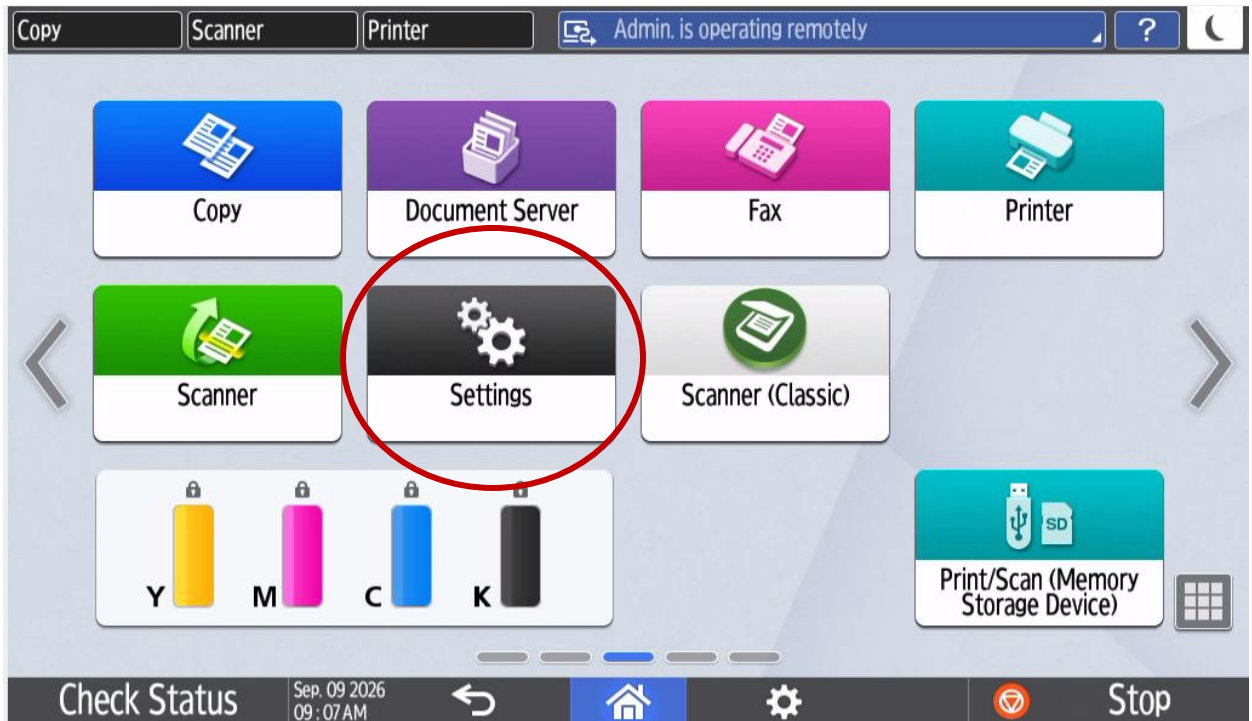
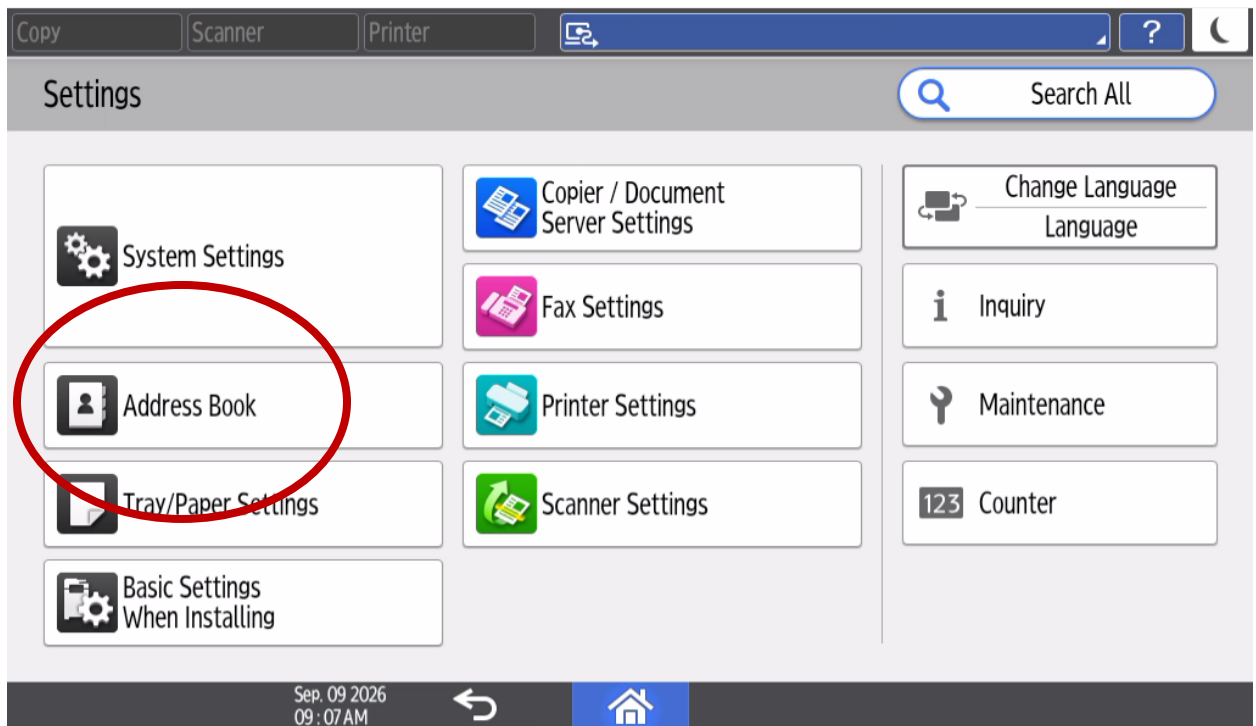


