

Printing to Sharp Copiers from Mobile Devices

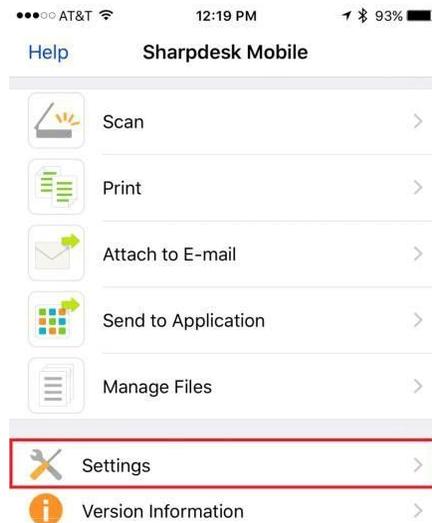
Download the **Sharpdesk Mobile App by Sharp** from the App Store on your device

Setting Up an Office

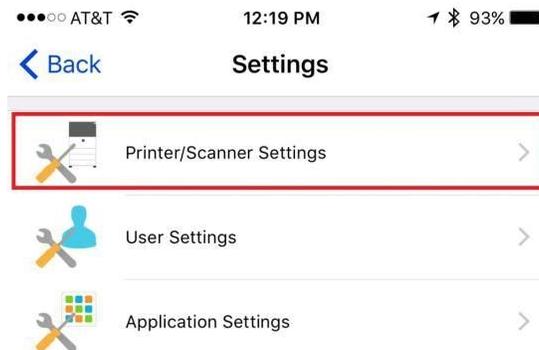
Note: Each office needs the main printer setup and the print release option lets you pull from any printer in that office.



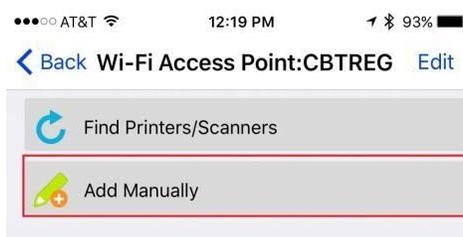
1 - Open Sharpdesk Mobile and click Settings



2- Click PRINTER / Scanner Settings



3 - Click ADD MANUALLY



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5 - Enter the IP and name of your office and set it as the default:

172.36.6.6 and name it GREEN BAY SHARP
172.23.6.1 and name it JOHN STREET SHARP.
172.26.7.2 and name it STEVENS POINT SHARP
172.24.7.1 and name it LYNNDALE SHARP
172.33.7.2 and name it MANITOWOC SHARP
172.25.7.1 and name it NEENAH SHARP
172.32.7.4 and name it NEW LONDON SHARP
172.28.7.1 and name it OSHKOSH SHARP
172.34.7.2 and name it WAUTOMA SHARP

●●●● AT&T 12:20 PM 93%

[Back](#) Add Manually **4** **Save**

PRINTER/SCANNER INFORMATION

Name **1** Lynndale Sharp

Product Name

IP Address **2** 172.24.7.2

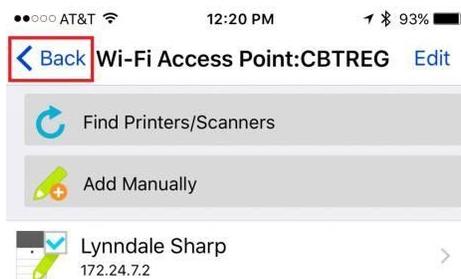
Port Number 21

Location

OPERATION SETTINGS

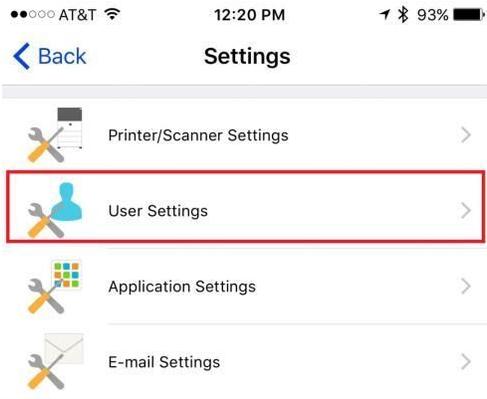
Set as Default Printer/Scanner **3**

6 - You've set the printer up, you can click BACK so we can set your user code



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7 - Click on USER SETTINGS



8 - Select USE USER NUMBER, enter the last five digits of your social security number and SAVE



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Printing Spec Sheets or Scanned Docs:

To simplify the printing process - just email yourself whatever you'd like to print as a pdf.

