Step 2:7 Click ⬛hEd⬛ ⬛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.