



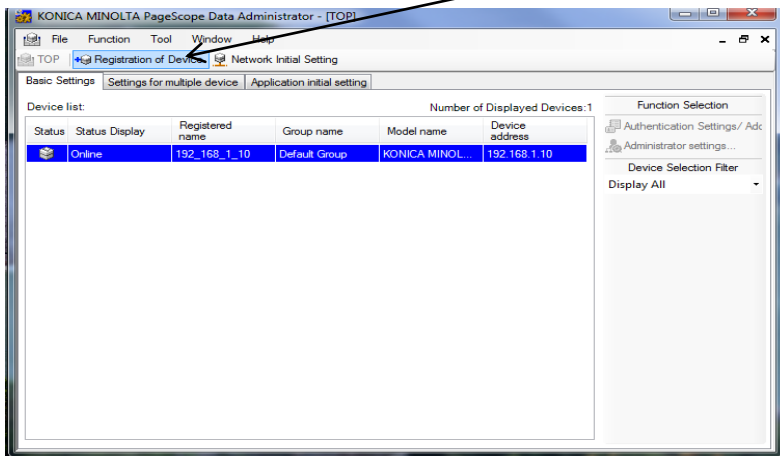
KONICA MINOLTA



## Data Administrator Counter Basic User Guide

### Part 1 – Registering the Device

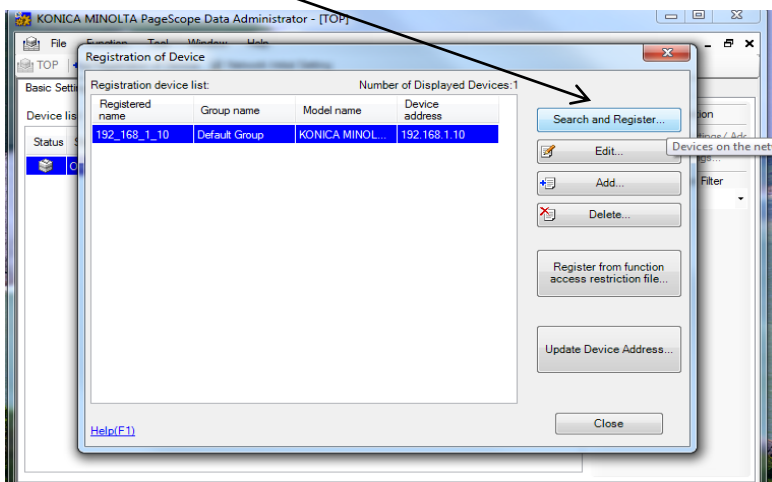
To connect first open the Device set up software, and then Click on “Registration of device”.



#### **Please Note:**

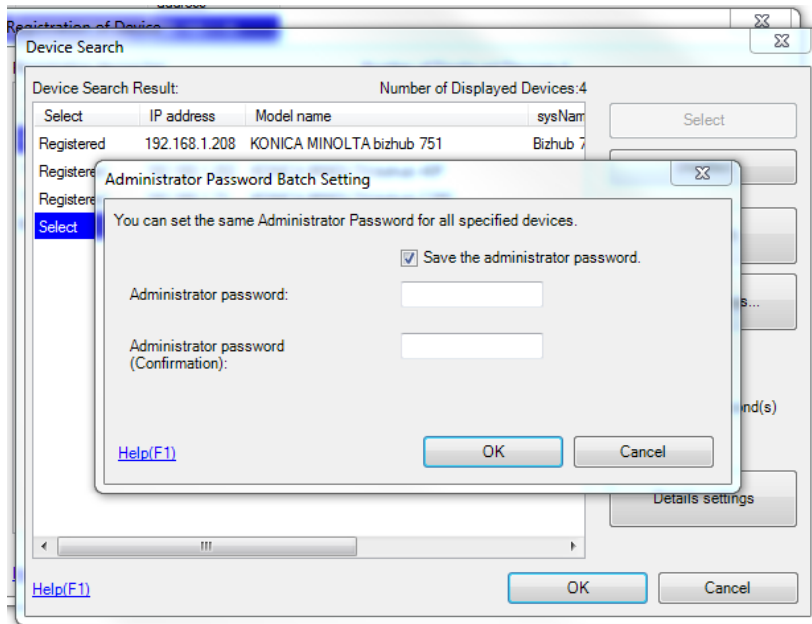
The Registration Process only need to be completed the first time. If you have already registered the device then please go straight to Part 2.

