Sharpdesk Mobile V2.5 Operation Manual

For Android

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1 Overview

This product is an application that

- Receives, previews and stores scanned documents from your scanner to your mobile device
- Prints the documents and photos stored in your mobile device, e-mails received in your mobile device and Web pages browsed from your mobile device to your printer
- Attaches the scanned documents to e-mail, or sends the documents to other applications installed in your mobile device
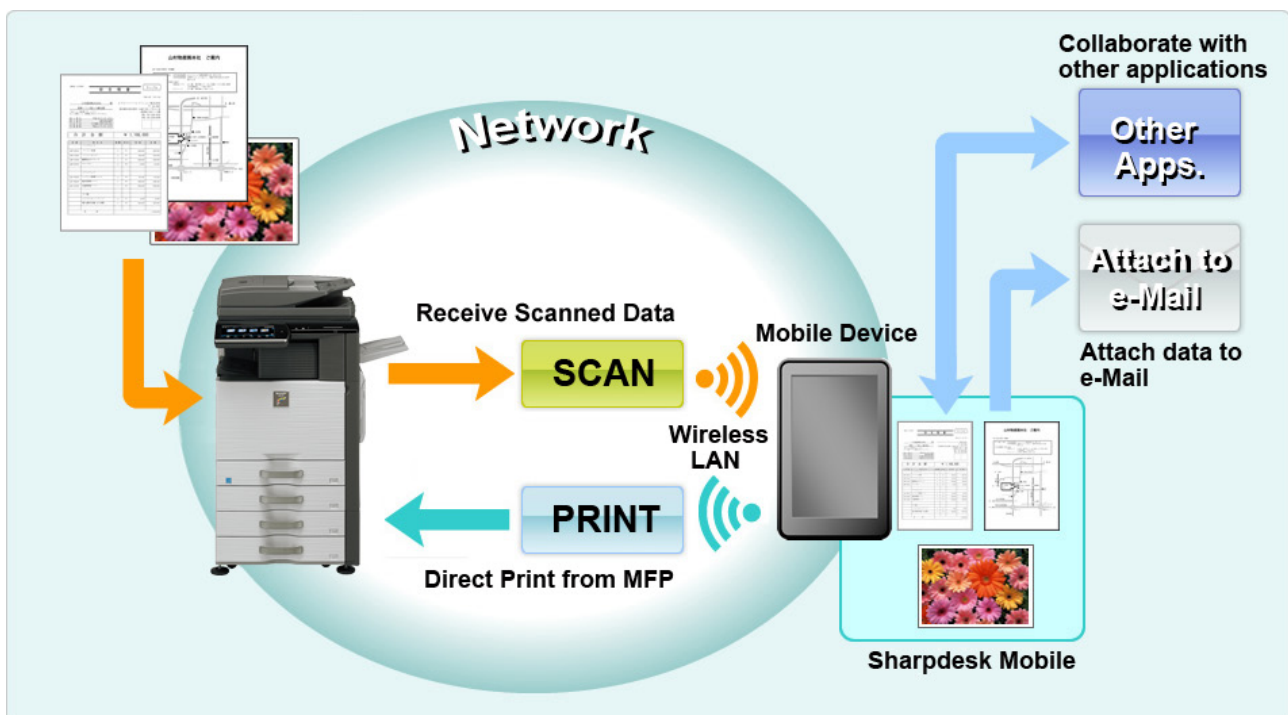
2   Usage Notes

- Design and specifications are subject to change without notice.
- Please see the following support web site for the latest information of this application.
  https://global.sharp/products/copier/docu_solutions/mobile/sharpdesk_mobile/
- Your mobile device must be connected to wireless network.
- This application can handle the following file formats:
  - ➢ JPEG, TIFF, PNG, PDF (including compact PDF and encrypted PDF) and Office Open XML files (OOXML files: DOCX, XLSX and PPTX)
    Note: This is limited to machines which can print and scan OOXML (DOCX, XLSX and PPTX) files.
  - ➢ Maximum length of file names of these file formats that this application can handle is 200 characters.
  - ➢ Preview and thumbnail image are not available for some of the file formats.

File format		Viewable and Rotatable
Encrypted PDF		No
Unencrypted PDF	PDF scanned by SHARP scanner (including Scan Accessory Kit)	Yes*
	Others	No
TIFF		Yes
JPEG		Yes
PNG		Yes
OOXML files (DOCX, XLSX, PPTX)		No

*: Compact PDF and Bk text enhanced PDF files which are larger than A4/letter size cannot be previewed or displayed as thumbnails.

- Depending on the Android^{TM} version, operations of your device's settings may different from those explained in this manual.
- If you wish to remove the SD card from your mobile device, make sure to unmount the SD card before removing. Otherwise loss or corruption of stored data may occur. To unmount the SD card, refer to the Operation Manual of your mobile device.
- If you wish to use the NFC-related feature, NFC needs to be enabled on the setting of your mobile device. To enable NFC, refer to the Operation Manual of your mobile device. On this application, using NFC on a printer/scanner with an optional NFC reader/writer installed is supported only on mobile devices that run Android 9 and older.
- This application uses SNMP, FTP, HTTP and Raw to discover scanners and printers on the network, receive scanned data from scanners, and print to printers.

● The data that are saved in your mobile device using this application will be deleted from the device if you uninstall this application. The data are saved in the following directory. Back up the data as necessary:

/Android/data/jp.co.sharp.printsystem.sharpdeskmobile_int/files/SharpdeskMobileInt/

3   Install and Start

Install Sharpdesk Mobile application on your mobile device.

