



Account Track

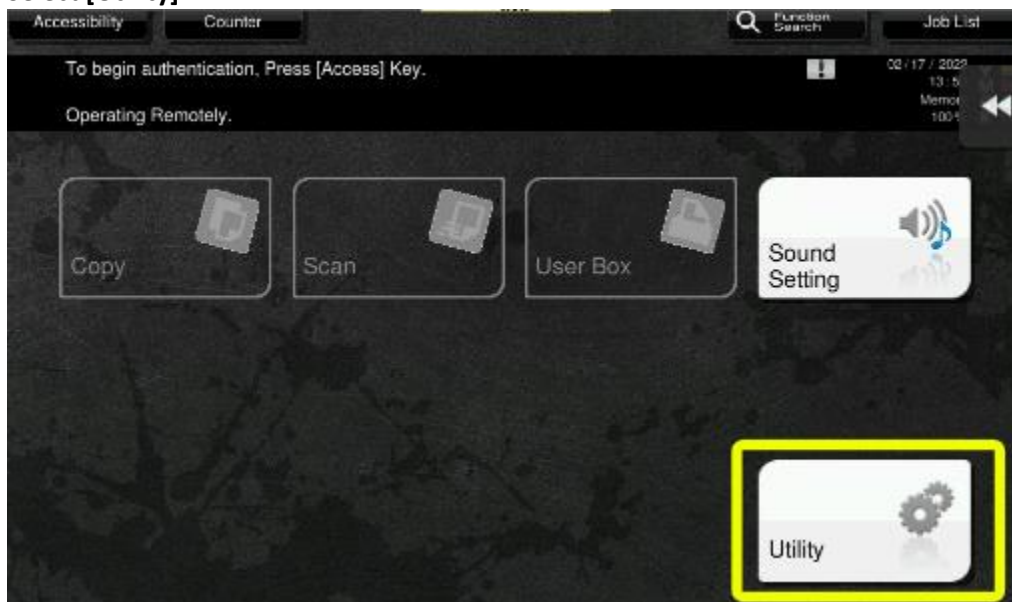
These instructions will help you to do the following:

1. [Access Administrator Mode->Account Track](#)
2. [Print account track counters](#)
3. [Clear all counters](#)
4. [Read the counter list](#)
5. [Add/Edit/Delete Accounts](#)
 - a. [Access Account Track Registration](#)
 - b. [Add an account](#)
 - c. [Edit an account](#)
 - d. [Delete an account](#)

Access Administrator Mode->Account Track

To work with account track data, you must be logged in as an administrator.

