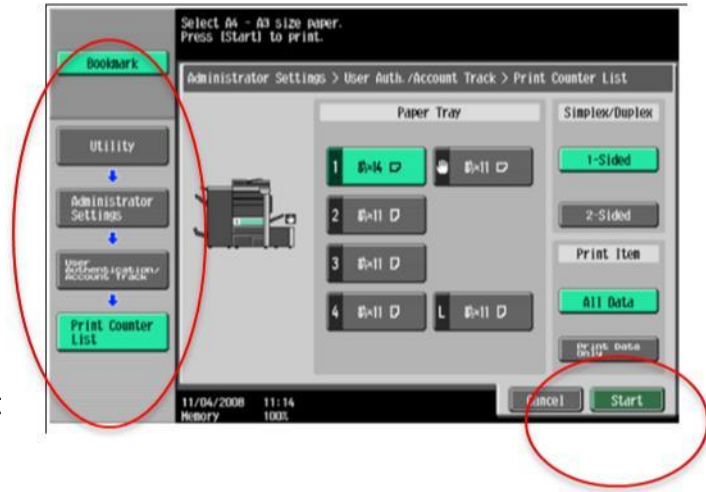


# Generating Reports for Account Tracking & User Authentication — From the Device Display

1. Select the Menu button.
2. On the screen select Utility.
3. Select option #3, Administrator Settings. (See your administrator for the device's admin password).
4. Select option #4, User Authentication/Account Track.
5. Select option #5, Print Counter List.
6. Select the paper size you would like to print the report on.



1. Press Start.
2. The device will now generate a report and will not let you cancel out of that screen until the entire report is printed.

Counter List

P 1  
06/04/2012 17:32  
Serial No.  
TC: 5079

## Sample Report:

Copy and Print counters are added together in the Total Counter on the left side (dark yellow highlight).

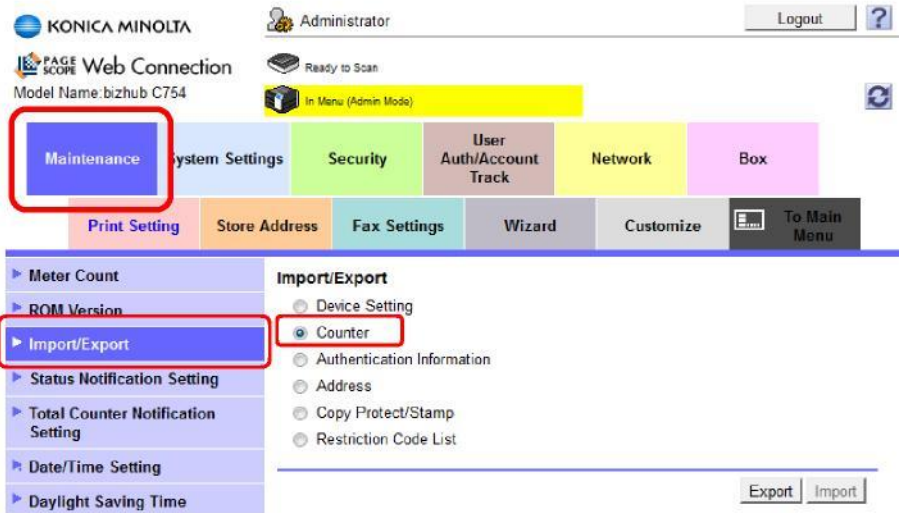
Account Track Counter																			
No.	Account Name	Group Name																	
1	Test Account 1																		
Function Permission		Copy	Scan	Fax	Print	Print/Scan/Fax	Max. Allowance Sec	Maximum Color Allowance	Color	Black	Max. No. of Use Boxes	Maximum Number of User Boxes							
Custom Function Pattern Selection		Copy	Scan/Fax	Disable															
Total Counter		Total	Black	Full Color	2 Color	Single Color	Total Copy Counter		Total	Black	Full Color	2 Color	Single Color	Total Print Counter		Total	Black	Full Color	2 Color
Total	Large Size	40	0	40	0	0	0	0	0	0	0	0	0	0	40	0	40	0	0
Fax/Scan Counter		Scans	Black	Extra	Fax Counter	Originals Counter	Paper Counter	Total Duplex Counter	Print Counter	Pause									
Total	Large Size	0	0	0	0	0	20	20	0	20	Continue Job								
2	Test Account 2																		
Function Permission		Copy	Scan	Fax	Print	Print/Scan/Fax	Max. Allowance Sec	Maximum Color Allowance	Color	Black	Max. No. of Use Boxes	Maximum Number of User Boxes							
Custom Function Pattern Selection		Copy	Scan/Fax	Disable															
Total Counter		Total	Black	Full Color	2 Color	Single Color	Total Copy Counter		Total	Black	Full Color	2 Color	Single Color	Total Print Counter		Total	Black	Full Color	2 Color
Total	Large Size	116	116	0	0	0	0	0	0	0	116	116	0	0	58	58	0	0	0
Fax/Scan Counter		Scans	Black	Extra	Fax Counter	Originals Counter	Paper Counter	Total Duplex Counter	Print Counter	Pause									
Total	Large Size	0	0	0	0	58	58	0	58	Continue Job									
3	Test Account 3																		
Function Permission		Copy	Scan	Fax	Print	Print/Scan/Fax	Max. Allowance Sec	Maximum Color Allowance	Color	Black	Max. No. of Use Boxes	Maximum Number of User Boxes							
Custom Function Pattern Selection		Copy	Scan/Fax	Disable															
Total Counter		Total	Black	Full Color	2 Color	Single Color	Total Copy Counter		Total	Black	Full Color	2 Color	Single Color	Total Print Counter		Total	Black	Full Color	2 Color
Total	Large Size	40	0	40	0	0	0	0	0	0	40	0	40	0	0	0	0	0	0
Fax/Scan Counter		Scans	Black	Extra	Fax Counter	Originals Counter	Paper Counter	Total Duplex Counter	Print Counter	Pause									
Total	Large Size	0	0	0	0	40	40	0	40	Continue Job									

# Generating Reports for Account Tracking & User Authentication — From the Web Connection

1. Type in the IP address of your device into the address bar of your web browser.
2. Select Administrator and click Login.
3. Enter the admin password (see your administrator for the device's admin password).



4. From the colour coded menu on the left side choose Import/Export
5. Choose Counter and click on Export.
6. Choose Account Track Counter and click OK.



7. When prompted click Download.
8. Choose Save File and select a location on your computer to save the file. It will save as a Tab Text file.
9. When saving is complete click on Back to go back to the main screen.



10. Click Logout at the top of the screen to release the device from Administrator mode (which locks out all users)

11. Import the Tab Text file into Excel to make it easy to read. (Do not change any of the default import settings Excel chooses. Simply click Next or Finish when prompted).