

Authentication/Account Track

Konica Minolta Bizhub “4” & “4e” Series Copiers



Notes Account Track/Authentication

Account track and authentication are similar, but slightly different. In most cases, only one is used, however it is possible to use both. In this case, either procedure may work depending on how your device is configured. Generally, however, you will be able to edit one or the other, which will be described later on.

The default administrator password is 12345678

Contents

Notes Account Track/Authentication	1
Accessing account track/authentication settings	3
From the control panel	3
From the copier web page	3
Counter List	4
Print the counter list	4
Export the counter list	4
Account Track Users	5
Reset Counters	5
Add/Edit/Delete Users.....	5
Control Panel.....	5
Via web page.....	6
Authenticated Users.....	7
Reset Counters	7
Add/Edit/Delete Users.....	7
Control Panel.....	7
Via web page.....	8
Get the machine’s IP address.....	9

Accessing account track/authentication settings

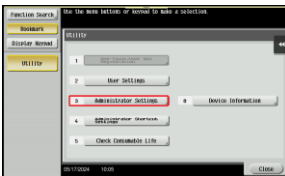
Account track and authentication are located in the same area in the administrator settings of the machine. The following steps are for both account track and authentication.

From the control panel

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



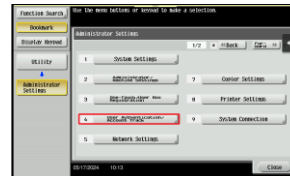
3. Select **[ADMINISTRATOR SETTINGS]**



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

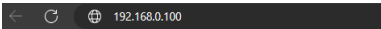


5. Select **[USER AUTHENTICATION/ACCOUNT TRACK]**



From the copier web page

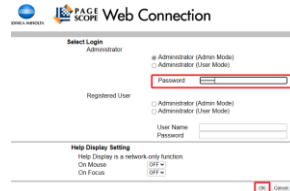
1. [Get the copier's IP address](#) if you do not know it
2. Open a web browser and enter the IP address into the address bar and press enter



3. Select **[ADMINISTRATOR]** and click **[LOGIN]**



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



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

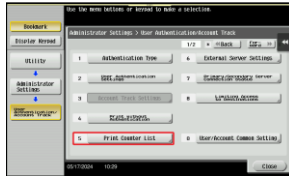


Counter List

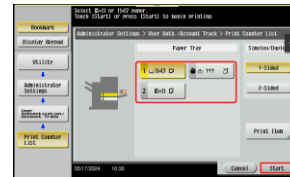
You can print the counter list via the control panel or export the list to a CSV file via the web browser

Print the counter list

1. On the control panel, [access the account track/authentication settings](#)
2. Select **[PRINT COUNTER LIST]**



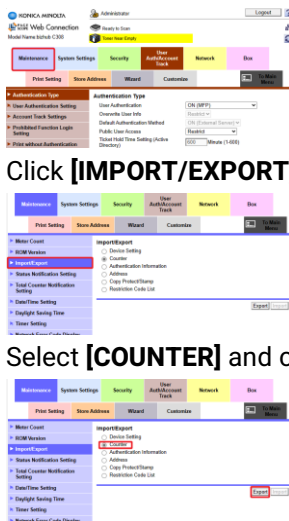
3. Select the paper source to use and then touch **[START]**



4. Press **close** until you reach the home screen to exit

Export the counter list

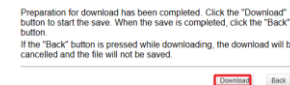
1. On your computer, [access the account track/authentication settings](#) of the copiers web page
2. Click **[MAINTENANCE]** along the top
3. Click **[IMPORT/EXPORT]**
4. Select **[COUNTER]** and click **[EXPORT]**



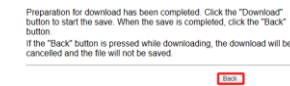
5. Select **[USER COUNTER]** and click **[OK]**



