Sharpdesk Mobile V2.1 Operation Manual

For Android

SHARP CORPORATION

Table of Contents


1   Overview

This product is an application that

- Receives, previews and stores scanned documents from your scanner to your mobile device
- Prints the documents and photos stored in your mobile device, e-mails received in your mobile device and Web pages browsed from your mobile device to your printer
- Attaches the scanned documents to e-mail, or sends the documents to other applications installed in your mobile device
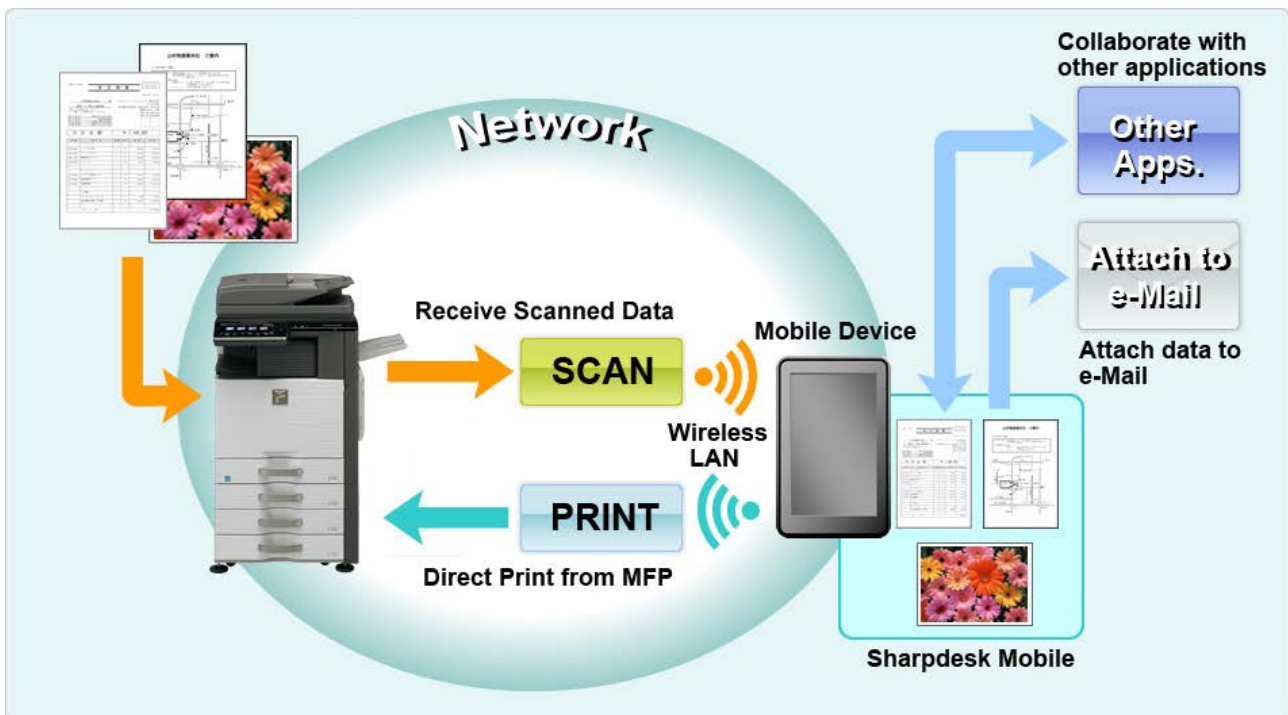
2 Usage Notes

- Design and specifications are subject to change without notice.
- Please see the following support web site for the latest information of this application.
  http://sharp-world.com/products/copier/docu_solutions/mobile/sharpdesk_mobile/
- Your mobile device must be connected to wireless network.
- This application can handle the following file formats:
  - ➢ JPEG, TIFF, PNG and PDF (including compact PDF and encrypted PDF)
  - ➢ Maximum length of file names of these file formats that this application can handle is 200 characters.
  - ➢ Preview and thumbnail image are not available for some of the file formats.

File format		Viewable and Rotatable
Encrypted PDF		No
Unencrypted PDF	PDF scanned by SHARP scanner (including Scan Accessory Kit)	Yes*
	Others	No
TIFF		Yes
JPEG		Yes
PNG		Yes

*: Compact PDF and Bk text enhanced PDF files which are larger than A4/letter size cannot be previewed or displayed as thumbnails.

- This document explains the operations on portrait screen of Android^{TM} 2.3 devices.
- If you wish to remove the SD card from your mobile device, make sure to unmount the SD card before removing. Otherwise loss or corruption of stored data may occur. To unmount the SD card, refer to the Operation Manual of your mobile device.
- This application uses SNMP, FTP, HTTP and Raw to discover scanners and printers on the network, receive scanned data from scanners, and print to printers.

3   Install and Start

Install Sharpdesk Mobile application on your mobile device.

I.   Install the Sharpdesk Mobile application from Google Play^{TM}.
     Sharpdesk Mobile application can be found under "Productivity." Or, type in "Sharpdesk Mobile" in a
     keyword search box to locate the application.

II. After installing this application, tap the "Sharpdesk Mobile" icon to start.
     End User License Agreement is displayed for the first time. If you agree to the terms of the
     agreement, tap "Agree."
     Note: If you disagree, you cannot use this application even for a trial purpose. Once agreed, the End
     User License Agreement is no longer displayed.

III. The main screen is displayed.

4   Printer/Scanner Settings

Set up printers to print from and scanners to send data to this application.

Tap "Settings" on the main screen, and then tap "Printer/Scanner Settings".

4.1   Register Printers/Scanners on this Application

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

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

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

Your mobile device's wireless network (Wi-Fi) settings can be changed. Tap [icon] button (If your mobile device is connected to a wireless network, the icon says the network's SSID. Otherwise the icon says "Not connected") in the printer/scanner list screen. If you do not see the icon, you may find it by swiping to scroll the menu to the left.
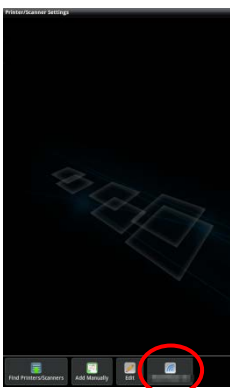
4.1.1 Find Printers/Scanners

I. Tap "Find Printers/Scanners". Printers and scanners on the network are automatically discovered.

Note: Printers/scanners must be on the same network segment where your mobile device is connected. If you wish to use a printer/scanner on a different network segment, you may manually add a printer/scanner. Go to "Add Printers/Scanners Manually" (Section 4.1.2) for further instruction.

II. Discovered printers and scanners are displayed in a list.
"Product Name" and "Location" information retrieved from a printer/scanner is displayed. ("Product Name (Location)" or "Product Name(IP Address)" is displayed above the "IP address").
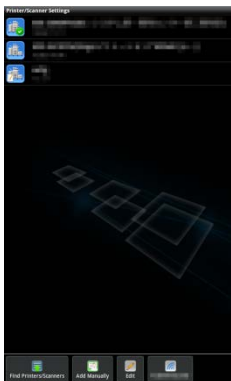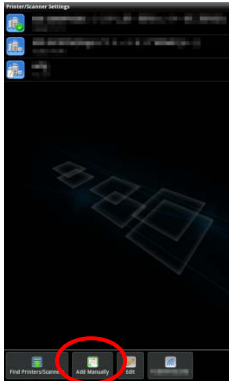

Note: The display format ("Product Name(Location)" or "Product Name(IP Address)") in the list can be configured in "Application Settings" (See chapter 6). "SHARP" which is included in the "Product Name" retrieved from the printer/scanner is not displayed.

