

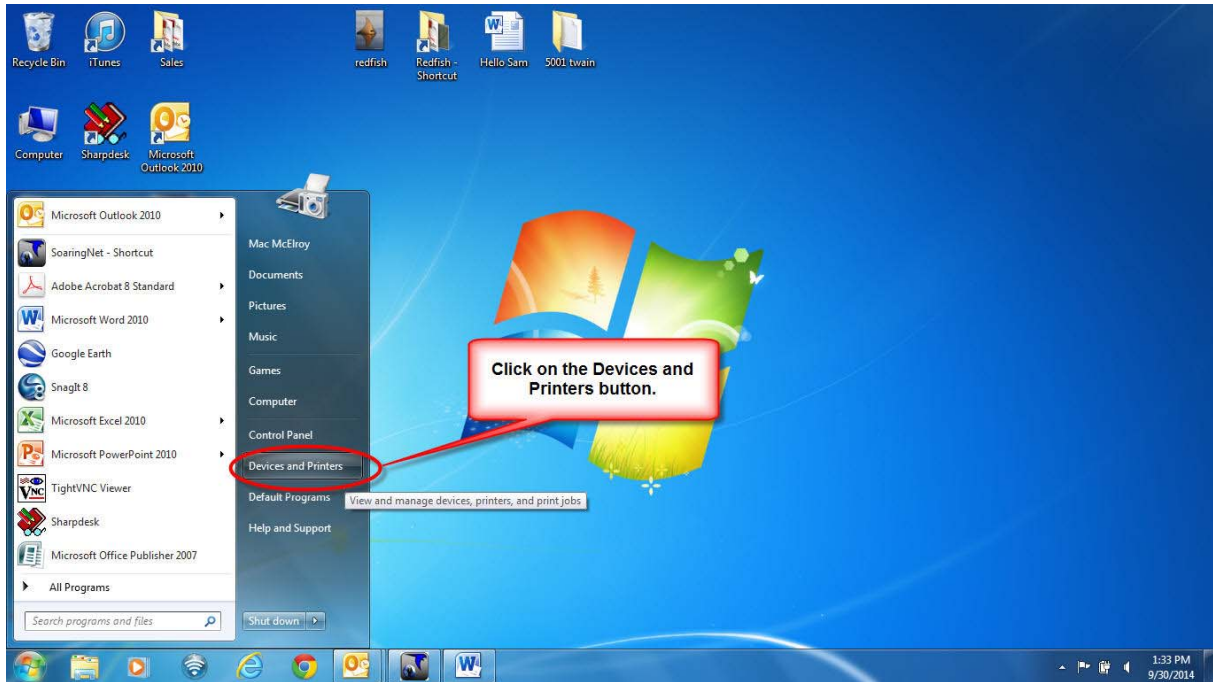
Sharp Copier/MFP

Setting Up User/Account Control for Printing

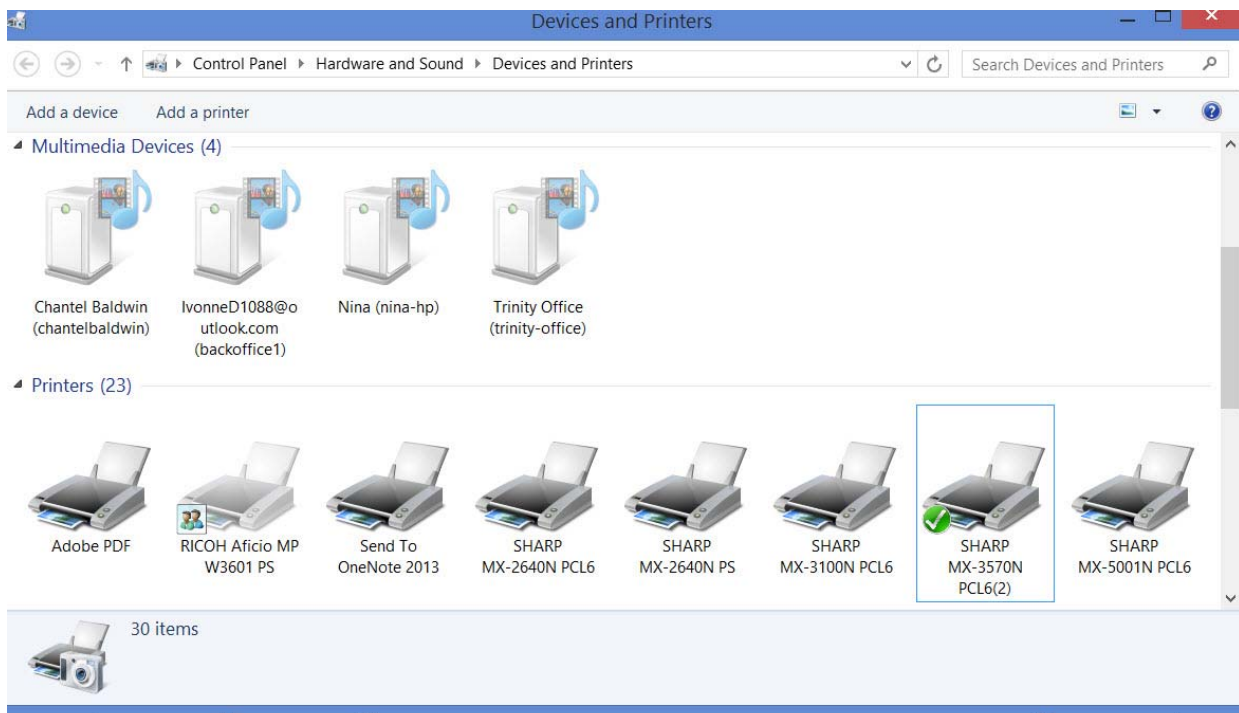
This procedure will cover the following models: MX-3070N, 3570N, and 4070N color MFPs.

