

Changing passwords

You can change your password or another user's password.

Requirements: To change another user's password, you must have a customer role that includes the Manage Access and View Users rights.

Passwords are case-sensitive, and must be at least 4 characters long. If your printer has set the server to require strong passwords, passwords must be 12 characters long and follow strong password rules.

1. Change a password by performing one of the following:

If changing	Do this
Your password	a. On the toolbar, click your user name. b. Click Change Password. c. Type the current and new passwords. d. Click Update.
Another user's password	a. In the Administration area, click Users. b. Right-click the name of the user whose password you want to change, and select Edit User. c. In the Edit Customer User window, click Change Password. d. Type the current and new passwords. e. Click Update. f. Send an e-mail message containing the temporary password to the user, and ask her or him to change the password as soon as possible.