

## ADMINISTRATIVE MANAGEMENT

### SCENARIO

- Do you want to restrict users from using certain functions?
- Would you like to set up specific shortcuts within the standard function menus to increase ease of use for users?
- Do you want to view tutorials right in the Copy menu rather than return to the Home Screen and lose all registered settings?

### BENEFITS

- Enabling and disabling functions allows for users to have a seamless experience using the buttons they need, and eliminating the ones they do not
- Control costs by restricting the use of certain functions that users may misuse
- Increase productivity by limiting buttons so users can easily find them

**Note:**

Supported Models: All imageRUNNER ADVANCE models

Individual user changes are only applicable with authentication, otherwise the user interface will remain the same for all users

HOW TO:

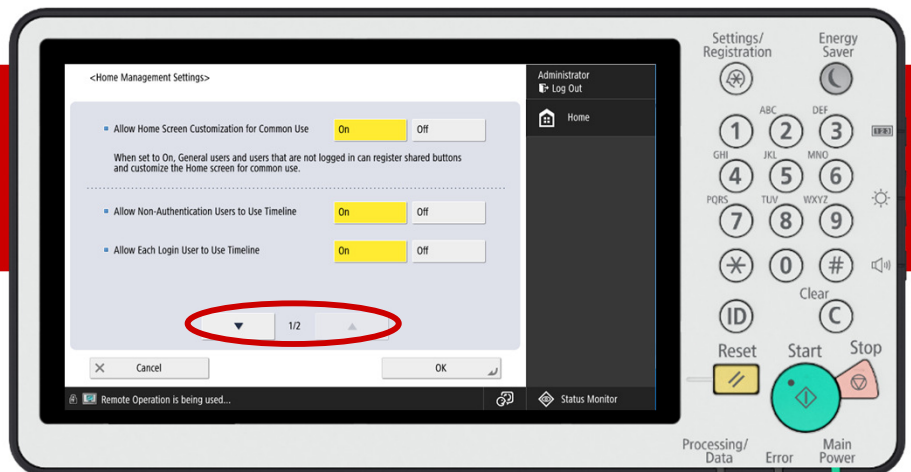
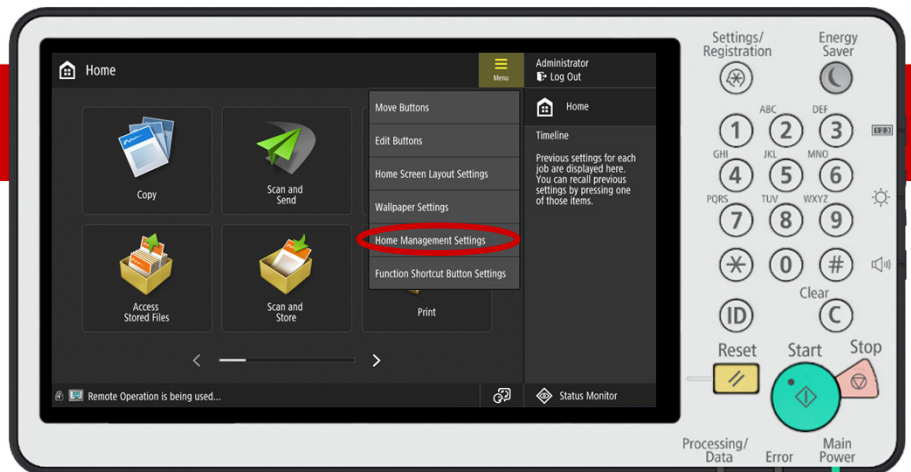
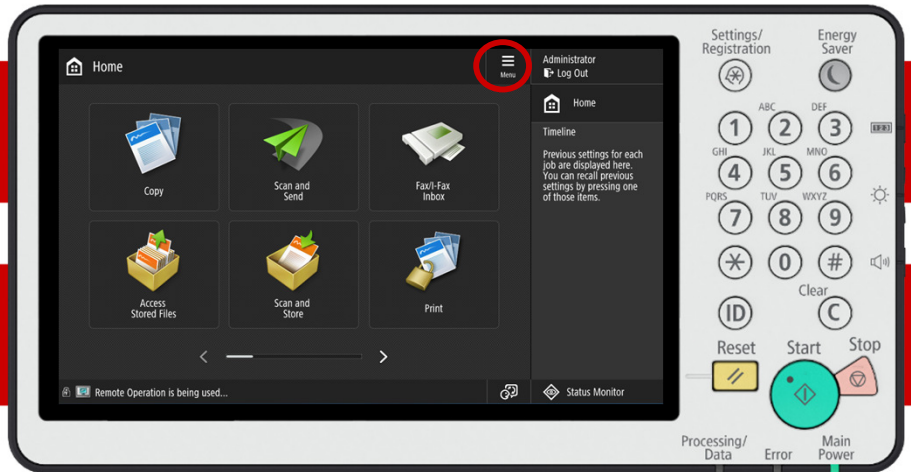
Administrative Management - Enable Personalization

