

# SHARP

LASER PRINTER

MODEL: BP-B550PW

## Quick Start Guide



### BEFORE USING THE MACHINE

Functions of the machine and procedures for loading paper



### PRINTER

Using the printer function



### DOCUMENT FILING

Storing jobs as files on the local drive



### SETTING MODE

Configuring settings to make the machine easier to use

# HOW TO USE MANUALS

## Start Guide

This manual explains basic procedures for using the machine, cautions for safe use of the machine, and information for the administrator. Read this manual before using the machine.

For detailed operating procedures and troubleshooting information, see the user's manual.

## User's Manual

Detailed explanations of the functions that can be used on the machine are provided in the "User's Manual".

The manuals for this machine are uploaded to a website.

You can download various manuals from the website. The user's manual is also uploaded in HTML format and can be viewed on your smartphone or computer.

## Software Setup Guide

This guide explains how to install the software and configure settings to use the machine as a printer.

## Cloud Connect Guide

This guide explains how to connect the machine to a cloud service on the Internet, enabling you to print data stored in the cloud.

## AirPrint Guide

This guide explains how to use AirPrint.

## Downloading the User's Manual in PDF format

Access the website from the following URL or QR code.

The website is displayed in English.

Switch to your preferred language before viewing and downloading the manual.

In addition, the same "User's Manual", you can see download to your computer from the Web site.

\* Manual types may be updated. For more information, see our website.

URL:

<https://global.sharp/restricted/products/copier/downloads/manuals/select.html>



# TABLE OF CONTENTS

HOW TO USE MANUALS .....	2
--------------------------	---

## BEFORE USING THE MACHINE

PART NAMES AND FUNCTIONS .....	4
TURNING ON/OFF THE POWER .....	6
OPERATION PANEL .....	7
LOADING PAPER .....	9
ACCESSING THE WEB SERVER IN THE MACHINE .....	15
USER AUTHENTICATION .....	16
INSTALLING THE PRINTER DRIVER .....	17

## PRINTER

PRINTING IN A WINDOWS ENVIRONMENT .....	19
PRINTING IN A macOS ENVIRONMENT .....	21
DIRECTLY PRINTING A FILE IN USB MEMORY .....	23

## DOCUMENT FILING

FILING WHILE PRINTING .....	24
PRINTING A SAVED FILE .....	26

## SETTING MODE

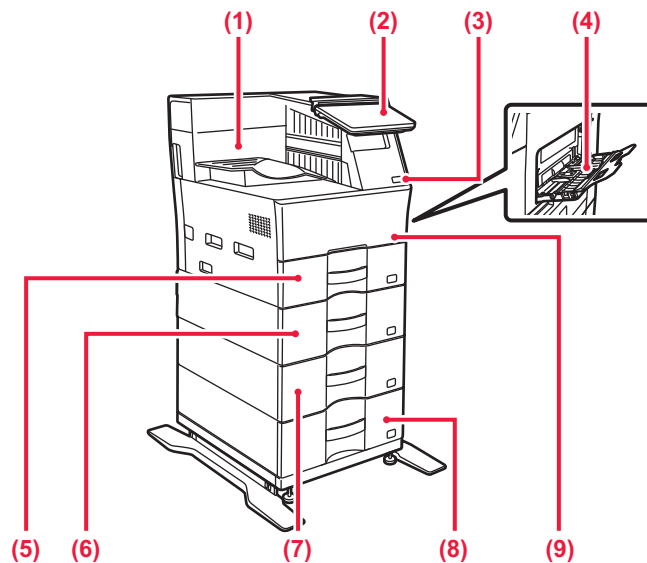
SETTING MODE .....	27
--------------------	----



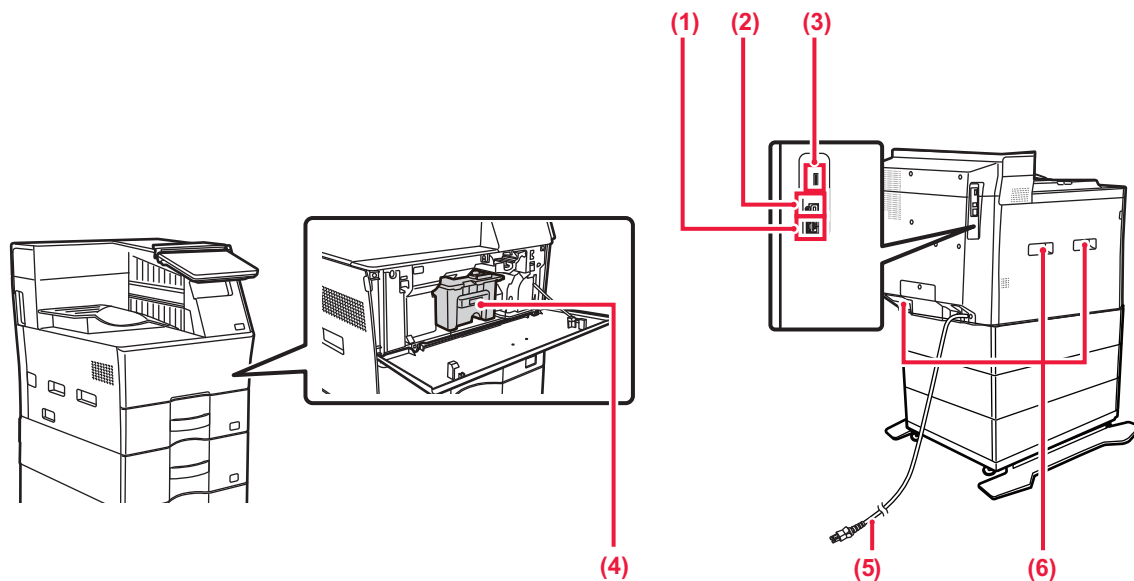
# BEFORE USING THE MACHINE

This section provides general information about the machine, including the names and functions of the parts of the machine and its peripheral devices, and the procedures for placing originals and loading paper.

## PART NAMES AND FUNCTIONS



- (1) **Output tray**  
Output is delivered to this tray.
- (2) **Operation panel**  
This panel hosts the [Power] button, [Power Save] button/indicator, error indicator, [Home Screen] key, main power indicator, data notification indicator, and touch panel.  
Use the touch panel to operate each of these functions.  
▶ [OPERATION PANEL \(page 7\)](#)
- (3) **USB port (A type)**  
This is used to connect a USB device such as a USB memory device to the machine.  
Supports USB 2.0 (Hi-Speed).
- (4) **Bypass tray**  
Use this tray to feed paper manually.  
When loading paper, also open the extension tray.
- (5) **Tray 1**  
Store paper in this tray. A maximum of 500 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (6) **Tray 2 (when a 600-sheet paper feed unit is installed)**  
Store paper in this tray. A maximum of 600 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (7) **Tray 3 (when two 600-sheet paper feed units are installed)**  
Store paper in this tray. A maximum of 600 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (8) **Tray 4 (when three 600-sheet paper feed units are installed)**  
Store paper in this tray. A maximum of 600 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (9) **Front cover**  
Open this cover to replace a toner cartridge.



- (1) **LAN connector**  
Connect the LAN cable to this connector when the machine is used on a network.  
Use a shielded LAN cable.
- (2) **USB port (B type)**  
The machine does not use this connector.
- (3) **Toner cartridge**  
This cartridge contains toner.  
When the toner in a cartridge runs out, replace with new one.
- (4) **USB port (A type)**  
This is used to connect a USB device such as a USB memory device to the machine.  
Supports USB 2.0 (Hi-Speed) and USB3.0 (SuperSpeed).
- (5) **Power plug**
- (6) **Handle**  
Grasp it when moving the machine.



# TURNING ON/OFF THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine. Operate the [Power] button on the operation panel.

