

# **Quick Reference Notes – Local Authentication/Accounting**

## **簡易操作 – 本機驗證/總計管理**

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
**Scan QR Code OR Click here for more instruction.**  
請掃描 QR Code 或者點擊這裡查看更多使用說明。

For more online support information please visit  
更多相關資料，請訪問以下網址：

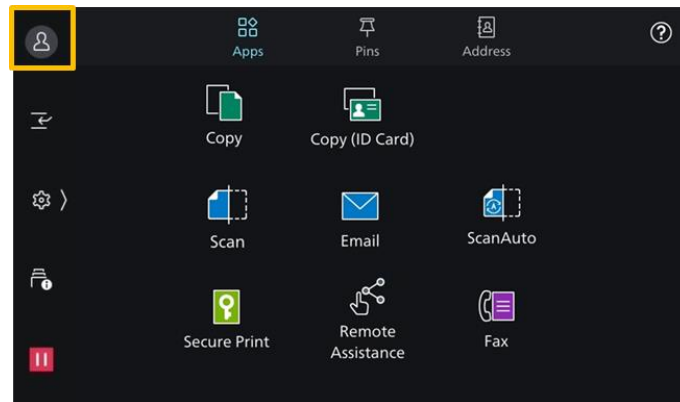
<https://support-fb.fujifilm.com>



# 1 LOG IN SYSTEM ADMINISTRATOR 用系統管理者身份登入

1. Tap  on the upper left hand corner.

1. 在左上角點擊一下  。

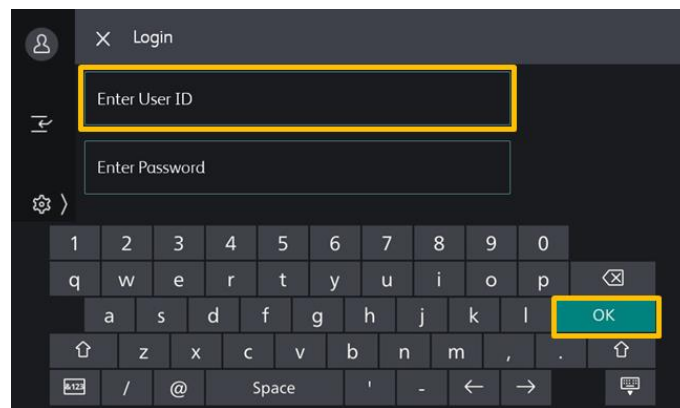



2. Enter the system administrator's ID and tap [OK].

2. 輸入機器管理者 ID，然後點擊【OK】。

When passcode is required, enter the password, then tap [OK].

需要輸入密碼時，輸入密碼後點擊【OK】。



3. System Administrator identity  will be indicated on the upper left hand corner.


3.系統管理者身份  會顯示在畫面的左上角。

## 2 AUTHENTICATION/SECURITY SETTINGS 驗證/安全性設定

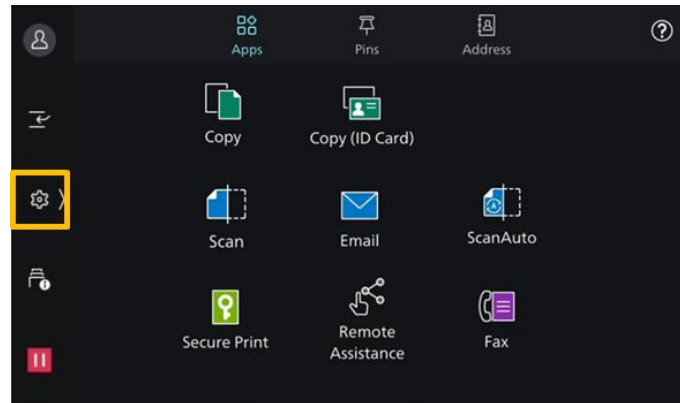
### 2.1 LOGIN TYPE 驗證方式設定

Login type can restrict the availability of the device.

驗證方式設定可限制使用裝置。

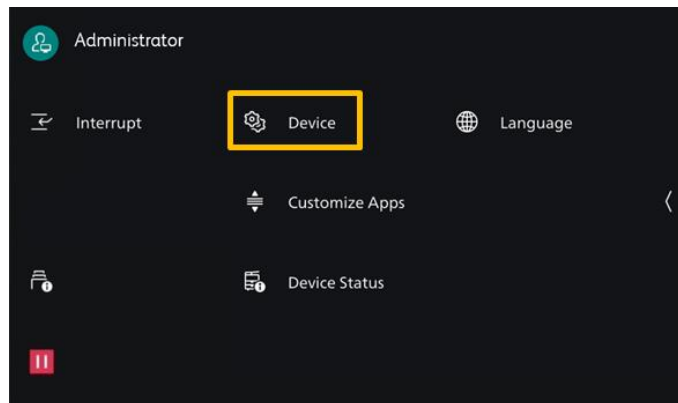
1. Tap  on the middle left.

1. 在中間偏左點擊一下 。



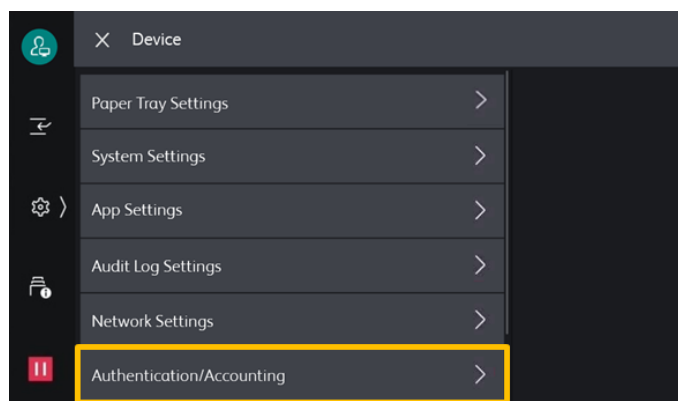
2. Tap [Device].

