

Adding User Accounts Guide



Lexmark™

1. Open the printer's embedded web server

- click settings
- security

Lexmark MX611dhe
Address: 192.168.88.46
Contact Name:
Location:

Settings

Default Settings

Other Settings

Network/Ports
Update Firmware
Security
E-mail Alert Setup
Manage Shortcuts
Intervention Management
Import/Export
Apps
Configuration Files
Remote Operator Panel Settings

2. Enter security

User ID: admin

Lexmark MX611dhe
Address: 192.168.88.46
Contact Name:
Location:

Enter PIN or credentials for Security Menu Remotely

User ID: admin

Submit Cancel

3. Click 'Security Setup'

Lexmark MX611dhe
Address: 192.168.88.46
Contact Name:
Location:

Settings

Security

Security Setup
Miscellaneous Security Settings
Schedule USB Devices
Confidential Print Setup
Set Date and Time
Certificate Management
Restore Factory Defaults
Erase Temporary Data Files
Disk Encryption
Security Audit Log
802.1x
TCP/IP Port Access
IPSec
SNMP

View Security Summary

4. Click "Internal Accounts"

Security Setup

Basic Security Setup

Use the Basic Security Setup to limit access to the configuration menus via the operator panel and the web interface. **Applying this setup may overwrite a previous configuration.**

Authentication Type:

Password: Range: 1 - 128 characters

Re-enter password:

Advanced Security Setup

Step 1: Configure a Security Building Block:

"Building Blocks" are the various methods for getting user credentials.

[PIN](#) [LDAP](#) [Kerberos 5](#)
[Password](#) [LDAP+GSSAPI](#) [Active Directory](#)
[Internal Accounts](#)

Step 2: Set up a Security Template.

Security Templates are used to restrict access, and are made from 1 or more Building Blocks.

Step 3: Apply your Security Template to one or more Access Controls.

5. Click "Add an Internal Account"

Settings

Manage Internal Accounts

[Setup groups for use with internal accounts](#)

[Add an Internal Account](#)

To modify an existing Internal Account, click on the User ID in the table below.

Internal Accounts

User ID	Account Name
admin	admin

Custom Building Block Name:

Require E-mail Address:

Required User Credentials:

6. Enter account name, User ID, Password and re-enter password.

- select "ES_Users" for the group
- click submit

Settings

Internal Account setup

Account Name*: Range: 1 - 64 characters. Example: John Smith

User ID*: Range: 1 - 128 characters. Example: jsmith

Type the new password in twice. Clear both fields to remove the password.

Password: Range: 1 - 128 characters.

Re-enter password: Must match password.

E-mail: Range: 1 - 128 characters.

Fax Number: Range: 1 - 24 digits.

Groups:

Select the group(s) for this user to be affiliated with, use CTRL

Items with * are required.

Change “admin” password

7. Click “admin” user ID

Settings

Manage Internal Accounts

[Setup groups for use with internal accounts](#)

[Add an Internal Account](#)

To modify an existing Internal Account, click on the User ID in the table below.

User ID	Account Name	E-mail
admin	admin	
sample	sample	

Custom Building Block Name

Require E-mail Address

Required User Credentials

8. Enter password and re-enter password.

Settings

Internal Account setup

Account Name* Range: 1 - 64 characters. Example: John Smith

User ID* **Lexmark1** 1 - 128 characters. Example: jsmith

Type the new password in twice. Clear both fields to remove the password.

Password Range: 1 - 128 characters.

Re-enter password: Must match password.

E-mail Range: 1 - 128 characters.

Fax Number Range: 1 - 24 digits.

Groups Select the group(s) for this user to be affiliated w

Items with * are required.

Set required credentials set as User ID and Password

Manage Internal Accounts

[Setup groups for use with internal accounts](#)

[Add an Internal Account](#)

To modify an existing Internal Account, click on the User ID in the table below.

Internal Accounts

User ID	Account Name	E-mail	Groups
admin	admin		ES_Users, ES_Admins
sample	sample		ES_Users

Delete List

Custom Building Block Name

Require E-mail Address

Required User Credentials

Submit

Reset Form

User ID and password

User ID

Sync created account to Device Quota

9. Click “applications and click Device Quotas

The screenshot shows a management interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: Device Status, Scan Profile, Copy Printer Settings, Settings, Reports, Links & Index, Applications (highlighted with a red box), Set up Scan to Network, and Remote Operator Panel. The main content area is titled 'Installed Solutions' and contains a single item, 'Device Quotas', which is also highlighted with a red box. The 'Device Quotas' item is accompanied by a small icon of a person and a bar chart.

