

Konica Minolta

Using Account Track aka User Codes in Windows

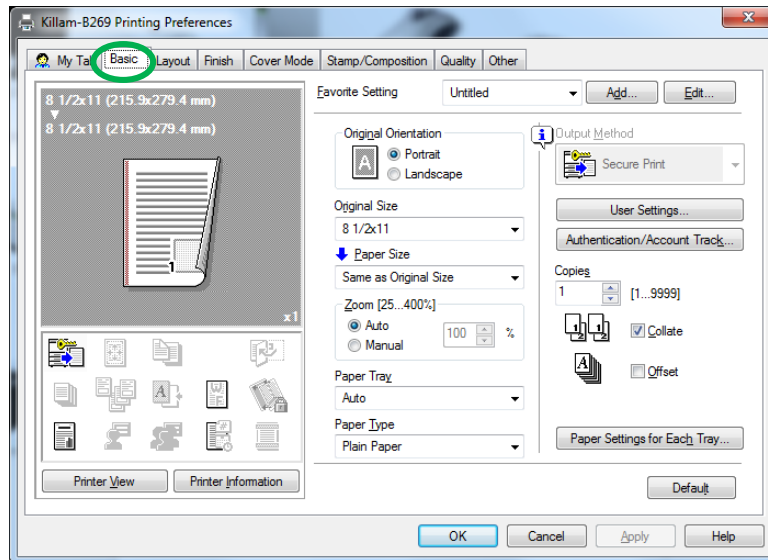
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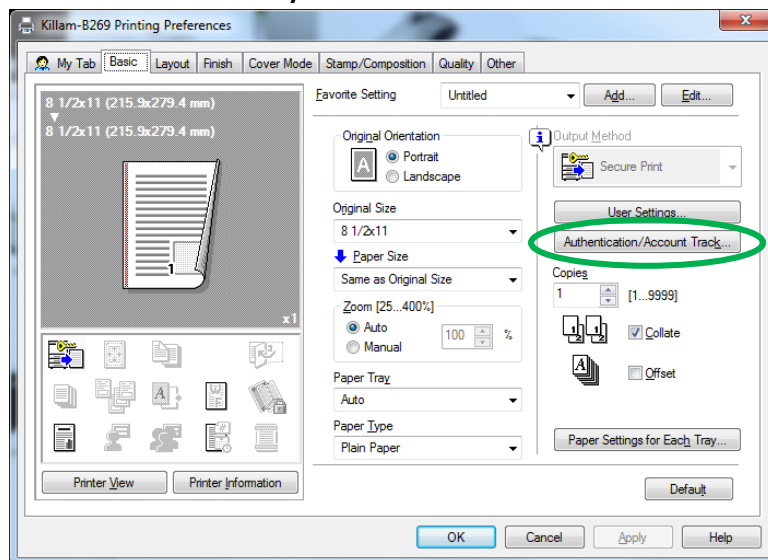
Account Track (also known as User Codes)

- In **Devices and Printers** of the **Control Panel**, right click on the desired printer.
- Click on **Printing Preferences**
- Select the **Basic** tab



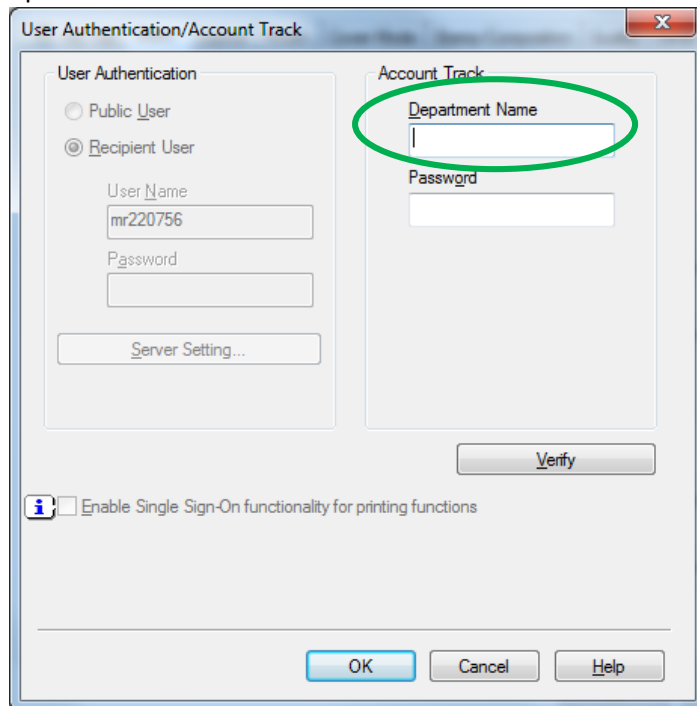
- If you do not see the **Basic** tab, you may be using an incorrect driver. This can happen during the installation of the printer where the autodetection of the type of printer determined that a generic driver was appropriate. See appropriate documentation on changing driver of printer in Windows.