4.1.2 Add Printers/Scanners Manually

I.   Tap "Add Manually".

II. The following items can be set.
     Tap "Save" to save the settings. If you wish to cancel, tap "Back" (located outside the screen) to go
   back to the previous screen.

Item	Description
Name	Enter printer/scanner name that you wish to add. If Name is not entered, IP address is set as the name.
IP Address	Enter printer/scanner IP address. This is a required field. Note: The IP address that has already been added manually cannot be entered.
Port Number	Enter a port number for the printer/scanner. This is a required field. Port Number is necessary to print from this application. Enter the same port number as configured on the printer. If different port number is entered, this application cannot print to the printer. To check the port number in the printer, see printer/scanner's web page.

Item	Description	
	If "Use Raw Print" in "Application Settings" is unchecked	[Setting for Print from the PC] on the printer's Web page. The default port number for both printer and this application is 21.
	If "Use Raw Print" in "Application Settings" is checked	See [Network Settings]-[Print Port Settings]-[RAW] tab in the printer's Web page. The default port number is 9100.
Set as Default Printer/Scanner	When checked, the selected printer/scanner is set as a default printer/scanner for "Print" or "Scan". Note: "Set as Default Printer/Scanner" cannot be configured if "Auto Printer/Scanner Selection" is checked under "Application Settings" (see chapter 6).	

4.2   View and Edit Printer/Scanner Information

You can view and edit information of the printer/scanner registered in this application.

Tap "Settings" on the main screen, and then tap "Printer/Scanner Settings" to display a list of registered printers/scanners.
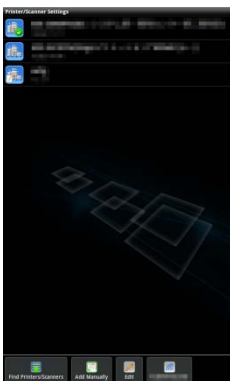
The icon indicates automatically added printers/scanners. The icon indicates manually added printers/scanners.

I.   Select a printer/scanner to view its information.

II. The information about the selected printer/scanner is displayed. The items displayed here are available in "Add Printers/Scanners Manually" (Section 4.1.2).

Note: For automatically added printers/scanners, IP address is not editable. For manually added printers/scanners, Product Name and Location are not editable. Product Name and Location fields are auto-filled when the application establishes an initial contact with the printer/scanner.

When "Scan from Your Mobile Device" feature is available, the following information and options are displayed.

The following additional settings are available under "Operation Settings".

Tap "Save" to save the settings.

| Item	Description
Scan from your mobile device	When enabled, configure scan settings and scan from your mobile device (see section 8.1).
Display Name	Display Name is displayed along with a Verification Code on both scanner operation panel and your mobile device to ensure your target scanner.
Automatically generate verification codes	When enabled, it automatically generate a Verification Code. When disabled, you need to enter a code in the "Verification Code" field.
Verification Code	Verification Code is displayed along with Display Name on both scanner operation panel and your mobile device to ensure your target scanner.
Reset scan parameters	Tap this if you wish to reset scan parameters configured at the last scan operation.

4.3 Move or Delete Printer/Scanner in the List

In the printer/scanner list, the printer/scanner list can be reordered and selected printers/scanners can be removed from the list.

Tap "Edit" to manage printer/scanner list.
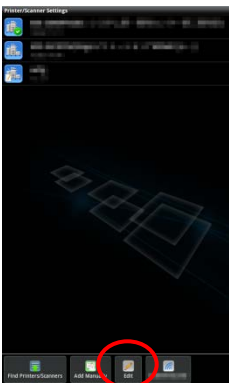
4.3.1 Reorder the Printer/Scanner List

Tap and hold the selected printer/scanner that you wish to reorder.
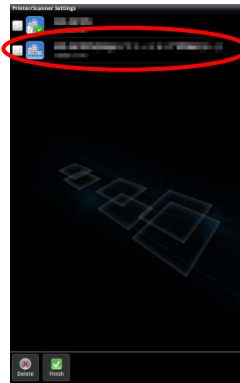

Tap and hold, then drag
it to the desired location

The printer/scanner can be moved while it is being held, so you can reorder it by moving it up or down while keeping your finger pressed down.

4.3.2 Delete Printers/Scanners

A check box appears next to each printer/scanner. Tap the check box(es) to select printers/scanners (multiple printers/scanners can be selected). Tap "Delete" and a dialog, "Selected printers/scanners will be deleted." is displayed. Tap "OK" to delete the selected printers/scanners.
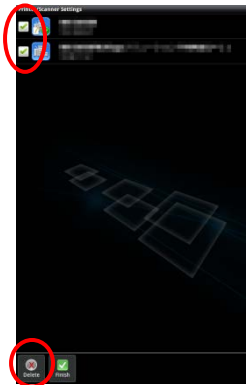
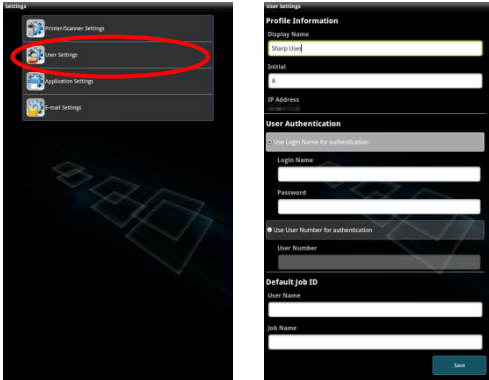Deleted printers/scanners can be added again. Go to "Find Printers/Scanners" or "Add Printers/Scanners Manually" (Section 4.1).

5   User Settings

Set up user information for this application.

Tap "Settings" on the main screen, and then tap "User Settings".

The following settings are available:
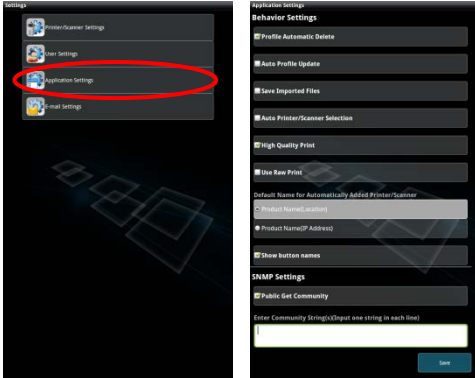
Tap "Save" to save the settings.

Profile Information: They are required settings to register a scanner for scan operations	
Item	Description
Display Name	Display Name will be displayed in the scanner address book as a scan destination. The default display name is the "Model number" in your mobile device's settings.
Initial	Initial is used for a sort key to display "Display Name" in the scanner address book.

User Authentication: They are required settings when user authentication is enabled on the printer		
Item		Description
Use Login Name for authentication		Select this when Login Name is used for user authentication on the printers. Type in "Login Name" and "Password".
	Login Name	Enter your login name used for user authentication on the printers.
	Password	Enter your password used for user authentication on the printers.
Use User Number for authentication		Select this when User Number is used for user authentication on the printers. Type in "User Number".
	User Number	Enter your user number used for user authentication on the printers.

