Add a User to Bizhub C253

Depending on how the machine is configured, there are two different ways to enter a new user. If the MFP is set up for User Authentication or User Authentication with account tracking enabled, the first set of instructions will work. If the MFP is set for User Authentication only, the second set of instructions will work. (basically, if one doesn't work, use the other one ☺)

Add user for User Authentication

1. Press **[Utility Counter]**
2. Touch **[Administrator Settings]**
3. Enter the admin password (default is 12345678) and touch **[OK]**
4. Touch **[User Authentication Settings]**
5. Touch **[User Registration]**
6. Select an empty location and touch **[Edit]**
7. Touch **[User Name]**
   a. Using the touch screen, enter a user name and touch **[OK]**
8. Touch **[Password]**
   a. Using the keypad or touch screen, enter a password and touch **[OK]**
   b. Re-enter the password and touch **[OK]**
9. Touch **[Email]** (Optional)
   a. Using the touch screen, enter the email address and touch **[OK]**
10. Touch **[Output Permissions]**
    a. Set the desired restrictions and touch **[OK]**
11. Touch **[Max. Allowance Set]**
    a. Enter the maximum number of copies the user can make (0 is unlimited) and touch **[OK]**
12. Touch **[OK]**
13. Press the Yellow **[Reset]** button
14. The new user has been added

Add user when ONLY account tracking is enabled

1. Press **[Utility/Counter]**
2. Touch **[Administrator Settings]**
3. Enter the Administrator password (default is 12345678) and touch **[OK]**
4. Touch **[User Authentication/Account Track]**
5. Touch **[Account Track Registration]**
6. Touch an empty location and then touch **[Edit]**
7. Touch **[Password]** and enter the desired password -> touch **[OK]**
8. Re-enter the password and touch **[OK]**
9. Touch **[Account Name]** and enter the desired username -> touch **[OK]**
10. Touch **[Output Permission]** and select the desired restrictions (Allow/disallow color etc) -> touch **[OK]**
11. Touch **[Max Allowance Set]** and set the maximum number of pages the user can print/copy.
12. Touch **[OK]**
13. Press the yellow **[Reset]** button
14. The new user has been entered