

SHARP.

my  SHARP™



V7.0 User Guide

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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*:

- **Manage My Dealership:** Enter and edit your dealership information
- **View 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

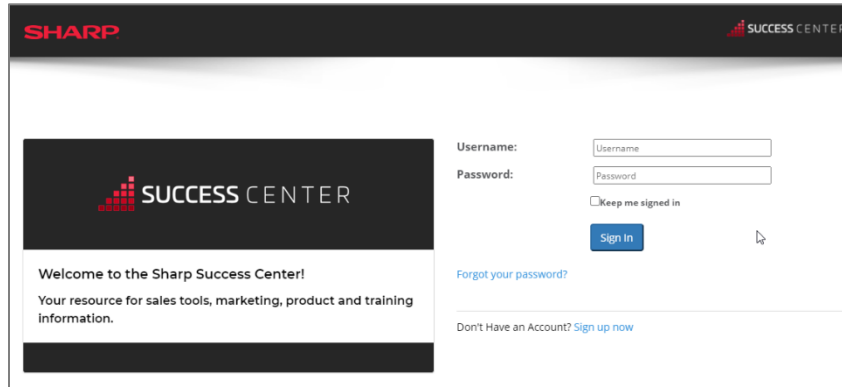
Designed with you and your customers in mind, My Sharp features a simple setup and intuitive navigation to create custom sites and a smooth user experience.

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

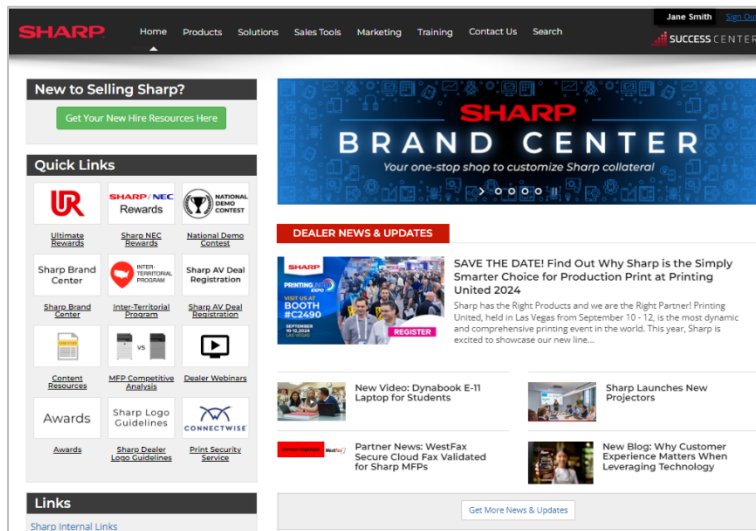
Getting Started

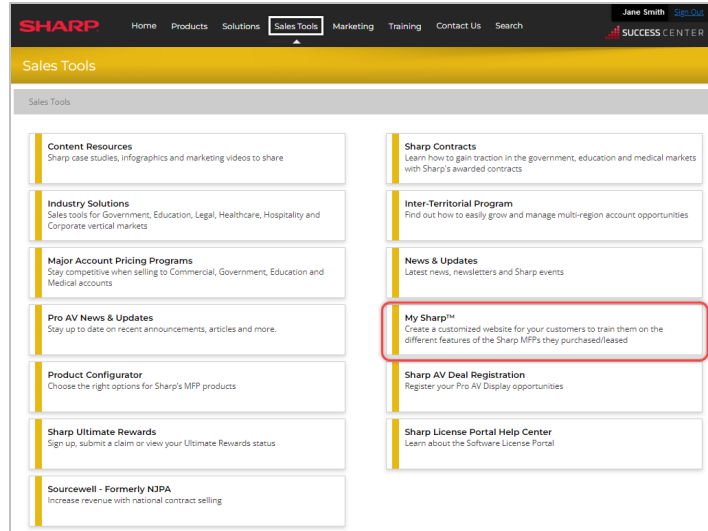
Sign In

1. Sign in to the [Success Center](#).



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

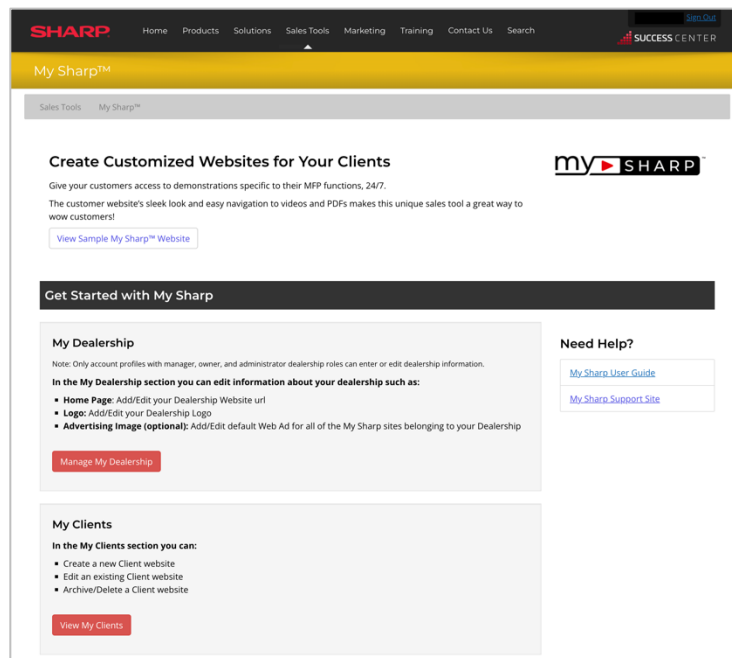




3. Select a My Sharp option.

- **Manage My Dealership:** Enter or edit your dealership information.
- **View 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.