## Turning on the power

- Insert the power plug in the power outlet.
- When the power indicator lights in blue, press the [Power] button to turn on the power.

## Turning off the power

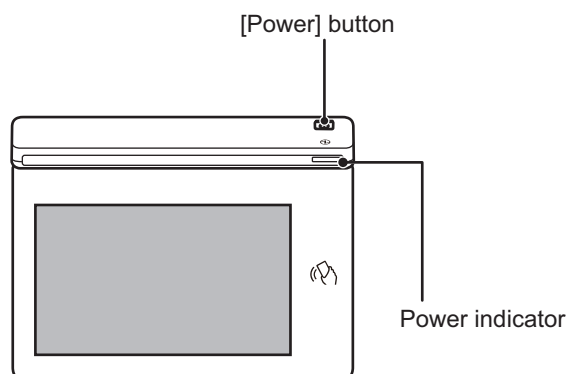
After pressing the [Power] button, tap the [Power Off] key on the touch.

## Restart the machine

- Press the [Power] button to turn off the power, and tap the [Power Off] key on the touch panel. After that, press the [Power] button again to turn on the power.

## Turn on the power saving mode

- This is used to switch the device to the power saving mode for power saving function. After pressing the [Power] button, tap the [Power Save Mode] key on the touch panel.



- When turning off the power, be sure to press the [Power] button on the operation panel, tap the [Power Off] key on the touch panel.
- In a sudden case of power outage, turn the power for the machine back on and then turn it off in the correct order.
- Turn off both the [Power] button and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.



- In order for some settings to take effect, the machine must be restarted. In this case, press the [Restart Now] button displayed on the screen after registering the settings, or restart the machine from the power reset screen of the System Settings > Status tab.

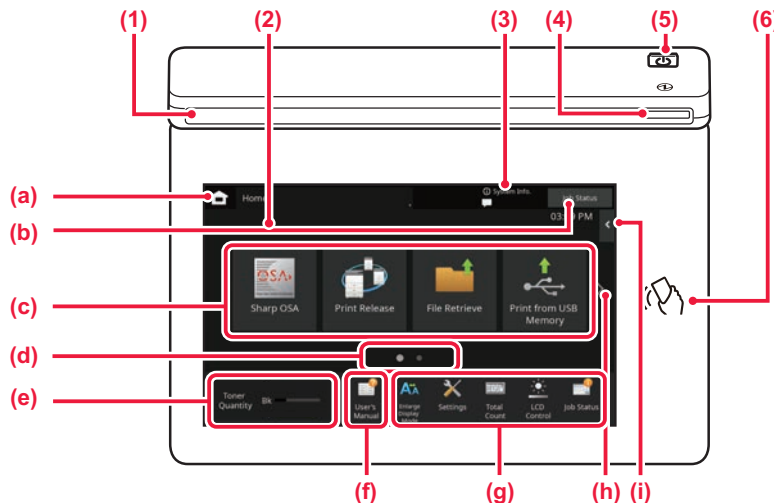


# OPERATION PANEL

Pressing the [Home Screen] key on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.



The design of the operation panel may be changed.



## (1) Information indicator

The indicator illuminates light or blink to notify you when the power to the machine is turned on or off, when a user logs in to the machine or when an error occurs in the machine.

## (2) Touch Panel

Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.

- (a) Display the home screen
- (b) Display the job in progress or waiting with text or icon.
- (c) Select shortcut keys for modes or functions.
- (d) Switch the pages for displaying shortcut keys.
- (e) Display Toner Quantity.
- (f) Displays a screen guiding you to the User's Manual web site.
- (g) Use these keys to select functions that make the machine easier to use.
- (h) Switch the pages for displaying shortcut keys.
- (i) Select functions that can be utilized in respective modes. Tap the tab, and the list of function keys is displayed.

## (3) [System Info.] key

Displays information such as the status of the machine, details of errors, and the remaining paper level in the paper feed tray.

## (4) Power indicator

This indicator lights up when the machine's power switch is on the position. While the light is blinking, the power cannot be turned on by pressing the [Power] button.

## (5) [Power] button

Use this button to turn the machine on and off and to enter the power saving mode.

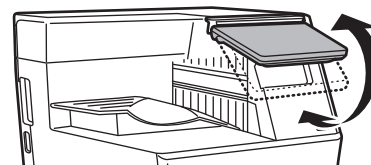
## (6) NFC touch point area

You can easily connect a mobile device to the machine. by touching the mobile device.



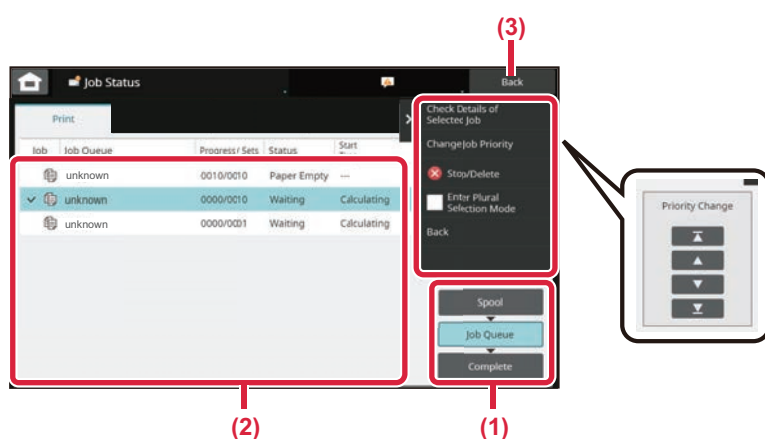
## TO CHANGE THE ANGLE OF THE OPERATION PANEL

You can change the angle of the operation panel.  
Adjust the angle for ease of viewing.



## CHECKING THE STATUS OF A JOB / PRIORITY / CANCELLING

To display the Job Status screen, tap the [Job Status] key in the home screen, or tap the [Job Status] key that appears in the upper right corner of each mode screen.



### Check the job status

- (1) Tap the [Job Queue] or [Complete] key.
- (2) Check the jobs in the list.  
If you want to give a job priority or cancel a job, tap that job.
- (3) Tap the [Back] key to return to the original screen.

### To give the job priority

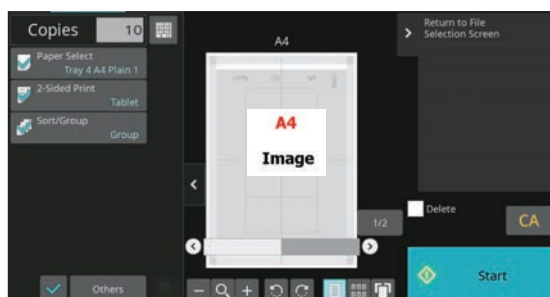
Tap [Change Job Priority], and tap a Change Priority key.

### To cancel the job

If you want to cancel a job, tap that job and tap [Stop/Delete].

## PREVIEW SCREEN

You can tap the [Preview] key to open the Preview screen. In the Preview screen on the touch panel, you can view previews of jobs and images stored in the machine.



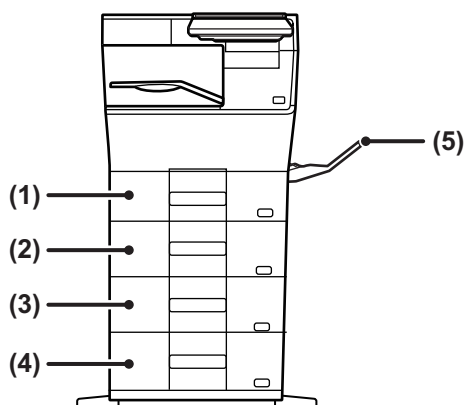




# LOADING PAPER

## NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.



(1) Tray 1

(2) Tray 2 (when a 600-sheet paper feed unit is installed)

(3) Tray 3 (when two 600-sheet paper feed units are installed)

(4) Tray 4 (when three 600-sheet paper feed units are installed)

(5) Bypass tray

## Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

Place with the print side facing the direction indicated below.

