

User Guide

CR4 Scan

Contents

<u>1. Scan to Email - Gmail</u>	<u>2</u>
<u>2. Scan to Email – Office 365</u>	<u>5</u>
<u>3. Scan to Folder - Mac</u>	<u>6</u>
<u>4. Scan to Folder - Windows</u>	<u>8</u>
<u>5. Updating a Scanner Account</u>	<u>10</u>

Scan to Email - Gmail

Settings required to use Gmail for SMTP on a Sharp device. Please note the device must support SSL/TLS authentication.

- 1) Go the SMTP settings area on the Sharp device's web interface. You can get to this by using the IP of your sharp in the web browser.
- 2) Enter the settings as below.

The screenshot shows the 'SMTP Settings' page in the Sharp device's web interface. The left sidebar contains a navigation menu with categories: Network Settings, Quick Settings, Network Name Setting, Interface Settings, Services Settings (selected), Print Port Settings, External Print Services Settings (including Google Cloud Print Settings), AirPrint Settings, LDAP Settings, Active Directory Settings, Public Folder / NAS Setting, Proxy Setting, Wireless Settings, Easy Connection Setting, and Device Web Page Setting. The main content area is titled 'SMTP Settings' and includes a 'Submit(U)' button. The settings are as follows:

- Primary Server: [Text Input]
- Secondary Server: [Text Input]
- Port Number: 25 (0-65535)
- Timeout: 20 seconds(0-60)
- Sender Name: [Text Input] (Up to 20 characters)
- Sender Address: [Text Input] (Up to 64 characters)
- Enable SSL
- SMTP Authentication
- User Name: [Text Input] (Up to 64 characters)
- Password: [Text Input] (1-128 digits)
- Change Password

Primary Server: smtp.gmail.com

Port Number: 587

Sender Name: Name associated to the valid Gmail account you are going to use

Sender Address: <Valid Gmail Email Address>

Enable SSL: Enabled (Ticked)

SMTP Authentication: Enabled (Ticked)

Username: <Valid Gmail Email Address>

Password: <Valid Password for above account>

Click submit to save your settings.

- 3) Run a connection test on the Sharp web interface and confirm the result is successful.
- 4) You are now ready to scan using gmail.

Scan to Email – Office 365

Settings required to use Office 365 for SMTP on a Sharp device. Please note the device must support SSL/TLS authentication.

- 1) Go the SMTP settings area on the Sharp device's web interface. You can get to this by using the IP of your sharp in the web browser.
- 2) Enter the settings as below.

The screenshot shows the Sharp device's web interface. The top navigation bar includes tabs for Status, Address Book, Document Operations, User Control, and System Settings. The System Settings tab is active, and the SMTP sub-tab is selected. The left navigation menu lists various settings categories, with Services Settings highlighted. The main content area displays the SMTP Settings form, which includes a 'Submit(U)' button and the following fields:

- Primary Server: [Text Input]
- Secondary Server: [Text Input]
- Port Number: 25 (0-65535)
- Timeout: 20 seconds(0-60)
- Sender Name: [Text Input] (Up to 20 characters)
- Sender Address: [Text Input] (Up to 64 characters)
- Enable SSL
- SMTP Authentication
- User Name: [Text Input] (Up to 64 characters)
- Password: [Text Input] (1-128 digits)
- Change Password

Primary Server: smtp.office365.com

Port Number: 587

Sender Name: Name associated to the valid Office 365 account you are going to use

Sender Address: <Valid Office 365 Email Address>

Enable SSL: Enabled (Ticked)

SMTP Authentication: Enabled (Ticked)

Username: <Valid Office 365 Email Address>

Password: <Valid Password for above account>

Click submit to save your settings.

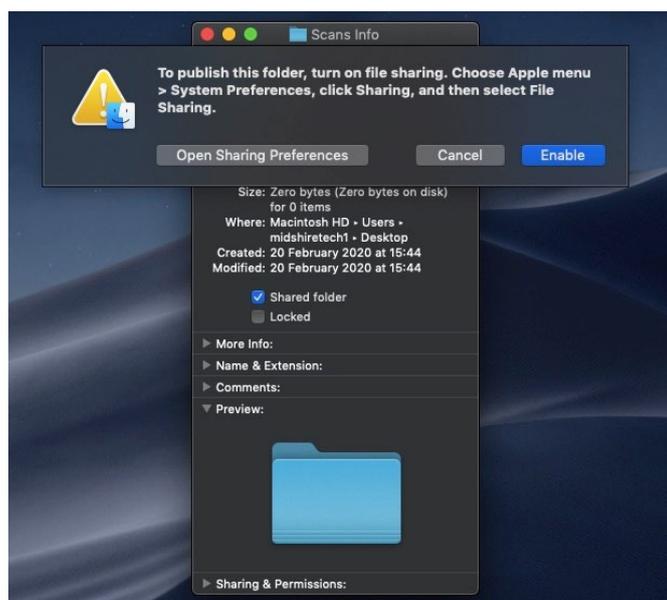
- 3) Run a connection test on the Sharp web interface and confirm the result is successful.
- 4) You are now ready to scan using Office 365.

