



# Web Page Settings Guide



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## ABOUT THIS GUIDE

This guide explains the procedures for configuring machine settings from your computer using the web page settings function embedded in the machine.

### Please note

- This guide assumes that the persons who install and use this product have a working knowledge of their computer and web browser.
- For information on your operating system or web browser, please refer to your operating system guide or web browser guide, or the online Help function.
- The explanations of screens and procedures are primarily for Internet Explorer® on Windows® 8. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this guide, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorized service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorized service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

### Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

### Illustrations, operation panel, touch panel, and Web pages in this guide

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The explanations in this manual are based on American English and the North American version of the software.

Software for other countries and regions may vary slightly from the North American version.

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.

# WEB PAGE

## Web page features

A web server for settings is embedded in the machine.

When the machine is connected to a network, you can access the web server in the machine to configure a variety of machine settings with your computer.

This function allows you to configure machine settings over the network but not have to walk to the machine.

You can easily enter your user name and other text from your computer.

You can also use the web page to configure settings that are more advanced than those available on the machine.



For detailed information on the settings of the machine, see the User's Manual.

---

## Accessing the web page

This section explains the procedure for accessing the machine's web page.

### Supported web browsers

The following web browsers can be used to access the machine:

Internet Explorer: 8 or higher (Windows®)

Firefox: 37 or higher (Windows®)

Safari: 7 or higher (Mac OS®)

Chrome: 42 or higher (Windows®)

### Accessing the web page

Follow the steps below to access the Web page.

---

**1**

**Open your web browser on your computer.**

---

**2**

**Enter the IP address set in the machine in the address bar of your web browser.**

- For the machine's IP address, ask the administrator of the machine.
  - You can check the machine's IP address on the machine. "[How to check the IP address of the machine](#)"(▶[page 4](#))
  - **Entering a password**
    - If you click an item that requires administrator rights, the password entry screen will appear regardless of the settings. Select a user that has administrator rights and enter the user password.
    - If user authentication is not enabled, you can set the login name to "Administrator" and enter the administrator password to log in to the Web page.  
Once you have logged in to the Web page with administrator rights, the password entry screen will not appear when you click other items that require administrator rights (until you log out).
-

### How to check the IP address of the machine

---

**1**

**From the settings mode of the machine, open the "List for User" settings page in "Data List" on the "Status" tab.**

---

**2**

**Select the "NIC Page" checkbox and execute "Print".**

Check the IP address on the printed list.

---

# WEB PAGE SETTINGS

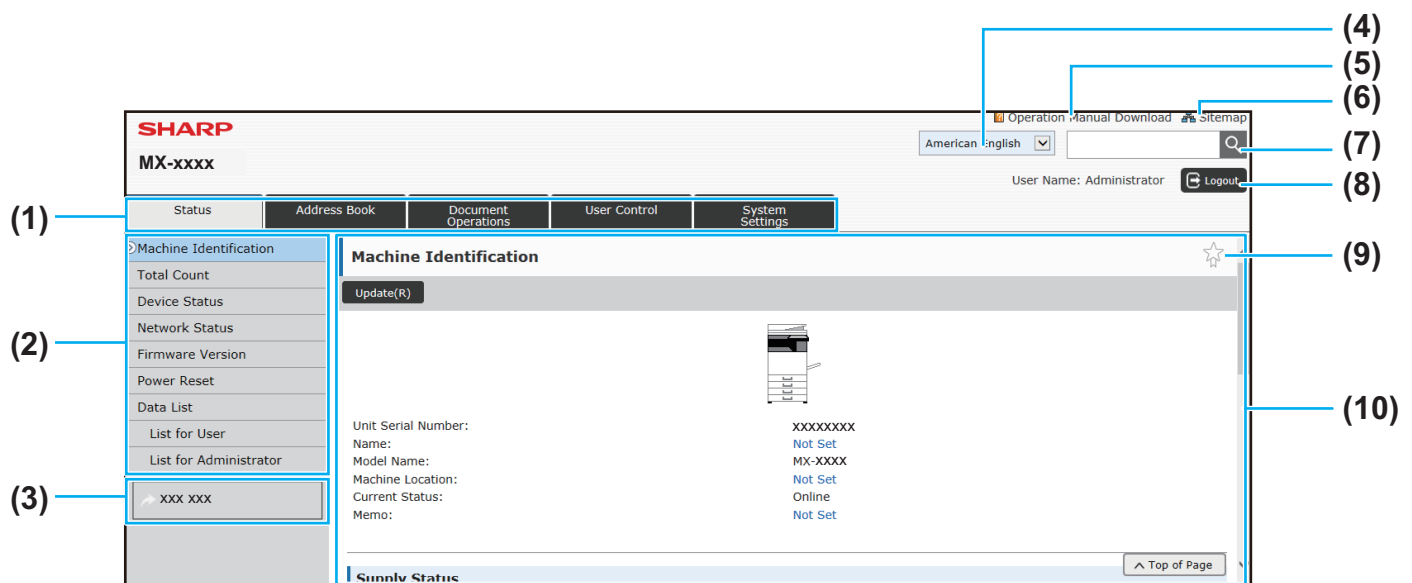
This chapter explains how to set some of the typical items in the web page settings. For items not explained in this chapter, see the User's Manual.

## Overview of web page

When you successfully access the machine's web server, the web page appears in your web browser.

Tabs (1) showing setting items appear at the top of the web page. When you click a tab, the items (2) you can set appear on the left side of the page. When you click the item that you want to set, the setting screen (10) of that item appears on the right side of the page.

When you have completed all settings, click the [Logout] button and exit the web browser.



### (1) Menu tab

This tab shows the first level of the setting menu. Click this tab to show the tab's setting items in the setting menu. Some settings such as the system settings do not appear in the setting menu when the tab is clicked. Instead, further setting item buttons appear in the setting area.

► [Menu tab \(page 6\)](#)

### (2) Setting menu

This shows the items that can be set on the web page. The items are in a tree structure. When you click an item that requires machine administrator rights, the password entry screen appears. Select the previously registered login name and enter the password.

### (3) Custom links

You can register custom links in advance to show the custom links in the setting menu.

► [Custom Link Setting \(page 31\)](#)

### (4) Language

Set the language that appears on the web page.

### (5) Operation Manual Download

This shows the operation manual download page.

### (6) Sitemap

This shows a sitemap of the website.

### (7) Search

Use this to search for setting items and other information. Enter the item you want to find in the text box and click .

### (8) [Login/Logout] button

#### [Login] button

Click to log in to the web page.

#### [Logout] button

When you have completed all settings in the web pages, click this button to log out and exit the web browser.

### (9) Shortcut icon

Click this icon to register a page you want to show on the shortcut tab.

► [Shortcuts \(page 32\)](#)

### (10) Setting area

This shows the setting screen of the item selected in the setting menu at left.

## Menu tab

| Menu                | Overview                                                                                                                             |                                                                                                             |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Status              | Displays paper tray information and device information.                                                                              |                                                                                                             |
| Address Book        | Use to edit the address book.                                                                                                        |                                                                                                             |
| Document Operations | Use to perform actions on a file using the Document Filing function.                                                                 |                                                                                                             |
| User Control        | This is used to store, edit, and delete users when user authentication is enabled. You can also select IC card settings.             |                                                                                                             |
| System Settings     | Configure the main settings for the machine such as date settings and paper tray settings. You can configure the following settings. |                                                                                                             |
|                     | Home Screen Settings                                                                                                                 | You can select settings for the machine's home screen, such as changing the home screen background.         |
|                     | Copy Settings                                                                                                                        | You can select copy settings.                                                                               |
|                     | Printer Settings                                                                                                                     | You can select print settings.                                                                              |
|                     | Image Send Settings                                                                                                                  | Configure settings for image send, such as fax and Scan to E-mail.                                          |
|                     | Document Filing Settings                                                                                                             | You can select Document Filing settings.                                                                    |
|                     | Sharp OSA Settings                                                                                                                   | You can select Sharp OSA settings.                                                                          |
|                     | Common Settings                                                                                                                      | You can configure machine settings such as date settings and tray settings.                                 |
|                     | Network Settings                                                                                                                     | You can configure network settings such as network protocol and NAS settings.                               |
|                     | Security Settings                                                                                                                    | You can configure machine security settings such as authentication and changing the administrator password. |
|                     | Energy Save                                                                                                                          | The machine's power consumption can be reduced by Eco Mode setting.                                         |
|                     | System Control                                                                                                                       | You can configure machine backup and job log settings.                                                      |
|                     | Image Quality Adjustment                                                                                                             | You can perform image adjustment for printing and scanning on the machine.                                  |
|                     | Initial Installation Settings                                                                                                        | This is a group of settings that are required when you initially install the machine.                       |

## How to configure web page settings

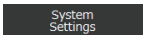
This section explains the basic procedure for configuring web page settings using "Home Screen Settings" as an example. This setting is used to change the background image of a home screen to an image provided by the user.

