Gespage eTerminal

SHARP

Manual

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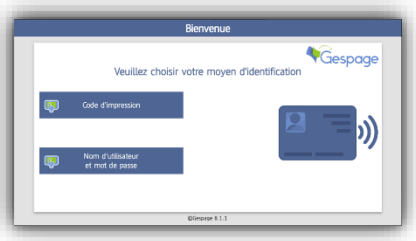
1. Introduction

Sharp eTerminal is a Gespage software module dedicated to Sharp MFPs. This module uses the integrated touchscreen of the MFP.

This module enables an authentication at the MFP to provide the following functions:



- Print2me secured print with user authentication (by login / password, PIN code, card) and user-friendly selection of the documents to print.
- Modification of the job properties (print forcing in B&W or colour, in duplex or change of the number of copies).
- Scan to me by email, to home directory or to shared directories.
- Payment and accounting of prints on Gespage server (including USB), copies and scans done.
- Access rights to copy, print (B&W, colour) functions and scan destinations.
- Management and configuration of the terminal from a user-friendly Web interface.

1.1 Compatibility

Gespage eTerminal is compatible with all Sharp MFPs fitted with a touchscreen, from OSA 3.5 versions. The MFP must have the AMX3 license.

The configuration management of scans through the application Gespage is restricted to MFP Sharp compatible Browser n2.0.

Sharp eTerminal does not support 480x272 screens present on the non-touch MFPs.

For detailed information about supported models, it is recommended to consult **CartadisDB** tool.

The card readers that can be connected are Cartadis card readers such as TCM3 or TCM4.

2. Configuration

2.1 Configuration on the MFP

2.1.1 Application settings

Before configuring the MFP, the printer matching your MFP must first be configured on your Gespage server.

When configuring your MFP via the Web interface, it is recommended to check that the MFP is not turned off or on standby and that nobody is logged in on it.

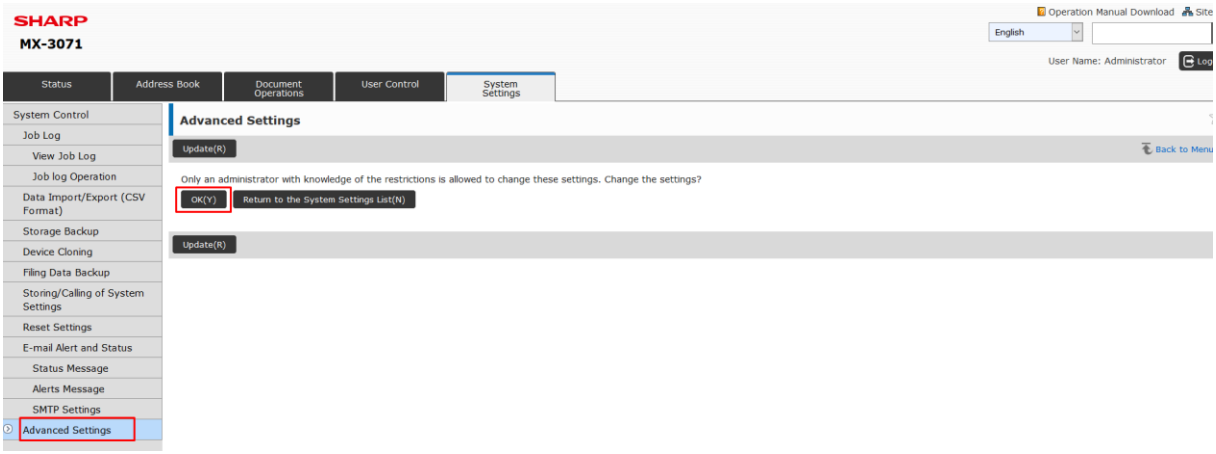
The web interface of your MFP is accessible by just entering its IP address in your Browser, using the ID « admin » and the password (default is « admin »).

According to the range, the configuration of your MFP can be slightly different.
Configuration below is detailed for Browser n2.0. If your MFP is compatible Browser 3.5 only, please refer to the chapter 4 “Annexe” of this manual.

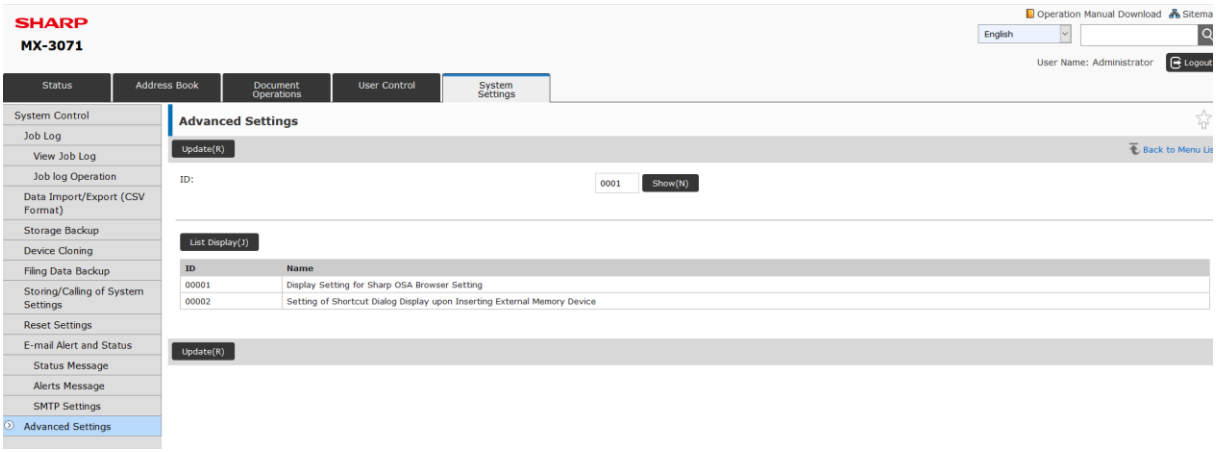
2.1.1.1 OSA settings

A new menu has appeared on the CR4.5 range as well as on the MFP with OSA 5.5 embedded version, or if the AMX2 licence is installed. The configuration below is therefore only valid on this type of MFP.

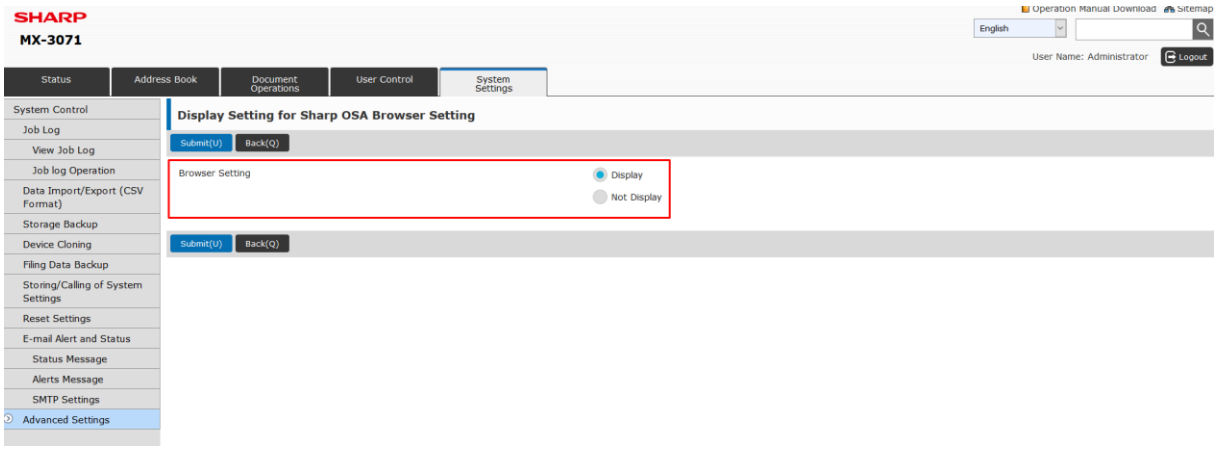
Once connected as admin, go to “System Settings” tab then “System Control” then Advanced Configuration.



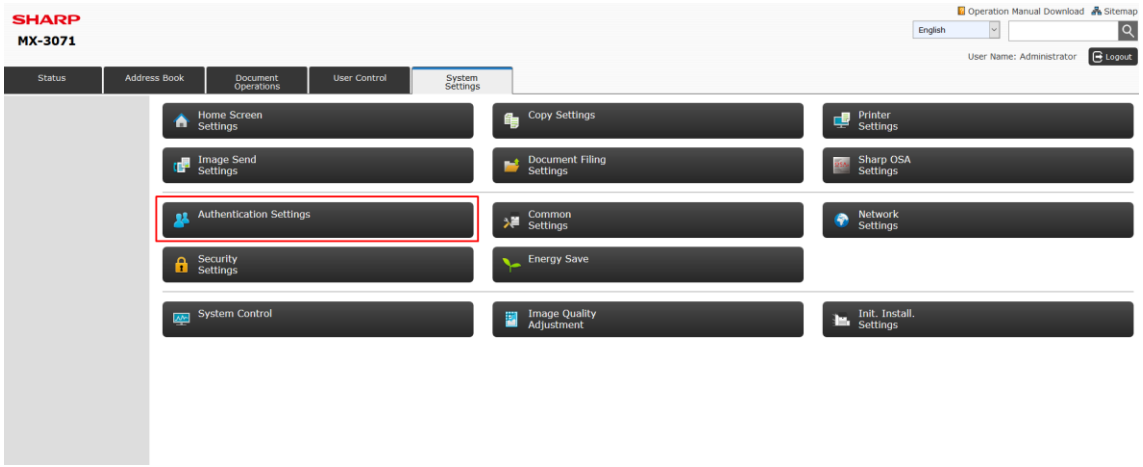
Then you need to display the list then enter the “ID Number” of “Display Setting for Sharp OSA Browser Setting”.
By default, the value is “00001”.



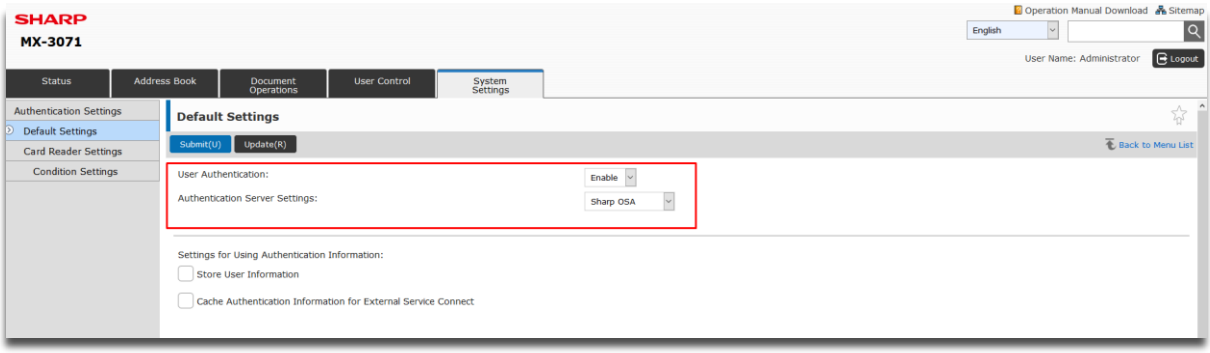
Select “Display” then check “Submit” to save the modification.



Still on the Web page, go to “System settings” tab then “Authentication Settings”, you’re directly taken to the page “Default settings”.



You then need to click on “User authentication” then “activate”, a new line appears in “Settings on authentication server”.
Select the drop-down menu, then click on “SHARP OSA” and finally “Submit”.

