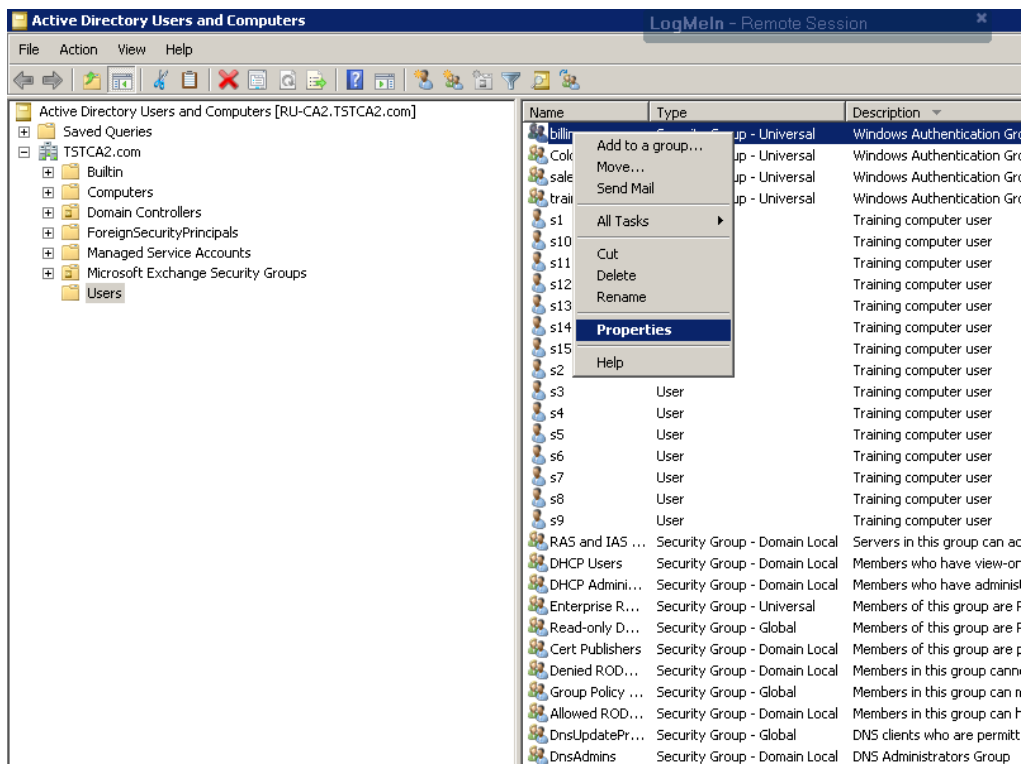


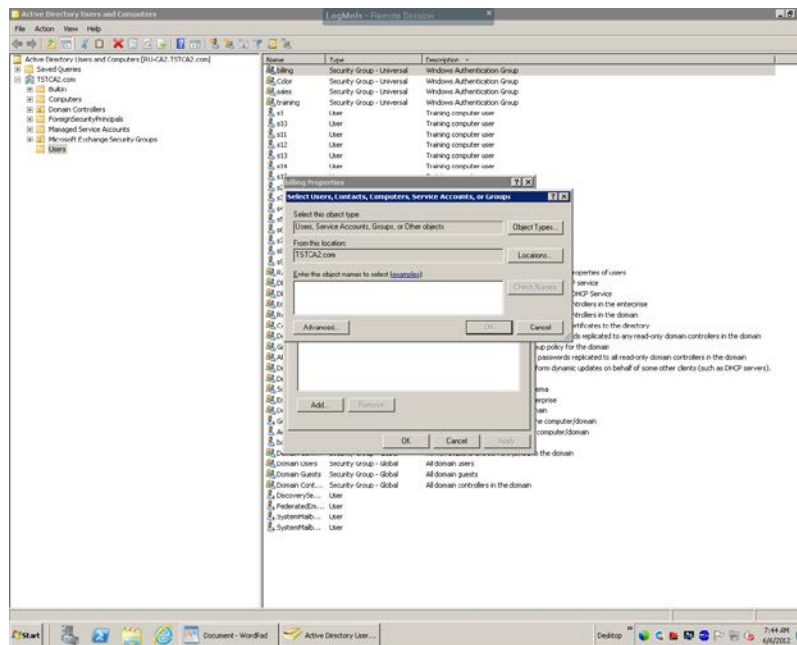
Adding users to groups

Windows authentication, like user code authentication, can be used to limit and control access to features of the machine. Unlike user codes, which control rights for individuals, windows authentication controls rights by group membership. You can create the rights one time on the copier and then add members to the groups on the server to control copier features.