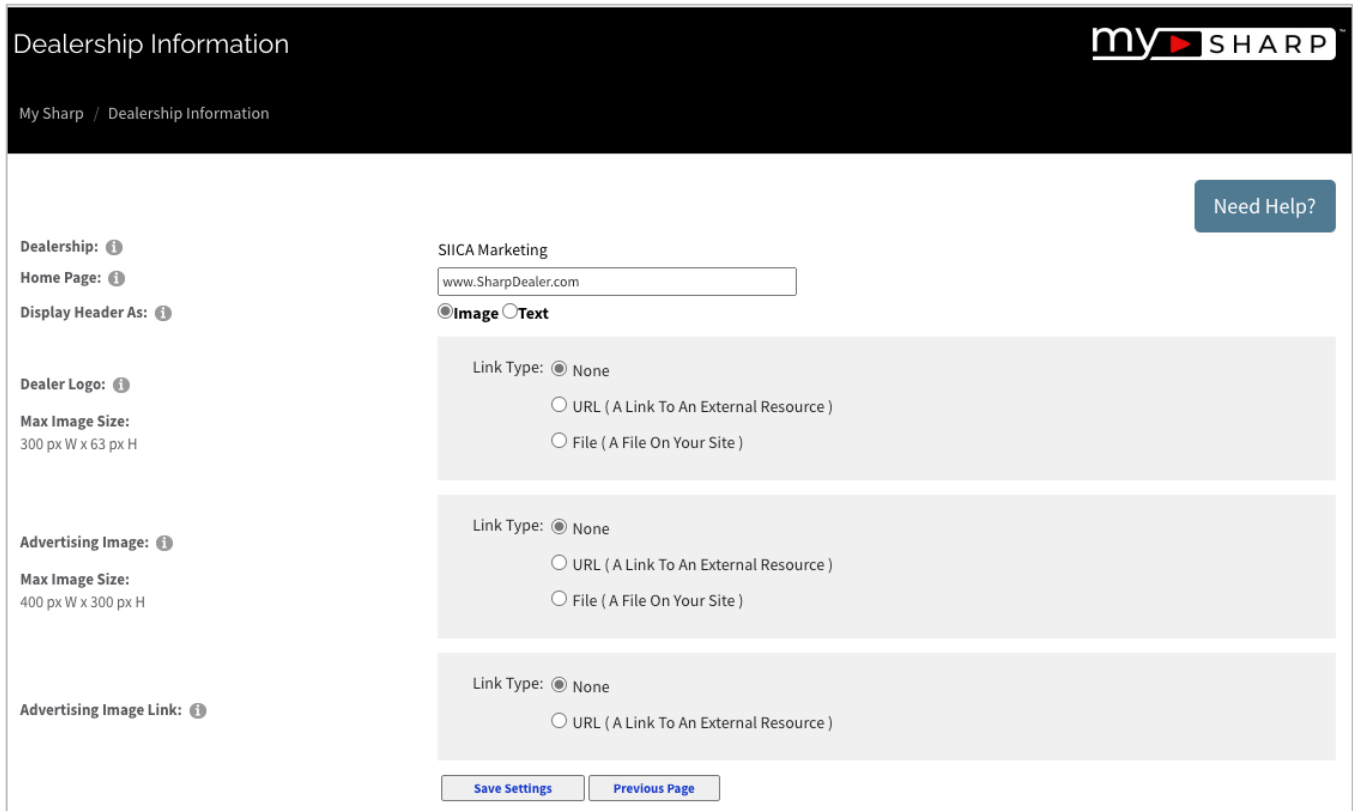
How It Works

Note: Select the information  icon for field descriptions.

Manage 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.



The screenshot shows the 'Dealership Information' settings page in the My Sharp interface. The page has a dark header with the 'my SHARP' logo and a breadcrumb trail 'My Sharp / Dealership Information'. A 'Need Help?' button is in the top right. The main content area is divided into two columns. The left column contains labels for 'Dealership', 'Home Page', 'Display Header As', 'Dealer Logo', 'Advertising Image', and 'Advertising Image Link', each with an information icon. The right column contains the corresponding input fields: 'SIICA Marketing' for the dealership name, a text box for 'www.SharpDealer.com' for the home page, and three sections for 'Display Header As' (Image or Text) with 'Link Type' options (None, URL, File). At the bottom are 'Save Settings' and 'Previous Page' buttons.

- **Dealership:** Your dealership name is automatically populated. This is the dealer name registered with Sharp and cannot be edited. Contact success@sharpsec.com 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:

Dealership Information mySHARP

My Sharp / Dealership Information Need Help?

Dealership: SICCA Marketing

Home Page:

Display Header As: **Image** **Text**

Link Type: None URL (A Link To An External Resource) File (A File On Your Site)

File Location:

[Upload New File](#) [Delete Selected File](#)

YOUR DEALER
LOGO HERE

Dealer Logo:

SHARP | mySHARP

Welcome Bartels School 417

Products > Copiers & Printers

Copiers & Printers

BP-50C26	BP-50C31	BP-50C36	BP-50C45
MX-8376W	MX-8427PW	MX-8476W	

YOUR DEALER
LOGO HERE

Need more information?
Contact Us:
Erika Gray
Email
Visit Website

Additional Resources:
Copier Security
Download Presentation

Display Header As Text:

Dealership Information mySHARP

My Sharp / Dealership Information Need Help?

Dealership: SICCA Marketing

Home Page:

Display Header As: **Image** **Text**

Header font size:

SHARP | mySHARP

Welcome Bartels School 417

Products > Copiers & Printers

Copiers & Printers

BP-50C26	BP-50C31	BP-50C36	BP-50C45
MX-8376W	MX-8427PW	MX-8476W	

SICCA Marketing
Need more information?
Contact Us:
Erika Gray
Email
Visit Website

Additional Resources:
Copier Security
Download Presentation

Dealer Logo (Manager, Owner and Administrator only):

Note: The dealer logo file must be a GIF, JPEG, or PNG, and the maximum image size is 300 pixels W x 63 pixels H.

The **Dealer Logo** has three **Link Type** options. Select 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.
 - **Note:** Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud®).
- **File (A File On Your Site):** Select a file on your device.

To select a file on your device:

1. Select **File**.
2. Then select **Upload New File**.

The screenshot shows the 'Dealership Information' settings page for 'My Sharp'. The page includes a 'Need Help?' button in the top right. The 'Dealer Logo' section is highlighted with a red border and contains the following fields:

- Dealer Logo:** Max Image Size: 300 px W x 63 px H
- Link Type:** Radio buttons for None, URL (A Link To An External Resource), and File (A File On Your Site). The 'File' option is selected.
- File Name:** A dropdown menu currently showing '<None Specified>'.
- Buttons:** 'Upload New File' and 'Delete Selected File'.

Below the highlighted section, there are settings for 'Advertising Image' and 'Advertising Image Link', each with a 'Link Type' dropdown menu. At the bottom of the settings area are 'Save Settings' and 'Previous Page' buttons.

- Next, select **Choose File**. Browse your device and select the file.

The screenshot shows the 'Dealership Information' form in the 'my SHARP' interface. The 'Dealer Logo' section is highlighted with a red border. It includes a 'Link Type' dropdown with options: None, URL (A Link To An External Resource), and File (A File On Your Site). The 'File' option is selected. The 'File Location' section shows a 'File Name' dropdown with 'MySharp_Dealer_Logo_Spec.jpg' selected. Below the dropdown are two buttons: 'Upload Selected File' and 'Select An Existing File'. Other sections include 'Dealership' (SIICA Marketing), 'Home Page' (www.SharpDealer.com), and 'Display Header As' (Image selected).

- Select **Upload Selected File**. The file will appear in the dropdown menu.
- A preview of the logo will be displayed.
- Select **Save Settings**.

