SHARP

SHARP UD3
Operation Manual

Ver. 2.0

Please note

• This manual explains how to install the SHARP UD3 and configure the unique function of the SHARP UD3. Please confirm the operation guide of each printer series about the basic print function.

• The explanations in this manual assume that you have a working knowledge of your Windows computer.

• For information on your operating system, please refer to your operating system manual or the online Help function.

• The explanations of screens and procedures in this manual are primarily for Windows® 10 in Windows environments. The screens may vary depending on the version of the operating system.

Warning

• All information in this manual is subject to change without notice.

# Content

1   About the SHARP UD3

SHARP UD3 serves as a printer driver capable of supporting different color/mono printer models. SHARP UD3 makes it easy to discover printer devices in the office without installing / upgrading printer specific drivers. The driver provides commonly features for SHARP devices. Administrators don't require to manage multiple printer driver sets for different printers. By introducing SHARP UD3, such burden of the IT as well as operational costs for printer drivers will be substantially reduced.

1-1   System Environment

SHARP UD3 is intended to be used in either one of the following two system environments.

◆ **Server-Client Environment**

The IT admin installs a printer driver to the server, and each client user (or IT admin) installs a printer driver to the client PC by Point & Print. At the time of printing, a print job is sent to a printer via the server. See section 2 for the installation.
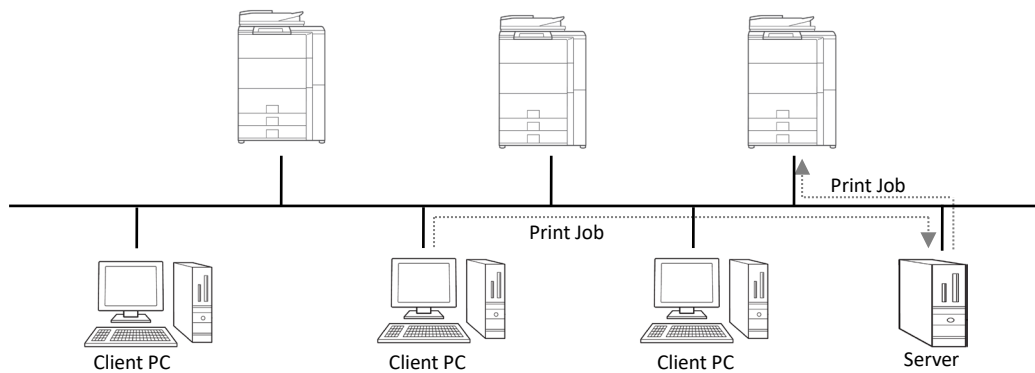
◆ **Standalone Environment**

Each user (or IT admin) installs a printer driver to the PC, and in this case, print job goes directly to printer. See section 2 for the installation.
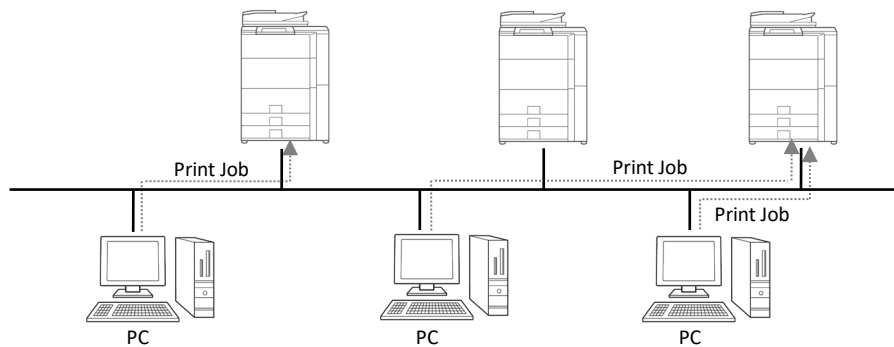
1-2 Software Requirements

Emulation	Hewlett-Packard PCL6 printer control languages
Internet protocol	IPv4, IPv6 (IPv6 is required only for IPv6-enabled MFPs)
Port	Standard TCP/IP Port
OS compatible	Refer to 2-1 "Operational Environment"
Citrix compatible	XenApp5.0, XenApp6.0, XenApp6.5, XenApp7.6, XenApp7.15
Language Support	Japanese, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, Swedish, Simplified Chinese, Traditional Chinese, Brazilian Portuguese

1-3 Installation Type

In the SHARP, you can select Basic mode or Enhanced mode at the installation. If you install the driver by Basic mode, you can't select a printer and change language on the driver because you select them at the installation. If you install the driver by Enhanced mode, you can use all function of SHARP UD3. Select Basic mode if you don't plan on switching the destination printer, or if there is only one printer in the office. Select Enhanced mode if you might plan on switching the destination printer after installation, or if there are some printers in the office.

REMARK:

The Enhanced Mode and Basic Mode cannot coexist. The installation type that has been used later is applied.

For example, if you installed the driver in the Basic Mode and then reinstall it in Enhanced Mode, the settings specified in the Enhanced Mode are applied.

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2 SHARP UD3 Installation

2-1 Operational Environment

Before installation, please make sure that your computer has the following configuration.

Required OS *1	Windows 7, Windows 8.1, Windows 10, Windows Server 2008*2, Windows Server 2012*2, Windows Server 2016*2, Windows Server 2019*2
Computer	IBM PC/AT compatible machine equipped with LAN board compatible with 10Base-T/100Base-TX/1000Base-T
Display	1024x768 resolutions and 16 bit or more color display capability are recommended.

*1 Starter Edition is not supported (Windows 7). Embedded is not supported.

*2 Itanium is not supported.

2-2 Basic Mode Installation

SHARP UD3 have 2 mode which are Basic Mode and Enhanced Mode. In this section, Basic Mode Installation is explained.

Please refer to 1-3 Installation Type.

Step

1. **Extract the SHARP UD3 installation files to a folder.**

2. **Double-click the [Setup] icon.**

> **MEMO:**
> When the message screen for confirming the execution is displayed, click the [Yes] or [Allow].

3. **The "Language Selection" screen is displayed. Select a language to be used for the installation and click the [Next] button.**

4. **The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then check the "I accept the agreement" and click the [Next] button.**

5. **Select Setup Type. If you add new printer, select "Add a new Sharp printer". If you update an existing printer, select "Select Sharp printer to Update".**

> **MEMO:**
> The window described in the Step 5 does not appear during the new installation.

6. **Click on the [Basic Mode] icon.**

> **MEMO:**
> If you click the [Update an existing Sharp printer] icon in the Step 5, go to the Step 10.

7. **Select connection method to MFP and click on the [Next] button.**

> **MEMO:**
> In this Step, explain the procedure of "Search for MFP".

> **MEMO:**
> Connection method are below.
> - **Specify the MFP IP address**
>   Specify the machine's name (host name) or IP address for the printer.
> - **Search for MFP**
>   Found printers connected to network
> - **Use an IPP or IPPS port**
>   The IPP function can be used to print to the machine over a network using HTTP protocol.
> - **Use an existing port**
>   You can print to the machine over a network using existing port.

8. **Printers connected to the network are detected. Select the machine and click the [Next] button.**

> **MEMO:**
> When the screen for selecting the port type is displayed, select the [IP address] or [Host name prioritized] and click the [Next] button. Normally you should select the [IP address].

9. **Enter the Printer name and then click on the [Next] button.**

> **MEMO:**
> When printer name is not entered it is installed by the name of "SHARP UD3 PCL 6".
> Any name can be specified for the printer.

> **MEMO:**
> **Install additional driver**
> You can install additional Sharp driver to support other system types (for example 32-bit or 64-bit).

10. **Confirm the information for the MFP to be installed, and click the [Next] button.**

MEMO:

> If a security warning window appears, be sure to click [Install this driver software anyway].

11. **Set it as a default printer as necessary and then click on the [Finish] button.**

MEMO:

> **About the Test Page Print:**
> You can execute test page print for new printer.

Now, the installation is completed.

2-3　Enhanced Mode Installation

SHARP UD3 have 2 mode which are Basic Mode and Enhanced Mode. In this section, Enhanced Mode Installation is explained. Please refer to 1-3 Installation Type.

Step

1. **Extract the SHARP UD3 installation files to a folder.**

2. **Double-click the [Setup] icon.**

> **MEMO:**
> When the message screen for confirming the execution is displayed, click the [Yes] or [Allow].

3. **The "Language Selection" screen is displayed. Select a language to be used for the installation and click the [Next] button.**

4. **The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then check the "I accept the agreement" and click the [Next] button.**

5. **Select Setup Type. If you add new printer, select "Add a new Sharp printer". If you update an existing printer, select "Select Sharp printer to Update".**

> **MEMO:**
> The window described in the Step 5 does not appear during the new installation.

6. **Click on the [Enhanced Mode] icon.**

> **MEMO:**
> If you click the [Update an existing Sharp printer] icon in the Step 5, go to the Step 8.

7. **Confirm the printer name and specify whether the printer will be shared or not, and click the [Next] button.**

> **MEMO:**
> When printer name is not entered it is installed by the name of "SHARP UD3 PCL 6".
> Any name can be specified for the printer. If the default printer which is described in section 3-2-3 is changed, specified Printer name is not changed. For that case, the output has no problem though the Printer name is different between Printer name to output and specified Printer name.

> **MEMO:**
> **Install additional driver**
> You can install additional Sharp driver to support other system types (for example 32-bit or 64-bit).

8. **Confirm the information for the MFP to be installed, and click the [Next] button.**

> **MEMO:**
> If a security warning window appears, be sure to click [Install this driver software anyway].

9. **Set it as a default printer as necessary and then click on the [Finish] button.**

> **REMARK:**
> **About the Test Page Print:**
> Since the output printer is selected after the installation of the SHARP UD3, a test page cannot be printed at the time of installation.

Now, the installation is completed. Subsequently the Printer Selection screen appears. Configure each setting as described in the chapter 3-1-2.

2-4　Installation by Point & Print

In SHARP UD3, the installation to a client PC in Server-Client environment is done by OS standard, "Point & Print."

Point & Print is a function which allows Windows users to establish connection to the remote printer without preparing any installation media such as disks. All required files and configuration information are automatically downloaded from the print server.

REMARK:

- **Before installation**
  It is necessary to set up an output printer and sharing of SHARP UD3 at the server side in advance, before installation by Point & Print.
  See the section 3-2-2 Setup of an output (default) printer for setting method of an output printer.
  Check on the [Share this printer] and input [Share name] on the [Sharing] tab of Printer Property of SHARP UD3, for SHARP UD3 share setting at the server side.
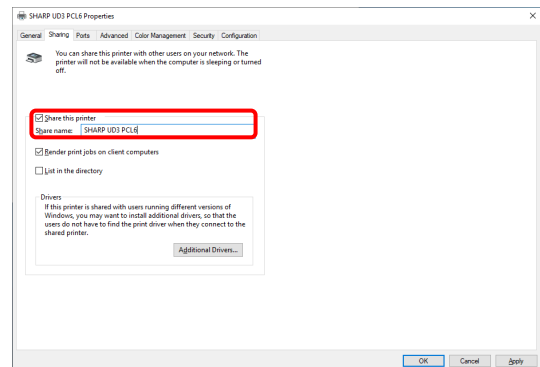
- **Upgrade the Authority for sharing options**
  Depending on the user authority that login user has, sharing settings might be gray out. In such case, click [Change Sharing Options], and enter the login name and password of administrator authority for setting the sharing the driver.
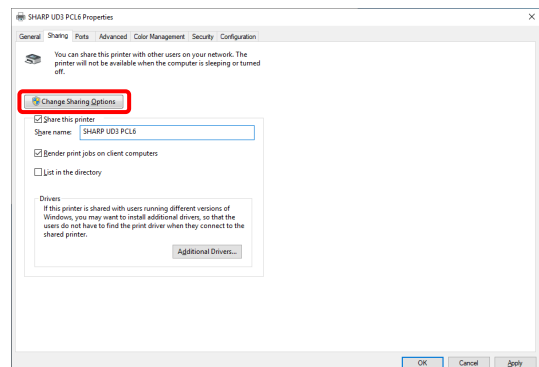
## Installation by drag & drop

Step

1. **On the command prompt of [Run] on [Start] menu, input the server name (for example: ¥¥PrintServer) and click [OK] button.**

2. **When the printers to be shared on the server are displayed, drag the icon of the target printer to [Devices and Printers] folder of local work station.**

Now, the installation is completed.

