

SHARP[®]

User's Manual

(Address Book Registration)

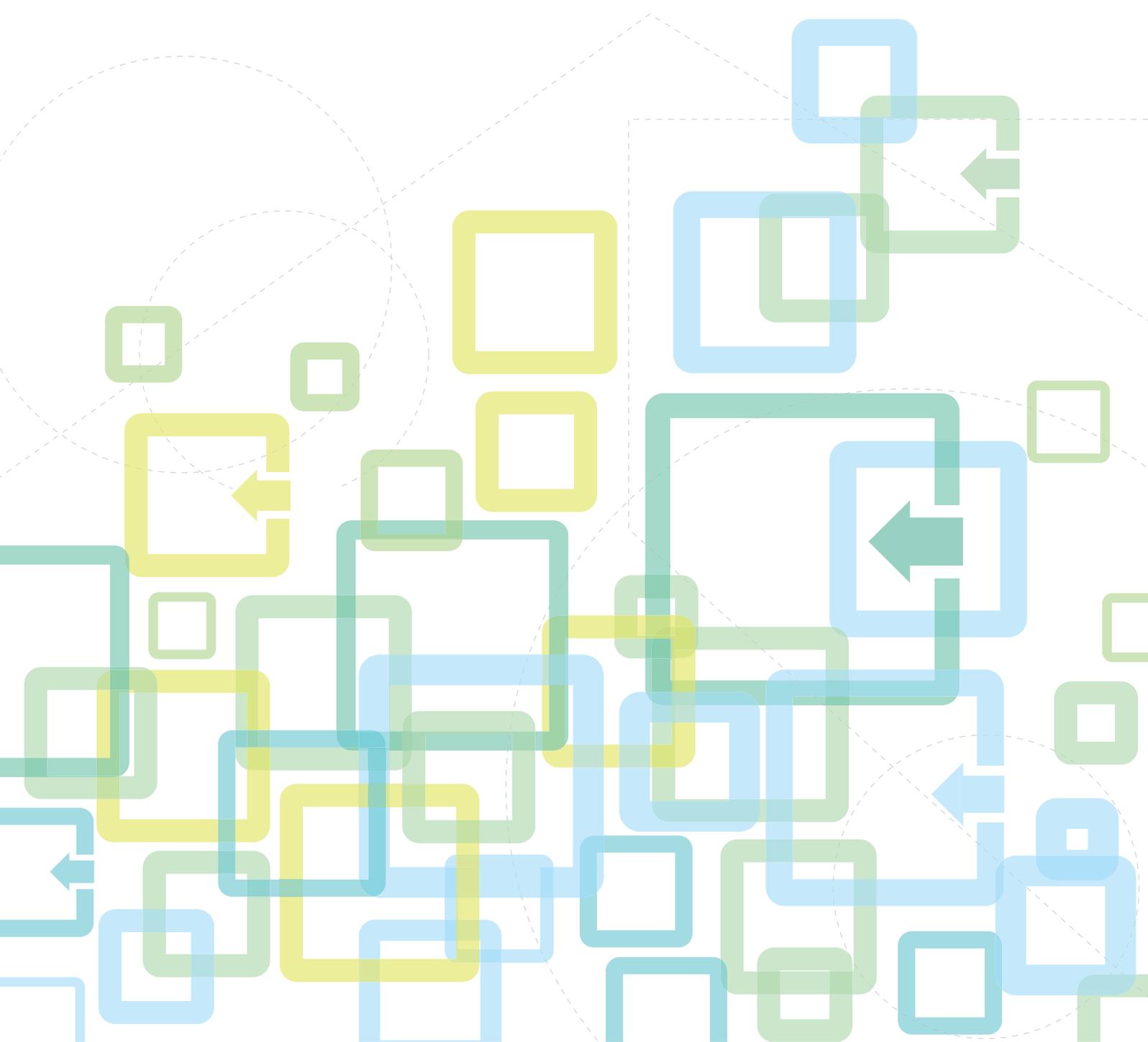


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ABOUT THIS GUIDE

Explains editing and deleting in the address book stored on the Web page.

To store addresses using the machine, refer to the User's Manual.

Please note

- Wherever model name "xx-xxxxx" appears in this guide, please substitute your model name for model name "xx-xxxxx".
- This guide does not provide detailed explanations of the functions of the machine. For detailed information on the names and functions that appear in this guide, see the User's Manual.
- 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, display, 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.

