


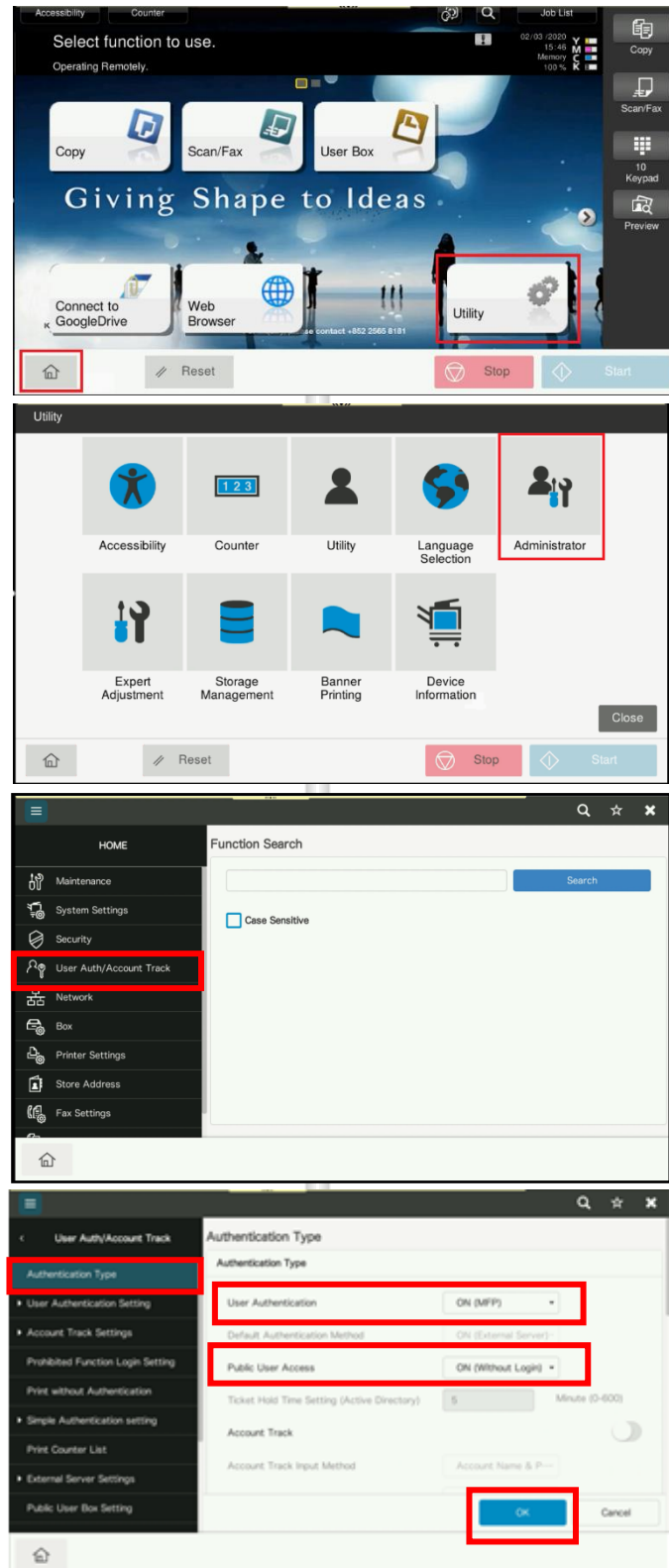
# User Auth. Setting


# 使用者認證設定

## Enable User Authentication

## 開啟使用者認證

1. Touch [  ]
2. Touch [Utility]
3. Touch [Administrator], enter the Administrator's Password
4. Touch [User Authentication/Account Track]
5. Touch [Authentication Type]
6. Select [ON (MFP)] at [User Authentication]
7. Select [ON (Without Login)] at [Public User Access]  
**\*\* If we allow users to do some jobs in printer without any Login action.**
8. Touch [OK]



