



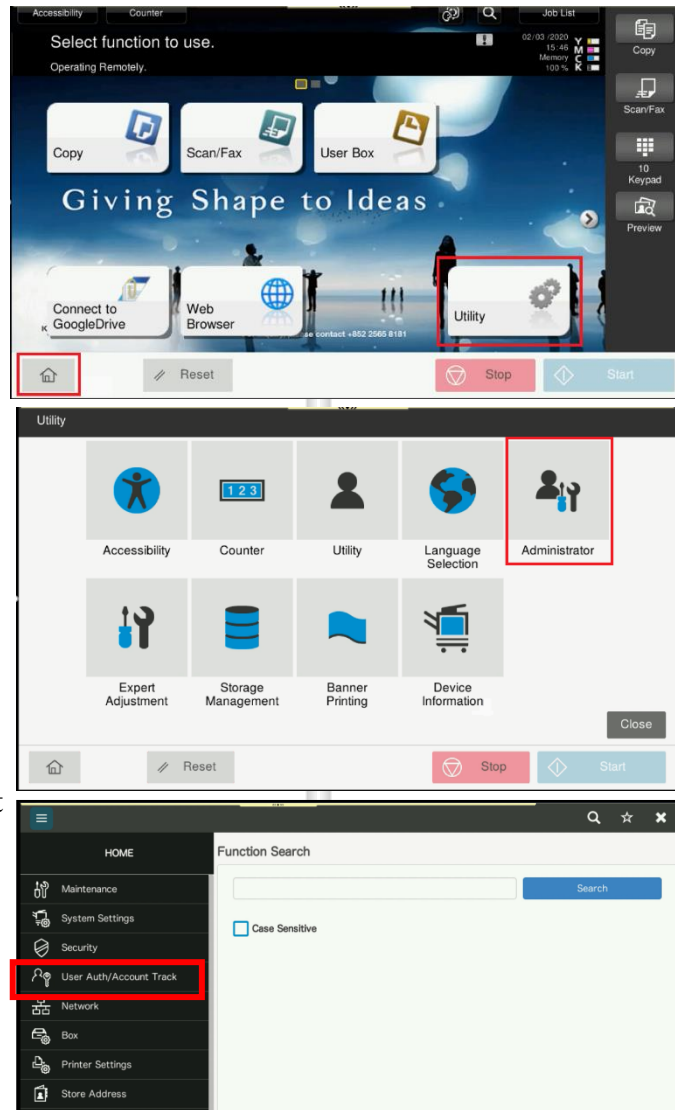
# Account Track Setting

# 部門管理設定

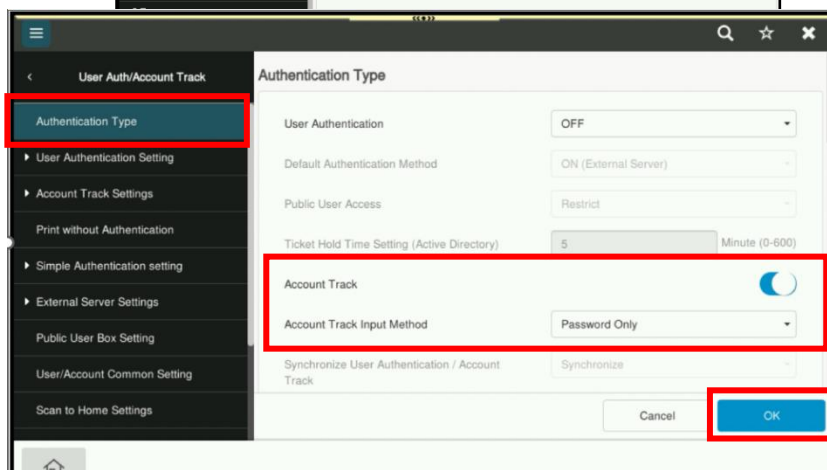
## Enable Account Track

## 開啟部門管理

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 [  ] in [Account Track]
7. Select [Password Only]
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 [部門管理] ，選 [  ]
7. 在 [部門管理輸入方法] ，按 [僅有密碼]
8. 按 [OK]