(The steps will be performed at each workstation. All steps and screen shots were performed on a Windows7 Pro computer **)**

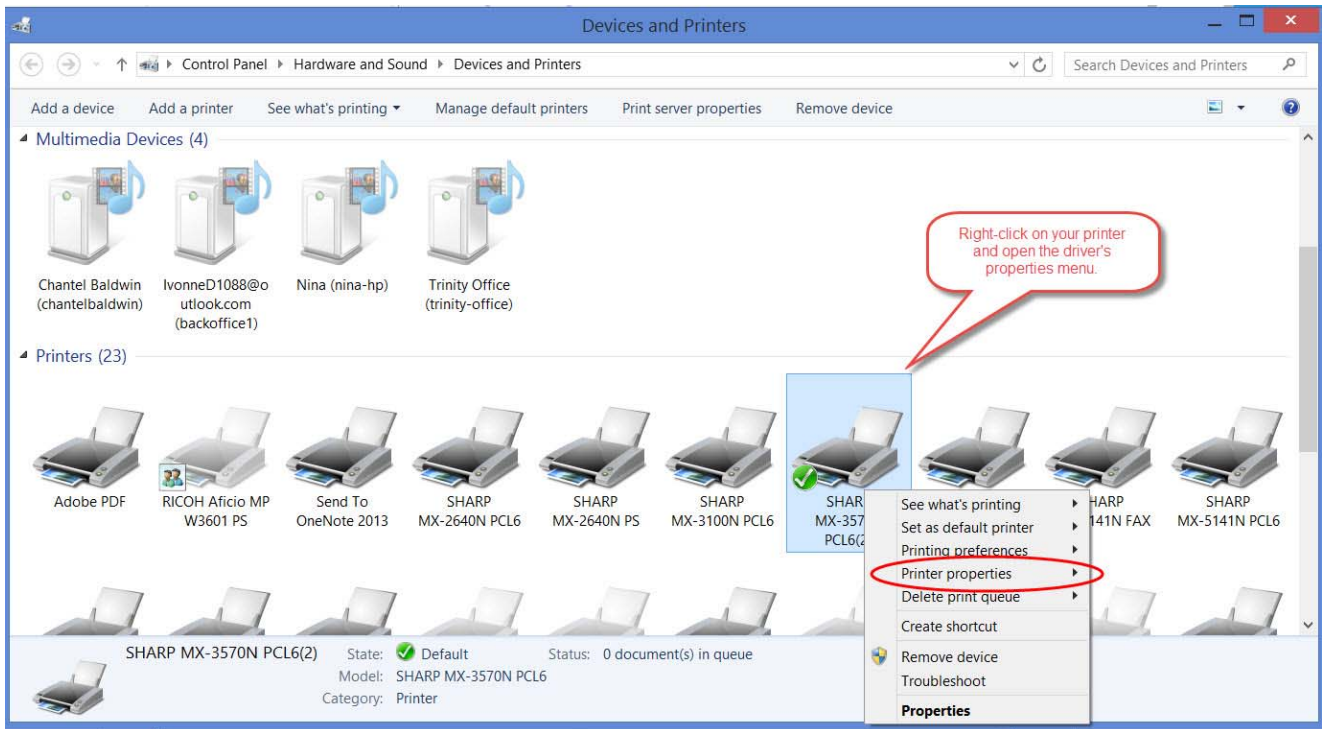
1. Click on the Devices and Printers button in the Windows menu. (see the image below)



