

Account Track

Konica Minolta Bizhub "I" Series Copiers



Notes about account track

Konica Minolta machines have two ways to authenticate. The first is User Authentication. This requires a username and password to be able to use the copier. You can allow public printing (no authentication), or you can restrict printing. This feature is good for machines that are used primarily for printing and do not need to keep track of output counts. Account tracking requires a username/password (or just the password) for **all** copy and print jobs. This is needed as the pages outputted are counted to the account. This feature is good for when you need to track usage for users, groups, departments or customers.

This document will focus on account track.

Both the device web page and control panel options are similar on this machine. If a choice is web or control panel only, it will be noted.

You will require the following information.

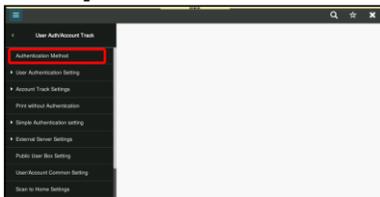
The default password for admin mode is 12345678 or 1234567812345678

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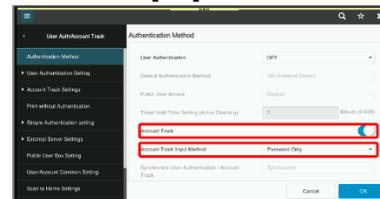
Enabling account track

1. Access the Admin Mode from either the [Browser](#) or the [Control Panel](#)
2. Select **[AUTHENTICATION METHOD]**

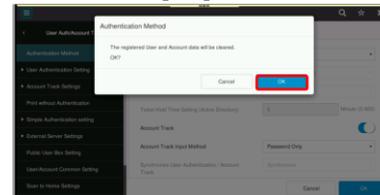


3. Turn **Account Track** on and choose the **Account Track Input Method** you would like (Account Name & Password or password only) and

click/touch **[OK]**



4. Click/Touch **[OK]**



Accounting Users

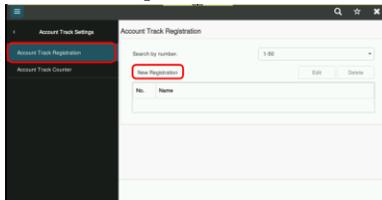
Adding/editing/deleting account track users

Accessing Account Track Settings

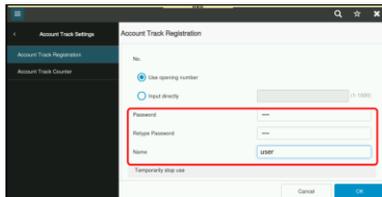
1. Access Admin Mode->User Auth/Account Track from either the [Browser](#) or the [Control Panel](#)
2. Select **[ACCOUNT TRACK SETTINGS]**

Adding New Account User

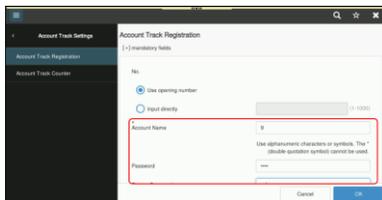
1. [Access Account track settings](#)
2. Select **[ACCOUNT TRACK REGISTRATION]** and then Select **[NEW REGISTRATION]**



3. **If Account Name & Password is set for authentication type**, Enter the desired Username in **Account Name**



4. **If Password Only is set for authentication type**, Enter the desired name in **Name**.



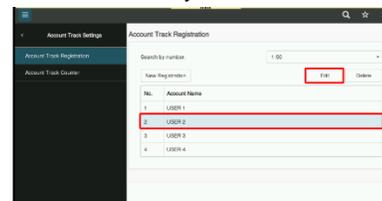
5. Enter the password in **Password** and **Retype Password** fields.
6. Enter the desired restrictions (if any)
 - a. **Function Permission:** Each setting can be Full Color/Black, Black Only or Restricted. If copy is set to black only, print is set to full color/black and scan is set to restrict, the user can only copy in black, can print in color or black and cannot use the scan feature.
 - b. **Max Allowance Set:** This setting allows you to limit the number of copies/prints the user can do. Once they reach the limit, they will not be able to print/copy until the count is reset.
 - i. **Total Allowance**

- **Total:** Total allowed impressions. Once this total number is reached, all printing/copying becomes restricted
- ii. **Individual Allowance**
 - **Color:** Total allowed color impressions. When this number is reached, color will become restricted
 - **Black:** Total allowed black impressions. When this number is reached, black will become restricted

7. Click/Touch **[OK]**

Editing an Account Track User

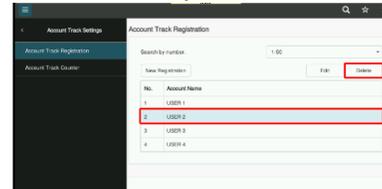
1. [Access account track settings](#)
 2. Select **[ACCOUNT TRACK REGISTRATION]**
 3. Select the user in the list and click/touch **[EDIT]**
- NOTE:** You may have to use the search by number drop down to find the name if you have a lot of users



