

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

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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]

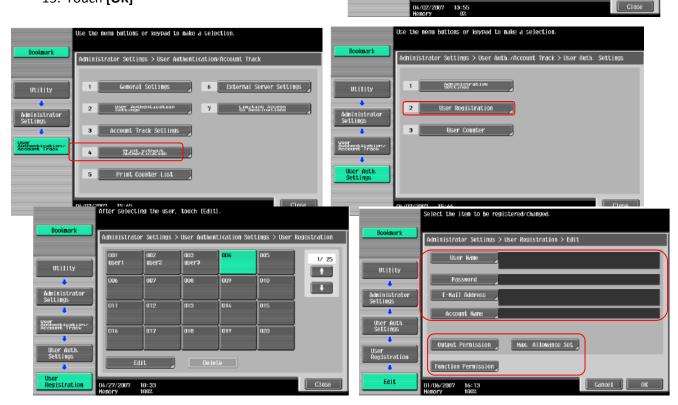
Security - Microsoft Internet Explorer <u>Eile Edit Yew</u> F<u>avo</u>rites <u>T</u>ools <u>H</u>elp Administrator Logout 8 Ready to Scan Ready to Print Ø Maintenance Print Setting Box Store Address Network Authentication User Registration tegistration No count Track Registration User Name SSL/TLS Setting 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

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1 System Settings

Administrator/

One-Touch/User Rox Megistration

User Authentication/ Account Track

Network Settings

Administrator Settings

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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

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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		
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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