Default Job ID: Printers use the values entered in here to display "User Name" and "Job Name" on the operation panel.	
Item	Description
Use Login Name as User Name	If this setting is set to "ON", the User Name displayed on the printer operation panel is fixed to the "Login Name" setting in the User Authentication Settings described above.
User Name	Enter a user name which will be displayed on printer operation panel. If this is not set, the printer uses the value, "SharpdeskM User".
Job Name	Enter a job name which will be displayed on printer operation panel. If this is not set, the printer uses the name of the file to be printed.

6   Application Settings

Set up operation settings for the application.

Tap "Settings" on the main screen, and then tap "Application Settings."

The following settings are available:

Tap "Save" to save the settings.

| Operation Settings	
Item	Description
Profile Automatic Delete	When enabled, delete your mobile device profile from the address book on the scanner after scanning is completed.
Auto Profile Update	When enabled, automatically overwrite the destination (profile) that was registered at last scanning.
Save Imported Files	When enabled, keep a file received from other application(s) for printing.
Auto Printer/Scanner Selection	When enabled, automatically set a default printer/scanner in the connected wireless network (SSID).
High Quality Print	Enable this for higher quality printing.
Use Raw Print	When enabled, use Raw port (default port number is 9100) instead of FTP port (default port number is 21) for printing.

Operation Settings	
Item	Description
Retention Settings	Tap "Retention" to hold a print job as a file on the printer's hard disk, allowing the job to be printed from the printer operation panel when needed. Set "Hold Only" to "ON" to enable this feature. Main Folder is specified as the location of the held file.
	If "Specify Password" is set to "ON", the password (a number from 5 to 8 digits) allows a confidential job to be stored on the printing device and the file cannot be printed unless the correct password is entered at the printing device's operation panel.
	This setting specifies the default value for the "Print" setting (see Chapter 9).
	Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 9.1.1.
Default Name for Automatically Added Printer/Scanner	Display format can be set for the printers/scanners that are automatically added. "Product Name(Location)" or "Product Name(IP Address)" can be selected.
Show button names	Show names in menu buttons when enabled.

SNMP Settings: if you need assistance, ask your network administrator.	
Item	Description
Public Get Community	Disable this when the network uses other than default SNMP GET Community string.
Enter Community String(s)	Enter the string(s) that are used in the network in "Enter Community String(s)". Up to 10 strings can be set.

7   E-mail Settings

Set up your e-mail account information to print e-mails (see section 9.4) from this application.

Tap "Settings" on the main screen, and then tap "E-mail Settings".
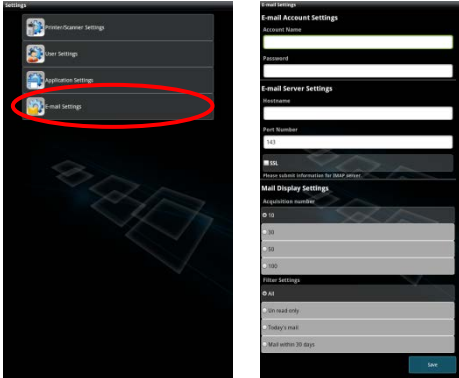
The following settings are available:

Tap "Save" to save the settings.

E-mail Account Settings	
Item	Description
Account Name	Enter user name to login to your e-mail account. This field is required when password is set.
Password	Enter your password to login to your e-mail account.
E-mail Server Settings: Contact your e-mail administrator for server information. Note: E-mail server must support IMAP4.	
Item	Description
Host Name	Enter e-mail server host name.
Port Number	Enter e-mail server port number. This is a required field. The default is 143 if "SSL" is not checked, or 993 if checked.
SSL	Check if SSL is required to connect your mobile device with your e-mail server.
Acquisition number	
Item	Description
10/30/50/100	Select the number of acquired e-mail messages to appear in the Mail Display screen.
Default filtering settings	
Item	Description
All/Unread Only/Today's Mail/Mail within 30 Days	Select the default filtering settings for the messages appearing in the Mail Display screen.

8   Scan

This function receives and stores scanned documents.

Tap "Scan" on the main screen.

Tap "Scanner" to select the target scanner.

In the printers/scanners list (see step I in section 4.1), this icon identifies the scanner assigned as the default scanner.

Tap "Wi-Fi" button if you wish to change your mobile device's wireless network (Wi-Fi) settings.

Operations may vary depending on scanner.

Please go to "Scan from Your Mobile Device" (Section 8.1) to learn how to execute a scan from your mobile device. If scan setting option is not available on your mobile device, please go to "Scan from the Scanner Operation Panel" (Section 8.2).

8.1   Scan from Your Mobile Device

Please complete the following steps to configure scan settings on your mobile device. Go to your local Sharp Web site for a list of supported scanners.

All operations except "setting a document on the scanner" can be completed within the application.

Note: Please confirm scanner home screen or user authentication screen is displayed on the scanner. When external authentication is enabled, user authentication screen will be displayed. Upon successful authentication, scanner home screen will be displayed.

I.   If you select the scanner that supports Scan from Your Mobile Device feature, setting menus and current scan settings will be displayed.

Note: When you disable this feature, you can initiate scan from scanner. Please go to "Scan from the Scanner Operation Panel" (Section 8.2) for further instructions.

The following settings are available:
Settings can be stored by tapping "Finish".

Item	Subitem	Description
Color Mode		Settings to scan color originals (Auto/Full Color/Grayscale/Mono2). The default value is "Auto". Note: When "Long Size" is selected for "Original Size" under "Original", only "Mono2" is available.
Original	Original Size	While "Auto" is set as a default, non-standard original paper size cannot be detected by the scanner. You need to manually change the original size setting.
	Detected paper size (display only)	When you set a document on the target scanner, the original paper size will be automatically detected and displayed on your mobile device.
	Store Size	The size of the scanned image can be manually set. If this size is different than the detected paper size, the image will be automatically adjusted to fit the page. The default value is "Auto". Note: You can only select "Auto" when any of the following original paper sizes is selected: Long Size/Japanese Postcard/Business Card/L Size/2L Size/Card/Custom Size.
	Custom Size Registration	Custom original paper sizes can be registered. Up to 5 custom sizes can be registered.
	Image Orientation	Select orientation of the image. You can select either "Rotation Off" or "Rotation 90 Degrees". The default value is "Rotation Off".
2-Sided Copy		Select 1-sided or 2-sided original. 1-Sided, 2-Sided(Book) or 2-Sided(Tablet) can be selected. The default value is "1-Sided".
File Format	Color	Format mode for scanning (Color/Grayscale, or B/W) can be selected.
	File Type	Scan file type can be selected. When "Color/Grayscale" is selected in "Color", PDF, PDF/A, TIFF, and JPEG file types are available. When "B/W" is selected in "Color", PDF, PDF/A, and TIFF file types are available.
	Compact PDF	The type of Compact PDF (None, Compact, or Compact Ultra Fine) can be selected when "Color/Grayscale" is selected in "Color", and "PDF" or "PDF/A" is selected in "File Type". Note: Compact PDF is available only if the Scanner Expansion Kit is installed in the scanner.