Depending on the content, and depending on the model and what peripheral devices are installed, this may not be usable. For details, refer to the User's Manual.

This manual contains references to the fax function. However, please note that the fax function is not available in some countries, regions and models.

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.
- The display, illustrations, and setting screens in this manual are for reference only, and may vary by model, installed options, settings changed from the default state, and country or region.
- Details of system settings as well as settings methods may differ depending on the model.
- This manual assumes that a full-color machine is being used. Some of the explanations may not apply to a monochrome machine.

ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book.

Registering addresses stored as "Contacts" as well as directly entered addresses as "Group" enables you to easily send messages to multiple destinations simply by specifying a group.



The [SPEED] key () and speed dial are used in the fax function. The fax function may not be available depending on the country, region, or model.

Speed Dial destinations for fax, which can be stored using Destination Management on the Web page.

Speed Dial Information stored in a Speed Dial destination

 001	00-0000-0000] — Store using Speed Dial in Destination Management
 002	00-0000-0001	
 003	001, 002 (Simultaneously send to the numbers stored in Speed Dial 001 and Speed Dial 002)	
 004	00-0000-0002, 00-0000-0003 (Simultaneously send to two telephone numbers)	
 005	001, 00-0000-0004 (Simultaneously send to the number stored in Speed Dial 001 and to 00-0000-0004)	
⋮] — Store using Group (Speed Dial) in Destination Management	

E-mail addresses that can be stored using Destination Management on the Web page

Information stored in an E-mail address

yamada@xxxx.□□□] — Store using E-mail addresses in Destination Management
suzuki@xxxx.□□□	
yoshida@xxxx.□□□	
yamada@xxxx.□□□, suzuki@xxxx.□□□, yoshida@xxxx.□□□ (Simultaneously send to three addresses)	
sato@xxxx.□□□, tanaka@xxxx.□□□ (Simultaneously send to two addresses)	
⋮] — Store using Group (E-mail) in Destination Management

SELECTING A DESTINATION

A destination can be selected using one of three methods: Selecting from "Address Book", using "Address Entry", or "Address Search". For fax, you can use an address selected from the [SPEED] key ()



- For fax, "Global Address Search" and "Direct Address Entry" from the address book cannot be used. For scanner, selection from the "[SPEED] key ()" cannot be used.
- Multiple destination scan can be selected for a Scan to E-mail transmission. (E-mail and Group (E-mail) destinations can be selected at the maximum of 20 destinations, which will consequently allow broadcasting up to 300 individual destinations in total.) (Different jobs cannot be sent together by broadcasting.)
- Only one destination can be selected for a Scan to Network Folder, Scan to FTP or Scan to Desktop transmission.
- For details on transmission methods, refer to the User's Manual.

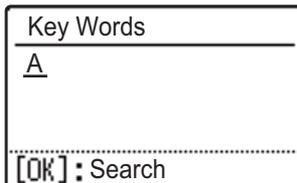
SELECTING FROM THE ADDRESS BOOK

Fax

1

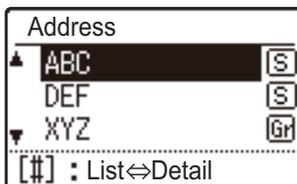
Press the [ADDRESS] key (👤).

2



Enter the search letters and press the [OK] key.

3

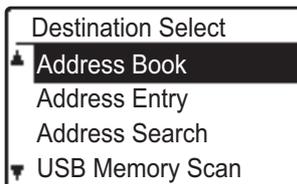


Select the desired destination with the [▼] or [▲] key and press the [OK] key.

You can switch between information on the selected destination and the destination list by pressing the [READ-END] key (#).

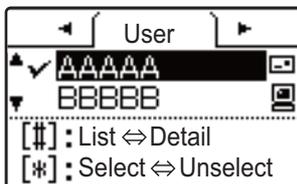
Scanner

1



Press the [ADDRESS] key (👤), select the "Address Book" and press the [OK] key

2



Change tabs as needed with the [◀] or [▶] key and select the desired destination with the [▼] or [▲] key.

You can switch between information on the selected destination and the destination list by pressing the [READ-END] key (#).

3

Press the [READ-END] key (#).

A checkmark appears by the selected destination. To cancel the selection, press the [READ-END] key (#) once again to remove the checkmark. To select multiple destinations, repeat steps.

