How to change a user's printer PIN

1. Open Resource Manager.
2. In the tree, click **User Management** > **Users**.
3. Double-click the user. To find them quickly, use the search button at the bottom of the list and type part of their name, login name, department, PIN or card number.
4. On the **General** tab, enter the new PIN in **Controller ID (PIN)**, or click **Auto** to create a random, unique PIN.
5. Click **OK**.

The new PIN works at the printers straight away.

Related articles

- *How to manually create a User*
- *How to change a user's telephone PIN*

Print Director version at time of publish: 2.5.15.3. Publish date: 09/11/2026.