

## **Konica Registering Account Codes**

- 1. Touch **Menu** key (upper right of the panel)
- 2. Touch the **Utility** icon
- 3. Touch Administrator Settings
- 4. Enter **Password** (default is **12345678**) and touch **OK**



5. Touch User Authentication/Account Track



6. Touch Account Track Settings





## **Konica Registering Account Codes**

7. Touch Account Track Registration



- Select available Registration Key 001-1000. Select 001 (pick a different registration key if this one is not available)
- 9. Touch Edit

	After selec	ting account	, touch [Ed	it].		
Destaut						
BOOKIII K	Administra	ntor Settings	> Account T	rack Setting	s> Account Tra	ck Registration
Display Keypad		_	1.	1	-1.	1
	001	002	003	004	005	1/ 50
Utility						
+	006	007	008	009	010	
Administrator						<b>•</b>
Settings	011	012	013	014	015	
· · ·						
Authentication/ Account Track	016	017	018	010	020	
+	010	017	010	017	020	
Account Track			_			
Setting		Edit		elete		
•						
Registration	09/19/2014	20:25				Close )







## **Konica Registering Account Codes**

- 11. Touch Password
- 12. Enter the account code
- 13. Touch Password Confirmation
- 14. Re-enter the account code
- 15. Touch **OK**

Use the keyboard to enter the password. For confirmation, the password must be entered twice. Press the ICI key to clear your entry.						
Administrator Settings > Edit > Password						
Password KXXXX C						
Passuord Confirmation ****						
← → Pere						
1 2 3 4 5 6 7 8 9 0 - = `						
qwertyuiop[1\						
asdfghjkl;'						
z x c v b n n , . /						
Space Shift						
09/19/2014 20:26						





## 17. Enter the account Name

18. Touch **OK** 

Use the keyboard to enter the name. Press the ICl key to clear your entry completely.						
Administrator Settings> Edit > Name						
Test	C ]					
← → De- lete						
1 2 3 4 5 6 7 8 9 0 -						
q w e r t y u i o p [						
a s d f g h j k l ; '						
z x c v b n m , . /						
Space Shift						
	_					
09/19/2014 20:27 @A Bharge Cancel	ОК					



NOTE: If you go into **Max. Allowance Set** or **Function Permission** you can limit the accounts access to features and/or quantities allowed

19. Touch **OK** 

	Select the item to be registered/changed.
Bookmark	Administrator Settings> Account Track Registration > Edit
Display Keypad	
Utility	
+	Password
Administrator Settings	
+	Name Test
Account Track Setting	
+	Max. Allowance Set
Account Track Registration	
+	Function Permission Pause
Edit	09/19/2014 20:27 Cancel OK

20. Touch the next entry number and repeat steps 8-18 or touch **Close** to exit

	After select	ing account,	touch [Edi	tl.			
Bookmark	Administrat	or Settings>	Account Tr	ack Settings	s> Account Tra	ck Registration	
Display Keypad		_	_	-1	1	1	
	001	002	003	004	005	1/ 50	
Utility	lest	2				<b>↑</b>	
+	006	007	008	009	010		
Administrator Settings						•	
•	011	012	013	014	015		
User Authentication/ Account Track	016	017	018	019	020		
Setting	Edit Delete						
Account Track Registration	09/19/2014	20:30				Close	