

# Email and Status Alerts Setup for Sharp MFPs (Newer Models)

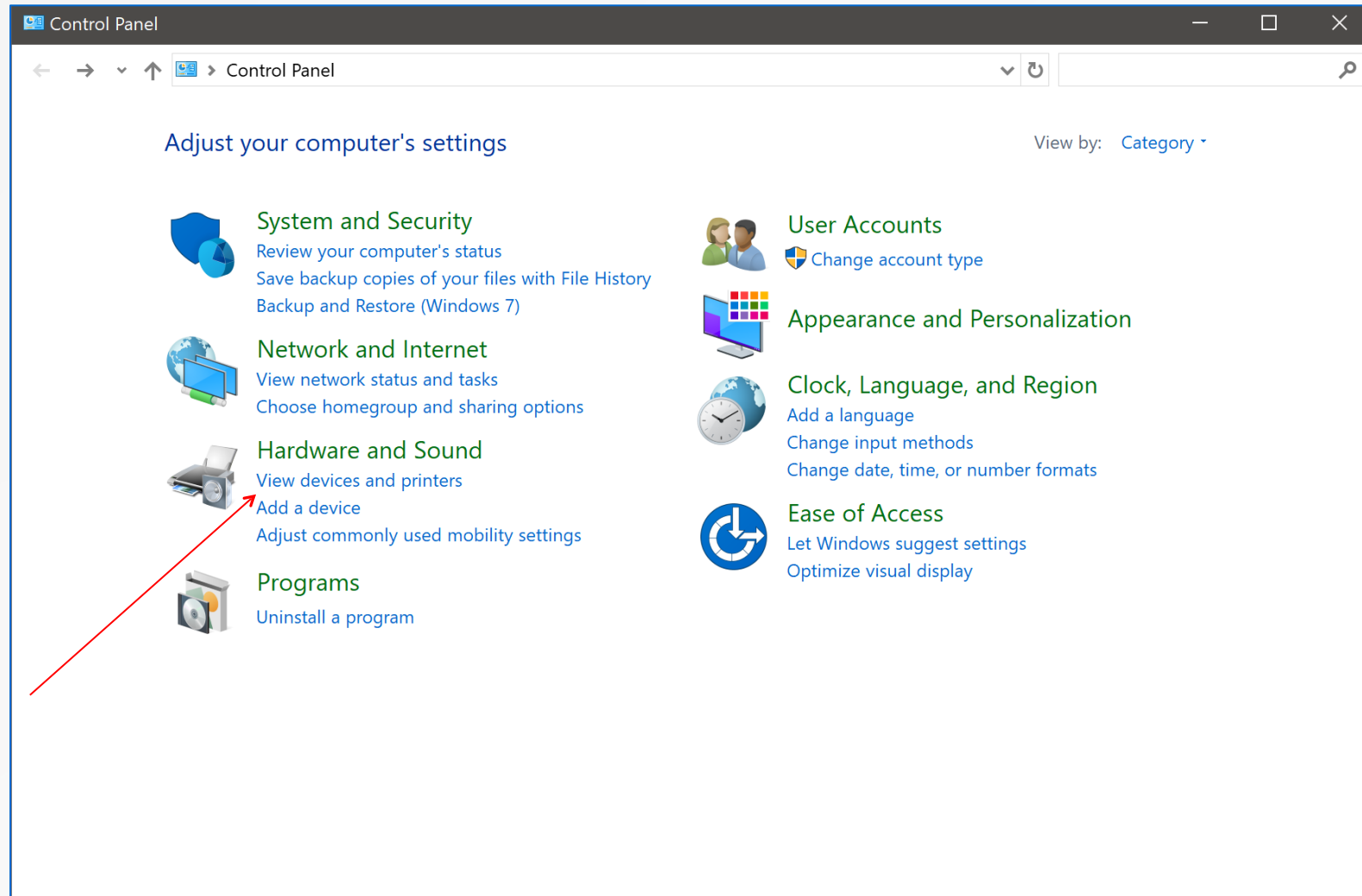


*Solutions for document management.*



The First Step is finding the IP Address of the MFP

You can complete this by Opening “Devices and Printers” under the **Control panel** tab on your Computer



1. Under Devices and Printer **Choose** the Device you are Trying to Finds IP Address.

In this Example I am looking for the IP Information on a MX-3050N PCL6.



