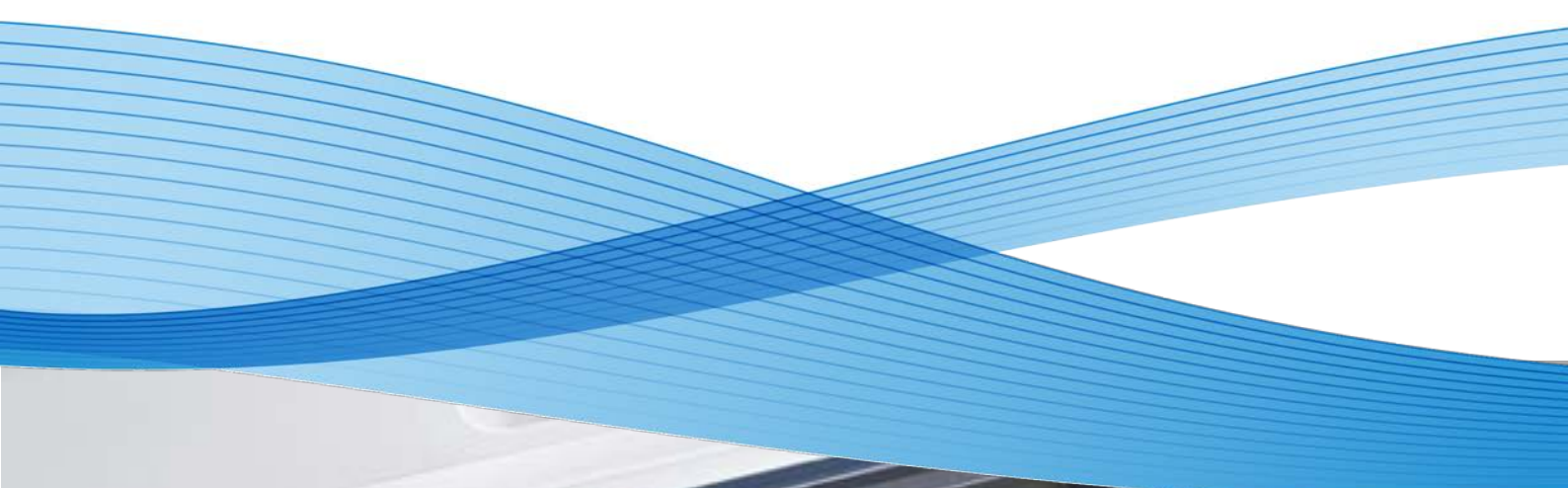


Office Analyst ConnectKey

Lab Exercises

Local Authorization & User Permissions



Local Authorization & User Permissions

Feature Overview

User Permissions allows the customer to restrict Xerox device feature access based on the users association to roles assigned to that user. Roles contain lists of authorisation information for device pathways, services and features. Association of users to roles allows the System Administrator to manage authorisation (access) to services of the device.

You can control access to service and tools, and printing times and methods for a group of users.

Print permissions are rules that allow you to control printing times and methods for a group of users. You can:

- Restrict color printing, requiring users to print in black and white.
- Restrict 1-sided printing, requiring users to print 2-sided.
- Restrict a Job Type, such as Secure Print.
- Restrict access to specific paper trays.
- Specify the software applications from which users are allowed to print.
- Restrict printing, color printing, and 1-sided printing from specific software applications.

Services and Tools permissions are rules that allow you to control access to features or configuration settings for a group of users.

Configure Services and Tools Permissions to:

- Restrict access to specific services, such as Copy, Email, or Fax.
- Restrict access to settings managed on the Tools menu at the control panel.
- Restrict access to settings managed on the Properties tab in CentreWare Internet Services.

A role is a set of permissions associated with a group of users. To edit permissions for a group of users, you edit permissions for a role.

There are two types of roles:

- The **Non-Logged-In Users Role** applies to any user who accesses the printer, but is not authenticated. This role also applies to anyone who sends a job that is not associated with a user name or job owner. Examples are a job sent using LPR, or a job sent from a mainframe application.
- **Logged-In Users Roles** are roles that you create. These roles apply to authenticated users only. You can assign specific users or user groups to the role, or you can create a role that applies to all authenticated users.

Exercise Scenario

Your customer wants to restrict access to copying only for non logged in users. They also want to restrict access to Microsoft word except for members of a specific group.

Exercise Objective

On completion of this exercise you will be able to:

- Configure the user permission feature.