1 Press [Log In] on the top right corner of the screen, and enter the Administrator credentials

2 From the [Home Screen], select [Menu]

3 Select [Home Management Settings]

4 Turn settings [On] or [Off] that you would like users to have access to. Navigate through the different settings with the up and down arrows

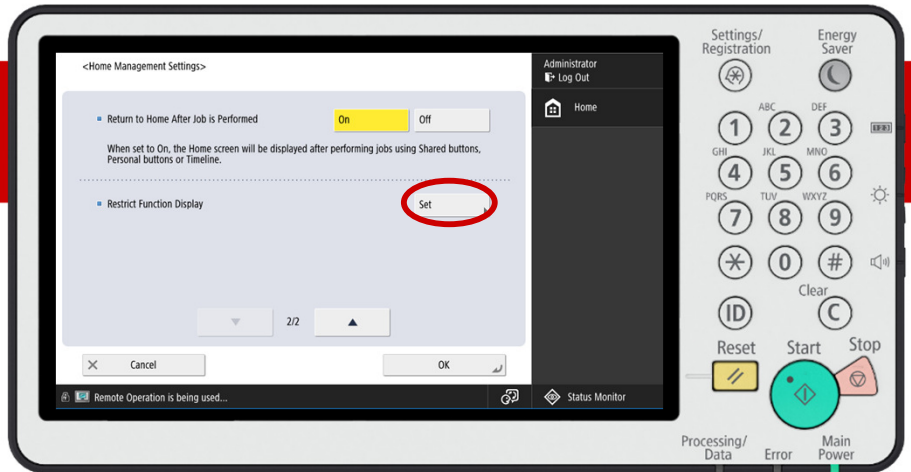


HOW TO:

Administrative Management – Setting Restrictions and Shortcuts

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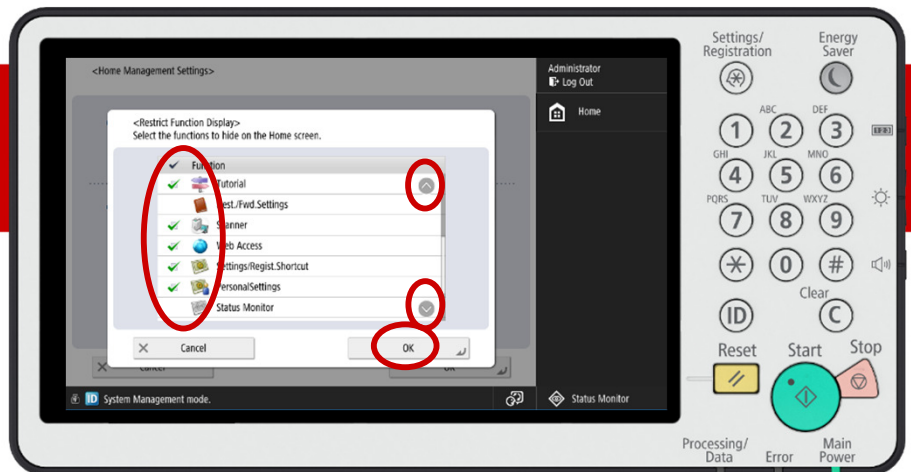
Press **[Set]** beside the 'Restrict Function Display' option, to select which functions to display.



