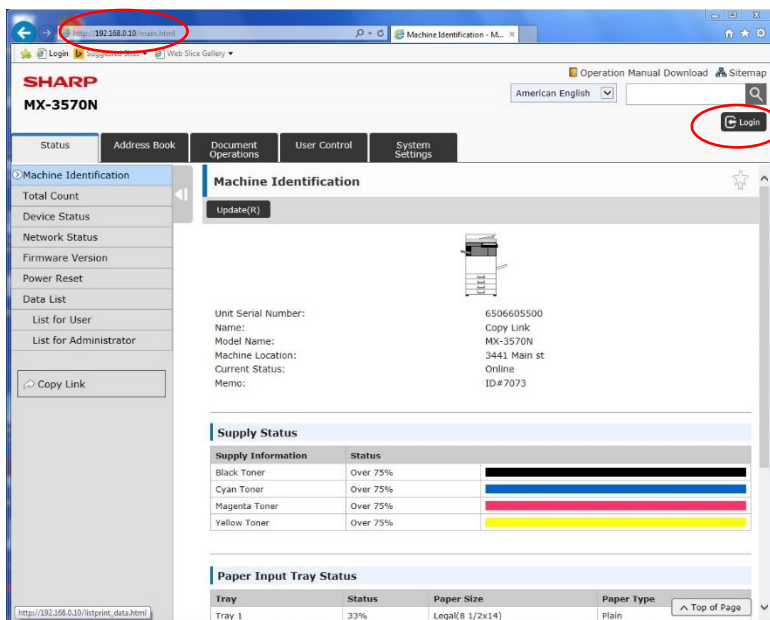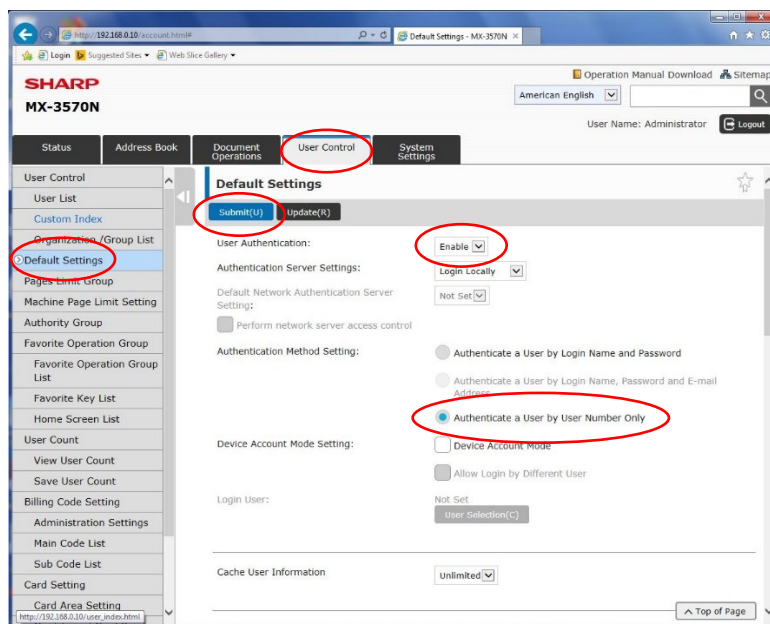# Adding **User Account Codes** on a Sharp Multi Function Printer

Log in to Device Webpage by typing the Printers IP address into your browser.

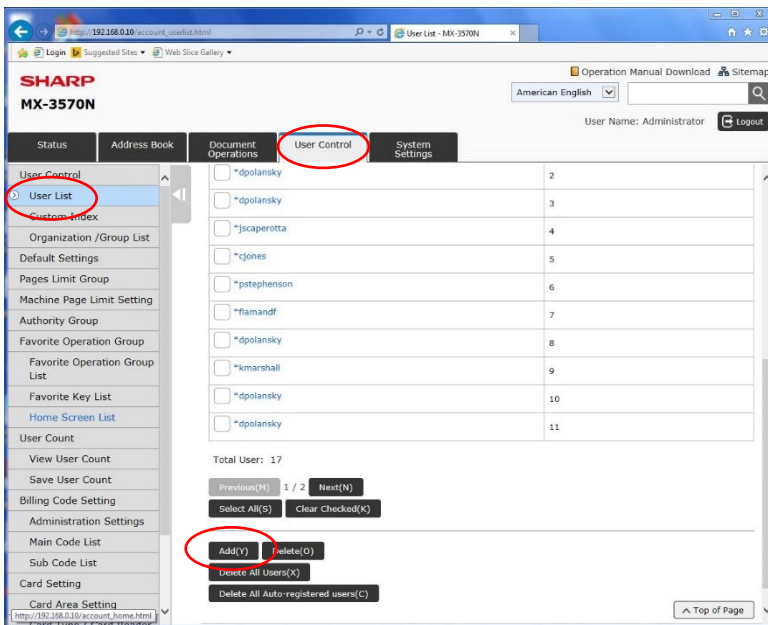Login as an administrator. (PW: admin)

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

Select **Default Settings** in the submenu

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

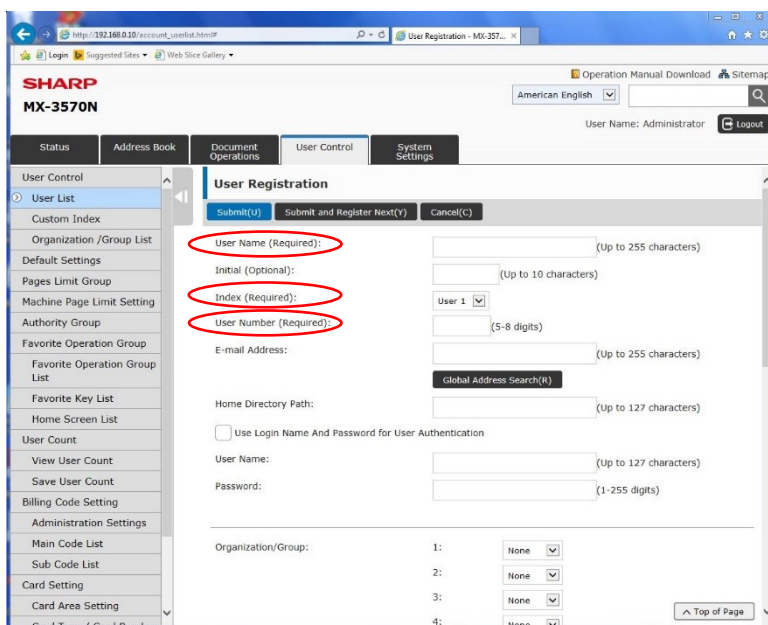For **Authentication Method** choose **Authenticate a User by User Number Only**

Choose **Submit**

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

Select **User List** in the submenu

Select **Add**

Enter the New User Information and select **Submit**

Note:
Required fields are:
User Name
Index (User's Group)
User Number
Choose **Submit**

The MFP will now require a login on the front panel