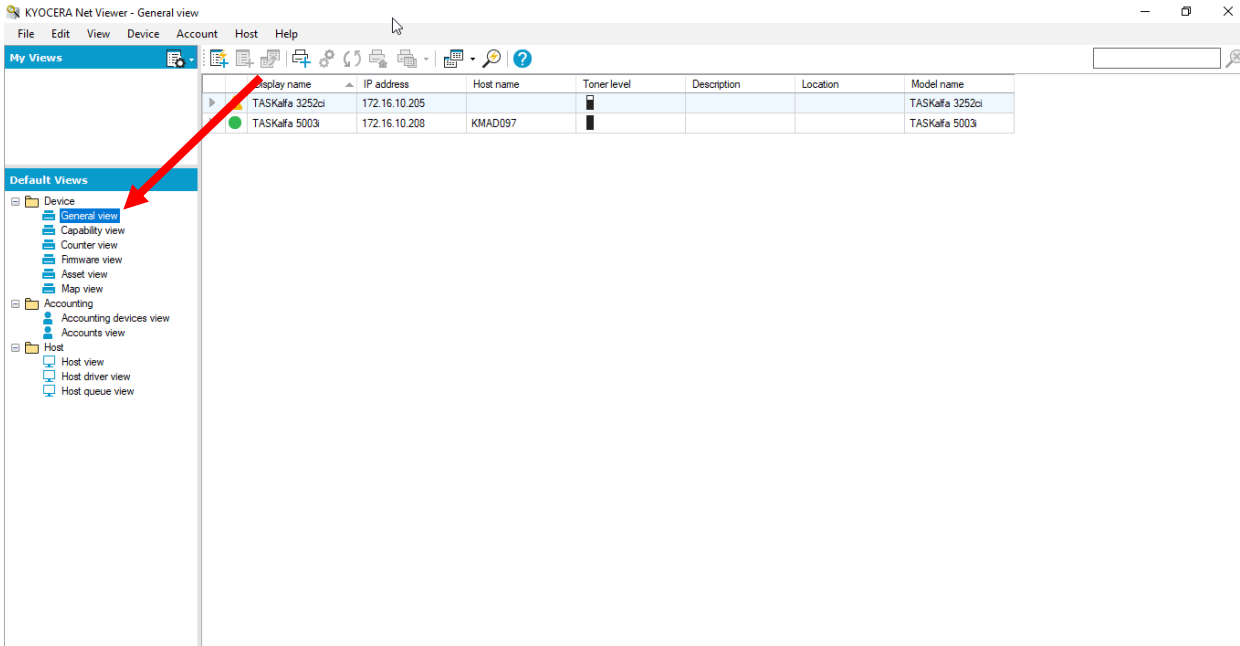
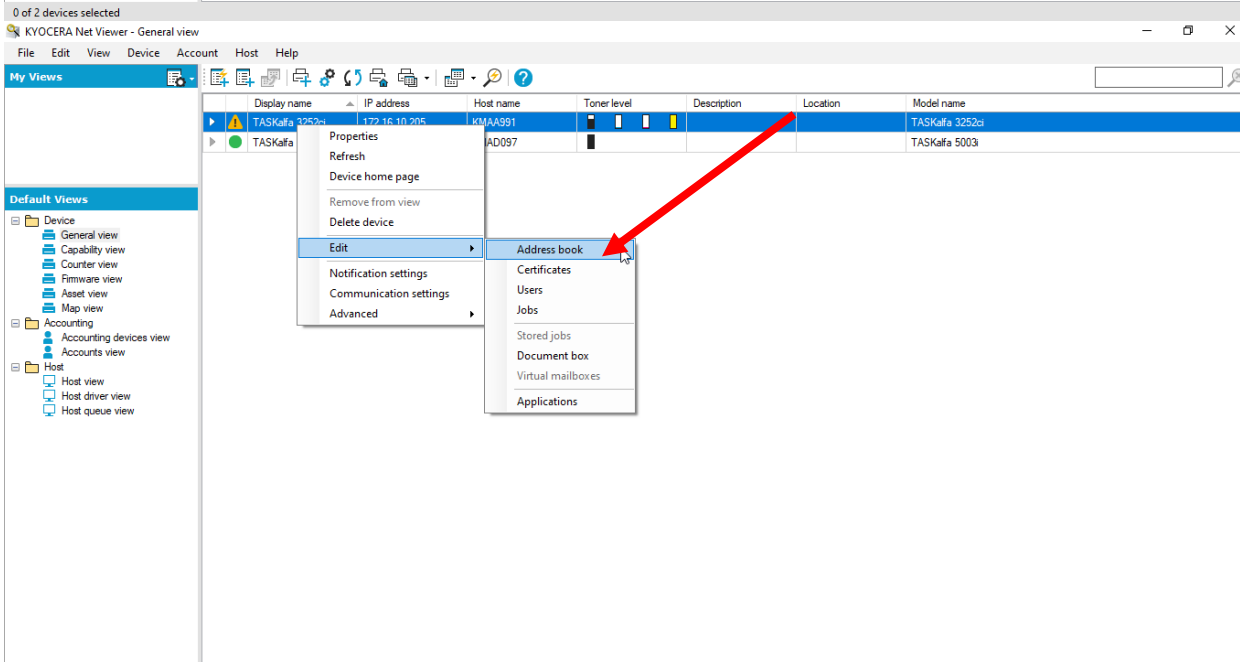


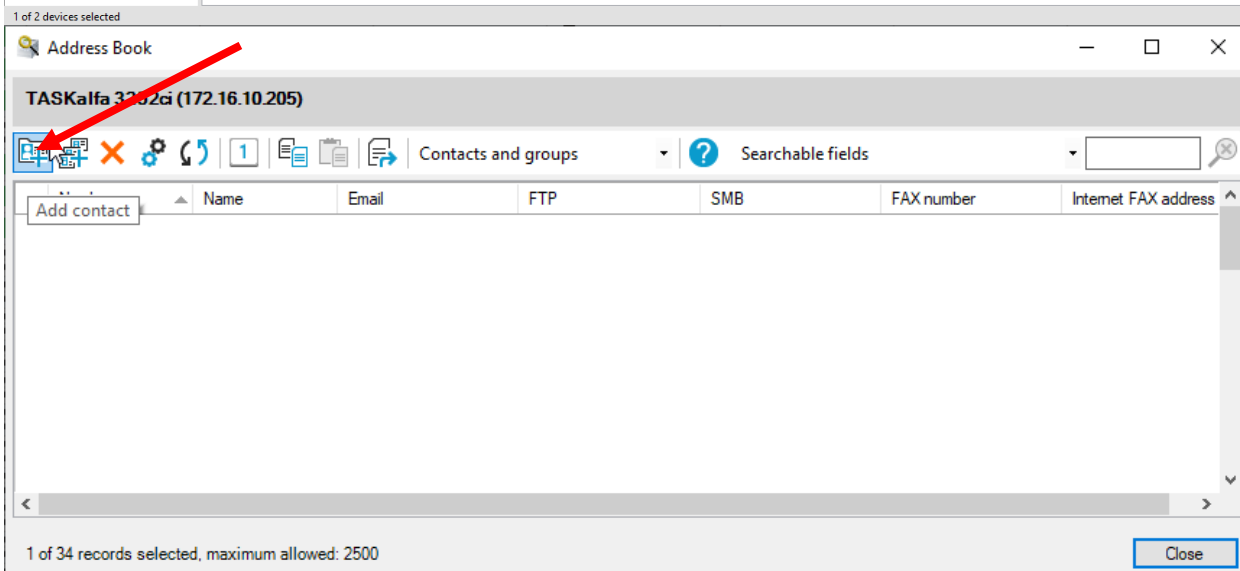
# Address Book



On the left side make sure you are on General View.