1. Press **[Menu]**
2. Select **[Utility]**



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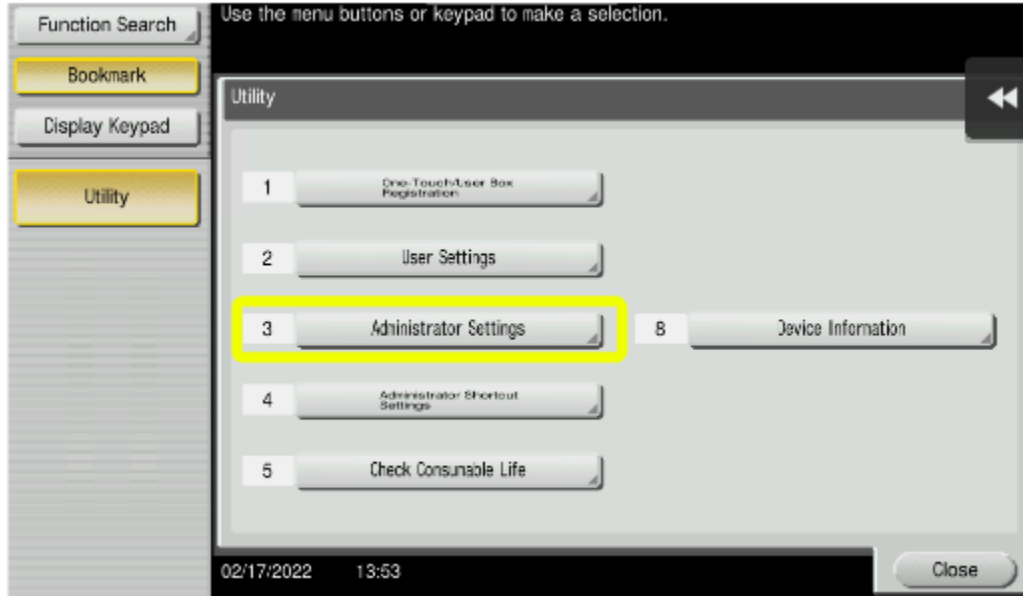
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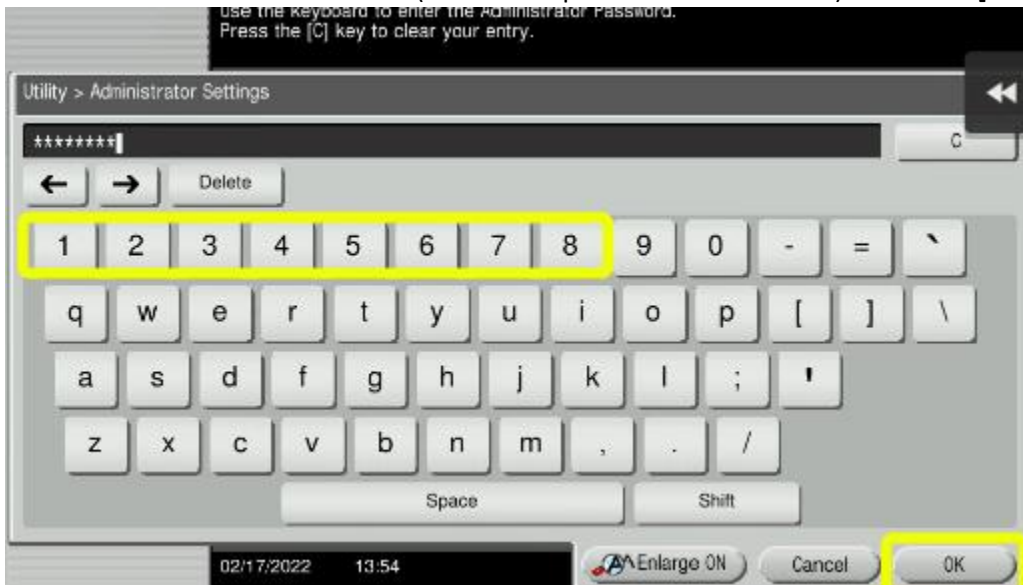
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3. Select **[Administrator Settings]**