Pre-Requisites

The pre-requisites for this lab are as follows:

- Make sure the printer is fully functioning on the network prior to installation.
- Make sure that the TCP/IP and HTTP protocols are configured and enabled on the printer.
- Make sure Network Authentication is configured and working properly.

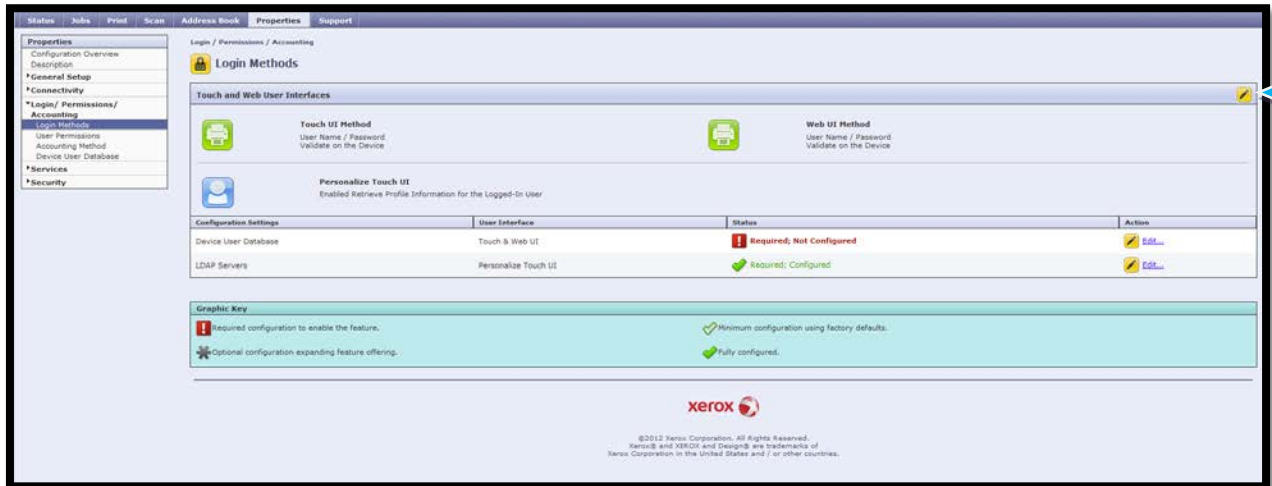
Setting the Login Method

There are two types of authorization:

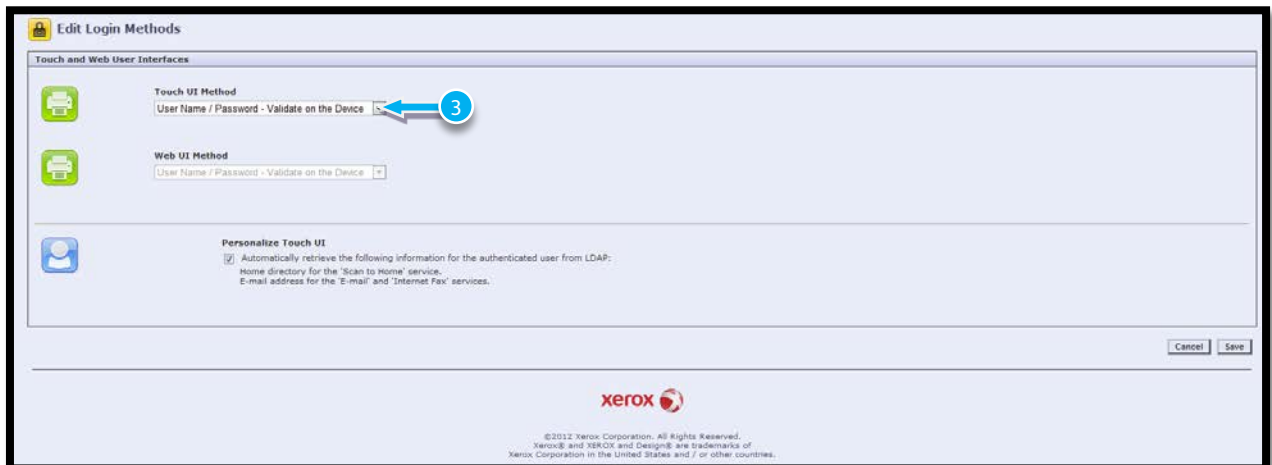
- **Local Authorization** verifies user information on the printer to approve access.
- **Network Authorization** verifies user information stored externally in a network database, such as an LDAP directory, to approve access.

