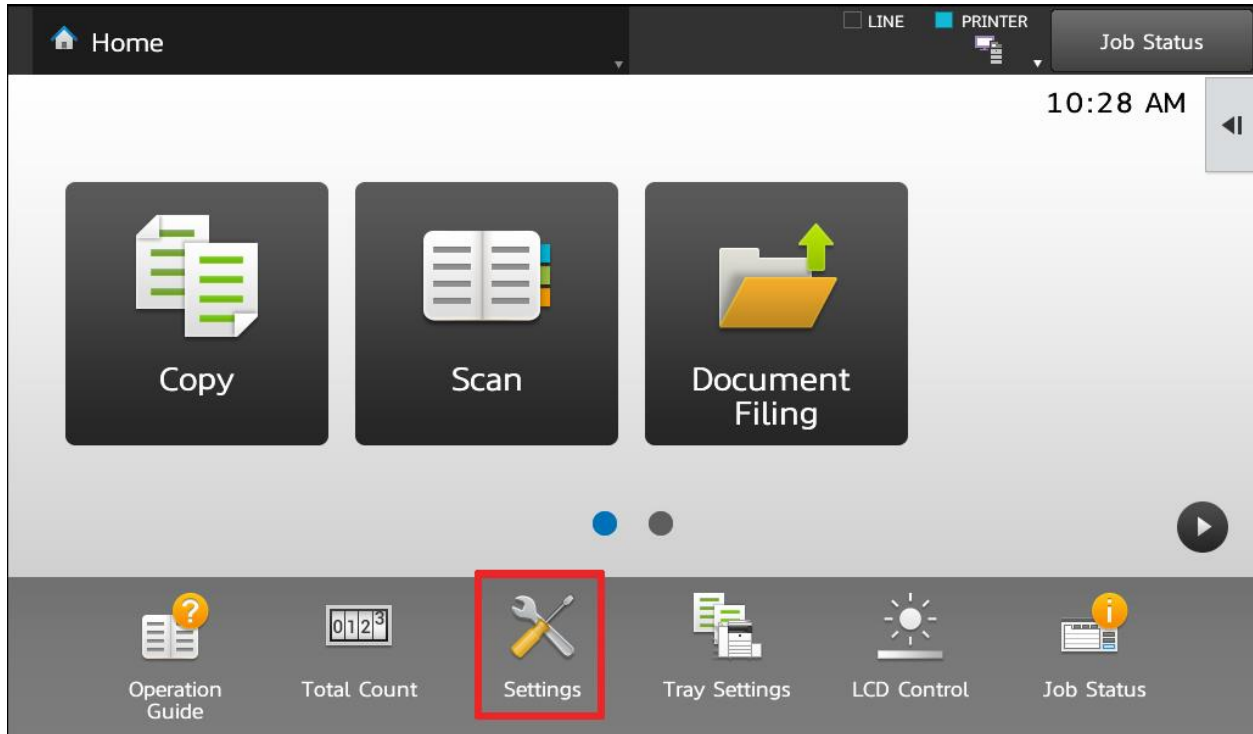




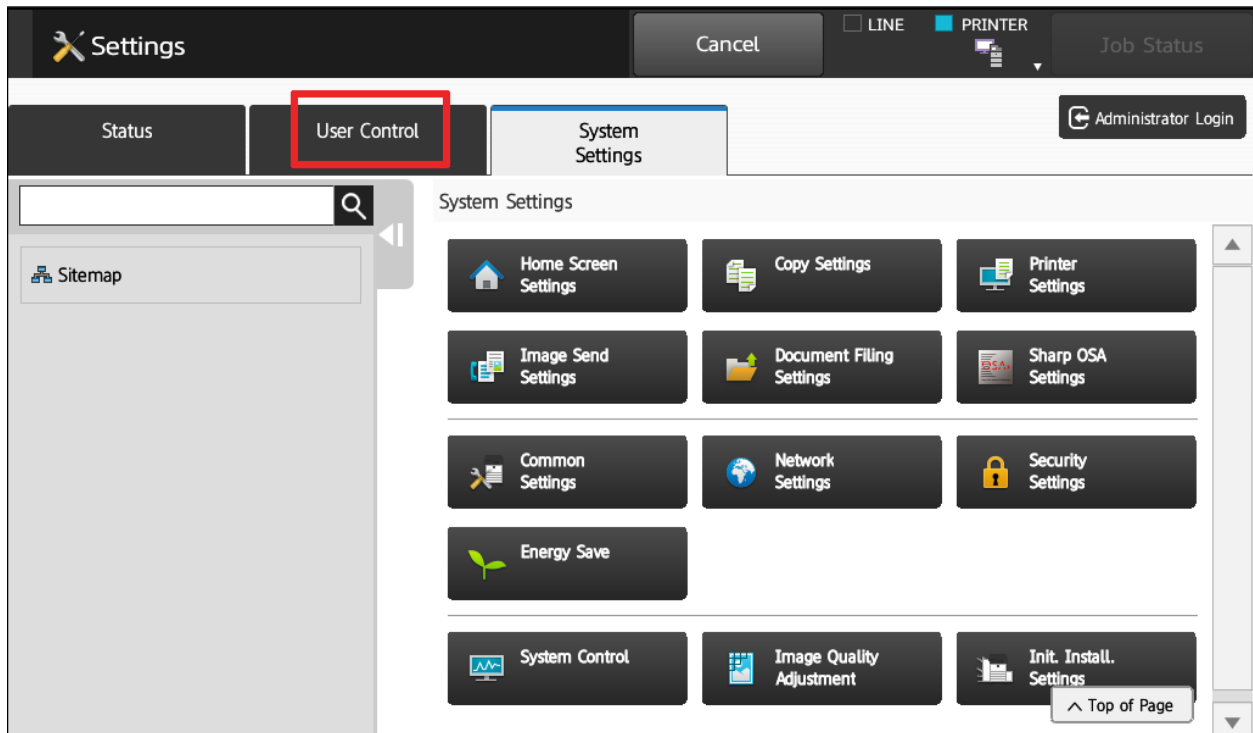
HID Card Reader Setup and Auto-Print on Login For Sharp MFP's

SHARP

1. Select Settings



2. Select User Control



3. Scroll down, select Card Reader Device Registration

The screenshot shows the 'Settings' application interface. At the top, there are buttons for 'Cancel', 'LINE', 'PRINTER', and 'Job Status'. Below this is a navigation bar with 'Status', 'User Control', and 'System Settings' tabs, and an 'Administrator Login' button. The main content area is titled 'User Control > User Control > Custom Index'. On the left, a sidebar contains a search bar and a list of settings categories: Administration Settings, Main Code List, Sub Code List, Card Setting, Card Area Setting, Card Type / Card Reader Settings, Card Reader Device Registration (highlighted with a red box), and Sitemap. The main area displays the 'Custom Index' form with 'Submit' and 'Update' buttons. Below the buttons is a text prompt: 'Please enter Custom Index name.(Up to 127 characters)'. A table with 5 rows is shown, with columns 'No.' and 'Index'. The 'Index' column contains text input fields with the values 'User 1' through 'User 5'. A 'Top of Page' button is located at the bottom right of the form.

