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Contents

Overview	. 4
Getting Started	. 4
Sign In	. 5
How It Works	. 6
My Dealership	. 6
Enter or edit your My Sharp dealership information	. 6
Dealership:	. 6
Home Page:	. 6
Display Header As:	. 6
Dealer Logo (Manager, Owner and Administrator only):	. 7
Advertising Image (Manager, Owner and Administrator only):	. 8
Advertising Image Link:	. 8
Save Settings:	. 9
Preview:	. 9
Previous Page:	. 9
My Clients	10
The My Clients homepage	
Create New Client:	
Step 1. Client Name:	
Step 2. Sales Representative's Email:	
Step 3. Customer's URL:	11
Step 4. Select an Image and Assign the Link (Manager, Owner and Administrator only):	
Custom Banner Image (Manager, Owner and Administrator only):	12
Advertising Image (Manager, Owner and Administrator only):	12
Advertising Image Link:	
Step 5. Add Additional Banner Links:	13
Save Changes:	
Previous Page:	
Step 6. Add Products:	
To Edit or Delete products:	
Additional Edit Clients Page Options	
Save Changes:	
Preview:	16
Send Email:	
Delete Permanently:	
Archive	
Previous Page:	16

Overview

My Sharp[™] is a unique sales tool that allows you to create customized websites for prospective and current customers. Add MFP tutorials and resources for customer support and dealer and customer logos for personalization.

When you log into My Sharp, go to*:

- My Dealership: Enter and edit your dealership information
- My Clients: Create, edit, delete, and search clients

With 24/7 intuitive web support, clients can find the information they need, helping to improve training, reduce downtime, and enhance productivity.



My Sharp provides MFP support for:

- Administration
- Copying
- Document Filing
- Embedded Web Page
- Faxing
- Printing
- Scanning
- Security

Designed with you and your customers in mind, My Sharp features simple setup and intuitive navigation to create custom sites and a smooth user experience.

*Options depend on the dealership role designated in your account profile.

Getting Started

Sign In

1. Sign in to the <u>Success Center</u>.

SHARP			🏄 SUCCESS CENTER
	Username:	Username	
SUCCESS CENTER	Password:	Password	
		Sign In	ß
Welcome to the Sharp Success Center!	Forgot your passwor	rd?	
Your resource for sales tools, marketing, product and training information.			
monnation.	Don't Have an Accou	unt? Sign up now	

2. Go to **Sales Tools** and select **My Sharp**[™].

SHARP. Home Products Seles Tools Merketing Training Contact Us Q Search	SHARP Home Products Jules Tools Marketing Training Contact Us Q Search	Sign Out
New to Selling StartHere	Sales Tools sales tools	
Quick Links Simply Smarter Classrooms	Context. Resources Ourp case andres, infographics and marketing videous to share: Outp case andres, infographics and marketing videous to share:	aroducts
Utimula Inter-Entratival PBD begatinian Resources Select a Category to view availagile resources Program Directure:	Inter-Territorial Program Prof du troit to a setily grow and manage multi-region account opportunities to account opportunities with a set of the set opportunities account opportunities with a set	on and
News & Updates Froducts Froducts Shap Webrar Resource Center Sales Tools +	Major Account Pricing Programs Suy competieve where selling to Commercial, Government, Excellent in Medical Accounts in Medical Accounts	
New Product Configurator Shorts - The Advanced Marketting + Marketting + Training + Training +	My Sharp?" Oratile a cutomode website for your outcomers to main them on the different factors of the sharp MPs they purchased/leased	
Neel alige yest - Dudbyldrige It Skurtige work Can Heis Prevent CysterRadid Neel Promotions for a Productive New Normal	News 6 Updates Letst mex. newaltities and Starp events Signup, ubmit a claim or view your Utimete Rewards	status
Introducing the Synappix Go Check In Faiture Sharp Expands A4 Lineup with Nine New Models	POD Registration Vertical Markets	
Get More News & Updates	Register ybur Pro AV Display opportunities Skiles tools for Government, Education, Legal, Healthca Hospitality and Corporate vertical markets	ire.

- 3. Select a My Sharp option.
 - **My Dealership**: Enter or edit your dealership information.
 - **My Clients**: Create, edit, delete, or search client My Sharp websites.