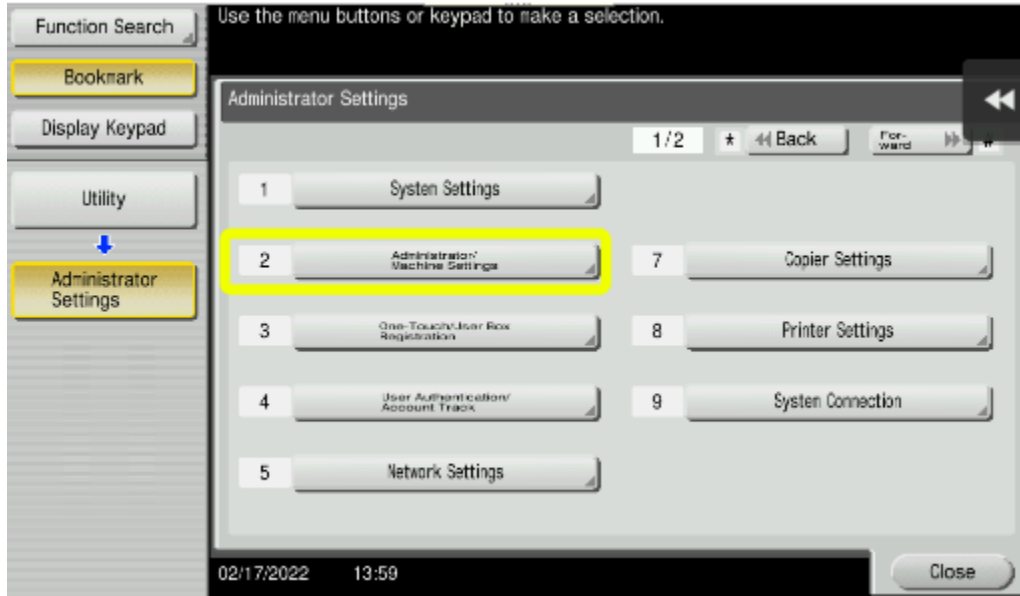


4. Enter the *Administrator Password* (the default password is: 12345678) and touch **[OK]**



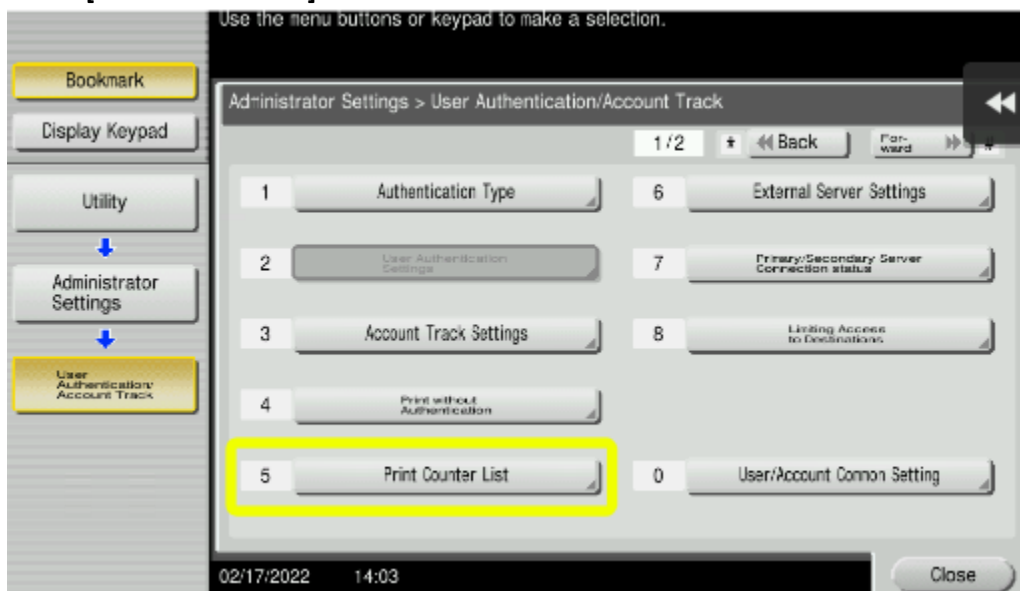


5. Select **[User Authentication/Account Track]**



Print Account Track Counters

1. Access [Administrator Mode->Account Track](#)