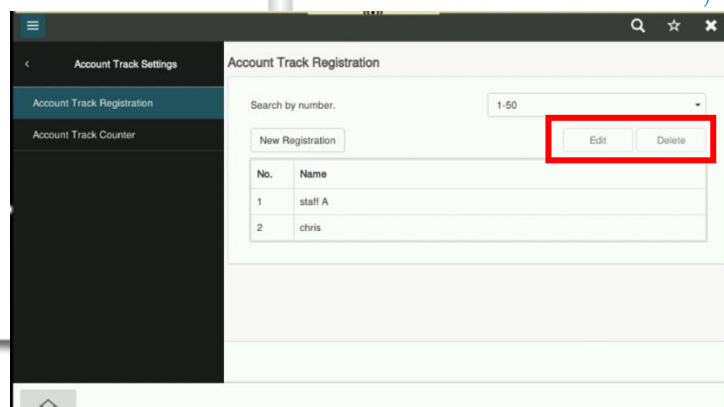
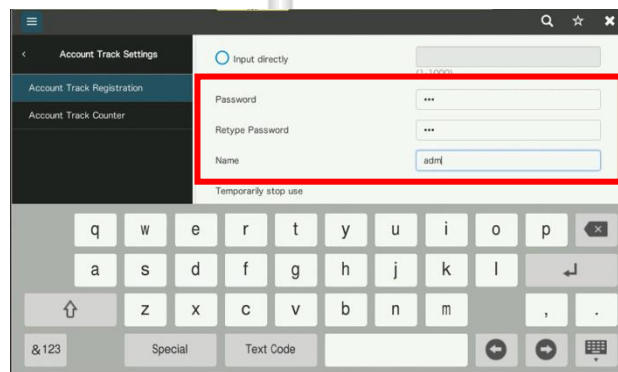
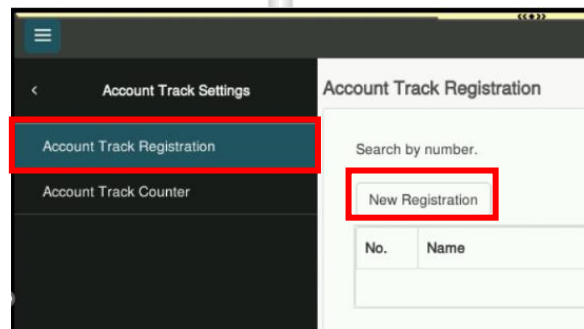
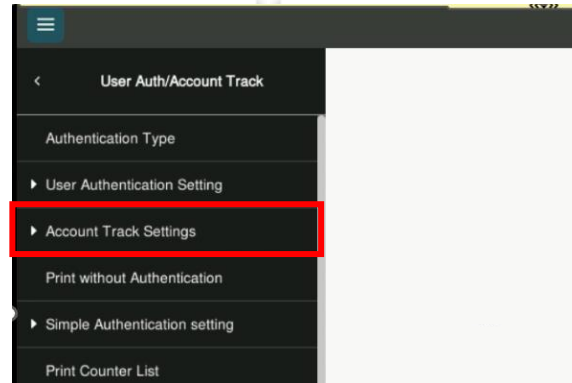
# Account Track Setting


# 部門管理設定

## Adding/ Editing and Deleting User Accounts

## 增加/編輯或刪除部門管理帳戶


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

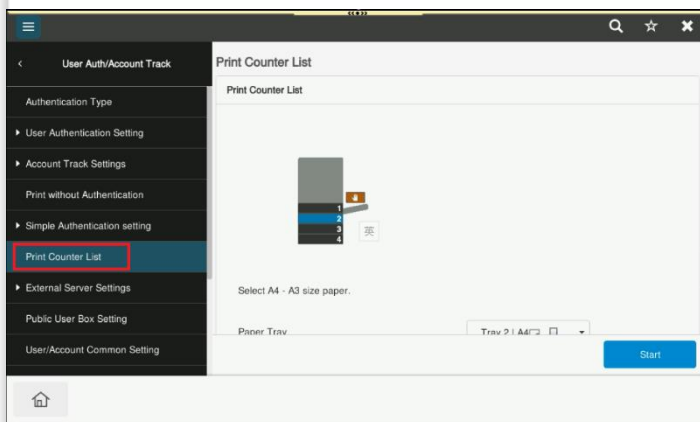


1. 按 [  ]
2. 按 [實用功能]
3. 按 [管理者]  
輸入管理者密碼
4. 按 [使用者認證/部門管理]
5. 按 [部門管理設定]
6. 按 [部門管理登記]
7. 按 [新登記]
8. 按 [密碼] 輸入密碼  
(密碼必需輸入兩次)
9. 按 [名稱] 輸入帳戶  
名稱用以分類
10. 編輯或刪除部門管理帳戶，選取一個用戶帳號
  - 按 [編輯] 更改用戶設定
  - 按 [刪除] 刪除該用戶

