

COPIER OPERATIONS TIP OF THE MONTH
March 2016

This month's tip addresses concerns related to user codes on your machine.

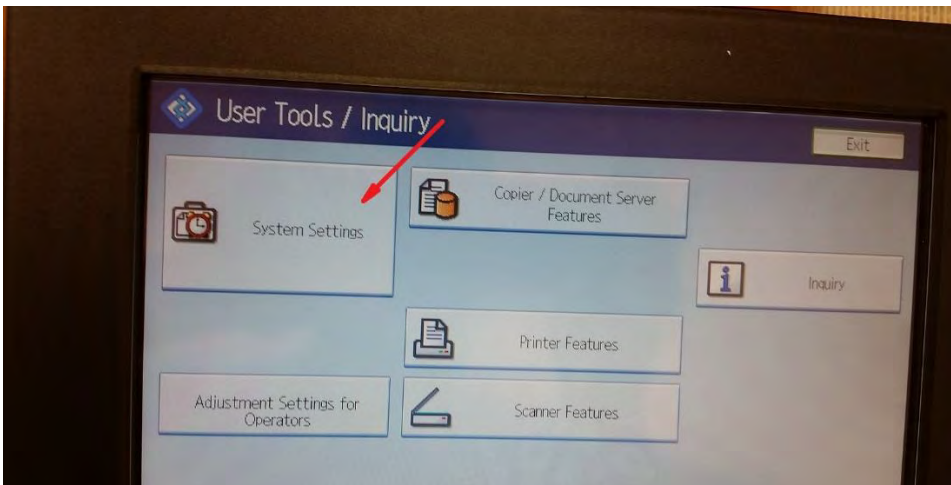
Special thanks to **George Cely**, [TeamWorks Technician] for sharing this great visual explanation for User Codes.

User Codes

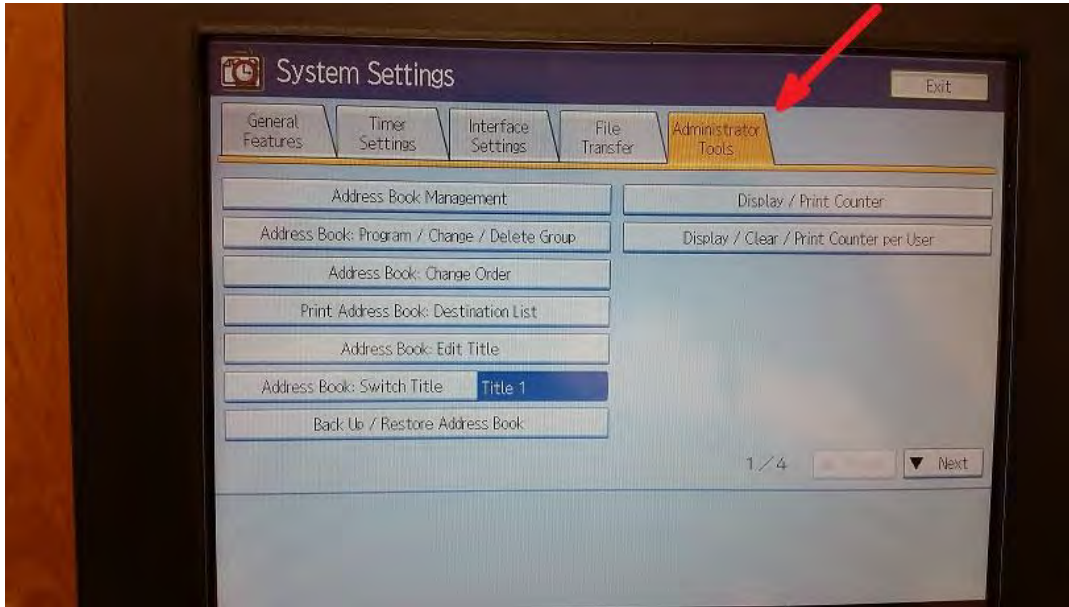
- 1) Push User Tools button.



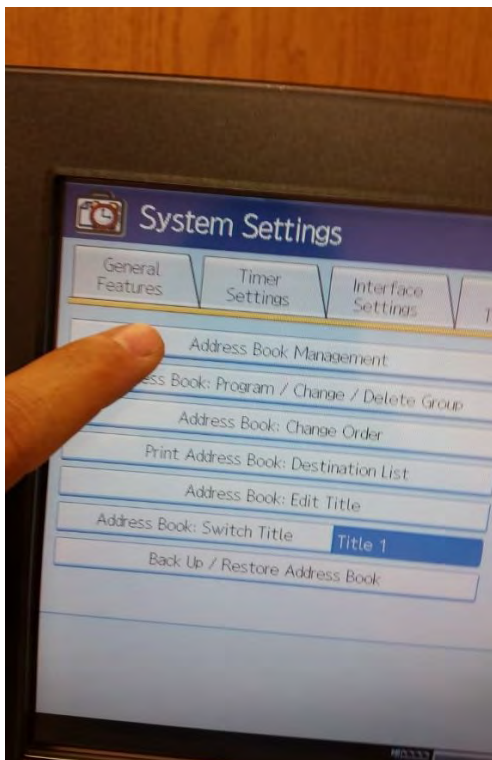
- 2) Push System settings.



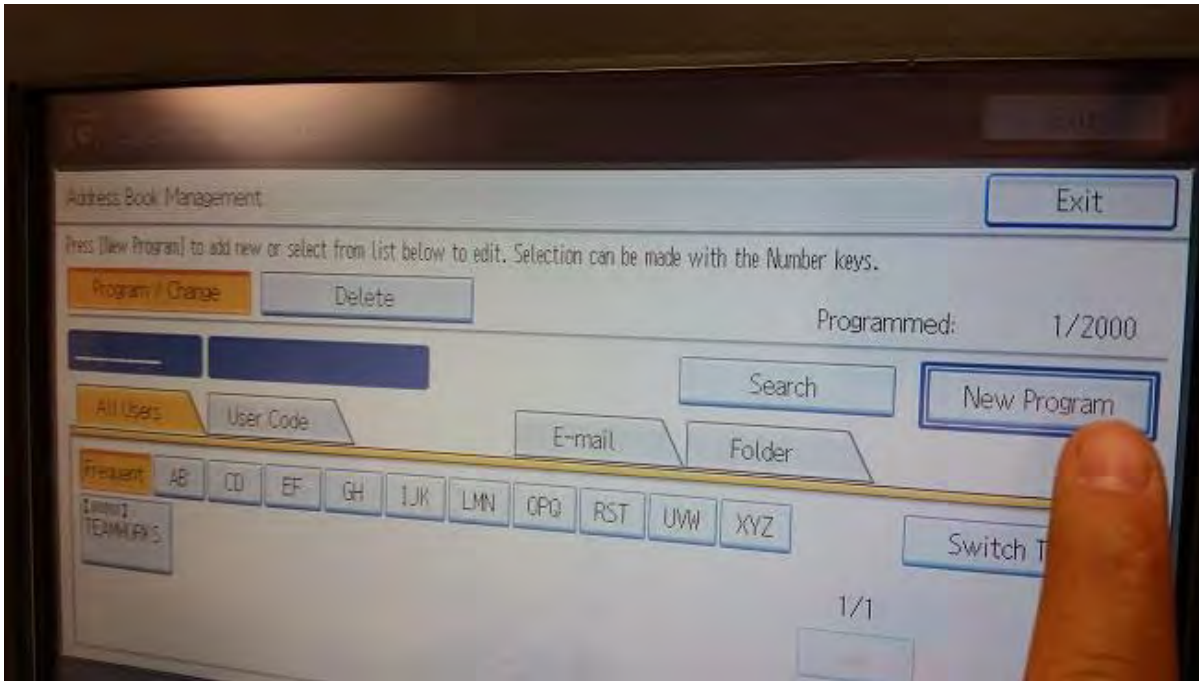
3) Select Administrator Tools Tab.



