

SHARP UD2 Operation Manual

Ver.1.10

Content

1 About the SHARP UD2.....	2
2 SHARP UD2 Installation.....	3
2-1 Operational Environment.....	3
2-2 Installation by Add a printer.....	4
2-3 Installation by Point & Print	6
2-4 Deletion of SHARP UD2	9
3 Setup of the SHARP UD2	10
3-1 Respective sections and their functions.....	10
3-1-1 Settings tab	10
3-1-2 Printer Selection screen	11
3-1-3 Manually Add screen.....	13
3-2 Basic operation of SHARP UD2	14
3-2-1 Language Change	14
3-2-2 Setup of an output (default) printer	15
3-2-3 Default Printer Change.....	17
3-2-4 Manually Add	18
3-2-5 Add another printer icon.....	19
3-2-6 Access Authority	20
3-2-6-1 Setup of Access Authority.....	21
4 Printer Function	24
4-1 Printing from Windows	24
4-1-1 Basic Printing Procedure	24
4-1-2 Printing when the user authentication function is enabled.....	25
4-2 FREQUENTLY USED FUNCTIONS	26
4-2-1 SELECTING THE COLOR MODE	26
4-2-2 TWO-SIDED PRINTING.....	27
4-2-3 FITTING THE PRINT IMAGE TO THE PAPER.....	28
4-2-4 PRINTING MULTIPLE PAGES ON ONE PAGE	29
4-3 CONVENIENT PRINTING FUNCTIONS.....	30
4-3-1 CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS	30
4-3-2 FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE	31
4-3-3 FUNCTIONS THAT COMBINE TEXT AND IMAGES	32
4-3-4 CONVENIENT PRINTER FUNCTIONS	33
5 Remarks for Citrix environment	35
6 Trademark acknowledgments	37

Please note

- This manual explains how to install the SHARP UD2 and configure the unique function of the SHARP UD2. 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® 7 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.

1 About the SHARP UD2

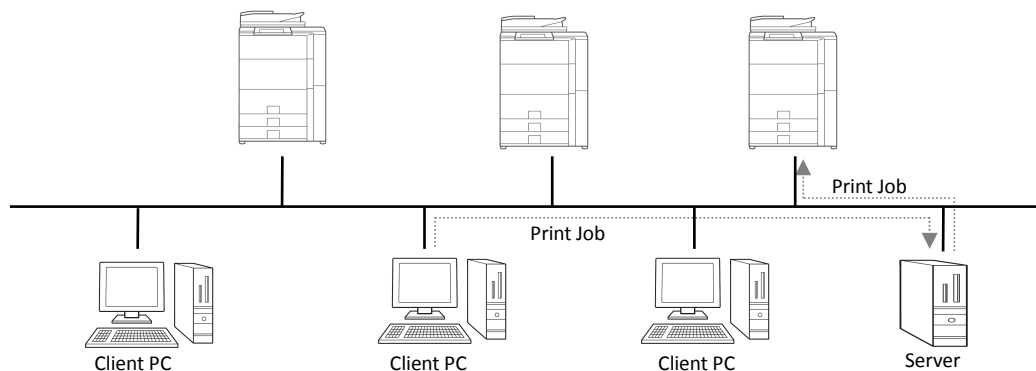
SHARP UD2 serves as a printer driver capable of supporting different color/mono printer models. SHARP UD2 makes it easy to discover printer devices in the office without installing / upgrading printer specific drivers. The driver provides commonly features for SHARP devices. Administrators don't require to manage multiple printer driver sets for different printers. By introducing SHARP UD2, such burden of the IT as well as operational costs for printer drivers will be substantially reduced.

1-1 System Environment

SHARP UD2 is intended to be used in either one of the following two system environments.

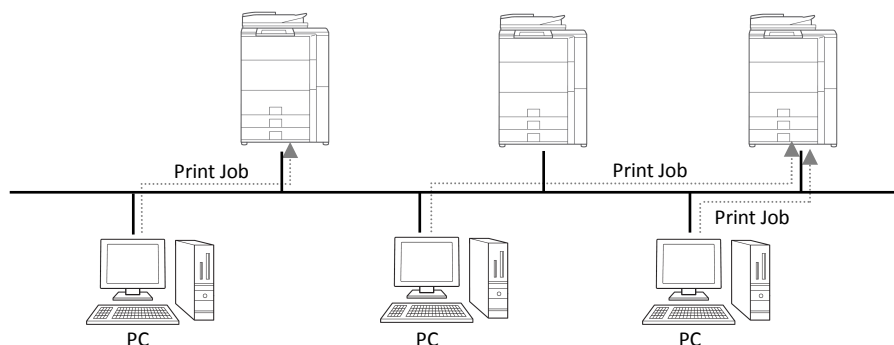
Server-Client Environment

The IT admin installs a printer driver to the server by Add a Printer, 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 2-2 for the installation Step by Add a Printer, and section 2-3 for the installation Step by Point & Print.



Standalone Environment

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



1-2 Software Requirements

Emulation	Hewlett-Packard PCL6 printer control languages
Internet protocol	IPv4
Port	Standard TCP/IP Port
OS compatible	Refer to 2-1 "Operational Environment"
Citrix compatible	XenApp5.0, XenApp6.0, XenApp6.5
Language Support	Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, Swedish

2 SHARP UD2 Installation

2-1 Operational Environment

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

Required OS * ¹	Windows XP, Windows Vista, Windows 7, Windows 8, Windows Server 2003* ² , Windows Server 2008* ² , Windows Server 2008 R2* ² , Windows Server 2012* ² . (Compatible with both 32 and 64 bit versions, but Windows Server 2008 R2/ Windows Server 2012 have not 32bit version.)
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 XP, Windows Vista, Windows 7). Embedded is not supported.

*2 Itanium is not supported.

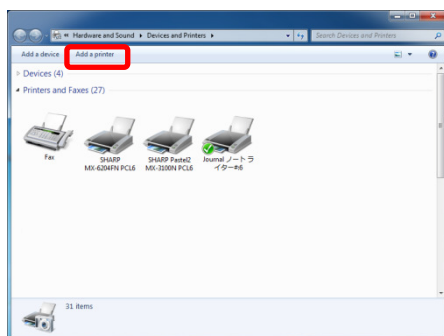
2-2 Installation by Add a printer

The installation of SHARP UD2 to the server PC in Server-Client environment and to a PC in a Standalone environment is done by OS standard, "Add a printer".

Step

1 Extract the SHARP UD2 installation files to a folder.

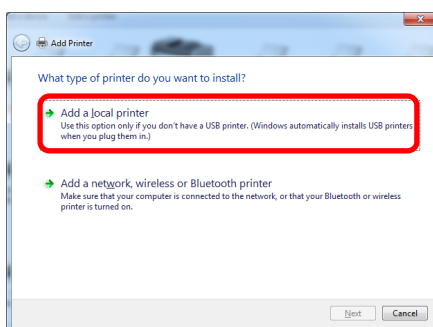
2 Open the [Devices and Printers] in the Control Panel and click on the [Add a printer].



Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

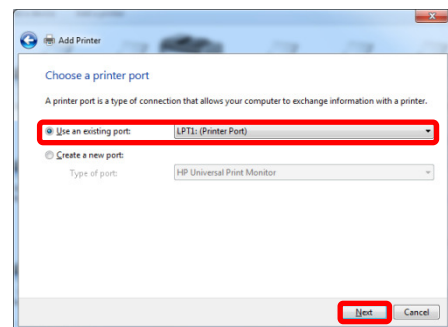
3 Click on the [Add a local printer].



Memo:

- For the users of Windows 8/Server2012:
Select the [The printer that I want isn't listed] and click the [Add a local or network printer with manual settings].

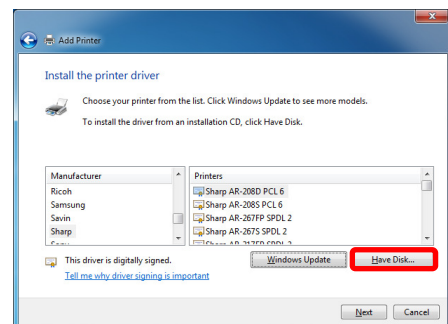
4 Check on the [Use the following port] and select any port, then click on the [Next] button.



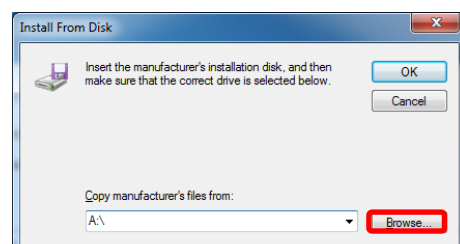
Memo:

Select the printer as output printer after installing SHARP UD2. SHARP UD2 creates the standard TCP/IP port for the printer.
In the Step 4, select any port and progress installation.

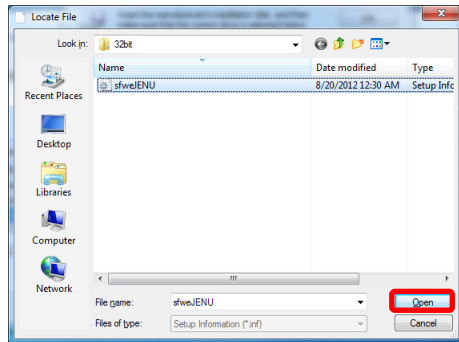
5 Click on the [Have Disk...] button.



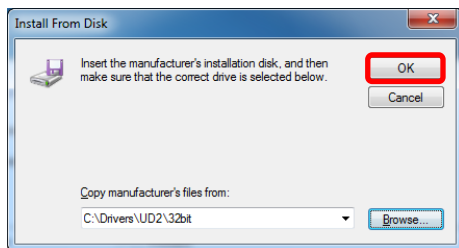
6 Click on the [Browse] button.



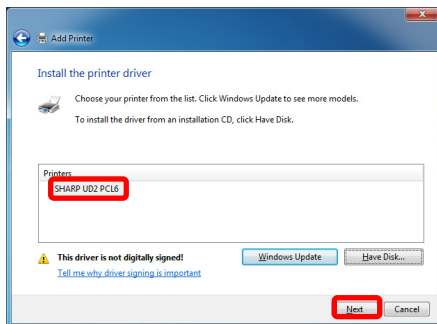
- 7 Select the Setup Information file (*.inf) in the folder where the installation files are extracted in the Step 1 and click on the [Open] button.



