



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]**

