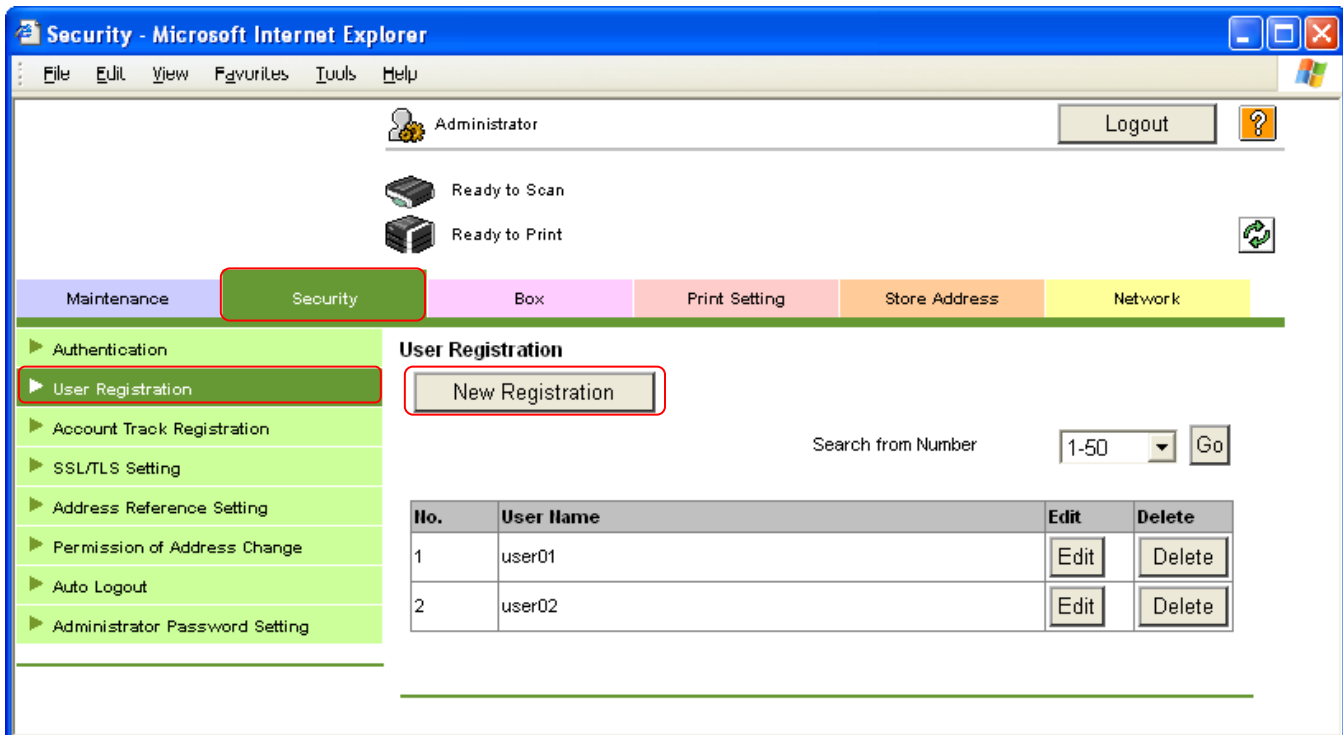**BRIDGEPORT** ®
OFFICE SOLUTIONS

Adding User to User Authentication BH C550

Adding a user via the *WebConnect*

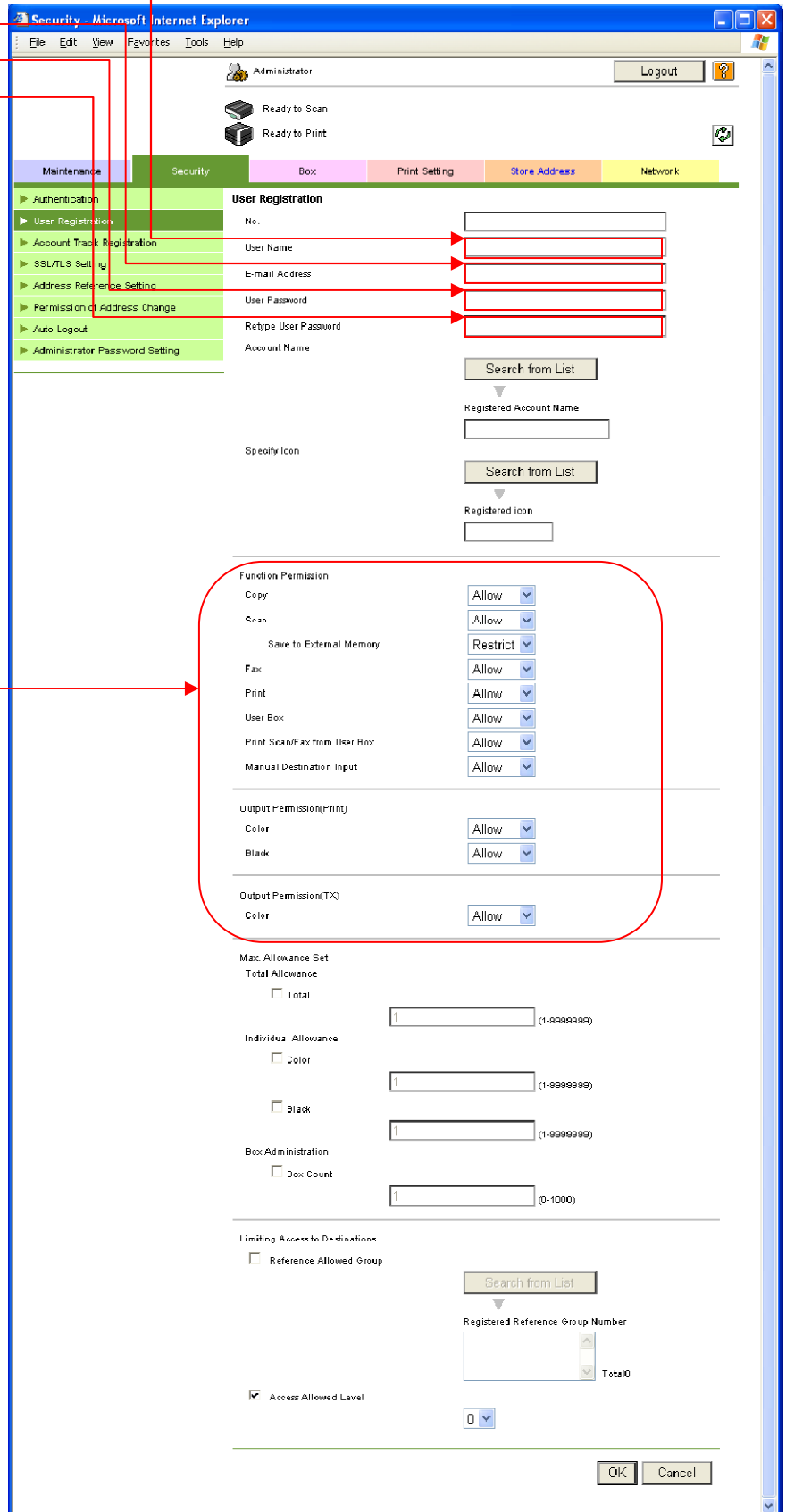1. Open the *WebConnect*
   - There may be an icon on your desktop or a link in your browsers favourites.
   - If you do not have either of the above, open your web browser and type in the IP address of the copier into the address bar.
   - If you do not know the IP address, check with your system administrator
2. Login by selecting *Administrator* and clicking **[Login]**
   - NOTE: You may need to click **[Logout]** first to get this screen
3. Enter the administrator password (default is 12345678) and click **[OK]**
4. Click the **[Security]** tab
5. Under *Security*, click **[User Registration]** on the left hand side
6. To add a new user, click **[New Registration]**
   - To Delete a User, click **[Delete]**
   - To edit a user, click **[Edit]** and follow steps 7-12

7. Enter the desired name
8. Enter an Email Address (Optional)
9. Enter the desired password
10. Re-enter the password
11. Set the desired restrictions for the user
12. Click **[OK]**

