

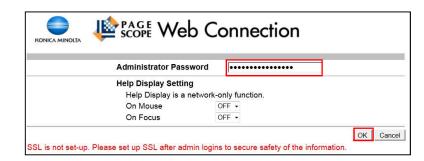
Konica Add Account Codes from Web

- 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

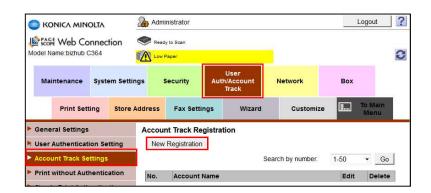
Note: you may not see this page only one of the next ones. If so, click <u>To Login Screen</u> (upper right side of the screen) and <u>OK</u> when asked "Are you sure you want to logout of Public User and go to the login screen?"

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





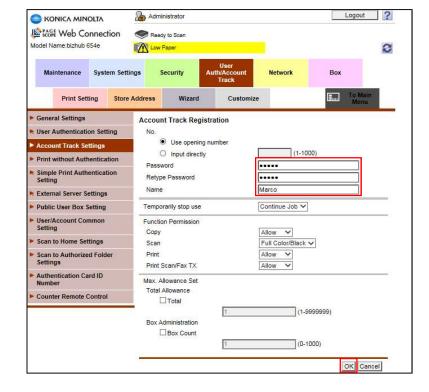
- 6. Click User Auth/Account Tracker icon
- 7. Click Account Track Settings
- 8. Click New Registration





Konica Add Account Codes from Web

- 9. Type in **Password** (1 10 digits)
- 10. Retype Password
- 11. Type in Account Name
- 12. Choose restrictions (if any) you want for the account code
- 13. Click OK



14. Click Continue Registration to continue adding more <u>or</u> Return when finished adding all account codes



You will see the department ID info on your screen