# Print Release Walkthrough

*Copier Setup*

# *"Follow Me Printing"*

- Follow Instructions to set up Primary and Secondary Machines
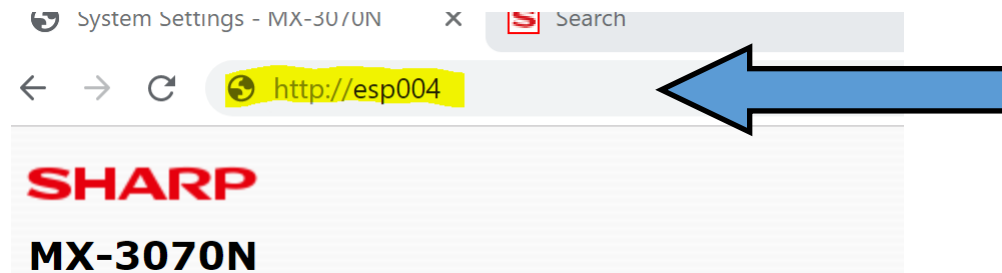
# PRINT RELEASE FUNCTION

When there are multiple machines that support the print release function on the same network, you can use the print release function to save data in the machine that is set as the primary unit and then print the saved data from a unit that is set as the secondary unit (multiple secondary units can be set).
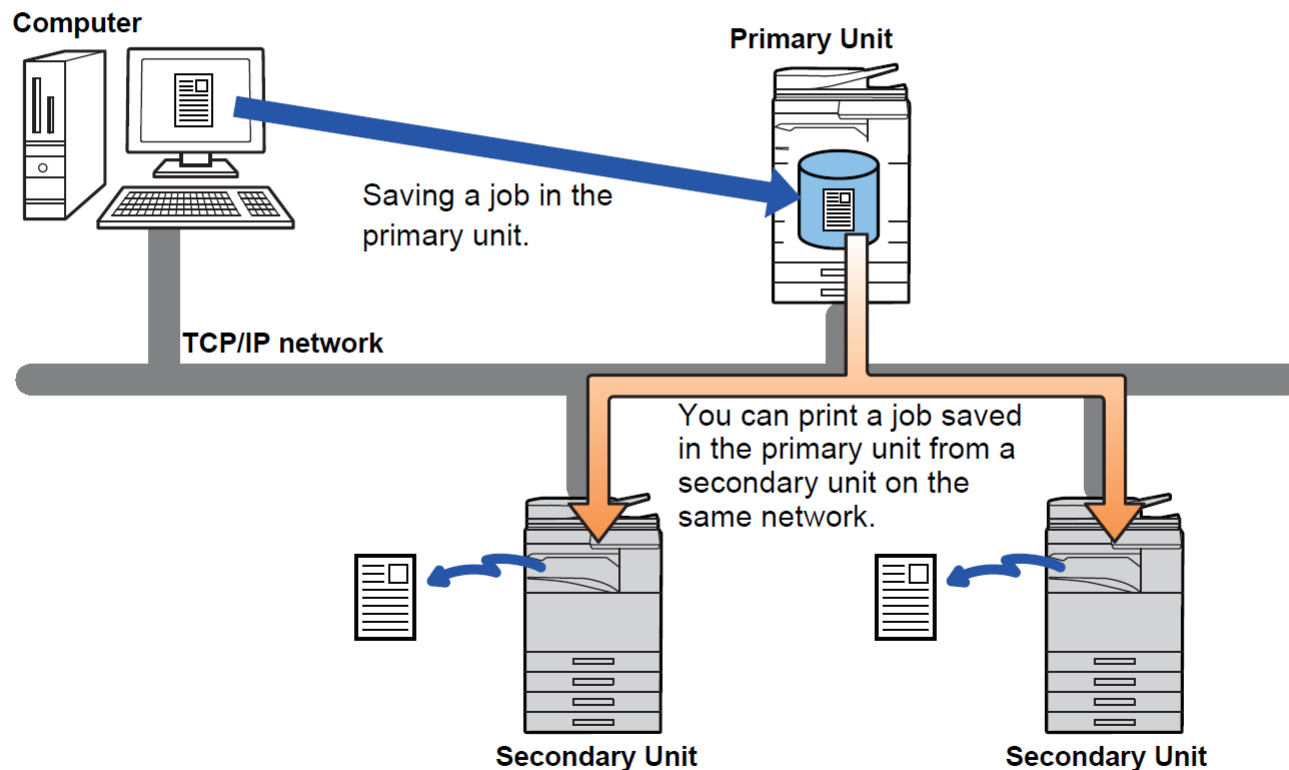


For the number of secondary units that can be controlled by one primary unit, consult your dealer.