1

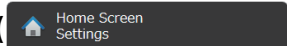
Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

2

Display the "Home Screen Settings" setting screen.

(1) Click the [System Settings] tab (  ).

The setting items of the system settings appear in the setting area.

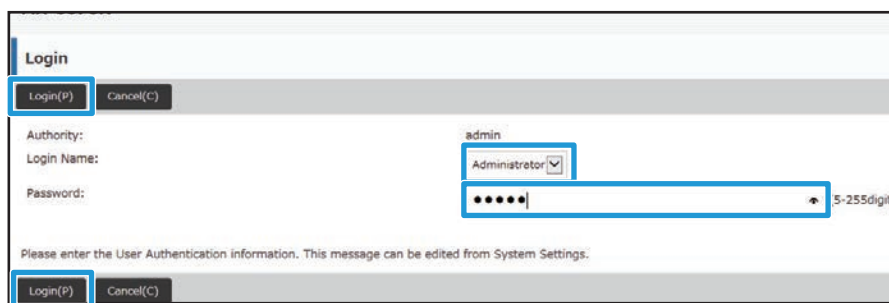
(2) Click the [Home Screen Settings] button (  ).

(3) Log in to the machine's web page.

When you click the [Home Screen Settings] button in step (2), the login name and password setting screen appears.

Select the login name and enter the password that is set for the login name.

When you have finished, click the [Login] button.



If login is successful, each item of the Home Screen Settings will appear in the setting menu.

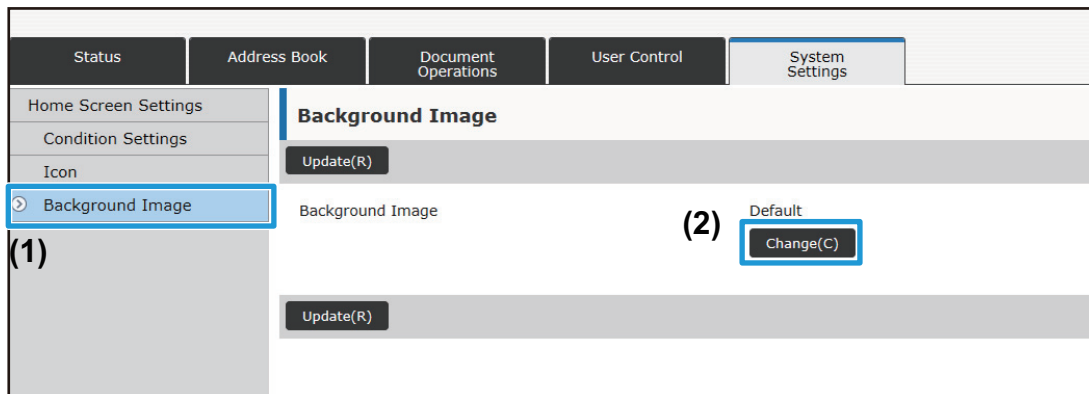
3

Click [Background Image] in the setting menu and set the background image.

(1) Click [Background Image] in the setting menu.

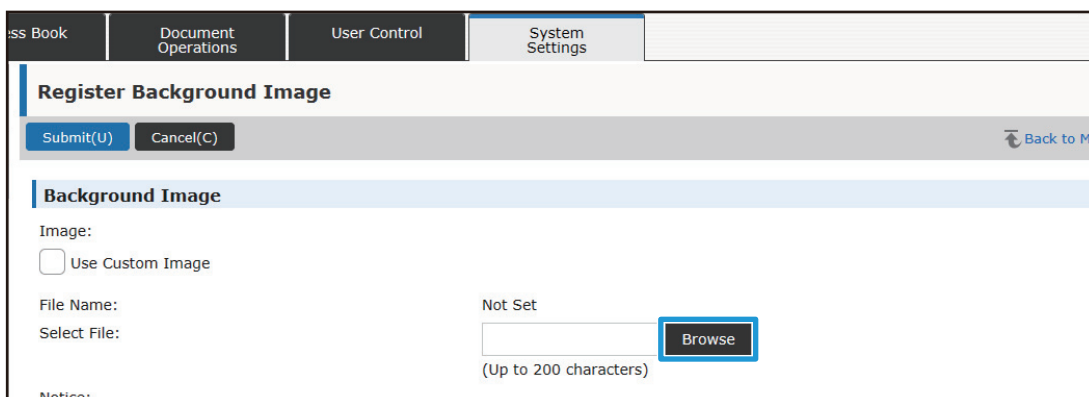
(2) Click the [Change] button in "Background Image".

The "Home Screen Registration" screen appears.



4

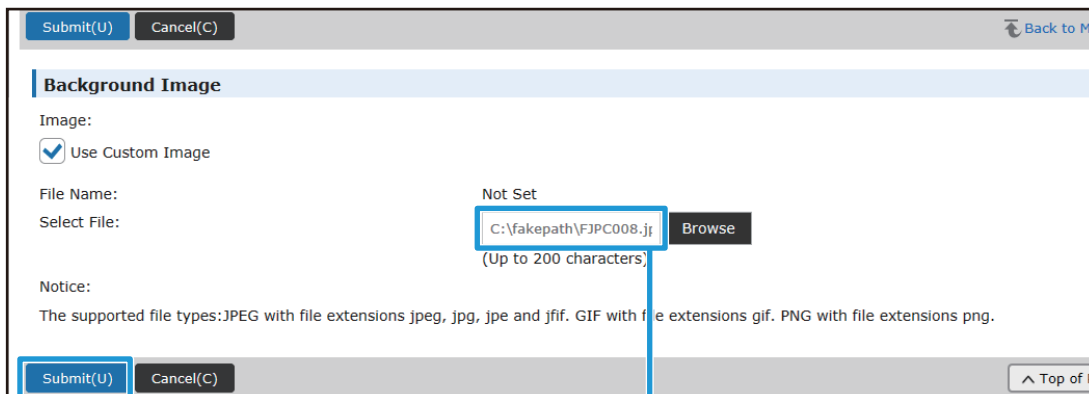
Select "Use Custom Image" and click the [Browse] button to select the desired image.



When you click the [Browse] button, the file selection screen appears. Select the file of the desired background image.

5

Make sure the "Select File" path is correct, and click the [Submit] button.



Path

---

**6**

**If you have another item you want to set, configure the setting from the setting menu or menu tab.**

---



If you use the "Forward" or "Back" function of the web browser to move to a different item, the item that you set may not be saved. Use the setting menu or menu tab to move to a different item.

---

**7**

**When you have finished configuring settings, click the [Logout] button and exit the web browser.**

When you exit the settings, a message may appear on the touch panel of the machine. Read and then close the message.

---

## Energy Save

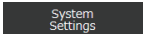
This section explains how to set the Preheat Mode transition time and the Auto Power Shut-Off transition time.

1

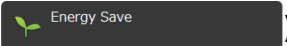
Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

2

Display the "Eco Setting" setting screen.

(1) Click the [System Settings] tab (  ).

The setting items of the system settings appear in the setting area.

(2) Click the [Energy Save] button (  ).

The Energy Save items appear in the setting menu.

(3) Click [Eco Setting].