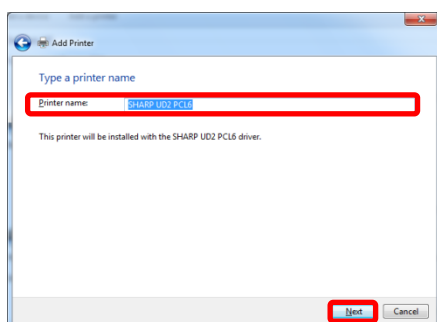
- 8 Click on the [OK] button.



- 9 Confirm that "Printers" shows "SHARP UD2 PCL6" and click on [Next] button.



- 10 Enter the Printer name and then 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 this driver software anyway].



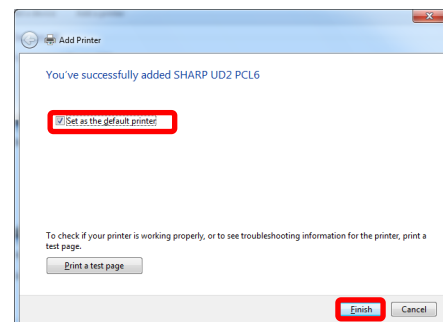
Memo:

- For the users of Windows XP/Server 2003: If a warning window related to Windows Logo testing or Digital Signature is displayed, be sure to click on the [Continue Anyway] or [Yes] button.

Memo:

When printer name is not entered it is installed by the name of "SHARP UD2 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.

- 11 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 UD2, a test page cannot be printed at the time of installation.

Now, the installation is completed.

2-3 Installation by Point & Print

In SHARP UD2, 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

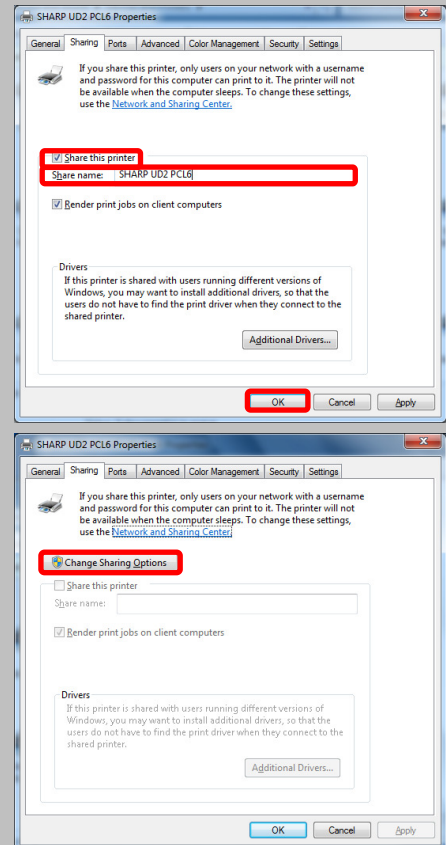
It is necessary to set up an output printer and sharing of SHARP UD2 at the server side in advance, before installation by Point & Print.

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 UD2, for SHARP UD2 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 [Specify the file name and execute] 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.

Memo:

- For the users of Windows XP/Server2003:
Drag the icon of the target printer to [Printers and Faxes] folder of local work station.

Now, the installation is completed.

Installation by double click

Step

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

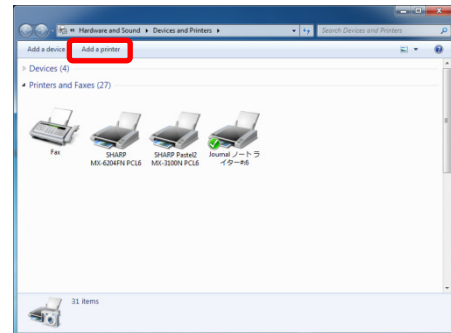
2 When the printers to be shared on the server are displayed, double click the icon of target printer.

Now, the installation is completed.

Installation by add a printer

Step

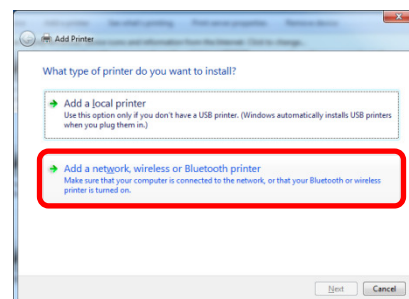
1 Open the [Devices and Printers] in the Control Panel and click on the [Add a printer].



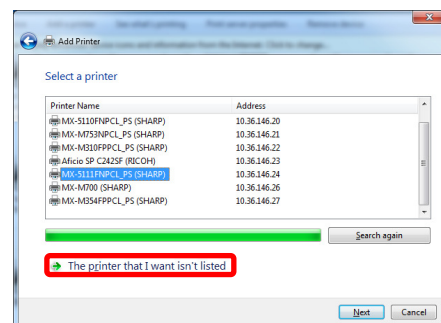
Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

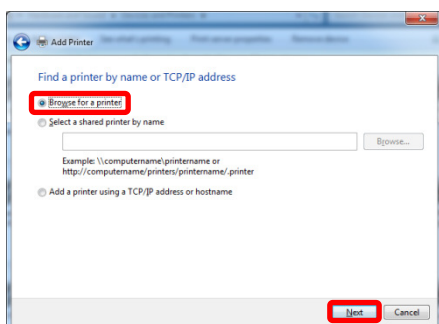
2 Click on the [Add a network, wireless or Bluetooth printer].



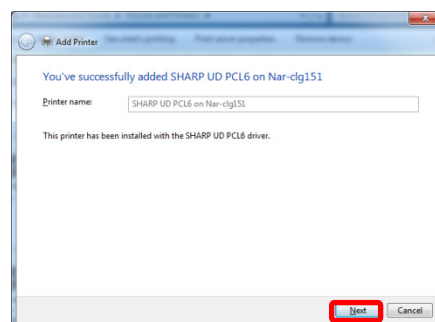
3 Click on the [The printer that I want isn't listed].



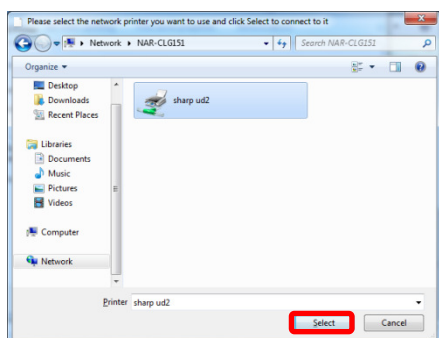
- 4 Specify the printer to be shared. To retrieve a printer, select the [Browse for a printer] and click on the [Next] button.



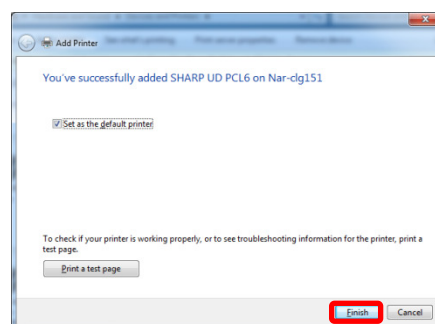
- 6 Click on the [Next] button.



- 5 Select a printer to be shared and click on the [Select] button. The installation will start. If a warning window related to security is displayed, be sure to click on the [Install driver].



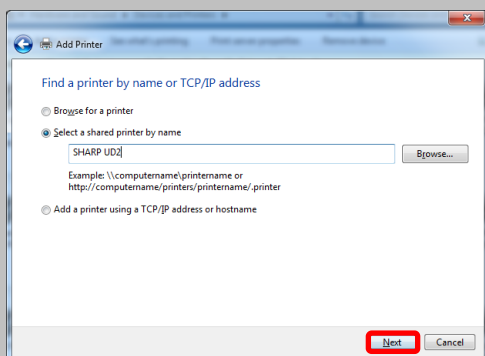
- 7 Set it as a default printer as necessary and then click on the [Finish] button.



Now, the installation is completed.

Memo:

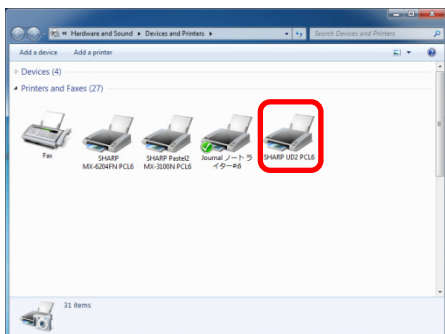
You can directly specify a printer to be shared. To do so, check on the [Select a shared printer by name] and specify a printer to be shared and click on the [Next] button.



2-4 Deletion of SHARP UD2

Step

- 1 Open the [Devices and Printers] in the Control Panel and delete the driver.



Memo:

- For the users of Windows XP/Server 2003:
Open the [Printers and Faxes] in the Control Panel and delete the driver.

- 2 Open the [Print Management], and on the [Driver] tab in Print servers, delete the driver.

Memo:

[Print Management] screen is displayed when you enter "printmanagement.msc" in [Search programs and files] box from windows start button.

- For the users of Windows 8/ Server2012:
Click on [Search] button from "Charm" window, and enter the "Print Management" into text box. Click the displayed [Print Management].

Memo:

- For the users of Windows XP/ Server2003:
Click on the [File] > [Server's Properties].
On the [Driver] tab, delete the driver.

- 3 Reboot your computer.

3 Setup of the SHARP UD2

3-1 Respective sections and their functions

In SHARP UD2, the [Settings] tab for setting a default printer* and displayed language is newly added to the [Properties] of the SHARP UD2. Also, the [Printer Selection] to be displayed when a default printer is set on the [Settings] tab has been added. Additionally, the [Manually Add] to be displayed when user set usable printer manually on the [Settings] tab has been added.

* “default printer” means the printer to use for output in SHARP UD2. (“default printer” is used for this meaning hereafter.)