## 1st Logon to copier Webpage

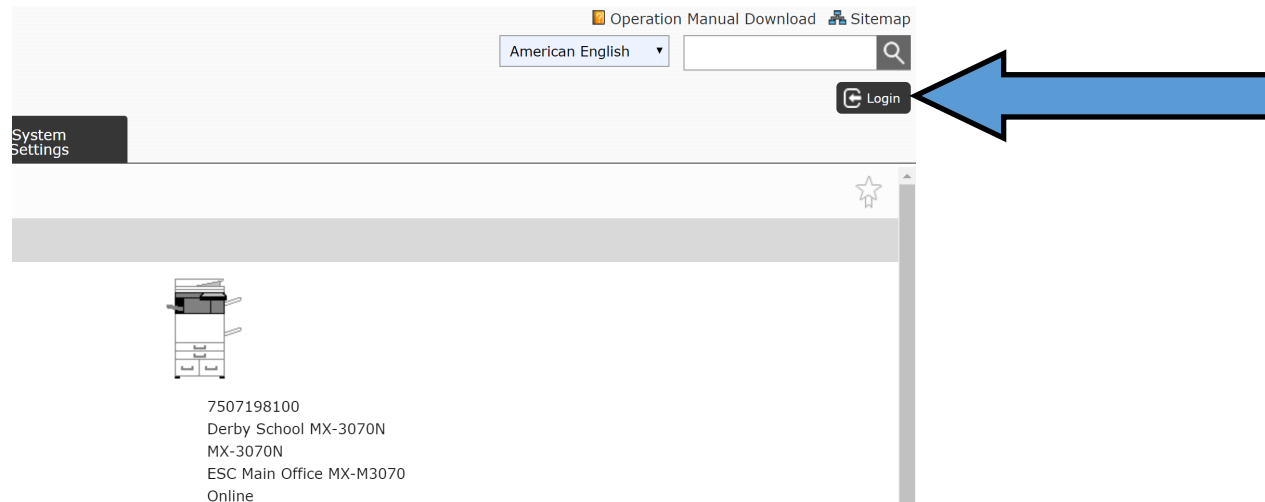- **Input copier IP Address or Host Name into URL bar of Internet Browser.**



- **Your Copier WebPage Should look like this.**

- Click "Login" Button in upper right hand corner of webpage.



- Input Password to login.

- Default Username: admin

- Default Password: admin

- Once Logged in, select "System Settings" Tab.

SHARP
MX-3070N

American English ▼

Login

| Status | Address Book | Document Operations | User Control | System Settings |
|--------|-------------|--------------------|--------------|-----------------|

◇Machine Identification
Total Count
Device Status
Network Status
Firmware Version
Power Reset
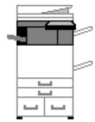Data List
   List for User
   List for Administrator

## Machine Identification

Update(R)

Unit Serial Number:                   7507198100
Name:                                   Derby School MX-3070N
Model Name:                     MX-3070N
Machine Location:               ESC Main Office MX-M3070
Current Status:                Online
Memo:                               Installed New May, 8th 2017

### Supply Status

| Supply Information | Status | |
|--------------------|--------|--|
| Black Toner | Under 25% | |
| Cyan Toner | Over 50% | |
| Magenta Toner | Over 50% | |
| Yellow Toner | Over 75% | |

### Paper Input Tray Status

| Tray | Status | Paper Size | Paper Type |
|------|--------|-----------|-----------|
| Tray 1 | 67% | Legal(8 1/2x14) | Heavy Paper 1 |
| Tray 2 | 67% | Ledger(11x17) | Plain |
| Tray 3 | 33% | Letter(8 1/2x11) | Plain |

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**The 1st step to initiating Print Release is to enable the Print Release function within the copier WebPage. (Follow These Steps)**

- **Select "Printer Settings"**

- Select "Print Release Settings" Tab.

## Follow the steps provided to Setup "Primary Machine"

- "Enable" Print Release

- Check box for "Force to Enable the Print Release Function"

- Check box "Print B/W" (This only defaults the users print job to B/W, Isnt doesn't force)

- Check box "Print and Delete the Data"

- Finally Choose number of "Days" print jobs will be stored before automatic deletion

- Click "Submit"

# Follow the steps provided to Setup "Secondary Machine"

- "Enable" Print Release

- Switch dropdown box from "Primary Unit" to "Secondary Unit"

- Enter the "IP Address" of Primary Machine

- Check box "Print B/W" (This only defaults the users print job to B/W, Isnt doesn't force)

- Check box "Print and Delete the Data"

- Finally Choose number of "Days" print jobs will be stored before automatic deletion

- Click "Submit"