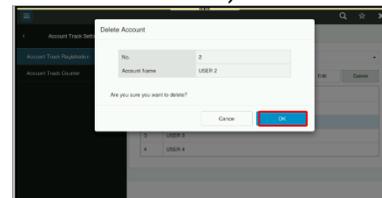
4. Make your desired changes
5. Click/Touch **[OK]**

Deleting an Account Track User

1. [Access account track settings](#)
 2. Select **[ACCOUNT TRACK REGISTRATION]**
 3. Select the user in the list and click/touch **[DELETE]**
- NOTE:** You may have to use the search by number drop down to find the name if you have a lot of users



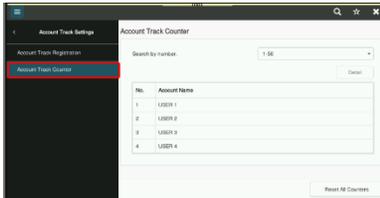
4. Click/Touch **[OK]** to confirm deletion (or click/touch cancel)



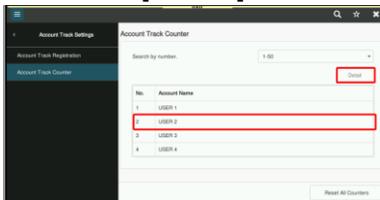
Accounting Counters

Viewing count numbers

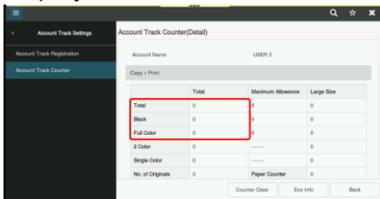
1. [Access account track settings](#)
2. Select **[ACCOUNT TRACK COUNTER]**



3. Select the user you wish to view and then touch/click **[DETAIL]**



4. The total, black and color counts will be displayed



Printing count list

1. Access the Admin Mode from either the [Browser](#) or the [Control Panel](#)
2. Select **[PRINT COUNTER LIST]**, choose your desired tray and touch/click **[START]**
3. The machine will output a list of all the users and their counts

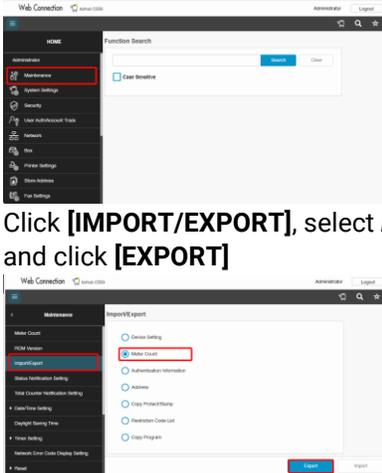


Exporting count numbers

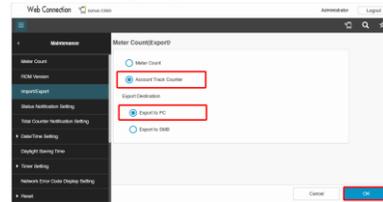
You can export the users account information to a TXT tab delimited file, which can then be imported to a spreadsheet, such as excel.

Export the file

1. Access administration mode via the web connect by following steps 1-3 [Accessing Account Track Settings from the device web page](#)
2. Click **[MAINTENANCE]**
3. Click **[IMPORT/EXPORT]**, select **Meter Count** and click **[EXPORT]**



4. Select **Account Track Counter** and **Export to PC**, then click **[OK]**

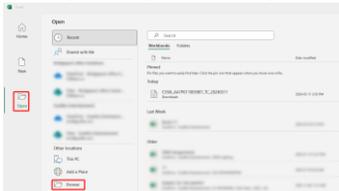


5. Click **[FILE DOWNLOAD]**

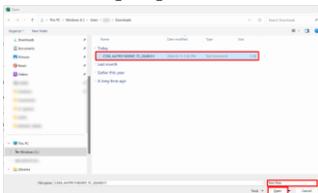


Import into Excel (2016)

- Open **Microsoft Excel**
- Click **[OPEN]** and then **[BROWSE]**
- Select **Text Files**, locate your document, select it and click **[OK]**



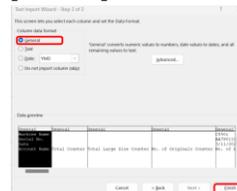
- Select **delimited** for the file type, **Windows (ANSI)** for the file origin and check the **My data has headers** checkbox, then click **[NEXT]**



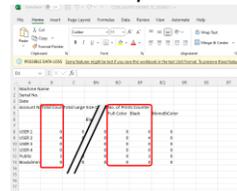
- Check the **Tab** checkbox and then click **[NEXT]**



- Leave the defaults on the next window and click **[FINISH]**



- All the account track data is displayed, but the ones that most are interested in are **Total Count** and **No. of prints counter (full, black)**