3-1-1 Settings tab

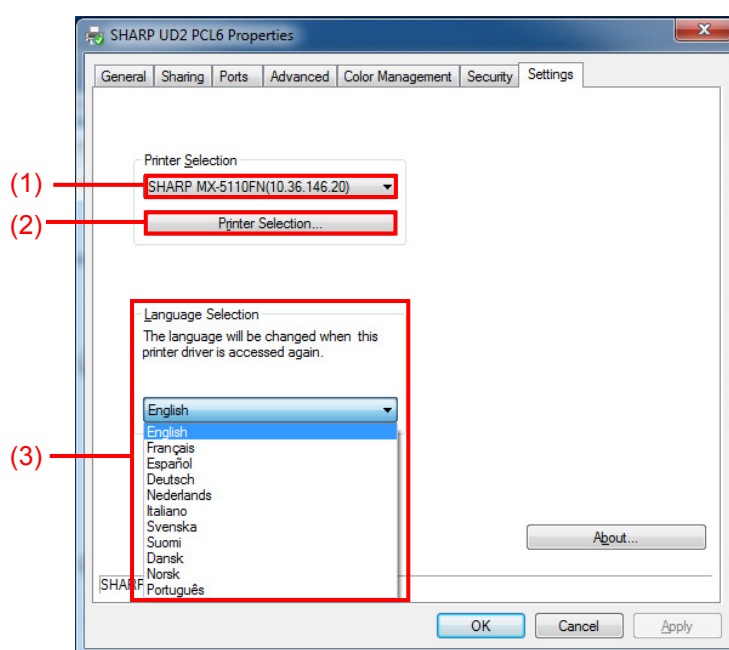


Fig. 1 [Settings] tab of SHARP UD2

(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 UD2 can be set from the list of support languages (In default setting, it’s displayed in English.). When language is changed, [Settings] tab of [Properties] of the SHARP UD2, the Printer Selection screen and [Printing Preferences] are reflected the selected language. See 1-2 Software Requirements for support language.

3-1-2 Printer Selection screen

The Printer Selection screen include search function (Fig. 2) or no search function (Fig. 3). In case of usable to setting the default printer, the Printer Selection screen includes Search function (Fig. 2). In the other case, the Printer Selection screen cannot include Search function (Fig. 3). See 3-2-6 Access Authority for more detail for setting the default printer.

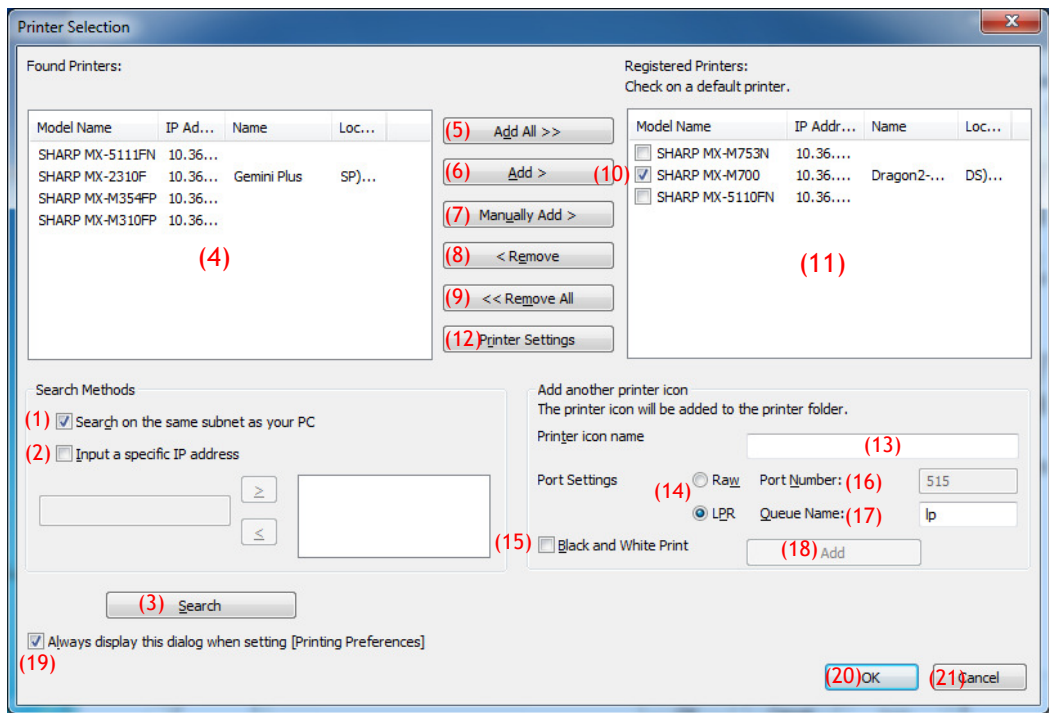


Fig. 2 Printer Selection screen with Search function

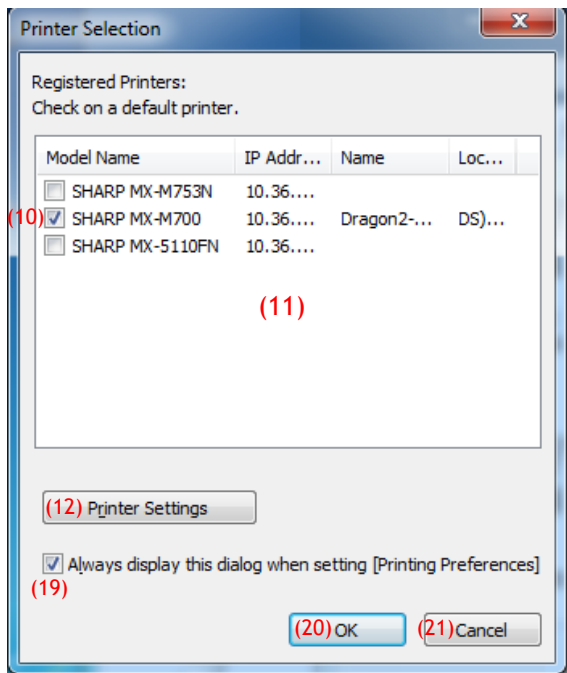


Fig. 3 Printer Selection screen without Search function

(1) Search on the same subnet as your PC

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

(2) Input a specific IP address

Enter the IP address of the printer to be used.
Enter the IP address in the text box above (2) and press the [>] button to add. To delete a printer, select the printer from the printer list on the right and press the [<] button.

(3) "Search" button

Printer search is performed based on the conditions set in (1) and (2).

(4) "Found Printers" screen

Found printers are displayed in the List Box.

(5) "Add All" button

All the printers displayed in (4) are registered to (11), Registered Printers.

(6) "Add" button

Among the printers displayed in (4), selected (highlighted) Printer is registered to (11), Registered Printers.

(7) Manually Add

User can enter the model name and IP Address manually and register to (11), Registered Printers.

(8) "Remove" button

Among the printers displayed in (11), selected (highlighted) printer is deleted.

(9) "Remove All" button

All the printers displayed in (11) are deleted.

(10) Default Printer

This check box is for setting a default printer from the Registered Printers.

(11) "Registered Printers" screen

Registered printers are displayed in the List Box.

Remark:

In [Registered Printers], please make the number of registration of printer under-30. When over 30 printers are registered, operation is not guaranteed.

(12) "Printer Settings" button

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

(13) Printer icon name

The printer icon name added to the printer folder. The default name (SHARP "Model Name"("IP Address")) is automatically displayed when the printer is selected from "Registered Printers".

(14) Port Settings

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

(15) Black and White Print

The driver UI becomes B/W UI.

(16) 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.

(17) 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.

(18) Add

The printer Icon with (13) – (17) settings will be added to the printer folder.

(19) Always display this dialog when setting [Printer Preferences]

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

(20) "OK" button

Current settings are saved and the Dialog is closed.

Remark:

When the printer selection screen is displayed from [Settings] tab, the settings won't be saved by pressing "OK" button of (12). "OK" or "Apply" button on [Settings] tab should be pressed to save the settings.

(21) "Cancel" button

Current settings are cancelled and the Dialog is closed.

3-1-3 Manually Add screen

Manually Add

Input printer settings.

(1) Model Name (Required)

(2) IP Address (Required)

(3) Name

(4) Location

Port Settings

(5) Raw Port Number: (6) 515

(6) LPR Queue Name: (7) lp

(8) ☒ Black and White Print

(9) OK (10) Cancel

(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 LPR.

(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

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.

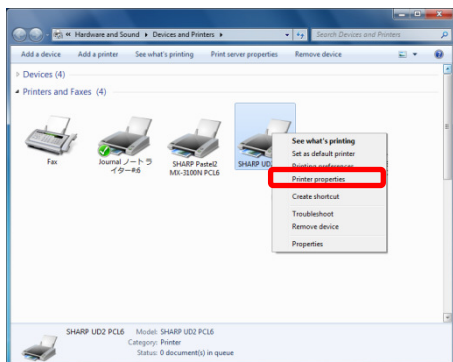
3-2 Basic operation of SHARP UD2

3-2-1 Language Change

In SHARP UD2, displayed language can be changed. See 1-2 Software Requirements for support language.

Step

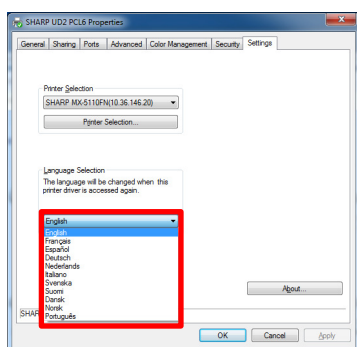
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



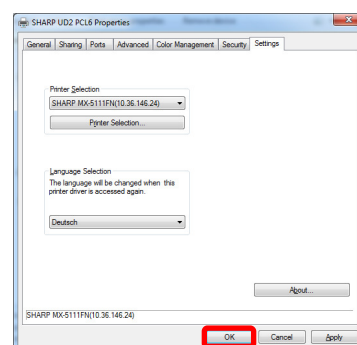
Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 On the [Settings] tab of the SHARP UD2, 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 UD2 is displayed once again.)



Now, the Language Change is completed.

Memo:

In tabs of [Properties] of the SHARP UD2, only [Settings] 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

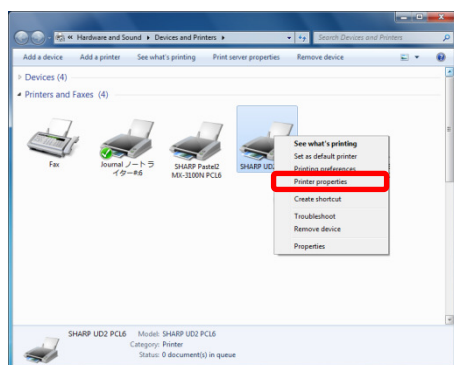
A default printer needs to be set up after the installation. Some users cannot set up a default printer depending on their authorization levels. See 3-2-6 Access Authority for more detail.

Remark:

In a Server-Client environment, this setup must be done on server PC before the SHARP UD2 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 UD2.