Now Click on “Search and Register” on the right hand side.



Now Click the Machine you want to use until it says “select” next to it and then click “OK” in the bottom right corner.

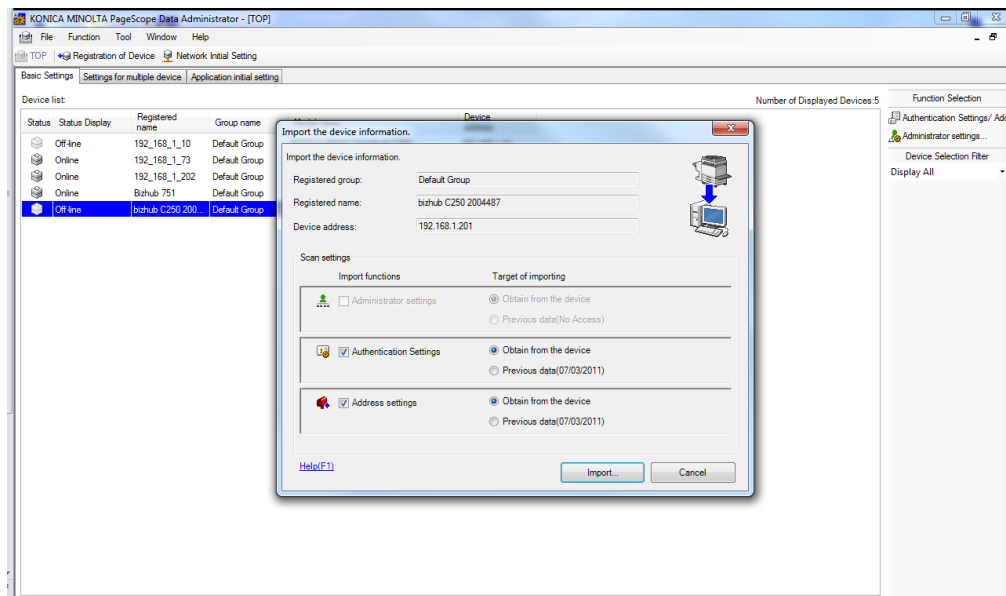
Now Type in the Administrator code of “12345678” in both boxes.



Now click "Close" and "Close Again."

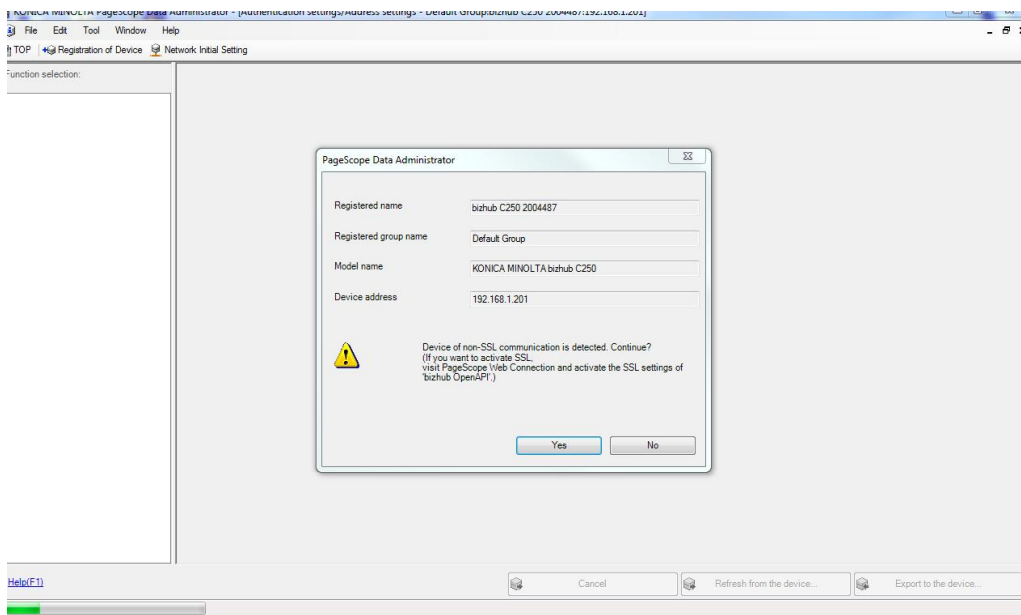
## **Part 2 - Reading the Counter information**

