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Multifunction Copiers SHARP MX3050N

User's Manual





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Premise

Università Cattolica offers students an innovative printing system which, in addition to traditional copying solutions, provides web-to-print services (from mobile devices such as laptops, smartphones and tablets) and from USB pen drives, plus, documents can be scanned and sent to a personal registered e-mail address or to a USB pen drive.

The use of the multifunction copiers is subject to the availability of credit on the student's profile, viewable on <https://selfprint.unicatt.it> by entering personal Blackboard or I catt credentials.

You can top-up the credit to your profile in the following ways:

1. by using your Ateneo+ credit card or other permitted credit cards using the portal <https://selfprint.unicatt.it>;
2. by means of a Paypal account using the portal <https://selfprint.unicatt.it>;
3. in person at the copy centre, by paying the fee to the service staff who will upload the amount to the relevant student profile.

All top-ups, both those paid online and at the copy centre, will be viewable on the portal <https://selfprint.unicatt.it>.

The use of the service is subject to user's authentication at the relevant print machines and to the consequent user's card linkage (Ucard or The Ateneo+ card) to the respective Blackboard/iCatt account. The activation process will require approximately 15 minutes.

Failure to use the service for 24 consecutive months, automatically results in the loss of the remaining credit and the user's registration to the service.



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Before using the machine

When approaching the machine, the login screen appears.



Log In

Please swipe your card or enter your username and password.



Username

Password

Log In



PaperCut MF 17.4.4

When in «standby» mode, tap the «Home» key on the right side of the display



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Authentication



Place your Card
as indicated by
the arrow



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Registration

Upon your first login attempt, you will be required to associate your own Card (UCard or The Ateneo + UCard) with your Blackboard/lcatt account.

As a username, insert **givenname.familyname01** and then your **own password**.

Tap «Imposta» ('Set up'), then wait until the connection is established and swipe your Card again.

Card Association

User authentication restricts the use of the machine to users that have been registered. To link your card with your account, enter your Username and Password

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Card Association

< Back

This card is not known to the system.
To associate your card with your account,
enter your username and password.

Username

Password

Set



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Printing documents through WEB Print

Enter your «lcatt» credentials to access:

<https://selfprint.unicatt.it>

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Username john.miller01

Password ●●●●●●●●●●

Language English ▾

Log in



The Home Page opens displaying the logged-in user's summary.

The Operation panel will appear on the left side.

Summary

BALANCE See shared accounts	PRINT JOBS 289	PAGES 923
--------------------------------	-------------------	--------------

Environmental Impact

- 8.7% of a tree
- 9.2 kg of CO2
- 578.1 hours running a 60W light bulb

Since Oct 23, 2017

Environmental Dashboard



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Printing documents through WEB Print

Select Web Print, then tap «Submit a Job».

The screenshot shows a user interface for 'Web Print'. On the left is a dark blue sidebar with navigation options: Summary, Transaction History, Jobs Pending Release, Web Print (highlighted), and Ricarica con Carta di Credito o Paypal. The main content area has a header 'Web Print' with a red arrow pointing to the 'Submit a Job' button. Below the button is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, displaying 'No active jobs' in the center.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					



Printing documents through WEB Print

Select the desired size and print format.

- Summary
- Transaction History
- Pending Release
- Web Print**
- Ricarica con Carta di Credito o Paypal

Web Print



Opzioni di stampa / Print options

- 1 - Stampa in Bianco e Nero in formato A4 - Solo fronte
Black and white printing in A4 format - Simplex
- 2 - Stampa in Bianco e Nero in formato A4 - Fronte e retro
Black and White printing in A4 format - Duplex
- 3 - Stampa a colori in formato A4 - Solo fronte
Color printing in A4 format - Simplex
- 4 - Stampa a colori in formato A4 - Fronte e retro
Color printing in A4 format - Duplex
- 5 - Stampa in Bianco e Nero formato A4 - Fronte e Retro - 2 pagine per foglio - Foglio Verticale (portrait)
Black and White printing in A4 format - Duplex - 2 pages per sheet - Portrait
- 6 - Stampa in Bianco e Nero formato A4 - Fronte e Retro - 2 pagine per foglio - Foglio Orizzontale (landscape)
Black and White printing in A4 format - Duplex - 2 pages per sheet - Landscape
- 7 - Stampa in Bianco e Nero formato A4 - Fronte e Retro - 4 pagine per foglio - Foglio Orizzontale (landscape)
Black and White printing in A4 format - Duplex - 4 pages per sheet - Landscape

« Back to Active Jobs

Avanti/Next



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Printing documents through WEB Print

Select the number of copies and press «next»

Web Print

1. Options 2. Copies 3. Upload

Options

Copies

1

Indietro/Back

Avanti/Next





Printing documents through WEB Print

Select by clicking «Upload Documents»,
or drag and drop the «files» that you wish to print into the indicated area
(images, pdf and Microsoft Office Word, Excel, PowerPoint files).

Web Print

1. Printer 2. Options 3. Upload

Upload
Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, pob, ppam, pps, ppsm, ppsx, ppt, pptm, ppbx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

Upload & Complete »

Caricamento file

Computer > Disco locale (C:) > Programmi

Nome	Ultima modifica	Tipo
Adobe	20/04/2015 11:55	Cartella di file
CDBurnerXP	21/08/2012 16:57	Cartella di file
Common Files	20/04/2015 11:59	Cartella di file
CONEXANT	21/08/2012 15:11	Cartella di file
DVD Maker	22/08/2012 17:39	Cartella di file
Google	30/03/2018 16:48	Cartella di file
Intel	21/08/2012 15:31	Cartella di file
Internet Explorer	10/04/2018 09:16	Cartella di file
Java	21/08/2012 17:27	Cartella di file
Microsoft Analysis Services	21/08/2012 15:54	Cartella di file

Nome file: Tutti i file

Apri Annulla

Selezionare il file di cui visualizzare l'anteprima.



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Printing documents through WEB Print

Click «Upload and Complete».

The screenshot displays the 'Web Print' interface. On the left is a dark blue sidebar with navigation links: Summary, Transaction History, Jobs Pending Release, Web Print, and Ricarica con Carta di Credito o Paypal. The main content area is titled 'Web Print' and shows a progress bar at the top right with three steps: 1. Printer (checked), 2. Options (checked), and 3. Upload (active). Below the progress bar, the 'Upload' section prompts the user to 'Select documents to upload and print'. A dashed box contains a document icon, the text 'Drag files here', and a blue 'Upload from computer' button. Below this, a list of supported file types is provided: Microsoft Excel (xlam, xls, xlsx, xltm, xltx), Microsoft PowerPoint (pot, potm, potx, ppam, pps, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf, txt), PDF, and various image formats (bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff, XPS, xps). At the bottom, there are two blue buttons: '< 2. Print Options' on the left and 'Upload & Complete >' on the right. A large red arrow points down to the 'Upload & Complete >' button.



Printing documents through WEB Print

Wait until the print status turns into «Held in a queue» ,
then place your Card close to the multifunction printer for print releasing.

Print release shall be subject to credit availability.

To add funds to your account,
use the «Ricarica con Carta di Credito o PayPal» function, or contact the Copy Centre.

The screenshot shows the 'Web Print' interface. On the left is a navigation menu with options: Summary, Transaction History, Jobs Pending Release, Web, and Ricarica con Carta di Credito o Paypal. The 'Web' option is highlighted with a red arrow. The main content area is titled 'Web Print' and includes a 'Submit a Job »' button. Below this is a table of print jobs. The table has columns for SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. Two jobs are listed: one with status 'Trattenuto in coda' and another with status 'Held in a queue'. A red arrow points to the 'Held in a queue' status.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
May 3, 2018 10:59:06 AM	mige67\SHARP-A4-Color-Duplex	Desert.jpg	1	€ 0,0350	Trattenuto in coda
May 3, 2018 10:53:55 AM	mige67\SHARP-A4-GrayScale-Duplex	Chrysanthemum.jpg	1	€ 0,0350	Held in a queue



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Topping up with PayPal

Use of this service is subject to PayPal preventive linkage to a Credit Card.

Select «Ricarica con Carta di Credito o PayPal».

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Summary

Transaction History

Jobs Pending Release

Web Profile

Ricarica con Carta di Credito o Paypal

Ricarica con Carta di Credito o Paypal

Username
john.miller01

Current balance
€ 0,0000

Amount to add
--- Select the amount ---

Add value



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Topping up with PayPal

Select the desired amount, then tap «Add value».

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Summary

Transaction History

Jobs Pending Release

Web Print

Ricarica con Carta di Credito o Paypal

Ricarica con Carta di Credito o Paypal

Username
john.miller01

Current balance
€ 0,0000

Amount to add

--- Select the amount ---

--- Select the amount ---

€ 5,0000

€ 10,0000

€ 20,0000

Add value



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Topping up with PayPal

Complete the operation by entering your PayPal credentials and selecting «Paga con una carta» to use one of your authorized credit cards.

Once you have completed your top-up , you will be able to activate your prints/copies /scans release.