I.   Install the Sharpdesk Mobile application from Google Play™.
Sharpdesk Mobile application can be found under "Productivity." Or, type in "Sharpdesk Mobile" in a keyword search box to locate the application.

II.   After installing this application, tap the "Sharpdesk Mobile" icon to start.
End User License Agreement is displayed for the first time. If you agree to the terms of the agreement, tap "Agree."
Note: If you disagree, you cannot use this application even for a trial purpose. Once agreed, the End User License Agreement is no longer displayed.

III.   The main screen is displayed.

Note: To uninstall this application, see User Guide for your mobile device.

4   Settings

You can configure various settings by tapping "Settings" on the main screen.

4.1   Printer/Scanner Settings

Tap "Printer/Scanner Settings".

Registered printers/scanners are listed and 5 menu buttons are displayed under the list. If some of the buttons are not displayed, swipe the menu button area to the left.

"Always select printer/scanner by scanning NFC/QR code" is displayed at the top of the Printer/Scanner list. You can use the printer/scanner without registering it by selecting this item and holding your mobile device to the NFC touch zone or reading the QR code each time.

Note: Use the "Easy connection setting" function for the printer/scanner. To use the NFC, an optional NFC reader/writer may need to be required for each printer/scanner (On this application, using NFC on a printer/scanner with an optional NFC reader/writer installed is supported only on mobile devices that run Android 9 and older). To connect smoothly, select [System Settings] - [Energy Save] - [Eco Setting] - [Sleep Mode Power Level] - [Fast Wake Up] or [Motion Sensor Mode] (only when the motion sensor function is installed) of the printer/scanner. To read a QR code, display the QR code on the operation panel of the printer/scanner. The printer/scanner firmware may need to be updated before you can use the "Easy connection setting" function.

"Always connect printer/scanner with Wi-Fi Direct" is displayed at the second from the top of the Printer/Scanner list. You can use the printer/scanner without registering it by selecting this item and connecting it with Wi-Fi Direct.

Note: This feature may not be available on some mobile devices.

Printers/scanners which are not connected to the local network or which could not be automatically registered through the discover function can be registered by manually entering their information or by holding a mobile device to the NFC touch zone or reading the QR code.

Note: When "Keep Wireless Access Point activated" checkbox is displayed, but not selected in the wireless setting of the printer/scanner to be registered, even if you perform the registration operations written in section 4.1.3, "This printer/scanner can be used using the NFC/QR code without registering the device with this app." message appears and the printer/scanner is not registered in the list.

Note: If time zone of your mobile device is set as one of the US time zones, reading QR code cannot be used.

4.1.1 Find Printers/Scanners

Tap "Find Printers/Scanners". Printers and scanners on the network are automatically discovered.
Note: Printers/scanners must be on the same network segment where your mobile device is connected. If you wish to use a printer/scanner on a different network segment, you may manually add a printer/scanner. Go to "Add Printers/Scanners Manually" (Section 4.1.2) for further instruction.

Discovered printers and scanners are displayed in a list.

"Product Name" and "Location" information retrieved from a printer/scanner is displayed. ("Product Name (Location)" or "Product Name(IP Address)" is displayed above the "IP address").

Note: The display format ("Product Name(Location)" or "Product Name(IP Address)") in the list can be configured in "Application Settings" (See section 4.3). "SHARP" which is included in the "Product Name" retrieved from the printer/scanner is not displayed.

4.1.2 Add Printers/Scanners Manually

Tap "Add Manually". The following items can be set.

Tap "Save" to save the settings. If you wish to cancel, tap "Back" (located outside the screen) to go back to the previous screen.

Item	Description	
Name	Enter printer/scanner name that you wish to add.	
	Note: If Name is not entered, IP address is set as the name. If the address which was entered for "IP Address" can be connected to, the "Product Name" and "Location" settings for the printer/scanner will be acquired, and the name will be set according to "Naming Method" in "Application Settings".	
Product Name	Enter the Product Name for the printer/scanner to be registered.	
	Note: If you do not enter a Product Name, then if the address which was entered in "IP Address" can be connected to, an attempt will be made to acquire the "Product Name" setting for the printer/scanner.	
IP Address	Enter printer/scanner IP address. This is a required field.	
	Note: The IP address that has already been added manually cannot be entered.	
Port Number	Enter a port number for the printer/scanner. This is a required field.	
	Port Number is necessary to print from this application. Enter the same port number as configured on the printer. If different port number is entered, this application cannot print to the printer.	
	To check the port number in the printer, see printer/scanner's web page.	
	If "Use Raw Port" in "Application Settings" is unchecked	[Setting for Print from the PC] on the printer's Web page. The default port number for both printer and this application is 21.
	If "Use Raw Port" in "Application Settings" is checked	See [Network Settings]-[Print Port Settings]-[RAW] tab in the printer's Web page. The default port number is 9100.

Item	Description
Location	Enter the Location for the printer/scanner to be registered. Note: If you do not enter a Location, then if the address which was entered in "IP Address" can be connected to, an attempt will be made to acquire the "Location" setting for the printer/scanner.
Set as Default Printer/Scanner	When checked, the selected printer/scanner is set as a default printer/scanner for "Print" or "Scan". Note: "Set as Default Printer/Scanner" cannot be configured if "Auto Selection of Printer/Scanner" is checked under "Application Settings" (see section 4.3).

4.1.3 Register Printers/Scanners Using the NFC/QR Code

Tap "Add by scanning NFC/QR code" button to display "Hold the device to the NFC touch zone of the printer/scanner" screen.

To use NFC communication, bring your mobile device close to the NFC touch zone or optional NFC reader/writer on the printer/scanner.