1. 按 [  ]
2. 按 [實用功能]
3. 按 [管理者] 輸入管理者密碼
4. 按 [使用者認證/部門管理]
5. 按 [認證型態]
6. 於 [一般性設定] 選擇 [認證(MFP)]
7. 於 [共用的使用者存取]，選擇 [開啟 (不需登入)]  
**\*\* 如須開啟共同使用者的部份功能**
8. 按 [OK]

# User Auth. Setting

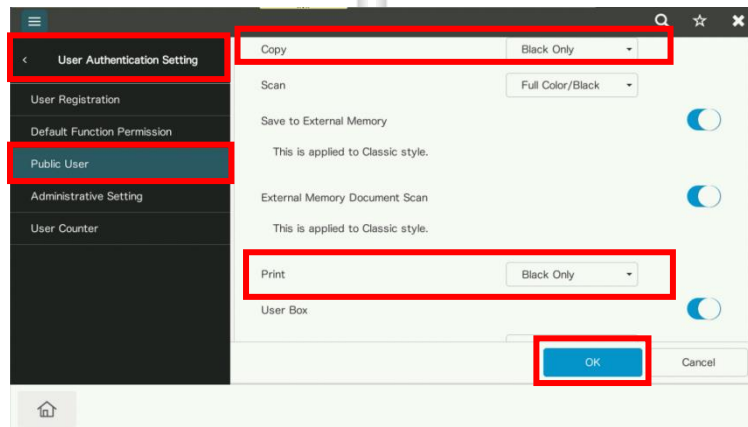
# 使用者認證設定

## Function permission of Public User

## 公共用戶權限許可

1. Touch [User Authentication Setting]
2. Touch [Public User]
3. Scroll up to the page and select Color Output Permissions
4. Choose which option you want to Allow or Restrict  
e.g. Allow users using black & white copying and printing  
-In Copy function, touch [Black Only]  
-In Print function, touch [Black Only]
5. Touch [ OK ]

1. 按 [認證系統]
2. 按 [公共使用者的認證設定]
3. 選取在彩色複印和打印功能上的許可
4. 在公共使用者模式設置允許或限制的功能  
e.g. 限制用戶只能使用黑白複印和列印  
-在 [複印] 功能，按 [僅限黑白]  
-在 [列印] 功能，按 [僅限黑白]
5. 按 [OK]




