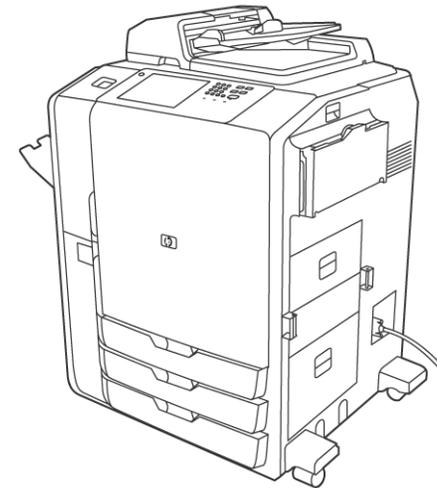




How do I	Steps to perform
<p>1 Set the device administrator password</p>	<ul style="list-style-type: none"> a. Open the embedded Web server (EWS). b. Select the Settings tab, and then select General Security from the menu on the left side of the screen. c. In the Set Password area, type the new password in the boxes labeled New Password and Verify Password. If you have already set up a password, type the old password in the Old Password box. d. Click Apply.
<p>2 Lock the administrator tools section of the startup menu</p>	<ul style="list-style-type: none"> a. Press the on/off button on the device control panel to turn the device off, and then press it again to turn the device on. b. While the device is initializing, watch the control-panel display. When the white HP logo appears on the black background, press the Stop button. c. Press 8 to move the highlight to Administrator Tools. Press 5 to select it. d. Press 8 to move the highlight to Change Administrator Password. Press 5 to select it. e. A prompt to enter a new password appears. Use the numeric keypad to type the password. A second prompt appears so you can confirm the password. Type the password again. f. Press Start to save the password.
<p>3 Access the administrator tools section of the startup menu</p>	<ul style="list-style-type: none"> a. After opening the startup menu, press 8 to move the highlight to Sign In. Press 5 to select it. b. A prompt to enter the password appears. Use the numeric keypad to type the password. c. Press Start to enter the password. The Administrator Tools option should now be available. d. Press 8 to move the highlight to Administrator Tools. Press 5 to select it.





How do I	Steps to perform
4 Disable printing through a direct connection	<ol style="list-style-type: none"> Open the embedded Web server (EWS). Select the Settings tab, and then select General Security from the menu on the left side of the screen. In the area for Direct Ports, select Disable Direct Ports. Click Apply. The device automatically turns off and then on.
5 Disable printing from the embedded Web server (EWS)	<ol style="list-style-type: none"> Open the embedded Web server (EWS). Select the Settings tab, and then select General Security from the menu on the left side of the screen. In the area for Set Options, clear the check box next to Display Print Page on Information Tab.
6 Restrict users from sending e-mail to accounts other than their own	<ol style="list-style-type: none"> Open the embedded Web server (EWS). Select the Digital Sending tab, and then select E-mail Setup from the menu on the left side of the screen. In the area for Default Message Settings, select Restrict users from editing all address fields. Configure the E-mail feature so that users must sign in to use it. Click Apply.
7 Control access to the device	<ol style="list-style-type: none"> Open the embedded Web server (EWS). Select the Settings tab. Select Device Sign In from the menu on the left side of the screen. On the Device Access tab, specify the level of control you want.