Adding a New User Code

1. First, we will want to select the blue home button at the bottom of the screen.
2. Then we will select “Settings.”

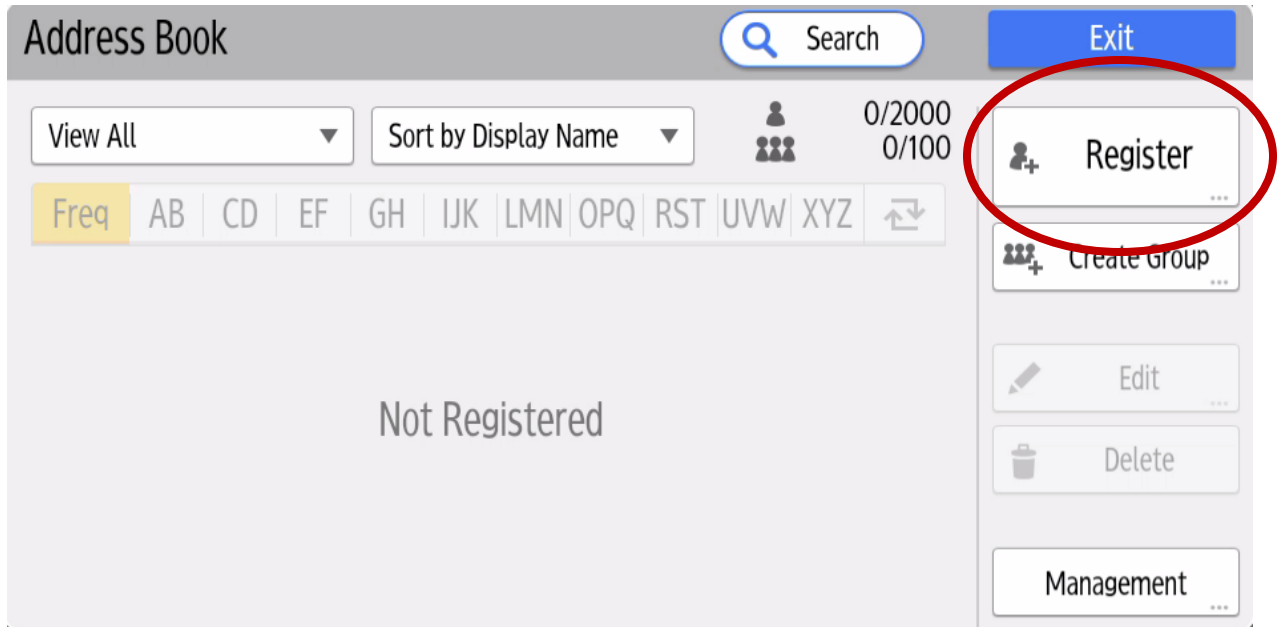


3. Then select “Address Book.”

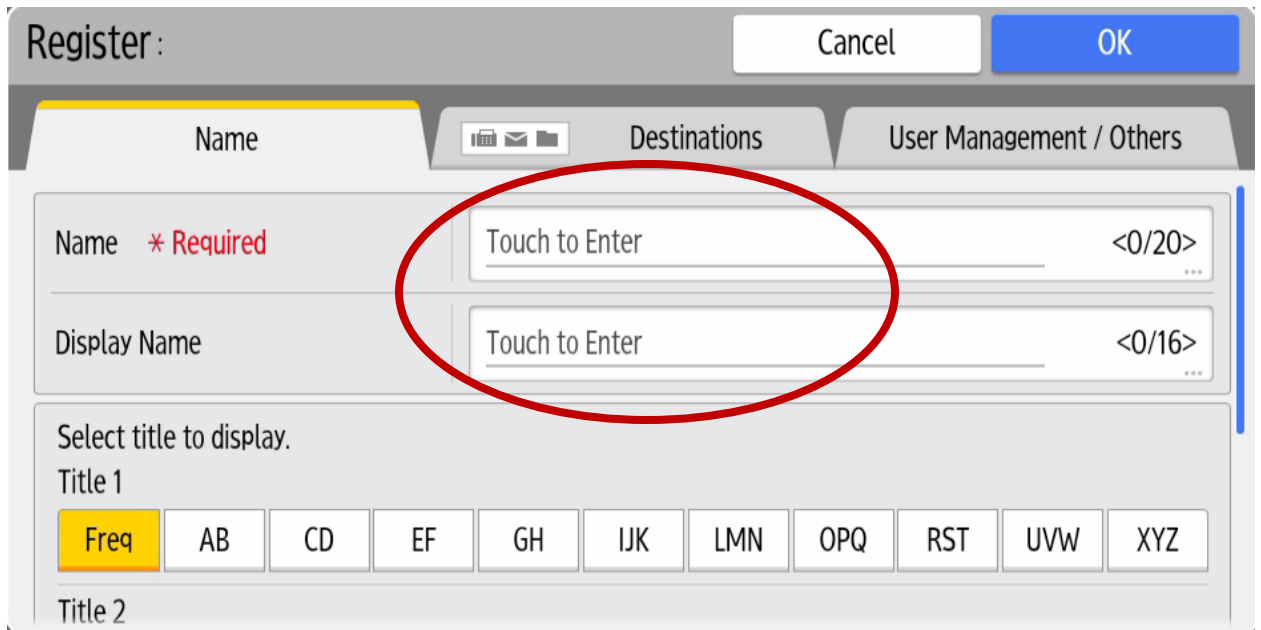


Adding a New User Code

4. Then select “Register.”

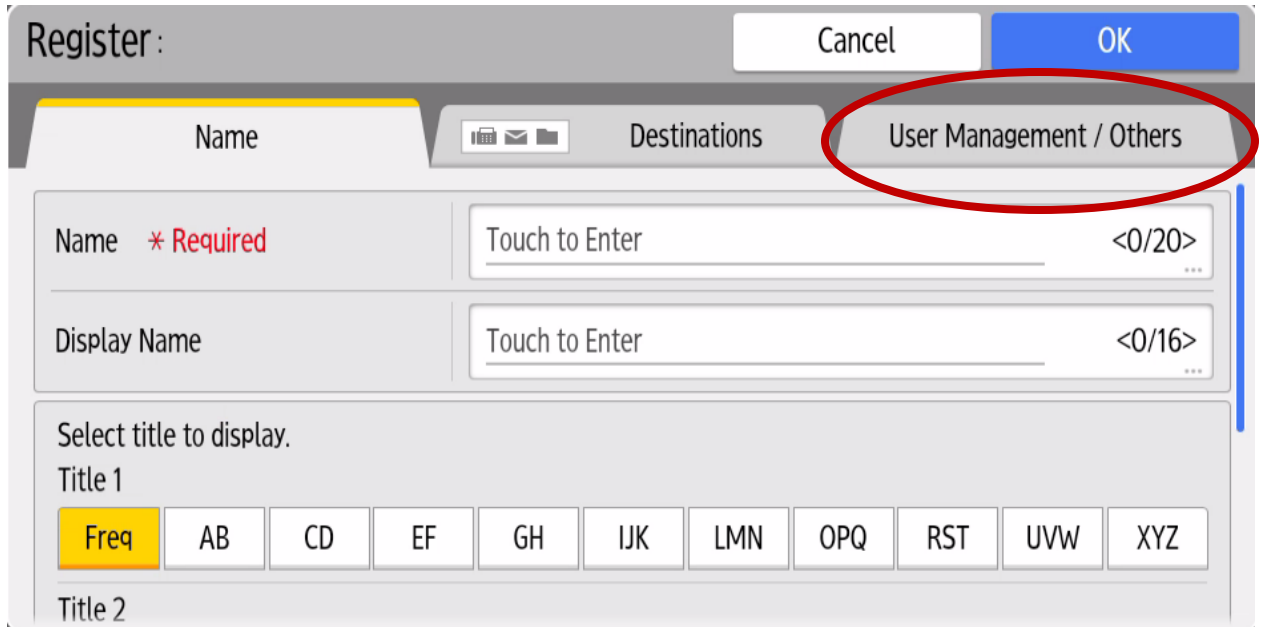


5. Select “Name” Enter in the user’s name. We’ll do the same for “Key Display.”



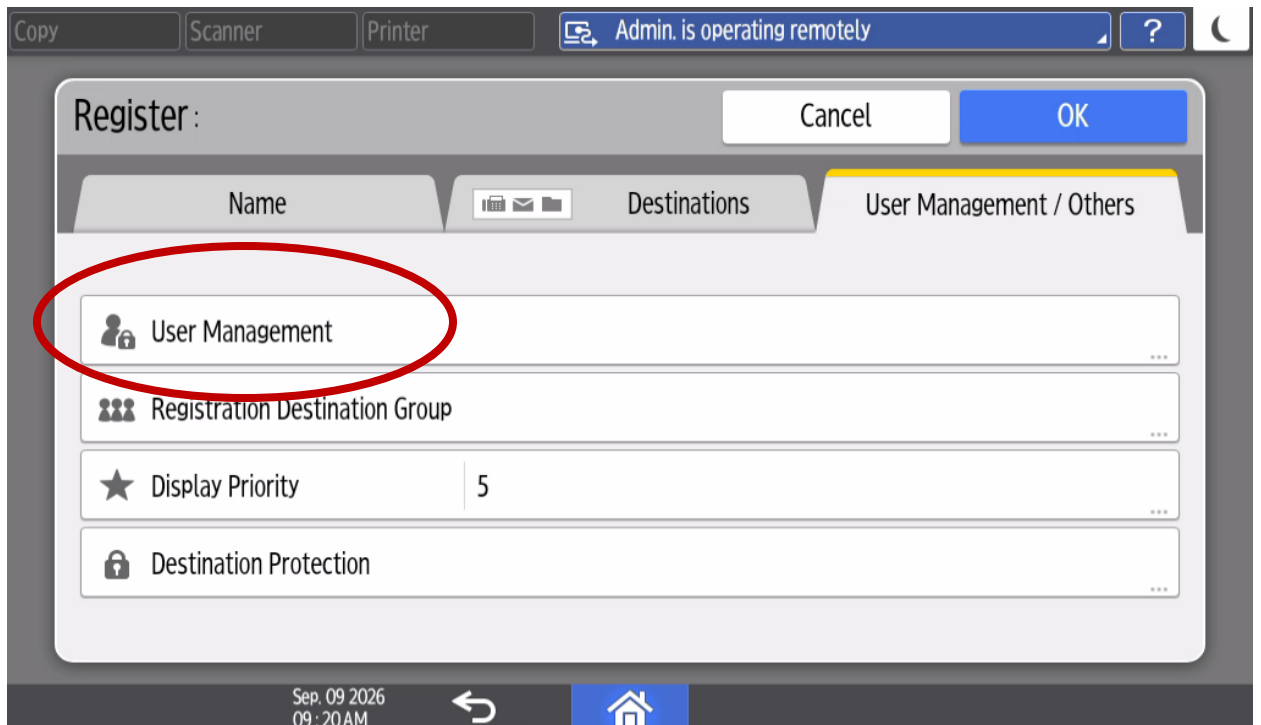