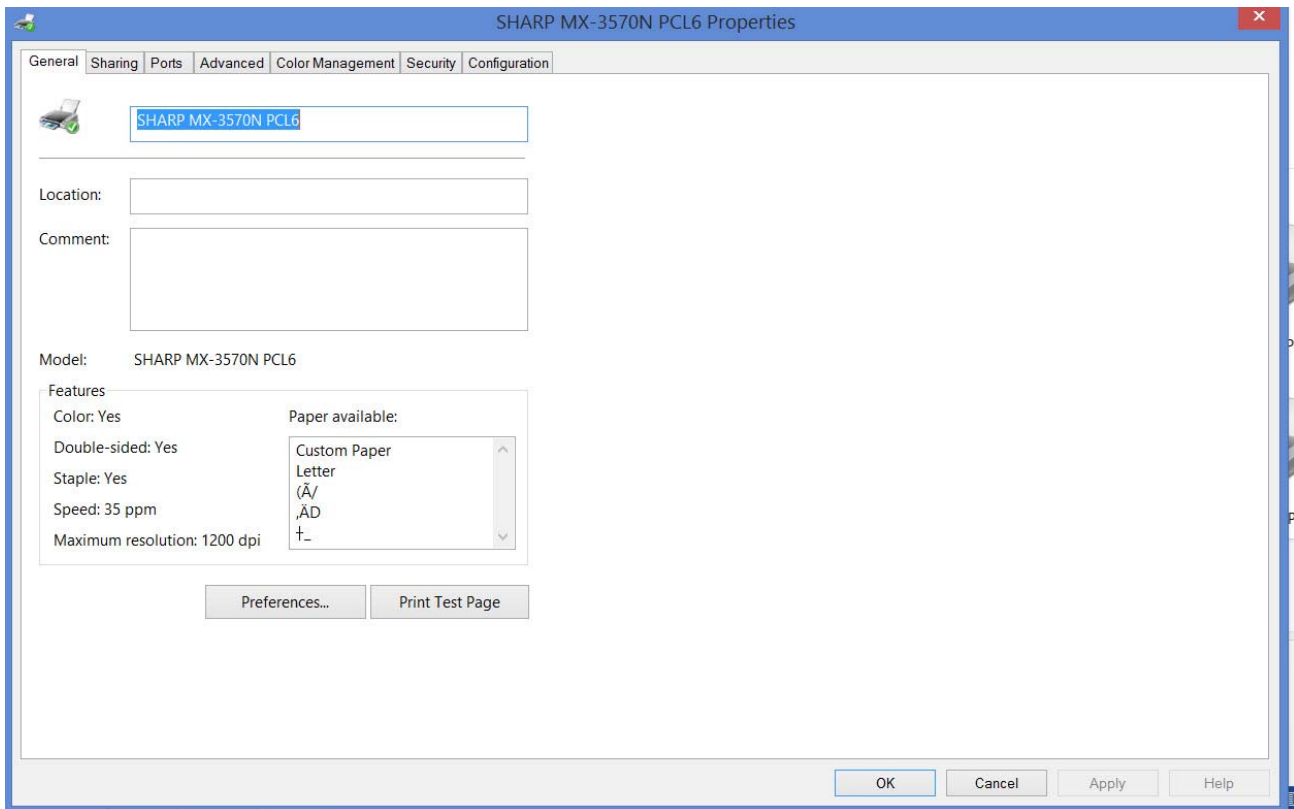
2. The Devices and Printers window will open. (see the image below)