Step

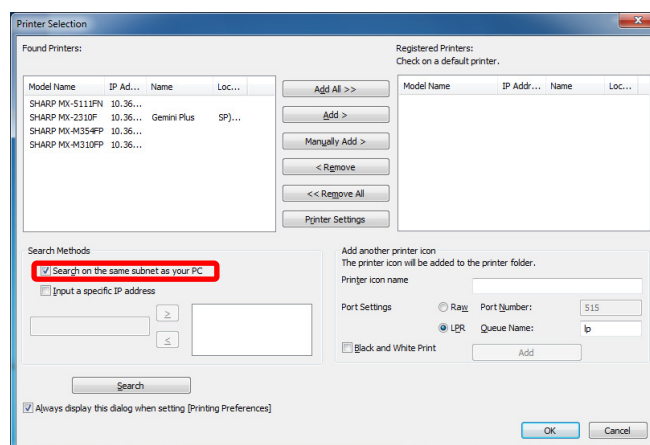
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

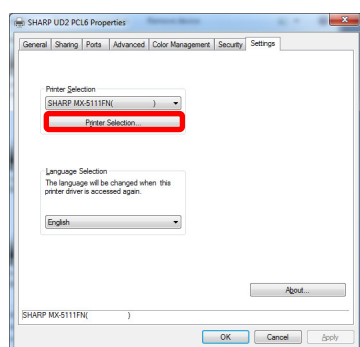
- 3 After the Printer Selection dialog is opened, select the [Search on the same subnet as your PC] button and click on the [Search] button. The search will start.



Memo:

If you want to directly specify a printer to be used, check on the [Input Specific IP Address] and enter an IP address at the text box below. Click on the [>] button and register IP address. Then click on the [Search] button to start the search.

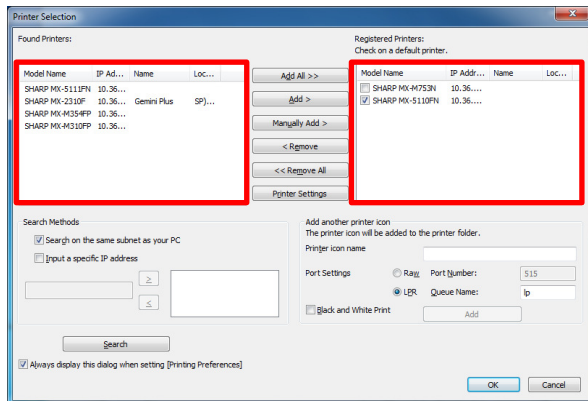
- 2 On the [Settings] tab of the SHARP UD2, click on the [Printer Selection] button.



Memo:

In the Step 2, clicking on the [Printing Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printer Preferences]] of (19) of section 3-1-2.

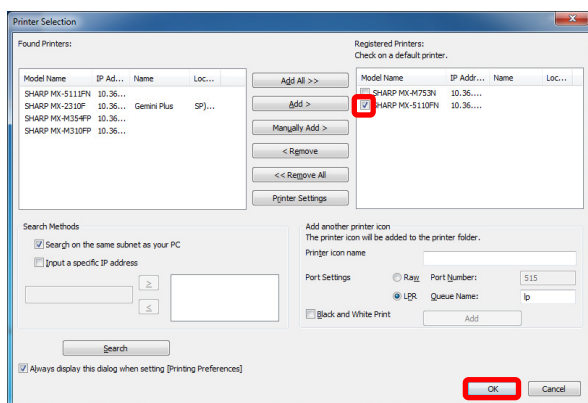
- 4 Found printers will be displayed in the Searched Printers. Click on the [Add All] or [Add] button to register the printers to be used to the Registered Printers.



Remark:

In [Registered Printers], please make the number of registration of printer under-30. When over 30 printers are registered, operation is not guaranteed.

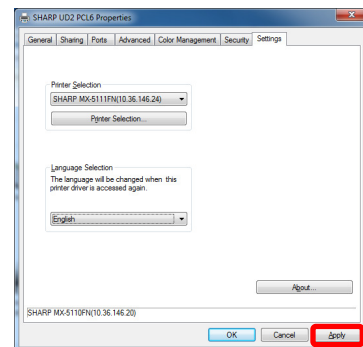
- 5 The Registered Printers have respective check boxes. Check on the box of the printer to be set as a default printer and click on the [OK] button.



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 [Settings] 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.

Remark:

Before a default printer is set, the [Printing Preferences] of the SHARP UD2 displays a screen as shown in Fig. 4 for color models. After a default printer is set, the setup screen according to the default printer is displayed and you can print. Its machine image is not displayed.

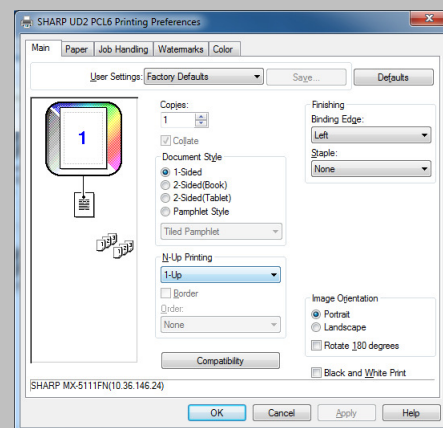


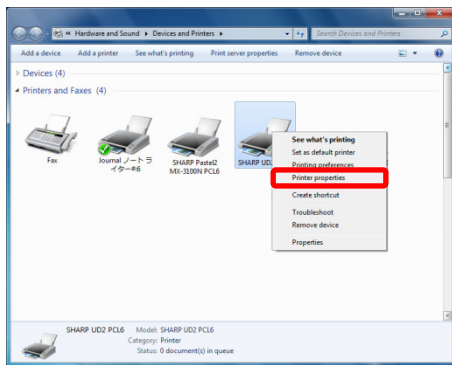
Fig. 4 [Printing Preferences] without a default printer set

3-2-3 Default Printer Change

A default printer can be changed after the installation. Some users cannot change a default printer depending on their authorization levels. See 3-2-6 Access Authority for more detail.

Step

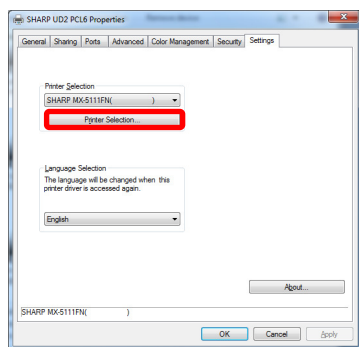
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

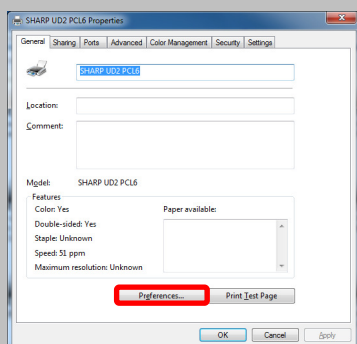
- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 On the [Settings] tab of the [Properties] of the SHARP UD2, click on the [Printer Selection] button.



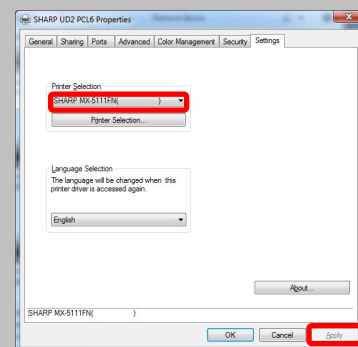
Memo:

In the Step 2, clicking on the [Printing Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printer Preferences]] of (19) of section 3-1-2.

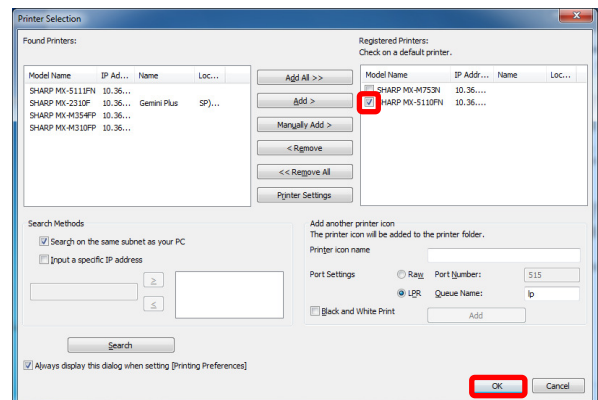


Memo:

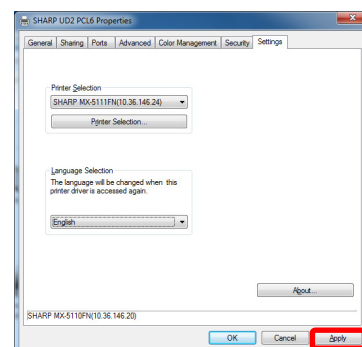
The default printer can also be changed from the drop down list showing the current default printer. To do so, select a default printer from the drop down list and click on [Apply] button to apply the setting. Printers of [Registered Printers] are displayed on the drop down list.



- 3 Check on the printer to be used as a default printer in the [Registered Printers] and click on the [OK] button.



- 4 Click on the [Apply] button and reflect a setting.



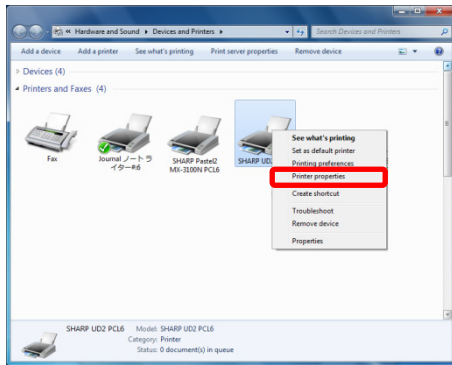
Now, the change is affected.

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

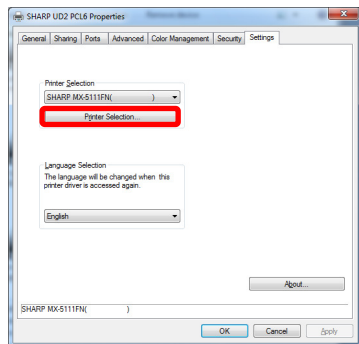
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

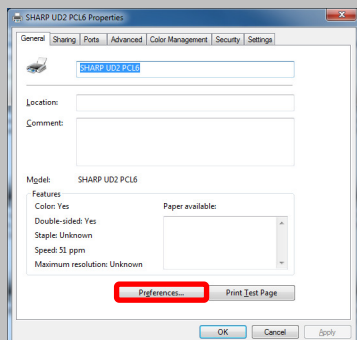
- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 On the [Settings] tab of the [Properties] of the SHARP UD2, click on the [Printer Selection] button.

