

How to change a user's printer PIN

- Open Resource Manager.
- Navigate to **User Management > Users**.
- Double click the User on the right. You can search for the user by clicking the search button  in the bottom right and entering a few characters of the User's name (or Logon Code, Department, Controller User ID, Card No, PBX PIN, etc).
- Enter a new printer PIN in the **Controller User ID** text box. You can automatically generate a random, unique PIN by clicking the **Auto** button.
- Click **OK**.

Document revision date: 2018/10/12

Software version: 2.2.49.3

© 2018 Blue Swift Software CC