

SHARP®

Model: BP-FR12U

Data Security Kit

Operation Guide



Thank you very much for purchasing the BP-FR12U Sharp data security kit. Please read this Operation Guide carefully to ensure correct use.

Keep this Operation Guide in a safe place for future reference.

It can be a useful guide if you are have any questions about using the data security kit, or if problems occur during use.

Warranty

While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual. © Copyright SHARP Corporation 2022. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under copyright laws.

Note:

"Settings (Administrator)" in this manual refers to the setting mode that require logging in with administrator rights, and "Settings (General)" refers to the setting mode that can be logged in by general users (including the administrator). All information included herein is subject to change without notice.

Icons used in the manuals

The icons in this manual indicate the following types of information:

	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Introduction

This manual provides instructions for using the data security kit "BP-FR12U".

This product adds a security function to the SHARP Digital Full-color Multifunctional System (or SHARP Digital Multifunctional System).

When the copy, printer, or fax function of a SHARP Digital Full-color Multifunctional System (or SHARP Digital Multifunctional System) with the security function is used, image data generated in each job is encrypted, and when the job is finished, the encrypted data is immediately erased from the local drive.

■ Product Key

To initially enable the security function, you must use "System Settings" in the setting mode (administrator) to enter the product key (password) or the application number. The name of the system setting used for this purpose is "DATA SECURITY KIT". Please ask your dealer for the product key or the application number. (This work is performed by a service technician at the time of installation of the data security kit.)

■ Backing up and clearing data stored with the document filing function

After the data security kit is installed to the machine, data previously stored in the machine with the document filing function becomes unavailable. It is recommended to save any data that you need to keep to a computer or other devices, delete document filing data from the machine, and then install the data security kit. Data copied to a computer can be brought back to the machine to use again after the data security kit is installed. (This work is normally performed by a service technician at the time of installation of the data security kit.)

Only confidential folders can be used to return data from a computer to the machine after installation of the data security kit. Before returning data from a computer to the machine, create confidential folders if needed.

■ About passwords for the Web page

User authentication is required in order to access the web page of the machine.

If an incorrect password is entered 3 times in a row during user authentication, the user account is locked and access to the Web pages of the machine by that user will be prohibited for 5 minutes.

For more information, see "About the lockout function" (page 16 of this manual)

Note:

Some of the procedures for operating the machine change when the data security kit is installed. The manuals for the machine explain the procedures for operating the machine when data security kit is not installed. This manual and "BP-FR12U Notice" explain the changes to those procedures when the data security kit is installed.

■ Note for the owner of the data security kit and the machine with the data security kit installed

The matters to be observed for ensuring the machine installed the data security kit provides further secure status are described below.

Note for the operational environment

- As the operational environment for the machine, provide physical security, commensurate with the value of the data the machine processes.
- When connecting a machine with the data security kit installed to a network, do not connect the machine directly to the Internet; join the machine to one of subnetworks into which routers divide a LAN protected by a firewall; and only devices (computers, etc.) permitted to communicate with the machine should be on such a subnetwork together with the machine. And, to maintain such condition at all times, be sure to manage devices on the subnetwork for the machine.
- Configure devices (computers, etc.) that communicate with the machine so as to require users to log in, to keep such devices away from others than the users of the machine.
- It is discouraged from connecting an external facsimile machine to the TEL Jack. Regardless of the hold setting in the machine for received data, the external facsimile machine connected to the machine might receive and print them out.
- Set the authentication server to suspend against repeated wrong passwords when using network (LDAP or AD) authentication or Sharp OSA external authentication.

