

SHARP

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Sharpdesk V5.2

Setup Guide

The Setup Guide (this document) describes installation and configuration of the software.

See the separate User's Manual for information on operation.



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About This Guide

This User's Guide assumes you have a basic understanding of Windows operation and are familiar with Windows terms.

This includes how to start your system and navigate within a Windows environment, and perform such basic Windows functions as copying, printing and moving documents. Knowledge of basic Windows terms and operation is also necessary.

Note that screens, messages, and other elements depicted in this Manual may differ from actual elements due to improvements, etc. Please be aware of the above.

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Install

This Setup Guide describes the steps necessary to install, configure Sharpdesk, Sharpdesk Composer, and Network Scanner Tool.

Installing the Sharpdesk software is simple and straightforward. Installing Sharpdesk will install the entire suite of Sharpdesk applications, including Sharpdesk, Sharpdesk Composer, and Network Scanner Tool, onto your PC.

The ReadMe file in your language is located in the Sharpdesk software package. It describes the latest information about the application programs.

1.1 Hardware and Software Requirements

To successfully install and use Sharpdesk, Sharpdesk Composer, and Network Scanner Tool, your PC must meet the following minimum requirements: Please confirm the requirements before installing.

Operating System Attribute	Windows 8.1 (32-bit/64-bit)	Windows 10 (32-bit/64-bit)	Windows 11
Processor	Min. 2GHz		
Memory	Min. 4GB RAM		
Available disk space	Min. 2GB		
Graphics capability	128MB or more Video RAM with support for Direct X 11 or later		
Network adapter	10Base, 100Base, or 1000Base Ethernet adapter		
Internet browser	Internet Explorer 11.0 or later	Microsoft Edge	Microsoft Edge
Software requirements	<ul style="list-style-type: none"> • .NET Framework 4.7 or later. • Microsoft Office 2010 or later. "Office Shared Features" must be installed for the above Microsoft Office versions. • Microsoft Outlook • Acrobat Distiller is required to use "Convert to PDF" with Sharpdesk Composer's export function. 		

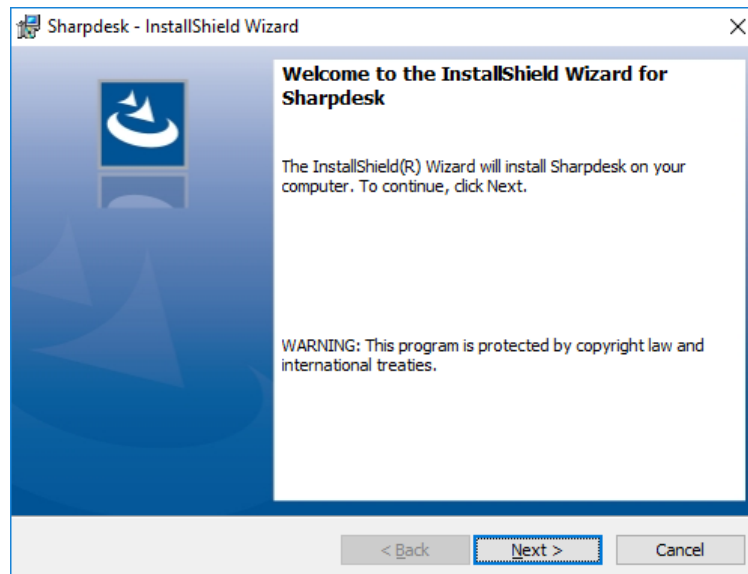
IMPORTANT

Before setting up Network Scanner Tool, it is necessary to finish setting up the SHARP multifunctional peripheral (hereinafter "scanner"), and it must be able to communicate with the scanner. If your scanner has Network Scanner Expansion Kit option, please refer to the paper manual attached with the Network Scanner Expansion Kit to setup the scanner.

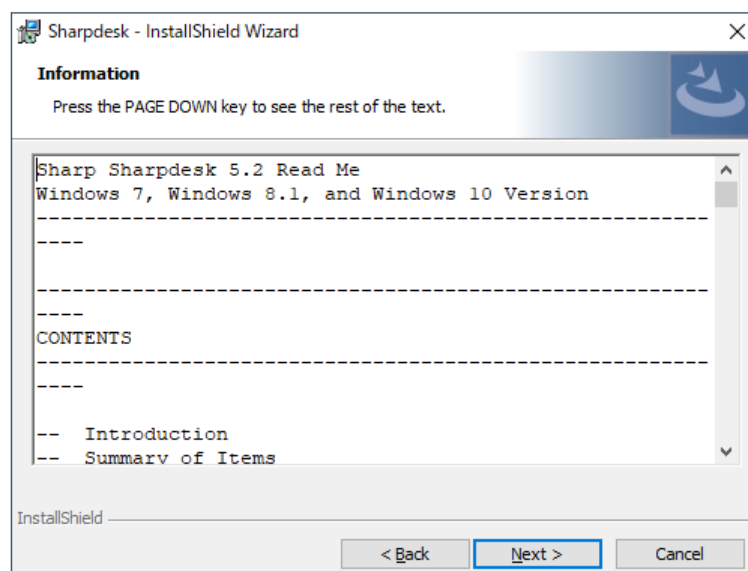
1.2 Installing Sharpdesk

To properly install the software, quit all other running applications. Alerts may be received if anti-virus software is activated.

