



Sharpdesk Mobile V2.5 Operation Manual

For iOS

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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/sharpedesk_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*1
	Others	Yes*2
TIFF		Yes
JPEG		Yes
PNG		Yes
OOXML files (DOCX, XLSX, PPTX)		No

*1 : Compact PDF and Bk text enhanced PDF files which are larger than A4/letter size cannot be rotated in preview mode.

*2 : Previewed image is not rotatable. Thumbnail is not viewable.

- This document explains operations on the landscape screen of iPad.
- This application uses Bonjour, SNMP, FTP, HTTP and Raw to discover scanners and printers on the network, receive scanned data from scanners and print to printers.

3 Install and Start

Install Sharpdesk Mobile application on your mobile device.

- I. Install the application from the App Store.

Sharpdesk Mobile application can be found under “Utilities.” 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: If no scanners are registered, a popup message “There is no available scanner” is displayed when starting the application on iPad.

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

Printers and scanners must be registered to print from and scan document to this application.

When printers/scanners are connected to a local network, you can automatically discover printers/scanners and register them.

When printers/scanners are not connected to a local network or cannot be discovered automatically, you can manually register them.

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" 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. The default port number in the printer is 9100.
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 "I(ON)" is selected, 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 Printer/Scanner Selection" is set to "I(ON)" under "Application Settings" (see section 4.3).

4.1.3 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.

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 automatically added printers/scanners, IP address is 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 additional settings are available under “Operation Settings”.

Tap “Save” to save the settings.


Item	Description
Scan from your mobile device	When set to “I(ON)”, 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 set to “I(ON)”, it automatically generates a Verification Code. When set to “O(OFF)”, 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” to manage printer/scanner list. Tap and hold  on the right of the printer/scanner list to reorder, then drag it to the desired location.

When it is held down, the printer/scanner can move, so move it up or down while holding down your finger to reorder it.

Delete Printers/Scanners

Tap “Edit” to manage printer/scanner list. Tap , then tap “Delete” to delete the printer/scanner from the list.

Deleted printers/scanners can be added again. Go to “Find Printers/Scanners” or “Add Printers/Scanners Manually” (Section 4.1).

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 "Name" configured in "General" - "About" 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 "I(ON)" is selected, delete your mobile device profile from the address book on the scanner after scanning is completed.
Auto Profile Update	When set to "I(ON)", automatically overwrite the destination (profile) that was registered at last scanning.
Print Settings:	
Item	Description
High Quality Print	Set this to "I(ON)" for higher image quality printing.
Save Imported Files	When set to "I(ON)", keep a file received from other application(s) for printing.
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	<p>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.</p> <p>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.</p> <p>This setting specifies the default value for the “Print” setting (see Chapter 6).</p> <p>Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 6.1.</p> <p>Note: You cannot specify retention for some printer models.</p>
Common Settings:	
Item	Description
Auto Printer/Scanner Selection	When set to "I(ON)", 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.

SNMP Settings: if you need assistance, ask your network administrator.	
Item	Description
Public Get Community	Set this to "Off" 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.

4.4 E-mail Settings


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

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 set to "O(OFF)", or 993 if set to "I(ON)".
SSL	Select "I(ON)" 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.
Filtering Settings	
Item	Description
All/Unread Only/Today's Mail/ Mail within 30 Days	This sets filtering of the messages displayed in the Mail Display screen.

5 Scan

This function receives and stores scanned documents.

Tap the button under “Scanner” (“Scanner: (scanner name)” on iPhone) to select the target scanner. In the printers/scanners list (see section 4.1), this icon  identifies the scanner assigned as the default scanner.

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).

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: On iPhone, tap “Save” to save the settings. On iPad, settings are automatically saved.

