

## Account Tracking -Creating a new user

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	Use the menu buttons or keypad to make a selection.					
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ility	1 One-Touch deer Box Registration					
	2 User Settings					
	3 Administrator Settings					
	4 Administrator Shortcut 9 Device Information					
	5 Check Consumable Life					
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Utility > Administrat	tor Settings				
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- 1. Select **Menu** Button on right hand side of panel
- 2. On the Screen Select Utility

- 3. Select Option #3 Administrator Settings
- 4. Enter Password



5. Select #4 User Authentication/ Account Track 6. Select # 3 Account Track Settings

## 7. Select # 1 Account Track Registration



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	After selecting account, touch [Edit].					
Bookmark	Administrator	Settings>	Account Track	<pre>     Settings&gt; </pre>	Account Tra	ack Registration
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Bookmark	Administrator Settings> Account Track Registration > Edit
Display Keypad	account michelle
Utility	
Administrator Settings	Password
+	
Account Track Setting	
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Account Track Registration	
+	Function Permission Pause
Edit	12/02/2015 13:28 Cancel OK

Select the item to be registered/changed

You should see the screen above

- 8. Select the next empty box number and chose **Edit**
- 9. Enter the new users / Dept. Name and Password, select **OK.**

Your registration is complete. Press **Close** until you get back to the main screen

\*\*\*Important\*\*\*

For printing purposes the name and password must be entered in the print driver or you will receive an error when printing.