Adding a user via the copiers control panel

1. Press **[Utility/Counter]**
2. Touch **[Administrator Settings]**
3. Enter the administrator password, and touch **[OK]**
   a. The default admin password is 12345678
4. Touch **[User Authentication/Account Track]**
5. Touch **[User Authentication Settings]**
6. Touch **[User Registration]**
7. To register a new user, touch an empty box
   a. To delete a user, touch the username and then touch **[Delete]**
   b. To edit a user, touch the username then follow steps 8-15
8. Touch **[Edit]**
9. Enter the desired **[Username]**
10. Enter the desired **[Password]**
11. Enter an **[Email Address]** (optional)
12. Touch **[Output Permission]**
    a. Enter the desired restrictions
13. Touch **[Max. Allowance Set]**
    a. Enter the desired restrictions
14. Touch **[Function Permission]**
    a. Enter the desired restrictions
15. Touch **[OK]**
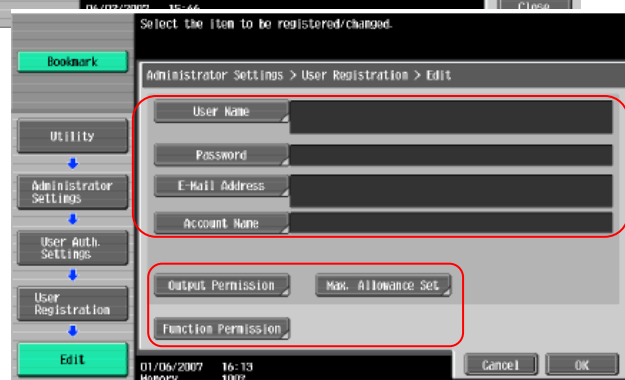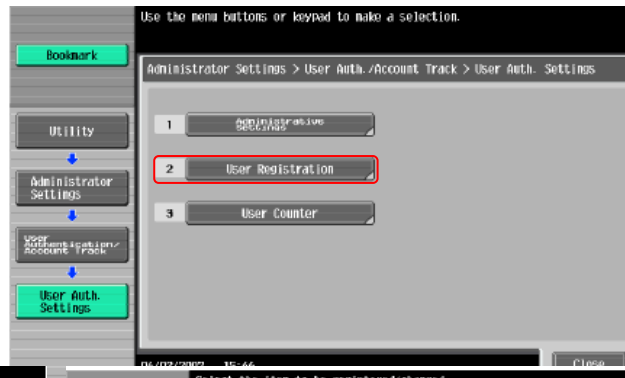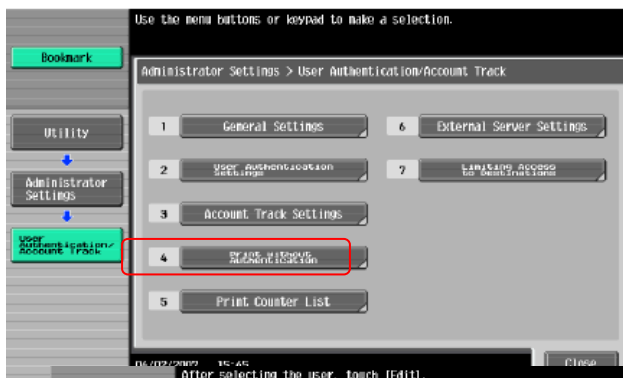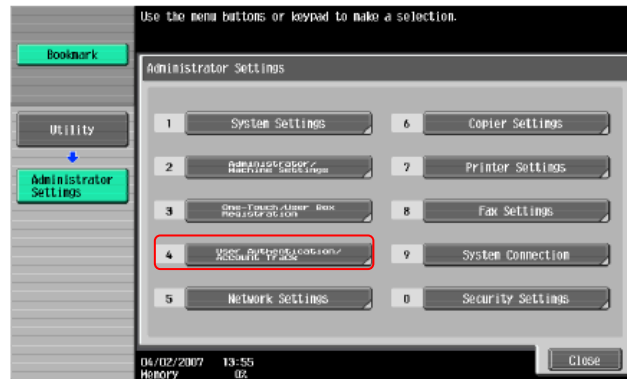
Setting Up The Print Driver

Now that the user has been entered, they need to have their print driver set up so that they can print.