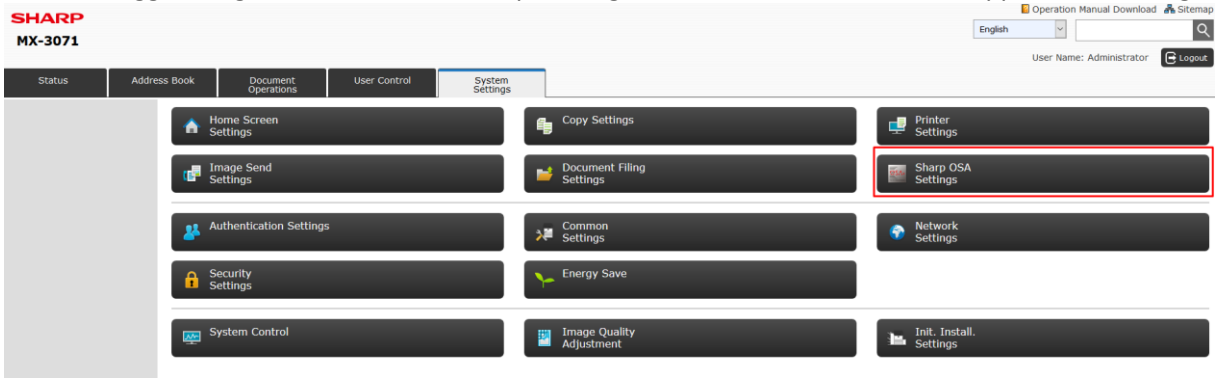


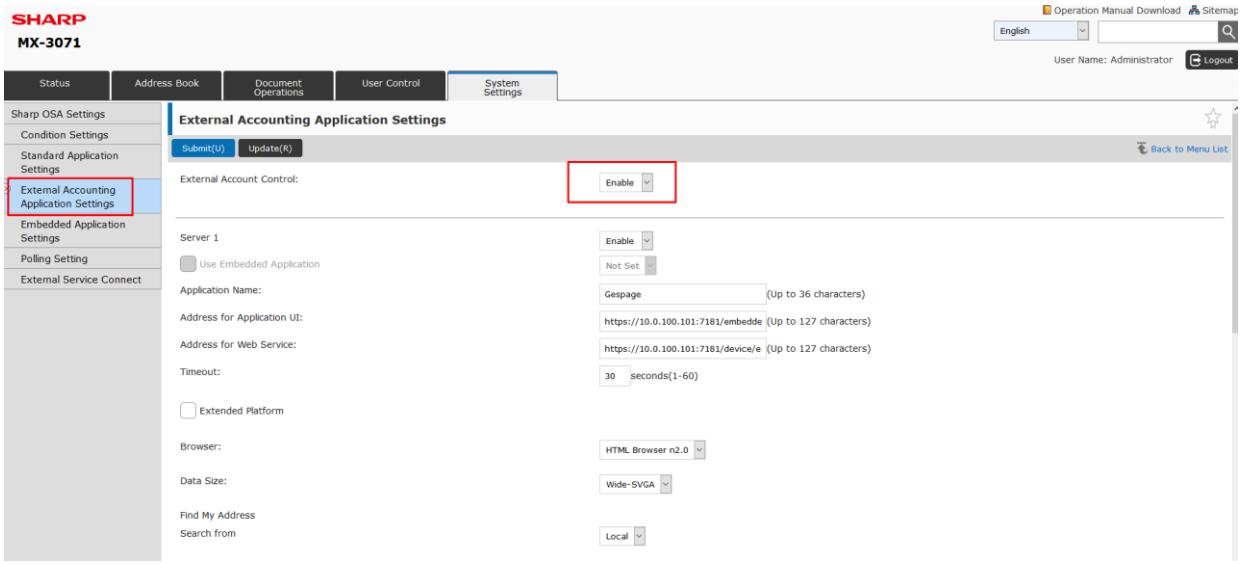
2.1.1.2 Authentication activation

The configuration below is to follow for the whole SHARP range.

Before applying the configuration below, please make sure that the multifunction has been added on the print server and appears on the interface of Gespage administration.

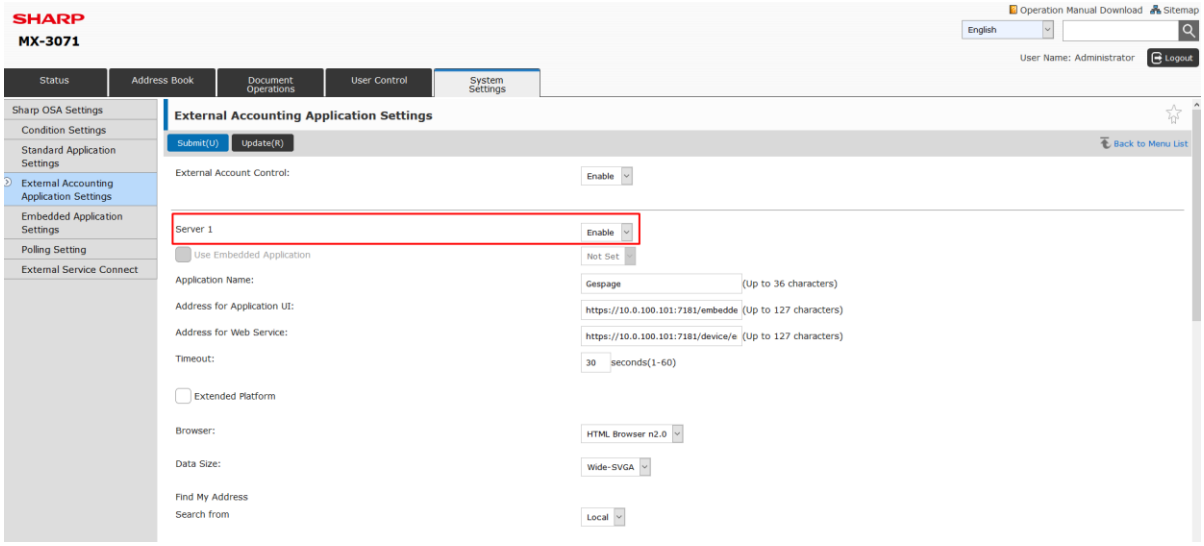
Once logged in, go to the tab “OSA Sharp Settings”, then to “External account application settings”.



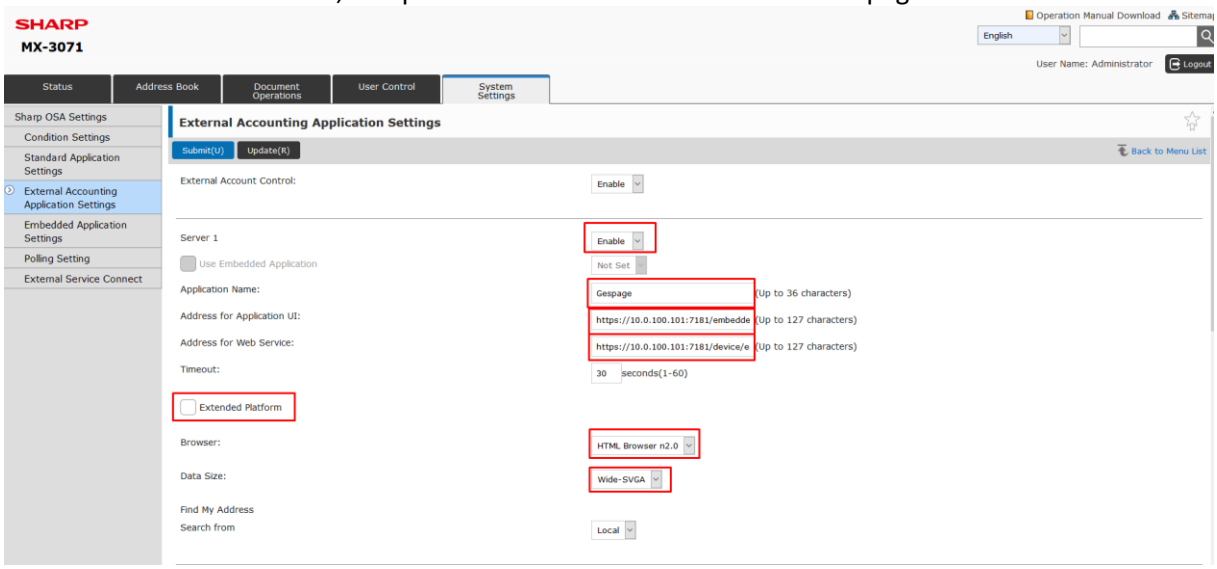


Set “External Account Control” on Enable.

Enable the Server 1.



Once the server checked, complete the information linked to the Gespage server:



(1) Set the server on “Activate”.
(2) Give an informative name to the Gespage application (ex: Gespage).
(3) Enter the address:
    a. https://(Gespage_server_address):7181/embedded/sharp/login-n2.xhtml for a device compatible with Browser HTML 2.0
    b. https://(Gespage_server_address):7181/embedded/sharp/login-be2.xhtml for a device compatible with Browser Chromium BE 2.
    This link provides the display content of the eTerminal Gespage to Sharp MFP.
(4) Enter the address https://Gespage_server_address):7181/device/embedded/sharp/OSA , this link provides the access to OSA Web service.
(5) Choose the HTML Browser 2.0. (if Browser 2.0 is not available, see the Annexe in the end of the document § 4.1 for Browser 3.5).
(6) To set the eTerminal display on your MFP screen, you need to select “Wide-SVGA”.

NOTE: Points 3; 4; 5 and 6 can be copied/pasted from Gespage menu:
Printers/Terminals/General Configuration/eTerminal/Sharp Configuration.

NOTE: The setting (6) will not be asked to you if your MFP includes a 800x392 screen.

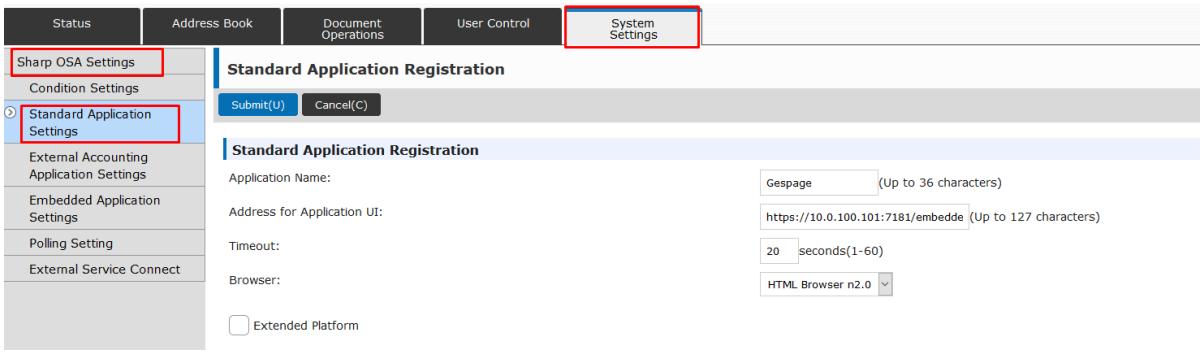
(7) If the option is present, you need to uncheck the function « Extensive platform".

To validate this setting, click on "Submit (U)" then on "Restart now".

After the restart of your MFP, it will automatically save on your Gespage server.

2.1.2 Gespage home page

On the Web page of the Sharp MFP, the administrator has the possibility to add a Gespage button allowing browsing between the different menus (Gespage and copier menu).



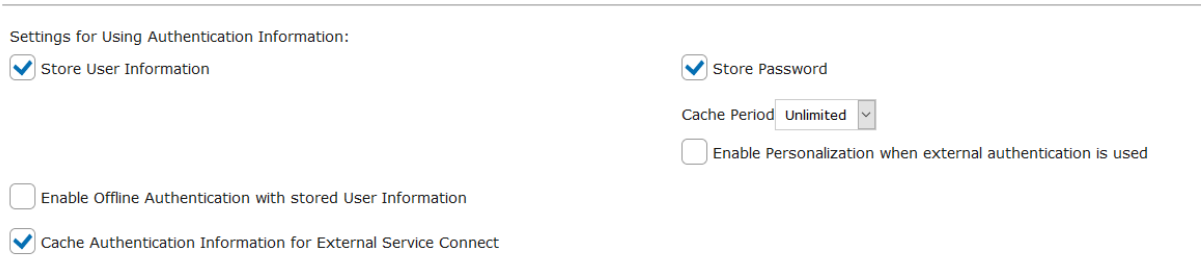
Once the configuration validated, the users will have access to a new home menu (see § 3.1.4).