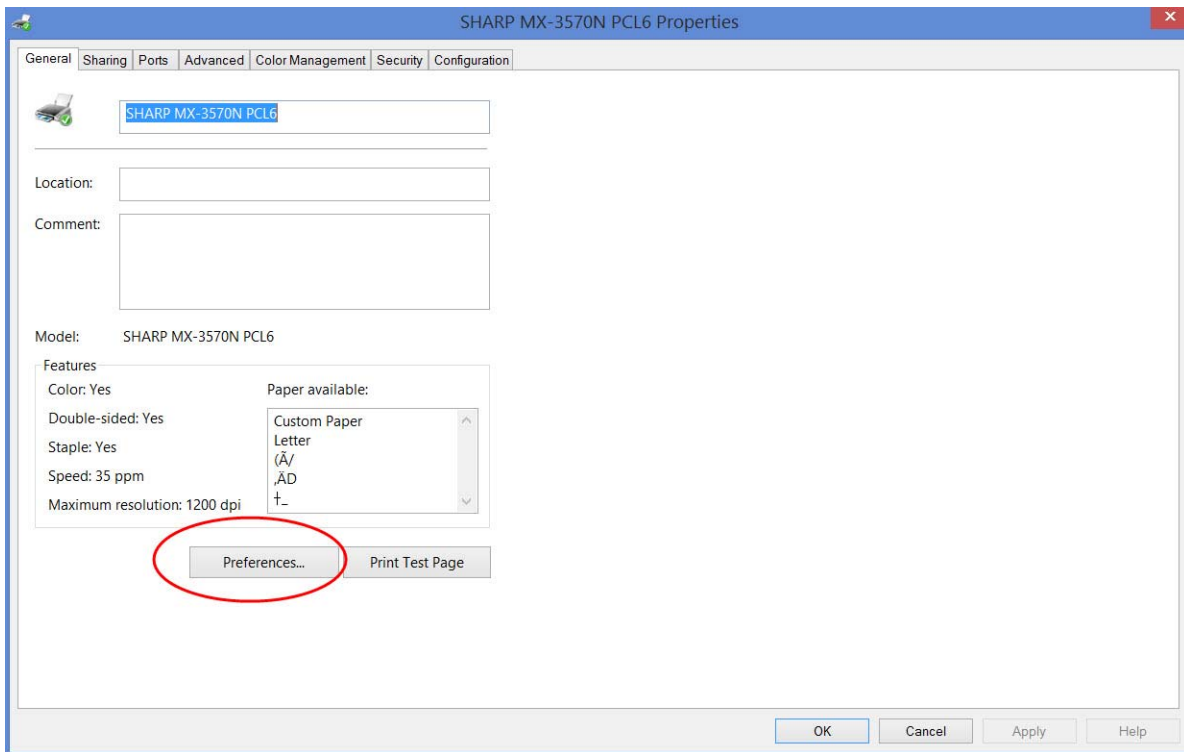
3. Right-click on your printer and open the driver properties menu. Click on the Printer Properties button in the menu and open the Properties window. (see the image below)



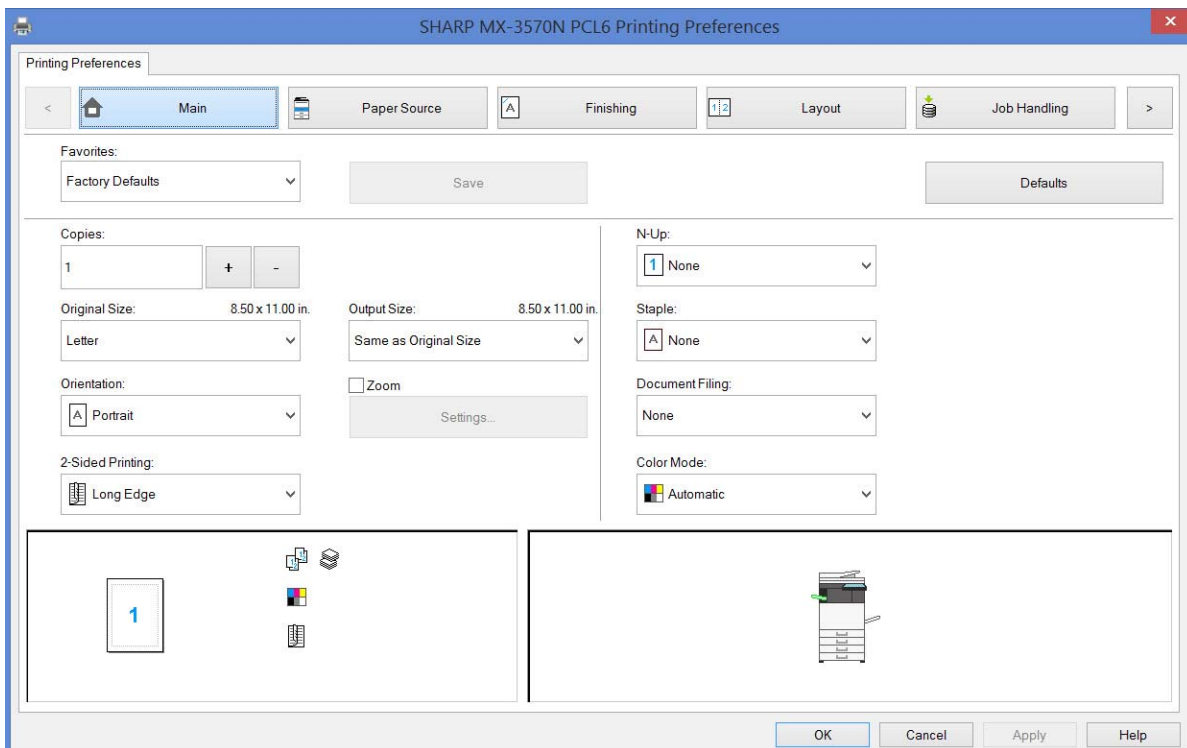
4. The Properties window will open. (see the image below)



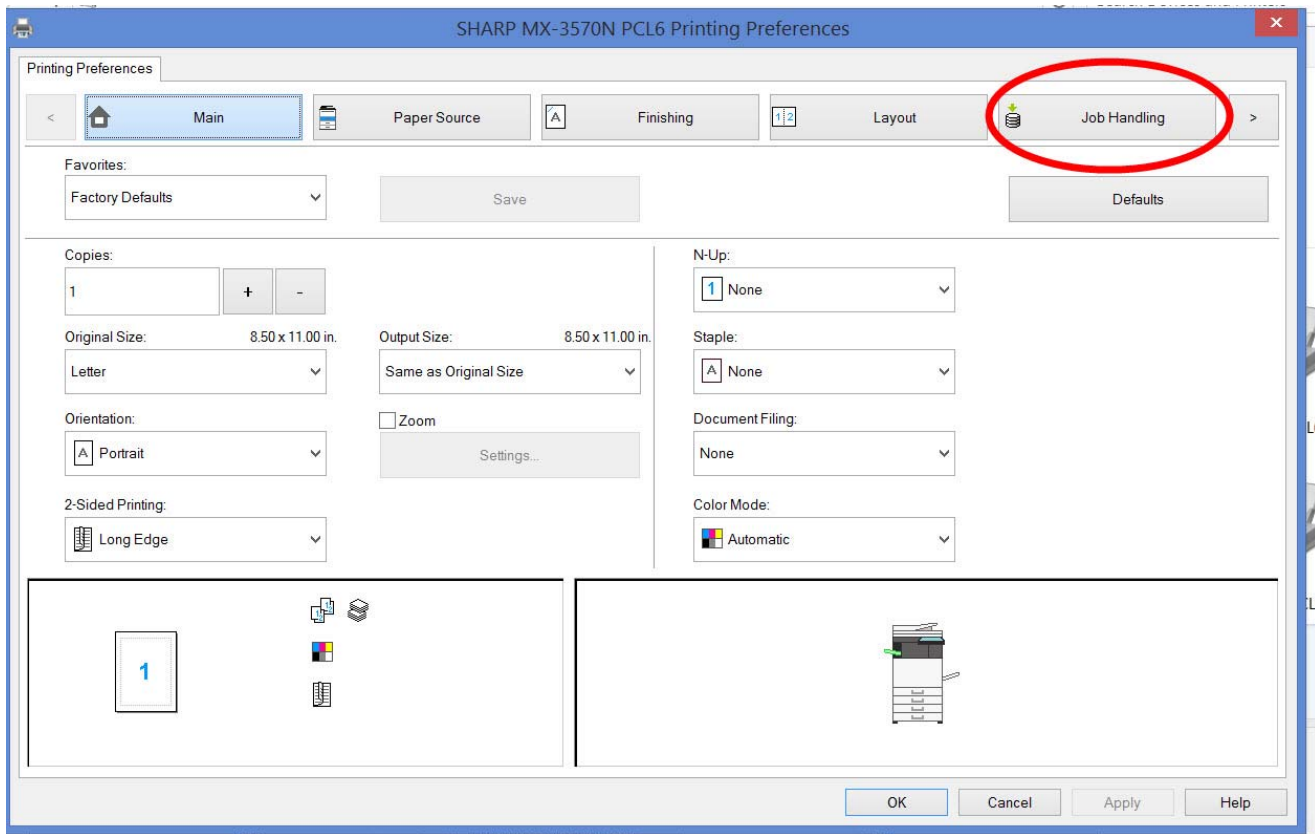
5. Click on the Preferences button and open the Printing Preferences window. (see the image on the next page)



