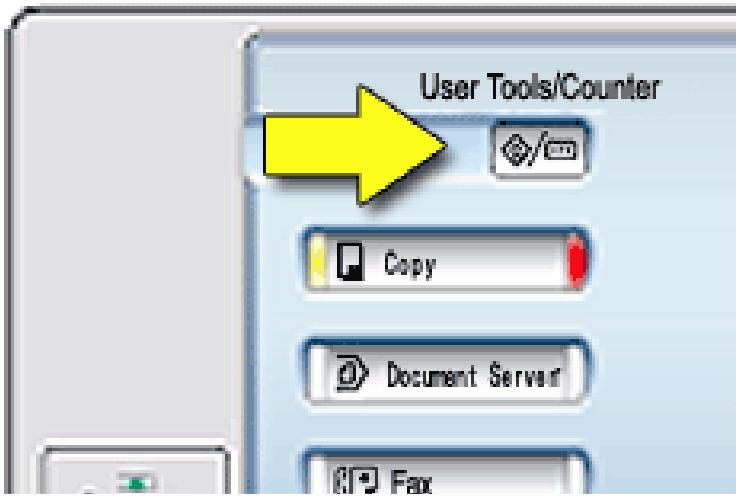
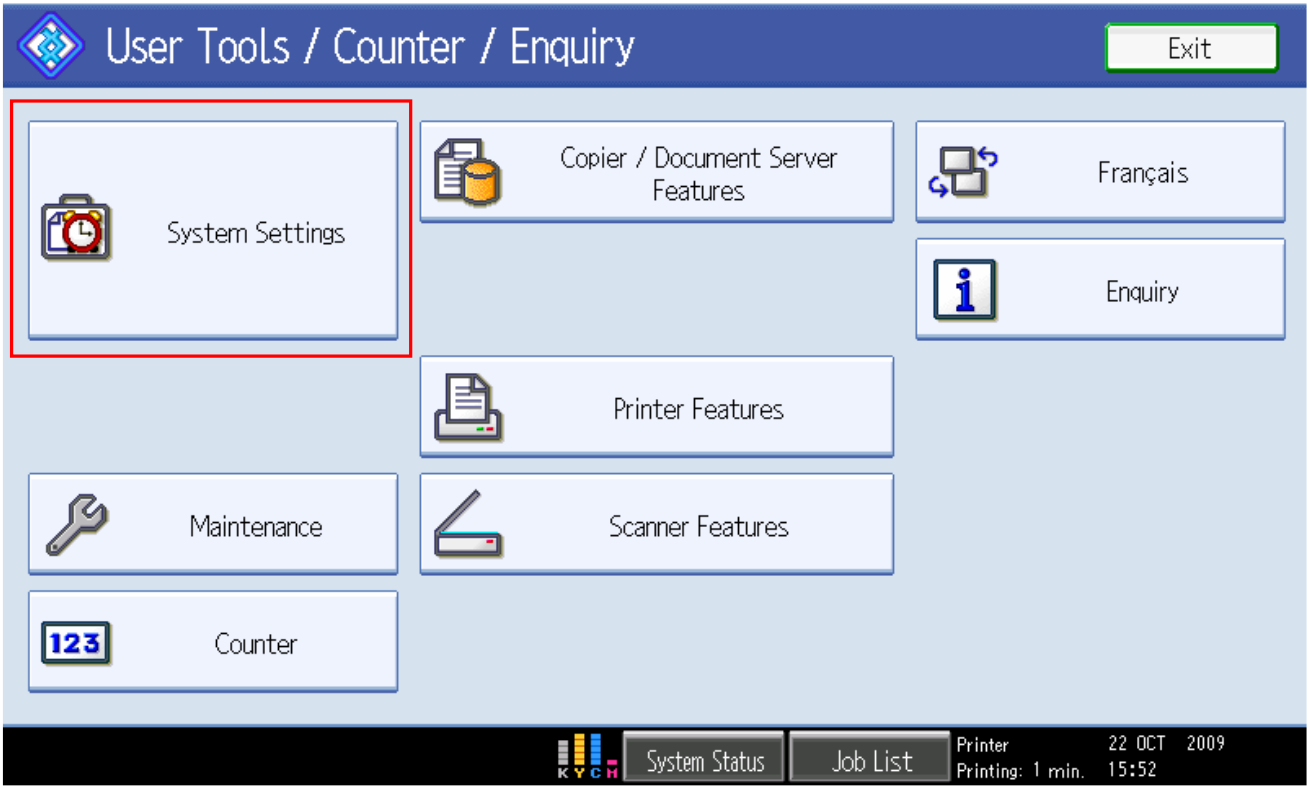
Enabling User Authentication Management For Relevant Functions:

Adding a user with a user code:

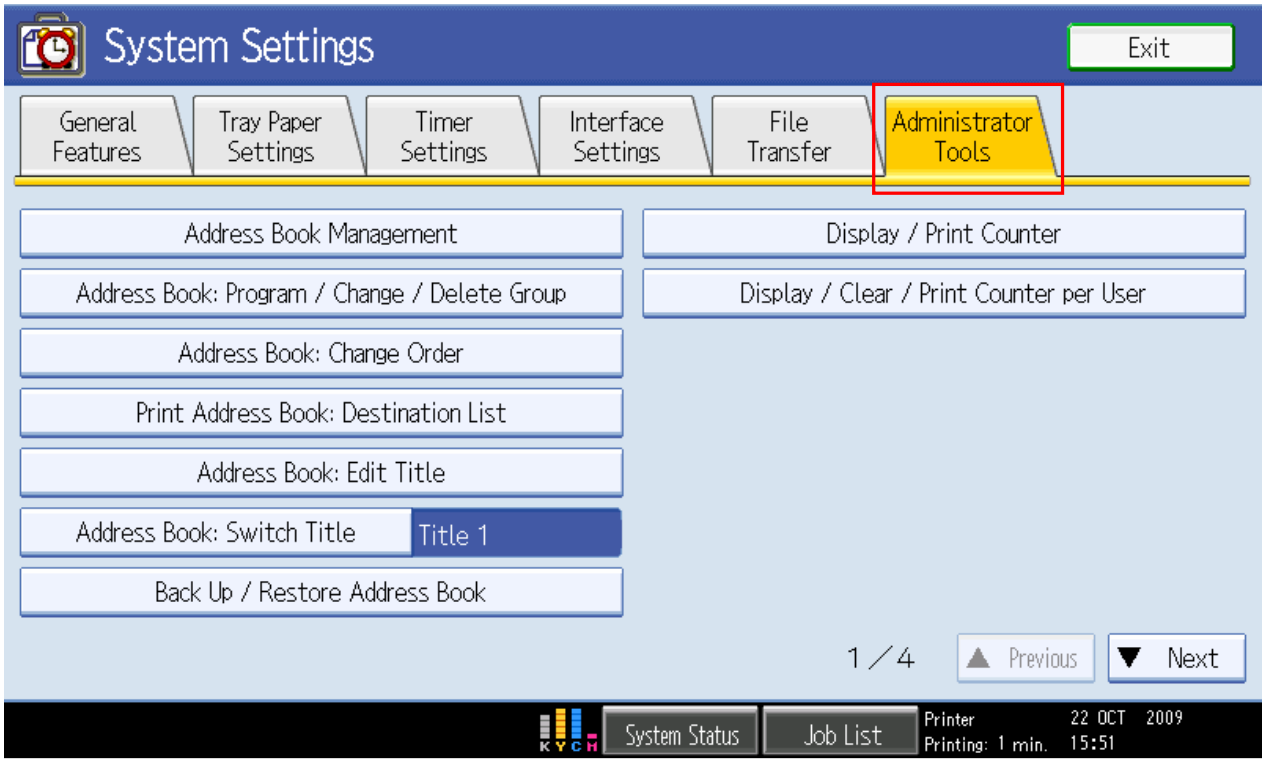
1. Press the **user tools** button which has 123 and a diamond shape (at top left or right)



