

- 1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
- 2. Make sure that Administrator is checked

Note: you may not see this page only one of the next ones. If so, click <u>To Login Screen</u> (upper right side of the screen) and <u>OK</u> when asked "Are you sure you want to logout of Public User and go to the login screen?"

- 3. Click Login
- Type **12345678** in "Administrator Password" (unless you changed the password then input that instead)
- 5. Click OK
- 6. Click User Auth/Account Track
- 7. Click ON under "Account Track"
- 8. Click **Password Only**
- 9. Click OK



Note: this will delete all info that was previously inputted 11. Click **OK** after "Completed."

Account Tracking is now enabled

| Scope Web Connection | | |
|----------------------|---|--|
| Login | © Public User | |
| | Administrator | |
| View Mode | © Flash ● HTML | |
| | Flash Player is necessary to see in Flash form. | |
| User Assist | Display dialog box in case of warning. | |
| Language | English (English) - | |
| | | |
| web Connection | | |
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TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE