Implementing User Codes

Setting up and configuring User Codes for your Sharp MFP.

Outline

Printing Preferences

Authority Groups

Troubleshooting

Conclusion

Implementing Outline

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Printer User Codes prohibit the use of printing from unauthorized devices. Without knowing the code, a print job will be removed from the queue, and the printer will be unresponsive.

This function is great for businesses that keep count of pages printed, or if an added layer of security is desired.
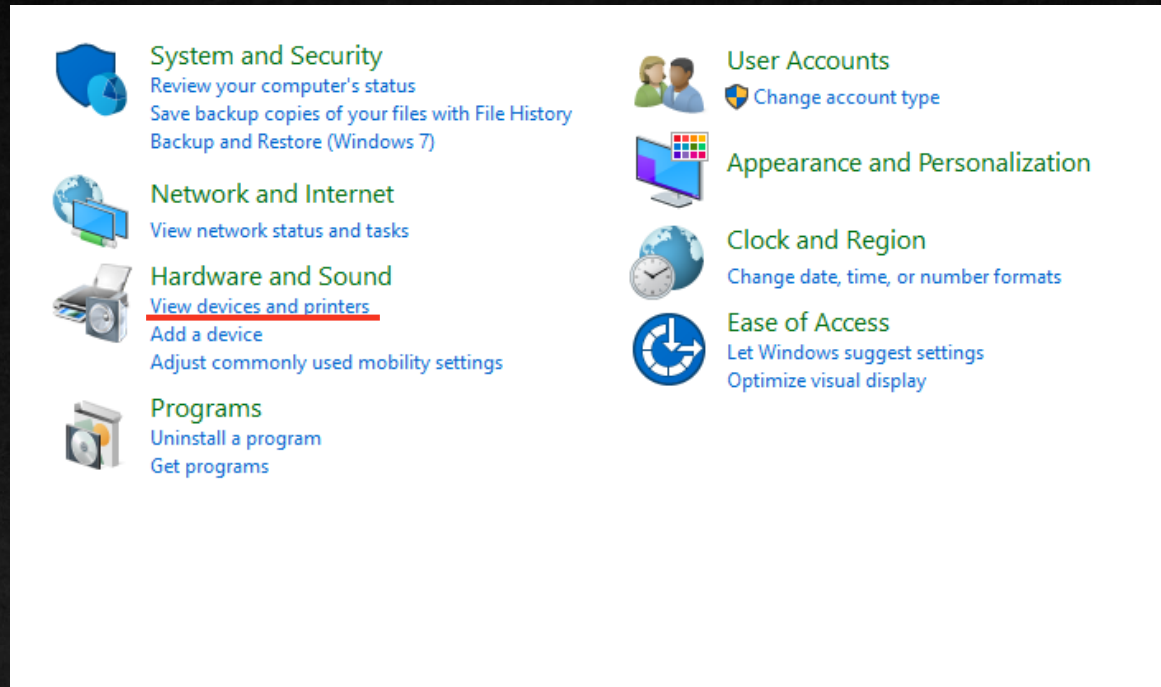
Outline