Now Open Page Scope Data Administrator, and then click on your required machine.

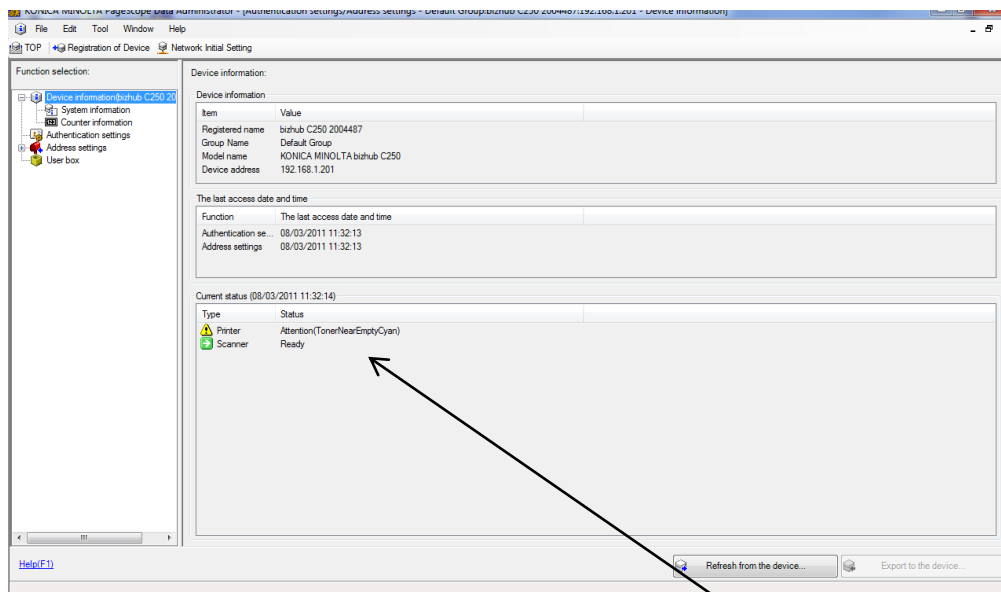


Now click import, and this will interrogate the copier for the information.

If you get the following warning, click yes.