2. 點擊【Device】。



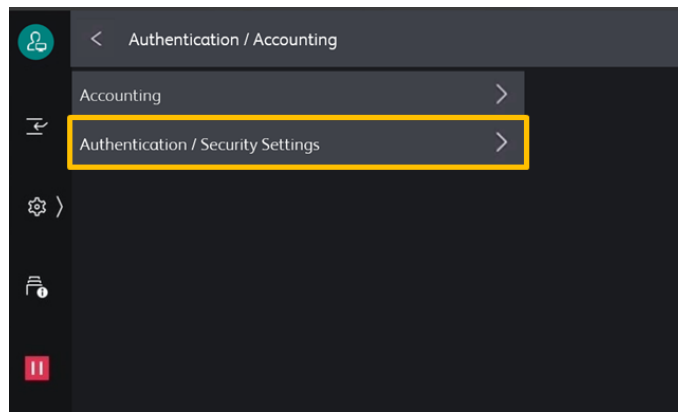
3. Select [Authentication/Accounting].

3. 選擇【Authentication/Accounting】。



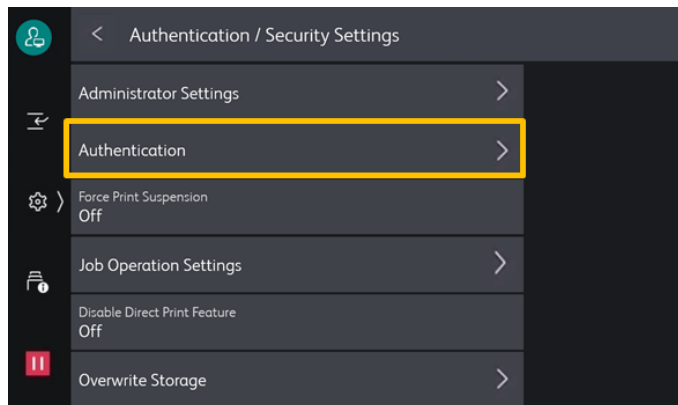
4. Select [Authentication/Security Settings].

4. 選擇【Authentication/Security Settings】。



5. Select [Authentication].

5. 選擇【Authentication】。



6. Select [Authentication/Accounting Settings].

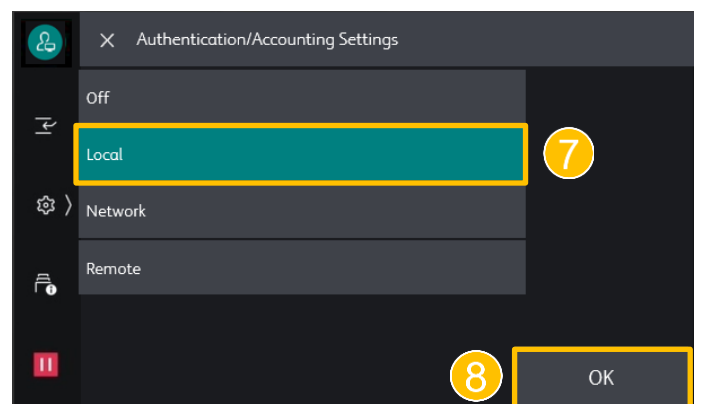
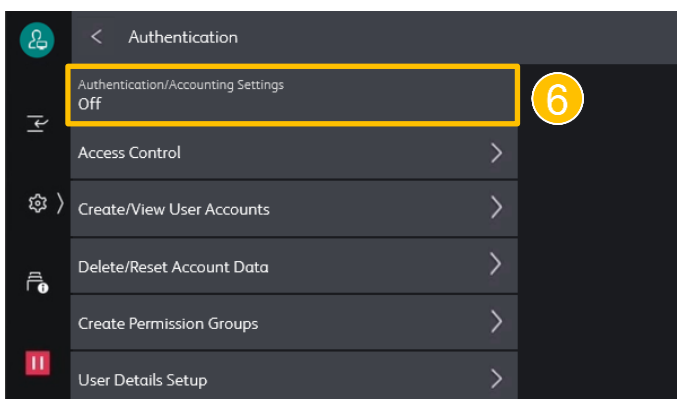
6. 選擇【Authentication/Accounting Settings】。

7. Select [Local].

7. 選擇【Local】。


8. Tap [OK].

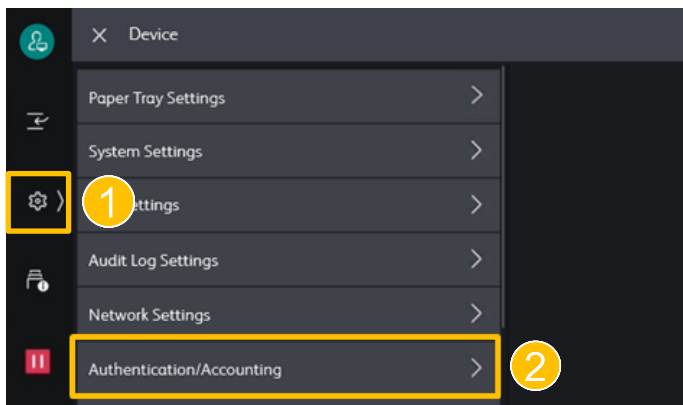
8. 點擊【OK】。



## 2.2 ACCESS CONTROL 存取控制

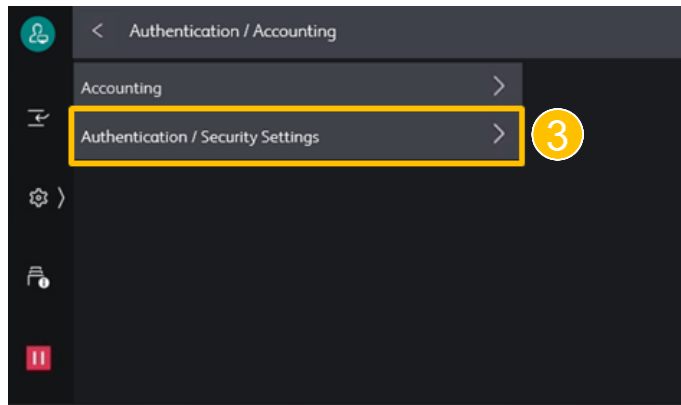
Select [Access Control] to restrict access to the machine or each service.

