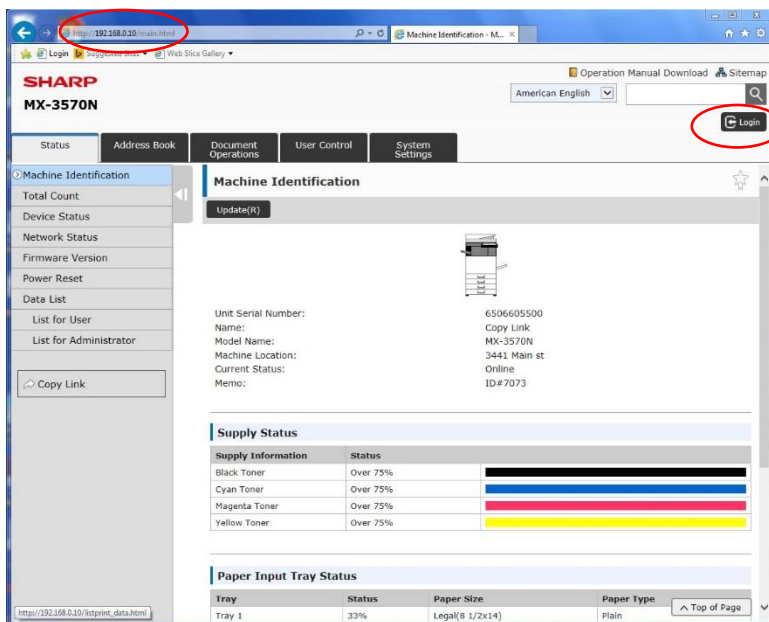
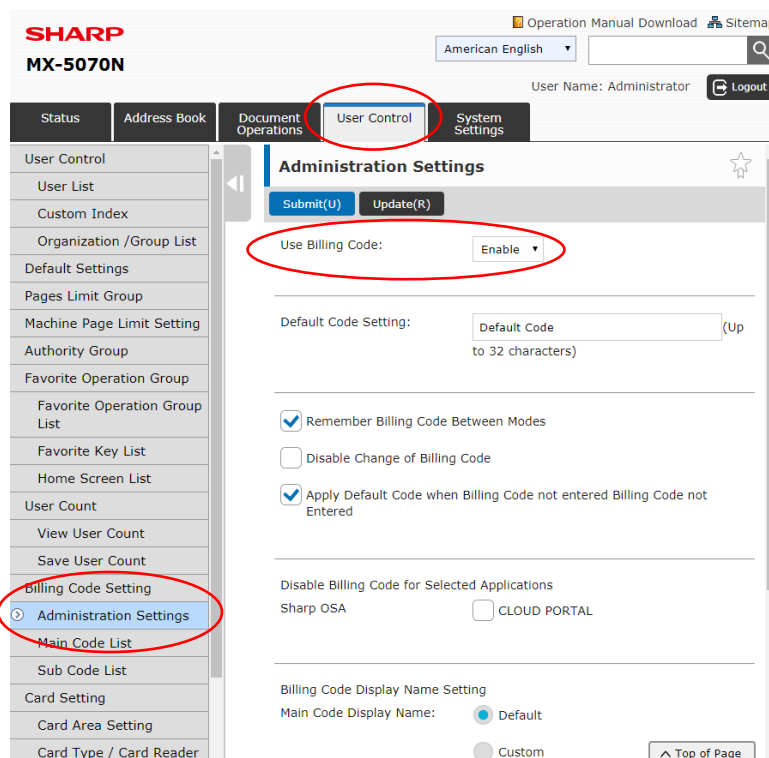


## Adding Billing Codes on a Sharp Multi Function Printer



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

Login as an administrator. (PW: admin)



### To Enable Billing Codes

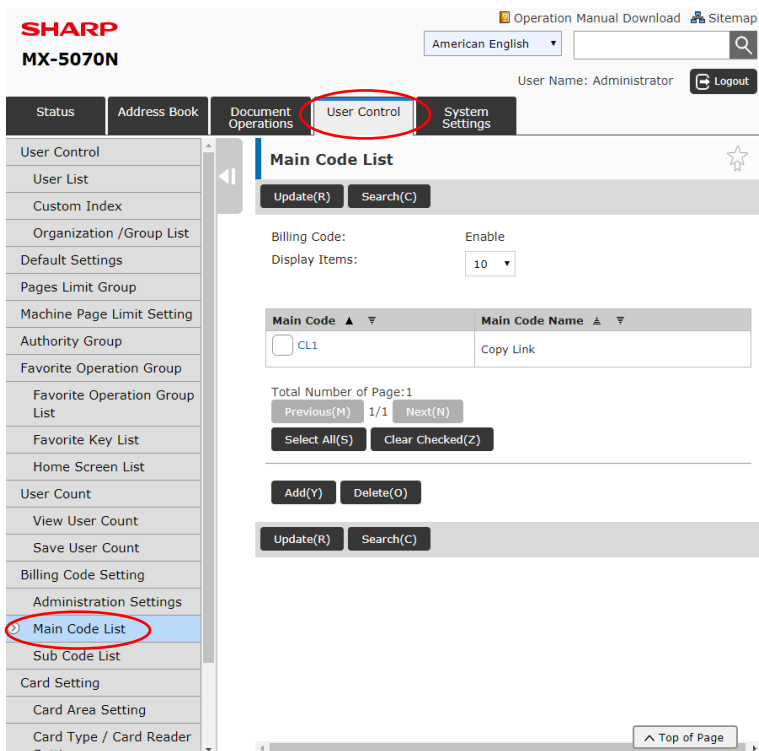
Select the **User Control** tab in the menu on the top