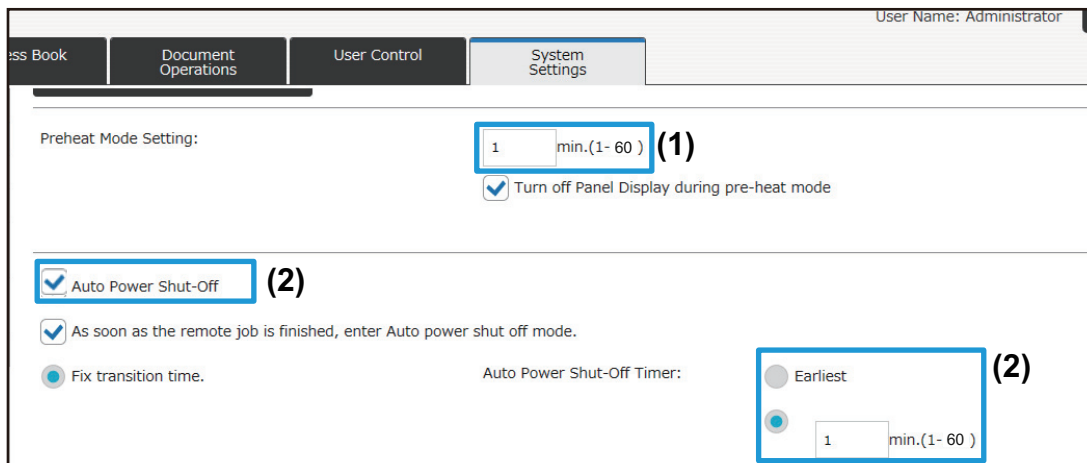
The Eco Setting items appear on the right side.

3

Set the transition time for Preheat Mode and the transition time for Auto Power Shut-Off.

(1) Enter the desired time in the text box in "Preheat Mode Setting".

(2) If you want to set the transition time to the shortest setting with "Auto Power Shut-Off Timer", select [Earliest]. If you want to change the transition time, enter the transition time in the text box.



4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

# Security Settings

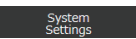
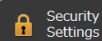
The procedure for changing the administrator password for login and the network security settings used on the machine are explained below.

## Changing Administrator Password

If you continue using the administrator password without changing it, the password will become easier to decipher or may be disclosed, creating a risk of unauthorized use of the machine. By periodically changing the administrator password, you can prevent this type of unauthorized access.

**1** Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).

**2** Display the "Password Change" setting screen.

- (1) Click the [System Settings] tab (  ).  
The setting items of the system settings appear in the setting area.
- (2) Click the [Security Settings] button (  ).  
The security setting items appear in the setting menu.
- (3) Click [Password Change].  
The Password Change setting appears on the right.

**3** Change the administrator password.

- (1) Select the "Change Password" checkbox in "Administrator Password".
- (2) Enter the new password you want to set in the "Password" text box.
- (3) Reenter the password entered in (2) in the "Password (confirmation)" text box.

The screenshot shows a web interface with a top navigation bar containing 'Class Book', 'Document Operations', 'User Control', and 'System Settings'. The 'System Settings' tab is active. Below the navigation bar, there are several settings sections. The first section has a 'Change Password' checkbox and two password input fields labeled 'Password:' and 'Password (confirmation):', both with '(1-255 digits)' character limits. The second section is titled 'Administrator Password' and contains a 'Change Password' checkbox labeled (1). Below this checkbox are two password input fields: 'Password:' labeled (2) and 'Password (confirmation):' labeled (3). Both fields have '(5-255digit)' character limits.



When you change the password, be sure to remember the new password.

**4**

**When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.**

## Port Control

This section explains how to set the port used to access the machine (Server Port) and the port used to access other networks from the machine (Client Port). When an unused port is in a useable state, that port may be used for unauthorized access. By changing the port number, you can prevent access by users who do not know the port number, enabling safer use of the machine.



Port Control should only be performed by an administrator who has a thorough knowledge of the network. Indiscriminately changing a port number may make it impossible to connect to the machine.

**1**

**Connect to the web page as explained in "Accessing the web page" ([▶ page 3](#)).**

**2**

**Display the "Port Control" setting screen.**

**(1) Click the [System Settings] tab (  ).**

The setting items of the system settings appear in the setting area.

**(2) Click the [Security Settings] button (  ).**

**(3) Click [Port Control].**

Port control settings appear on the right side of the page.

**3** Configure the Server Port and Client Port settings.

- (1) To enable/disable a port, select "Enable" or "Disable".
- (2) To change a port number, enter the new port number in the text box.

User Name: Administrator

Class Book

Document Operations

User Control

System Settings

Port Control

Submit(U)

Update(R)

Back to Me

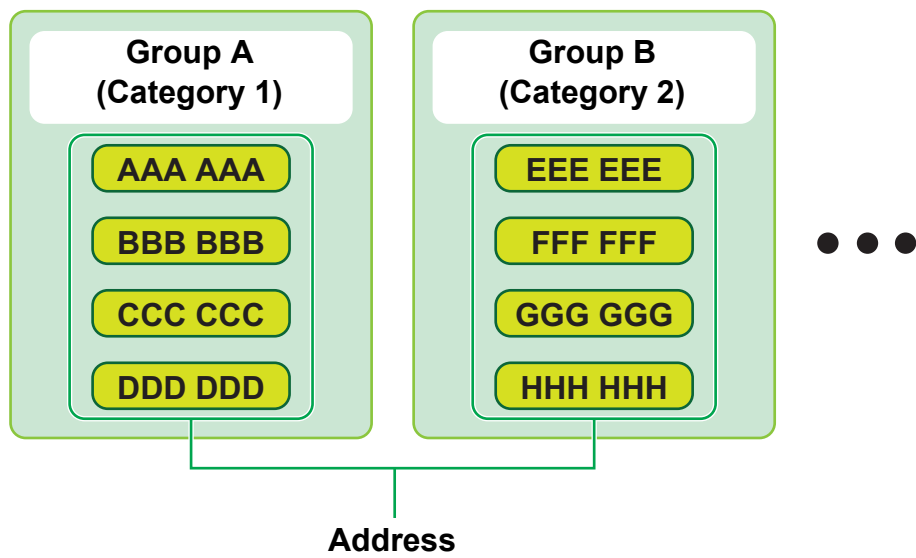
Server Port

|            |                       |              |      |           |     |
|------------|-----------------------|--------------|------|-----------|-----|
| HTTP:      | (1) <div>Enable</div> | Port Number: | 80   | (0-65535) | (2) |
| HTTPS:     | <div>Enable</div>     | Port Number: | 443  | (0-65535) |     |
| FTP Print: | <div>Enable</div>     | Port Number: | 21   | (0-65535) |     |
| Raw Print: | <div>Enable</div>     | Port Number: | 9100 | (0-65535) |     |
| LPD:       | <div>Enable</div>     | Port Number: | 515  | (0-65535) |     |

**4** When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

# Category Setting

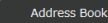
A “Category” can be set for an address. By setting a category for an address, the category can be used to filter addresses when searching for that address, making it easier to find the address.  
Any name can be set for a category. By assigning distinctive names to categories, addresses can be easily sorted.



- 1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).
- 2

Display the "Category Setting" setting screen.

(1) Click the [Address Book] tab (  ).

The address book items appear in the setting menu.

(2) Click the [Category Setting] tab.

The Category Setting screen appears on the right side.

3

Configure the Category Setting.

Enter the new name you want to set in the "Category" text box.
- The screenshot shows the 'Category Setting' web page. At the top, there are navigation tabs: 'Address Book' (selected), 'Document Operations', 'User Control', and 'System Settings'. The 'User Name: Admin' is displayed in the top right corner. Below the tabs, the 'Category Setting' section has 'Submit(U)' and 'Update(R)' buttons. A message says 'Please enter Category name.(Up to 127 characters)'. A table with 4 rows is shown, with a blue box highlighting the 'Category' column. The table data is as follows:

| No. | Category  |
|-----|-----------|
| 1   | Category1 |
| 2   | Category2 |
| 3   | Category3 |
| 4   | Category4 |
- 14

4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.



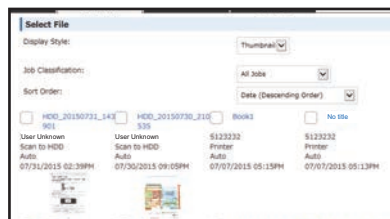
When you set a category name in the category settings, register the category in "Address Registration" of the Address Book.

