

Printers

Everything There Is To Know

Accessing the Menu / Signing In

New User & Pin

Adding Emails to Address Book

Ink Report



COLDWELL BANKER
BULLARD REALTY



General Information

About these instructions

Be sure to read the section on how to sign into the printer menu. Since all the printers are Sharp models, they have almost identical menus. The exception is the Kyocera in Jackson, although it's not used much at the moment.

When to add or remove a new user

When someone new joins the office, in order to access the printer via a pin code, they'll need to be added to the printer. Users may be removed if they should no longer have access to the printer.

When to add email addresses

Recall that a scan requires an email address in order to send the copy via email attachment. Usually, everyone's email addresses are in a list for quick access, but when someone new joins the office, their email address must be added to the list.

About color ink reporting

Each month, the accounting team needs a report about the ink usage by each user. Although, they only charge agents for color pages.

Keep in mind

The printer might be inoperable while the menu is accessed. If so, it may be used again once you sign out of the menu, and you might need to restart the printer using the power button.

Each office's printer models.

Zebulon	McDonough	Peachtree City	Jackson	Jonesboro
Sharp MX-2651	Sharp MX-5070V Upstairs	Konica bizhub C258 Upstairs	Sharp MX-3571	Sharp MX-3571
	Sharp MX-5071 Downstairs	Sharp MX-5070V Downstairs	Kyocera FS- 3900DN	

Accessing The Menu / Signing In

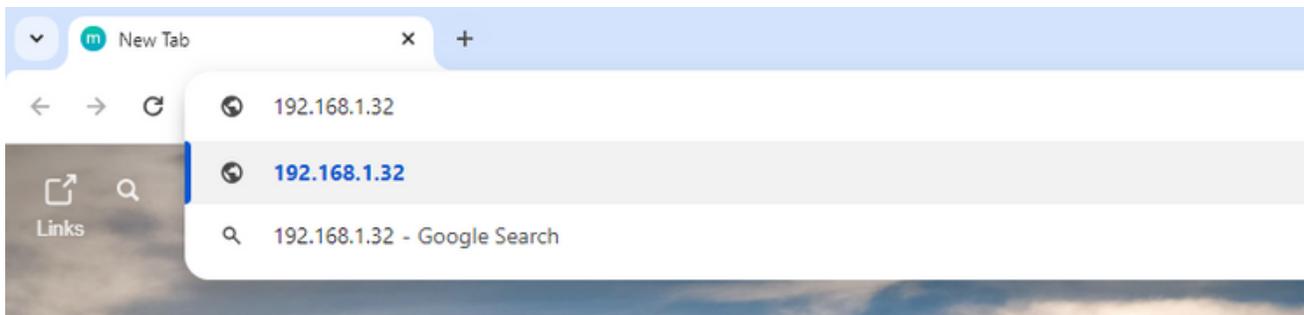
In order to access the controls, you'll need to sign into the printer's menu.

Step 1: Open a browser on the computer (Chrome, Firefox, Edge, Brave...)

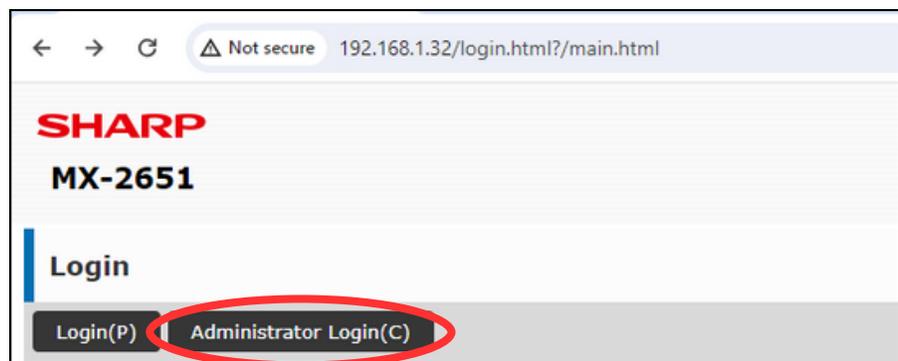
Step 2: If there is a bookmark for the printer's menu, click on that.

Otherwise, call Mick / IT to ask, "what is the IP address of the printer?" After retrieving the IP address, it must be inputted in this search bar at the top. Specifically the upper one, not any other. Bookmark the page for quick access next time.

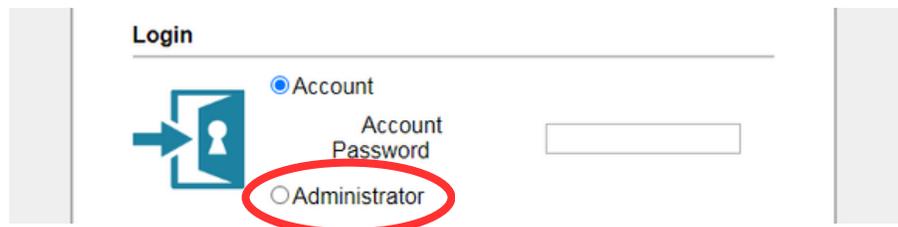
An example of the IP address being inputted in the browser's search bar. This address belongs to Zebulon's printer.