1. Log in as System Administrator and select [Device] in .
2. Select [Authentication/Accounting].
3. Select [Authentication/Security Settings].



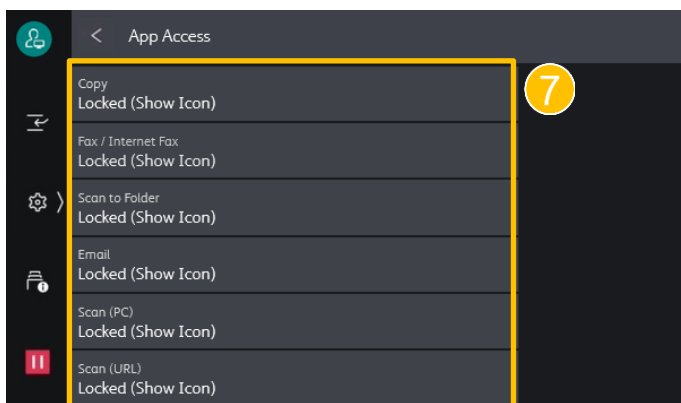
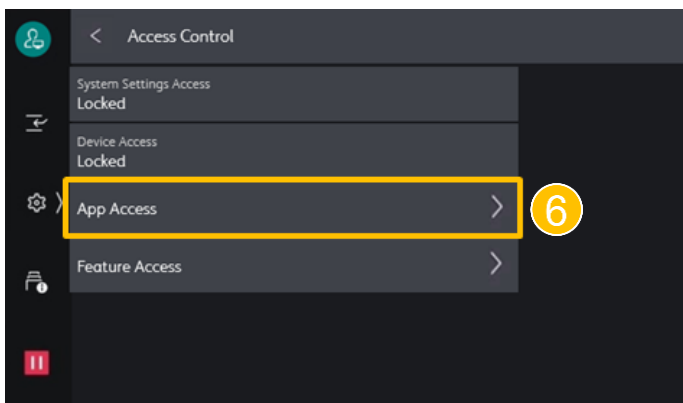
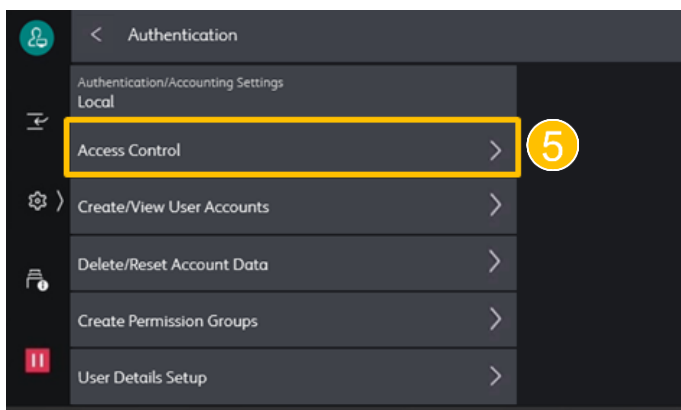
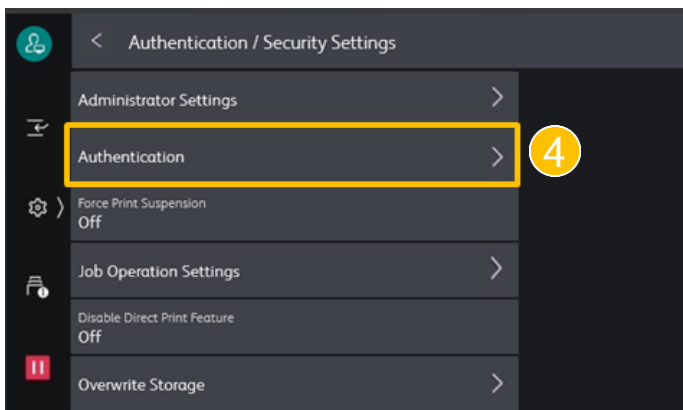
選擇【Access Control】可限制機器或更功能的存取。

1. 用系統管理者身份登入後在  選擇【Device】。
2. 選擇【Authentication/Accounting】。
3. 選擇【Authentication/Security Settings】。




4. Select [Authentication].
5. Select [Access Control].
6. Select [App Access].
7. Select an app which needs to be restricted.

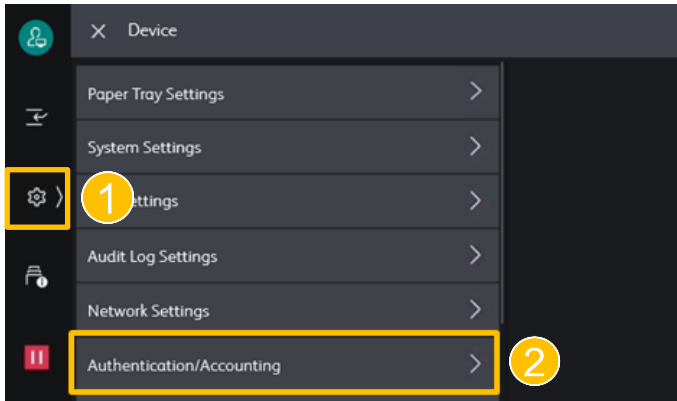
4. 選擇【Authentication】。
5. 選擇【Access Control】。
6. 選擇【App Access】。
7. 選擇需要限制的功能。



