

## Set Up User Authentication

<u>PLEASE NOTE:</u> These instructions are for user authentication. This means that users must enter a password/username to use the copier. User Authentication DOES NOT keep track of copies/prints a user does. That requires Account Tracking. If account tracking is what you need, then please call the office for proper instructions.

- 1. On the copier's control panel, press [Utility/Counter]
- 2. Touch [Admin. Management]
- 3. Enter the password (default is 12345678 OR 00000000) and touch [Enter]
- 4. Touch [Admin 1]
- 5. Touch [Account/User Authentication]
- 6. Touch [General Settings]Touch [Account/User Authentication]
- 7. Touch [On (MFP)] and then touch [Enter]
- 8. If you want users to require username/password to print
  - a. Touch [Allow Print Without Authentication]
    - i. **[On]** -> Public user can print without password/username
    - ii. [Off] -> Password/Username is required to print
  - b. Touch [Enter]
- 9. Select [Yes] and then [Enter] to initialize authentication/account track settings
- 10. The copier will re-boot
- 11. Follow the instructions for Adding a User

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