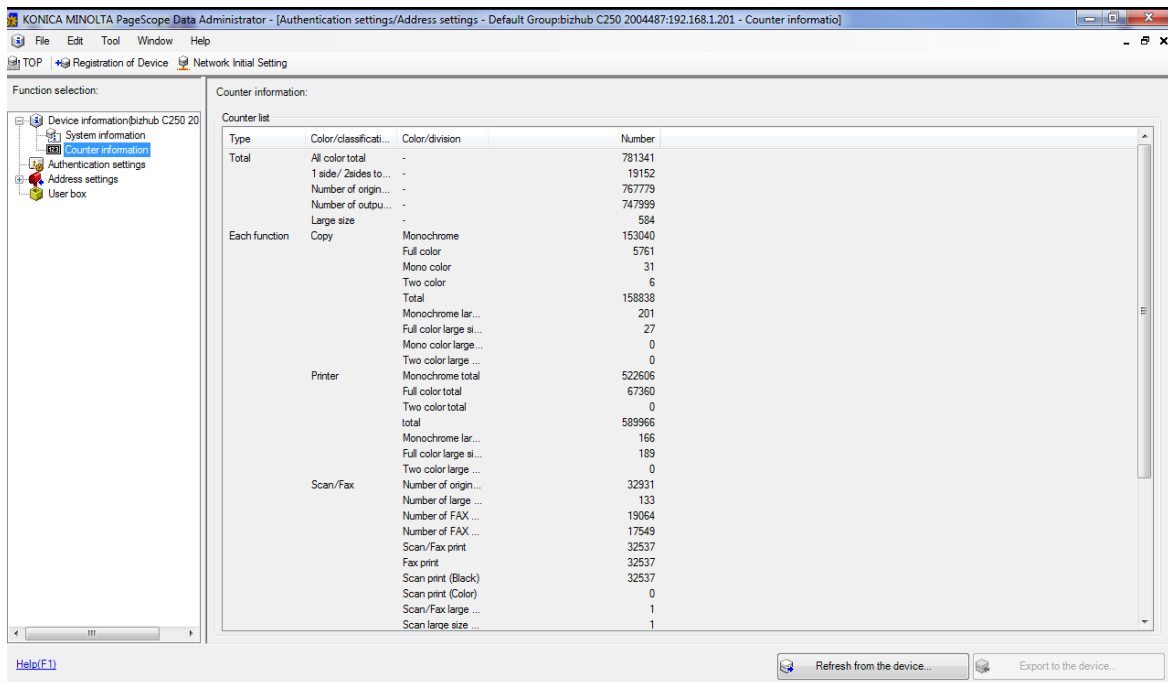


You should now see the following screen.



Here you can see the current state of the machine, I.E any errors, or toner warnings.

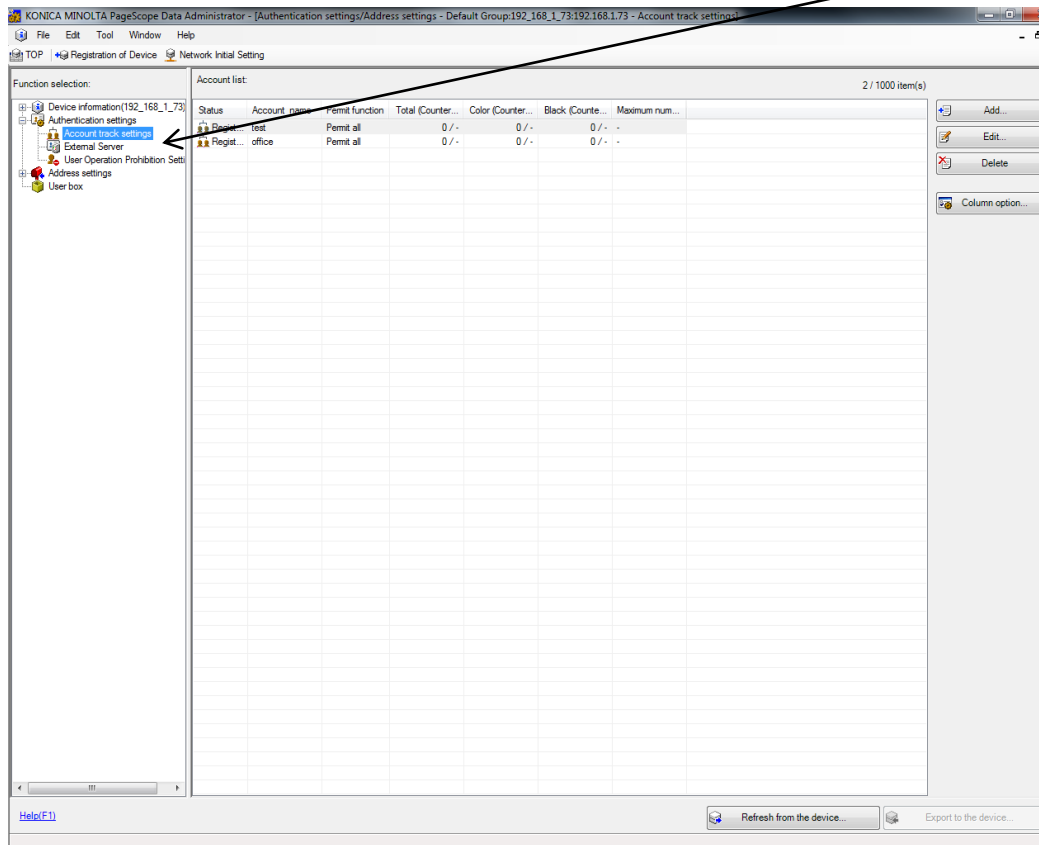
If you now click on “Device Information” in the left hand window and expand this, you will now see another option labelled “Counter Information”. If you now click this, you will be presented with the following page which has all your counter information.



