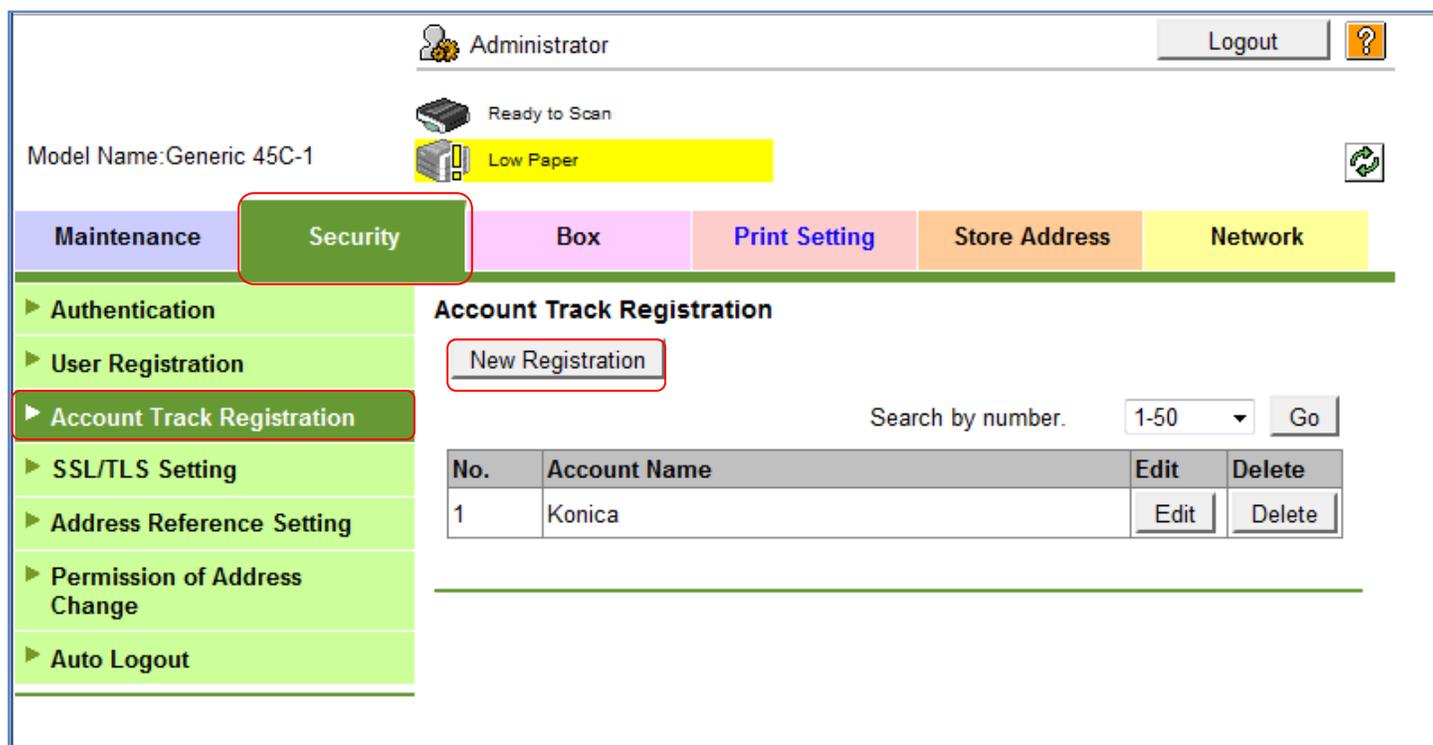


# Adding User to Account Tracking BH C550

## Adding a user via the *WebConnect*

1. Open the **WebConnect**
  - There may be an icon on your desktop or a link in your browsers favourites.
  - If you do not have either of the above, open your web browser and type in the IP address of the copier into the address.
  - If you do not know the IP address, check with your system administrator
2. Login by selecting **Administrator** and clicking **[Login]**
  - NOTE: You may need to click **[Logout]** first to get this screen
3. Enter the administrator password (default is 12345678) and click **[OK]**
4. Click the **[Security]** tab
5. Under *Security*, click **[Account Track Registration]** on the left hand side
6. To add a new user, click **[New Registration]**
  - To Delete a User, click **[Delete]**
  - To edit a user, click **[Edit]** and follow steps 7-12



The screenshot shows the WebConnect interface. At the top, the user is logged in as 'Administrator' with a 'Logout' button and a help icon. Below this, there are status indicators: 'Ready to Scan' and 'Low Paper'. The main navigation bar includes 'Maintenance', 'Security' (highlighted with a red box), 'Box', 'Print Setting', 'Store Address', and 'Network'. Under the 'Security' tab, a left-hand menu lists several options, with 'Account Track Registration' highlighted by a red box. The main content area is titled 'Account Track Registration' and features a 'New Registration' button (also highlighted with a red box). Below this is a search field labeled 'Search by number.' with a dropdown menu set to '1-50' and a 'Go' button. A table displays the current registration data:

No.	Account Name	Edit	Delete
1	Konica	Edit	Delete

7. Enter the next number
8. Enter the desired name
9. Enter the desired password
10. Re-enter the password
11. Set the desired restrictions for the user
12. Set the desired limits for the user
13. Click **[OK]**

**Account Track Registration**

No.