4. Login as admin, the default password is admin

The screenshot shows the 'Settings' application interface with a password login dialog box overlaid. The dialog box has a search icon, a 'Cancel' button, and an 'OK' button. Below the buttons is a password input field containing five asterisks. Below the input field is a keyboard overlay with various keys, including a 'Characters' button. The background shows the 'Settings' application interface with 'Cancel', 'LINE', 'PRINTER', and 'Job Status' buttons at the top. The 'User Control' tab is selected, and the 'Card Reader Device Registration' option is highlighted in the sidebar. The main area displays the 'Custom Index' form with 'Submit' and 'Update' buttons. Below the buttons is a text prompt: 'Please enter Custom Index name.(Up to 127 characters)'. A table with 5 rows is shown, with columns 'No.' and 'Index'. The 'Index' column contains text input fields with the values 'User 1' through 'User 5'. A 'Top of Page' button is located at the bottom right of the form.

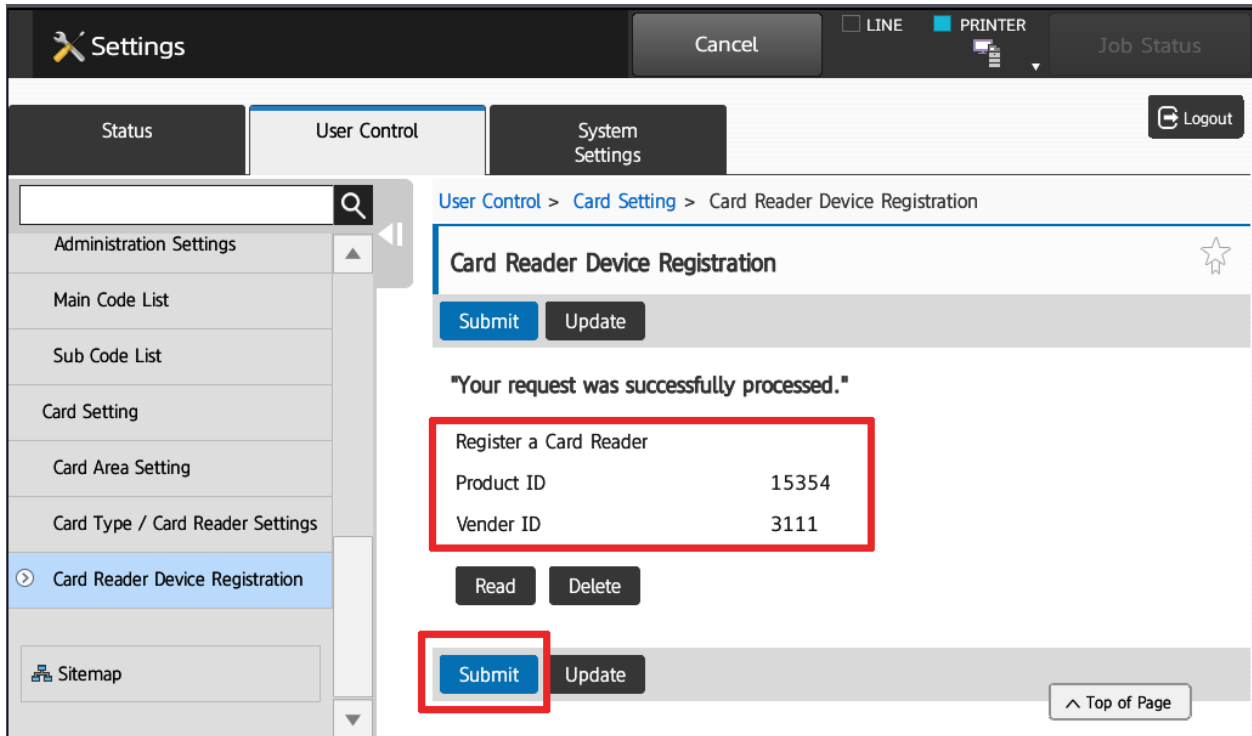
5. Select Read

The screenshot shows the 'Settings' application interface. At the top, there is a 'Settings' header with a wrench icon, a 'Cancel' button, and status indicators for 'LINE' (unchecked) and 'PRINTER' (checked). A 'Job Status' indicator is also present. Below the header, there are three tabs: 'Status', 'User Control', and 'System Settings'. The 'User Control' tab is active. On the left, a sidebar menu lists various settings categories, with 'Card Reader Device Registration' selected and highlighted in blue. The main content area displays the 'Card Reader Device Registration' page. It includes a breadcrumb trail: 'User Control > Card Setting > Card Reader Device Registration'. The page title is 'Card Reader Device Registration'. Below the title, there are 'Submit' and 'Update' buttons. The main content area contains the text 'Register a Card Reader', followed by 'Product ID' and 'Vender ID' labels. Below these labels, there are 'Read' and 'Delete' buttons. The 'Read' button is highlighted with a red rectangular box. At the bottom of the page, there are 'Submit' and 'Update' buttons, and a 'Top of Page' link.