Note for user management

- The administrator plays an important role in maintaining security. Exercise appropriate care in selecting the person that will assume the job of administrator of a machine with the data security kit installed.
- Provide instructions for the users (including the administrators) of the machine to let them understand the security policies of the organization and perform the proper control/operation of the data security kit and the machine with the data security kit installed according to this guidance. In addition, keep users informed the following matters.
 - The user bears responsibility for control of documents copied or printed and faxes received using the machine.
 - When you have finished performing machine operations at the operation panel, be sure to press the [LOGOUT] key to log out.
 - When you have finished performing machine operations in the Web pages, be sure to click the [Logout] button or close the Web browser to log out.
 - For the user password, do not use one that can easily be guessed, and control securely to avoid disclosure to others.
 - Note that the data of fax transmissions and internet fax transmissions that are not completed due to a broken connection or the line being busy, and the image data of jobs that are not completed due to out of paper or a paper misfeed are held on the local drive of the machine in an encrypted state. This data will not be cleared until the job or jobs are completed or cancelled.
 - When the connection is broken accidentally during the communication with the device (computers, etc.) permitted to communicate with the machine, check whether the connection is physically broken such as disconnection of the LAN cable or whether the device of the communication counterpart has any problem. If no problem is found as a result of checking, power off and on the machine and try again. (If the connection is still broken even after powering off and on are repeated several times, please contact your dealer or nearest authorized service representative.)
- Keep administrators of the machine informed of the following matters.
 - For the default administrator (admin) password, do not use one that can easily be guessed.
 - Carry out thorough control of the password information of all the users including the default administrator (admin) to prevent leakage to third parties.
 - Be sure to change the default administrator (admin) password immediately each time a new person takes over as administrator.
 - When you leave even just for a second while using the "Settings (administrator)" on the operation panel, be sure to press [Home Screen] button then tap [LOGOUT] key to log out.

- When you leave even just for a second while using the "Settings (administrator)" on the web page, be sure to click the [Logout] button or close the Web browser to log out.
- If [Admin] is specified for the [Authority Group] of general users in User Control, the settings of the machine may be changed in a way unintended by the administrator. It is recommended not to specify [Admin] for users other than the administrator when you add/modify users.
- The setting change of Authority Group indicating the belonging of user is reflected instantly. However, for the user who has logged in at the time of setting change, the old setting of Authority Group before the change is applied before he is logged out. Therefore, such users should be alerted to log out once and log in again.

Other Caution

- Any encrypted data exported under the data security was enabled before installing this kit can no longer be imported after this kit is installed.
- [Initialize Private Data/Data in Machine] is a function in which all data in the machine are returned to default. All data stored in the machine, such as personal information, user information and job data are deleted after executing this function and all the setting information are returned to the factory default. This function should be executed when the machine is disposed or the owner of the machine is changed.
 - This function can be executed from the operation panel by the administrator only.
 - Initialization is executed by tapping [Execute] key in the [System Settings] → [Security Settings] → [Initialize Private Data/Data in Machine] of "Settings (administrator)", then tapping [OK] key in the displayed execution confirmation message.
 - It takes some times from start to end of the initialization. Execution cannot be stopped in the middle. Be sure not to leave the spot until the initialization is completed. Pay sufficient attention to the breakage of power supply of the machine during the initialization.
 - If any problem happened in the middle of initialization, "Call for service." will be displayed on the operation panel. In that case, please contact your dealer or nearest authorized service representative.
 - If the machine is shut down before completing the initialization due to power failure, log in as the default administrator (admin) and execute the initialization according to the above procedure again after power recovery. In addition, the default administrator (admin) password may be initialized. If you cannot log in with the specified password, use the default password to log in.

- When the initialization is completed, the machine reboots automatically. After the reboot, the initialization completion report is printed out and the initialization completion message is displayed on the operation panel. If “Setting a high level of security” (page 24 of this manual) is enabled, a report will be printed by temporarily turning the power off after the system has been initialized and restarted and then turning the power on again.
- If [OK] button is not displayed on the operation panel after the completion of initialization, the machine is locked temporarily and cannot be operated. In that case, please contact your dealer or nearest authorized service representative.

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When the data security kit is installed

When the data security kit is installed, the following icon appears on the touch panel.

Tap the icon () to display the next screen, and then tap the icon () to view information on the data security kit.

The following information on this product is displayed.

"BP-FR12U Data Security Kit"

When the data security kit is installed, data remaining in the machine is automatically erased after each job.

When data clearing begins, the message "Data is being cleared." appears for 6 seconds*.

* The duration of the message display can be changed with "Message Time Setting" in the setting mode (administrator).

("Settings (Administrator)" > "System settings" > "Common Settings" > "Operation Settings" > "Condition Settings" > "Message Time Setting")

The version information for this product can be displayed by selecting "Settings (Administrator)" > "Status" > "Firmware Version".