Note: Home page options depend on the dealership role designated in your account profile. You can view your profile by selecting your name in the header.

SHARP Home Products Sales Tools Marketing Training Contact Us Q Search discussion CENTER	SHARP Home Products Sales Tools Marketing Training Contact.Us Q Search Structure Q Search
My Sharp™	My Sharp™
Sales Tools My Sharp ^{te}	Sales Tools My Sharp®
My Sharp TM Take advantage of My Sharp TM - Customize a client website for access to demonstrations specific to their MIP functions. 247. The customer websites blesk look and easy navigation to videos and FDFs makes this unique safes tool a great way to Work customers! Manage My Sharp TM	My Sharp TM Take advantage of My Sharp ^{TW} - Customera a client website for access to demonstrations specific to the MP Part Automatic Start. The customer website's tiefet look and easy readigation to videos and POFs makes this unique sales tool a great way to We outcomers! Manage My Sharp TM
My Dealership: My Clients:	My Clients - Create New Client - Star & Client - Detate & Crient

How It Works

Note: Select the information 🕕 icon for field descriptions.

My Dealership

Note: Only account profiles with manager, owner and administrator dealership roles can enter or edit your dealership information. You can view your profile by selecting your name in the header.

Enter or edit your My Sharp dealership information.

Dealership	
My Sharp Dealership	
SHARP DE	EALERSHIP INFORMATION
Dealership: 🕕 Home Page: 🌗	Sharp Dealer
Display Header As: ()	●Image ○Text
Dealer Logo: 🌗	Link Type: None URL (A Link To An External Resource) File (A File On Your Site)
Advertising Image: 🌒	Link Type: None URL (A Link To An External Resource) File (A File On Your Site)
Advertising Image Link: 🌒	Link Type: None URL (A Link To An External Resource)
	Save Settings Preview Previous Page

- **Dealership:** Your dealership name is automatically populated. This is the dealer name registered with Sharp and cannot be edited. Contact <u>success@sharpsec.com</u> with questions.
- Home Page: Enter your dealership's website URL for your customer's My Sharp website.
- **Display Header As:** You can add your dealership's logo as an image or text on all customer My Sharp websites. Select **Image** or **Text**.

Display Header As Image:

My Sharp Dealership			SHARP	YOUR DEALER	YOUR DEALER AD HERE
	EALERSHIP INFOF	RMATION	SHARP Brint line by Could lake by	LOGO HERE	
	www.StaroDealer.com				
Display Header As: () Desier Logn: ()	<pre>#Image / Text Link Type: ○ None ○ URE (A Link To An External Resource)</pre>	file Name: nythew, Shell, Say, Shell, ga Uption New Pile VOUR DEALER			
Advertising Image: 🌒	Link Type: ○ None ○ Lift. (A Link To An Beternal Resource) ● File (A File On Your Site)	LOGO HERE File Name Worken, Karl Ann Sen (Jan) Updaud New Yile Updaud New Yile			
Advertising Image Link: 🕥	Link Type: 🔿 Nona 🛞 URL JA Link To An External Resource)	VOUR DEALER AD HERE Locators (Linter The Address of The Link) Intrps:/tunines.shispus.com/document-gatewic?_geo7.16065171.40000196.1566617			
	Save Settings Preview Preview Previous Page]			

Display Header As Text:

Dealership			SHARP	Sharp Dealer	YOUR DEALER AD HERE
Ny Sharp Dealership			Dealer Henre Page - C-moll Sales Rep		
	EALERSHIP INFOF	RMATION			
Dealership: ① Home Page: ① Display Header As: ① Header font size: ①	www.sharpDealer.com				
Advertising Image: ()	Link Type ⊖ None ○ URL (A Link To An Enternal Resource) ● File (A File On Nour Site)	Rie (sottor: Rie Name, M.)erupg v Updand Iwer, Rie <u>Twee schenztife</u> YOUR DEALER AD HERE			
Advertising Image Link: 🌘	Link Type: O None URL (A Unk To An External Resource)	Locations (Enter The Address Of The Link) https://business.sharpusa.com/document.systems?_gsr2.162028171.602008106.15082817			
	Seve Settings Preview Preview Page]			

• Dealer Logo (Manager, Owner and Administrator only):

Note: The dealer logo file must a GIF, JPEG or PNG that is 63 pixels H x 300 pixels W.