Installation by double click

Step

1. **On the command prompt of [Run] on [Start] menu, input the server name (for example: ¥¥PrintServer) and click [OK] button.**

2. **When the printers to be shared on the server are displayed, double click the icon of target printer.**

Now, the installation is completed.

Installation by add a printer

Step

1. Open the [Devices and Printers] in the Control Panel and click on the [Add a printer].
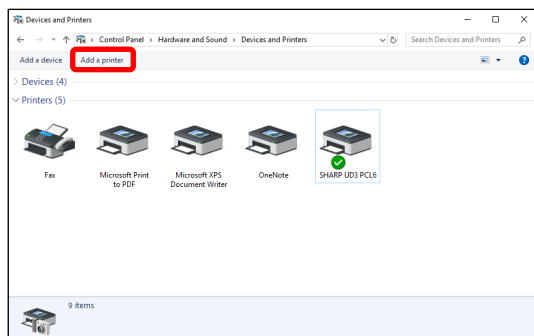
2. Click on the [Not finding what you're looking for?].
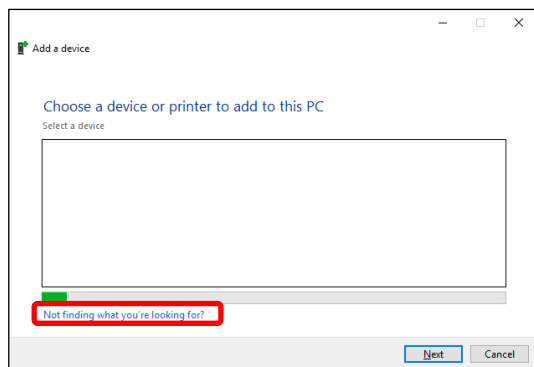
3. Specify the printer to be shared. To retrieve a printer, select the [Find a printer in the directory, based on location or feature] and click on the [Next] button.
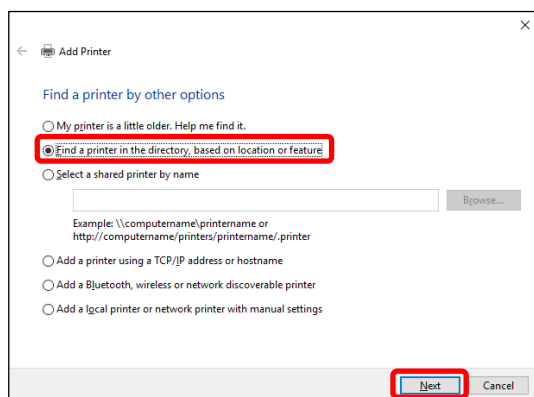
4. Select a printer to be shared and click on the [OK] button. After that, click on the [Next] button. The installation will start. If a warning window related to security is displayed, be sure to click on the [Install driver].
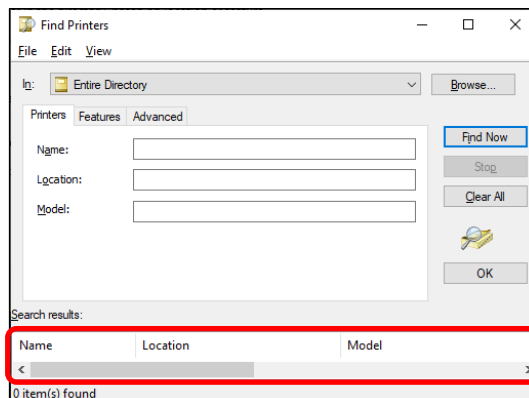
MEMO:
You can directly specify a printer to be shared. To do so, check on the [Select a shared printer by name] and specify a printer to be shared and click on the [Next] button.
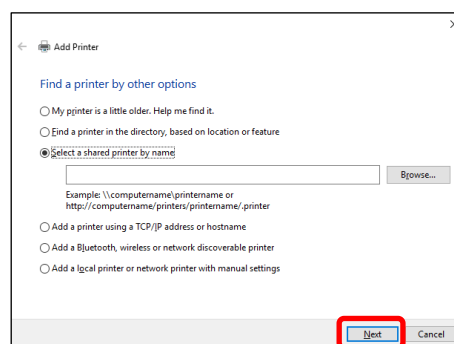
5. Set it as a default printer as necessary and then click on the [Finish] button.

Now, the installation is completed.

9
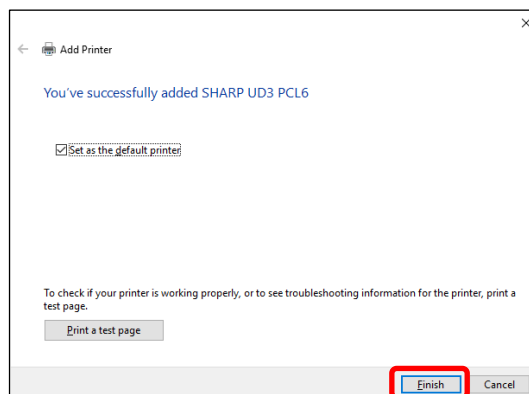
2-5   Deletion of SHARP UD3

Step

1.   **Open the [Programs and Features] in the Control Panel.**

2.   **Execute [SHARP Driver Uninstall Tool] to remove the driver you want to remove.**

3.   **Reboot your computer.**

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3 Setup of the SHARP UD3

3-1 Respective sections and their functions

In SHARP UD3, the [Configuration] tab is newly added to the [Properties] of the SHARP UD3. Also, the [Printer Selection] to be displayed when a default printer* is set on the [Properties] tab has been added.

Furthermore, the [Advanced Settings] screen has been added, which will appear when you click the [Printer Selection] button under the [Configuration] tab and then select the [Manual Setup].

* "default printer" means the printer to use for output in SHARP UD3. ("default printer" is used for this meaning hereafter.)

3-1-1 Configuration tab
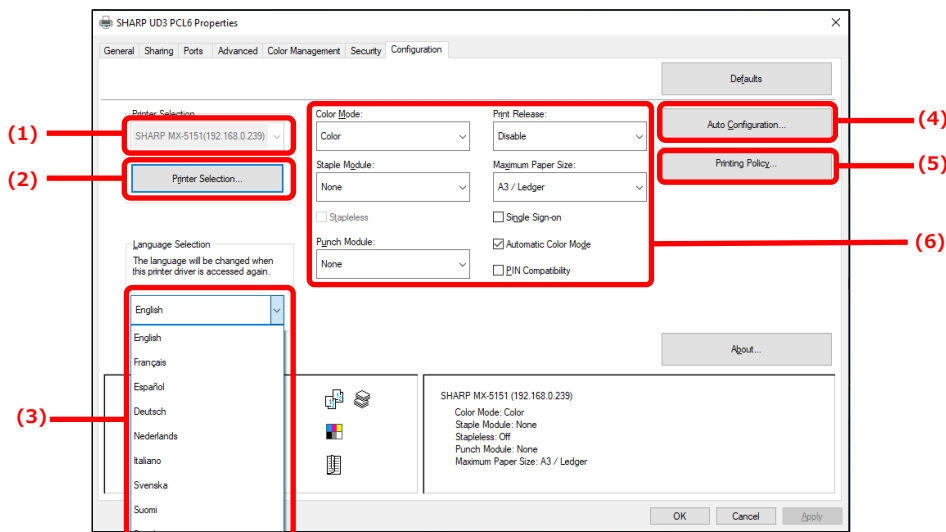
Fig. 1 [Configuration] tab of SHARP UD3

(1) **Printer Name (IP address)**

The printer name (IP address) is displayed. A default printer can be set from the list of registered printers.

(2) **"Printer Selection" button**

The Printer Selection screen is displayed. (See the next section, "Printer Selection screen.")

(3) **"Language Selection" button**

Language displayed in SHARP UD3 can be set from the list of support languages (In default setting, it's displayed in English.). When language is changed, [Configuration] tab of [Properties] of the SHARP UD3, the Printer Selection screen and [Printing Preferences] are reflected the selected language. See 1-2 Software Requirements for support language.

(4) **"Auto Configuration" button**

Configuration settings, such as "Color Mode", "Staple Module", and "Punch Module" are obtained from the MFP and applied to the driver.

(5) **"Printing Policy" button**

"Print Release", "Document Filling", "User Authentication", "Use Windows Login Name as 'Login Name'" and "Use 'Login Name' as 'User Name'" can always become effective.

(6) **"Configuration settings limitation" section**

Configuration settings, such as "Color Mode", "Staple Module", and "Punch Module" are manually applied to the driver.

3-1-2 Printer Selection screen

The Printer Selection screen include search function or no search function. In case of usable to setting the default printer, the Printer Selection screen includes Search function. In the other case, the Printer Selection screen cannot include Search function. See 3-2-7 Access Authority for more detail for setting the default printer.
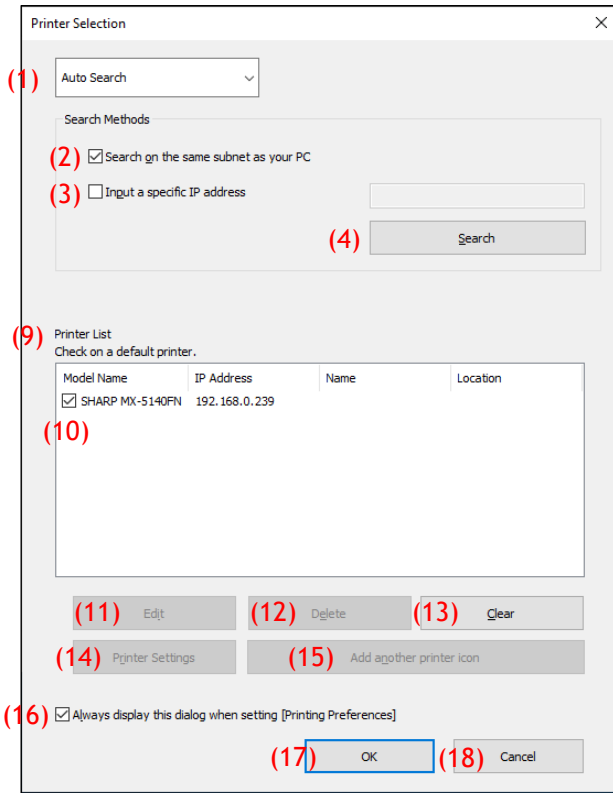
**Fig. 2 Printer Selection screen with Search function
（ When selecting the [Auto Search] ）**
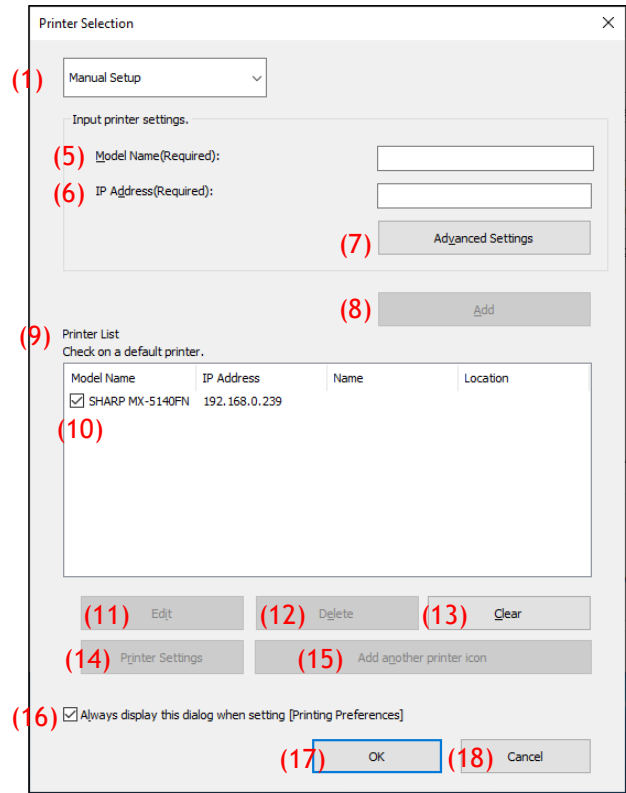
**Fig. 3 Printer Selection screen with Search function
（ When selecting the [Manual Setup] ）**
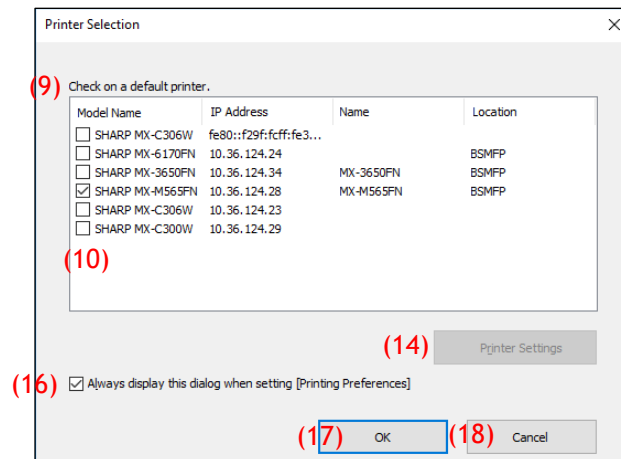
Fig. 4 Printer Selection screen without Search function

(1) Switching between the [Auto Search]/[Manual Setup]

This pull-down menu allows you to switch between the [Auto Search] and [Manual Setup].