Scan to Folder – Mac

- 1) Firstly, you need to setup the folder that you would like the scans to be sent to. For this example, we have setup a Scans folder on the desktop of the Mac called Scans.
- 2) This folder now needs to be shared. This can be done by right clicking (CTRL + Click if using a single button mouse) the folder and selecting “Get Info”.



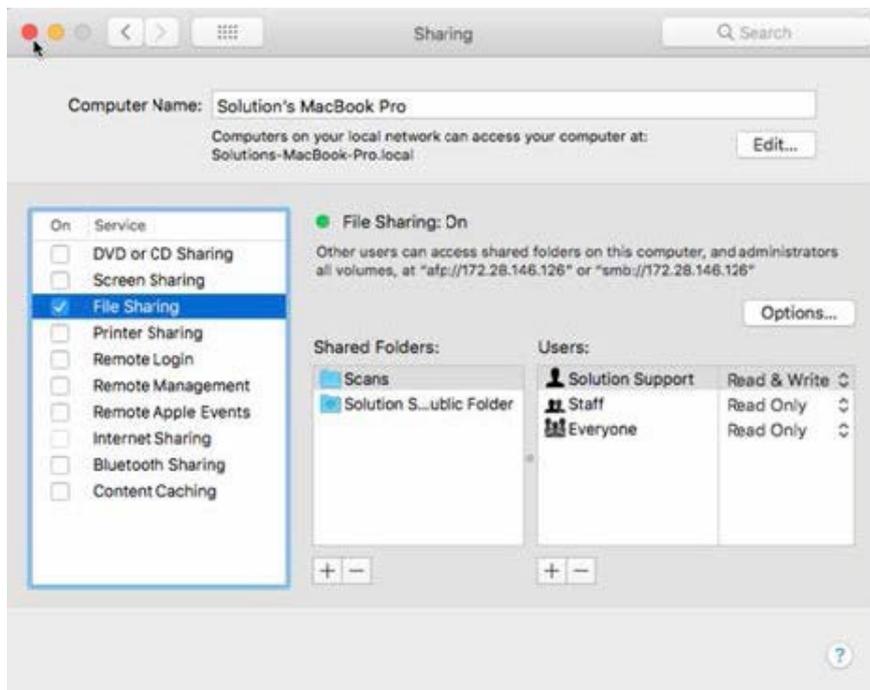
- 3) Now tick the Shared Folder Button if the message asking you to enable File Sharing click on Enable, then close the Get Info window.



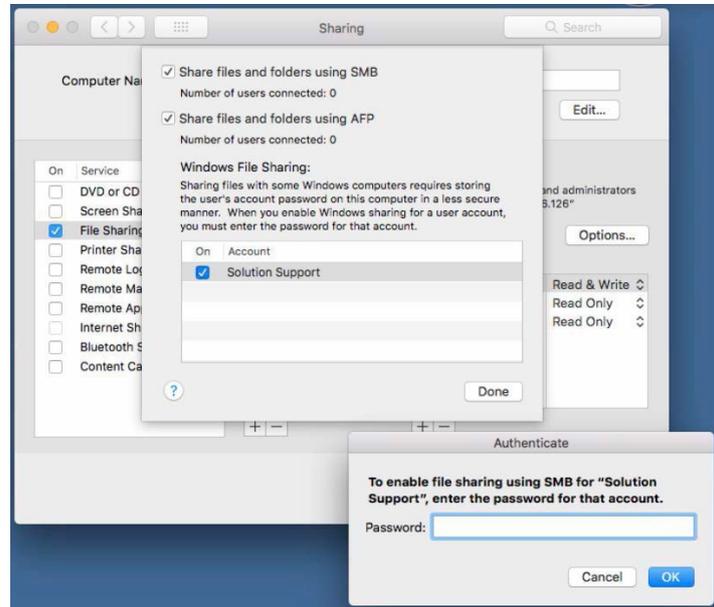
- 4) Now SMB File sharing needs to be switched on. This can be done by going into System Preferences and then selecting “Sharing”.