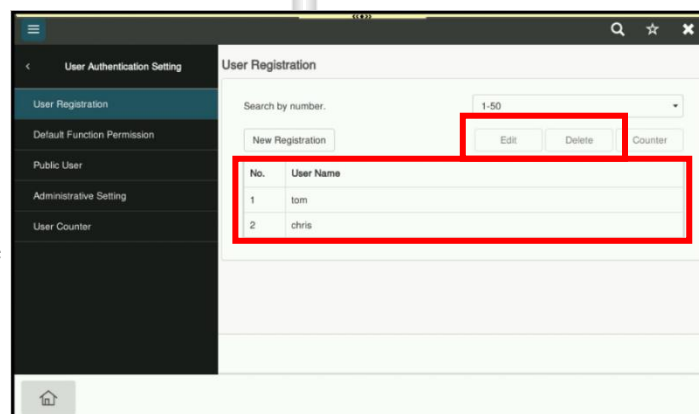
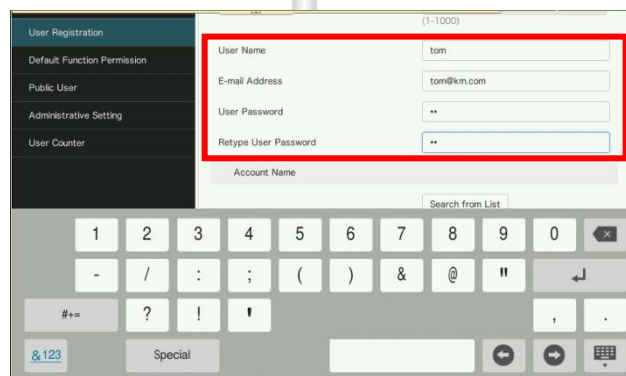
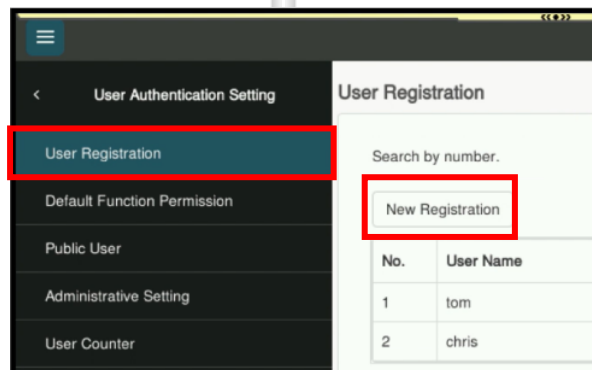
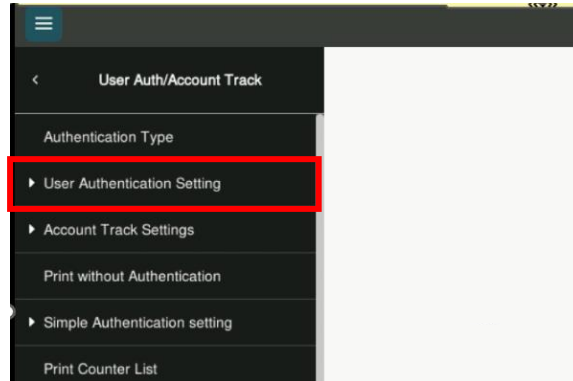
# User Auth. Setting


# 使用者認證設定

## Adding/ Editing and Deleting User Accounts

## 增加/編輯或刪除使用者認證帳戶

1. Touch [  ]
2. Touch [Utility]
3. Touch [Administrator]  
Enter the Administrator's Password
4. Touch [User Authentication/Account Track]
5. Touch [User Authentication Setting]
6. Touch [User Registration]
7. Touch [New Registration]
8. Touch [User Name] to enter the name of the account
9. Touch [Password] to enter password (password must be entered twice)
10. Editing or deleting a user account, select the user name, then
  - touch [Edit] to change the user setting
  - touch [Delete] to delete the user account




1. 按 [  ]
2. 按 [實用功能]
3. 按 [管理者]  
輸入管理者密碼
4. 按 [使用者認證/  
部門管理]
5. 按 [認證系統]
6. 按 [使用者登記]
7. 按 [新登記]
8. 按 [使用者名稱]  
輸入用戶名稱
9. 按 [使用者密碼]  
輸入密碼(密碼必需  
輸入兩次)
10. 編輯或刪除使用者  
認證帳戶，選取一  
個用戶帳號  
-按 [編輯] 更改用戶  
設定  
-按 [刪除] 刪除該用  
戶