Right click the device, hover over edit then select Address Book



Select Add Contact

Contact Settings

▼ **Name**

Number:

Name:\*

▶ **Cover page**

▼ **Email**

Email address:

▶ **FTP**

▶ **SMB**

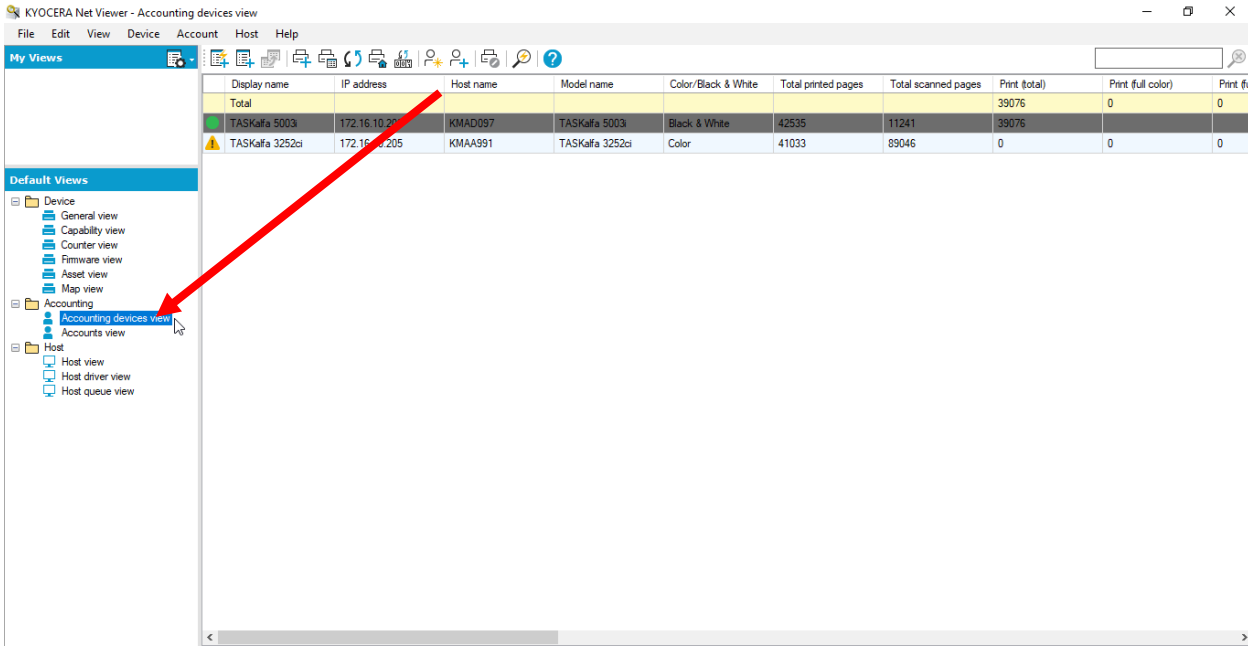
▶ **FAX**

▶ **Internet FAX**

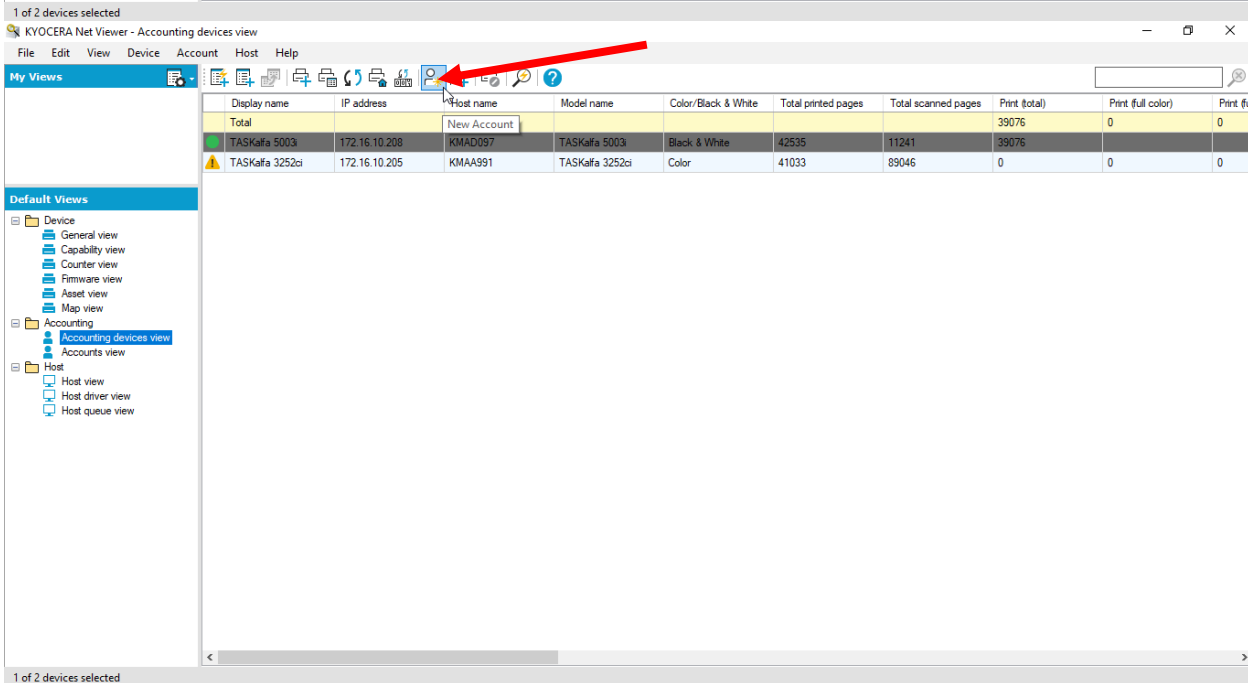
Fill in the Name and Email Address.