If the machine power is turned off while image data is being cleared from the local drive or before a job is finished, the data may not be completely erased. If you do not wish to leave partially cleared data when the power is turned off, it is recommended that you use the program "Clear All Memory" (page 19 of this manual), to complete data clearing before turning off the power.

Security settings of the data security kit

When the data security kit is installed, settings to enhance security of the machine can be added. For more information, see "Security settings" (page 17 of this manual).

Document control function

The document control function is used to embed a document control pattern on the paper when print jobs, copies, and received faxes are printed. The embedded document control pattern prevents secondary copying, faxing and other operations of a printed document. For more information, see "Document Control Setting" (page 25 of this manual).

Document Filing

To use the document filing function to store jobs in the machine when the data security kit is installed, set the file property to "Confidential". Files set to the "Sharing" or "Protect" properties cannot be stored. In addition, to print from a computer using the retention function, enter a password in the printer driver settings (when the factory default setting is in effect).

Authority group registration screen

When the data security kit is installed, the following items are added to the "Authority Group Registration" menu screen in the setting mode (administrator). This screen is displayed by selecting "Settings (Administrator)" > "User Control" > "Access Control Settings"> "Authority Group".

Print Jobs Other than Print Hold Job

When the [OK] key is tapped, print jobs other than hold jobs are allowed in authority group registration when user authentication is enabled. After tapping [Allowed], tap the [Submit] key.

Document Filing Approval Setting

When storing an authority group for user authentication, tap this key to select whether or not document filing is allowed in each filing mode and for each job type.

To enable a filing mode, tap the checkbox of the mode to select it.

After tapping [Allowed], tap the [Submit] key.



Document filing must be allowed in the following settings.

By default, document filing is only allowed in confidential mode.

- Allow document filing in authority group registration (this setting)
- Disabling of Document Filing in the security settings (page 22 of this manual)

Protecting passwords

When the data security kit is installed, passwords entered from the operation panel of the machine or the Web pages can be protected.

■ Administrator Password/User Password

When the data security kit is installed, if an incorrect administrator password is entered 3 times in a row when the user authentication function is not enabled, or if an incorrect administrator password or user password is entered 3 times in a row when the user authentication function is enabled, authentication for the administrator or user who entered the incorrect password will be prohibited for 5 minutes.

For more information, see "About the lockout function" (page 16 of this manual)

■ Confidential folders and confidential files of the document filing function

If an incorrect password is entered 3 times in a row for a specific confidential folder or file, the folder or file will be locked. To unlock the folder or file, use "Release Operation Lock Status (File/Folder)" (page 23 of this manual).



- All files with the same user name and password can be printed at once using the Batch Print feature of the document filing function. Files that have a password different from the password that was entered at the time of the search will be treated as files for which an incorrect password was entered. For this reason, it is recommended that you avoid executing searches using [All Users] and [User Unknown] in so far as is possible.
- When the use of a file is prohibited, the following will apply when the document filing function is used:
 - When batch print is performed, a prohibited file will not be printed even if it matches the search conditions.

■ File search screen of document filing

When the data security kit is installed, the password entry setting will not appear in the document filing search screen.

■ Encrypt PDF

When a job is printed by encrypted PDF direct printing, the job will appear in the spool queue of the job status screen and a password must be entered to begin printing.

If an incorrect password is entered 3 times in a row when the data security kit is installed, the message "Operation is disabled. Please see your administrator for your assistance." will be displayed for 6 seconds and printing will be locked.

If you tap a file in the spool screen for which an incorrect password was entered 3 times, the message "The print of this job is disabled. Delete the job?" will appear.

- Tap the [Yes] key to delete the print job.
- Tap the [No] key to cancel deletion of the print job.

To unlock the print job, use "Release Operation Lock Status (File/Folder)" (page 23 of this manual).

■ Administrator Authority Setting

When the data security kit is installed, "Password Change" will not appear in "Settings (Administrator)" > "System Settings" > "Document Filing Settings" > "Condition Settings" > "Administrator Authority Setting". (The administrator password cannot be entered to change the password that has been set for a file or folder.)

