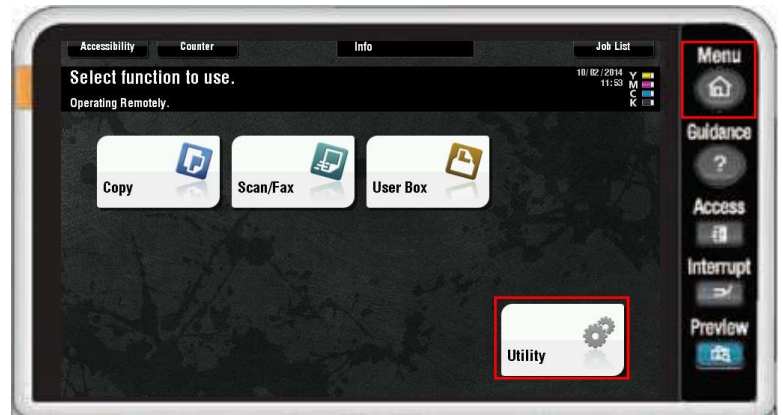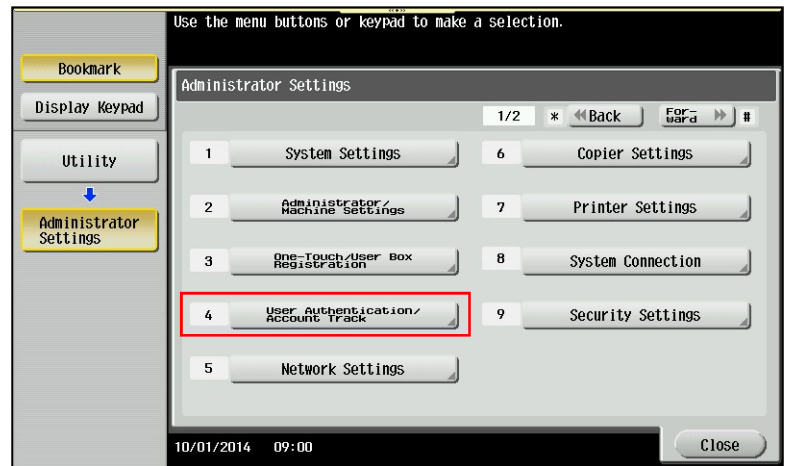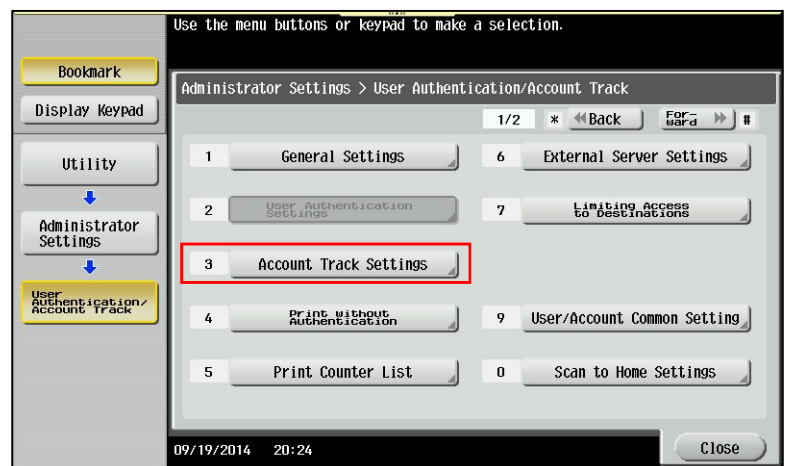1. Touch **Menu** key (upper right of the panel)
2. Touch the **Utility** icon
3. Touch **Administrator Settings**
4. Enter **Password** (default is **12345678**) and touch **OK**
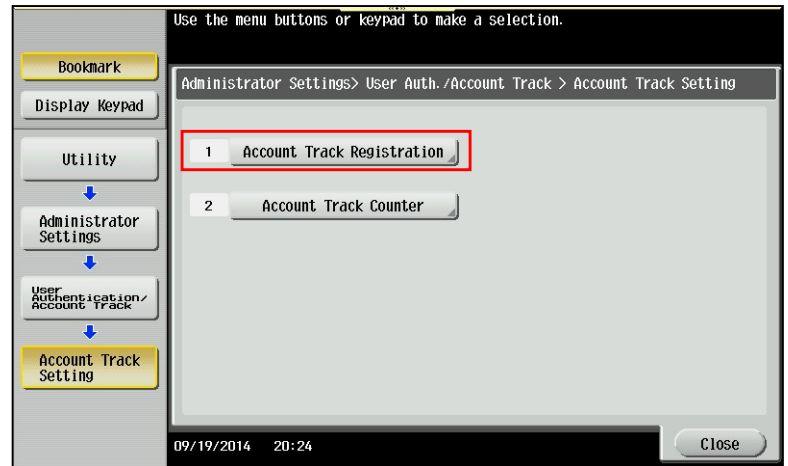
5. Touch **User Authentication/Account Track**