You may need to click the small arrow to the left to drop down the email field

# Add User Job Accounting Code



Select Accounting Device view on the left side. Then click the device in the right pane so it is highlighted



Select New Account Button

New Account

Create an account on TASKalfa 3252ci (172.16.10.205)

Account ID:

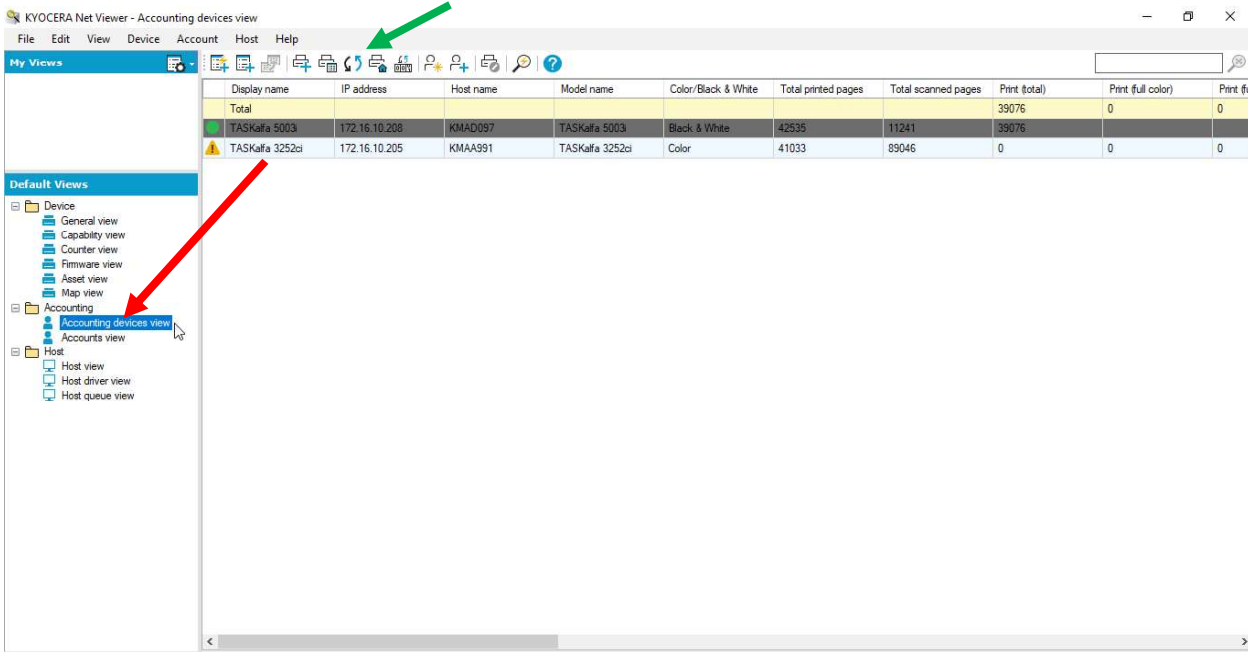
Name:

Refresh device counters

OK Cancel

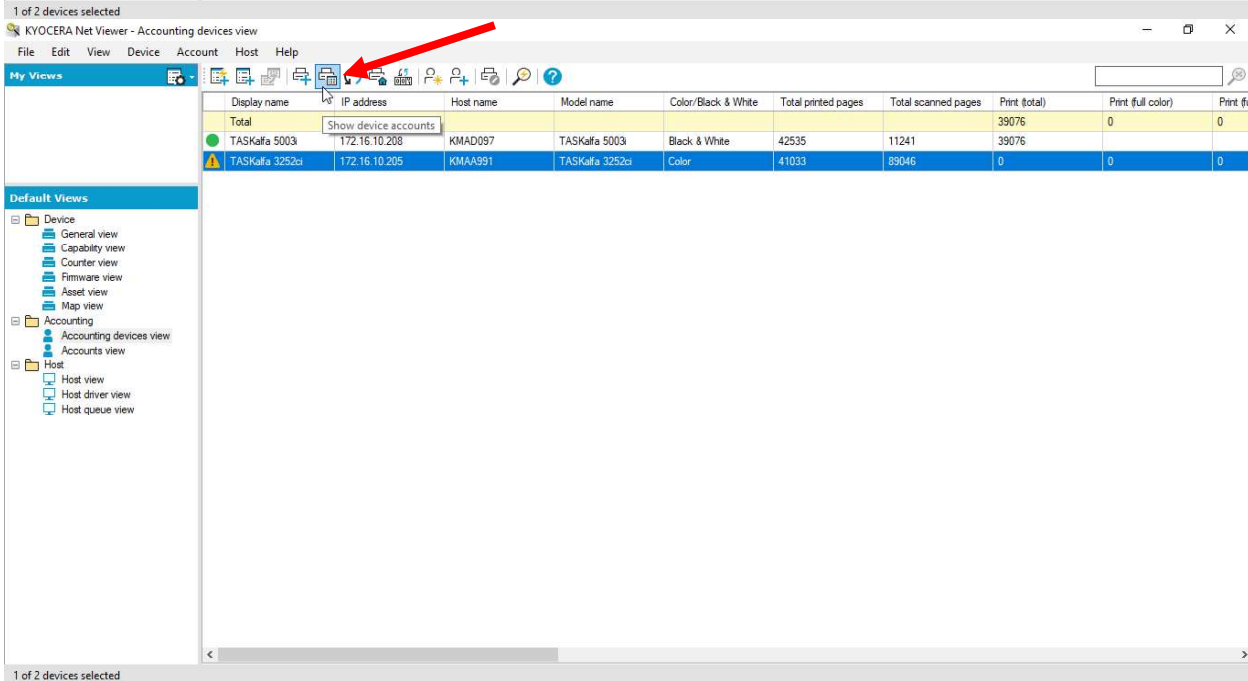
Fill in Account ID and Name then press OK

# Export Current Counters and reset

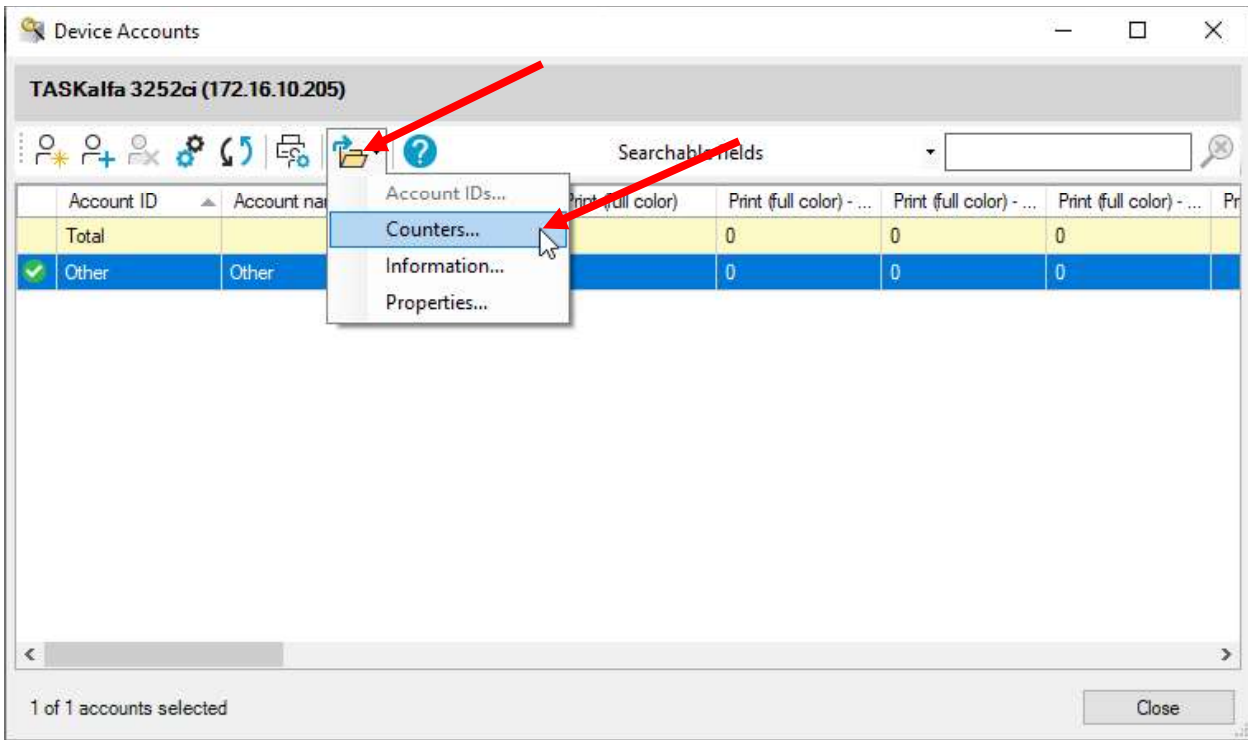


Make sure you are in the Accounting device view.

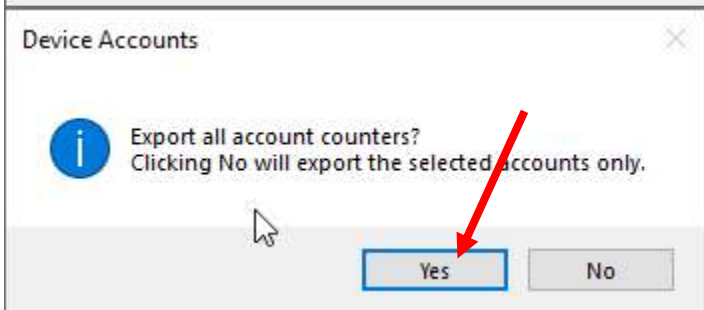
Select each device needed and select the “Refresh Device” (Green Arrow) make sure Net Viewer has the current counters available for export.



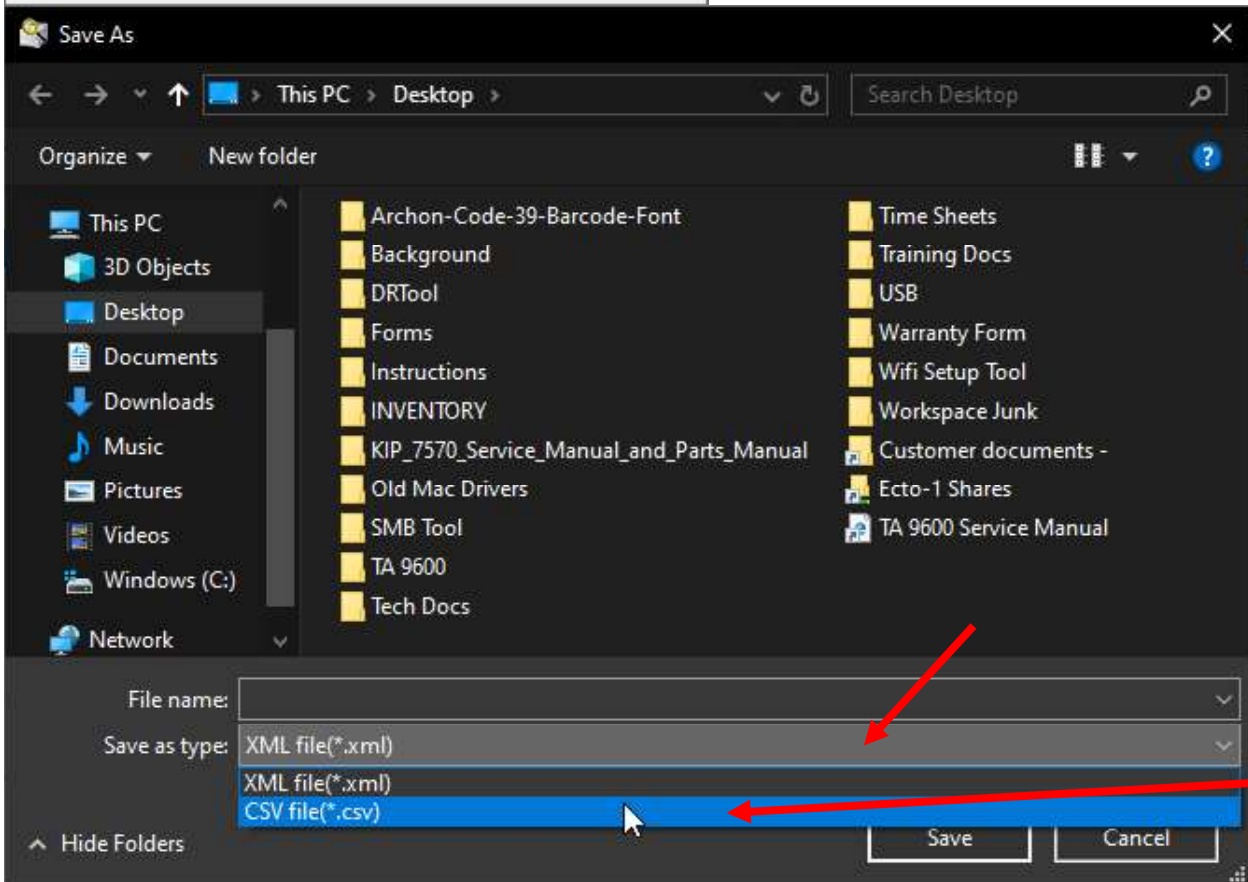
Click the Show Device Accounts button



Click the Export Button then choose Counters



Select Yes



On the save screen select the Save as type and change to CSV then name the file as desired

KYOCERA Net Viewer - Accounting devices view

File Edit View Device Account Host Help

My Views

Display name	IP address	Host name	Model name	Color/Black & White	Total printed pages	Total scanned pages	Print (total)	Print (full color)	Print (fu
Total							39076	0	0
TASKalfa 5003	172.16.10.208	KMAA-0097	TASKalfa 5003	Black & White	42535	11241	39076		
TASKalfa 3252ci	172.16.10.205	KMAA-0091	TASKalfa 3252ci	Color	41033	89046	0	0	0

Default Views

- Device
  - General view
  - Capability view
  - Counter view
  - Firmware view
  - Asset view
  - Map view
- Accounting
  - Accounting devices view
  - Accounts view
- Host
  - Host view
  - Host driver view
  - Host queue view

1 of 2 devices selected

After exporting the counters. Verify the file exported the counters.

Once file has been verified select reset counters to set the counters back to 0.