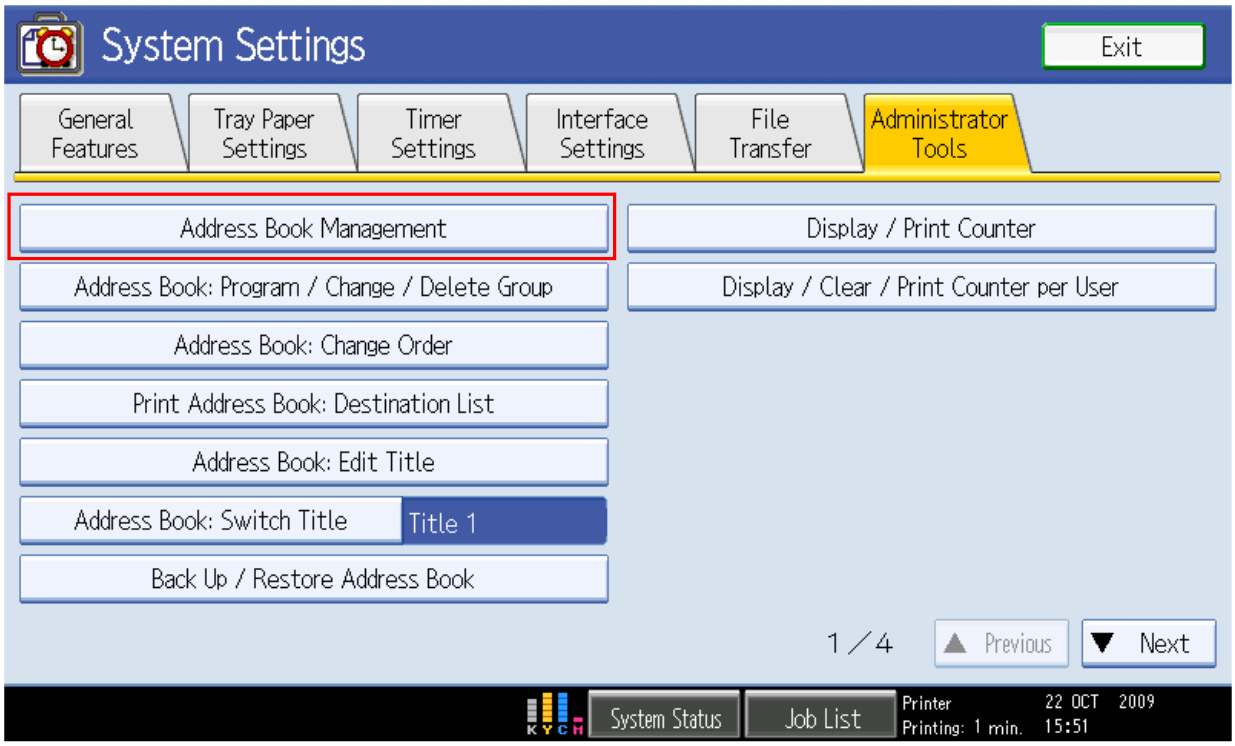
2. Press **System Settings**



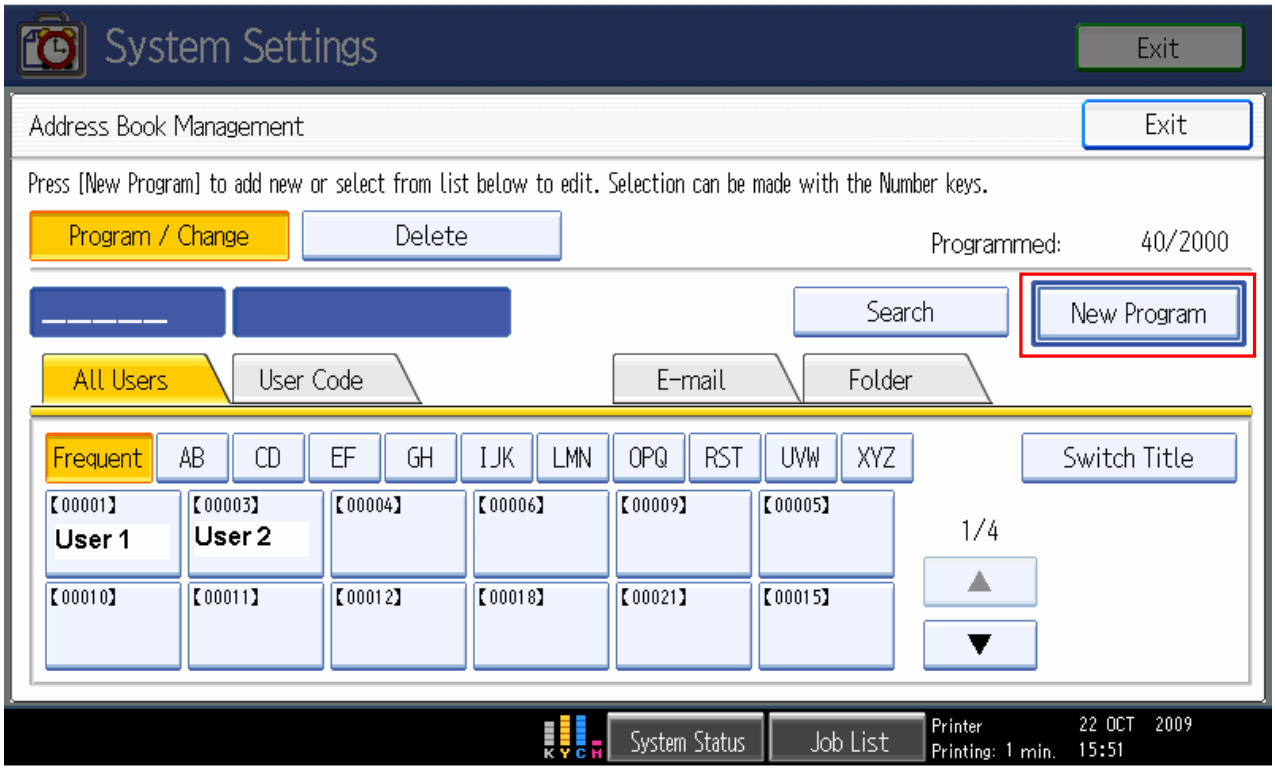
3. Press **Administrator Tools** or **Key operator Tools** tab.