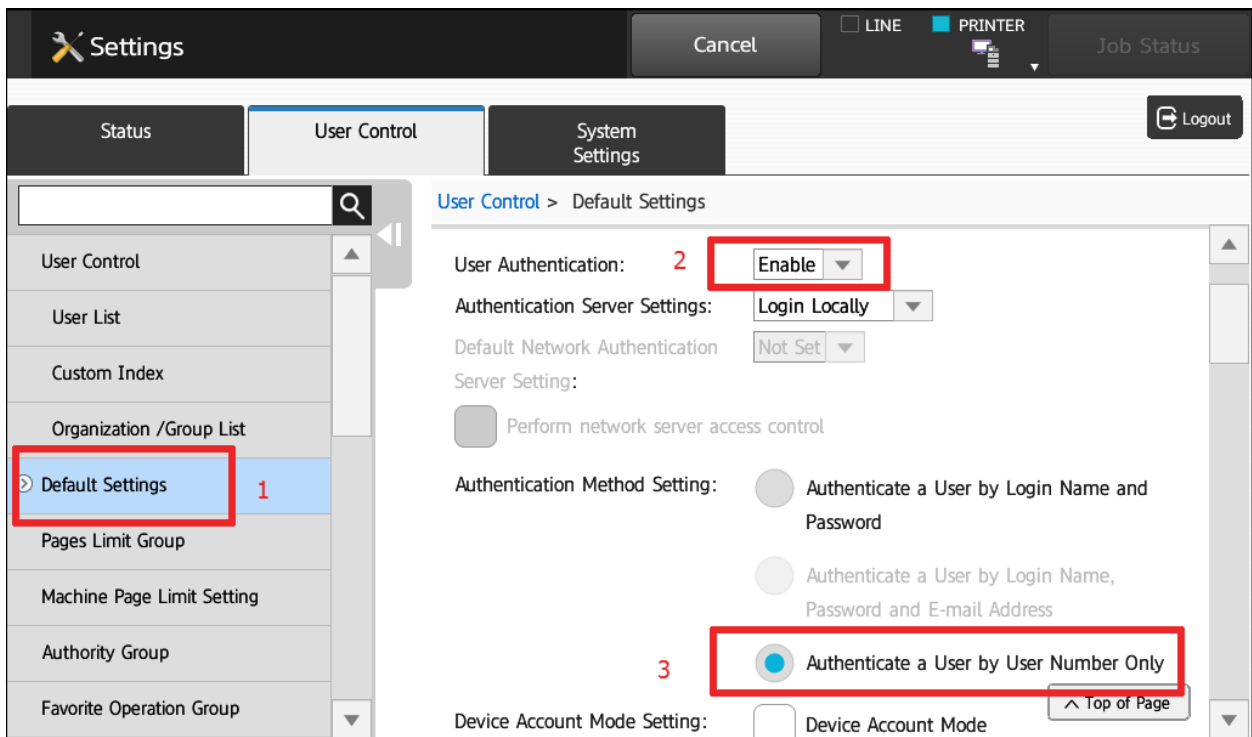
6. Connect your HID/IC Card reader to the USB port on the Sharp's print controller – near the Ethernet Connection, then select OK

The screenshot shows the same 'Settings' application interface as in the previous image, but with a modal dialog box overlaid. The dialog box has a light gray background and contains the text: 'Connect a card reader. Connect again after removal if it is already connected.' Below the text, there are two buttons: 'OK' and 'Cancel'. The 'Read' and 'Delete' buttons from the previous image are still visible behind the dialog box. The 'Settings' application interface is partially obscured by the dialog box, but the 'User Control' tab and the 'Card Reader Device Registration' page are still visible in the background.

7. Verify that the Product and Vendor ID have identified themselves, then select Submit.



8. Scroll up on the User Control tab, touch Default Settings, Enable User Authentication, then choose Authenticate by user only – DO NOT click Submit yet



9. Scroll down, check Use IC Card for Authentication, and enable Card ID Registration/Change – DO NOT click Submit yet

Settings

Cancel LINE PRINTER Job Status

Status User Control System Settings Logout

User Control > Default Settings

Card Setting:

Use IC Card for Authentication

Authentication Method Setting: Only Card Authentication Approved Card / Front Panel Operation Authentication Approved

Cache Password for Authentication

Card ID Registration/Change Enable

Authority:

Actions when the Limit Job is Completed even when the Limit of Pages is Top of Page

10. Scroll down more, check the Automatically Print Stored Jobs After Login box, leave the drop-down menu on Login Name, click Submit.

Settings

Cancel LINE PRINTER Job Status

Status User Control System Settings Logout

User Control > Default Settings

Allow Remote Scanner Using Before Login.

Automatically print stored jobs after login: Login Name

Display Usage Status after Login

Login Name Display Display login name

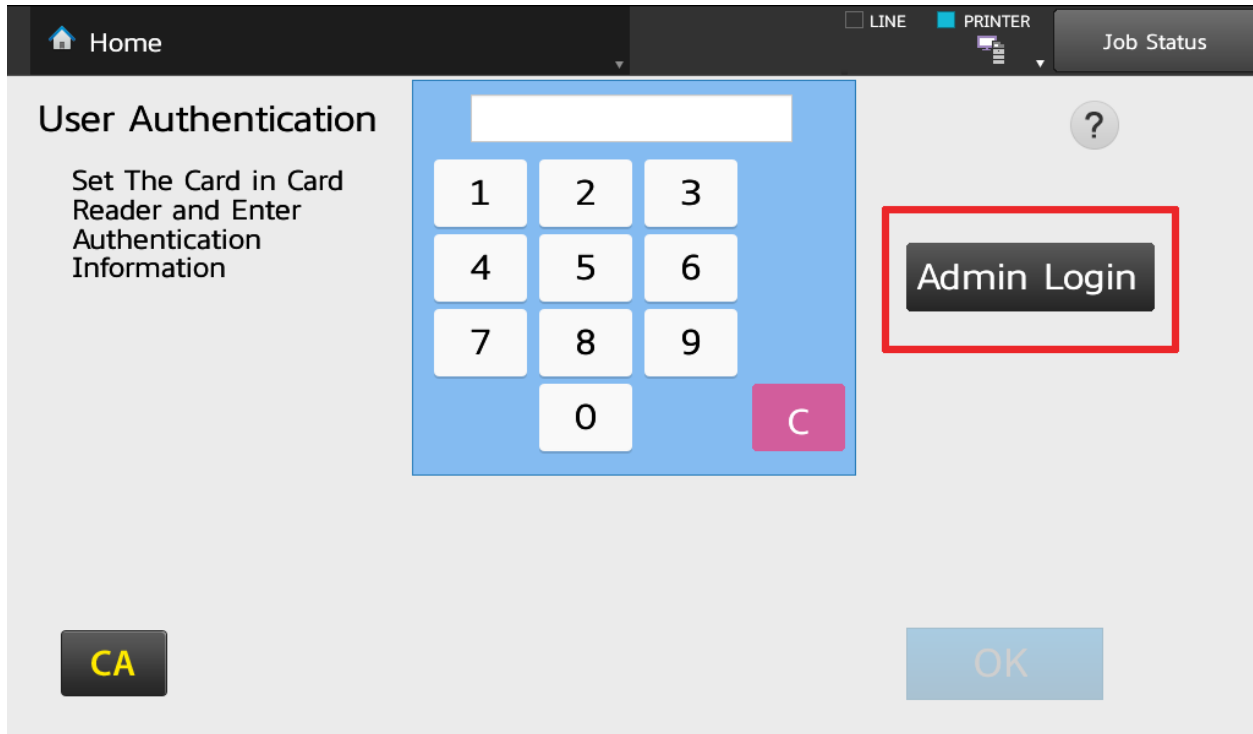
Include Job Status in user authentication

