

User Codes:

Please note: If you would like to go back to the User Code Screen quickly press the combined series:

The Green C button (next to the number pad) & The Clear Modes button simultaneously.

1. Press the “User Tools” button.
2. Press the “System Settings” button.
3. Press the “Key Operator Tools” button (in the upper right hand corner).
4. Press the “Address Book Management” button.
5. Press the “New Program” button (in the bottom right hand corner).
6. Press the “User Code” button (in the upper left hand corner).
7. Use the number pad to program user code number (numbers can be up to eight digits, but have no minimum).
8. Hit pound sign to enter.
9. Assign functions you want that specific user to be able to access by pressing the functions respective button.
10. Press “OK” to end or press “Continue to Program” to continue and then repeat steps from step #6 and on.

Steps to Turn User Code Access On Press the “User Tools” button.

1. Press the “System Settings” button.
2. Press the “Key Operator Tools” button.
3. Press the “User Code Management” button.
4. Turn Copier and Document Server to on position by pressing their respective buttons (button is on when function is darkened).