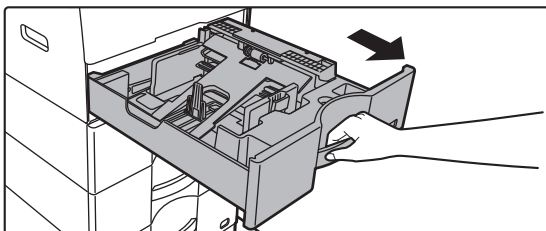
Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass tray	Facing down	Facing up



## LOAD PAPER INTO THE TRAY 1 - 4

1

Tray 1

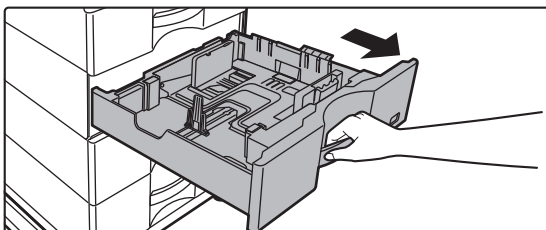


**Pull out the paper tray.**

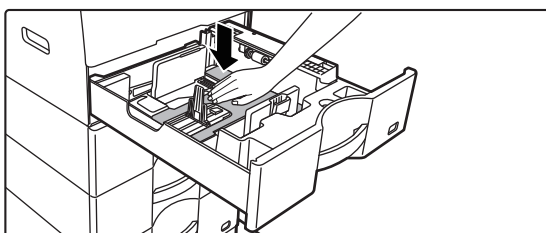
Gently pull the tray out until it stops.

To load paper, go to step 3. To load a different size of paper, go to the next step.

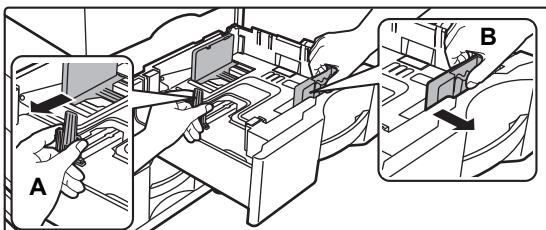
Tray 2 - 4



When using the tray 1, push the center of the pressure plate down until it locks into place.



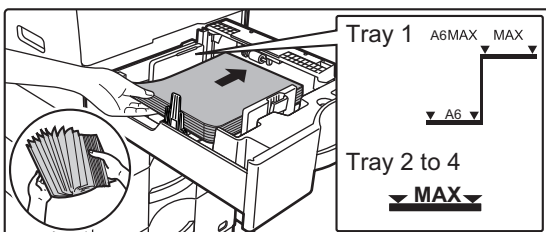
2



**Move guide plates A and B in the tray to the maximum position.**

The guide plates A and B are slidable. Squeeze the separator plate lever.

3



**Insert the paper into the tray.**

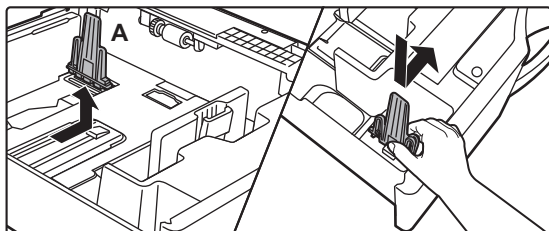
- Load the paper with the print side facing up. The stack must not be higher than the indicator line.
- Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.
- Do not load the paper as shown below.



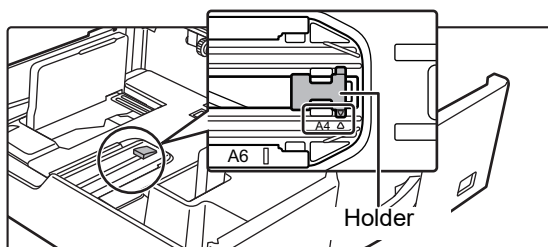
- Adjust guide plates A and B with the paper.
- Adjust to the paper size so that the paper will not be too loose or too tight.



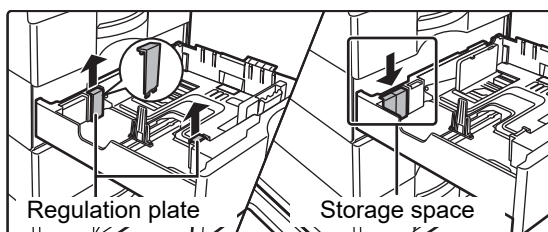
- When loading A4 size paper in tray 1, or 8-1/2" x 14" paper in trays 2 to 4, remove divider plate A. Move divider plate A all the way to the paper feed opening (right side), and pull up.



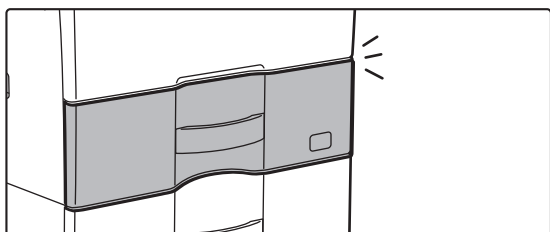
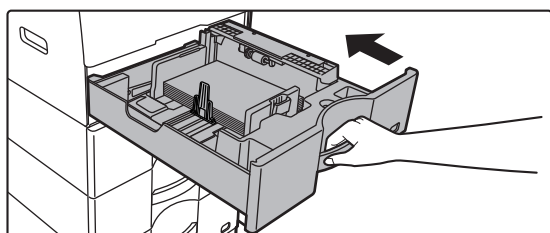
- Check if the holder in the cassette is positioned at A4 (8-1/2" x 14" in trays 2 to 4).



- When setting 8-1/2" x 11" size paper in tray 2 to 4, remove the 2 regulation plates with green color on the front and back side of the tray before setting the paper. The plates are contained in the inside storage space of the back side of the tray.



4



### Gently push the paper tray into the machine.

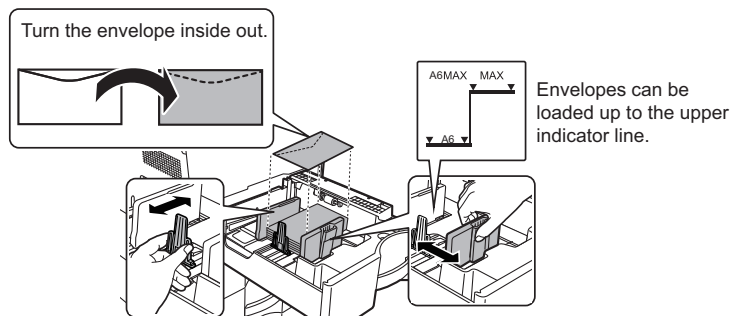
Push the tray firmly all the way into the machine slowly. Forcefully inserting the tray may cause the paper to be skewed and misfeed. Close the tray completely.



## BEFORE USING THE MACHINE

### Loading envelope in tray 1

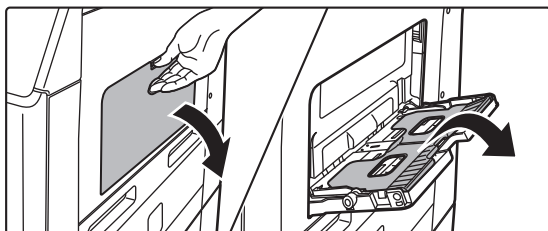
Load the paper with the print side facing up. The diagram shows an example of printing on the front side. Maximum number of envelopes does not exceed 50 and indicator line.