From the «Transaction History» menu, you check your credit balance and transaction history.



Paga con PayPal Pay with PayPal

Rimani connesso e paga in modo più rapido [?](#) Paypal stay logged in for faster purchases

Accedi

Log in

[Problemi di accesso?](#)

[Log in problems?](#)

oppure

or

Paga con una carta

Pay with Credit Card



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Topping up with PayPal


Complete the operation by confirming your payment with «Paga adesso».

Hi Mario

Shipping address

Pay with

Paypal balance

🛒 10,00 EUR ▾

Ciao john

Indirizzo di spedizione Modifica >

Edit

Paga con

Saldo PayPal 10,00
EUR

Paga adesso

Pay now

Un metodo di pagamento
più sicuro

Non importa dove fai acquisti, i tuoi dati sono
più sicuri con PayPal e non vengono condivisi
con i venditori.

A safer payment
method

Regardless of where you
shop, PayPal helps keep
your transactions secure
by not sharing your full
financial information with
sellers.



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Topping up with PayPal

Once your payment is confirmed,
return to the portal by clicking «Torna sul sito del venditore».

Hai pagato **10,00 EUR**
a [Dettagli](#)

Pagato con
Saldo PayPal 10,00 EUR

Spedito a

Dettagli acquisto
Ricevuta n°:
Ti invieremo una conferma all'indirizzo: We will send you a confirmation to the following address:

Dati del venditore

[Torna sul sito del venditore](#)

You paid **10,00 EUR**

[Details](#)

Paid with
PayPal balance

Shipped to

Purchase details
Receipt no.

Seller's data

**Go back to
seller's website**



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Topping up with other credit cards

Select «Paga con una carta», then complete all required payment details and click «Paga adesso».



🛒 5,00 EUR ▾

Dati di fatturazione Invoice details

Non condividiamo mai i tuoi dati finanziari con i venditori.

We never share your full financial information with sellers.

Paese
Italia ▾

Tipo di carta ▾

Numero di carta

Scadenza

CVV



**PayPal è il metodo
semplice e sicuro per
pagare**

PayPal is the
safer, easier
way to pay
online

Dovunque fai acquisti, i dati della tua carta
sono al sicuro.

Regardless of where you shop, your
credit card details are safe.

Should you not already have a PAYPAL account, you will be invited to create one. You don't need, however, a PAYPAL account to make a payment and, in case, you can simply click «NON ADESSO» and proceed. The portal will take you to the payment confirmation page. You will also receive a payment notification e-mail.






Transaction history

Verify that your available credit has been updated.

You can check your transactions in the «Transaction History» page.



TRANSACTION DATE ↓	TRANSACTIONED BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Dec 20, 2017 11:23:01 AM	[system]	€ 0,0100	€ 7,0100	Payment gateway	External funds added by payment ga
Dec 19, 2017 7:39:11 PM	[system]	€ 5,0000	€ 7,0000	Payment gateway	External funds added by payment ga
Dec 19, 2017 7:39:10 PM	[system]	€ 2,0000	€ 2,0000	Payment gateway	External funds added by payment ga

Export/Print   



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Authentication



Place your Card
as indicated by the arrow



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Display of the remaining credit

After logging in, the remaining credit of your profile is shown,
press the «OK» button



Account Confirmation

Access approved. Press OK to access the device functions,
then press the LOGOUT button once finished.

User: **john.miller01**

Account: Personal Account

Balance: € 2,4607

OK



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Printing documents through WEB Print

In case of job queue, the multifunction system will display the full job list of the logged-in user.

To print all the document listed, tap the «Print All» key.



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Held Print Jobs

Log Out

Microsoft Word - Documento1

Device functions

Refresh

Print All



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Printing documents through WEB Print

To print or cancel a single file, select the desired file, then tap «Print» to release the single document, or «Delete» to remove it from the list.



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Held Print Jobs

Log Out

Microsoft Word - Documento1

Printed By:
alessandro.morelli

Client:
MIGEI736749

Time: 8.39
Pages: 1
Cost: € 0,0116



Device functions

Refresh

Print All

Print

Delete



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Document printing

When all the documents have been released and/or deleted, tap «Log Out» to disconnect, or «Device functions» to go back to the Home page.

In any case, the user will be automatically disconnected after 30 seconds.



Held Print Jobs

Log Out

There are no print jobs awaiting release.

Device functions

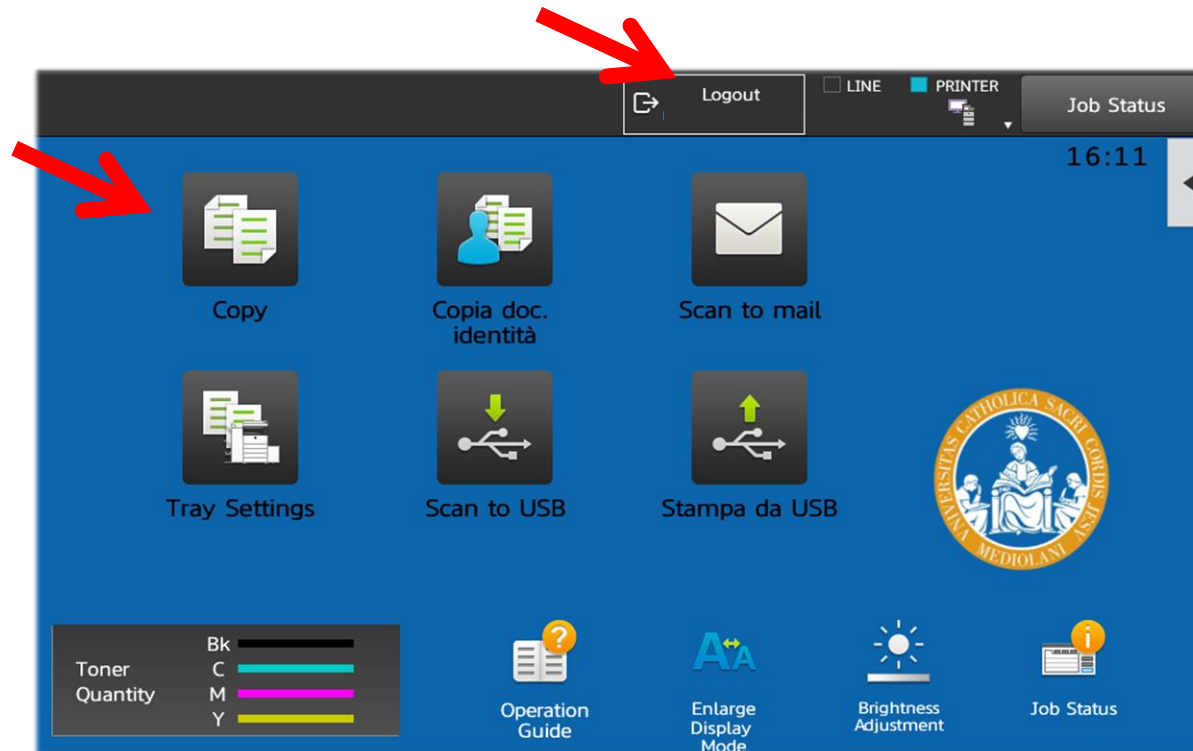
Prints must be picked up within 24 business hours



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Home Page

To make copies, tap the «Copy» key.

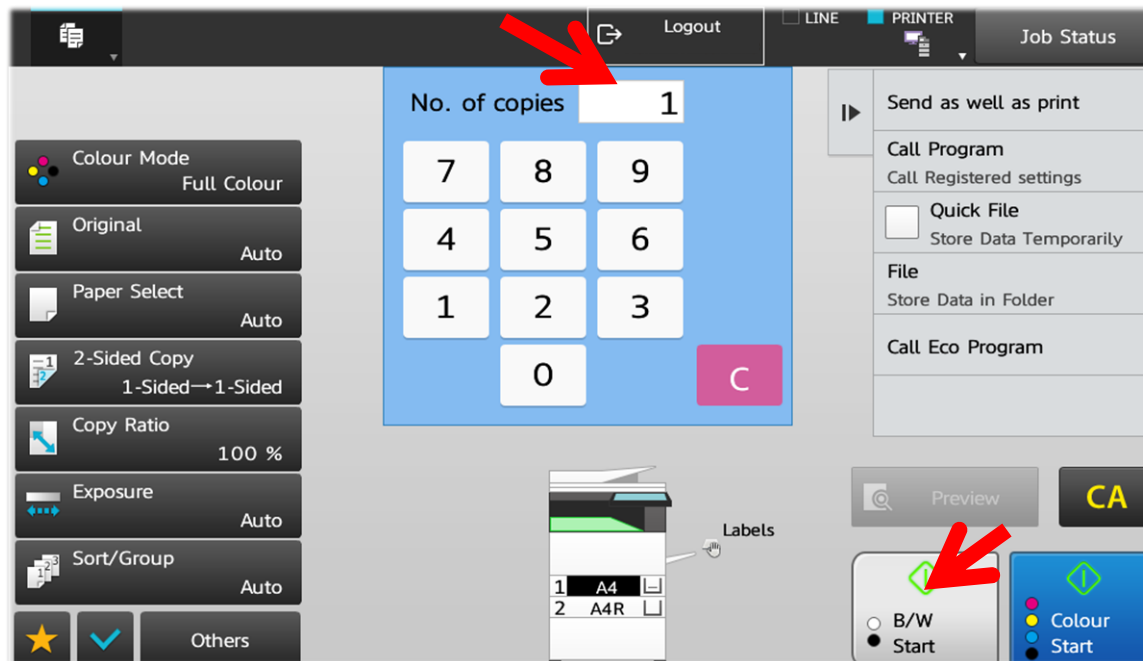


To go back to the home page, tap «HOME» on the right side of the displayed screen.
Tap «Log out» to log off, the user will be automatically disconnected after 30 seconds



