# Export Settings from Sharp MFP (OEM)

Access the Sharp remotely *(applies to Sharp's ~2015 and newer):*

- **Get the Sharp's IP address:** Found at the Sharp by pressing **Settings > Status > Network Status > TCP/IP > IPv4 Settings**.
- **Get the Sharp's admin password:** Please reach out to Fraser if you do not have this information.
- **Access the Sharp Embedded Web Server (EWS):** You'll need to access the Sharp EWS by opening an Internet browser such as Chrome, Edge, or Safari and typing in the IP address noted from above into the address bar. For example, if the IPv4 address from STEP was 172.16.22.65, then enter that into the address bar as shown below. It should bring you to either a warning page about the **connection not being private** *or* directly to the Sharp web page. If you see the warning, then you'll need to click past that section to continue. For example, in Chrome, click Advanced and then Proceed...
- **Login to the Sharp:** This is normally located at the top right of the Sharp EWS "Administrator Login"
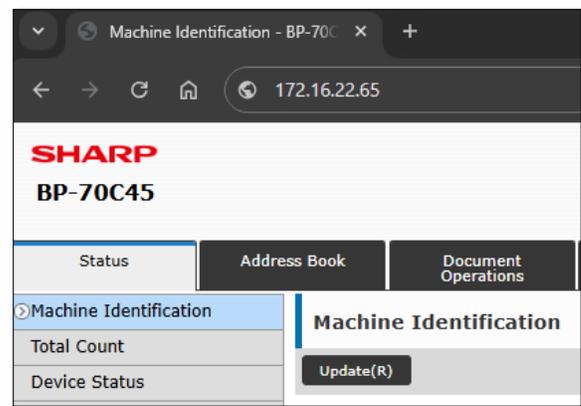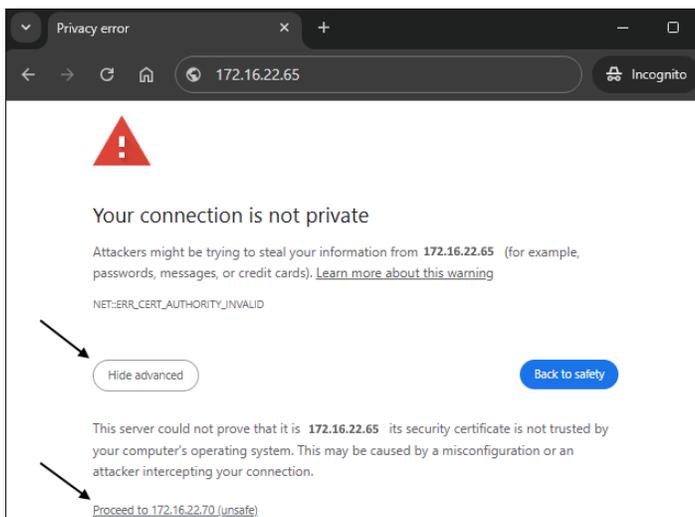
Retrieve Network Information

1. Go to **Status > Network Status.** Locate the **TCP/IP** section to the right and note the **IPv4 Address, Subnet Mask, Gateway.**
2. Scroll down to DNS and note the **Primary Server** and **Secondary Server**.

Retrieve Email Server Settings (If scanning to email)

1. Go to **System Settings > Network Settings > Services Settings > SMTP.** Note the following:
   - **Primary Server**
   - **Port Number**
   - **Sender Address**
   - Note if **Enable SSL / TLS** (or **Enable SSL**) is checked.
   - Note if **SMTP Authentication** is checked. If checked,
     - Note the **User Name** and **Password.**

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Export Address Book (*Export stored email addresses, fax numbers, and scan folders*)

1. Go to **System Settings > System Control > Data Import/Export (CSV Format).**
2. Under **Export Settings** > select **Address Book** as the **Export Settings Type** then **Execute**. This will generate a CSV file in your downloads folder.

Export PIN Codes (only perform if using pin codes to restrict or track access)

1. Go to **System Settings > System Control > Data Import/Export (CSV Format).**
2. Under **Export Settings** > select **User Register Information** as the **Export Settings Type** then **Execute**. This will generate a CSV file in your downloads folder.
3. Go to **System Settings > System Control > Storage Backup.** Select **User Register Information** then **Execute.** This will generate a BIN file that contains specific settings about your PIN Code setup and will be saved in your downloads folder.

If multiple files or multiple Sharp's are being exported, then rename the downloaded files to a file name that makes sense. For example: **"1st Fl Copier – Address Book"** and **"2nd Fl Copier – Address Book"**

Stored Documents & Folders

- Documents and Folders stored on the Sharp cannot be exported and imported to a different Sharp device. These will need to be manually created in the new device. These documents and folders include those shown in **Document Operations** of the web interface or **File Retrieve/HDD File Retrieve** at the Sharp control panel.