

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 To Login Screen (upper right side of the screen) and OK when asked "Are you sure you want to logout of Public User and go to the login screen?"

3. Click **Login**

4. 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**

10. Click **OK** for "The registered User and Account data will be cleared. OK to proceed?"

Note: this will delete all info that was previously inputted

11. Click **OK** after "Completed."

Account Tracking is now enabled

