

Add a User on the Bizhub 200/250/350

Users are made up of several groups. There are 10 groups of 100. In each of the 10 groups, there are 10 sub-groups of 10 that can contain up to 10 users. This allows for a total of 1000 users.

Add/Edit/Delete User Via Web-Connect

1. Double click the “Bizhub 200/250/350” Icon on your desktop. If you do not have an icon, open your internet browser and enter the IP address of your MFP. *(If you do not know your MFP’s IP address, please check with your system administrator)*

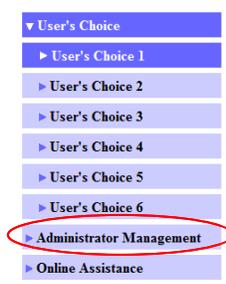


2. Enter the “Administrator Password” (Default is 12345678) and click [Log-in]

Administrator Password :

●●●●●●●● [Log-in] [System] []

3. Click [Administrator Management] on the left side column



4. Click [Account Data]



5. Click on the main group set you wish to add/edit/delete user

Account Data

000-099	100-199	200-299	300-399	400-499
500-599	600-699	700-799	800-899	900-999

6. Click on the sub-group you wish to add/edit/delete

000-009	010-019	020-029	030-039	040-049
050-059	060-069	070-079	080-089	090-099

7. Follow the next steps to either add, edit, or delete a user.

To Add a User

1. Click on an empty location [---]

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2. Enter the name you wish to use
3. Enter the desired password twice
4. If you wish to limit the amount of pages the user can print, enter it in the "Max. Print Page" box.
(IE: If you want the user to only be able to print 1000 pages, enter 1000. When the user reaches the limit, they will no longer be able to print. Enter 0 in the box for unlimited printing)
5. Click [Apply]
6. The user has been added

Account Data

Account Name	<input type="text" value="BPOS"/>
Password	<input type="password" value="••••"/>
Retype Password	<input type="password" value="••••"/>
Max. Print Page	<input type="text" value="0"/> (0-999999, 0 means unrestricted.)

To Edit a User

1. Click on the User's Name

<input type="checkbox"/> bpos	---	---	---	---
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2. Make your desired changes, and click [Apply] *(If you are changing the password, click [Change Password] before clicking [Apply])*
3. Changes have been made.

To Delete a User

1. Click the checkbox beside the user's name
2. Click [Delete]

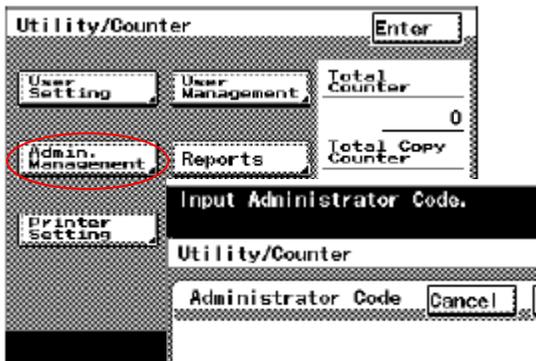
<input checked="" type="checkbox"/> bpos	---	---	---	---
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3. The user has been deleted

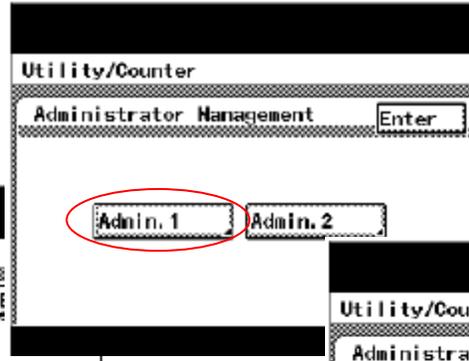
Add/Edit/Delete User via the MFP Control Panel

1. Press [Utility/Counter]
2. Touch [Admin. Management]
3. Enter the password (default is 12345678) and touch [Enter]
4. Touch [Admin 1]
5. Touch [Account/User Authentication]
6. Touch [Account Track Setting]
7. Touch the desired Group
8. Touch the desired Sub-Group tab
9. Follow the next steps to enter/edit/delete users