- 1 Please run the "setup.exe" from the Sharpdesk software package.
- 2 Select a language from the pull-down menu and click "OK".
- 3 Click "Next".

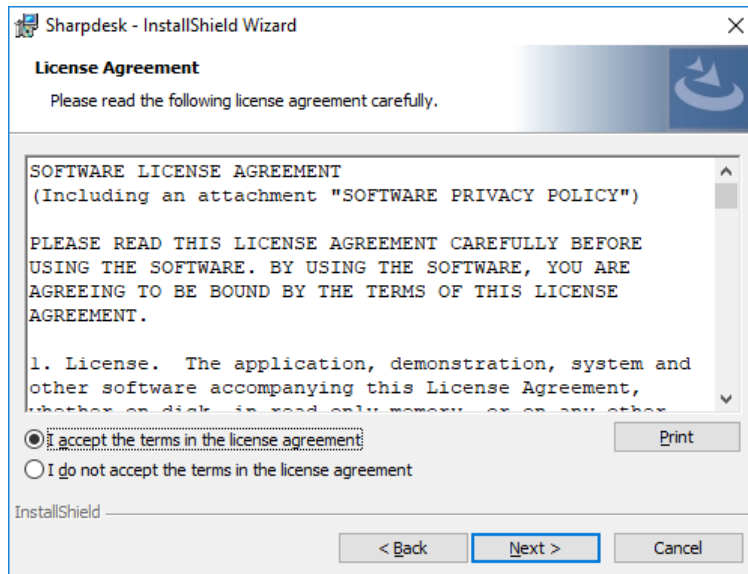


- 4 Click "Next".



5 Confirm the content shown, select "I accept the terms in the license agreement", and click "Next".

If you do not accept the terms of the license, you may not be able to install Sharpdesk.

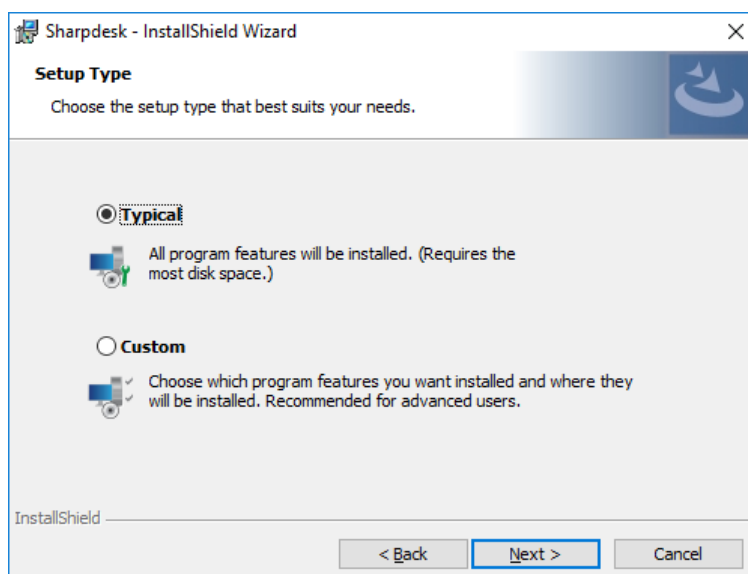


6 Select the setup type and click "Next".

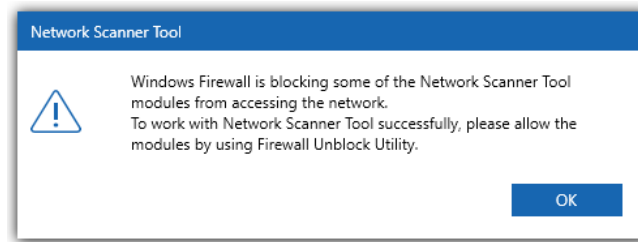
In the case of a "Typical" installation, setup will proceed as follows.

Default installation destination	32-bit	C:\Program Files\Sharp\Sharpdesk
	64-bit	C:\Program Files (x86)\Sharp\Sharpdesk
Default data directory		C:\Users\<UserName>\Documents\Sharpdesk Desktop

- To specify the applications to be installed or the installation destination, select "Custom" and click "Next".



If Windows Firewall was set to "On (recommended)", when the Network Scanner Tool or FTP Server is launched, the below warning message may be displayed.

7 Click "OK".

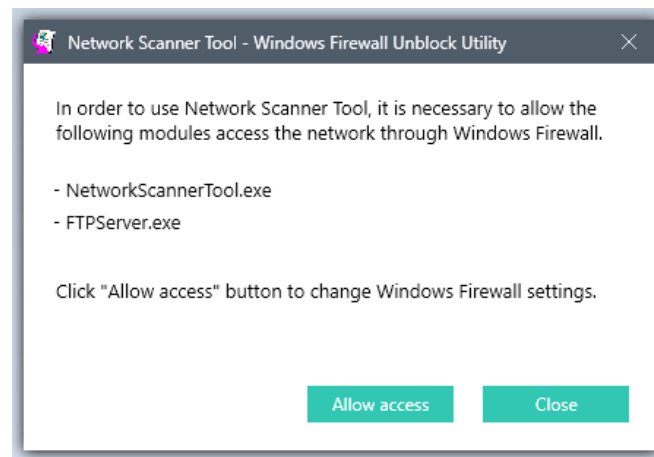
The "Windows Firewall Unblock Utility" dialog will be displayed.