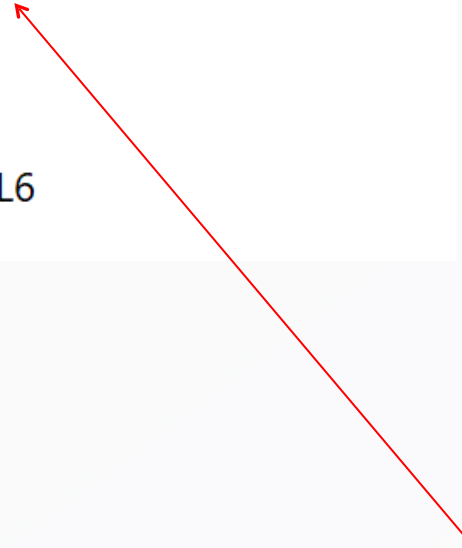
Xerox VersaLink  
C405 PCL6



Xerox  
WorkCentre  
3615



SHARP  
MX-3050N PCL6

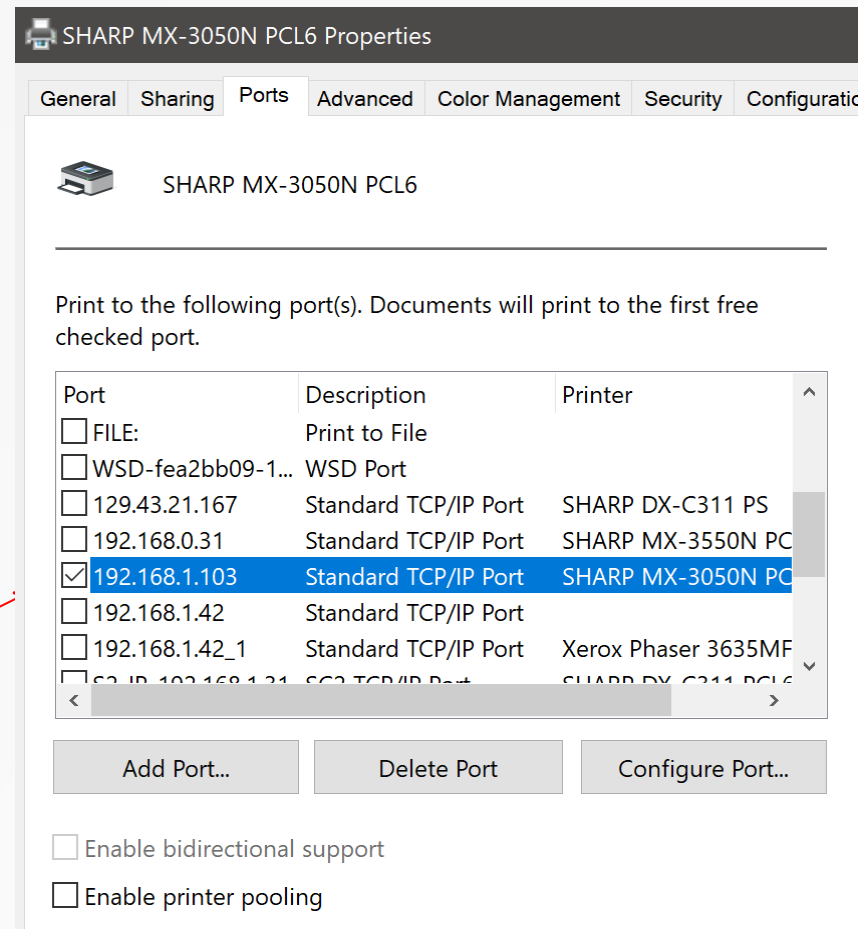


Right Click on the Chosen Printer and Choose “Printer Properties”

On the Top set of tabs you will see a Ports Tab

Under this tab you should see a highlighted/Check Box which is the Port the Machine is currently Connected Under

What you want out of this is the strand of Numbers on this machine it is **192.168.1.103**



Now that you have the IP Address of the Copier you can Access the Webpage of the Copier

Take that number and Type it in the URL Bar of your Web Browser. Click “Enter”

**Choose the System Settings Tab**

192.168.1.103/main.html

Apps New Tab M&T Bank : Bank Ch Capital One Credit Mazda Capital Service Remote Tech Sharp IDNC Top Page - MX-C311

Operation Manual Download Sitemap

American English

Login

Status Address Book Document Operations User Control System Settings

Machine Identification

Update(R)

Unit Serial Number: 6504843Y00  
Name: Not Set  
Model Name: MX-3050N  
Machine Location: Not Set  
Current Status: Warming Up  
Memo: Not Set

Once In System Settings we are going into the **System Control** Settings When you go into this mode it should ask you to log-in as admin.