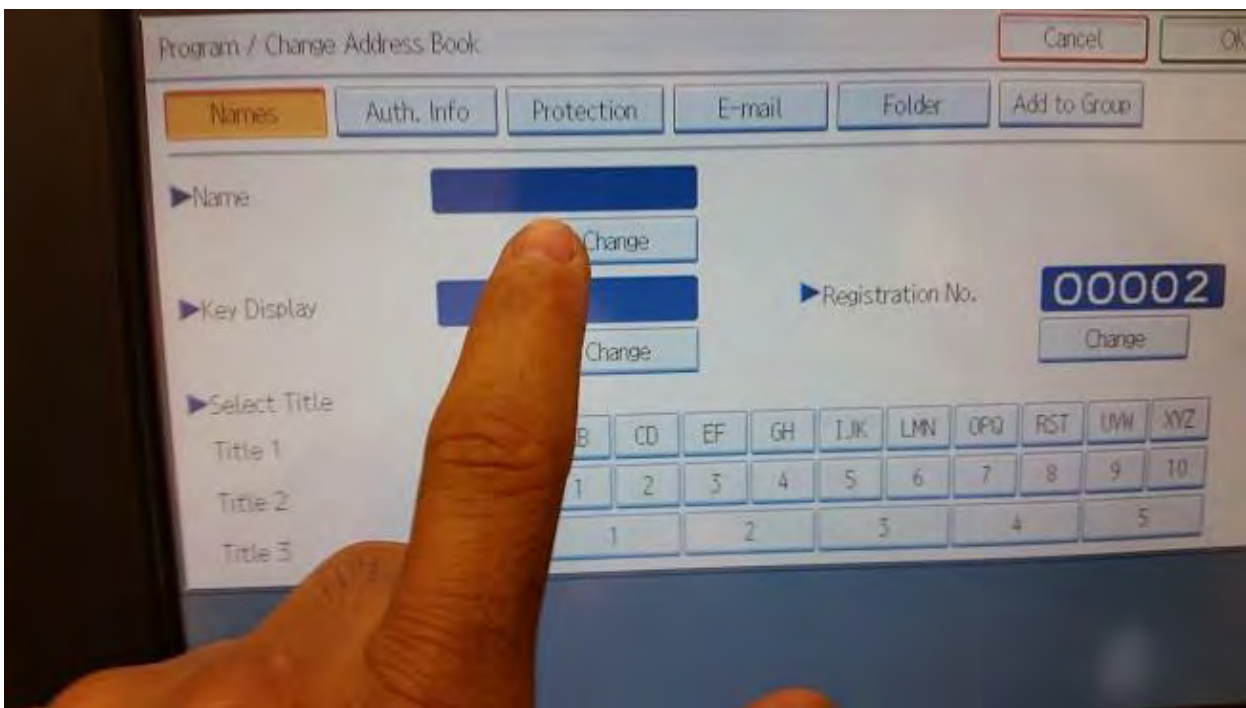
4) Select Address book Management.



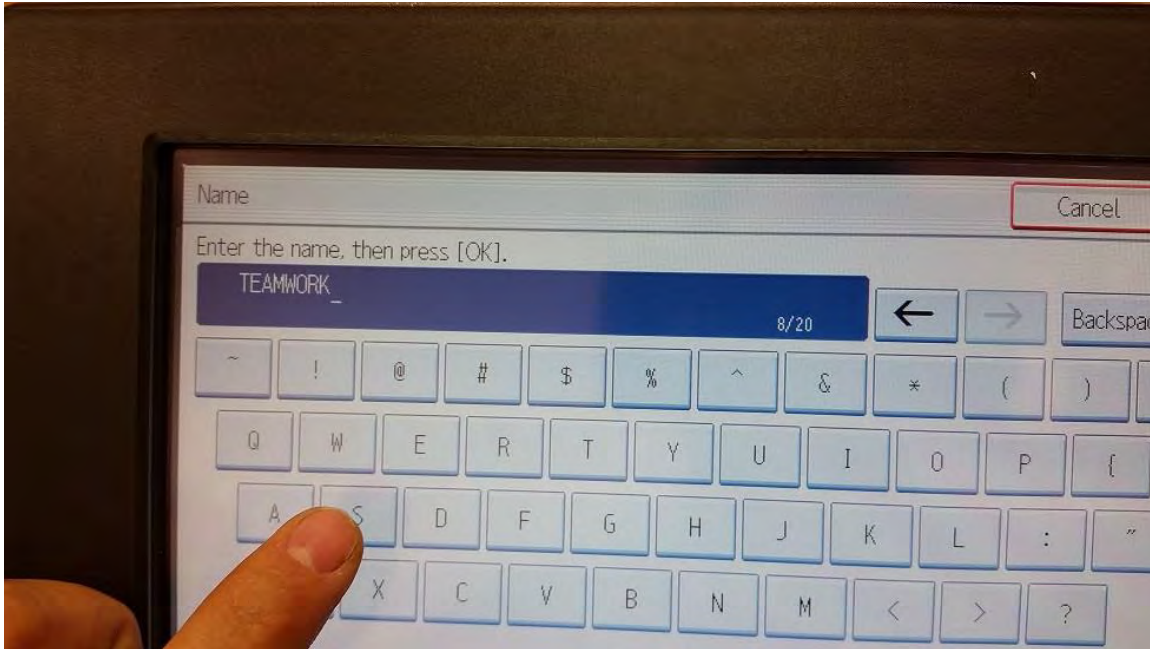
5) Select New Program.



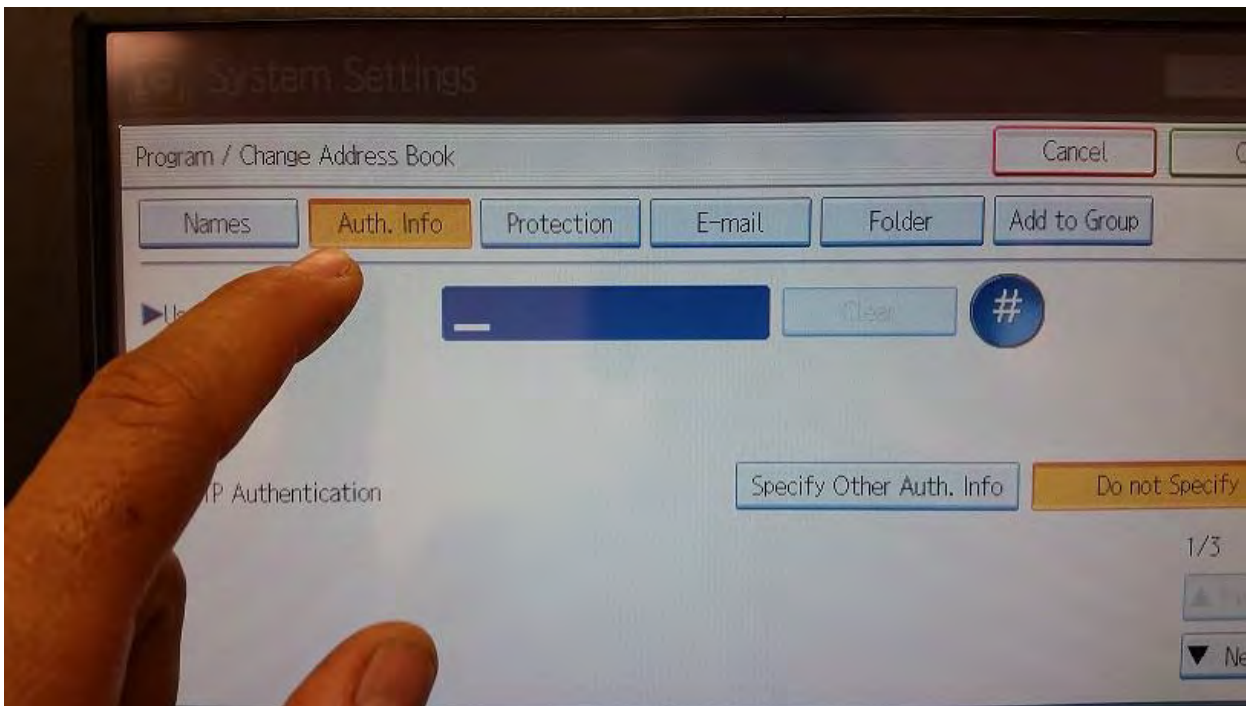
6) Select "Name" Tab.