- When loading envelopes, the fusing pressure release lever must be operated. Be sure to operate the fusing pressure release lever by refer to "[FUSING PRESSURE RELEASE LEVER \(LOADING ENVELOPES\)](#) (page 13)".
- When loading envelopes in the tray 1, set the paper type.
  - ▶ [CHANGE THE SETTING OF THE PAPER TRAY](#) (page 14)

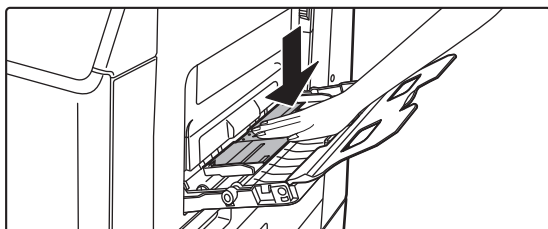
## LOADING PAPER IN BYPASS TRAY

1



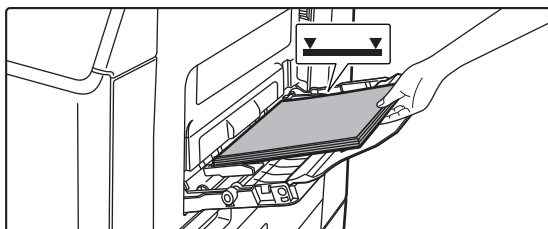
Open the bypass tray and the extension tray.

2



Push the center of the pressure plate down until it locks into place.

3

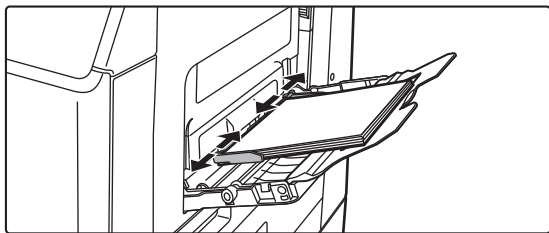


Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds. The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.



4



### Set the bypass tray guides correctly to the width of the paper.

Adjust the bypass tray guides so that they slightly contact the loaded paper.



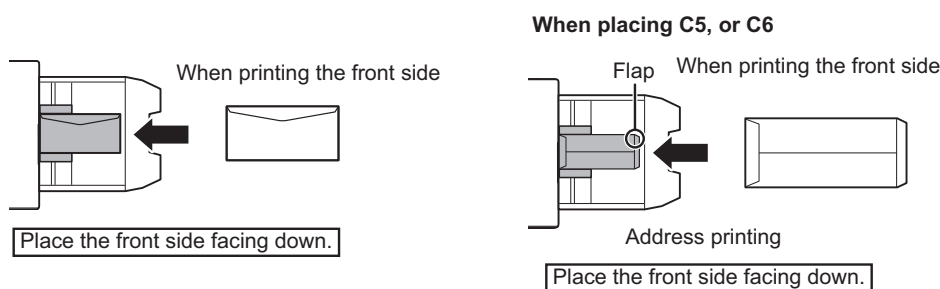
To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a paper jam may result. A paper jam may also result if more than the specified number of sheets are added, or if the paper stack exceeds the limit.

### Loading envelopes

Only the front side of envelopes can be printed on. Place the front side facing down.



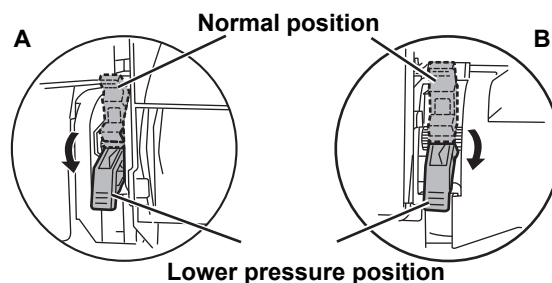
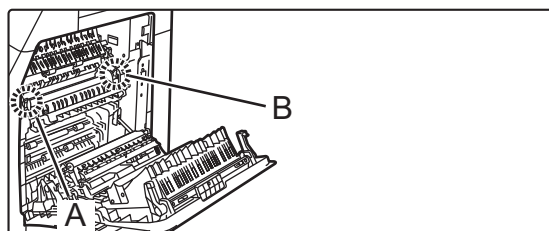
When loading envelopes, the fusing pressure release lever must be operated. Be sure to operate the fusing pressure release lever by refer to "[FUSING PRESSURE RELEASE LEVER \(LOADING ENVELOPES\) \(page 13\)](#)".



## FUSING PRESSURE RELEASE LEVER (LOADING ENVELOPES)

When printing with envelopes loaded, a message will appear to operate the fusing pressure release lever. Move the fusing pressure release lever from the "normal position" to the "lower pressure position" following the procedure below.

- Move the fusing pressure release levers (two) to the lower pressure position as shown.
- Return the lever to the normal position when finished feeding envelopes.



- Before printing envelopes, it is recommended that you conduct a test print.
- When loading envelopes in the bypass tray, set the paper type.
  - ▶ [CHANGE THE SETTING OF THE PAPER TRAY \(page 14\)](#)



# CHANGE THE SETTING OF THE PAPER TRAY

To change the paper loaded in the tray, change the machine's tray settings from [Tray Settings] in the home screen. As an example, the steps for changing the paper in tray 1 from A4 plain paper to B5 recycled paper are explained below.

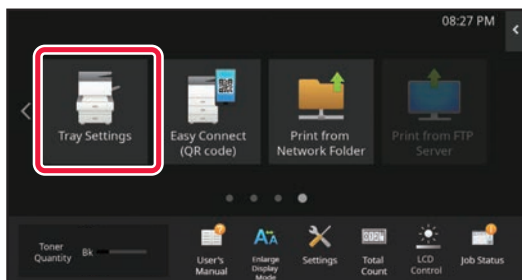
1



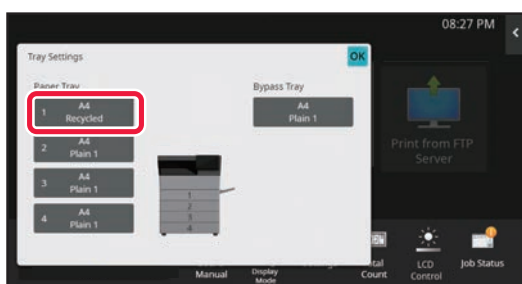
Tap the [Home Screen] key.

Home screen appears.

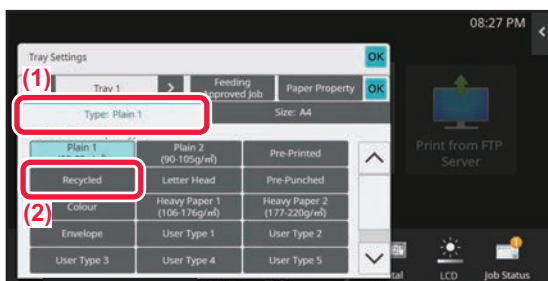
2



Tap the [Tray Settings] key and tap the key of the paper tray 1.



3

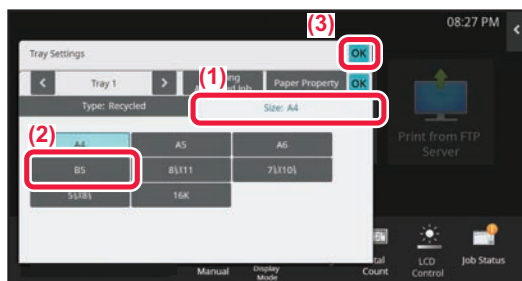


Set the paper type.

(1) Tap the tab for the Paper Type.

(2) Tap the [Recycled] key.

4



Set the paper size.

(1) Tap the tab for the Paper Size.