The screenshot shows the 'Dealership Information' form after the file upload. The 'Dealer Logo' section now displays a preview area with the text 'YOUR DEALER LOGO HERE' inside a red-bordered box. The 'File Name' dropdown now shows 'MySharp_Dealer_Logo_Spec.jpg'. The 'Upload Selected File' button has been replaced by 'Upload New File' and 'Delete Selected File'. The 'Link Type' dropdown is now set to 'None'. Other sections remain the same as in the previous screenshot.

Advertising Image (Manager, Owner and Administrator only):

Note: The dealer logo file must be a GIF, JPEG, or PNG, and the maximum image size is 300 pixels W x 63 pixels H.

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

The **Advertising Image** has three **Link Type** options. Select your preference.

- **None** (Default)
- **URL (A link to an external resource):** Enter the URL of the advertising image (e.g. https://www.dealerwebsite.com/MySharp_Dealer_Ad.jpg)
 - **URL** requires the dealer to host images on their website.
 - **Note:** Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud®).
- **File (A File On Your Site):** Select and upload a file from your device.

To select a file on your device:

1. Select **File**.
2. Then select **Upload New File**.

The screenshot shows the 'Dealership Information' settings page for My Sharp. The page is divided into several sections. The 'Advertising Image' section is highlighted with a red box. In this section, the 'Link Type' is set to 'File (A File On Your Site)', and the 'File Name' dropdown is set to '<None Specified>'. The 'Upload New File' button is visible. Below the 'Advertising Image' section, there is an 'Advertising Image Link' section where the 'Link Type' is set to 'None'. The 'Save Settings' and 'Previous Page' buttons are at the bottom of the page.

Dealership Information my SHARP

My Sharp / Dealership Information Need Help?

Dealership: SIICA Marketing

Home Page:

Display Header As: Image Text

Dealer Logo:

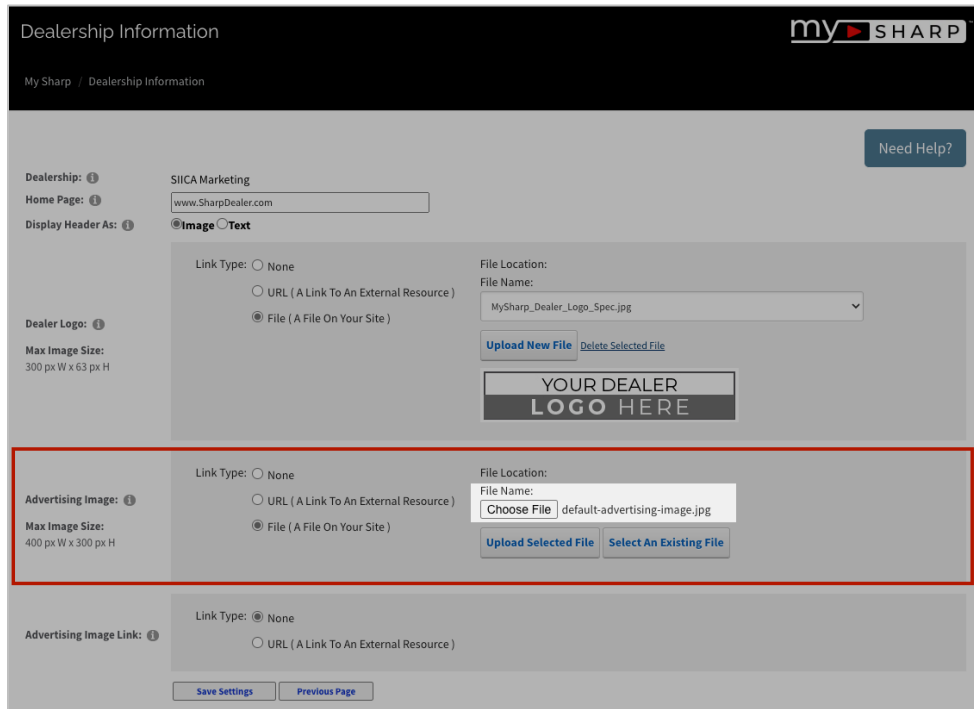
Max Image Size: 300 px W x 63 px H

Advertising Image: None URL (A Link To An External Resource) File (A File On Your Site)

File Location: File Name:

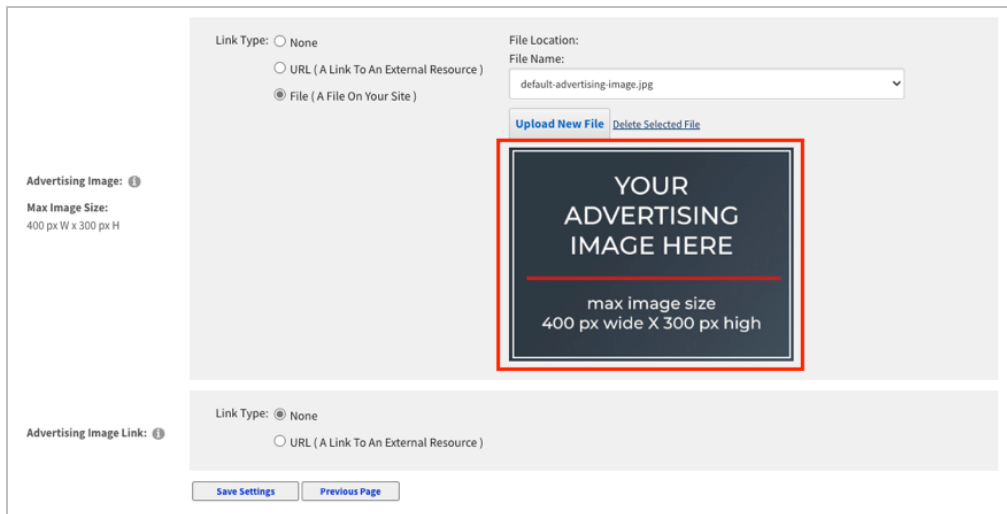
Advertising Image Link: None URL (A Link To An External Resource)

3. Next, select **Choose File**. Browse your device and select the file.



4. Select **Upload Selected File**. The file will appear in the dropdown menu.

5. A preview of the Advertising Image will be displayed.



6. Select **Save Settings**.

Advertising Image Link: Add a URL for the advertising image.

The **Advertising Image Link** has two **Link Type** options. Select your preference.

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

To enter a URL:

1. Select **URL** and enter the address.
2. Select **Save Settings**.

The screenshot displays the configuration interface for an Advertising Image Link. It is divided into two main sections. The top section is for file-based links, and the bottom section is for URL-based links. A red box highlights the URL-based link configuration area.