1 - Login to the MLS

(Preferably the Desktop Version if you use Paragon)

Paragon™
User Login/ID: schuga Password: [masked] Enter
[Mobile Site](#)
Use InnoVia credentials for RANW Paragon MLS. For further assistance please contact Paragon Custom Care @ #877-657-4357 / paragonsupport@bkfs.com

2 - Enter your property search information

Paragon™
HOME SEARCH
Switch: WIREX | Community Support | MLS Documents | Compose Email | HELP | LOG OFF
MESSAGE CENTER | HOME PAGE MESSAGE - WELCOME GARY SCHUMACHER | MARKET MONITOR
MESSAGE HISTORY
MLS Messages
QUICK SEARCH
Mapping
Click here to start map search
Class: Equals
Status: Equals
MLS #: Equals
Price: Low: ,000 High: ,000
Tax Municipality: Equals
Street Number-Number: Multiple
Min: 2244 Max: 2244
Pre Dir/Street Name: Contains
Old
Street Type: Equals
Bedrooms Finished: Min: Max:
Baths Finished-Full: Min: Max:
Baths Finished-Half: Min: Max:
4 Count Clear Search
REALTORS® Association of Northeast Wisconsin
POWER SEARCH
MARKET MONITOR
MY INFO MARKET OFFICE FIRM
New 32
Expired 70
Price Change 73
Hot List 436
Closed 190
Pending 355
1 DAY(S) REFRESH
CONTACT ACTIVITY
1 DAY(S) REFRESH
New Saved Search Matches
New Changes on Listings
New Activity
CALENDAR
26 Wednesday Apr 26th, 2017
TODAY
You have zero items setup for today.
DAY 116/365
Listing Input and Maintenance has been enabled in Paragon!
Please do the following now that you can Add and Edit Listings in Paragon:
Run a GeoCode Quality Search & Maintenance

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3 - Select the property(s) you'd like to print and click EMAIL

| TOTAL | | HIGH | LOW | AVG | MED | HIGH | LOW | AVERAGE | MEDIAN | | |
|----------------|-------------------------------------|-----------------|-------------|----------|-----------|-------------|----------------------|-----------|-----------|-----------|-----------|
| LISTING COUNT: | 4 | DAYS ON MARKET: | 181 | 59 | 117 | 115 | LIST PRICE: | \$335,900 | \$295,000 | \$310,975 | \$306,500 |
| | | | | | | SOLD PRICE: | \$318,500 | \$315,000 | \$316,750 | \$316,750 | |
| ? | <input type="checkbox"/> | Listing Photo | 1) Class | MLS # | 2) Status | 3) Price | Street Number | | | | |
| 1 | <input type="checkbox"/> | | Residential | 2030516 | Expired | \$295,000 | N2244 S OLD MILL RUN | | | | |
| 2 | <input type="checkbox"/> | | Residential | 2027048 | Expired | \$295,000 | N2244 S OLD MILL RUN | | | | |
| 3 | <input type="checkbox"/> | | Residential | 2036897 | Sold | \$315,000 | N2244 S OLD MILL RUN | | | | |
| 4 | <input checked="" type="checkbox"/> | | Residential | 20902661 | Sold | \$318,500 | N2244 S OLD MILL RUN | | | | |

4 - Select ATTACHMENT (PDF) and click EMAIL

E-Mail Reports [E-Mail] [Minimize] [Cancel]

EMAIL TYPE

SELECT EMAIL TYPE

- Hyperlink
- Attachment (HTML)
- Attachment (PDF)
- Insert Into Body (Spreadsheet)

Spreadsheets, CMA and Hotsheet Reports can only be sent as HTML or PDF Attachments.

Only the selected listings in spreadsheet view, or a single selected listing in any other view, can be sent as HTML or PDF attachments.

If other available reports are being sent with

SELECT REPORTS

Views: All

NEW
When viewing this email from a mobile device the user will be taken to a mobile friendly view.
[smart phones | tablets](#)

Available Reports

- All Fields Detail
- Bing Map
- Customizable Spreadsheet 2
- Customizable Spreadsheet 3
- Customizable Spreadsheet 4

Selected Reports

- Default MLS Defined Spreadsheet

[ADD]

5 - Just click SEND to send your email
(The full version of Paragon auto bcc's you)

Compose E-Mail [Send] [Minimize] [Cancel]

Address Book Attachment Use HTML Format BCC Me Select Signature

To: [Begin typing the data you wish to select]

Cc:

Bcc: gschumacher@coldwellhomes.com

Subject:

Attachments: Default MLS Defined Spreadsheet.pdf x

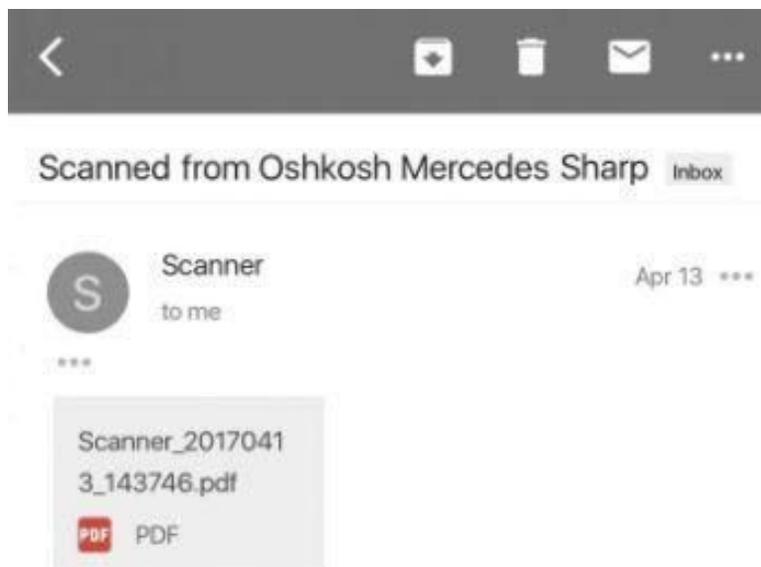
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PRINTING FROM GMAIL / CHROME:

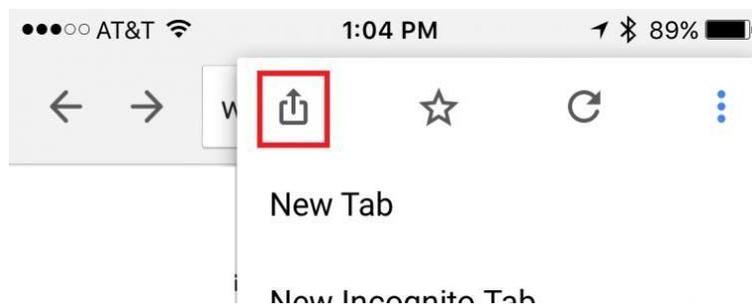
After the scan or spec sheet sends close out of Sharpdesk Mobile and open your mail app (Gmail) and the PDF you'd like to print.

Note: on Android Phones you may have to choose OPEN WITH and choose SHARPDESK instead of just the square with an upward arrow.

1 - Open Gmail / Chrome and find / open the PDF attachment

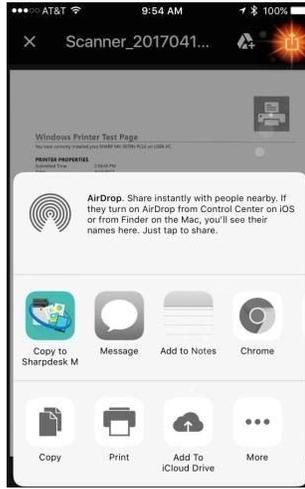


From other apps you can click the three dots and the share button.

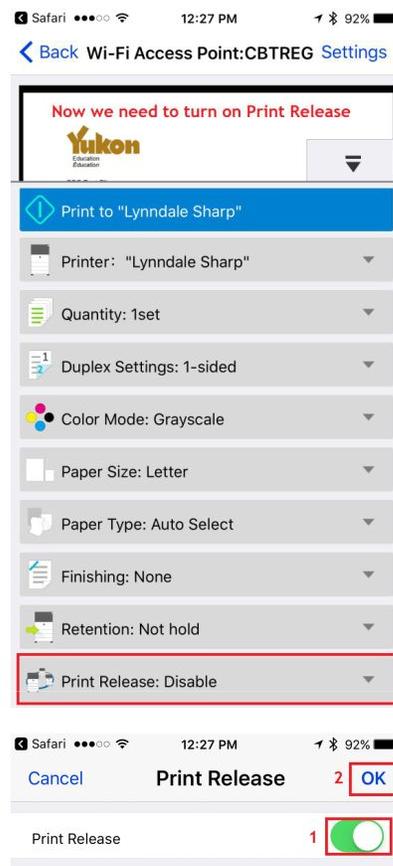
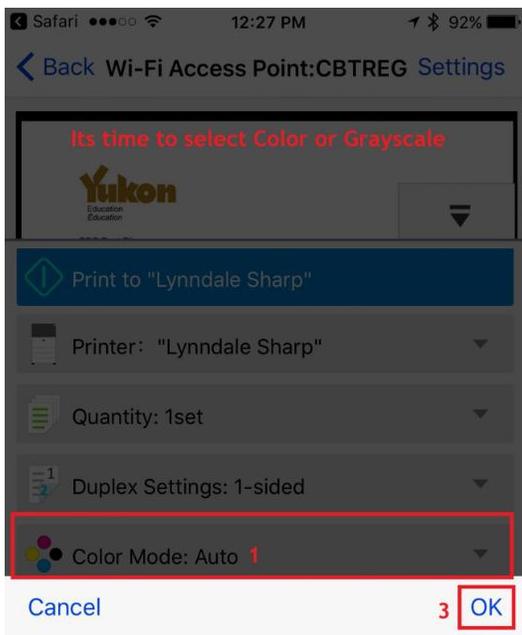


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2 - Click the Share button and Scroll over and choose COPY TO SHARP DESK



3 - Every time you print you must choose COLOR or GRAYSCALE and enable PRINT RELEASE:



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4 - After you've selected Color or Grayscale and enabled Print Release you can click PRINT to "The Office You're In"