(2) Search on the same subnet as your PC

Printer search is performed within the same network of the PC.

(3) Input a specific IP address

Enter the IP address of the printer to be used.

(4) [Search] button

Printer search is performed based on the conditions set in (2) and (3), and [Search Result] screen is displayed.
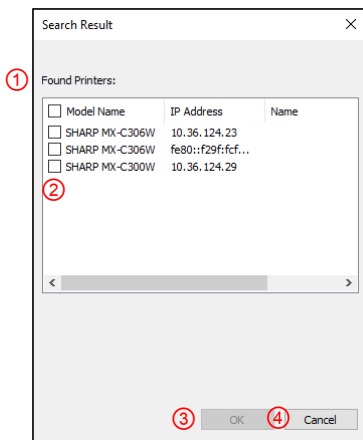
Fig. 5 Search Result screen

① **[Search Result] screen**

Found printers are displayed in the List Box.

② **Printer addition check boxes**

You can select a printer / printers to be added using these check boxes. To select all the printers in the list, use the top check box.

③ **[OK] button**

The selected printer(s) is added and the Dialog is closed.

④ **[Cancel] button**

Current settings are cancelled and the Dialog is closed.

(5) Model Name

User can enter the model name manually.

(6) IP Address

User can enter the IP Address of the printer manually.

(7) [Advanced Settings] button

[Advanced Settings] dialog is displayed.

(8) [Add] button

The printer with the information you have entered in the fields (5) and (6) will be added to the printer list.

(9) [Printer List] screen

Registered printers are displayed in the List Box.

REMARK:

In [Printer List], please make the number of registration of printer 30 or less. When 31 or more printers are registered, operation is not guaranteed.

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(10) Default Printer

This check box is for setting a default printer from the [Printer List].

(11) [Edit] button

The dialog to edit the selected printer(s) appears. Select a printer you wish to edit to highlight the entry.

(12) [Delete] button

You can delete the selected printer(s) with this button. Select a printer you wish to delete to highlight the entry.

(13) [Clear] button

All the printers displayed in the [Printer List] are deleted.

(14) [Printer Settings] button

The web page of the selected printer (highlight the selected printer.) is displayed as webpage using web browser.

(15) [Add another printer icon] button

The dialog to add an icon for the selected printer is displayed. Select a printer for which you wish to add an icon to highlight the entry.
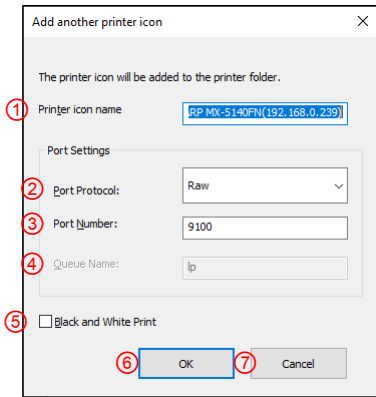

Fig. 6 Add another printer icon screen

① **Printer icon name**

The printer icon name added to the printer folder. The default name is (SHARP "Model Name" ("IP Address")).

② **Port Protocol**

Select "RAW" or "LPR". By default "RAW" is selected.

③ **Port Number**

The default value for Port Number will be 9100 in RAW setting. This value can be changed to another valid port number as required only in RAW setting.

The default value for Port Number will be 515 in LPR setting. This value can't be changed to another valid port number as required in LPR setting.

④ **Queue Name**

The default value for Queue Name will be "lp" in LPR setting. This value can be changed to another valid queue name as required in LPR setting. This value can't be changed to another valid queue name as required in RAW setting.

⑤ **Black and White Print**

The driver UI becomes B/W UI.

⑥ **[OK] button**

The printer icon is added to the printer folder and the Dialog is closed.

⑦ **[Cancel] button**

Current settings are cancelled and the Dialog is closed.

(16) Always display this dialog when setting [Printing Preferences]

This check box is for setting this Dialog to be displayed always on clicking [Printing Preferences].

(17) [OK] button

Current settings are saved and the Dialog is closed.

> **REMARK:**
> When the printer selection screen is displayed from [Configuration] tab, the settings won't be saved by pressing "OK" button of (17). "OK" or "Apply" button on [Configuration] tab should be pressed to save the settings.

(18) [Cancel] button

Current settings are cancelled and the Dialog is closed.

3-1-3 Advanced Settings screen

(1) Model Name

Model name for the printer by manually add.

(2) IP address

IP address for the printer by manually adds.

(3) Name

Name for the printer by manually adds.

(4) Location

Location for the printer by manually adds.

(5) Port Setting

Either the Raw or LPR radio button must be selected. The default selection is RAW.

(6) Port Number

The default value for Port Number will be 9100 in RAW setting. This value can be changed to another valid port number as required only in RAW setting. The default value for Port Number will be 515 in LPR setting.

(7) Queue Name

The default value for Queue Name will be "lp" in LPR setting. This value can be changed to another valid queue name as required in LPR setting.

(8) Black and White Print

The driver UI becomes B/W UI.

(9) [OK] button

Current settings are saved and the Dialog is closed.

(10) [Cancel] button

Current settings are cancelled and the Dialog is closed.

3-2　Basic operation of SHARP UD3

3-2-1　Language Change　[Enhanced Mode Only]

In SHARP UD3, displayed language can be changed. See 1-2 Software Requirements for support language.
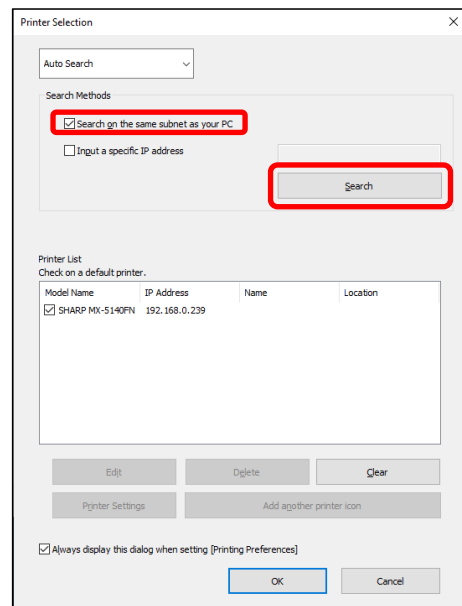

Step

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.
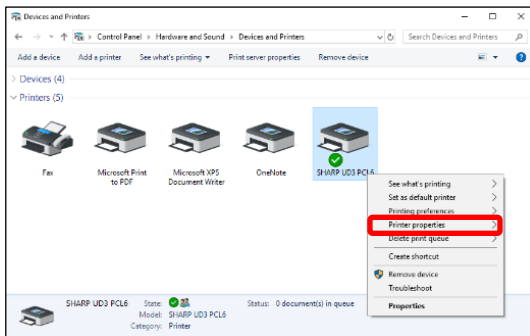
2. On the [Configuration] tab of the SHARP UD3, click on the drop-down list of [Language Selection], and select a displayed language.
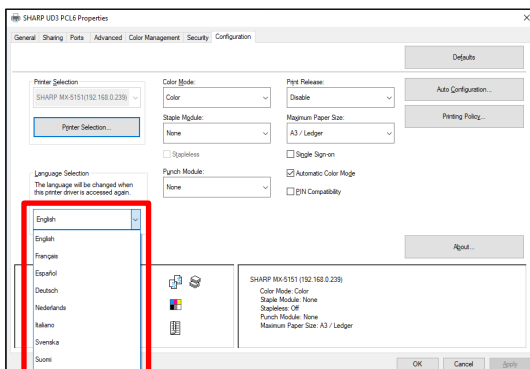
3. Click on the [OK] button, and Settings are reflected. (The language change will be reflected when the SHARP UD3 is displayed once again.)
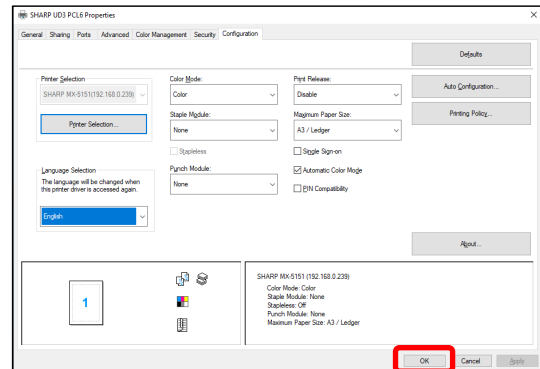
Now, the Language Change is completed.

MEMO:

In the [Properties] of the SHARP UD3, only [Configuration] tab is reflected the selected language. Other tabs are described based on language which Windows OS is supported.

3-2-2 Setup of an output (default) printer

A default printer needs to be set up after the installation. Some users cannot set up a default printer depending on their authorization levels. See 3-2-7 Access Authority for more detail.

> **REMARK:**
>
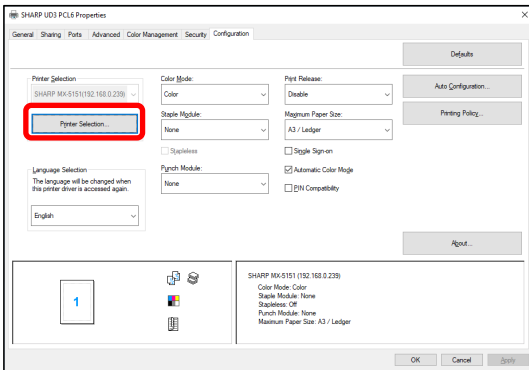> In a Server-Client environment, this setup must be done on server PC before the SHARP UD3 is installed to respective client PCs, while in a Standalone environment, it must be done by user which has [Manage Printers] before using the SHARP UD3.

Step

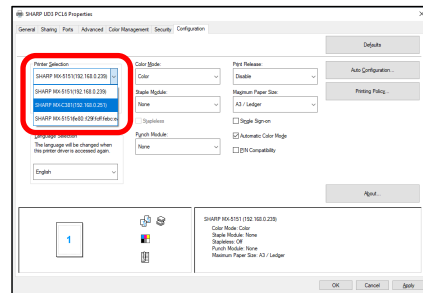**1.** Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.

