

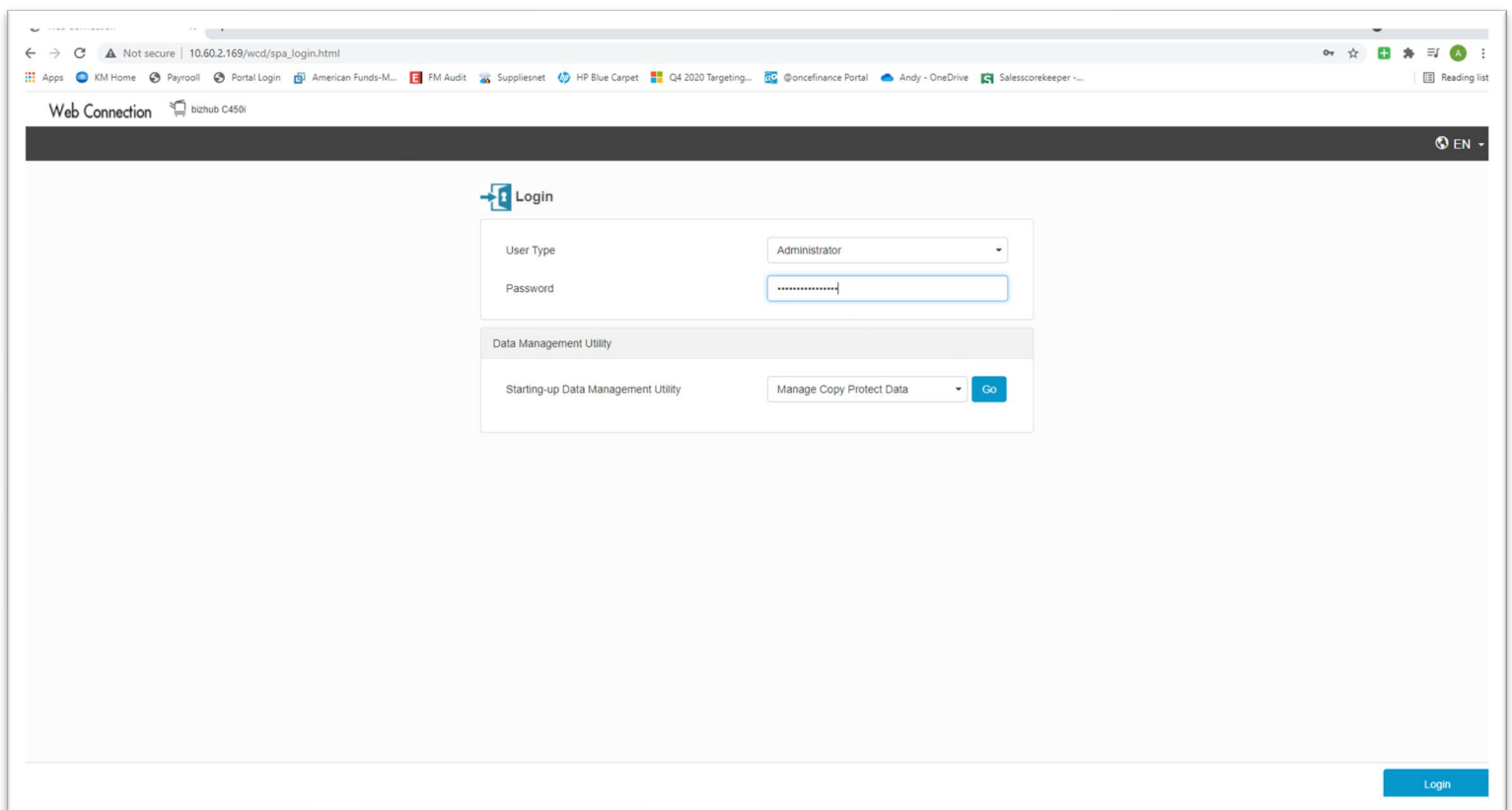
BizHub – iSeries: Adding, deleting and managing permissions

STEP 1: You will need your machine's IP address to access your administrator portal

- IP addresses can be found within the device information section on the interface of the actual machine. (Instructions Below)
 - Log into your user account.
 - Click the SETTINGS icon on the lower left-hand side of the screen. You will be taken to the UTILITY PAGE.
 - Click on the DEVICE INFORMATION icon.
 - Here you will find all the device information

STEP 2: Log into your Administrator Portal

Step 2:1: Enter your machine's IP address into a web browser.



