

Konica Minolta

Using Account Track aka User Codes in Mac OS X

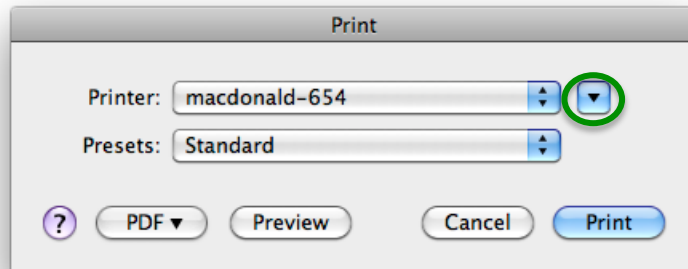
Author: Marc Lavoie

Version: 1.1

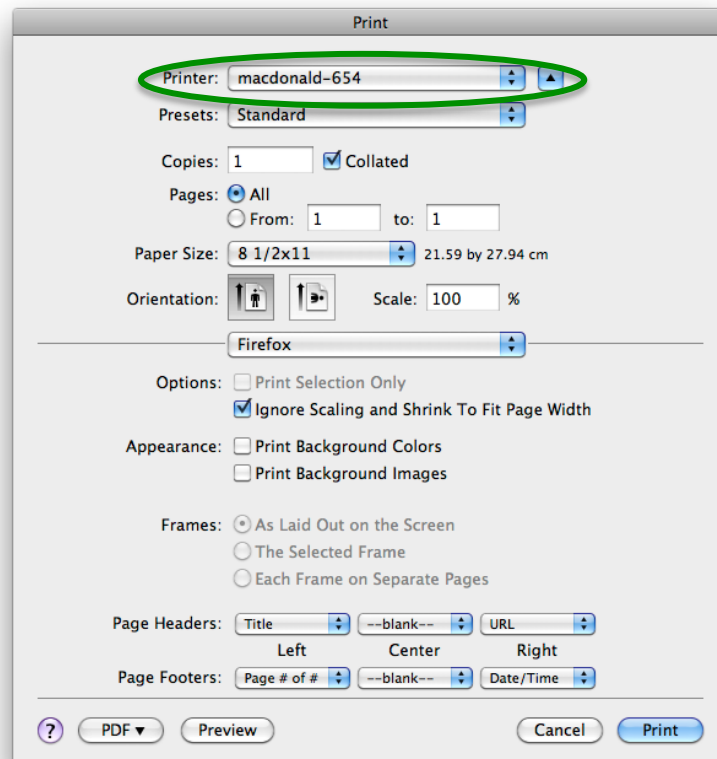
Date: January 28, 2016

Account Track (also known as User Codes)

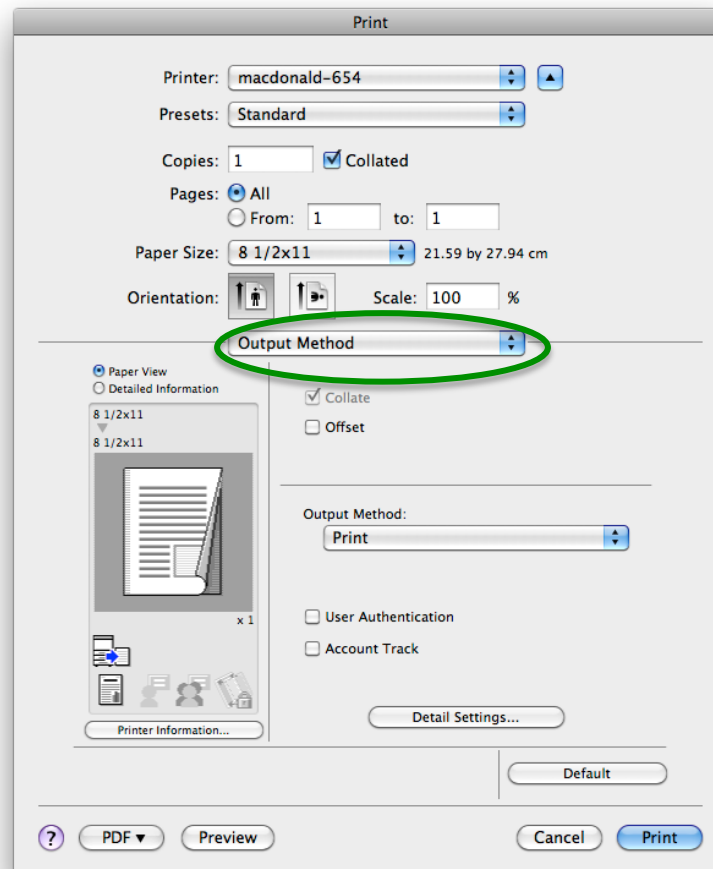
- Go to an application from which you can print.
- File→Print...
- At this point, you may see just Printer and Presets, or you may see expanded options. If you just see Printer and Presets, expand by clicking on the triangle button next to the Printer drop down box.