The **Dealer Logo** has three options. Choose your preference.

- None (Default)
- URL (A link to an external resource): Enter the URL of the dealer logo (e.g. https://www.dealerwebsite.com/MySharp_Dealer_Logo.jpg).
 - **URL** requires the dealer to host images on their website.
 - Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud[®]).
- File: Choose a file from the File Name: drop-down menu or select Upload New File.

	Link Type: 🔿 None	File Name:	
	\bigcirc URL (A Link To An External Resource)	MySharp_Dealer_Logo_Spec.jpg	~
Dealer Logo: 📵	● File (A File On Your Site)	Upload New File Delete Selected File	
		YOUR DEALER LOGO HERE	

• Advertising Image (Manager, Owner and Administrator only):

Note: The advertising image file must be a GIF, JPEG or PNG that is 63 pixels H x 244 pixels W.

You can add a dealer advertising image on customer My Sharp websites to promote your company, products, service, training, special offers, and more. This image can be customized on individual My Sharp customer websites.

The **Advertising Image** has three options. Choose your preference.

- None (Default)
- URL (A link to an external resource): Enter the URL of the dealer logo (e.g. https://www.dealerwebsite.com/MySharp_Dealer_Ad.jpg.)
 - **URL** requires the dealer to host images on their website.
 - Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud[®]).
- File: Choose a file from the File Name: drop-down menu or select Upload New File.
- Advertising Image Link: Add a clickable URL link for the advertising image.

The **Advertising Image Link** has two options. Choose your preference.

- None (Default)
- **URL**: Enter the URL for the advertising image link. This link can be customized on individual My Sharp customer websites.

My Sharp Dealership		
	EALERSHIP INFOF	RMATION
Dealership: 🚯	Sharp Dealer	
Home Page: 🕦	www.SharpDealer.com	
Display Header As: 🕦	●Image ○Text	
Dealer Logo: 🚯	Link Type: O None O URL (A Link To An External Resource)	File Name: MySharp_Dealer_Logo_Spec.jpg Upload New File Delete Selected File YOUR DEALER LOGOHERE
Advertising Image: 🌒	Link Type: O None O URL (A Link To An External Resource) File (A File On Your Site)	File Name: MySharp_Dealer_Ad_Spec.jpg
Advertising Image Link: 🌗	Link Type: O None URL (A Link To An External Resource)	Location: (Enter The Address Of The Link) https://business.sharpusa.com/document-systems?_ga=2.162058171.602008196.1598281 [°]
	Save Settings Preview Previous Page	

Save Settings: Select this button to save the settings.

Preview: Select this button to preview the dealership information that will appear on the customer My Sharp website. (See **Display Header As Image** and **Display Header As Text** examples on page 7.)

Note: Before going to the previous page, select **Save Settings** or changes will be lost.

Previous Page: Select this button to return to the previous page.

My Clients

The **My Clients** homepage has the following options:

- Search: Enter criteria to search your My Clients database.
- **Create New Client:** Create a new client website.
- **Paging controls:** Set number of pages, navigation controls, page size, and list totals.
- My Clients list:
 - **Edit:** Select the edit icon **a** to edit a client website.
 - Archive: Select the archive icon to archive a client website. Archived websites are inactive but are not deleted. To view archived websites in search results, check the Include Archived? box. To restore an archived website, select Un-archive.
 - **Delete:** Select the delete icon \mathbf{X} to delete a client website.
 - Name: Client name
 - **Owner:** Dealer owner of the client website
 - o Client Website Preview: Preview the My Sharp Client website
 - Last Email Date: View the last email date.