■ FTP Pull Print

When the FTP Pull Print function is used to directly print a file on an FTP server, a "User Name" and "Password" must be entered when the FTP server is selected.

■ Login when user authentication is enabled

When "User Authentication" in the setting mode (administrator) is enabled, login is required in the login screen before the machine can be used. When "A Warning when Login Fails" ("Settings (Administrator)" > "System Settings" > "Authentication Settings" > "Default Settings") is enabled, if an incorrect password is entered 3 times in a row, login operations for the user who entered the incorrect password will be prohibited for 5 minutes.

For more information, see "About the lockout function" (page 16 of this manual)

The number of incorrect entries made during login is counted separately for each user.

The "A Warning when Login Fails" setting is always enabled when the data security kit installed.

* If a high level of security is set, user authentication will always be necessary before using any of this device's functions. For more information, see "Setting a high level of security" (page 24 of this manual)

Restrictions on tandem copying and tandem printing

Tandem copying and tandem printing operate as shown below based on the configuration of the master machine and slave machine (whether or not the data security kit is installed).

■ Tandem copying

		Slave machine	
		Data security kit: Yes	Data security kit: No
Master machine	Data security kit: Yes	The tandem function can be used. Data is encrypted and cleared from both the master and slave machines.	The tandem function cannot be used.
	Data security kit: No	The tandem function can be used. Data is encrypted and cleared from the slave machine.	The regular tandem function can be used.

■ Tandem printing

		Slave machine	
		Data security kit: Yes	Data security kit: No
Master machine	Data security kit: Yes	The tandem function can be used. Data is encrypted and cleared from both the master and slave machines.	The tandem function can be used. Data is encrypted and cleared from the master machine.
	Data security kit: No	The tandem function can be used. Data is encrypted and cleared from the slave machine.	The regular tandem function can be used.

Security Settings in the FTP Pull Print Function

When the machine is used as a network printer and the FTP Pull Print function is used, the data security kit enables authentication of the user by means of a "User Name" and "Password" for the FTP server. (The Pull Print function allows a file on a previously stored FTP server to be printed directly from the operation panel of the machine without using the printer driver.)

User authentication is enabled by selecting the [Enable User Authentication] checkbox on the machine for configuring FTP Pull Print settings. This checkbox appears when the data security kit is installed, and is initially selected (a checkmark appears).

■ Procedure for directly printing a file on an FTP server (when user authentication is enabled)

Your user name and password must be entered following selection of the FTP server that contains the file to be printed from the touch panel of the machine.

When the FTP server is selected in step 3 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "PRINTER" in the User's Manual (PC), a screen will appear prompting you to enter your user name and password for the FTP server.

Tap the [User Name] key to enter your user name and the [Password] key to enter your password. A letter entry screen will appear in each case.

When you have finished entering your user name/password, tap the [Enter] key.

After entering your user name and password, continue from step 4 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "PRINTER" in the User's Manual (PC).

Transferring copied data

When the data security kit is installed and the Web pages are used to copy data stored with the document filing function to a computer, the copied data can only be transferred back to the original machine from which it was copied.

The data cannot be transferred to another machine even if the machine conditions are the same.

The [Restore from PC] key will only appear on the Web page and transfer of data back to the machine will only be possible when a confidential folder is selected.

About the lockout function

When entering passwords, including administrator passwords, during user authentication, the number of incorrect password attempts is counted, and if the number of attempts reaches the specified number (three), the user account is locked, and the user is blocked from making any more attempts at authenticating their account until a period of five minutes has elapsed. The number of incorrect entries made is counted separately for each user, and the count is reset when the correct password is entered.

■ Lockout settings

The lockout settings can be checked by the following procedure.

Tap "Settings (Administrator)" > "System Settings" > "Authentication Settings" > "Default Settings" > "A Warning when Login Fails" on the operation panel.

* The "A Warning when Login Fails" setting is always enabled when the data security kit is installed. Users who have been locked out cannot carry out printing while they are locked out, even if "Settings (Administrator)" > "System Settings" > "Authentication Settings" > "Default Settings" > "Disable Printing by Invalid User" is not enabled.