Function «COPY»

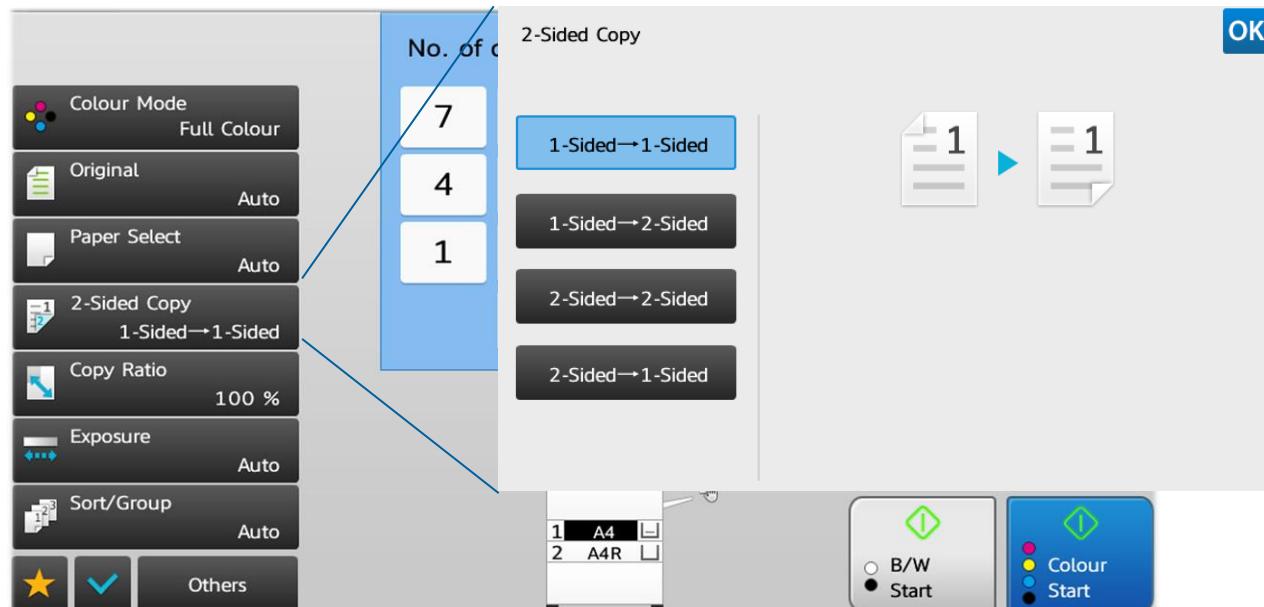
Place the document to be copied,
select the desired number of copies (default no. 1 copy)
And tap the «B/W Start» key.





Function «COPY» - 2-Sided Printing

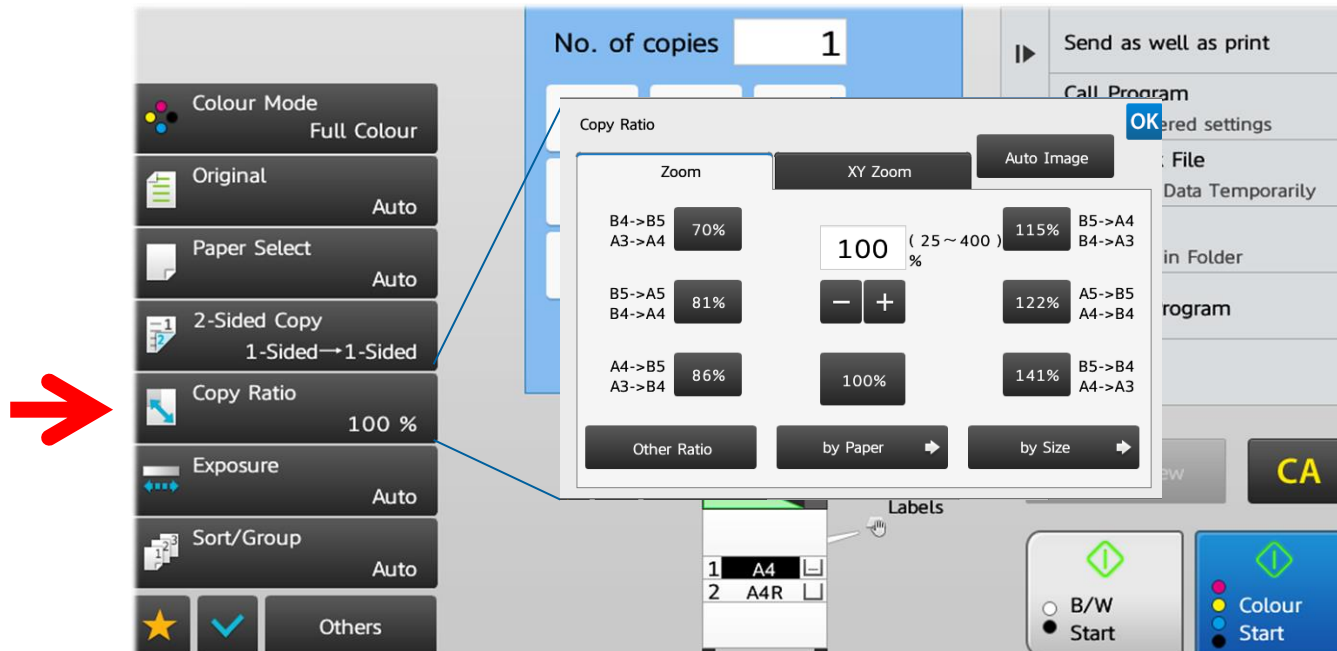
For 2-sided copying, tap «2-sided copy» on the left-hand side menu, then select the desired mode and tap «OK». Now tap the «B/W Start» key to start the copy process.





Function «COPY» - 2-Sided Printing

For enlargement/reduction operations, select from the left-hand side menu «Copy Ratio», then select the desired mode and tap «OK». Now tap the «B/W Start» key to start the copy process.



Prints must be picked up within 24 business hours

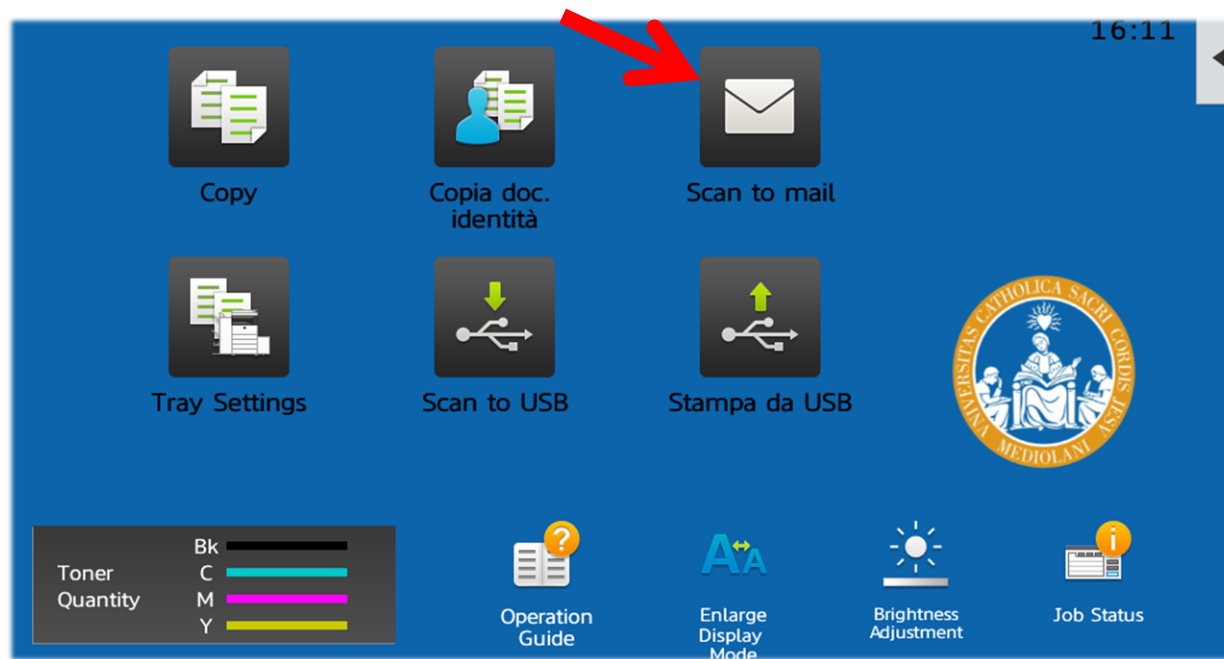


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Home Page

To scan a document tap the «Scan to mail» key.