Step 3: Click on "Administrator Login"



Step 3 for the Konica: Click on Administrator.



Final Step 4: Enter the password. The password is **admin** unless it is changed. The Konica printer's password is **12345678**, and you might have to enter it twice.

Ink Report

For: all Sharp printers

Each month, the accounting team needs a report about the ink usage by each user. To make this report, you'll simply open your printer's menu from your computer's browser, then download the stats, then optionally delete irrelevant stats, and then send the file to the accounting team.

As of November of 2023, agents (not admins) are charged \$0.15 per color printed page. There is no charge for black and white pages.

Step 1: Sign into the printer's menu. If you need assistance, see instructions for signing in.

Step 2: Navigate the menu to find the download section.

1. **User Control** (click a tab at the top)
2. **User Count** (for some printers, it's located to the left)
3. **Save User Count** (at the left)

Step 3: Click the checkbox called **Save and Delete the Data**. This resets the ink stats to zero, which prepares the report for next month.

Step 4: Click Save – a file is then downloaded.

Accounting needs this file, but first, it's best to delete irrelevant data in the file. The next page teaches how to do this.

Ink Report

Continuing

These steps show how to modify the file to make it easily legible for accounting.

Step 5: Now the file will be edited to make it easier to read. This is not required, but helpful.

1. **Double-click the file to open** (might be in the downloads folder).
 - a. This might launch an app called LibreOffice Calc, which is a free alternative to Microsoft Excel.
2. If a little window appears, **just click OK.**
3. **Select and delete every column that says Unlimited.**
 - a. Click the head of the column (like column D)
 - b. Right-click it and choose Delete Column.
 - c. You can select more than one column by holding the CTRL key on the keyboard.
4. **Keep only the columns that say “Copy” or “Printer”, and delete the rest.** These are first in order. So delete the ones that say scan, fax, or document filing.
5. Two more columns may be deleted, but it’s not essential. They say “2-Color” and “Single-Color”.

Final Step 6: Save the changes and email it to accounting@cbbullard.com

Here’s an example of the spreadsheet file after removing irrelevant columns.

	A	B	C	D	E
1	User Name	Copy:Black & White:Pages used	Copy:Full Color:Pages used	Printer:Black & White:Pages used	Printer:Full Color:Pages used
2	Other User	0	0	0	0
3	Administrator	0	0	0	0
4	User	0	0	0	0
5	System Operator	0	0	0	0
6	Device Account	0	0	0	0
7	Kristal Reid	0	0	0	0
8	Judy Reid	138	0	0	0
9	Vickie Cash	0	0	0	0
10	Lucinda Tingle	0	0	0	0
11	Debra Morgan	0	0	0	0
12	Becky Summer	0	0	41	4
13	Amanda Nixon	0	0	0	0
14	Robert Reid	0	0	0	0
15	Stephanie Benefield	122	0	425	40
16	Wayne Martin	0	0	0	0
17	Amanda Kimball	0	0	0	0
18	Aaron Anthony	2	0	70	9
19					

Ink Report

For: Konica bizhub C258 at Peachtree City

Konica Printer Ink Report Instructions

NOTE: To be done AT the printer, not at computer.

To Generate Report

1. Utility/Counter button on the right side
2. Admin setting
3. Enter password 12345678
4. User authorization
5. Printer counter list
6. PRINT DATA ONLY
7. Start

To clear or reset data for next month's report:

1. Repeat steps 1-3
2. User authentication & acc't track
3. Account track setting counter
4. Reset all counters
5. Yes
6. Ok

New User & Pin

For: all Sharp printers

When someone new joins the office, in order to access the printer via pin code, they'll need to be added to the printer. Users may be removed if they should no longer have access to the printer.

Step 1: Sign into the printer menu. If you need assistance, see instructions about signing in.

Step 2: Navigate the menu

1. **User Control** (click a tab at the top)
2. **User Count** (for some printers, it's located to the left)

Scroll down and you'll see a list of users. To see more than 10 at a time, look just above the list for 'Display Items' and change its setting to 100.

Step 3: Click add at the bottom of the page.

Step 4: Enter required info:

- **User name:** their first and last name
- Skip initial – this is how their name appears when shortened
- Skip index – default is User 1, which is ok
- **User number: this is their pin which they'll use when printing.** Ask them to choose a pin number, or otherwise make one up.
- **Email address:** add if possible, although it might not be important.

Final Step 5: Click **Submit**, a blue button at the top and bottom of the page.

After submitting, you'll remain on the same screen, but your changes are updated.