The Default Sharp Login is **admin**

**Login**

Login(P) Cancel(C)

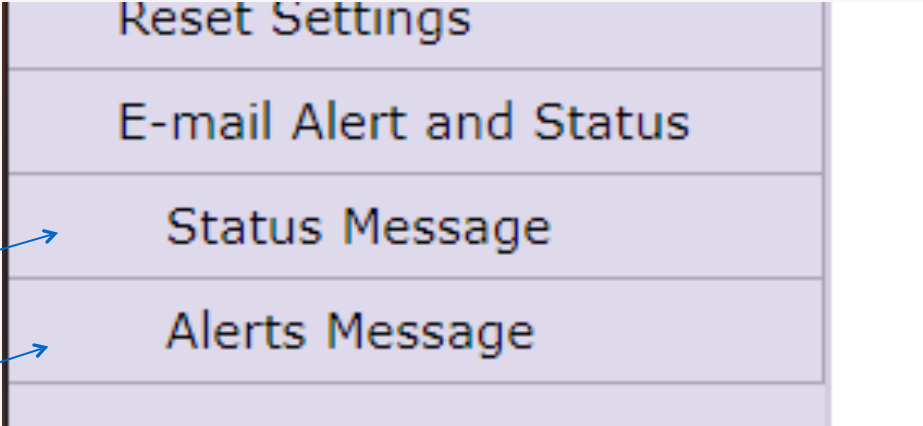
Authority: admin

Login Name: Administrator ▼

Password: ..... (5-32 digits)

Login(P) Cancel(C)

Once you Login into System Control than go to the Email Alerts and Status Tab



A screenshot of a vertical menu with five items. The items are: 'Reset Settings', 'E-mail Alert and Status', 'Status Message', 'Alerts Message', and an unlabeled item at the bottom. Two blue arrows point from the left towards the 'Status Message' and 'Alerts Message' items.

Reset Settings
E-mail Alert and Status
Status Message
Alerts Message

**Status Message Tab** will setup automatic Meter Readings to Whom you choose

It lets you add 2 emails. Make sure to check Send by Schedule 1 & 2 Checkboxes

Dealer E-mail Status Message List should Have the **meters@rotcsolutions.com** email inputed

The “Time Schedule” Tab at the Bottom of the page should List **Monthly** and the Dates are set to the **27th and 30** unless Previously Specified any other dates

After All is Completed Click **SUBMIT**

The screenshot displays a web interface for configuring email status messages and time schedules. It is divided into four main sections:

- E-mail Status Message List 1:** Includes an "E-mail Address" field with "Test@gmail.com" and a "(Up to 200 characters)" note, a "Send Now(C)" button, and two checked checkboxes for "Send by Schedule 1" and "Send by Schedule 2".
- E-mail Status Message List 2:** Includes an empty "E-mail Address" field with a "(Up to 200 characters)" note, a "Send Now(O)" button, and two unchecked checkboxes for "Send by Schedule 1" and "Send by Schedule 2".
- Dealer E-mail Status Message List:** Includes an "E-mail Address" field with "meters@rotcsolutions.com" and a "(Up to 200 characters)" note, a "Send Now(M)" button, and two checked checkboxes for "Send by Schedule 1" and "Send by Schedule 2".
- Time Schedule:** Contains two schedule configurations. Schedule 1 has radio buttons for "Daily - Every", "Weekly - Every", and "Monthly - Every" (selected), with a dropdown for "1" day(s) and a dropdown for "27" day. Schedule 2 has radio buttons for "Daily - Every", "Weekly - Every", and "Monthly - Every" (selected), with a dropdown for "1" day(s) and a dropdown for "30" day.

At the bottom, there are "Submit(U)" and "Update(R)" buttons.



**Alerts Message Tab** will setup automatic emails when the machine is need of some sort of intervention required I.E Toner,Paper,Jams,Error Codes

On the machine I am Setting up you have Three Emails Available as Reliable Office is Not needed in the Dealer E-mail Listed. Input them in the Alerts Message List Blank spaces

On this model you have a couple of different options on when you would like to be prompted for intervention. Choose which ones Apply to your needs.

Submit(U) Update(R)

**E-mail Alert Message List 1**

E-mail Address:  (Up to 200 characters)

**E-mail Alert Message List 2**

E-mail Address:  (Up to 200 characters)

**Dealer E-mail Alert Message List**

E-mail Address:  (Up to 200 characters)

- Jam
- Toner Low
- Toner Empty
- Paper Empty
- Service Request
- PM Request
- Waste Toner Almost Full
- Waste Toner Full
- Job Log Full