8 Click "Allow access".

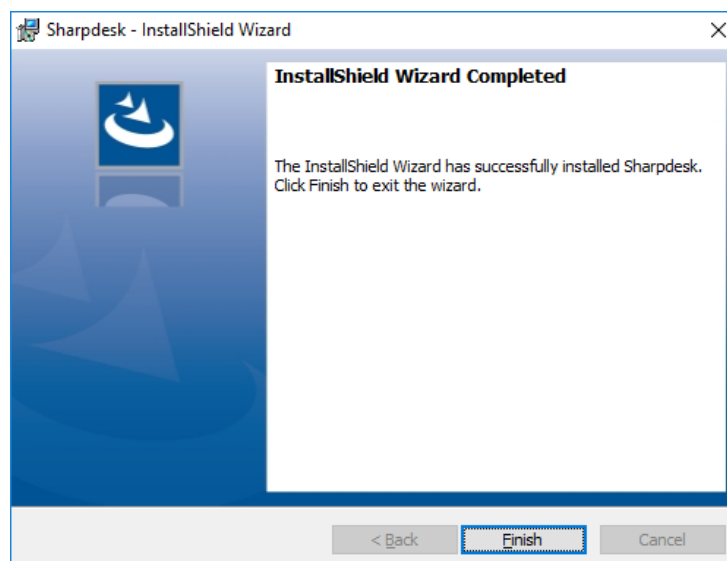
The Windows Firewall settings will be changed to enable use of Network Scanner Tool.

The Windows Firewall Unblock Utility can also be executed by the following procedure.

"Start" → "All Apps" (Windows 8.1: "Apps") → "Sharpdesk" → "Windows Firewall Unblock Utility"



When Sharpdesk installer completes, the following dialog will be displayed.

9 Click "Finish".

The installation is complete.

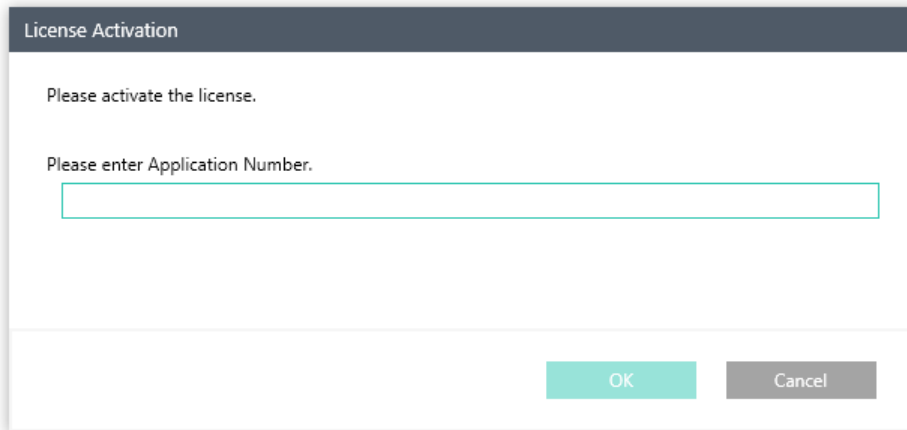
1.3 License Activation

In order to use Sharpdesk, you need to activate it using the "License Activation" screen.

1 Double-click the Sharpdesk icon on the desktop.

The "License Activation" screen displays.

2 Enter Application Number.



License Activation screen

3 Click "OK".

1.4 About Storage Location

1.4.1 Software Location

In a standard installation of Sharpdesk, programs will be installed in the location below.
(If the boot drive is C: drive)

32-bit OS: C:\Program Files\Sharp\Sharpdesk\

64-bit OS: C:\Program Files (x86)\Sharp\Sharpdesk\

During installation, some modifications will be made to system files.

1.4.2 User File Location

You can also specify the location of where to store the documents and images you work on in Sharpdesk.

In the case of a standard installation, a folder for receiving data will be created in "Documents" inside the Windows "Library" folder.

This can be changed later in the Profile settings in the Network Scanner Tool.

IMPORTANT

When specifying another location as the storage location for data files, do not specify a location within the same folder (or subfolder) as the Sharpdesk software.

When Sharpdesk is uninstalled, data files will also be deleted.

1.5 Uninstalling Sharpdesk

To uninstall Sharpdesk, run "Uninstall a Program" from Windows Control Panel.

The number of PCs on which installation can be performed is limited by License Activation according to the Application Number. To perform installation on another PC, it is recommended that you uninstall Sharpdesk from PCs on which it is not used.