(2) Tap the [B5] key.

(3) Tap **OK** in "Tray Settings".

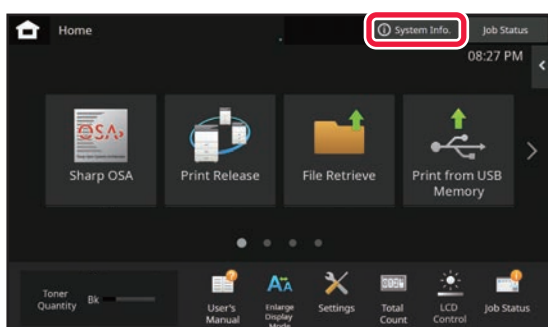


# ACCESSING THE WEB SERVER IN THE MACHINE

When the machine is connected to a network, the machine's built-in Web server can be accessed from a Web browser on your computer.

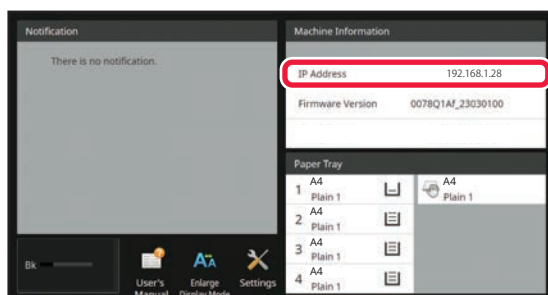
## OPENING THE WEB PAGES

1



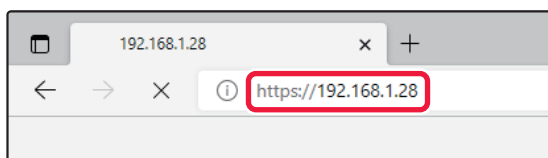
Tap the [System Info.] key.

2



Check the IP address in the machine information.

3



Access the Web server in the machine to open the Web pages.

Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine.

The Web page will appear.

User authentication may be required depending on the settings of this machine. Check with the administrator of this machine for information such as passwords required for user authentication.

Recommended Web browsers

Microsoft Edge (Windows®), Firefox (Windows®), Safari (macOS®), Chrome (Windows®):

Latest version or immediately previous major release



# USER AUTHENTICATION

When user authentication is enabled in settings mode, you must log in in order to use the machine. User authentication is disabled in the factory default settings.

When you have finished using the machine, log out.

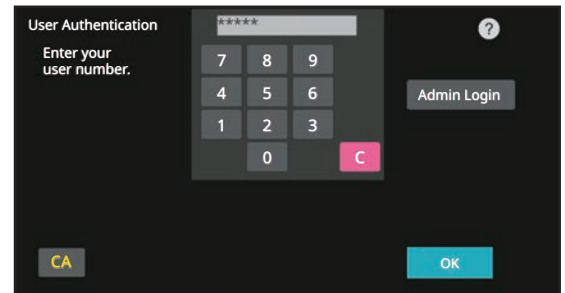
## ABOUT AUTHENTICATION METHODS

There are three user authentication methods: authentication by user number, authentication by login name / password, and authentication by quick authentication. Ask the system administrator of the machine for the information you need to log in.

### AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.

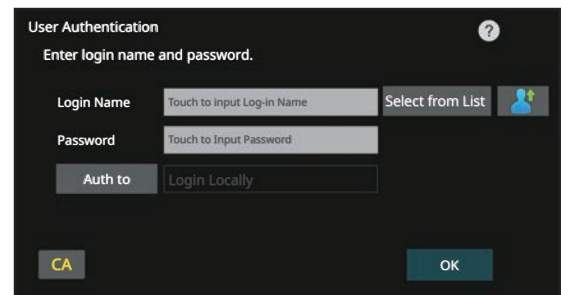
When starting the machine, the login screen appears.



### AUTHENTICATION BY LOGIN NAME/PASSWORD

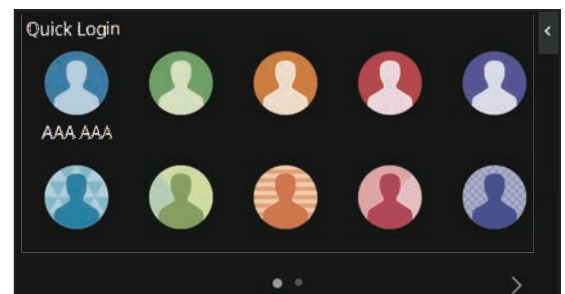
This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

When starting the machine, the login screen appears.



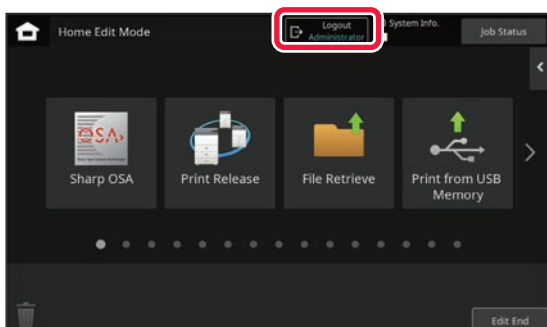
### AUTHENTICATION BY QUICK AUTHENTICATION

This can only be used on the machine when carrying out user authentication. This method provides simple authentication for an administrator who has been previously registered on the machine.



## LOGOUT

When you have finished using the machine, log out. This helps prevent unauthorised people from using the machine.







# INSTALLING THE PRINTER DRIVER

This section overviews the Standard installation and Advanced installation for Windows.

See the Software Setup Guide for details on other Windows installations and macOS installations.

## If you obtained the software from our website or your dealer


- (1) Extract the installer that you obtained, and double-click the [Setup] icon (  ) in the [Printer] folder.

If you have already installed a similar type of driver, an install type selection screen will appear.

- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].



## If the "Software CD-ROM" was included with the machine

- (1) Insert the CD-ROM in your computer, navigate to the CD-ROM, and double-click the [Setup] icon (  ).
- (2) The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then click the [Yes] button.

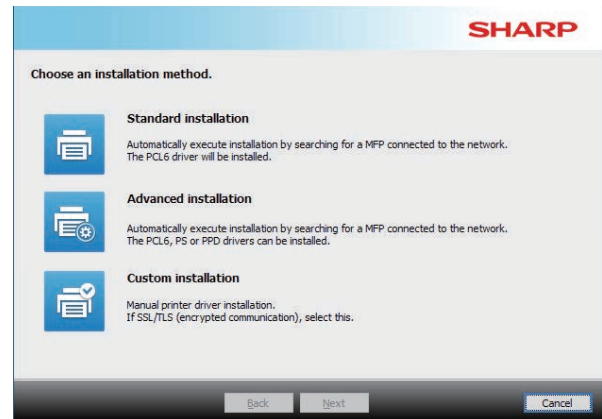


You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

- (3) Read the message in the "Welcome" window and then click the [Next] button.
- (4) Click the [Printer Driver] button.

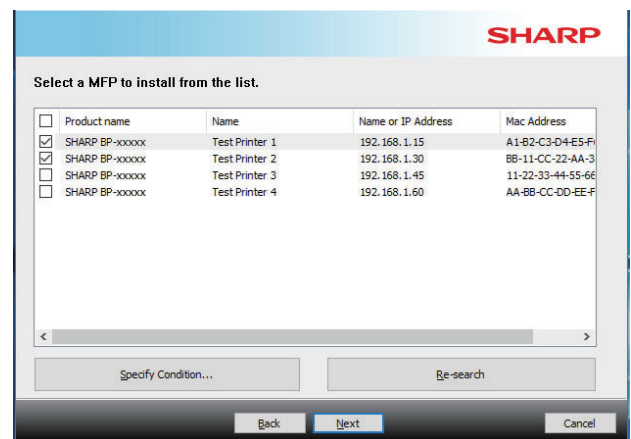
## Installing the printer driver

- (1) Click the [Standard installation] button or the [Advanced installation] button.



