

Configuring users in a workgroup

If the Prinergy system is in a workgroup, use Computer Management in the Windows operating system to set up user accounts and user groups.

1. Log on to the Prinergy system as an administrator.
2. From the **Start** menu, select **Programs > Administrative Tools > Computer Management**.
3. On the **Tree** tab, click **Local Users and Groups** to expand the tree.
4. (Optional) Create a group:
 - a. Right-click **Groups** and select **New Group**.
 - b. Type a **Group Name**.
 - c. If you want, type a **Description** and click **Add** to add members to this group.
 - d. Click **Create**, and click **Close**.
5. Create a new user:
 - a. Right-click **Users**, and select **New User**.
 - b. Follow the prompts.

User names must:

 - Be unique in the system
 - Be a maximum of 20 characters
 - Include uppercase and lowercase letters
 - Exclude these characters: / \ [] : ; | = , + * ? < >
 - c. Select the **User must change password at next logon** check box, and click **OK**.
6. Add users to a group:
 - a. Right-click **Users** or the folder that you created for the group.
 - b. In the right pane, right-click the group and select **Properties**.
 - c. Click the **Add** button. From the **Name** column, select the user accounts that you want to add to the group, and click **Add**.

To select multiple accounts, hold down the CTRL key.
 - d. Click **OK**.