- Select the desired printer.

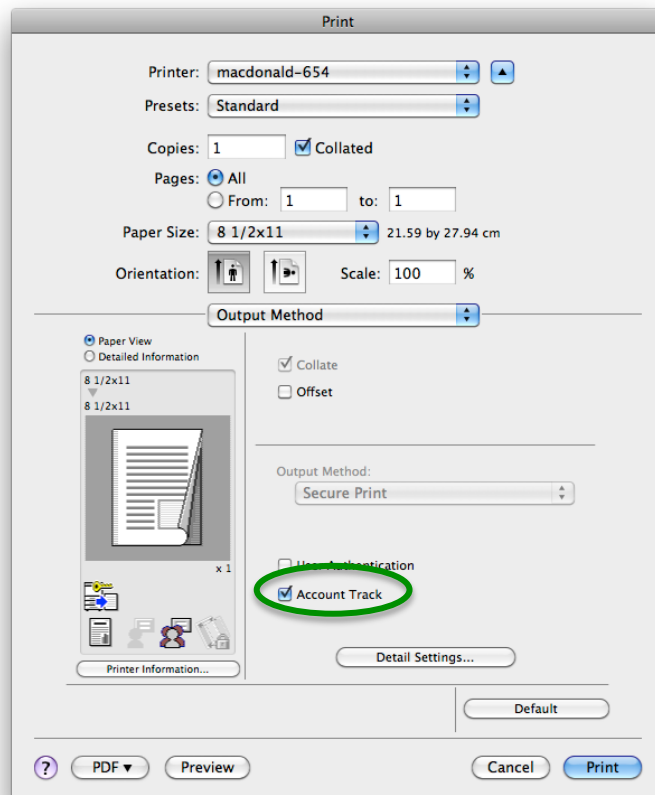


- Select **Output Method** in the section drop down box.



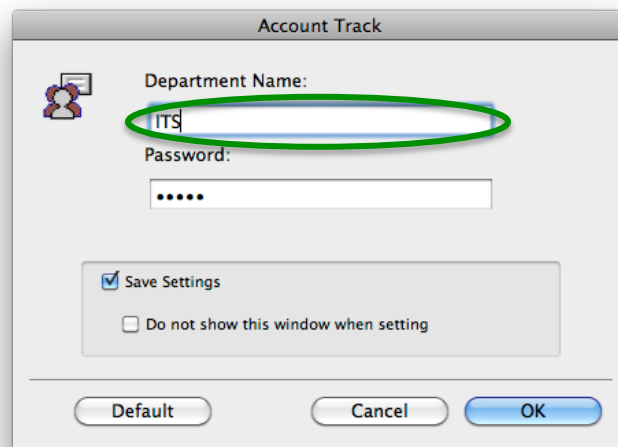
This will change the options available in the section below.

- Ensure **Account Track** checkbox is selected.



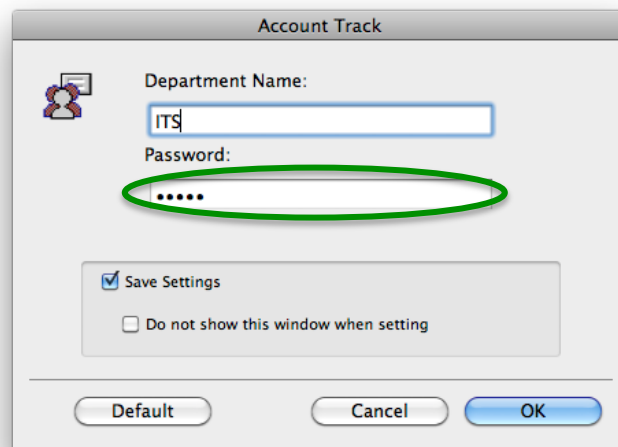
This may cause an Account Track popup windows to appear.

- If an **Account Track** dialog box appears, do the following:
 - In the **Department Name** text box, enter your department name. For many people, this is optional.