2.1.3 Offline mode management

Currently on SHARP, if the server or the network connexion are no longer functional, it is impossible to access to the copier menu.
A mode of operation of MFPs can be activated on the copiers so as to authorize the connexion on **local accounts** to the machine.
It is therefore necessary to create a prior “spare” local account in order to use this functionality.

As a second step, it is now necessary to activate the offline authentication from the Web interface of the copier.

- On an OSA 5.5 copier, under System Settings tab, Authentication Settings.

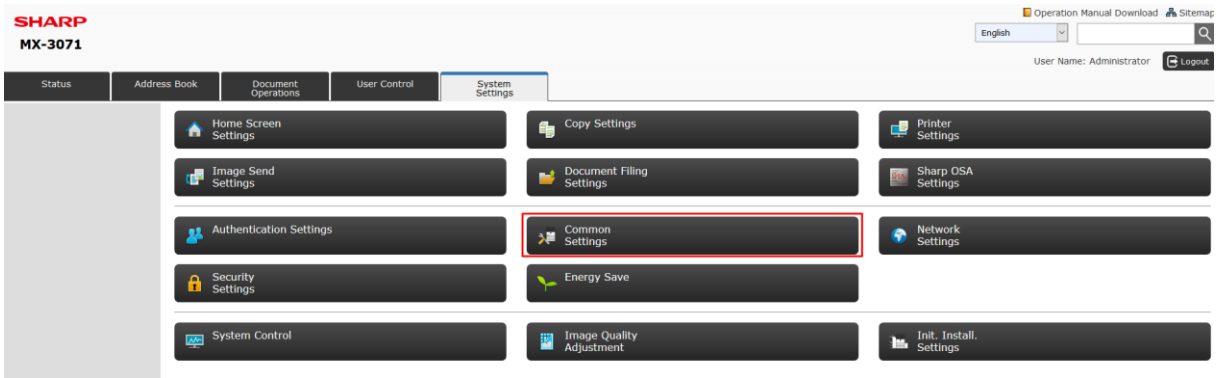


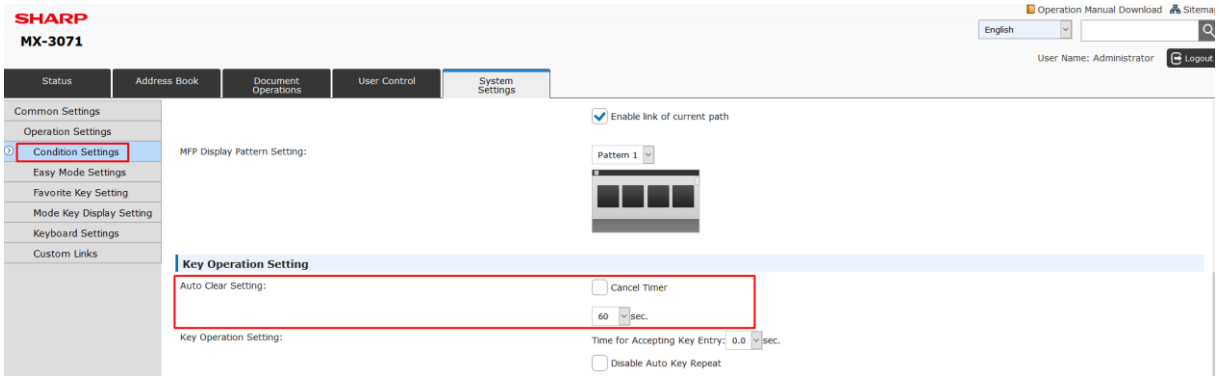
- On an OSA 5.0 copier, under User Control tab, Default Settings.

Once network services working again, the MFP will switch in an **automated way** to the application.

2.1.4 Period of inactivity

To set the Sharp period of inactivity, go to *System settings/Operational settings*, then fill in the *“Return to initial setting”* to 60sec.





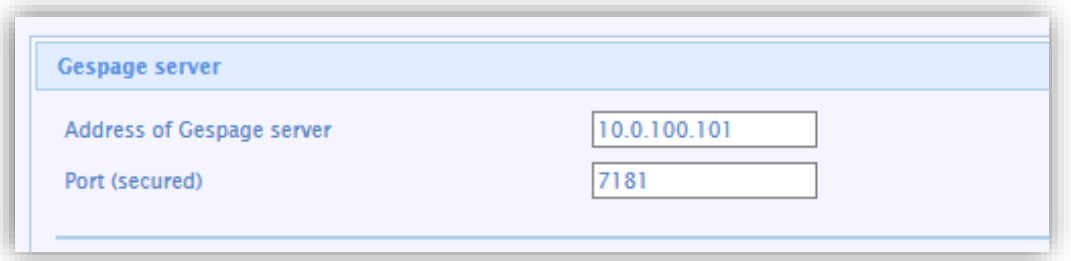
In case of change of reader model, please contact our support.

2.2 Gespage configuration

2.2.1 General

2.2.1.1 Global parameters

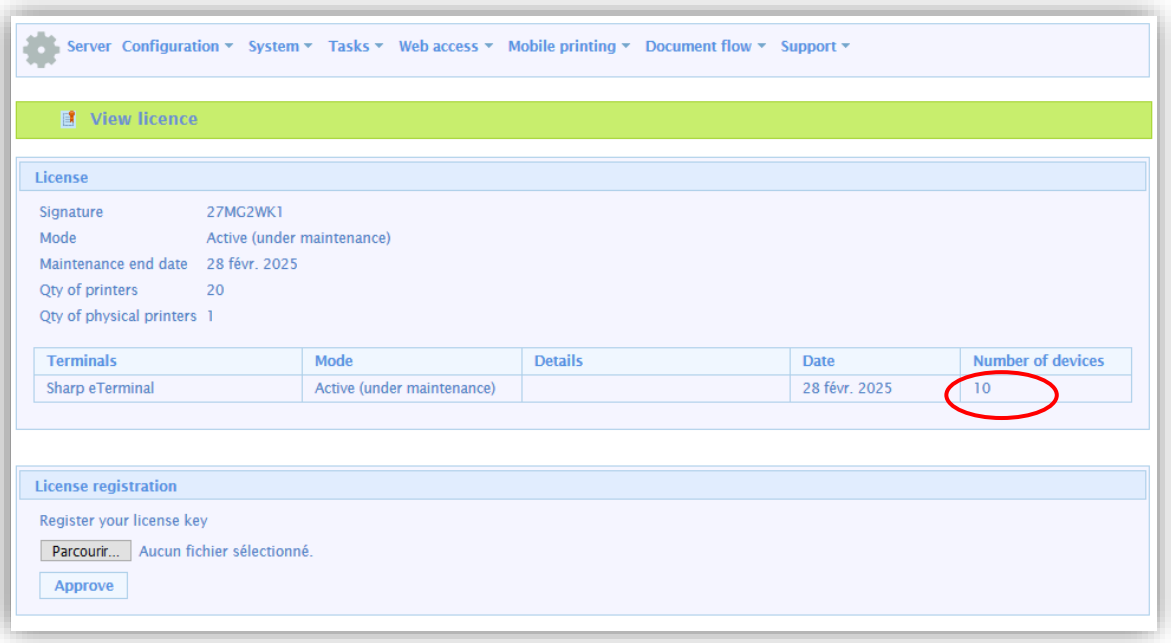
To enable dialogue between the eTerminals and the Gespage server, the address of Gespage server (IP or name) must be checked in the server global parameters (*Server / Global parameters*).



2.2.1.2 Licences

Make sure that the required licences are available. Information about your Gespage Server and the licences bought are available from *Server / Support / Licence*.

An eTerminal can be installed only if you have the Sharp eTerminal licence associated or if your server is in demo mode.



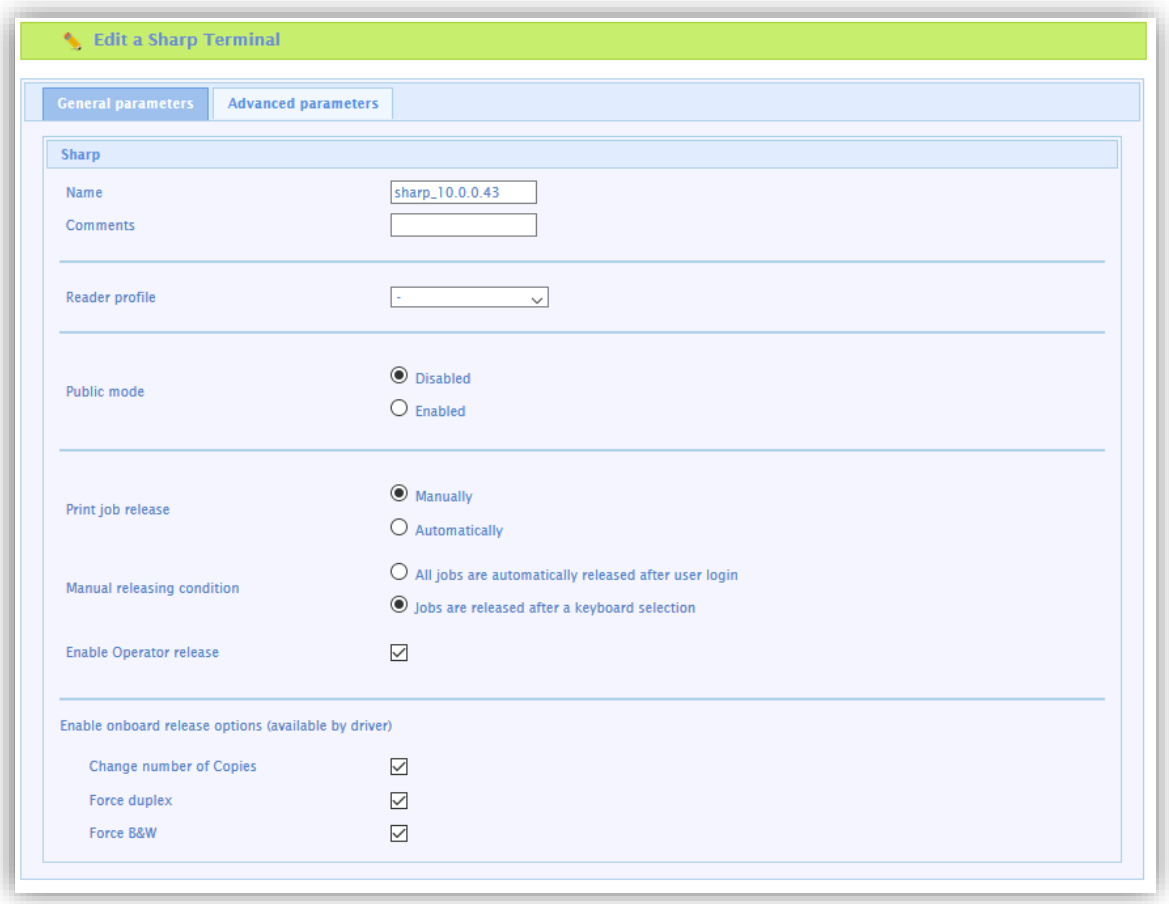
To save a new licence, you need to upload and validate it after purchase.

2.2.1.3 Network flows

Sharp eTerminal communicates towards Gespage service on TCP ports 7180/7181.
Gespage server communicates towards Sharp eTerminal using port 80.
The network connection between Gespage server and Sharp eTerminal must enable the opening of the outbound link.

2.2.2 Configuration of an eTerminal

Sharp eTerminal being automatically registered on Gespage server, you can access by going to *Printer/Terminals/TerminalsList.* Under the "Sharp" tab, you will find your eTerminals.



