

HP PRODUCT QUICK QUIDE

ENABLE USER CODES

Permission Sets

Permission sets allow you to control what features/functions users have access to.

Creating A Permission Set

In the device's Embedded Web Server, select the "Security" tab, "Access Control" section, then scroll to the "Manage Permission Sets" button.

Information General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshooking	Security		
General Security Account Policy	Access Cont	rol						
Access Control	+ Scan to N	etwork Folder						
Manage Remote Apps	+ Scan to U	5B Drive	<u> </u>					
Certificate Management	Scan to Jo	b Storage						
Email Domain Restriction	Remote S	can Request			-			
Web Service Security Self Test	EWS				🚺 Device Guest			
	+ Informati	on			~			
	+ General			a				
	+ Copy/Prin	t						
	+ Scan/Digi	tal Send						
	+ Fax	+ Fax				a		
	Supplies							
	+ Troublest	ooting						
	+ Security							
	HP Web Se	ervices			a			
	Networkin	ig			a			
	Manage Permis	sion Sets Manage Fut	ure Installations	5				







(877) 902-7999

CENTRICBIZ.COM

Click on "New..." and enter a name for the new Permission Set and click "OK". The newly created name will appear in the Permission sets list.

Manage Permission Sets	
Permission sets	Manage Permission Sets
Device Administrator	
Device User	
Color Users	Copy permission set
PIN Deletion	Color Users
New Copy Delete	

Once you have created a permission set, you can go through and set permissions by expanding the areas and marking off what that Permission Set has access to. To disable a setting or to require user sign-in for a specific feature, click and remove the blue checkmark next to the appropriate item you want to control. After you are done, make sure to click "Apply" to confirm the changes.

Adding Device User Accounts

To add new users, select the "Security" tab, "Access Control" section then scroll down to the "Device User Accounts" header and click the New button.

neral Security count Palley	Access Contro	ι			1
cess Control	Click "New" to assi	gn a user or group to a permission set			
tect stored Guta wage Remote Apps	New				
tificate Management al Domain Restriction	Device User Account	u			
Service Security	Set up Device User A	ccounts if the system is not using netw	ork users and groups. When using Device User	Accounts, people will sign in at the product using an Access Code	e. A Permission Set is assigned to each account.
f Test		Set for new accounts			
	Device User	~			
	Rame	Email	User Access Code	Network User Name (fully qualified):	Permission Set
	Crook		User Access Code 1977	Network User Name (fully qualified): auth(crook	Permission Set Device Administrator
		(mail			
	Crock	Emait crook@hp.com	1977	auth/crook	Device Administrator
	Crook	Email crook@hp.com cottle@hp.com	1977 8459	authicrook Cottie	Device Administrator Device User
	Crock K Manhouse	Emili croskýhp.com cotlieýhp.com Markýhp.com	1977 8459 7458	authicrook Cottie hglanhouse	Device Administrator Device User Device User
	Crook K Manhouse Marotta	Emaik crook@hp.com cottle@hp.com Mark@hp.com neo@hp.com	1977 8459 7458 4512	authicrook Cottie hglanhouse	Device Administrator Device User Device User Device User
	Crook K Mahouse Marotta Mr Anderson	Emaik crook@hp.com cottle@hp.com Mark@hp.com neo@hp.com	1977 8459 7458 4512 8754	authicrook Cottie hplanhouse marotta	Device Administrator Device User Device User Device User Device User
	Crook K Manhouse Marotta Mr Anderson Schoonmake	Cmail crook@hp.com cottle@hp.com Mark@hp.com neo@hp.com preng@hp.com	1977 8459 7458 4512 8754 8551	authicrook Cottie hplanhouse marotta	Device Administrator Device User Device User Device User Device User Device User Device User

Next you will be prompted for the User information. Once you are done entering in the User information click on the "OK" button. Display Name - This name will be shown in EWS, Job Log for Color Restrictions and Embedded Job Accounting exports

<u>Email Address</u> - Email address for user, this field is not required. Used for "Send to Logged In User" functions.

<u>Network Name</u> - Your Windows username that will be captured from the print stream to allow or disallow color printing, this field can be left blank if you are do not plan to restrict color printing or are controlling color through Quotas.

<u>Access Code</u> - This is a required field to access the Control Panel if it is locked out for guests and/or if you are using Embedded Job Accounting in the print driver. This is also used for tracking Quotas.

<u>Permission Set</u> - This is the permissions the user will be connected to for custom access which would include Color Restrictions.

Information	General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshooting	Security	HP Web Services	Networking	HPEC Licensing Agreement	
General Security Account Policy		Device User /	Accounts								
Access Control Protect Stored Data		New Device User /									
Manage Remote Apps		Display Name:	ACCOUNT	Email Addres							
Certificate Manageme		Display Name:		Email Aggres	15 :						
Email Domain Restrict	tion	Network Name:		Access Code:		Permission	Set:				
Web Service Security				74469		Device Us		~			
Self Test											
											\frown
											OK Cancel

** You may find it easier to create additional users in Excel and then Import your list. The easiest way is to create one or two users, then "Export" the list as a .csv then "Import" the list back in after adding all your users in Excel.**

General Security			De	vice User Accounts				
Account Policy								
Access Control								
Protect Stored D	ata		- Exp	ort Contacts, Speed Dials, or Local U	lser Accounts			
Certificate Manag	geme	nt	The	exported Contacts, Speed Dials, or Lo	ocal User Accou	ints will be saved in on	e .csv file	
Web Service Secu	urity		_	Address Books				
Self Test				Fax Speed Dials				
			• •	User Access Code List				
		1	4	В	С	D		E
	1	name		emailaddress	pin	permissionset	netw	vorkname
	2	John A [Doe	JADoe@CompanyABC.co	40307	PinUser	Com	panyABC\JAD
	3	Sally B S	till	SBStill@CompanyABC.com	57127	PinUser	Com	panyABC\SBS
	4							
	5							

Restricting Guest Access

To lock down the machine forcing a login using Device User Access Codes when walking up to a device, go to the "Security" tab, "Access Control" section. Scroll down to the "Sign-In and Permissions Policies" header and remove the check mark in the white box immediately below the Device Guest header. Doing so will display yellow combination locks for all items, denoting those features require a PIN to access. Confirm that "Local Device" is set as your Sign In method.

General Security	A						
Account Policy	Access Control						
Access Control	+ Scan to Networ	k Folder	a				
Manage Remote Apps	+ Scan to USB Dri	ve	a				
Certificate Management	Scan to Job Stor	age					
Email Domain Restriction Web Service Security	Remote Scan Re	equest					
Self Test	EWS				👔 Device Guest		
	+ Information						
	+ General			A			
	+ Copy/Print				A		
	+ Scan/Digital Se	nd					
	+ Fax						
	Supplies						
	+ Troubleshootin	g					
	+ Security	+ Security					
	HP Web Service	5			a		
	Networking				a		