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## Adding Users to Bizhub C250/C252

- 1. Press [Utility/Counter]
- 2. Touch [Administrator Settings]
- 3. Enter the password (default is 12345678) and touch [OK]
- 4. Touch [User Authentication/Account Track]
- 5. Touch [User Authentication Setting]
- 6. Touch [User Registration]
- 7. Touch the desired user to delete/edit, or touch an empty box to add a user
  - a. To Edit/Add a user
    - i. Touch [User Name]
    - ii. Enter the desired username and touch **[OK]**
    - iii. Touch [Password]
    - iv. Type the password and touch [OK]
    - v. Re-type the password again and touch **[OK]**
    - vi. Touch [E-mail Address] (Optional)
    - vii. Enter a valid email address and touch [OK]
    - viii. Touch [Account Name]
    - ix. Touch the button for the desired account, and then touch [OK]
      \*\*\* NOTE \*\*\*Before an account name can be selected, accounts must have been registered. For details on registering accounts, refer to "Account track registration" on page 12-98 of the Copy Operations User Guide.
    - x. Touch [Output]
    - *xi.* Set the desired restrictions and touch **[OK]**
    - xii. Touch [Max. Allowance Set]
    - xiii. Set the maximum number of copies you wish this user to have and touch [OK]
    - xiv. Touch [Function Permissions]
    - xv. Set the functions you wish this user to have and touch [OK]
    - xvi. Touch [OK] and press the yellow [Reset] button
  - b. To Delete a user
    - i. Touch [Delete]



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