Disable display/change of other users' information in the job status

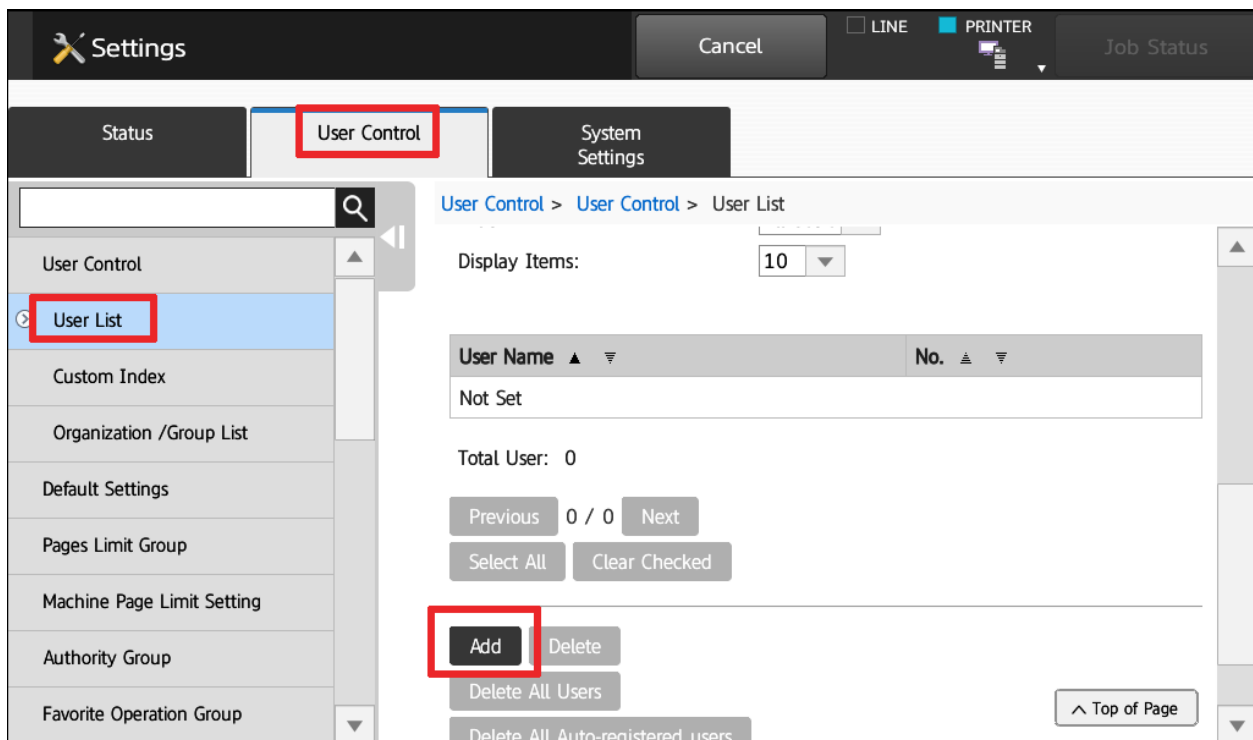
Automatic Logout Setting 60 seconds

Top of Page

11. Login as Admin, the password is admin by default



12. Touch User Control tab, scroll down on User List page, touch Add



13. Enter the user's name, first initial, and touch Submit next to Card ID(not the one at the top)

The screenshot shows the 'Settings' application interface. At the top, there are buttons for 'Settings', 'Cancel', 'LINE', 'PRINTER', and 'Job Status'. Below this is a navigation bar with 'Status', 'User Control', and 'System Settings'. The 'User Control' section is active, showing a breadcrumb 'User Control > User Control > User List'. A search bar is visible. On the left, a sidebar lists various settings categories, with 'User List' selected. The main content area contains the following fields:

- User Name (Required):** Collin (Up to 255 characters)
- Initial (Optional):** c (Up to 10 characters)
- Index (Required):** User 1 (dropdown menu)
- Card ID:** Submit (button)
- User Number (Required):** (5-8 digits)
- E-mail Address:** (Up to 255 characters)

A 'Top of Page' button is located at the bottom right of the form area.

14. Touch Read, then swipe your HID/IC card then touch OK.

The screenshot shows the 'Settings' application interface with a 'Register' dialog box open. The dialog box has a title bar with 'Register' and buttons for 'OK' and 'Cancel'. The main text in the dialog says 'Set a Card.' and 'Card ID will be stored. Select [Read] to read IC Card ID:'. Below this is a text input field for the Card ID. At the bottom of the dialog is a 'Cancel' button. In the background, the 'User List' screen is visible, with the 'Read' button highlighted by a red box. At the bottom of the screen, there are 'OK' and 'Cancel' buttons, and a 'Top of Page' button.