Item	Subitem	Description
	Comp. Ratio	Compression Ratio (low, middle, high) can be selected when "Color/Grayscale" is selected in "Color". In addition, "Bk Letter Emphasis" can be selected if the scanner supports Bk letter emphasis PDF and "PDF" is set as the "File Type".
	Compression Mode	This can be selected when "B/W" is selected in "Color". None, MH(G3) or MMR(G4) can be selected for scan in Mono2 image.
	Specified Pages per File	This can be selected if you select "PDF", "PDF/A" or "TIFF" in "File Type". When selected, scanned document is split into files by specified number of pages. (E.g. when 2 pages is specified, the scanned document is grouped by 2 pages to create multiple files.)
	Encryption	When "PDF" file type is selected, PDF encryption is available. When checked, a "Password" should be assigned to open the encrypted PDF.
Resolution		Scan resolution can be set. The following resolution options are available: 100x100dpi, 150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi Note: 150x150dpi can be selected only on the scanners that support the resolution. Note: Only 300x300dpi is available when you select "Compact" or "Compact Ultra Fine" under "Compact PDF".
Other Settings	Exposure	Exposure (Auto, Characters, Text/Prtd.Photo, Printed Photo, Text/Photo, Photo, Map) for scanning can be selected.
	Exposure Level	Exposure level (1 to 5) for scanning can be selected. This can be set if "Auto" is selected for "Exposure".
	Blank Page Skip	If set to other than "Off", if the original contains blank pages or back shadow, the scanner will automatically detect them and skip them when scanning. Setting options are "Off", "Skip Blank Page", and "Skip Blank and Back Shadow".

II. When you complete all settings, tap "Scan" to start scanning the document.
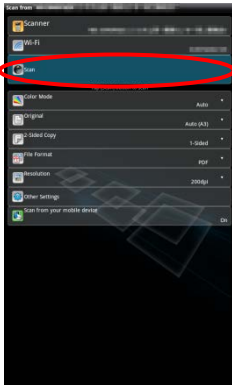
III. After tapping "Scan" button, the information of the target scanner ("Display Name" and "Verification Code") will be displayed on the scanner operation panel and move to a waiting (scanning ready) stage.
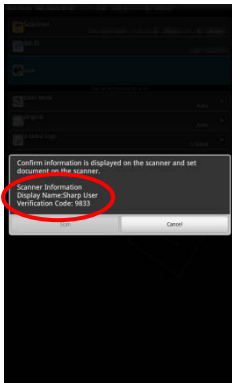
IV. Confirm if the selected scanner displays information of your mobile device, then set a document on the scanner.
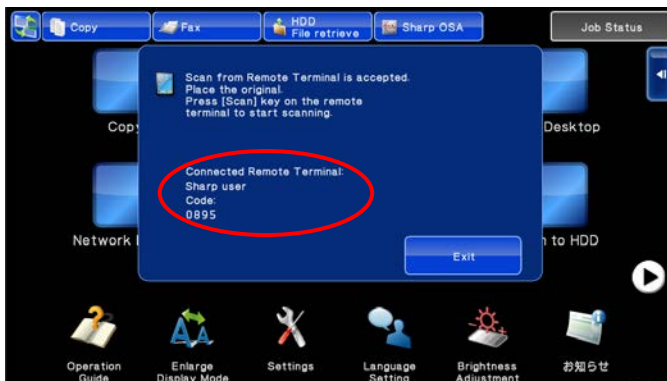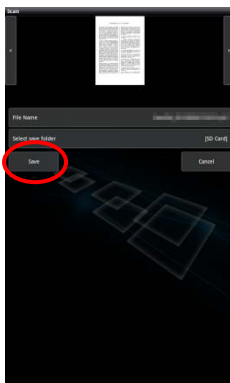
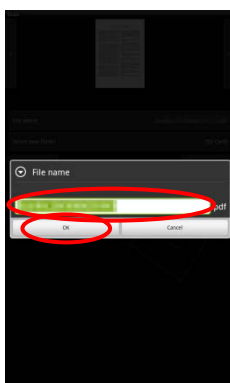V. Select "Scan" on a pop-up dialog to continue.
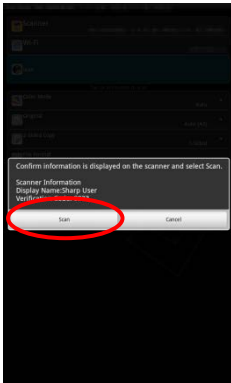
VI. Scanned data is sent to this application.

 If a single data is received, the preview of the data is displayed. For preview operation, go to Section 12.3.

 Tap "Save".

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

 If desired, enter a new file name and then tap "OK".

VIII.   Select the destination folder and tap "Save Here" to store the data as a file into the folder in your
         mobile device.
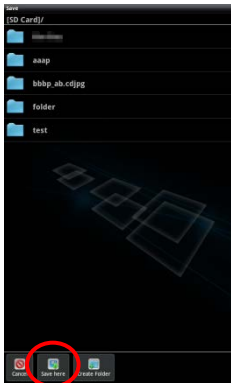
If multiple scanned data is received, one of the received data is displayed and preview can be switched
by tapping "<" or ">". Tap "Bulk Save" and then complete steps VII and VIII to store files to selected
folder on your mobile device. (A sequential number is added to the end of the file name entered at step
VII.)
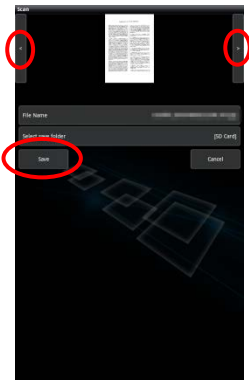
Note: You may tap any data in the list to preview. However, this data can only be stored together with the
rest of the received data.

8.2   Scan from the Scanner Operation Panel

If "Scan from Your Mobile Device" is not available on the scanner, use following steps to scan from scanner operation panel.

Resolution, file format and other scan settings must be configured on the MFP operation panel when scanning.

Note: Please be sure address book is not displayed on the scanner operation panel. If address book is displayed, this operation will not work.

I.   Tap "Scan".
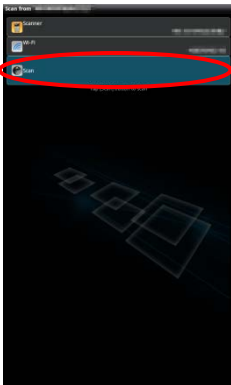
II. Tap "OK" when the dialog "Steps to complete scan from MFP:" is displayed. Set a document on the scanner and follow the steps on the operation panel of the scanner to complete scan. For details, see the operation guide of the scanner.
     Note: If "Display Name" and "Initial" is displayed in the dialog, make sure the same values are displayed in the operation panel of the scanner.
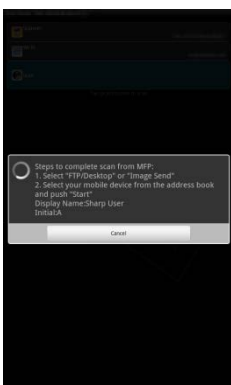
III. Begin at step VI in section 8.1 to complete the process.

9   Print

The documents stored in this application, photo images, web pages and e-mails can be printed.

Tap "Print" on the main screen.
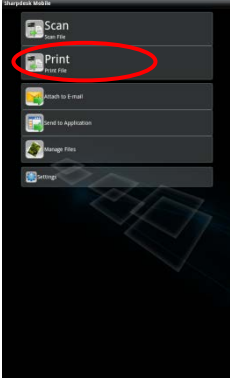
9.1   Print a Stored Document in this Application

The documents stored in this application can be printed.