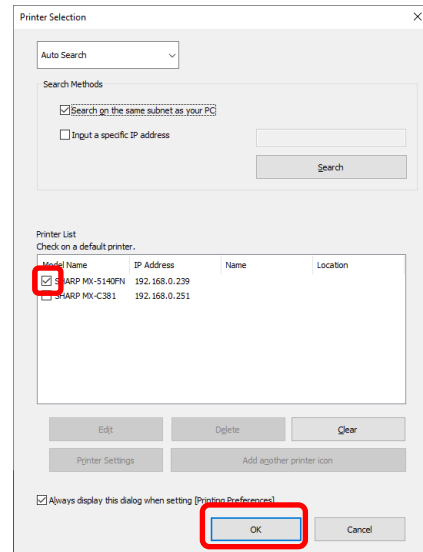**2.** On the [Configuration] tab of the SHARP UD3, click on the [Printer Selection] button.

> **MEMO:**
>
> In the Step 2, clicking on the [Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printing Preferences]] of (16) of section 3-1-2.
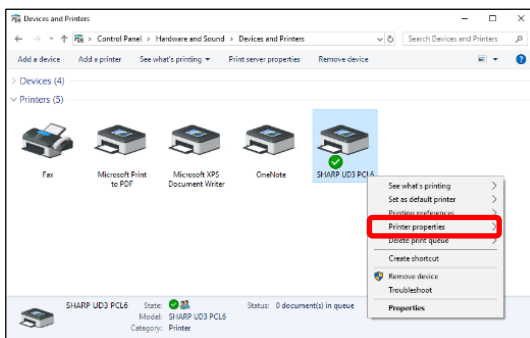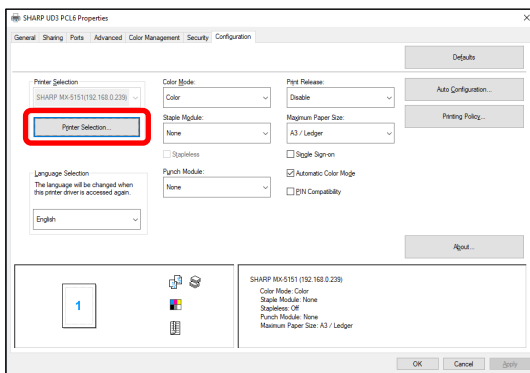
3. After the Printer Selection dialog is opened, check [Search on the same subnet as your PC], and click on the [Search] button. The search will start.

> **MEMO:**
>
> If you want to directly specify a printer to be used, switch the [Auto Search] to [Manual Setup] with the top pull-down menu and enter the [Model name] and [IP Address] and then click the [Add] button.

4. **Found printers will be displayed in the "Found Printers".**
Select the check box for the printer to be used, and click the
[OK] button.
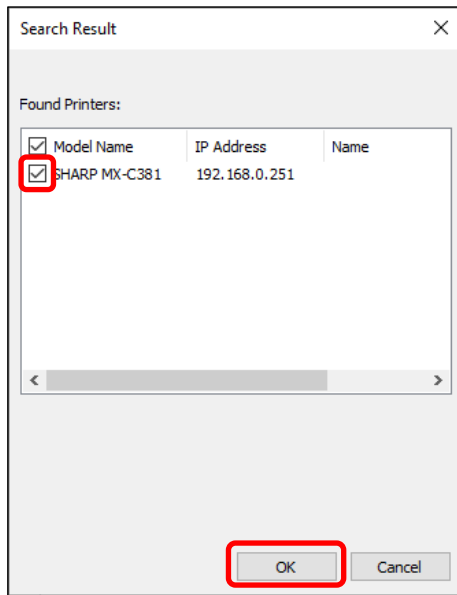
REMARK:

> In [Printer List], please make the number of registration
> of printer 30 or less. When 31 or more printers are
> registered, operation is not guaranteed.

5. **Check on the box of the printer to be set as a default**
printer and click on the [OK] button.
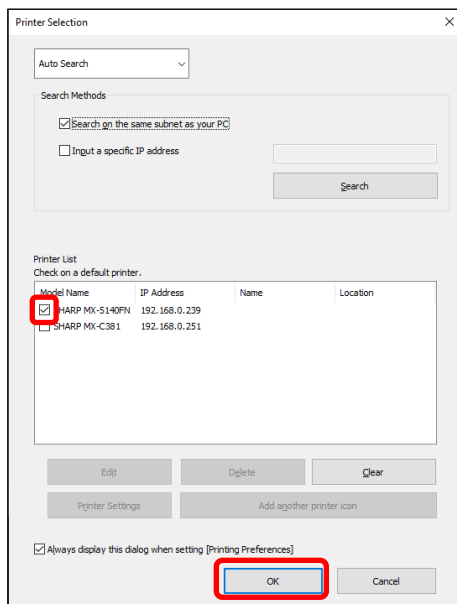
MEMO:

> When the printer selection screen is displayed from
> [Printing Preferences], information about main frame
> option is acquired automatically by clicking [OK] button
> of printer selection screen.
> When the printer selection screen is displayed from
> [Configuration] tab, information about configuration is
> acquired automatically by clicking [Apply] button at the
> Step 6.

6. **Click on the [Apply] button to apply the setting.**
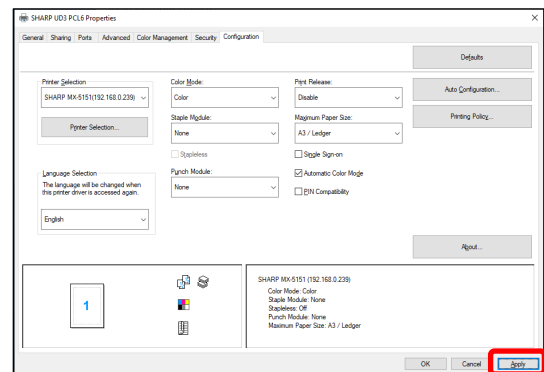
Now, the default printer setup is completed.

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3-2-3 Default Printer Change Enhanced Mode Only

A default printer can be changed after the installation. Some users cannot change a default printer depending on their authorization levels. See 3-2-7 Access Authority for more detail.

Step

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.


2. On the [Configuration] tab of the [Properties] of the SHARP UD3, click on the [Printer Selection] button.


MEMO:
In the Step 2, clicking on the [Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printing Preferences]] of (16) of section 3-1-2.
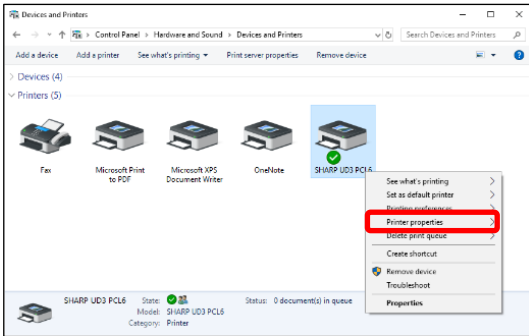
MEMO:
The default printer can also be changed from the drop down list showing the current default printer. To do so, select a default printer from the drop down list and click on [Apply] button to apply the setting.
Printers of [Printer List] are displayed on the drop down list.

3. Check on the printer to be used as a default printer in the [Printer List] and click on the [OK] button.
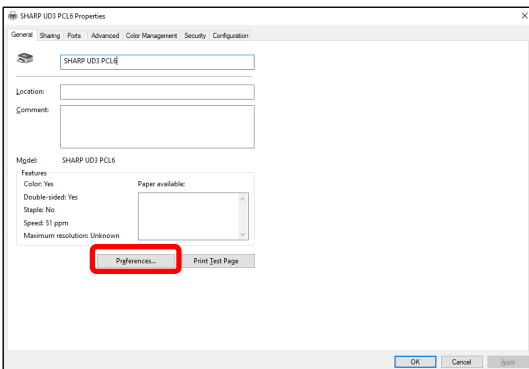
4. Click on the [Apply] button and reflect a setting.
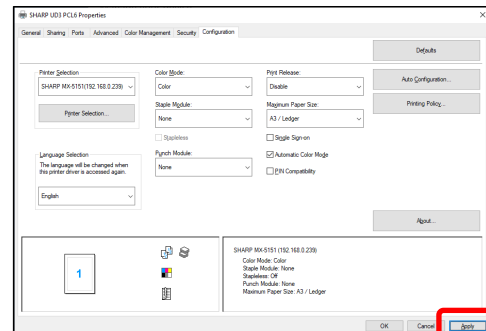
Now, the change is affected.

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3-2-4 Manually Add

In 3-2-2, printers are automatically discovered by Search Methods, but you can add the printer manually by following method.

Step

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.
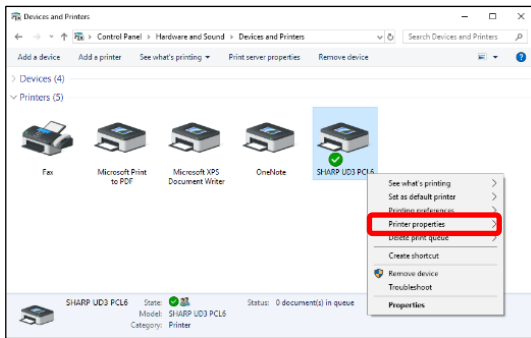
2. On the [Configuration] tab of the [Properties] of the SHARP UD3, click on the [Printer Selection] button.
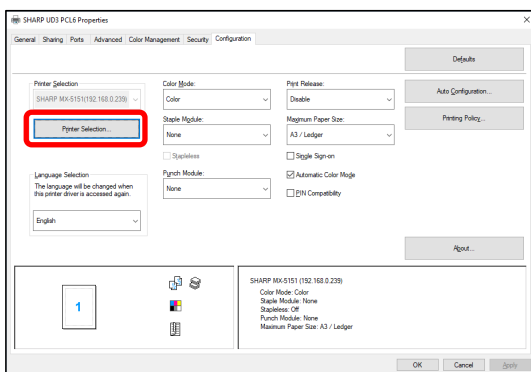
MEMO:

In the Step 2, clicking on the [Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printing Preferences]] of (16) of section 3-1-2.
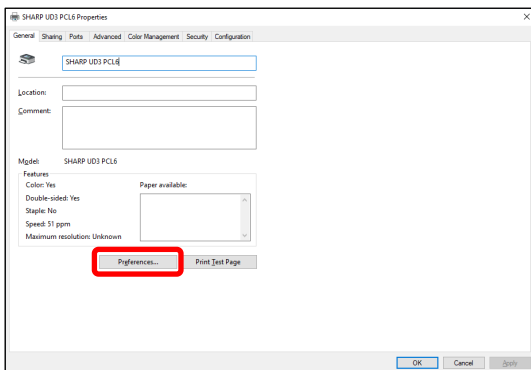
3. Switch the [Auto Search] to [Manual Setup] with the top pull-down menu and enter the [Model name] and [IP Address] and then click the [Add] button.
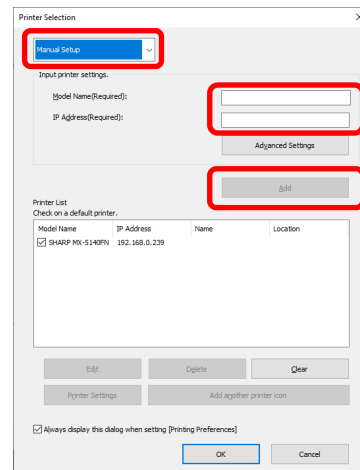
4. Open the [Advanced Settings] screen, as necessary, enter the printer settings, and then click the [OK] button.
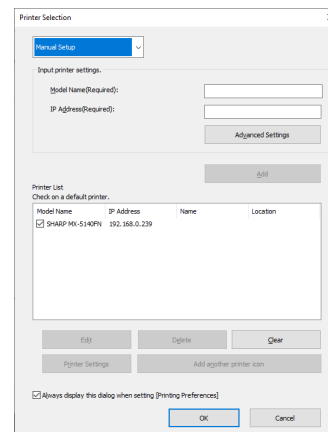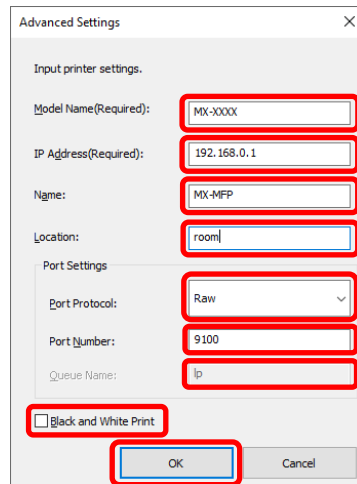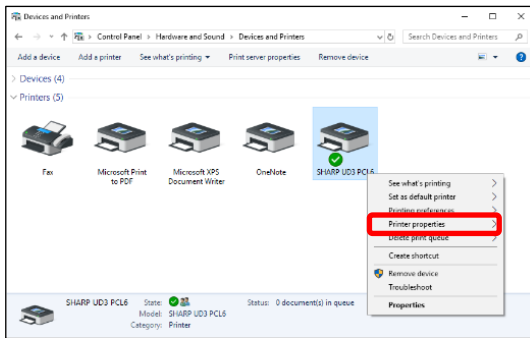

Now, Manually Add is completed.