In this exercise you will set the authorization method to Local Authorization.

1. Select **Properties > Login/Permissions/Accounting**. Click **Login Methods**.
2. In the upper right-hand corner, click the **pencil icon**.



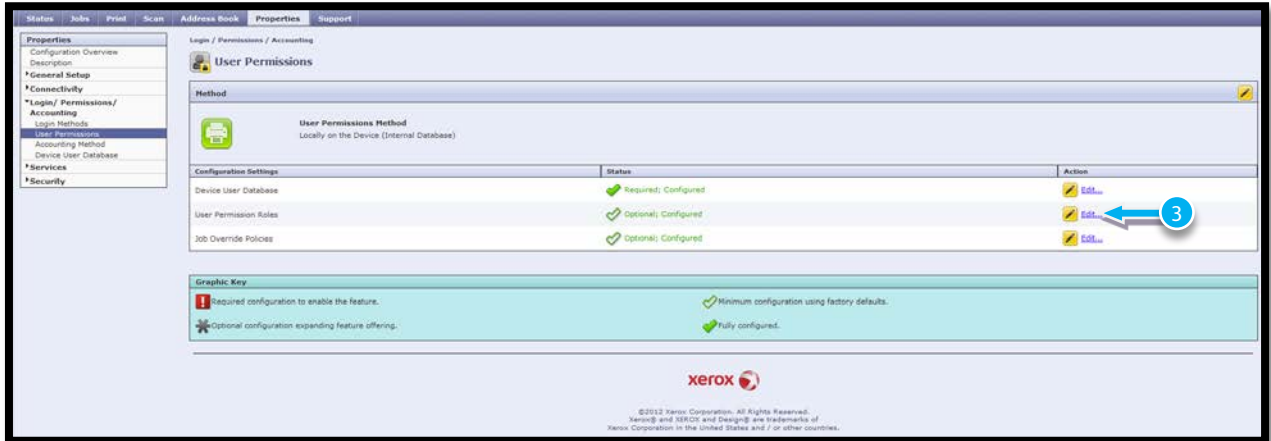
3. To set the authentication method for logging in to control panel, under Touch UI Method, User name / Password - Validated on the Device.



Editing Print Permissions for the Non-Logged-In Users Role

In this exercise we will restrict Non-Logged-In Users to the Copying function only

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. Under Action, next to User Permission Roles, click **Edit**.



4. Click the **Non-Logged-In Users** tab.
5. Under Actions, click **Edit**.



6. Click the **Print** tab.
7. To edit print permissions, next to the print setting when Users Can Print, click **Edit**.



Setting Black and White and Color Print Permissions

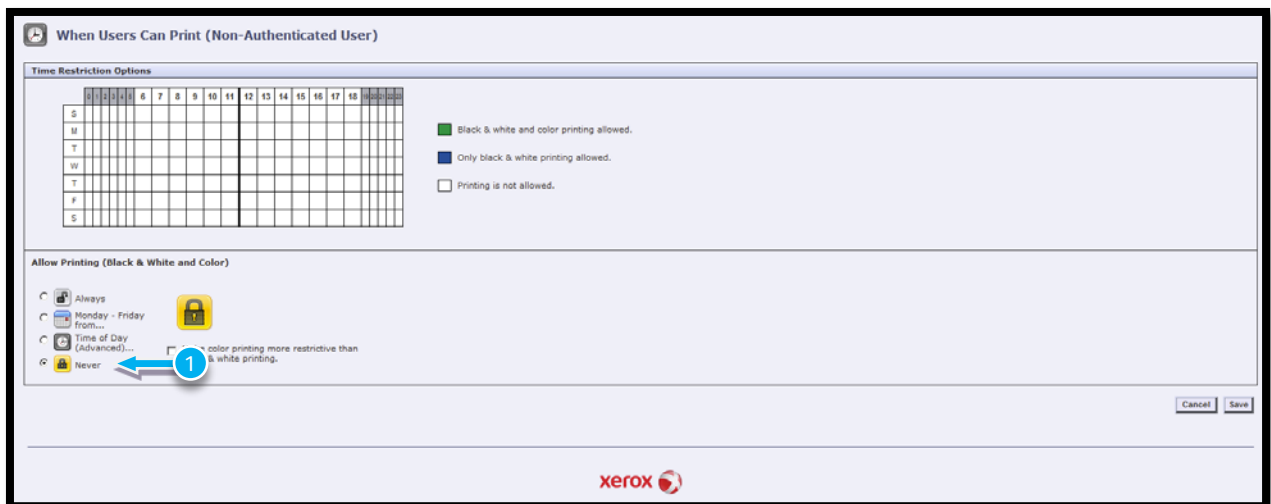
1. On the When Users can Print page, select the **Never** option.