- Click on **Authentication/Account Track...** button



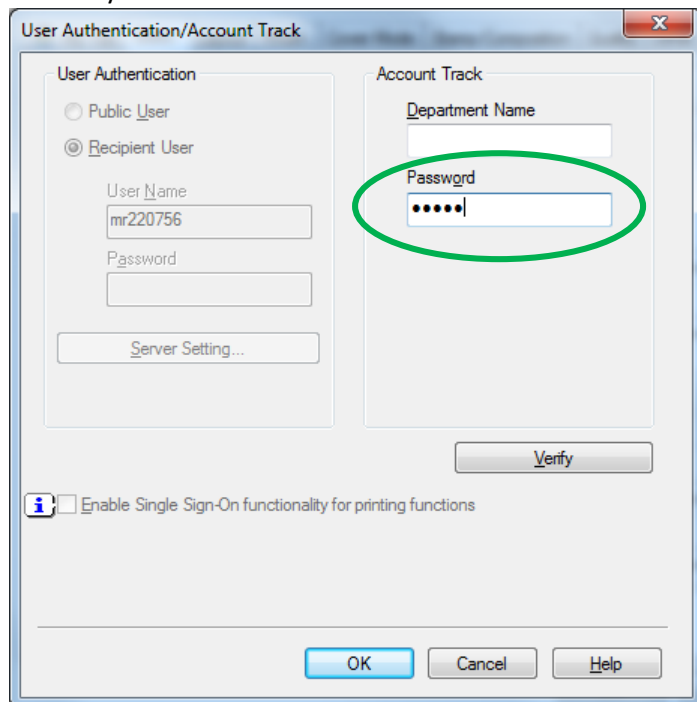
This will bring up **User Authentication/Account Track** dialog box.

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



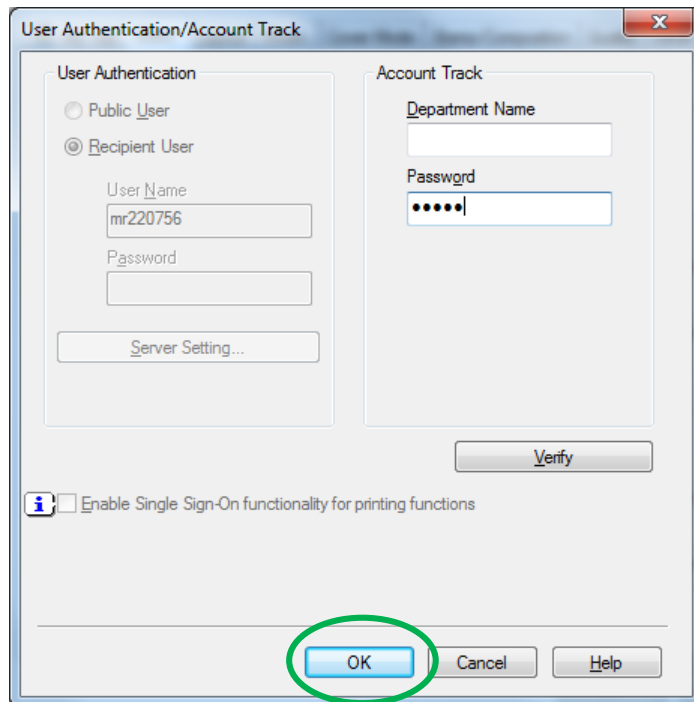
The screenshot shows the 'User Authentication/Account Track' dialog box. It has two main sections: 'User Authentication' and 'Account Track'. In the 'User Authentication' section, the 'Recipient User' radio button is selected. The 'User Name' field contains 'mr220756' and the 'Password' field is empty. There is a 'Server Setting...' button below these fields. In the 'Account Track' section, the 'Department Name' field is highlighted with a green oval and contains a single character. Below it is an empty 'Password' field. A 'Verify' button is located between the two sections. At the bottom, there is a checkbox labeled 'Enable Single Sign-On functionality for printing functions' which is unchecked, and three buttons: 'OK', 'Cancel', and 'Help'.

- 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 shows the same 'User Authentication/Account Track' dialog box. In this view, the 'Password' field in the 'Account Track' section is highlighted with a green oval and contains five dots, indicating masked input. The 'Department Name' field above it is still highlighted with a green oval and contains the same character. The 'User Authentication' section remains unchanged with 'mr220756' in the 'User Name' field. The 'Verify' button and the bottom controls are also visible.

- Click the **OK** button.



The image shows a Windows-style dialog box titled "User Authentication/Account Track". It has a standard title bar with a close button (X) in the top right corner. The dialog is divided into two main sections: "User Authentication" on the left and "Account Track" on the right. In the "User Authentication" section, there are two radio buttons: "Public User" (unselected) and "Recipient User" (selected). Below these are text input fields for "User Name" (containing "mr220756") and "Password" (empty). A "Server Setting..." button is located below the password field. In the "Account Track" section, there are text input fields for "Department Name" (empty) and "Password" (containing five dots). A "Verify" button is positioned below the "Account Track" section. At the bottom of the dialog, there is a checkbox labeled "Enable Single Sign-On functionality for printing functions" with an information icon to its left. The "OK", "Cancel", and "Help" buttons are located at the bottom right of the dialog. The "OK" button is highlighted with a green circle.

User Authentication/Account Track

User Authentication

☐ Public User

☒ Recipient User

User Name
mr220756

Password

Server Setting...

Account Track

Department Name

Password
.....

Verify

 ☐ Enable Single Sign-On functionality for printing functions

OK Cancel Help