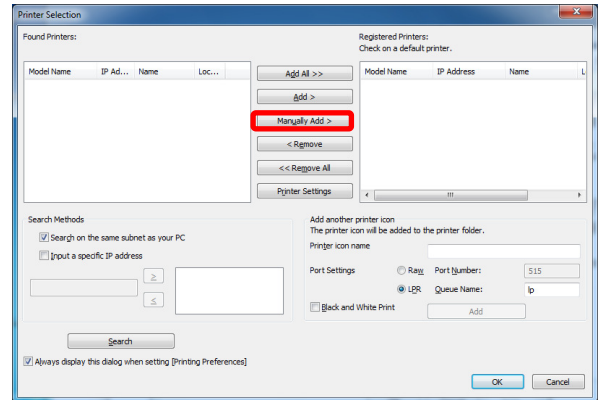


Memo:

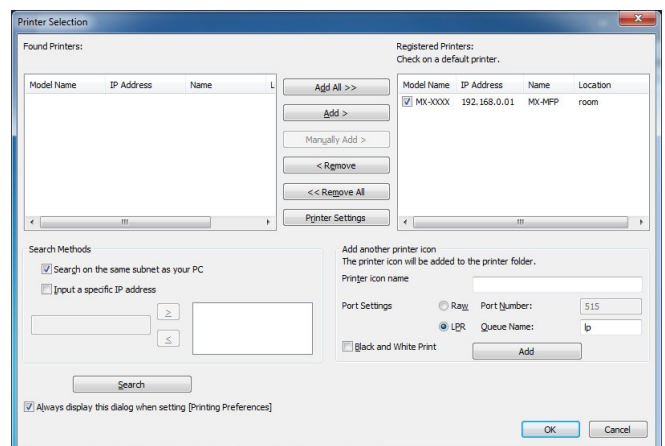
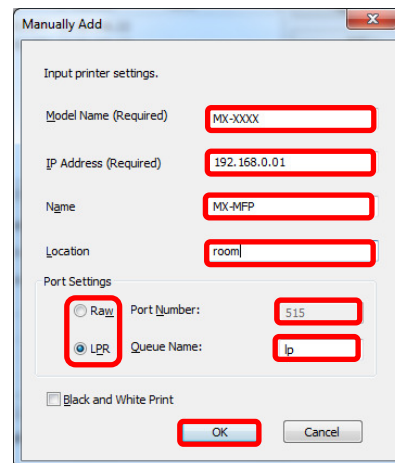
In the Step 2, clicking on the [Printing Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printer Preferences]] of (19) of section 3-1-2.



- 3 Click on the [Manually Add] button.



- 4 Set the printer settings as necessary and then click on the [OK] button.



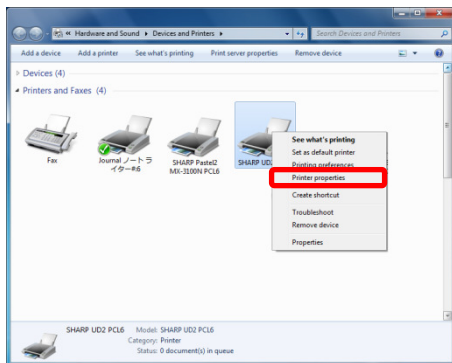
Now, Manually Add is completed.

3-2-5 Add another printer icon

In 3-2-2, you select the printer from [Registered Printers] and you can create another printer icon (copy of SHARP UD2) as default printer.

Step

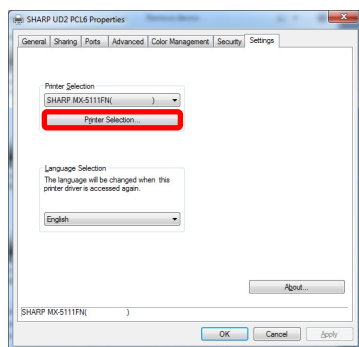
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

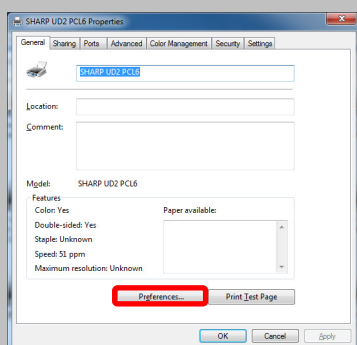
- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 On the [Settings] tab of the [Properties] of the SHARP UD2, click on the [Printer Selection] button.

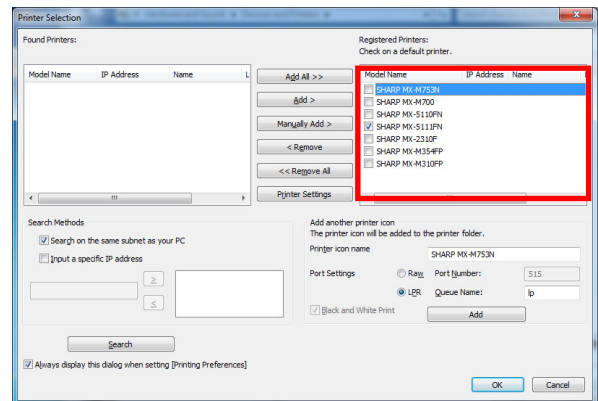


Memo:

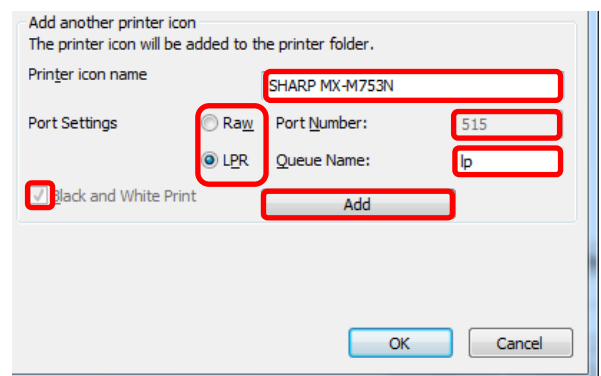
In the Step 2, clicking on the [Printing Preferences] of the [General] tab gives the same effect when you check [Always display this dialog when setting [Printer Preferences]] of (19) of section 3-1-2.



- 3 Select the printer from [Registered Printers].



- 4 Set the printer settings as necessary and then click on the [Add] button.



Now, Add another Printer icon is completed.

3-2-6 Access Authority

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

System Environment	Server/Client			
	Server			
User authority	Administrator/Administrators group		Power Users/ Users group	
Authority	“Managed Printers”			
	Authorized	Not authorized	Authorized	Not authorized
(1) Installation	Yes	Yes	No	No
(2) Language change	Yes	Yes	Yes	Yes
(3) Setup of a default printer	Yes*2	No	No	No
(4) Default printer change	Yes	No	Yes	No
(5) Manually Add	Yes*2	No	No	No
(6) Add another printer icon	Yes*2	No	No	No

System Environment	Server/Client			
	Client			
User authority	Administrator/Administrators group		Power Users/ Users group	
Authority	“Managed Printers”			
	Authorized	Authorized	Authorized	Authorized
(1) Installation	Yes*1	Yes*1	Yes*1	Yes*1
(2) Language Change	Yes	Yes	Yes	Yes
(3) Setup of a default printer	No	No	No	No
(4) Default Printer Change	No	No	No	No
(5) Manually add	No	No	No	No
(6) Add another printer icon	No	No	No	No

System Environment	Standalone			
User authority	Administrator/Administrators group		Power Users/ Users group	
Authority	“Managed Printers”			
	Authorized	Not authorized	Authorized	Not authorized
(1) Installation	Yes	Yes	No	No
(2) Language change	Yes	Yes	Yes	Yes
(3) Setup of a default printer	Yes	No	No	No
(4) Default printer change	Yes	No	Yes	No
(5) Manually add	Yes	No	No	No
(6) Add another printer icon	Yes	No	No	No

*1 Installation is done by Point & Print and allowed print authority.

*2 In the Server OS, when user who is included administrators group install the SHARP UD2 by administrator authority, “Yes”.

3-2-6-1 Setup of Access Authority

Remark:

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

Server-Client Environment

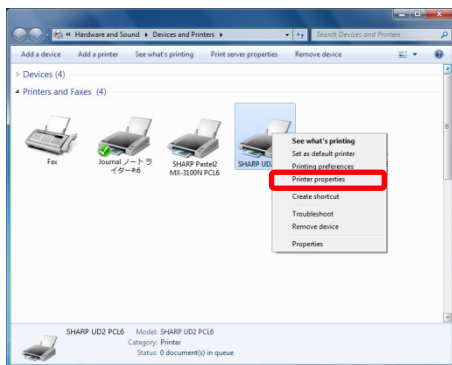
Only the server PC can set/change the default printer.

Client PC user cannot change the default. In

Server-Client environment, following step should be set.

Step

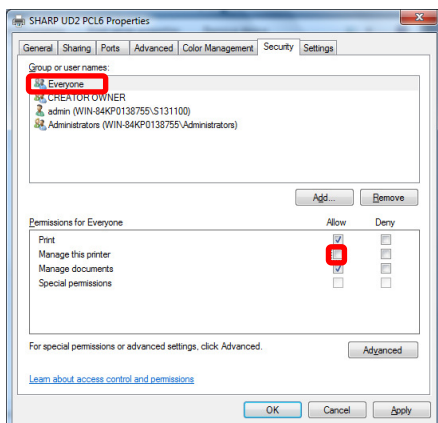
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

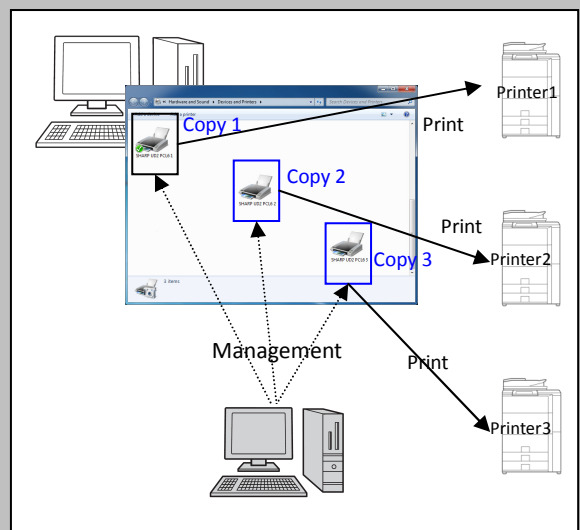
- 2 Uncheck the [Allow] of the [Manage the printers] for all client users (Everyone) on the Security tab.



Memo:

When you use two or more printers, Install SHARP UD2 multiple times on server and set default printer for each SHARP UD2.