Note: Options available under Allow Printing section are:

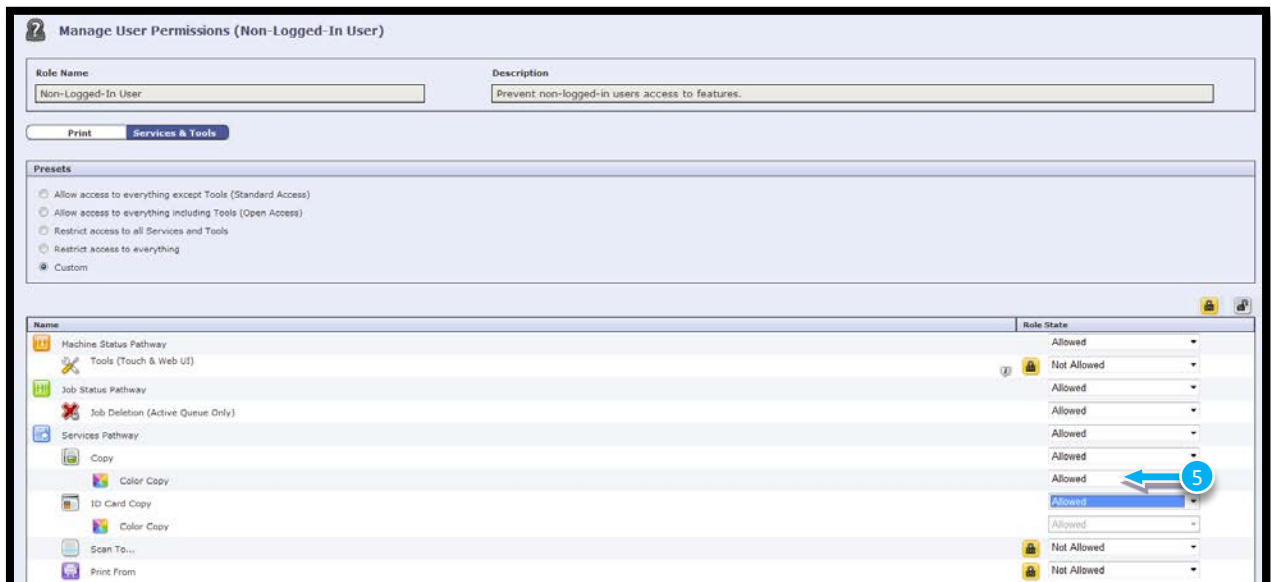
- a. **Always** to allow printing at all times.
- b. **Monday – Friday from** to allow printing on weekdays. Select when users are allowed to print from the From Time and To Time menus.
- c. **Time of Day (Advanced)** to allow printing on specific days during a specific time range. Select the From Time and To Time, and click **Add Time Range** next to the day. To delete, click the trash can icon.
- d. **Never** to restrict printing at all times.

Note: To specify permissions for Colour and Black and White printing independently, select **Make color printing more restrictive than black & white printing**.