Note: On this application, using NFC on a printer/scanner with an optional NFC reader/writer installed is supported only on mobile devices that run Android 9 and older.

To use QR code, display a QR code on the operation panel of the printer/scanner and tap "Open the camera" button.

Note: See the printer/scanner operation manual for the instructions how to display a QR code on the printer/scanner operation panel. The QR code displayed in other ways cannot be read.

After successful NFC communication/QR code reading, the target printer/scanner is registered and attempts to connect via a wireless network.

Note: It may take a considerable time to connect via a wireless network.

Note: If time zone of your mobile device is set as one of the US time zones, reading QR code cannot be used.

4.1.4 Arrange Printer/Scanner List

You can arrange the printer/scanner list, and view and edit the information of the printer/scanner registered in this application.

The icon ▯ indicates automatically added printers/scanners. The icon 🖉 indicates manually added printers/scanners.

☑ is indicated on the default printer/scanner selected for the "Print"/"Scan" feature.

View and Edit Printer/Scanner Information

I.   Select a printer/scanner to view its information.

II. The information about the selected printer/scanner is displayed. The items displayed here are available in "Add Printers/Scanners Manually" (Section 4.1.2).

Note: For the printers/scanners which have been registered by being automatically found or through the NFC communication/QR code reading, their IP addresses are not editable. For manually added printers/scanners, Product Name and Location are not editable. Product Name and Location fields are auto-filled when the application establishes an initial contact with the printer/scanner.

When "Scan from Your Mobile Device" feature is available, the following information and options are available under "Scanner Settings".

Tap "Save" to save the settings.

Item	Description
Scan from your mobile device	When enabled, configure scan settings and scan from your mobile device (see section 5.1).
Display Name	Display Name is displayed along with a Verification Code on both scanner operation panel and your mobile device to ensure your target scanner.
Automatically generate verification codes	When enabled, it automatically generates a Verification Code. When disabled, you need to enter a code in the "Verification Code" field.
Verification Code	Verification Code is displayed along with Display Name on both scanner operation panel and your mobile device to ensure your target scanner.
Reset scan parameters	Tap this if you wish to reset scan parameters configured at the last scan operation.

Reorder the Printer/Scanner List

Tap "Edit" button, and tap and hold the selected printer/scanner that you wish to reorder.
The printer/scanner can be moved while it is being held, so you can reorder it by moving it up or down while keeping your finger pressed down.

Delete Printers/Scanners

Tap "Edit" button. A check box appears next to each printer/scanner. Tap the check box(es) to select printers/scanners (multiple printers/scanners can be selected). Tap "Delete" and a dialog, "Selected printers/scanners will be deleted." is displayed. Tap "OK" to delete the selected printers/scanners.

Removed printers/scanners can be added again using "Find Printers/Scanners", "Add Manually" or "Add by scanning NFC/QR code" menu item (Section 4.1).

Change Wireless Network Connection

Your mobile device's wireless network (Wi-Fi) settings can be changed. Tap   button (If your mobile device is connected to a wireless network, the icon says the network's SSID. Otherwise the icon says "Disconnected") in the printer/scanner list screen. If you do not see the icon, you may find it by swiping to scroll the menu to the left.

4.2 User Settings

Set up user information for this application.

The following settings are available: Tap "Save" to save the settings.

Profile Information: They are required settings to register a scanner for scan operations	
Item	Description
Display Name	Display Name will be displayed in the scanner address book as a scan destination. The default display name is the "Model number" in your mobile device's settings.
Initial	Initial is used for a sort key to display "Display Name" in the scanner address book.

User Authentication: They are required settings when user authentication is enabled on the printer		
Item		Description
Use Login Name for authentication		Select this when Login Name is used for user authentication on the printers. Type in "Login Name" and "Password".
	Login Name	Enter your login name used for user authentication on the printers.
	Password	Enter your password used for user authentication on the printers.
Use User Number for authentication		Select this when User Number is used for user authentication on the printers. Type in "User Number".
	User Number	Enter your user number used for user authentication on the printers.

Default Job ID: Printers use the values entered in here to display "User Name" and "Job Name" on the operation panel.	
Item	Description
Use 'Login Name' as 'User Name'	If this setting is set to "ON", the User Name displayed on the printer operation panel is fixed to the "Login Name" setting in the User Authentication Settings described above.
User Name	Enter a user name which will be displayed on printer operation panel. If this is not set, the printer uses the value, "SharpdeskM User". Note: If "Use 'Login Name' as 'User Name' " is set to "ON", a User Name cannot be entered.
Job Name	Enter a job name which will be displayed on printer operation panel. If this is not set, the printer uses the name of the file to be printed.

4.3   Application Settings

Set up operation settings for the application.

The following settings are available: Tap "Save" to save the settings.

Scan Settings:	
Item	Description
Profile Automatic Delete	When enabled, delete your mobile device profile from the address book on the scanner after scanning is completed.
Auto Profile Update	When enabled, automatically overwrite the destination (profile) that was registered at last scanning.
Print Settings:	
Item	Description
High Quality Print	Enable this for higher image quality printing.
Use Raw Port	When enabled, use Raw port (default port number is 9100) instead of FTP port (default port number is 21) for printing.
Save Imported Files	If this is checked, files which are received from other applications for printing by this application are saved in the machine's storage (including SD cards) or in the internal storage.
Timeout for Job Sending (sec.)	This sets the timeout period when print jobs are sent to the printer. It can be set to a value from 60 seconds to a maximum 300 seconds. The default setting is 60 seconds.
Retention Settings	Tap "Retention" to hold a print job as a file on the printer, allowing the job to be printed from the printer operation panel when needed. Set "Hold Only" to "ON" to enable this feature. Refer to the operation manual for the printer for printing the held file. If "Specify PIN Code" is set to "ON", the PIN Code(a number from 5 to 8 digits) allows a confidential job to be stored on the printing device and the file cannot be printed unless the correct PIN Code is entered at the printing device's operation panel. This setting specifies the default value for the "Print" setting (see Chapter 6). Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 6.1. Note: You cannot specify retention for some printer models.