## Document Operations

The machine's Web page shows files that have been stored in Document Filing in list format. You can also show the files in thumbnail format. When thumbnail format is used, a thumbnail of each file appears, allowing you to visually check the file. The procedure for changing the display format from list to thumbnails is explained below.

| File Name                                    | User Name    | Job Classification | Color Information | Form |
|----------------------------------------------|--------------|--------------------|-------------------|------|
| <input type="checkbox"/> HDD_20150731_145638 | User Unknown | Scan to HDD        | Auto              | Comp |
| <input type="checkbox"/> HDD_20150731_144354 | User Unknown | Scan to HDD        | Auto              | ---  |
| <input type="checkbox"/> HDD_20150731_143915 | User Unknown | Scan to HDD        | Auto              | DOC  |
| <input type="checkbox"/> HDD_20150731_143901 | User Unknown | Scan to HDD        | Auto              | ---  |
| <input type="checkbox"/> HDD_20150730_210535 | User Unknown | Scan to HDD        | Auto              | ---  |
| <input type="checkbox"/> Book1               | S123232      | Printer            | Auto              | ---  |
| <input type="checkbox"/> No title            | S123232      | Printer            | Auto              | ---  |
| <input type="checkbox"/> No title            | S123232      | Printer            | Auto              | ---  |
| <input type="checkbox"/> No title            | S123232      | Printer            | Auto              | ---  |

List



Thumbnail

**1** Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

**2** Display the settings screen of "Select File" of "Document Operations".

(1) Click the [Document Operations] tab ( ).

The Document Operations items appear in the setting menu.

(2) Click the folder ([Main Folder], [Quick File Folder], or [Custom Folder]) you want to set in.

The file selection screen appears on the right side.

**3** Change "Display Style" to "Thumbnail".

Files saved by Document Filing are shown as thumbnails.

## User Control

User Control allows you to register and manage the users who use the machine.

By limiting the number of pages and functions that a user or a group of users can use, incorrect use of the machine can be prevented.

To prevent unauthorized use, persons who are not registered can be prohibited from using the machine or prohibited from using certain functions.

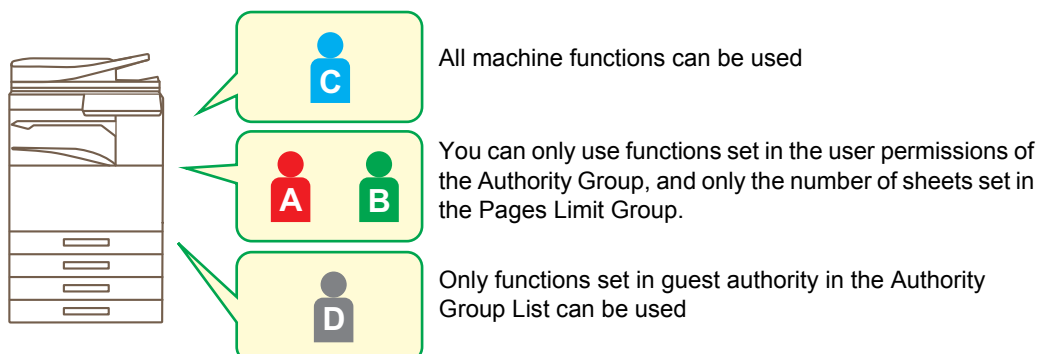
### Example: Information stored in User Name Registration

|                                                                                   |                                                                                    |                                                                     |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|  | User Name : AAA<br>Custom Index : Group A<br>Pages Limit Group : "Limited" group   | Authority Group: User<br>Favorite Operation Group: Group a          |
|  | User Name : BBB<br>Custom Index : Group B<br>Pages Limit Group : "Limited" group   | Authority Group: User<br>Favorite Operation Group: Group a          |
|  | User Name : CCC<br>Custom Index : Group A<br>Pages Limit Group : "Unlimited" group | Authority Group: Administrator<br>Favorite Operation Group: Group b |
|  | User Name : None<br>(Users not registered in the machine)                          |                                                                     |

### Custom Index



### Using the machine



### Favorite Operation Group

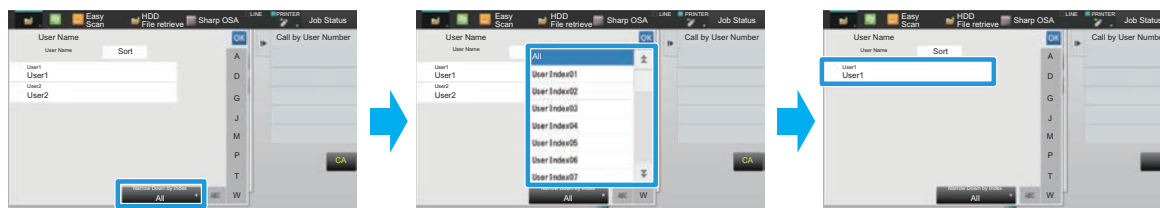


The machine can be operated using the screen displays and default settings set for each group.

## Custom Index

When a user is registered, an index is set. You can set any name for a custom index, and by assigning distinctive names, you can easily find users.

### How to filter custom indexes



**1** Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

**2** Display the "Custom Index" setting screen.

(1) Click the [User Control] tab. (  )

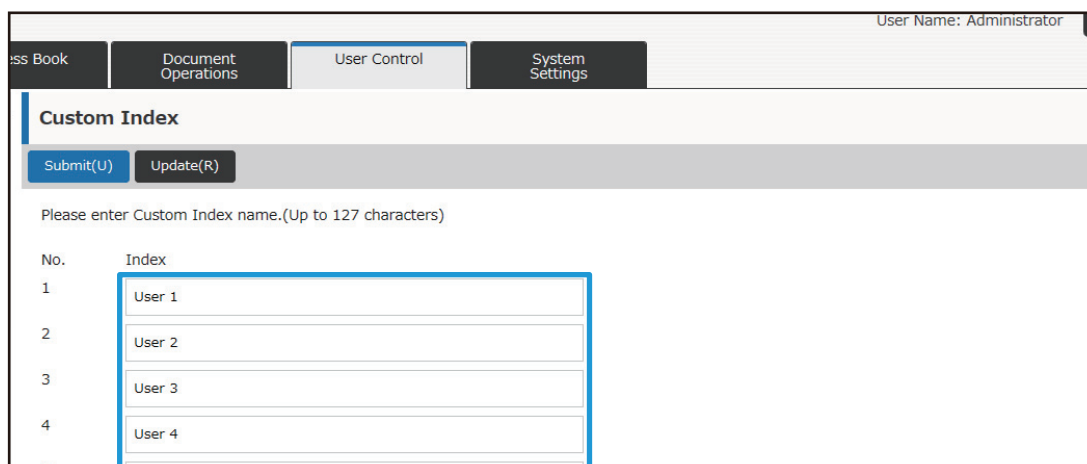
The User Control items appear in the setting menu.

(2) Click [Custom Index].

The Custom Index items appear in the frame.

**3** Configure the Custom Index.

Enter the new name you want to set in the "Custom Index" text box.

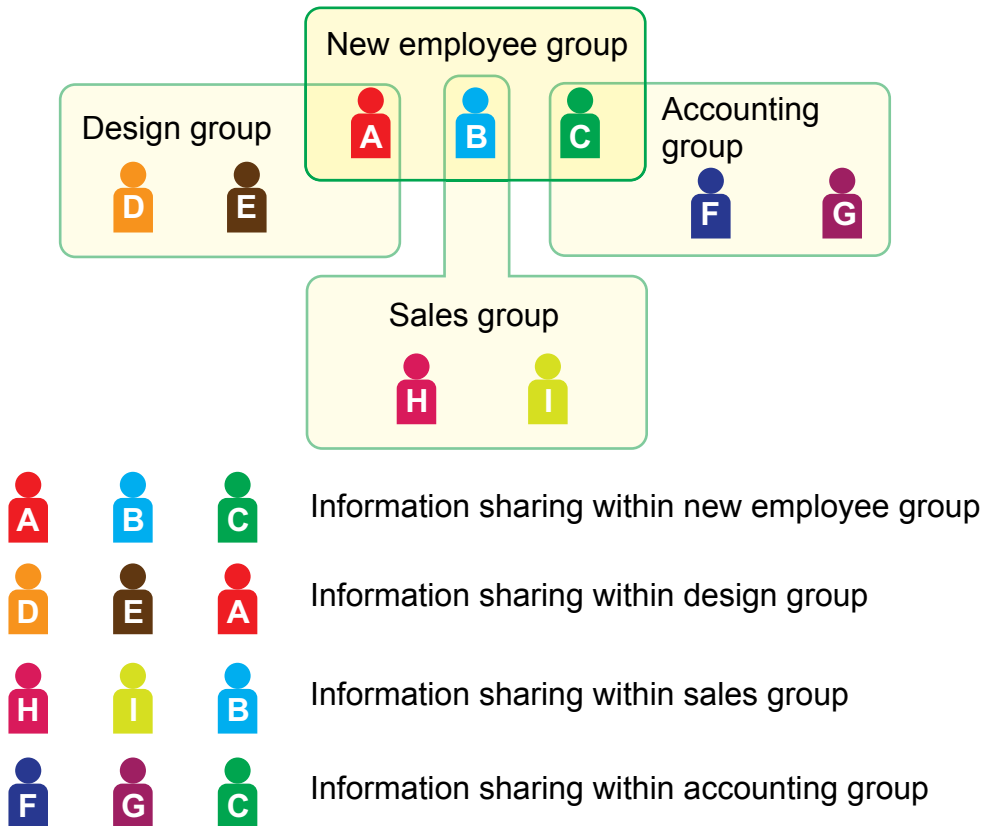


| No. | Index  |
|-----|--------|
| 1   | User 1 |
| 2   | User 2 |
| 3   | User 3 |
| 4   | User 4 |

**4** When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## Organization /Group List

A user can be registered in an organization/group to enable sharing the contacts and group information registered in that group. When counting all used pages, you can check how many pages and what functions are used by each group. Multiple organizations/groups can be set for a user.

