

How to change the file format for scanning from the Sharp Web Interface

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There are basically two types of web interfaces. Access the web interface of the Sharp by typing the IP address (of the Sharp) in a web browser. [Click here to obtain the IP address of your Sharp](#). Once you are on the web page, click the Address Book link for MX (newer) models or the Destination link for AR (older) models (username: admin, password: Sharp). Click the blue link of the desired destination you would like to edit (MX models) or put a check mark in the box next to the desired destination you would like to edit (AR models) and click Edit (may have to scroll down to see the button). Then scroll down and select TIFF *G4 or PDF *G4 or JPEG (color models only) from the drop down menu and click Submit.

Note: For the newest models (have table style touch panel), after clicking the Address Book link and clicking the blue link for the desired destination: Click the appropriate tab (i.e. Email, Desktop, FTP, Network Folder) > Click the drop down menu (New Address) and change it to "Address1". Then scroll down and select TIFF *G4 or PDF *G4 or JPEG (color models only) from the drop down menu and click Submit.

*G4 provides the highest compression for black/white scanning for smaller file sizes.

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