2. Click **Save**.



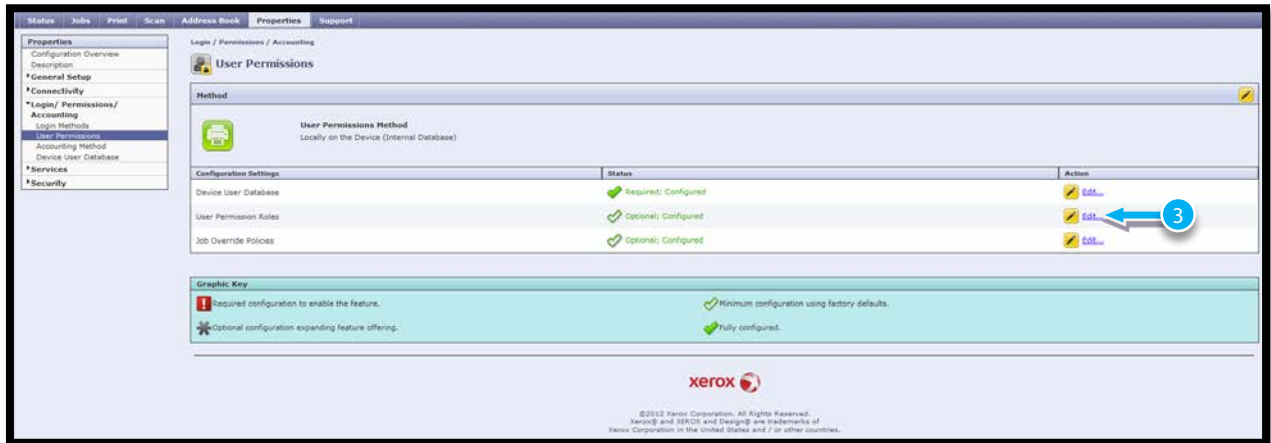
3. Click the **Services and Tools** tab.
4. Under Presets, select **Custom**
5. Under Role State, for each service or tool in the list, select **Not Allowed**.
8. Select **Allowed** for Copying
9. Click **Apply**.



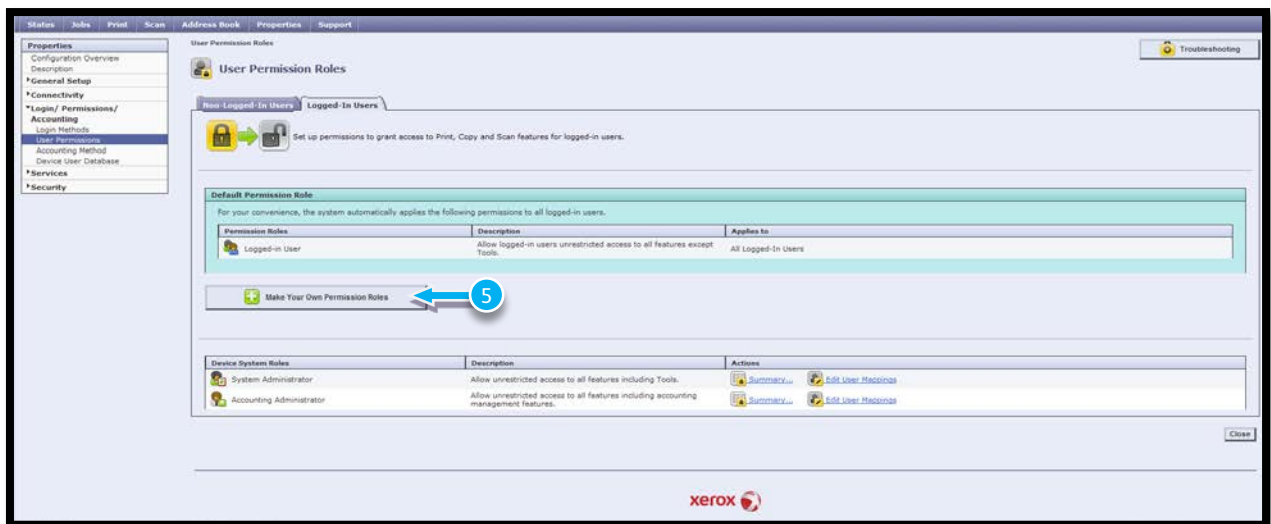
Creating a New Role For users of MS Word

To edit permissions for a specific group of users, you must first create a role.

