Adding **User Account Codes** on a Sharp Multi Function Printer

To Enable Account Codes

On Front Panel:
Select the **Home** button on the panel
Select the **Settings** icon

On the Computer:
Log in to Device Webpage by typing the Printers IP address into your browser.
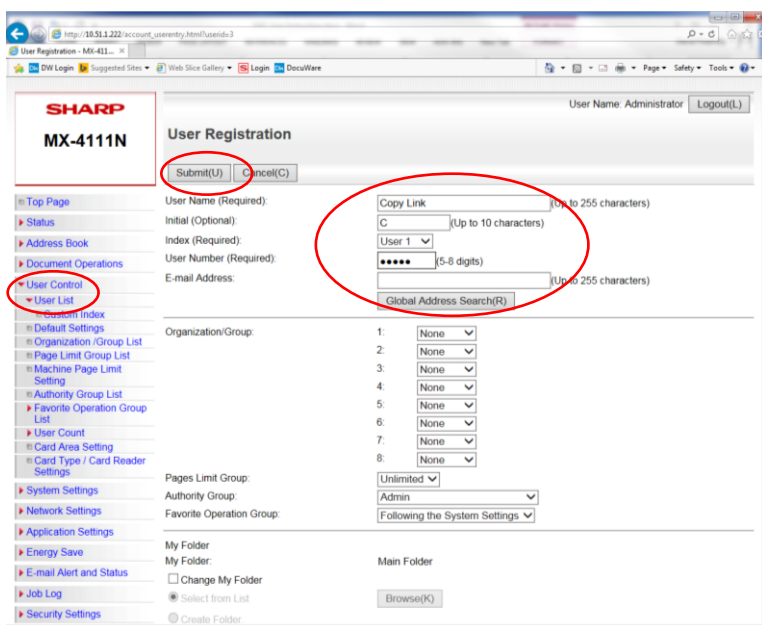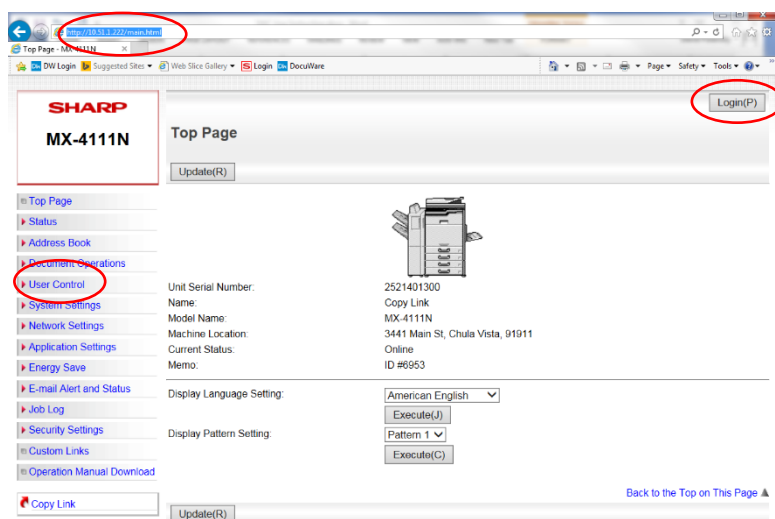
Login as an administrator. (PW: admin)

Select **User Control** in the menu on the left

Select **Default Settings** in the submenu

For **User Authentication** choose **Enable**

For **Authentication Method** choose **Authenticate a User by User Number Only**

Choose **Submit**

To Create Account Codes

Login as an administrator. (PW: admin)
(If using the panel on the MFP, Select the Home button and then the Settings icon)

