Add a User on the Bizhub 200/250/350

Users are made up of several groups. There are 10 groups of 100. In each of the 10 groups, there are 10 sub-groups of 10 that can contain up to 10 users. This allows for a total of 1000 users.

Add/Edit/Delete User Via Web-Connect

1. Double click the "Bizhub 200/250/350" Icon on your desktop. If you do not have an icon, open your internet browser and enter the IP address of your MFP. (*If you do not know your MFP's IP address, please check with your system administrator*)

2. Enter the "Administrator Password" (Default is 12345678) and click [Log-in]

3. Click [Administrator Management] on the left side column
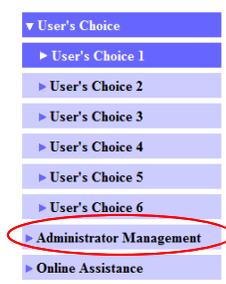
4. Click [User Authentication]

5. Click on the main group set you wish to add/edit/delete user and then click on a sub-group you wish to add/edit/delete

To add a user

1. Click on an empty location [---]

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2. Enter the name you wish to use
3. Enter the desired password twice
4. Enter an email address
5. Click [Apply]
6. The user has been added

User Authentication

User Name	
User Password	••••
Retype User Password	••••

Network Settings

E-Mail Address(From)	

To Edit a User

1. Click on the User's Name
2. Make your desired changes, and click [Apply] (*If you are changing the password, click [Change Password]* **before** *clicking [Apply]*)
3. Changes have been made.

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To Delete a User

1. Click the checkbox beside the user's name
2. Click [Delete]
3. The user has been deleted

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[Delete]

Add/Edit/Delete User via the MFP Control Panel

1. Press [Utility/Counter]
2. Touch [Admin. Management]
3. Enter the password (default is 12345678) and touch [Enter]
4. Touch [Admin 1]
5. Touch [Account/User Authentication]
6. Touch [User Auth. Setting]
7. Touch [User Registration]

Step 2
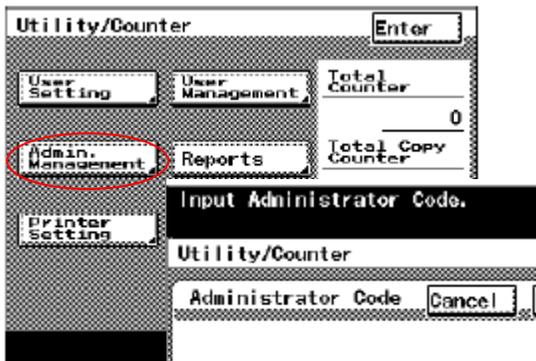
Step 4
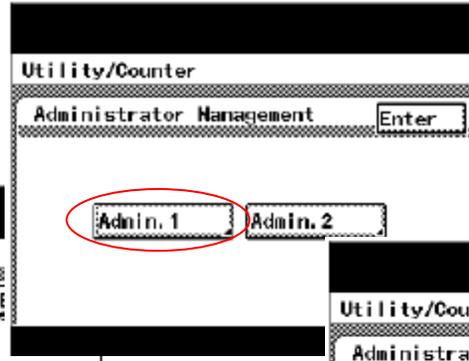
Step 5

Step 3
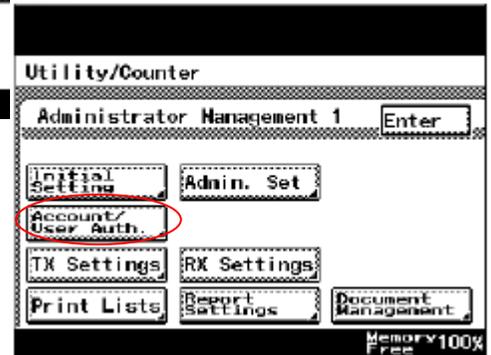
To Enter a New User

1. Touch an empty location
2. Touch [User Information]
3. Touch [Username]
   a. Enter a username and touch [Enter]
4. Touch [Password]
   a. Touch [New Password]
      i. Enter the desired password and touch [Enter]
   b. Touch [Confirm New Password]
      i. Re-Enter the password and touch [Enter]
   c. Touch [Enter]
5. Touch [Enter]
6. If you wish to set up an email address for this user, touch [Network Info], otherwise go to step 6
   a. Touch [Email Address (From)]
      i. Enter the email address and touch [Enter]
   b. Touch [Enter]
7. Touch [Enter]
8. User has been registered

To Edit a User

1. Touch the username to be edited
2. Touch [General Settings] (Follow *To Enter a User* instructions, steps 2-7)
3. Make the desired changes
4. Touch [Enter] twice

To Delete a User

1. Touch the username to be deleted
2. Touch [Delete]
3. Touch [Yes]
4. Touch [Enter]