■ Canceling lockout

Automatic cancellation after a period of time has elapsed

The lockout status for a user's account is cleared after five minutes have elapsed since that user was locked out.

The lockout status cannot be cleared by turning the power off.

If the power is turned off before the full lockout period has elapsed, the lockout period will run for five more minutes the next time the power is turned back on. (This includes unforeseen occurrences such as power outages.)

Manual cancellation

If the same user has been locked out, the "Release Operation Lock Status" key is displayed in the "User Registration" screen for that user. An administrator can tap this key to carry out a manual clear.

* If the security level is set to High, manual cancellation is not possible. For more information, see "Setting a high level of security" (page 24 of this manual)

This section explains the "Security Settings" items that are added when the data security kit is installed.

Using the security settings in the setting mode (administrator)

For details on how to perform operation when using setting mode (administrator), refer to the description in "SETTING MODE" in the User's Manual (PC).

For explanations of each of the settings, see the following pages.



If an incorrect administrator password is entered 3 times in a row on a machine that has the data security kit installed, entry of the administrator password will be locked for 5 minutes. For more information, see "About the lockout function" (page 16 of this manual)

Settings added to the security settings

When the data security kit is installed, settings related to security are added to the "Security Settings".

Setting	Page	Explanation
Data Clearance Settings	19	Use this to manually clear stored data from each area of the machine's local drive.
■ Clear All Memory*	19	
■ Clear All Data in Jobs Completed List*	20	
■ Clear Document Filing Data*	20	
■ Clear Address Book and Registered Data	21	
Condition Settings	22	
■ Power Up Auto Clear	22	Select data clear times.
■ Disabling of Document Filing	22	Set the items that you wish to disable. Use this to disable specific operations to prevent the output of sensitive document data.
■ Disabling of List Print	23	
■ Release Operation Lock Status (File/Folder)	23	Use this to release locked files and folders.

* When user authentication is enabled, a user cannot configure this setting even when the authority group gives the user the authority to configure security settings. (This operation can only be performed by the default administrator (admin).)

In addition, Security Settings include such as "SSL/TLS Settings" ("System Settings" > "Security Settings" in "SETTING MODE" of the User's Manual (PC)), "S/MIME Settings" ("System Settings" > "Security Settings" in "SETTING MODE" of the User's Manual (PC)), "IPsec Settings" ("System Settings" > "Security Settings" in "SETTING MODE" of the User's Manual (PC)), "Audit Log" ("System Settings" > "Security Settings" in "SETTING MODE" of the User's Manual (PC)), and "Document Control Setting" (Page 25 and the following pages of this manual).



The "Condition Settings" in the above settings can also be configured in the Web page of the machine.

Data Clearance Settings

■ Clear All Memory

This program is used to manually clear all data saved in each area of the local drive of the machine and in network storage.

Note, however, that the following types of data are not cleared with this setting. Use "Clear Address Book and Registered Data" (page 21 of this manual) to clear the following types of data.

- User Information
- Contacts/Group/Program (address only)/Relay Broadcast Memory Box*/Forward Information
- Polling Memory/Confidential Memory Box*
- Sender Data
- Allow/Reject Reception Setting Data (including polling passcode number)
- Forward Information

* Image data stored in a memory box is cleared by executing "Clear All Memory".

1 Tap the [Clear] key.

The confirmation message "Clear all memory. (Exclusive of address book/user list data.)" will appear.

- To return to the previous menu screen, tap the [Cancel] key.

2 Tap the [OK] key.

The message "Please wait." appears, and then the message "Clearing all memory." is displayed.

- When clearing is completed, the confirmation message will appear.

3 Tap the [OK] key to restart the machine.

■ Clear All Data in Jobs Completed List

Use this when you wish to clear all data of the items below, which appear in the job status jobs completed screen.

(The job status jobs completed screen appears when the [Complete] key (job status screen selector key) of the job status screen is tapped.)

- Printer user names
- Image send destinations
- Senders of faxes that are received
- Fax/image sending activity report data

1 Tap the [Clear] key.

A confirmation message will appear.

2 Tap the [OK] key.

Data clearing is executed.

(Operation during clearing is the same as "Clear All Memory" (page 19 of this manual).)