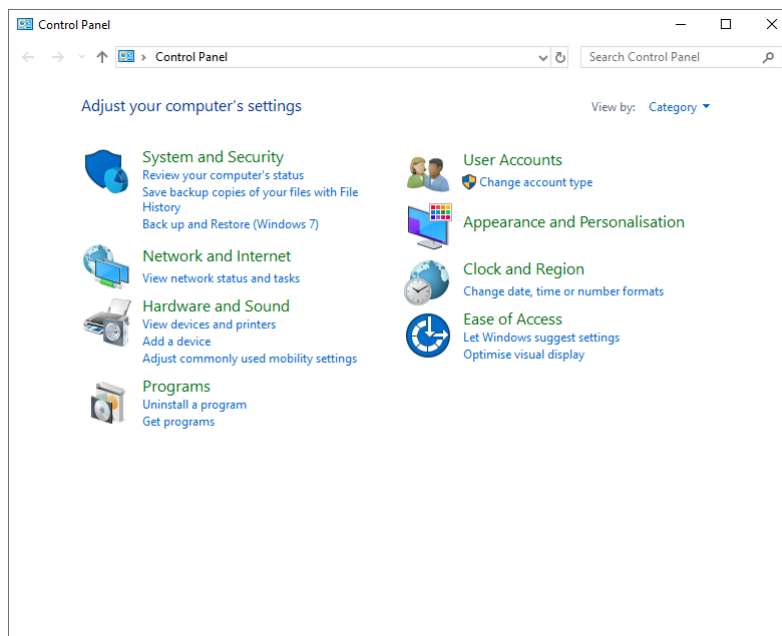
IMPORTANT

During installation, the sample files are saved to the below location:

C:\Users\sharp\Documents\Sharpdesk Desktop

During uninstallation, these files will be deleted. Please back up these files, if necessary, before uninstalling the Sharpdesk.

1 Click "Uninstall a Program" in Control Panel.



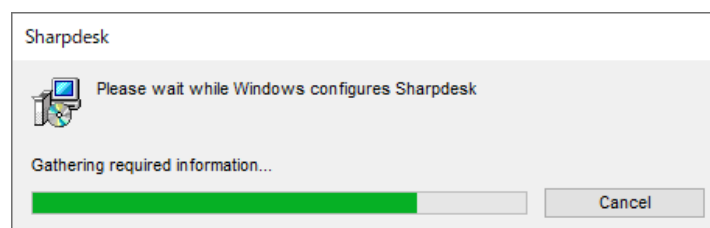
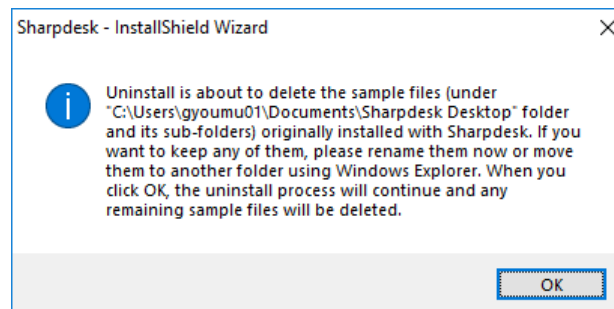
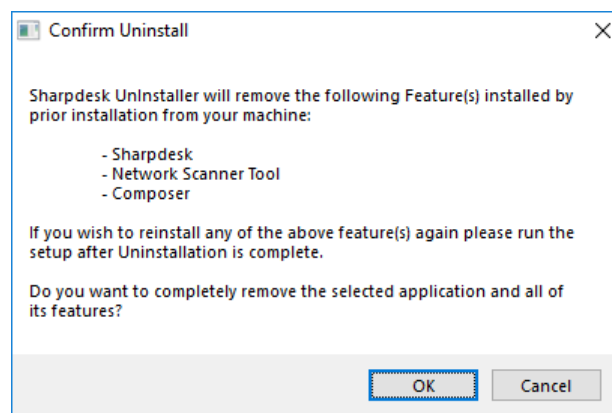
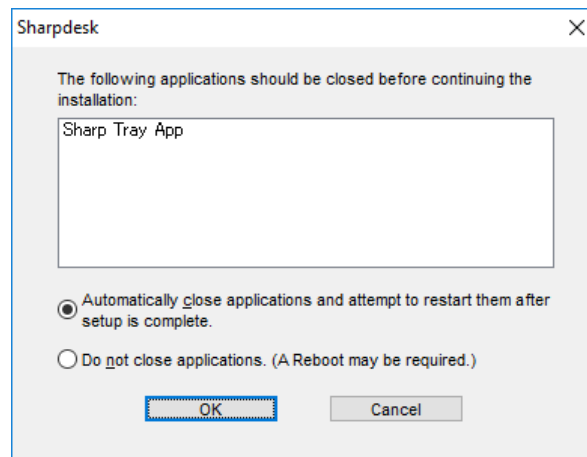
2 Select "Sharpdesk" from the list of programs, right-click, and click "Uninstall/Change".

The message "Do you want to uninstall Sharpdesk?" displays.

3 Click "Yes".

The "User Account Control" screen appears.

4 Click "Yes".

5 Click "OK" and follow the on-screen instructions to complete uninstallation.

After some time, processing will be finished and the dialog will be closed.

Configuring the Network Scanner Tool

To use Sharpdesk and the Network Scanner Tool with the SHARP multifunctional peripheral (hereinafter "scanner"), configure the network connection.

Use the "Network Scanner Configuration Tool" Wizard to setup the connection with the scanner easily.

Contact the network administrator regarding the scanner IP address, network environment, etc.