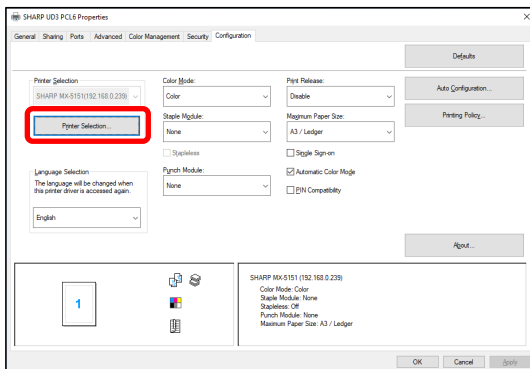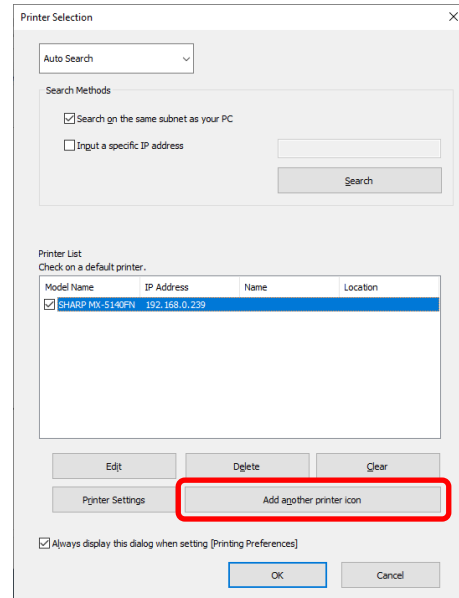## 3-2-5 Add another printer icon Enhanced Mode Only

In 3-2-2, you select the printer from [Printer List] and you can create another printer icon (copy of SHARP UD3) as default printer.

<div align="center">

Step

</div>

1. **Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.**
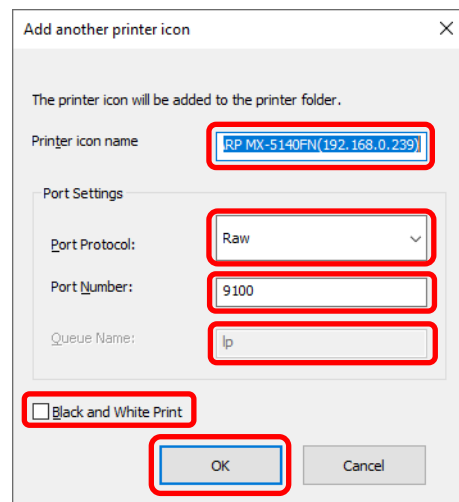

2. **On the [Configuration] tab of the [Properties] of the SHARP UD3, click on the [Printer Selection] button.**

MEMO:

In the Step 2, clicking on the [Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printing Preferences]] of (16) of section 3-1-2.

3. **Select the printer from [Printer List] and then click on the [Add another printer icon] button.**

4. **Set the printer settings as necessary and then click on the [OK] button.**
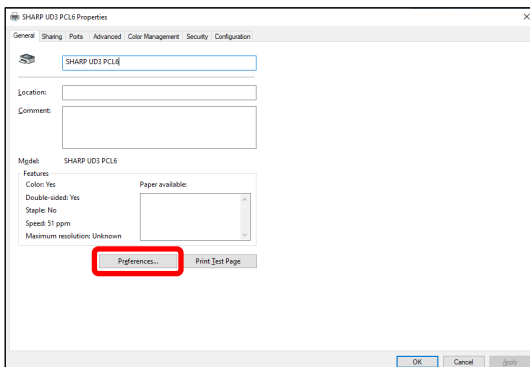
**Now, Add another Printer icon is completed.**

3-2-6 Enhanced Mode / Basic Mode

SHARP UD3 have 2 modes which are Enhanced Mode and Basic Mode. The difference of them is below.
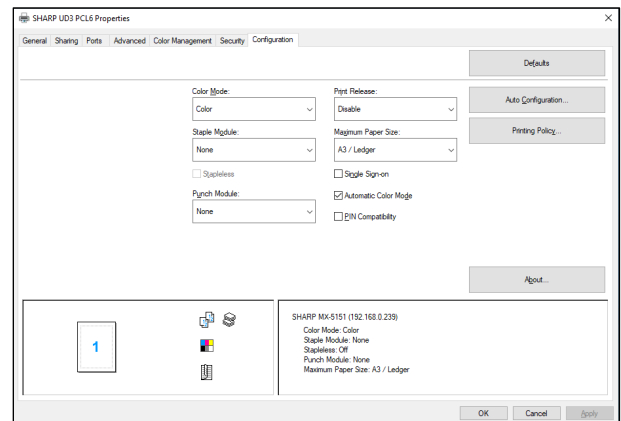
In case of Basic mode, the printer setting and the language setting are set at installation process.

So, these setting is not displayed on the driver.

Each features	Enhanced Mode	Basic Mode
Printer Selection	Yes	No
Language change	Yes	No
Printing Policy	Yes	Yes
Configuration Update	Yes	Yes
Color Mode	Yes	Yes
Staple Module	Yes	Yes
Stapleless	Yes	Yes
Punch Module	Yes	Yes
Maximum Paper Size	Yes	Yes
Print Release	Yes	Yes
Single Sign-on	Yes	Yes
Automatic Color Mode	Yes	Yes
PIN Compatibility	Yes	Yes
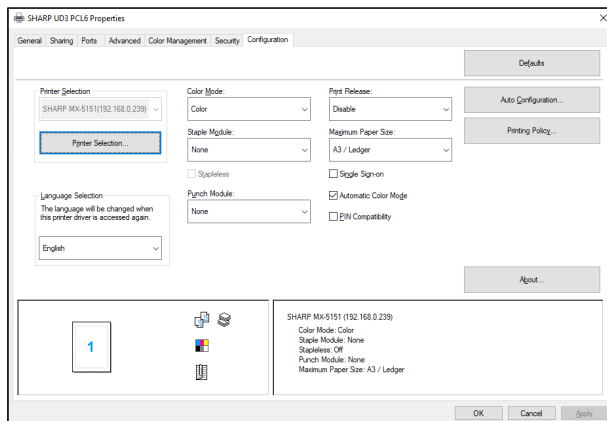
[Configuration] Screen of Enhanced Mode   [Configuration] Screen of Basic Mode

REMARK:

The Enhanced Mode and Basic Mode cannot coexist. The installation type that has been used later is applied.

For example, if you installed the driver in the Basic Mode and then reinstall it in Enhanced Mode, the settings specified in the Enhanced Mode are applied.

3-2-7 Access Authority

Some users cannot use following function depending on their authorization levels.

User authority	Server/Client environment			
	Server (Server OS)			
	Administrator/Administrators group		Power Users/ Users group	
Authority	"Managed Printers"		"Managed Printers"	
	Authorized	Not authorized	Authorized	Not authorized
(1) Auto Search	Yes*1	No	No	No
(2) Setup of an output printer	Yes	No	Yes	No
(3) Language change	Yes	Yes	Yes	Yes
(4) Manually Add	Yes*1	No	No	No
(5) Add another printer icon	Yes*1	No	No	No

*1 This is applied only to a user who has installed the SHARP UD3 (the other users do not have the authority).

User authority	Server/Client environment			
	Server (Non-server OS)			
	Administrator/Administrators group		Power Users/ Users group	
Authority	"Managed Printers"		"Managed Printers"	
	Authorized	Not authorized	Authorized	Not authorized
(1) Auto Search	Yes	No	Yes	No
(2) Setup of an output printer	Yes	No	Yes	No
(3) Language change	Yes	Yes	Yes	Yes
(4) Manually Add	Yes	No	Yes	No
(5) Add another printer icon	Yes	No	Yes	No

User authority	Server/Client environment			
	Client			
	Administrator/Administrators group		Power Users/ Users group	
Authority	"Managed Printers"		"Managed Printers"	
	Authorized	Not authorized	Authorized	Not authorized
(1) Auto Search	No	No	No	No
(2) Setup of an output printer	No	No	No	No
(3) Language change	Yes	Yes	Yes	Yes
(4) Manually Add	No	No	No	No
(5) Add another printer icon	No	No	No	No

User authority	Standalone (Server OS)			
	Administrator/Administrators group		Power Users/ Users group	
Authority	"Managed Printers"		"Managed Printers"	
	Authorized	Not authorized	Authorized	Not authorized
(1) Auto Search	Yes*1	No	No	No
(2) Setup of an output printer	Yes	No	Yes	No
(3) Language change	Yes	Yes	Yes	Yes
(4) Manually Add	Yes*1	No	No	No
(5) Add another printer icon	Yes*1	No	No	No

*1 This is applied only to a user who has installed the SHARP UD3 (the other users do not have the authority).

User authority	Standalone (Non-server OS)			
	Administrator/Administrators group		Power Users/ Users group	
Authority	"Managed Printers"		"Managed Printers"	
	Authorized	Not authorized	Authorized	Not authorized
(1) Auto Search	Yes	No	Yes	No
(2) Setup of an output printer	Yes	No	Yes	No
(3) Language change	Yes	Yes	Yes	Yes
(4) Manually Add	Yes	No	Yes	No
(5) Add another printer icon	Yes	No	Yes	No

3-2-7-1 Setup of Access Authority

<div style="border:1px solid">

REMARK:

In the circumstances that both users with/without permission of [Manage this printer] are mixed, some data may not be printed out to the target printer. It is recommended that [Manage this printer] is permitted for all users, or cancel the check on permission for all users.

</div>

◆ Server-Client Environment

Only the server PC can set/change the default printer.

Client PC user cannot change the default. In Server-Client environment, following step should be set.

Step

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.
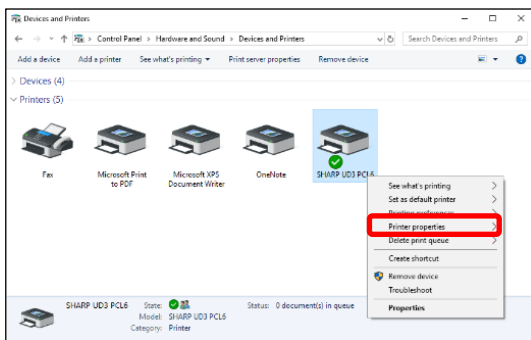
2. Uncheck the [Allow] of the [Manage this printer] for all client users (Everyone) on the [Security] tab of [Properties] of the SHARP UD3.

<div style="border:1px solid">
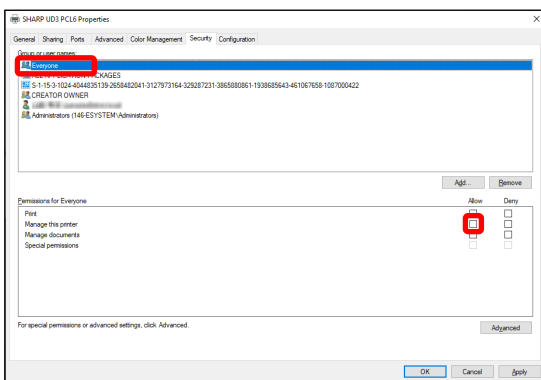
MEMO:

When you use two or more printers, Install SHARP UD3 multiple times on server and set default printer for each SHARP UD3.

