



How to Create User Profiles for Logging into OfficeServ™

** This can only be done using Installation Tool or Device Manager **

Step-by-Step Instructions

1. From the functional menu under section 2.1.7 - Connect User Profile
 - A. Below the place to change the admin password is an area labeled: User
 - B. Using row 1, in the ID column pick any id for the user (example: jsmith)
 - C. In the Password column, pick any password (example: samsung)
2. Under the Level column, pick 2 or 3

2.1.7.Connect User Profile				
		Password		
Admin	New			
	Confirm			
		ID	Password	Level
User	1			Admin
	2			Admin
	3			Admin
	4			Admin
	5			Admin
	6			Admin
	7			Admin
	8			Admin
	9			Admin

3. Then go to 5.13.5 - Customer Access WMMC/IT/DM
 - A. Under column 2 or 3, which ever was picked in 2.1.7, change the entire column to no.
 - (To make this faster, select no for the first option, the box should be highlighted blue so then use 'control C' to copy, click below that box and scroll down to highlight the whole column before the first and then use 'control v' to paste no in rest of the column.)
 - B. Hit save to make sure that user 2 can't access anything.
 - C. Start from the top and scroll, only change the options/features to yes, you want them to be able to modify. (If one is missed, it can always be changed remotely and ensures the customer can't accidentally change anything they shouldn't.)

5.13.5.Customer Access WMMC/IT/DM			
Index	Menu	User Level 2	User Level 3
2.1.0.	System Selection	Yes	Yes
2.1.1.	System Information	Yes	Yes
2.1.2.	LAN Parameter	Yes	Yes
2.1.3.	System Time	Yes	Yes
2.1.4.	License Key	Yes	Yes
2.1.5.	System Options	Yes	Yes
2.1.6.	SVMi Options	Yes	Yes
2.1.7.	Connect User Profile	Yes	Yes

- D. Save again. Then log out of the system and test the new id.

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Step-by-Step Instructions: Continuation

4. Go back to the log in page.
5. Change the id to user's id (example: jsmith)
6. Enter that user's password (example: samsung)
(When you logged in using that id and password, you should only be able to see the options/features that were set to yes in 5.13.5.)

Please note: The customer will also need a copy of IT Tool/Device Manager added to computer at their location.



If you have any questions regarding this notice, please contact Samsung Technical Support via e-mail at BCS.support@samsung.com