6. Click **[DOWNLOAD]** to save the file



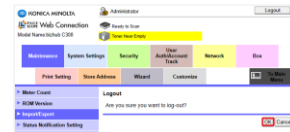
7. Once downloaded, click **[BACK]**



8. In the top right, click **[LOGOUT]**



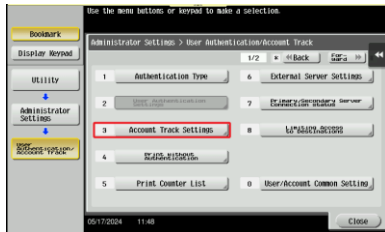
9. Click **[OK]** to confirm logout



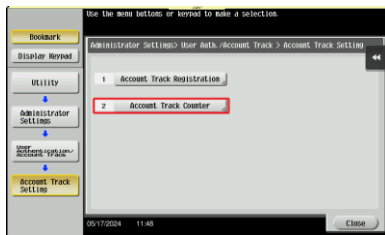
Account Track Users

Reset Counters

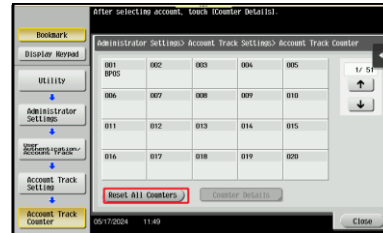
1. On the control panel, [access the account track/authentication settings](#)
2. Select **[ACCOUNT TRACK SETTINGS]**



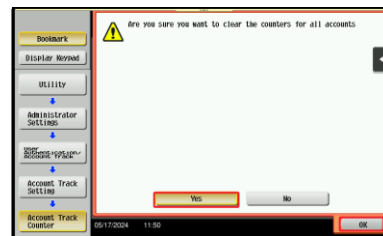
3. Select **[ACCOUNT TRACK COUNTER]**



4. Select **[RESET ALL COUNTERS]**



5. Select **[YES]** and then touch **[OK]**

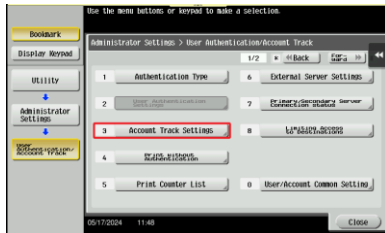


6. Select **[CLOSE]** until you reach the home screen to exit

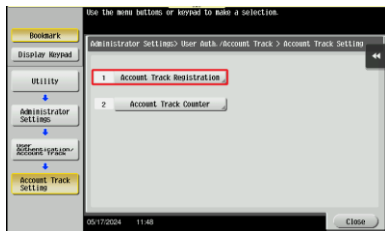
Add/Edit/Delete Users

Control Panel

1. On the control panel, [access the account track/authentication settings](#)
2. Select **[ACCOUNT TRACK SETTINGS]**



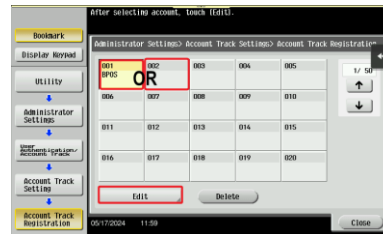
3. Select **[ACCOUNT TRACK REGISTRATION]**



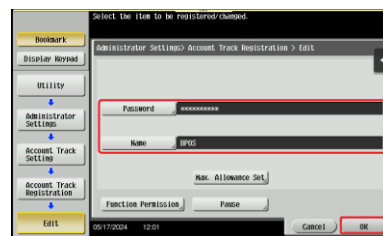
4. To **add** a user, select an empty location and select **[EDIT]**

To **edit** a user, select the user and select **[EDIT]**

To **delete** a user, select the user and touch **[DELETE]**



5. Enter the password and name and touch **[OK]**
If you are deleting, select **[OK]** to confirm deletion



- a. **Max Allowance Set** – allows you to set a maximum number of prints/copies allowed

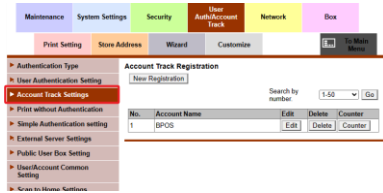
- b. **Function Permission/Authority** – Allows you to configure what functions the user is allowed

- 6. Press cancel/exit until you reach the home screen to exit

Via web page

- 1. **On your computer, access the account track/authentication settings** of the copiers web page

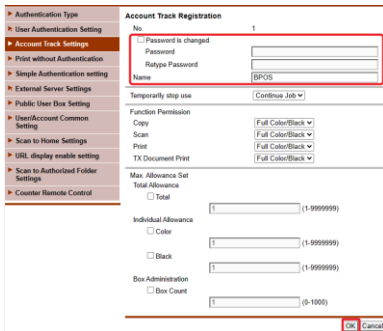
- 2. Click **[Account Track Settings]**



- 3. To **add** a user, click **[NEW REGISTRATION]**
To **edit** a user, click **[EDIT]** for that user
To **delete** a user, click **[DELETE]** for that user