# User Auth. Setting

# 使用者認證設定

## Print User Counter List

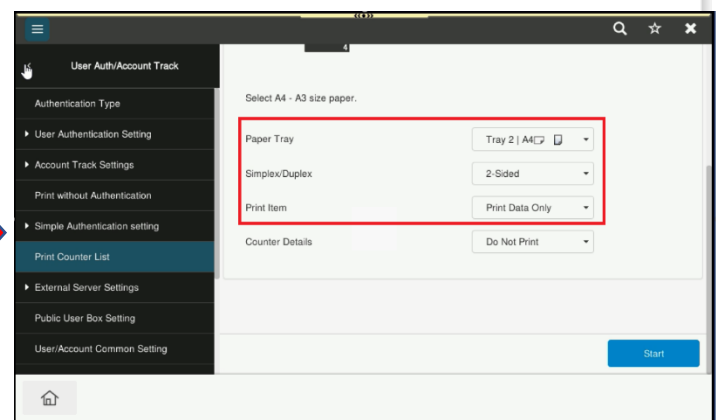
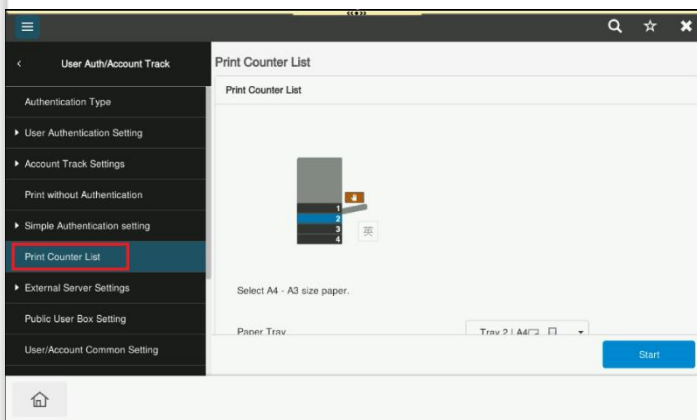
## 列印各用戶之用量

1. Press [  ]
2. Touch [Utility]
3. Touch [ Administrator]  
Enter the Administrator's Password
4. Touch [User Authentication/Account Track]
5. Touch [Print Counter List]
6. Choose the Paper Tray and print in Simplex or Duplex
7. In [Print Item], select [Print Data Only] and Touch [Start]