Address entry

1 Press the [ADDRESS] key () , and select "Address Entry" with the [▼] key, and press the [OK] key.

2 Enter the destination address.

3 Press the [OK] key.

Address search

1 Press the [ADDRESS] key () , and select "Global Address Search" with the [▼] key, and press the [OK] key.

2 Enter the search characters.

3 Select the desired destination with the [▼] or [▲] key.

4 Press the [OK] key.

[SPEED] key ()

1 Press the [SPEED] key () , and enter the 3-digit number with numeric keys.

- Enter the 3-digit number entered when the Speed Dial number or Group Dial was programmed.
- If you make a mistake, press the [C] key and then enter the correct number.

2 Press the [OK] key.

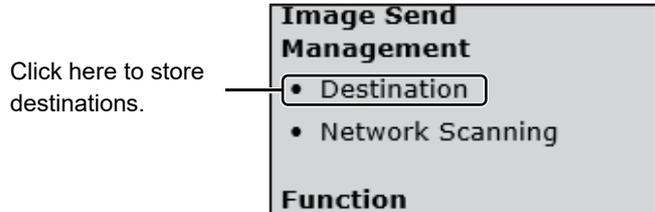
STORING DESTINATIONS

To store scanning destinations, click [Destination] in the Web page menu frame. This screen can also be used to edit or delete stored destinations.

For information on the address book on the machine, refer to the User's Manual.

For information on the Web page, such as how to access the Web page, refer to the User's Manual (Web Page Settings).

► [Editing and deleting programmed transmission destinations \(page 15\)](#)



A total of 200 destinations* can be stored, including E-mail, Network folder, FTP, Desktop, and Group destinations.*

* Multiple e-mail addresses can be stored as a group (up to 100). Note that this may reduce the maximum number of destinations (normally 200) that can be stored.

Address book specifications

	Fax	Scanner
Number of storable addresses	Maximum of 300	Maximum of 200
Number of addresses storable in a Group	Maximum of 100 destinations	Maximum of 100 addresses (E-mail addresses only)
Total number of directly entered addresses that can be stored in all Groups	Together with directly entered addresses storable in all programs, maximum of 200 destinations	Maximum of 300 addresses (E-mail addresses only)
Storing from LDAP search results	No	Yes

Storing destinations for Scan to E-mail

Click [E-mail], and enter the destination information.



The screenshot shows a web interface titled "Destination Management". At the top, there are several tabs: [E-mail], [FTP], [Desktop], [Network Folder], [Group(E-mail)], [Speed Dial], and [Group(Speed Dial)]. The [E-mail] tab is selected. Below the tabs, there is a section titled "E-mail Destination Control" with the following fields and controls:

- Name (Required): A text input field.
- Initial (Optional): A text input field.
- Custom Index: A dropdown menu showing "USER 1" and a checkbox labeled "User".
- E-mail Address(Required): A text input field with a "Global Address Search (G)" button next to it.
- Submit (S): A button at the bottom left.

For each setting, see the following table.



To perform Scan to E-mail, the SMTP server settings must first be established. For the setting method, refer to the User's Manual or User's Manual (Web Page Settings).

E-mail destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Required)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired, allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book.
E-mail Address (Required)	Enter the e-mail address of the destination (up to 64 characters). If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server.

Storing destinations for Scan to FTP

Click [FTP], and enter the destination information.

The screenshot shows the 'Destination Management' interface. At the top, there are tabs for different destination types: [E-mail], [FTP], [Desktop], [Network Folder], and [Group(E-mail)]. Below these are tabs for [Speed Dial] and [Group(Speed Dial)]. The main section is titled 'FTP Destination Control' and contains the following fields and options:

- Name (Required): Text input field.
- Initial (Optional): Text input field.
- Custom Index: A dropdown menu currently showing 'USER 1' and a checkbox labeled 'User'.
- Hostname or IP Address(Required): Text input field.
- User Name (Optional): Text input field.
- Password (Optional): Text input field.
- Directory (Optional): Text input field.
- Enable SSL: Checkbox.
- Use PASV mode: Checkbox.
- Submit (S): Button.

For the settings, see the following table.