Top Section (File-based link):

- Link Type: None, URL (A Link To An External Resource), File (A File On Your Site)
- File Location: File Name: default-advertising-image.jpg
- Buttons: Upload New File, Delete Selected File
- Image Placeholder: YOUR ADVERTISING IMAGE HERE, max image size 400 px wide X 300 px high

Bottom Section (URL-based link, highlighted with a red box):

- Advertising Image Link:
- Link Type: None, URL (A Link To An External Resource)
- Location: [Enter The Address Of The Link]
- Buttons: Save Settings, Previous Page

My Clients

My Clients

My Sharp / My Clients

Search: [Search](#)

[Need Help?](#)

[Create New Client](#)

Page Size: 20 Total: 3

Edit	Archive	Delete	Name	Owner	Client Website	Last E-mail Date
			Bartels School 417	Erika Gray	Preview	
			Kiko Candy Store	Erika Gray	Preview	02 Apr 2023
			Oliver County Library	Erika Gray	Preview	

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

- **Search:** Enter criteria to search your My Clients database.
- **Create New Client:** Create a new client website.
- **Paging controls:** Number of pages, navigation controls, page size, and list totals.
- **My Clients list:**
 - **Edit:** Select the edit icon 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 to delete a client website.
 - **Name:** Client name
 - **Owner:** Dealer owner of the client's website
 - **Client Website Preview:** Preview the My Sharp Client website
 - **Last Email Date:** View the last email date.

Create a New Client:

- Select **Create New Client**.



Step 1. Client Name:

- **Name:** Enter the client's name.
- **Site Focus:** Select **Training** or **Sales**

By selecting **Sales** the default tab view of the model pages will be the product overview information. If you select **Training** then feature demonstration videos and pdfs will be shown on the default tab view (if available).

Step 1: Client Name

Enter the name of the Client the My Sharp website is being built for. Next, select the main focus of the site, Sales or Training. By selecting Sales the default tab view of the model pages will be the product overview information. If you select Training then feature demonstration videos and pdfs will be shown on the default tab view (if available).

Name:

Site Focus:

Step 2. Sales Representative Contact Information:

- **Sales Representative Email:** Enter the client's sales representative e-mail address or select **Use My Email**.
- **Sales Representative Name:** Enter the name of the sales representative to be displayed in the Contact Us panel.

Step 2: Sales Representative Contact Information

The name and email address of the Sales Representative will be displayed in the Contact Us side panel of the website. By default the name of the person creating the My Sharp website will be used. To display a different name, enter it in the Sales Representative Name field below.

Sales Representative Email:

Sales Representative Name:

Step 3. Select URL for Client website:

Enter the customer's URL pathname in lowercase letters without spaces.

Select **Next**.

Step 3: Select URL for Client website

Client's URL: ⓘ

Step 4. Upload Client Presentation (Optional)

The Client Presentation link will appear as the main call to action button in the side panel of the website. It is recommended to use it for the most important document to your client.

To Add a Client Presentation:

- Select **Upload File**.

Step 4: Upload Client Presentation

The Client Presentation link will appear as the main call to action button in the side panel of the website. It is recommended to use it for the most important document to your client.

Presentation: ⓘ

There are no presentations uploaded.

- Browse your device and select the file. Select **Open**. The file will begin uploading to the site.
- After the file has been uploaded select **Edit icon (pencil)**.

Presentation: ⓘ

Edit	Delete	Button Text	Filename
<input type="button" value="📎"/>	<input type="button" value="✖"/>	Explore-Simply-Smarter-Technology-Flyer	Explore-Simply-Smarter-Technology-Flyer.pdf

- Update the **Button Text** that will be displayed. Select **Update**.

Presentation: ⓘ

Button Text: ⓘ

Edit	Delete	Button Text	Filename
<input type="button" value="📎"/>	<input type="button" value="✖"/>	Explore-Simply-Smarter-Technology-Flyer	Explore-Simply-Smarter-Technology-Flyer.pdf

- To delete Presentation select **Delete icon (X)**.

Step 5. Logo & Banner Ad Images & Links: (Manager, Owner, and Administrator only)

The default logo and banner ad are set by dealership managers or owners in the **Dealership Information** area of My Sharp. The logo is displayed at the top of the side panel and the banner ad is displayed below the side panel of the website. A **Custom Logo and Banner Ad** can be set on individual My Sharp client sites.

Step 5: Logo & Banner Ad Images & Links

The default logo and banner ad are set by dealership managers or owners. The logo is displayed at the top of the side panel and the banner ad is displayed below the side panel of the website.

Link logo to dealer home page?: ?

Custom Logo Image: ?
Max Image Size:
300 px W x 63 px H

Banner Ad Image: ?
Max Image Size:
300 px W x 400 px H

Banner Ad Link: ?

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

Link Type: None
 URL (A Link To An External Resource)

Notes:

The **Custom Logo** Image file must be a GIF, JPEG, or PNG and the **maximum image size is 300 pixels W x 63 pixels H.**

The **Banner Ad** Image file must be a GIF, JPEG, or PNG and the **maximum image size is 300 pixels W x 400 pixels H.**

Custom Logo Image: (Manager, Owner and Administrator only)

Note: The **Custom Logo** Image file must be a GIF, JPEG, or PNG and the **maximum image size is 300 pixels W x 63 pixels H**.

Use this setting to select an alternative logo to display on the My Sharp site such as the client's logo.

The **Custom Logo Image** has three **Link Type** options. Select your preference.

- **None** (Default)
- **URL (A Link To An External Resource):** Enter the URL of the custom logo image (e.g. https://www.dealerwebsite.com/MySharp_Client_Logo.jpg).
 - **URL** requires the dealer to host images on their website.
 - **Note:** Cloud file storage and sharing services are not supported (e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud®, etc).
- **File (A File On Your Site):** Select a file on your device.

By default the Custom logo is linked to the **Home Page url** set in the **Dealership Information** section of My Sharp. **To remove the link in the case of an alternative logo such as a client's logo, uncheck the Link logo to dealer home page checkbox.**

Step 5: Logo & Banner Ad Images & Links

The default logo and banner ad are set by dealership managers or owners. The logo is displayed at the top of the side panel and the banner ad is displayed below the side panel of the website.