Supported file formats are JPEG, TIFF, PNG and PDF (including compact PDF and encrypted PDF).

I.   Tap "Select File".
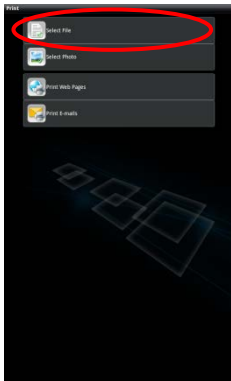
II.   Files and folders stored in this application are listed. See section 12.1 to modify files/folders list or
      section 12.2 to search files/folders. Select a file to display a preview with print settings.
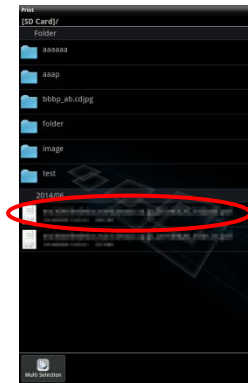
- To print multiple files together, tap "Multi Selection".

Select the files to be printed, and then tap "Select".

Note: Multiple files will print in the order they are selected. If an error occurs while multiple files
are printing (job transmission), only the files sent before the error occurred will be printed.

III. Tap the preview image to enlarge.

For a preview operation, go to section 12.3.
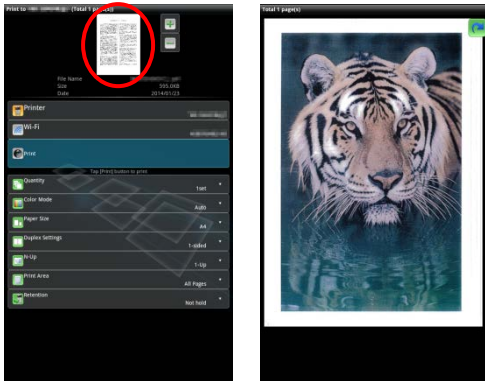
IV. The following print settings are available:

Items	Description
Printer	Select a printer to print and configure print settings. In step I of section 4.1, this icon ![icon] identifies the printer assigned as the default printer.
Wi-Fi	Tap to change your mobile device's wireless network (Wi-Fi) settings.
Quantity	Tap to configure print quantity if necessary. Quantity can be configured from 1 set to 99 sets.
Color Mode	Tap to configure color mode. Either Auto, Color or Grayscale can be selected.

Items	Description
Paper Size	Tap to configure paper size to be printed. The following sizes can be configured: A3 Wide, A3, A4, A5, B4, B5, Ledger, Letter, Legal, Executive, Invoice, Foolscap, 8K, 16K, DL, C5, COM10, Monarch, Japanese Postcard, 240 x 332, Choukei 3, Japanese You #2, Japanese You #4 Note: If "Japanese Postcard " is selected, the printer will select "Japanese Postcard " as the paper size when printing. If "DL", "C5", "COM10", "Monarch", "240 x 332, " Choukei 3", " Japanese You #2" or " Japanese You #4" is selected, the printer will select "Envelope". Set the required paper into the printer. If any other paper is set, it may not print properly, or printer blockages may occur.
Duplex Settings	Tap to configure 1-sided print or 2-sided print if necessary. Regarding 2-sided print, it can be configured along with binding direction of Tablet or Book.
N-Up	Tap to reduce image size and fit multiple pages on a single page. 1-Up (1 page per a single sheet), 2-Up (2 pages per a single sheet) or 4-Up (4 pages per a single sheet) can be selected. Order: For 2-Up printing select "Left to Right" or "Right to Left". For 4-Up printing select "Right, and Down", "Down, and Right", "Left, and Down" or "Down, and Left". Note: You cannot specify N-Up for files of the following formats: PDFs other than those scanned by Sharp scanners (including Scan Accessory Kit), JPEG, PNG and TIFF.
Print Area	Configure print range to print. All Pages: Print all pages. Print Pages: Specify the number of the first and last pages that you want to print. Direct Input: Enter page numbers and/or page ranges. For page ranges, use a hyphen. You can separate each page or range with a comma. Note: You cannot specify Print Area for files of the following formats: PDFs other than those scanned by Sharp scanners (including Scan Accessory Kit), JPEG, PNG and TIFF.

Items	Description
Retention	Tap "Retention" to hold a print job as a file on the printer's hard disk, allowing the job to be printed from the printer operation panel when needed. Select the "Hold Only" check box to enable this feature. Main Folder is specified as the location of the held file.
	If "Specify Password" is checked, the password (from 5 to 8 digit number) allows a confidential job to be stored on the printing device and the file cannot be printed unless the correct password is entered at the printing device's operation panel.
	The default value is specified using the "Retention" setting in the Application Settings (see Chapter 6). Here the "Retention" setting can be specified separately for each print job.
	Note: You cannot specify retention for Encrypted PDF. It can be securely printed by completing the operations explained in section 9.1.1.

V. Tap "Print".
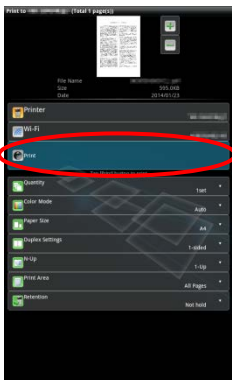
The dialog "Do you want to Print?" is displayed. Tap "OK" to print the image.

Note: If selected printer does not have appropriate options to print the file, an error message is displayed. Please select another printer.

● Multiple files can be printed together. You can tap [+] to return to step II and select additional files to be printed.

Note: Multiple files will print in the order they are selected. If an error occurs while multiple files are printing (job transmission), only the files sent before the error occurred will be printed.

● To delete additional files from the list, follow the procedure below.

1) Tap [−] .

2) The files selected for printing are displayed in the list. Check the boxes to the left of the files to be deleted.

3) Tap [Delete].

4) Tap "Cancel" or press the "Return" key outside of the screen to return to the screen in V.

●   To print without adding any more files, refer to steps IV and onward.

9.1.1 Print an Encrypted PDF File

To print encrypted PDF files, complete the following steps:

Note: The following operation is an example using the MX-2610N/MX-3110N/MX-3610N. Printing steps may vary per printer model.

I.   The dialog "The encrypted PDF data is in the spool queue." is displayed. Tap "OK".
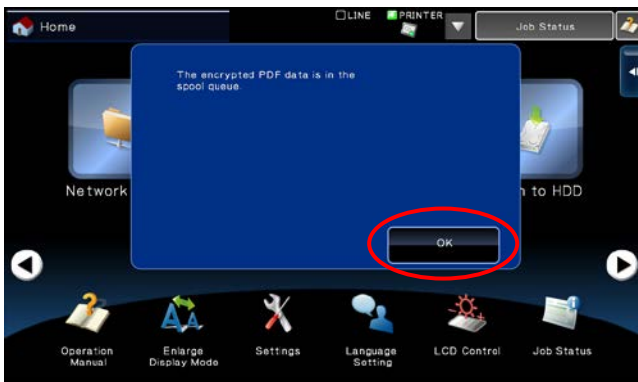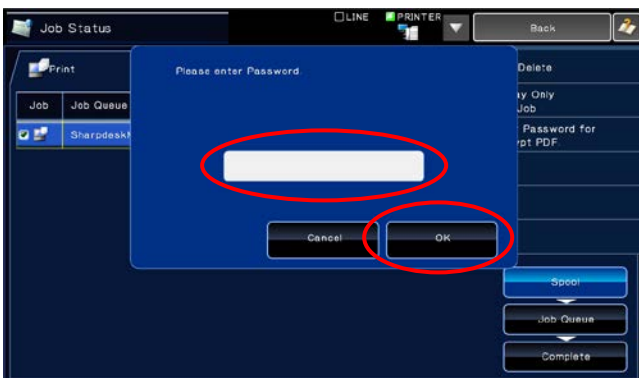

