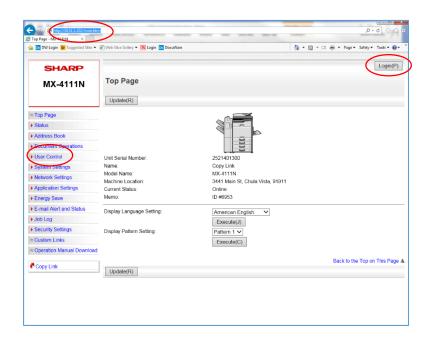


Adding File Retention to a Personal Folder on a Sharp Multi Function Printer



Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

Select **User Control** in the menu on the left

SHARP			User Name: Administrator Logout(L)
MX-4111N	User Registration Submit(J) Submit and Register Next(Y) Carcel(C)		
n Top Page	User Name (Required):	Op to 255 characters)	
▶ Status	Apply User Name to Log-in Name.		
▶ Address Book	Initial (Optional)	(Up to 10 characters)	
▶ Document Operations	Index (Required):	User 1 🗸	
▼User Control	Login Name	(Up to 255 characters)	
▼User List	Password:	(1-255 digits)	
n Custom Index	Password (confirmation):	(1-255 digits)	
e Default Settings	E-mail Address:	(Up to 255 characters)	
Page Limit Group List		Global Address Search(R)	
m Machine Page Limit	Authentication Settings:		
Setting In Authority Group List	Addition Octorigo.	Login Locally	
Favorite Operation Group List	Organization/Group:	1: None V	
▶ User Count		2: None V	
th Card Area Setting		3: None V	
to Card Type / Card Reader Settings		4: None V	
▶ System Settings		5: None V	
Network Settings		6: None V	
Application Settings		7: None V	
		8: None V	
▶ Energy Save	Pages Limit Group:	Unlimited ✓	
▶ E-mail Alert and Status	Authority Group:	User	
▶ Job Log	Favorite Operation Group:	Following the System Settings V	
▶ Security Settings	My Folder		
© Custom Links	My Folder:	Main Folder	
n Operation Manual Dywnload	☑ Change My Folder		
	○ Select from List	Browse(K)	
Copy Link	Create Folder.		
\ \ \	Folder Name (Required):	(Up to 28 characters)	
\	Initial (Optional):	(Up to 10 characters)	
	Password:	(5-8 digits)	
	\sim		Back to the Top on This Page

Select User List in the submenu

Select Add

Enter a User Name

Enter a User's Group (Index) (Default is User 1)

Select Change My Folder at the bottom of the screen

Select Create Folder

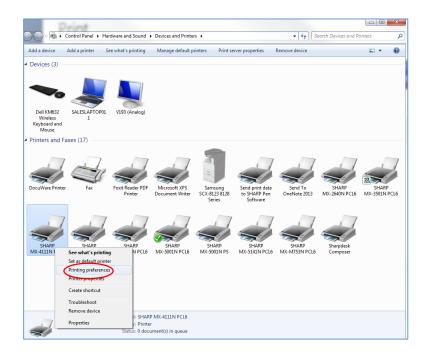
Enter the new Folder Name

Enter a **Password**

Select Submit





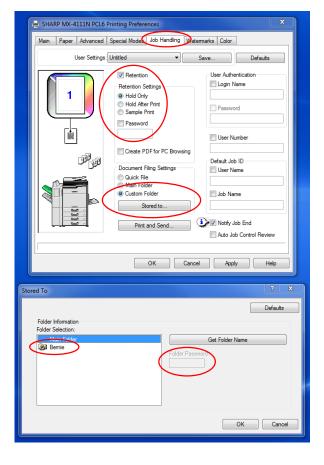


Select the **Start Button** on your computer

Navigate to **Devices and Printers**

Select the Target Printer and Right Click

Choose Printing Preferences



Select the Job Handling Tab

Check the Retention box and select Hold Only

Choose Custom Folder under Document Filing Settings

Select the Stored To button

Choose the Custom Folder that you created

Enter the **Password** that you created and select **OK**

Select Apply and OK

At the Printer Panel, you will now select the **HDD File Retrieve** button and your **Custom Folder**. You will be prompted to enter your Folder **Password**. Once entered, you will be able to select your file and release for printing.