Account Track

Copytech's guide to setting up and using Account Track

Account Track is the built in usage monitoring feature of Konica Minolta MFDs.

Time required to enable: Less than 5 minutes

Time required to setup an Account: Less than 1 minute

Engineer required: No

Information required for initial set-up : (you can add additional accounts at any time)
Account Names (also known as Department Names): *up to 8 characters excluding spaces and "*
Passwords: *up to 64 characters (depending on model) excluding "*
Permissions: *decide whether to restrict accounts permission to print colour or numbers of prints.*
Print without Authentication: *decide whether to allow users to print without entering an Account*

You will need the Administrator's password and may need the machine's network IP address (If setting up Account Track using the Web Browser).

Account Track- Overview

Account Track is used when an organisation wishes to monitor or track the number of copies or prints being taken by allocating them to different accounts. These accounts are created on the machine and could be for individual users, departments or clients. Up to 1000 accounts can be created.

When Account Track is enabled, the home screen of the machine is changed to a logging in screen and all users of the machine have to log in by entering an Account Name and Password or more conveniently just a Password. (This is often referred to by customers as printing using a PIN number)
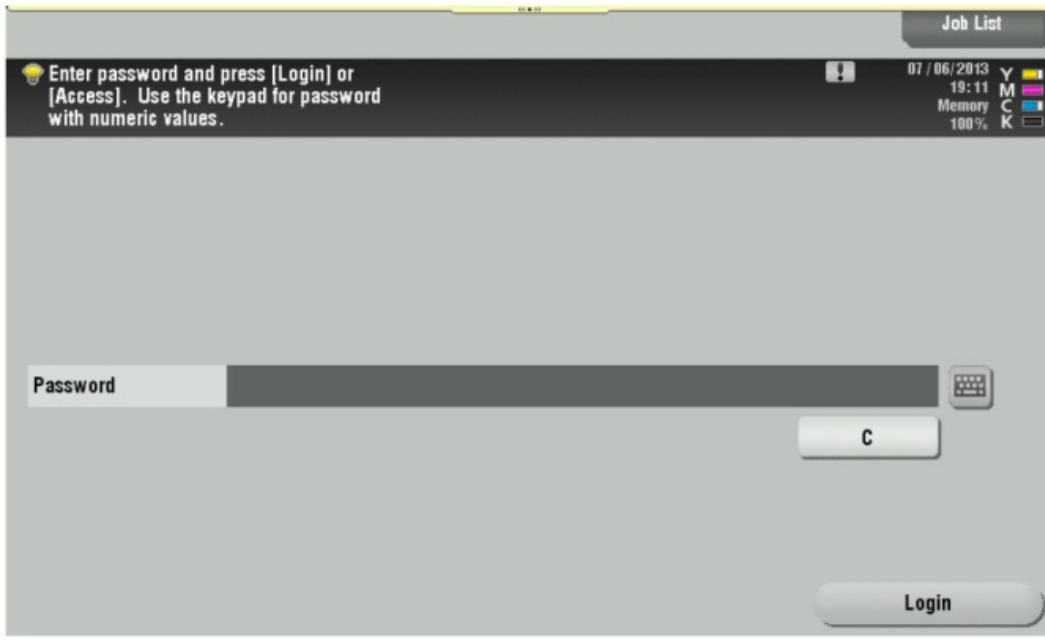
Log-in screen of MFD with Account Track enabled, set to Password only

Pros:
All prints and copies are logged against an individual user or department
Cons:
The copier screen is "locked" for all users and users will always have to log on.
There will be an extra step to take when printing to the machine.
Cautions:
Account Track is not the same as Secure Print. If a valid account is entered when printing, the prints will come straight out of the machine.
Account Track is not the same as User Authentication. With some settings, anyone can print or copy to the machine.

Enabling Account Track
Any user with administrator rights can enable and setup Account Track. An engineer is not required at any stage.

There are two ways of setting up Account Track;
 1. On the MFD's screen (see 1 below)
 2. Using its Web browser interface. (see 2 below)

Turning Account Track on at the MFD screen
Press the Menu button (on older machines press **Utility/Counter**)
Tap **Utility**
Tap option 3 **Admin Settings** Enter password (default = *12345678*) & tap **OK**
Tap option 4 **User Authentication/Account Track**
Tap option 1 **General Settings**
Tap **Account Track** button
Select **ON** (right hand side of screen)
Tap **Account Track Input Method** & select **Password Only** & **OK** *
You will now have a message saying '**Are you sure you want to clear all data?**
Select **Yes** & **OK** (it will take a while to change to the next screen)
*NOTE Accounts can be configured with **Name and Password** or **Password Only**.