II. Tap "Job Status".

III. Select "Print" tab, and then tap "Spool".

IV. The print jobs sent from this application are listed. Select the job, and then tap "Enter Password for Encrypted PDF" in Action Panel.
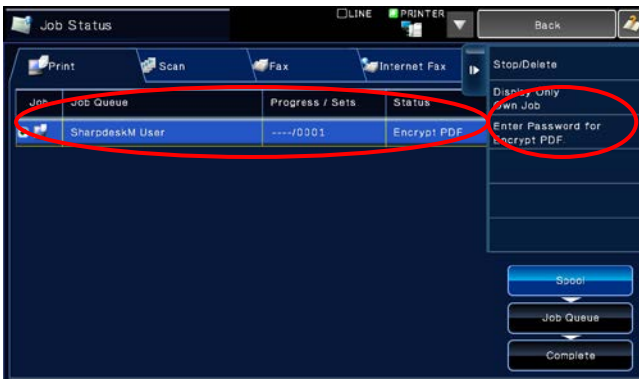
V. The dialog "Please enter Password." is displayed. Tap "OK" to start printing.

9.2   Print a Photo Image

The photos stored in "Gallery" (the name may vary depending on your mobile device) can be printed.

Note: JPEG, TIFF and PNG can be printed.

I.   Tap "Select Photo".
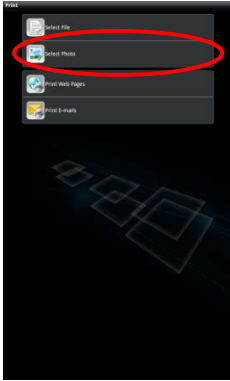
II.   Photo images stored on your mobile device are listed. Tap a thumbnail to preview the image.

Note: Preview is not displayed if free memory on your mobile device is not sufficient.

III. Go to step IV in section 9.1 for the subsequent steps.

9.3   Print Web Pages

Web pages browsed within this application can be printed.

Note: Your mobile device requires an internet connection to browse web pages.

I.   Tap "Print Web Pages".
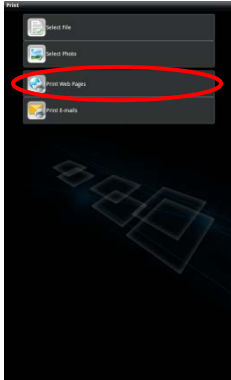
II.   The web browser will be opened in the application. Enter URL of the web page to view.

III.   Tap "Print".
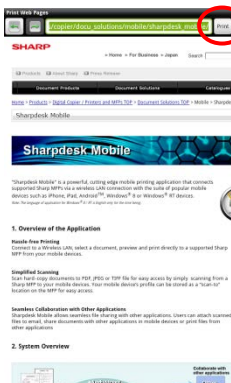
IV. Print setting menu with a print preview of the web page is displayed.

- You can print multiple web pages. If you wish to add another web page to print, tap . The screen goes back to step II.


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

- To delete added web pages, tap . Select the pages you wish to delete and then tap "Delete".

- If you do not wish to add another web page, go to step IV in section 9.1 to complete the operation.

9.4   Print E-mails

E-mails received in this application can be printed.

Note: Your mobile device requires an internet connection to receive e-mails.

Note: You cannot send e-mails from this application.

I.   Tap "Print E-mails".
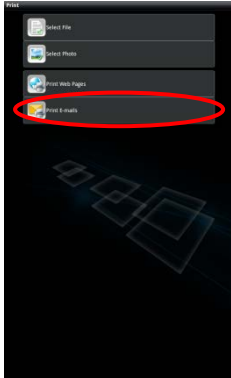
II. E-mails received from the specified e-mail server are listed. Select an e-mail to open and view.
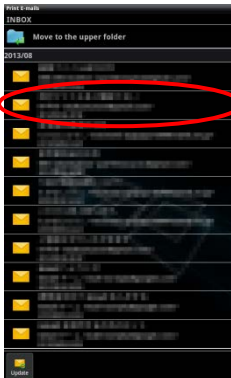
●   Acquisition number setting and mail filtering for the message display can be set in the menu display.

III. The content of the selected e-mail is displayed.
Images attached to the selected e-mail are not displayed by default. Tap "Download Images" to display the attached images.
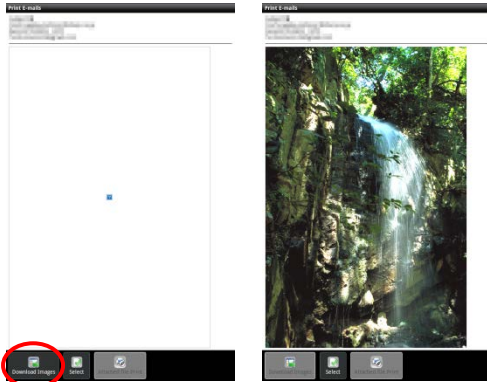
IV. Tap "Print".
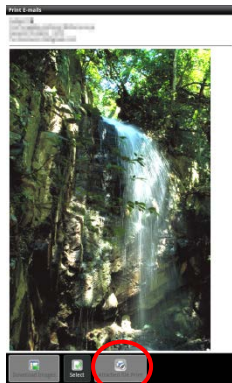
V. Print setting menu with a print preview of the selected e-mail is displayed.

- You can print multiple e-mails. If you wish to add another e-mail to print, tap ➕. The screen goes back to step II.

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

- If you do not wish to add another e-mail, go to step IV in section 9.1 to complete the operation.

9.4.1 Printing file attachments

I. In the Mail Display screen at step III in section 9.4, tap "Print File Attachment".
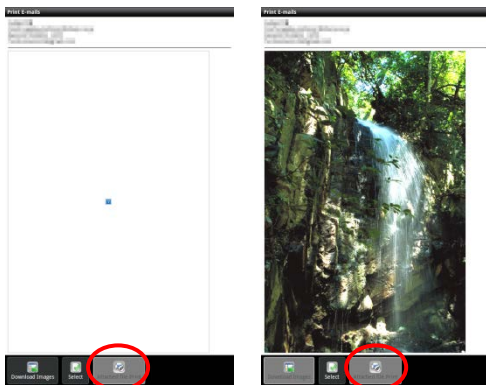
II. Tap the file to be printed in the list of file attachments which is displayed.
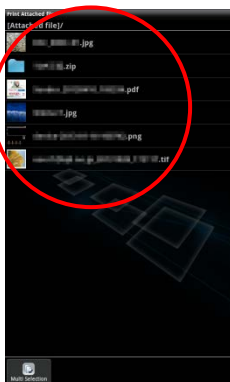
● Multiple files can be printed together

Tap "Multi Selection" in step II above to display the check boxes, and then select the files to be printed and tap "Print".
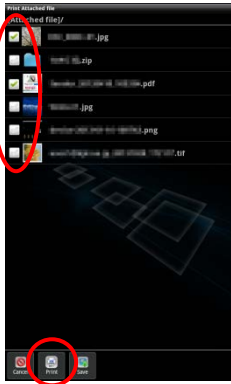
Note: Multiple files will print in the order they are selected. If an error occurs while multiple files are printing (job transmission), only the files sent before the error occurred will be printed.

