Set Up User Authentication

PLEASE NOTE: *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_**