Sharp Copier/MFP
Setting Up User/Account Control for Printing


***The steps will be performed at each workstation. All steps and screen shots were performed on a Windows 7 Pro computer.***

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

   ![Click on the Devices and Printers button](image1)

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

   ![Devices and Printers window](image2)
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 way. 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:**

8. Click on the check box to the left of User Number and enter the user number in the box below. (see the image on the next page)
9. Close the Properties window and the Devices & Printers window at this. 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 Control Method.

**Client/Project Billing Method:**

10. 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 assigned to a different client or project based on the user number. (see the image on the next page)
11. Close the Properties window and the Devices & Printers window at this. The Auto Job Control Review box will open before a print job is sent to the printer. This allows the user to enter a different user number each time they print. This completes the steps for Client/Project Billing Method.