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Authority Groups

Troubleshooting

Conclusion
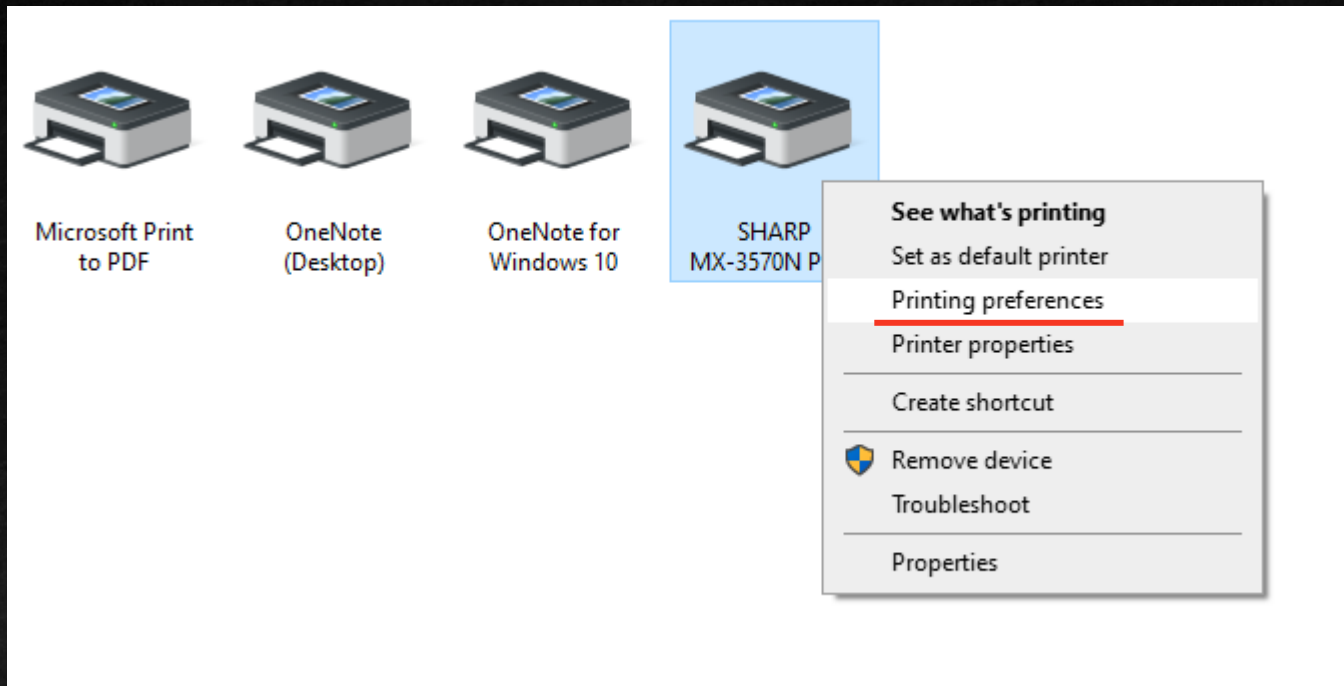
PAGE 3

ADDING A USER CODE TO YOUR COMPUTER

You will now add your unique user code to your device.
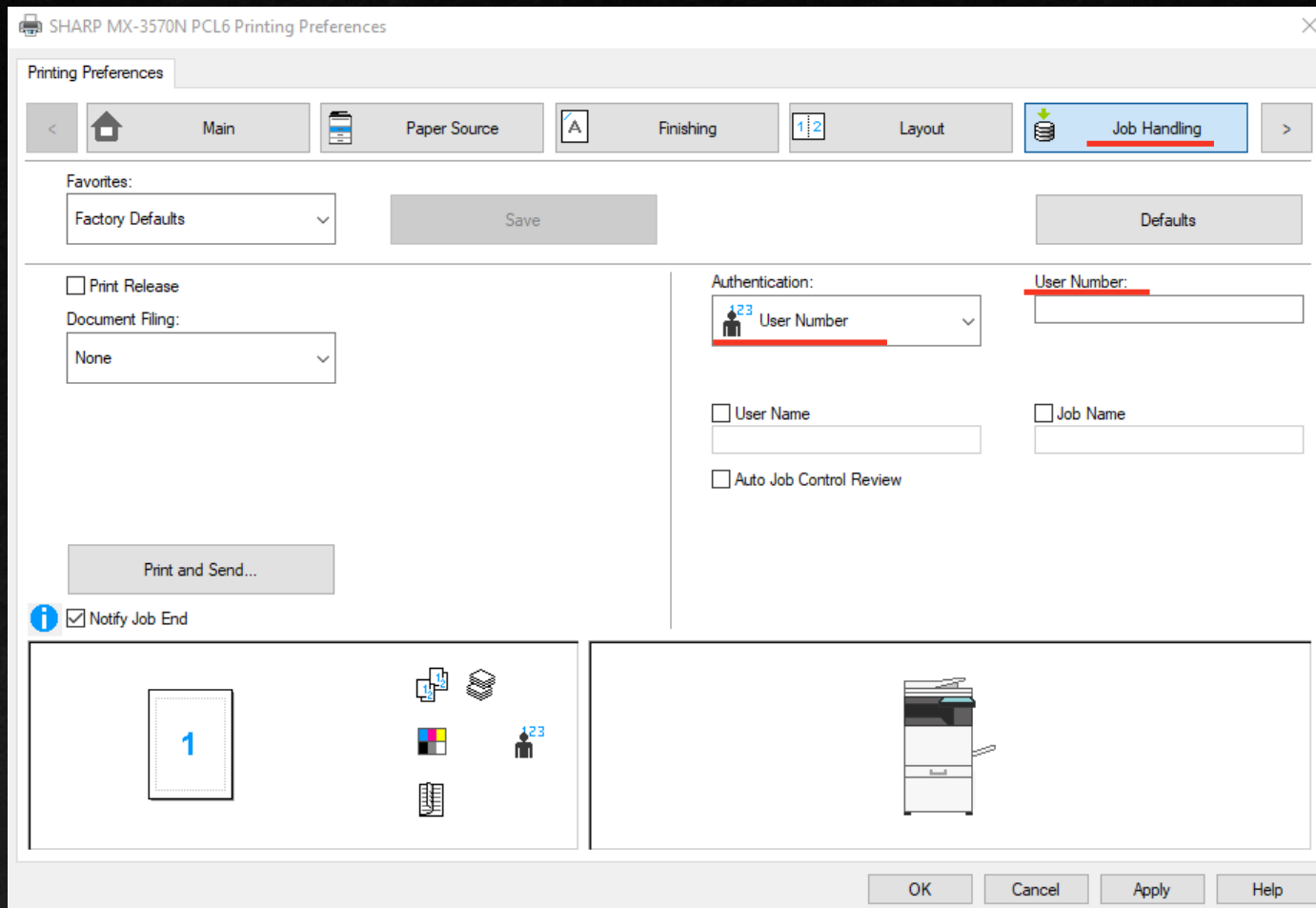
Printing Preferences

- Begin in Control Panel on your computer.

- Select View devices and printers.

Printing Preferences

- Right-click the printer you would like to configure and select Printing preferences.

Printing Preferences

- Navigate to Job Handling.

- Under Authentication, select User Number.

- To the right of Authentication, a field with User Number will appear.
  - Here you will type in your unique User Code for the printer.
  - Once that is done, select Apply and OK.

Authority Groups

- Be Aware of Authority Group settings within your organization!
  - Settings prohibiting printing in color, page limits, and more can be set up.
  - Contact the manager within your organization if your user code does not work, or if your print job is not being fulfilled.
    - This could be a permission issue. Your organization could be preventing you from completing the job.

Troubleshooting

- If the printer warms up, but nothing leaves the machine, there might be an issue with your user codes.

- If you have verified your code holds proper authority to print the document, have your manager verify the User Code that is assigned to you.
  - If you need to type in the User Code again, do so and save the changes.

- For additional help, please call in to the Les Olson Printer Helpdesk at 801-413-2106.
  - One of our representative will be able to narrow down where the issue lies.

Conclusion

User Codes can add an extra layer of security to your printer network. When configured correctly, you can create a whitelist of users capable of accessing the printer. You can limit users to specific printing methods, or just keep track of the user codes printing counts.

If you were unable to set up User Codes on your Sharp MFP, please call the Les Olson Helpdesk for troubleshooting.

You can reach them at (801) 413-2106

If no one answers the phone, please leave a message, and we will get back to you shortly.

THANK YOU!

You can now print using User Codes!