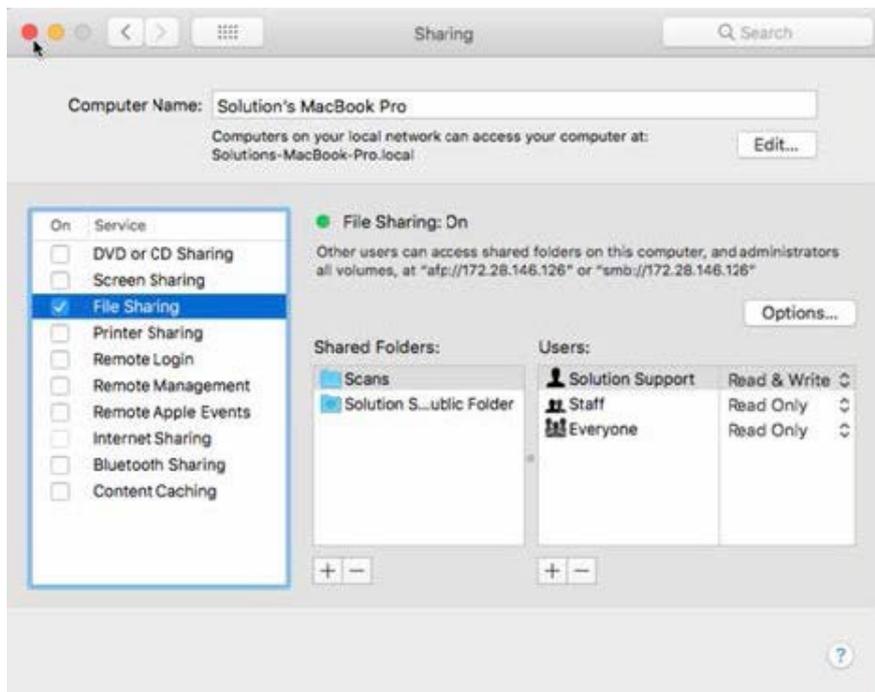
- 5) From this window, you now need to tick the “File Sharing Option”. The Scans folder should be listed in the Shared Folder section and the user you will be using for authentication needs to be in the right-hand section. (In this example we will be using the “Solution Support” user). This user should have Read & Write permissions to the folder.



- 6) From this window, click on the 'Options' key. Make sure 'Share files and folders using SMB' is checked and the user account you will be using to authenticate for scanning is ticked in the lower box. Enter the Password for the account and click OK.



- 7) From the Sharing window you will see the IP address/Host Name of you Mac. This will be needed to setup the scan destination on the machine.



- 8) Go to the web browser of the Sharp device and add a new destination. The address for the scan destination will be \\<MACIPADDRESS>\<NAMEOFSCANFOLDER>. (The IP Address can be substituted for the Host Name of the Mac).

The username will be the account you added into the sharing section in step 5, along with the password for this user.

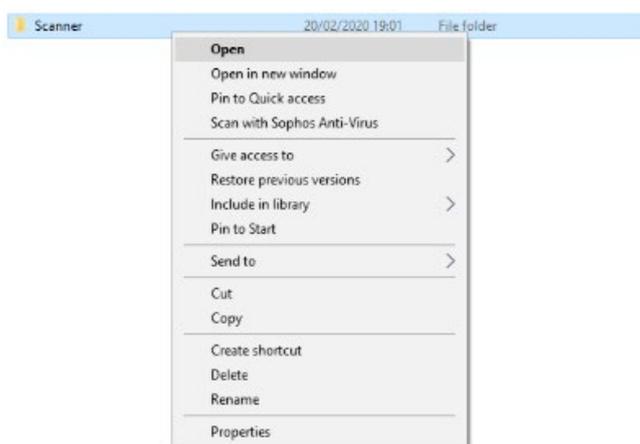
The screenshot shows the 'Address Book' configuration page for a 'Network Folder'. The page has a top navigation bar with 'Status', 'Address Book', 'Document Operations', 'User Control', and 'System Settings'. The 'Address Book' section is active, showing 'Category Setting' on the left and 'Not Set' at the top right. Below this, there are tabs for 'E-mail', 'FTP', 'Desktop', and 'Network Folder'. The 'Network Folder' tab is selected, displaying the following fields and options:

- Number of Registrations: 0
- Network Folder Path: [New Address] (Up to 127 characters)
- Network Folder Path (Required): \\172.28.146.126\Scans (Up to 127 characters)
- User Name: Solution Support (Up to 127 characters)
- Password: [Redacted] (1-255 digits)
- Change Password
- File Type: PDF (dropdown menu)
- OCR
- Black & White: [Unselected]
- Compression Mode: MMR (G4) (dropdown menu)
- Colour/Greyscale: [Unselected]
- Compression Ratio: Medium (dropdown menu)
- Bk Letter Emphasis
- Enable Hyperlink to Network Folder to be e-mailed
- E-mail Destination: [Not Set] (dropdown menu)
- Set as Default used

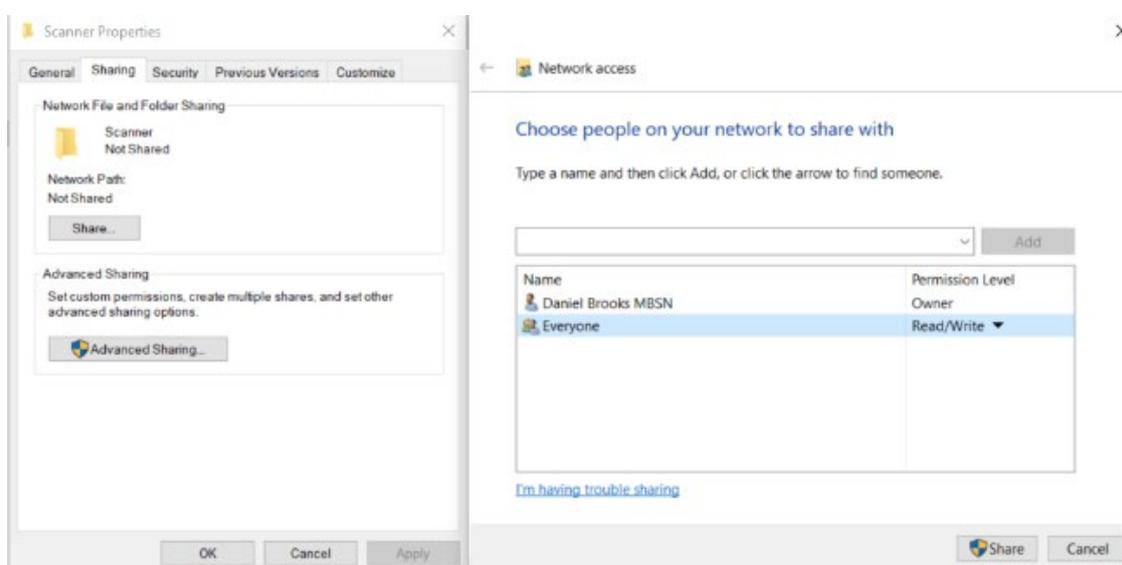
- 9) Scan to folder has now been set up.

Scan to Folder – Windows

- 1) First you will need to set up the scan folder. We advise creating it in the C Drive. Once the folder has been created you will need to right click and go to **properties** to share the folder out:

