







**Step 2:7** Click  **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".