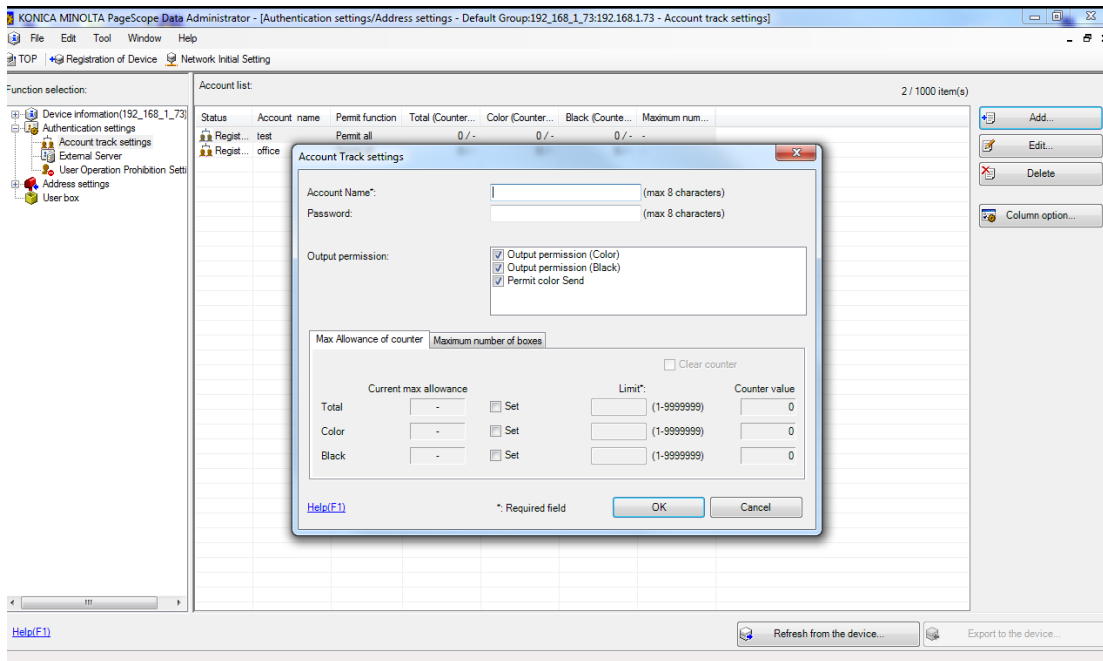
You have now gathered the counter information.

### **Part 3 – Reading and editing User Accounts**

For Account information, such as account codes and counter readings for each user, then click on “Authentication settings” on the left hand side and then click on “Account Track settings”.



To Add a user click on the “add” Button on the right hand side.