# Account Track Setting


## Print User Counter List

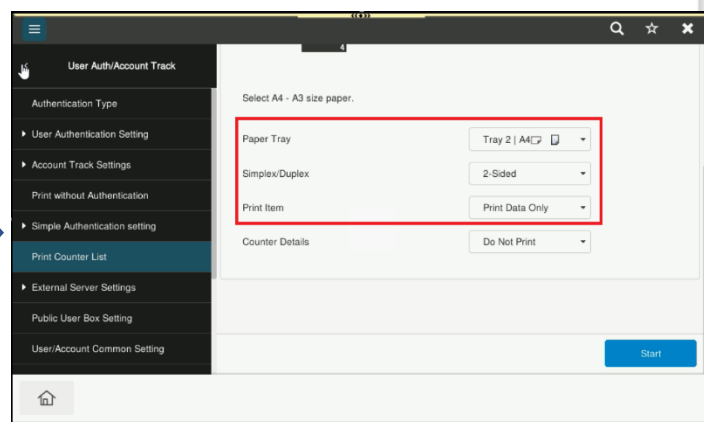
1. Touch [  ]
  2. Touch [Utility]
  3. Touch [ Administrator]  
Enter the Administrator's Password
  4. Touch [User Authentication/Account Track]
  5. Touch [Print Counter List]
  6. Choose the paper tray and print in simplex or duplex
  7. In [Print Item] select [Print Data Only] and Touch [Start]
- \*If you want the fully data, Choose [All Data]



# 部門管理設定

## 列印各用戶之用量

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 [開始] 進行列印
- \*如需打印所有資料，按 [全部資料]




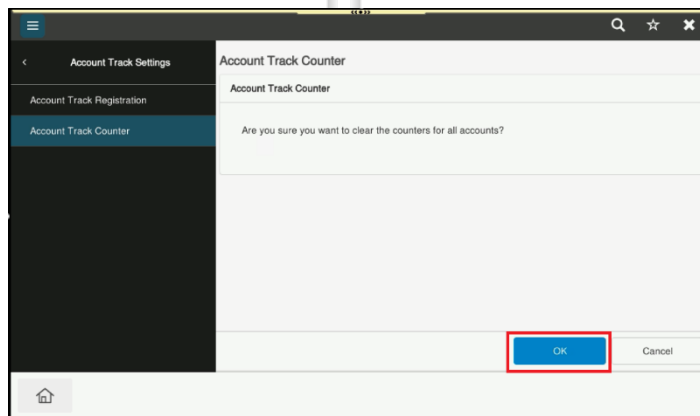
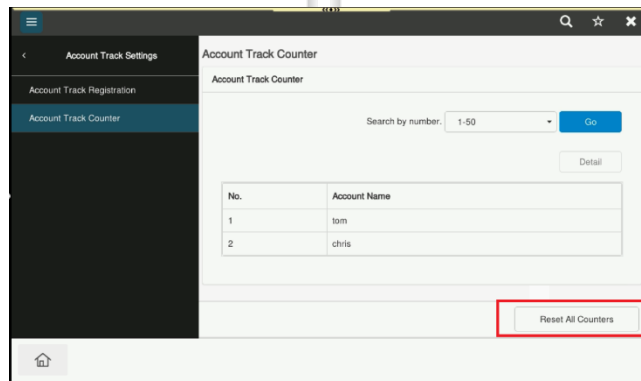
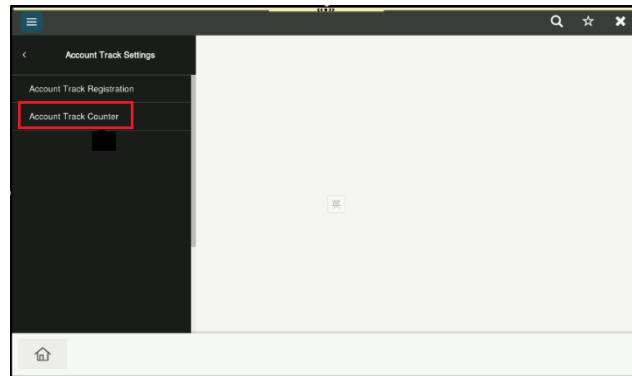
# Account Track Setting

