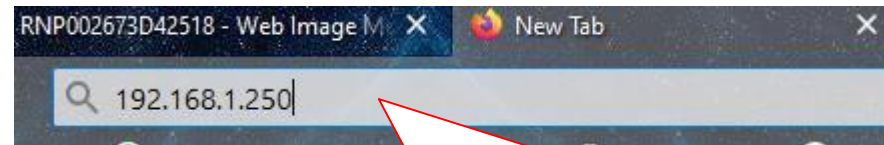


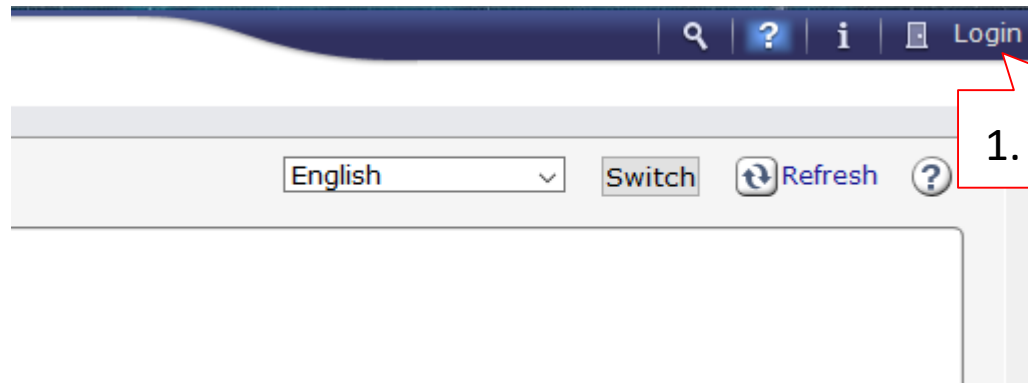
# Steps to set printing password

# 1.1 Open a browser and enter Printer's IP address



[Printer's IP]

# 1.2 Login to Web interface



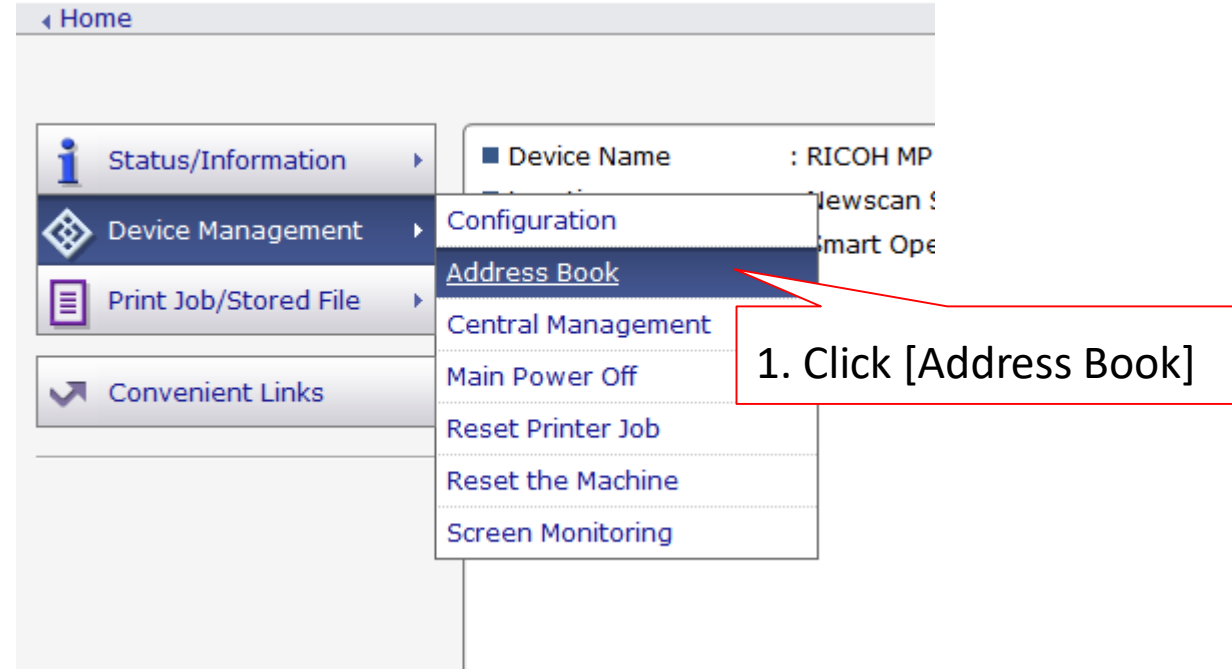
1. Click [Login]