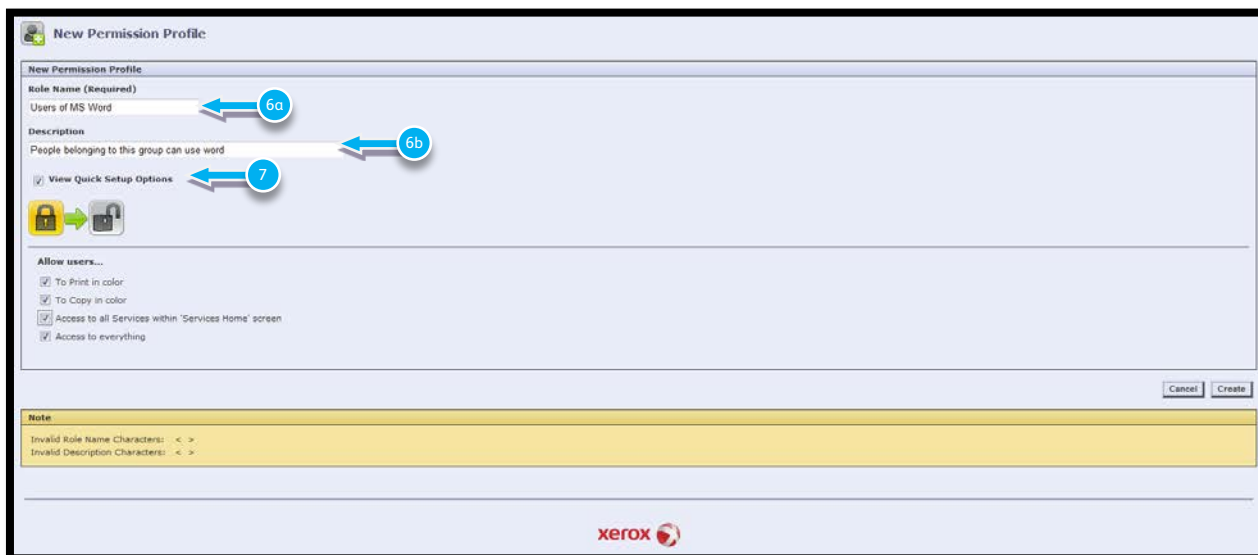
1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. Under Action, next to User Permission Roles, click **Edit**.



4. Click the **Logged-In Users** tab.
5. Click **Make Your Own Permission Roles** or **Add New Role**.



6. Type a name and description for the role:
 - a. Role Name – Users of MS Word
 - b. Description – People belonging to this group can use Word
7. Click **View Quick Setup Options**. Under **Allow users...**, select all options to allow users of this group access to everything
Note: If you do not select an option, print permissions are set to Allowed.
8. Click **Create**.



9. Assign users to the role, or to configure permissions for the role, click either the **Print** tab or **Services and Tools** tab.
10. Select to **Add individual Users**
11. Select **Add New User**



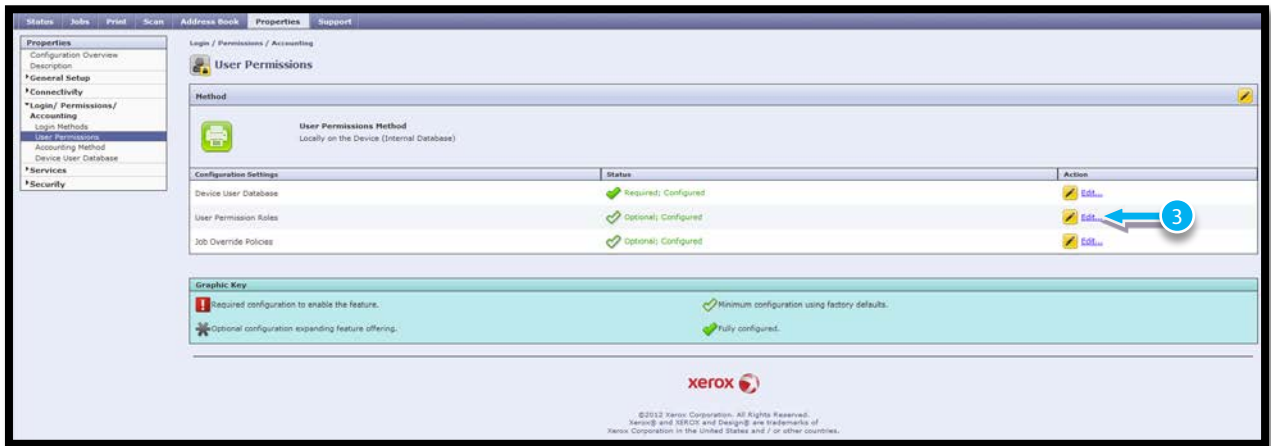
12. **Complete the required information.** Ask your instructor for user information.
13. Ensure under Permission Roles that the Role you have just created is selected.



