## **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.

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### Step 2:2: Change User type to Administrator

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

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# Step 2:6: Click ACCOUNT TRACK SETTINGS

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User/Account Common Setting		
Scan to Home Settings		
URL display enable setting		
Scan to Authorized Folder Settings		
Self-Verification Setting in AD Auth.		

**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

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	Password		Staff ID
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	Name		First & Last Name
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	Temporarily stop use		
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	Сору	Full Color/Black	
	Scan	Full Color/Black	
	Fax	Full Color/Black	
	Print	Full Color/Black	
			Cancel OK

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.

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