1. Open *Printers & Faxes* (Windows XP) or *Devices and Printers* (Windows 7/Vista)
2. Right click the printer and select **[Properties]** (Windows XP) or **[Printer Properties]** (Windows 7/Vista)
3. In the properties box that pops up, click the **[General Tab]**
4. Click **[Preferences...]**
5. Click the **[Basic]** tab
6. Click **[Authentication/Account Track]**
7. Select **[Recipient User]**
8. Enter the *Username* and *Password*
9. Click **[OK]** 3 times
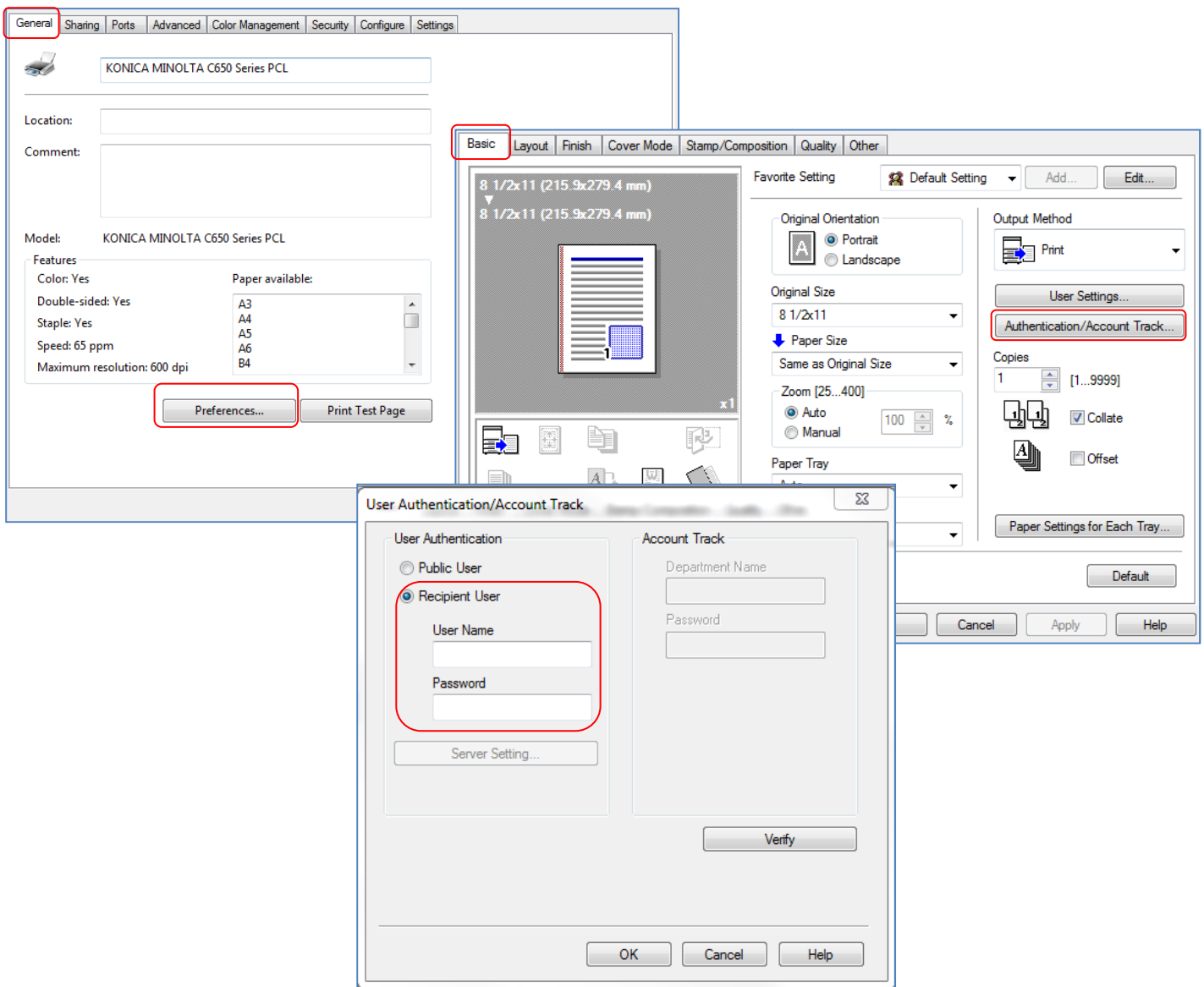
Printing Colour with User Authentication

Since the driver is already set up with the username and password, printing in colour is easy.