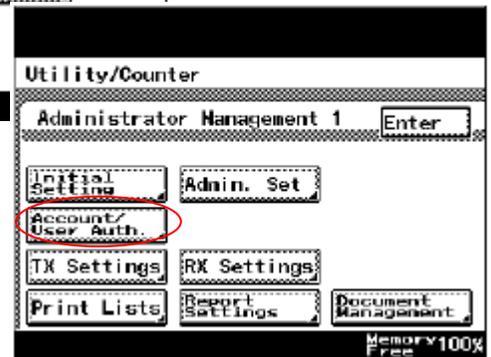
Step 2



Step 4



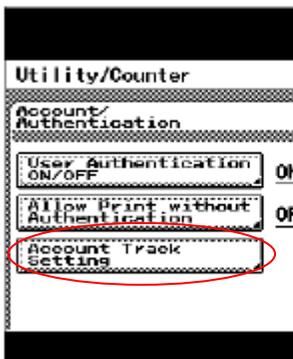
Step 5



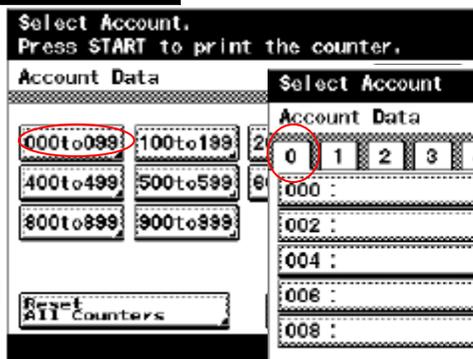
Step 3



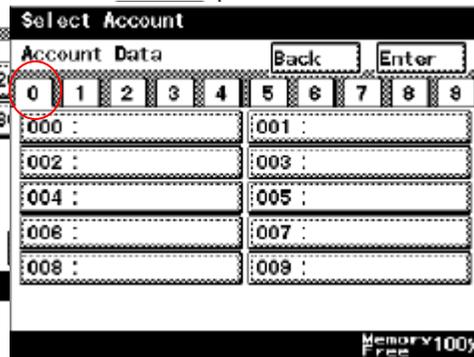
Step 6



Step 7



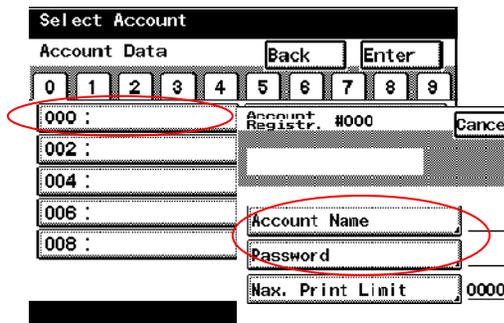
Step 8



To Enter a New User

1. Touch an empty location
2. Touch [Account Name]
3. Enter the account name and touch [Enter]
4. Touch [Password]
5. Touch [New Password]
6. Enter the desired password and touch [Enter]
7. Touch [Confirm New Password]
8. Re-enter the password and touch [Enter]
9. Touch [Enter] twice

Step 1



Select Account

Account Data Back Enter

0 1 2 3 4 5 6 7 8 9

000 : Account Registr. #000 Cancel

002 : Account Name

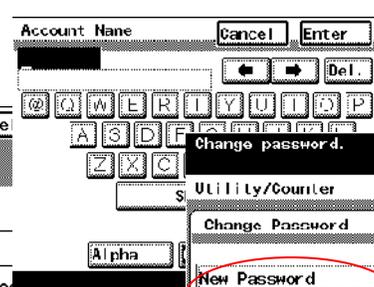
004 : Password

006 : Max. Print Limit 00000

008 :

Step 2 & 4

Step 3



Account Name Cancel Enter

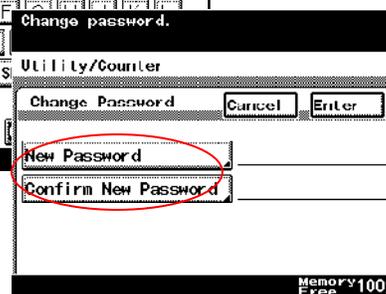
@ Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Alpha

Step 5 & 7



Change password.

Utility/Counter

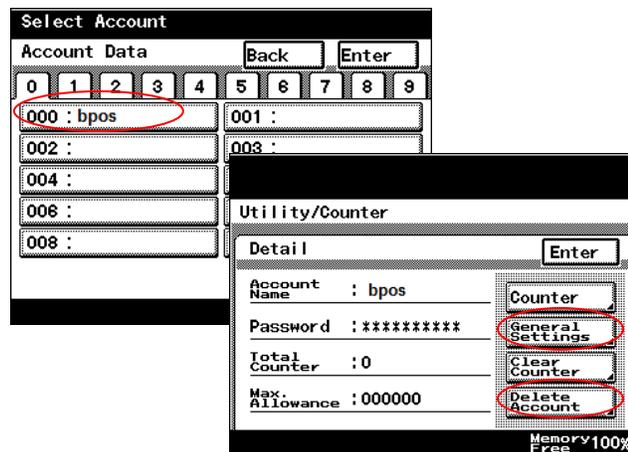
Change Password Cancel Enter

New Password

Confirm New Password

To Edit a User

1. Touch the username to be edited
2. Touch [General Settings]
3. Make the desired changes
4. Touch [Enter] twice



Select Account

Account Data Back Enter

0 1 2 3 4 5 6 7 8 9

000 : bpos 001 :

002 : 003 :

004 :

006 :

008 :

Utility/Counter

Detail Enter

Account Name : bpos Counter

Password : ***** General Settings

Total Counter : 0 Clear Counter

Max. Allowance : 000000 Delete Account

Memory 100% Free

To Delete a User

1. Touch the username to be deleted
2. Touch [Delete]
3. Touch [Yes]
4. Touch [Enter]