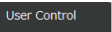


1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).

2

Display the "Organization /Group List" setting screen.

(1) Click the [User Control] tab. (  )

The User Control items appear in the setting menu.

(2) Click [Organization /Group List].

The Custom Index items appear on the right side.

3

## Configure the Organization /Group List settings.

Enter the new name you want to set in the "Organization /Group List" text box.

User Name: Administrator

ss Book Document Operations User Control System Settings

**Organization /Group List**

Submit(U) Update(R)

Enter group name.(Up to 255 characters)

| No. | Organization/Group |
|-----|--------------------|
| 1   | Group1             |
| 2   | Group2             |
| 3   | Group3             |
| 4   | Group4             |

4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## Page Limit Group List

A Page Limit Group List can be used to limit the number of sheets that users in a specific group can use for copies or print jobs, and limit the number of pages that can be scanned or faxed. The users can also be prohibited from using certain functions.

If the machine is a full color machine, a page limit can be set for each color.

Page Limit Group List A  
Copy :  
B/W : Page Limit (10000)  
Full Color : Page Limit (10000)  
Printer :  
B/W : Unlimited  
Full Color : Prohibited  
Document Filing Print :  
B/W : Unlimited  
Full Color : Unlimited  
List Prints :  
B/W : Unlimited  
Full Color : Unlimited  
Scanner :  
B/W : Prohibited  
Full Color : Prohibited  
Fax Send : Prohibited  
Scan to HDD :  
B/W : Page Limit (50000)  
Full Color : Page Limit (50000)

This section explains how to set the Page Limit Group List.

- Users in this group can use up to 10,000 pages for each color and black & white copying.
- There is no limit on black & white printing.
- Color printing cannot be used.
- Both color and black & white Document Filing Print and List Print can be used without restriction. Scanner and fax transmission cannot be used.
- Up to 50,000 pages each can be used for color and black & white scan save.

---

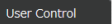
1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶page 3](#)).

---

2

Display the "Pages Limit Group" setting screen.

(1) Click the [User Control] tab. (  )

The User Control items appear in the setting menu.

(2) Click [Pages Limit Group].

The Pages Limit Group items appear on the right side.

## 3

### Configure the Pages Limit Group settings.

#### (1) Click the [Add] button.

To edit an existing group, select the group you want to edit.

System Book | Document Operations | User Control | System Settings

Default Group List:

Group Name : Unlimited

Group List:

| No.     | Group Name |
|---------|------------|
| Not Set |            |

Select All(S) Clear Checked(K)

Add(Y) Return to the Defaults(C)

Update(R) ^ Top of P

#### (2) Configure the Pages Limit Group settings.

- Enter a new group name in the "Group Name" text box.
  - If other page limit groups are already set, you can select a group with settings close to the desired settings and use "Select the Group Name to be the Registration Model" to apply the settings of the selected group to the new group.
  - Select "Unlimited", "Prohibited" or "Limited" from the menu.
- "Unlimited" allows an unlimited number of pages to be used. "Prohibited" prohibits the use of that function. If you selected "Limited", enter the page limit.

User Name: Administrator

System Book | Document Operations | User Control | System Settings

Pages Limit Group Registration

Submit(U) Cancel(C)

Group Name: (Up to 32 characters)

Select the Group Name to be the Registration Model: Unlimited

Copier: Black & White: Unlimited Page Limit (1-99,999,999)

Full Color: Unlimited Page Limit (1-99,999,999)

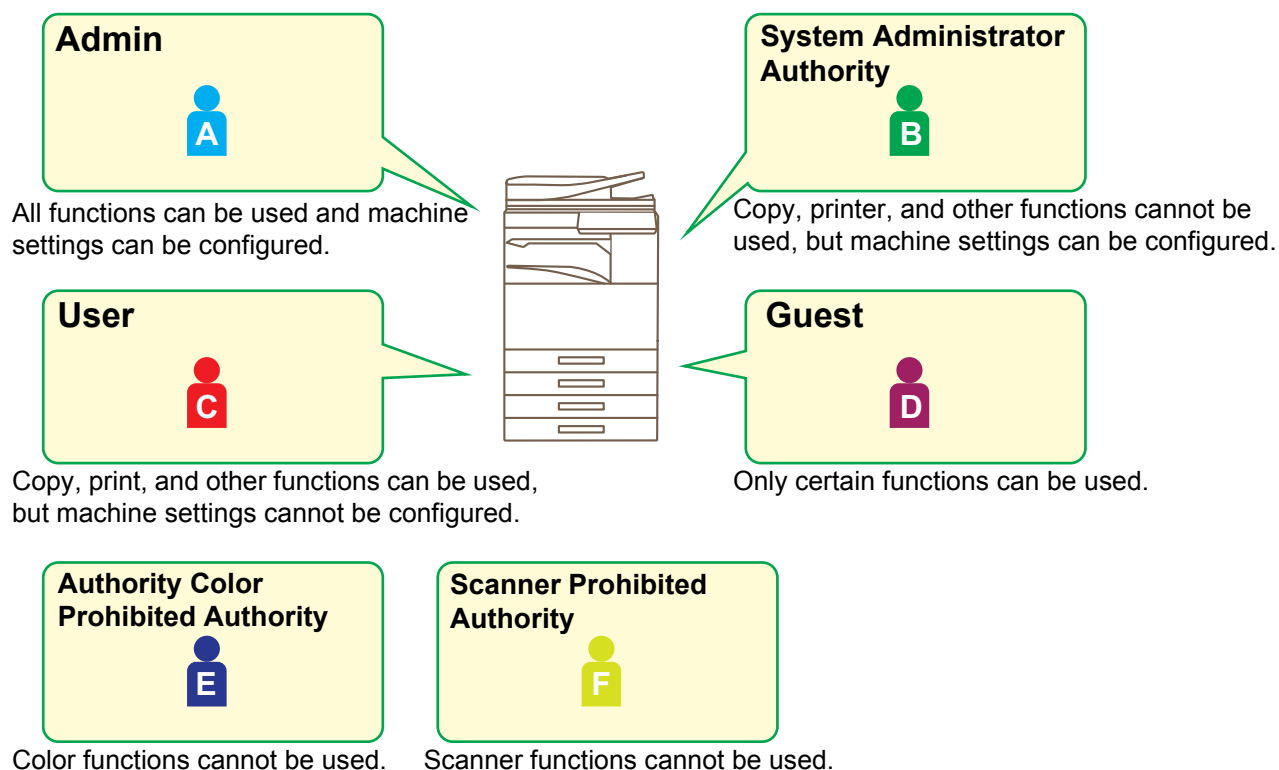
## 4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## Authority Group List

Authority Group List is used to restrict the functions and settings that users who belong to a specific group can use. By setting restrictions on functions and settings, you can prevent inexperienced users from performing incorrect operations and settings, and thereby enable safe use of the machine.

### Main authority types (Default Group List)

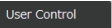


1

Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

2

Display the "Authority Group" setting screen.

(1) Click the [User Control] tab. (  )

The User Control items appear in the setting menu.

(2) Click [Authority Group].

The Authority Group items appear on the right side.

3

Configure the Authority Group settings.

(1) Click the [Add] button.

To edit an existing group, select the group you want to edit.

| No.     | Group Name |
|---------|------------|
| Not Set | a          |

Select All(S) Clear Checked(K)

Add(Y)

Return to the Defaults: Please select Authority. [v]

Execute(I)

Update(R) Top of Page

(2) Configure the Authority Group settings.