The maximum email attachment size is 10MB, so, in case of heavy files, it is advisable to save scanned data on a USB pen drive



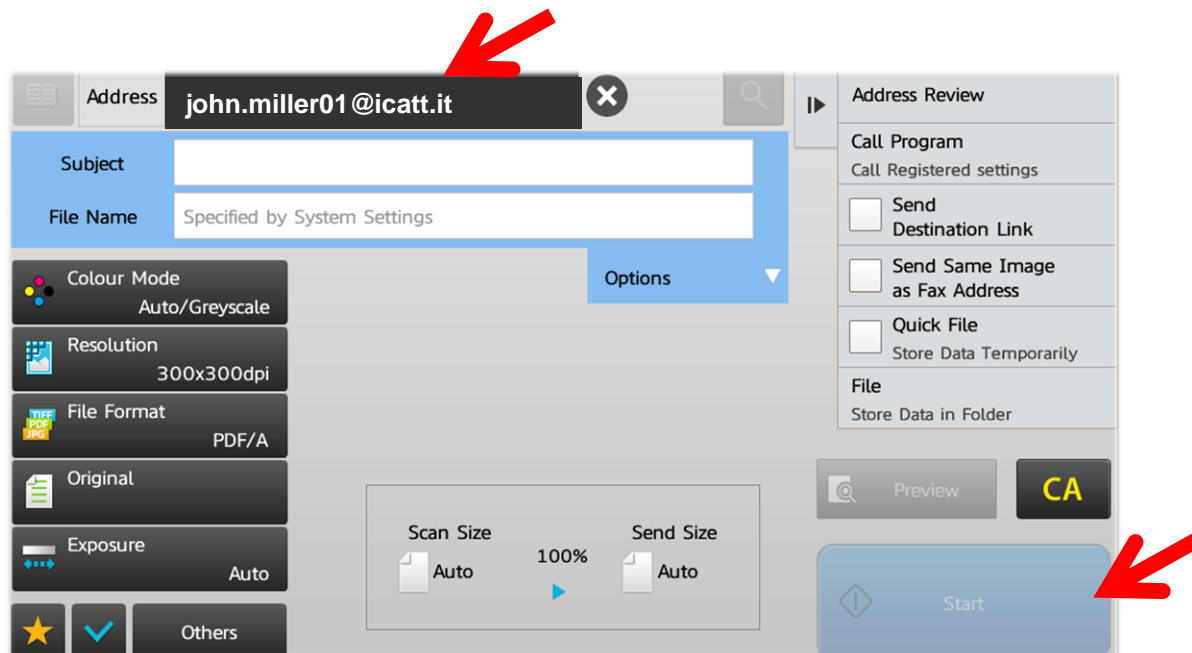
To go back to the home page, tap «HOME» on the right side of the displayed screen



«Scanner» function

To scan a document, place it in the document feeder tray of the automatic document feeder, or on the document glass, then tap the «Start» key.

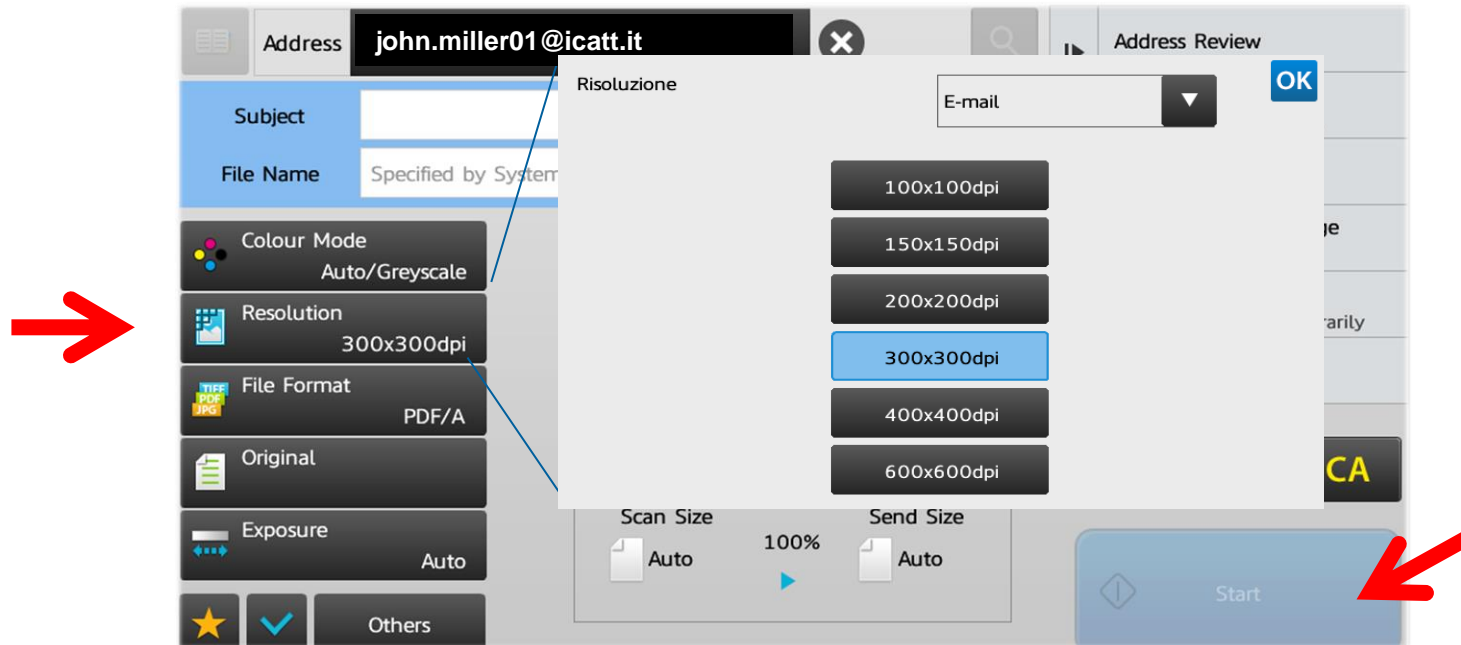
The scanned document will be sent via email to an address for which a user certificate has been registered.





«Scanner» function - Resolution

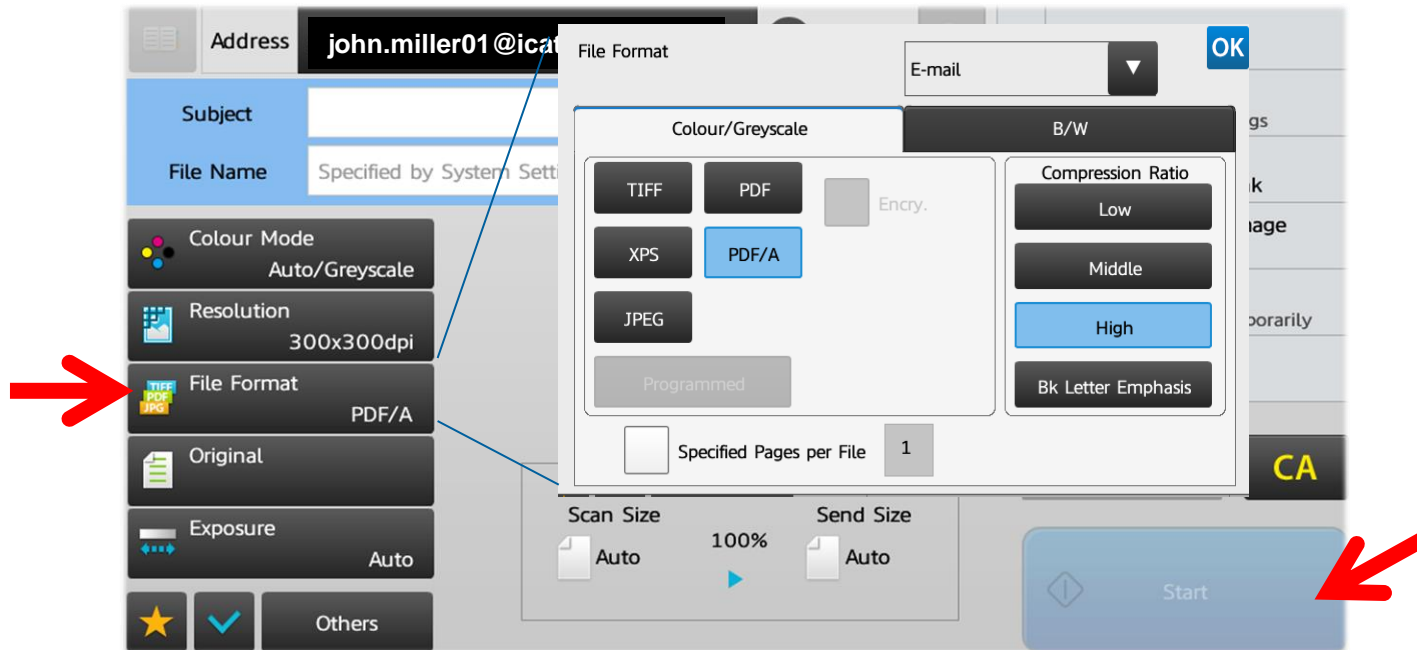
To change the scan resolution, tap the «Resolution» key on the left-hand side menu, select the desired resolution, then tap «OK». Now place the document and tap the «Start» key.