2. Select **[Print Counter List]**



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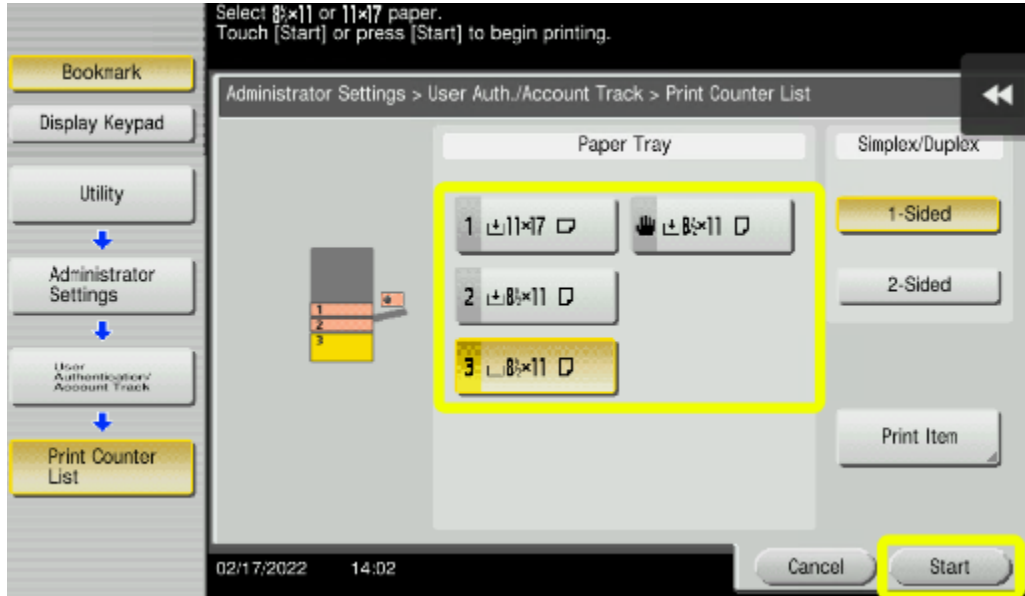
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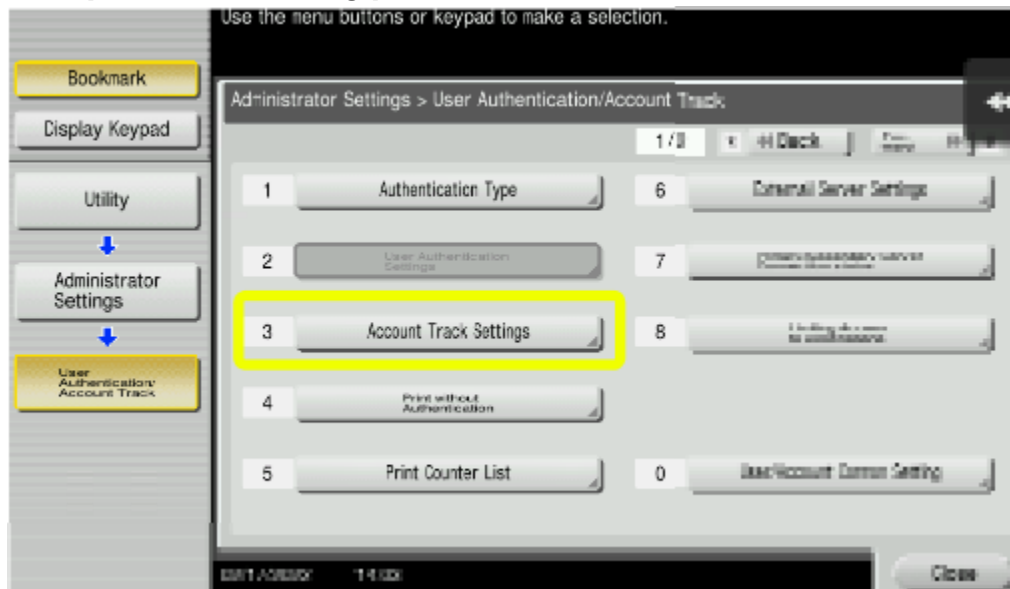
3. Select the desired paper tray and touch **[Start]**



