



Enterprise Computing & Service Management

As a result of the upgrade of Haas' print server in January 2012, users of certain networked printing devices will need to reconfigure their connections. The devices listed below are the ones that will require reconfiguration.

Please click on the device that you are trying to reconfigure and follow the accompanying steps:

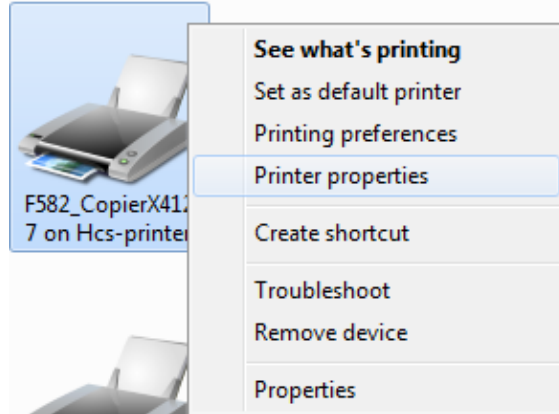
- [F582 CopierX4127 & S545-CopierX4127B](#)
- [S545 ColorCopier](#)
- [CE421-CopierIR5185](#)

How do I configure copier codes on F582_CopierX4127 & S545-CopierX4127B?

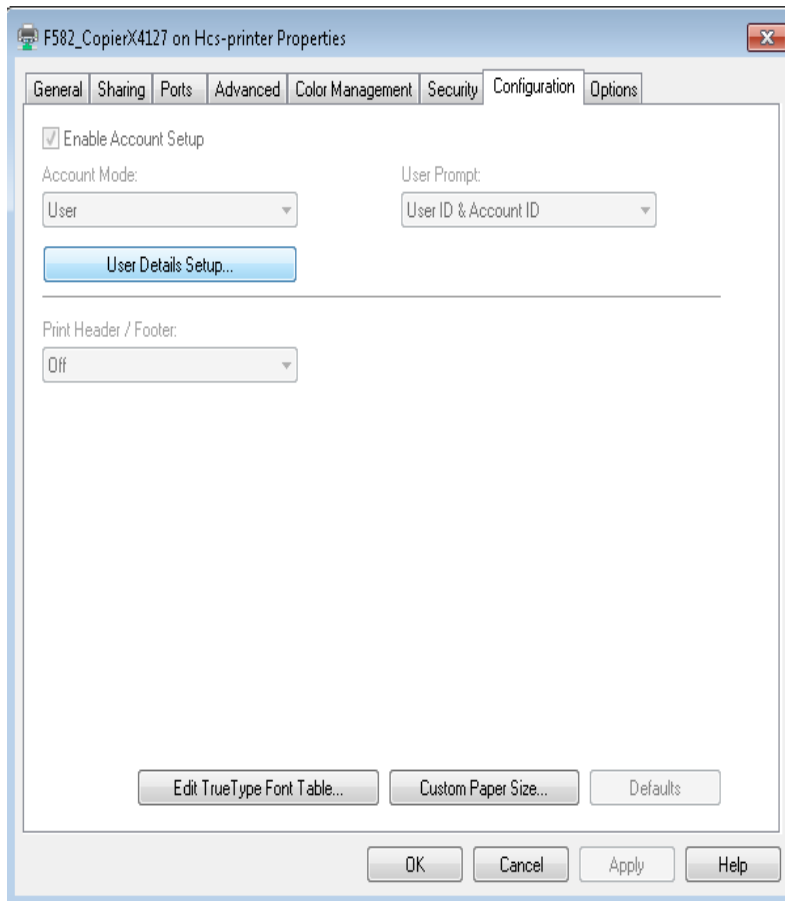
Step	Procedure
1	Click on Start > Devices and Printers.

The screenshot shows the Windows Start menu open. The 'Devices and Printers' option is highlighted in a dark grey box. Other visible options include Administrative Tools, Help and Support, Run..., and Windows Security. The taskbar at the bottom shows icons for Internet Explorer, Firefox, and a printer.

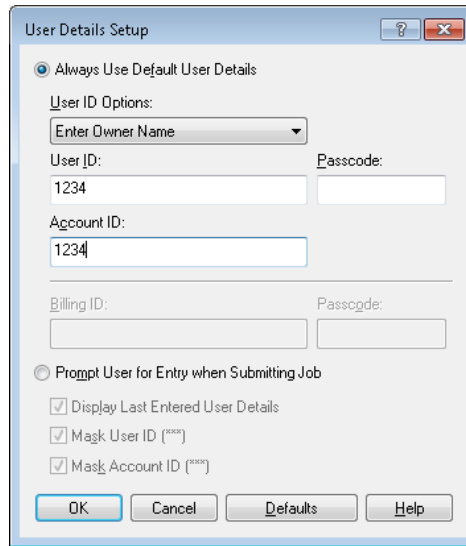
Step	Procedure
2	Right click the F582_CopierX4127 copier and select Printer Properties.