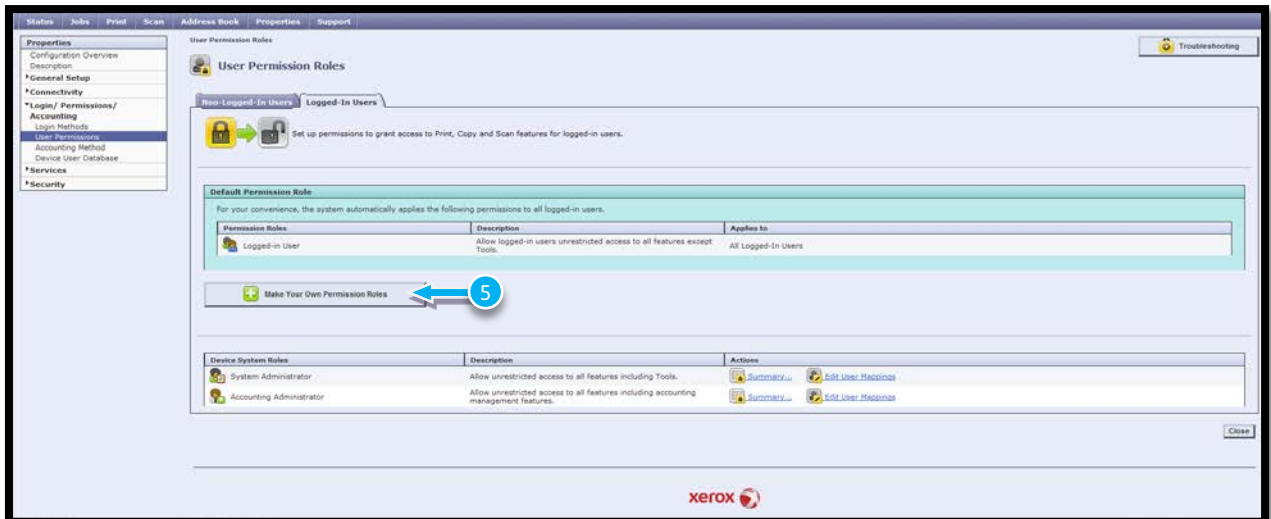
14. To save, click **Save**.
15. Then select **Apply**.

Creating a New Role for all other Logged In Users

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. Under Action, next to User Permission Roles, click **Edit**.



4. Click the **Logged-In Users** tab.
5. Click **Make Your Own Permission Roles** or **Add New Role**.



6. Type a name and description for the role:
 - a. Role Name – All other Users
 - b. Description – People belonging to this group cannot use Word
7. Click **Create**.



8. Select **Add New User**

9. Complete the required information. Ask your instructor for user information
10. Ensure the role that you have just created is selected

Add New User

User Identification

User Name (can't be changed later) Friendly Name

New Password

Retype password

Password Rules		
Minimum Length	1	✓
Maximum Length	63	✓

Permission Roles	Description
<input type="checkbox"/> Accounting Administrator	Allow access to accounting configuration features.
<input checked="" type="checkbox"/> All other users	People belonging to this group cannot use word
<input type="checkbox"/> Colour Printing & Copying	
<input type="checkbox"/> No colour	
<input type="checkbox"/> System Administrator	Allow access to all machine's features and tools.
<input type="checkbox"/> Users of MS Word	People belonging to this group can use Word

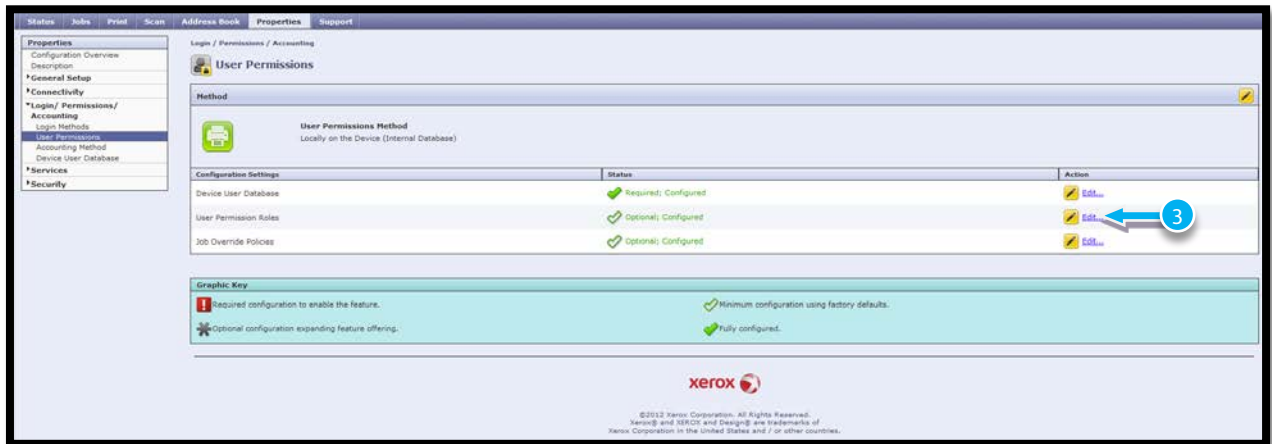
Note

Invalid User Name Characters: " # \$ % ' + , / : ; < > ? [] ^ ` { | } .
Invalid Friendly Name Characters: " + , ; < > ? [] ^ ` { | }

