

HP PRODUCT QUICK GUIDE

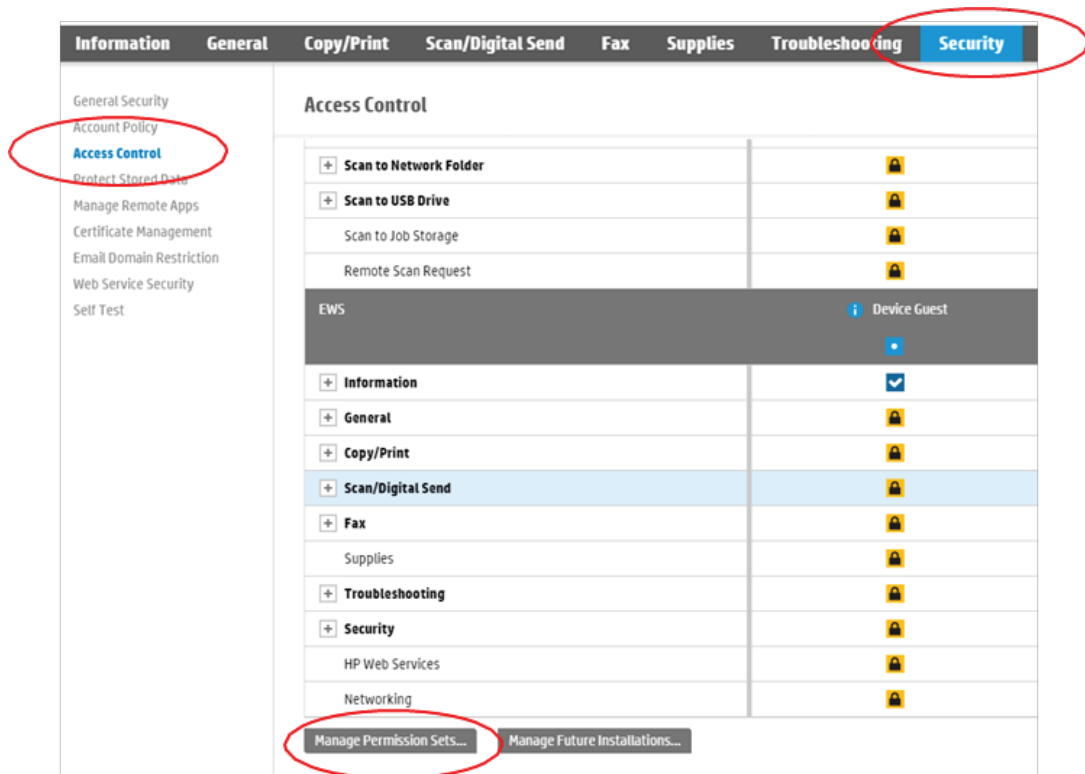
ENABLE USER CODES

Permission Sets

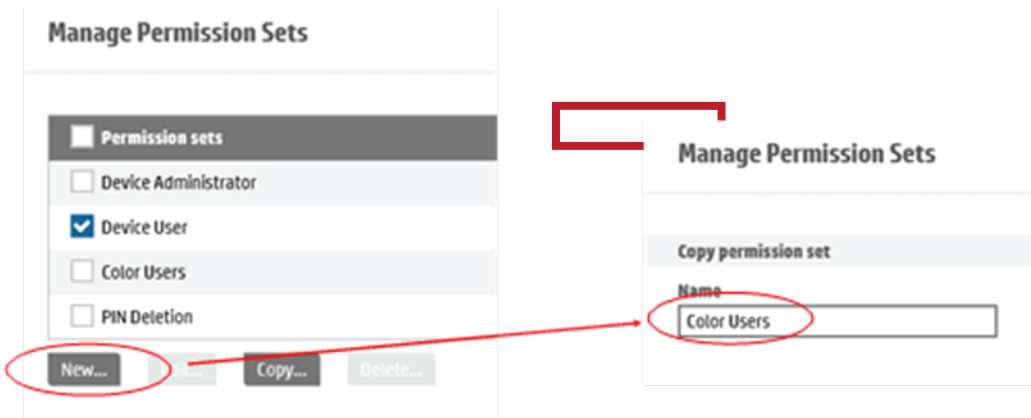
Permission sets allow you to control what features/functions users have access to.

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.



