SHARP Multifunction Printer

For those offices using a SHARP multifunction printer and would like to have the print jobs not print until they were at the SHARP printer, please follow these instructions.

1. Click the **Start** round button on the lower left of the window and then select the **Device and Printer** option if the operating system is Windows 7 or the **Printer** folder if the operating system is Vista.



2. After the Devices and Printers window opens, right click on the **SHARP** printer icon and select **Printing preferences**.

		SHARP - L207 on	
		See what's printing	
	\checkmark	Set as default printer	
-		Printing preferences	
		Printer properties	
		Create shortcut	
		Troubleshoot	
		Remove device	
		Properties	

3. At the next window, with the **Job Handling** tab active, be sure the same settings as shown below are selected. Finally, create a password using only numbers, 6 to 9 numbers. When finished, click the **Apply** button and then the **OK** button at the bottom of the window.

SHARP - L207 on betty Printing Preferences				
Main Paper Advanced Special Modes Job Handling Vatemarks				
User Settings: Untitled Save Defaults				
	 Retention Retention Settings Hold Only Hold After Print Sample Print Password Password Document Filing Settings Quick File Main Folder Custom Folder Stored to 	User Authentication		
OK Cancel Apply Help				

Retrieving Print Jobs from the SHARP Printer

- 1. From the display screen on the printer, press the tab labeled **Document Filing.**
- 2. At the next screen, select the **Main Folder**.
- 3. The print jobs will be listed in the queue. Select the job you want to print.
- 4. Enter the password you created and press the Print selection.
- 5. Finally, select **Print and Clear**. Do not use the Print and Store as the folder will run out of space.