- (2) Select the machine and click the [Next] button.

You can also click the [Specify Condition] button and search for the machine by entering the machine's name (host name) or IP address, or selecting the search period.



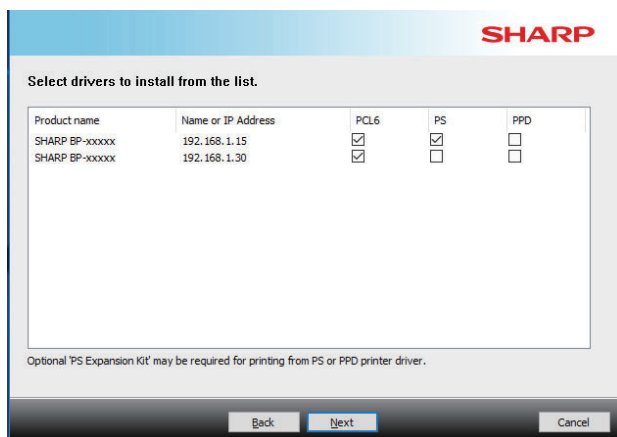
- This screen is not displayed when only 1 device is found in the search results.
- If the machine is not found, make sure that the machine is powered on and that the machine is connected to the network, and then click the [Re-search] button.



## BEFORE USING THE MACHINE

### (3) Select the printer driver to be installed and click the [Next] button. (Advanced installation only)

Click the checkbox of the printer driver to be installed so that a checkmark (☒) appears.



When [Standard installation] or [Advanced installation] is selected, the installation will take place as indicated below.

- Machine connection method:  
LPR Direct Print (Auto Search)
- Printer driver:  
Standard installation:  
PCL6
- Advanced installation:  
Select from PCL6, PS, PPD
- Printer driver name:  
Cannot be changed
- Display fonts:  
Installed

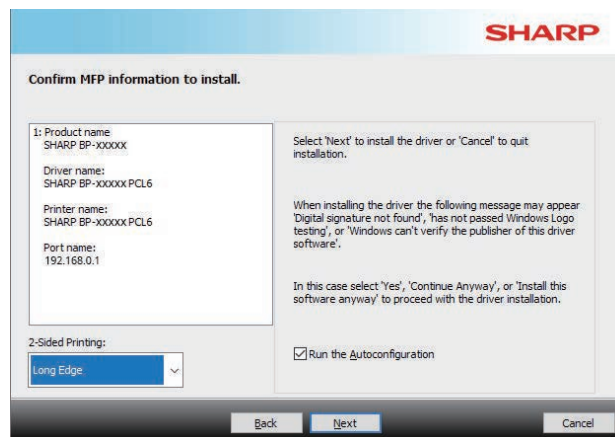
### (4) Follow the on-screen instructions.

Read the message in the window that appears and click the [Next] button.

Installation begins.

Set the [Run the Autoconfiguration] checkbox to ☒ and install. The options of this machine and the condition of the peripherals can be reflected in the configuration.

The "2-Sided Printing" setting can be used to change the printer driver's default setting for 2-sided printing.



If a warning window regarding security is displayed, do not forget to click [Install].

### (5) When the installation completed screen appears, click the [Finish] button.

- To set the installed driver as the default printer, select the name of the machine from "Set as default printer". If you don't want to change the default printer, select [Don't change].
- To print a test page, click [Print test page]. (Printer driver only)

### This completes the installation.

After the installation, a message prompting you to restart your computer may appear. If this message appears, click the [Yes] button to restart your computer.



# PRINTER

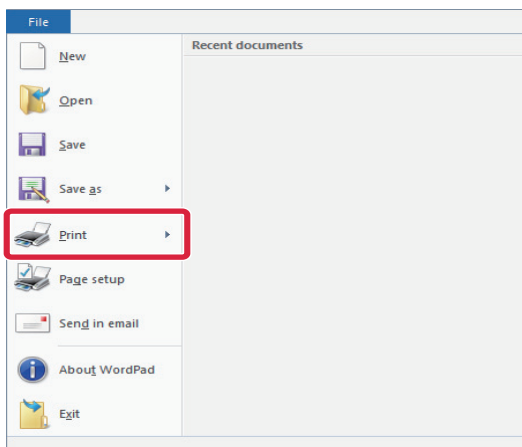
This section explains the basic procedure for printing using the printer driver of the machine. The explanations of screens and procedures are primarily for Windows® 10 in Windows® environments, and macOS 14 in macOS environments. The window varies depending on the operating system version, the printer driver version, and the application.

## PRINTING IN A WINDOWS ENVIRONMENT

The following example explains how to print an A4 size document from "WordPad", which is a standard accessory program in Windows.

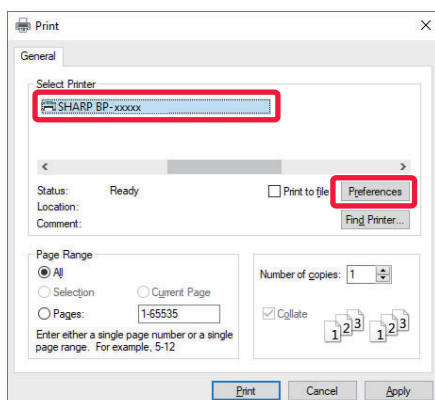
To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.  
For information on the available printer drivers and the requirements for their use, see the User's Manual.

1



**Select [Print] from the [File] menu of WordPad.**

2

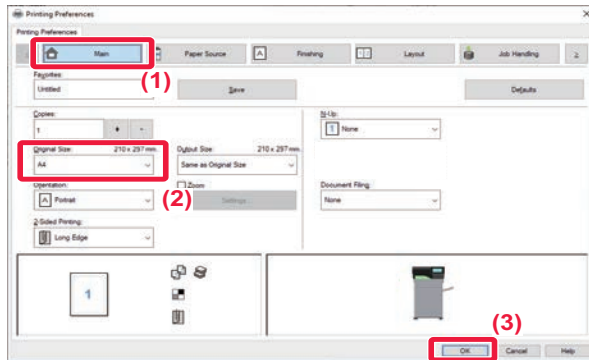


**Select the machine's printer driver, and click the [Preferences] button.**

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.



3



## Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [OK] button.

- Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
- Click the [Help] button, the Help window will open to let you view explanations of the settings on the tab.

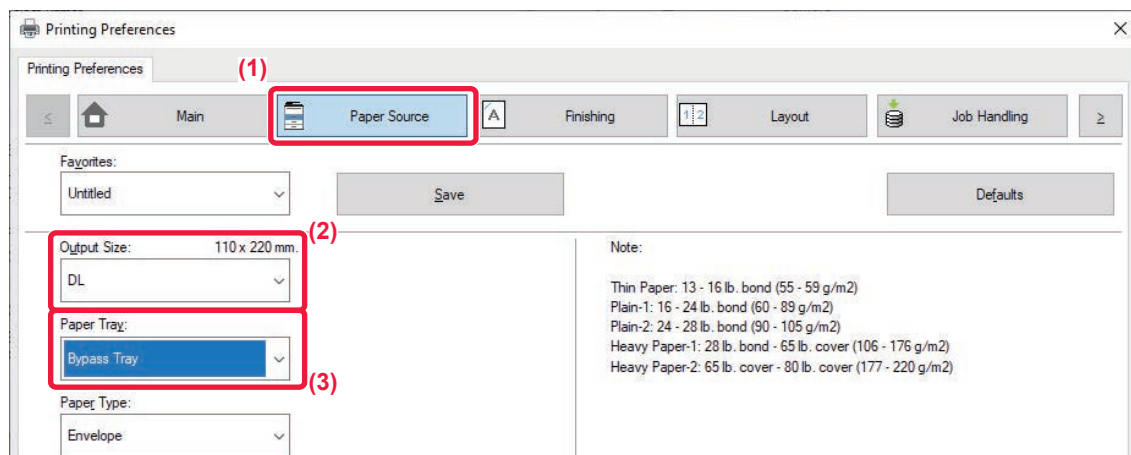
4

## Click the [Print] button.

Printing begins.

