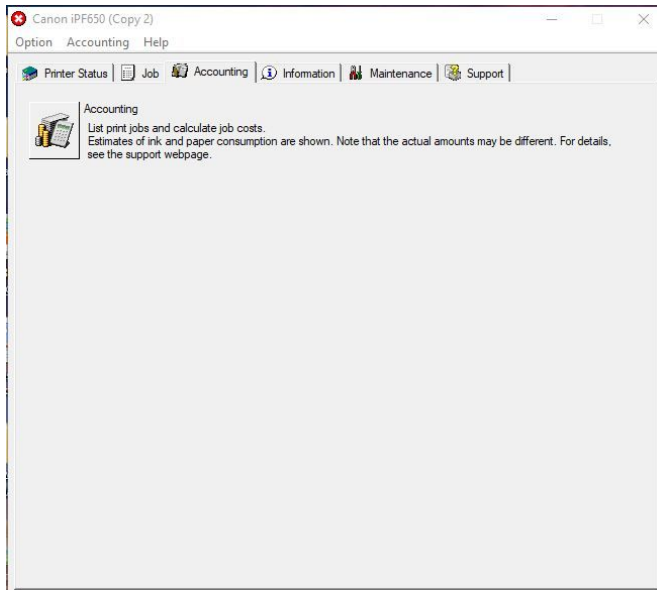# Using Account Manager on ipf650

When you are printing, the **Status Monitor** pops up.

1. Click on the **Accounting** tab.
2. Click on the **Calculator and Coins Icon,** a window will pop up Check off whether you would like to acquire the job log on a regular basis or not, the job history will load

The Acct. Manager will open. Go to the dropdown **Print Jobs Shown Per Page:** Choose whether you would like to view **20** or **All Jobs.**

3.Now, go to **Settings** > **Units and Display**

Our Suggested Settings are displayed below

When you are done changing the Units, click **OK** and you will return to the main Acct. Manager Screen.

4. Right Click **Job Cost** and check off everything you want to be displayed then click **OK.**

5. Go to the **Settings tab** > **Unit Costs..** When the window opens, Click to Select the first ink category

- Under **Tank Capacity,** type in **130** for the ml amt.
- Type in the **Price** for that size ink tank
  *Contact our office at 800-244-6381 for the current supply prices
- Click **Overwrite**
- ***Don't click OK until you have completed filling out all the amounts for all the inks**

6. Go back to the **Settings tab** > **Unit Costs..** Select the **Paper** tab

-   Choose Paper Type: (Make sure the names of the paper types you select match the names of the paper types in the main print history list)

    For Charlie Paper choose: **Adhesive**

    For Matte Paper choose: **Premium Matte Paper**

    For Glossy Paper choose: **Glossy Paper**

    Banner Vinyl choose: **Vinyl**

The width will be **24 in.** or **36 in.** depending on which paper you have.

The length is **100ft** (Banner vinyl is 40ft)

*Contact our office at 800-244-6381 for the current supply prices

When you have completed filling in the settings for that paper type, click **Add.**

Repeat the process for each paper type.

When you have filled out all of the information for each paper type click **OK.**

The process is now complete and the prices will be displayed in the main screen.