Link logo to dealer home page?:

To select a file on your device:

1. Select **File**.
2. Then select **Upload New File**.

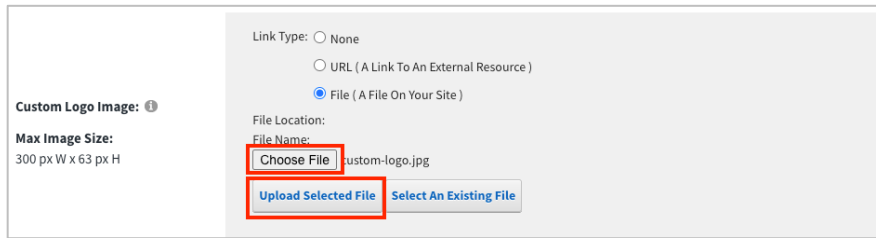
Custom Logo Image: ⓘ
Max Image Size:
300 px W x 63 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Name:
<None Specified>

[Upload New File](#) [Delete Selected File](#)

3. Next, select **Choose File**. Browse your device and select the file.



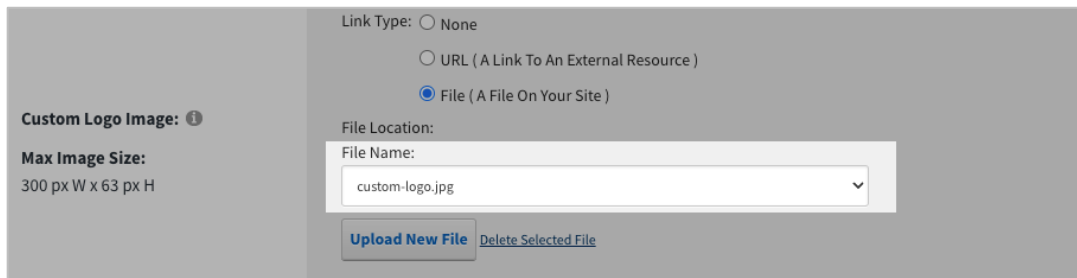
Custom Logo Image: ⓘ
Max Image Size:
300 px W x 63 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Location:
File Name:
Choose File custom-logo.jpg
Upload Selected File Select An Existing File

4. Select **Upload Selected File**. The file will appear in the dropdown menu.

5. Select **Save Changes**.



Custom Logo Image: ⓘ
Max Image Size:
300 px W x 63 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Location:
File Name:
custom-logo.jpg
Upload New File Delete Selected File

Banner Ad Image (Manager, Owner and Administrator only):

Note: The **Banner Ad** Image file must be a GIF, JPEG, or PNG and the **maximum image size is 300 pixels W x 400 pixels H**.

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

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

- **None** (Default)
- **URL (A link to an external resource):** Enter the URL of the advertising image, e.g. https://www.dealerwebsite.com/MySharp_Client_Ad.jpg.
 - **URL** requires the dealer to host images on their website.
 - **Note:** Cloud file storage and sharing services are not supported e.g. OneDrive, SharePoint®, Teams, Dropbox™, Box™, Google Drive™, iCloud®, etc.
- **File:** Select a file on your device

To select a file from your device:

1. Select **File**.
2. Then select **Upload New File**.

Banner Ad Image: ⓘ

Max Image Size:
300 px W x 400 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Name:

Upload New File [Delete Selected File](#)

3. Next, select **Choose File**. Browse your device and select the file.

Banner Ad Image: ⓘ

Max Image Size:
300 px W x 400 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Location:
File Name:
 default-advertising-image.jpg

Upload Selected File [Select An Existing File](#)

4. Select **Upload Selected File**. The file will appear in the dropdown menu.

5. Select **Save Changes**.

Banner Ad Image: ⓘ

Max Image Size:
300 px W x 400 px H

Link Type: None
 URL (A Link To An External Resource)
 File (A File On Your Site)

File Location:
File Name:

Upload New File [Delete Selected File](#)

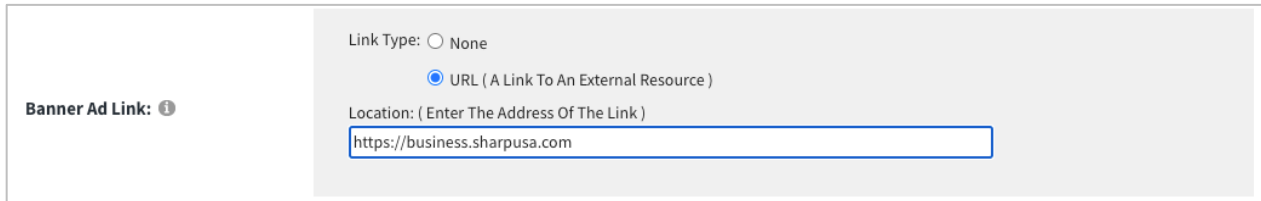
Banner Ad Link (Manager, Owner and Administrator only)

The **Banner Ad Link** has two options. Choose your preference.

- **None** (Default)
- **URL**: Enter the URL for the Banner Ad link.

To enter a URL:

1. Select **URL** and enter the address.
2. Select **Save Changes**.

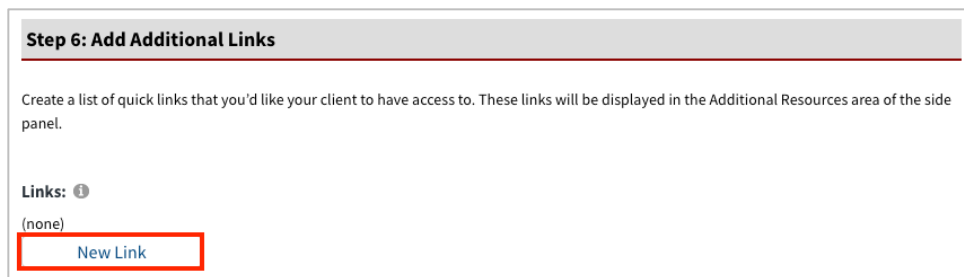


The screenshot shows a form titled "Banner Ad Link" with a help icon. It contains two radio buttons for "Link Type": "None" (unselected) and "URL (A Link To An External Resource)" (selected). Below the radio buttons is a text input field labeled "Location: (Enter The Address Of The Link)" containing the URL "https://business.sharpusa.com".

Step 6. Add Additional Links:

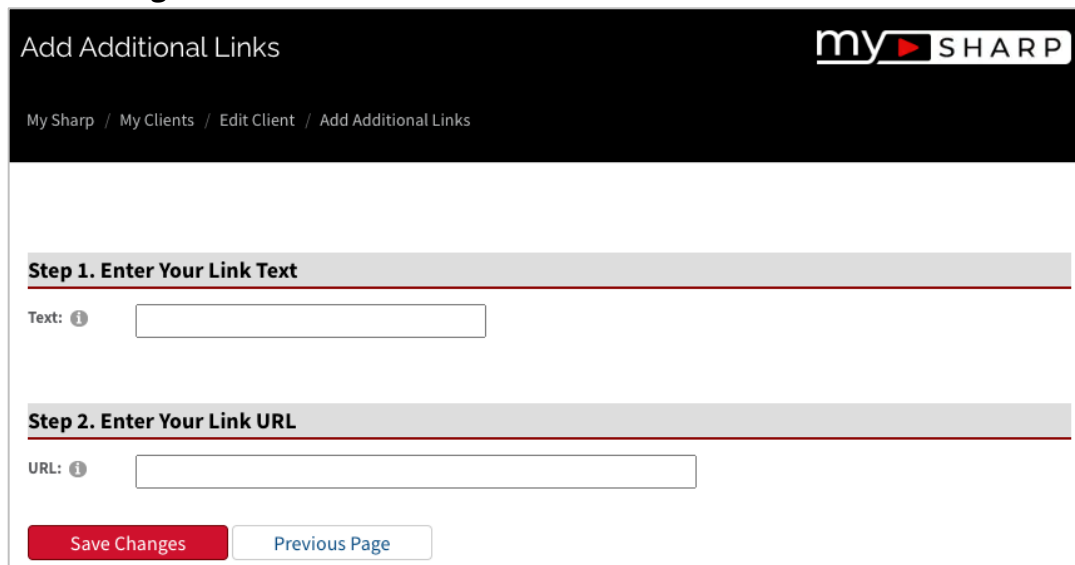
Create a list of quick links that you'd like your client to have access to. These links will be displayed in the Additional Resources area of the side panel.