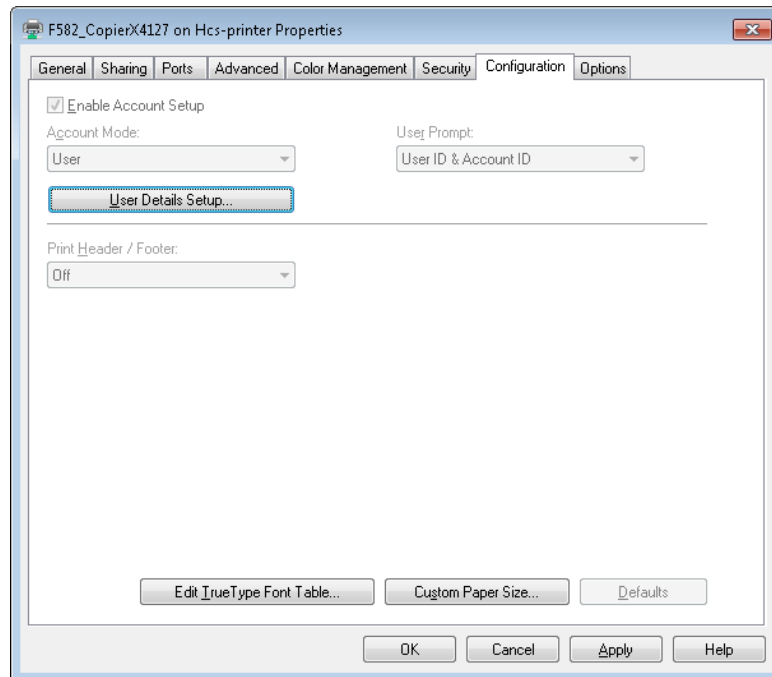
Step	Procedure
3	Click on the Configuration tab and then click on the User Details Setup...



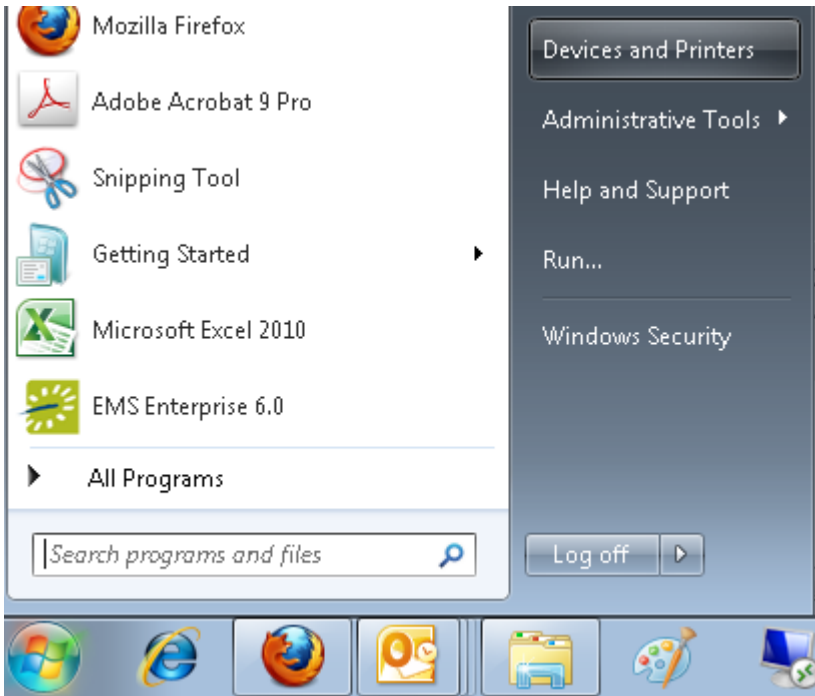
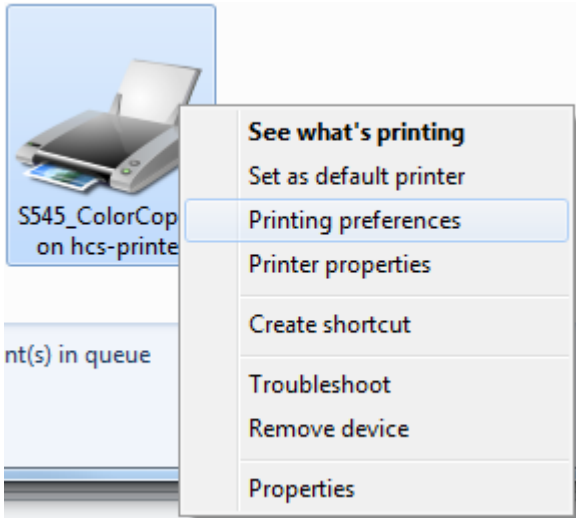
Step	Procedure
4	<p>Under User ID options</p> <ol style="list-style-type: none"> 1. Select Enter Owner name. 2. Type your 4 digit print code into the User ID and Account ID field and hit OK.