Select **User Control** in the menu on the left

Select **User List** in the submenu

Select **Add**
(you may need to scroll to bottom of the screen)
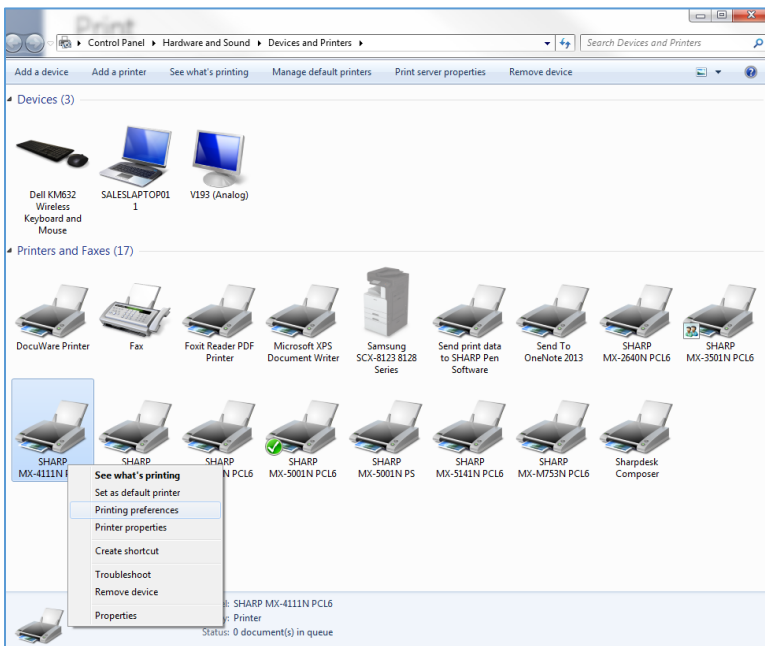
Enter the New User Information and select **Submit**
Required fields are:

User Name

Index (User's Group)

User Number

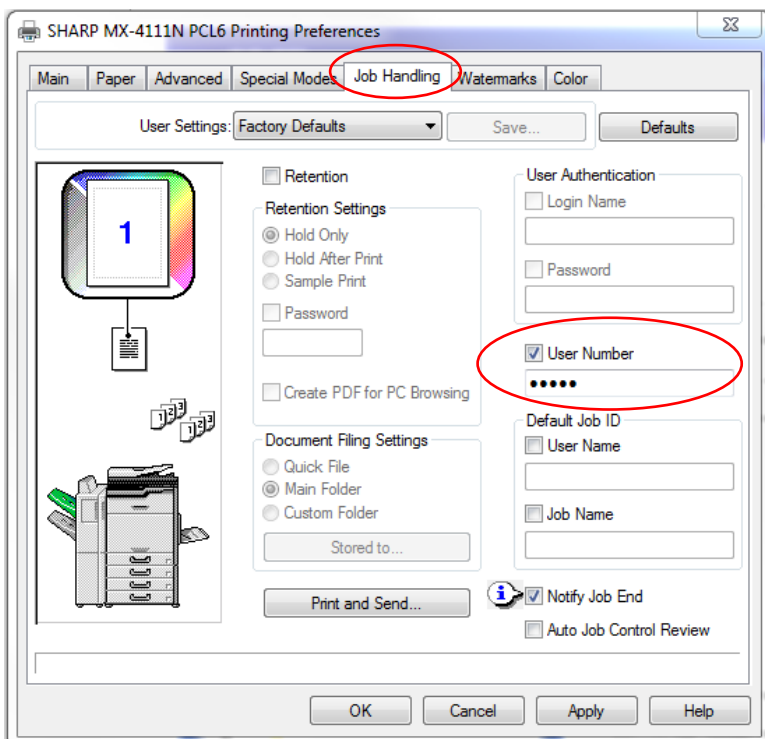# Printing with **Account Codes** on a Sharp Multi Function Printer

Select the **Start Button** on your computer

Navigate to **Devices and Printers**

Select the Target Printer and Right Click

Choose **Printing Preferences**

Select the **Job Handling Tab**

Select the **User Number box**

Enter your **User Number** (Code)

Select **Apply and OK**

You can now print to the MFP using the same code that you use on the panel.

If you would like to "Hold" your print job and Release it at the Device Panel, please see the "File Retention" Tech Tip.