6. The Printing Preferences window will open. (see the image below)



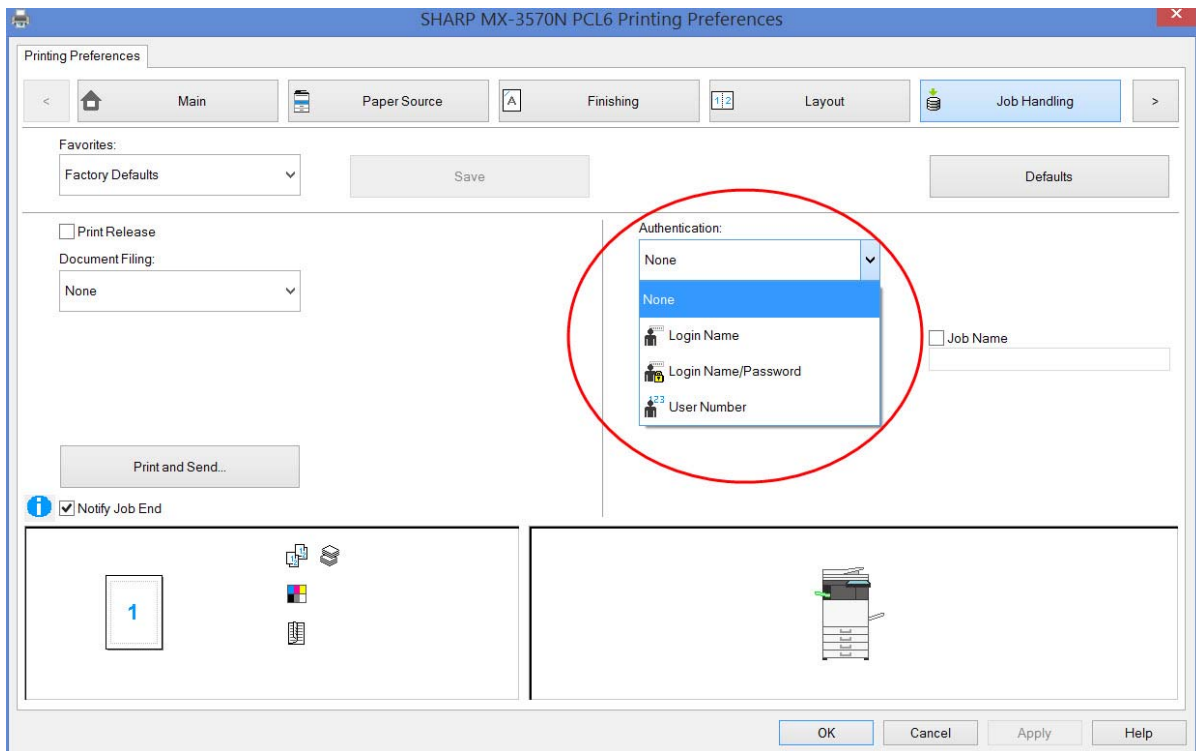
7. Click on the Job Handling tab at the top of the window and open the Job Handling section. (see the image below)