By clicking on your eTerminal, its features may be changed.

Name

The eTerminal name must be filled in. The name is free but 2 identical names cannot be entered.

Comments

Comment of the eTerminal in Gespage. Comments are optional.

Reader profile

Name of a reader profile associated with the card reader (see Gespage manual).

The reader profile is an advanced parameter useful when non-standard card readers have to be connected or when the numbers of the cards stored on Gespage do not match the standard format.

Public mode

This parameter enables a "*Public*" button to be activated on the login screen of the eTerminal for accessing certain MFP functionalities in free access.

1. **Disabled**
   Disables the public mode.
2. **Enabled**
   Enables the public mode.
   ATTENTION: In addition to this parameter enabling, a Gespage user account must be defined for the definition of functionalities authorized to the public mode (**public** user account to add by default, configurable via the *conf_public_username* advanced parameter).

Manual releasing condition

This parameter specifies the behaviour in the case of manual release of prints (Print2me).

1. **All jobs are automatically released after a user login**
   Once the user is identified, all his printings are released from the queue.
2. **Jobs are released after a keyboard selection**
   After user's authentication, a screen shows the user all pending prints and gives him the opportunity to release or delete one by one.

Enable Operator release

This parameter enables operator printing at the MFP. Operator printing enables documents of other users to be released for certain authorized users (executive secretary, reprographic service). To set up the operators' accesses at level of users' accounts, please refer to the Gespage manual.

Parameters for enabling embedded release options (available according to driver)

The following settings enable release options on the eTerminal.

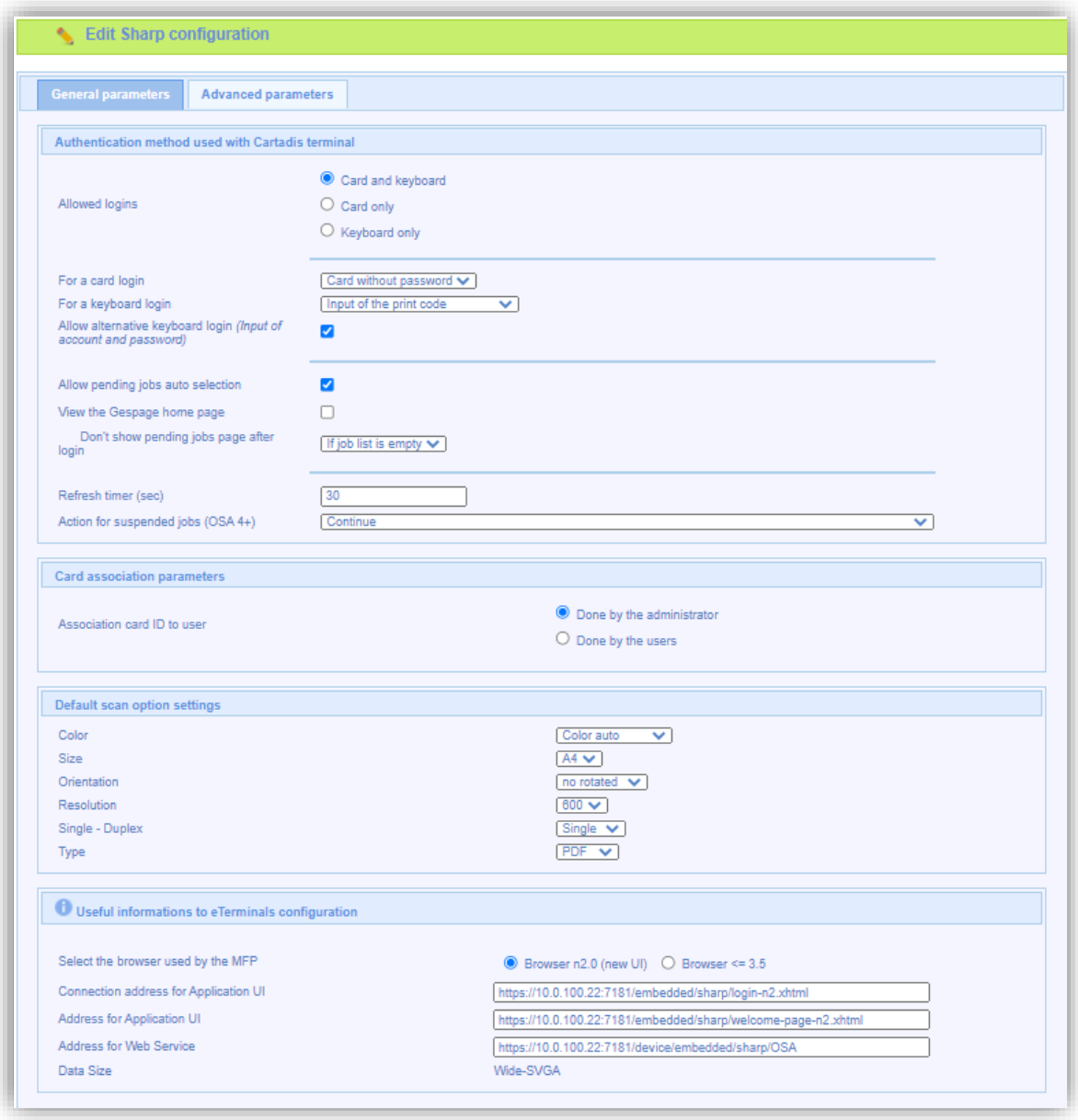
These parameters must be set in accordance with the printing policy and the default driver configuration.

These forcings at the eTerminal level indeed aim to facilitate the selection of printing options for users and avoid them to use the more complex parameters of the driver.

ATTENTION: The availability of forcings may depend on the driver.

2.2.3 General configuration of the eTerminals

In the screen of Sharp eTerminals general configuration, set up the parameters to be applied to all Sharp eTerminals on the site.
These parameters are available in *Terminals / General Configuration / eTerminal / Sharp.*



Among these parameters are:

- The type of authorized login.
- The method of cards association
- Configuration information for the application of external accounts.

These parameters are described hereafter:

Allowed logins

This parameter is used to select the peripheral for login.

1. **Card and keyboard**
   The user login can be done by card or keyboard. If no card reader is connected, keyboard login is the only option.
2. **Card only**
   The keyboard will be disabled. The MFP will only use the card reader peripheral to log the user.
3. **Keyboard only**
   The card reader peripheral will be disabled. Keyboard login is the only option.

For card login, the Cartadis TCM3 or TCM4 contactless card readers are recommended.

NOTE: The card reader has to be directly connected in USB on the MFP.

For a card login

1. **Card without password**
2. **Card + password**
3. **Card + PIN.**

For a keyboard login

This parameter is used to enter the user login on the keyboard.

Input of Gespage account only:	The user will enter his Gespage login.
Input of account and password:	The user will enter his Gespage login and his password.
Input of the print code:	The user will enter his print code.

Allow alternative keyboard login (Input of account and password)

This parameter enables two keyboard login modes to be activated on the MFP at the same time (login enabled by user / password in addition to the print code).

Allow pending jobs auto selection

Allows the selection by default of all the pending jobs of the user.

Display Gespage Homepage (only compatible for the MFP Browser n2.0)

Displays the Gespage homepage after authentication. It enables intuitive access to printing functionalities and Gespage scan and to Sharp Multifunction menus.

Don't show pending jobs if job list is empty

This parameter skips over the Gespage screen of pending prints during login if there is no pending print.

Refreshing delay (sec)

The value of this delay must be set on 120 seconds. This delay defines the time beyond which the MFP will automatically close the session in progress if the user remains without activity on the screen of Pending jobs.

Action for pending jobs (OSA 4+)

- **Continue**: Printings or copies keep on coming out even if the user is logged out (incompatible with zero stop copy, « Allow direct and auto print » must be set in this mode).
- **Stop**: The printing or the copy stops immediately after logging out but is conserved in the cache of the machine.
- **Stop after the end of the job in progress**: The printing or the copy stops after logging out once the job being released has been printed.
- **Delete**: Identical to « Stop » but without any record in cache.
- **Delete after the end of the job in progress**: Identical to « Stop after the end of the job in progress » but all jobs being launched after on this session will be deleted and not kept in cache.

Association card ID to user

At the first user's card use and if the card number is not known by Gespage, a method of association of the card must be defined. It enables the user's card id to be stored in the Gespage account. This association only applies at the first card swipe.

1. **Done by the users**
   When a user will use an unknown card, he will have the possibility of authenticating by the keyboard at the login screen. The self-association of the card will be required only once during the card life time.
2. **Done by the administrator**
   All the card numbers of the users have to first be configured in Gespage. The initialization can be carried out by the administrator or the LDAP synchronization mechanism.

Default scan option settings

Among the following choices, these parameters are those that will apply by default to scans:

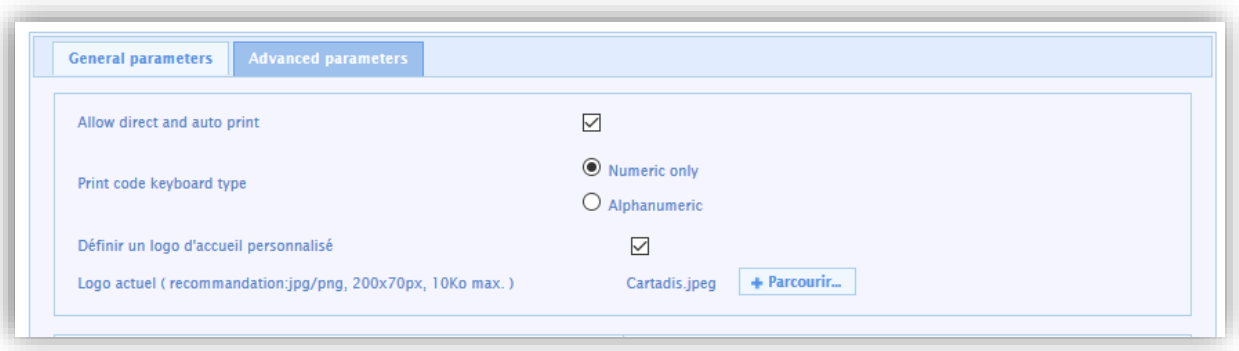
- **Color:** Whether scans should be colour or black and white by default.
- **Size:** A4 or A3 format.
- **Orientation:** Whether they should rotate 90 ° or not.
- **Resolution:** What resolution they must adopt.
- **Single - Duplex:** Whether they must be single-sided or duplex-sided by default.
- **Type:** What type of file you wish to get, PDF or JPEG.

Information for the configuration of embedded terminals

This menu is for information purpose. It informs links for the configuration of the external account application in the menus of the Sharp multifunction (see § 2.1).

The links are different if the multifunction doesn't support Browser n2.0, it is therefore necessary to click on the Browser 3.5 button to display the links for this type of browser.

2.2.4 Advanced parameters of the eTerminals



Allow direct and auto printing

This parameter allows direct printings on the MFP (printings which do not pass through the Gespage hosting server or which are printed in direct without user login).

Type of keyboard for printing code

Enables to define the type of keyboard expected for all the Sharp MFP.

Define a customized home logo

This parameter enables the customization of the logo displayed on the login page (see the example at § 3.1.1). The customized logo is to upload at field Current logo. It must be at format 200x70px.

2.2.5 Configuring Gespage advanced scans

Installation of the "Gespage Mobile" licence is required to use the Advanced Scans feature. It is included in the standard licence and can be requested from your Gespage contact.

For more information on configuring Gespage advanced scans, you can refer to § "12.3.3 Using scan profiles" of the Gespage manual.

3. Use

3.1 Examples of user menus

The screenshots below correspond to the range compatible Browser n2.0.