My Cli	ents					
My Sharp	Му С	Clients				
SHAF	SHARP MY CLIENTS					
Search:			Include Archived? Search			
Create Nev	w Client					
Page Siz	e: 20	~				Total: 2
Edit	Archive	Delete	Name	Owner	Client Website	Last E-mail Date
2	_	×	Sharp Client A	Sharp Dealer Owner/Mgr/User	Preview	
2	1	×	Sharp Client B	Sharp Dealer Owner/Mgr/User	Preview	

Create New Client:

Select Create New Client. . My Clients My Sharp My Clients INV" SHARP Search: Include Archived? Search Create New Client Step 1. Client Name: Enter the client Edit Client name. My Sharp My Clients Step 2. Sales Representative's Email: Enter the client's sales representative email address or select Use My Email. tep 1. Client Nam Name: () [New Client Name] Step 3. Customer's URL: Enter the Step 2. Sales Representative's E-mail customer's URL pathname in lowercase Sales Representative E-mail: 🕕 vise My E-mail letters without spaces. Step 3. Customer's URL Customer's URL: 1 https://my.sharpamericas.com/ Type: Leave the default field as Normal Type: 1 Normal (web browser) ~ (web browser). Next >> Previous Page Step 4. Select an Image and Assign the Link Step 4. Select an Image and Assign the Link (Manager, Owner and Administrator Link Type: 💿 None only): O URL (A Link To An External Resource) Custom Banner Image: 🚯 \bigcirc File (A File On Your Site) Notes: The **Custom Banner Image** file must be Link Type: 💿 None a GIF, JPEG or PNG that is **63 pixels H x** O URL (A Link To An External Resource) Advertising Image: 📵 300 pixels W. ○ File (A File On Your Site) The **Advertising Image** file must be an • a GIF, JPEG or PNG that is 63 pixels H x Link Type:
None Advertising Image Link: 🚯 ○ URL (A Link To An External Resource) 244 pixels W.

Complete the following steps to create a new My Sharp client website.

• Custom Banner Image (Manager, Owner and Administrator only):

The **Custom Banner Image** has three options. Choose your preference.

- None (Default)
- URL (A link to an external resource): Enter the URL of the dealer logo (e.g. https://www.dealerwebsite.com/MySharp_Client_Logo.jpg).
 - Link Type **URL** requires the dealer to host images on their website.
 - Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox[™], Box[™], Google Drive[™], iCloud[®], etc).
- File: Choose a file from the File Name: drop-down menu or select Upload New File.

	Link Type: O None O URL (A Link To An External Resource)	File Name: MySharp_Client_Logo_Spec.jpg
Custom Banner Image: 🌒	• File (A File On Your Site)	Upload New File Delete Selected File

• Advertising Image (Manager, Owner and Administrator only):

You can add a client advertising image on customer My Sharp websites to promote their company, products, service, training, and more.

The **Advertising Image** has three (3) link type options. Choose your preference.

- None (Default)
- URL (A link to an external resource): Enter the URL of the dealer logo, e.g. https://www.dealerwebsite.com/MySharp_Client_Ad.jpg.
 - Link Type **URL** requires the dealer to host images on their website.
 - Cloud file storage and sharing services are not supported e.g. OneDrive, SharePoint®, Teams, Dropbox[™], Box[™], Google Drive[™], iCloud[®], etc.
- File: Choose a file from the File Name: drop-down menu or select Upload New File.
- **Advertising Image Link:** Add a URL link for the Advertising Image.

The **Advertising Image Link** has two options. Choose your preference.

- None (Default)
- **URL**: Enter the URL for the advertising image link.

[Link Type: 🔿 None	File Name:
		\bigcirc URL (A Link To An External Resource)	MySharp_Client_Ad_Spec.jpg
	Advertising Image: 🕦	File (A File On Your Site)	Upload New File Delete Selected File
		Link Type: 🔿 None	Location: (Enter The Address Of The Link)
	Advertising Image Link: 🚺	URL (A Link To An External Resource)	//https://business.sharpusa.com/Document-Systems

Step 5. Add Additional Banner Links	
Disable built-in links	
Links: 🚯	
(none) Create New Banner Link	
Edit Client Banner URL	
My Sharp My Clients Edit Client Edit Client Banner URL	
Step 1. Enter Your Link Text Text:	
Step 2. Enter Your Link URL URL: 1	
Save Changes Previous Page	

Step 5. Add Additional Banner Links:

Note: The number of banners is limited to available header space.