# 部門管理設定

## Clear User Counter

## 消除各用戶之用量

1. Touch [  ]
2. Touch [Utility]
3. Touch [Administrator]  
Enter the  
Administrator's  
Password
4. Touch [User  
Authentication/Account  
Track]
5. Touch [Account Track  
Settings]
6. Touch [Account Track  
Counter]
7. Touch [Reset All  
Counters] to reset all  
counter
8. Touch [OK] and [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 [部門管理設定]
6. 按 [部門計數]
7. 按 [重置所有的計數值]  
重置所有用戶的用量
8. 按 [是] 和 [OK]

## Save password in Printer Driver

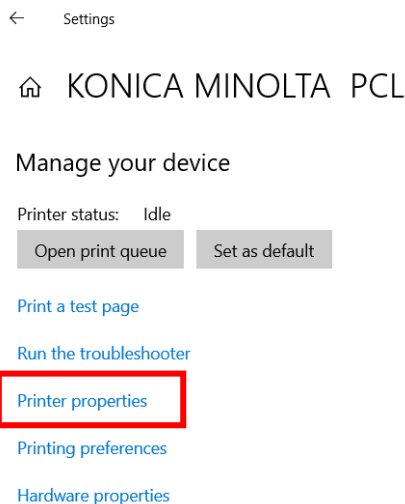
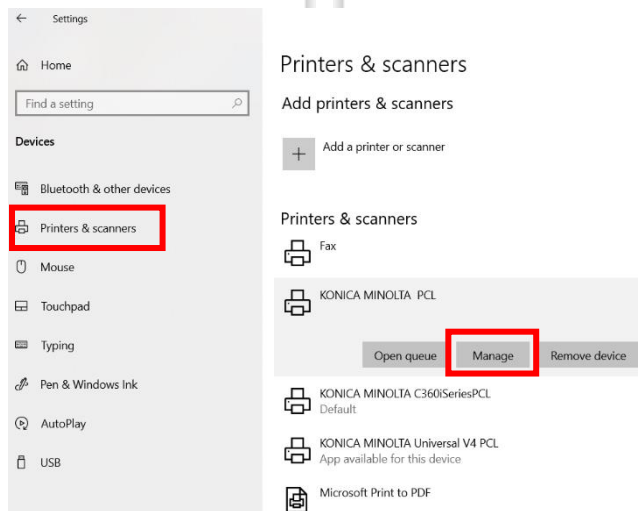
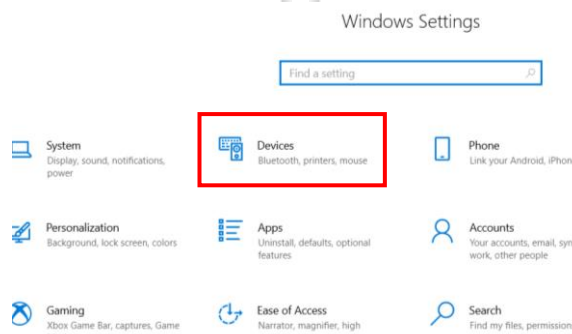
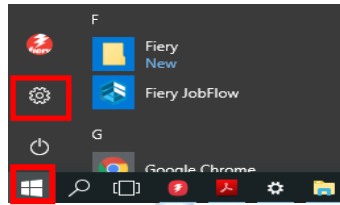
## 在打印驅動程式儲存帳戶

