

Account Track

These instructions will help you to do the following:

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

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]





3. Select [Administrator Settings]

Function Search	Use the menu	buttons or keypad to make a se	election.		
Bookmark	Utility				•
Display Keypad					-
Utility	1	One-Touch/Laier Box Pegistration 4			
	2	User Settings			
	3	Administrator Settings	8	Device Information	
	4	Administrator Shortout Settings			
	5	Check Consunable Life			
	02/17/2022	13:53			Close

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

- 1	1 → 1	Delete	1								_	C
1	2	3	4	5	6	7	8	9	0	-]	=	
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а	s	d	f	g	h	j	k		;	1		
z	x	c	v	b	n	m],] .	1/			
	199	194			Space		-	1	Shift			



5. Select [User Authentication/Account Track]

Function Search	Use the mer	nu buttons or keypad to make	a selection.		
Booknark	Administra	tor Settings			*
Display Keypad			1/2	* 4 Back For-	⇒ <u></u>
Utility	1	Systen Settings			
Administrator Settings	2	Administrator' Nachine Settinga	7	Copier Settings	_
	3	One-Touch/User Rox Registration	8	Printer Settings	_
	4	User Authentication/ Account Track	_ 9	System Connection	4
	5	Network Settings			
	02/17/2022	13:59			Close

Print Account Track Counters

- 1. Access <u>Administrator Mode->Account Track</u>
- 2. Select [Print Counter List]

	Administrat	or Settings > User Authentication	Account Trac	ck
isplay Keypad			1/2	* (Back Nard Ward
Utility	1	Authentication Type	6	External Server Settings
4dministrator	2	User Authenitication Settings	7	Primary/Secondary Server Connection status
+	3	Account Track Settings	8	Liviing Access to Destinations
Jaer Authentication: Account Track	4	Print without Authentication	J	
_	5	Print Counter List] 0 _	User/Account Connon Setting



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]

	Use the men	nu buttons or keypad to make a	selection.		
Bookmark	Administrat	or Settings > User Authenticati	on/Account Te	uria	
Display Keypad			1/8	* HDack J Say	
Utility	1	Authentication Type	6	External Server Settings	
Administrator	2	User Authentication Settings	7	Construction of the states	
	3	Account Track Settings	8	t in the pair is a series of the series of t	
User Authentication Account Track	4	Print without Authenticetton	4		
	5	Print Counter List	. 0	Dec Vector Correr Setting	_
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3. Select [Account Track Counter]



4. Select [Reset All Counters]

	Arter selecting	g account, touci	r [counter be	talisj.		
Bookmark	Administrator	r Settings> Acco	unt Track Se	ttings> Accoun	t Track Counter	*
Display Keypad						
Utility	001 Test	002 test2	003	004	005	1 / 51
+	006	007	008	009	010	
Administrator Settings	011	012	013	014	015	¥
User Adhemication Account Track	016	017	018	019	020	
Account Track Setting	Reset	All Counters		ounter Details		
Account Track Counter	02/17/2022	14:10				Close



5. Select [Yes] then touch [OK]

Bookmark Display Keypad	Ar Ar	e you sure you	u want to clear the c	counters for a	all accounts?	Ŧ
Utility						
+						
Administrator Settings						
+						
User Authentication Account Track						
+						
Account Track Setting			Yes		No	
Account Track Counter	02/17/2022	14:18				ОК

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.

						C	counte	r List						02 Serial	P /17/2022 14 No. A79M01 TC: 84	1 4:01 11004728 4692
Acco	unt Track															
No.	Account						Grou	ip Name								
	1						Test		Depart	ment Nam	e					
	Function Permission COPY	Scan		Print		TX Document	nt	Max. e ance s	110W-	Hoxinum C Allowance Color	golor Black	Nā	K. NO. OF BOXES	Hax 1 Mun of User	NUNDEr Boxes	
	Full Color/ Black	Full Color/ Black		Full	Color/	Full Color Black	r2		0	0	1	NO NO		0		
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	Disable		Disable													
	Count Total	l Black	Full Color 2	Color Sin	ale or											
	Total	15 2	13 6	0 0	0 0											
	Total Pages Ou	tputed Tota	l Black Page	es Outputed	Total (Colour Pages	Outpu	ted								



Add/Edit/Delete Accounts

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

Access Account Track Registration

- 1. Access <u>Administrator Mode->Account Track</u>
- 2. Select [Account Track Settings]

	Administrat	tor Settings > User Authentication	Account Th	ack.	
splay Keypad			1/0	x HBack J Serve	8.9
Utility	1	Authentication Type	6	External Server Settings	_
4dministrator	2	User AuthenBostion Settings	7	Contract Processing Street	_
+	3	Account Track Settings	8	t in the second second	_
Jaer Authentication: Account Track	4	Print without Authent califon	J		
	5	Print Counter List	0	Dec Vocant Corror Setting	

3. Select [Account Track Registration]

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Bookmark Display Keypad	Administrator	Settings> User Auth./Account Track > Account Track Setting	*
Utility	1	Account Track Fegistration	
Administrator Settings	2	Account Track Counter	
	02/17/2022	14:15 Clo	se)



Add an Account

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

	Alter selectin	g account, tou	un (conj.			
Bookmark	Administrato	r Settings> Acc	ount Track Se	ttings> Accoun	t Track Registra	tion 🔸
Display Keypad	001	002	003	1.14	005	1
Utility	Test	test2	000		005	1 / 50
+	006	007	000	-09 -09	010	
Administrator						*
- Cettings	011	012	013	014	015	
User Authentication Account Track	016	017	018	019	020	
+						
Account Track Setting						_
+		Edit		elete		
Account Track Registration	02/17/2022	14:48				Close

3. Enter a password and name for the new user

	Select the item to be registered/changed.	
Bookmark Display Keypad	Administrator Settings> Account Track Registration > Edit	*
Utility		
Administrator	Password	
Account Track	Name	
Account Track	Max. Allowance Set	
Registration	Function Permission Pause	
Edit	02/17/2022 14:50 Cancel OK	

- 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

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Edit an Account

- 1. Access Account Track Registration
- 2. Choose the account you wish to edit and touch [Edit]

Bookmark	Administrato	r Settings> Acco	ount Track Se	ttings> Accoun	t Track Registra	tion 📢
Cisplay Keypad	001	002	003	04	005	1
Utility	Test	test2	USER		000	1 / 50
+	006	007	000	u09	010	
Administrator Settings						*
+	011	012	013	014	015	
User Authentication Account Track	016	017	018	019	020	
Account Track Setting		Edit		elete		
Account Track Registration	02/17/2022	14:58				Close

- 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]

Bookmark	Administrato	r Settinos> Acco	ount Track Se	ttinas> Accoun	t Track Registra	tion 🛃
Display Keypad	001	002	003	04	005	
Utility	Test	test2	USER			1 / 50
+	006	007	000	u09	010	
Administrator						*
- Cettings	011	012	013	014	015	
User Authentication Account Track	016	017	018	019	020	_
+						
Account Track Setting		Edit		elete		
Account Track Registration	02/17/2022	14:58				Close



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

Bookmark	Are you sure you want to delete this account?							
Display Keypad	No.	003						
Utility	Account Name	USER						
+								
Administrator Settings								
+								
User Authentication/ Account Track								
+								
Account Track Setting								
+		Yes No						
Account Track Registration	02/17/2022 15:01		ОК					

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 <u>bpadmin@bpos.ca</u> or visit our website at <u>www.bpos.ca</u>.