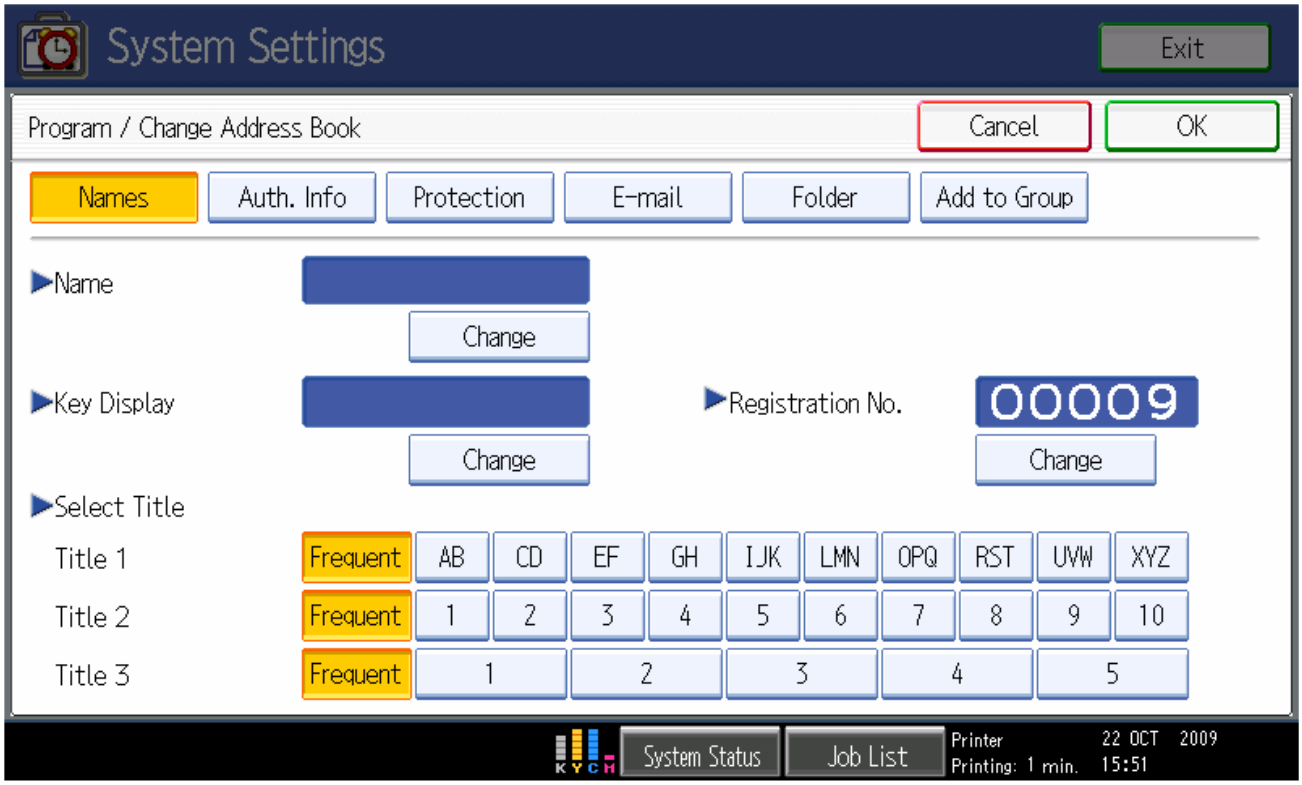
4. Using the **Next** and **Previous** buttons to find and Press the **Address Book Management** option