10. Click “Sync Internal Accounts”

The screenshot shows the Lexmark MX611dhe web interface. On the left is a navigation menu with items: Device Status, Scan Profile, Copy Printer Settings, Settings, Reports, Links & Index, Applications, Set up Scan to Network, Remote Operator Panel, Order Supplies, and Logout. The main content area is titled 'Location:' and contains several sections:

- Global Settings file**: Includes options to download a template, import user settings (no file chosen), and export current accounts to a user settings file.
- Usage Data**: Includes options to export current period usage data, previous period usage data (most recent interval), lifetime usage data (total), and department usage data. Each of these has 'Export as PDF' and 'Export as CSV' buttons.
- Sync Internal Accounts**: A button highlighted with a red box.


Verify accounts in the Device Quota

11. Click “Settings” and click “Apps”

The screenshot shows the Lexmark MX611dhe web interface in a browser window. The address bar shows '192.168.88.46'. The page header includes the Lexmark logo, a status box with 'Sleep Mode' and 'Tray 1 Empty', and device information: 'Lexmark MX611dhe', 'Address: 192.168.88.46', 'Contact Name:', and 'Location:'. The left navigation menu has 'Settings' highlighted with a red box. The main content area is titled 'Settings' and is divided into two columns:

- Default Settings**: General Settings, Bookmark Setup, Copy Settings, Fax Settings, E-mail/FTP Settings, Print Settings, Paper Menu.
- Other Settings**: Network/Ports, Update Firmware, Security, E-mail Alert Setup, Manage Shortcuts, Intervention Management, Import/Export, **Apps** (highlighted with a red box), Configuration Files, Remote Operator Panel Settings.

12. Click “Apps Management”



Sleep Mode
Tray 1 Empty
[Refresh](#)

Lexmark MX611dhe
Address: 192.168.88.46
Contact Name:
Location:

Device Status

Scan Profile

Copy Printer Settings

Settings

Reports

Links & Index

Applications

Set up Scan to Network

Remote Operator Panel

Order Supplies

Apps

[Settings](#) > [Apps](#)

Apps Management

To view, edit, or uninstall apps currently on your printer, click on the link below

[Apps Management](#)

Apps Setup

Accept Cookies Allows apps to store and retrieve cookies

[Remove All Cookies](#)

13. Click “Device Quotas”

Device Status

Scan Profile

Copy Printer Settings

Settings

Reports

Links & Index

Applications

Set up Scan to Network

Remote Operator Panel






Order Supplies

Logout

Apps

[Settings](#) > [Apps](#) > [Apps Management](#)

Apps System

	Apps	Version	License
	Multi Send	2.6.2	None R
	Device Quotas	2.5.0	None R
	Card Copy	2.10.2	None R
	Scan to Network	4.3.15	Unlicens
	Forms and Favorites	4.1.1	None R

14. Accounts should be shown in the “User Accounts”

The screenshot shows the Lexmark web interface. On the left is a navigation menu with items like 'Device Status', 'Scan Profile', 'Copy Printer Settings', 'Settings', 'Reports', 'Links & Index', 'Applications', 'Set up Scan to Network', 'Remote Operator Panel', and 'Order Supplies'. The main content area is titled 'Apps' and shows a breadcrumb trail 'Settings > Apps > Apps Management'. Below this are tabs for 'Apps' and 'System'. The 'Device Quotas' section is active, with sub-tabs for 'Information', 'Configure', and 'License'. Under 'Configure', the 'User Accounts' list shows 'admin' and 'sample', with 'sample' highlighted by a red box. To the right of the list are 'Add', 'Edit', and 'Delete' buttons. Below the list is the 'Global Settings' section, with 'Reset Frequency' visible.

Activate monitoring of Device Quota

- 15. Check box of “Restrict non-authenticated printing” and “Restrict B&W usage”
- Click apply

The screenshot shows the 'Application Settings' section of the Lexmark web interface. The 'Configure' tab is selected. A message at the top says 'You have exceeded your quota.' The settings list includes: 'Notification e-mail' (text input), 'Restrict non-authenticated printing' (checkbox checked, highlighted with a red box), 'Restrict B&W usage' (checkbox checked, highlighted with a red box), 'Restrict color usage' (checkbox unchecked), 'Allow user to print usage report' (checkbox unchecked), and 'Allow user to e-mail usage report' (checkbox unchecked). Each checkbox has a help icon to its right.