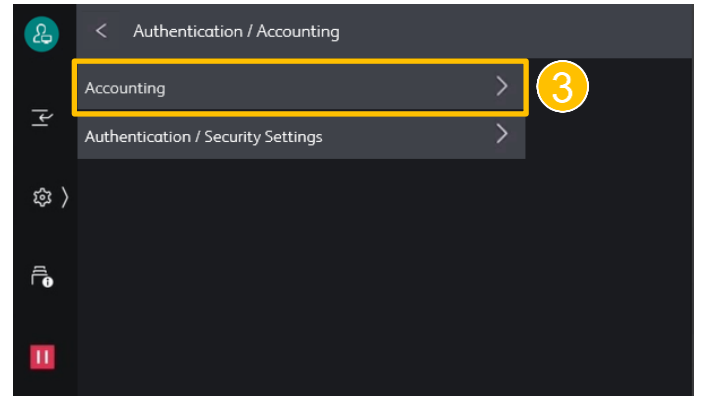
## 3 SET UP USER ACCOUNT 使用者登記

### 3.1 ADD USER 新增使用者

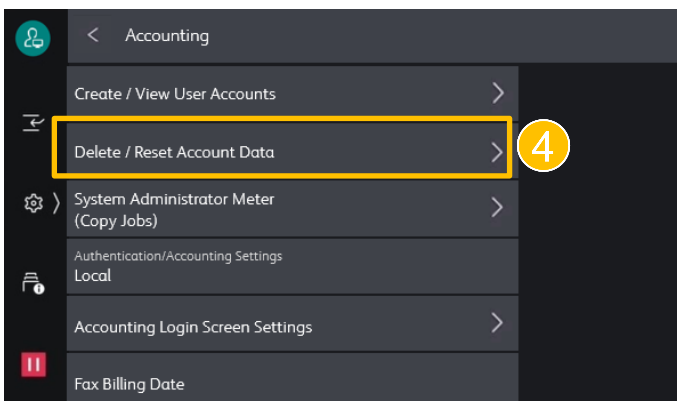
1. Log in as System Administrator and select [Device] in .
2. Select [Authentication/Accounting].
3. Select [Accounting].



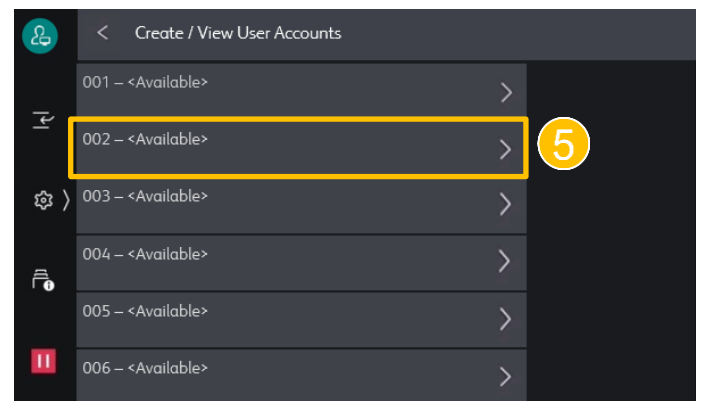
1. 用系統管理者身份登入後在  選擇【Device】。
2. 選擇【Authentication/Accounting】。
3. 選擇【Accounting】。



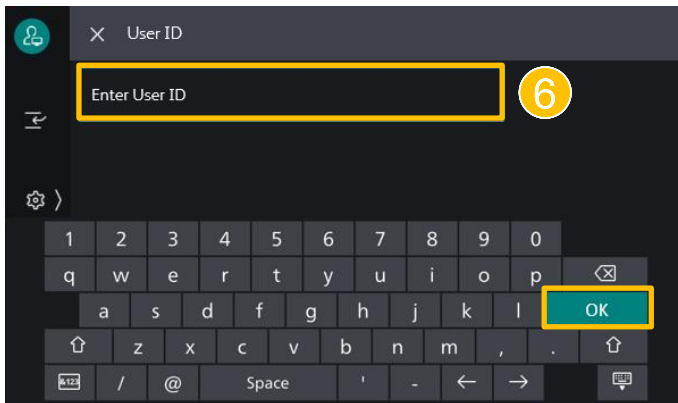
4. Select [Create/View User Accounts].
5. Select an [Available].



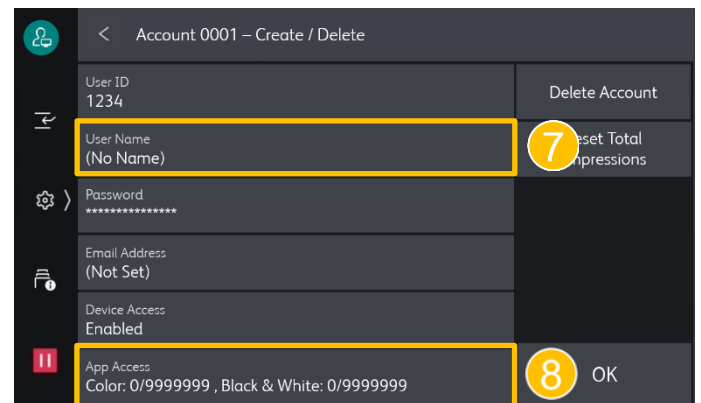
4. 選擇【Create/View User Accounts】。
5. 選擇其中一個【Available】。



6. Enter [User ID] and then tap [OK].
7. Set User Name.
8. Select [App Access] to restrict the use and the maximum number of allowed pages for each service.

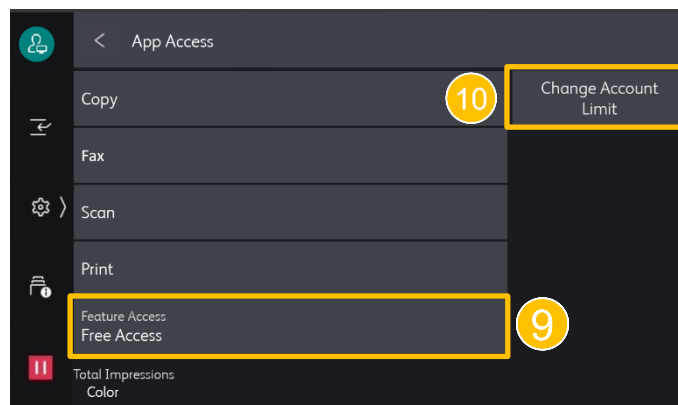


6. 輸入【User ID】後點擊【OK】。
7. 設置使用者名稱。
8. 選擇【App Access】可以限制使用者對各功能的用法與對允許使用的頁數設下限制。




9. Select [Feature Access] to restrict a service.
10. To set account limits, select a service and tap [Change Account Limit].