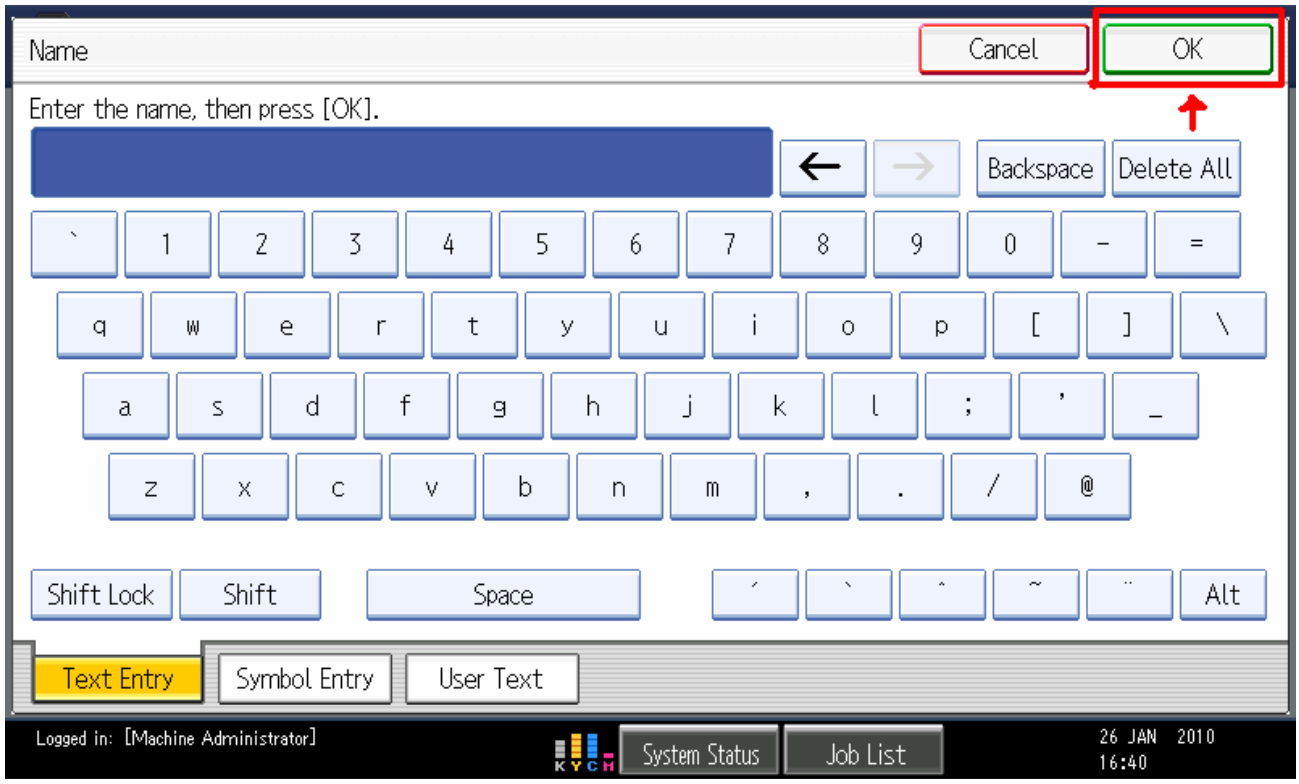
5. To add a new user / account press **New Program**