4. Press **[Reset]** to exit *Administrator Mode*

Clear All Counters

1. Access [Administrator Mode->Account Track](#)
2. Select **[Account Track Settings]**



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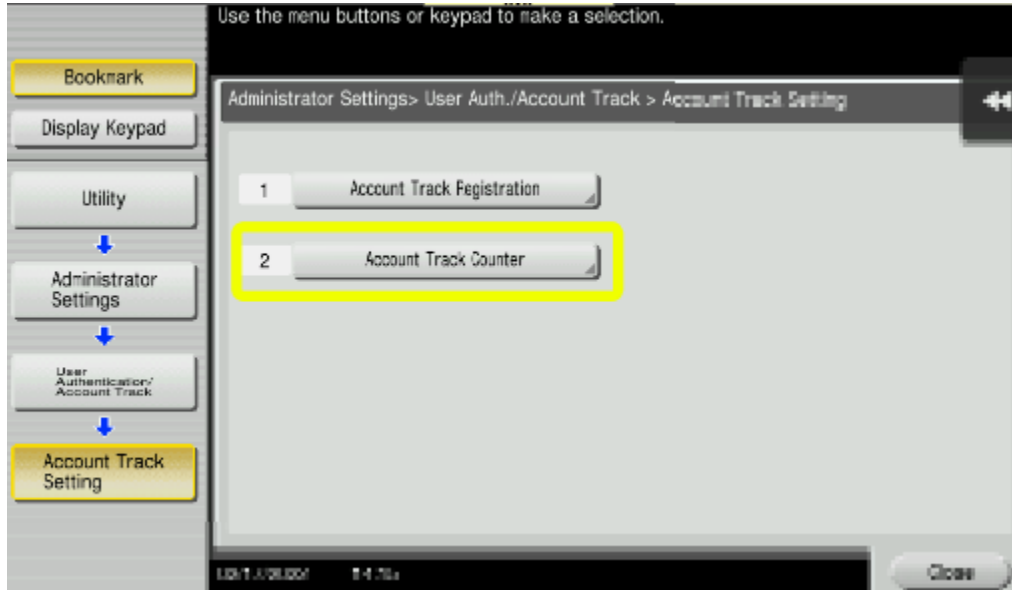
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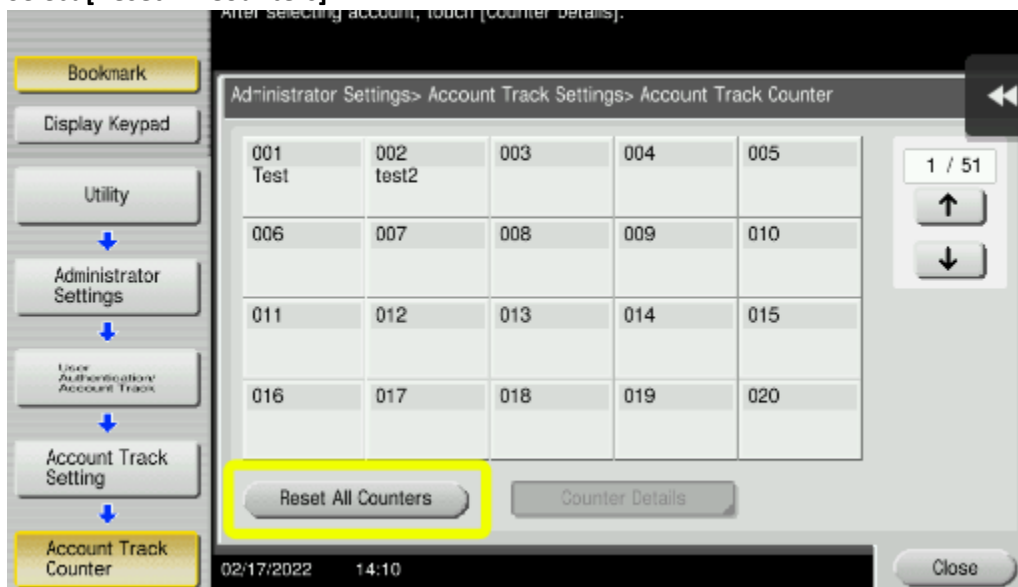
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3. Select **[Account Track Counter]**



4. Select **[Reset All Counters]**



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5. Select [Yes] then touch [OK]



6. Press [Reset] to exit Administrator Mode

Read the Counter List

Once the counter list has been printed, you can see which each department has done. Most times, only the Total, Black and Colour counters are required.

Counter List P 1
02/17/2022 14:01
Serial No. A79MD11004720
TC: 64692

Account Track Counter No.	Account Name	Group Name	Department Name		MAX. ALLOWANCE	MAXIMUM COLOR ATTENDANCE	MAX. NO. OF USE BOXES	MAXIMUM NUMBER OF USER BOXES
1		Test			0	0 0	No	0
Function Permission		Copy	Scan	Print	TX Document Print			
Full color / Black		Full color / Black	Full color / Black	Full color / Black				
Custom Function Pattern Selection		Copy	Scan/Fax					
Disable			Disable					
Total Counter		Total	Black	Full Color	2 Color	Single Color		
Total Large Size		15	2	13	0	0		
		6	6	0	0			