Common Settings:	
Item	Description
Auto Selection of Printer/Scanner	When enabled, automatically set a default printer/scanner in the connected wireless network (SSID).
Naming Method	This sets the name which is displayed in the printer/scanner list. "Product Name(Location)" or "Product Name(IP Address)" can be selected.
Show button names	Show names in menu buttons when enabled.
SNMP Settings: if you need assistance, ask your network administrator.	
Item	Description
Public Get Community	Disable this when the network uses other than default SNMP GET Community string.
Enter Community String(s)	Enter the string(s) that are used in the network in "Enter Community String(s)". Up to 10 strings can be set.
NFC Settings:	
Item	Description
When mobile device is held to NFC zone	This sets an action when starting this application by holding your mobile device to the NFC touch zone on the printer/scanner. Select "Always confirm operation", "Always perform with wireless connection only", "Always perform with Select File(s) and Print", or "Always perform Scan". Note: These menu items do not appear if your mobile device does not have the NFC function.

4.4   E-mail Settings

Set up your e-mail account information to print e-mails (see chapter 6) from this application.

Tap "Settings" on the main screen, and then tap "E-mail Settings".

The following settings are available:

Tap "Save" to save the settings.

E-mail Account Settings	
Item	Description
Account Name	Enter user name to login to your e-mail account. This field is required when password is set.
Password	Enter your password to login to your e-mail account.
E-mail Server Settings: Contact your e-mail administrator for server information. Note: E-mail server must support IMAP4.	
Item	Description
Host Name	Enter e-mail server host name.
Port Number	Enter e-mail server port number. This is a required field. The default is 143 if "SSL" is not checked, or 993 if checked.
SSL	Check if SSL is required to connect your mobile device with your e-mail server.
Connection Test	The above setting allows you to do a Connection Test to the mail server. The test results are displayed in a dialog.
Acquisition number	
Item	Description
10/30/50/100	Select the number of acquired e-mail messages to appear in the Mail Display screen.
Default filtering settings	
Item	Description
All/Unread Only/Today's Mail/Mail within 30 Days	Select the default filtering settings for the messages appearing in the Mail Display screen.

5 Scan

This function receives and stores scanned documents.

When "Always select printer/scanner by scanning NFC/QR code" is selected on the Printer/Scanner list (see section 4.1.1), "Hold the device to the NFC touch zone of the printer/scanner" screen appears first immediately after tapping "Scan" button from the main screen menu. Hold your mobile device to the NFC touch zone or read the QR code and specify the scanner to be used for scanning the document. When "Always connect printer/scanner with Wi-Fi Direct" is selected on the Printer/Scanner list, the screen to list the scanners that can connect with Wi-Fi Direct will be displayed right after tapping "Scan" button from the main screen menu. Tap to select the scanner you wish to use from the list. If an item other than "Always select printer/scanner by scanning NFC/QR code" and "Always connect printer/scanner with Wi-Fi Direct" is selected, the scanner for which the icon is displayed in the Printer/Scanner list is selected as the default value.

You can change the scanner to be used for scanning the document by tapping "Scanner" button. You can also specify the scanner by selecting "Hold the mobile device to the NFC touch zone" here to establish the NFC communication or complete QR code reading.

Tap "Wi-Fi" button if you wish to change your mobile device's wireless network (Wi-Fi) settings.

Operations may vary depending on scanner.

Please go to "Scan from Your Mobile Device" (Section 5.1) to learn how to execute a scan from your mobile device. If scan setting option is not available on your mobile device, please go to "Scan from the Scanner Operation Panel" (Section 5.2).

Note: If the scanning was performed using Wi-Fi Direct connection, the connection will be closed when the screen is back to the main screen menu after the scanning completes.

Note: If time zone of your mobile device is set as one of the US time zones, reading QR code cannot be used.

5.1 Scan from Your Mobile Device

Please complete the following steps to configure scan settings on your mobile device. Go to your local Sharp Web site for a list of supported scanners.

All operations except "setting a document on the scanner" can be completed within the application.

Note: Please confirm scanner home screen or user authentication screen is displayed on the scanner. When external authentication is enabled, user authentication screen will be displayed. Upon successful authentication, scanner home screen will be displayed.

I. If you select the scanner that supports Scan from Your Mobile Device feature, setting menus and current scan settings will be displayed.

   Note: When you disable this feature, you can initiate scan from scanner. Please go to "Scan from the Scanner Operation Panel" (Section 5.2) for further instructions.

   The following settings are available:

   Settings can be stored by tapping "Finish".

Item	Subitem	Description
Color Mode		Settings to scan color originals (Auto/Full Color/Grayscale/Mono2). The default value is "Auto". Note: When "Long Size" is selected for "Original Size" under "Original", only "Mono2" is available.
Original	Original Size	While "Auto" is set as a default, non-standard original paper size cannot be detected by the scanner. You need to manually change the original size setting.
	Detected paper size (display only)	When you set a document on the target scanner, the original paper size will be automatically detected and displayed on your mobile device.
	Store Size	The size of the scanned image can be manually set. If this size is different than the detected paper size, the image will be automatically adjusted to fit the page. The default value is "Auto". Note: You can only select "Auto" when any of the following original paper sizes is selected: Long Size/Japanese Postcard/Business Card/L Size/2L Size/Card/Custom Size.
	Custom Size Registration	Custom original paper sizes can be registered. Up to 5 custom sizes can be registered.
	Image Orientation	Select orientation of the image. You can select either "Rotation Off" or "Rotation 90 Degrees". The default value is "Rotation Off".