Note: Even if SHARP UD3 is installed multiple times, Printer icons are only added and it only has to manage the SHARP UD3. Therefore, the time and effort for the maintenance of drivers does not increase by multiple install.
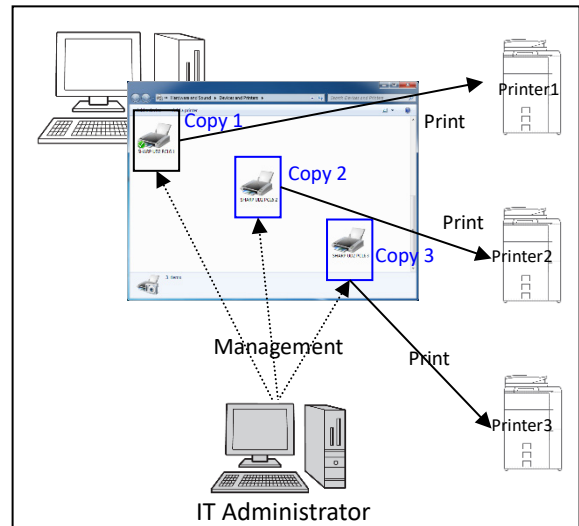
- **For installing SHARP UD3 multiple times:**
  See and follow the section 3-2-5 for creating another printer icon.

  ⇨ After installation of SHARP UD3 multiple times, you can manage printers per group or user by setting access authority for each SHARP UD3. See a next section "Printer management per group or user".

</div>

This printer management is applied when a printer access needs to be set per group or user.
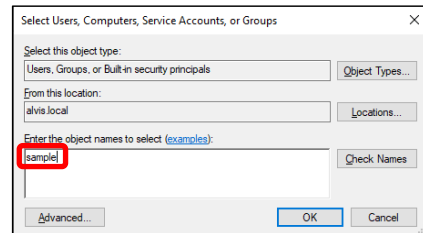
Step

1. **Install the SHARP UD3 according to the Steps described in 2-2 and 3-2-2, and register the printers to be used and set a default printer.**

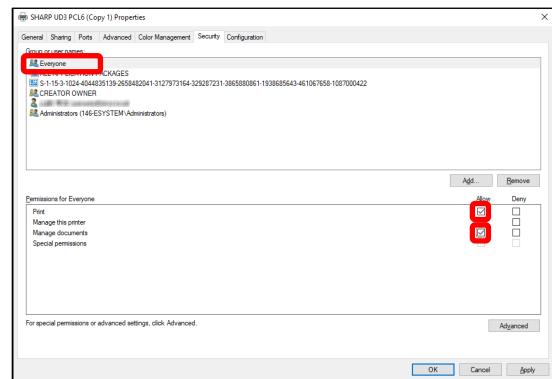2. **Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.**
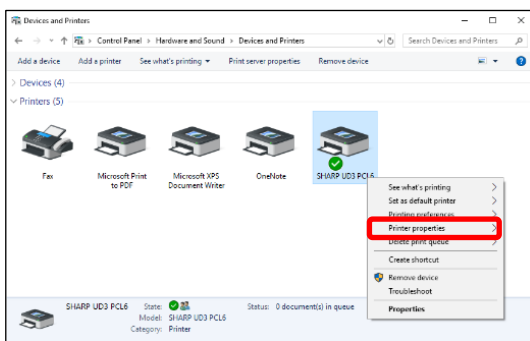
3. **Uncheck the [Allow] of the [Print], [Manage this printer] and [Manage Document] for all client users (Everyone) on the [Security] tab of [Properties] of the SHARP UD3.**
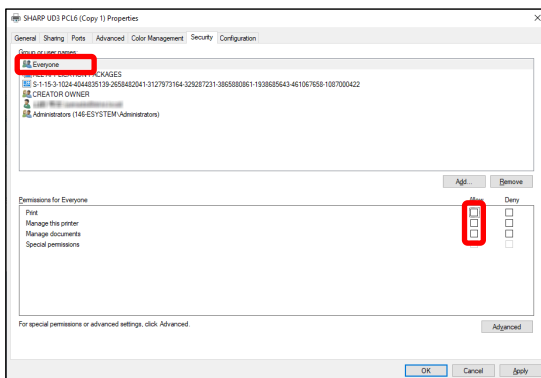
4. **On the Security tab, click on the [Add] button of the [Group or user names] to register a user to be allowed.**

5. **Check the [Allow] of the [Print], [Manage Documents] for the users added at the Step 4 on the Security tab.**

6. **To apply the same printer management to multiple groups or users, See and follow the section 3-2-5 for creating another printer icon.**

◆ Standalone Environment

Allowing change of the default printer by all users	Prohibiting change of the default printer by all users

By giving printer management authorization to all users who have logged in, respective users can change the default printer.

Only the printer admin can set/change the default printer. Each user can only print to the default printer that is set by the printer admin. (This is the default setting.)

Step	Step

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.

1. Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD3.

2. Set the [Manage this printer] of all login users (Everyone) to [Allow] on the [Security] tab of [Properties] of the SHARP UD3.
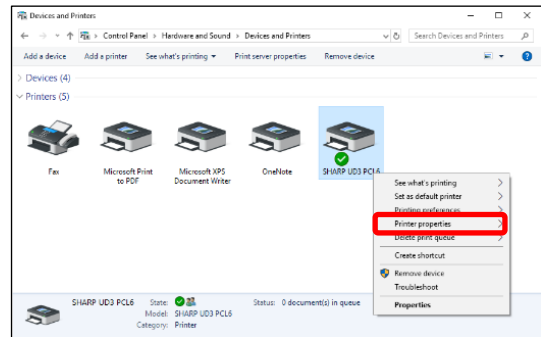
2. Uncheck the [Allow] of the [Manage this printer] for all the log-in users (Everyone) on the [Security] tab of [Properties] of the SHARP UD3.
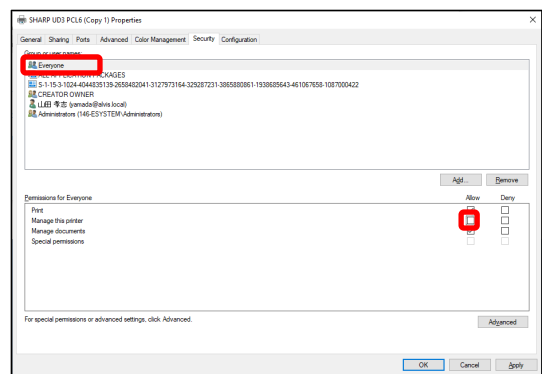
4 Printer Function

4-1 Printing from Windows

4-1-1 Basic Printing Procedure

The following example explains how to print a document from "Notepad", which is a standard accessory program in Windows.

Step

1. **Select [Print] from the [File] menu of WordPad.**
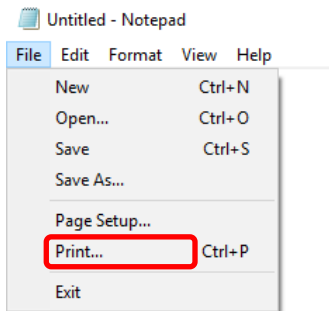
The menu used to execute printing may vary depending on the software application.

2. **Open the printer driver properties window.**

(1) Select the printer driver of the target machine.

• If the printer drivers appear as icons, click the icon of the printer driver to be used.

• If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

(2) Click the [Preferences] button.
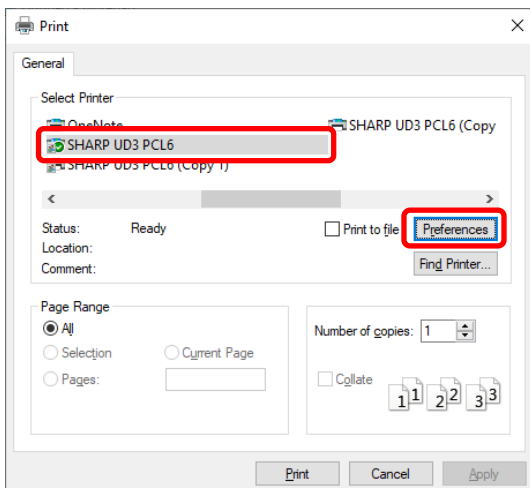
The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

3. **Select print settings.**

(1) Click the [Paper Source] tab.

(2) Select the Output Size.

• To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [OK] button.
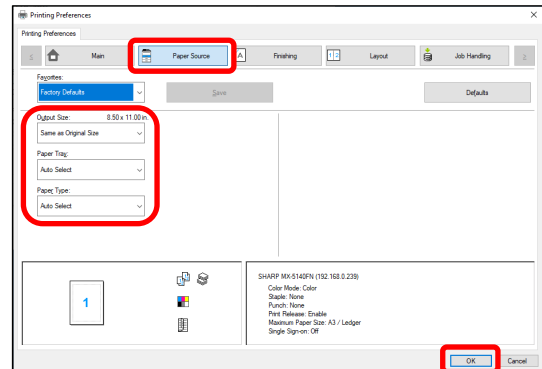
4. **Click the [Print] button.**

Printing begins.

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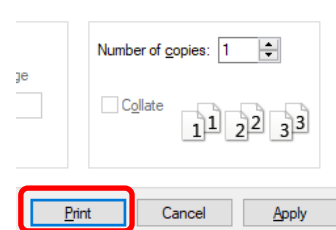
4-1-2 Printing when the user authentication function is enabled

When the user authentication function is enabled in the machine's system settings (administrator), your user information (login name, password, etc.) must be entered in the printer driver properties window before you can print. The information that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.
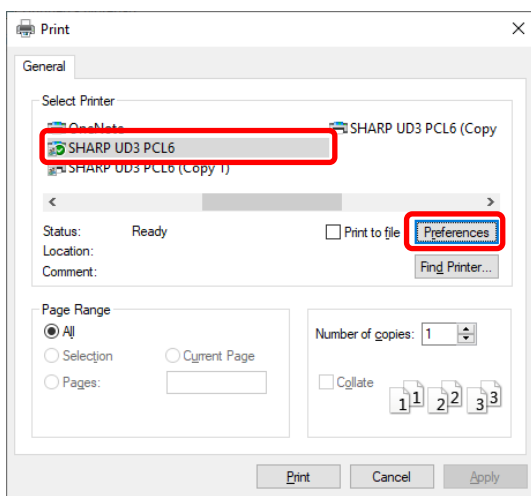
Step

1. **Select [Print] from the [File] menu of WordPad.**

Open the printer driver properties window from the print window of the software application.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

> The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2. **Enter your login name and password.**

(1) Click the [Job Handling] tab.

(2) Enter your user information.

- **When authentication is by login name**

  Select the [Login Name], and enter your login name.

- **When authentication is by login name/password**

  Select the [Login Name] and [Password], and enter your login name and password. Enter 1 to 32 characters for the password.

- **When authentication is by user number**

  Select the [User Number] and enter a user number (5 to 8 digits).

- When the authentication destination of the machine is an Active Directory, you can select the [Single Sign-on].

(3) Enter the user name and job name as necessary.

- **User Name**

  Click the [User Name] checkbox 🗹 and enter your user name (maximum of 32 characters). Your entered user name will appear at the top of the operation panel. If you do not enter a user name, your computer login name will appear.

- **Job Name**

  Click the [Job Name] checkbox 🗹 and enter a job name (maximum of 80 characters). The entered job name will appear at the top of the operation panel as a file name. If you do not enter a job name, the file name set in the software application will appear.

(4) Click the [OK] button.

> To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox so that a checkmark 🗹 appears.
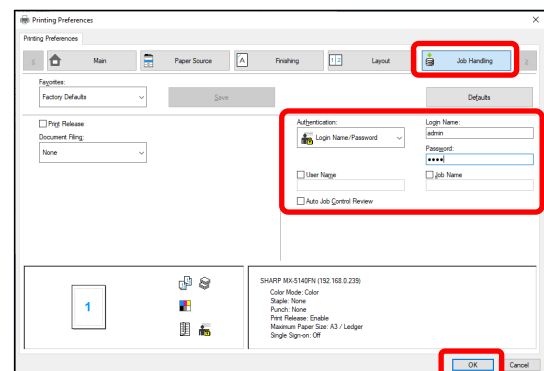
3. **Start printing.**
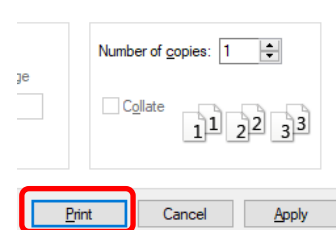
4-2   FREQUENTLY USED FUNCTIONS

This section explains frequently used functions.