1. 按 [  ]
2. 按 [實用功能]
3. 按 [管理者]  
輸入管理者密碼
4. 按 [使用者認證/部門管理]
5. 按 [計數值清單]
6. 選擇紙盤，和使用單面或雙面列印
7. 在列印項目，按 [僅列印資料] 和按 [OK] 進行列印

\*如需打印所有資料，按 [全部資料]

\*If you want the fully data,  
Choose [All Data]




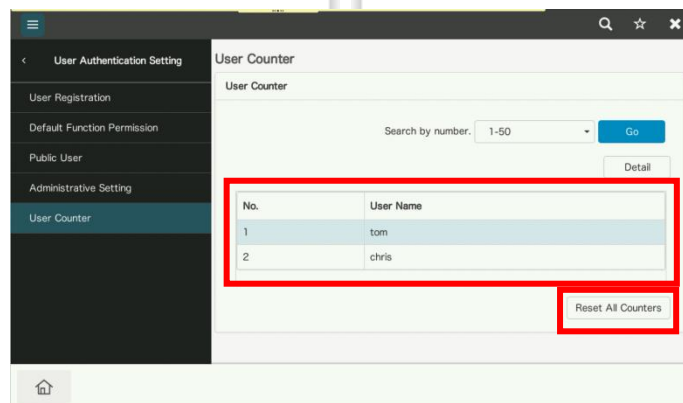
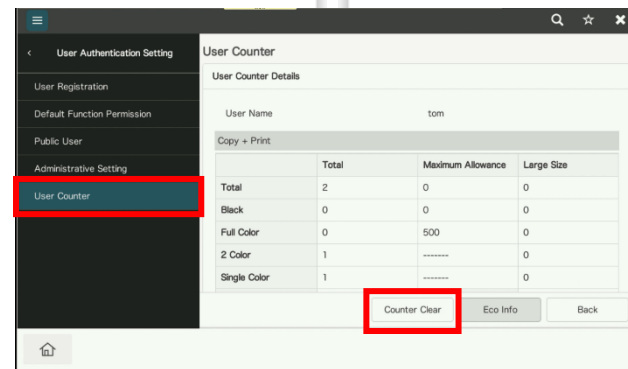
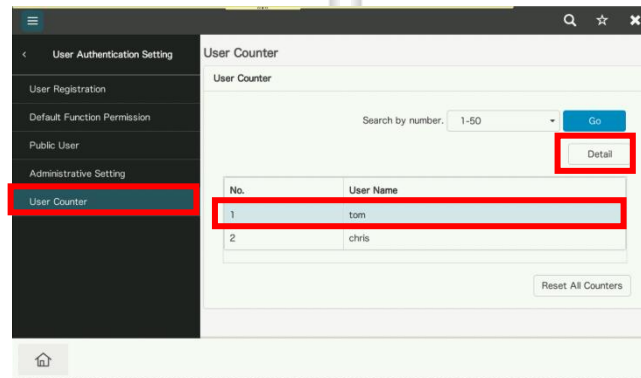
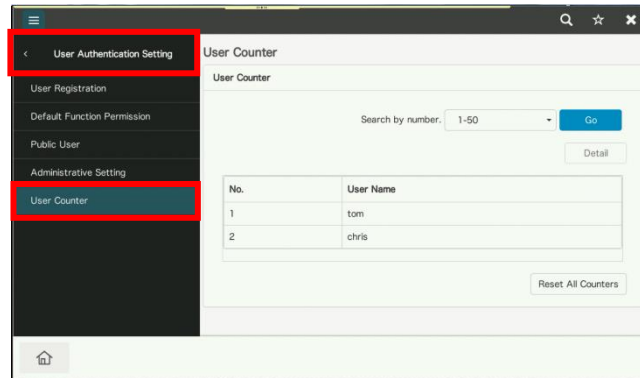
# User Auth. Setting