- Select **New Link** to add a text link in the side panel of the customer's My Sharp website.



The screenshot shows a section titled "Step 6: Add Additional Links" with a red underline. Below the title is a paragraph: "Create a list of quick links that you'd like your client to have access to. These links will be displayed in the Additional Resources area of the side panel." Below this is a "Links:" label with a help icon, followed by "(none)" and a red-bordered button labeled "New Link".

- **Step 1. Enter Your Link Text:** Enter the display text for the link.
- **Step 2. Enter Your Link URL:** Enter the URL link.
- Select **Save Changes**.



The screenshot shows the "Add Additional Links" form in the My Sharp interface. The header includes the My Sharp logo and the breadcrumb "My Sharp / My Clients / Edit Client / Add Additional Links". The form is divided into two steps: "Step 1. Enter Your Link Text" with a "Text:" label and an empty input field, and "Step 2. Enter Your Link URL" with a "URL:" label and an empty input field. At the bottom, there are two buttons: "Save Changes" (red) and "Previous Page" (blue).

- To edit the Text or URL of an existing Link select the **Edit icon (pencil)**.
- To delete an existing Link select the **Delete icon (X)**.

Step 6: Add Additional Links

Create a list of quick links that you'd like your client to have access to. These links will be displayed in the Additional Resources area of the side panel.

Links: ⓘ

Edit	Delete	Text	URL
		8 Key Security Features of Sharp Copiers	https://business.sharppusa.com/portals/0/downloads/infographics/Did-You-Know-8-Key-Features-Sharp-Copiers-Infographic.pdf

[New Link](#)

Step 7. Add Products:

Add, edit, or delete products featured on the client's My Sharp website.

- **Quick Setup:** Select this option to automatically assign all products and demos to this client site.
- **Products:** Select product families and individual models and demos to add to the My Sharp site.
 - **Note:** Only one product family can be added at a time.

Step 7: Add Products

Add, edit, or delete products featured on the client's My Sharp website. A single model or all models in a product family can be added at a time.

Quick Setup: ⓘ

Products: ⓘ

There are no products selected for this client - You must add products so that their MySharp page has content!

[Add New Product](#)

Add New Product

- Select **Add New Product**.

Step 7: Add Products

Add, edit, or delete products featured on the client's My Sharp website. A single model or all models in a product family can be added at a time.

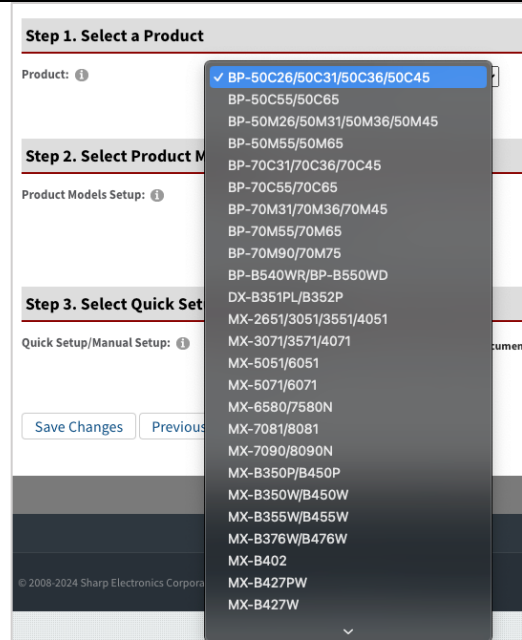
Quick Setup: ⓘ

Products: ⓘ

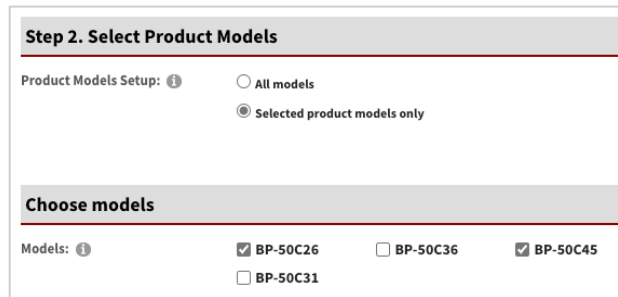
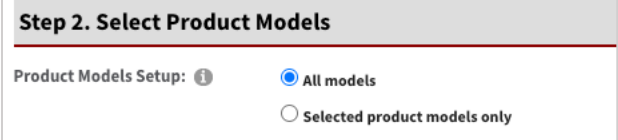
There are no products selected for this client - You must add products so that their MySharp page has content!

[Add New Product](#)

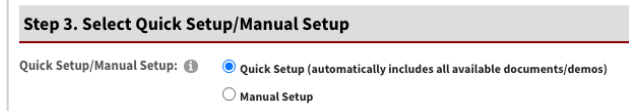
- **Step 1. Select a Product:** The latest products are available in the drop-down menu.



- **Step 2. Select Product Models**
 - **All models:** Select this option to include all models within a model family.
 - **Selected product models only:** Select this option to pick and choose individual models within a model family.



- **Step 3. 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 4. Manually Add Demos:**

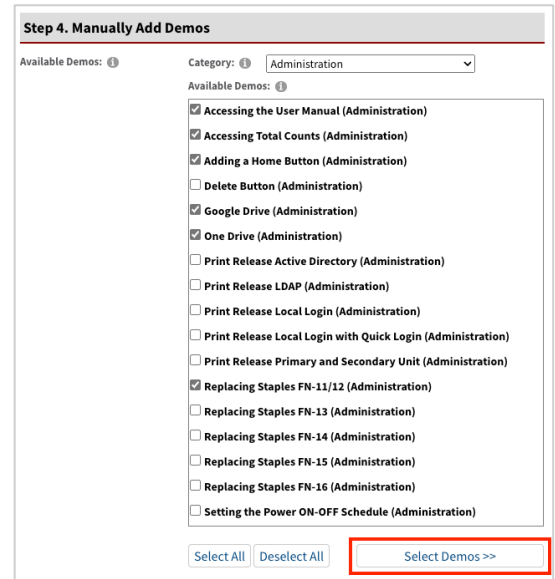
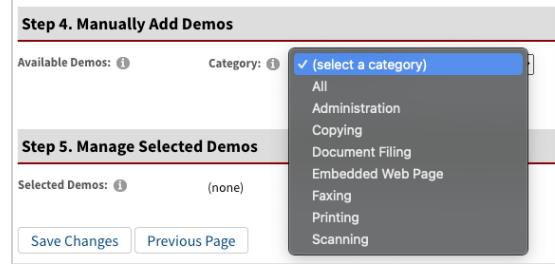
• **Category:** Select a category of available demos

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 be displayed (varies by Category). Choose individual demos from the list or **Select All**.