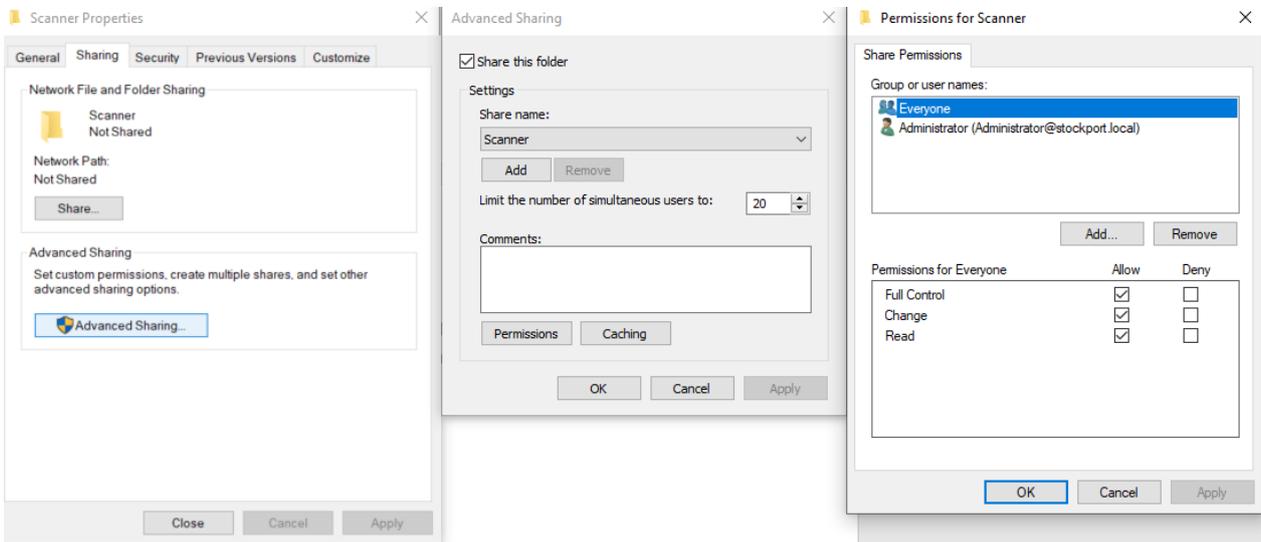


- 2) You will then need to go to the sharing tab and click 'share',



- 3) You will need to share it out to the account you are using to authenticate it. We advise creating a 'scanner' user account with a secure password. Type the account name in here and give them read and write permissions, and then click "share",

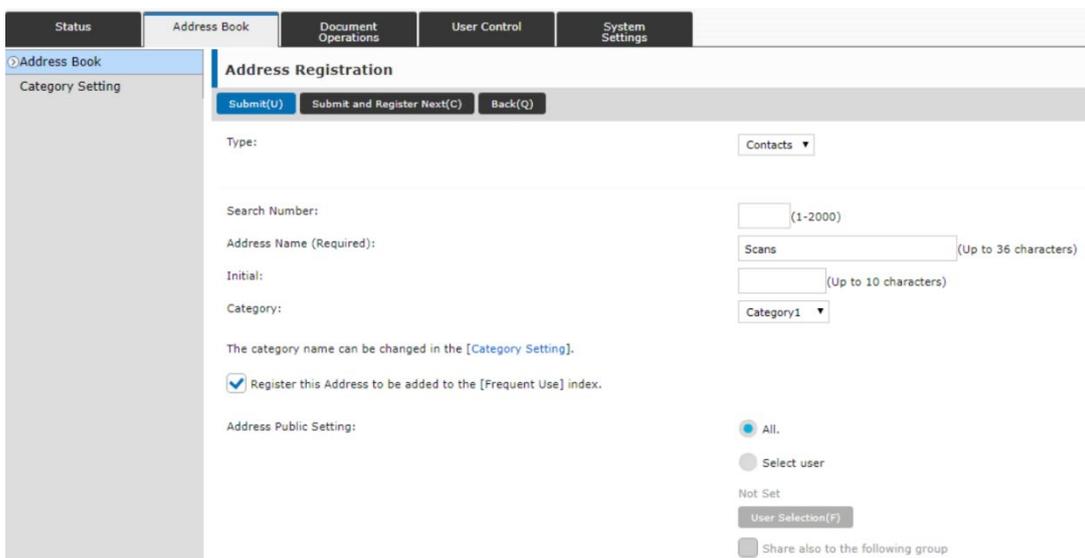
- Next you will need to go into 'advanced sharing', click 'permissions' and click 'add'. Type in the account name you're using in here, e.g. scanner and tick 'full control'. Click ok.



This will have now shared the folder and got the correct folder path. (which will be under "network path" in sharing. Copy this path.

- Next you will need to go to the web browser:

To do this you will need to type the IP of your printer into the URL box,
Click 'login' (top right corner)
Username: admin, Password: (admin password)
Click on address book
Click 'add'



6) First, you will need an 'address name' – this will be the name you will see on the printer, and initial. Tick check box 'register this address to be added to the (frequent use) index' only for the most frequently used destinations.

7) Next you will need to add the folder destination details.