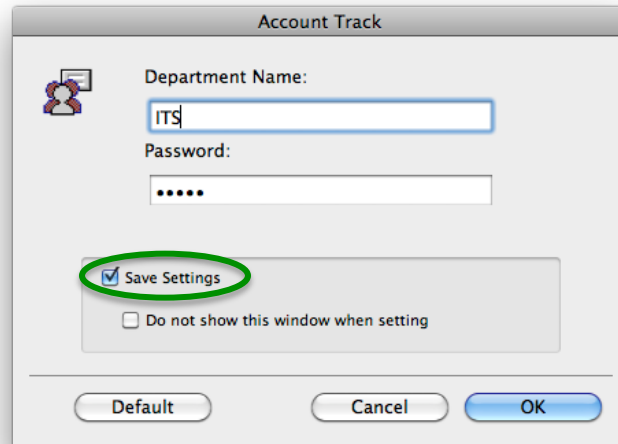
The screenshot shows the 'Account Track' dialog box. It has a title bar with the text 'Account Track'. On the left, there is a small icon of a person with a speech bubble. The main area contains two text input fields: 'Department Name:' and 'Password:'. The 'Department Name' field contains the text 'ITS' and is highlighted with a green oval. The 'Password' field contains five dots. Below these fields is a section with two checkboxes: 'Save Settings' (checked) and 'Do not show this window when setting' (unchecked). At the bottom, there are three buttons: 'Default', 'Cancel', and 'OK'.

- In the **Password** box, enter the **Password**. For many people, this is the same user code that they used in the Ricohs. Note that this is case sensitive.



The screenshot shows the 'Account Track' dialog box. It has a title bar with the text 'Account Track'. On the left, there is a small icon of a person with a speech bubble. The main area contains two text input fields: 'Department Name:' and 'Password:'. The 'Department Name' field contains the text 'ITS'. The 'Password' field contains five dots and is highlighted with a green oval. Below these fields is a section with two checkboxes: 'Save Settings' (checked) and 'Do not show this window when setting' (unchecked). At the bottom, there are three buttons: 'Default', 'Cancel', and 'OK'.

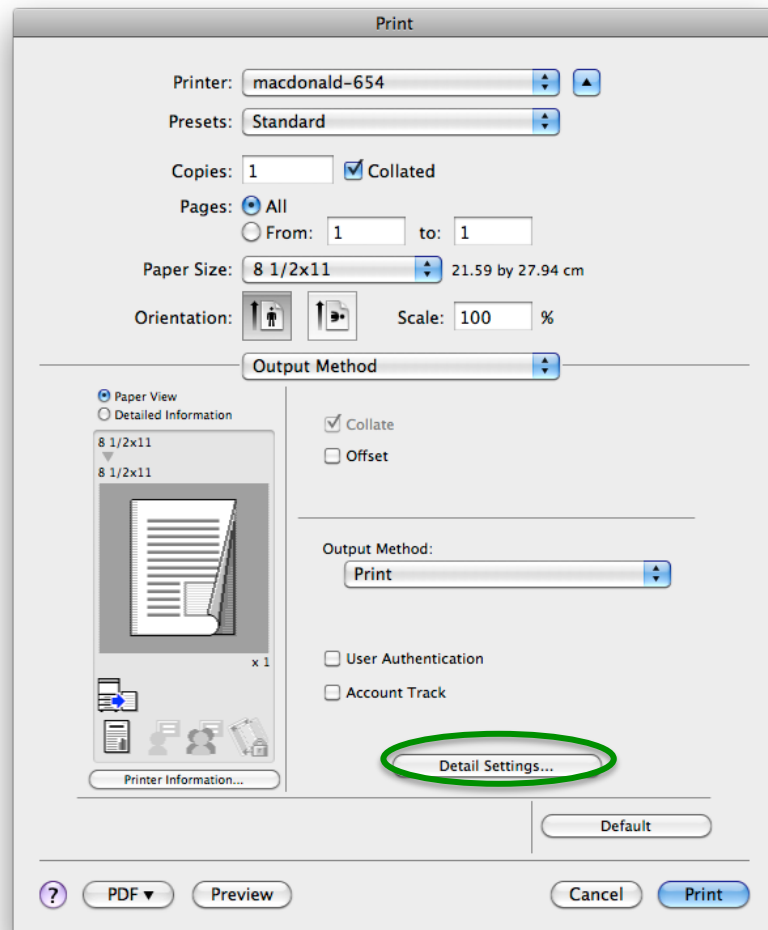
- Ensure that the **Save Settings** check box is selected



The image shows a dialog box titled "Account Track". It contains a "Department Name:" label with a text input field containing "ITS". Below it is a "Password:" label with a text input field containing five dots. At the bottom, there are two checkboxes: "Save Settings" (which is checked and circled in green) and "Do not show this window when setting" (which is unchecked). At the very bottom of the dialog are three buttons: "Default", "Cancel", and "OK".