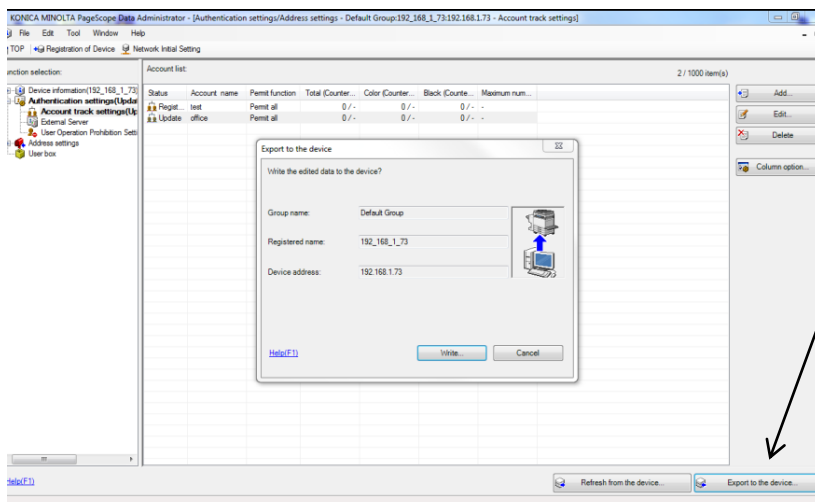


First give the account a “Name”, and then a password. Now you can click “OK” to confirm, or you can change settings further to prevent the account from colour or black copying or Scanning, this can be changed by un-ticking the boxes related to the task you Don’t want the user to have. You can also change the max amount of copied the user is allowed by ticking the “Set” box and then typing in a number of copies. Once you have may all the desired changes, you can now click on “OK” to confirm your changes.

You can also click on “Edit” to change a current account, for example to change the code or increase the amount of copies.

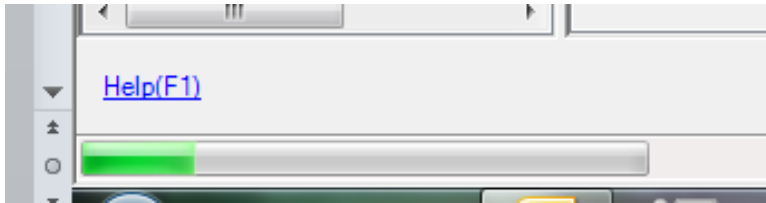
You can also delete accounts by selecting an account and clicking on the “Delete” button on the left hand side.

Once you have made all the required changes, if you then click on “Export to device” in the bottom right hand corner, this will then save the data on the copier.

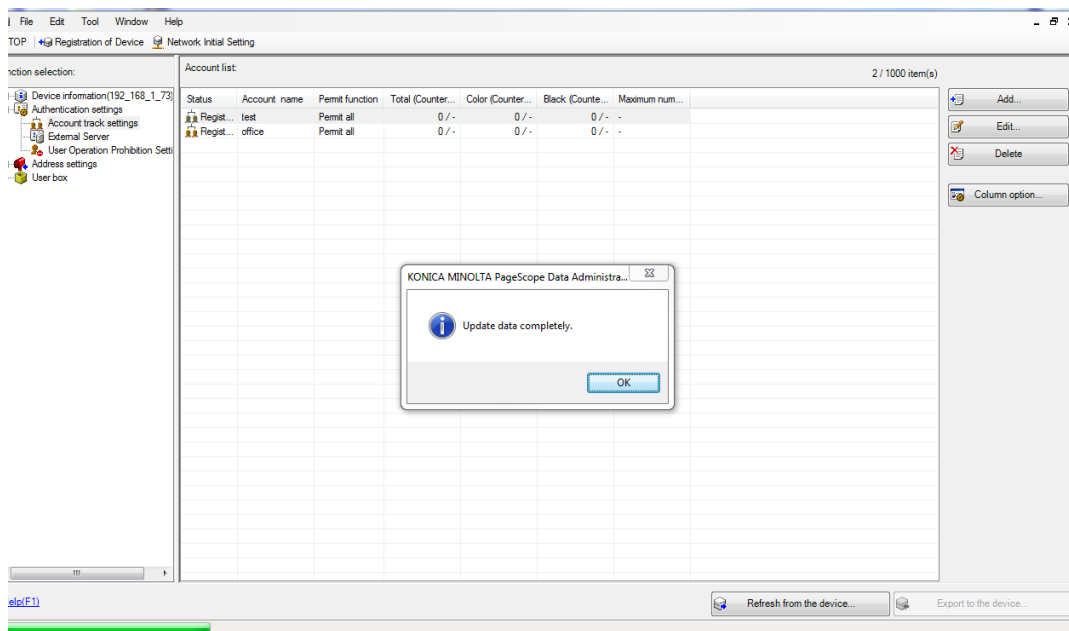


You will now be prompted to confirm your changes, and you can do this by selecting “write”.

Once you have done this you will see a green bar in the bottom left, until the task is not completed.



Once it has completed you will see the following message.



You can now close the software.