The new user form

Submit(U)		Submit and Register Next(Y)	Cancel(C)	Back to Me
User Name (Required):	<input type="text"/>	(Up to 255 characters)		
Initial (Optional):	<input type="text"/>	(Up to 10 characters)		
Index (Required):	<input type="text" value="User 1"/>			
User Number (Required):	<input type="text"/>	(5-8 digits)		
E-mail Address:	<input type="text"/>	(Up to 255 characters)		

New User & Pin

For: the Konica bizhub C258 at Peachtree City

Step 1: Sign into the printer menu. If you need assistance, see instructions about signing in.

Step 2: Navigate the menu, which is at the left.

1. **User Auth/Account Tracking**

2. **Account Track Settings.** Now you should see the list of users.

Step 3: Click New Registration, a white button above the list.

Final Step 4: Add their name and password to the form, then click OK.

How the form appears

Password	<input type="text"/>
Retype Password	<input type="text"/>
Name	<input type="text"/>

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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Adding Emails to Address Book

For: all Sharp printers

When to add email addresses

Recall that a scan requires an email address in order to send the copy via email attachment. Usually, everyone's email addresses are in a list for quick access, but when someone new joins the office, their email address must be added to the list.

Step 1: After signing in, click on **Address Book**, which is a tab at the top.

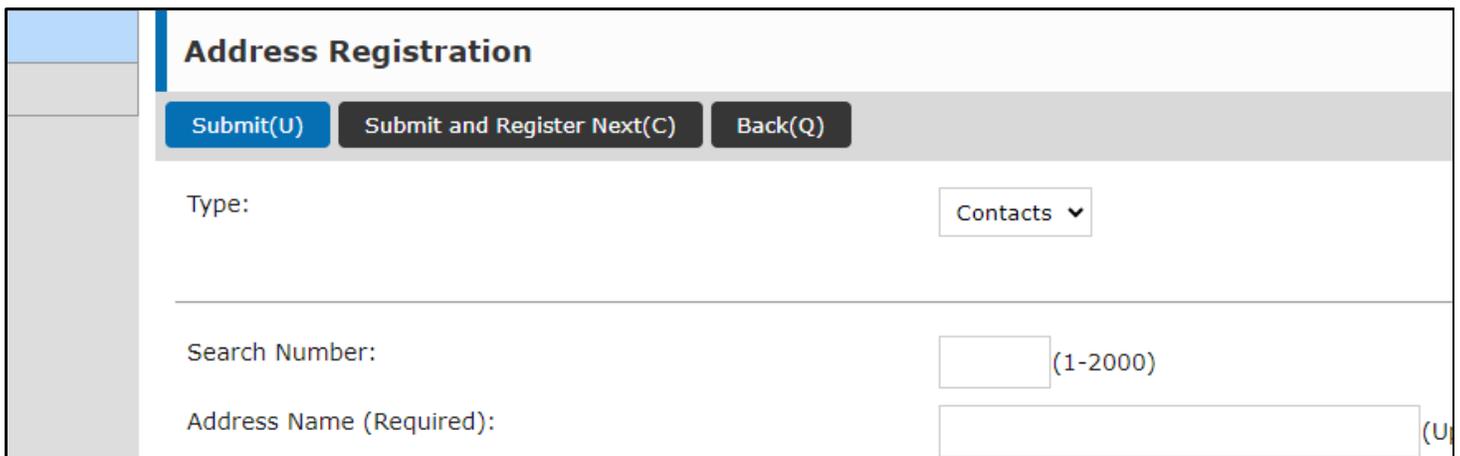
Step 2: **Scroll down**, and click the gray button called **add**.

Step 3: In this form, only two pieces of information are needed:

- The person's name goes in **Address Name**, near the top of the form.
- The person's email address goes in **Email Address**, near the bottom.

Final Step 4: Click the blue **Submit** button. Then the changes are saved.

The new address form



The screenshot shows the 'Address Registration' form. At the top, there are three buttons: 'Submit(U)' in blue, 'Submit and Register Next(C)' in gray, and 'Back(Q)' in dark gray. Below the buttons, there is a 'Type:' label and a dropdown menu with 'Contacts' selected. A horizontal line separates this section from the next. Below the line, there is a 'Search Number:' label, a text input field, and '(1-2000)' to its right. Below that, there is an 'Address Name (Required):' label and a text input field with '(U)' to its right.

The new address form - near the bottom, you'll find the **Email Address** box.



The screenshot shows the bottom part of the form. It starts with 'Number of Registrations:0'. Below that is an 'E-mail Address:' label and a dropdown menu with 'New Address' selected. At the bottom, there is an 'E-mail Address (Required):' label and a text input field with '(Up to' to its right.

Adding Emails to Address Book

For: the Konica bizhub C258 at Peachtree City

Step 1: Sign into the printer menu. If you need assistance, see instructions on signing in.

Step 2: Navigate the menu, which is to the left.

1. **Store Address**
2. **Address Book.**

Step 3: Click New Registration, a white button above the list.

Step 4: Add the name and email address to the form, then click OK.

The new address form

Address Book (E-mail)

Search from Function

No.
 Use opening number
 Direct Input

Name

Index
Specify a keyword for address search and display by registered name.

 Main

Destination Information
E-mail Address