Total Pages Outputed
 Total Black Pages Outputed
 Total Colour Pages Outputed

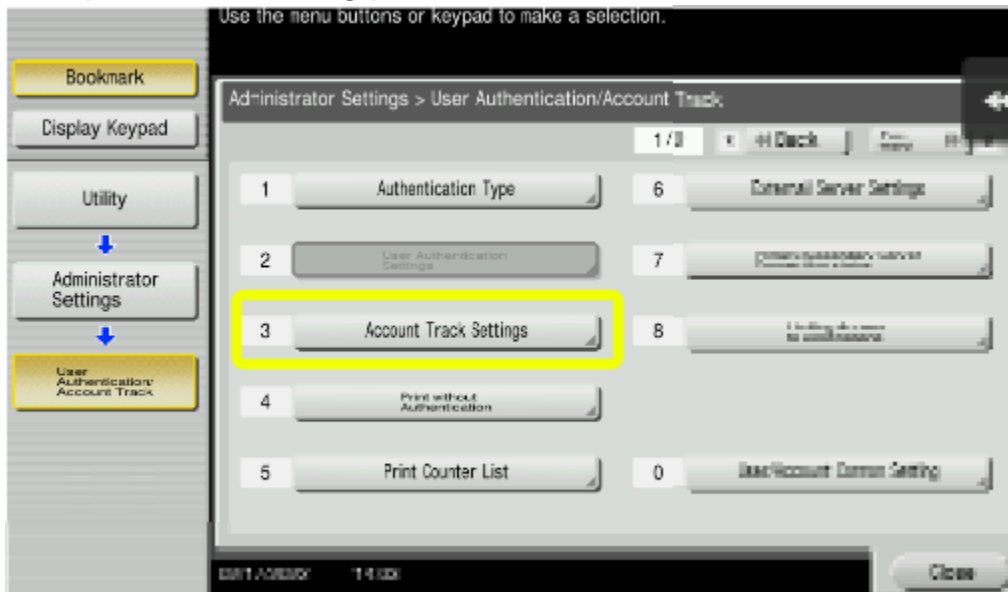


Add/Edit/Delete Accounts

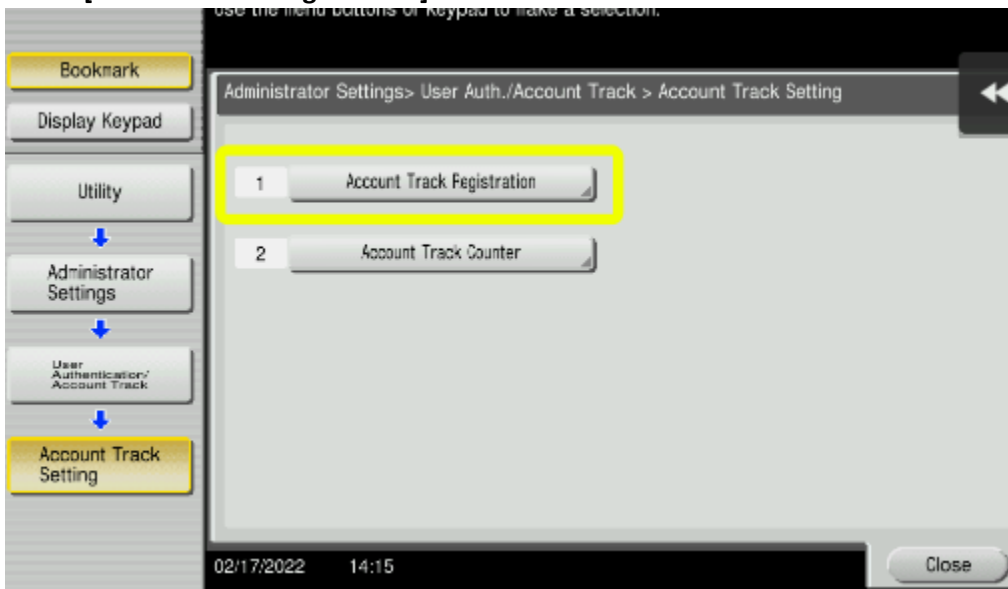
The first thing to do is to access the *Account Track Registration*