Item	Subitem	Description
2-Sided Copy		Select 1-sided or 2-sided original. 1-Sided, 2-Sided(Book) or 2-Sided(Tablet) can be selected. The default value is "1-Sided".
File Format	Color	Format mode for scanning (Color/Grayscale, or B/W) can be selected.
	File Type	Scan file type can be selected. When "Color/Grayscale" is selected in "Color", PDF, PDF/A-1b[*1], TIFF, and JPEG file types are available[*2]. When "B/W" is selected in "Color", PDF, PDF/A-1b[*1], and TIFF file types are available[*2].
	Compact PDF	The type of Compact PDF (None, Compact, or Compact Ultra Fine) can be selected when "Color/Grayscale" is selected in "Color", and "PDF" or "PDF/A-1b"[*3] is selected in "File Type". Note: Compact PDF is available only if the Scanner Expansion Kit is installed in the scanner.
	Comp. Ratio	Compression Ratio (low, middle, high) can be selected when "Color/Grayscale" is selected in "Color". In addition, "Bk Letter Emphasis" can be selected if the scanner supports Bk letter emphasis PDF and "PDF" or "PDF/A-1b"[*3] is set as the "File Type".
	Compression Mode	This can be selected when "B/W" is selected in "Color". None, MH(G3) or MMR(G4) can be selected for scan in Mono2 image.
	Specified Pages per File	This can be selected if you select "PDF", "PDF/A-1b"[*3] or "TIFF" in "File Type". When selected, scanned document is split into files by specified number of pages. (E.g. when 2 pages is specified, the scanned document is grouped by 2 pages to create multiple files.)
	Encryption	When "PDF" file type is selected, PDF encryption is available. When checked, a "Password" should be assigned to open the encrypted PDF.

Item	Subitem	Description
	OCR	OCR: This can be set to "ON" or "OFF". When set to "ON", you can then set "Language Setting", "Font", "Detect Original Direction", "File Name Auto Extraction" and "OCR Accuracy". Language Setting: This sets the language when using OCR. Font: This sets the output font. Detect Image Direction: This sets whether the direction of the original is detected or not. File Name Auto Extraction: This sets whether the file name is extracted or not. OCR Accuracy: This sets whether to improve the OCR accuracy or not. You can set "Auto" or "Priority Text". Note: Refer to your local sales representative website for details on which scanners are compatible with OCR.
Resolution		Scan resolution can be set. The following resolution options are available: 100dpi, 150dpi, 200dpi, 300dpi, 400dpi, 600dpi Note: 150dpi can be selected only on the scanners that support the resolution. Note: Only 300dpi is available when you select "Compact" or "Compact Ultra Fine" under "Compact PDF". Note: If OCR is set, the original will be scanned at 300dpi or 400dpi depends on the setting value of this item.
Other Settings	Exposure	Exposure (Auto, Characters, Text/Prtd.Photo, Printed Photo, Text/Photo, Photo, Map) for scanning can be selected.
	Exposure Level	Exposure level (1 to 5) for scanning can be selected. This can be set if "Auto" is selected for "Exposure".
	Blank Page Skip	If set to other than "Off", if the original contains blank pages or back shadow, the scanner will automatically detect them and skip them when scanning. Setting options are "Off", "Skip Blank Page", and "Skip Blank and Back Shadow".
	Multicrop	This crops each image from multiple documents put on the document glass into PDF files. Note: This cannot be set on the scanner that does not support the feature.

*1 For some models, it will be PDF/A-1a or PDFA-1b.

*2 For some models, DOCX, XLSX and PPTX can also be selected.

*3 For some models, setting is also possible if PDF/A-1a or PDF/A-1b is selected.

II.   When you complete all settings, tap "Scan" to start scanning the document.

III. After tapping "Scan" button, the information of the target scanner ("Display Name" and "Verification Code") will be displayed on the scanner operation panel and move to a waiting (scanning ready) stage.

IV. Confirm if the selected scanner displays the same information as the one displayed on your mobile device, then set a document on the scanner.
      Note: If you set "Multicrop", the documents shall be put on the document glass and the automatic document feeder shall be kept open when scanning.

V.   Select "SCAN" on a pop-up dialog to continue.

VI. Scanned data is sent to this application.
      ● If a single data is received, the preview of the data is displayed. If the data contains multiple pages, the first page is displayed.
      ● If multiple scanned data is received, the first received data is displayed, and you can browse through the data in the order they were received using the "<" and ">" buttons.
        Note: You may tap any data in the list to preview. However, this data can only be stored together with the rest of the received data.
      For preview operation, go to Section 9.3.

VII. Scanned data, already named at the scanner, can be renamed at this stage. If multiple scanned data is received, a sequential number is added to the end of the file name.
      If desired, enter a new file name and then tap "OK".
      Tap "Save" or "Bulk Save" to store file(s).

VIII. Select the destination folder and tap "Save Here" to store the data as a file into the folder in your mobile device.

      If multiple scanned data is received, a list of received data is displayed. Tap "Save" and then complete steps VII and VIII to store files to selected folder on your mobile device. (A sequential number is added to the end of the file name entered at step VII.)