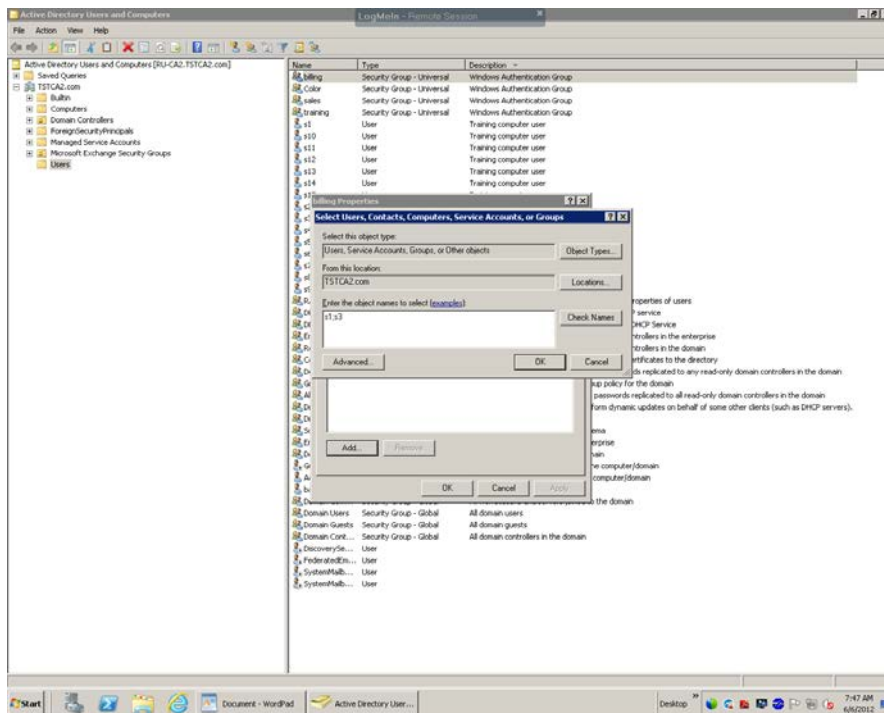
1. On the active directory user and computers locate the billing group right click and select properties



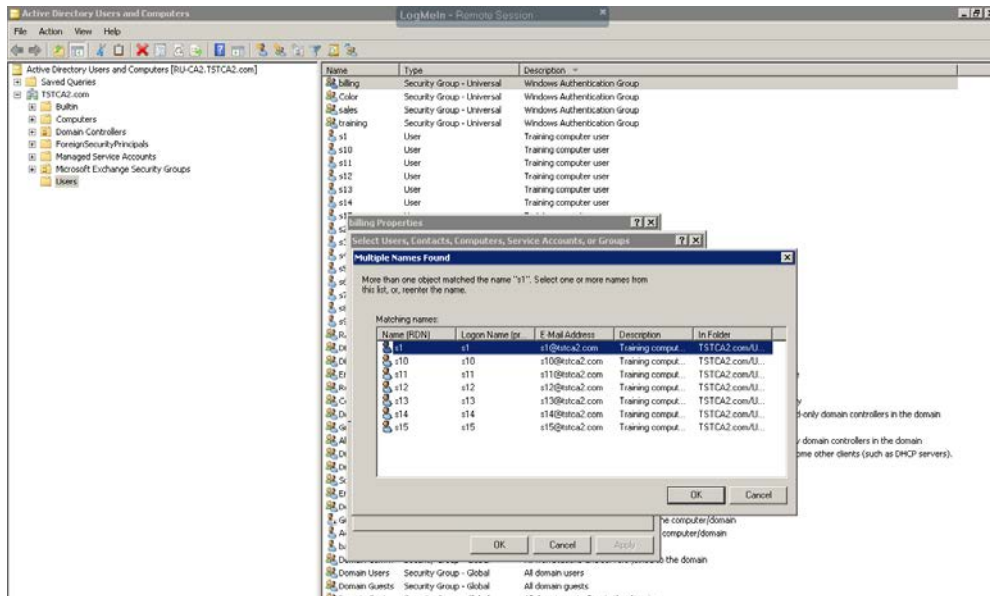
2. Next you will select the members tab select add and then go to step 3



