control Print Select" to select print color settings.

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To select the print color, touch the select box ▼ . Touch one of the items to select it.
[Bk(Black)] :
    The document control pattern is always printed in black.
[C(Cyan)] :
    The document control pattern is always printed in cyan (Only when color mode is selected).
[Y(Yellow)] :
    The document control pattern is always printed in yellow (Only when color mode is selected).
[Allow User to Select the Print Color] checkbox:
    When this checkbox is selected (✓), the color selected here will be the initially
    selected default color for the document control pattern. The user can change the color
    each time he or she executes a print job.

■ Settings related to Internet Fax Receive/Fax Receive/List Print modes

Settings related to Internet fax reception, fax reception, and list print modes can be
configured in the " Internet Fax Receive", " Fax Receive", and " List Print" fields of the
document control setting screen.
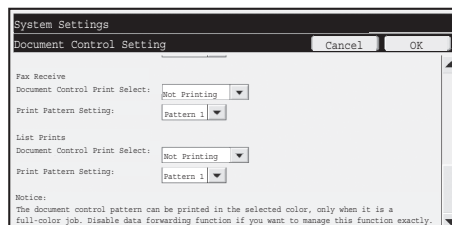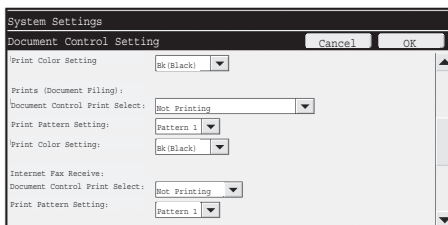
● Document Control Print Select (Select the printing method)

Touch the select box ▼ to display the list of items, and then touch one of the items to select it.

Not Printing:
    The document control pattern is not printed.
Always Print:
    The document control pattern is always printed.

> ✎ If "Always Print" is selected for Internet fax reception / fax reception mode, it is
> recommended that the forwarding functions of each be disabled.

● Print Pattern Setting (Select the pattern to be printed)

If "Always Print" is selected in "Document Control Print Select", a pattern setting can be
selected.
To select one of patterns 1 to 5, touch the select box ▼ . Touch one of the items to select it.
If you find that the document control function cannot be used for a particular printed image,
try changing the pattern setting (patterns 1 to 5). (Factory default setting: Pattern 1)

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Using the document control function

When the document control function is used, a document control pattern is printed on the paper on which copies, print jobs, received faxes, and list prints are printed.

■ Pages on which a document control pattern is printed (all modes)

● The document control pattern is printed on all pages output by a Sharp machine that has the document control function, including the back side of pages printed by 2-sided printing.
● When a blank page is output because an odd number of pages were printed by 2-sided printing, a document control pattern will not be printed on the blank page.
● When using the covers/inserts function (including transparency inserts), a document control pattern will be printed only on covers and inserts that are copied on. A document control pattern is not printed when a copy is not made on a cover or insert.

After enabling the document control function in the system settings, follow these steps to use the function.

■ Using document control in copy mode

Touch the [Special Modes] key in copy mode and go to the 2nd screen.
Step 1: Touch the [Document Control] key.

> The display of the [Document Control] key and the steps that follow vary depending on the settings configured for the document control function in the system settings.

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Settings for the document control function in the system settings.		Special Modes screen	
Document Control Print Select (Copy) setting	State of the Print Color Settings (copy) checkbox	[Document Control] key display	Following steps
[Not Printing]	-	Grayed out	Not available
[Always Print]	☑	Highlighted	Go to step 2
	☐	Highlighted	When the key is touched, a beep sounds to indicate that the key is not available.
[Allow User to Select]	☑	Normal display	Go to step 2
	☐	Normal display	When touched, the key is highlighted and the function is enabled.

Step 2: Touch the [Bk(Black)] key, [C(Cyan)] key or [Y(Yellow)] key.
The key of the color set in the print color setting of the system settings is initially highlighted. After touching one of the keys, touch the lower [OK] key to return to the special modes menu screen.

Step 3: Select settings as desired from the special modes menu screen and then press the [COLOR START] key or the [BLACK & WHITE START] key.

- If either the [C(Cyan)] key or the [Y(Yellow)] key is touched in step 2, the [BLACK & WHITE START] key cannot be pressed.