FTP destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Required)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired, allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book.
Hostname or IP Address (Required)*	Enter the IP address or host name of the FTP server (maximum of 127 characters).
User Name (Optional)	Enter the login user name for the FTP server (maximum of 32 characters).
Password (Optional)	Enter the login password for the FTP server (maximum of 32 characters).
Directory (Optional)	If you wish to specify a destination directory on the FTP server, enter the directory (maximum of 200 characters).
Enable SSL	Select this checkbox to use SSL communication.
Use PASV mode	Select this checkbox to use PASV mode.

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. For the setting method, refer to the User's Manual or User's Manual (Web Page Settings).

Storing destinations for Scan to Desktop

Click [Desktop], and enter the destination information.

For the settings, see the following table.

Scan to Desktop destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Required)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired, allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book.
Hostname or IP Address (Required)*	Enter the IP address or host name of the FTP server (maximum of 127 characters).
Port Number (Required)	Enter a port number from 0 to 65535 for the transmission destination.
Process Directory (Optional)	Enter the destination directory name for the file (maximum of 200 characters). The file will be processed in this directory after it is received.
User Name (Optional)	Enter the login user name of the transmission destination using a maximum of 32 characters.
Password (Optional)	Enter the password of the transmission destination using a maximum of 32 characters.
Enable SSL	Select this checkbox to use SSL communication.

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. For the setting method, refer to the User's Manual or User's Manual (Web Page Settings).

Storing destinations for Scan to Desktop (Network Scanner Tool)

The destination for Scan to Desktop is stored by the Sharp Network Scanner Tool Setup Wizard when "Network Scanner Tool" is installed in your computer. For this reason, there is no need to store the Scan to Desktop destination in the Web page. (Network Scanner Tool can be downloaded from the Sharp website.)

For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the "Sharpdesk installation guide".

Normally your computer is stored as the destination by the method indicated above.

The following page for storing Scan to Desktop destination information appears when [Destination] is selected in the menu frame, followed by [Desktop]. This page is used mainly by the system administrator in the following circumstance.

- When another machine that also has the network expansion kit is added to your network and you wish to send an image scanned on the new machine to a destination stored on the existing machine

See [Editing and deleting programmed transmission destinations \(page 15\)](#) to select the Scan to Desktop destination information that you wish to use on the new machine and enter the displayed information in this screen in the new machine. (When you have completed all entries, click [Submit].)

If there are several destinations that you wish to use on the new machine, repeat this procedure as needed.

If the information entered here differs from the information entered on the host computer, transmission/reception will not be possible.

For the settings, see the following table.

Scan to Desktop destination information (Network Scanner Tool)

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Required)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Hostname or IP Address (Required)*	Enter the IP address or host name of the FTP server (maximum of 127 characters).
Port Number (Required)	Enter a port number from 0 to 65535 for the desktop network scanner tool.
Process Directory (Optional)	Enter the destination directory name for the file (maximum of 200 characters). The file will be processed in this directory after it is received.
User Name (Optional)	Enter the login user name for the network scanner tool (maximum of 32 characters).
Password (Optional)	Enter the login password for the network scanner tool (maximum of 32 characters).
Enable SSL	Select this checkbox to use SSL communication.

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. For the setting method, refer to the User's Manual or User's Manual (Web Page Settings).

Storing destinations for Network Folder

Click [Network Folder], and enter the destination information.

The screenshot shows a web interface titled "Destination Management". At the top, there are several tabs: [E-mail], [FTP], [Desktop], [Network Folder] (which is selected), and [Group(E-mail)]. Below these are two more tabs: [Speed Dial] and [Group(Speed Dial)]. The main section is titled "Network Folder Destination Control" and contains the following fields:

- Name (Required): A text input field.
- Initial (Optional): A text input field.
- Custom Index: A dropdown menu currently showing "USER 1".
- Folder Path (Required): A text input field.
- User Name (Optional): A text input field.
- Password (Optional): A text input field.
- Below the password field is a checkbox labeled "User".
- At the bottom left is a "Submit (S)" button.

For the settings, see the following table.

Network folder destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Required)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired, allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book.
Folder Path (Required)	Enter the pass for the network folder (maximum of 127 characters).
User Name (Optional)	Enter the login user name for the network folder (maximum of 127 characters).
Password (Optional)	Enter the login password for the network folder (maximum of 32 characters).

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. For the setting method, refer to the User's Manual or User's Manual (Web Page Settings).

Storing Groups (Scan to E-mail)

You can send a scanned image to multiple e-mail destinations in a single Scan to E-mail operation. If you frequently transmit to a fixed group of destinations, you can store the destinations as a group.



