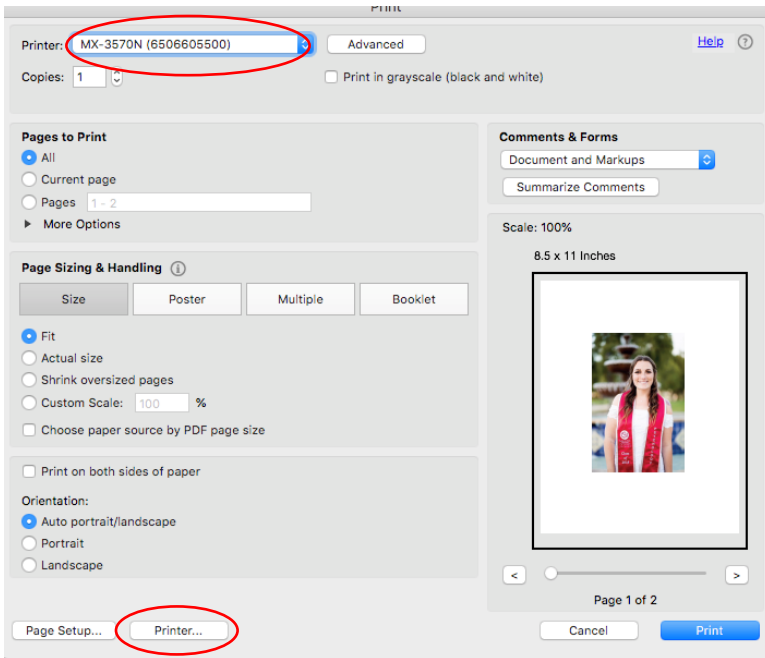# Printing with **Account Codes** on a Sharp Multi Function Printer / **MAC**
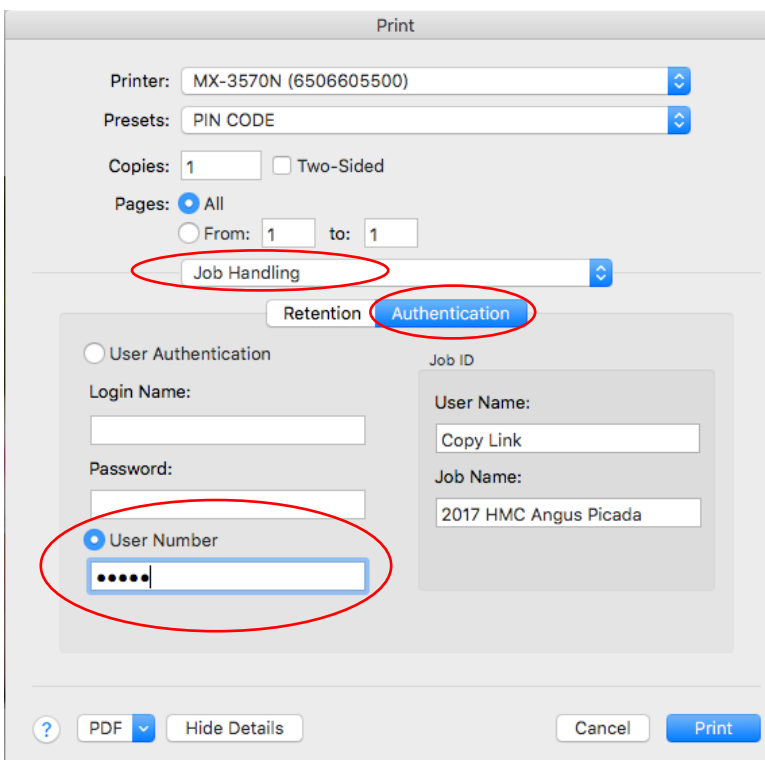

Open any document on your computer (PDF files in Adobe Acrobat work well)