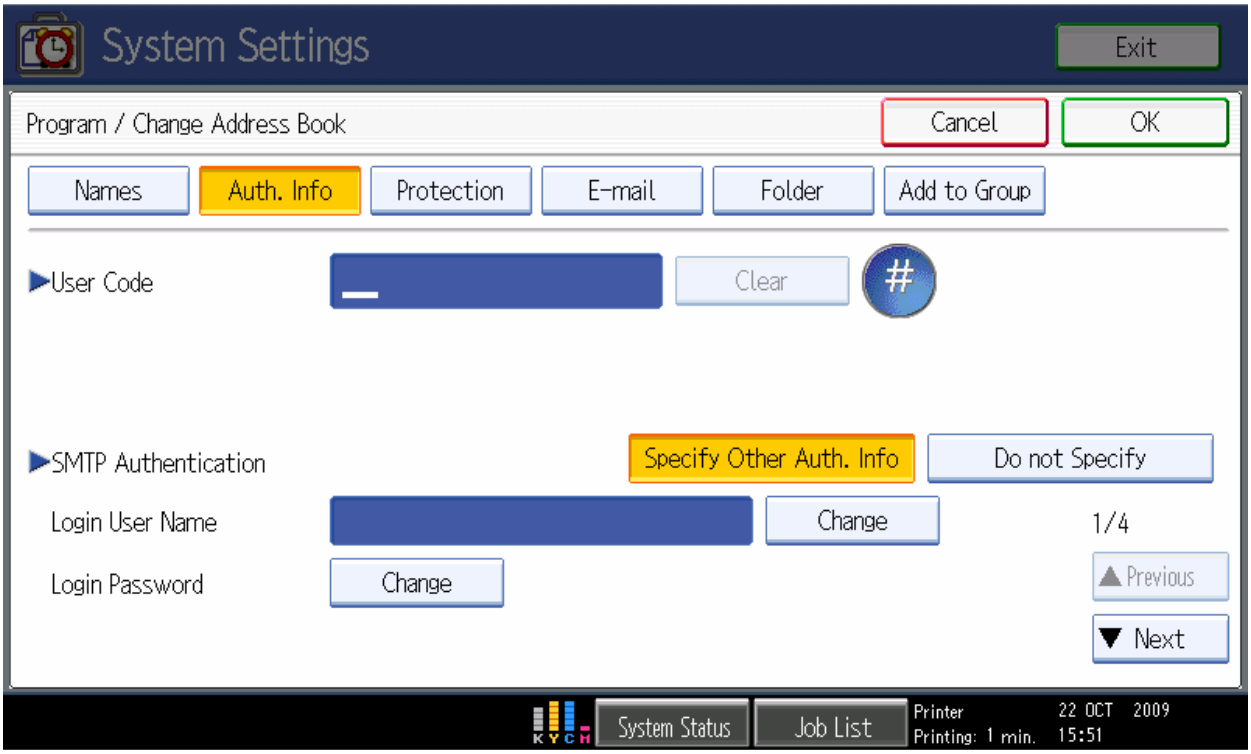
6. Press **Change** for the Name and or Key Display Fields



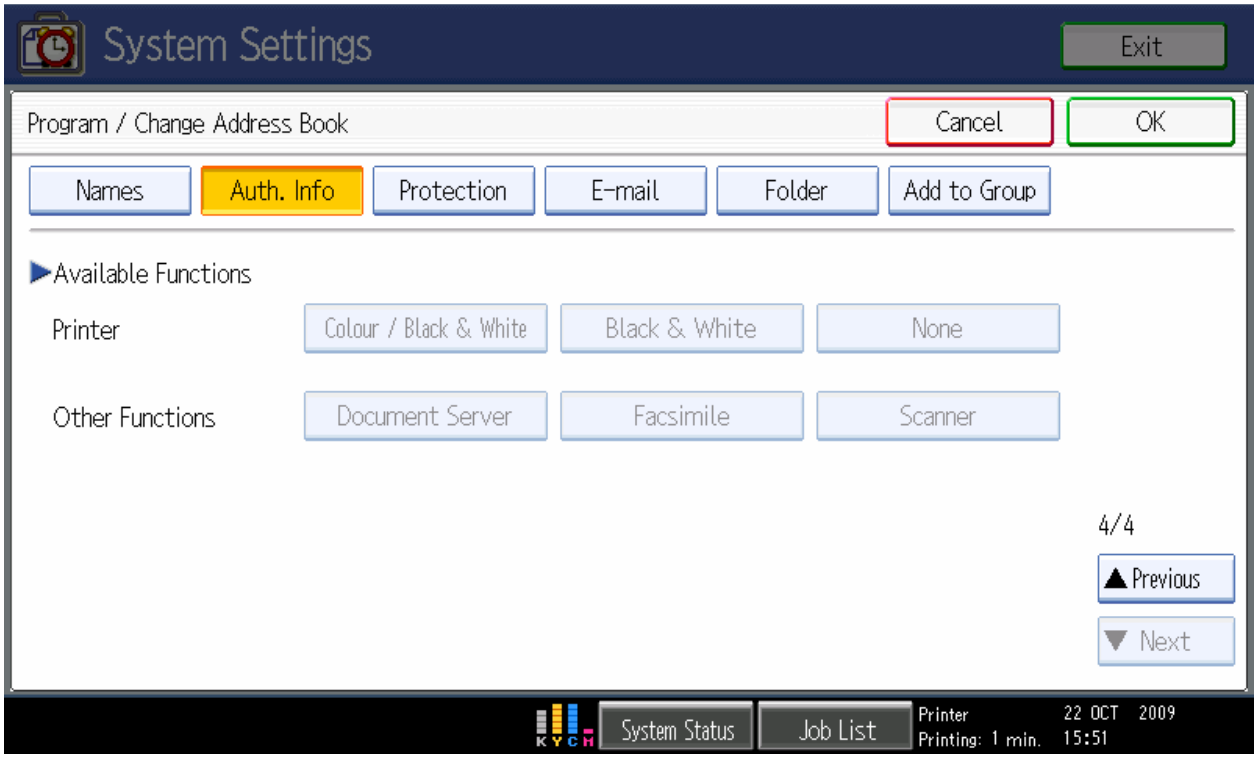
7. Enter in a name for the user or department and press the OK button



8. Press the **Auth Info.** Tab and enter in at least a 4 digit numerical user code using the physical number pad and press the hash key / button to confirm the user code



9. Press **Next** until you get to **Available Functions** for the copier and or printer (generally the 3rd and or 4th page) and select the functions / items you want to allow the user to use.