Access Account Track Registration

1. Access [Administrator Mode->Account Track](#)
2. Select **[Account Track Settings]**



3. Select **[Account Track Registration]**



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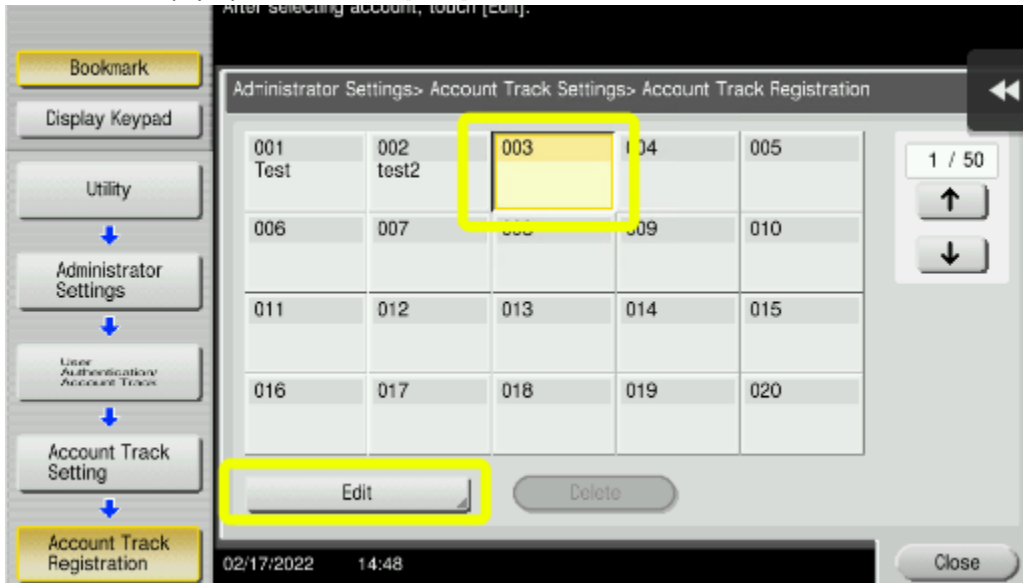
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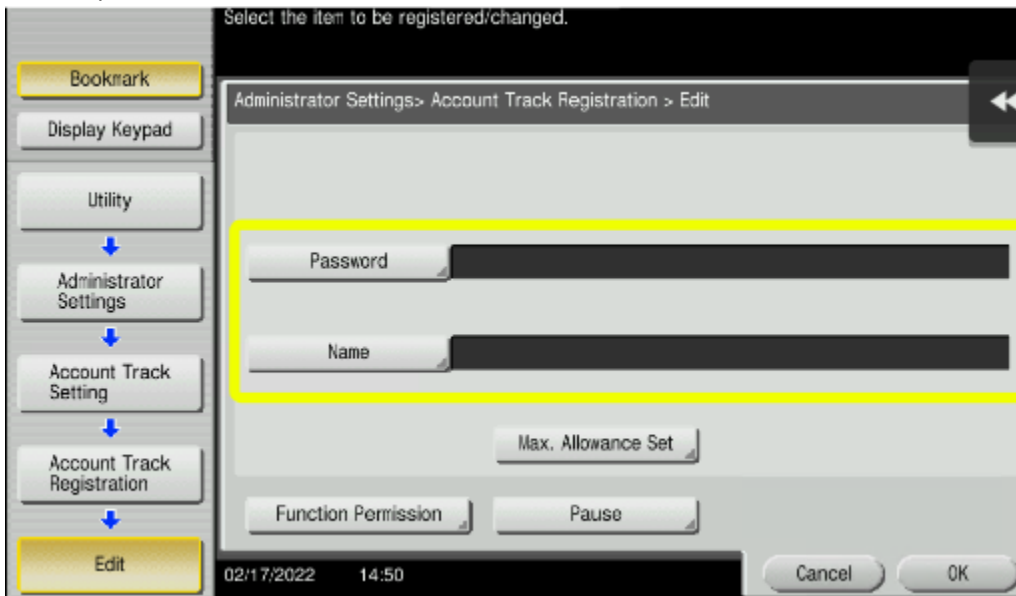


Add an Account

1. [Access Account Track Registration](#)
2. Choose an *empty* spot and touch **[Edit]**