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	The menu has no name, just to select either "Color/Grayscale" or "B/W" (monochrome). 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	<p>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".</p> <p>Language Setting: This sets the language when using OCR.</p> <p>Font: This sets the output font.</p> <p>Detect Image Direction: This sets whether the direction of the original is detected or not.</p> <p>File Name Auto Extraction: This sets whether the file name is extracted or not.</p> <p>OCR Accuracy: This sets whether to improve the OCR accuracy or not. You can set "Auto" or "Priority Text".</p> <p>Note: Refer to your local sales representative website for details on which scanners are compatible with OCR.</p>
Resolution		<p>Scan resolution can be set. The following resolution options are available:</p> <p>100dpi, 150dpi, 200dpi, 300dpi, 400dpi, 600dpi</p> <p>Note: 150dpi can be selected only on the scanners that support the resolution.</p> <p>Note: Only 300dpi is available when you select "Compact" or "Compact Ultra Fine" under "Compact PDF".</p> <p>Note: If OCR is set, the original will be scanned at 300dpi or 400dpi depends on the setting value of this item.</p>
Other Settings	Exposure	Exposure (Auto, Characters, Text/Prt.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	<p>This crops each image from multiple documents put on the document glass into PDF files.</p> <p>Note: This cannot be set on the scanner that does not support the feature.</p>

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

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 information of 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. For preview operation, go to Section 9.3.

Tap “Save this Image”.

VII. Scanned data, already named at the scanner, can be renamed at this stage.

If desired, enter a new file name and then tap “Save”.

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 may tap any data in the list to preview. However, this data can only be stored together with the rest of the received data.

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, web pages and e-mails can be printed.

Tap "Print" on the main screen.


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 .

Select the files to be printed, and then tap .

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 "Photo" or "Photo Album" can be selected.

Note: JPEG, TIFF and PNG can be printed.

Note: Access to "Photos" from this application shall be granted. Tap [Settings]-[Privacy]-[Photos] to display the application list, and then find "Sharpdesk Mobile" and set to "ON".

Photo images stored on your mobile device are listed. Tap one or more images to select them for printing, and then tap "Done".

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 "Select".


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.

- Tap  to set the number of acquired e-mail messages to appear in the Mail Display screen and the filtering for those messages.

The content of the selected e-mail is displayed.



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

Tap  to print selected e-mails.

Printing file attachments


In the mail display screen, tap .

In the "Print Attached File" screen, select the files to be printed.

- To select multiple files in the list, follow the procedure below.
 - 1) Tap  at bottom-left.
 - 2) Check boxes are displayed at the left side of the list. Check the boxes next to the files to be selected, and then tap  at bottom-right.

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."


Print setting menu with a print preview of the selected file (photo, web page, e-mail or e-mail attachment) will be displayed. For a preview operation, go to section 9.3.

- You can tap  to select multiple files.

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 are printed after web pages which were already selected. For example, if an already-selected web page has an odd number of pages and double-sided printing is selected, the additional web page will be printed starting from the reverse side of the final page of the already-selected web page.

The following print settings are available:

Items	Description
Printer	<p>Select a printer to print and configure print settings.</p> <p>In section 4.1, this icon  identifies the printer assigned as the default printer.</p>
Quantity	<p>Tap to configure print quantity if necessary. Quantity can be configured from 1 set to 99 sets.</p> <p>Note: Some of the printer models do not support multiple quantities. Refer to your local sales representative website for details.</p>
Duplex Settings	<p>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.</p>
Color Mode	<p>Tap to configure color mode. Either Auto, Color or Grayscale can be selected.</p>
Paper Size	<p>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</p> <p>Note: If "Japanese Postcard" is selected, the printer will select "Japanese Postcard" as the paper size when printing.</p> <p>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.</p>
Paper Type	<p>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</p> <p>Note: If the paper size is set to "Japanese Post Card", the setting will switch automatically to "Japanese Post Card".</p>

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

Items	Description
Retention	<p>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.</p> <p>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.</p> <p>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.</p> <p>Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 6.1.</p> <p>Note: When this item has been set, the print release setting is disabled.</p>
Print Release	<p>This setting is only enabled when a printer which supports print release is selected.</p> <p>Note: Refer to the website for details on which printers support print release.</p> <p>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.</p> <p>Refer to the operation manual for the machine for details on the machine's output operations when using the print release function.</p>

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.

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. 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 "Edit" in the right top of the list, and then select the checkbox displayed in the left of the list (preview will not be displayed).

- II. If you attach a single file, tap "Attach" ("Attach to E-mail" on iPhone) in the menu. E-mail application is invoked and the e-mail that the file is attached is displayed.
If you attach multiple files, tap the Action button 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 "Edit" in the right top of the list, and then select the checkbox displayed in the left of the list (preview will not be displayed).
- II. Tap "Send" ("Send to Application" on iPhone; the Action button if multiple files are selected) 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 Reordering Files/Folders

Sort button is displayed in the right top of the file/folder list.


