

USER CODES ON KONICA MINOLTA

TO ADD OR EDIT CODES

- Utility/ counter
- (3) Administrator settings
- Enter code = either 12345678 or 1234567812345678 then ok
- (4) User authentication/ account track
- (3) Account track settings
- (1) Account track register
- Click on a free space
- Edit
- Password = code (you will need to enter this twice)
- Name = enter name or department
- Then if you need to restrict colour select:
- Output permission.

TO PRINT LIST OF CODES AND TOTALS

- Utility/ Counter
- (3) Administrator settings
- 12345678
- (4) User authentication/account track
- (5) Print counter list

To clear user codes back to 0.

- Utility/ counter
- (3) Administrator settings
- Enter code = either 12345678 or 1234567812345678 then ok
- (4) User authentication/ account track
- (3) Account track settings
- (2) Account track counter
- You are able to select reset all counters here
- You can also reset individual counters.....
- Select counter to reset and the 'counter details'
- Clear counter

To set up codes for Printing At the PC/Server

- Start Menu
- Devices and Printers
- Right click on printer
- Printer Properties
-

Prompt for account ID - This will pop up with a box to enter a code each time you print.