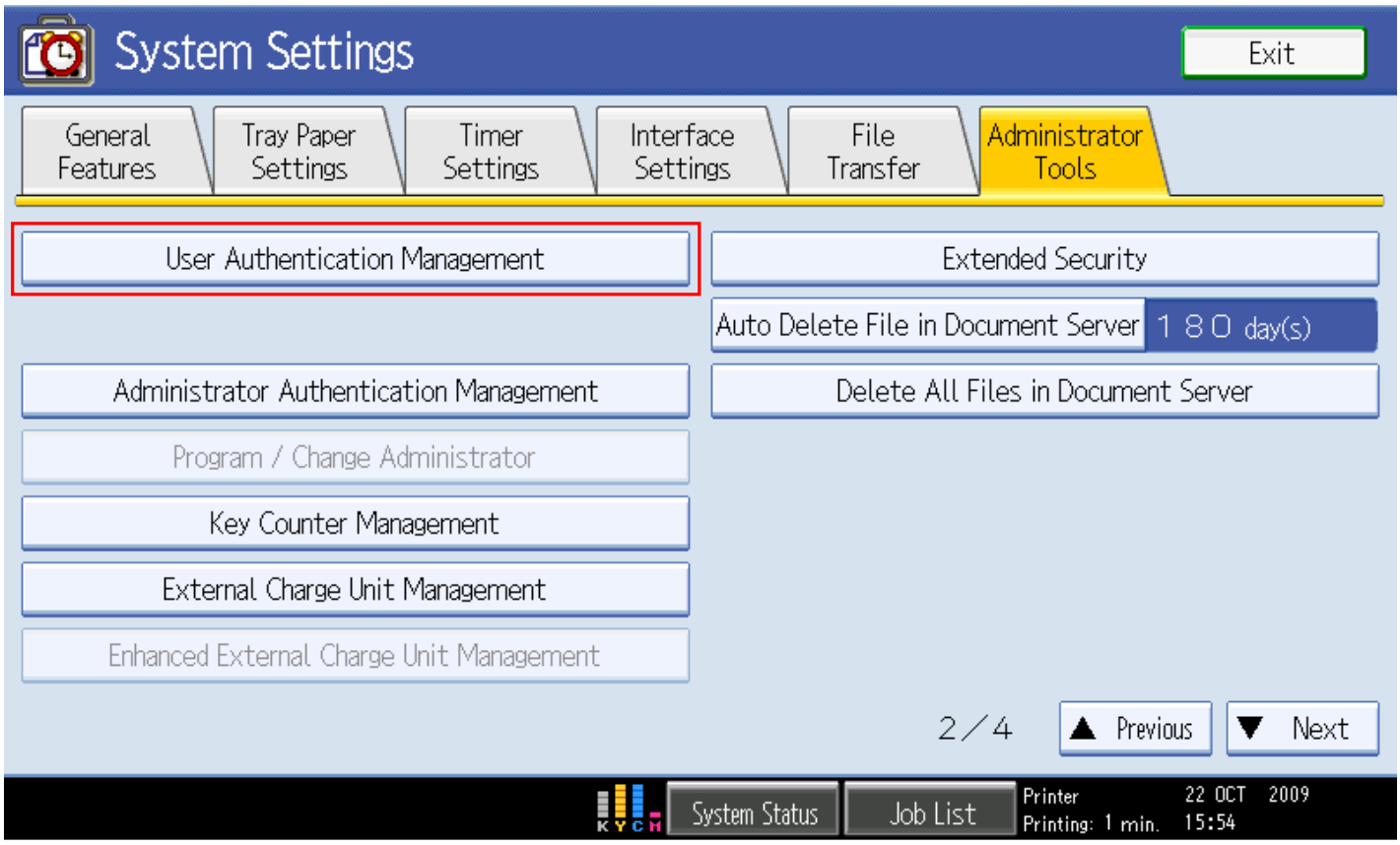


Repeat the above steps from steps 5 to 9 to add more user accounts for the different users or departments.