## PRINTING ON ENVELOPES

The bypass tray or the tray 1 can be used for envelope printing.



(1) Click the [Paper Source] tab.

(2) Select the envelope size from "Output Size".

When "Output Size" is set to [DL], "Paper Type" is also automatically set to [Envelope].

(3) Select [Bypass Tray] from the "Paper Tray".



- Set the paper type of the bypass tray or the tray 1 to [Envelope] and load an envelope into the bypass tray or the tray 1.  
▶ [Loading envelopes \(page 13\)](#)
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".

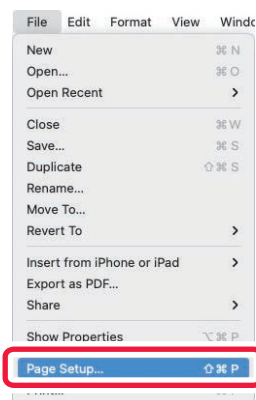


# PRINTING IN A macOS ENVIRONMENT

The following example explains how to print an US Letter size document from "TextEdit", which is a standard accessory program in macOS.

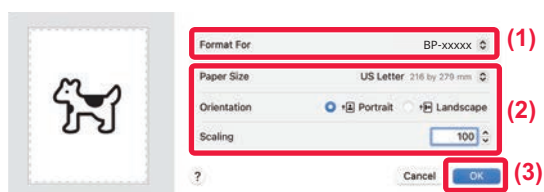
To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.

1



Select [Page Setup] from the [File] menu.

2



Select paper settings.

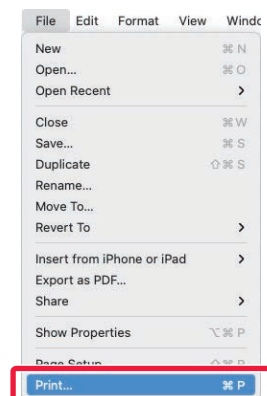
(1) Make sure that the correct printer is selected.

(2) Select the paper settings.

Set the paper size, paper orientation, and print ratio.

(3) Click the [OK] button.

3

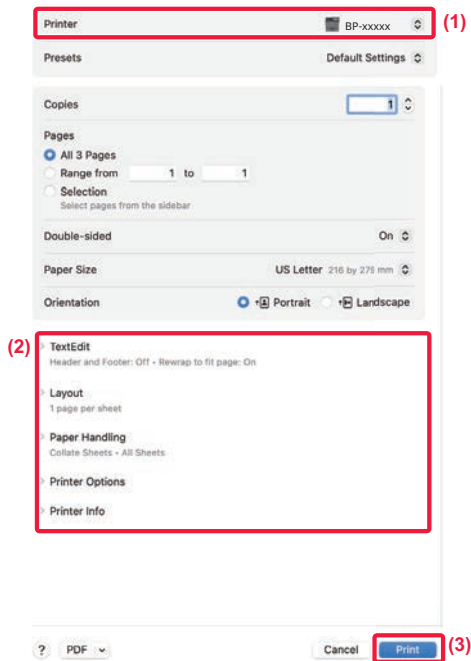


Select [Print] from the [File] menu.





4



## Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select items from the menu and configure the settings as needed.
- (3) Click the [Print] button.

## PRINTING ON ENVELOPES

The bypass tray or the tray 1 can be used for envelope printing.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.



- (1) Select the envelope size from the "Paper Size" menu.
- (2) Select [Paper Feed] from the "Printer Options".  
In macOS 12 and earlier, select [Paper Feed].
- (3) Select [Bypass Tray(Envelope)] or the [Tray 1] from the "All Page From".



- Set the paper type of the bypass tray or the tray 1 to [Envelope] and load an envelope into the bypass tray or the tray 1.  
▶ [Loading envelopes \(page 13\)](#)
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".



# DIRECTLY PRINTING A FILE IN USB MEMORY

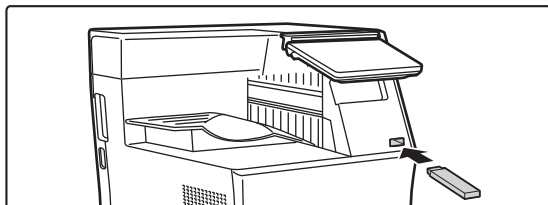
Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.

When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.



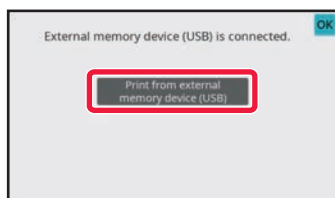
- Use FAT32, NTFS or exFAT format for USB memory device.
- When the format of the USB memory device is FAT32, use a 32 GB or less USB memory device.

1



**Connect the USB memory device to the machine.**

2



**When the screen for selecting the action appears, tap [Print from external memory device (USB)].**

If the screen does not appear, follow the steps below.

- (1) Tap the [File retrieve] key.
- (2) Tap the [Select File from USB Memory to Print] key on the action panel.

3

**Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.**

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.

4

**Select the print conditions.**

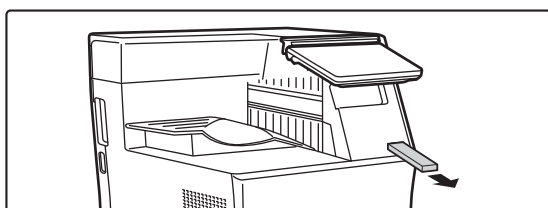
- If you have selected multiple files in step 3, you can select only the number of prints.
- If you selected a PS or PCL file that includes print conditions in step 3, the print conditions in the file will be given priority.

5

**Tap the [Start] key.**

Printing begins after the selected file is transferred.

6



**Remove the USB memory device from the machine.**





# DOCUMENT FILING

The document filing function is used to store the document or print image on the storage when performing a print job. You can print or perform other operations using the saved file at a later time. This section introduces several of the document filing functions.

## FILING WHILE PRINTING

### QUICK FILE

This function allows you to store an original as an image file in the Quick File folder of the machine. The image file stored in quick file mode can be retrieved at a later.

1



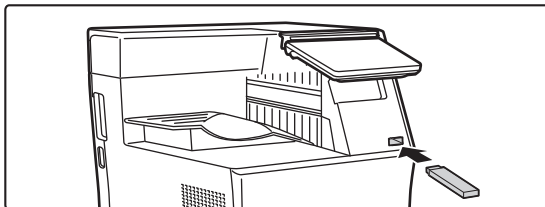
**Tap the [Home Screen] key.**

The Home screen appears.

2

**Tap [Select File from USB Memory to Print] or [Select File from Network Folder to Print] on the action panel.**

3



**When you tap [Select File from USB Memory to Print], connect the USB memory device to the machine.**

- Use FAT32, NTFS or exFAT format for USB memory device.
- When the format of the USB memory device is FAT32, use a 32 GB or less USB memory device.

4

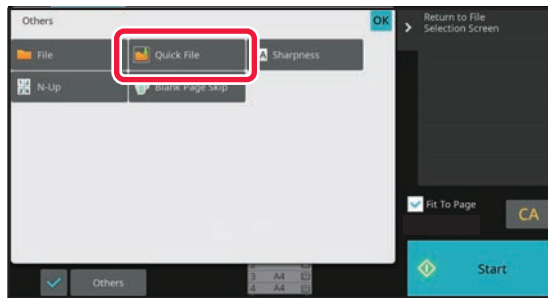


**When a screen for selecting the action appears, tap [Print from external memory device (USB)].**





5



Tap [Quick File] on the Special Modes so that it is selected .