Setting up Accounts at the MFD screen
Press the Menu button (on older machines press **Utility/Counter**)
Tap **Utility**
Tap option 3 **Admin Settings,** Enter password & tap OK
Tap option 4 **User Authentication/Account Track**
Tap option 3 **Account Track Settings**
Tap option 1 **Account Track Registration**
Select the first available box & tap **Edit** button (at bottom of screen)
Tap **Password** button, enter password & re-enter password to confirm
Tap **Name** button, enter the desired account name & tap **OK**

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OR

Turning Account Track on via the Web browser interface
Open Internet explorer or other web browser
In the address bar enter the IP Address of the MFD and then tap enter
PageScope Web Connection (the machines embedded website) will open at the login screen
Select login as Administrator and then click **Login**
Enter the Administrator password and then click **OK**
Click on the **User Auth/Account Track** tab (button is towards top left of screen)
Click on **General Settings**
Set **Account Track** to **On**
Set Account Track Input Method to **Password Only** & **OK** *
You will now have a message saying '**Registered data will be cleared. Ok to proceed**
Select **OK** & **OK**
*NOTE Accounts can be configured with **Name and Password** or **Password Only.**

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Setting up Accounts on the Web browser interface
Login to PageScope Web Connection as described above
Click on the **User Auth/Account Track** tab (button is towards top left of screen)
Click on **Account Track Settings**
Click on **New Registration**
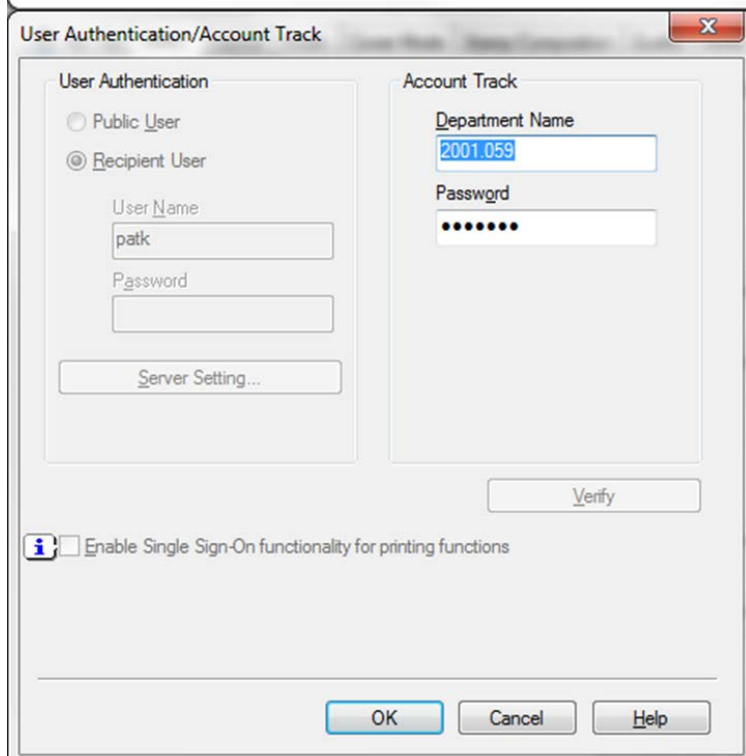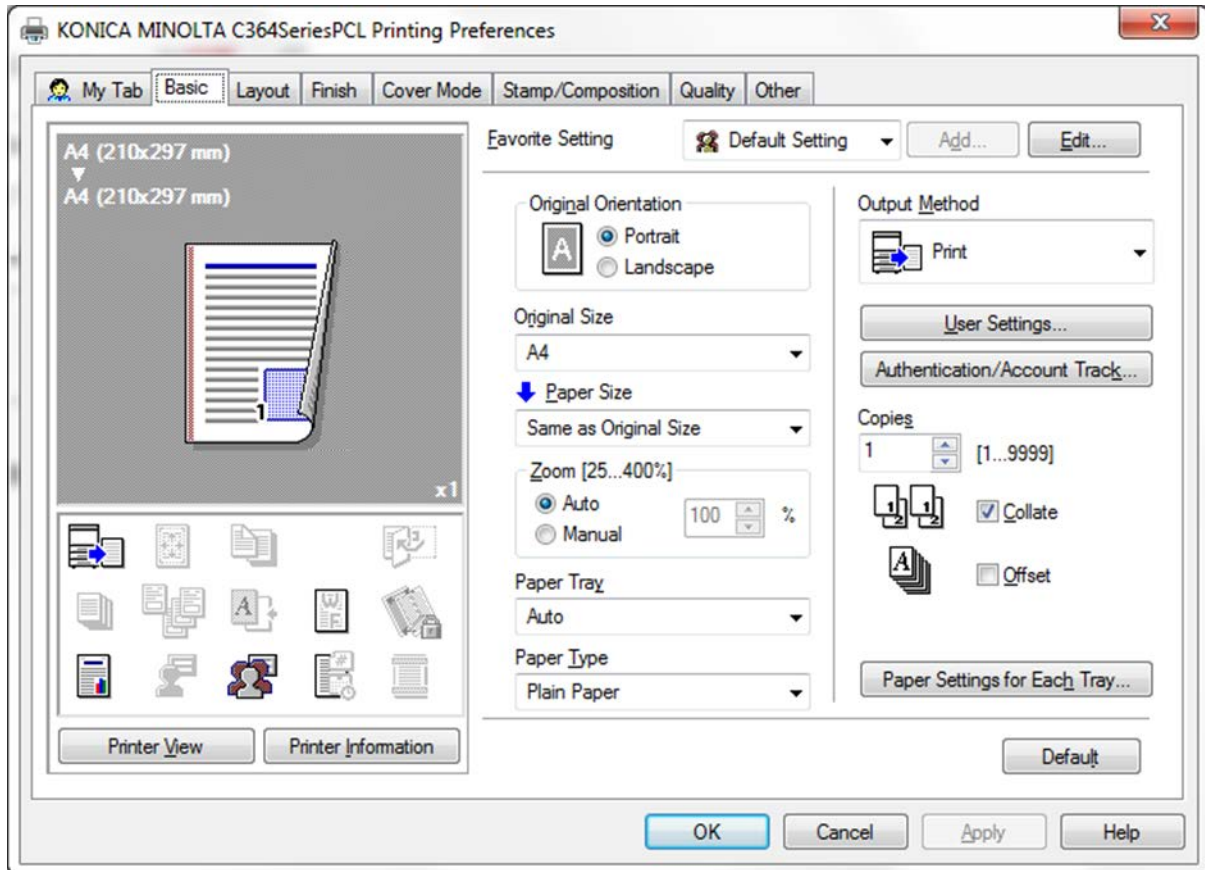Enter the **Account Name** and then the **Password** & re-enter password to confirm
You can change the Accounts permissions or leave as default
Click on **OK**