# 使用者認證設定

## Clear User Counter

## 消除各用戶之用量

1. Press [  ]
2. Touch [Utility]
3. Touch [Administrator]  
Enter the Administrator's Password
4. Touch [User Authentication/Account Track]
5. Touch [User Authentication Setting]
6. Touch [User Counter]
7. Select the user name and touch [Detail] to check the counter details
8. Touch [Counter Clear] to reset one user counter  
**OR**
9. Touch [Reset All Counters] to reset all counters
10. Touch [Yes], then touch [OK]





1. 按 [  ]
2. 按 [實用功能]
3. 按 [管理者]  
輸入管理者密碼
4. 按 [使用者認證/部門管理]
5. 按 [認證系統]]
6. 按 [使用者計數]
7. 選取一個用戶帳號，然後按 [Detail] 查看累積用量
8. 按 [清除數值] 重置一個用戶的用量  
**或**
9. 按 [重置所有的計數值] 重置所有用戶用量
10. 按 [是] 和 [OK]

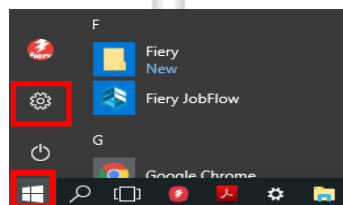
## Save password in Printer Driver

## 在打印驅動程式儲存帳戶

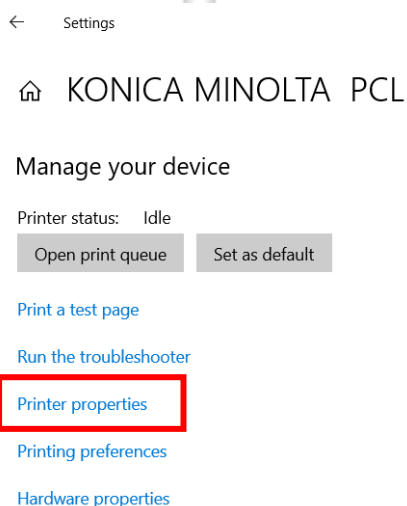
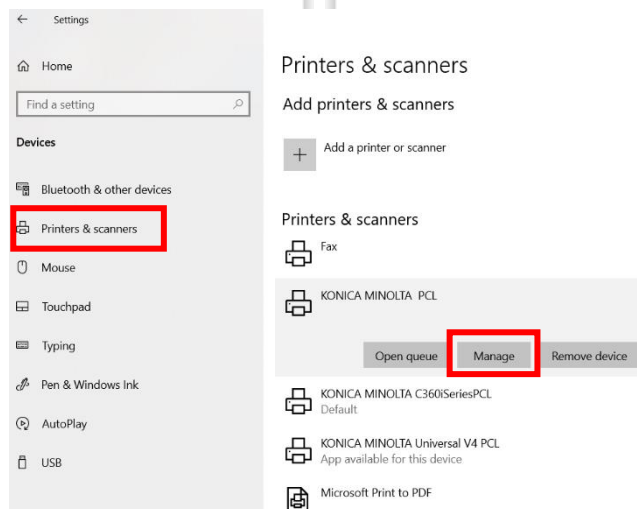
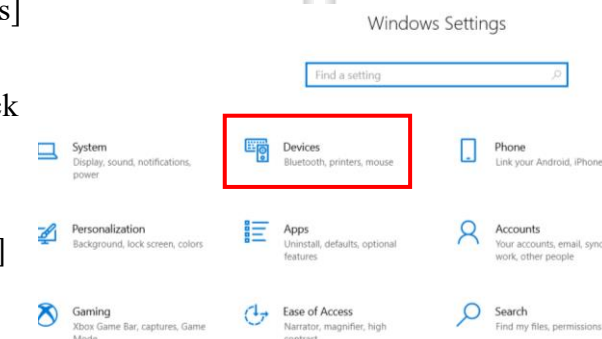
### Printer Driver (Win OS)

### 打印驅動程式 (Win OS)

1. Click [  ], select [  ]
2. Click [Devices]
3. Click [Printer & scanners]
4. Select a printer, then click [Manage]
5. Click [Printer properties]



1. 按 [  ]，選擇 [  ]
2. 按 [裝置]
3. 按 [印表機和掃描器]
4. 選取所需的印表機，按 [管理]
5. 按 [印表機內容]