One of the following icons expressing current sort condition and order is indicated in the Sort button.

	Ascending order of time stamp		Ascending order of file size
	Descending order of time stamp		Descending order of file size
	Ascending order of file name		Ascending order of file format
	Descending order of file name		Descending order of file format

Tap the sort button to sort. Sort condition and order can be changed. Sort conditions include time stamp, file name, file size and file format. Tap  for ascending order and  for descending order.

9.2 Search Files/Folders

Search bar is displayed in the files/folders list. 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 tapping  to the right of the search bar.

Filter the search items further.

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.
Image File(JPEG, PNG)	Include JPEG and PNG files in search.

Item	Description
OOXML File (DOCX, XLSX, PPTX)	Include DOCX, XLSX and PPTX files in search.

You can arrange order of the search result. 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  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” to select an appropriate application to preview the file.

9.4 Rename/Move/Delete Files/Folders


Tapping “Edit” button on right top of the files/folders list enables renaming/moving/deleting the files/folders.

Check boxes will appear in the left of the list and the menu will appear in the bottom. Tap the check boxes of the files/folders that you wish to rename/move/delete.

Rename Files/Folders


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.

Tap  on the menu bar.

“Change File(Folder) Name” dialog is displayed. Enter a new name and tap “Save”.


Move Files/Folders

Tap  on the menu bar.

The “Move” dialog (“Move” screen on iPhone) is displayed. Select a target folder and tap “Move Here.”

The data that are saved in your mobile device using this application will be deleted from the device if you uninstall this application. Back up the data as necessary. For details, see the support site of your mobile device.


Delete Files/Folders

Tap  on the menu bar.

You can also delete a file in the following operations:

- Swipe the file or folder to the left without tapping “Edit” button.
The “Delete” button is displayed. Tap the button to delete.
- Preview the file.
Tap “Delete this File” in the preview screen (see section 9.3).

9.5 Create a Folder

- I. Go to the folder under which you wish to create a new folder.
- II. Tap “Edit” to display the menu bar and then tap .
- III. “Create Folder” dialog is displayed. Enter a new folder name, then tap “Save” to create the folder.

10 Add Wi-Fi Setting

You can read the QR code displayed on the printer/scanner operation panel to retrieve the wireless network (Wi-Fi) setting information, create a Wi-Fi configuration profile, and then install the profile on your mobile device.

Note: The printer/scanner firmware may need to be updated before you can display QR codes on the printer/scanner operation panel. See the printer/scanner operation manual for the instructions how to display a QR code. The QR code displayed in other ways cannot be read.

Note: When using this function, the camera opens. You must allow this application to access the camera.

When tapping "Add Wi-Fi Configuration" from the main screen menu, the camera opens.

Display a QR code on the printer/scanner operation panel and read the QR code with the camera.

After a successful reading, the SSID and security (encryption standard) of the wireless network appear as the result of the reading. Tapping "Create Wi-Fi Profile" creates a Wi-Fi configuration profile based on the wireless network connection information stored in the QR code.

After the Wi-Fi configuration profile has been successfully created, install the profile from "Settings"->"General"->"VPN & Device Management" ("Profiles & Device Management" for some devices) menu of your mobile device. Then, to connect to the MFP, you can select the profile in the Wi-Fi settings of your mobile device.

If you want to continue using Sharpdesk Mobile, push the home button of your mobile device twice, and then tap Sharpdesk Mobile screen. To add the printer/scanner, in Sharpdesk Mobile go to "Settings"->"Printer/Scanner Settings" and select "Find Printers/Scanners".

The added Wi-Fi configuration profile can be checked from "Settings"->"General"->"VPN & Device Management"->"Configuration profile" menu on your mobile device. To remove a configuration profile, tap it and then tap "Delete Profile".

11 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. Tap the action button to display the menu and then tap “Open In”.
- III. “Sharpdesk Mobile” is listed as one of the applications that can receive this file. Then tap “Sharpdesk Mobile”.
- IV. See the stage where print setting menu with a print preview of the file is displayed in chapter 6 for the subsequent steps.

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