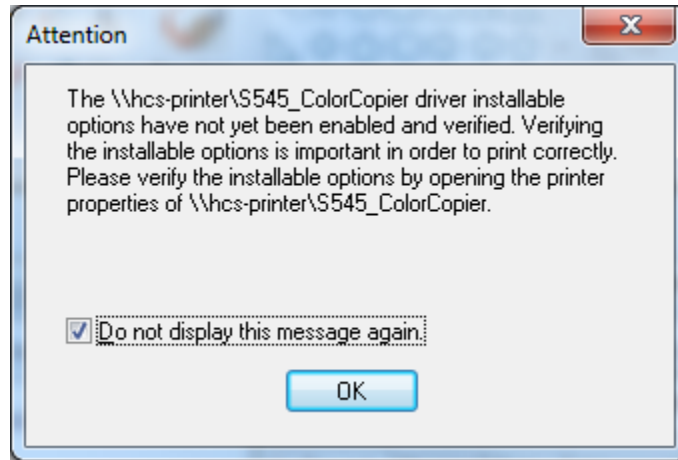
Step	Procedure
5	<p>Click Apply and then OK.</p>



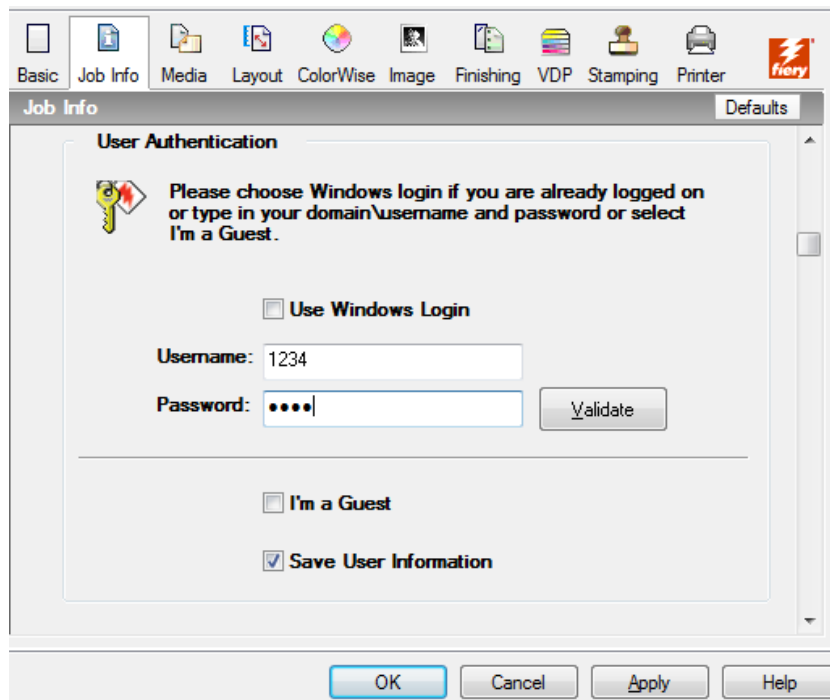
How do I configure copier codes on The S545_ColorCopier?

Step	Procedure
1	Click on Start > Devices and printers.
 <p>A screenshot of the Windows Start menu. The 'Start' button is highlighted, and a menu is open showing various applications and system options. The 'Devices and Printers' option is selected and highlighted in a darker grey. Other visible options include 'Administrative Tools', 'Help and Support', 'Run...', 'Windows Security', and 'Log off'. The taskbar at the bottom shows several icons, including the Start button, Internet Explorer, Firefox, and a printer icon.</p>	
Step	Procedure
2	Right click the S545_ColorCopier copier and select Printing Preferences.
 <p>A screenshot showing a context menu for a printer. The printer icon is labeled 'S545_ColorCopier on hcs-printer'. The context menu is open, and the 'Printing preferences' option is highlighted. Other options in the menu include 'See what's printing', 'Set as default printer', 'Printer properties', 'Create shortcut', 'Troubleshoot', 'Remove device', and 'Properties'. The printer icon also shows 'nt(s) in queue'.</p>	

Step	Procedure
3	Check the box for do not display this message again and click Ok .