Note: You cannot access to files saved in the internal storage by using other applications (File Manager, etc.), even if the application can access to the file system installed in your mobile device. The files saved in the internal storage are deleted when this application is uninstalled.

Note: It is not possible to save only specific file(s) of multiple received files.

Note: The data that are saved in your mobile device using this application will be deleted from the device if you uninstall this application. The data are saved in the following directory. Back up the data as necessary:

/Android/data/jp.co.sharp.printsystem.sharpdeskmobile_int/files/SharpdeskMobileInt/

5.2   Scan from the Scanner Operation Panel

If "Scan from Your Mobile Device" is not available on the scanner, use following steps to scan from scanner operation panel.

Resolution, file format and other scan settings must be configured on the MFP operation panel when scanning.

Note: Please be sure address book is not displayed on the scanner operation panel. If address book is displayed, this operation will not work.

I.   Tap "Scan".

II.   Tap "OK" when the dialog "Steps to complete scan from MFP:" is displayed. Set a document on the scanner and follow the steps on the operation panel of the scanner to complete scan. For details, see the operation guide of the scanner.
Note: If "Display Name" and "Initial" is displayed in the dialog, make sure the same values are displayed in the operation panel of the scanner.

III. Begin at step VI in section 5.1 to complete the process.

6   Print

The documents stored in this application, photo images stored in your mobile device, web pages and e-mails can be printed.

Select Stored Documents in this Application

The documents stored in this application can be selected with the following operation.

Supported file formats are JPEG, TIFF, PNG, PDF (including compact PDF and encrypted PDF) and OOXML Files (DOCX, XLSX, PPTX).

Note: Refer to the website for details on which printers are able to print DOCX, XLSX and PPTX files.

Files and folders stored in this application are listed. See section 9.1 to modify files/folders list or section 9.2 to search files/folders. Select a file to display a preview with print settings.

- To print multiple files together, tap "Multi Selection". Checkboxes will appear in the left of the list.
  Select the files to be printed, and then tap "Select".
  Note: Multiple files will be printed in the order they are displayed in the preview. If an error occurs while multiple files are printing (job transmission), only the files sent before the error will be printed.

Select Photo Images

The photos stored in "Gallery" (the name may vary depending on your mobile device) can be selected.

Note: JPEG, TIFF and PNG can be printed.

Photo images stored on your mobile device are listed. Tap a thumbnail to preview the image.

Note: Preview is not displayed if free memory on your mobile device is not sufficient.

Print Web Pages

Web pages browsed within this application can be printed.

Note: Your mobile device requires an internet connection to browse web pages.

The web browser will be opened in the application. Enter URL of the web page to view, and then tap "Print".

Note: There is a case where not every content in a web page can be printed. In that case, sharing the web page that was browsed with another web browser to this application may work.

Print E-mails

E-mails received in this application can be printed.

Note: Your mobile device requires an internet connection to receive e-mails.

Note: You cannot send e-mails from this application.

E-mails received from the specified e-mail server are listed. Select an e-mail to open and view.

- Acquisition number setting and mail filtering for the message display can be set in the menu display.

The content of the selected e-mail is displayed.

Images attached to the selected e-mail are not displayed by default. Tap "Download Images" to display the attached images.

Tap "Select".

Printing file attachments

In the mail display screen, tap "Attached File Print".

Tap the file to be printed in the list of file attachments which is displayed.

- Multiple files can be printed together
  Tap "Multi Selection" to display the check boxes, and then select the files to be printed and tap "Print".
  Note: Multiple files will print in the order they are selected. If an error occurs while multiple files are printing (job transmission), only the files sent before the error occurred will be printed.


If "Always select printer/scanner by scanning NFC/QR code" is selected in the printer/scanner list, when you have selected a file (photo, web page, e-mail, or e-mail attachment) to print, "Hold the device to the NFC touch zone of the printer/scanner" screen appears and you can hold the mobile device to the NFC touch zone or read the QR code and specify the printer to be used for printing. If "Always connect printer/scanner with Wi-Fi Direct" is selected in the printer/scanner list, the screen to list the printers that can connect with Wi-Fi Direct will be displayed. Tap to select the printer you wish to use from the list.

Print setting menu with a print preview is displayed. You can enlarge the preview image to fit the screen size by tapping it.

For a preview operation, go to section 9.3.

- You can print multiple files. If you wish to add another file to print, tap + .
  Note: Multiple files will print in the order they are selected. If an error occurs while multiple files are printing (job transmission), only the files sent before the error occurred will be printed.
  Note: Additional web pages/e-mails are printed after web pages/e-mails which were already selected. For example, if an already-selected web page/e-mail has an odd number of pages

and double-sided printing is selected, the additional web page/e-mail will be printed starting from the reverse side of the final page of the already-selected web page/e-mail.

● To delete added files, tap ➖. Select the files you wish to delete from the list and then tap "Delete".