6

### Start a printing.

When the function is executed, the image data of the original is stored in the Quick File folder.





## PRINTING A SAVED FILE

You can retrieve a file stored by document filing and print or transmit the file.

You can also print files saved in a USB memory device or a shared folder.

The steps for printing the "USB\_Direct\_20210406\_085320" file saved in the main folder are explained below.

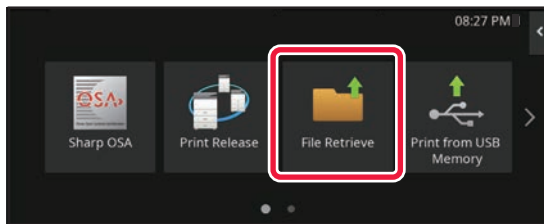
1



**Tap the [Home Screen] key.**

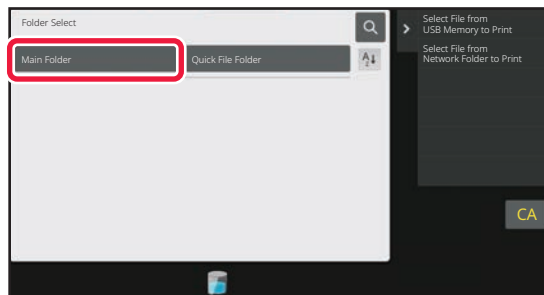
Home screen appears.

2



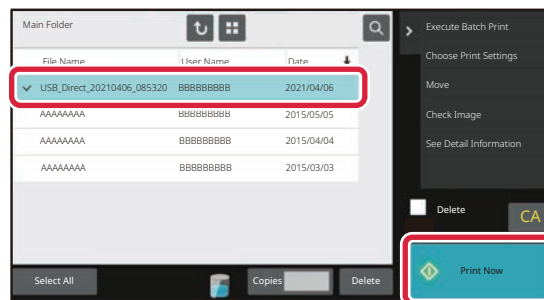
**Tap the [File retrieve] mode icon.**

3



**Select the file and print.**


**(1) Tap the [Main Folder] key.**



**(2) Tap the key of the file that you wish to print.**

In this case, tap the "USB\_Direct\_20210406\_085320" key.

To check a preview of the printed image, tap [Check Image] on the action panel.

If you want to delete the file after printing, tap [Print and Delete the Data] on the action panel so that  appears.

**(3) Tap the [Print Now] key.**



# SETTING MODE

The setting mode let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the setting mode.

For detailed explanations of the system settings, see "SETTING MODE" in the User's Manual.

## SETTING MODE

The date and time can be set, document filing folders can be created, and various other settings related to the operation of the machine can be configured in the setting mode screen.

The procedure for opening the setting mode screen and the items in the screen are explained below.

## DISPLAYING THE SETTING MODE ON THE MACHINE

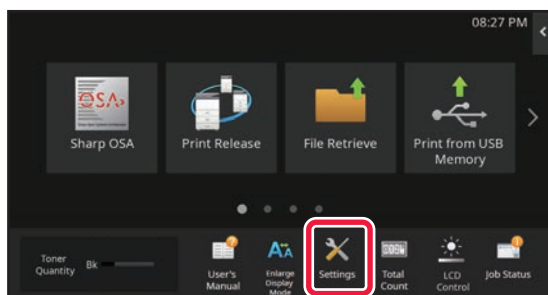
1



**Tap the [Home Screen] key.**

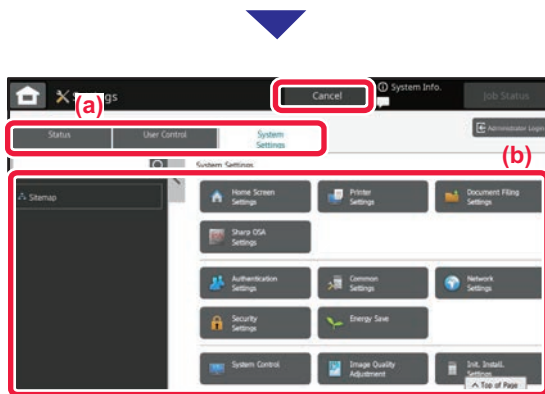
Home screen appears.

2



**Tap the [Settings] key.**

The setting mode screen appears.



Tap the item that you want to set on menu tab (a) or setting menu (b).

To exit setting mode, tap the [Cancel] key.

► [SETTING MODE WHEN AN ADMINISTRATOR IS LOGGED IN \(page 28\)](#)



# SETTING MODE WHEN AN ADMINISTRATOR IS LOGGED IN

An administrator can configure settings that are more advanced than the settings available to a guest or user. When user authentication is enabled, settings may be allowed without entering the administrator password based on the rights of the logged in user. For the state of the settings, ask the administrator of the machine.

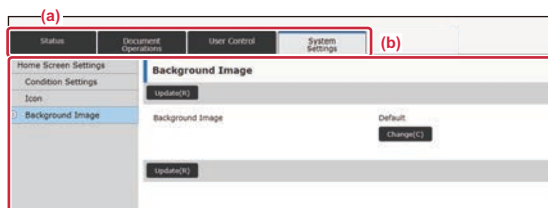


When you select an item in setting mode that requires administrator login, the administrator login screen will appear.

For the items available in setting mode when an administrator is logged in, see "SETTING MODE" in the User's Manual.

# DISPLAYING THE SETTING MODE ON THE WEB PAGE

For information on how to display web pages, see [ACCESSING THE WEB SERVER IN THE MACHINE \(page 15\)](#).



From the Menu tab (a) and the Settings menu (b), click the item you want to set.

To exit the setting mode, close your web browser.



## WHAT YOU CAN DO IN THE SETTING MODE

The following settings can be configured in setting mode.

Some settings may not appear on the touch panel of the machine, or in the Web browser on your computer. Some settings may not appear due to the specifications of your machine and the peripheral devices that are installed.

Menu	Overview	
Status	Displays paper tray information and device information.	
Document Operations	Use to perform actions on a file using the Document Filing function.	
User Control	This is used to store, edit, and delete users when user authentication is enabled.	
System Settings	Configure the main settings for the machine such as date settings and paper tray settings. You can configure the following settings.	
	Home Screen Settings	You can select settings for the machine's home screen, such as changing the home screen background.
	Printer Settings	You can select print settings.
	Document Filing Settings	You can select Document Filing settings.
	Sharp OSA Settings	You can select Sharp OSA settings.
	Authentication Settings	Configure the user authentication method. Alternatively, configure the IC card.
	Common Settings	You can configure machine settings such as date settings and tray settings.
	Network Settings	You can configure network settings such as Interface Settings and NAS settings.
	Security Settings	You can configure machine security settings such as authentication and changing the administrator password.
	Energy Save	The machine's power consumption can be reduced by Eco Mode setting.
	System Control	You can configure machine backup and job log settings.
	Image Quality Adjustment	You can perform image adjustment on the machine.
	Initial Installation Settings	This is a group of settings that are required when you initially install the machine.



## Please note

- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows 10®. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a macOS environment are based on macOS 14 in the case of macOS. The screens may vary depending on the version of the operating system or the software application.
- Wherever "BP-xxxxx" appears in this manual, please substitute your model name for "xxxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

## Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

## Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

The explanations in this manual assume that a paper drawer is installed on the BP-B550PW.

For some functions and procedures, the explanations assume that devices other than the above are installed.

<p>The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.</p>
--