6. Touch **Account Track Settings**

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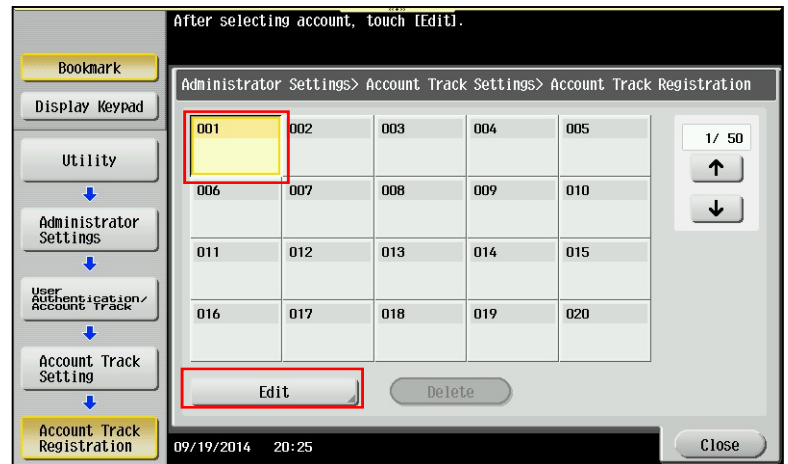
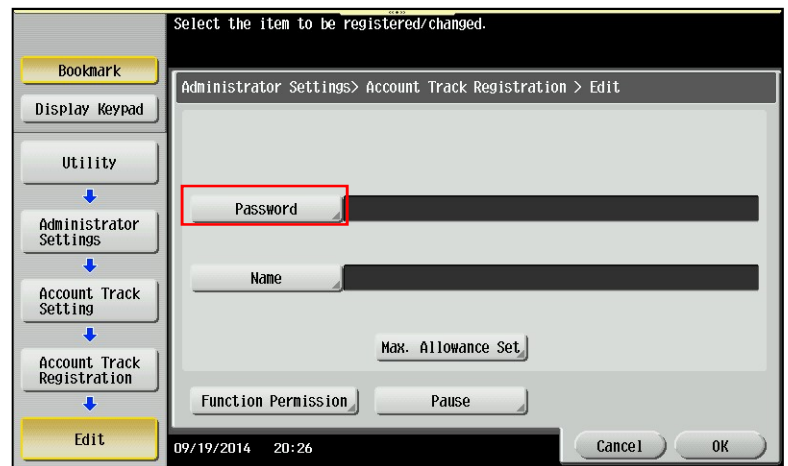marconet.com

7. Touch **Account Track Registration**

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

10. Touch **Password**

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

16. Touch **Name**

17. Enter the account name
18. Touch **OK**

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*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**

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

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