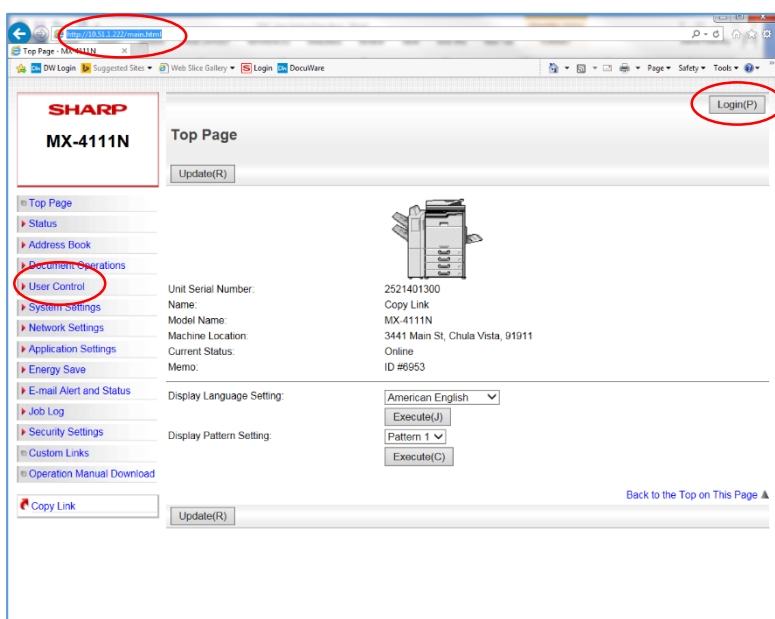


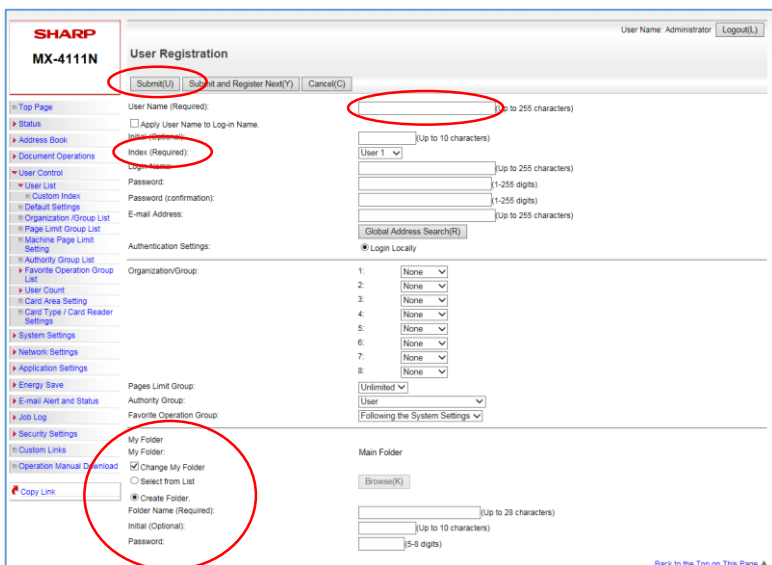
## Adding File Retention to a Personal Folder on a Sharp Multi Function Printer



Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

Select **User Control** in the menu on the left



Select **User List** in the submenu

Select **Add**

Enter a **User Name**

Enter a User's Group (**Index**) (Default is User 1)

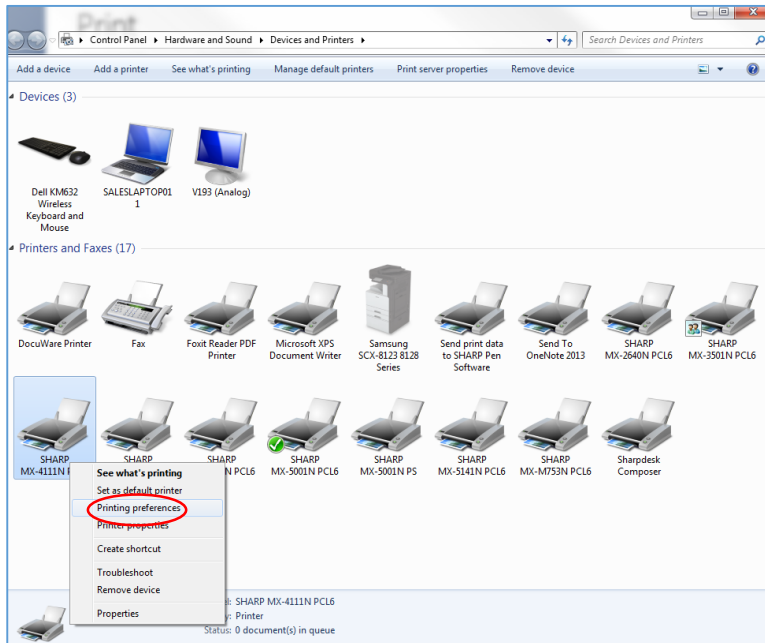
Select **Change My Folder** at the bottom of the screen

Select **Create Folder**

Enter the new **Folder Name**

Enter a **Password**

Select **Submit**

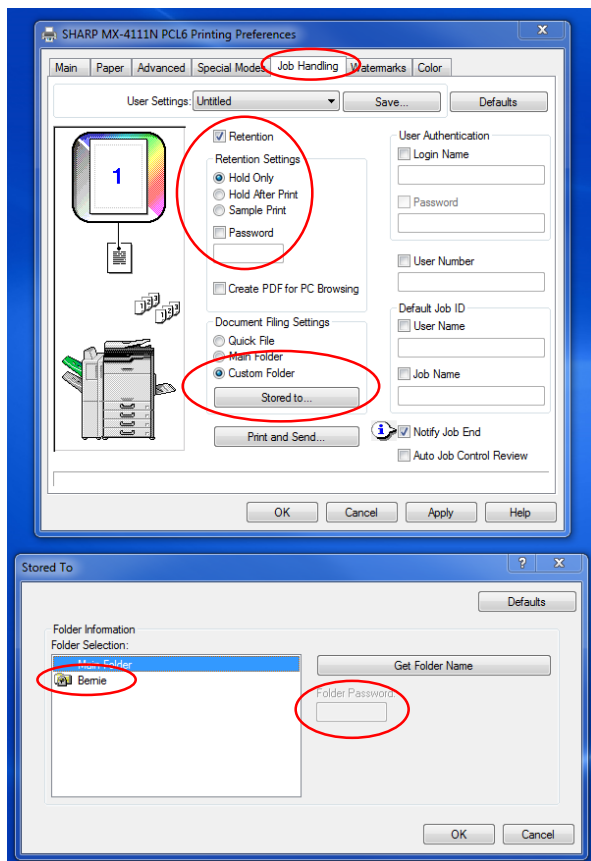


Select the **Start Button** on your computer

Navigate to **Devices and Printers**

Select the Target Printer and Right Click

Choose **Printing Preferences**



Select the **Job Handling Tab**

Check the **Retention** box and select **Hold Only**

Choose **Custom Folder** under **Document Filing Settings**

Select the **Stored To** button

Choose the **Custom Folder** that you created

Enter the **Password** that you created and select **OK**

Select **Apply** and **OK**

At the Printer Panel, you will now select the **HDD File Retrieve** button and your **Custom Folder**. You will be prompted to enter your Folder **Password**. Once entered, you will be able to select your file and release for printing.