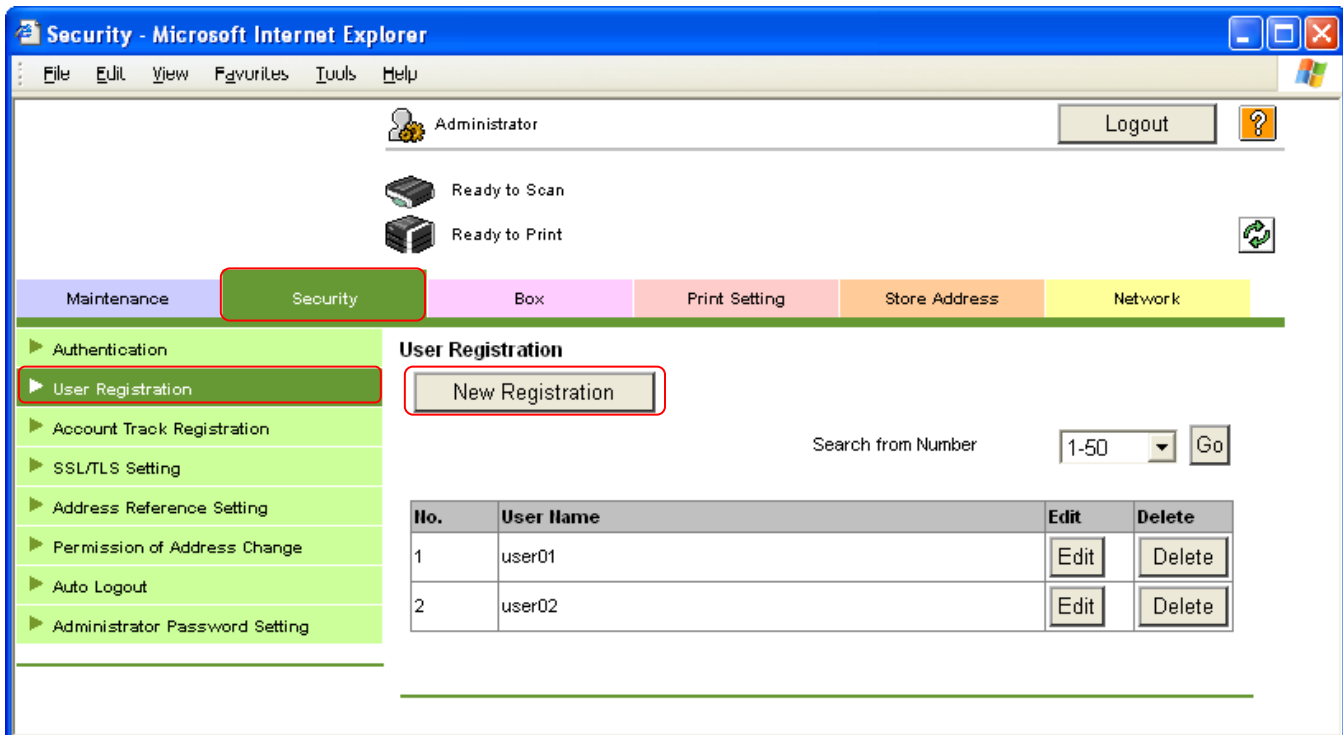


Adding User to User Authentication BH C550

Adding a user via the *WebConnect*

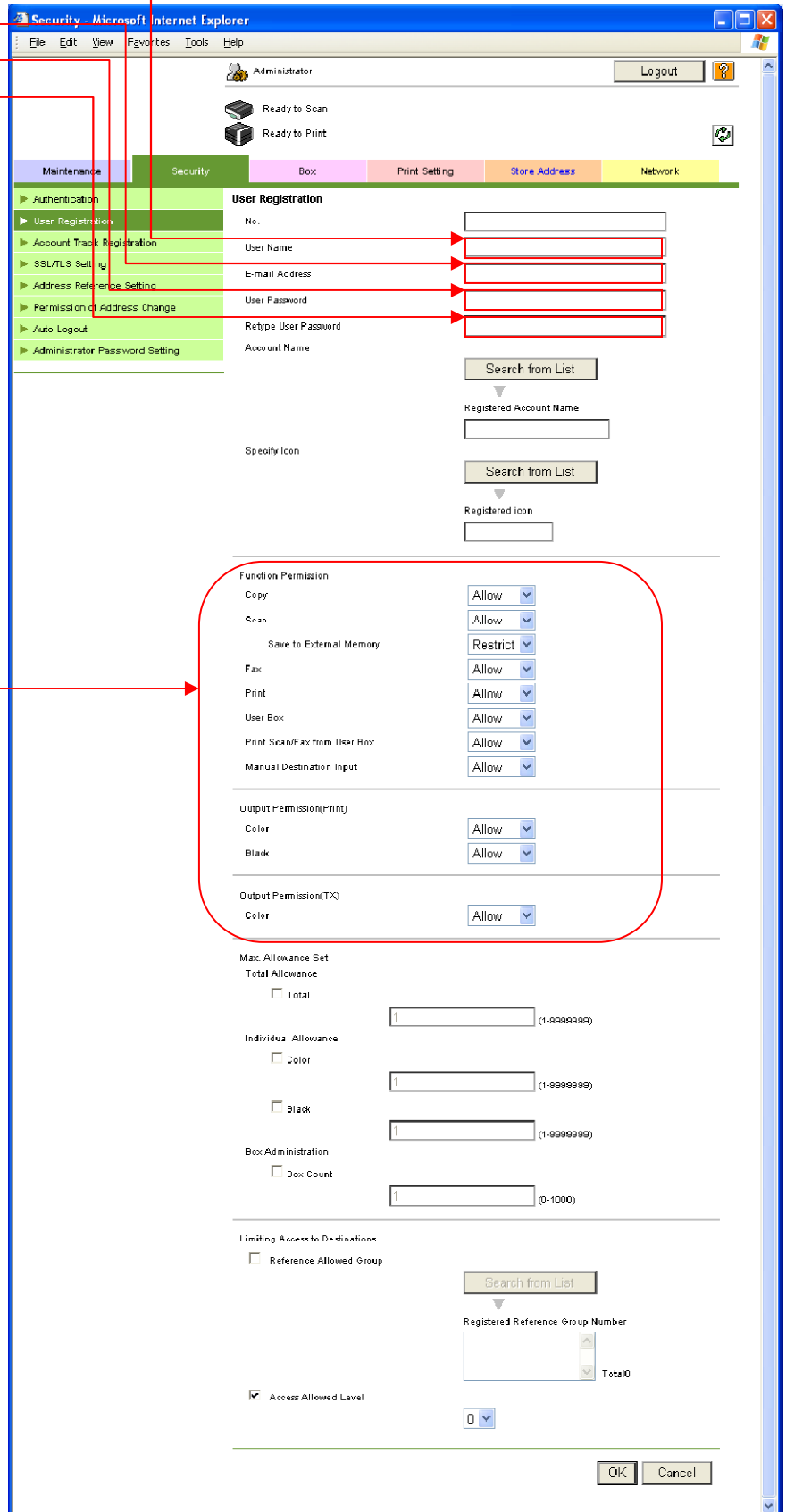
1. Open the **WebConnect**
 - There may be an icon on your desktop or a link in your browsers favourites.
 - If you do not have either of the above, open your web browser and type in the IP address of the copier into the address bar.
 - If you do not know the IP address, check with your system administrator
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



The screenshot shows the 'Security' tab selected in the web interface. The 'User Registration' section is active, displaying a 'New Registration' button and a table of existing users. The table has columns for 'No.', 'User Name', 'Edit', and 'Delete'. Two users are listed: 'user01' and 'user02'.

No.	User Name	Edit	Delete
1	user01	Edit	Delete
2	user02	Edit	Delete

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]**



The screenshot shows the 'User Registration' form in a Microsoft Internet Explorer browser window. The form is titled 'Security - Microsoft Internet Explorer' and has a navigation bar with tabs for Maintenance, Security, Box, Print Setting, Store Address, and Network. The 'Security' tab is active, and the 'User Registration' section is expanded in the left sidebar.