The screenshot shows a web browser window displaying the BizHub Administrator Portal login page. The browser's address bar shows the URL "10.60.2.169/wcd/spa_login.html". The page title is "Web Connection" and the browser tab is labeled "bizhub C450". The page content includes a "Login" section with a "User Type" dropdown menu set to "Administrator" and a "Password" input field. Below this is a "Data Management Utility" section with a "Starting-up Data Management Utility" dropdown menu set to "Manage Copy Protect Data" and a "Go" button. A "Login" button is located at the bottom right of the page.

Step 2:2: Change User type to Administrator

Web Connection EN

Login

User Type: Registered User

User List

User Name:

Password:

Login with administrator rights.

Data Management Utility

Starting-up Data Management Utility: Manage Copy Protect Data **Go**

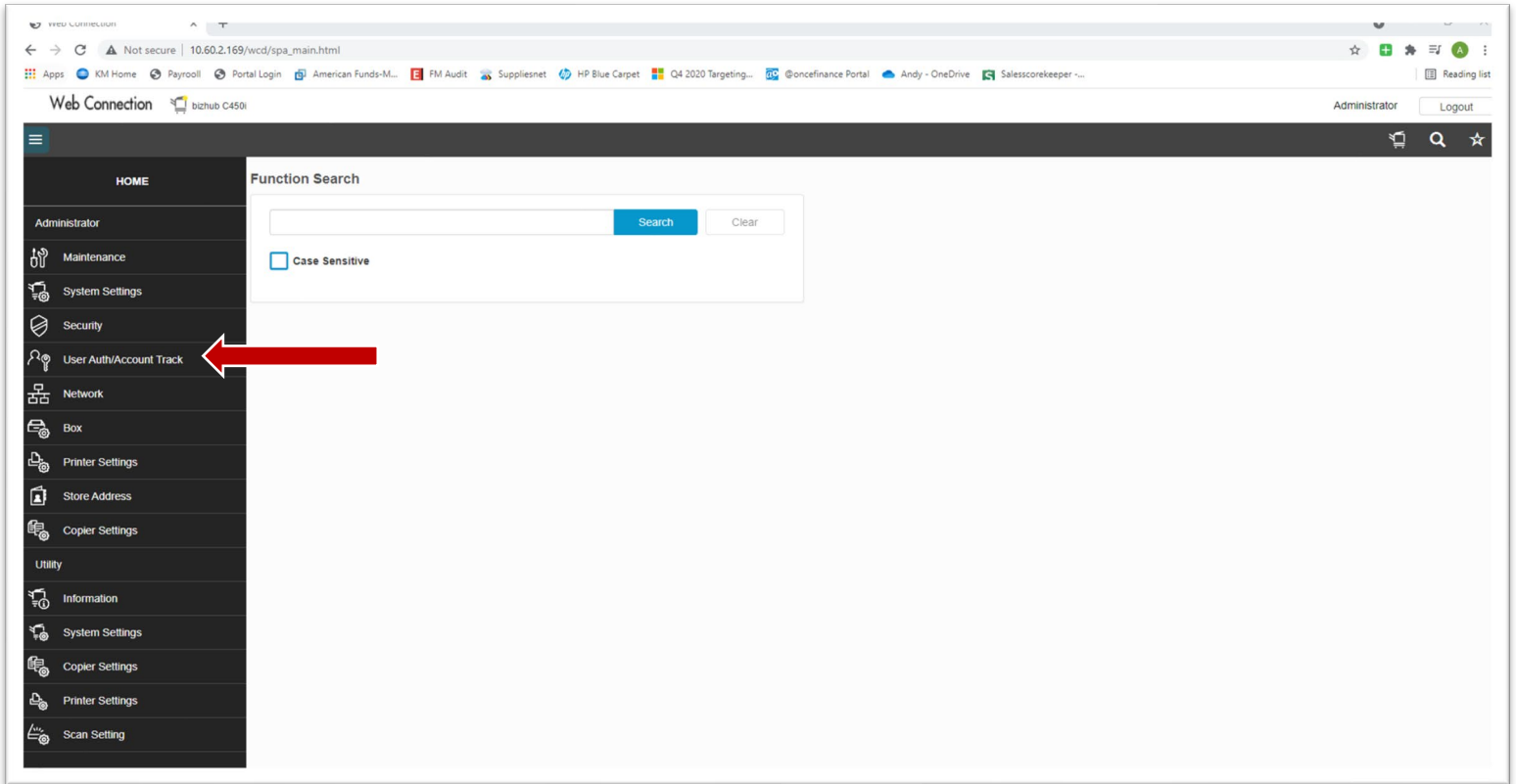
Login

Step 2:3: The password you will be using is 1234567812345678.

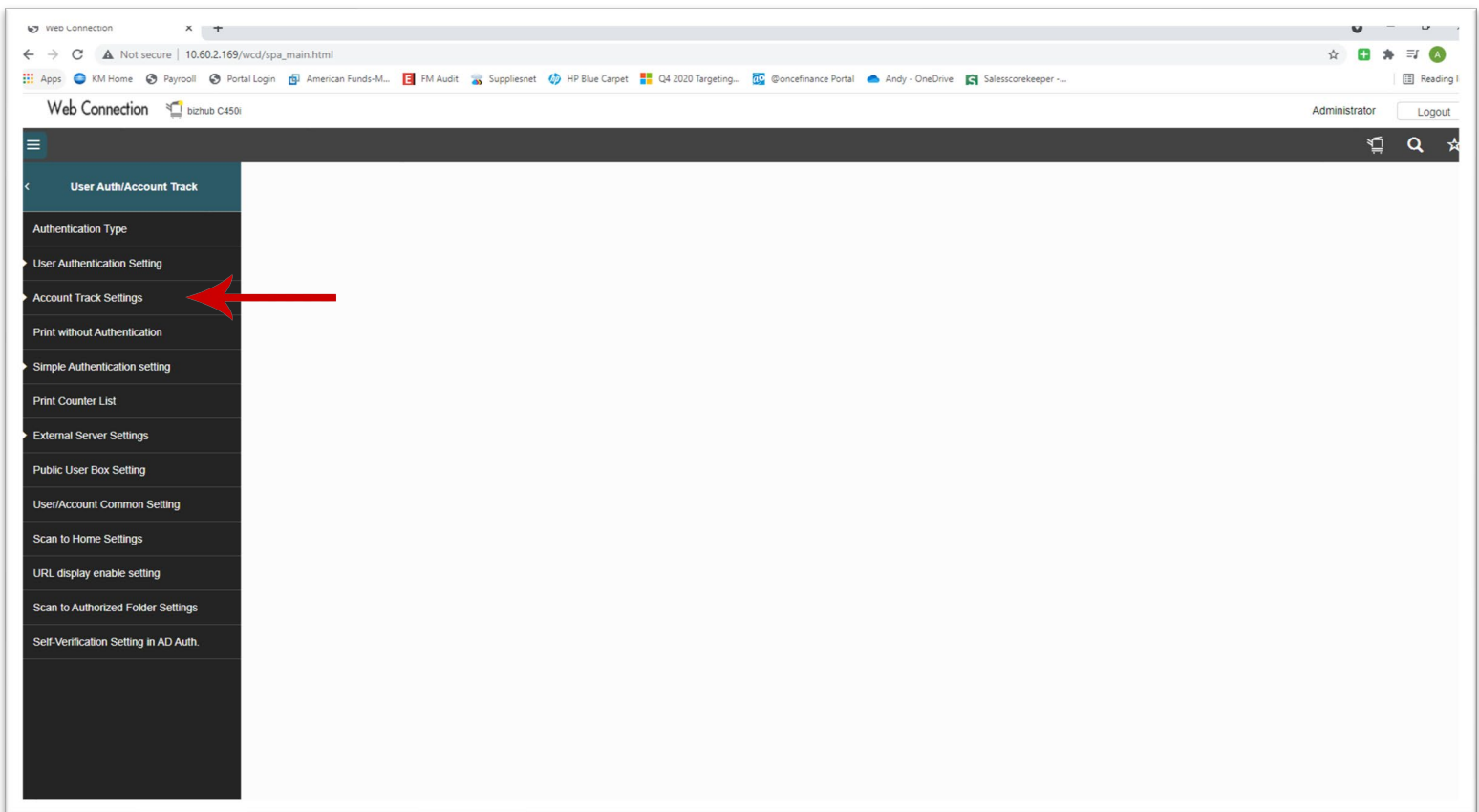
**** Please do not change this password.****

Step 2:4: Click blue login button at bottom right of the page.