III. The File Preview and Print Setting menu will appear.

The subsequent steps are the same as those from step III in section 9.1.

10 Attach to E-mail

The document stored in this application can be attached to E-mail.

Note: E-mail application has to be configured beforehand.

I. Tap "Attach to E-mail" on the main screen.
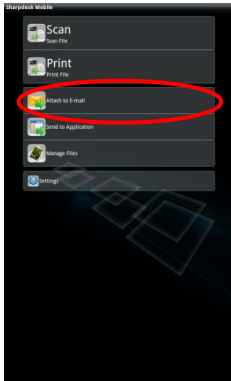
II. Files and folders stored in this application are listed. Tap any file to attach to e-mail. Go to section 12.1 to modify files/folders list or 12.2 to search files/folders.


Preview of the selected file is displayed. For preview operation, go to section 12.3.

III. Tap "Attach to E-mail" in the menu. E-mail application is invoked and the e-mail that the file is attached is displayed. (If two or more e-mail applications are installed, the menu that lists installed e-mail applications is displayed. Select any application that you wish to invoke, and then the e-mail is displayed with the file attached.) Send the e-mail after composing the mail.
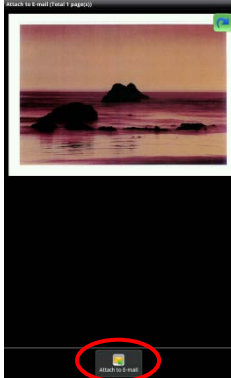
11 Send to Application

The documents stored in this application can be sent to other application.

I. Tap "Send to Application" on the main screen.
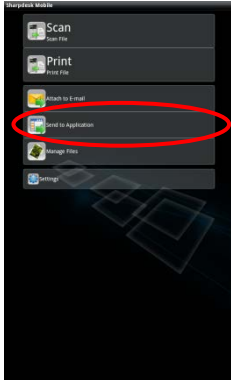
II. Files and folders stored in this application are listed. Tap any file to preview. Go to section 12.1 to modify files/folders list or 12.2 to search files/folders.
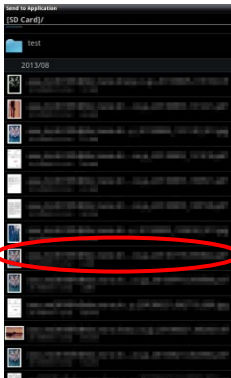
Preview of the selected file is displayed. For preview operation, go to section 12.3.

III. Tap "Send to Application" in the menu.
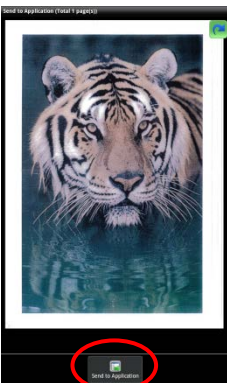
IV. Available applications are listed.

To send the file to another application, select the application from the list.
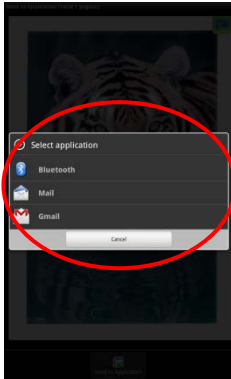
12 Manage Files

Files or folders stored in the application can be managed. Available actions include listing files and folders stored in the application, searching for files and folders, previewing files, changing a file/folder name, move, delete, or create a folder.

Tap "Manage Files" on the main screen.
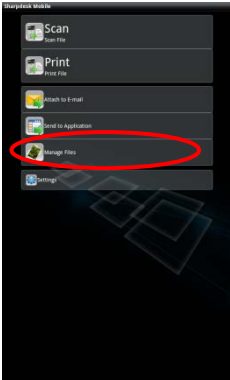
Files and folders stored in this application are listed.

12.1 Modify File/Folder List

You can switch storage option for files and folders, search files and folders, sort file and folder list or switch views.

Note: For searching files and folders, go to section 12.2.

Press menu key outside the screen to display the menu.

Tap "Switch to internal storage (or SD card)" to switch a storage option for listing files and folders. The storage option includes internal storage or SD card.

Tap "Sort" to sort the file/folder list. "Time Stamp", "File Name", "File Size" or "File Format" can be selected as a sorting condition, and "Up" or "Down" can be selected for a sorting order.
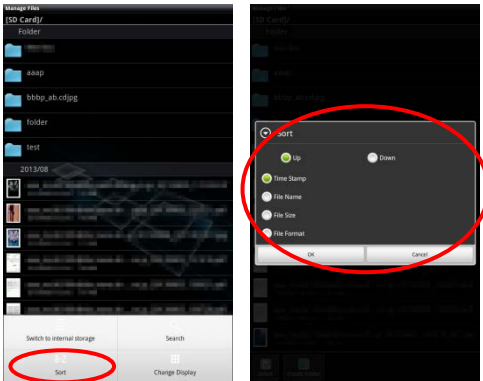
Tap "Change Display" to switch view of the file/folder list.

List view (the following left figure) switches to icon view (the following right figure) when tapping it. Icon view switches to list view when tapping it.

12.2 Search Files/Folders

Select "Search" from the menu displayed upon pressing the Menu key outside the screen. A file search dialog will be displayed.

Enter the entire file/folder name, or a portion of the file/folder name that you would like to find. A list of files containing the searched-for characters will be displayed.
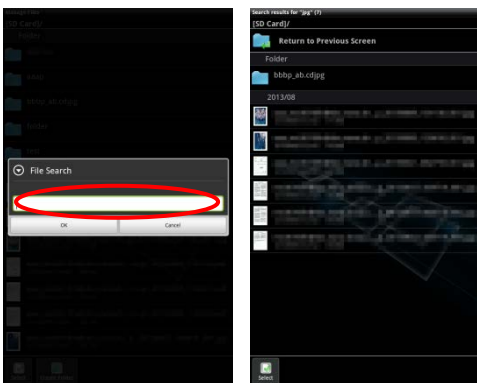
Further search from the search result can be conducted with pressing the Menu key outside the screen and tap "Advanced Search".

The following conditions can be specified for advanced search result.
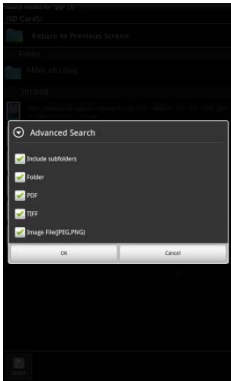
Item	Description
Include subfolders	Include subfolders in search.
Folder	Include folders in search.
PDF	Include PDF files in search.
TIFF	Include TIFF files in search.
Image File(JPEG, PNG)	Include JPEG and PNG files in search.