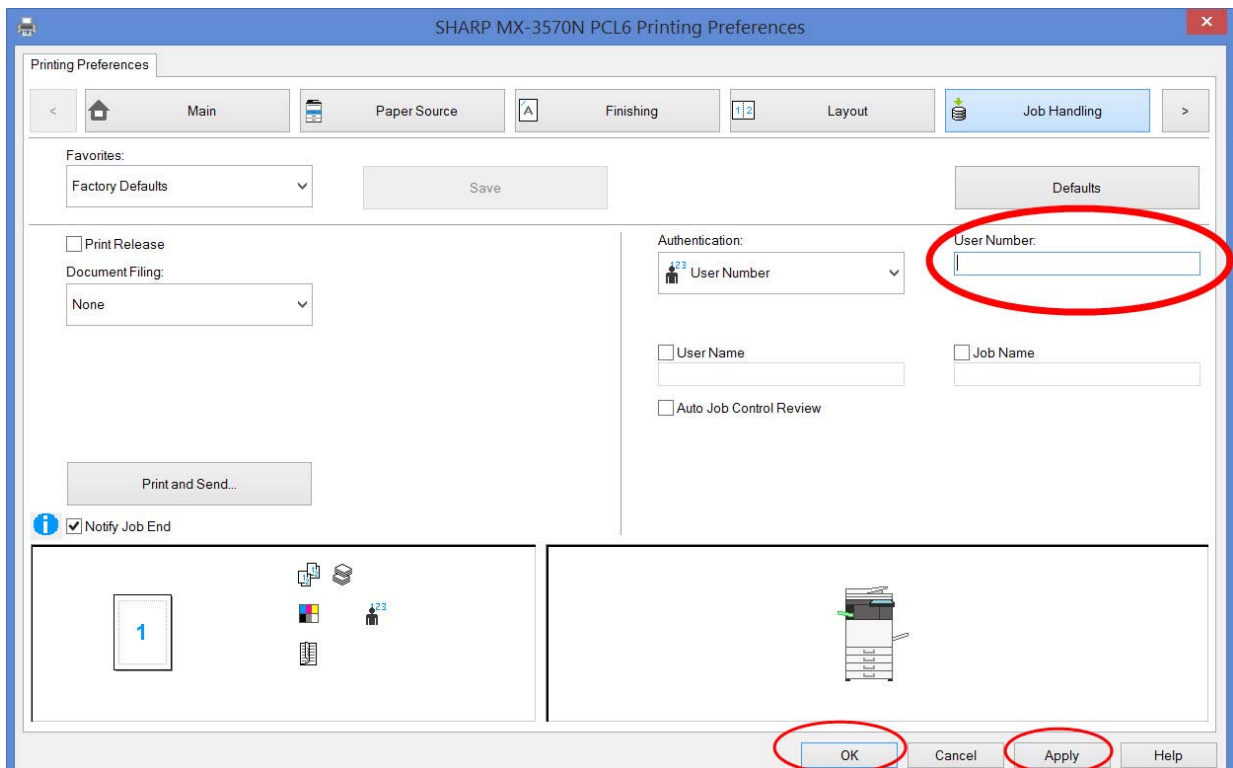
***** From this point on, the steps will be based on how you are using the User/Account Control system. The User/Account Control system can be used to control access and monitor the copies & prints produced by each user. Schools and churches will use the system in this method. The system can also be used for client or project billing. The copies and prints can be assigned to a client or project as they are produced. Law firms, construction companies, and architectural firms will use the system this method. The set-up for each is different and will be covered separately. The next steps will cover access control and monitoring by individual user *****

Individual User Control Method:

- Click on the drop down arrow in the Authentication area. Select User Number as the authentication type. (see the image on the next page)