15. Now that your Card ID is filled in, touch the User Number box and enter the numeric number of your card – this number is normally 5 digits and displayed on the card itself – Click Submit at the top of the page, then touch Cancel, then touch Logout under the Cancel button

The screenshot shows the 'User Control' settings interface. The 'User List' section is selected in the left sidebar. The main form contains the following fields:

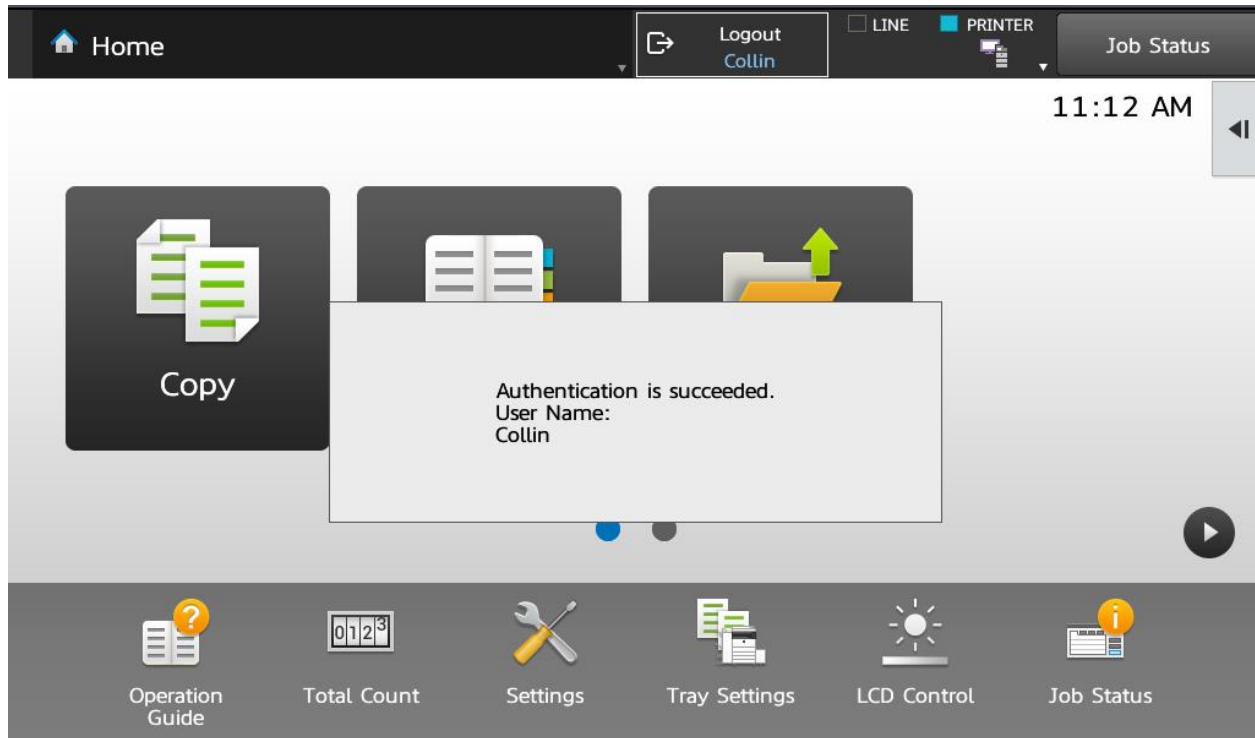
- User Name: Collin (Required: Up to 255 characters)
- Initial (Optional): c (Up to 10 characters)
- Index: User 1 (Required)
- Card ID: ***** (Required)
- User Number: (Required) - This field is highlighted with a red box.
- E-mail Address: (Up to 255 characters)

A numeric keypad is overlaid on the right side of the screen, with an 'OK' button in the top right corner and a 'C' (Cancel) button in the bottom left corner.

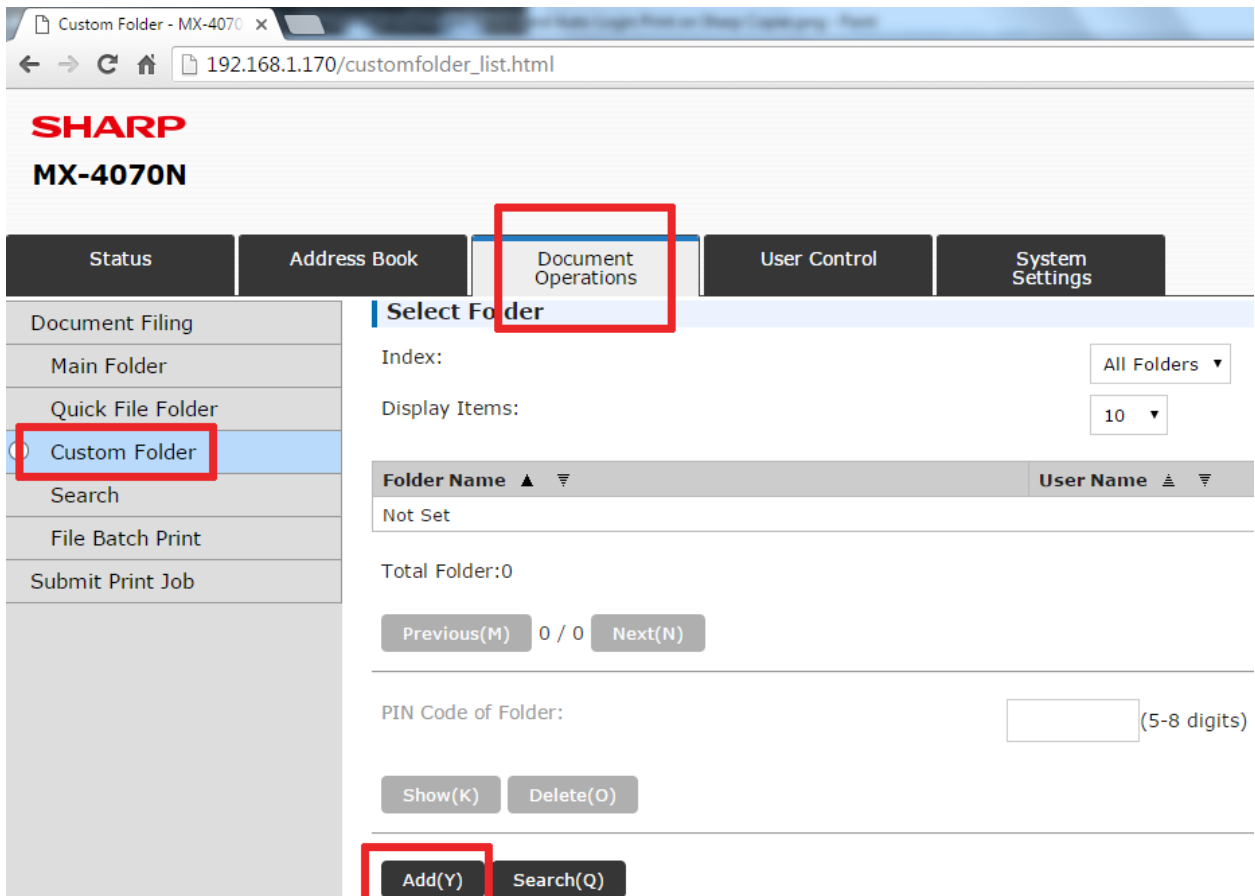
16. You can verify that the Card Reader is active if you see this message