- Enter the name of the authority group in "Group Name".
- You can select a group with settings close to the desired settings from the default group list and use "Select the Group Name to be the Registration Model" to apply the settings of the selected group to the new group.
- The [Job Settings] tab is used to specify whether or not copy, printer, fax / image send, and other functions are allowed.
- The [Machine Settings] tab is used to specify whether or not machine settings are allowed.

Authority Group Registration

Submit(U) Cancel(C)

Group Name: [text field] (Up to 32 characters)

Select the Group Name to be the Registration Model: [dropdown menu showing 'User']

Switch to Single Screen

Job Settings Machine Settings

Copy

Color Mode Approval Setting:

Black & White: Allowed [v]

Full Color: Allowed [v]

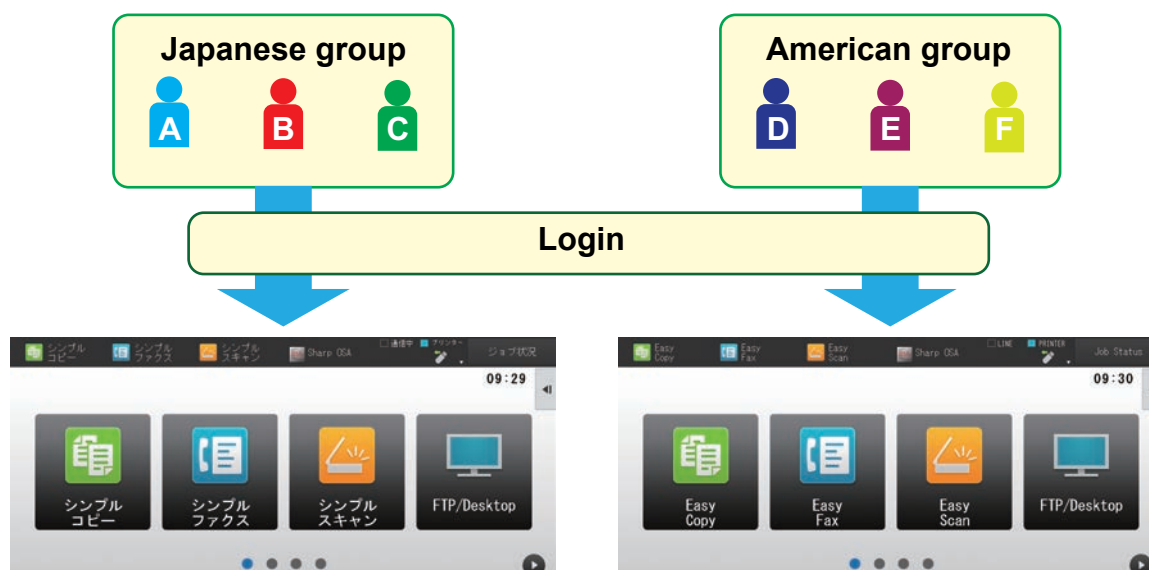
Update(R) Top of Page

4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## Favorite Operation Group List

For each group, you can register an environment with settings that are convenient for the group. For example, if the users speak different languages, a language can be set for each group, and this setting is applied automatically at login (normally the display language cannot be changed each time the machine is used).



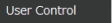
By setting English for an American group and Japanese for a Japanese group in the Favorite Operation Group List, the language will automatically switch between English and Japanese when a user logs in to the machine.

1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).

2

Display the "Favorite Operation Group List" setting screen.

(1) Click the [User Control] tab. (  )

The User Control items appear in the setting menu.

(2) Click [Favorite Operation Group List] in [Favorite Operation Group].

The Favorite Operation Group List items appear on the right side.

## 3

### Configure the Favorite Operation Group List settings.

#### (1) Click the [Add] button.

To edit an existing group, select the group you want to edit.

#### (2) Configure the Favorite Operation Group List.

- Enter a name for the Favorite Operation Group List in “Group Name”.
- If there are other registered Favorite Operation Group Lists, you can select the group with the settings that are close to the desired settings and use “Select the Group Name to be the Registration Model” to apply the settings of the selected group to the new group.
- Click the “Copy”, “Image Send”, “Document Filing”, and “System Settings” tabs, and set the functions and settings that you want to store in the group.

## 4

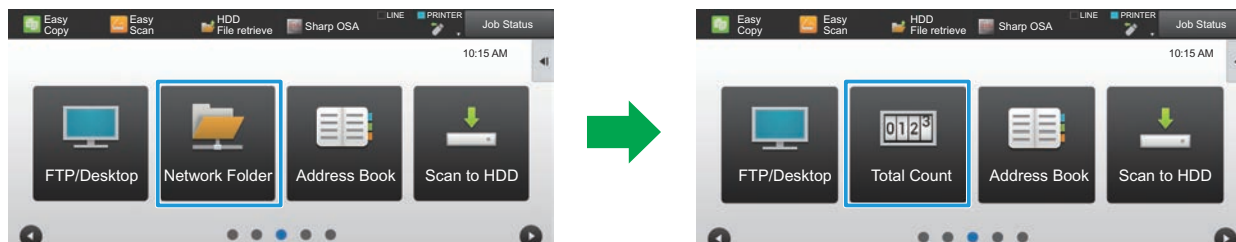
When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## System Settings

The system settings are used to configure machine settings. Home screen settings and mode key settings are explained in the following.

### Home Screen Settings

The shortcut keys in the home screen can be changed to suit your needs.  
It is convenient to register frequently used functions in shortcuts.



Changing a shortcut from "Network Folder" to "Total Count" in the home screen settings

**1** Connect to the web page as explained in "[Accessing the web page](#)" ([page 3](#)).

**2** Display the "Home Screen Settings" setting screen.

(1) Click the [System Settings] tab ( ).

The setting items of the system settings appear in the setting area.

(2) Click the [Home Screen Settings] button ( ).

(3) Click [Condition Settings].

The Condition Settings items appear on the right side.

**3** Click the function name of the number of the shortcut key that you want to change.

| No. | Home Button    |
|-----|----------------|
| 1   | CLOUD PORTAL   |
| 2   | Easy Copy      |
| 3   | Easy Scan      |
| 4   | Easy Fax       |
| 5   | Sharp OSA      |
| 6   | Copy           |
| 7   | E-mail         |
| 8   | Fax            |
| 9   | FTP/Desktop    |
| 10  | Network Folder |

Previous(M) 1 / 6 Next(N)

Top of P

4

## Set the short cut on home screen.

Select the item that you want to set.

ISS Book | Document Operations | User Control | System Settings

Home Screen Registration

Submit(U) Cancel(C) [Back to Me](#)

Home ButtonNo.2:Easy Copy

Copy:

Printer:

Image Send:

- ☐ None
- ☒ Easy Copy
- ☐ Copier
- ☐ Program List
- ☐ Program
- ☐ Print Release
- ☐ Made You

Pre-Setting Program

[Top of P](#)

5

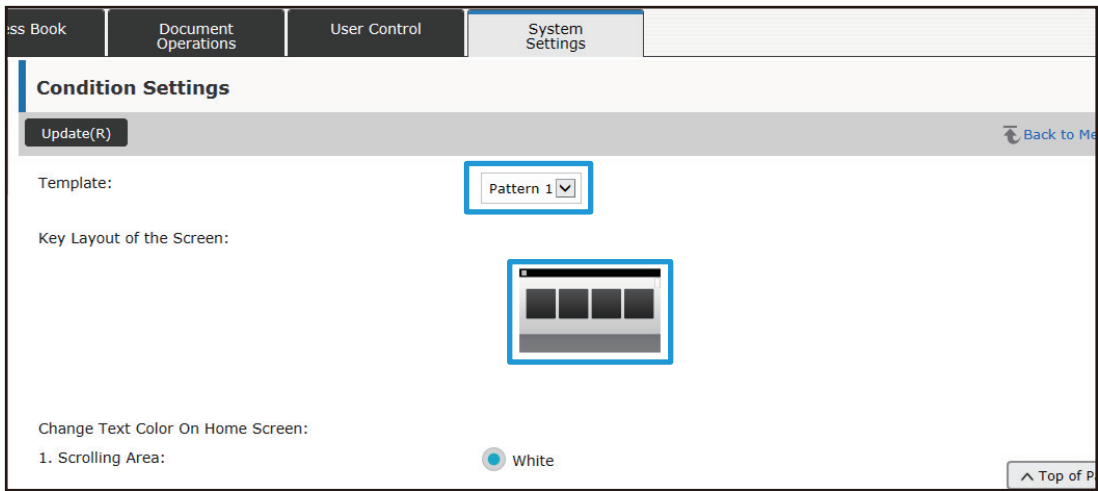
When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

## Key Layout of the Screen

The number of shortcuts in the home screen can be changed.