The explanations assume that the paper size and other basic settings have already been selected. For the basic

procedure for printing and the steps for opening the printer driver properties window, see the (16) Always display this dialog

when setting [Printing Preferences] section:

4-2-1   SELECTING THE COLOR MODE

This section explains how to select the color mode in the printer driver properties window. The following three selections are available for the color mode. Displays "Automatic" when the [Automatic Color Mode] setting is enabled on the [Configuration] tab.

Automatic: The machine automatically determines whether each page is color or black and white and prints the page accordingly. Pages with colors other than black and white are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner. Pages that are only black and white are printed using Bk (Black) toner only. This is convenient when printing a document that has both color and black and white pages, however, the printing speed is slower.

Color: All pages are printed in color. Both color data and black and white data are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner.

Black and White: All pages are printed in black and white. Color data such as images or materials for a presentation are printed using black toner only. This mode helps conserve color toner when you do not need to print in color, such as when proofreading or checking the layout of a document.

When "Color Mode" is set to [Automatic]
Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs. To be always counted as a black and white job, select [Black and White].
- When the data is created as color data.
- When the application treats the data as color data even though the data is black and white.
- When an image is hidden under a black and white image.
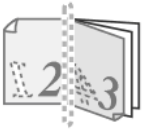

◆   **COLOR MODE SETTINGS**

Step

1.   **Click the [Main] tab.**

*2.*   **Select the "Color Mode" that you wish to use.**
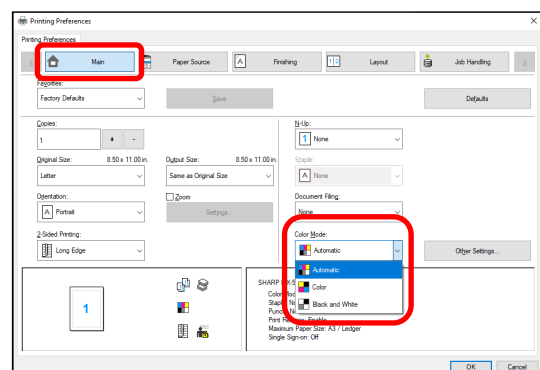
4-2-2 TWO-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.

Paper orientation	Print result	
Vertical	Long Edge	Short Edge
Horizontal	Short Edge	Long Edge
	The Pages are printed so that they can be bound at the side.	The Pages are printed so that they can be bound at the top.

Step

1. **Configure the settings on the [Main] tab.**

2. **Select [Long Edge] or [Short Edge].**
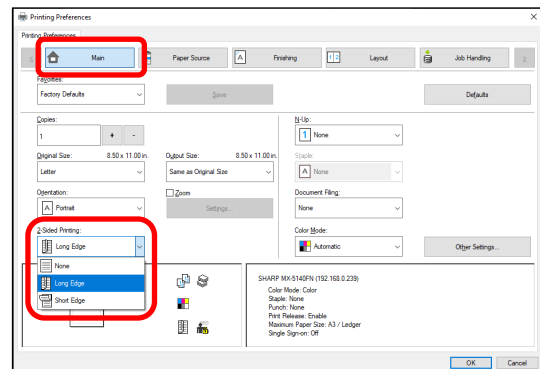
4-2-3 FITTING THE PRINT IMAGE TO THE PAPER

This function is used to automatically enlarge or reduce the printed image to match the size of the paper loaded in the machine.

This is convenient for such purposes as enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, and to print when the same size of paper as the document image is not loaded in the machine.

Letter or A4 — Ledger or A3
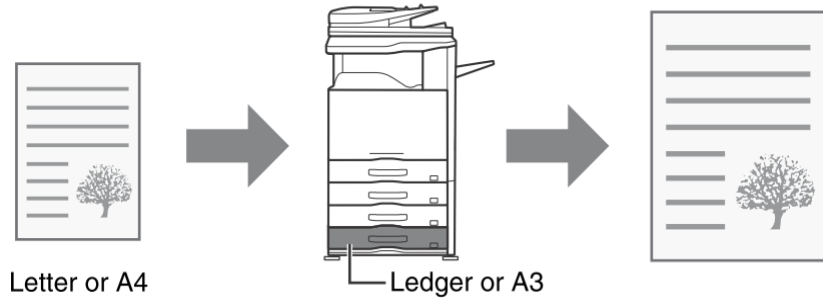
The following example explains how to print a letter size document on ledger size paper.

Step

1. **Click the [Main] tab.**

2. **Select [Original Size] (for example: Letter).**

3. **Select [Output Size] (for example: Ledger).**
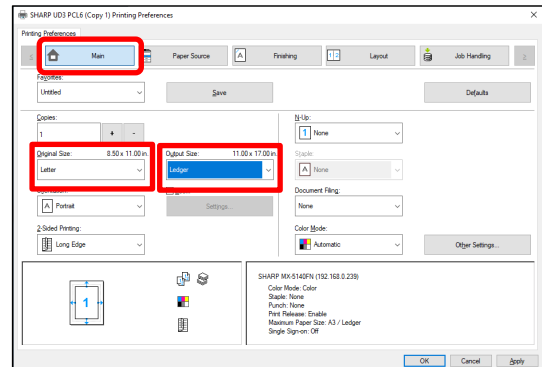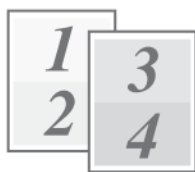
4-2-4   PRINTING MULTIPLE PAGES ON ONE PAGE

This function can be used to reduce the print image and print multiple pages on a single sheet of paper.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. This function can also be used in combination with two-sided printing for maximum conservation of paper.

For example, when [2-Up] (2 pages per sheet) and [4-Up] (4 pages per sheet) are selected, the following print results will be obtained, depending on the order selected.

N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)	1 2 3 4	2 1 4 3	1 2 3 4

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)	1 2 3 4	1 3 2 4	2 1 4 3	3 1 4 2

Step

1. **Click the [Layout] tab.**

2. **Select the number of pages per sheet.**

3. **If you wish to print borderlines, click the [Border] checkbox ☑ so that a checkmark appears.**
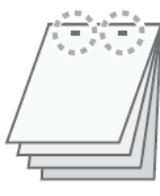
4. **Select the order of the pages.**
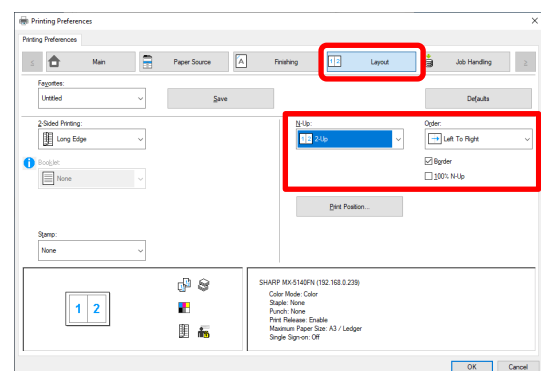
When you do not wish to print borderlines AND do not wish to change the order of the pages, the setting can be completed with only the [Main] tab.

4-2-5 STAPLING OUTPUT / PUNCHING HOLES IN OUTPUT

◆ Staple function

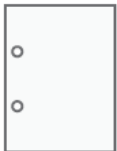The staple function can be used to staple output.

This function saves considerable time when preparing handouts for a meeting or other stapled materials. The staple function can also be used in combination with two-sided printing to create materials with a more sophisticated appearance. Stapling positions and the number of staples can be selected to obtain the following stapling results.

Staples	Left	Right	Top
1 Staple*			
2 Staples			

* The staple orientation varies depending on the size and orientation of the paper.

◆ Punch function

The punch function can be selected to punch holes in printed output. Punch hole positions can be set by selecting the binding edge.

Left	Right	Top

- To use the staple function, a finisher is required.
- To use the punch function, a punch module must be installed on the finisher.
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Start Guide.
- The maximum number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- The staple function cannot be used in combination with the offset function, which offsets the position of each output job from the previous job.
- When the finisher is disabled in the machine's system settings (administrator), the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's system settings (administrator), stapling or punching is not possible.

1. **Configure the settings on the [Main] tab.**

2. **Select the number of staples in the "Staple" menu.**

3. **Change the stapling position as necessary.**
- When you use the punch function, set it with the [Punch] under the [Finishing] tab.
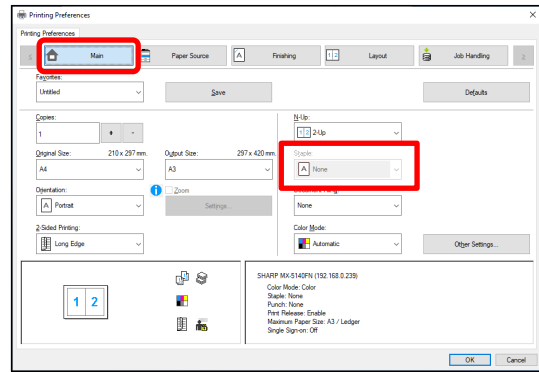
4-3 CONVENIENT PRINTING FUNCTIONS

This section explains convenient functions for specific printing objectives.

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the (16) Always display this dialog when setting [Printing Preferences] section:

### 4-3-1 CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet. This is convenient when you wish to compile printed output into a pamphlet.
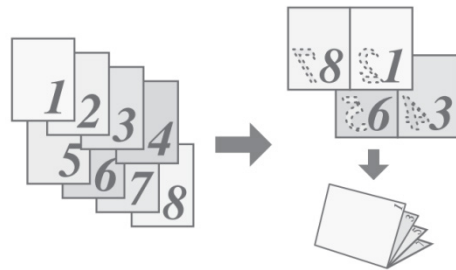
Step

1. **Click the [Layout] tab.**

2. **Select [None] in the "2-Sided Printing" menu.**

3. **Select [Standard] in the "Booklet" menu.**
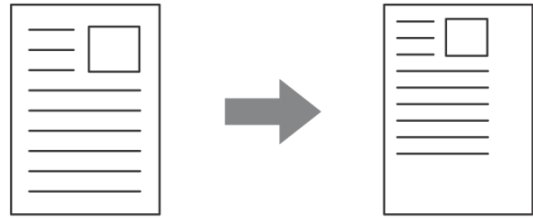
Change the staple setting and/or output sheet size, binding position, as necessary.
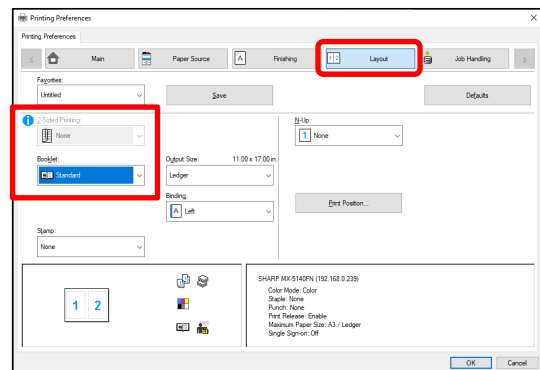
◆ ENLARGING/REDUCING THE PRINT IMAGE (Zoom)

This function is used to enlarge or reduce the image to a
selected percentage. This allows you to enlarge a small
image or add margins to the paper by slightly reducing an image.
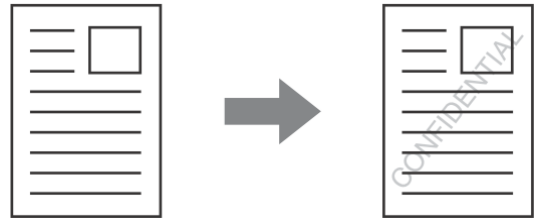