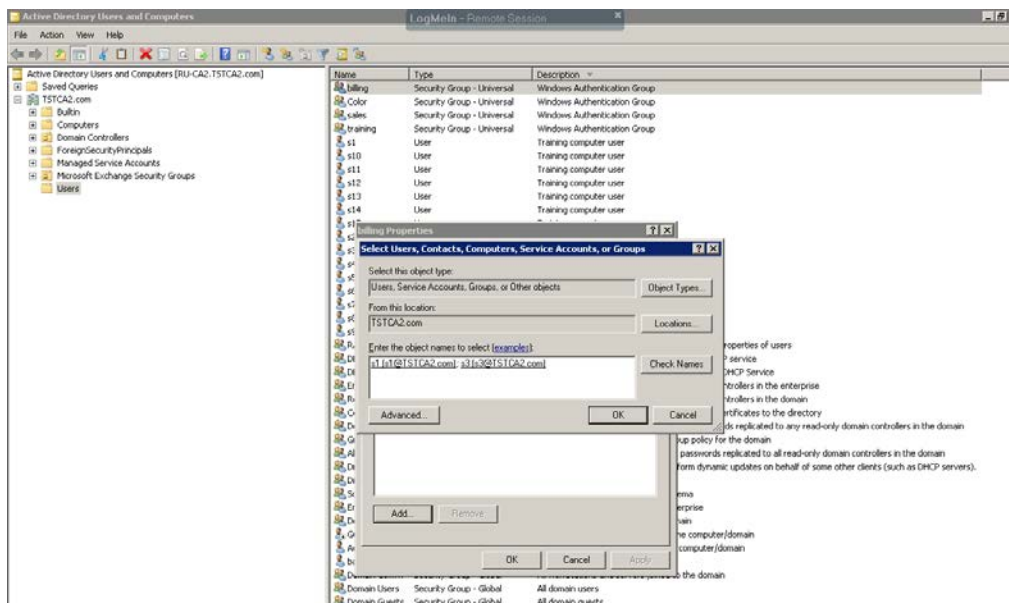
3. Type in the name of your users example s1;s3 then select check names. By using the “;” in-between user names you can add multiple users at one time.



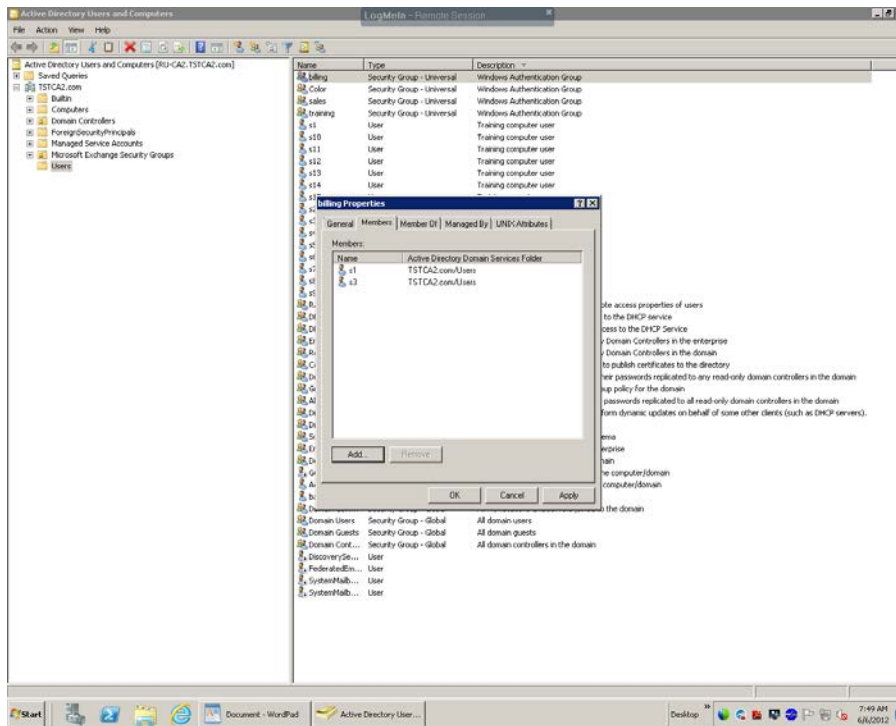
4. Highlight the user S1 (you may find that users that have the same letter or number in the beginning of the name will show up in the search for example S10) select S1 and then select OK.