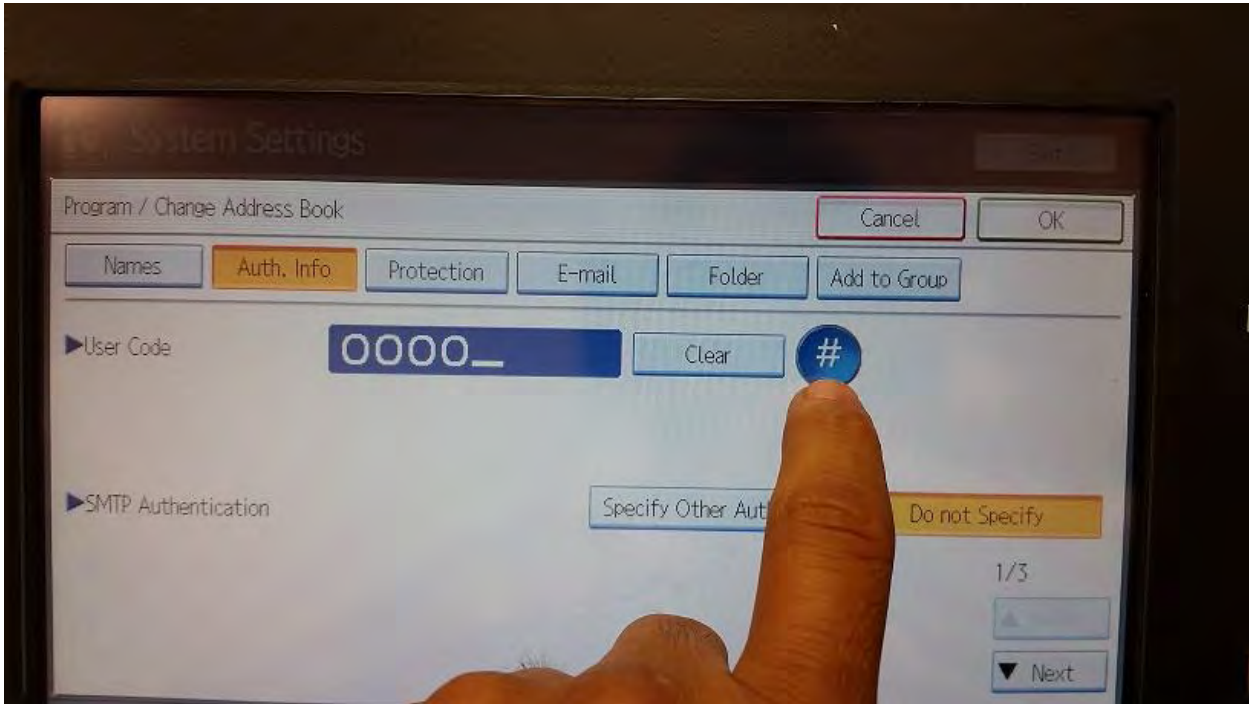
7) Type User Name and press OK.



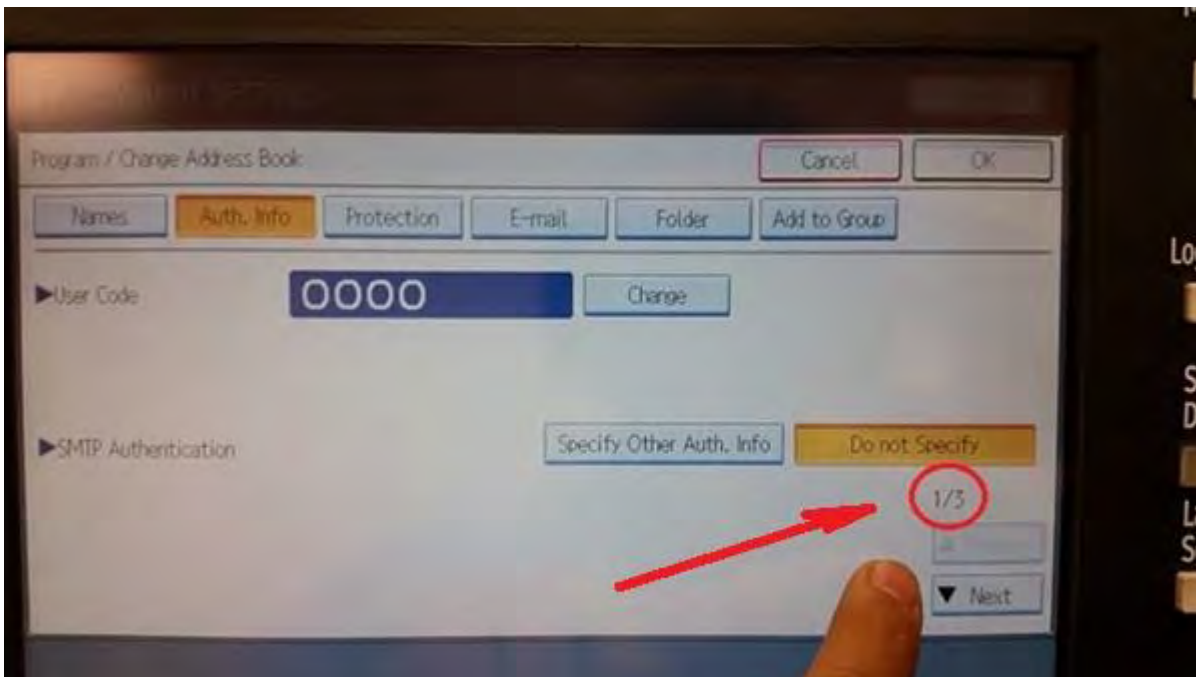
8) Select Auth. Info Tab.