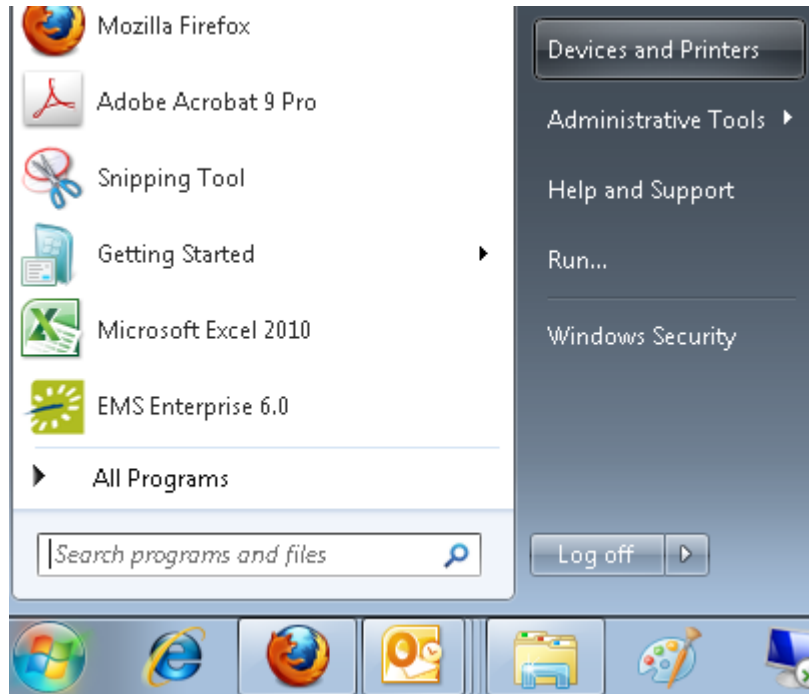


Step	Procedure
4	<p>Click on the Job Info tab.</p> <ol style="list-style-type: none"> 1. Uncheck Use Windows Login 2. Enter your 4 digit print code for Username and Password 3. Check the box for Save User Information. 4. Click on the Validate button. 5. If you receive a successful validation click Apply, then Ok

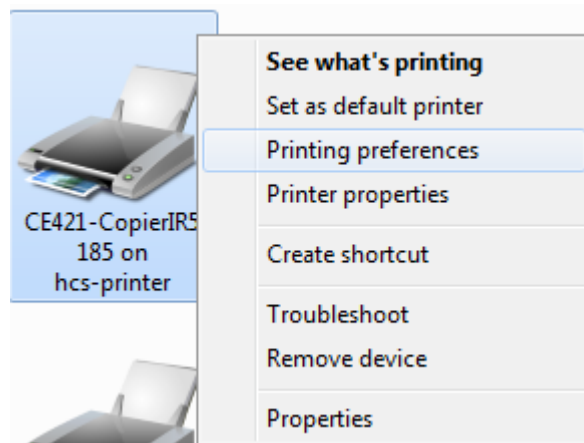


How do I configure copier codes on The CE421-CopierIR5185?

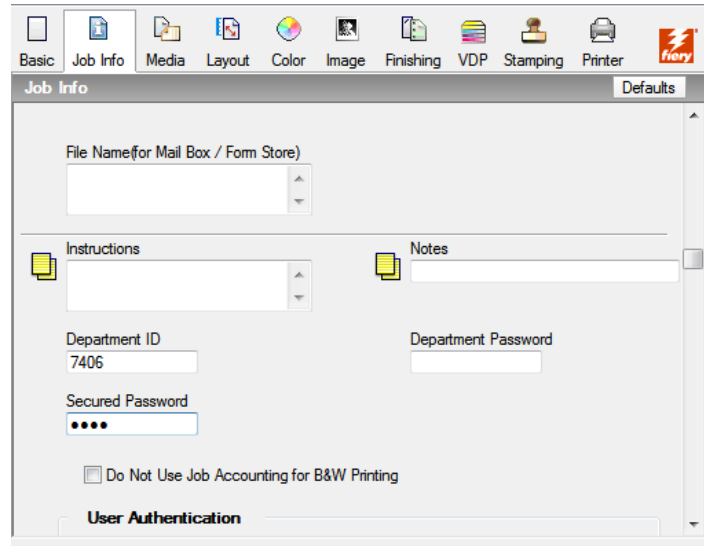
Step	Procedure
1	Click on Start > Devices and printers.



Step	Procedure
2	Right click on the CE421_IR5185 copier and select Printing Preferences.



Step	Procedure
3	<p>Click on the Job Info tab.</p> <ol style="list-style-type: none"> 1. Enter 7406 for Department ID and Secured Password



Step	Procedure
4	<ol style="list-style-type: none"> 1. Uncheck the box for Use Windows Login 2. Enter test for Username and test1 for Password 3. Check the box for Save User Information 4. Click on the Validate button. 5. If you receive a successful validation click Apply, then Ok