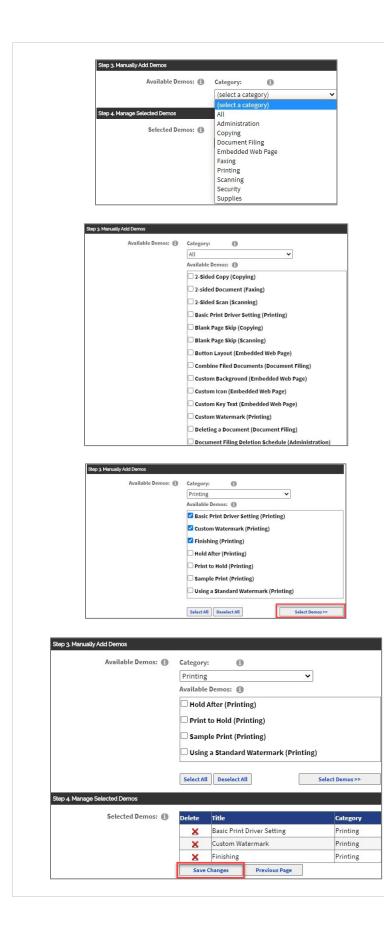
- Select **Disable built-in links** to prohibit all additional banner links listed.
- Select **Create New Banner Link** to add a banner and link it to the customer's My Sharp website header.
 - Step 1. Enter Your Link Text: Enter the name of the additional banner link.
 - Step 2. Enter Your Link URL: Enter the URL for the additional banner link.

Save Changes: Select this button to save the changes and add the banner to the **Additional Banner Links** list.

Step 5. Add Additional Banner Links					
Disable built-in links					
	Links: 🚯				
elete	Text	URL			
X	Custom Banner	https://business.sharpusa.com/Document-Systems			
Create New Banner Link					
U	uilt-in lir elete X	uitt-in links Links: ① elete Text Custom Banner			

Previous Page: Select this button to return to the previous page.

Step 6. Add Products Products: Quick Setup: There are no products selected for this client - You must add products so that their MySharp page has content! Add New Product	 Step 6. Add Products: Add, edit, or delete products featured on the client's My Sharp website. Note: Only one product can be added at a time. Select Quick Setup to automatically assign all available products, documents, and demos. or Select Add New Product to add a specific product.
Edit Client Product My Sharp My Clients Edit Client Edit Client Product Stop 1. Select a Product	• Step 1. Select a product: All of the latest products are available in the drop-down menu.
Product: ① MX-2651/3051/3551/4051 Step 2: Solect Dakkt Solup?Manual Solup MX-3071/3571/4071 Quick Setup/Manual Setup: ① MX-3051/6051 MX-3071/3571/4071 MX-3071/6071 MX-3080/8600N MX-3080/8600N MX-8350/7580N MX-7090/8000N MX-8350/7580N MX-7090/8000N MX-8350/7580N MX-8350/W450W MX-83070/8450W MX-83070/W470W MX-6200/2000 MX-6200/200W MX-6200/2000 MX-6200/200W MX-6200/2000 MX-6200/200W MX-6200/200 MX-6200/200W MX-4020D/232D MX-4020D/232D MX-40201/3351/M4051 MX-40201/M3551/M4051 MX-40201/M3551/M4051 MX-405051/M6051 MX-405051/M6051 T MX-405051/M6051 T <th> Step 2. Select Quick Setup/Manual Setup: Quick Setup automatically includes all available documents and demos. Manual Setup allows you to select specific documents and demos. </th>	 Step 2. Select Quick Setup/Manual Setup: Quick Setup automatically includes all available documents and demos. Manual Setup allows you to select specific documents and demos.



• Step 3. Manually Add Demos:

• Select a Category.

Available categories (varies by product):

- All (Default)
- Administration
- Copying
- Document Filing
- Embedded Web Page
- Faxing
- Network Printing
- Network Scanning
- Printing
- Scanning
- Supplies
- Security
- A list of Available Demos will display (varies by Category).
 Choose demos from the list or Select All.
- Choose Select Demos to save your selections. The saved demos appear in Step 4: Manage Selected Demos.
- Step 4. Manage Selected Demos:

Before **Saving Changes**, you can add or delete demos.