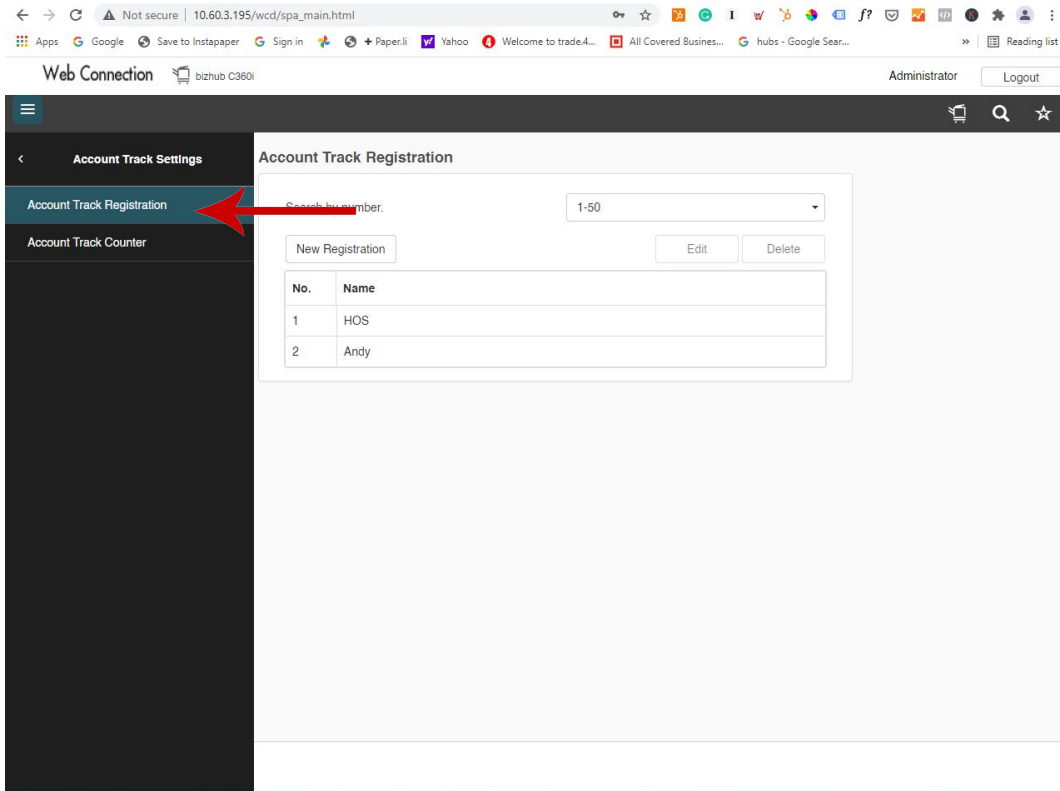
Step 2:5: On the home screen click on USER AUTH/ACCOUNT TRACK



Step 2:6: Click ACCOUNT TRACK SETTINGS



Step 2:7 Click ACCOUNT TRACK REGISTRATION. The user registration box will appear, where you will add or delete users.