The form fields are as follows:

- No.:** [Text Input]
- User Name:** [Text Input]
- Email Address:** [Text Input]
- User Password:** [Text Input]
- Retype User Password:** [Text Input]
- Account Name:** [Text Input]

Below the form fields are two search sections:

- Registered Account Name:** Search from List button, Registered Account Name [Text Input]
- Registered Icon:** Search from List button, Registered Icon [Text Input]

The **Function Permission** section is highlighted with a red circle and contains the following settings:

- Copy: Allow
- Scan: Allow
- Save to External Memory: Restrict
- Fax: Allow
- Print: Allow
- User Box: Allow
- Print Scan/Fax from User Box: Allow
- Manual Destination Input: Allow

The **Output Permission(Print)** section contains:

- Color: Allow
- Black: Allow

The **Output Permission(TX)** section contains:

- Color: Allow

The **Max. Allowance Set** section includes:

- Total Allowance:** Total [Text Input] (1-9999999)
- Individual Allowance:**
 - Color [Text Input] (1-9999999)
 - Black [Text Input] (1-9999999)
- Box Administration:** Box Count [Text Input] (0-1000)

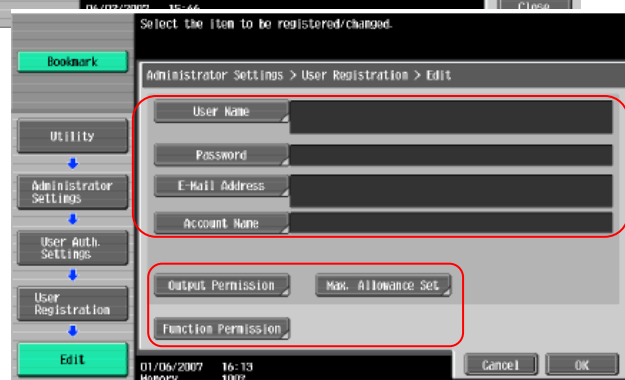
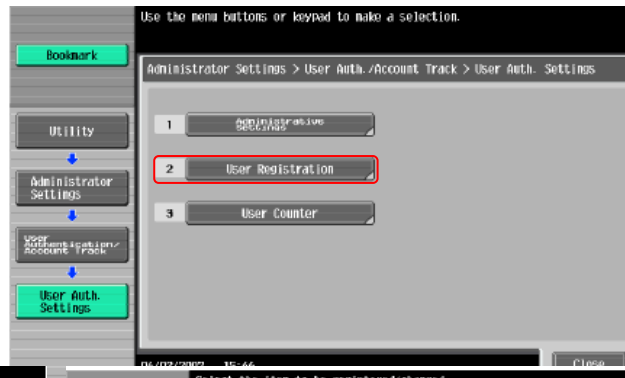
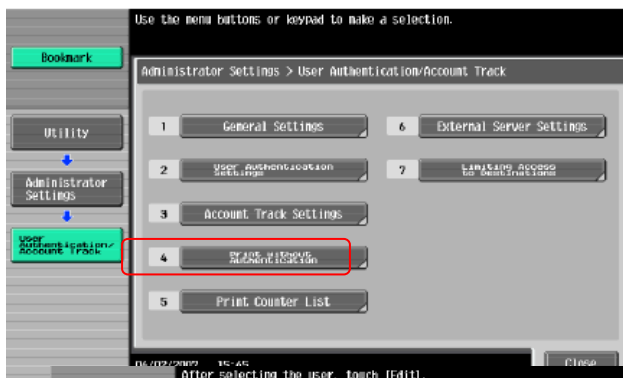
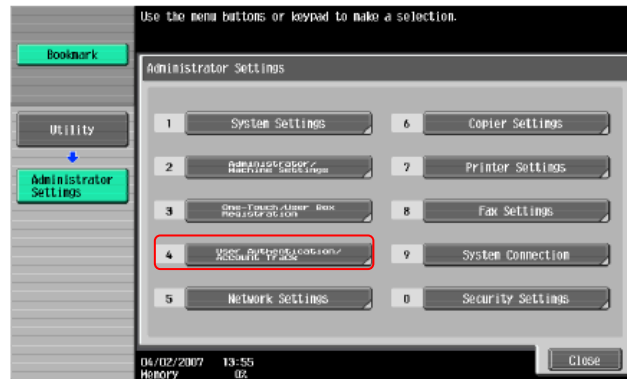
The **Limiting Access to Destinations** section includes:

- Reference Allowed Group [Text Input]
- Access Allowed Level [Dropdown Menu]

At the bottom right of the form are **OK** and **Cancel** buttons.