2.1 Network Scanner Tool Setup

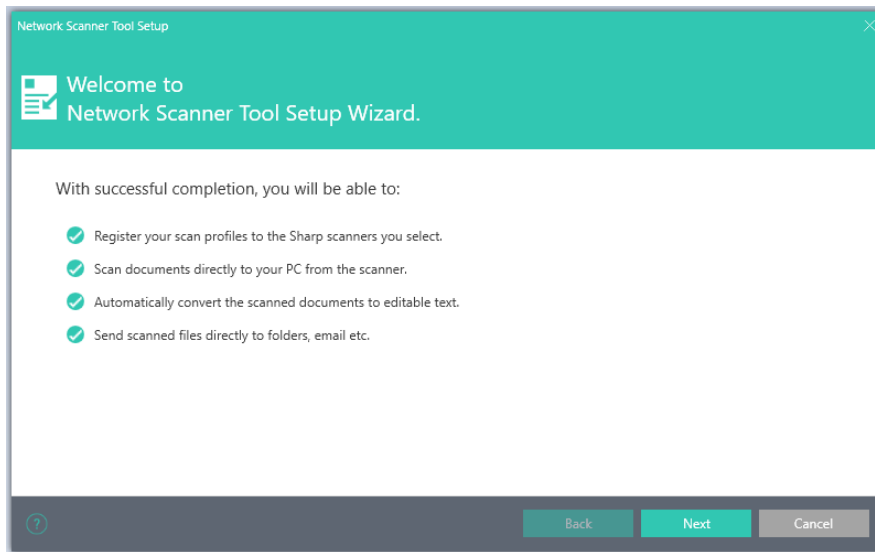
Following License Activation, set up the network connection with the scanner. The wizard will run only once, so be sure to follow the on-screen directions carefully.

1 Launching Network Scanner Tool

"Start" → "All Apps" (Windows 8.1: "Apps") → "Network Scanner Configuration Tool"

2 Click "Next".

The wizard will search your network and display each of the scanners available for selection. If you would like to run the search again, click (🔍) button (i.e. "Search").



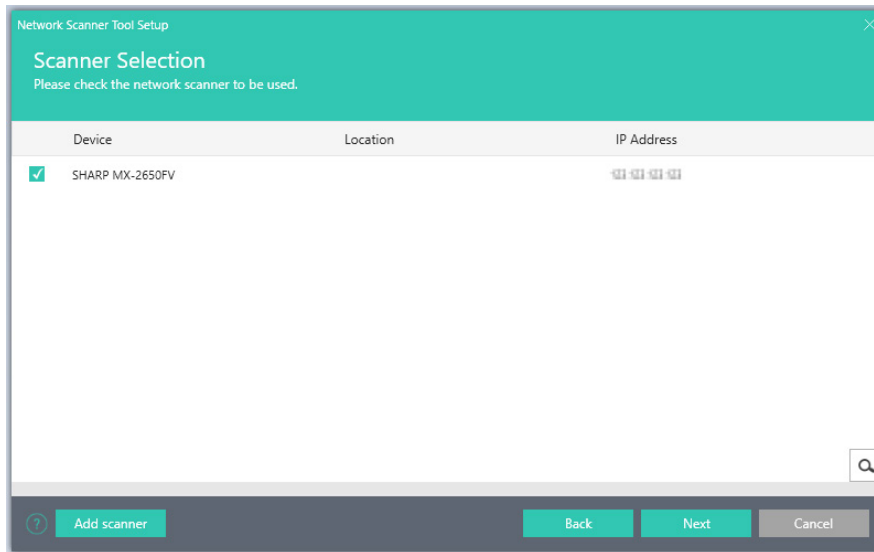
"Welcome to Network Scanner Tool Setup Wizard" screen

👉 IMPORTANT

If the scanner you wish to use does not appear, confirm that power is turned on to the scanner. If multiple scanners appear and you are unable to identify the scanner you wish to use, confirm the IP address of the scanner, etc. with the network administrator.

3 Select the scanner to be used from the "Device" list

Uncheck the scanner(s) you do not want to use from the "Device" list.