Adding a New User Code

6. Then select “User Management / Others.”



The screenshot shows a 'Register:' dialog box with three tabs: 'Name', 'Destinations', and 'User Management / Others'. The 'User Management / Others' tab is selected and circled in red. The 'Name' tab contains fields for 'Name * Required' (with a 'Touch to Enter' prompt and a character limit of '<0/20>') and 'Display Name' (with a 'Touch to Enter' prompt and a character limit of '<0/16>'). Below these fields is a section titled 'Select title to display.' with 'Title 1' and a row of buttons labeled 'Freq', 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', and 'XYZ'. 'Title 2' is also visible below the buttons.

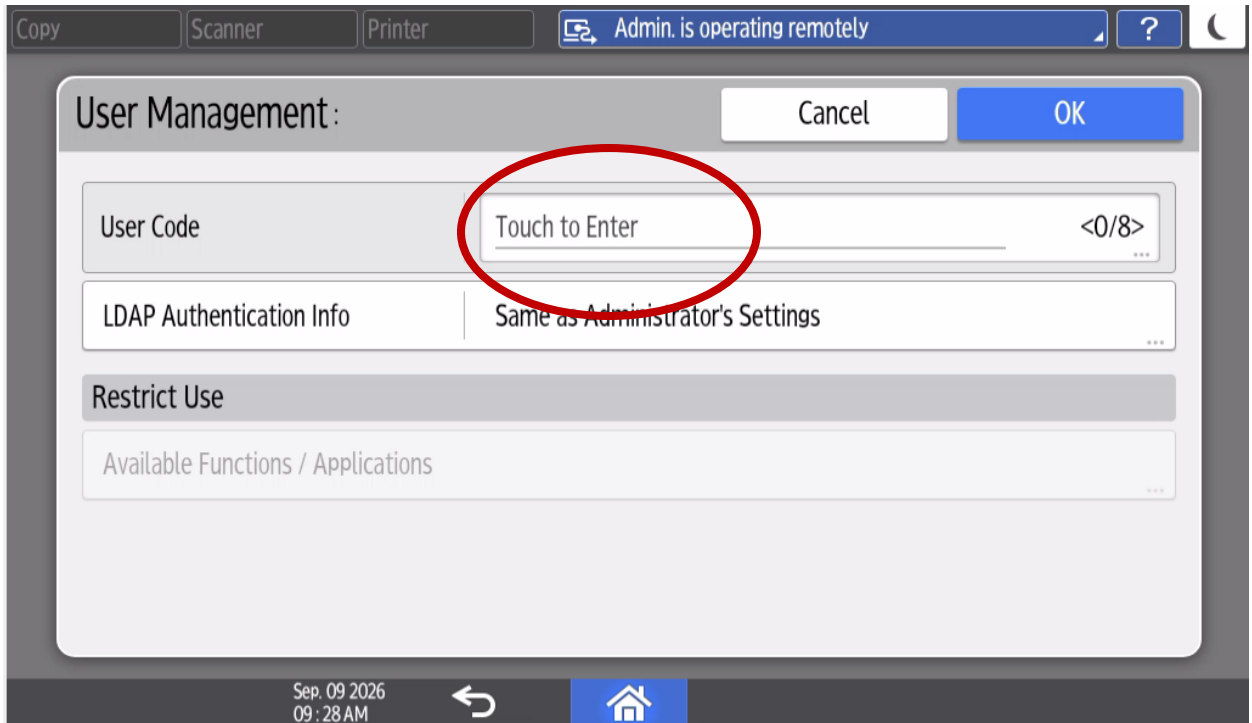
7. Select “User Management” again.



The screenshot shows the same 'Register:' dialog box with the 'User Management / Others' tab selected. The 'User Management' option, represented by a person icon and the text 'User Management', is circled in red. Other options visible include 'Registration Destination Group' (with a group of people icon), 'Display Priority' (with a star icon and a value of '5'), and 'Destination Protection' (with a lock icon). The dialog box has 'Cancel' and 'OK' buttons at the top right. The bottom of the screen shows a status bar with the date 'Sep. 09 2026', time '09:20 AM', and navigation icons.