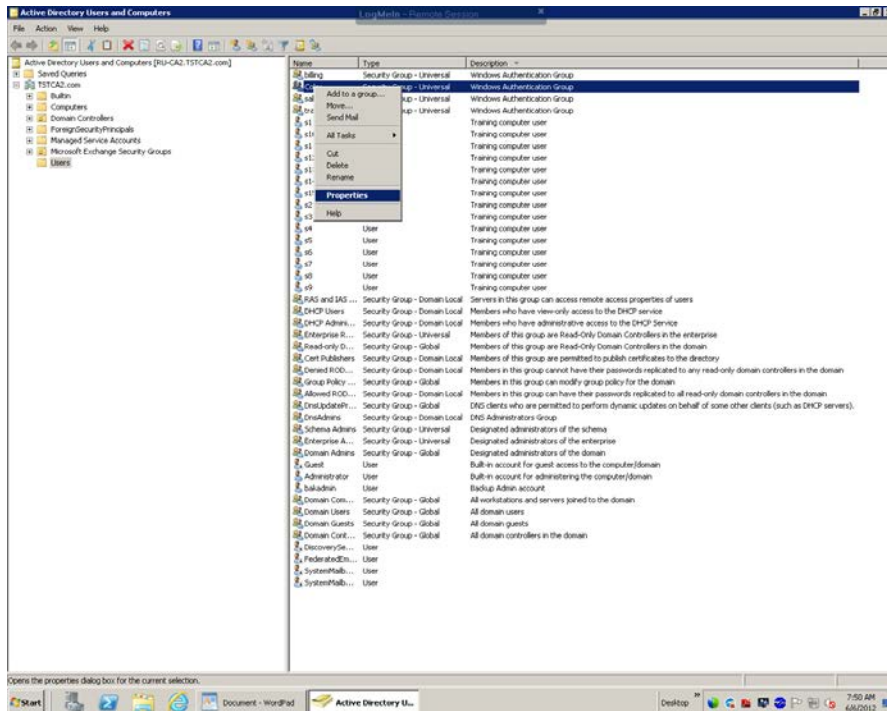
5. You should now see both users on your list and then select OK.



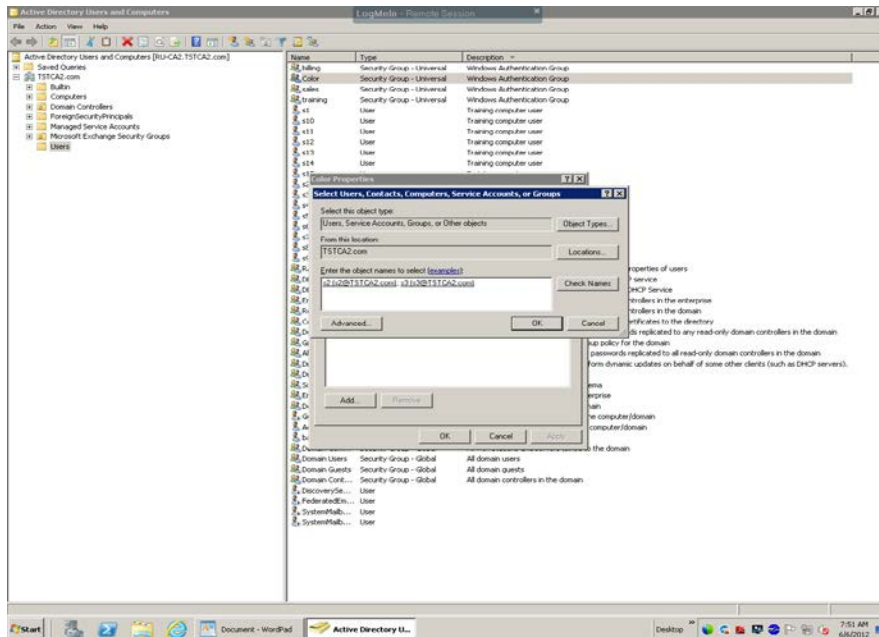
6. Once you have the correct users under the member tab select OK



7. Right click on the group Color and select properties



8. Select the member tab and then select add then type in S2;S3 select check names and then select OK



9. Select OK you have now completed adding the users to the groups the next exercise will be to configure the copier with the correct settings for windows Authentication.