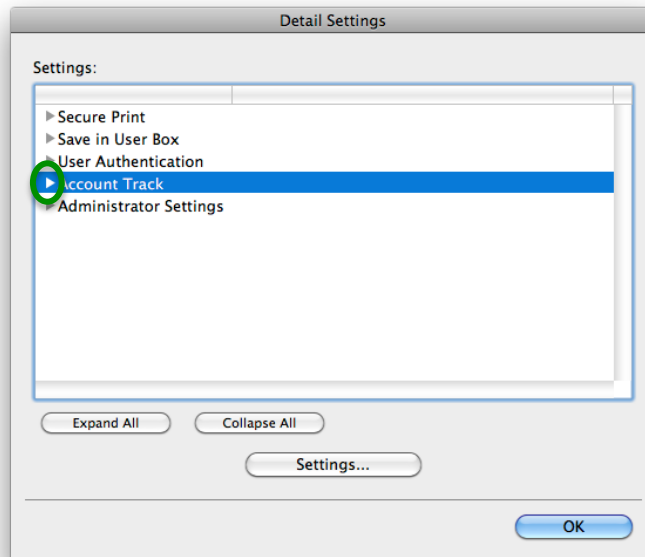
- If the **Account Track** dialog box does not appear, it may already be set. However, in the event that the Department Name or Password needs to be set or altered, do the following:

- Click the **Detail Settings...** button.



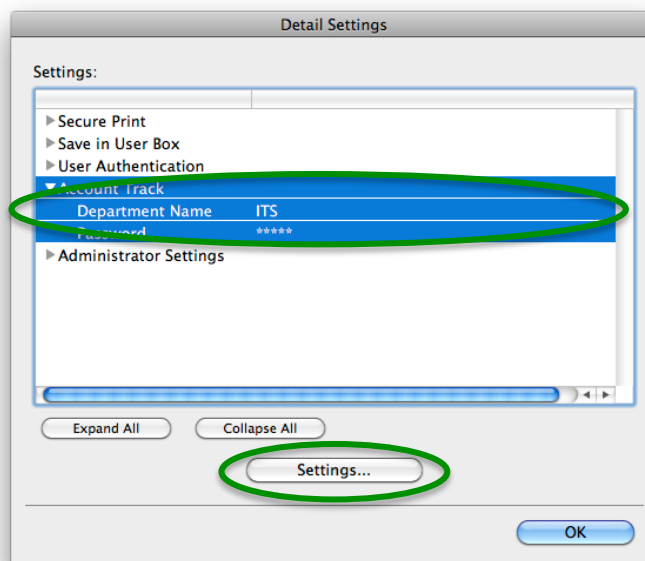
This will cause the Details Settings dialog box to appear.

- If necessary, expand the **Account Track** options by clicking on the triangle next to it.



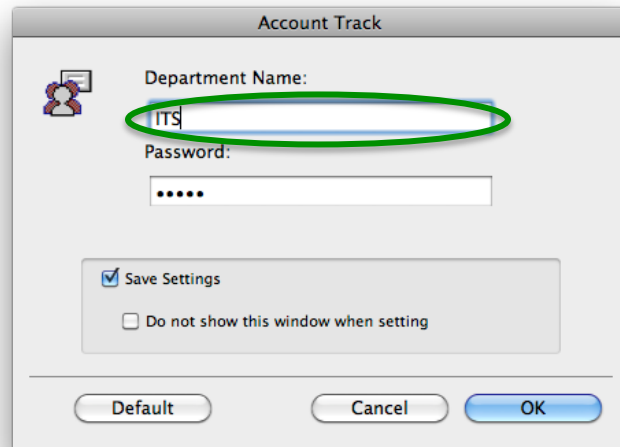
This will permit you to see if a Department Name and Password have been set.

- To modify **Secure Print ID** and/or **Password**, double click anywhere on the **Secure Print**, **Secure Print ID** or **Password** settings or click on the **Settings...** button.