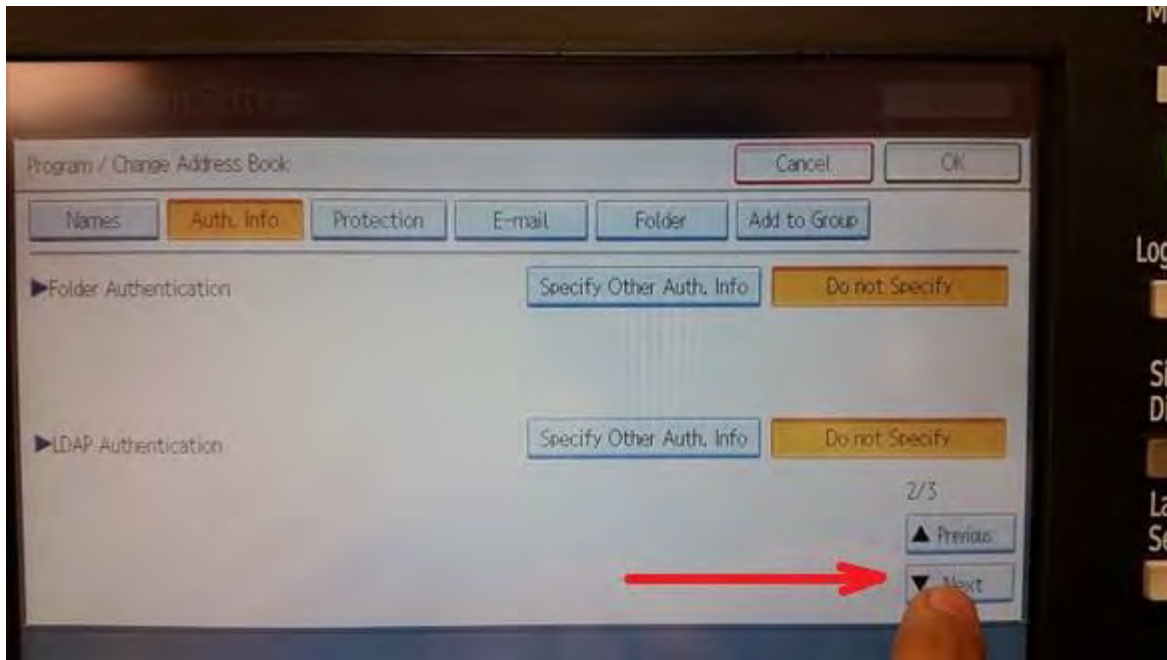


9) Type user code and press “ # ”

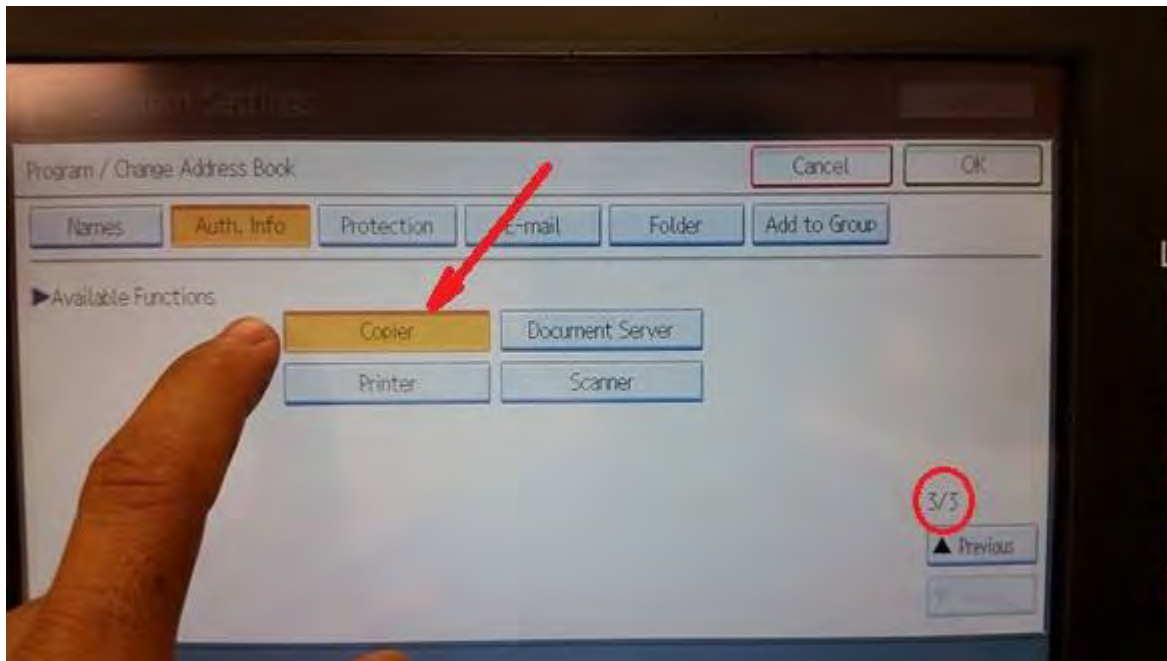


10) Go to the page 3/3 on the Tab Auth. Info.