Select **Billing Code Setting** in the menu on the left

Select **Administration Settings**

Select **Enable** under the "Use Billing Code" setting

Choose **Submit**

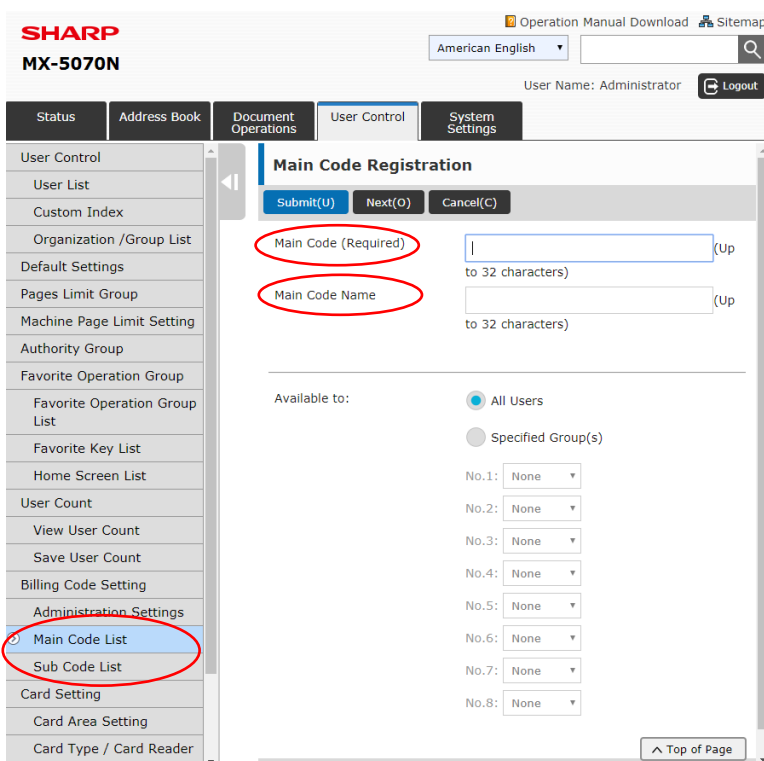


## To Enter a Billing Code (Main Code)

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

Select **Main Code List** in the menu on the left

Select **Add**

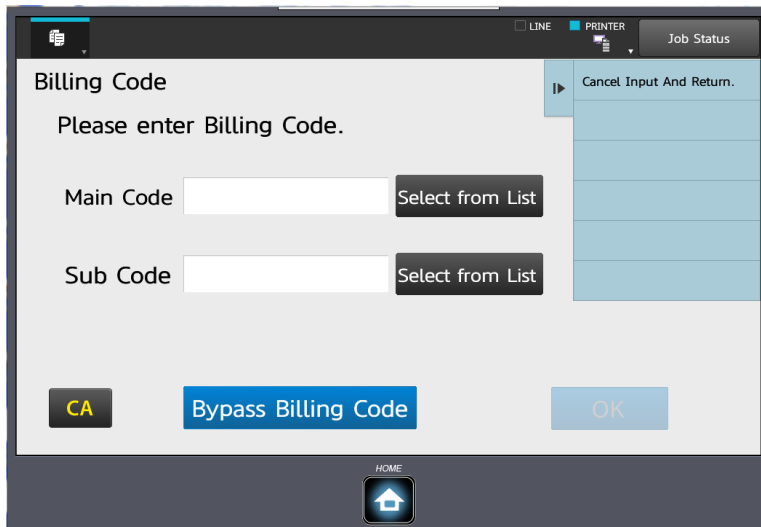


Enter your desired code and description (name)

(This can be a client's name, company name, department, job #, etc).

