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How to register/change/delete a User Code

Published 05/20/2013 04:45 AM | Updated 08/04/2016 03:40 AM | Answer ID 174123

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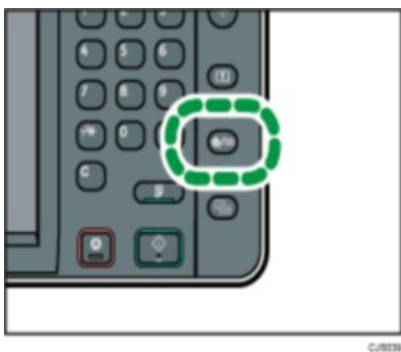
How do I register/change/delete a User Code?

(Note: Screenshots are provided for reference purpose only. Your display may vary depending on your device.)

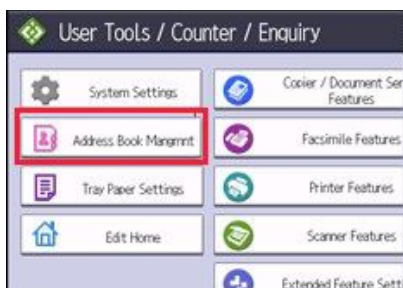
Registering Names

This section describes how to register names.

1. Press the **[User Tools/Counter]** key.



2. Press **[Address Book Mangmnt]**.



3. Check that **[Program / Change]** is selected.

4. Press **[New Program]**.

5. Press **[Change]** under "Name".

The name entry display appears.

6. Enter the name, and then press **[OK]**.

7. Press **[▼Next]**.

8. Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

- **[Frequent]**: Added to the page that is displayed first.
- **[AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]**: Added to the list of items in the selected title.

You can select **[Frequent]** and one more key for each title.

9. Press **[OK]**.

10. Press **[Exit]**.

11. Press the **[User Tools/Counter]** key.

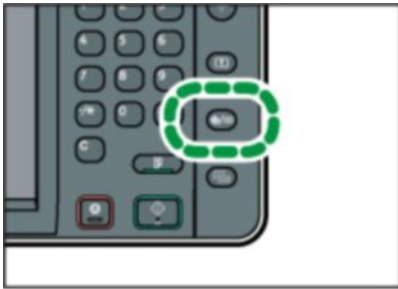
Note

- Registered names can be used for documents in the Document Server.

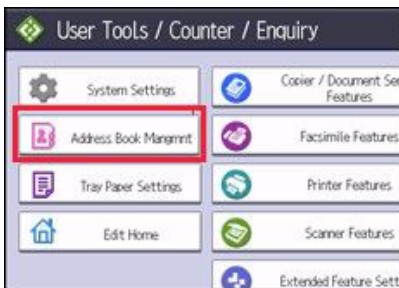
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Registering a User Code

1. Press the **[User Tools/Counter]** key.



2. Press **[Address Book Mangmnt]**.



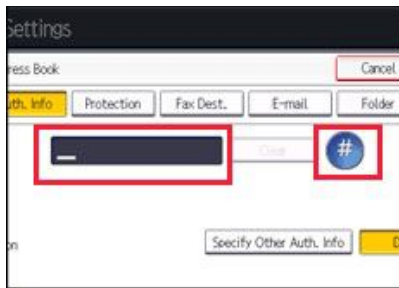
3. Check that **[Program / Change]** is selected.
4. Press the name whose code is to be registered, or enter the registered number using the number key.

You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

5. Press **[Auth. Info]**.

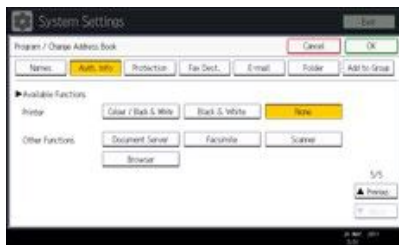


6. Press **[Change]** under "User Code".
7. Enter the user code using the number keys, and then press the **[#]** key.



8. Press [**▼Next**] to display "**Available Functions**".

9. Select the functions to be used with the user code from "**Available Functions**".



10. Press [**OK**].

11. Press [**Exit**].

12. Press the [**User Tools/Counter**] key.

Note

- You can enter a one-to eight-digit user code.
- If a user uses the browser function, only the functions specified for this setting are available. If [**Browser**] is selected and [**Printer**] is not selected, the printer function cannot be used with the browser function.

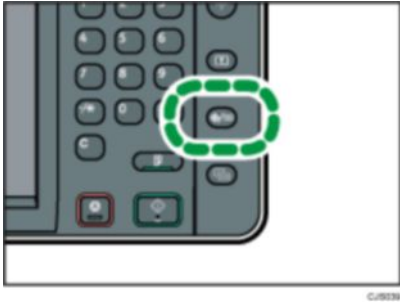
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Changing a User Code

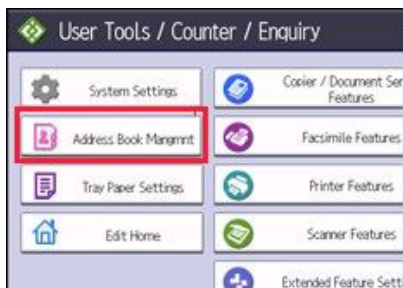
Important

- Even if you change a user code, the counter value will not be cleared.

1. Press the **[User Tools/Counter]** key.



2. Press **[Address Book Mangmnt]**.



3. Check that **[Program / Change]** is selected.

4. Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

5. Press **[Auth. Info]**.



6. Press **[Change]**, and then enter the new user code using the number keys.



7. Press the [#] key.
8. To change the available functions, press [▼Next] to display "Available Functions".
9. Press the key to select the functions to enable them.
10. Press [OK].
11. Press [Exit].
12. Press the [User Tools/Counter] key.

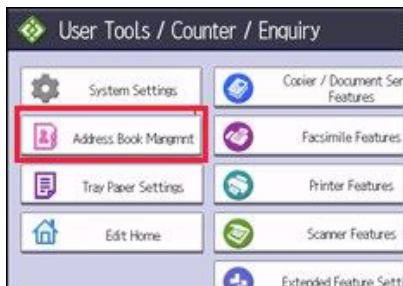
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Deleting a User Code

Important

- After clearing the user code, the counter is automatically cleared.

1. Press [Address Book Mangmnt].



2. Check that [Program / Change] is selected.
3. Select the name whose code is to be deleted.

Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, fax number, folder name, e-mail

address, or IP-Fax destination.

4. Press **[Auth. Info]**.



5. Press **[Change]** and **[Clear]** to delete the user code, and then press the **[#]** key.



6. Press **[OK]**.

7. Press **[Exit]**.

8. Press the **[User Tools/Counter]** key.

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