• Select the **Select Demos >>** button to save your selections. The saved demos appear in Step 5: Manage Selected Demos.



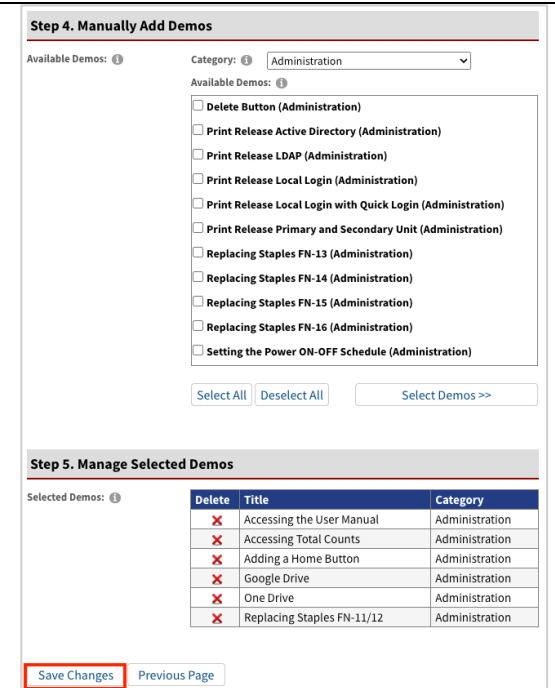
• **Step 5. Manage Selected Demos:**

Before **Saving Changes**, you can add additional demos in Step 4, or delete demos by selecting the **delete icon (X)**.

- **Save Changes:** Select this button to save the changes.

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

• After finalizing your demo selections for the selected product family and selecting **Save Changes**, select **Previous Page** to return to the **Edit Clients** page.



- The **Edit Clients** page, **Step 7 Add Products** should now display the selected Product Families, Models and the number of demos/documents that have been added to the My Sharp site.
- Select **Save Changes**.

Step 7: Add Products

Add, edit, or delete products featured on the client's My Sharp website. A single model or all models in a product family can be added at a time.

Quick Setup: i

Products: i

Edit	Delete	Product	Selected Models
	X	BP-50C26/50C31/50C36/50C45	3 documents. BP-50C45, BP-50C26, BP-50C31
	X	BP-50C55/50C65	All documents (quick setup is enabled). All Models

[Add New Product](#)

Save Changes
Preview
Send Email
Previous Page

[Return To Top](#)

To Edit or Delete Products:

From the **Edit Clients** page, **Step 7 Add Products**, select the **Edit (pencil)** or **Delete (X)** icon. When finished editing or deleting products and demos, select **Save Changes**.

Additional Edit Clients Page Options

Save Changes
Preview
Send E-mail
Previous Page

Save Changes: Select to save any changes made on the Edit Clients page.

Preview: Select to preview the customer's My Sharp website.

Send Email: Select to send a personalized email to your client or prospect about their new My Sharp website.

- **Send to:** Enter the e-mail address of the recipient. Use a semi-colon to separate multiple addresses.
- **E-mail Template:** Select an E-mail Template from the dropdown menu and select **Use this template** to load the message in the E-mail Message field. There are three e-mail templates available for customization:

- Meeting Follow-up
- Trial Website
- Welcome
- **E-mail Subject:** Enter the e-mail subject title
- **E-mail Message:** Message to send to customer. Edit text from template or create a new message.
- Select **Send** to send the email message to you client. Select **Cancel** to go back to previous page without sending e-mail.

Previous Page: Select to return to the previous page, My Clients. **Changes may be lost if not saved before returning to previous page.**

The client My Sharp website includes:

- Welcome [Client Name]
- Search
- Side Panel
 - Dealer Logo/Custom Logo
 - Contact Us Information
 - Sales Representative Name
 - Sales Representative E-mail
 - Dealer Home Page link
 - Advertising Image/Custom Banner Ad Image
- Models for selection

SHARP | **my SHARP**

Search Term

Welcome Kiko Candy Store

Products > Copiers & Printers

Copiers & Printers

BP-50M26 	BP-50M31 	BP-50M36 	BP-50M45 	BP-70M31
BP-70M36 	BP-70M45 	BP-70M75 	BP-70M90 	

YOUR DEALER LOGO HERE

Need more Information?
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[Visit Website](#)

Additional Resources:
[10 Key Features of Sharp Copiers](#)
[8 Key Security Features of Sharp Copiers](#)

[Download Presentation](#)

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Welcome Bartels School 417

Products > Copiers & Printers

Copiers & Printers



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Erika Gray

[E-mail](#)

[Visit Website](#)

Additional Resources:

[10 Key Features of Sharp Copiers](#)

[8 Key Security Features of Sharp Copiers](#)

[Smarter Education Technology for the Classroom and Beyond](#)

[Download Presentation](#)








**YOUR
ADVERTISING
IMAGE HERE**

max image size
300 px wide X 400 px high

- **Select A Model** (if applicable) to view the How to Guides (demos) or Product Info (if available).

Products > Copiers & Printers

Copiers & Printers

BP-50C26 	BP-50C31 	BP-50C36 	BP-50C45 
MX-B376W 	MX-B427PW 	MX-B476W 	

- **How to Guides** (if available): displays category menu to view assigned collections of demos on a topic



















Products > Copiers & Printers > BP-50C26

BP-50C26

How to Guides




Select a Category

- Administration
- Copying
- Document Filing
- Embedded Web Page
- Printing
- Scanning**