3.1.1 User login

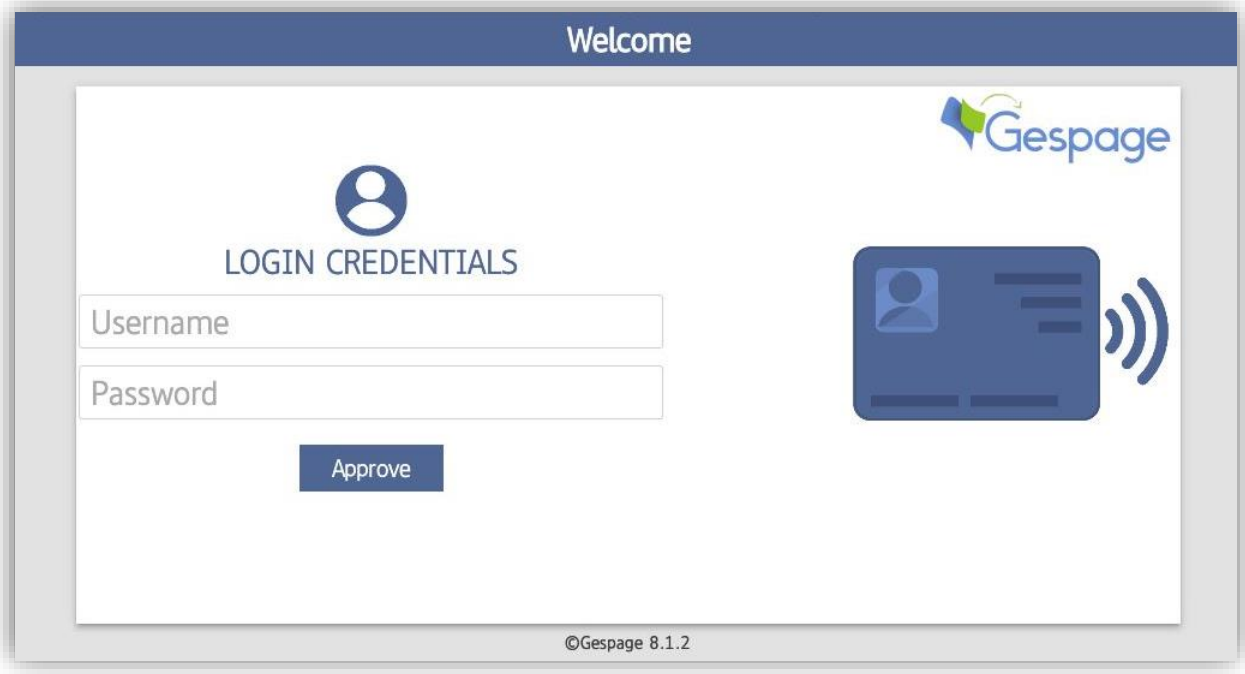
The user must authenticate to access to the MFP services. After authentication, the user has a default access to his pending prints, if he wishes to switch to another service, he will only need to click on “Home”.

Disconnection is made via the red button at top right of the Gespage screen or the exit door on the Sharp screen or by passing a card.

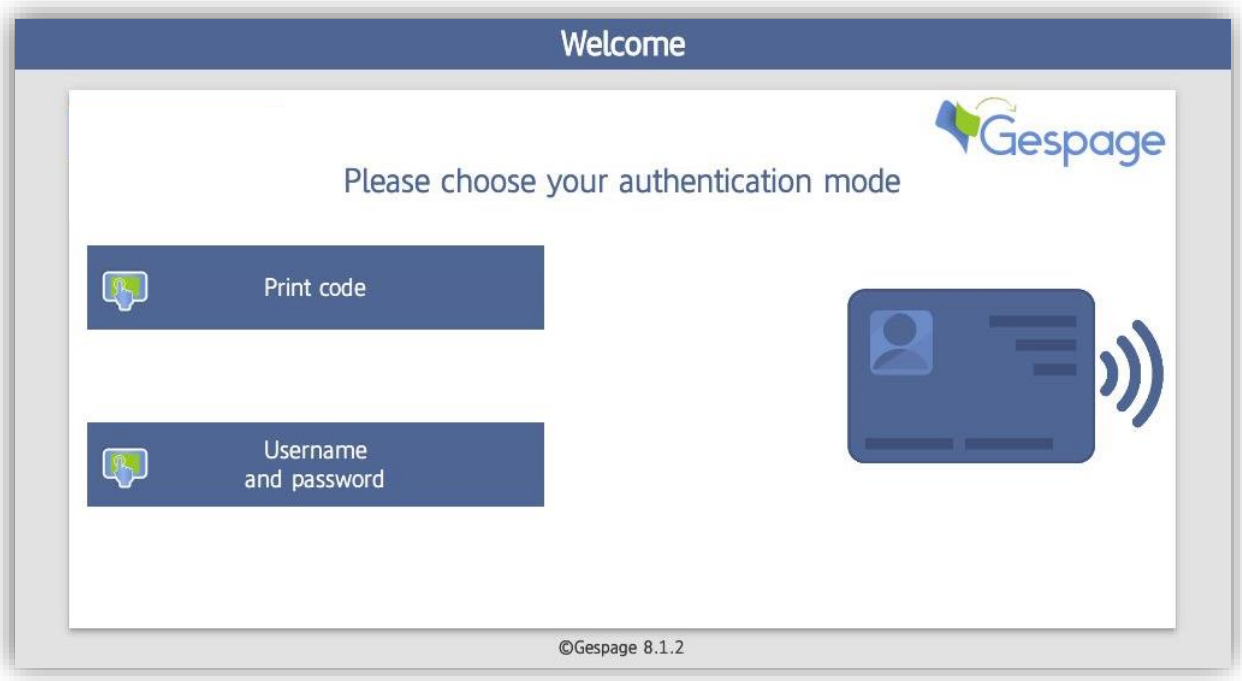
When the card login is selected, the logo of the hand with the contactless card appears. If it is absent, this means that the login can only be done by the keyboard.

Home screen with authentication by username and password

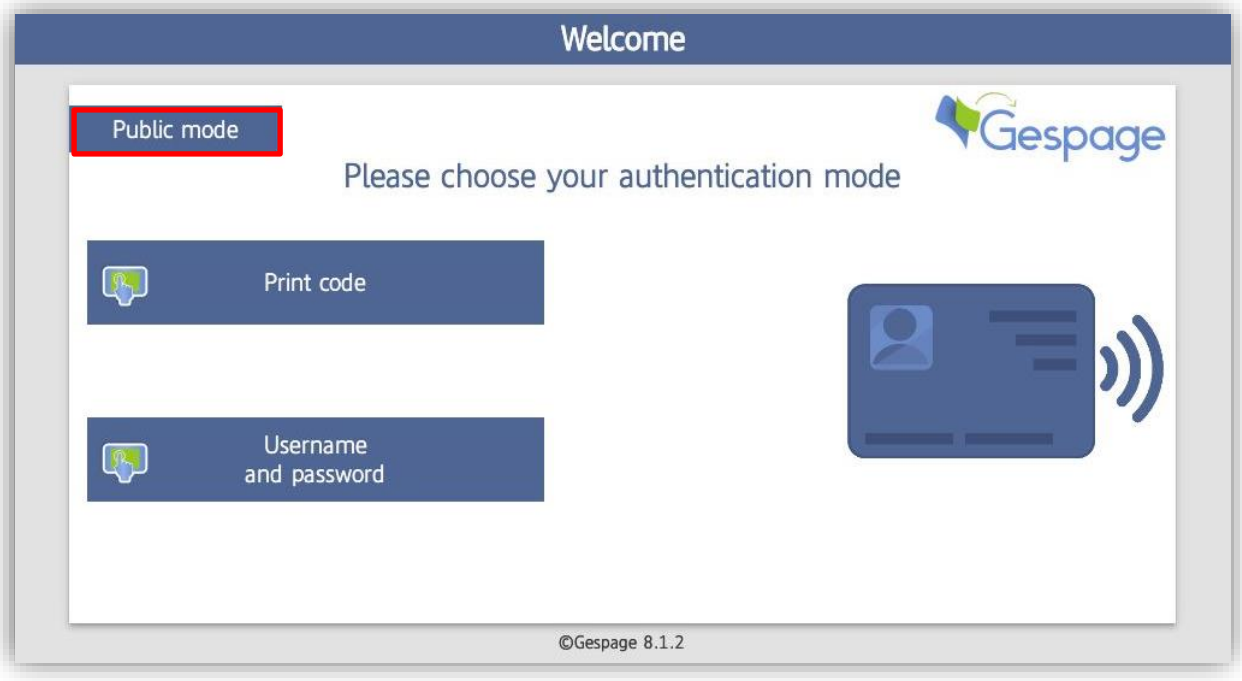
Card login or username and password



Card login, login by print code or username + password



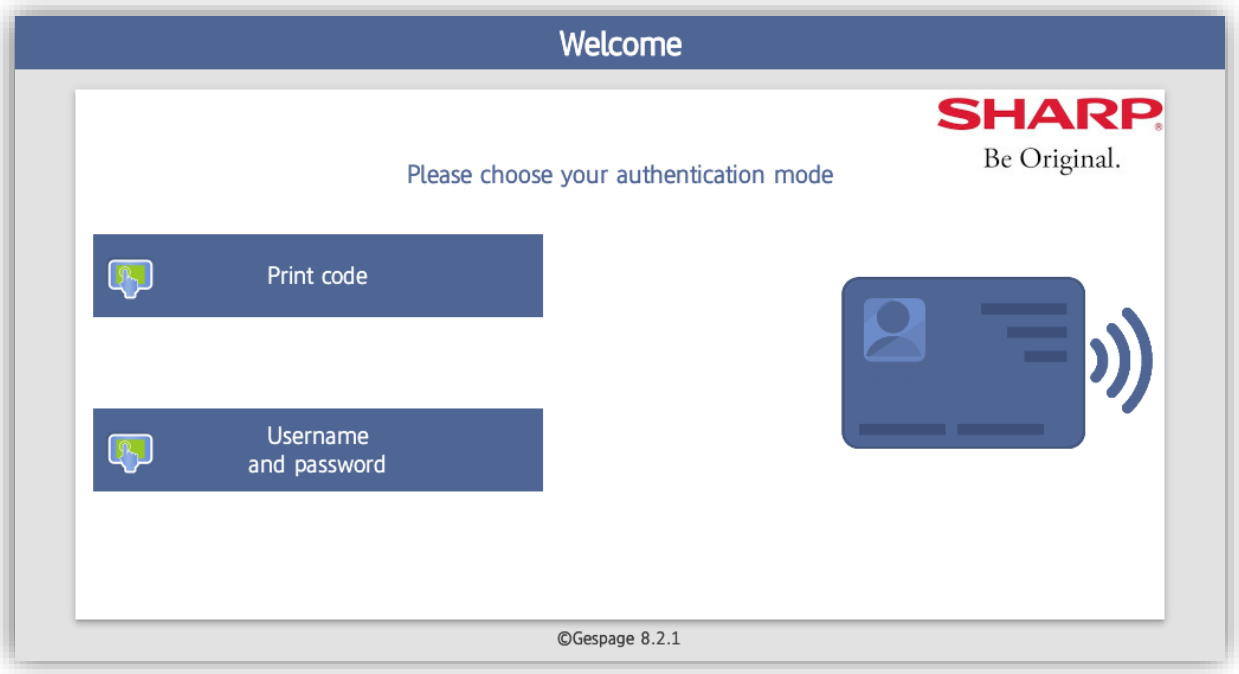
Public mode



The public access may be enabled for accessing certain functions of the peripheral without user login (for example B&W copy). It is made by using the *Public Mode* button.

Home screen with a custom logo

The custom logo is displayed at the top right of the login screen (replacing the Gespage logo).



Card association

If the server configuration provides the association of a card by a user, he must perform a standard login after having passed his new card.