Note: Even if SHARP UD2 is installed multiple times, Printer icons are only added and it only has to manage the SHARP UD2. Therefore, the time and effort for the maintenance of drivers does not increase by multiple install.



- For installing SHARP UD2 multiple times:

See and follow the section 3-2-5 for creating another printer icon.

- ⇒ After installation of SHARP UD2 multiple times, you can manage printers per group or user by setting access authority for each SHARP UD2. See a next section "Printer management per group or user".

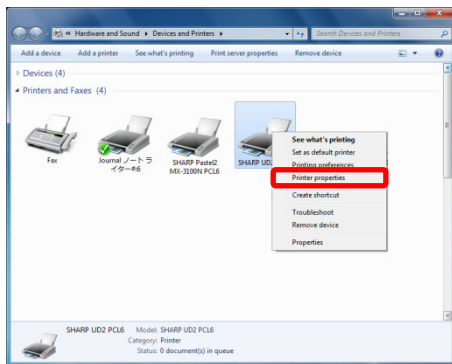
Printer management per group or user

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

Step

1 Install the SHARP UD2 according to the Steps described in 2-2 and 3-2-2, and register the printers to be used and set a default printer.

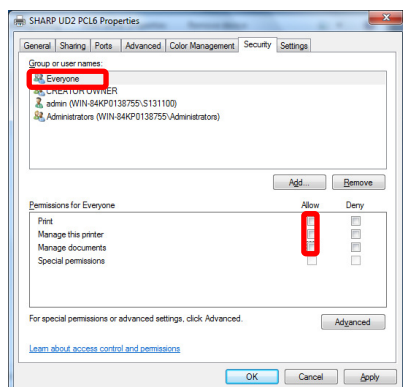
2 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



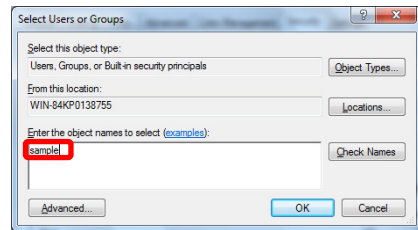
Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

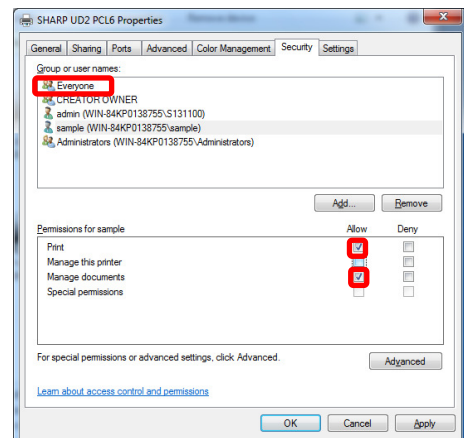
3 Uncheck the [Allow] of the [Print], [Manage the printers] and [Manage Document] for all client users (Everyone) on the Security tab.



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.

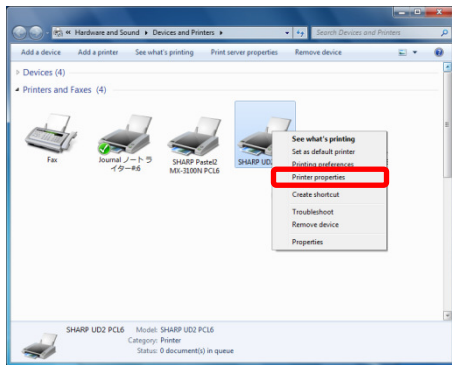
Standalone Environment

Allowing change of the default printer by all users

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

Step

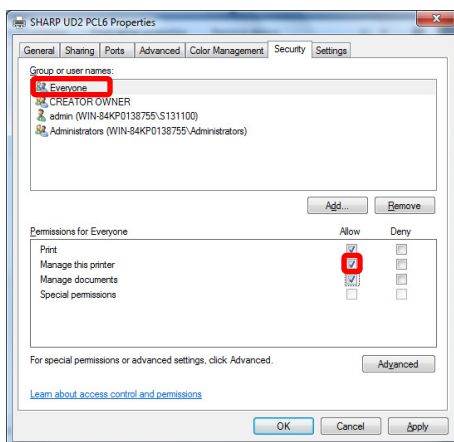
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 On the Security tab of the Properties, set the [Manage the printers] of all login users (Everyone) to [Allow].

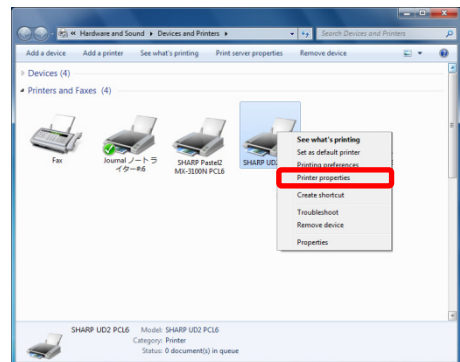


Prohibiting change of the default printer by all users

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

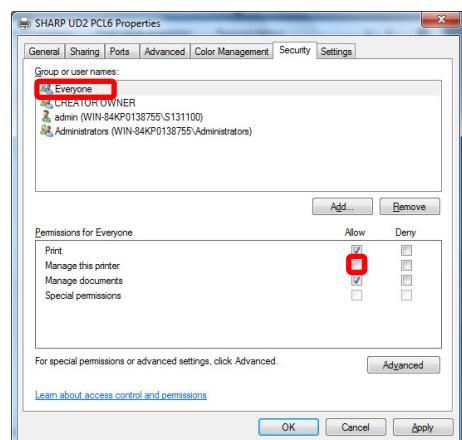
- 1 Open the [Devices and Printers] in the Control Panel and open the [Printer properties] of the SHARP UD2.



Memo:

- For the users of Windows XP/Server2003:
Open the [Printers and Faxes] in the Control Panel and open the [Properties] of the SHARP UD2.

- 2 Uncheck the [Allow] of the [Manage the printers] for all the log-in users (Everyone) on the Security tab.



4 Printer Function

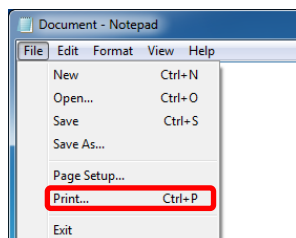
4-1 Printing from Windows

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

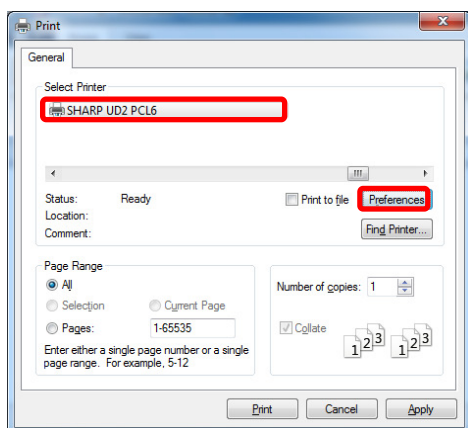
1 Select [Print] from the [File] menu of WordPad.



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.



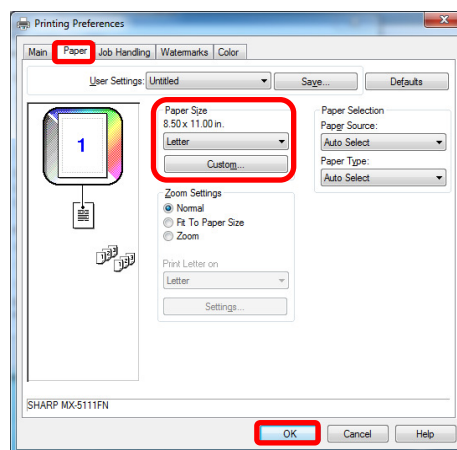
The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

3 Select print settings.

- (1) Click the [Paper] tab.
- (2) Select the paper size.

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

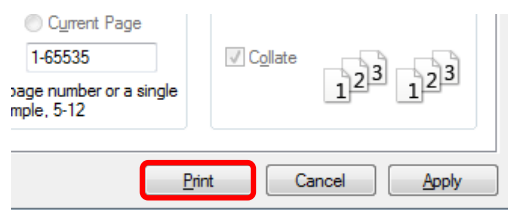
- (3) Click the [OK] button.



- Make sure the paper size is the same as the paper size set in the software application.
- Up to eight custom paper sizes can be stored. Storing a custom paper size makes it easy to specify that size each time you need to use it. To store a paper size, select [Custom Paper] or one of [User1] to [User7] from the pull-down menu and click the [Custom] button.

4 Click the [Print] button.

Printing begins.



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

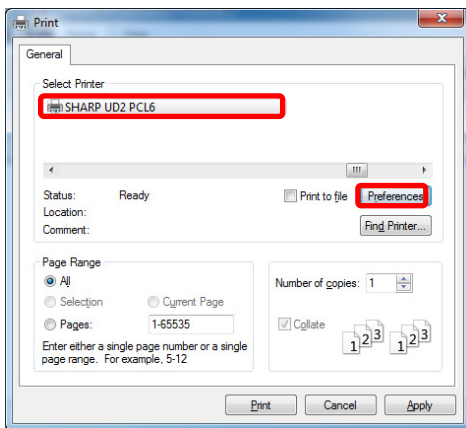
When the user authentication function is enabled in the machine's system settings (administrator), your user information (login name, password, etc.) must be entered in the printer driver properties window before you can print. The information that must be entered varies depending on the authentication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

(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.

2 Enter your login name and password.

- (1) Click the [Job Handling] tab.
- (2) Enter your user information.

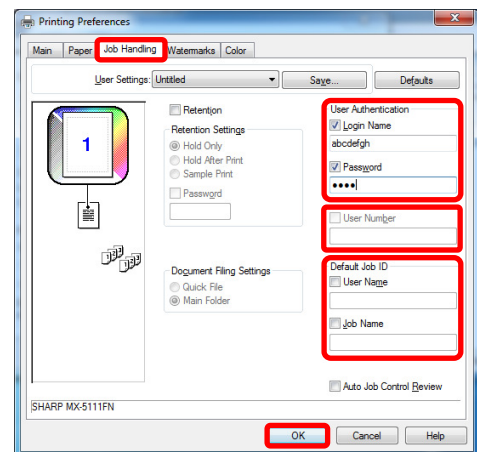
• When authentication is by login name/password

Select the [Login Name] and [Password]

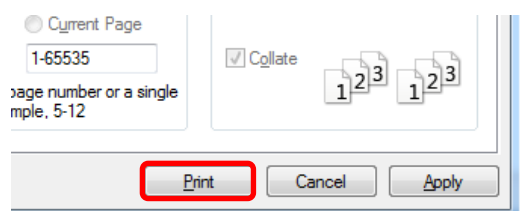
checkboxes so that checkmarks ☒ appear, and enter your login name and password. Enter 1 to 32 characters for the password.

