

Add a user to C352 – Account Tracking (Password Only)

Adding new user via the copiers control panel

Enter Administrator Settings

- 1. Press [Utility/Counter]
- 2. Touch [Administrator Settings]
- 3. Enter the password, and touch [OK] (Default password is 12345678)

Create a new user

- 4. Touch [User Authentication/Account Track]
- 5. Touch [Account Track Setting]
- 6. Touch Account Track Registration]
- 7. Touch an empty location
- 8. Touch [Password]
 - a. Enter the desired password twice and touch [OK]
- 9. Touch [Name]
 - a. Enter the desired name and touch [OK]
- 10. If you wish to set restrictions for the user:
 - a. Touch [Output Permission]
 - b. Make your desired restrictions
 - c. Touch [OK]
- 11. If you wish to limit the amount of copies/prints for the user:
 - a. To limit the total amount of copies/prints, touch [Total Allowance] and enter the maximum limit
 - b. To limit color and B&W separately, touch [Individual Allowance]
 - i. Select [Limit] on either black or color, and enter the maximum allowed
 - c. Touch [OK]
- 12. Touch [OK]
- 13. Press the yellow reset key

Output Permission Press [All]	Accounts] to s	set current dat	ta to all Acco	unts.								
Account					111 Accounts							
	Print			Scan								
Color	Allow	Restrict	Color	Allow	Restrict	Max. Allo-						
Black	Allow	Restrict				Press [All Acco	ounts] to	set curr	ent data to all	l Accounts.		
		J				Name					All Ac	counts j
			-	Cance	91 OK	Total Allowance	כ	Color	No Limit	Limit	0	Edit
						Individual Allowance		Black	No Limit (Limit	0	Edit
											[Cancel]	OK

Account Track Registration Select item to register/edit.	
	(Output
Password	Permission 2
Name J	Max. Allo- wance Set
De- lete	Cancel OK



Set up the print driver

- 1. Open Printers & Faxes (Windows XP) or Devices and Printers (Windows 7/Vista)
- 2. Right click the printer and select [Printing Preferences]
- 3. In the window that opens, click the [Setup] tab
- 4. Click [Authentication/Account Track]
- 5. Check the Account Track checkbox
- 6. Enter the password and click [OK]
- 7. Click [Apply]
- 8. Click [OK]

Paper Orientation	Portrait A Landscape	Binding Binding Position	Auto	Save/Restore Setting
Original Size	8 1/2x11	Print Type	Single-Sided	8 1/2x11
-		Combination	2 in 1	(8.5x11inch)
Output Size	Same as Original Size	File Margin	Details	
Zoom	100 👻 %	Staple	1 Staple	
Paper Source	Auto	Hole-Punch	2 Holes	
	Paper Type Settings	Fold & Staple	Details	
Output				
Output Method	Print		Offset	Overlay
Copies	1 🚖 (1-999)	ص می		
	(🔲 Skip Blank Pa	ges	
Output Tray	Default	T User Arabierati		