«Scanner» function – File Format

To change the scan file format, tap the «File Format» key on the left-hand side menu, select the desired file format, then tap «OK». Now place the document and tap the «Start» key.

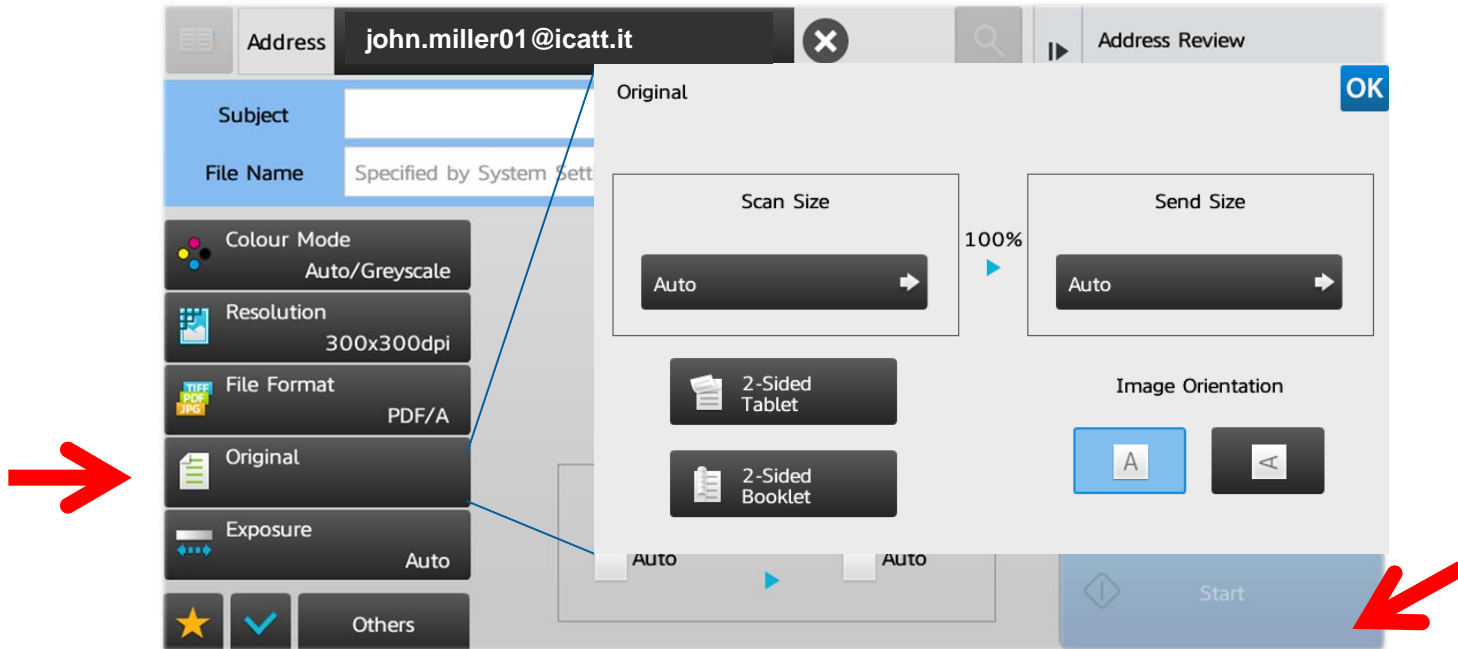




«Scanner» function - 2-sided scan

For a «2-sided scan», tap the «Original» key on the left-hand side menu, select the desired «2- sided» mode («Tablet»/Long-edged binding or «Booklet»/ Short-edged binding), then tap «OK».

Now place the document and tap the «Start» key.

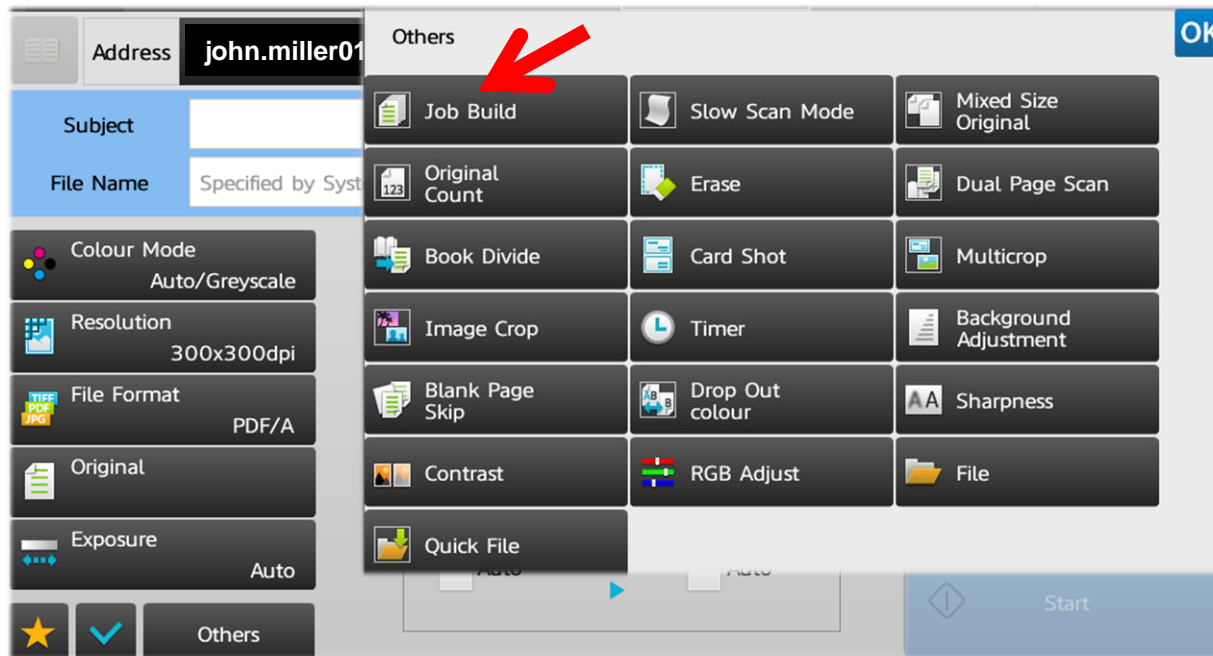




«Scanner» function - Scanning documents with more than 10 pages

To scan multi-page documents, tap the «Others» key on the left-hand side menu, select the «Job Build» mode, then tap «OK».

Now place the document and tap the «Start» key.
Repeat the procedure until all pages have been scanned and then tap the «Read-End» key.

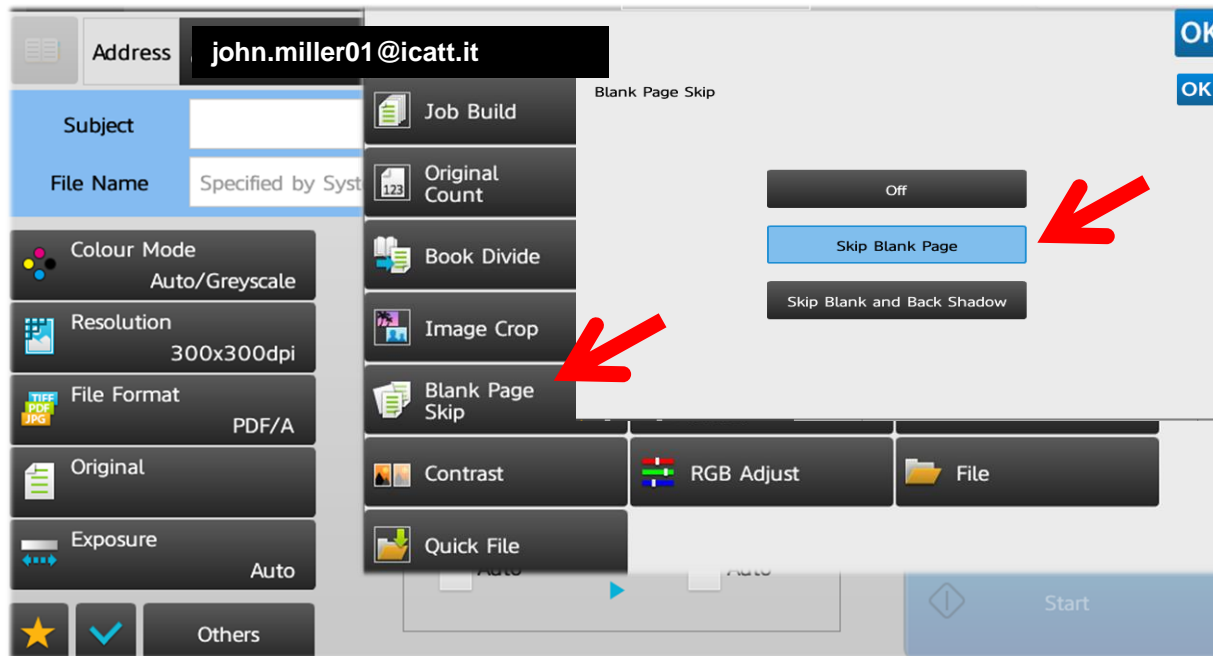




«Scanner» function - Eliminating blank pages from a transmission

To scan multi-page documents, tap the «Others» key on the left-hand side menu, select the «Skip Blank Page» mode, then tap «OK» to confirm, tap «OK» again to exit the «Others» menu.