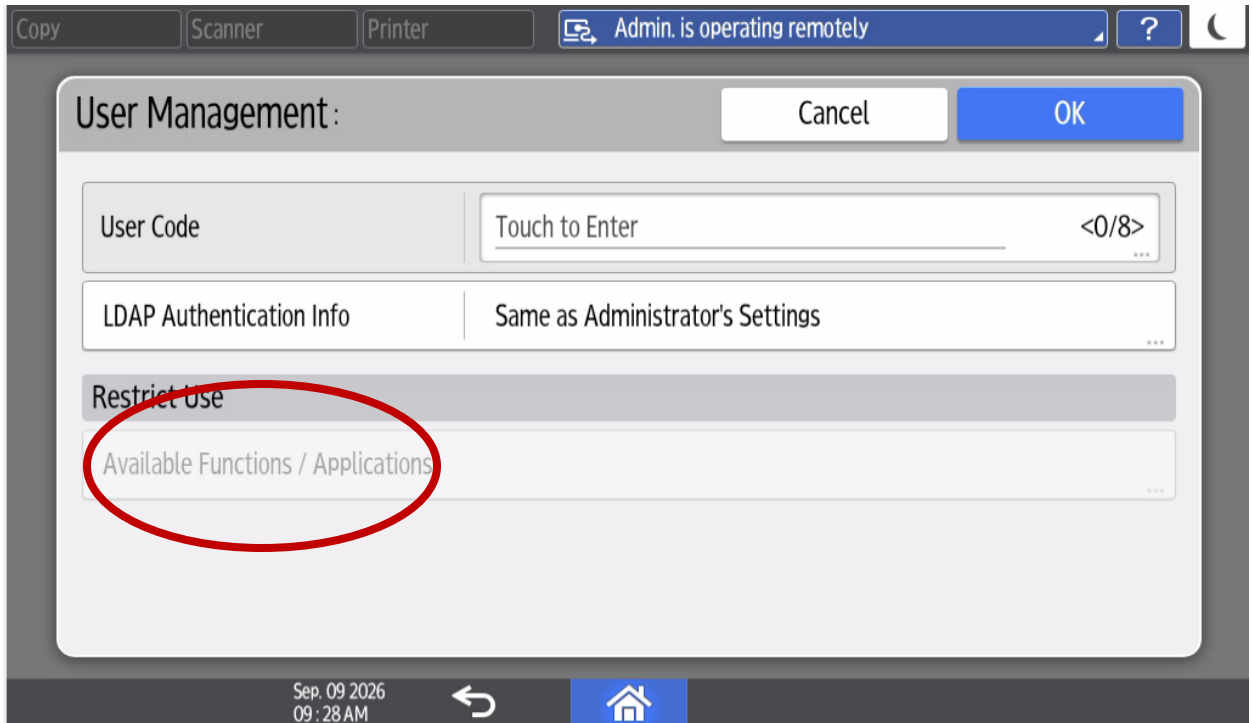
Adding a New User Code

8. Select “User Code” and enter in the user’s code.



The screenshot shows a 'User Management' dialog box. At the top, there are tabs for 'Copy', 'Scanner', and 'Printer', and a status bar indicating 'Admin. is operating remotely'. The dialog has 'Cancel' and 'OK' buttons. The 'User Code' field is highlighted with a red circle and contains the text 'Touch to Enter'. Below it, the 'LDAP Authentication Info' field is set to 'Same as Administrator's Settings'. The 'Restrict Use' section is expanded, showing 'Available Functions / Applications'. The bottom status bar shows the date 'Sep. 09 2026' and time '09:28 AM'.

9. Then Select “Available Functions / Applications.”



The screenshot shows the same 'User Management' dialog box. The 'Available Functions / Applications' field under the 'Restrict Use' section is highlighted with a red circle. The 'User Code' field still contains 'Touch to Enter'. The 'LDAP Authentication Info' field remains 'Same as Administrator's Settings'. The bottom status bar shows the date 'Sep. 09 2026' and time '09:28 AM'.

10. In here you will want to go through each option and select what that user is allowed access to.

Adding a New User Code

11. Now, if you've done everything correctly, select "Ok" in the top right. We'll do this until we are back at the address book screen.