• When authentication is by user number

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



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 4-1-1 Basic Printing Procedure 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:

- 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].

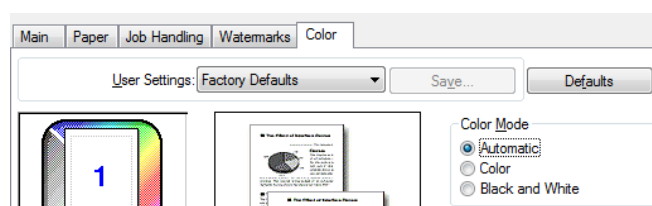
- When the data is created as color data.
- When the application treats the data as color data even though the data is black and white.
- When an image is hidden under a black and white image.

COLOR MODE SETTINGS

Step

1 Click the [Color] tab.

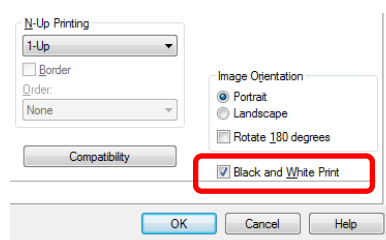
2 Select the "Color Mode" that you wish to use.



BLACK AND WHITE PRINTING

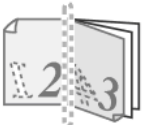



[Black and White] can be selected on the [Main] tab as well as on the [Color] tab. Click the [Black and White Print] checkbox ☒ on the [Main] tab so that a checkmark appears.

The [Black and White Print] checkbox on the [Main] tab and the "Color Mode" setting on the [Color] tab are linked. When the [Black and White Print] checkbox ☒ is selected on the [Main] tab, [Black and White] is also selected on the [Color] tab.



4-2-2 TWO-SIDED PRINTING

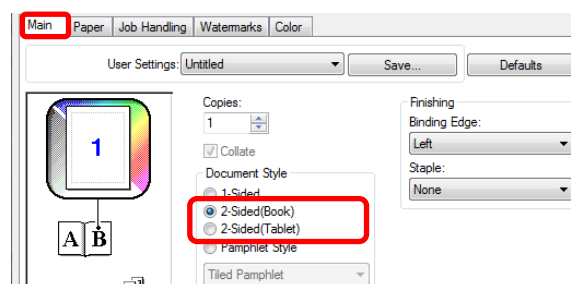
The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.

Paper orientation	Print result	
	2-Sided (Book)	2-Sided (Tablet)
Vertical		
Horizontal		
	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.

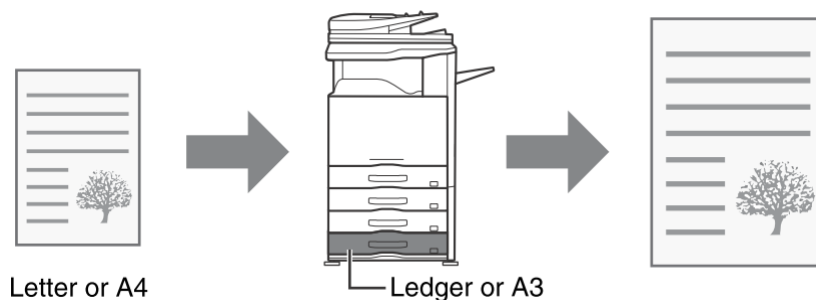
2 Select [2-Sided(Book)] or [2-Sided(Tablet)].



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.

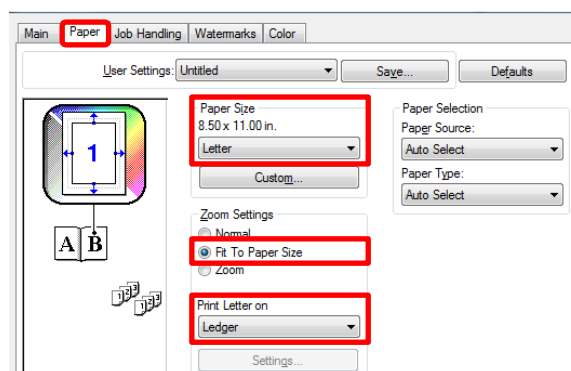
This is convenient for such purposes as enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, and to print when the same size of paper as the document image is not loaded in the machine.



The following example explains how to print an A4 size document on A3 size paper.

Step

- 1 Click the [Paper] tab.
- 2 Select the size of the print image (for example: Letter).
- 3 Select [Fit To Paper Size].
- 4 Select the actual paper size to be used for printing (for example: Ledger).



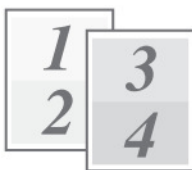






4-2-4 PRINTING MULTIPLE PAGES ON ONE PAGE

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.

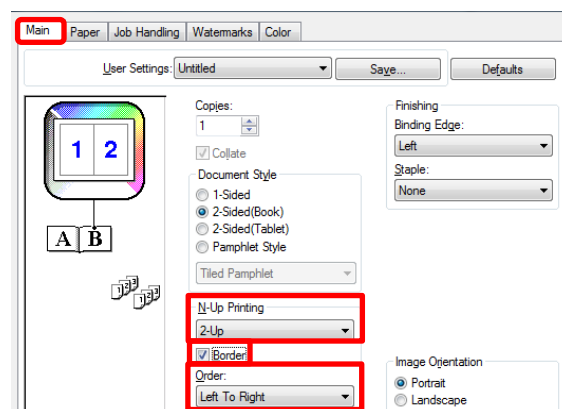
N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

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

- The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
- The page order can be viewed in the print image in the printer driver properties window.

Step

- 1 Configure the settings on the [Main] 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.



4-3 CONVENIENT PRINTING FUNCTIONS

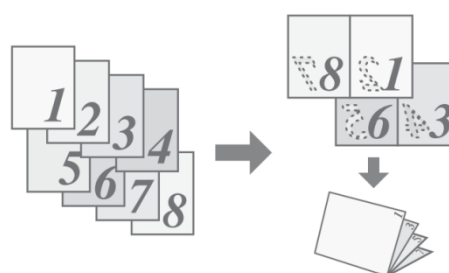
This section explains convenient functions for specific printing objectives.

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 4-1-1 Basic Printing Procedure section:

View printer driver Help for details on printer driver settings for each printing function.

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.

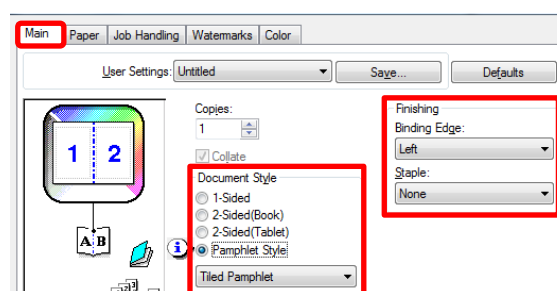


Step

1 Configure the settings on the [Main] tab.

2 Select [Pamphlet Style]

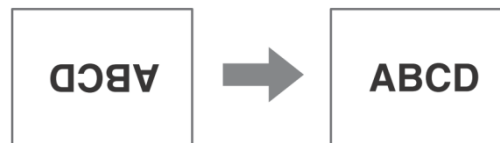
3 Select the "Binding Edge".



4-3-2 FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

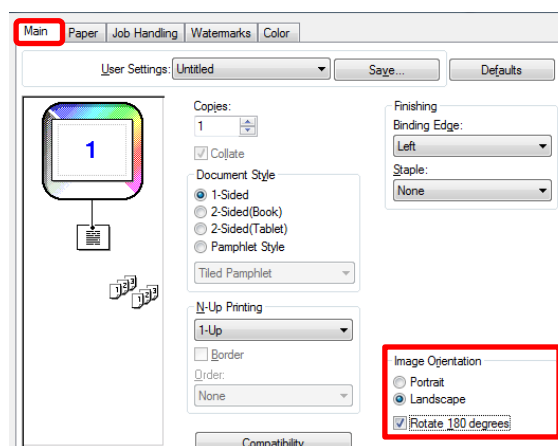
ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as envelopes or paper with punch holes).



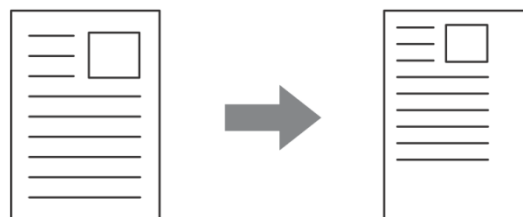
Step

- 1 Select the setting on the [Main] tab.
- 2 Select the [Rotate 180 degrees] checkbox ☒ .



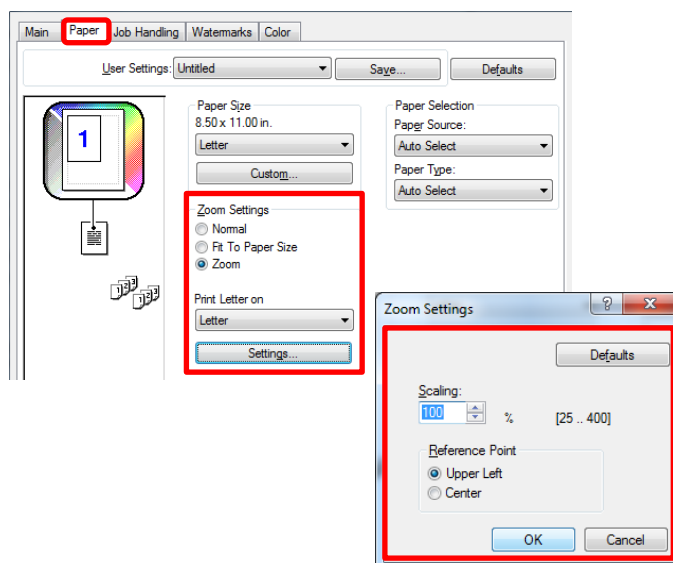
ENLARGING/REDUCING THE PRINT IMAGE (Zoom)

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

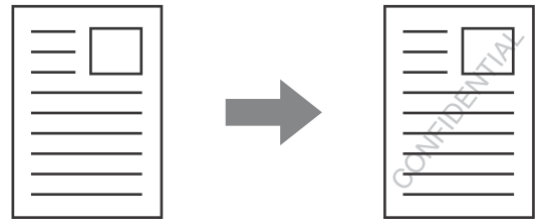
- 1 Click the [Paper] tab.
- 2 Select [Zoom] and click the [Settings] button.
The actual paper size to be used for printing can be selected from the pull-down menu.
- 3 Select the zoom ratio.
Directly enter a number (%) or click the button to change the ratio in increments of 1%. You can also select [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

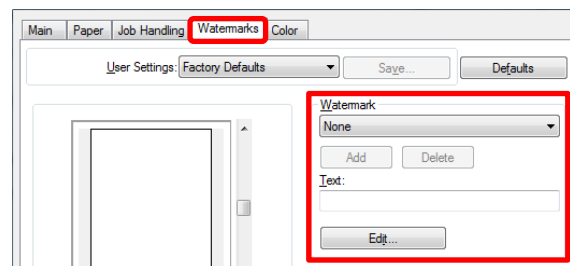
1 Click the [Watermarks] tab.