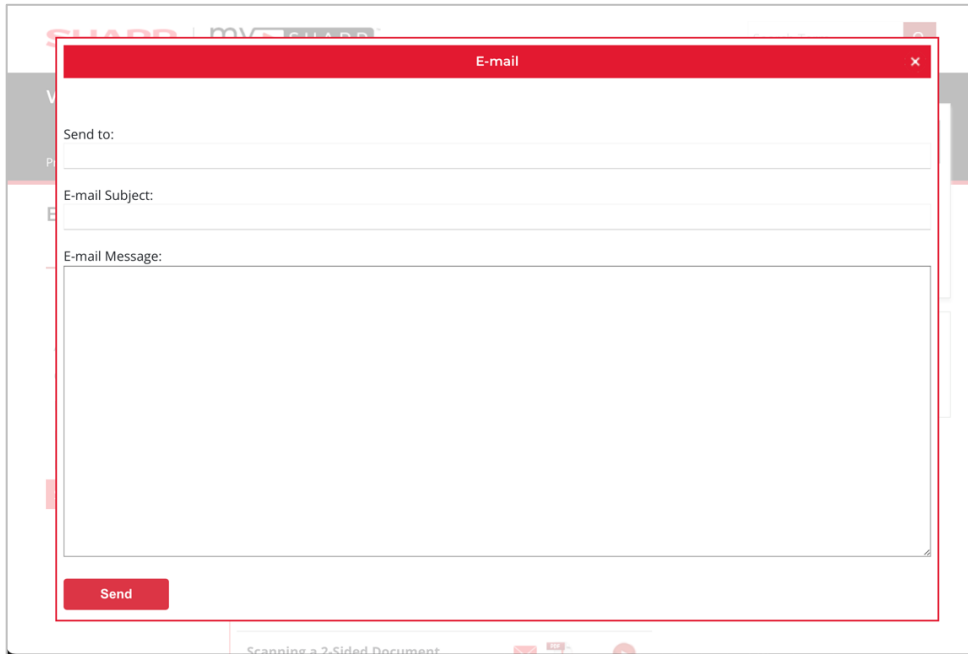
Blank Page Skip Use the Blank Page Skip feature.	 	
Easy Scan Scan an original document and transmit to an e-mail destination.	 	
File Format OCR Set the Scan File Format.	 	
Scan Preview Use the Preview feature.	 	
Scan to Email Scan and send a document via email.	 	
Scanning a 2-Sided Document Scan and transmit a 2-sided original.	 	

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

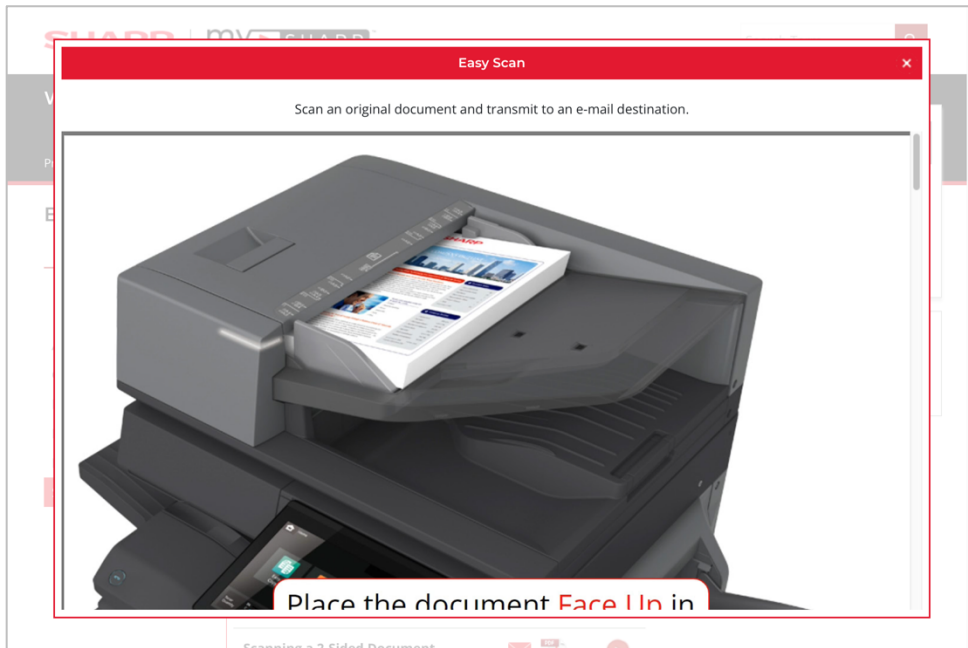
Document Filing Deletion Schedule
Configure the Document Filing Deletion Schedule.

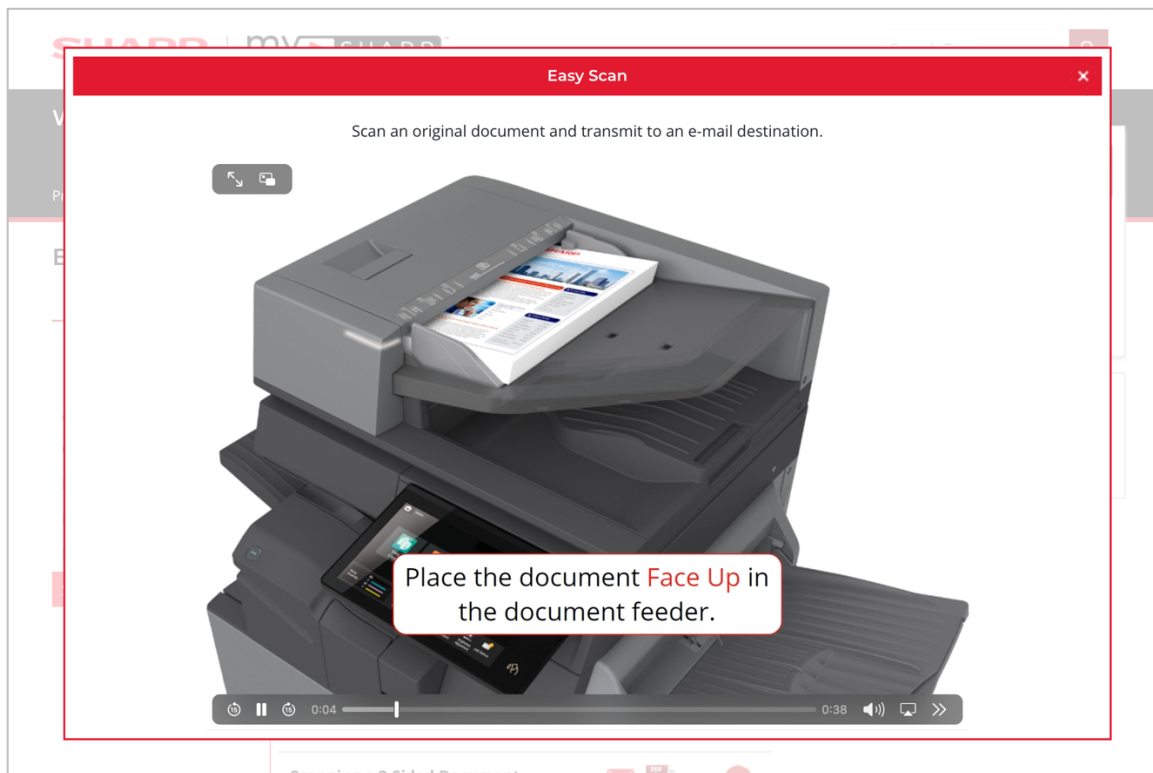
Email



PDF



Video



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