# The next step is to add the "Print Release" button to the Copier Display Panel

- Select "Systems Settings"
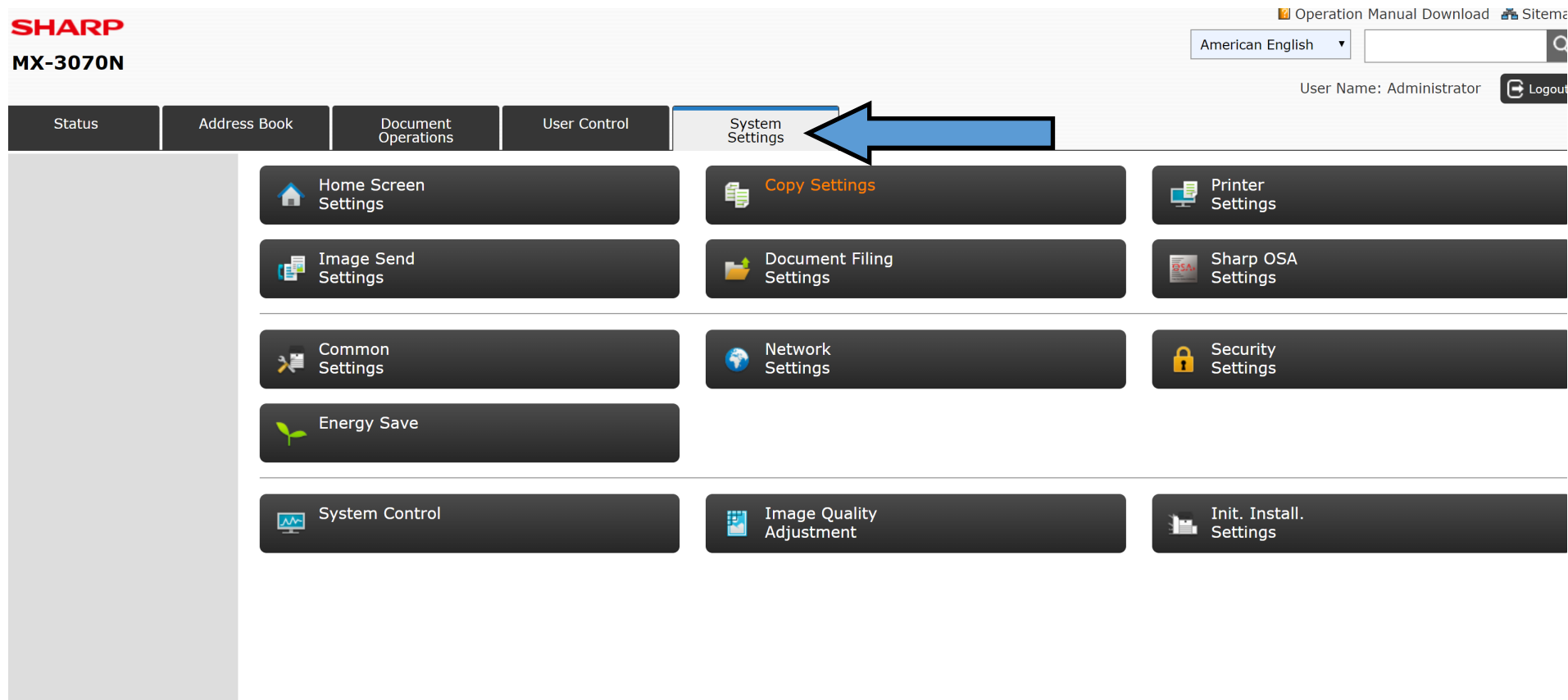
- Select "Home Screen Settings"

- Scroll down the screen until you see the button slots

- Choose any of the button slots you desire



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User Name: Administrator

| Status | Address Book | Document Operations | User Control | System Settings |

**Home Screen Settings**

Condition Settings

Icon

Background Image

Submit(U)

| No. | Home Button |
|-----|-------------|
| 1 | Easy Copy |
| 2 | Easy Scan |
| 3 | Easy Fax |
| 4 | Print Release |
| 5 | Document Filing |
| 6 | Not Set |
| 7 | Not Set |
| 8 | Not Set |
| 9 | Not Set |
| 10 | Not Set |

Previous(M)    1 / 6    Next(N)

| No. | Fix Key |
|-----|---------|
| 1 | Operation Guide |
| 2 | Paper Tray Settings |
| 3 | System Settings |
| 4 | Total Count |
| 5 | LCD Control |
| 6 | Job Status |
| 7 | Not Set |

Top of Page

- Check the bubble next to "Print Release"

- Scroll down the screen and select "Submit"

- Your copier Display should show the print release button like this

**After printing, the user will choose the "Print Release" button on the display and get the following display**



1. **Select one or more of your print jobs**

2. **Change the print options**

3. **Delete the job/ or Print the Job**

**Success!!**

**Keep in mind,**

- If the copier has "User Authentication" Enabled, the CORRECT Credentials must be entered under the "Job Handling" tab of the print driver. Otherwise the print job will act as though it sent from the users PC, but never show up under the "Print Release" button.