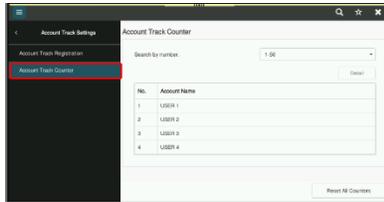


Note: You can also open excel and drag-and-drop the txt file into it

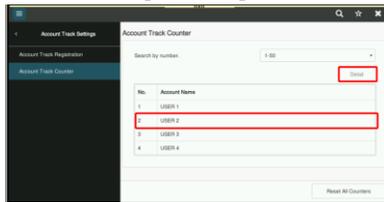
Clearing count numbers

Clearing individual user counts

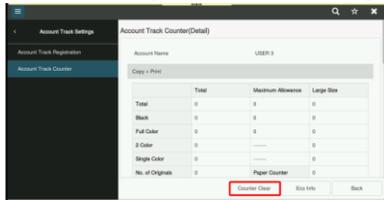
1. [Access account track settings](#)
2. Select **[ACCOUNT TRACK COUNTER]**



3. Select the user you wish to view and then touch/click **[DETAIL]**

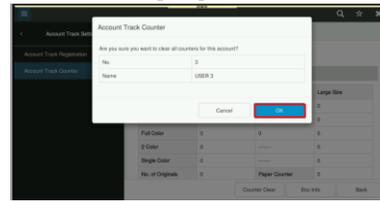


4. Touch/click **[COUNTER CLEAR]**



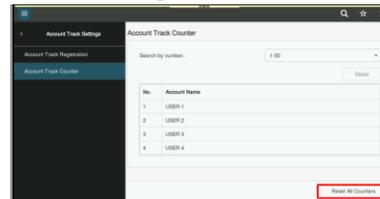
5.

5. Touch/click **[OK]** to confirm

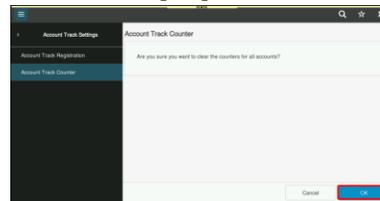


Clearing all users counts

1. [Access account track settings](#)
2. Select **[ACCOUNT TRACK COUNTER]**
3. Touch/click **[RESET ALL COUNTERS]**



4. Touch/Click **[OK]** to confirm



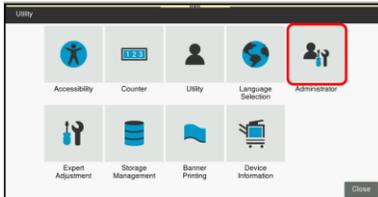
Access Account track Settings

From the control panel

1. Press **[MENU]**
2. Select **[UTILITY]**



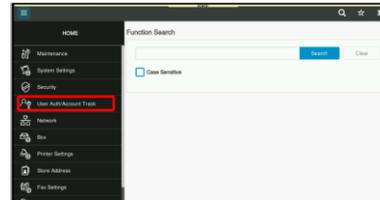
3. Select **[ADMINISTRATOR]**



4. Enter the admin password and touch **[OK]**

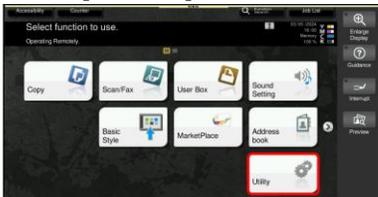


5. Select **[USER AUTH/ACCOUNT TRACK]**

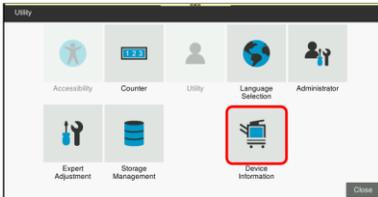


From the device web page

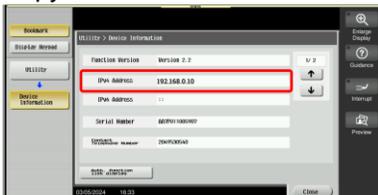
1. Obtain the machines **IP Address**
 - a. On the control panel, press menu
 - b. Select **[UTILITY]**



- c. Select **[DEVICE INFORMATION]**



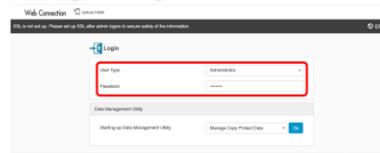
- d. Copy down the **IPv4 address**



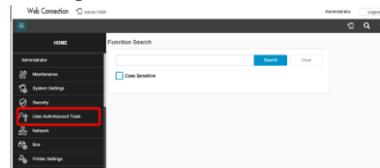
2. On your computer, open a web browser (Edge, Chrome, Firefox, Opera etc.) and enter the **IP address** into the address bar and press **[ENTER]**



3. Select **Administrator**, enter the password and click **[LOGIN]**



4. Click **[USER AUTH/ACCOUNT TRACK]**



REMEMBER TO LOG OUT OF ADMIN MODE AFTER MAKING YOUR DESIRED CHANGES.