

# 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

🕋 Security - Micros	oft Internet Ex	olorer						
j <u>F</u> ile Edit ⊻iew I	F <u>a</u> vorites <u>T</u> ools	Help						
		🌆 Admin	istrator			Lo	gout	?
			dy to Scan					ক
		Rea	dy to Print					Ŷ
Maintenance	Security		Box	Print Setting	Store Address	N	etwork	
Authentication		User Reg	istration	_				
User Registration		Nev	w Registration					
Account Track Regis	stration			-	Search from Number	1-50	▼ Go	
SSL/TLS Setting						1		
Address Reference :	Setting	No.	User Name			Edit	Delete	
Permission of Address Change		1	user01			Edit	Delete	
Auto Logout		2	user02			Edit	Delete	
🕨 Administrator Passv	vord Setting							
								_

BRIDGEPORT

- 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]

Security - Microsoft Internet Explorer <u>Eile Edit Yew</u> F<u>avo</u>rites <u>T</u>ools <u>H</u>elp Administrator Logout 8 Ready to Scan Ready to Print Ø Maintenance Print Setting Box Store Address Network Authentication User Registration tegistration No count Track Registration User Name SSL/TLS Setting E-mail Address Address Reference Setting User Password Permission of Address Change Retype User Password ▶ Auto Logout Account Name Administrator Password Setting Search from List . Registered Account Name Specify loon Search from List Registered icon L Function Permission Сору Allow ٧ Sear Allow ~ Save to External Memory Restrict 🔽 Fax Allow ~ Print Allow ¥ User Box Allow ~ ¥ Print Scan/Eax from User Box Allow Allow \* Manual Destination Input Output Permission(Print) Allow 🔽 Color Allow 🔽 Black Output Permission(TX) Allow 🔽 Color Max. Allowance Set Total Allowance 🗆 i otal (1-99999999) Individual Allowance 🗖 Color (1-99999999) 🗖 Black (1-99999999) Box Administration 🗌 Box Count (0-1000) Limiting Access to Destinations 🔲 Reference Allowed Group Registered Reference Group Number 🔽 TotalO Access Allowed Level 0 🗸 OK Cancel



1. Press [Utility/Counter]

BRIDGEPORT

- 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]



Se the menu buttons or keypad to make a selection.

6 Copier Settings

Printer Settings

System Connection

Security Settings

Fax Settings

7

8

9

0

1 System Settings

Administrator/

One-Touch/User Rox Megistration

User Authentication/ Account Track

Network Settings

Administrator Settings

dministrator ettings



### **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

General	Sharing Ports Advanced Color Manager	nent Security Configure	Settings					
-	KONICA MINOLTA C650 Series PC	L	_					
Locatio	n:						7	
Comm	ent:		Basic Layo	ut Finish Cover Mode				
				(215.9x279.4 mm) (215.9x279.4 mm)	Fa	avorite Setting	🥵 Default Settir	
Model:		L	S 1/2411	(213.3X273.4 mm)		Original Orientation		Output Method
- Featu Colo	res r: Yes Paper ava	ilable:				Landsca	аре	
Dou	ble-sided: Yes A3					Original Size 8 1/2x11		User Settings
	le: Yes A4 A5					Paper Size	•	Authentication/Account Track
	d: 65 ppm A6 mum resolution: 600 dpi B4	-				Same as Original Siz	e 🔻	Copies
						Zoom [25400]		1 [19999]
	Preferences	Print Test Page			x1	Auto	100 🔺 %	및 및 V Collate
					R	Mariuai		
				AD.		Paper Tray		Coffset
		User Au	hentication/Accoun	t Track	-	X	J	
		Use	Authentication	Accou	int Track		-	Paper Settings for Each Tray
		0	Public User	D	epartment Name	e		Default
		٢	Recipient User					Boldak
			User Name	P	assword		Can	ncel Apply Help
			Password					
				J				
			Server Setting					
						Verify		
				ОК	Cancel	Help		



## **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

Print				8 23		
Printer						
Name: KONICA MINOLTA	C650 Series PCL	-		P <u>r</u> operties		
Status: Toner Low Type: KONICA MINOLTA C650 Where: 192.168.0.100 Comment:	) Series PCL		f	in <u>d</u> Printer		
commerc.				Print to file		
Print range		Copies				
● <u>A</u> ll ○ Page(s) <u>F</u> rom: 🚖 <u>T</u> a	o: 🚖	Number of <u>c</u>	opies: 1	×.		
Print what Selection	123	C <u>o</u> llate				
Active sheet(s)     Table     Ignore print areas	non book					
Preview			ОК	Close		
RKONICA MINOLTA C650 Series PCL Properties						
Basic Layout Finish Cover Mode Stamp/Cor	mposition Quality Oth	er				
	Favorite Setting	Untitled	✓ Add	J Edit		
		ty Adjustment	Resolution 600dpi (High Quality)  Pattem Coarse Rage Compression Maximum Compression			
	Color Settings Document Photo DTP Web CAD		Glossy Mo	de		
			Fo	nt Settings		
Printer View Printer Information				Default		
			K Ca	ncel Help		



### **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