You can change the display order or switch views of the search results. See section 12.1.
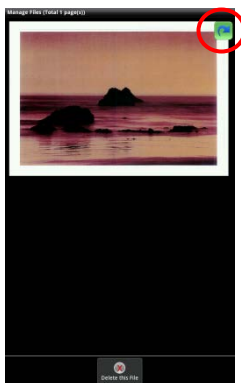

12.3 Preview a File

You can preview a file in the files/folders list.
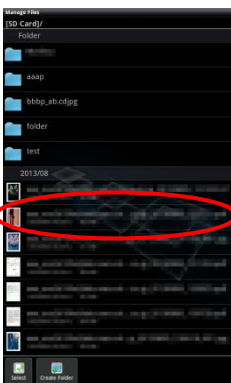
Note: Preview is not displayed if free memory in your mobile device is not sufficient.

Use two fingers to zoom in/out the preview image. (Pinch out/Pinch in)

Tap to rotate the preview 90 degrees clockwise.

Note: Original size and/or orientation of the image are kept even if another operation is performed after the preview was rotated and/or zoomed.

Some file formats (see chapter 2) cannot be previewed or rotated. Tap "Check with other application" (press Menu key outside of the screen, and then tap "Check with other application" in the menu) to select an appropriate application to preview the file.
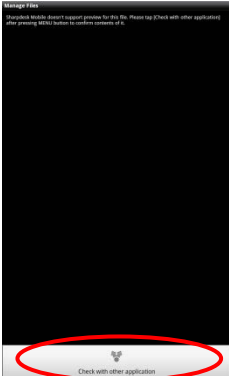
12.4 Rename a File/Folder

Note: You can rename only 1 file/folder at one operation. You cannot rename multiple files/folders at once.
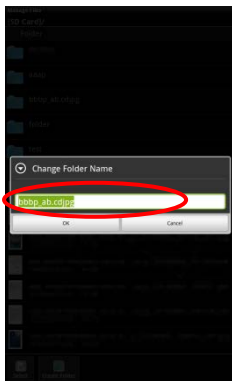
I.   Tap and hold the file/folder that you wish to rename.
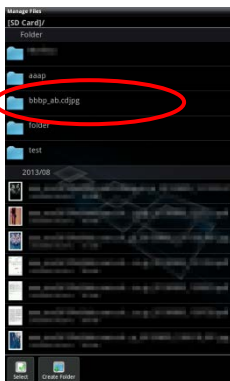
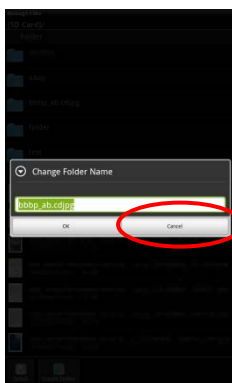II.   The popup menu is displayed. Tap "Change File(Folder) Name."
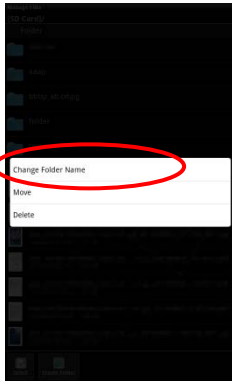
III. "Change File(Folder) Name" dialog is displayed. Enter a new name and tap "OK".
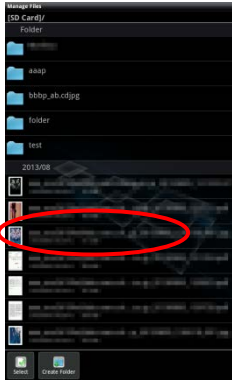

Note: The extension name of the file cannot be changed.
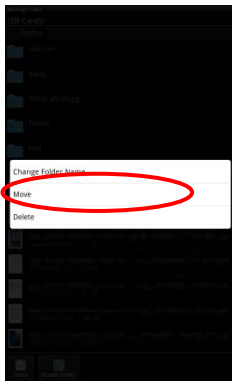
IV. Tap "OK" to rename.

12.5 Move Files/Folders

I.   Tap and hold the file/folder that you wish to move.

II. The popup menu is displayed. Tap "Move."

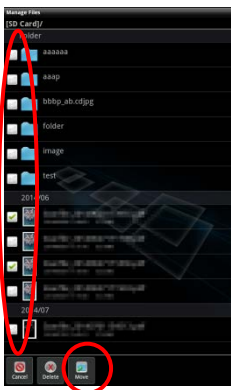III. "Move" screen is displayed. Select a target folder and tap "Move Here."

You can also move files/folders with the following steps:
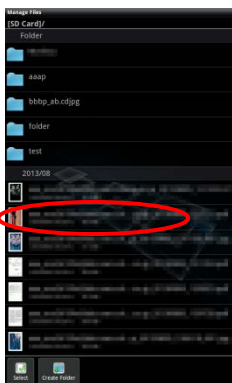
In step I, tap "Select".

Check boxes are appeared in the left side of the list, then tap any files/folders you wish to move and tap "Move."
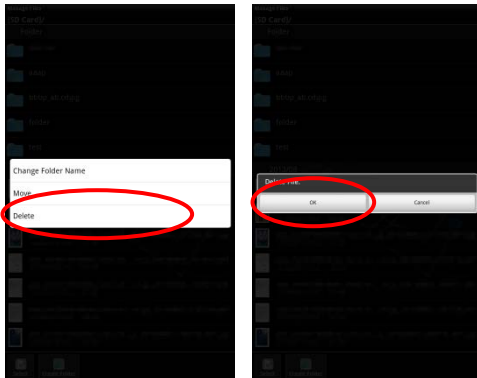

"Move" screen (see step III) is displayed. Select the destination folder and tap "Move Here".

12.6 Delete Files/Folders

I.   Tap and hold the file/folder that you wish to delete.

II.   The popup menu is displayed. Tap "Delete". "Delete (file/folder name)" dialog is displayed. Tap "OK"
      to delete the file/folder.

You have an option to preview a file before deleting it:

Tap "Delete this File" in the preview screen (see section 12.3).

Note: Folders cannot be deleted in this step.

If you wish to delete multiple files/folders, tap "Select" in files/folders list.

Check boxes are appeared in the left side of the list, tap any files/folders and tap "Delete".

12.7 Create a Folder

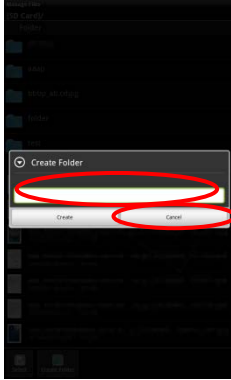I.   Go to the folder under which you wish to create a new folder.

II. Tap "Create Folder".

III. "Create Folder" dialog is displayed. Enter a new folder name, then tap "Create" to create the folder.

13 Print from External Application

Data sent from other applications in your mobile device can be printed from this application.

I.   Open the file that you wish to print (JPEG, TIFF, PNG or PDF) in other application.

II. ("Gallery" is used as an example.) Tap the screen to display the menu, and then tap "Share" to display the application list. Tap "Sharpdesk Mobile" in the list to send the file.
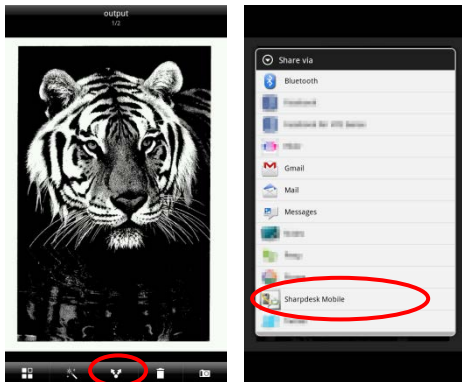
III. See step IV or later in section 9.1 for the subsequent steps.

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AN0212EN-002