Account Name

Password

Retype Password

---

Output Permission(Print)

Color

Black

---

Output Permission(TX)

Color

---

Max. Allowance Set

Total Allowance

Total  (1-9999999)

Individual Allowance

Color  (1-9999999)

Black  (1-9999999)

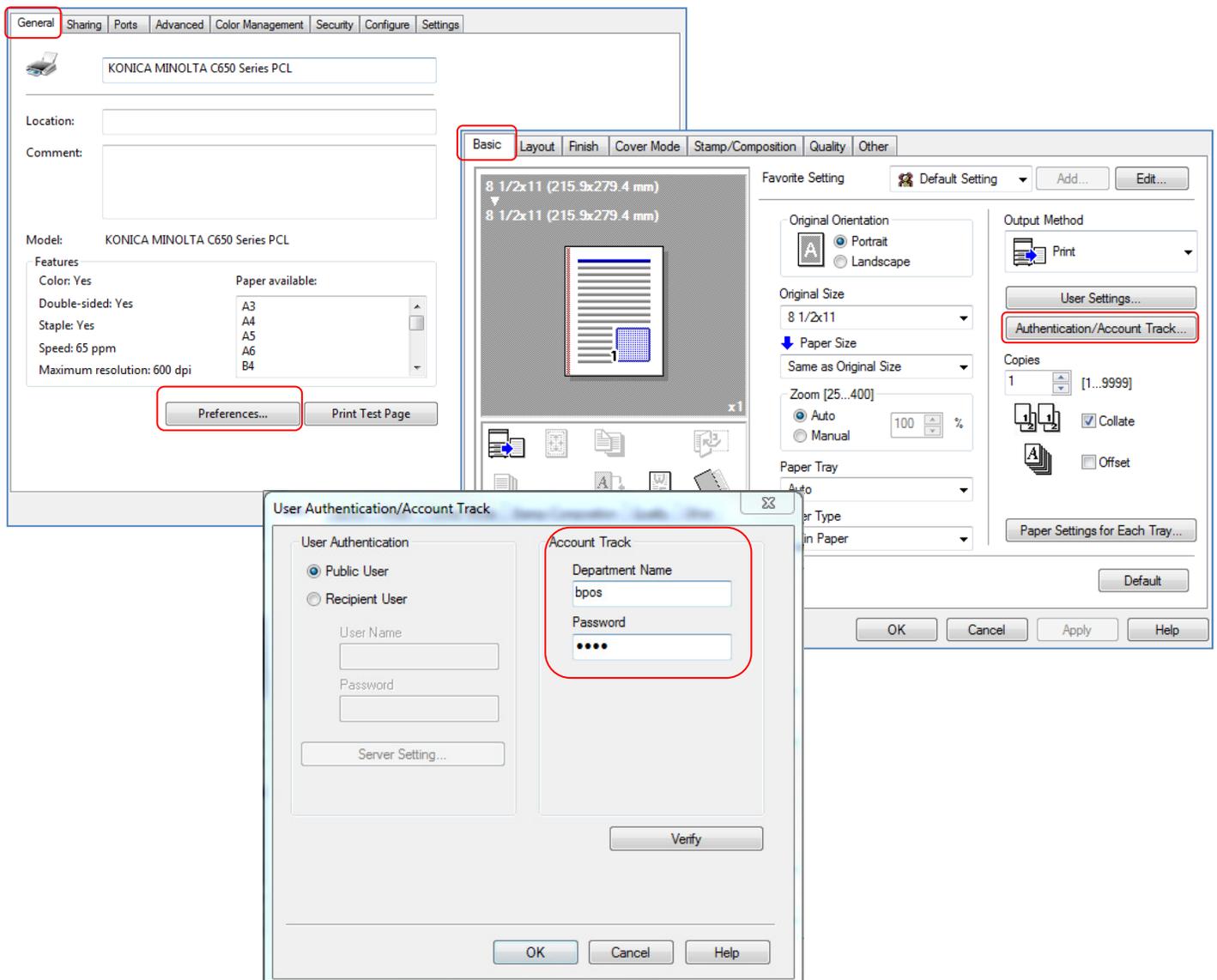
Box Administration

Box Count  (0-1000)

## Setting Up The Print Driver

Now that the user has been entered, they need to have their print driver set up so that they can print.

1. Open **Printers & Faxes** (Windows XP) or **Devices and Printers** (Windows 7/Vista)
2. Right click the printer and select **[Properties]** (Windows XP) or **[Printer Properties]** (Windows 7/Vista)
3. In the properties box that pops up, click the **[General Tab]**
4. Click **[Preferences...]**
5. Click the **[Basic]** tab
6. Click **[Authentication/Account Track]**
7. Enter the **Username** and **Password** in the Account Track fields
8. Click **[OK]** 3 times



## Printing Colour with User Authentication

Since the driver is already set up with the username and password, printing in colour is easy.

1. In your application, click **[File] -> [Print]**
2. Make sure your printer is selected in the **Name** dropdown box
3. Click **[Properties...]** (Note: In some programs, the button may be "Preferences")
4. In the *Properties* box that opens, click the **[Quality]** tab
5. Select **[Full Color]**
6. Click **[OK]**
7. Click **[OK]** to print your document