■ Clear Document Filing Data

This function is used to clear data stored using the document filing function.

Data whose property is set to "Protect" or "Confidential" is also cleared.

[File Data (Including protected/confidential files)] checkbox:

Select this checkbox to clear all files stored using "File" in the main folder and in custom folders.

[Quick File Data (Including protected files)] checkbox:

Select this checkbox to clear all files stored using " Quick File ".

1 Tap the [Clear] key.

A confirmation message will appear.

2 Tap the [OK] key.

The selected data is cleared.

(Operation during clearing is the same as when "Clear All Memory" (page 19 of this manual) is performed.)

■ Clear Address Book and Registered Data

This function is used to clear the items indicated below, which cannot be cleared or initialized using "Clear All Memory" (page 19 of this manual) or "Settings (Administrator)" > "System Control" > "Reset Settings" > "Restore Factory Defaults".

The following types of data can be cleared.

- User Information
- Contacts/Group/Program (address only)/Relay Broadcast Memory Box/Forward Information^{*1}
- Polling Memory/Confidential Memory Box^{*2}
- Sender Data
- Allow/Reject Reception Setting Data (including polling passcode number)^{*1,*3}
- Forward Information^{*4}

* 1. The name may vary depending on the options that are installed.

* 2. Can only be selected when the fax function is enabled.

* 3. Can be selected when either the fax function or the Internet fax function is in use. ("including polling passcode number" is displayed only when the fax function is enabled.)

* 4. Select this when you only wish to erase stored forwarding information.

1

Select the checkbox of each item that you wish to clear.

2

Tap the [Clear] key.

A confirmation message will appear.

3

Tap the [OK] key.

The selected data is cleared.

(Operation during clearing is the same as "Clear All Memory" (page 19 of this manual).)



In the event that the data security kit or a machine with the data security kit installed will be disposed of or ownership will change, the administrator should be sure to use this function to clear all items. When executing the function, the administrator should not leave the machine until it has been verified that data clearing has been completed.

Condition Settings

This system enables various settings such as setting the automatically cleared timing and setting the items to prohibit operations and displays.

■ Power Up Auto Clear

This function is used to automatically clear all data in the machine when the power switch is turned on.

The following types of data can be cleared.

- All Memory
- File Data (Including protected/confidential files)
- Quick File Data(Including protected files)
- Job Status Jobs Completed List

Select the checkboxes of the data to be automatically cleared when the power switch is switched on. When you have finished selecting the checkboxes, tap the [Submit] key.

No checkboxes are initially selected.



When there is a stored image send job (fax, network scanning, or Internet fax job)*, "Power Up Auto Clear" will not take place when the power is turned on.

* This includes received faxes and Internet faxes that have not yet been printed; however, it does not include data in a fax memory box (except confidential memory box).

■ Disabling of Document Filing

This program is used to restrict the filing modes of the document filing function.

Document filing modes (Quick File Mode, Sharing Mode, and Confidential Mode) can be separately disabled in each mode in which document filing operates (Copy, Printer, Scan to Local Drive, and Image Send mode).

- Tap the checkboxes of filing modes that you wish to disable. When you have finished selecting the checkboxes, tap the [Submit] key.
- The property of a file that is already stored cannot be changed to a disabled filing mode using "Property Change".

* For details on changing file properties, refer to "Changing the property" in "DOCUMENT FILING" > "FILE" in the User's Manual (PC).



If a certain property is disabled in "Disabling of Document Filing" and a file exists that was previously stored with this property, the property of the stored file can be changed to another property.

When printing with the printer function, even formats for storing files that have been disabled with this program will appear in the Job Handling screen of the printer driver (User's Manual (PC) "SAVING AND USING PRINT FILES (DOCUMENT FILING)" in "PRINTER"). However, if a disabled file format is selected when printing a file, the file will not be stored (only printing will take place).

■ Disabling of List Print

This program is used to disable printing of any of the following lists that are printed using "List for User" in the setting mode (general).
"Machine Status List", "Sending Address List", "Document Filing Folder List"

Select the checkboxes of the lists for which you wish to disable printing. After selecting the desired checkboxes, tap the [Submit] key.

The factory setting of every checkbox is unselected, which enables printing.