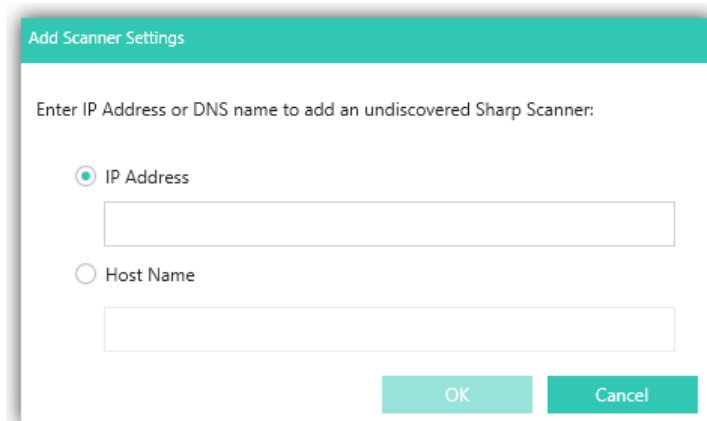


Scanner Selection Screen

- If the scanner(s) you want to use do not appear in the "Device" list

1 Click "Add scanner".

2 Enter the scanner IP address or host name and click "OK".



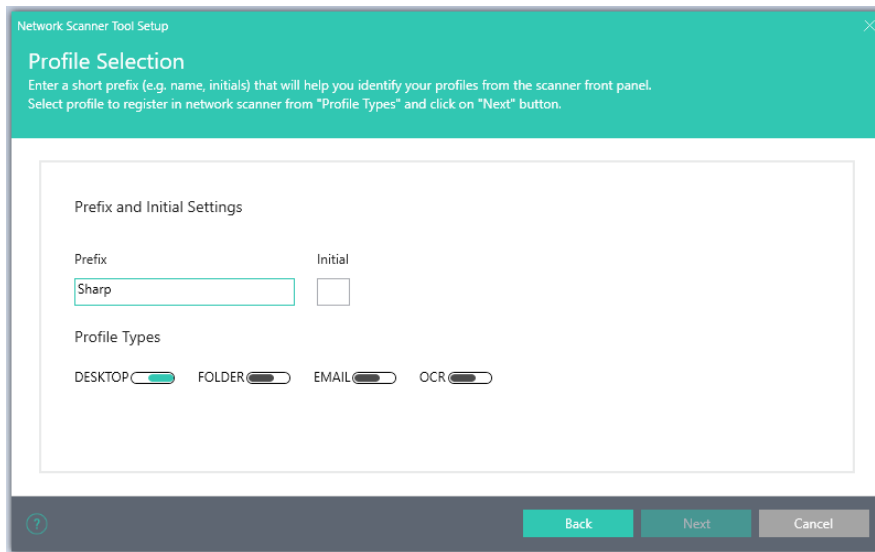
"Add scanner" dialog

3 Select the scanner and set the applicable options.

4 Click "Next".

The Profile Selection screen displays:

5 Enter the prefix, initial, and select your desired profile(s).



"Profile Selection" screen

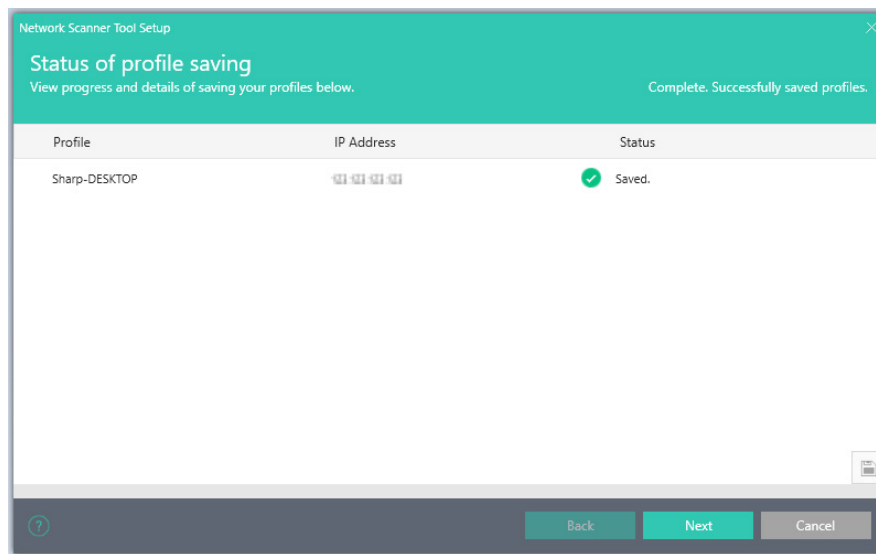
Item	Description
Prefix	Enter a name of up to 20 characters. This is used to identify the profile. The name will be registered in the scanner Address Book, and will be used as a destination address.
Initial	Enter one character (half-width, alphabetic character). The character will be registered in the scanner Address Book, and will be used as a destination address.
Profile Types	<p>Activate the profile, and select an applicable profile when using the Network Scanner Tool.</p> <p>Profile Types include:</p> <ul style="list-style-type: none"> • DESKTOP : scans documents to the Sharpdesk Desktop folder. • FOLDER : scans documents to your folder. When added to your profile list, a Browse for Folder dialog displays. Select the folder where you want to store your scanned documents and click "OK". • EMAIL : Opens your email application and attaches the scanned document as an email attachment. • OCR : automatically converts a scanned document to editable text (using OCR) and stores it in your Sharpdesk Desktop folder.

6 Click "Next".

The Status of profile saving screen displays:

If you would like to run the save again, click (📁) button ("Save").