Select **File + Print**

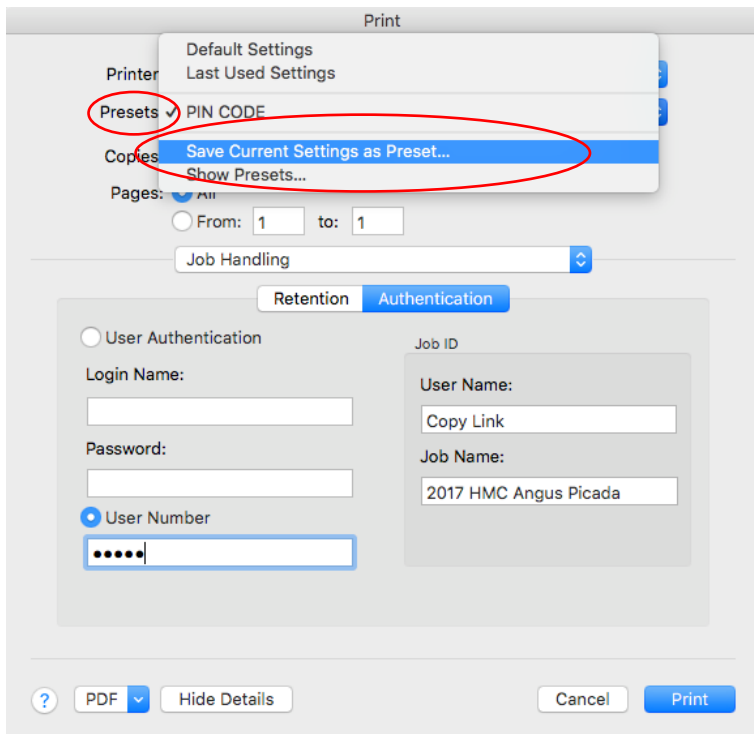Select the desired **Printer** at the top of the print dialog box

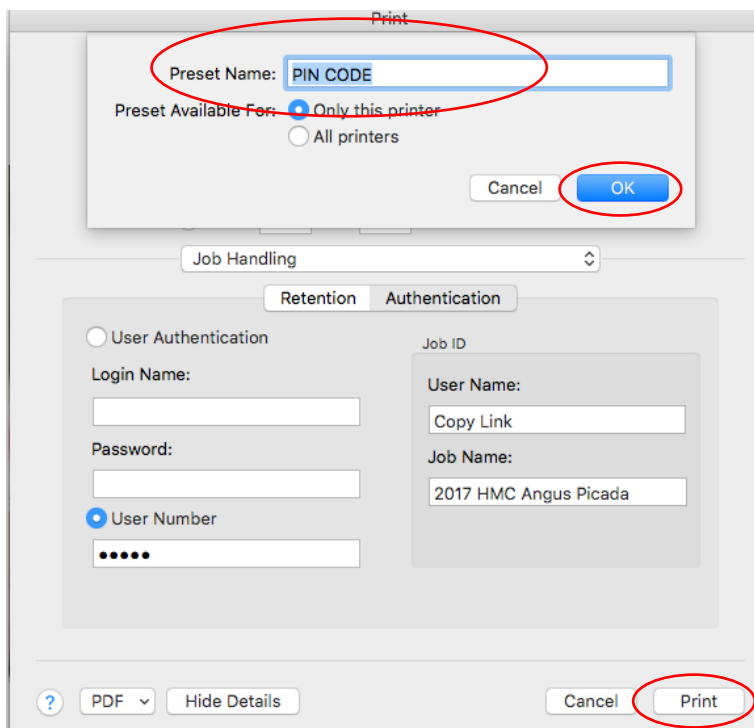Select **Printer** at the bottom of the print dialog box

Use the dropdown menu to select **Job Handling**

Select the **Authentication** tab

Select **User Number** and enter your **PIN code**
Note: This is the same number you use on the front panel of the printer

Select **Save Current Settings as Preset** in the Presets menu

Name your Preset and select **OK**

You are now ready to print the document

The preset will save the code for future jobs eliminating the need to enter it every time a job is printed.