For normal operation, select all of these checkboxes, so that each of them should have a checkmark in it.

■ Release Operation Lock Status (File/Folder)

This function is used to release document filing folders and files and encrypted PDF files, that are locked due to the entry of an incorrect password.

Tap the [Release] key to release all locked items. After this is done, the items can be manipulated. When no items are locked, the [Release] key is grayed out.

Setting a high level of security

When this setting is enabled, the security-related settings of the device are all changed to a high level of security, and user authentication will become necessary for all functions. In addition, it will no longer be possible to change some security-related settings, and the functions of the machine may be limited.

The main function constraints are as follows:

- The user authentication function is always enabled.
- Print jobs are always set to hold print status, and print operations need to be carried out at the operation panel.
- Transmission functions which do not include encryption cannot be used.
- If the Sharp OSA function was being used, it can no longer be used.

Note:

To set a high level of security, make the following setting.

Tap "Settings (Administrator)" > "Security Settings" > "Advanced Security Settings".

For machine operations which are required for this status, refer to the included notice.

If "Advanced Security Settings" is enabled, it will not be possible to return the settings to the previous settings.

Document control

The document control function is used to embed a document control pattern on the paper when a copy, print job, received fax, or list print is printed. If a person attempts to scan a document with an embedded document control pattern on a SHARP machine that has the document control function enabled, the message "Document control pattern is detected. This job is canceled." will appear and an e-mail will be sent to the administrator. This prevents secondary copying and faxing of sensitive documents.



Document control may not be effective when certain original sizes or types, certain paper sizes or types, or certain settings are used. To enable effective operation of the document control function, observe the following points.

- Original
 - The function may not operate correctly if the original consists of large proportion of photographs.
 - The document control function is intended to protect text data, and thus it may not operate correctly if used to protect graphic data.
- Paper on which the document control pattern is printed
 - White paper is recommended. If paper other than white paper is used, the document control pattern may not be detected and the function may not operate correctly.
 - Use B5 or larger size paper.

The following paper sizes can be used:

SRA3, A3W(12" x 18"), SRA4, A3, B4, A4, A4R, B5, B5R, 11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 8K, 16K, 16KR

Disclaimer

Sharp does not guarantee that the document control function will always operate effectively. There may be some instances in which the document control function does not operate effectively.

Modes to which the document control function can be added

The document control function can be used to print with an embedded document control pattern in the following modes:

- Copy
- Printer
- Document Filing Print
- Internet Fax Receive
- Direct SMTP Receive
- Fax Receive
- List Print

Enabling the document control function

To enable the document control function, follow these steps.

Tap "Settings (Administrator)" > "Security Settings" > "Condition Settings" > "Document Control Setting", and then make the settings in the document control pattern setting screen which is displayed.

■ Settings for printing files stored by document filing

These settings are for printing the data of copy jobs and print jobs that have been stored on the machine's local drive using the document filing function. To have a document control pattern always printed when a stored file is printed if a document control pattern was printed when the job was originally executed, select the [Always Add the Pattern if You Print with it at Stored] checkbox .

■ Settings related to Copy/Printer/Document Filing Print modes

Settings related to copy, print, and document filing print modes can be configured in the "Copy", "Printer", and "Prints (Document Filing)" fields of the document control setting screen.

Document Control Print Select (Select the printing method)

Tap the select box to display the list of items, and then tap one of the items to select it.

Not Printing:

The document control pattern is not printed.

Always Print:

The document control pattern is always printed.

Allow User to Select:

The user can select whether or not the document control pattern is printed each time he or she sets up a print job.

Print Pattern Setting (Select the pattern to be printed)

"Always Print" or "Allow User to Select" can be selected in "Document Control Print Select" to select a pattern setting.

To select one of patterns 1 to 5, tap the select box . Tap one of the items to select it.

If you find that the document control function cannot be used for a particular printed image, try changing the pattern setting (patterns 1 to 5).

■ Settings related to Internet Fax Receive/Fax Receive/List Print modes

Settings related to Internet fax reception, fax reception, and list print modes can be configured in the "Internet Fax Receive", "Fax Receive", and "List Print" fields of the document control setting screen.