The following print settings are available:

Items	Description
Printer	If an item other than "Always select printer/scanner by scanning NFC/QR code" is selected, the printer for which the icon 　　 is displayed in the Printer/Scanner list (see section 4.1.1) is selected as the default value. However you can select the printer to be used for the printing by tapping this button. You can also specify the printer by selecting "Hold the mobile device to the NFC touch zone" here to establish the NFC communication or complete QR code reading.
Wi-Fi	Tap to change your mobile device's wireless network (Wi-Fi) settings.
Quantity	Tap to configure print quantity if necessary. Quantity can be configured from 1 set to 99 sets. Note: Some of the printer models do not support multiple quantities. Refer to your local sales representative website for details.
Duplex Settings	Tap to configure 1-sided print or 2-sided print if necessary. Regarding 2-sided print, it can be configured along with binding direction of Tablet or Book.
Color Mode	Tap to configure color mode. Either Auto, Color or Grayscale can be selected.
Paper Size	Tap to configure paper size to be printed. The following sizes can be configured: A3 Wide, A3, A4, A5, B4, B5, Ledger, Letter, Legal, Executive, Invoice, Foolscap, 8K, 16K, DL, C5, COM10, Monarch, Japanese Postcard, 240 x 332, Choukei 3, Japanese You #2, Japanese You #4 Note: If "Japanese Postcard " is selected, the printer will select "Japanese Postcard " as the paper size when printing. If "DL", "C5", "COM10", "Monarch", "240 x 332, " Choukei 3", " Japanese You #2" or " Japanese You #4" is selected, the printer will select "Envelope". Set the required paper into the printer. If any other paper is set, it may not print properly, or printer blockages may occur.
Paper Type	This sets the type of paper to be used for printing. The following options can be selected. Auto Select/Plain/Letter Head/Pre-Printed/Pre-Punched/Recycled/Color/Labels/Heavy Paper/Transparency Note: If the paper size is set to "Japanese Post Card", the setting will switch automatically to "Japanese Post Card".

Items	Description
Finishing	This lets you use the Staple and the Punch finisher functions. When stapling, Binding Edge can be set to Left/Right/Top, and Staple can be set to None/1 Staple/2 Staples/Stapleless. Note: If the Staple finisher function is not installed in the selected printer, this setting will not be displayed. If the stapleless Staple finisher function is not installed in the selected printer, "Stapleless" will not be selected. When punching, Punch can be set to None/2 Holes/3 Holes/4 Holes/4 Holes (wide), depending on the installed finisher. Note: If the Punch finisher function is not installed in the selected printer, this setting will not be displayed.
N-Up	Tap to reduce image size and fit multiple pages on a single page. Note: You can specify N-Up only for the PDF files scanned by Sharp scanners (including Scan Accessory Kit). 1-Up (1 page per a single sheet), 2-Up (2 pages per a single sheet) or 4-Up (4 pages per a single sheet) can be selected. Order: For 2-Up printing select "Left to Right" or "Right to Left". For 4-Up printing select "Right, and Down", "Down, and Right", "Left, and Down" or "Down, and Left".
Print Area	Configure print range to print. Note: You can specify Print Area only for TIFF files or the PDF files scanned by Sharp scanners (including Scan Accessory Kit). All Pages: Print all pages. Print Pages: Specify the number of the first and last pages that you want to print. Direct Input: Enter page numbers and/or page ranges. For page ranges, use a hyphen. You can separate each page or range with a comma.
Print What	This can be set when XLSX is selected from OOXML files (DOCX, XLSX, PPTX) for printing. You can select either "Selected Sheet" or "Entire Workbook" for printing.

Items	Description
Retention	Tap "Retention" to hold a print job as a file on the printer, allowing the job to be printed from the printer operation panel when needed. Select the "Hold Only" check box to enable this feature. Refer to the operation manual for the printer for printing the held file. If "Specify PIN Code" is checked, the PIN Code (from 5 to 8 digit number) allows a confidential job to be stored on the printing device and the file cannot be printed unless the correct PIN Code is entered at the printing device's operation panel. The default value is specified using the "Retention" setting in the Application Settings (see Section 4.3). Here the "Retention" setting can be specified separately for each print job. Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 6.1. Note: When this item has been set, the print release setting is disabled.
Print Release	This setting is only enabled when a printer which supports print release is selected. Note: Refer to the website for details on which printers support print release. This specifies if the print release function is to be used rather than printing directly to the specified printer. When this item has been set, the retention setting is disabled. Refer to the operation manual for the machine for details on the machine's output operations when using the print release function.

Tap "Print".

The dialog "Do you want to Print?" is displayed. Tap "OK" to print the image.

Note: If selected printer does not have appropriate options to print the file, an error message is displayed. Please select another printer.

Note: If the printing was performed using Wi-Fi Direct connection, the connection will be closed when the screen is back to the main screen menu after the printing completes.

Note: If time zone of your mobile device is set as one of the US time zones, reading QR code cannot be used.

6.1 Print an Encrypted PDF File

To print encrypted PDF files, complete the following steps:

Note: Printing steps may vary per printer model. For details, see User Guide of each model that you are using.

I.   The dialog "The encrypted PDF data is in the spool queue." is displayed. Tap "OK".

II.   Tap "Job Status".

III.   Select "Print" tab, and then tap "Spool".

IV.   The print jobs sent from this application are listed. Select the job, and then tap "Enter Password for Encrypted PDF" in Action Panel.

V.   The dialog "Please enter Password." is displayed. Tap "OK" to start printing.

7   Attach to E-mail

The document stored in this application can be attached to E-mail.

Note: E-mail application has to be configured beforehand.

I.   Tap "Attach to E-mail" on the main screen.

II.   Files and folders stored in this application are listed. Tap any file to attach to e-mail. Go to section 9.1 to modify files/folders list or 9.2 to search files/folders.
Preview of the selected file is displayed. For preview operation, go to section 9.3.
To select multiple files, tap "Multi Selection" under the list, and then select the checkbox displayed in the left of the list (preview will not be displayed).

III.   If you attach a single file, tap "Attach to E-mail" in the menu. E-mail application is invoked and the e-mail that the file is attached is displayed. (If two or more e-mail applications are installed, the menu that lists installed e-mail applications is displayed. Select any application that you wish to invoke, and then the e-mail is displayed with the file attached.)
If you attach multiple files, tap "Send to Application" in the menu. You can select an e-mail application from the listed application that the files can be sent.
Send the e-mail after composing the mail.