Adding a user via the copiers control panel

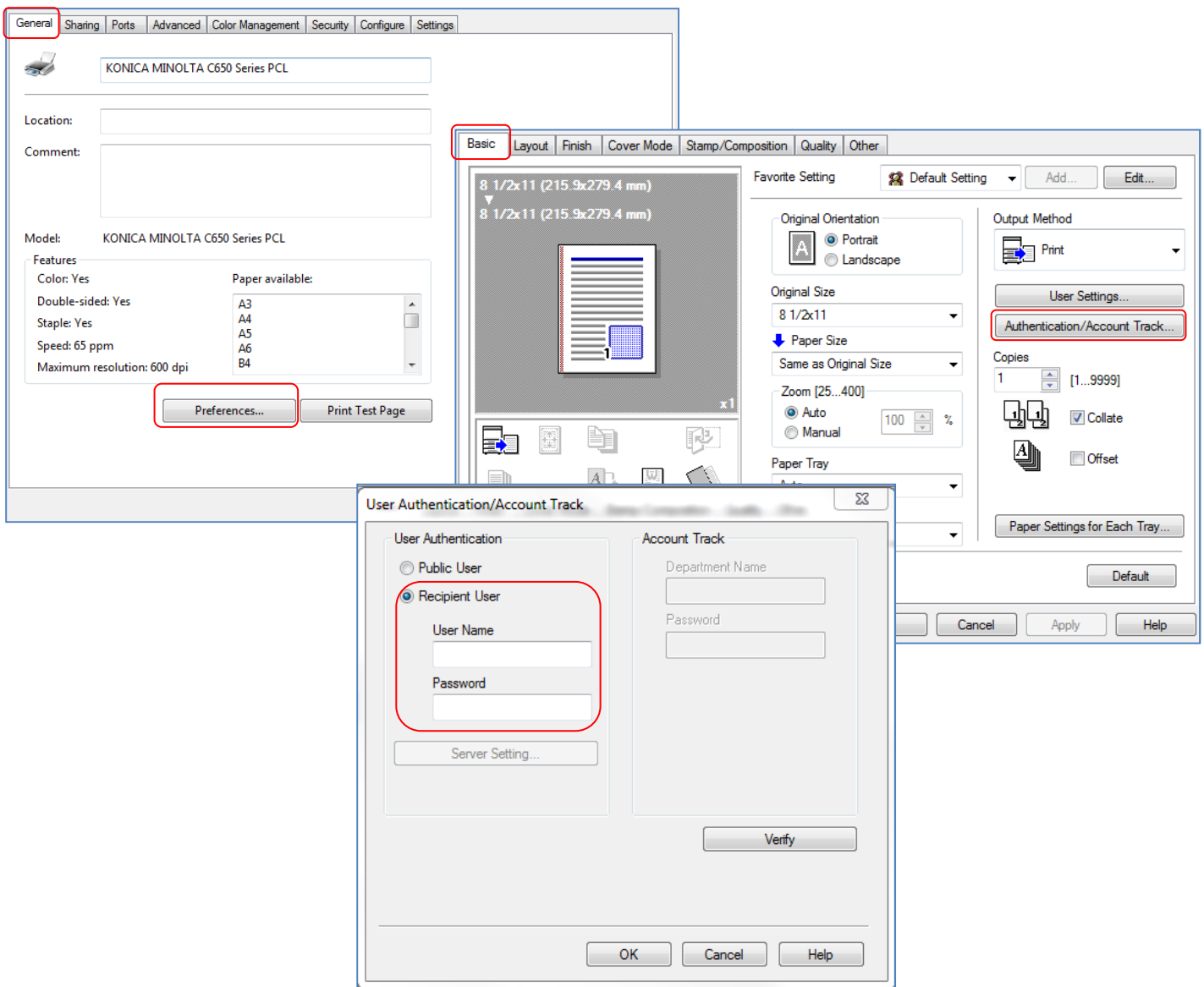
1. Press **[Utility/Counter]**
2. Touch **[Administrator Settings]**
3. Enter the administrator password, and touch **[OK]**
 - a. The default admin password is 12345678
4. Touch **[User Authentication/Account Track]**
5. Touch **[User Authentication Settings]**
6. Touch **[User Registration]**
7. To 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.