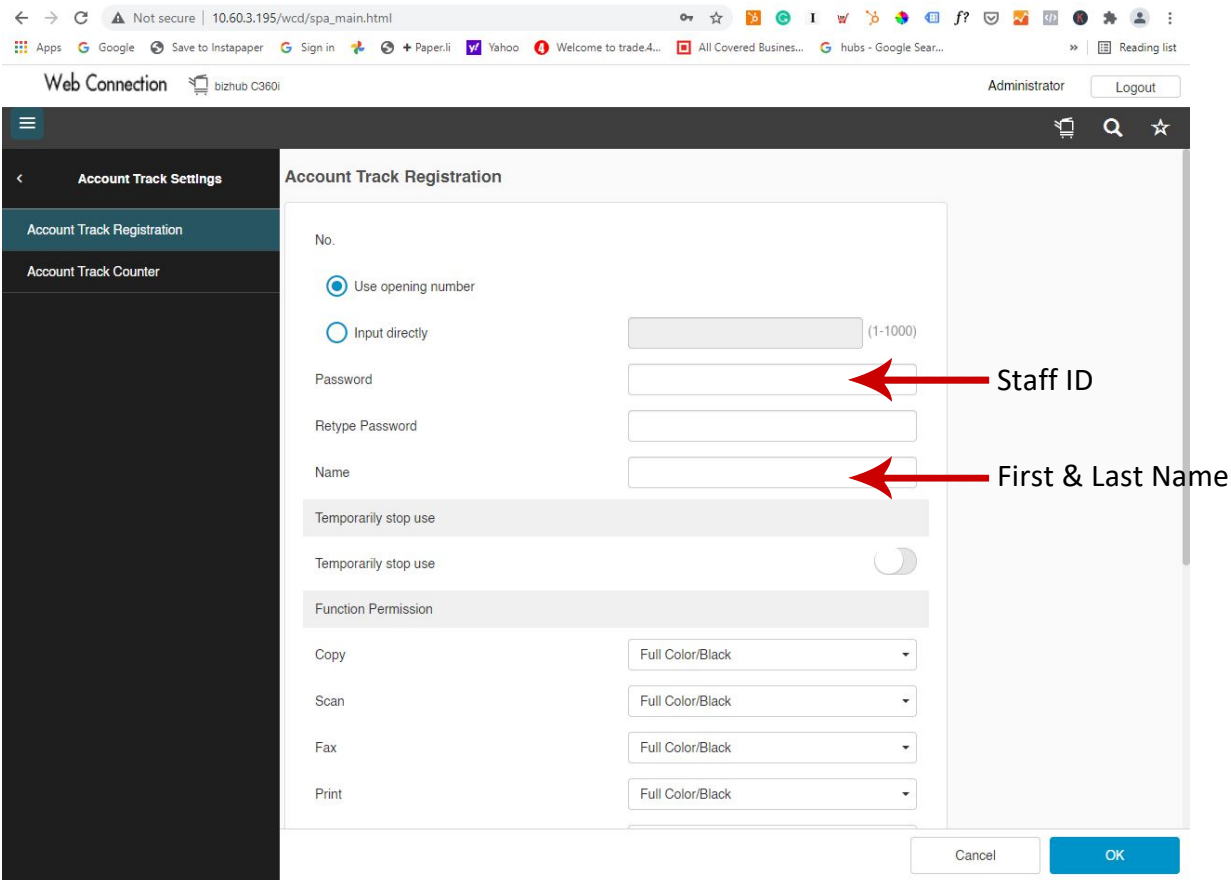


Step 2:8: Add Users

Click new registration

Add User Name and Password

Passwords should be the individuals staff ID number



Within the same screen you will grant print/copy permissions

You will be selecting COLOR or BLACK/WHITE only printing and copying access

After selecting the user's permissions, you will click the blue OK button in the bottom right.

The screenshot shows a web browser window with the URL `10.60.3.195/wcd/spa_main.html`. The page title is "Web Connection" and the user is logged in as "Administrator". The main content area is titled "Account Track Settings" and contains the following sections:

- Function Permission:** A table with five rows, each with a function name and a dropdown menu set to "Full Color/Black".

Function	Permission
Copy	Full Color/Black
Scan	Full Color/Black
Fax	Full Color/Black
Print	Full Color/Black
TX Document Print	Full Color/Black
- Max. Allowance Set:** A section with three sub-sections:
 - Total Allowance:** A checkbox labeled "Total" is unchecked, followed by a text input field containing "1" and a range "(1-9999999)".
 - Individual Allowance:** Two checkboxes, "Color" and "Black", are both unchecked. Each is followed by a text input field containing "1" and a range "(1-9999999)".
 - Box Administration:** A checkbox labeled "Box Count" is unchecked, followed by a text input field containing "1" and a range "(0-1000)".

At the bottom right of the form, there are two buttons: "Cancel" and "OK".