Now place the document and tap the «Start» key.





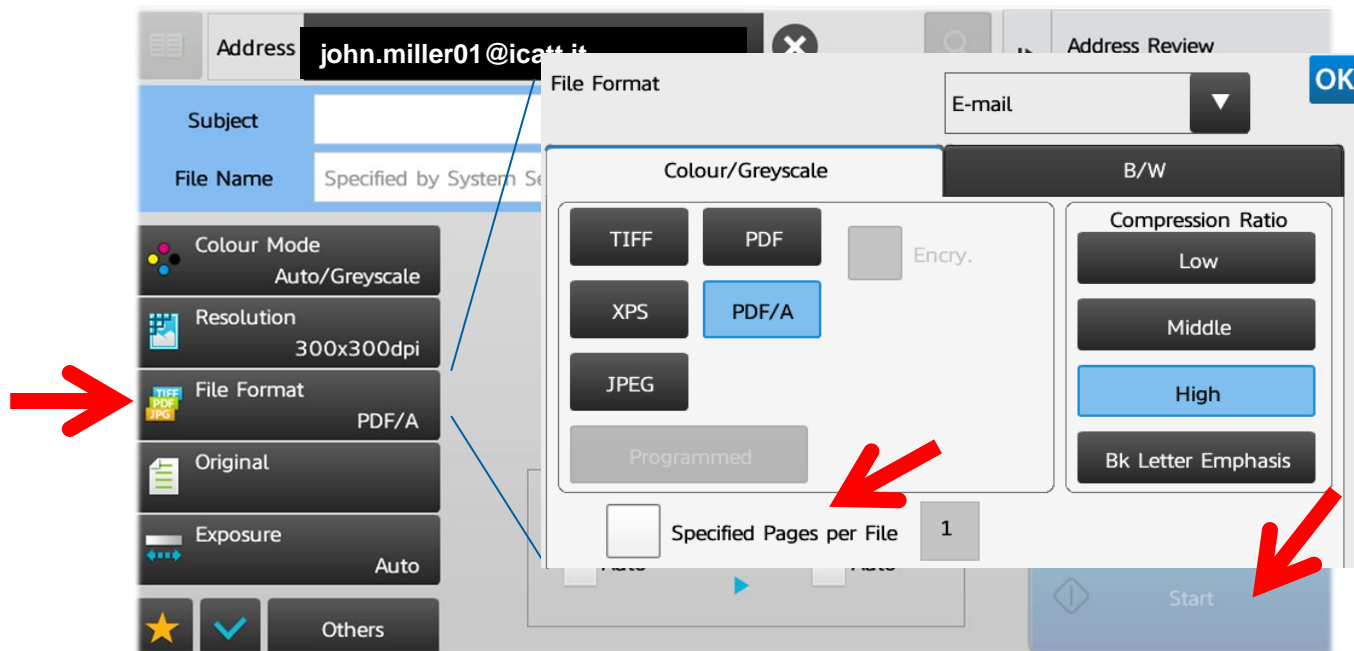
«Scanner» function – Specific functions «Specifying the number of pages per file»

Tap the «Others» key on the left-hand side menu, select «Specified Pages per File» and use numeric keys to specify the number of pages per file, then tap «OK».

Now place the document and tap the «Start» key.

Example:

a 30-page document will result in a 3-scanned-page file,
and an e-mail enclosing 10 file of 3 pages each will be sent.

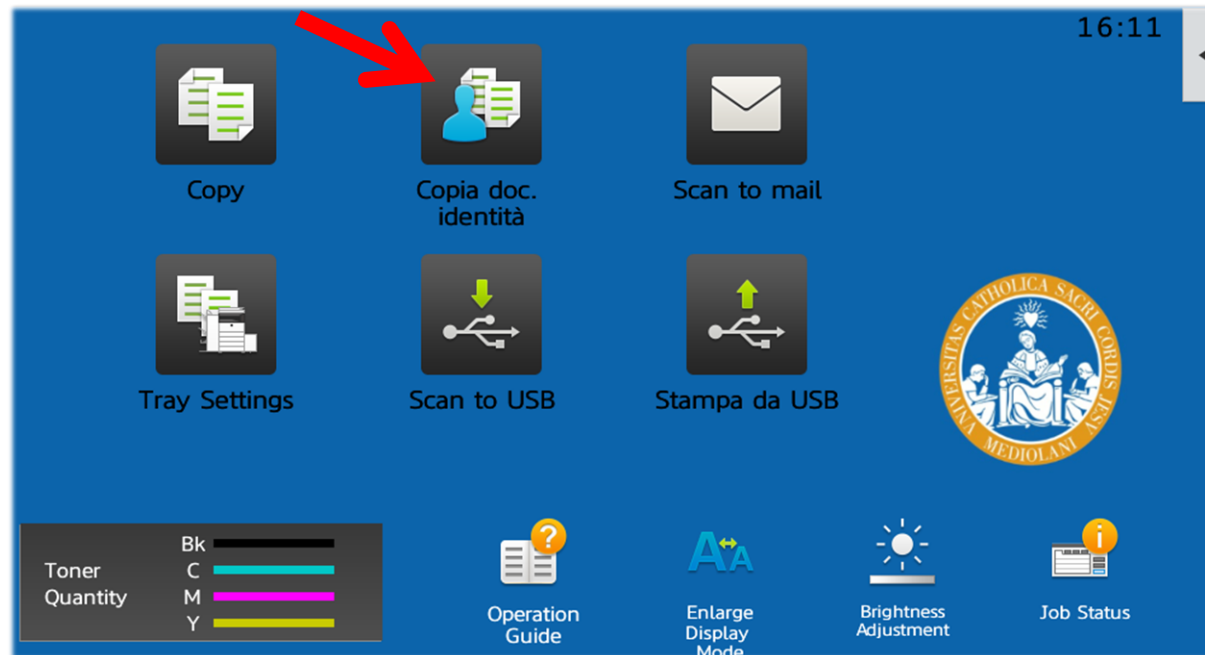




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Home Page

To make ID Card copies,
tap the «Copia doc. identità» key.



To go back to the home page, tap «HOME» on the right side of the displayed screen