The screenshot shows the 'User Authentication' screen. A message box on the left contains the text: "Set The Card in Card Reader and Enter Authentication Information". This message is highlighted with a red box. A numeric keypad is overlaid in the center of the screen. On the right side, there is an "Admin Login" button. At the bottom left, there is a "CA" button, and at the bottom right, there is an "OK" button.

17. Swipe your registered HID/IC card to login. You have completed the card reader setup for this user. Repeat steps 12-15 per card user.



18. click Custom Folder, then click Add.



19. Name the folder the same as your user, then choose the user from the list below, click Submit.

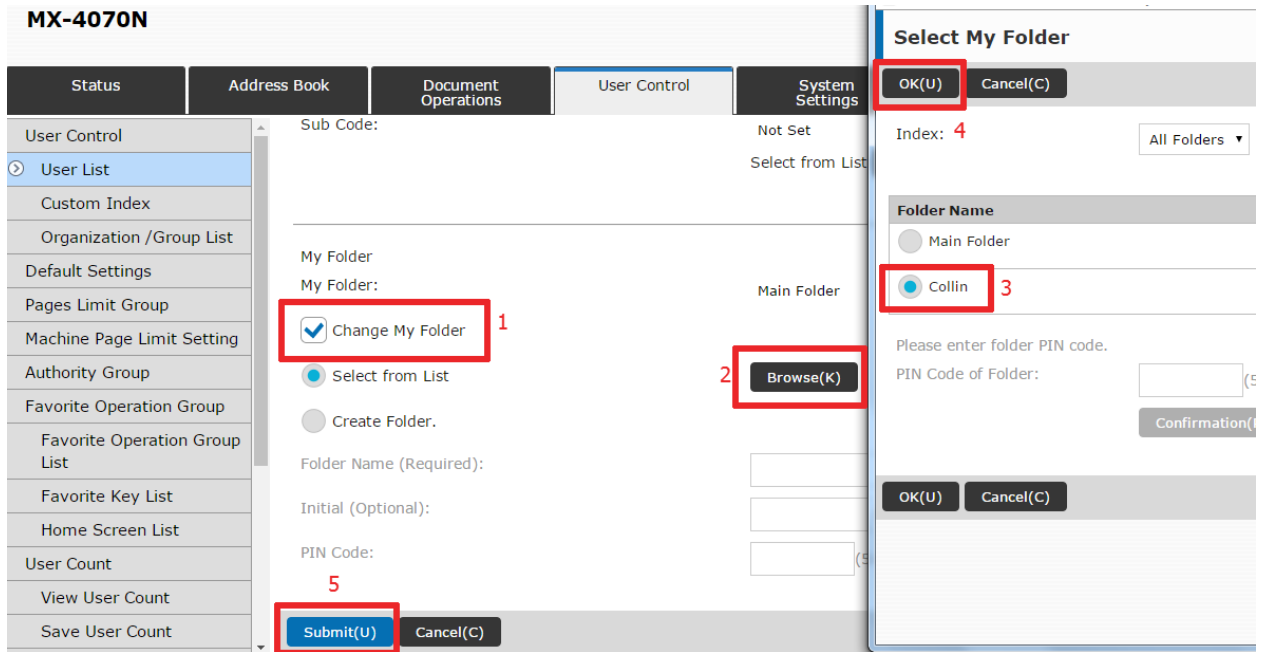
| Status | Address Book | Document Operations | User Control | System Settings |
|-------------------|--------------|-------------------------------|--|-----------------|
| Document Filing | | Folder Name (Required): | <input type="text" value="Collin"/> | |
| Main Folder | | Initial of Folder (Required): | <input type="text"/> (Up to 10 characters) | |
| Quick File Folder | | PIN Code of Folder: | <input type="text"/> (5-8 digits) | |
| Custom Folder | | Select User Name (Required): | Index: All Users ▾ | |
| Search | | | Display Items: 10 ▾ | |
| File Batch Print | | | User Name ▲ ▾ | |
| Submit Print Job | | | <input type="radio"/> Administrator | |
| | | | <input type="radio"/> User | |
| | | | <input type="radio"/> Other User | |
| | | | <input type="radio"/> System Administrator | |
| | | | <input type="radio"/> Device Account | |
| | | | <input checked="" type="radio"/> Collin | |

20. Click the User Control tab, click on the user you have created the folder for

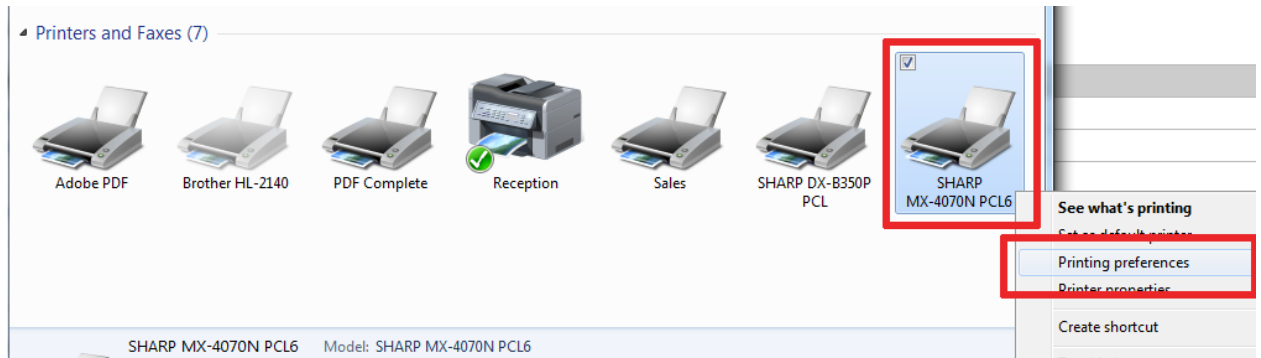
| Status | Address Book | Document Operations | User Control | System Settings |
|----------------------------|--------------|---------------------|--------------|-----------------|
| User Control | | | | |
| User List | | | | |
| Custom Index | | | | |
| Organization /Group List | | | | |
| Default Settings | | | | |
| Pages Limit Group | | | | |
| Machine Page Limit Setting | | | | |
| Authority Group | | | | |