Document Control Print Select (Select the printing method)

Tap the select box  to display the list of items, and then tap one of the items to select it.

Not Printing:

The document control pattern is not printed.

Always Print:

The document control pattern is always printed.



If "Always Print" is selected for Internet fax reception / fax reception mode, it is recommended that the forwarding functions of each be disabled.

Print Pattern Setting (Select the pattern to be printed)

If "Always Print" is selected in "Document Control Print Select", a pattern setting can be selected.

To select one of patterns 1 to 5, tap the select box . Tap one of the items to select it.

If you find that the document control function cannot be used for a particular printed image, try changing the pattern setting (patterns 1 to 5).

Using the document control function

When the document control function is used, a document control pattern is printed on the paper on which copies, print jobs, received faxes, and list prints are printed.

■ Pages on which a document control pattern is printed (all modes)

- The document control pattern is printed on all pages output by a Sharp machine that has the document control function, including the back side of pages printed by 2-sided printing.
- When a blank page is output because an odd number of pages were printed by 2-sided printing, a document control pattern will not be printed on the blank page.
- When using the covers/inserts function (including transparency inserts), a document control pattern will be printed only on covers and inserts that are copied on. A document control pattern is not printed when a copy is not made on a cover or insert.

After enabling the document control function, follow these steps described on the following pages to use the function.

■ Using document control in copy mode

Tap the [Others>>] key in copy mode.

1 Tap the [Document Control] key.

 The display of the [Document Control] key and the steps that follow vary depending on the settings configured for the document control setting.

Settings for the document control function.	"Others" screen	
Document Control Print Select (Copy) setting	[Document Control] key display	Following steps
[Not Printing]	Grayed out	Not available
[Always Print]	Highlighted	When the key is tapped, a beep sounds to indicate that the key is not available.
[Allow User to Select]	Normal display	When tapped, the key is highlighted and the function is enabled.

2 Tap the [Start] key.

 When combining the document control function with other functions (e.g., B/W Reverse, Mirror Image), document control pattern is always printed at the same pattern, regardless of the other functions' settings. For example, B/W Reverse reverses black and white of the copy image, but does not reverse the document control pattern printing.

■ Using the document control function in printer mode

- When [Always Print] is enabled in [Document Control Print Select] in the setting mode, a document control pattern is always printed.
- If [Allow User to Select] is enabled, follow the procedure below to print a document control pattern.

1

Select the [Data Security Kit] checkbox in the initial settings screen (properties screen) of the printer driver.

2

Before executing printing, click the [Stamp] tab of the printer driver properties window and click the [Document Control] button.

■ Using the document control function in document filing mode

After a file has been stored by document filing using the settings configured in "Document Control Setting", follow the steps below to print a document control pattern. (For information on using files stored by document filing, see the User's Manual (PC).)



Document Control Print Select

When [Allow User to Select] is selected, the [Document Control] key can be tapped to select whether or not a document control pattern is printed. However, if the [Always Add the Pattern if You Print with it at Stored] checkbox is selected () , document control pattern printing cannot be canceled regardless of whether [Allow User to Select] is selected or not.

1

Tap the [Others>>] key in the print settings screen, and tap the [Document Control] key.



If "Not Printing" is selected in "Document Control Print Select" in the document control settings, the [Document Control] key is grayed out to prevent selection. (However, for files that had document control patterns printed when the files were saved, the [Document Control] key can be tapped if the [Always Add the Pattern if You Print with it at Stored] checkbox has been selected () in the document control settings.)

2

Tap the [Print Now] key.



- To save the data after printing, set the [Delete] checkbox to and tap the [Print Now] key.
- To delete the data after printing, set the [Delete] checkbox to and tap the [Print Now] key.

■ **Using the document control function in Internet Fax Receive/Fax Receive/List Print modes**

No special operation is required. When printing takes place, a document control pattern is embedded according to the document control function settings.

■ **Body text commands for E-mail Direct Print**

The command below can be entered in the body text of a direct print e-mail to specify whether or not a document control pattern is to be printed.

Function	Command name	Value	Entry example
Pattern printing ON/OFF	DOCUMENTCONTROL	ON OFF	DOCUMENTCONTROL= ON

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