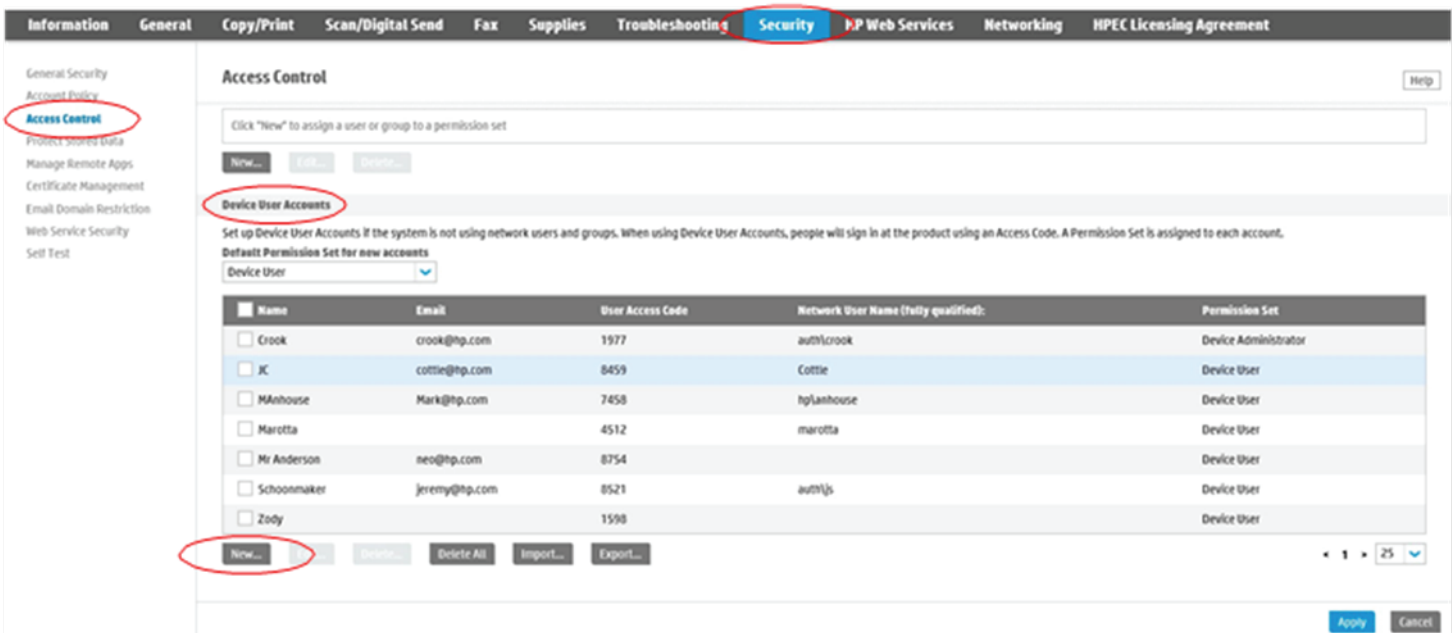
Click on "New..." and enter a name for the new Permission Set and click "OK". The newly created name will appear in the Permission sets list.



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.



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

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

Network Name - 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.

Access Code - 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.

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

The screenshot shows the HP Web Services Security interface. The top navigation bar includes: Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security (highlighted), HP Web Services, Networking, and HPEC Licensing Agreement. On the left, a sidebar lists various security settings: General Security, Account Policy, Access Control (highlighted), Protect Stored Data, Manage Remote Apps, Certificate Management, Email Domain Restriction, Web Service Security, and Self Test. The main content area is titled 'Device User Accounts' and contains a 'New Device User Account' form. The form has the following fields: 'Display Name' (text input), 'Email Address' (text input), 'Network Name' (text input), 'Access Code' (text input with the value '74469'), and 'Permission Set' (a dropdown menu with 'Device User' selected). At the bottom right of the form area, there are 'OK' and 'Cancel' buttons, with the 'OK' button circled in red.

** 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.**

Device User Accounts

Export Contacts, Speed Dials, or Local User Accounts

The exported Contacts, Speed Dials, or Local User Accounts will be saved in one .csv file

Address Books

Fax Speed Dials

User Access Code List

	A	B	C	D	E
1	name	emailaddress	pin	permissionset	networkname
2	John A Doe	JADoe@CompanyABC.co	40307	PinUser	CompanyABC\JAD
3	Sally B Still	SBStill@CompanyABC.co	57127	PinUser	CompanyABC\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.

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting **Security**

General Security
Account Policy
Access Control
Protect Stored Data
Manage Remote Apps
Certificate Management
Email Domain Restriction
Web Service Security
Self Test

Access Control

- Scan to Network Folder
- Scan to USB Drive
- Scan to Job Storage
- Remote Scan Request

EWS **Device Guest**

- Information
- General
- Copy/Print
- Scan/Digital Send
- Fax
- Supplies
- Troubleshooting
- Security
- HP Web Services
- Networking

Manage Permission Sets... Manage Future Installations...