

## SHARP PRODUCT QUICK GUIDE

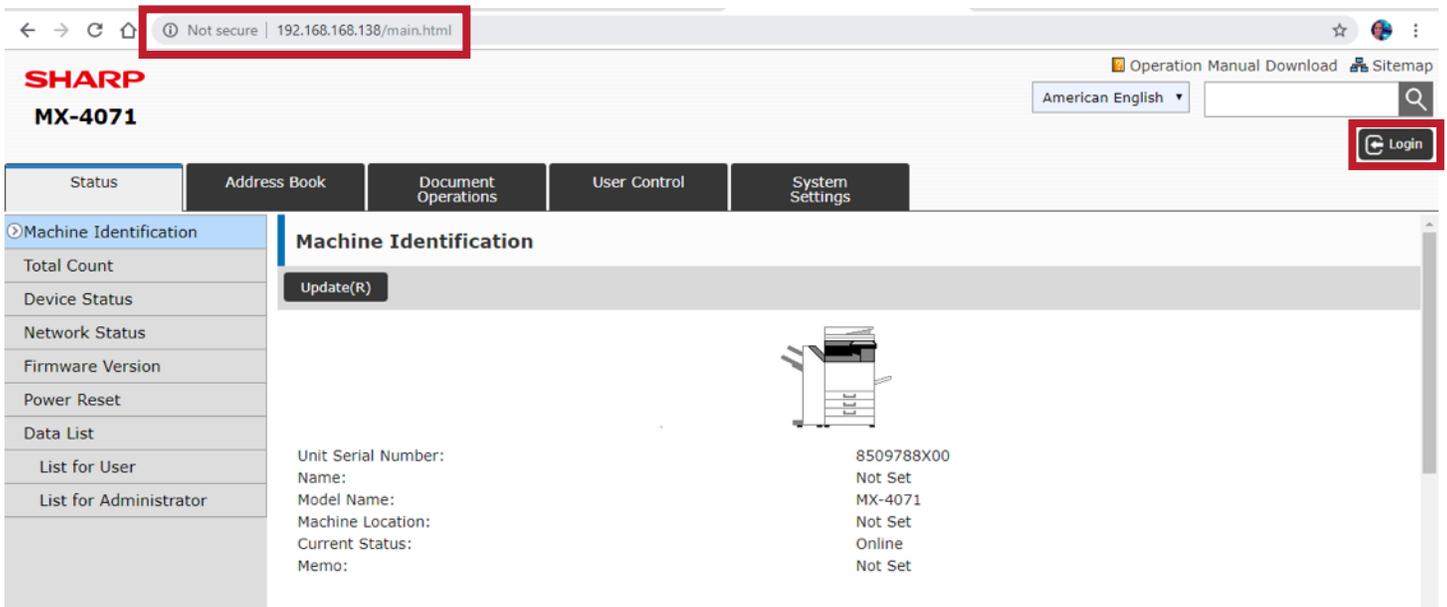
### USER CODE ADMINISTRATIVE REPORT - NEW USER INTERFACE

To obtain the IP Address:

- Press the "Settings" button on the machine's screen
- Select "Network Settings"
- Type in the administrator password (password: admin or 95973)
- Copy down the "IPv4 Address"

From your Computer:

- Type machine's IP address into an internet web browser.
- Log in as the administrator (Default password is admin or 95973)



The screenshot shows a web browser window with the address bar containing "192.168.168.138/main.html". The page displays the SHARP MX-4071 interface. The top navigation bar includes "Status", "Address Book", "Document Operations", "User Control", and "System Settings". A "Login" button is visible in the top right corner. The main content area is titled "Machine Identification" and features an "Update(R)" button. Below this, there is a printer icon and a table of machine details:

Unit Serial Number:	8509788X00
Name:	Not Set
Model Name:	MX-4071
Machine Location:	Not Set
Current Status:	Online
Memo:	Not Set



Instructions for How to VIEW and CLEAR user code usage:

- Select User Control
- Select User Count
- Select All (S)
- Select Show (O)

SHARP MX-4071

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American English

User Name: Administrator Logout

Status Address Book Document Operations **User Control** System Settings

User Settings Access Control Settings **User Count**

Billing Code Setting

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American English

User Name: Administrator Logout

Status Address Book Document Operations **User Control** System Settings

User Count

View User Count

Save User Count

Display Items: 10

User Name ▲ ▼	No. ▲ ▼
<input type="checkbox"/> Administrator	
<input type="checkbox"/> User	
<input type="checkbox"/> Other User	
<input type="checkbox"/> System Administrator	
<input type="checkbox"/> Device Account	

Total User: 5

Previous(M) 1 / 1 Next(N)

**Select All(S)** Clear Checked(K)

User Count

View User Count

Save User Count

Select Function:

- Copy
- Printer
- Prints (Document Filing)
- List Prints
- Scan
- Scan to HDD

Selection Count Number to be Displayed: Display the Limit Number of Pages and the Number of Pages Used

**Show(O)** Clear Count(C)

This page lists copy, printer, scan and fax total counts for black & white and color documents.

- Select Next to see the next three users.

\*After checking and writing down totals, you can select clear count to reset the total count for next month.

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American English

User Name: Administrator Logout

Status Address Book Document Operations **User Control** System Settings

User Count

View User Count

Save User Count

		Device Account	System Administrator	User
		Pages used (Page Limit)	Pages used (Page Limit)	Pages used (Page Limit)
Copy	Black & White	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	Full Color	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	2 Color	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	Single Color	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
Printer	Black & White	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	Full Color	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	Black & White	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)
	Full Color	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)	<input type="checkbox"/> ---,---,--- (---,---,---)

Top of Page

Instructions for How to DOWNLOAD an excel file and CLEAR User Code Usage Reports:

- Select User Control
- Select User Count
- Select Save User Count
- Click Save (C)

Note: this will create a prompt from your browser to save a .csv file that will have the usage for all user codes. There is a picture of an example of the prompt when using Microsoft Edge.

SHARP MX-4071

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American English

User Name: Administrator Logout

Status Address Book Document Operations **User Control** System Settings

User Count

View User Count

**Save User Count**

Save and Delete the Data

**Save(C)**

Back to Menu List

The Total Usage is listed in column B for Black and White and Column E for Color.  
 \*After checking and downloading the file with the totals, you can use the instructions below to clear the count to begin with a zero total count for next month.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	User Name	Copy:Blac	Copy:Blac	Copy:Blac	Copy:Full	Copy:Full	Copy:Full	Copy:2 Co	Copy:2 Co	Copy:2 Co	Copy:Sing	Copy:Sing	Copy:Sing
2	Other Use	0	Unlimited	Unlimited									
3	Administr	0	Unlimited	Unlimited									
4	User	0	Unlimited	Unlimited									
5	System Op	0	Unlimited	Unlimited									
6	Device Ac	0	Unlimited	Unlimited									
7													
8													

To reset counts to zero after downloading .csv file with usage reports:

- Select All (S)
- Clear Checked (C)

This will permanently reset the counts for each code back to zero.

The screenshot shows the SHARP MX-4071 user control interface. At the top, there are navigation tabs: Status, Address Book, Document Operations, User Control (selected), and System Settings. Below the tabs, there is a sidebar with options: User Count, View User Count (selected), and Save User Count. The main area displays a table of user counts with columns for User Name and No. The table lists five users: Administrator, User, Other User, System Administrator, and Device Account. Below the table, there are buttons for 'Select All(S)' and 'Clear Checked(K)', which are highlighted with a red box in the image. The interface also shows 'Total User: 5' and '1 / 1' pages.