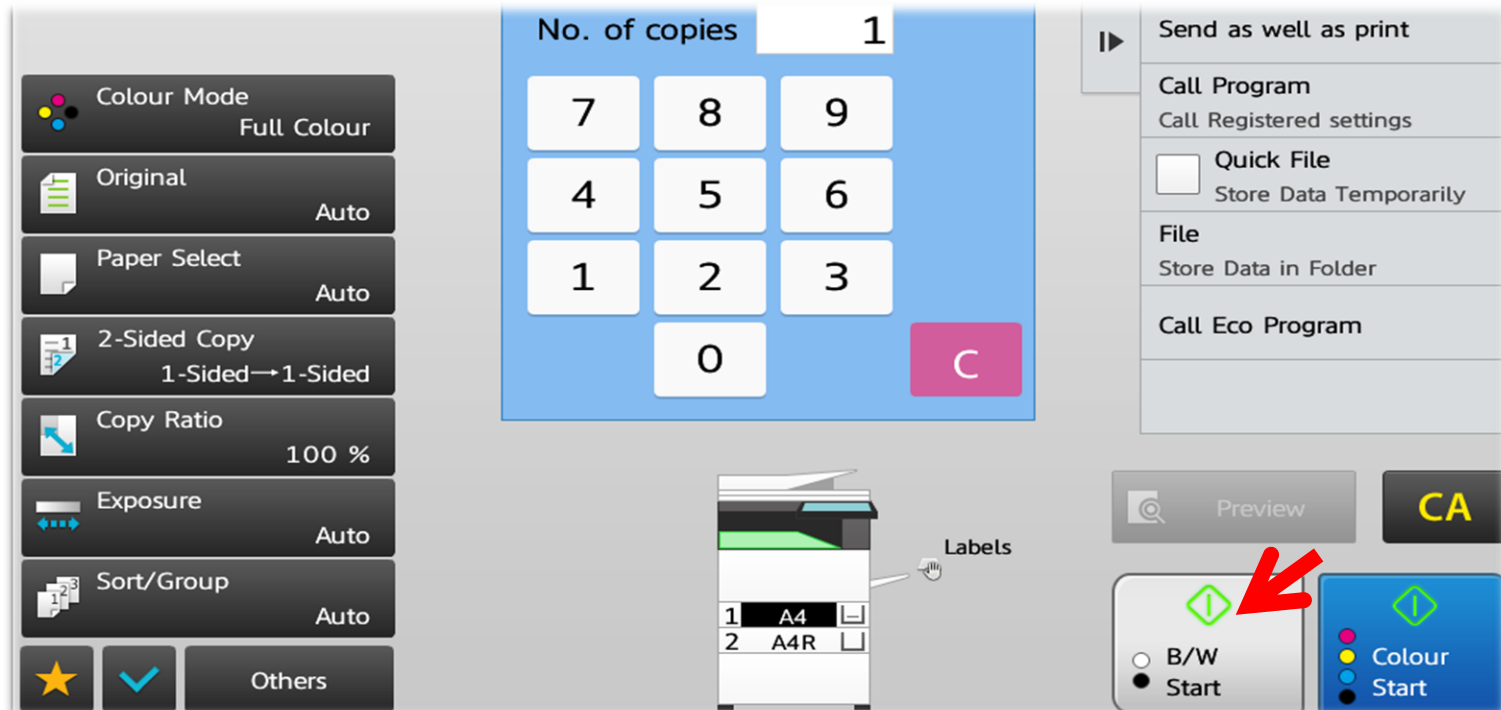


«Copia doc. identità» function

Place the ID card face down in the top left corner of the document glass, then tap the «B/W Start» key.

Now place the ID card face up in the same position and tap again the «Start» key.

At the end of the process, tap the «Read-End» key.





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«Copia doc. identità» function

ID card positioning on the document glass.

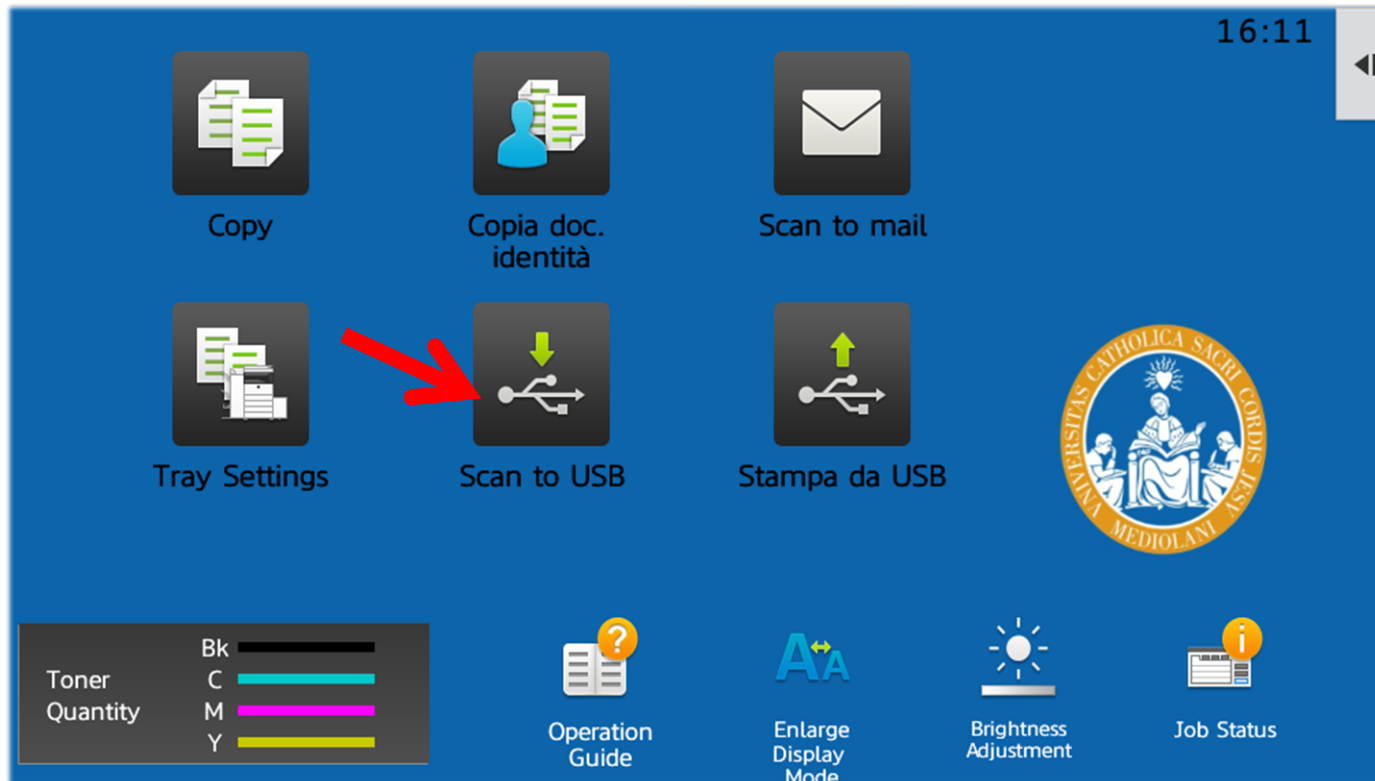




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Home Page

To scan to a USB pen drive,
tap the «Scan to USB» key.



To go back to the home page, tap «HOME» on the right side of the displayed screen

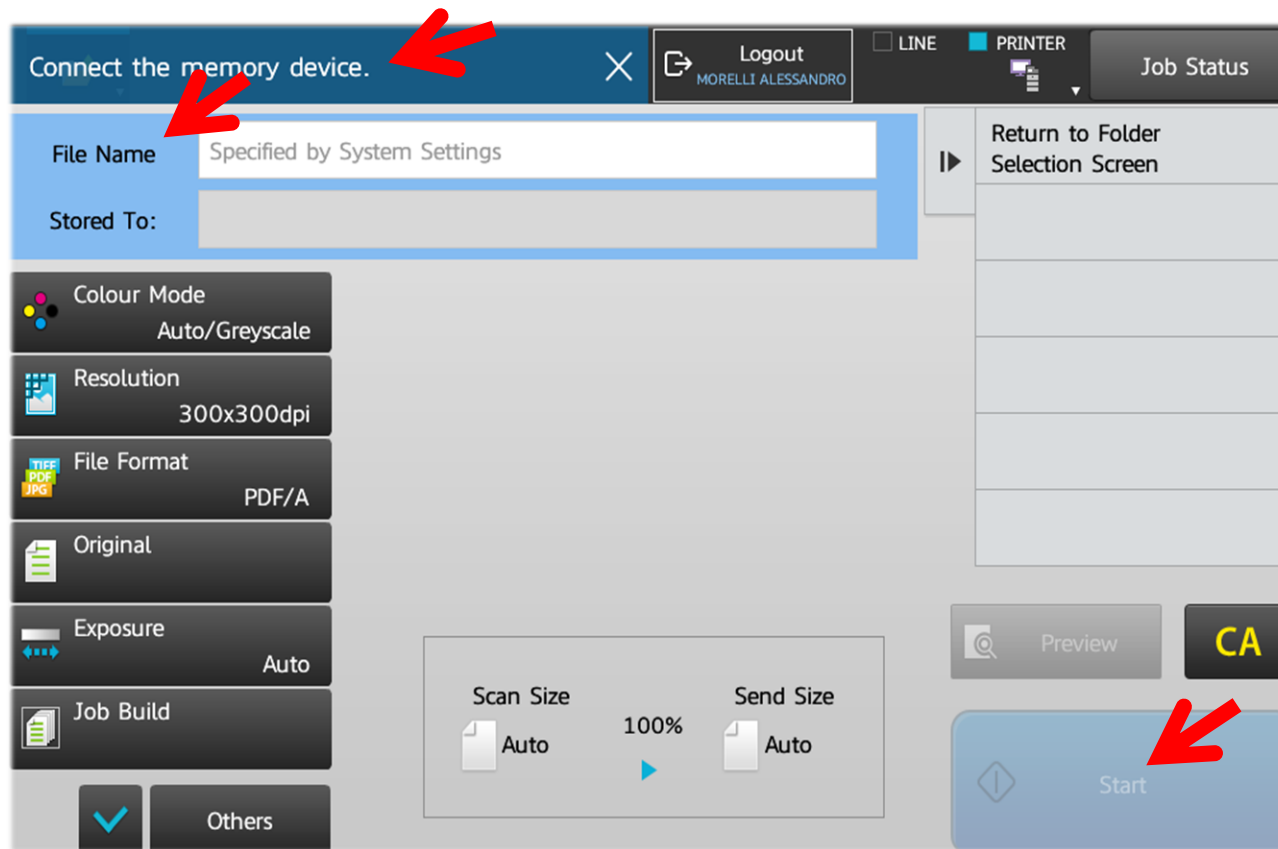


«Scan to USB» function

Insert the USB pen drive, select «Name File» and write the name of the file to be scanned.

