

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**

Web Connection

Public User
 Administrator

Flash
 HTML

Flash Player is necessary to see in Flash form. [Get ADOBE FLASH PLAYER](#)

Display dialog box in case of warning.

Language: English (English)

Login

4. Type **12345678** in "Administrator Password" (unless you changed the password then input that instead)
5. Click **OK**

Web Connection

Administrator Password: [REDACTED]

Help Display Setting
 Help Display is a network-only function.
 On Mouse: OFF
 On Focus: OFF

OK Cancel

SSL is not set-up. Please set up SSL after admin logins to secure safety of the information.

6. Click **User Auth/Account Tracker** icon
7. Click **ON** under "Account Track"
8. Click **Account Name & Password** or **Password Only** (depending on your needs)
9. Click **OK**

Web Connection

Administrator

Ready to Scan

Model Name: bizhub C364

Low Paper

Maintenance System Settings **Security** **User Auth/Account Track** Network Box

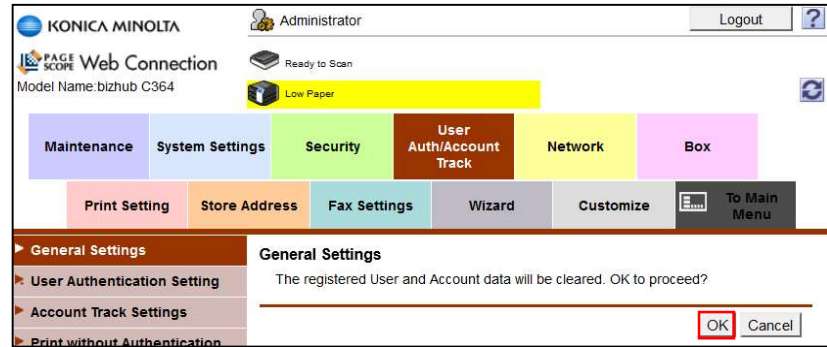
Print Setting Store Address Fax Settings Wizard Customize To Main Menu

General Settings
 User Authentication: OFF
 Overwrite User Info: Restrict
 Default Authentication Method: ON (External Server)
 Public User Access: Restrict
 Ticket Hold Time Setting (Active Directory): 600 Minute (1-600)
 Account Track: **ON**
 Account Track Input Method: Password Only
 Synchronize User Authentication & Account Track: **Account Name & Password**
 Password Only
 Number of Counters Assigned for Users: (1-999)
 When Number of Jobs Reach Maximum: Skip Job

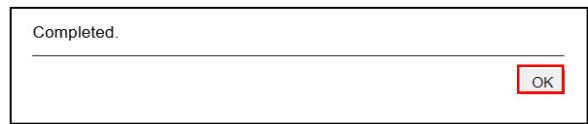
OK Cancel

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

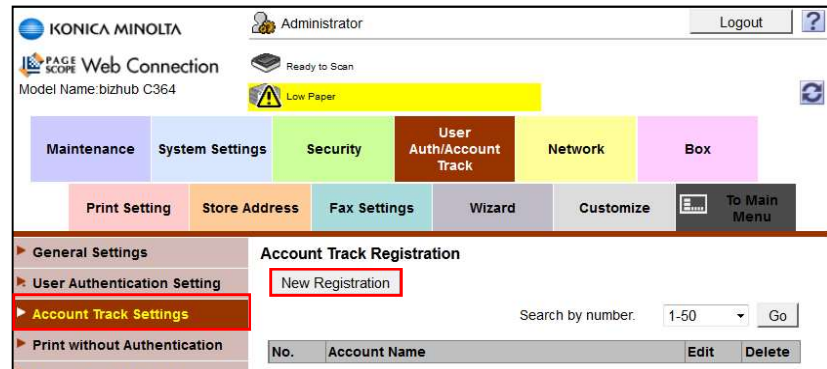


11. Click **OK** after “Completed.”



12. Click **Account Track Settings**

13. Click **New Registration**



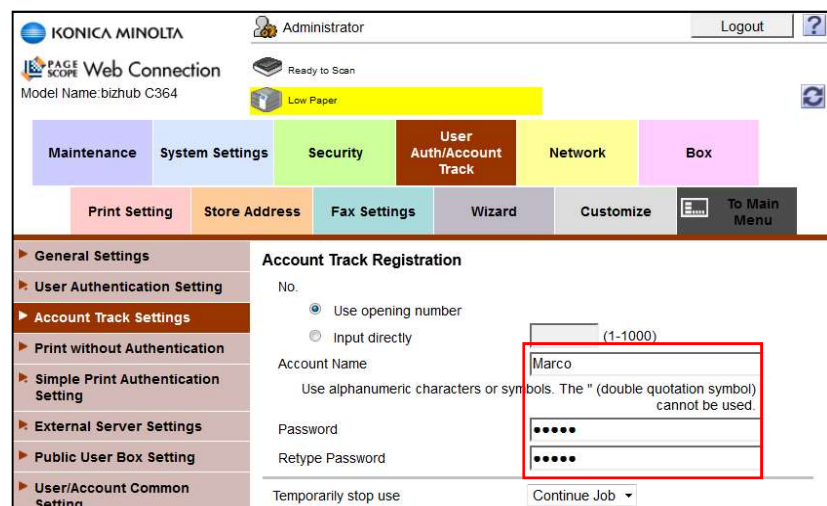
14. Type in **Account Name**

15. Type in **Password** (5 – 8 digits)

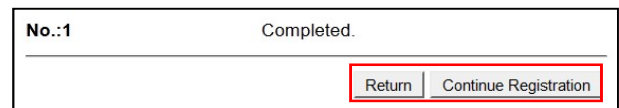
16. **Retype Password**

17. Choose (if any) restrictions you want for the department

18. Click **OK**



19. Click **Return** when finished adding all Account Codes or **Continue Registration** to continue adding more with steps 13 – 19 until all Account Codes are registered



You will see the Account Code info on your screen