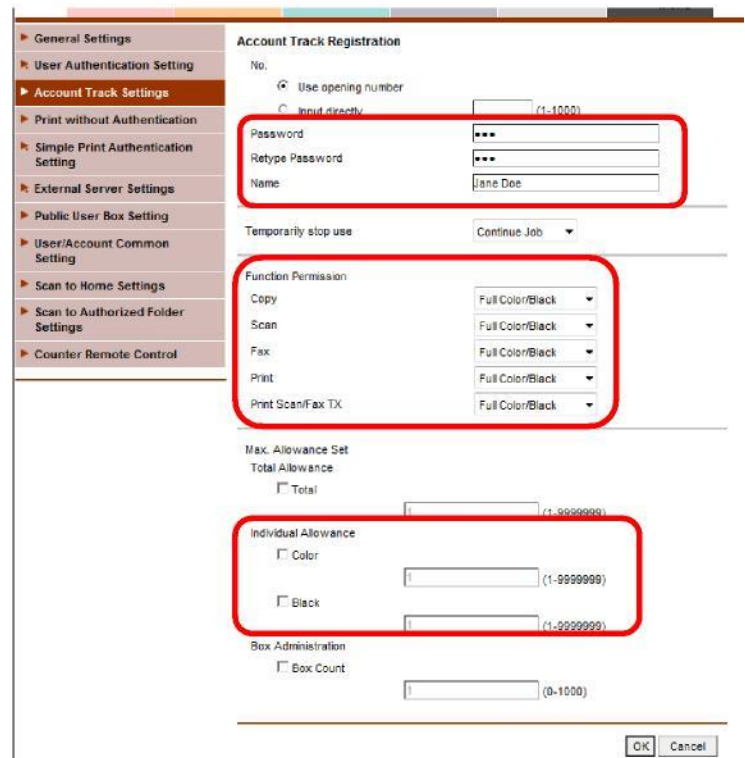


# Adding, Editing, or Deleting User Accounts Using the Web Connection

1. Type in the IP address of your device into the address bar of your web browser.
2. Select Administrator and click Login.
3. Enter the admin password (see your administrator for the device's admin password).
4. Click on User Auth / Account Track.
5. Click Account Track Settings. (If using User Authentication click on User Registration).
6. Click New Registration.
7. Leave Use Opening Number option selected, then enter the password twice.
8. Enter the name of the account.
9. Select whether or not to block colour output if registering the account on a colour device. Note: Output Permission (TX) refers to scanning and faxing. The colour permission for this function should be left on Allow.
10. Select a maximum allowance on the account if desired. If no limit is required then leave the Total Allowance option unchecked.
11. Click OK at the bottom of the screen.
12. Click New Registration to add the next account.
13. When finished adding new accounts click Logout at the top of the screen, then OK, to release the machine from Admin Mode (which locks out all users.).



**To Edit** an existing account click on the Edit button next to that account. You can change the password on the account, change restrictions on colour output, and change the limits (if any) on colour or black & white printing/copying.

**To Delete** an account click the Delete button next to that account and confirm when prompted.