**For MY**  
Username : admin  
Password : password or [blank]

**For SG**  
Username : admin  
Password : [blank]

2. Click [Login]

# 1.3 Go to address book



## 2. Select user to make changes or [Add] to add new user

The screenshot shows a web application interface for user management. At the top, there is a breadcrumb navigation with a 'Home' link. Below it, the page title is 'User List (Display All Items)'. There are two tabs: 'Easy Input' and 'Detail Input'. Below the tabs are four buttons: 'Add User' (with a plus icon), 'Change' (with a pencil icon), 'Delete' (with a trash icon), and another 'Add' button (with a plus icon). Below the buttons, there is a progress indicator showing 'Completed 16 / 16 item(s)'. Below that, there are buttons for 'Selected1', 'Select All', and 'Deselect All', followed by the text 'User(s) : 14 /'. At the bottom, there is a table with columns: 'Type', 'Registration No.', 'Name', and 'Use'. The first row has a checked checkbox, a user icon, '00001', 'Bluez Liang', and '---'. The second row has an unchecked checkbox, a user icon, '0002', and '---'. There are three callout boxes: a blue one pointing to the 'Add User' button with the text 'Click here if to add new user.'; a red one pointing to the 'Change' button with the text '2. Click [Change] to make changes'; and a blue one pointing to the 'Delete' button with the text 'Click [Delete] to remove selected user'. A red box at the bottom points to the checked checkbox in the first row of the table with the text '1. Tick on the user to be make changes'.

Click here if to add new user.

2. Click [Change] to make changes

Click [Delete] to remove selected user

1. Tick on the user to be make changes

Type	Registration No.	Name	Use
<input checked="" type="checkbox"/>	00001	Bluez Liang	---
<input type="checkbox"/>	0002		---

## 2.1 Tick the options to be add/edit.

**Change Registration**

Select item(s) to register, then press [Go to Next].

**User Information**

Basic Information      Basic information such as Registration No. or Name can be registered.

**Destination**

Email Destination      Email destination can be registered.

Folder Destination      Information about network folder can be registered.

**Authentication Management**

User Authentication      Information about user authentication can be registered.

Tick to set/edit printing password for current user

#After done selection click [Go to Next]

# To add/edit user code/printing password

**Step2.User Authentication**

Enter authentication information and available functions.

■ User Code(Required) :

■ Available Functions

Copier :  Full Color  Two-color  Single Color  Black & White

Color Copy Mode Limitation :  Limit to Auto Color Selection  Full Color / Auto Color Selection

Printer :  Color  Black & White

Other functions :  Document Server  Fax  Scanner

1. 4-8 digit password

3. Then click [Go to Next]

2. Tick on the privilege available for the user  
e.g. if able to make color photocopying, tick [Full Color],[Two-color],[Single Color] & [B&W]. If not, tick [B&W] only  
If able to print color, tick on [Color] & [B&W], else tick [B&W] only

# Finalized

**Step2.Confirm Registration**

Check items, then press [OK].

