

## SHARP PRODUCT QUICK GUIDE

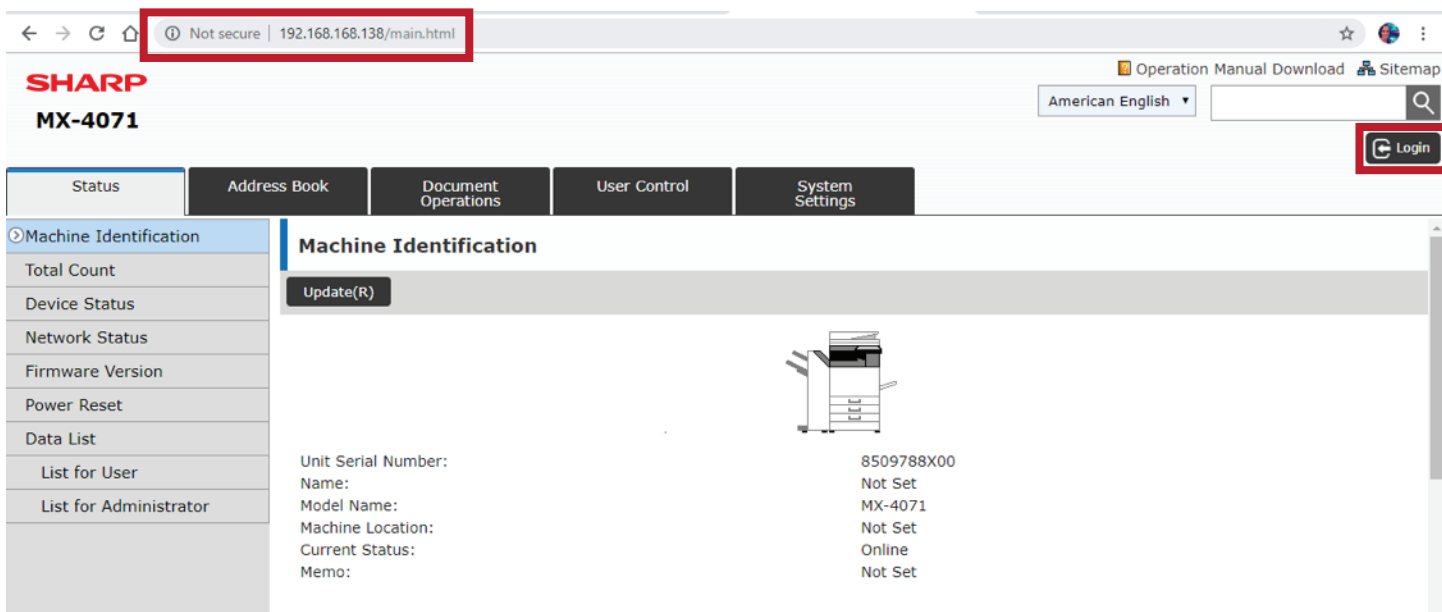
### USER CODE ADMINISTRATIVE REPORT - NEW USER INTERFACE

To obtain the IP Address:

- Press the "Settings" button on the machine's screen
- Select "Network Settings"
- Type in the administrator password (password: admin)
- 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)



The screenshot shows a web browser window with the address bar displaying "192.168.168.138/main.html". The page header includes the SHARP MX-4071 logo, a language dropdown set to "American English", and links for "Operation Manual Download" and "Sitemap". A "Login" button is visible in the top right corner. The main navigation bar contains tabs for "Status", "Address Book", "Document Operations", "User Control", and "System Settings". The "Machine Identification" page is active, featuring a sidebar with a list of options: "Machine Identification", "Total Count", "Device Status", "Network Status", "Firmware Version", "Power Reset", "Data List", "List for User", and "List for Administrator". The main content area displays the "Machine Identification" title, an "Update(R)" button, and a list of machine details: Unit Serial Number (8509788X00), Name (Not Set), Model Name (MX-4071), Machine Location (Not Set), Current Status (Online), and Memo (Not Set). An icon of a Sharp MX-4071 machine is also shown.

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**

Operation Manual Download Sitemap  
American English

User Name: Administrator

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

User Settings Access Control Settings **User Count**  
Billing Code Setting

**SHARP**  
**MX-4071**

Operation Manual Download Sitemap  
American English

User Name: Administrator

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.

The screenshot shows the SHARP MX-4071 web interface. At the top, there's a header with the SHARP logo, model number MX-4071, and navigation links for Operation Manual Download and Sitemap. A language dropdown is set to American English. Below the header is a navigation bar with tabs: Status, Address Book, Document Operations, User Control (selected), and System Settings. The main content area is titled 'User Count' and has three sub-sections: 'View User Count' (selected), 'Save User Count', and a 'User Count' table. The table has columns for 'Device Account', 'System Administrator', and 'User'. It lists counts for Copy and Printer functions, categorized by Black & White and Full Color. Each category has a checkbox and a 'Pages used (Page Limit)' field. A 'Top of Page' link is at the bottom right.

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"/> ---,---,---

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.

The screenshot shows the SHARP MX-4071 web interface with the 'User Control' tab selected. The 'User Count' sub-section is active, and the 'Save User Count' button is highlighted. Below the button, there's a checkbox for 'Save and Delete the Data' and a 'Save(C)' button. A 'Back to Menu List' link is at the bottom right.

**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:Black	Copy:Black	Copy:Black	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	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited
3	Administr	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited
4	User	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited
5	System Op	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited
6	Device Ac	0	Unlimited	Unlimited	0	Unlimited	Unlimited	0	Unlimited	Unlimited	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.

**MX-4071**

[Operation Manual Download](#)
[Sitemap](#)

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)