• Save Changes: Select this button to save the changes.

Note: Before going to the previous page, select **Save Changes** or changes will be lost.

• Previous Page: Select this button to return to the Edit Clients page.

To Edit or Delete Products:	
From the Edit Clients page, Step 6 Add Products, select the Edit 📝 or Delete 🗙 icon. See	
Additional Edit Clients Page Options.	

Additional Edit Clients Page Options

Step 6. Ac	dd Products	Products: 1 Quick Setup: 1	
Edit	Delete	Name	
1	×	MX-2651/3051/3551/4051	All documents (quick setup is enabled).
	×	MX-3071/3571/4071	3 documents.
2	×	MX-B350W/B450W	All documents (quick setup is enabled).
1	×	MX-C303W/C304W	All documents (quick setup is enabled).
Add New Save (Product	Preview Send E-mail Delete Permanently	Archive Previous Page

Save Changes: Select this button to save the changes.

Preview: Select this button to preview the customer My Sharp website.

Send Email: Select this button to personalize an email from My Sharp[™] to send to your client or prospect.

Delete Permanently: Select this button to permanently remove the client website.

Archive (Manager, Owner and Administrator only): Select this button to archive the client website.

Previous Page: Select this button to return to the previous page. Changes may be lost.

The client My Sharp website includes:

- My Sharp banner (Dealer logo or client custom banner image and dealer or client advertising image)
- Welcome [Client Name]
- Search
- Dealer Home Page link
- E-mail Sales Rep link
- Custom Banner link
- Models for selection

YOUR DEALER SHARP LOGO HERE		YOUR DEALER AD HERE
Welcome Client A Search		Dealer Home Page E-mail Sales Rep Custom Banner Link Text
	SELECT A MODEL Mx-2651/3051/3551/4051 Mx-3071/3571/4071 Mx-3030W/C304W	

YOUR CLIENT LOGO H	IERE	YOUR CLIENT AD HERE
Welcome Client A Search		Dealer Home Page E-mail Sales Rep Custom Banner Link Text
	SELECT A MODEL	
	MX-2651/3051/3551/4051	
	MX-C303W/C304W	

• Select A Model (if applicable) to view the demos.



• Select A Category: Select A Different Model (if applicable)

ELECT A CATEGORY		
	Display Pattern Setting Configure the Display Pattern.	
OCUMENT FILING MBEDDED WEB PAGE AXING	Document Filing Deletion Schedule Configure the Document Filing Deletion Schedule.	
PRINTING SCANNING SUPPLIES	Duplex Print Default Configure Default Duplex Printing.	
	Fax Finishing Configure Fax Finishing.	
	ON/OFF Schedule	
	Total Count View meter readings.	

Email, View, Print, or Download PDF or View Video

Document Filing Deletion Schedule			
Configure the Document Filing Deletion			
chedule.	\sim	PDF	

Email

MX-2651/3051/3551/4051 SELECT: A CATEGORY ADMINISTRATION	SELECT A DIFFERENT MODEL	
Send to: E-mail Subject: E-mail Message:	Email	×

PDF

1X-C303W/C304W	ment Filing Deletion Schedule Multi Language Display	SELECT A DIFFERDIT MODEL		×
	Configure the Display Pattern.			
My Viewlet Side 1	Multi-Language Disp		8, 2019 3:02 PM	

Video

MX-C303W/C304W SELECT A CATEGORY		SELECT A DIFFERENT MODEL	
	Document Filing Deletion Schedule		
	Multi Language Display		×
	Configure the Display Pattern.		
	Easy Easy The Language Key is displayed.	O3:01 PM Sharp OSA	

For more information, visit the <u>My Sharp Authorized Dealer support site</u>: Questions? We're here to help! Contact us at <u>success@sharpsec.com</u>.

Access Legal Information at https://success.sharpamericas.com/ContactUs/Legal/tabid/646/Default.aspx Access the My Sharp Privacy Statement at https://my.sharpamericas.com/MySharp/tabid/253/ctl/Privacy/Default.aspx Access the My Sharp Terms of Use at https://my.sharpamericas.com/MySharp/tabid/253/ctl/Terms/Default.aspx

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