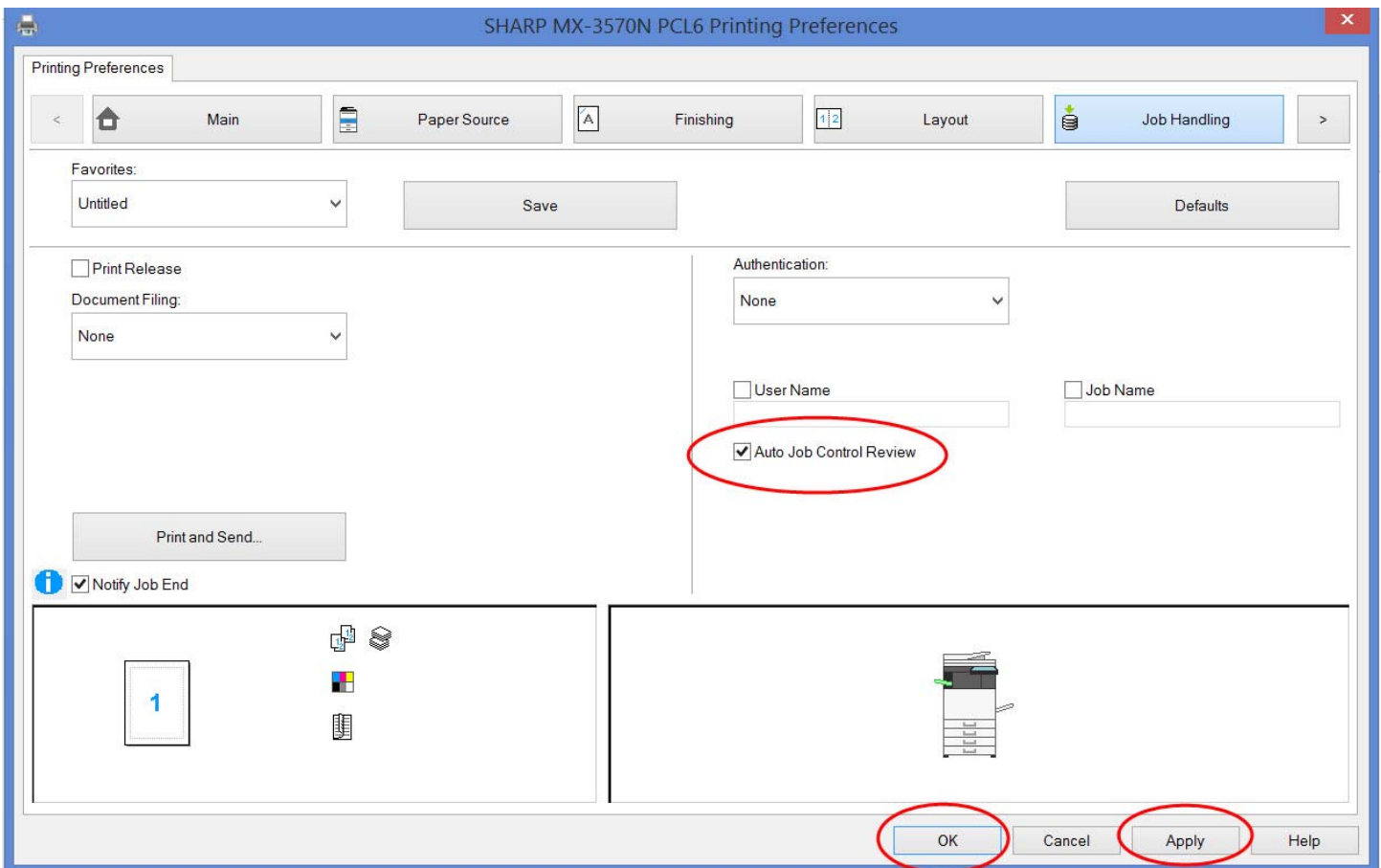
- Enter the user number in the User Number box and click the Apply button. Click the OK button. (see the image below)



10. Close the Properties and the Devices and Printers windows. This will save the user number on this computer or laptop and allow the user to print to the Sharp copier/MFP. This completes the steps for the Individual User Code Method.

Client/Project Billing Method:

11. Click on the check box to the left of Auto Job Control Review. Click the Apply button and then click the OK button. The Auto Job Control Review box will now appear each time the user prints (see the red box in the image below). This allows the user to enter a different user number each time they print. The prints are the assigned to a different client or project based on the user number. (see the image on the next page)



12. Close the Properties and the Devices and Printers window. This will save the user number on this computer or laptop and allow the user to print to the Sharp copier/MFP. This completes the steps for the Client/Project Billing Method.