2 Select the watermark settings.

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.



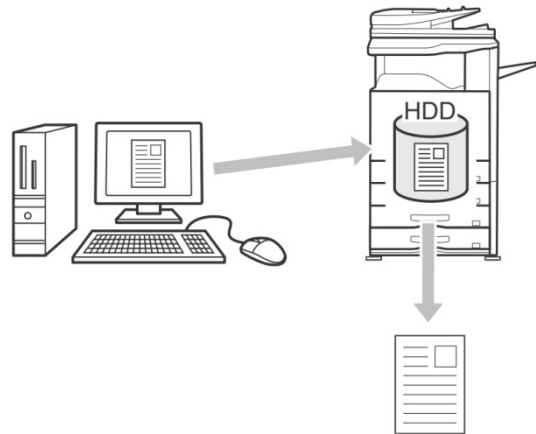
4-3-4 CONVENIENT PRINTER FUNCTIONS

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

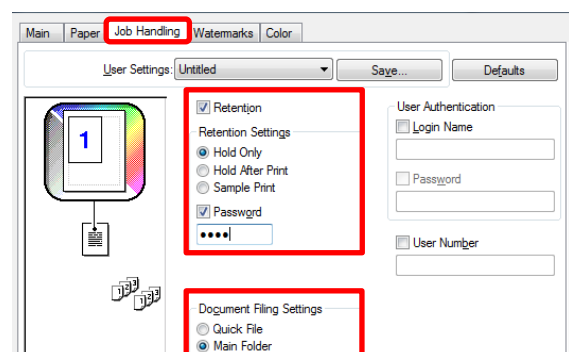
1 Click the [Job Handling] tab.

2 Select the retention setting.

Click the [Retention] checkbox ☒. Select the retention method in "Retention Settings". To enter a password (5 to 8 digit number), click the [Password] checkbox ☒.

3 Select document filing settings.

Select the folder for storing the file in "Document Filing Settings". If you selected [Custom Folder], click the [Stored to] button to select the folder.



- When [Quick File] is selected, "Retention Settings" will be set to [Hold After Print] only.
- When [Quick File] is selected, the password entered in "Retention Settings" is cleared and cannot be used.

Automatically print all stored data

When user authentication is enabled in the system settings (administrator), all retained (stored) print jobs of a user who logs in can be printed automatically after log in. After all jobs are printed, the files are deleted.

To use the print all function, the following steps are necessary:

- "Automatically print stored jobs after login" must be enabled in the system settings (administrator) of the target machine.
- At the time of retention print, in addition to user authentication information, the user name stored in the target machine must be entered in "User Name" of the job ID in the printer driver.

-> PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

Step

1 Log into the machine.

Enter your user number or login name and password in the user authentication screen of the target machine.

Files with a password and files that are protected by the document filing function of the machine will not be printed. Files in a folder (excluding My Folder) that has a password will also not be printed.

2 Perform print all.

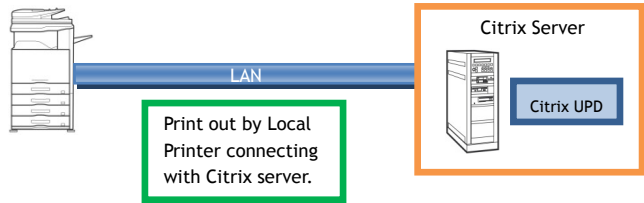
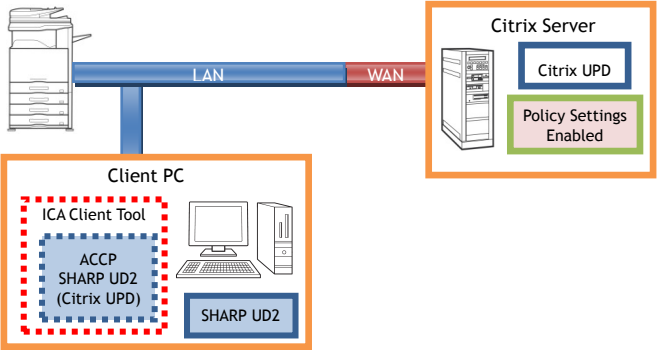
A confirmation prompt will appear. Touch the [OK] key. The print files stored in the quick file folder and main folder will be printed automatically and then deleted.

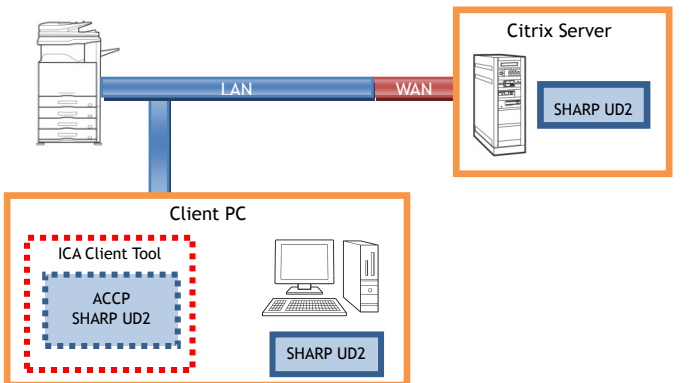
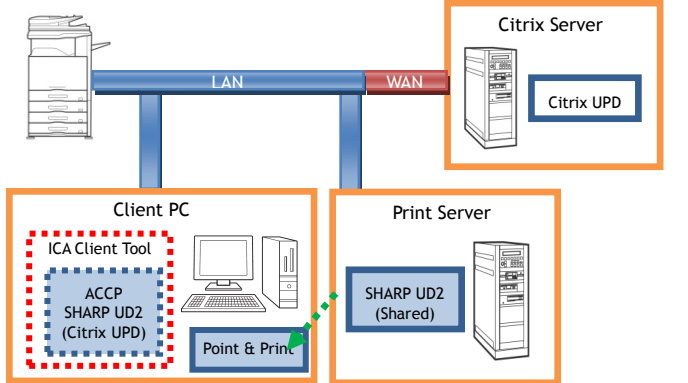
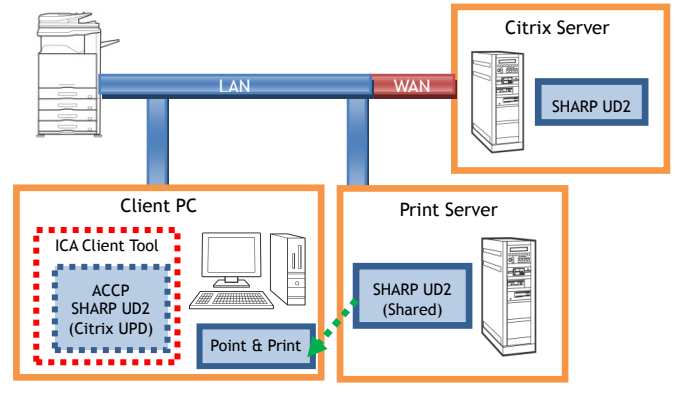
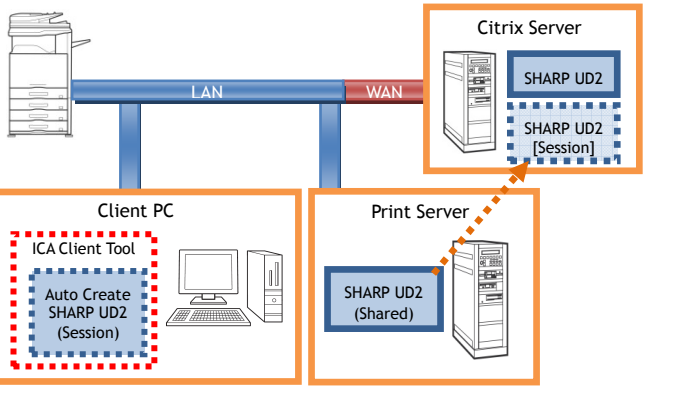
If you do not wish to "print all"...

Touch the [Cancel] key in step (2).

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.
	
<p>The driver is installed on Citrix Server. The driver is not installed on Client PC.</p>	<p>The driver is not installed on Citrix Server (Citrix UPD is enabled). The driver is installed on Client PC. The policy settings about SHARP UD2 on Citrix Server is enabled.</p>
<p>[Limitation]</p> <p>None</p>	<p>[Limitation]</p> <ol style="list-style-type: none"> 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. 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.

<p>Case3: Printing through ACCP using the Sharp driver by a printer connected to the client.</p>	<p>Case4: Printing through ACCP using the Citrix UPD by a network printer connected to the client.</p>
	
<p>The driver is installed on Citrix Server. The driver is installed on Client PC.</p>	<p>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.</p>
<p>[Limitation]</p> <ol style="list-style-type: none"> 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. 	<p>[Limitation]</p> <ol style="list-style-type: none"> 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.
<p>Case5: Printing through ACCP using the Sharp driver by a network printer connected to a client.</p>	<p>Case6: Printing by a network printer through the session printer.</p>
	
<p>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.</p>	<p>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.</p>
<p>[Limitation]</p> <ol style="list-style-type: none"> 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. 	<p>[Limitation]</p> <ol style="list-style-type: none"> 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.

6 Trademark acknowledgments

The following trademarks and registered trademarks are used in conjunction with this software.

- Windows®, Windows® XP, Windows Server® 2003, Windows Vista®, Windows Server® 2008, Windows® 7, Windows® 8 and Windows® 2012 are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and other countries.
- IBM and PC/AT are trademarks of International Business Machines Corporation.
- PCL is a registered trademark of the Hewlett-Packard Company.