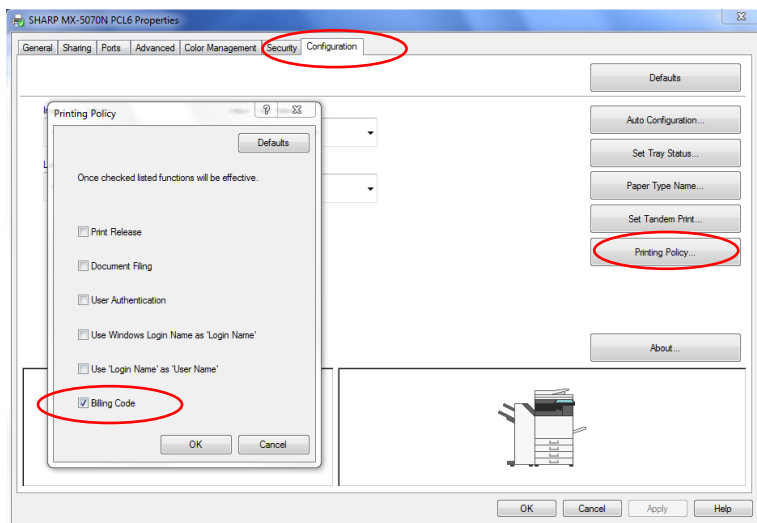
Select **Submit**. Your main code has been added

You can add **Sub Codes** by using the steps above after selecting **Sub Codes** in the menu on the left



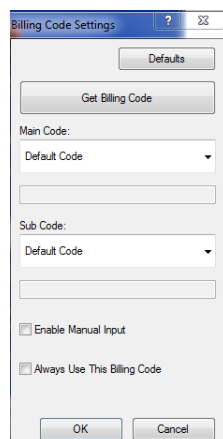
## Making Copies using Billing Codes

After pressing the Copy button, you will see the screen to the left. Enter the Main Code (can select it from the list on the right side). Enter the Sub Code (if used) and touch OK. If no code needs to be used, simply press No Use of Billing Code.

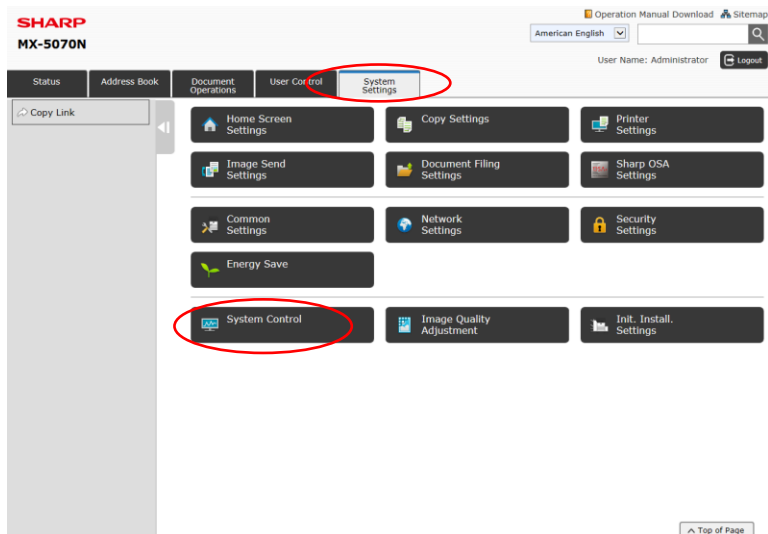


## Printing using Billing Codes

1. At the PC - Go to the Control Panel > Devices & Printers > Right-click the printer > select Printer Properties > Configuration > Printing Policy > check the **Billing Code** box and click **OK**.



2. When a print job is sent to the printer, a pop-up window will appear. Enter the Main and Sub Code (if any). Check the Always Use This Billing Code box if you intend to print and bill the same codes repeatedly and click OK.



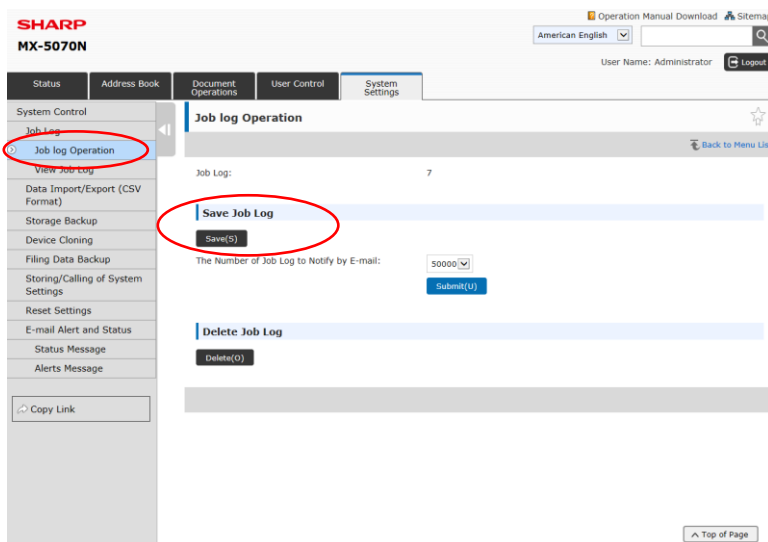
## REPORTING

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

Login as an administrator. (PW: admin)

Select the **System Settings** tab at the top

Select **System Control**



Select **Job Log Operations**

Select **Save Job Log**

This will download the log as a spreadsheet. To determine the prints and copies to be billed look at the Main code, Sub Code, Job Mode and Black & White (Full color if applicable) columns and add the amounts to determine the cost to bill.

**IMPORTANT:** You may want to delete the Job Log (from the web interface) when finished to start the next billing cycle.