Up to 100 destinations can be stored in one group.

Click [Group(E-mail)], and enter the destination information.

For the settings, see the following table.

Storing a group (Scan to E-mail) of destinations

Item	Description
Name (Required)	Enter a name for the group (up to 36 characters).
Initial (Required)	Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired, allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book.
Address(es) (Required)	Select the address of each destination from the "E-mail" list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key. If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. Multiple e-mail addresses can be entered. Separate the e-mail addresses with a comma (,), semi-colon (;), space (), or colon (:).

Storing Speed Dial transmission destinations

Click [Speed Dial], and enter the destination information.



The screenshot shows the 'Destination Management' interface. At the top, there are several tabs: [E-mail], [FTP], [Desktop], [Network Folder], [Group(E-mail)], [Speed Dial], and [Group(Speed Dial)]. The [Speed Dial] tab is selected. Below the tabs, there is a section titled 'Speed Dial Destination Control' with the following fields and controls:

- Name (Required): Text input field
- Initial (Optional): Text input field
- Speed Dial: Text input field
- Fax No. (Required): Text input field with a 'Global Address Search (G)' button next to it
- Mode: Dropdown menu showing '33.6kbps None'
- Submit (S): Button

For the settings, see the following table.

Speed Dial destination information

Item	Description
Name (Required)	Enter a name for the group (up to 36 characters).
Initial (Required)	Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Speed Dial	Enter a number from 0 to 299. The number cannot be the same as a Group (Speed Dial) number.
Fax No. (Required)	Enter the fax number of the destination using a maximum of 50 digits. When using an LDAP server, you can click the [Global Address Search] button to search for the desired address on the LDAP server.
Mode	To prevent communication errors when sending a fax by international communication, select the communication mode of the destination country.

Storing Groups (Speed Dial)



Up to 100 destinations can be stored in one group.

Click **[Group(Speed Dial)]**, and enter the destination information.

For the settings, see the following table.

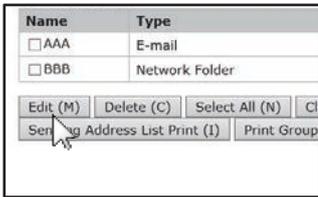
Storing a group (Speed Dial) of destinations

Item	Description
Name (Required)	Enter a name for the group (up to 36 characters).
Initial (Required)	Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Speed Dial	Enter a number from 0 to 299. The number cannot be the same as a Speed Dial number.
Address(es) (Required)	Up to 1500 characters can be entered for the fax numbers, and multiple addresses can be stored. (Up to 50 digits for one address) When using an LDAP server, press the [Global Address Search] button to search for addresses on the LDAP server. In Speed Dial, the stored Speed Dial name appears.

Editing and deleting programmed transmission destinations

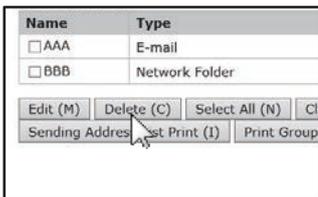
To edit or delete programmed destinations, click [Destination] in the menu frame of the Web page.

To edit the selected destination, click [Edit] at the bottom of the Destinations List.



The programming screen of the destination selected appears. Edit the information in the same way as you initially stored it.

To delete the selected destination, click [Delete] at the bottom of the Destinations List.



If you attempt to delete a programmed destination in the following situations, a warning message will appear and deletion will not be possible.

- The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then delete the destination. If the destination is included in a group, delete the destination from the group and then delete the destination.

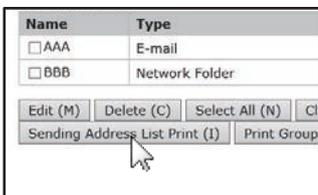
Printing lists of programmed destinations

You can print lists showing the destinations that have been programmed.

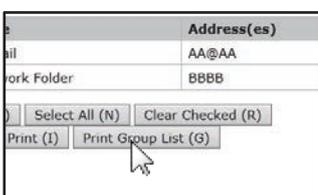
The following lists can be printed.

- Destination List: Shows the information programmed in e-mail, FTP, desktop, and group destinations.
- Print group list: Shows only the information programmed in group (e-mail) destinations.

To print the individual list, click [Sending Address List Print] at the bottom of the destinations list.



To print the group list, click [Print Group List] at the bottom of the destinations list.



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