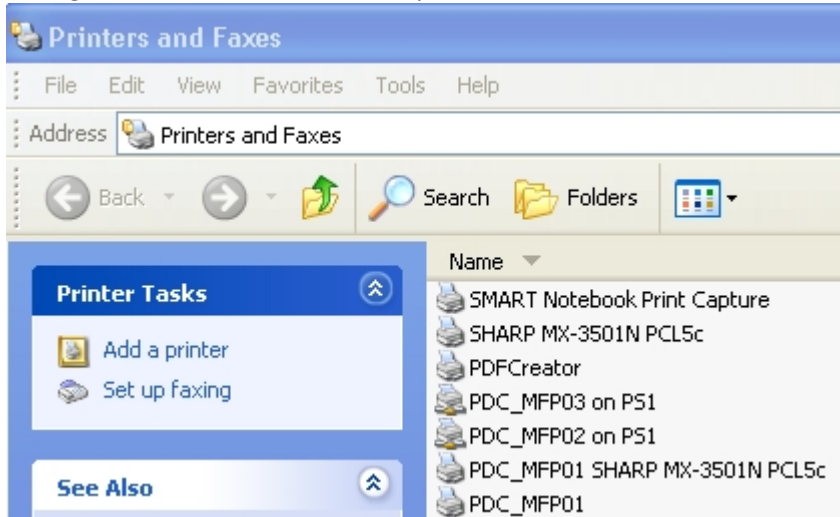


Sharp Printer MX4501N and MX3501N Set up on Computers

To find out if the Sharp Copier/Printer has been added to your computer go to your START button:

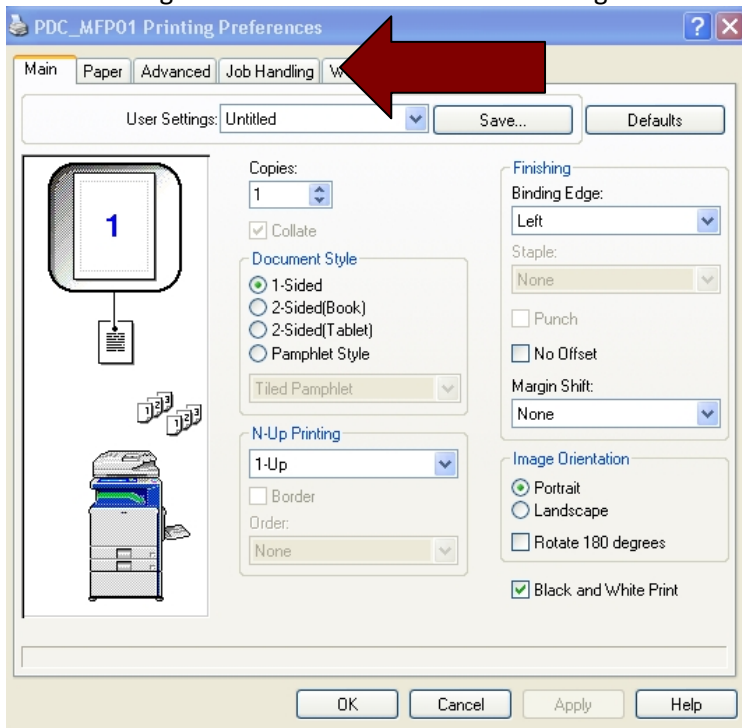


Then go to Printer and Faxes and open:



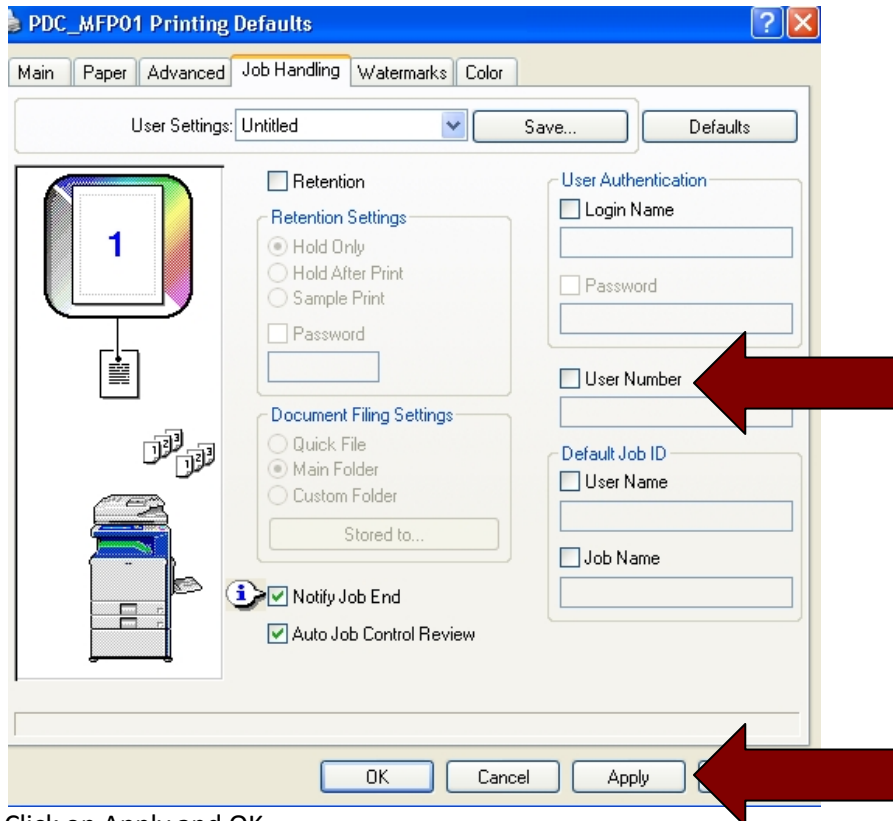
Right Click on the MFP that you will be printing to. The printer will be named with the school code_MFP01 (MFP02, MFP03...)

Select Printing Preferences. Go to the Job Handling Tab.



Checkmark the User Number box and then enter your Printer/Copy Code provided by the Office Coordinator.

Sharp Printer MX4501N and MX3501N Set up on Computers



Click on Apply and OK.

This Job Handling Screen appears on all jobs. Just click OK. You can select to retain the job and provide a password that will hold the job at the printer until you release it.