Step

1. **Click the [Main] tab.**

2. **Select [Zoom] and click the [Settings] button.**

3. **Select the zoom ratio.**
   **Directly enter a number (%) or click the [+] / [-] button to
   change the ratio in increments of 1%. You can also select
   [Upper Left] or [Center] for the base point on the paper.**
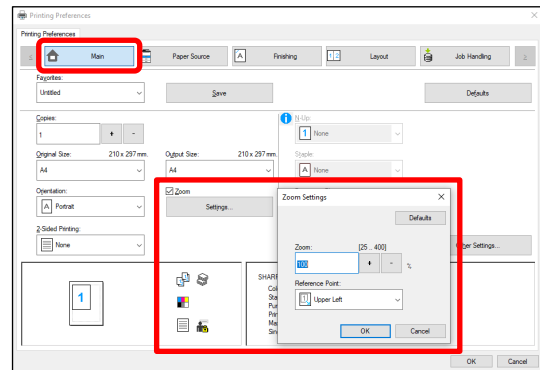
4-3-3 FUNCTIONS THAT COMBINE TEXT AND IMAGES

◆ **ADDING A WATERMARK TO PRINTED PAGES (Watermark)**

Faint shadow-like text can be added to the background of the printed image as a watermark. The size, color, density, and angle of the watermark text can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark.
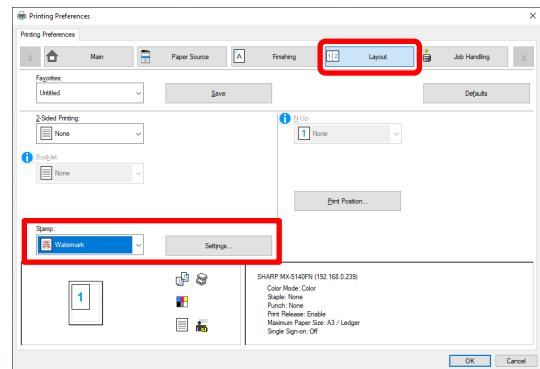
Step

1. **Click the [Layout] tab.**

2. **Select [Watermark] in the "Stamp" menu and click the [Settings] button.**
Select a stored water mark from the pull-down menu. You can click the [Edit] button to edit the font color and select other detailed settings.

If you wish to create a new watermark...
Enter the text of the watermark in the "Text" box and click the [Add] button.

◆ SAVING AND USING PRINT FILES (Retention/Document Filing)

This function is used to store a print job as a file on the target printer's hard drive, allowing the job to be printed from the operation panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.

When printing from a computer, a password (5 to 8 digits) can be set to maintain the secrecy of information in a stored file.

When a password is set, the password must be entered to print a stored file from the target machine.
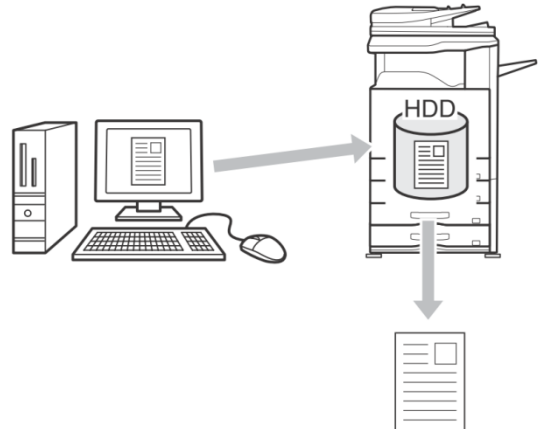
Hold Only

This setting is used to hold a print job on the target printer's hard drive without printing it.

Hold After Print

This setting is used to hold a print job on the target printer's hard drive after it is printed.

Sample Print

When a print job is sent to the target printer, only the first set of copies is printed. After checking the contents of the first set of copies, you can print the remaining sets from the operation panel of the target machine. This prevents the occurrence of excessive misprints.
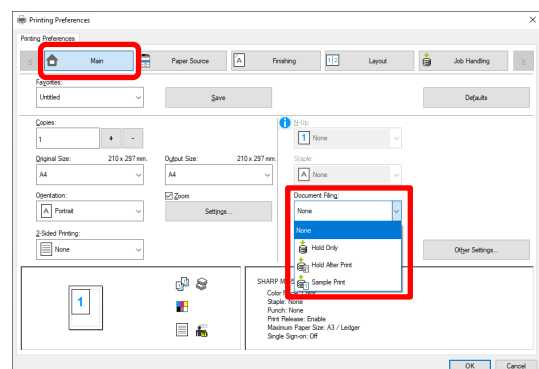
Step

1. **Click the [Main] tab.**

2. **Select the Document Filing setting.**

Select [Hold Only], [Hold After Print] or [Sample Print] from the pull-down menu.
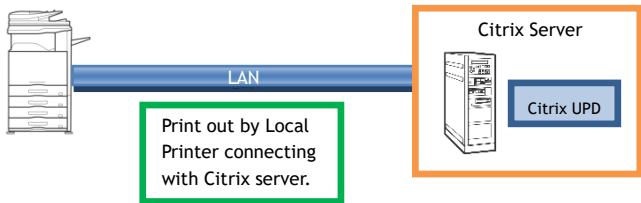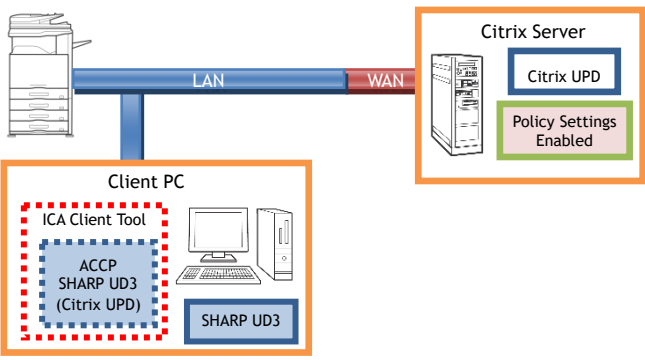
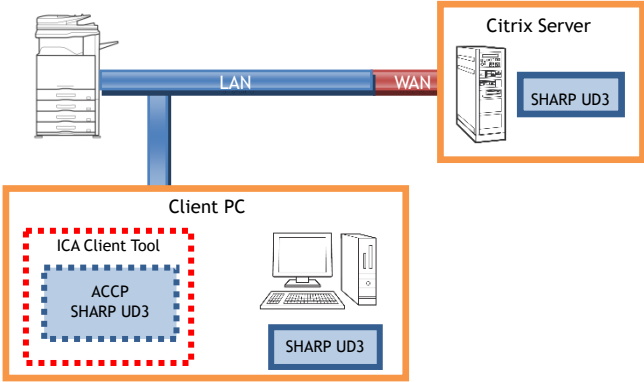To enter a password (5 to 8 digit number), click the [Password] checkbox ☑ .
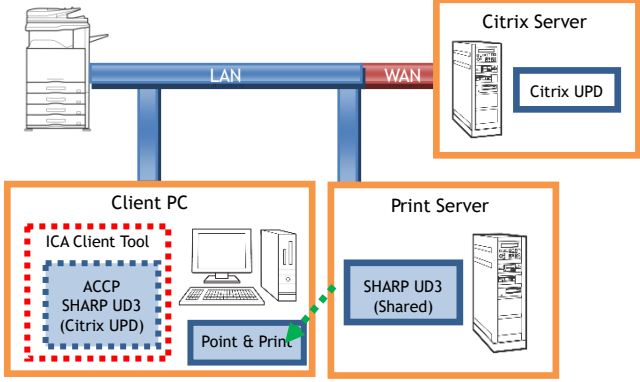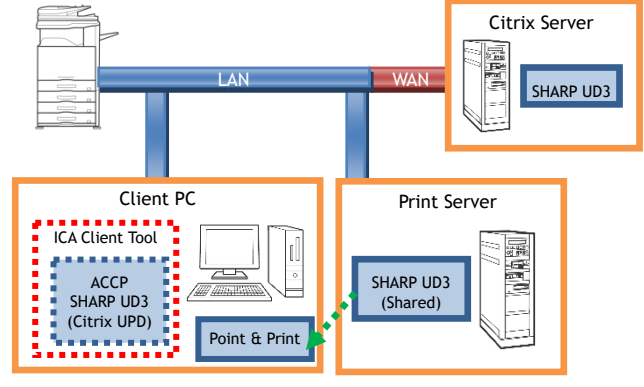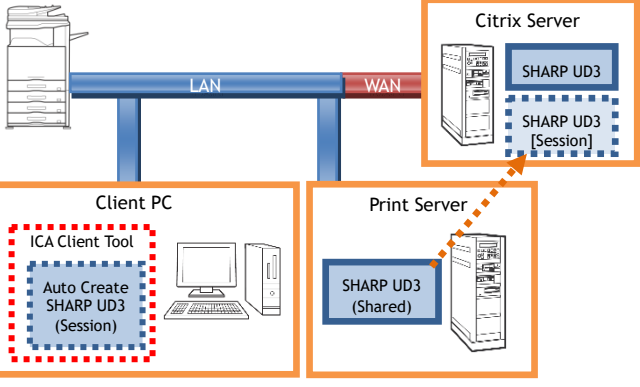
> The [PIN Compatibility] setting on the [Configuration] tab may need to be enabled for some printers.

5 Remarks for Citrix environment

In the Citrix environment, following six printing methods exist.

Case1: **Printing by a local printer connected to the Citrix server.**	Case2: **Printing through ACCP using the Citrix UPD by a printer connected to the client.**
The driver is installed on Citrix Server. The driver is not installed on Client PC.	The driver is not installed on Citrix Server (Citrix UPD is enabled). The driver is installed on Client PC. The policy settings about SHARP UD3 on Citrix Server is enabled.
[Limitation] None	**[Limitation]** 1．Printer Selection is always gray out regardless of user's authority on ACCP printer. On the driver which is installed on each client or server PC, Printer Selection is available. 2．The driver's print settings for the created ACCP are basically the default values without reflecting those for the client printer. In such a case, if print settings are registered to UserSettings, you can load print settings from UserSettings.

Case3: Printing through ACCP using the Sharp driver by a printer connected to the client.	Case4: Printing through ACCP using the Citrix UPD by a network printer connected to the client.
The driver is installed on Citrix Server. The driver is installed on Client PC.	The driver is not installed on Citrix Server (Citrix UPD is enabled). The driver is installed/shared on Print Server. The driver is installed on Client PC using Point & Print. The policy settings about UPD on Citrix Server is enabled.
[Limitation] 1. Printer Selection is always gray out regardless of user's authority on ACCP printer. On the driver which is installed on each client or server PC, Printer Selection is available. 2. The driver is displayed color UI whether output printer is color or mono machine. 3. The driver's print settings for the created ACCP are basically the default values without reflecting those for the client printer. In such a case, if print settings are registered to UserSettings, you can load print settings from UserSettings.	**[Limitation]** 1. Printer Selection is always gray out regardless of user's authority on ACCP printer. On the driver which is installed on each client or server PC, Printer Selection is available. 2. The driver's print settings for the created ACCP are basically the default values without reflecting those for the client printer. In such a case, if print settings are registered to UserSettings, you can load print settings from UserSettings.
Case5: Printing through ACCP using the Sharp driver by a network printer connected to a client.	Case6: Printing by a network printer through the session printer.
The driver is installed on Citrix Server. The driver is installed/shared on Print Server. The driver is installed on Client PC using Point & Print.	The driver is installed on Citrix Server. The driver is installed on Print Server. The driver is not installed on Client PC. The policy settings about Session Printer on Citrix Server is enabled.
[Limitation] 1. Printer Selection is always gray out regardless of user's authority on ACCP printer. On the driver which is installed on each client or server PC, Printer Selection is available. 2. The driver's print settings for the created ACCP are basically the default values without reflecting those for the client printer. In such a case, if print settings are registered to UserSettings, you can load print settings from UserSettings.	**[Limitation]** 1. Printer Selection is always gray out regardless of user's authority on ACCP printer. On the driver which is installed on each client or server PC, Printer Selection is available. 2. The driver is displayed color UI whether output printer is color or mono machine.

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