- When the color mode is single color, document control pattern printing is not possible.

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Combining the document control function with other functions

Function combined with document control	Operation of document control pattern printing
Exposure	The pattern is always printed at the same exposure regardless of the exposure setting.
Copy Ratio	The pattern is always printed at the same ratio regardless of the ratio setting.
Duplex	The pattern is printed on the back side as well as the front side when 2-sided copy is performed. (The orientation of the original, tablet or book, is not taken into account.)
Margin Shift	The position of the pattern does not change when margin shift is used. (The margin width does not affect the position of the pattern.)
Erase	The pattern is printed normally on the edge or center that is erased.
Pamphlet Copy	Printed based on the paper used for pamphlet copy.
Job Build	The pattern is printed normally.
Transparency Inserts	The pattern is printed normally. (When an insert is copied on, the pattern is printed in the same way as on a transparency.)
Multi Shot	Printed based on the paper. When 2in1 is selected, 2 original pages are printed on 1 sheet of paper. The pattern is printed normally on the sheet of paper even when 2in1 or 4in1 printing is performed.
Card shot/ ID card copy	The pattern is printed once each time the front side and the back side of the original are scanned.
Stamp	If the pattern and the stamp item overlap, the pattern is given priority.
Photo Repeat	The pattern is printed once for one scan of a photo.
Mirror Image	The pattern is printed in the normal orientation without being inverted.
Centering	The pattern is printed normally.
B/W Reverse	Patterns are printed normally without black/white inversion.
Bus. Card Scan	The pattern is printed normally.
Other functions	The pattern is printed normally when RGB Adjust, Sharpness, Suppress Background, Color Balance, Brightness and/or Intensity settings are used.

■ Using the document control function in printer mode

● When [Always Print] is enabled in [Document Control Print Select] in the system settings, a document control pattern is always printed.

● If [Allow User to Select] is enabled, follow the procedure below to print a document control pattern.

Step 1: Select the [Data Security Kit] checkbox in the initial settings screen (properties screen) of the printer driver.

Step 2: Before executing printing, click the [Advanced] tab of the printer driver properties window and click the [Document Control] button.

Step 3: Select the [Document Control] checkbox and select [Black], [Cyan], or [Yellow] from [Print Color].

■ Using the document control function in document filing mode

After a file has been stored by document filing using the settings configured in "Document Control Setting" in the system settings, follow the steps below to print a document control pattern. (For information on using files stored by document filing, see the Operation Guide.)

Document Control Print Select

When [Allow User to Select] is selected, the [Document Control] key can be touched to select whether or not a document control pattern is printed. However, if the [Always Add the Pattern if You Print with it at Stored] checkbox is selected, document control pattern printing cannot be canceled regardless of whether [Allow User to Select] is selected or not.

Step 1: Touch the [Special Modes] key in the print settings screen, and touch the [Document Control] key.

If "Not Printing" is selected in "Document Control Print Select" in the system settings, the [Document Control] key is grayed out to prevent selection. (However, for files that had document control patterns printed when the files were saved, the [Document Control] key can be touched if the [Always Add the Pattern if You Print with it at Stored] checkbox has been selected in the system settings.)

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Step 2: If the [Allow User to Select the Print Color] checkbox is selected in [Document Control Print Select] in the system settings, touch the [Bk (Black)] key, the [C (Cyan)] key or the [Y (Yellow)] key.

The key of the color selected in [Print Color Setting] in the system settings is initially selected. However, if the color mode of the stored file is set to a mode other than full color, [Bk(Black)] will be selected and it will not be possible to change the setting to [C(Cyan)] or [Y(Yellow)].

After touching one of the keys, touch the upper [OK] key.

Step 3: Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.

■ Using the document control function in Internet Fax Receive/ Fax Receive/List Print modes

No special operation is required. When printing takes place, a black and white document control pattern is embedded according to the document control function settings in the system settings.

■ Body text commands for E-mail Direct Print

The command below can be entered in the body text of a direct print e-mail to specify whether or not a document control pattern is to be printed.

Function	Command name	Value	Entry example
Pattern printing ON/OFF	DOCUMENTCONTROL	ON OFF	DOCUMENTCONTROL=ON

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