3.1.2 Print release

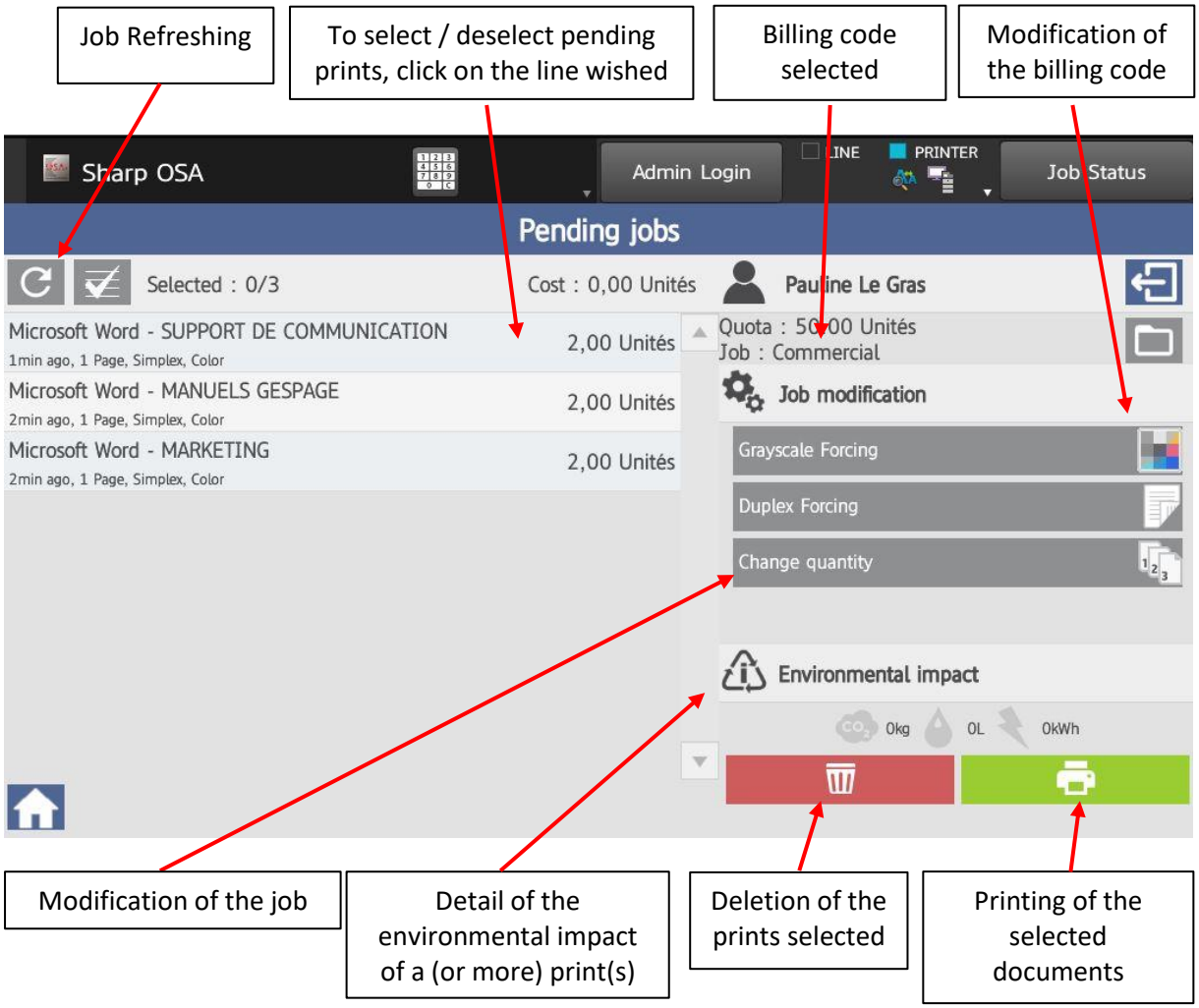
The print release screen enables pending prints to be selected for printing, deletion or modification.

The environmental impact informs the user about the impact of his prints on the environment.

The cost of printing automatically appears at the end of each print line. The total cost is available at the top of the screen.

The page of pending prints may contain a maximum of six print jobs, beyond a paging will be applied. Forcing keys enable the printing to be changed.

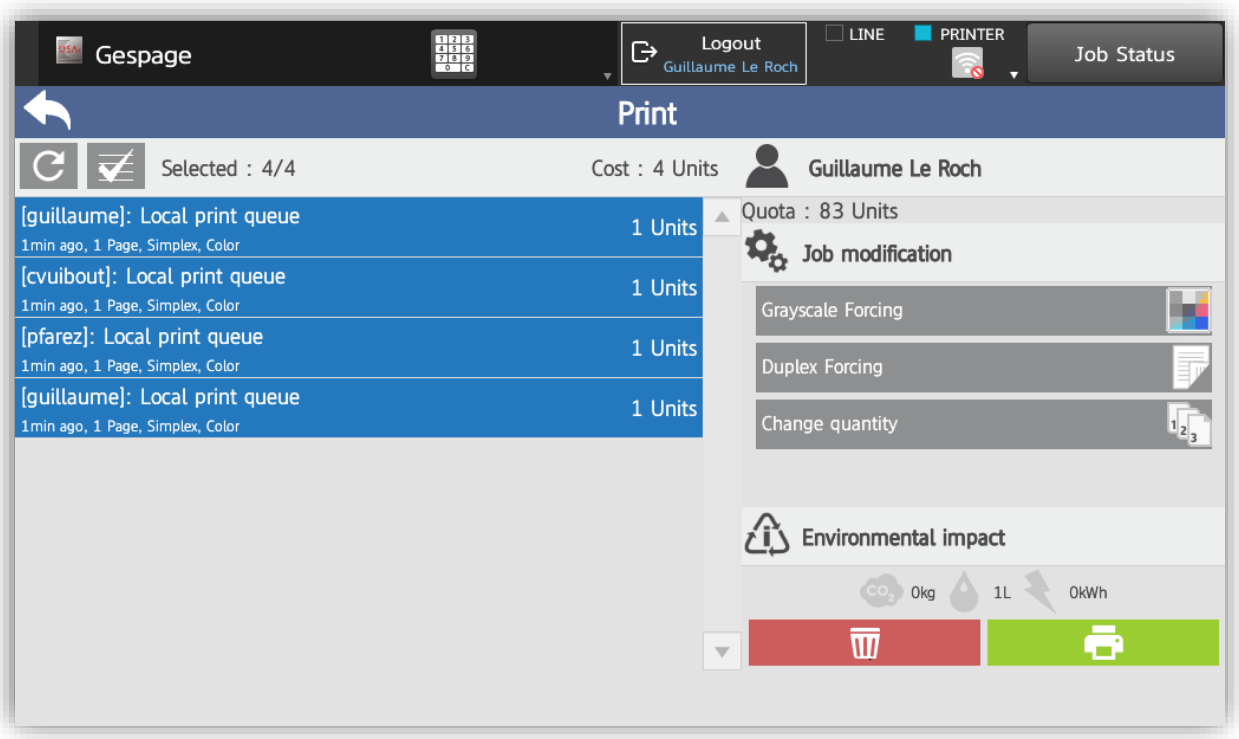
Pending printings:



Print screen in operator mode

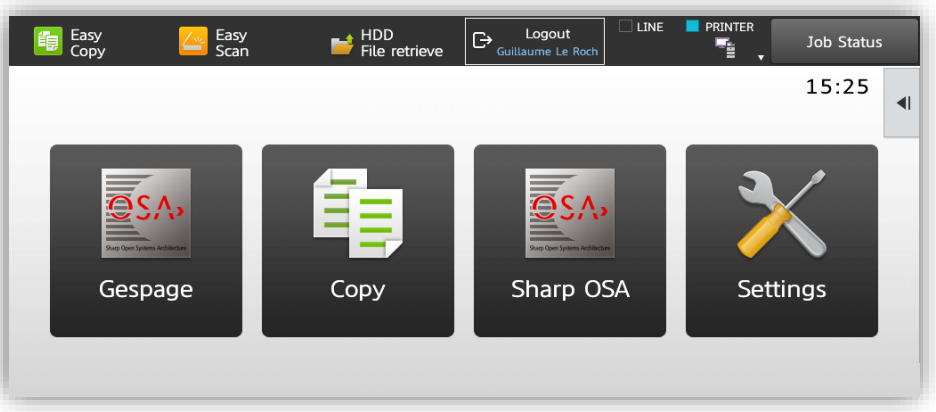
It is possible to activate for certain users the possibility of releasing the documents of other users (for users of reprographic services or for secretarial positions).

In this case, the name of the user who printed prefix each document.



Move to copy service

To switch from Gespage homepage to the other services, click on the button “Other”.

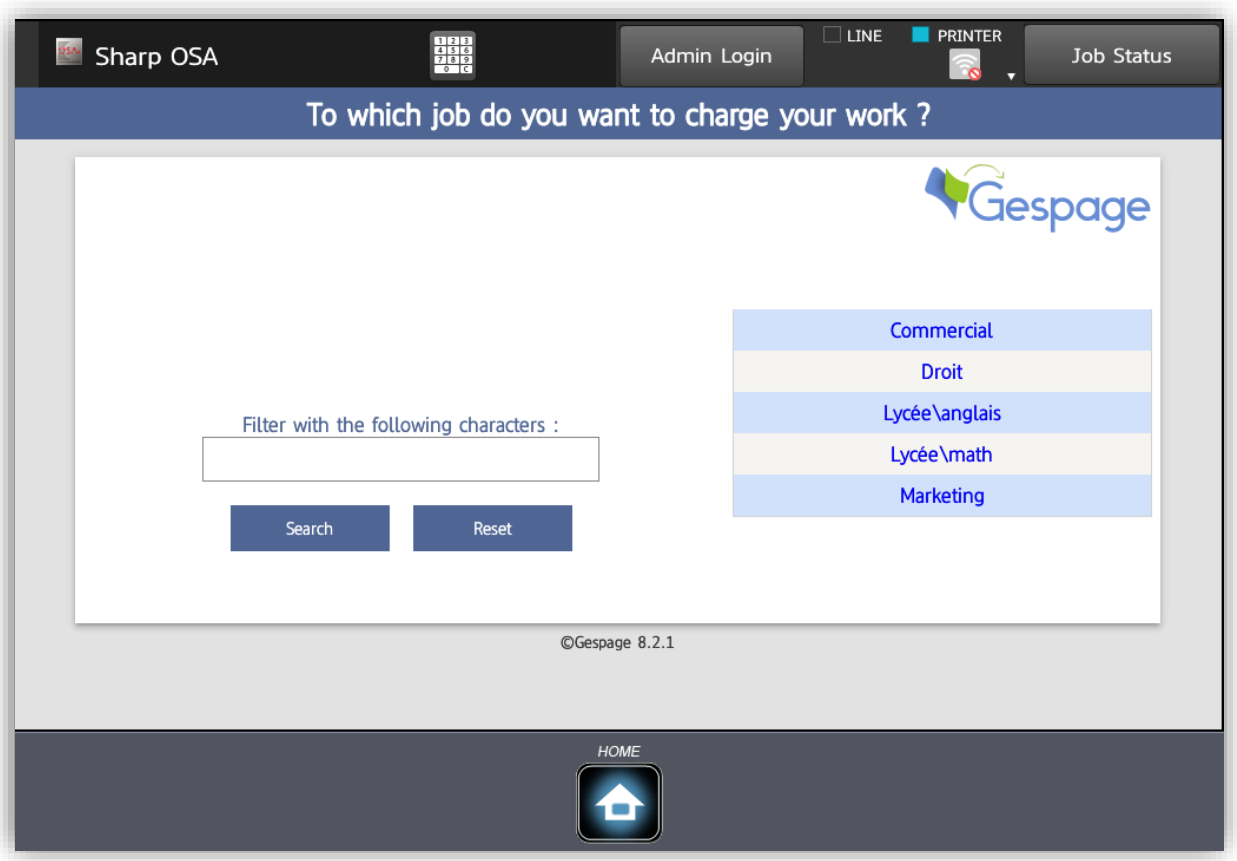


3.1.3 Choice of billing job

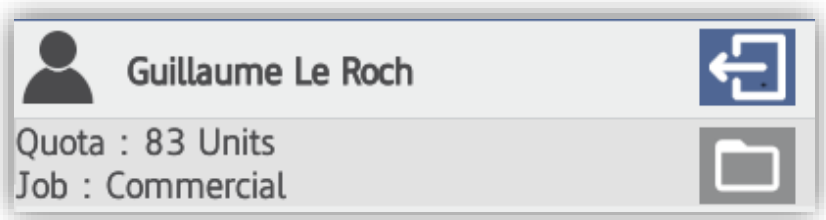
When configuring your server, if Billing codes (quotas) are used, the user will have to allocate his prints and spending of copy and scan to a billing job.