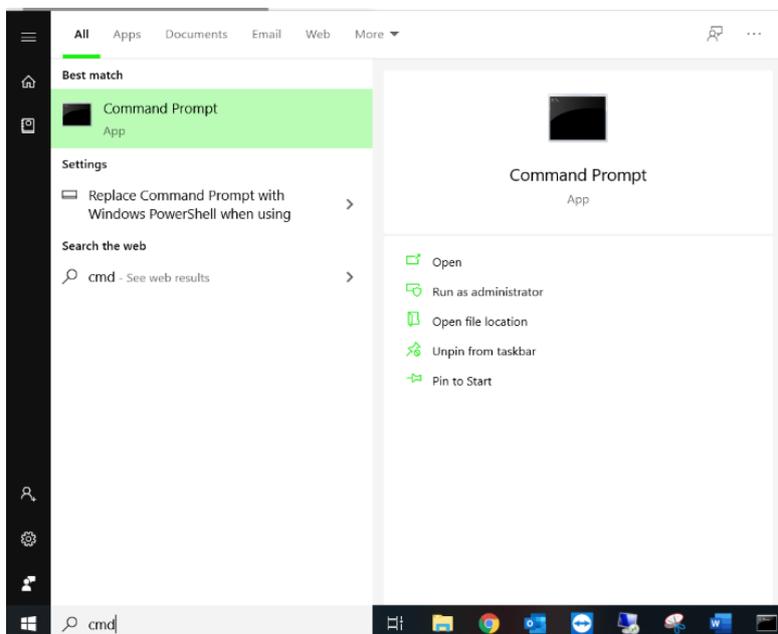
The screenshot shows the 'Address Book' configuration page in a web interface. The 'Network Folder' tab is selected. The page includes the following fields and options:

- Number of Registrations:** 0
- Network Folder Path (Required):** \PC\Scans (Up to 127 characters)
- User Name:** Administrators (Up to 127 characters)
- Password:** (1-255 digits)
- Change Password
- File Type:** PDF (dropdown menu)
- OCR
- Black & White:** (checkbox)
- Colour/Greyscale:** (checkbox)
- Compression Mode:** MMR (G4) (dropdown menu)
- Compression Ratio:** Medium (dropdown menu)
- Bk Letter Emphasis
- Enable Hyperlink to Network Folder to be e-mailed
- E-mail Destination:** Not Set (dropdown menu)
- Set as Default used

- Above is an example of the details required to set it up.
- Next click on 'Network Folder'.
- In "Network Folder Path" add the folder path from the shared folder you just created.
- Then you will need to add a username and password for authentication, (for example purposes I have created a scanner account), this will normally be your windows username and password.
- Tick check box 'set as default used'
- After the above has been done click submit and the scan destination will be created and will now be able to be used.

Updating a Scanner Account

- 1) To update the scanner account or any account being used as authentication you will need to type “cmd” or “command prompt” into your windows search bar:



- 2) And you will need to right click and “run as administrator”

- 3) Next you will need to type the following in:

```
C:\> Administrator: Command Prompt
Microsoft Windows [Version 10.0.17134.523]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>net user scanner <password of your choosing>
```

Once you have done this you will need to update this password in the web browser:

- 1) To do this you will need to type the IP of your printer into the URL box
- 2) Click “login” (top right corner)
- 3) Username: admin, Password: (admin password)
- 4) Click on address book
- 5) Click “edit”
- 6) Under the username and password update this to the new password

The screenshot displays the SHARP printer's web interface. At the top, there are navigation tabs: Status, Address Book (selected), Document Operations, User Control, and System Settings. The main content area is titled 'Address Book' and shows a table with one entry: 'Not Set' under the 'Address' column and 'Set as Default used' under the 'Type' column. Below the table, there are tabs for 'E-mail', 'FTP', 'Desktop', and 'Network Folder' (selected). The 'Network Folder' configuration section includes: 'Number of Registrations: 0', 'Network Folder Path: \\PC\Scans (Up to 127 characters)', 'User Name: scanner (Up to 127 characters)', and 'Password: (1-255 digits)'. There is a checked checkbox for 'Change Password'. Other options include 'File Type: PDF', 'Black & White', 'Colour/Greyscale', 'Compression Mode: MMR (G4)', 'Compression Ratio: Medium', and 'Bk Letter Emphasis'. There is also an unchecked checkbox for 'Enable Hyperlink to Network Folder to be e-mailed' and an 'E-mail Destination' dropdown menu set to 'Not Set'. At the bottom, there is a checked checkbox for 'Set as Default used' and buttons for 'Delete This Address.(X)', 'Add This Address.(Y)', 'Submit(U)', 'Submit and Register Next(C)', and 'Back(Q)'. A notice at the bottom states: 'Notice: If ended up with no destination upon deleting addresses used in various settings, the settings will be also cleared/deleted.'

- 7) Click ‘Submit’, and this should be working now.