## Save password in Printer Driver

## 在打印驅動程式儲存帳戶

### Printer Driver (Win OS)

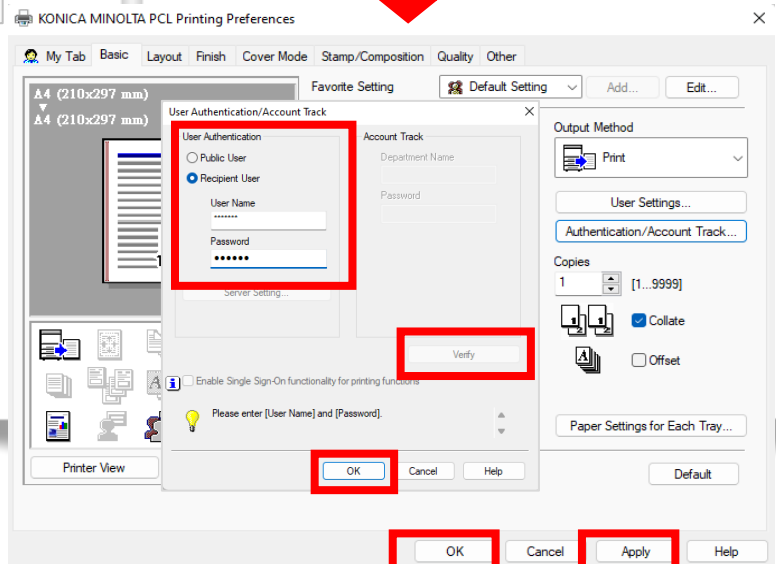
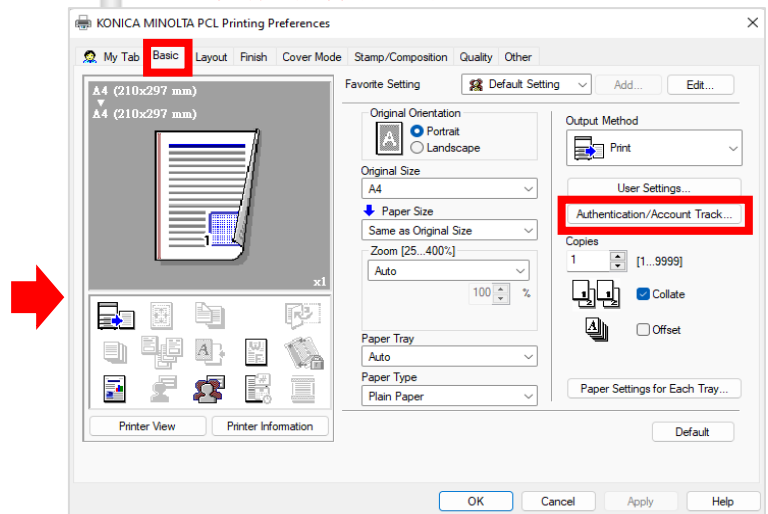
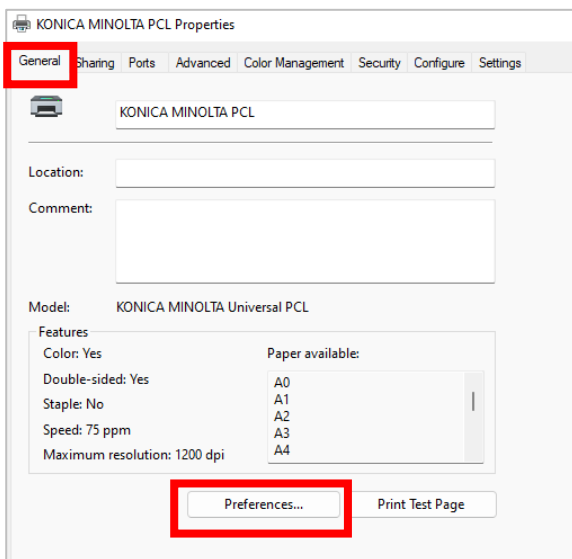
### 打印驅動程式 (Win OS)

6. In [General], click [Preferences...]
7. Click [Basic]
8. Click [Authentication /Account Track...]
9. At User Authentication select [Recipient User], then input the [User Name] and [Password]
10. Then click [Verify], click [OK], then click [OK]
11. Click [Apply], then click [OK] to confirm setting

**\*\*Difference versions of Windows OS,  
Steps maybe have a bit difference**

6. 在 [一般]，按 [喜好設定(E)...]
7. 按 [基本的]
8. 按 [認證/部門管理]
9. 在使用者認證中，選擇 [登陸使用者]，然後輸入 [使用者名稱] 和 [密碼]
10. 按 [核對]，按 [確定]，再按 [確定]
11. 按 [套用]，再按 [確定] 去確認設定

**\*\*不同版本的 Windows OS，  
步驟可能會略有不同**



## Save password in Printer Driver

## 在打印驅動程式預設帳戶

### Printer Driver (Mac OS)

### 打印驅動程式 (Mac OS)

1. Open any file in any program
2. Click [File] and [Print]
3. Choose the Konica Minolta printer from the drop down menu
4. Select [Output Method] from the list of options
5. Tick the box of [User Authentication]
6. At User Authentication to change the option, from [Public User] to [Recipient User] and input the [User Name] and [Password]
7. Tick [Save Setting] and [Do not show window when setting], then click [OK] and click [Print]

\*\*Difference versions of Mac OS,  
Steps maybe have a bit difference

1. 在電腦開啟任何一個檔案
2. 按 [檔案] 和 [列印]
3. 在滑單表上選取合適的印表機
4. 按 [輸出方式]
5. 剔選 [使用者認證]
6. 在使用者認證中，點選 [登錄使用者]，輸入 [使用者名稱] 和 [密碼]
7. 剔選 [儲存設定] 和 [當設定時不要顯示這視窗]，再按 [OK] 和 [列印]