Enabling User Authentication Management to lock the MFD down:

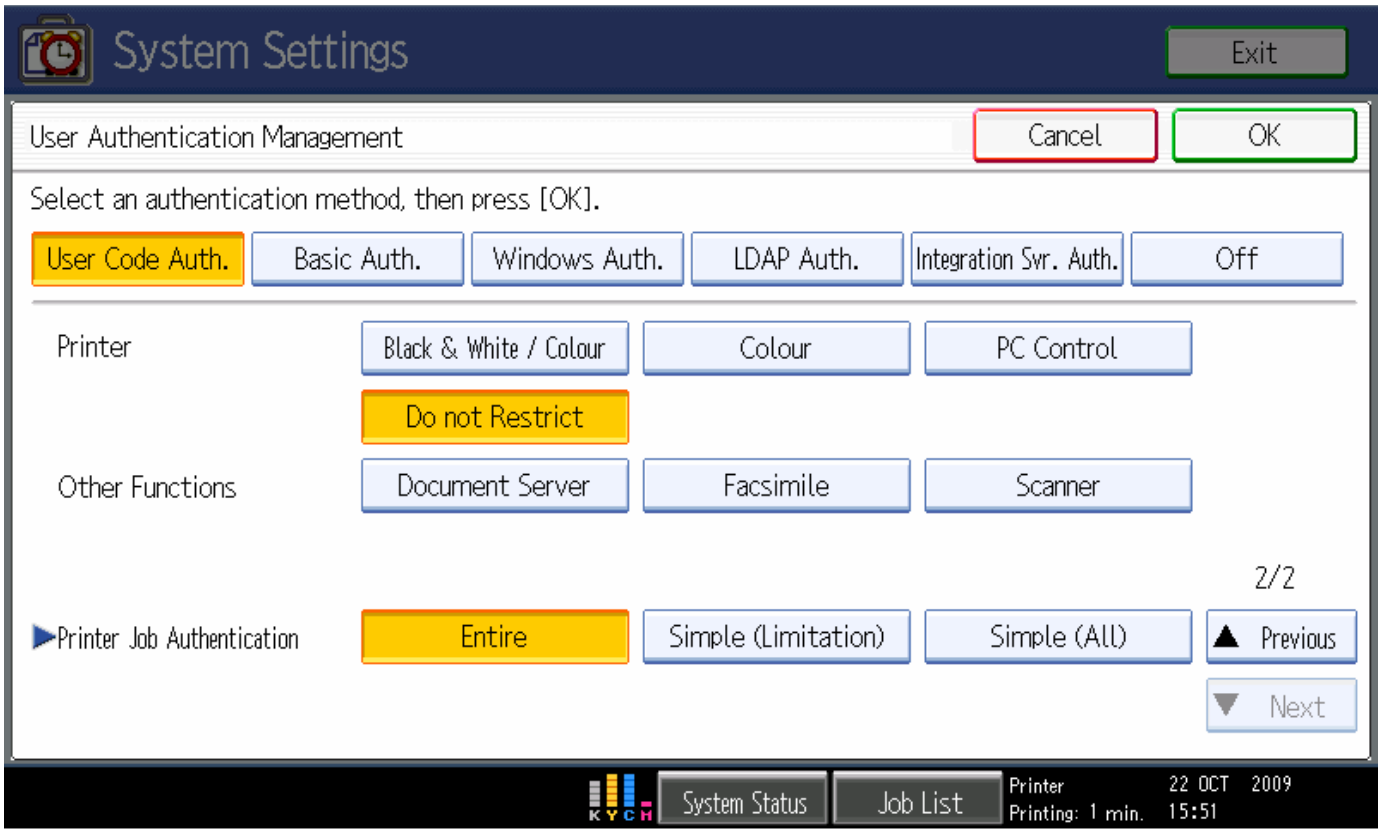
**** Repeating steps 1 – 3 above so you are back at the Administrator or key operator tools tab ****

2. Using the **Next** or **Previous** buttons find and Press the **User Authentication Management** option



3. Press the **User Code Auth.** tab on the far left

- Using the **Next** and **Previous** buttons select the items / functions for both the copier on the first page and the printer and other functions on the 2nd page that you want to be locked down or restricted unless the user / department has a valid user code.



4. Press the **OK** button so as to save the settings / changes made
5. Press the **Exit** button or Press the **User Tools Button** until back at the main copier screen and test the user code functionality to ensure that the relevant user codes you programmed are working as expected.