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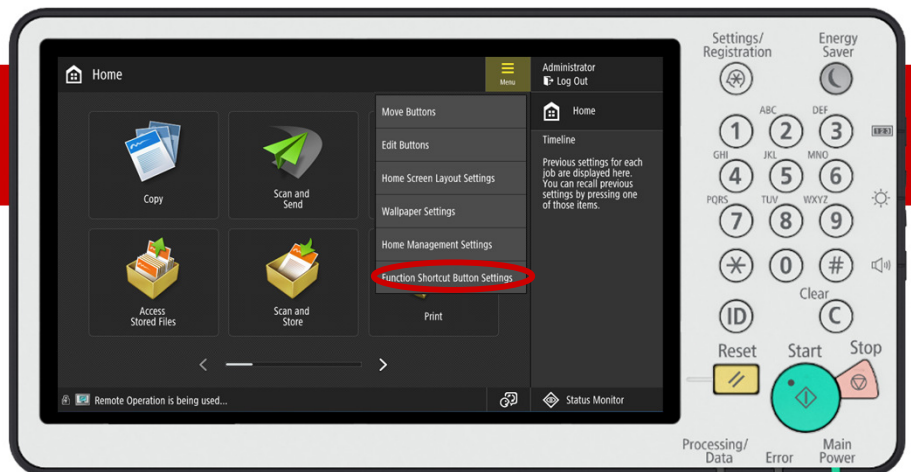
Select the functions that you would like to disable on the user interface. Press **[OK]** to complete and return to the Home Screen

*Note: A checkmark will appear next to the functions that are hidden. Scroll through using the arrows to view more functions.*



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Press **[Menu]**, then select **[Function Shortcut Button Settings]**

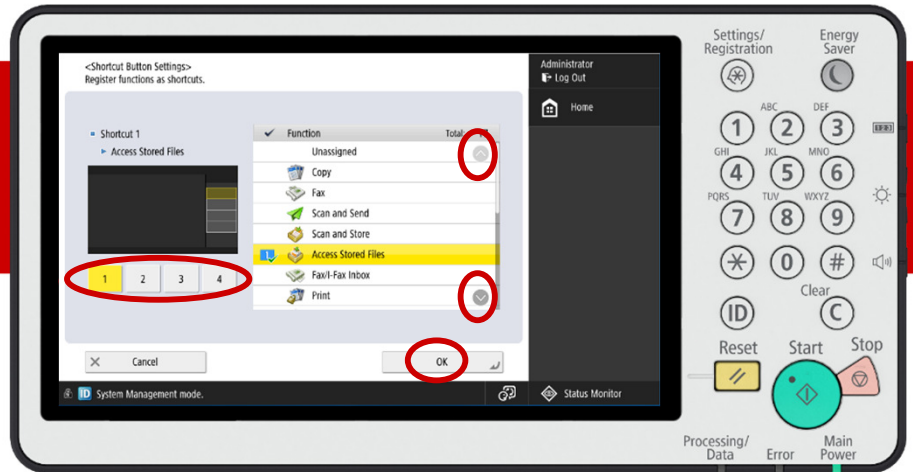


HOW TO:

Administrative Management – Setting Restrictions and Shortcuts

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Press [1] to set the first Shortcut. Use the up and down arrow keys to select the desired function. Repeat for buttons 2-4. Press [OK] once complete



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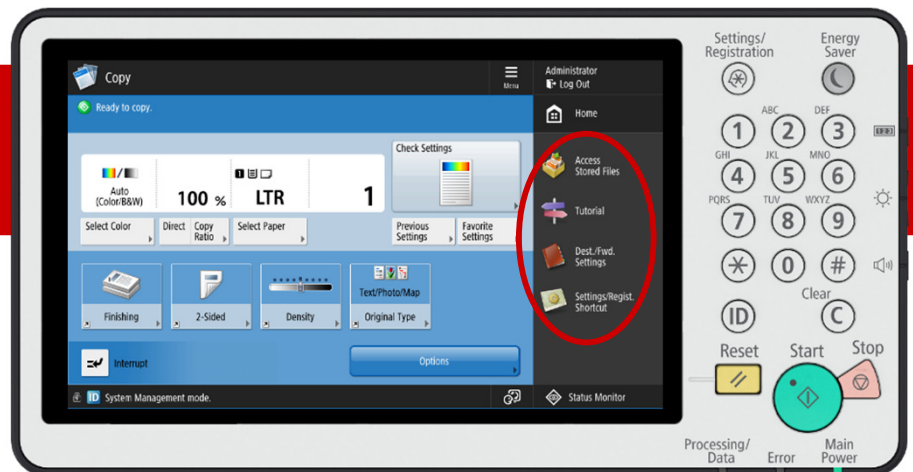
Return to the Home Screen and select any of the standard functions to view the chosen shortcut functions. For example, select [Copy]



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The four shortcut functions are now seen on the right side of the screen within the Copy menu

*Note: The shortcuts will be shown on the right side in all standard function menus (Scan and Send, Fax, etc.)*



**Note:**

Supported Models: All Third Generation Third Edition Models