| | |
|---------------------------------|-------------|
| Index: | All Users ▾ |
| Display Items: | 10 ▾ |
| User Name ▲ ▾ | |
| <input type="checkbox"/> Collin | |
| Total User: 1 | |

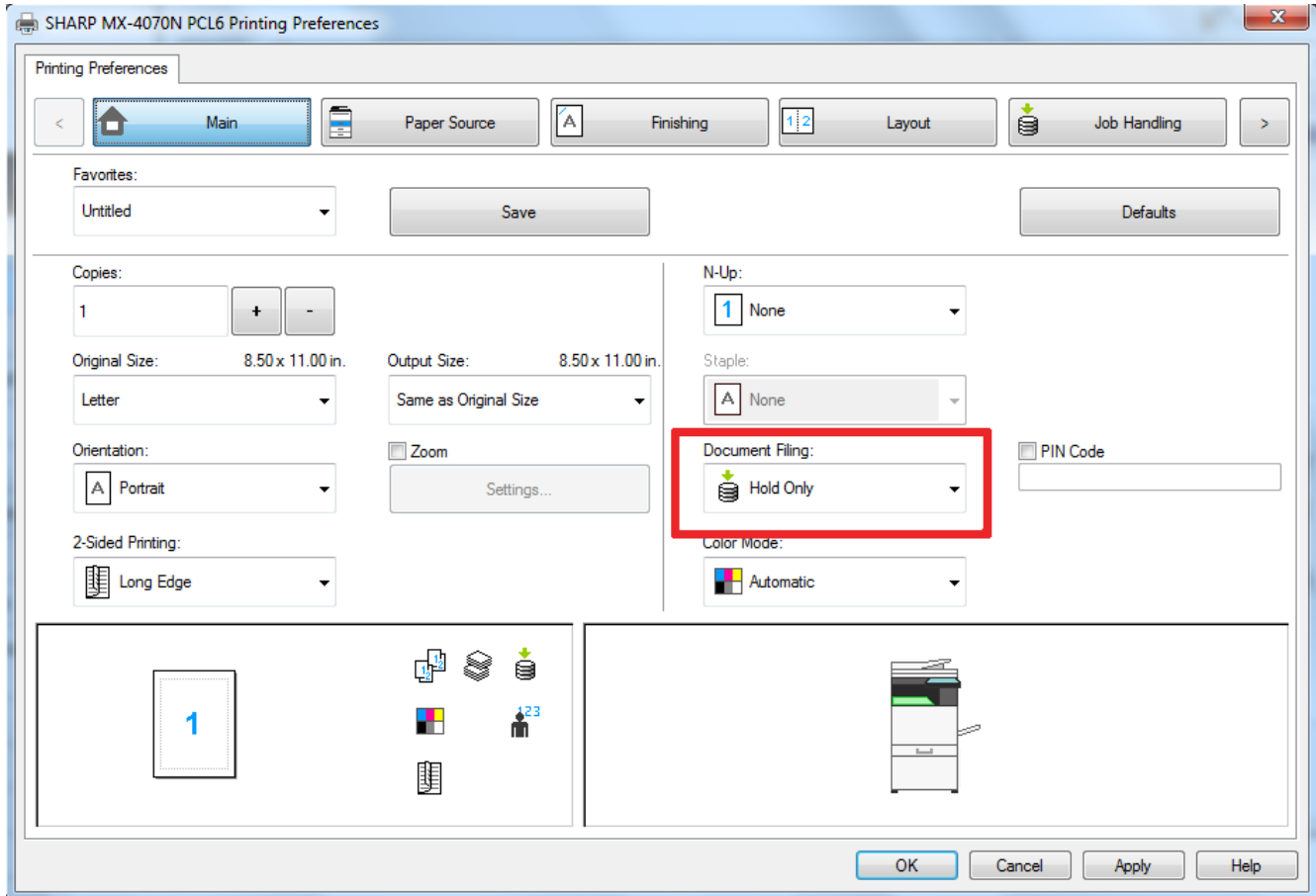
21. Scroll down, check the Change My Folder box, choose the folder from the list when it appears, click OK, then click Submit.



