Entering User Codes

How to enter user codes into machines:

1. Select User Tools/Counter button, located in the top left corner of the machine
2. Select System Settings from touch screen.
3. Select Administrator Tools, located at the top right of the touch screen.
4. Select Address Book Management
5. Choose New Program
6. Select Change for Name (top)
7. Enter user's first and/or last names, using the screen's keyboard.
8. After entering in user's name(s), select OK.
9. Select Auth Info option, located at the top of the screen.
10. Enter person's User Code, and follow by the pound key (#).
11. THIS IS A VERY IMPORTANT STEP!!!!! Scroll down the screens using the arrow keys at the bottom of the screen, until you find Available Functions. Highlight features that are to be passcoded (choose functions such as Copier, Document Server, Printer, etc. If you have a color machine, choose options that code is allowed to access). DO NOT FORGET THIS STEP!!!!!!!!!!!!
12. Select OK
13. Follow steps 5 –12 for each new person and User Codes. You may choose Continue to Program (top right of screen).
    if tracking is the goal, highlight ALL available functions

How to enable this feature:

1. Select User Tools Counter
2. Select System Settings
3. Select Administrator Tools
4. Using the arrow keys at the bottom of the screen, scroll to the SECOND page.
5. Select User Authentication Management.
6. Select User Code Auth(entication)
7. Highlight the features that are to be restricted (at least Copier and Document Server), and press OK.
   - **DO NOT** touch any of the other Authentication tabs, unless you explicitly know what you're doing. Not heeding this advice will most likely lock you, and everyone else, out of the machine entirely!!! *

To retrieve User Code counts :

1. Select User Tools/Counter button, located in the top left corner of the machine
2. Select System Settings from the touch panel
3. Select Administrator Tools, located at the top left of the touch panel
4. Select Display/Clear/Print Counter per User
5. Under **All Users,** select Print Counter List
6. Highlight the functions you wish to get counts for (whatever functions you have passcoded).
7. Press Print

To clear the codes, simply select CLEAR instead of Print List. Again, you will need to tell the machine which functions need to be cleared, and press OK. Each user code will be returned to a zero count. Please only clear counts out after printing a complete list.

To enter email addresses :
Follow steps 1- 8 from above
8. Select Email
9. Enter email address (please note, the @ symbol is located at the bottom right of the QWERTY keyboard. You do not have to utilize shift + 2).
10. Select OK
11. Select Protection
12. Highlight SENDER (Destination should/will already be highlighted)
13. Select OK

To enter via Web Image Monitor
1. Type in IP address in web browser (Internet Explorer)
2. Go to Login (located in the top right of the screen)
3. Standard login name is admin (case sensitive) and there is NO password. Leave the password field blank. If you are denied admission, the login name and password will need to be retrieved from the person that changed it.
4. Press Login after entering name/password (if necessary)
5. Select Address Book
6. Select Add User
7. You will fill in the appropriate fields such as Name, Key Display (if different from Name), User Code, available functions for User Code (Copier, Printer, Scanner, Facsimile, etc. If you have a color machine, make sure color options have been selected such as Black & White,Full Color, Auto Color, Single Color, Two-Color for both the copier AND printer function where necessary), fax number, and email address. Your IT department will typically enter in folder designations, if necessary.
8. Select OK (in the top left corner of screen) or Save and Add Another, if entering more names and information.