7 Click "Next", once your profiles have been saved.

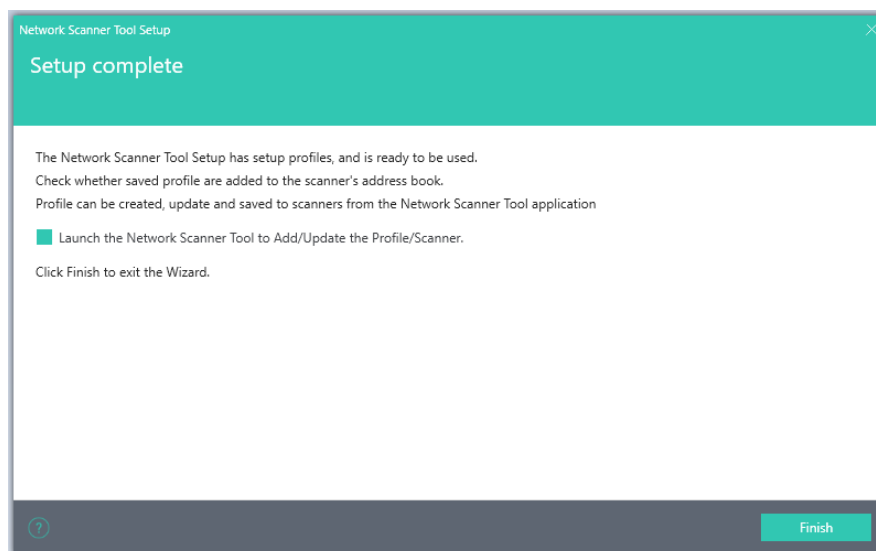


Status of profile saving screen

The "Setup Complete" screen displays.

When the "Launch the Network Scanner Tool..." checkbox is checked, Network Scanner Tool will be launched. After it launches, it allows you to add scanners automatically or manually, or to add or update profiles.

8 Click "Finish".



"Setup Complete" screen

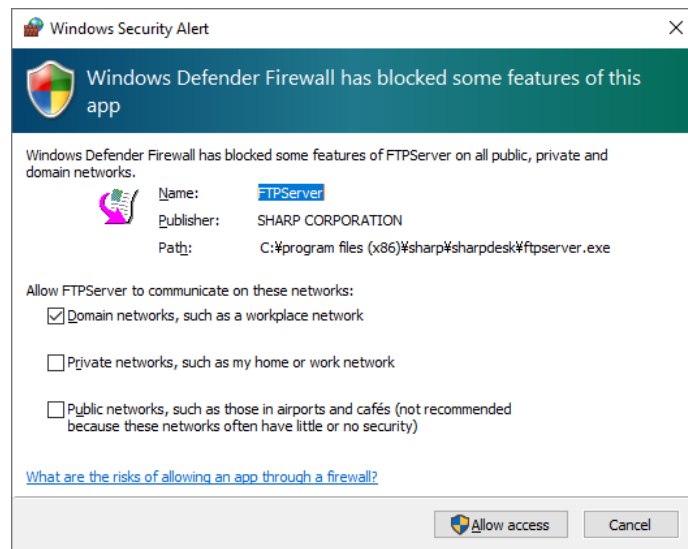
The Network Scanner Tool Setup Wizard is complete and is ready to use.

2.2 Troubleshooting

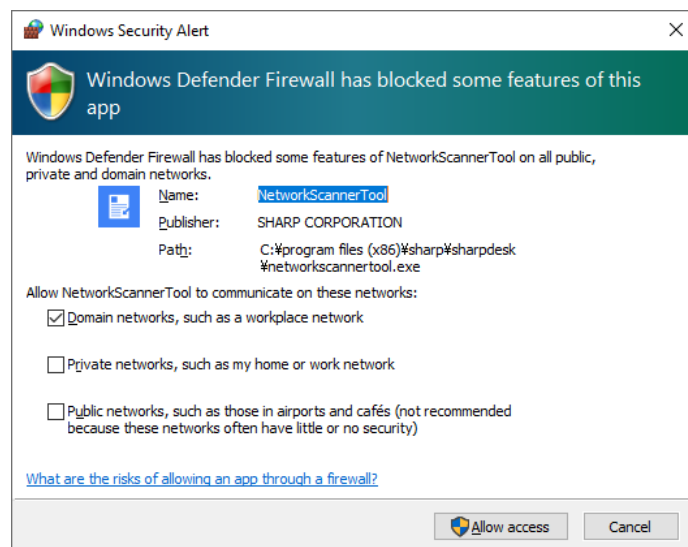
IMPORTANT

By default, Auto Detect does not search beyond the local subnet of the network. The IP address must be entered manually for scanners outside of the local subnet.

- If UDP packets (not broadcast) are filtered between the PC and scanner, Network Scanner Configuration Tool will fail. TCP/IP and UDP/IP are required to use the Scan to Desktop function.
- The scanner must communicate with the PC to perform network scanning. If the Windows Firewall Unblock Utility is not run, a dialog like the following may be displayed.



When a "Scan from Computer job" or when the scanner's "Auto Detect" is executed, a dialog like the following may be displayed.



Click "Allow Access" button to allow the Network Scanner Tool modules to access the network.

● Technical Information

During automatic selection under the scanner's detailed settings, Network Scanner Tool determines the address assigned to scanners and PCs using the following method.

1. If the address of the scanner is in the DNS table, "Host Name" is used in "Scanner Properties".
2. By default, Network Scanner Tool uses "Use IP Address" for the "Advanced Scanner Settings".

If the address of the DNS server on the scanner web page is not blank, and if the current PC is listed in the DNS table, "Use Host Name" is used for the "Advanced Scanner Settings".

Confirm Proper Installation

Your PC and SHARP multifunctional peripheral (hereinafter "scanner") can be linked and operated together by installing Sharpdesk and configuring the Network Scanner Tool.

Here, you can check the scanner screen, etc., scan an image, and confirm proper installation.

