

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 To Login Screen (upper right side of the screen) and OK 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**

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**

KONICA MINOLTA Administrator Logout

Web Connection Ready to Scan

Model Name: bizhub 654e Low Paper

Maintenance System Settings Security **User Auth/Account Track** Network Box

Print Setting Store Address Wizard Customize To Main Menu

Account Track Registration

No.  Use opening number  (1-1000)  
 Input directly

Password   
 Retype Password

Name

Temporarily stop use

Function Permission

Copy   
 Scan   
 Print   
 Print Scan/Fax TX

Max. Allowance Set

Total Allowance  Total  (1-9999999)  
 Box Administration  Box Count  (0-1000)

OK Cancel

14. Click **Continue Registration** to continue adding more or **Return** when finished adding all account codes

No.:1 Completed.

Return Continue Registration

You will see the department ID info on your screen