**1** Display the setting screen of step 3 as explained in "[Home Screen Settings](#)" ([▶ page 27](#)).

**2** Select the desired layout pattern from "Template".  
The "Key Layout of the Screen" illustration varies depending on which pattern is selected. Refer to the illustrations to select the pattern you want to set.



**3** When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

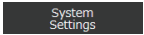
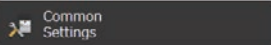
 If you changed the layout, the "Settings" may not appear, depending on the settings. If you want to change machine settings when the "Settings" key does not appear, change the settings on the Web page, or use "Edit Home" on the machine's operation panel to add the "Settings" key.

## Mode Key Display Setting

The mode keys are function shortcut keys that appear at the top of the screen. This section explains the display settings for the mode keys.

- 
- 1 Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).
- 

- 2 Display the "Common Settings" setting screen.

- (1) Click the [System Settings] tab ().
  - The setting items of the system settings appear in the setting area.
  - (2) Click the [Common Settings] button ().
  - (3) Click [Mode Key Display Setting] in [Operation Settings].
  - The mode key display settings are shown on the right side.
- 

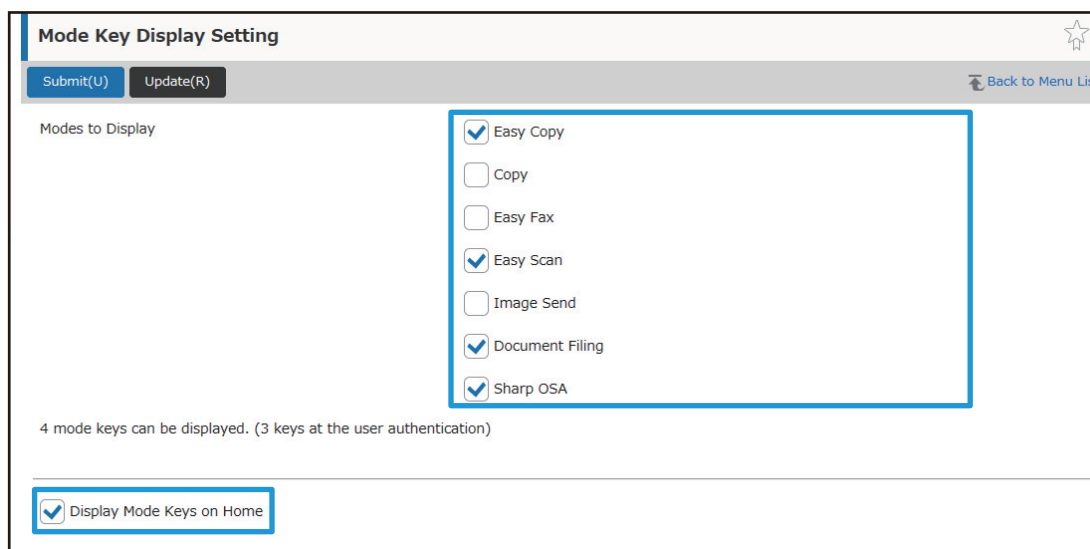
- 3 Configure the Mode Key Display Setting.

### Modes to Display

Select the modes to be displayed with the mode keys. Select the checkboxes of the modes you want to display.

### Display Mode Keys on Home

If you want to display a mode key in the home screen, select the checkbox of that key.



- 
- 4 When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.
-

# CUSTOMIZING THE WEB PAGE

To make the web page easier to use, you can permanently display web addresses registered in the web page setting menu and add frequently used settings to the Shortcut tab for easy access.

## Custom Link Setting

You can display registered web addresses in the display field of the setting menu.  
By clicking on a custom link, you can jump to the web site of the registered address.

---

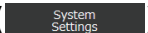
1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).

---

2

Display the "Custom Links" setting screen.

(1) Click the [System Settings] tab (  ).

The setting items of the system settings appear in the setting area.

(2) Click the [Common Settings] button (  ).

(3) Click [Custom Link Setting].

Custom link settings appear on the right side.

---

3

Set the custom link.

(1) To add a new link, click the [Add] button. To edit an existing custom link, click the link name.

(2) Enter the link name and the web address.

---



To delete a custom link, select the checkbox of the custom link and click the [Delete] button. A confirmation window appears. Click the [OK] button.

---

4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

---

## Shortcuts

You can click the shortcut icon (★) at the top right of the web page setting area to create a new tab in the menu tabs and add the currently displayed setting item.

1

Connect to the web page as explained in "[Accessing the web page](#)" ([▶ page 3](#)).

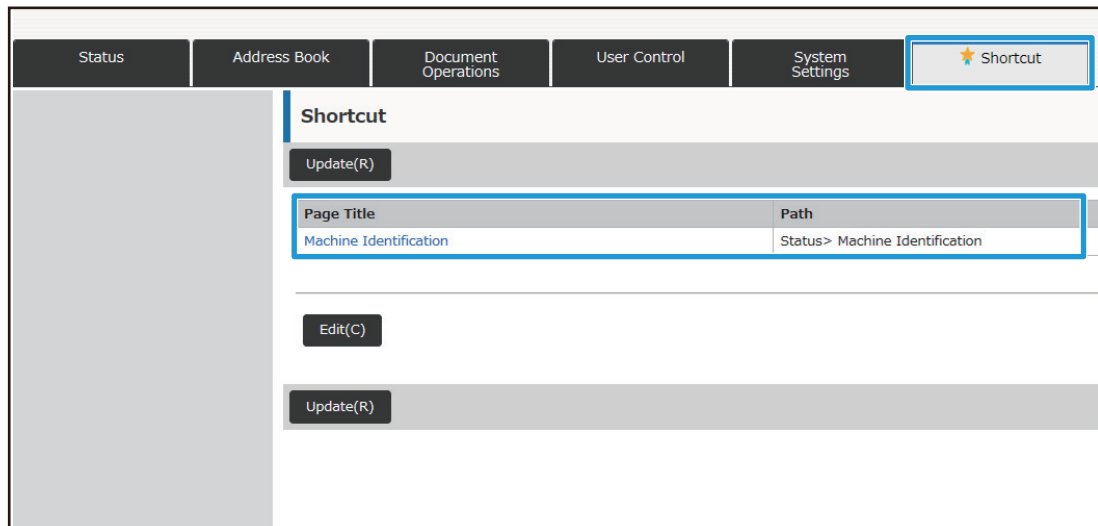
2

Display the setting screen you want to register.

3

Click the shortcut icon (★) at the top right of the setting area.

A shortcut tab is added to the menu tabs and the displayed setting is registered on the shortcut tab.



- To delete a shortcut, click the [Edit] button.  
Select the checkbox of the item you want to delete in the items that appear and click the [Delete] button.  
A confirmation window appears. Click the [OK] button.
- The shortcut icon of the setting registered in the shortcut changes to ★.

4

When you have finished configuring settings, click the [Submit] button, click the [Logout] button, and exit the web browser.