In this case, after user authentication on the MFP, the choice of billing codes available is displayed.

If the user uses a validation by pop-up on his computer from which he will validate the allocation of his print to his job, this screen will not be shown on the MFP.



Once the billing job has been chosen, print release, copy and scan will be charged to it.



The current billing job is identified.

3.1.4 Gespage home page

After users login, this page is displayed to facilitate the customer journey.

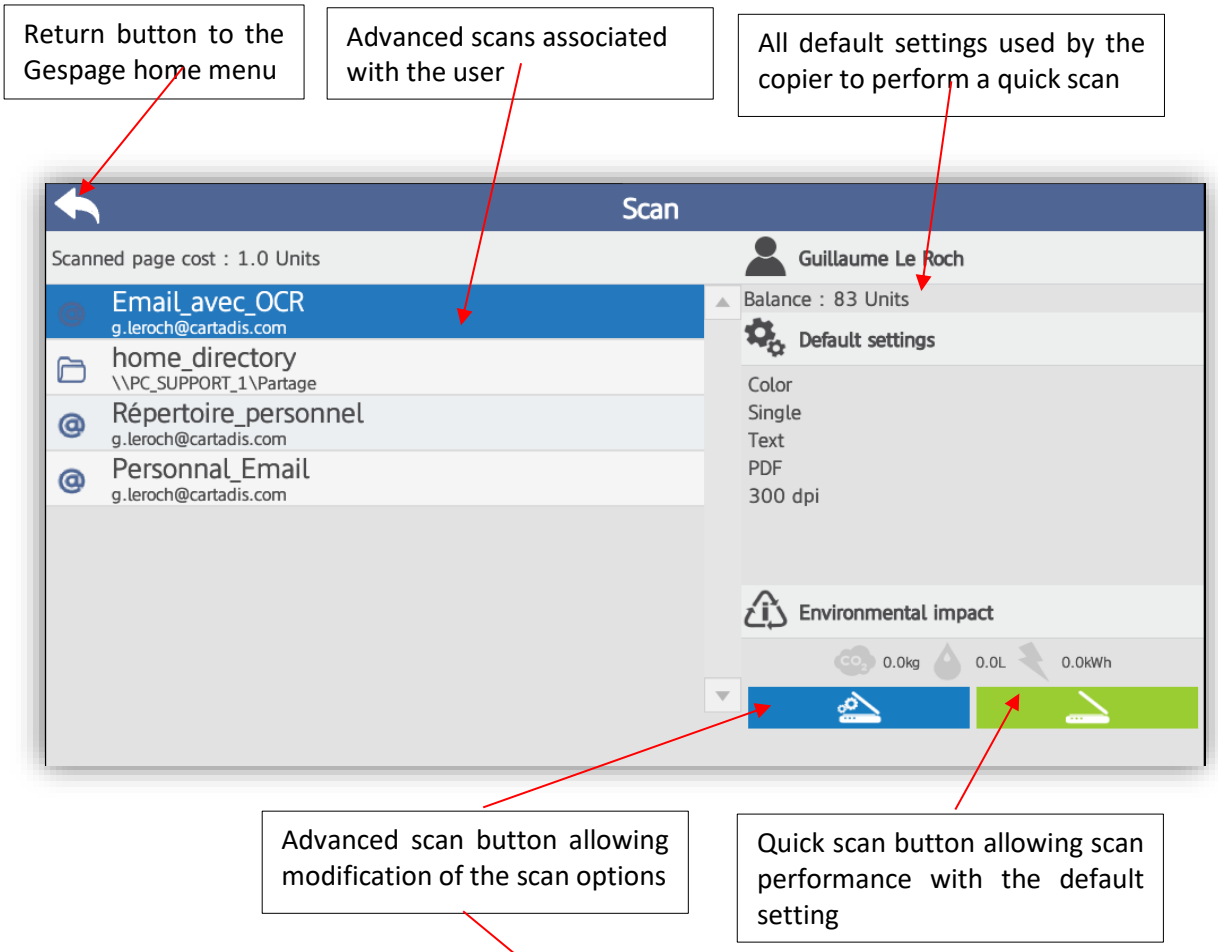
NOTE: This menu must be enabled in the general configuration of Sharp terminals.

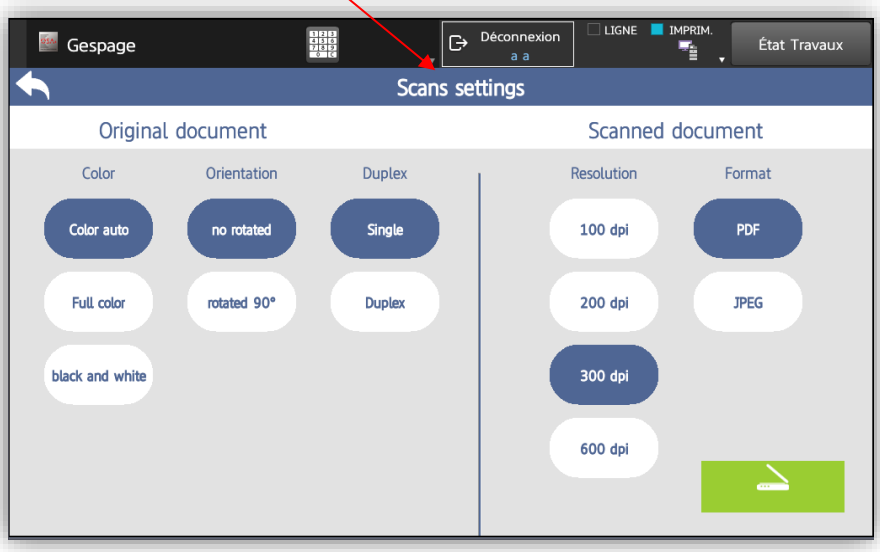
The following options are available to the user:

- "PRINT" button: Redirect to the Gespage print release page
- "SCAN" button: Redirect to the Gespage scan menu.
- "COPY" button: Redirect to the general menu of the MFP.

3.1.5 Gespage scan screen

The Gespage scan menu is accessible from the "SCAN" menu on the homepage.





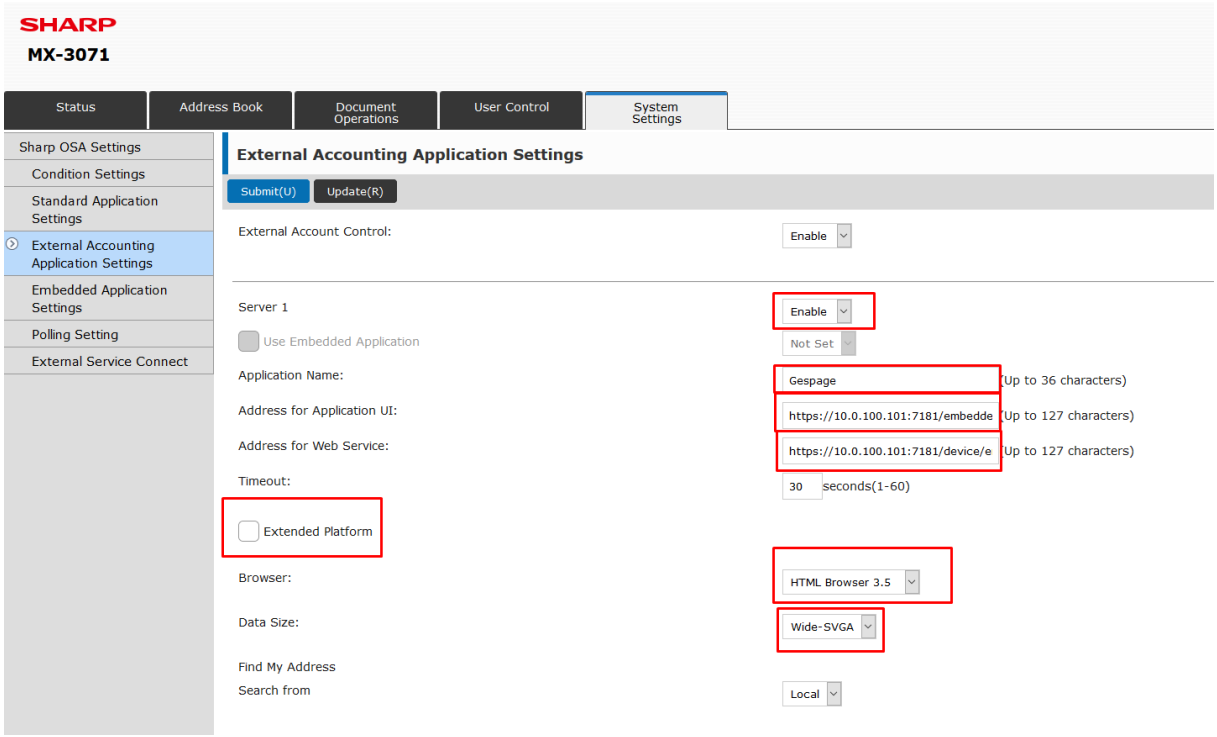
The scan links displayed in this menu depend on the scan parameters configured in Gespage and the user's access rights.

NOTE: Several advanced scans cannot be selected simultaneously. Each scan must be launched separately.

4. Annexe

4.1 Configuration on Browser 3.5

In case the Browser n2.0 is not compatible with the MFP, the following setting must be followed:



(1) Set the server on « Activate ».

(2) Give an informative name to the Gespage application (example: Gespage).

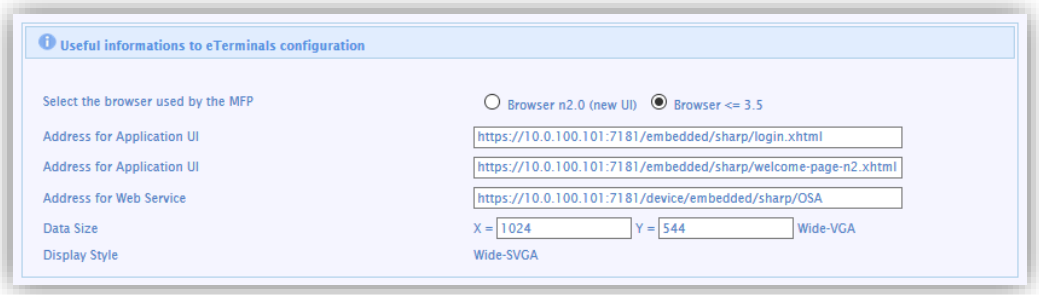
(3) Enter the address https://(Gespage_server_address):7181/embedded/sharp/login.xhtml, this link provides display content of the Gespage eTerminal to the Sharp MFP.

(4) Enter the address https://(Gespage_server_address):7181/device/embedded/sharp/OSA, this link provides access to the OSA Web service.

(5) Choose the browser HTML browser 3.5.

(6) To set the eTerminal display on your MFP screen, you need to select “Wide-SVGA”.

NOTE: Points 3; 4; 5 and 6 can be copied/paste from Gespage menu: Printers/Terminals/General Configuration/eTerminal/Sharp Configuration.



NOTE: The setting (6) will not be asked to you if your MFP includes a 800x392 screen.