1. In your application, click **[File] -> [Print]**
2. Make sure your printer is selected in the **Name** dropdown box
3. Click **[Properties...]** (Note: In some programs, the button may be *"Preferences"*)
4. In the *Properties* box that opens, click the **[Quality]** tab
5. Select **[Full Color]**
6. Click **[OK]**
7. Click **[OK]** to print your document
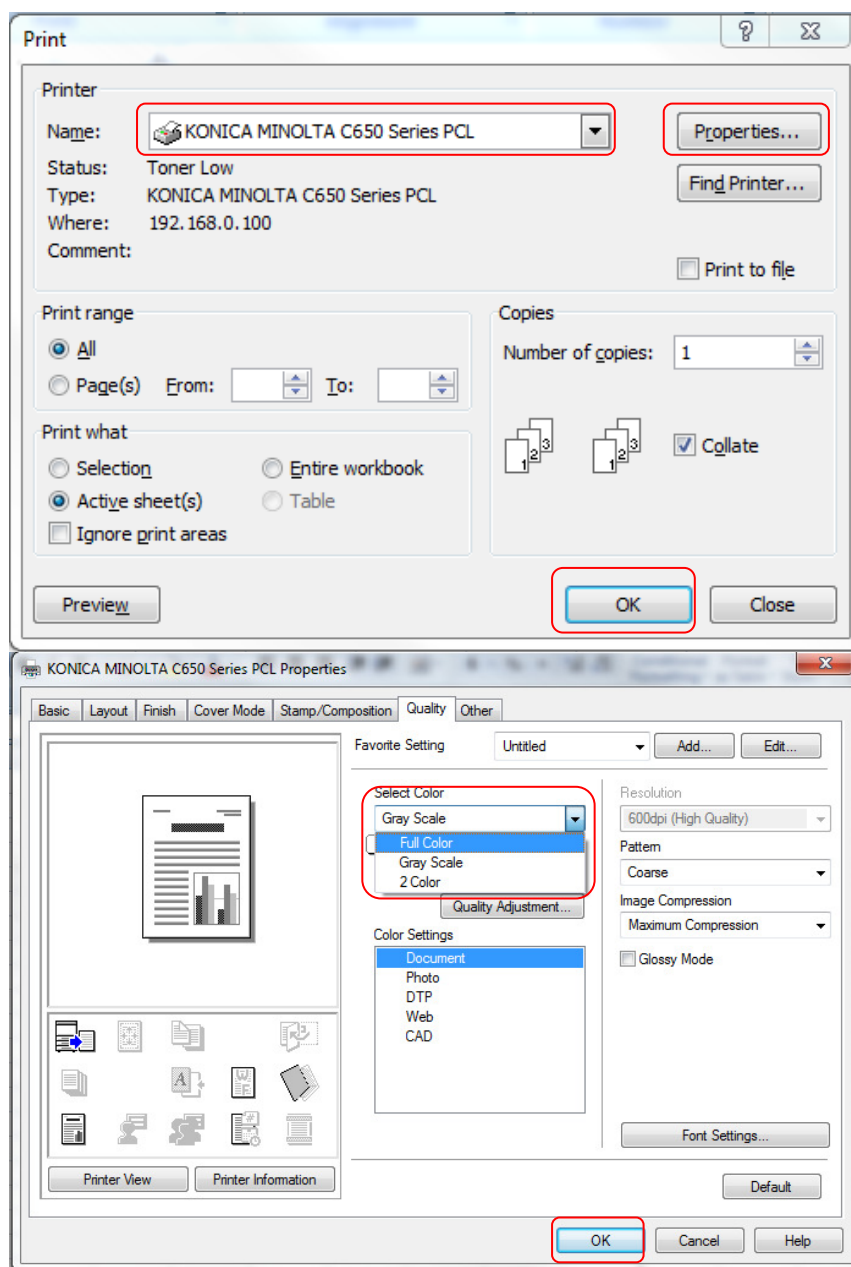
Copying colour with User Authentication

1. If you do not see the *Login* screen, touch the **[Access]** button to the left of the number pad (beside the *1*)
2. In the login screen, touch **[User Name]**
   - Using the touch screen keypad, enter the username, and touch **[OK]**
3. Touch **[Password]**
   - Using the number pad or touch screen keypad, enter the password and touch **[OK]**
4. Touch **[Login]**
5. Touch the **[Color]** box
6. Select **[Auto Color]** and touch **[OK]**
7. Make your other desired changes
8. Press the **[Start]** key