3. Enter a password and name for the new user

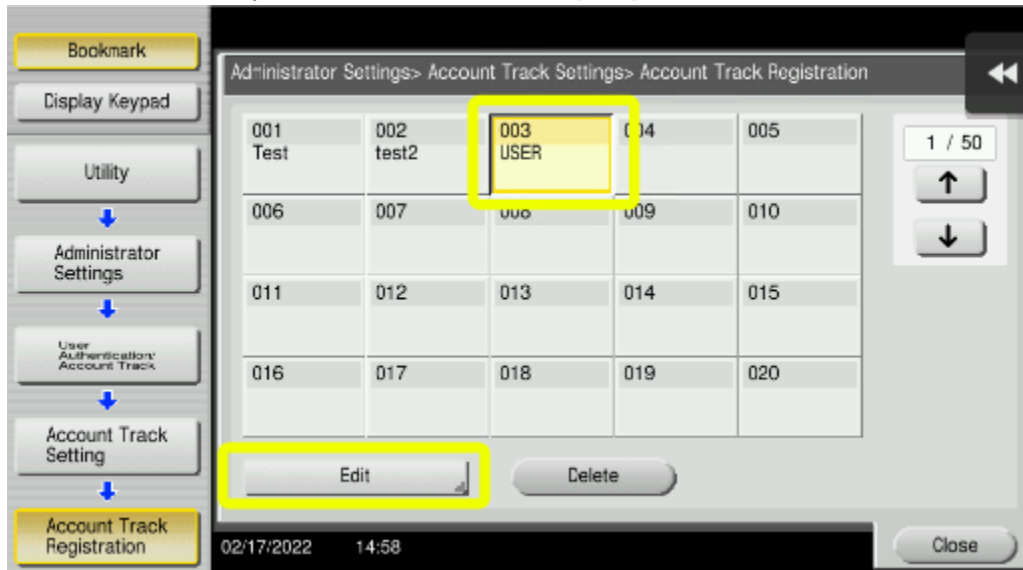


4. If you wish to limit the amount of copies/prints the user can do, select **Max. Allowance Set** and to edit the functions the user can use (such as colour), select **Function Permission**
5. Touch **[OK]** to register the new account
6. Press **[Reset]** to exit *administrator mode*



Edit an Account

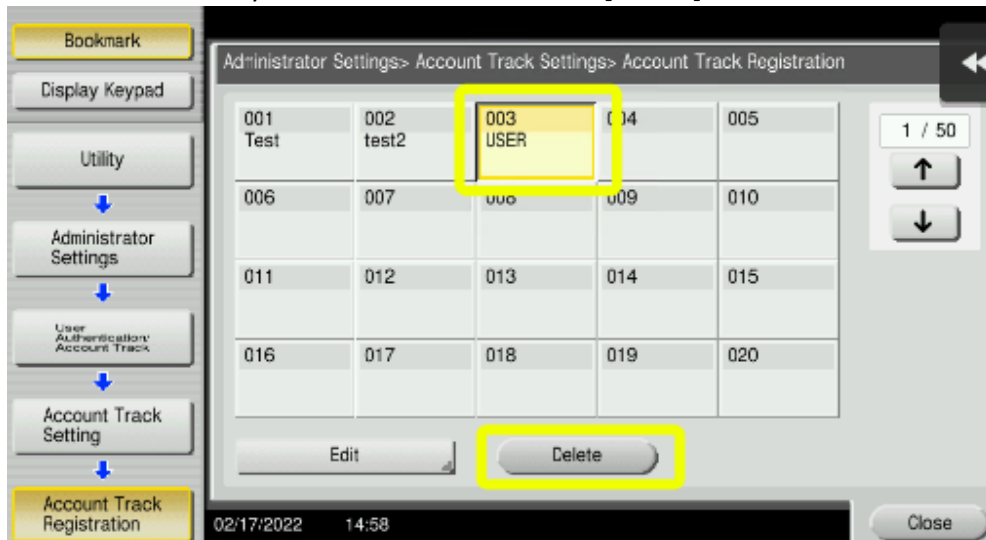
1. [Access Account Track Registration](#)
2. Choose the account you wish to edit and touch **[Edit]**



3. Make your desired changes and touch **[OK]**
4. Press **[Reset]** to exit *administrator mode*

Delete an Account

1. [Access Account Track Registration](#)
2. Choose the account you wish to delete and touch **[Delete]**



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3. Choose **[Yes]** to confirm and then touch **[OK]**



4. Press **[Reset]** to exit *administrator mode*

If you have any questions regarding these instructions, please call us at 204-953-0540, email us at bpadmin@bpos.ca or visit our website at www.bpos.ca.



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