### 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]

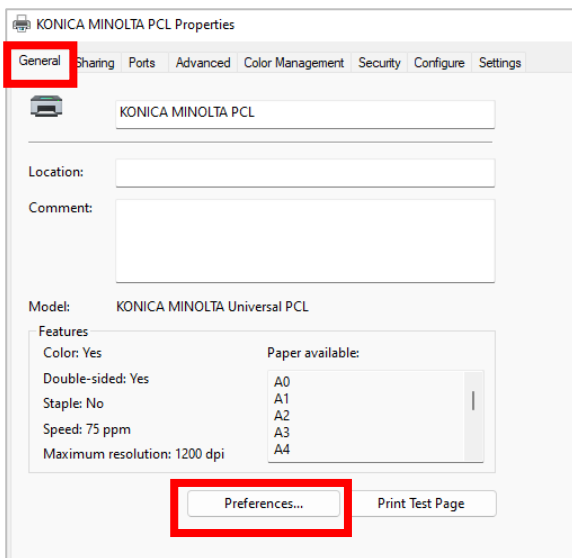


## Save Password in Printer Driver

### Printer Driver (Win OS)

6. In [General], click [Preferences...]
7. Click [Basic]
8. Click [Authentication /Account Track...]
9. Enter the [Department 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**

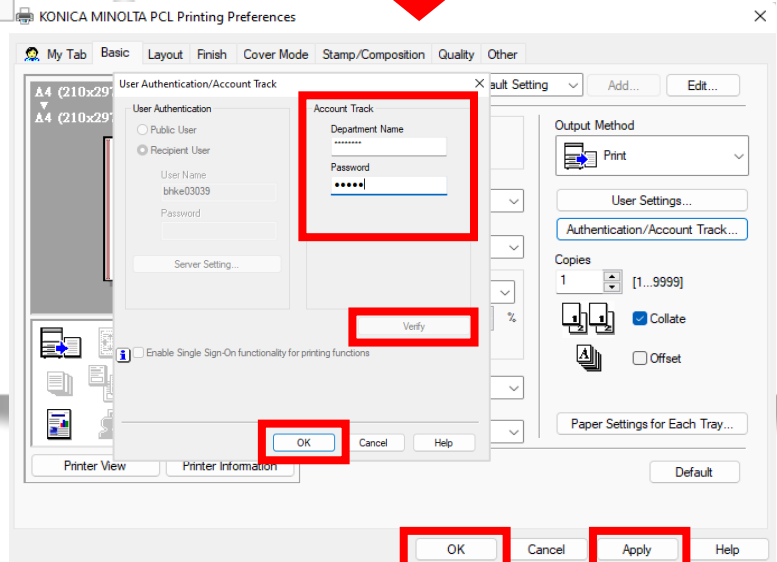
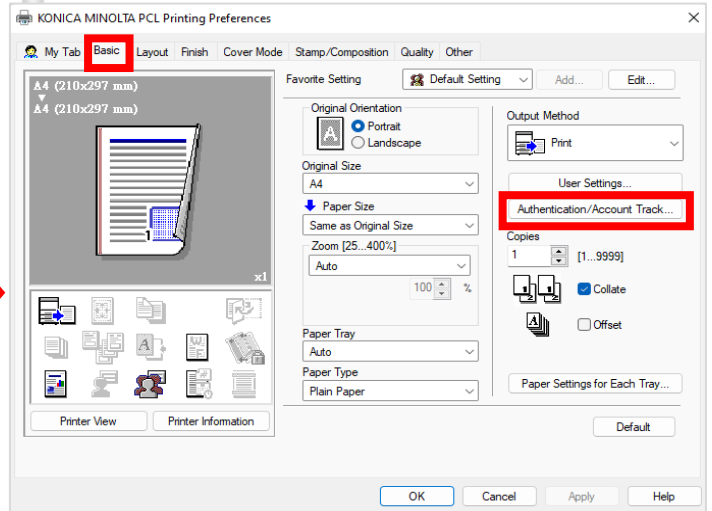


## 在打印驅動程式儲存帳戶

### 打印驅動程式 (Win OS)

6. 在 [一般]，按 [喜好設定(E)...]
7. 按 [基本的]
8. 按 [認證/部門管理]
9. 在部門管理中，然後輸入 [部門名稱] 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

## 在打印驅動程式儲存帳戶

### 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 [Account Track]
6. Enter the [Department Name] and [Password]
7. Tick [Save Setting], then Click [OK] and click [Print]

\*\*Difference versions of Windows 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 [部門管理]
6. 在部門管理中，輸入 [部門名稱] 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]

\*\*不同版本的 Mac OS，  
步驟可能會略有不同