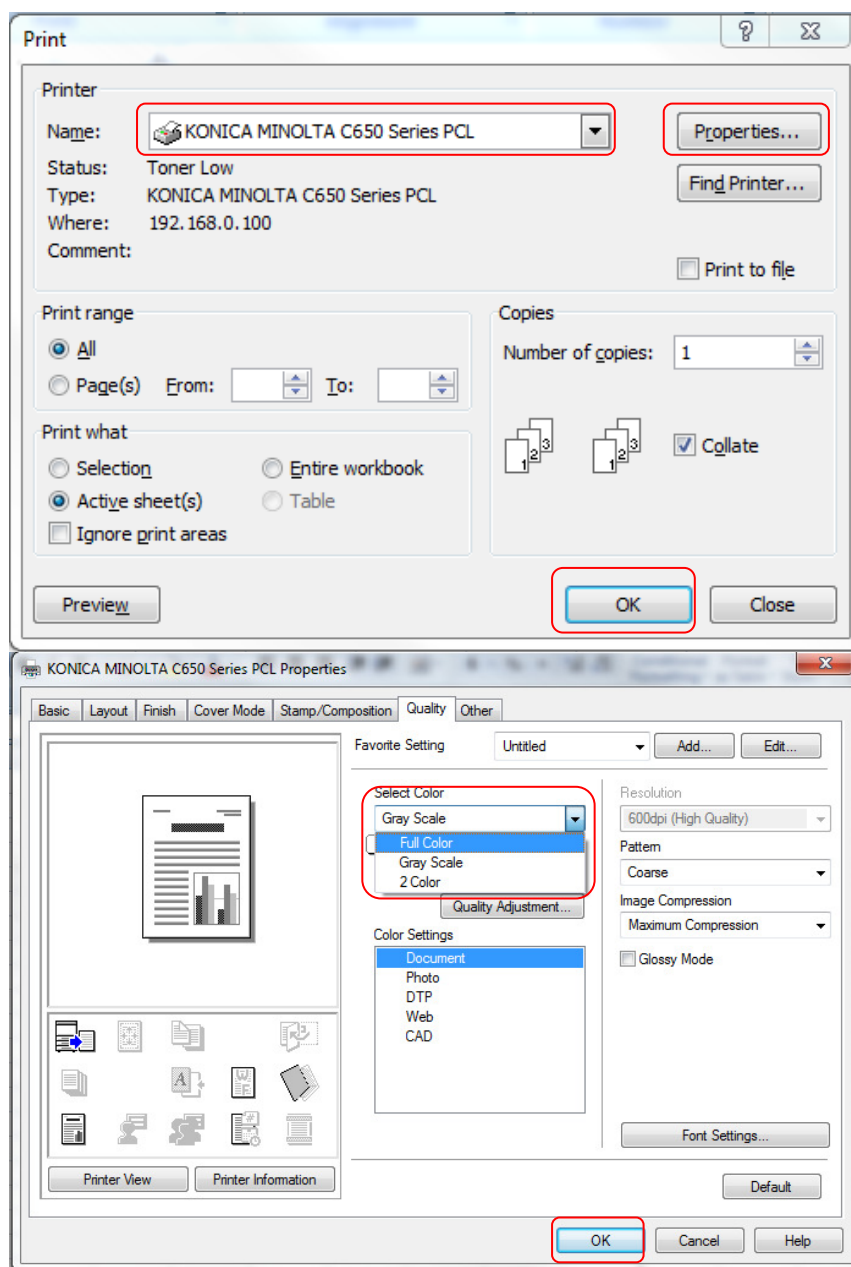
1. Open **Printers & Faxes** (Windows XP) or **Devices and Printers** (Windows 7/Vista)
2. Right click the printer and select **[Properties]** (Windows XP) or **[Printer Properties]** (Windows 7/Vista)
3. In the properties box that pops up, click the **[General Tab]**
4. Click **[Preferences...]**
5. 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