Operation of the scanner may differ by model. See your scanner's User Manual for details of scanner operation.

3.1 Confirm Address Book

Confirm that the profile (destination address) set up with Network Scanner Tool has been properly saved in your scanner.

1 Go to your scanner, and select "Address book" on the scanner's display panel.

The registered profile's destination address will be displayed.

2 Confirm that the registered profile (destination address) is displayed.

 **IMPORTANT**

- If it does not appear, perform confirmation after clearing the refine conditions, etc.
- If multiple scanners are present on the same network, the profile may be registered in another scanner. Confirm the scanner's IP address.
- The destination address registered with the Network Scanner Tool is registered in Desktop category of scanners.

3.2 Confirm that the scanned image is saved

Confirm that an image scanned with the scanner is properly saved on the PC on which Sharpdesk is installed.

1 Launching Network Scanner Tool

Normally, Network Scanner Tool launches automatically when the computer is started up.

2 Press the "Home screen" key on the scanner.

The scanner's control panel appears on the home screen.

3 Tap the "Simple Scan" mode icon.

The Simple Scan mode screen appears.

4 Set a document in the scanner.

5 Tap the "Address Book" icon.

The Address Book screen appears.

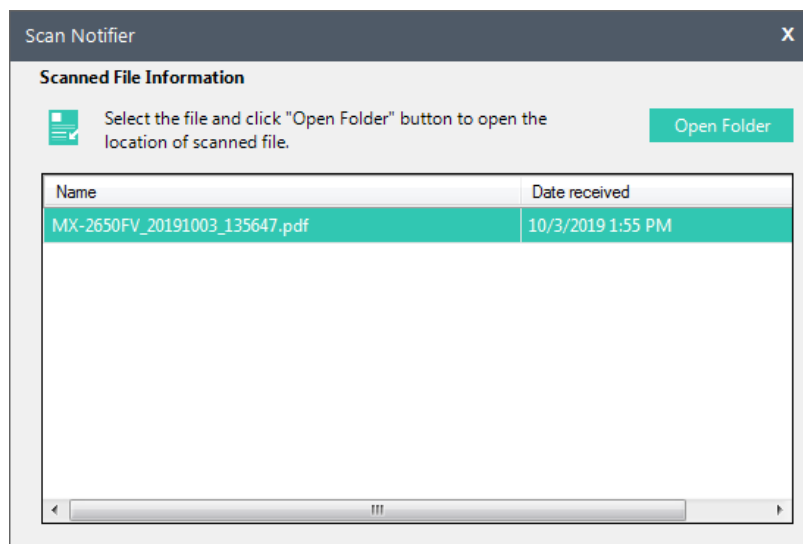
6 Select the profile of a PC on which Sharpdesk is installed

7 Tap the "Color Start" key or "Black and White Start" key

The document will be scanned.

When image data is sent to the PC, the "Scan Notifier" window appears.

8 Click "Open Folder".



The folder in which files are saved is displayed.

This confirms that the image scanned with the scanner is saved to the PC.

 **IMPORTANT**

Files scanned using a Network Scanner Tool profile, and files set to display newly arriving files when creating a folder shortcut or when creating a monitoring folder profile, are displayed in "Recently Received Files". For details, see "2.3 Examining New Files" in the User's Manual.

Appendix

4.1 FAQ

Please read this first if you have any problems with Sharpdesk installation or setup.

For any troubles using Sharpdesk, please see "9.2 Frequently Asked Questions" in the separate User's Manual.

Q Question

During installation of Sharpdesk Ver.5.2, the message ".NET Framework 4.7 or higher is required to install Sharpdesk"

A Answer

To install Sharpdesk Ver.5.2, .NET Framework version 4.7 or higher must be installed on the PC. Please download and install .NET Framework 4.7 from the Microsoft website.

Q Question

Would you like Sharpdesk Ver.5.2 to inherit profiles created with Network Scanner Tool Lite?

A Answer

Network Scanner Tool Lite Ver. 1.2/1.5/2.0 profiles cannot be inherited by Sharpdesk Ver. 5.2. Please confirm the save destination of files from the profiles previously registered in Network Scanner Tool Lite, and back up the files as necessary.

Q Question

Is it necessary to uninstall Network Scanner Tool Lite when installing Sharpdesk Ver. 5.2?

A Answer

When Network Scanner Tool Lite is installed on your PC, Sharpdesk cannot be installed. Please install Sharpdesk after uninstalling Network Scanner Tool Lite.

Q Question

An error results when entering the Application Number.

A Answer

Please make sure that the Application Number is correct.

4.2 Glossary

As you work with the Network Scanner Tool, keep in mind how the following terms are used:

Term	Definition
Network Scanner Tool	A software application used for scanning images from a network-connected SHARP scanner to your PC using the FTP protocol.
FTP	A protocol commonly used for transferring files over the network.
Profiles	A Network Scanner Tool term. It refers to a set of commands automatically run on your PC on images received from a SHARP scanner with Network Scanner functionality.
FTP Port	The TCP/IP port used by the FTP server to monitor connections. This port can be changed from the normal default to a custom value to avoid conflicts when more than one FTP server is running on the same computer.
Scanner	Sharp multifunctional peripheral.