Now place the document on the glass and tap the «Start» key.

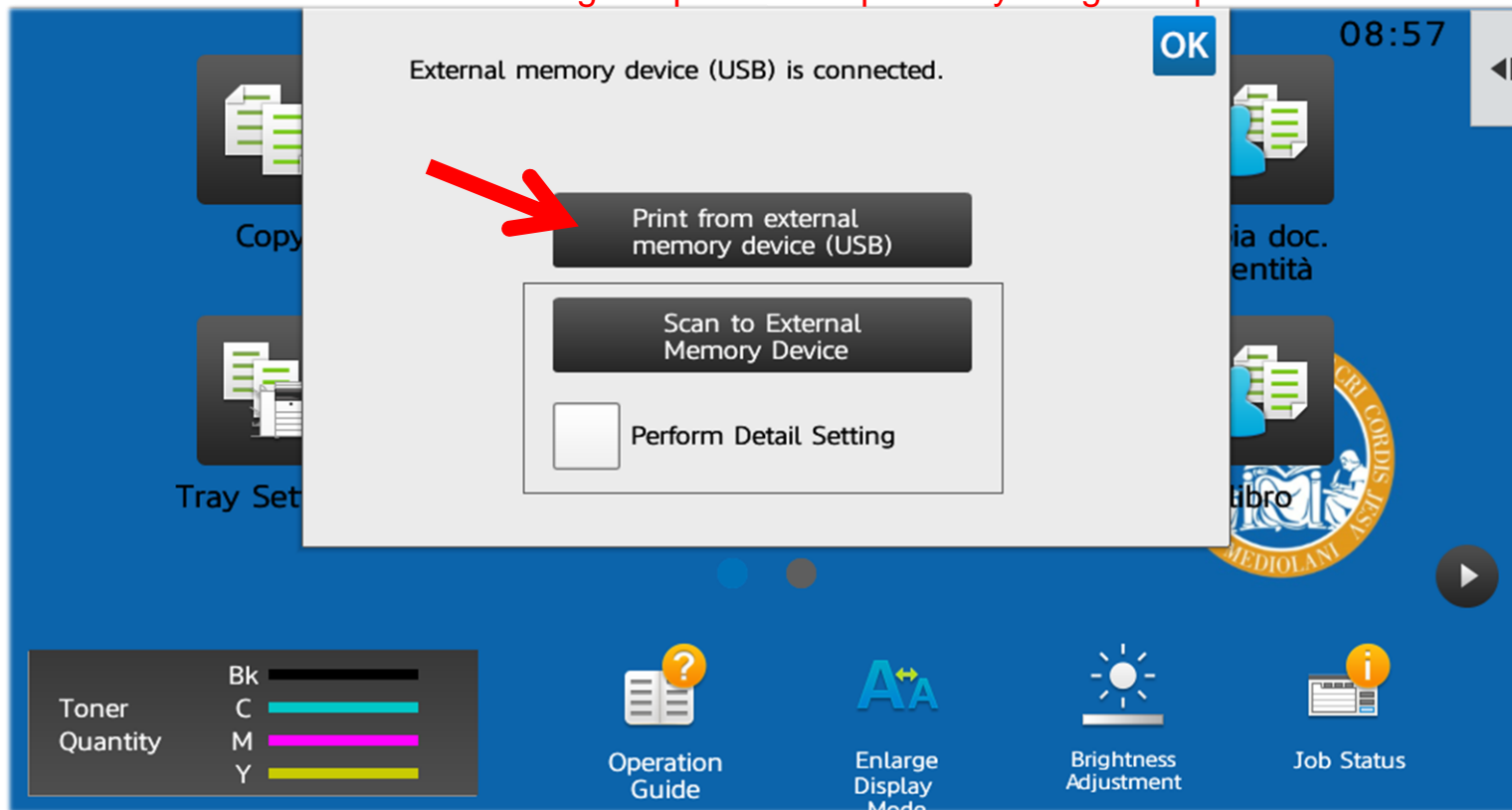
When you have finished, remove your USB pen drive.





To make copy from a USB pen drive, insert the USB pen drive and select «Stampa da dispos. memoria est. (USB)» ('Print from external memory device [USB]').

For the time being it is possible to print only images or pdf files.



To go back to the home page, tap «HOME» on the right side of the displayed screen



«Print from USB» function

Select the file that you wish to print, and tap the «Change Setting to Print» key.

USB Memory

File or Folder Name ↑

- .Spotlight-V100
- .Trashes
- .fseventsd
- RESTORE
- System Volume Information
- Test

test.pdf

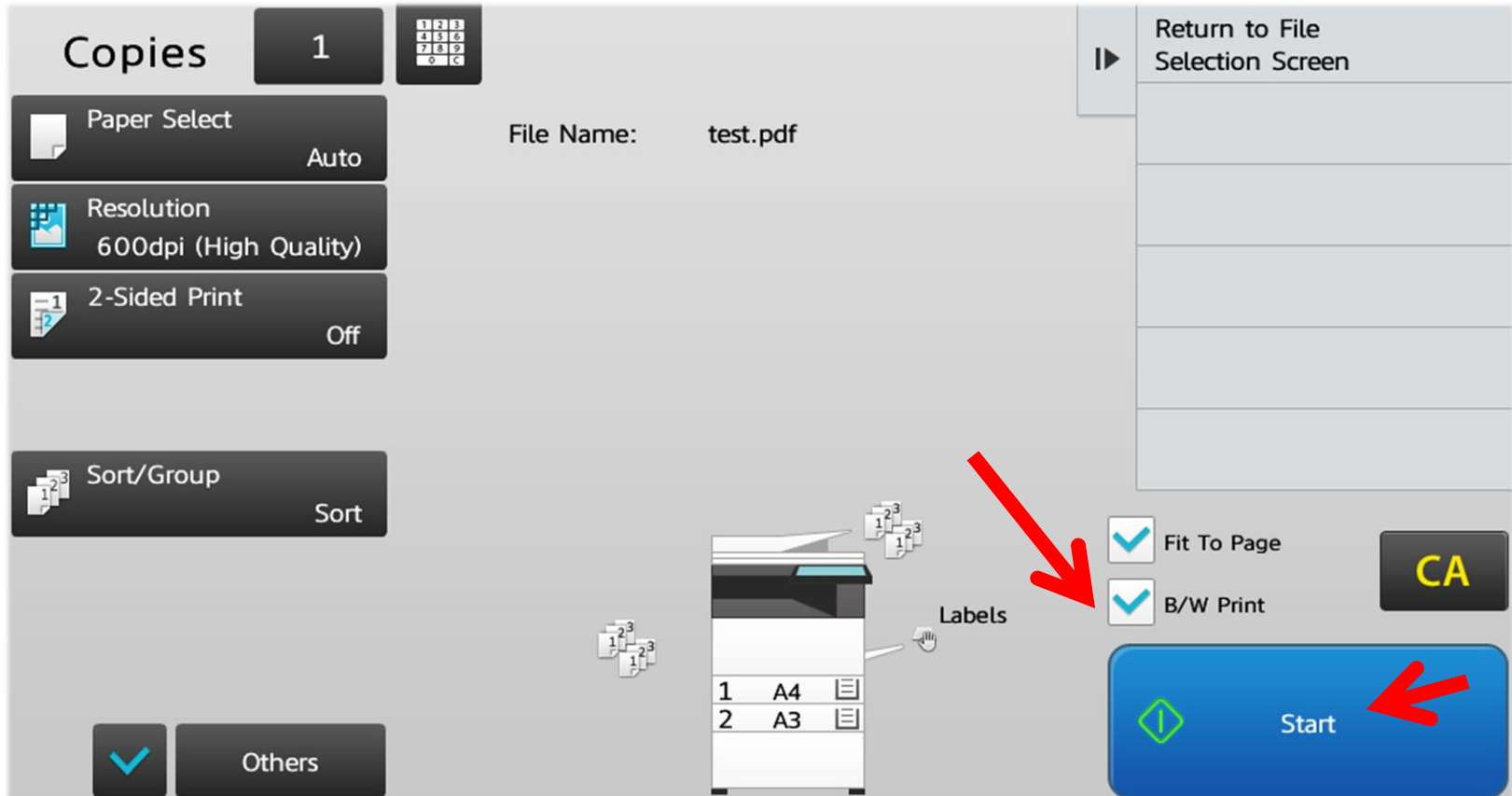
Change Setting to Print

CA



«Print from USB» function

Select the print conditions, then tap the «Start» key. Se vuoi stampare in bianco e nero selezionare il pulsante B/W Print altrimenti il file verrà stampato a colori



To go back to the home page, tap «HOME» on the right side of the displayed screen

Thank you for your attention