How to print from the computer

From your application software, for example Microsoft Word; File → Print then select Printer Properties

In Printer Properties, go to the **Basic** tab, then click the **Authentication/Account Track** button

Clicking the Authentication/Account Track button will open the pop-up box, shown left

In the User Authentication/Account Track pop up box, Enter the correct **Department Name** (= Account name) and **Password** for the account (registered previously)
To check the account details have been entered correctly, click the **Verify** button. This will check the account exists on the MFD
Tap **OK** to send the print job

Administering Account Track

Printing off the Account report

Depending on model, either press the Utility/Counter button **OR** the Menu button followed by the on screen Utility button
Then>Administrator settings> Enter password (default = 12345678) then OK>User Authentication/Account Track> Print Counter List. Choose paper size for report and press Start

Viewing an individual account

Depending on model, either press the Utility/Counter button OR the Menu button followed by the on screen Utility button
Then>Administrator settings> Enter password (default = 12345678) then OK>User Authentication/Account Track> Account Track Settings> Account Track Counter. Touch the relevant account the touch Counter Details

Exporting the Account report

Open Internet explorer or other web browser
In the address bar enter the IP Address of the MFD and then tap enter
PageScope Web Connection (the machines embedded website) will open at the login screen
Select login as Administrator and then click Login
Enter the Administrator password and then click OK
Click on the Maintenance tab
Click on Import/Export
Choose Counter >Export>Account Track Counter
Click Download and the report will download as a .txt file which can be opened in various applications including Excel

Optional Settings

Prevent printing without an Account being entered

Depending on model, either press the Utility/Counter button OR the Menu button followed by the on screen Utility button
Then>Administrator settings> Enter password (default = 12345678) then OK>User Authentication/Account Track> Print without Authentication. Set to Restrict>OK

Get the Account Track dialog box to popup automatically on printing

On your PC or Server , go to Devices and Printers and right click on the printers icon. Choose Printer Properties and go to the Settings tab. Click on Authentication settings and then tick Popup Authentication Dialog when printing. Click OK and then Apply

Allow general walk-up access for copying

It is often useful to set up an account for general walk-up access. An account name like "Public Access" could be used with a very simple password, for example " 1".