**Basic Information**  
No Item

**Email Destination**  
■ Email Address

**Folder Destination**  
No Item

**User Authentication**  
No Item

Back OK Cancel

Review and confirm the updated details

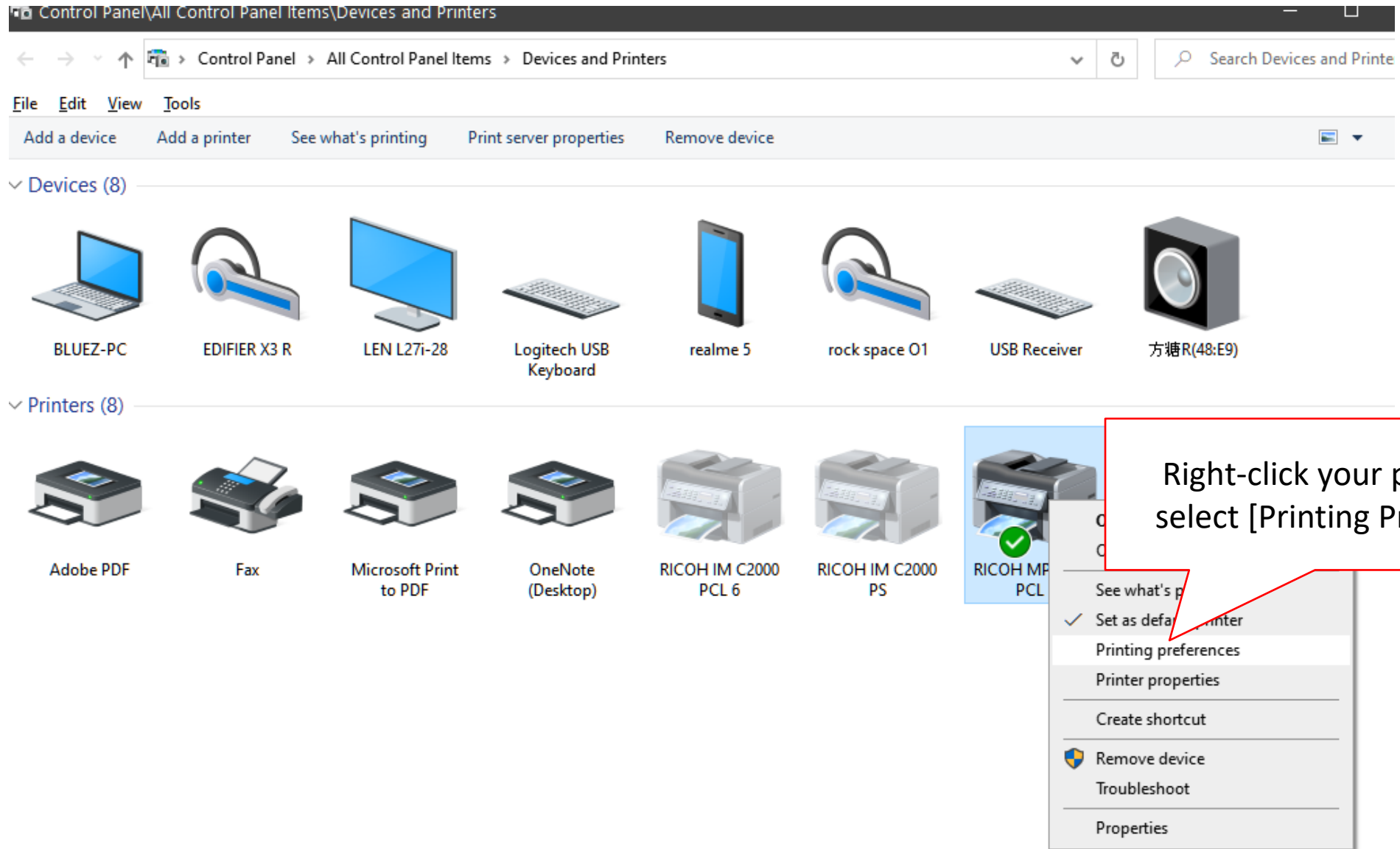
Click [OK] if all correct  
Click [Back] if need re-edit

The image shows a software interface for 'Step2.Confirm Registration'. It features four sections: 'Basic Information', 'Email Destination', 'Folder Destination', and 'User Authentication', each with a blue header and 'No Item' text below. The 'Email Destination' section includes a small icon and the text 'Email Address'. At the bottom, there are three buttons: 'Back', 'OK', and 'Cancel'. Two red callout boxes provide instructions: one points to the 'Email Address' field with the text 'Review and confirm the updated details', and another points to the 'OK' button with the text 'Click [OK] if all correct' and 'Click [Back] if need re-edit'.