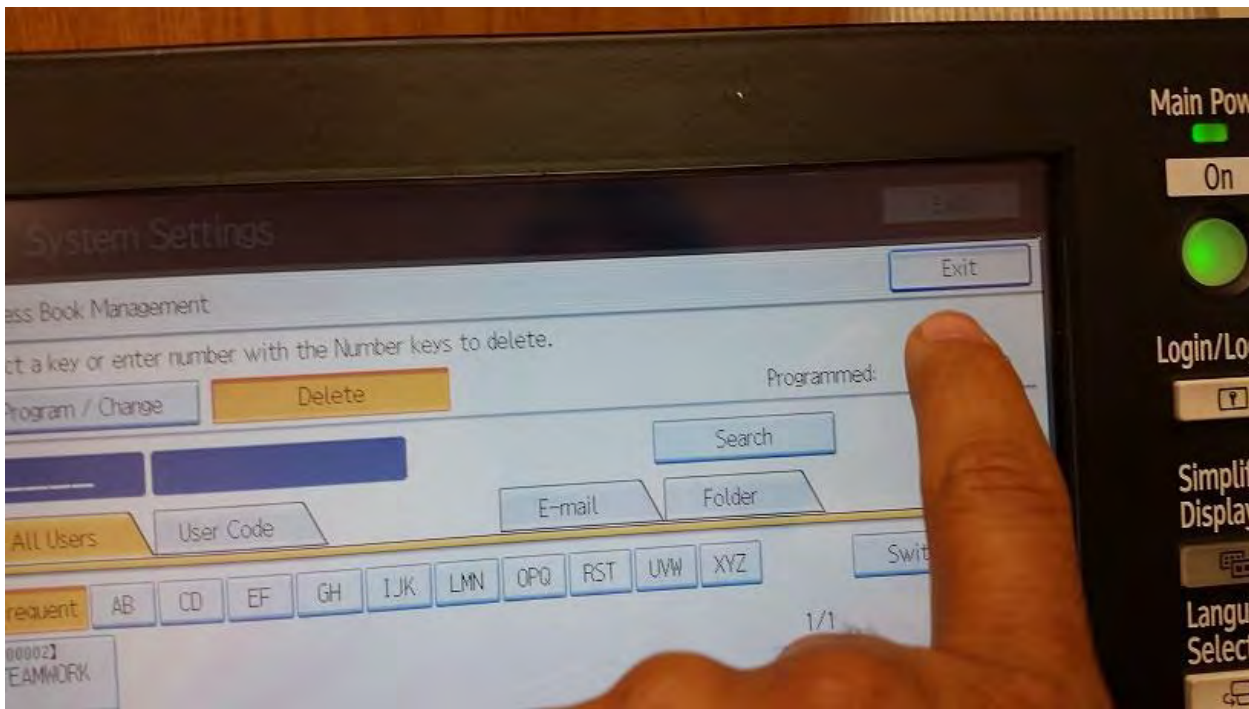
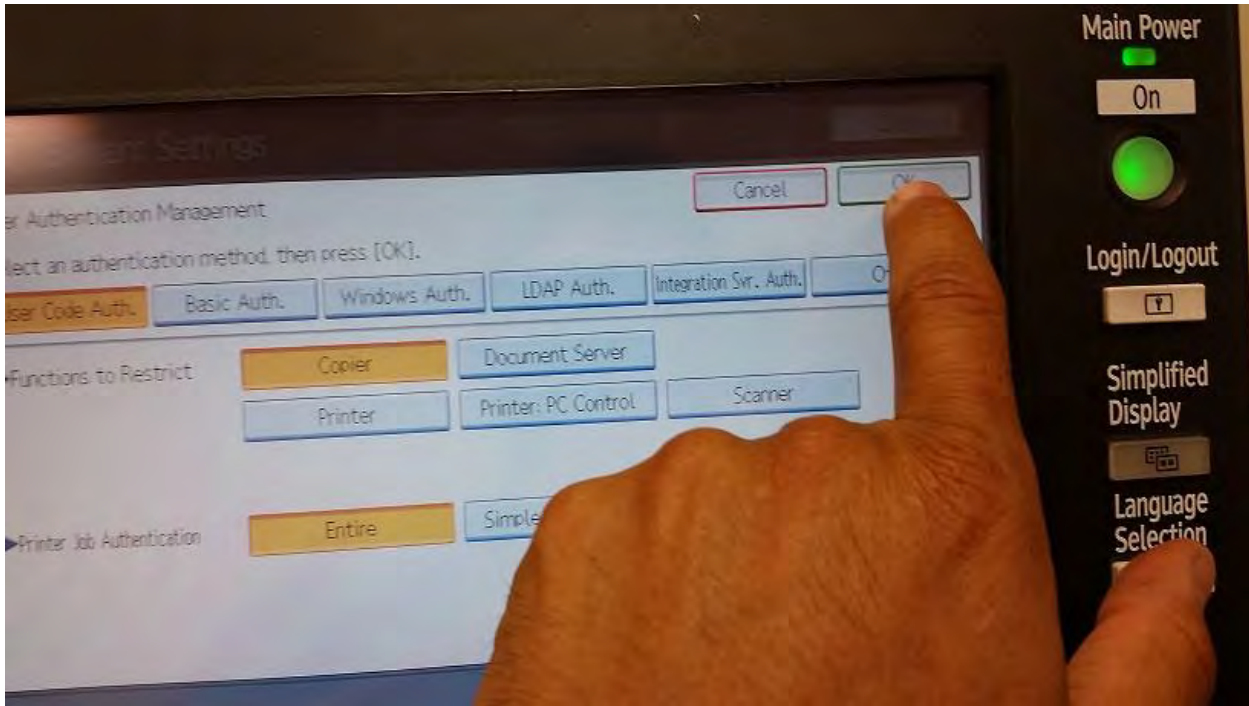




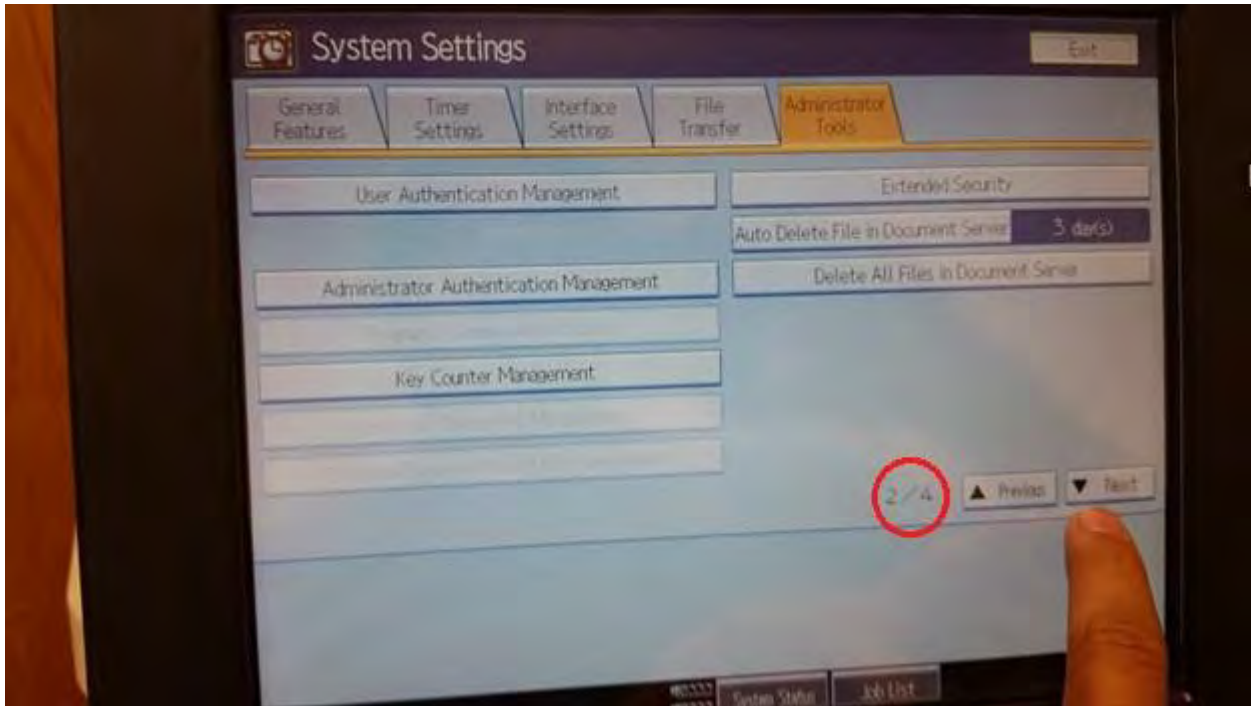
11) Select Copier.



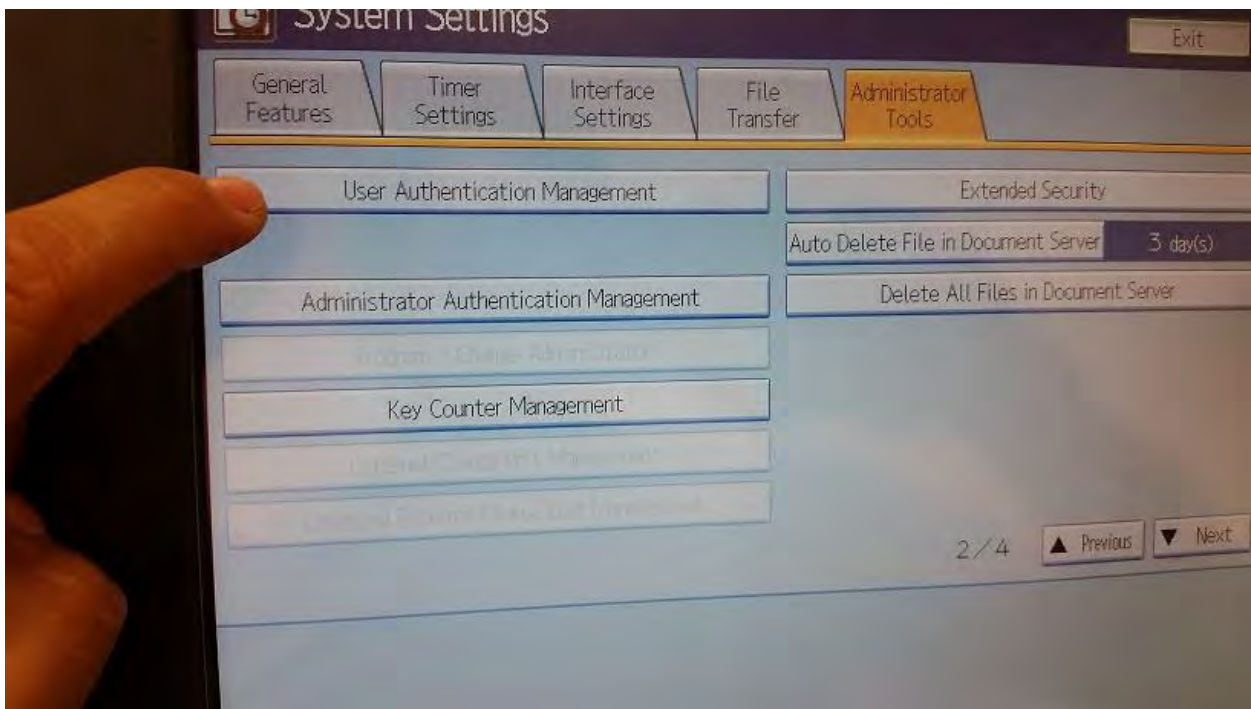
12) Press ok and then Exit.



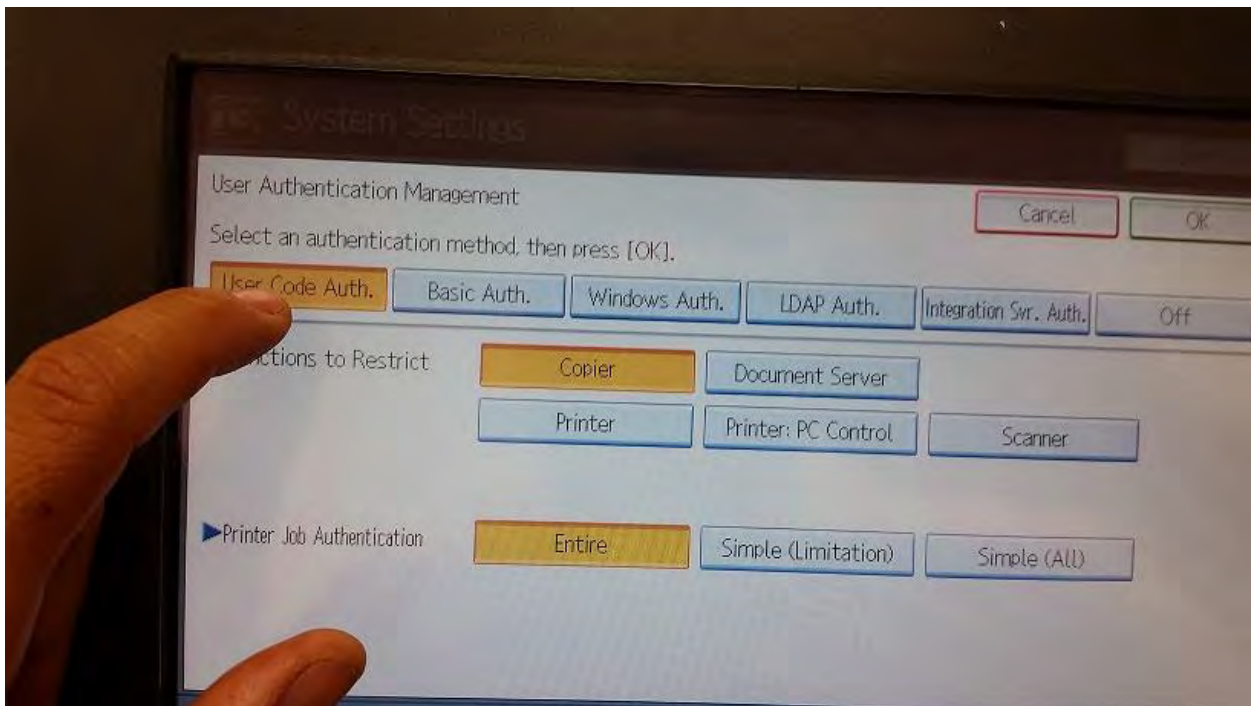
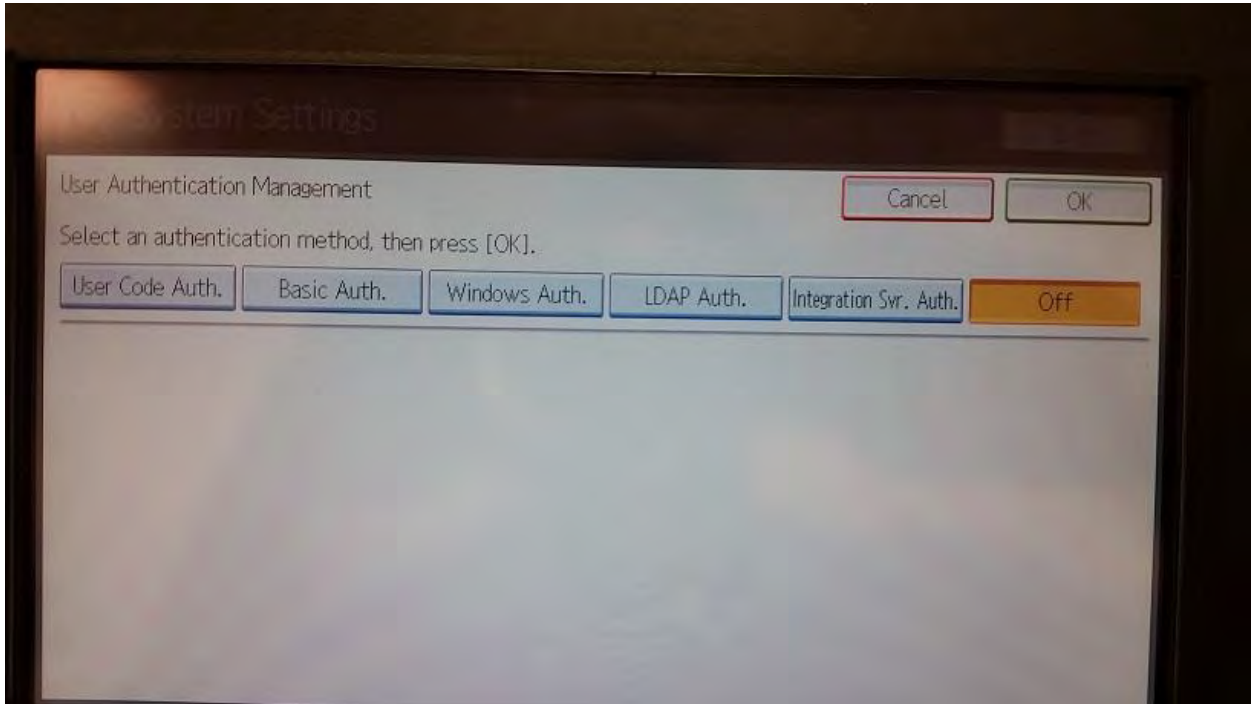
13) Go to page 2 on the Administrator Tools Tab.



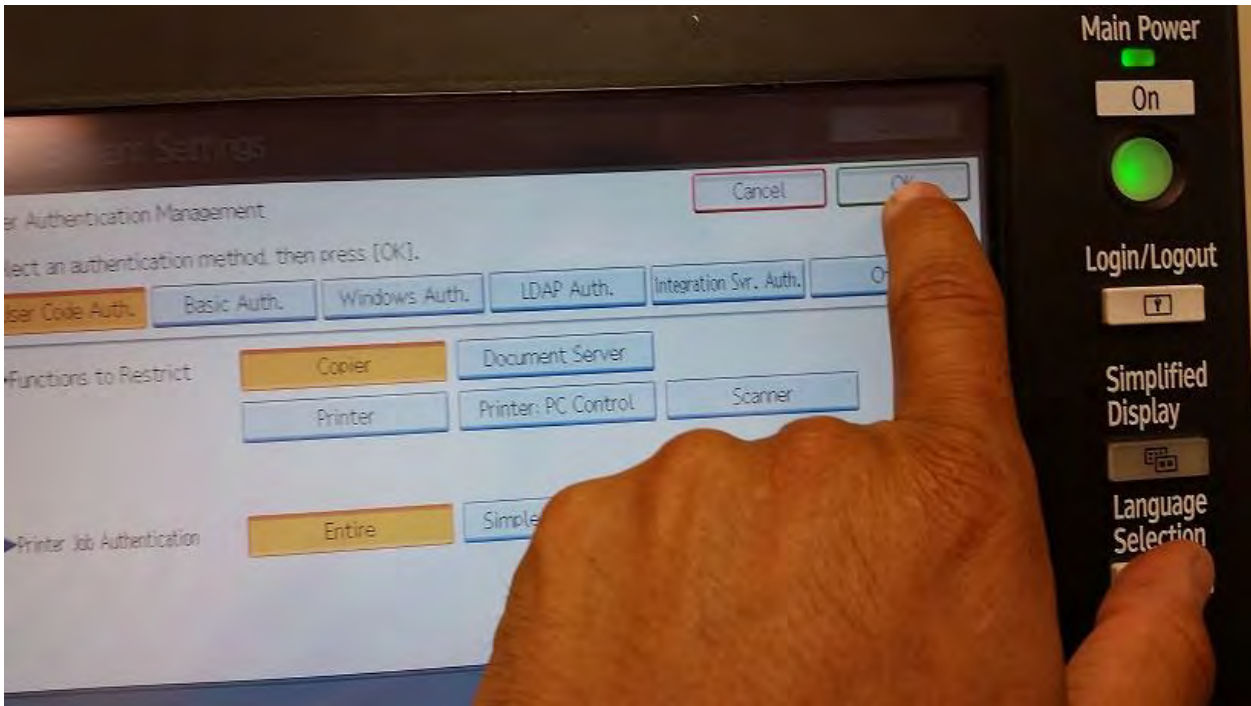
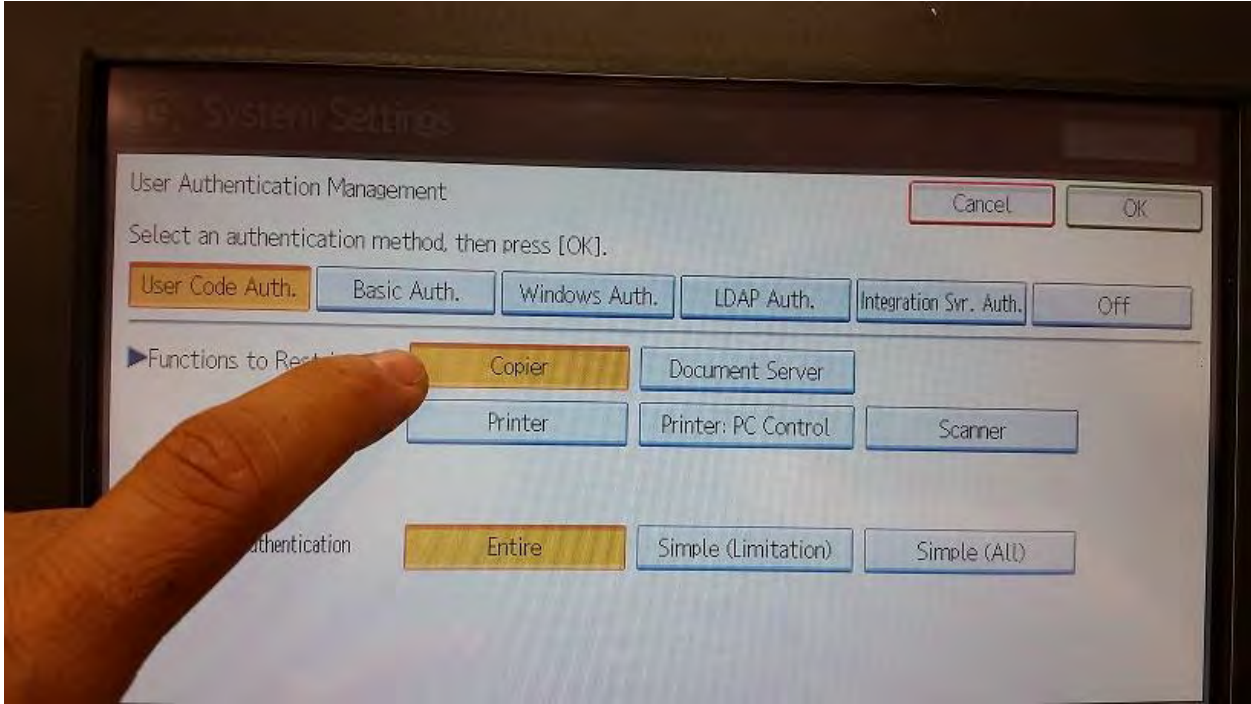
14) Select User Authentication Management



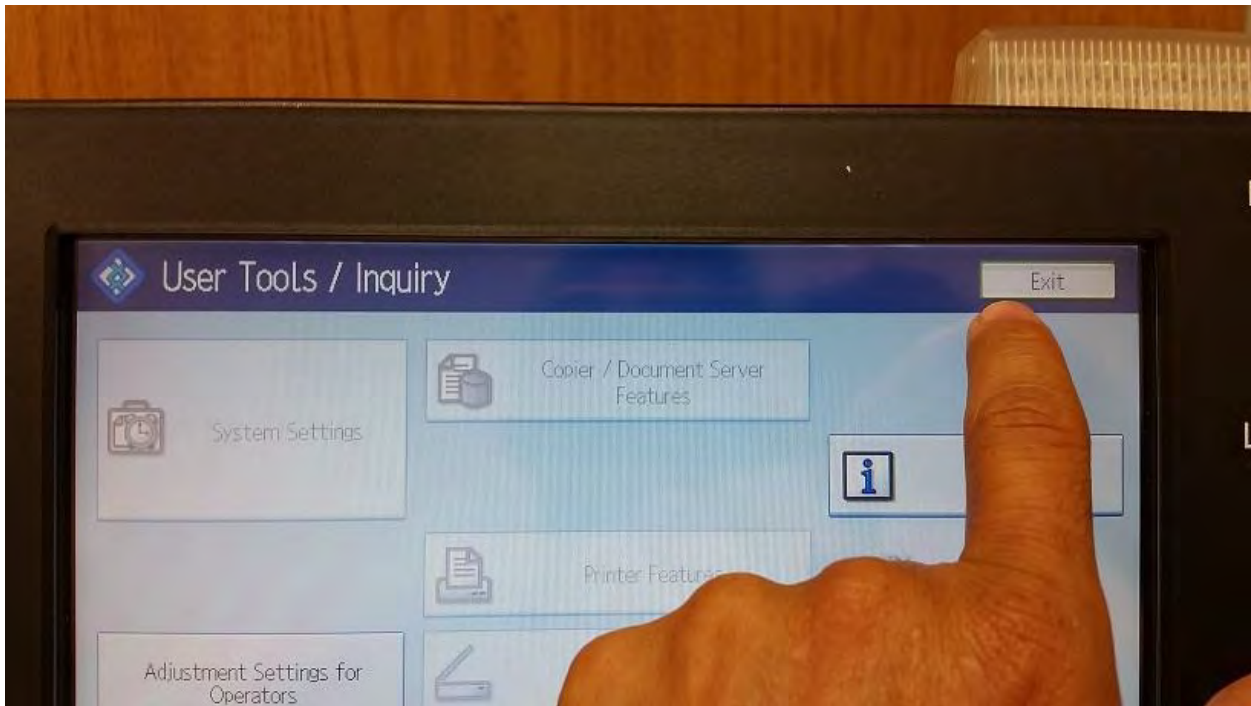
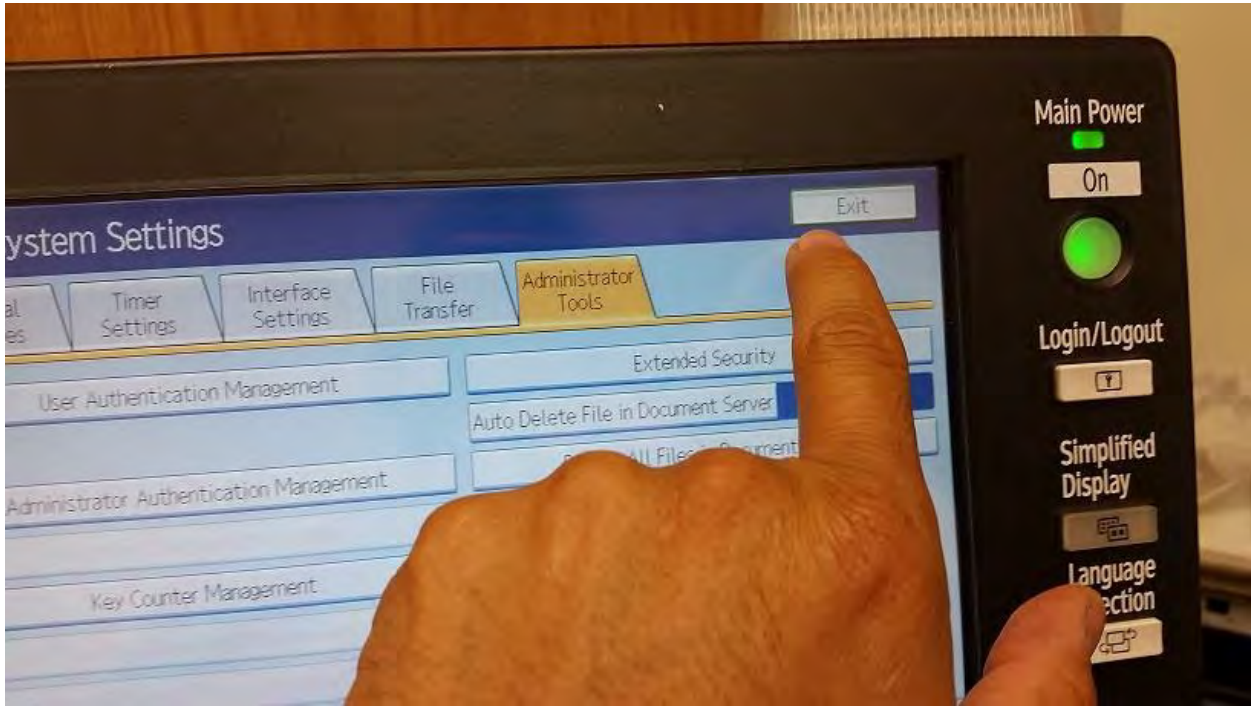
15) If this option is Off, select User Code Auth.



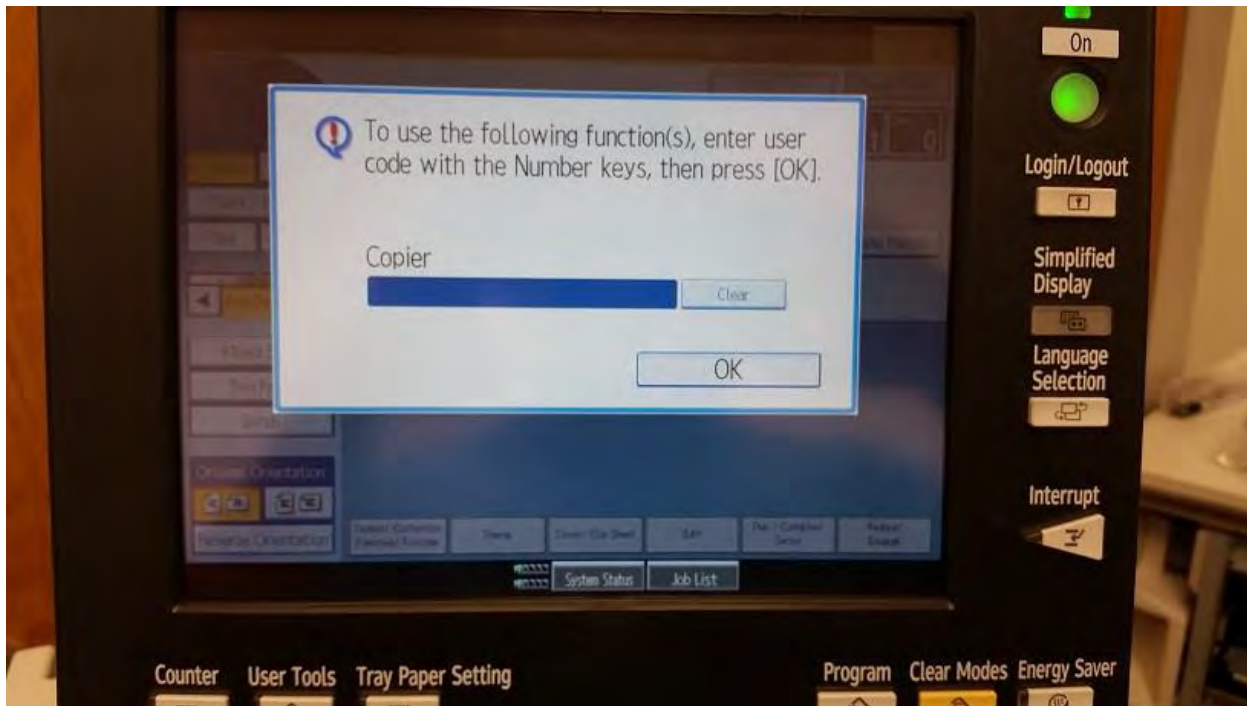
16) Select " Copier " and OK.



17) Press Exit twice



18) Window asking for User codes



To Add more users repeat steps 1 – 11.

To Delete any user repeat steps 1 – 5, On the step 5 select Delete and choose the user that you want to delete.