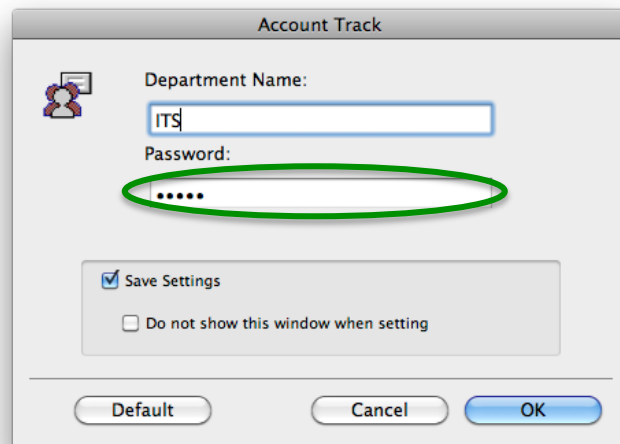
This will cause the **Account Track** dialog box to appear.

- In the **Department Name** text box, enter your department name. For many people, this is optional.



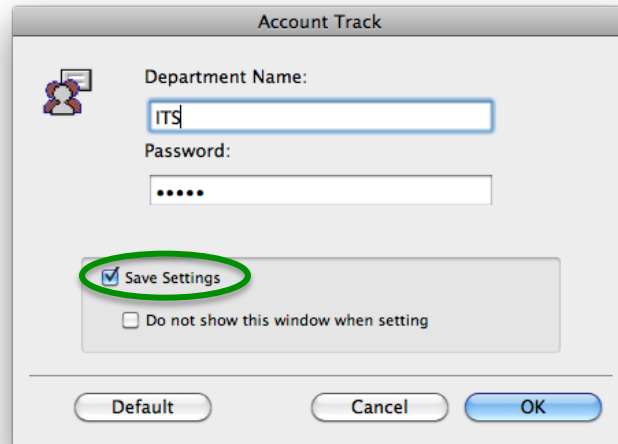
The screenshot shows the 'Account Track' dialog box. It has a title bar with the text 'Account Track'. On the left is a small icon of a person with a speech bubble. The main area contains two text input fields. The first is labeled 'Department Name:' and contains the text 'ITS'. This field is highlighted with a green oval. The second field is labeled 'Password:' and contains five dots. Below these fields is a section with two checkboxes: 'Save Settings' (checked) and 'Do not show this window when setting' (unchecked). At the bottom are three buttons: 'Default', 'Cancel', and 'OK'.

- In the **Password** box, enter the **Password**. For many people, this is the same user code that they used in the Ricohs. Note that this is case sensitive.



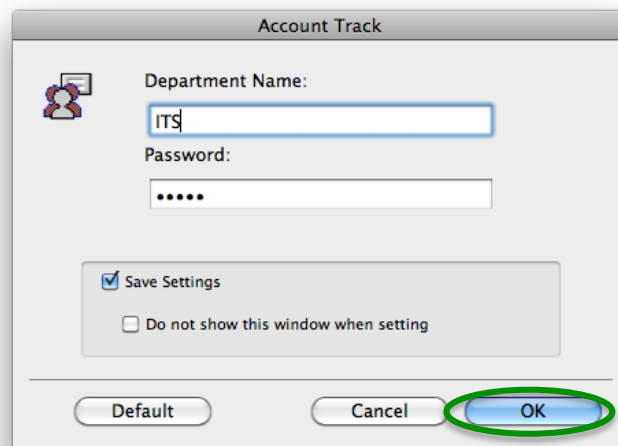
This screenshot is identical to the one above, showing the 'Account Track' dialog box. In this instance, the 'Password:' field, which contains five dots, is highlighted with a green oval. The 'Department Name' field contains 'ITS'. The 'Save Settings' checkbox is checked, and the 'Do not show this window when setting' checkbox is unchecked. The 'Default', 'Cancel', and 'OK' buttons are at the bottom.

- Ensure that the **Save Settings** check box is selected



The image shows a dialog box titled "Account Track". It contains a "Department Name:" label followed by a text input field containing "ITS". Below this is a "Password:" label followed by a password input field with five dots. A group box contains two checkboxes: "Save Settings" (checked) and "Do not show this window when setting" (unchecked). At the bottom are three buttons: "Default", "Cancel", and "OK". A green circle highlights the "Save Settings" checkbox.

- Click the **OK** button.



The image shows the same "Account Track" dialog box. The "Save Settings" checkbox remains checked. A green circle now highlights the "OK" button at the bottom right of the dialog.