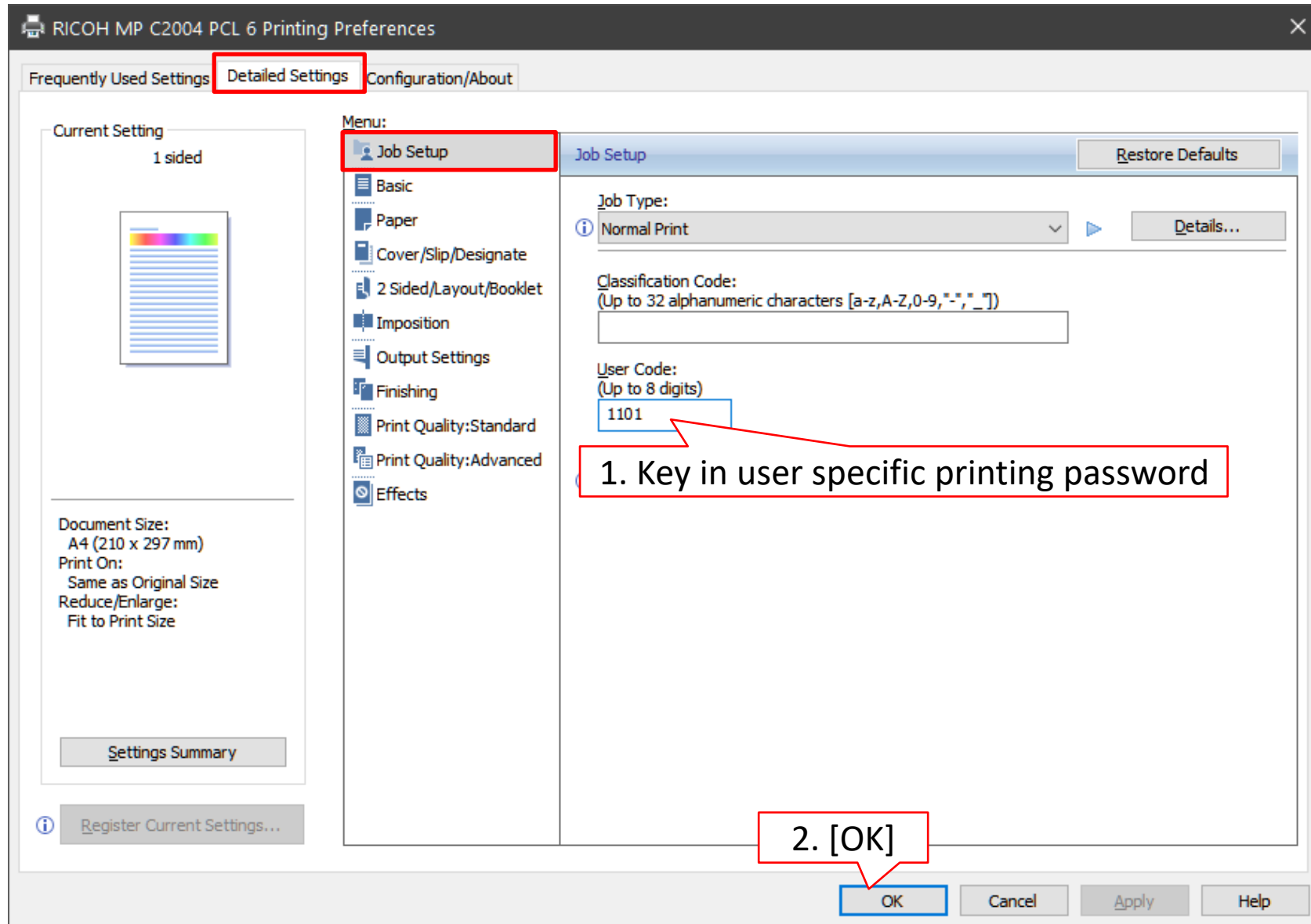


**To pre-set printing  
password permanently**

# 1. Go to [Control Panel] -> [Devices & Printers]




## 2. Go to [Detailed Settings] -> [Job Setup]



# NEWSSCAN

passion · integrity · commitment

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