11. To save, click **Save**.
12. Then select **Apply**

Editing a Logged-In User Role

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. Under Action, next to User Permission Roles, click **Edit**.

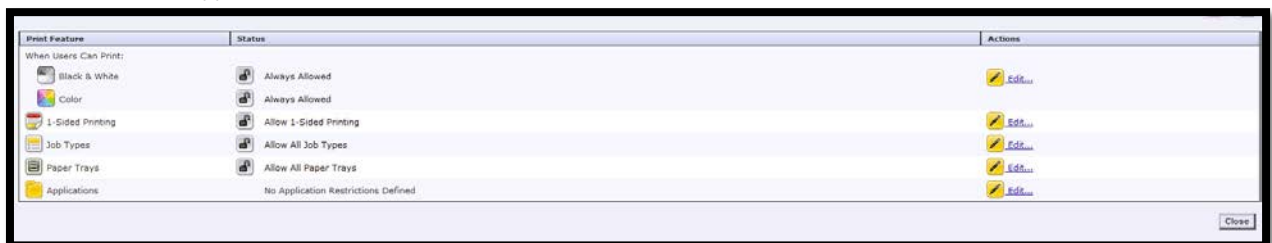


4. Click the **Logged-In Users** tab.
5. Next to the role **All Other Users**, click **Edit User Mappings**.

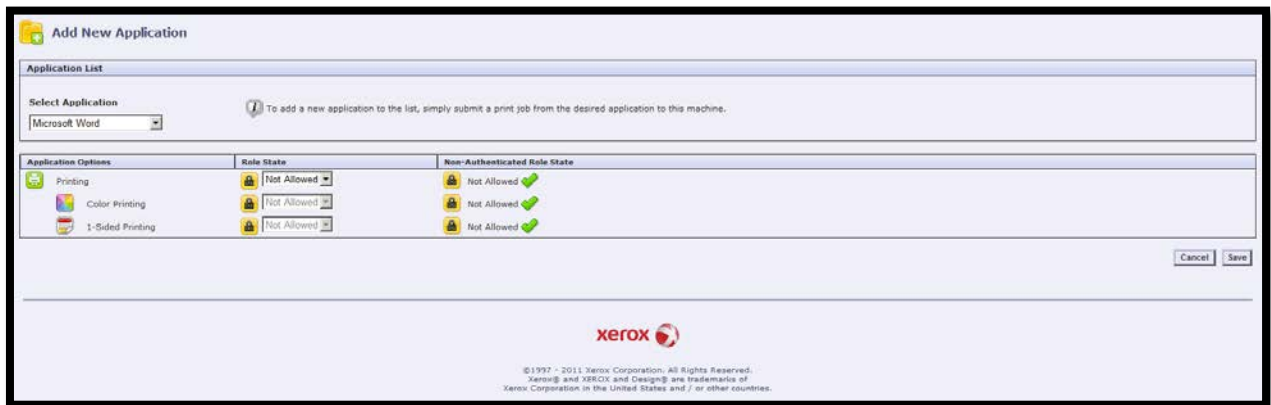


Note: You cannot edit permissions for the System Administrator or Accounting Administrator roles. Users assigned to the System Administrator role can access all features of the printer. Users assigned to the Accounting Administrator role can access accounting features only.

6. Configure permissions for the role. Click the **Print** tab.
7. Select **Edit** next to Applications.



8. Configure settings to restrict access to Microsoft Word



9. To save, click **Apply**.

Note: For each user permission type, you cannot restrict access for logged-in users and allow access for non-logged-in users. To restrict access for non-logged-in users, next to a permission setting, click the **Auto Correct** link.

Test your configuration

Carry out user activities to test the following:

- Non Logged in users can copy only
- Logged in users of the Use MSWord group can print from MS Word
- Logged In Users of the All other users Group cannot print from MS Word.