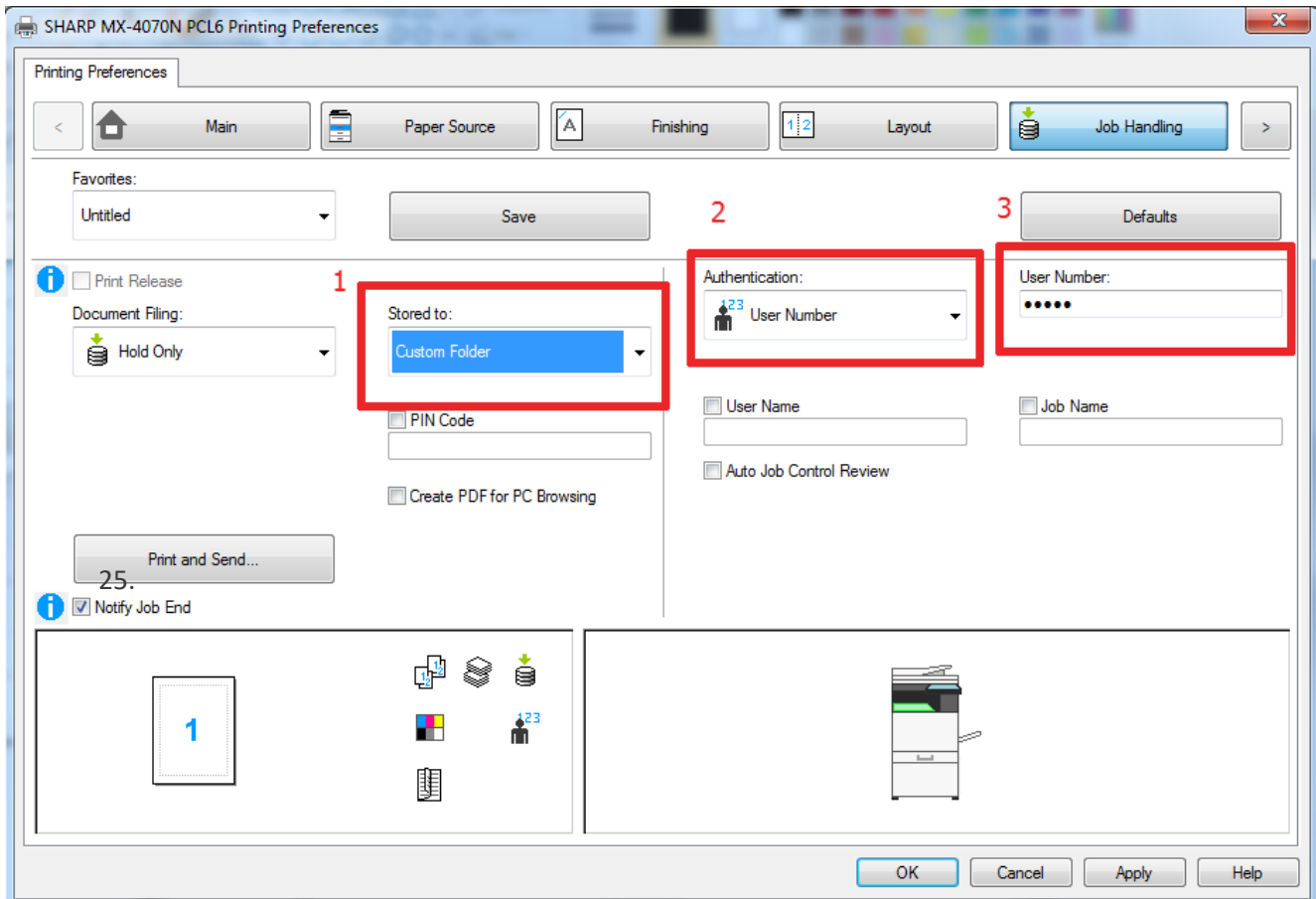
22. Now we need to setup the print driver to hold the prints when you send a job to it – open your printers menu in the control panel(for Windows 10 press Windows Key+X, choose control panel). Right click Sharp printer, click Printing



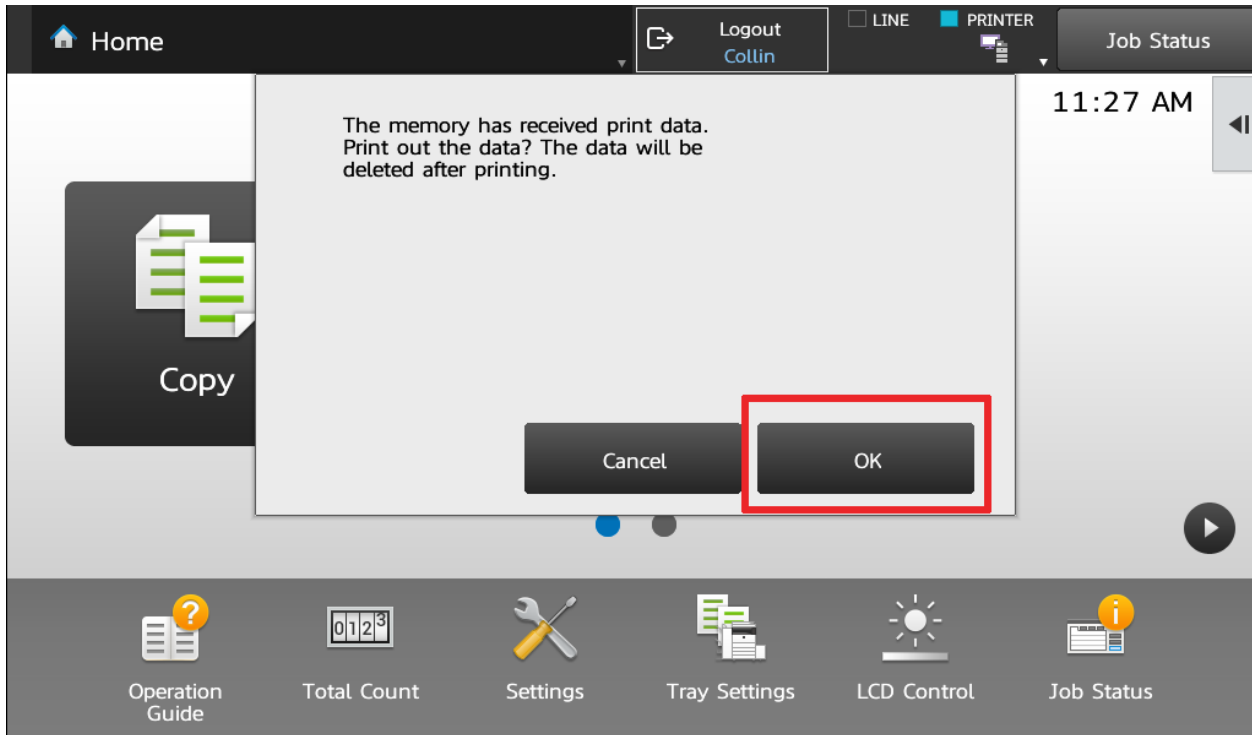
23. On the main tab change the Document Filing drop-down menu to Hold Only



24. Move the the Job Handling tab, change the Stored To: drop-down menu to Custom Folder, choose the correct folder when the list appears on a pop-up window, click OK. Change Authentication drop-down to User Number, and enter the number from the HID/IC card. Click Apply.



26. Now send a print job to the Sharp Phoenix, then go swipe the card to login. You'll see a message that says "The memory has received print data. Print out the data? The data will be deleted after printing." Touch OK to print out all of the jobs currently stored in the custom folder for the user.



Setup is now complete. Please contact us if you have questions or comments at 619-424-8000.

Thank you for your business!