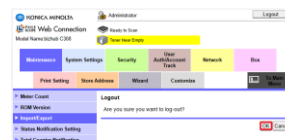
- 4. Enter the password and name (if editing a user, click the *password is changed* checkbox to change password)



- 5. When finished, click **[LOGOUT]** at the top right of the screen



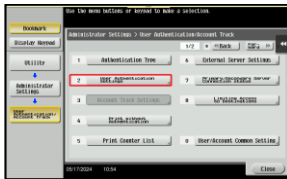
- 6. Click **[OK]** to confirm logout



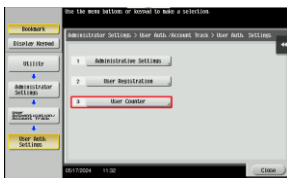
Authenticated Users

Reset Counters

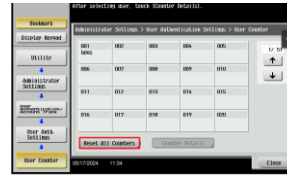
- On the control panel, [access the account track/authentication settings](#)
- Select **[USER AUTHENTICATION SETTINGS]**



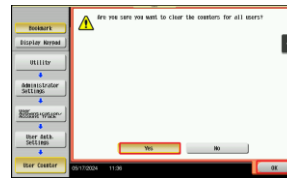
- Select **[USER COUNTER]**



- Select **[RESET ALL COUNTERS]**



- Select **[YES]** then touch **[OK]**

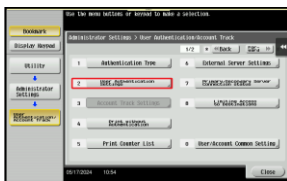


- Touch **close** until you reach the home screen to exit

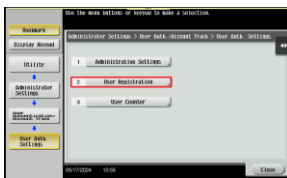
Add/Edit/Delete Users

Control Panel

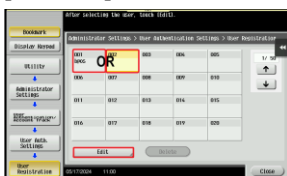
- On the control panel, [access the account track/authentication settings](#)
- Select **[USER AUTHENTICATION SETTINGS]**



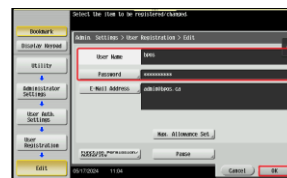
- Select **[USER REGISTRATION]**



- To **add** a user, select an empty location and select **[EDIT]**
To **edit** a user, select the user and select **[EDIT]**
To **delete** a user, select the user and touch **[DELETE]**



- Enter the username & password (email is optional) and touch **[OK]**
If you are deleting, select **[OK]** to confirm deletion



- Max Allowance Set** – allows you to set a maximum number of prints/copies allowed
 - Function Permission/Authority** – Allows you to configure what functions the user is allowed
- Press cancel/exit until you reach the home screen to exit

Via web page

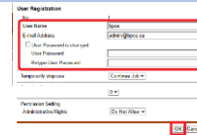
- On your computer, [access the account track/authentication settings](#) of the copiers web page
- Click **[USER AUTHENTICATION SETTINGS]** and then click **[USER REGISTRATION]**



- To **add** a user, click **[NEW REGISTRATION]**
 To **edit** a user, click **[EDIT]** for that user
 To **delete** a user, click **[DELETE]** for that user



- Enter the username and password (email is optional) and click **[OK]**
 If you are deleting, click **[OK]** to confirm deletion

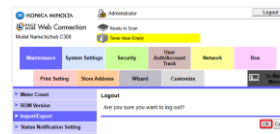


- Function Permission/Authority** – Allows you to configure what functions the user is allowed
- Max Allowance Set** – allows you to set a maximum number of prints/copies allowed

- When finished, click **[LOGOUT]** at the top right of the screen



- Click **[OK]** to confirm logout



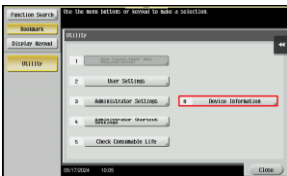
Get the machine's IP address

If you wish to use the machines web page to configure settings, you will first need the IP address

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



3. Select **[DEVICE INFORMATION]**



4. Copy down the **IPv4 address**