8   Send to Application

The documents stored in this application can be sent to other application.

I.   Files and folders stored in this application are listed. Tap any file to preview. Go to section 9.1 to
modify files/folders list or 9.2 to search files/folders.
Preview of the selected file is displayed. For preview operation, go to section 9.3.
To select multiple files, tap "Multi Selection" under the list, and then select the checkbox displayed
in the left of the list (preview will not be displayed).

II.   Tap "Send to Application" in the menu.

III. Available applications are listed.
To send the file to another application, select the application from the list.

9   Manage Files

Files or folders stored in the application can be managed. Available actions include the followings:

- Listing files and folders stored in the application
- Searching for files and folders
- Previewing a file
- Changing name of a file/folder, or move or delete files/folders
- Creating a folder.

9.1   Modify File/Folder List

You can switch storage option for files and folders, search files and folders, sort file and folder list or switch views.

Note: For searching files and folders, go to section 9.2.

You can select one of the following functions by pressing the Menu key (three dots icon) on the right of the title bar.

- Tap "Switch to internal storage" (or "Switch to Storage") to switch a storage option for listing files and folders. The storage option includes internal storage or Storage (including SD card).
- Tap "Sort" to sort the file/folder list. "Time Stamp", "File Name", "File Size" or "File Format" can be selected as a sorting condition, and "Up" or "Down" can be selected for a sorting order.
- Tap "Change Display" to switch view of the file/folder list. List view (the following left figure) switches to icon view (the following right figure) when tapping it. Icon view switches to list view when tapping it.

9.2   Search Files/Folders

Select "Search" from the menu displayed upon pressing the Menu key on the right of the title bar. A file search dialog will be displayed.

Enter the entire file/folder name, or a portion of the file/folder name that you would like to find. A list of files containing the searched-for characters will be displayed.

Further search from the search result can be conducted with pressing the Menu key to display the menu and tap "Advanced Search".

The following conditions can be specified for advanced search result.

Item	Description
Include subfolders	Include subfolders in search.
Folder	Include folders in search.
PDF	Include PDF files in search.
TIFF	Include TIFF files in search.
Item	Description
Image File(JPEG, PNG)	Include JPEG and PNG files in search.
OOXML File (DOCX, XLSX, PPTX)	Include DOCX, XLSX and PPTX files in search.

You can change the display order or switch views of the search results. See section 9.1.

9.3   Preview a File

You can preview a file in the files/folders list.

Note: Preview is not displayed if free memory in your mobile device is not sufficient.

Use two fingers to zoom in/out the preview image. (Pinch out/Pinch in)

Tap [icon] to rotate the preview 90 degrees clockwise.

Note: Original size and/or orientation of the image are kept even if another operation is performed after the preview was rotated and/or zoomed.

Note: Some file formats (see chapter 2) cannot be previewed or rotated.

For the file that contains multiple pages, scrolling up and down can preview each page.

Tap "Check with other application" (press Menu key on the right of the title bar, and then tap "Check with other application" in the menu) to select an appropriate application to preview the file.

9.4   Rename/Move/Delete Files/Folders

Tap and hold the file/folder that you wish to rename/move/delete. The popup menu is displayed.

Rename a file/folder

Tap "Change File(Folder) Name". "Change File(Folder) Name" dialog is displayed. Enter a new name and tap "OK".

Note: You can rename only 1 file/folder at one operation. You cannot rename multiple files/folders at once.

Note: The extension name of the file cannot be changed.

Move Files/Folders

Tap "Move". "Move" screen is displayed. Select a target folder and tap "Move Here."

You can also move files/folders with the following steps:

- Tap "Select" in the files/folders list. Check boxes are appeared in the left side of the list, then tap any files/folders you wish to move and tap "Move."
  "Move" screen is displayed. Select the destination folder and tap "Move Here".

Note: The data that are saved in your mobile device using this application will be deleted from the device if you uninstall this application. The data are saved in the following directory. Back up the data as necessary:

/Android/data/jp.co.sharp.printsystem.sharpdeskmobile_int/files/SharpdeskMobileInt/

Delete Files/Folders

Tap "Delete". "Delete (file/folder name)" dialog is displayed. Tap "OK" to delete the file/folder.
You have an option to preview a file before deleting it:

- Tap "Delete this File" in the preview screen (see section 9.3).

If you wish to delete multiple files/folders, tap "Select" in files/folders list.
Check boxes are appeared in the left side of the list, tap any files/folders and tap "Delete".

9.5   Create a Folder

I.   Go to the folder under which you wish to create a new folder.

II.   Tap "Create Folder".

III.   "Create Folder" dialog is displayed. Enter a new folder name, then tap "CREATE" to create the folder.

Note: The data that are saved in your mobile device using this application will be deleted from the device if you uninstall this application. The data are saved in the following directory. Back up the data as necessary:

/Android/data/jp.co.sharp.printsystem.sharpdeskmobile_int/files/SharpdeskMobileInt/

10 Print from External Application

Data sent from other applications in your mobile device can be printed from this application.

I. Open the file that you wish to print (JPEG, TIFF, PNG, PDF, DOCX, XLSX or PPTX) in other application.

II. ("Gallery" is used as an example.) Tap the screen to display the menu, and then tap "Share" to display the application list. Tap "Sharpdesk Mobile" in the list to send the file.

III. See the stage where print setting menu with a print preview of the file is displayed in section 6 for the subsequent steps (Page 23).

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