# WEB PAGE SETTING LIST

For the detailed explanations of each item, see the User's Manual.

| Tab item                   | Setting item               |                                         |
|----------------------------|----------------------------|-----------------------------------------|
| <b>Status</b>              | Machine Identification     |                                         |
|                            | Total Count                |                                         |
|                            | Device Status              |                                         |
|                            | Network Status             |                                         |
|                            | Firmware Version           |                                         |
|                            | Power Reset                |                                         |
|                            | Data List                  | List for User<br>List for Administrator |
| <b>Address Book</b>        | Address Book               |                                         |
|                            | Category Setting           |                                         |
| <b>Document Operations</b> | Document Filing            | Main Folder                             |
|                            |                            | Quick File Folder                       |
|                            |                            | Custom Folder                           |
|                            |                            | Search                                  |
|                            |                            | File Batch Print                        |
|                            | Submit Print Job           |                                         |
| <b>User Control</b>        | User Control               | User List                               |
|                            |                            | Custom Index                            |
|                            |                            | Organization /Group List                |
|                            | Default Settings           |                                         |
|                            | Pages Limit Group          |                                         |
|                            | Machine Page Limit Setting |                                         |
|                            | Authority Group            |                                         |
|                            | Favorite Operation Group   | Favorite Operation Group List           |
|                            |                            | Favorite Key List                       |
|                            |                            | Home Screen List                        |
|                            | User Count                 | View User Count                         |
|                            |                            | Save User Count                         |
|                            | Billing Code Setting       | Administration Settings                 |
|                            |                            | Main Code List                          |
|                            |                            | Sub Code List                           |

# Web Page Settings Guide

| Tab item        | Setting item                           |                                  |                         |  |
|-----------------|----------------------------------------|----------------------------------|-------------------------|--|
| User Control    | Card Setting                           | Card Area Setting                |                         |  |
|                 |                                        | Card Type / Card Reader Settings |                         |  |
| System Settings | Home Screen Settings                   | Condition Settings               |                         |  |
|                 |                                        | Icon                             |                         |  |
|                 |                                        | Background Image                 |                         |  |
|                 | Copy Settings                          | Condition Settings               |                         |  |
|                 |                                        | Initial Status Settings          |                         |  |
|                 |                                        | Text /Image Printing             | Text Settings (Stamp)   |  |
|                 |                                        |                                  | Custom Stamp            |  |
|                 |                                        |                                  | Custom Watermark        |  |
|                 |                                        | Printer Settings                 | Condition Settings      |  |
|                 | Initial Status Settings                |                                  |                         |  |
|                 | PCL Settings                           |                                  |                         |  |
|                 | PostScript Settings                    |                                  |                         |  |
|                 | OOXML Settings                         |                                  |                         |  |
|                 | Print Release Settings                 |                                  |                         |  |
|                 | E-mail Print Settings                  |                                  |                         |  |
|                 | Direct Print Settings (FTP)            |                                  |                         |  |
|                 | Direct Print Settings (Network Folder) |                                  |                         |  |
|                 | Print Setting from PC/Mobile Terminal  |                                  |                         |  |
|                 | Image Send Settings                    | Common Settings                  | Condition Settings      |  |
|                 |                                        |                                  | Enable/Disable Settings |  |
|                 |                                        |                                  | Own Number and Name Set |  |
|                 |                                        | Scan Settings                    | Initial Status Settings |  |
|                 |                                        |                                  | Condition Settings      |  |
|                 |                                        |                                  | Default Address         |  |
|                 |                                        |                                  | Administration Settings |  |
|                 |                                        |                                  | Subject Name Settings   |  |
|                 |                                        |                                  | File Name Settings      |  |
|                 |                                        |                                  | Message Body Settings   |  |

| Tab item        | Setting item             |                                               |                                    |
|-----------------|--------------------------|-----------------------------------------------|------------------------------------|
| System Settings | Image Send Settings      | Fax Settings                                  | Default Settings                   |
|                 |                          |                                               | Send Setting                       |
|                 |                          |                                               | Receive Settings                   |
|                 |                          |                                               | Polling Setting                    |
|                 |                          |                                               | F-Code Memory Box                  |
|                 |                          | Internet Fax Settings                         | Default Settings                   |
|                 |                          |                                               | Send Setting                       |
|                 |                          |                                               | Receive Settings                   |
|                 |                          |                                               | Server Settings                    |
|                 |                          | Fax Data Receive/Forward (Manual)             |                                    |
|                 |                          | Inbound Routing (Forwarding/Storing) Settings | Inbound Routing Settings           |
|                 |                          |                                               | Sender Address Registration        |
|                 |                          |                                               | Administration Settings            |
|                 |                          |                                               | Inbound Routing (Storage) Settings |
|                 |                          | Metadata Settings                             |                                    |
|                 | Document Filing Settings | Condition Settings                            |                                    |
|                 |                          | Automatic Deletion of File Settings           |                                    |
|                 | Sharp OSA Settings       | Standard Application Settings                 |                                    |
|                 |                          | Receiving Application Setting                 |                                    |
|                 |                          | External Accounting Application Settings      |                                    |
|                 |                          | Embedded Application Settings                 |                                    |
|                 |                          | Polling Setting                               |                                    |
|                 | Common Settings          | Paper Settings                                | Paper Tray Settings                |
|                 |                          |                                               | Custom Size Registration (Bypass)  |
|                 |                          |                                               | Paper Type Registration            |
|                 |                          | Operation Settings                            | Condition Settings                 |
|                 |                          |                                               | Easy Mode Settings                 |
|                 |                          |                                               | Favorite Key Setting               |
|                 |                          |                                               | Mode Key Display Setting           |
|                 |                          | Keyboard Settings                             | Default Keyboard Setting           |
|                 |                          |                                               | Soft Keyboard Template Setting     |
|                 |                          | Device Control                                |                                    |

| Tab item        | Setting item      |                                          |
|-----------------|-------------------|------------------------------------------|
| System Settings | Common Settings   | Enable/Disable Settings                  |
|                 |                   | Machine Identification Settings          |
|                 |                   | Clock Adjust                             |
|                 |                   | Product Key                              |
|                 |                   | Custom Links                             |
|                 | Network Settings  | Quick Settings                           |
|                 |                   | Network Name Setting                     |
|                 |                   | Protocol Settings                        |
|                 |                   | Services Settings                        |
|                 |                   | Print Port Settings                      |
|                 |                   | Cloud Connect                            |
|                 |                   | Cloud Connect Settings                   |
|                 |                   | LDAP Settings                            |
|                 |                   | Public Folder / NAS Setting              |
|                 |                   | Proxy Setting                            |
|                 |                   | Wireless Settings                        |
|                 |                   | Device Web Page Setting                  |
|                 | Security Settings | Password Change                          |
|                 |                   | Port Control                             |
|                 |                   | Filter Setting                           |
|                 |                   | Syslog                                   |
|                 |                   | Save/ Delete Syslog                      |
|                 |                   | View Syslog                              |
|                 |                   | SSL Settings                             |
|                 |                   | Condition Settings                       |
|                 |                   | Make of Certificate Signing Request(CSR) |
|                 |                   | S/MIME Settings                          |
|                 |                   | Condition Settings                       |
|                 |                   | Make of Certificate Signing Request(CSR) |
|                 |                   | IPsec Settings                           |
|                 |                   | Condition Settings                       |
|                 |                   | IPsec Rules                              |
|                 |                   | IEEE802.1X Setting                       |
|                 |                   | Condition Settings                       |
|                 |                   | Make of Certificate Signing Request(CSR) |
|                 |                   | Security Control                         |
|                 |                   | Document Administration Function         |

| Tab item        | Setting item                  |                                    |                          |
|-----------------|-------------------------------|------------------------------------|--------------------------|
| System Settings | Security Settings             | Hidden Pattern Print Setting       | Initial Status Settings  |
|                 |                               |                                    | Contrast                 |
|                 |                               |                                    | Custom Text Registration |
|                 |                               | Tracking Information Print         |                          |
|                 | Energy Save                   | Eco Setting                        |                          |
|                 |                               | Eco Scan Setting                   |                          |
|                 |                               | Energy Saving Pattern List         |                          |
|                 |                               | Specific Date Operation Settings   |                          |
|                 |                               | Power ON/OFF Schedule Setting      |                          |
|                 |                               | Toner Save Mode                    |                          |
|                 | System Control                | Job Log                            | Job Log Operation        |
|                 |                               |                                    | View Job Log             |
|                 |                               | Data Import/Export (CSV Format)    |                          |
|                 |                               | Storage Backup                     |                          |
|                 |                               | Device Cloning                     |                          |
|                 |                               | Filing Data Backup                 |                          |
|                 |                               | Storing/Calling of System Settings |                          |
|                 |                               | Reset Settings                     |                          |
|                 |                               | E-mail Alert and Status            | Status Message           |
|                 |                               |                                    | Alerts Message           |
|                 | Image Quality Adjustment      | Collective Adjustment              |                          |
|                 |                               | Copy Image Quality                 |                          |
|                 |                               | Print Image Quality                |                          |
|                 |                               | Scan Image Quality                 |                          |
|                 |                               | Color Profile Settings             |                          |
|                 | Initial Installation Settings | Condition Settings                 |                          |
|                 |                               | Network Quick Settings             |                          |
|                 |                               | Paper Tray Settings                |                          |
|                 |                               | Product Key                        |                          |