9. 選擇要限制的功能後選擇【Feature Access】。
10. 若要設定使用頁數限制，選擇要限制的後選擇【Change Account Limit】。



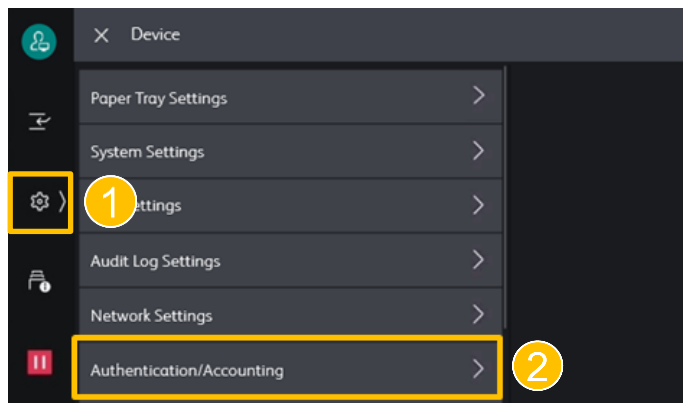


## 3.2 CHANGE USER ACCESS 更改使用者限制

1. Log in as System Administrator and select [Device] in .

2. Select [Authentication/Accounting].

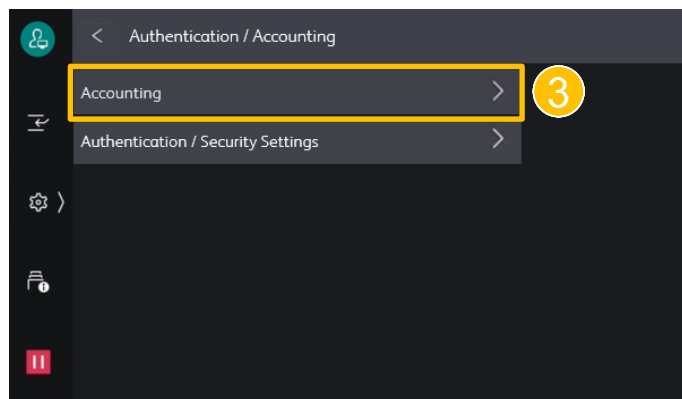
3. Select [Accounting].



1. 用系統管理者身份登入後在  選擇【Device】。

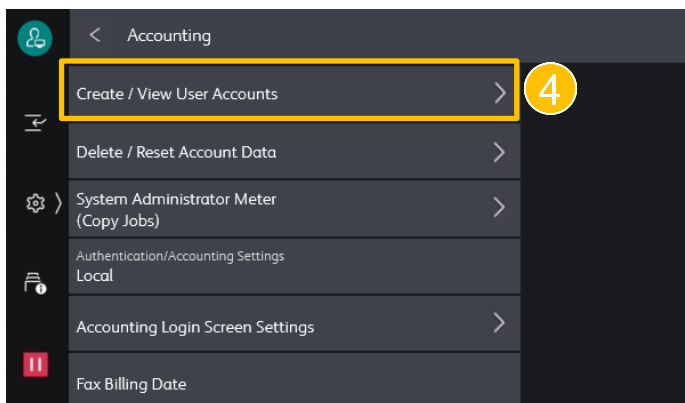
2. 選擇【Authentication/Accounting】。

3. 選擇【Accounting】。



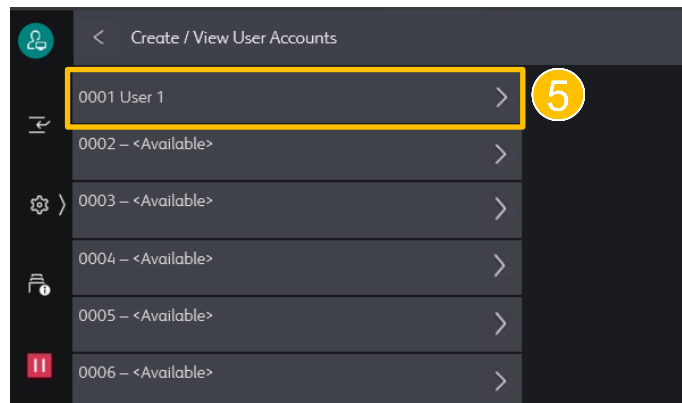
4. Select [Create/View User Accounts].

5. Select an [User ID] to modify.



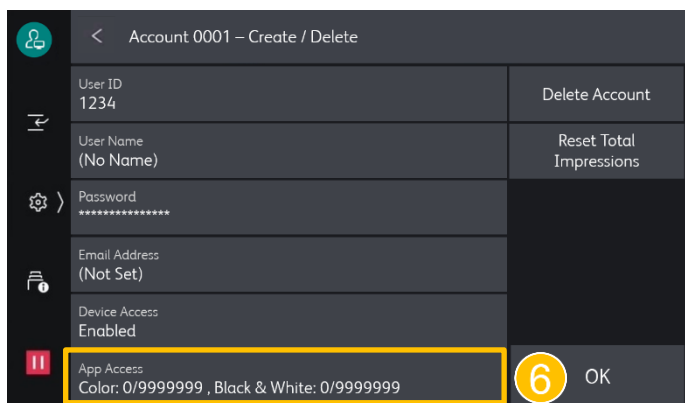
4. 選擇【Create/View User Accounts】。

5. 選擇需要更改使用限制之【User ID】。



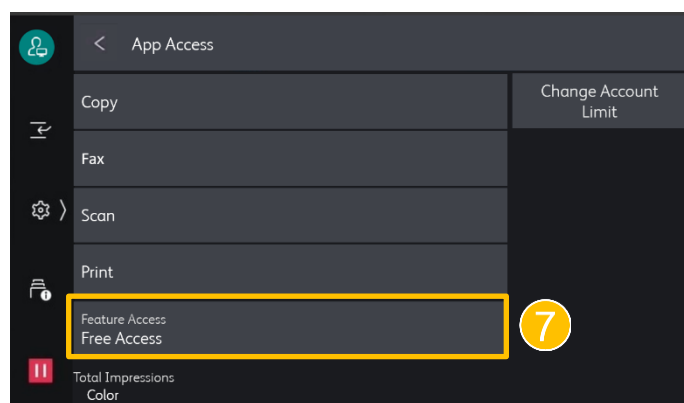
6. Select [App Access].

7. Select a service to change and select [Feature Access].




6. 選擇【App Access】。

7. 選擇要限制的功能後選擇【Feature Access】。

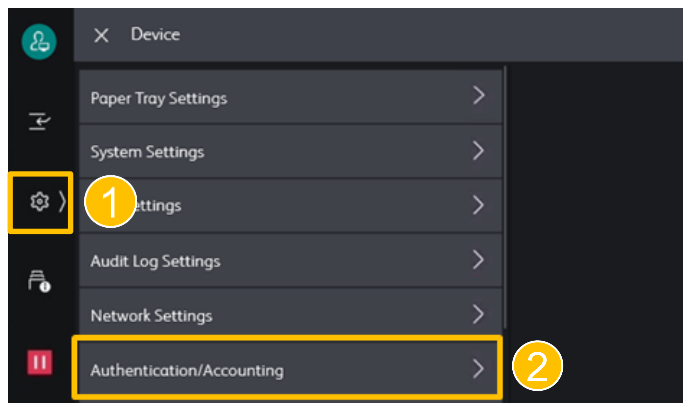


### 3.3 DELETE USER 刪除使用者

1. Log in as System Administrator and select [Device] in .

2. Select [Authentication/Accounting].

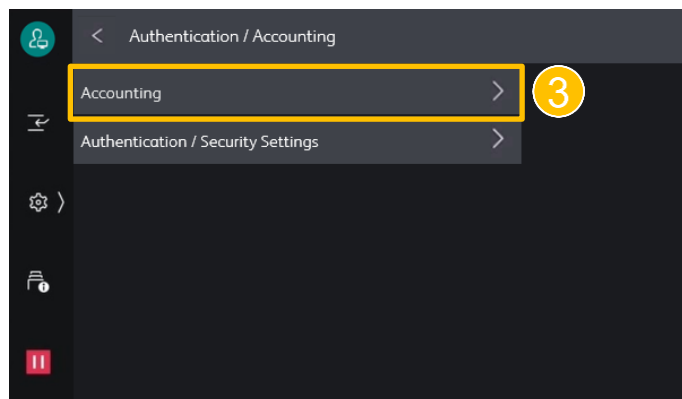
3. Select [Accounting].



1. 用系統管理者身份登入後在  選擇【Device】。

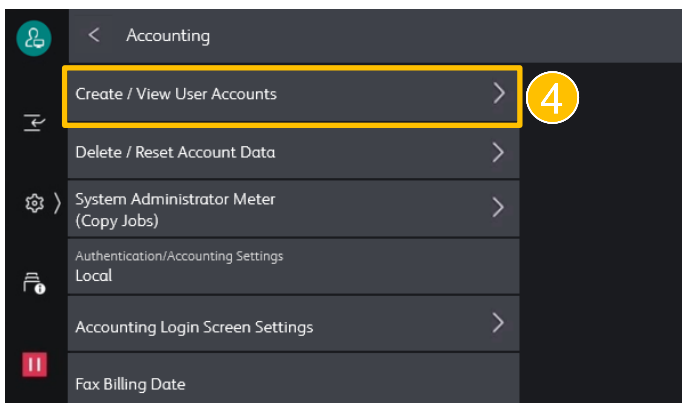
2. 選擇【Authentication/Accounting】。

3. 選擇【Accounting】。



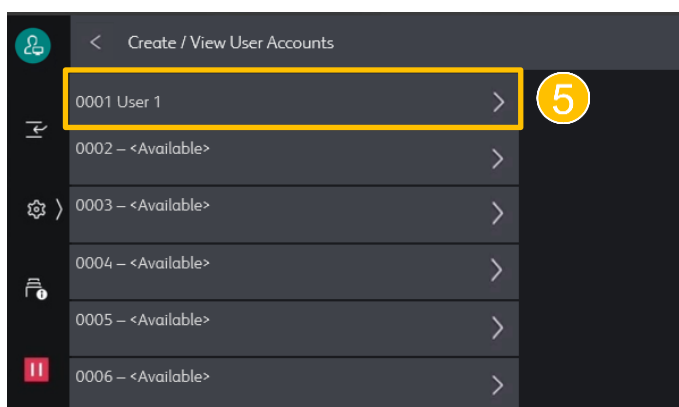
4. Select [Create/View User Accounts].

5. Select an [User ID] to delete.



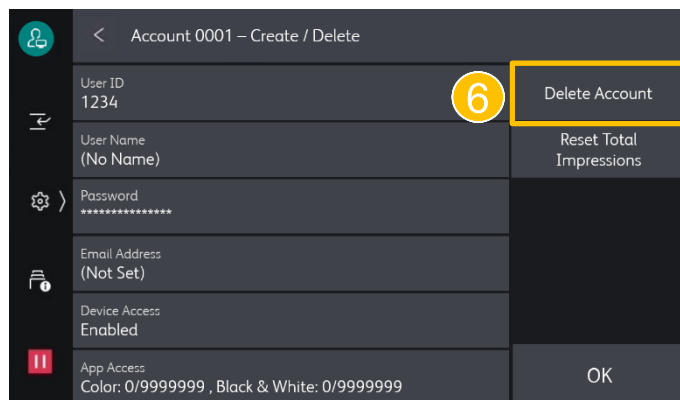
4. 選擇【Create/View User Accounts】。

5. 選擇需要刪除之【User ID】。




6. Select [Delete Account].

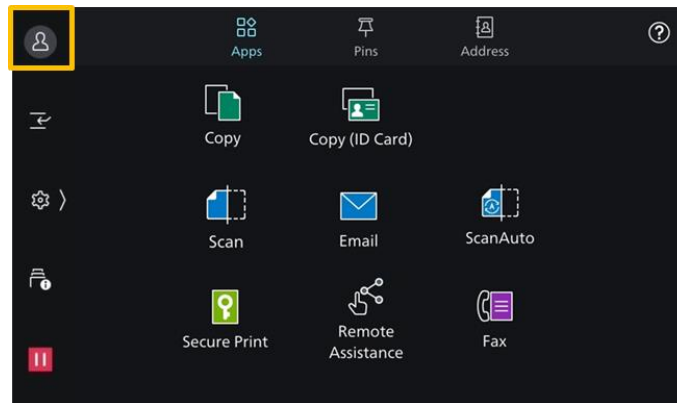
6. 選擇【Delete Account】。



## 4 USER LOG IN 使用者登入

1. Tap  on the upper left hand corner.

1. 在左上角點擊一下 。

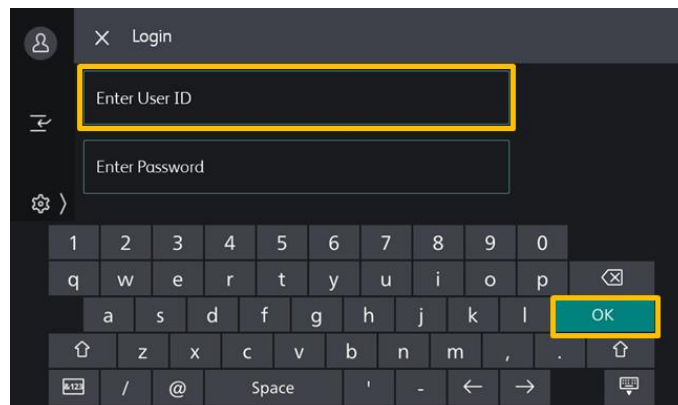


2. Enter the User ID and tap [OK].

2. 輸入使用者 ID，然後點擊【OK】。

When passcode is required, enter the passcode, then tap [OK].

需要輸入密碼時，輸入密碼後點擊【OK】。



3. User identity will be indicated on the upper left hand corner.

3. 使用者身份會顯示在畫面的左上角。

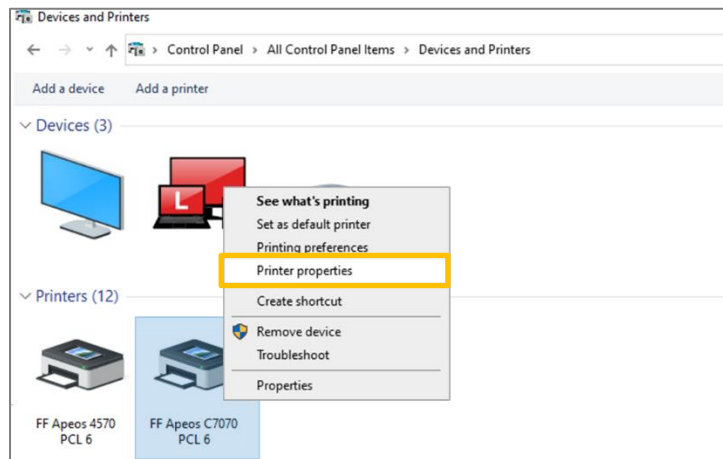
## 5 SET AUDITRON ON DESKTOP 設置電腦登入資料

When print function in Access Control has been locked on MFP, perform all steps in chapter 5.

1. Select [Control Panel].
2. Select [Devices and Printers]
3. Select the printer and right click, and then select [Printer Properties].

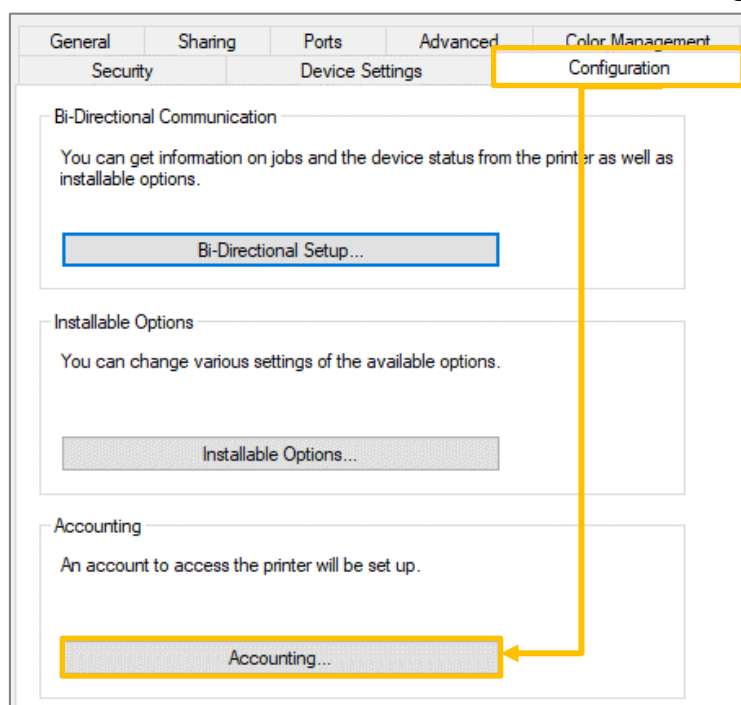
當影印機的列印功能在【Access Control】限制時，請執行第 5 章中的所有步驟。

1. 選擇【Control Panel】。
2. 選擇【Devices and Printers】。
3. 選擇印表機後按滑鼠右鍵，然後選擇【Printer Properties】。



4. Select [Configuration], and then select [Accounting...].

4. 選擇【Configuration】，然後選擇【Accounting...】。



5. Select [Enter owner name],  
and input User ID, and then select [OK].


5. 選擇【Enter owner name】，輸入 User ID，  
然後選擇【OK】。


The screenshot shows a dialog box titled "Accounting" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Accounting System:** A dropdown menu with "Enable Account Setup" selected.
- Account Mode:** A dropdown menu with "User" selected.
- User Prompt:** A dropdown menu with "User ID and Account ID" selected.
- Options:**
  - Prompt User for Entry when Submitting Job
    - Display Last Entered User Details
    - Mask User ID (\*\*\*)
    - Mask Account ID (\*\*\*)
  - Always Use Default User Details
- Specify Job Owner Name:** A dropdown menu with "Enter owner name" selected. A yellow box highlights this dropdown, and a yellow arrow points from it to the "User ID" input field.
- User ID:** An input field with a yellow box around it.
- Passcode:** An input field.
- Domain:** An input field.
- Account ID:** An input field.
- Billing ID:** An input field.
- Passcode:** An input field.

At the bottom of the dialog, there are three buttons: "OK" (highlighted with a yellow box), "Cancel", and "Defaults".

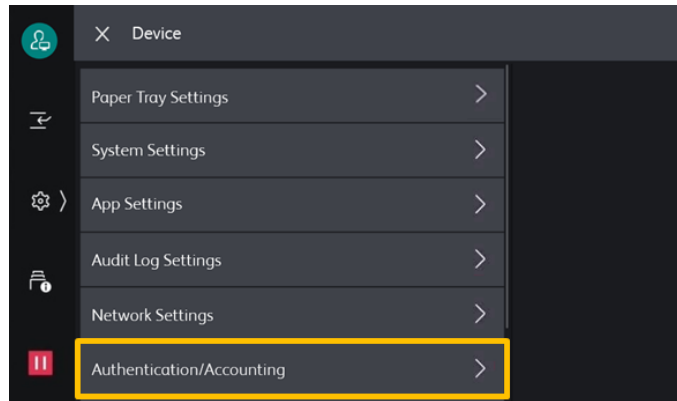
## 6 PRINT USAGE REPORT AND RESET 列印總計報表及重設

1. Log in as System Administrator and select [Device] in  .

1. 用系統管理者身份登入後在  選擇【Device】。

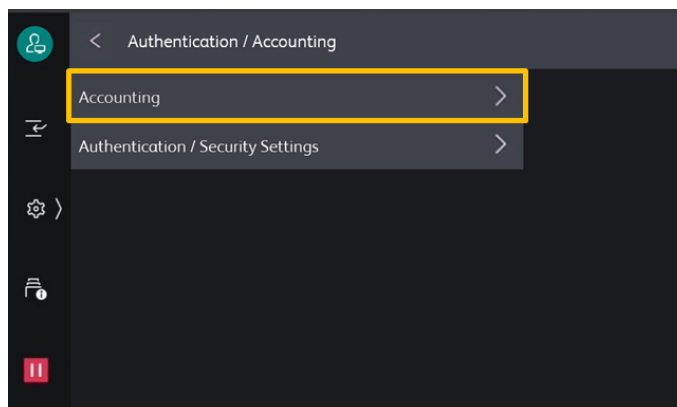
2. Select [Authentication/Accounting].

2. 選擇【Authentication/Accounting】。



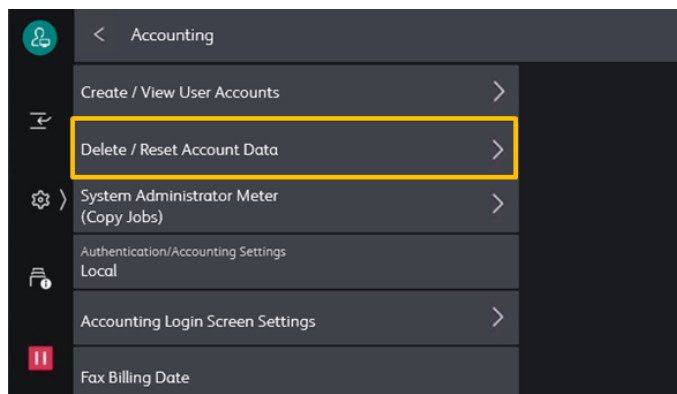
3. Select [Accounting].

3. 選擇【Accounting】。



4. Select [Create/View User Accounts].

4. 選擇【Create/View User Accounts】。



5. Select [Total Impression].

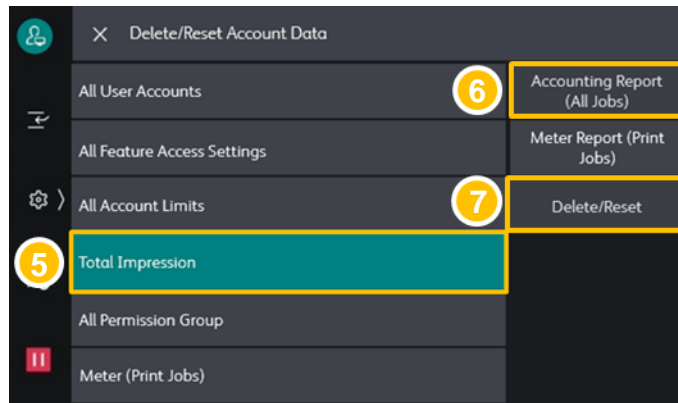
6. Select [Accounting Report (All Jobs)].

7. Select [Delete/Reset] (Optional).

5. 選擇【Total Impression】。

6. 選擇【Accounting Report (All Jobs)】。

7. 選擇【Delete/Reset】(根據需要自行選擇)。



# Customer Support Center

## 2513-2513