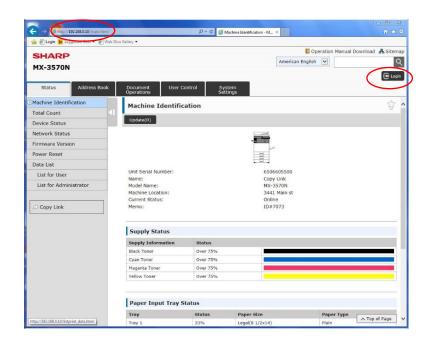


# Adding Billing Codes on a Sharp Multi Function Printer



Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

| SHARP                            | ☑ Operation Manual Download  | - Sitemap |
|----------------------------------|--|-----------|
| MX-5070N                         | American English ▼   | Q         |
| MV-2010M                         | User Name: Administrator   | Logout    |
|                                  | Document User Control System Settings  | <u> </u>  |
| User Control                     | Administration Settings  | ☆ 1       |
| User List                        |  | -M.       |
| Custom Index                     | Submit(U) Update(R)  |           |
| Organization / Group List        | Use Billing Code: Enable ▼   |           |
| Default Settings                 | Endoic   |           |
| Pages Limit Group                |  |           |
| Machine Page Limit Setting       | Default Code Setting: Default Code   | (Up       |
| Authority Group                  | to 32 characters)  |           |
| Favorite Operation Group         |  |           |
| Favorite Operation Group<br>List | Remember Billing Code Between Modes  |           |
| Favorite Key List                | Disable Change of Billing Code   |           |
| Home Screen List                 |  |           |
| User Count                       | ✓ Apply Default Code when Billing Code not entered Billing Code not<br>Entered |           |
| View User Count                  |  |           |
| Save User Count                  |  |           |
| Billing Code Setting             | Disable Billing Code for Selected Applications                                 |           |
| Administration Settings          | Sharp OSA CLOUD PORTAL   |           |
| Main Code List                   |  |           |
| Sub Code List                    |  | —         |
| Card Setting                     | Billing Code Display Name Setting  |           |
| Card Area Setting                | Main Code Display Name:  |           |
| Card Type / Card Reader          | Custom   | f Page    |

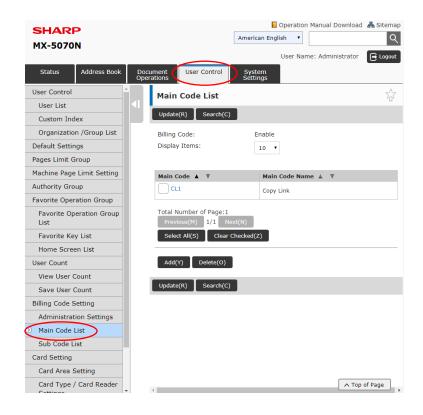
# **To Enable Billing Codes**

Select the **User Control** tab in the menu on the top
Select **Billing Code Setting** in the menu on the left
Select **Administration Settings** 

Select **Enable** under the "Use Billing Code" setting Choose **Submit** 





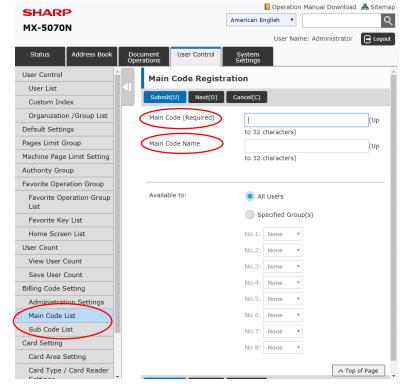


To Enter a Billing Code (Main Code)

Select **User Control** tab in the menu on the top

Select **Main Code List** in the menu on the left

Select **Add** 



Enter your desired code and description (name)

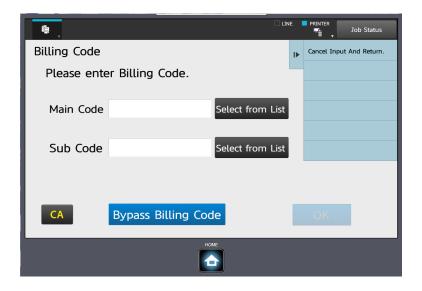
(This can be a client's name, company name, department, job #, etc).

Select Submit. Your main code has been added

You can add **Sub Codes** by using the steps above after selecting **Sub Codes** in the menu on the left

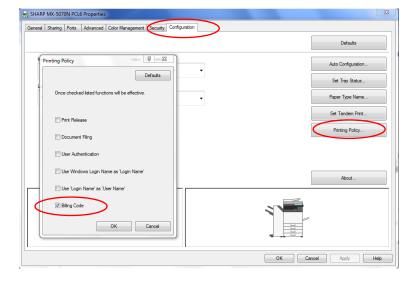






#### **Making Copies using Billing Codes**

After pressing the Copy button, you will see the screen to the left. Enter the Main Code (can select it from the list on the right side). Enter the Sub Code (if used) and touch OK. If no code needs to be used, simply press No Use of Billing Code.



### **Printing using Billing Codes**

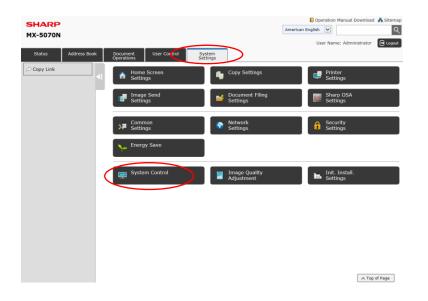
1. At the PC - Go to the Control Panel > Devices & Printers > Right-click the printer > select Printer Properties > Configuration > Printing Policy > check the **Billing Code** box and click **OK**.



2. When a print job is sent to the printer, a pop-up window will appear. Enter the Main and Sub Code (if any). Check the Always Use This Billing Code box if you intend to print and bill the same codes repeatedly and click OK.







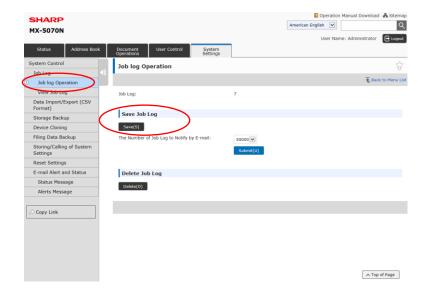
# **REPORTING**

Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

Select the **System Settings** tab at the top

Select System Control



# **Select Job Log Operations**

# Select Save Job Log

This will download the log as a spreadsheet. To determine the prints and copies to be billed look at the Main code, Sub Code, Job Mode and Black & White (Full color if applicable) columns and add the amounts to determine the cost to bill.

IMPORTANT: You may want to delete the Job Log (from the web interface) when finished to start the next billing cycle.