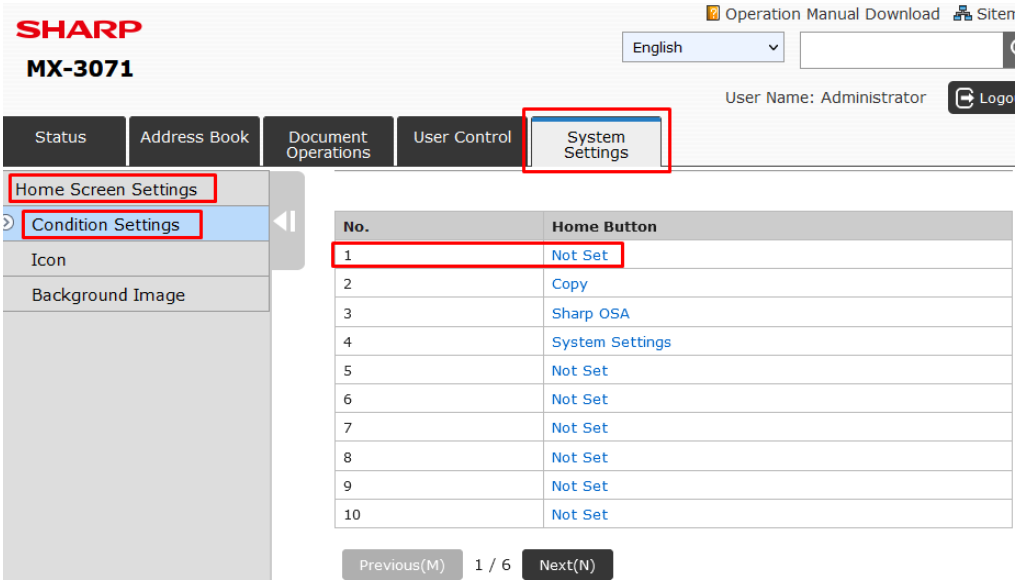
(7) If the option is present, you need to uncheck the function “Extensive platform”.

To validate this setting, click on “Submit (U)” then on “Restart now”.

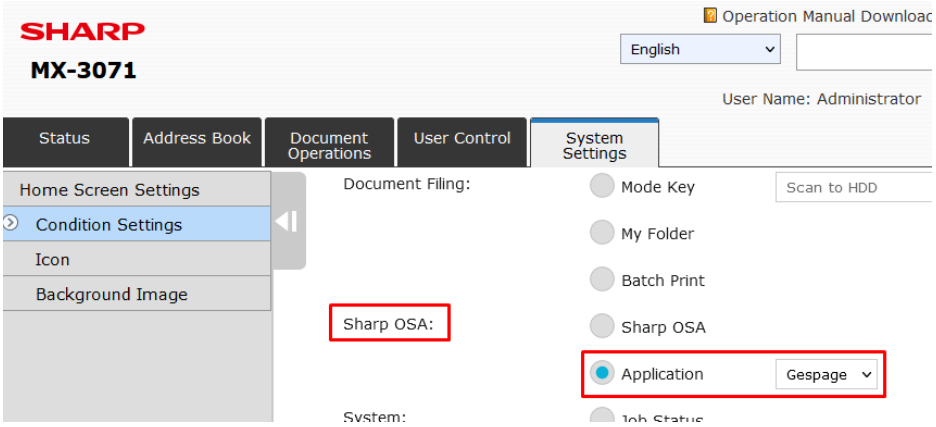
After the restart of your MFP, it will automatically save on your Gespage server.

4.2 Adding a “Gespage” shortcut to the home screen

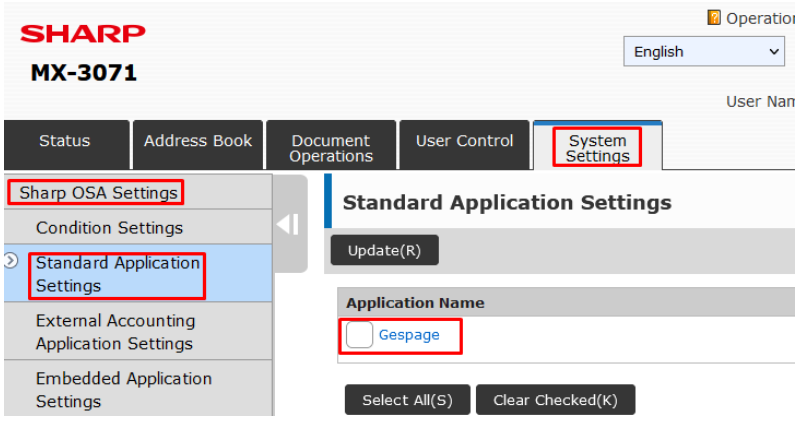
To add a quick access to Gespage on the home screen, you’ll need to go to *System Settings / Home Screen Settings / Condition Settings* and to select a Home Button to configure:



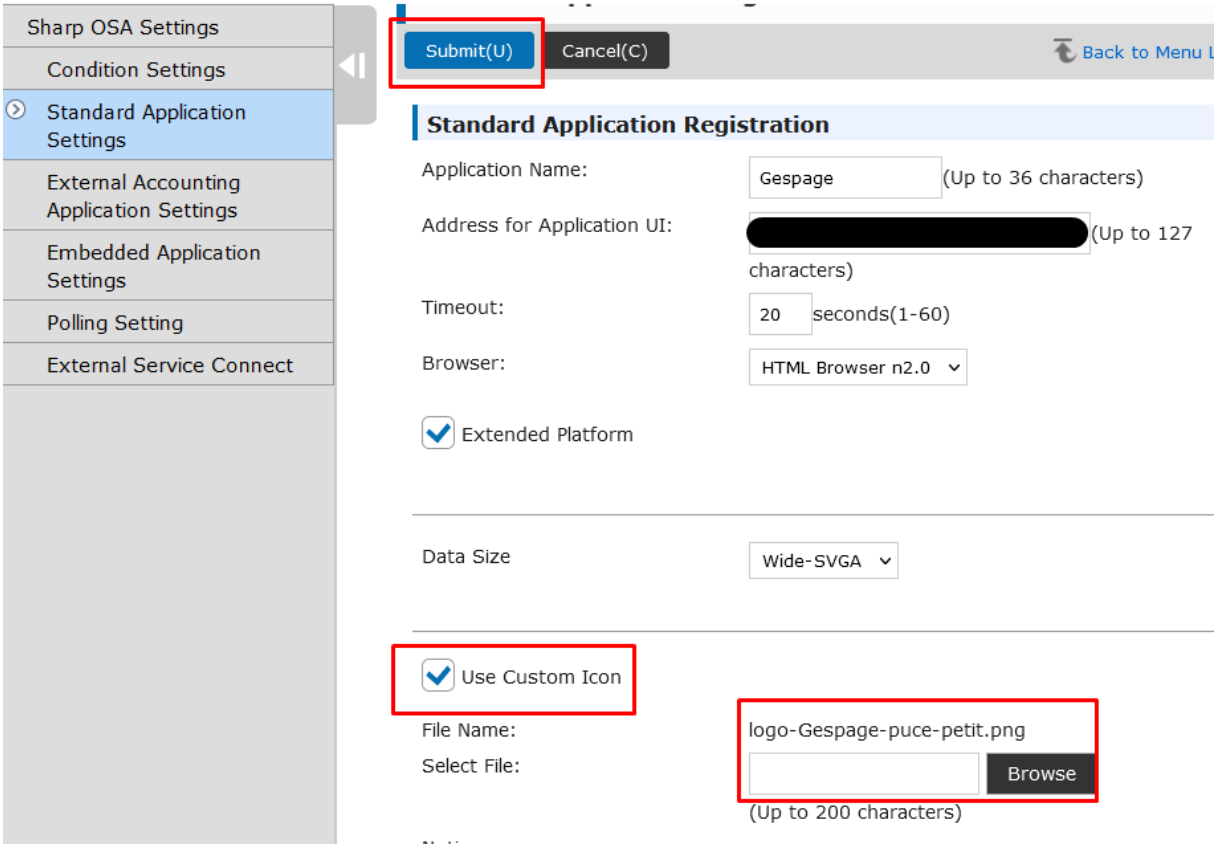
Once selected, go down to “Sharp OSA”, select “Application” and set it to “Gespage”. **Don’t forget to submit the changes!**

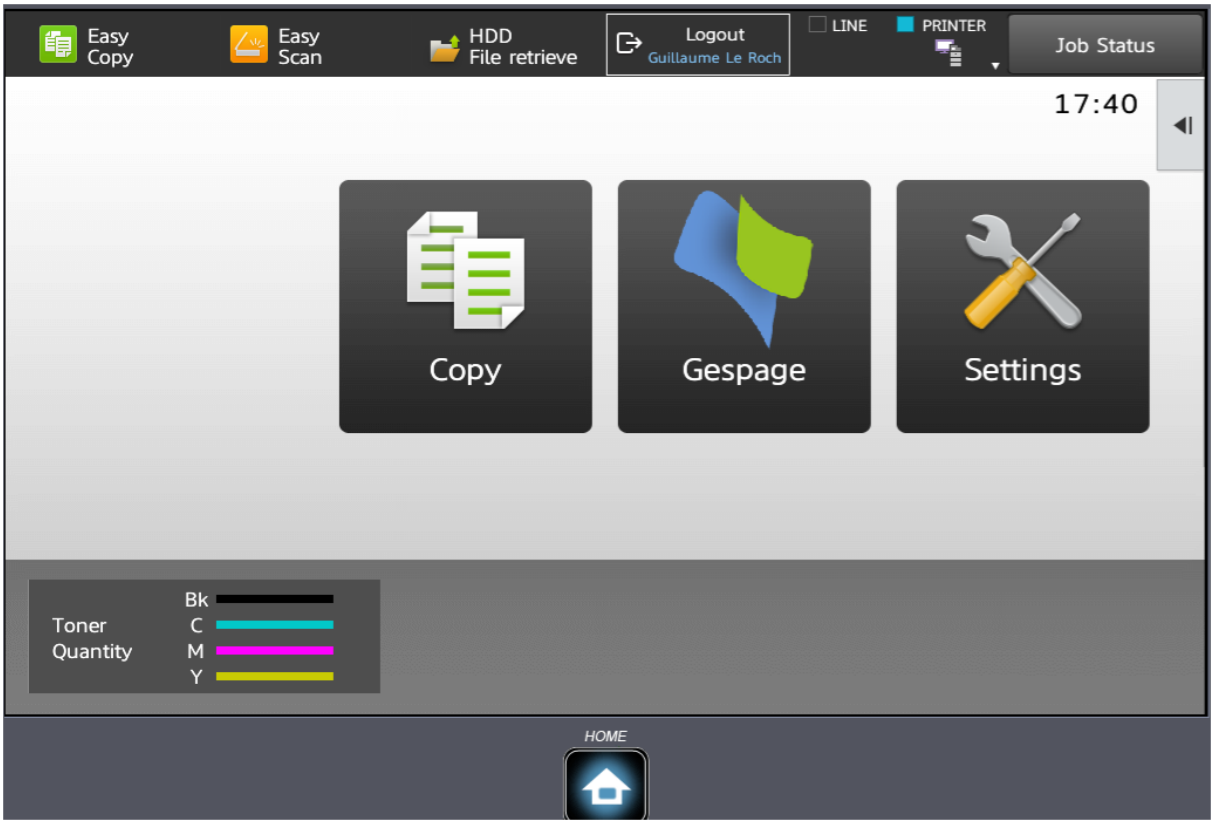


To change the shortcut’s icon, head to *System Settings / Sharp OSA Settings / Standard Application Settings* and click on “Gespage” under “Application name”.



Tick the “Use Custom icon” box.
Select the file ‘*logo-Gespage-puce-petit.png* ' in the following folder:”
C:\ProgrammesFiles\Gespage\GespageCore\server\resources\medias.



Once again, remember to submit your changes.

The MFP home screen appears as follows: