How to show the user account balance on a Konica Minolta printer

At sites that charge users for printing and copying, for example students, users can see their balance on the Konica Minolta printer's panel, and watch it go down as they copy. Three things must be set: the printer must show balances, the user's jobs must be billed to their own account, and the user's account must have a minimum balance enforced.

Let the printer show balances

1. In Resource Manager, go to **Print Management** > **Shared Devices**, and double-click the printer.
2. Open the **Controller** page and the **Initialisation** tab, and click **Advanced settings**.
3. On the **Panel behaviours** tab, under **PD Pro settings**, untick **Don't show account balance on printer panel**, and click **OK**.
4. If you changed it, initialise the printer again (**Gather info**, then **Initialise now**), unless **Auto-initialise** is ticked. Click **OK + Refresh All**.

Bill the user's jobs to their own account

1. In Resource Manager, go to **User Management** > **Users**, and double-click the user.
2. On the **Billing** tab, under **Account requirement**, set **Billing requirement** to **Do not request (auto-bill only)**.
3. Click **OK**.

Enforce a minimum balance

1. In the same user's window, on the **General** tab, click the **User account** tab.
2. Tick **Enforce minimum balance**, and set the **Minimum balance** (usually 0.00).
3. Click **OK**.

If you changed a user, refresh the PDServer before testing.

To set these for many users at once, select them all in the **Users** list and edit them together, or set them in their Department's member default settings.

See the balance at the printer

When the user logs in, the Print Director welcome screen shows their **Balance** at the top right, under their name.

While copying, they can check it too: in **Quick Copy**, touch the information icon (**i**) at the top right of the panel. It shows *The current remaining amount*. The balance goes down as each page is copied.

Related articles

- *How to deposit funds into a user's account*
- *Konica Minolta Integrated controller settings*

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