

# How to Log in as an Administrator

GP Controller for ApeosPro  
C810/C750/C650

Version 1.0

# Overview

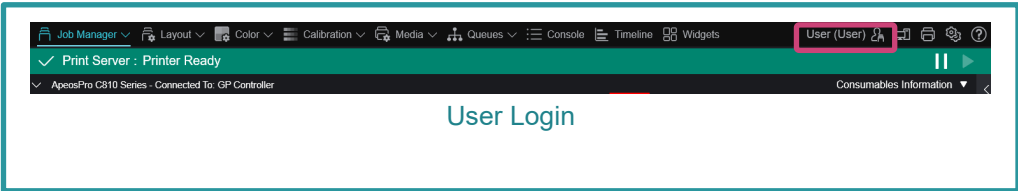
This exercise will demonstrate the ability to login to GP Controller as a System Administrator. This login method will grant the operator access to more advanced system level preferences.

# Objective

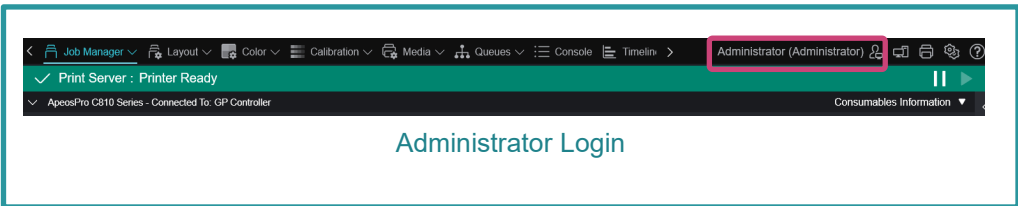
By the end of this exercise users will be able to:

- Identify the status of the current user logged-in to GP Controller
- Navigate to the location of the Log In / Log Out setting on the GP Controller
- Identify the Default Administrator Password
- Log in as an Administrator

### BEFORE

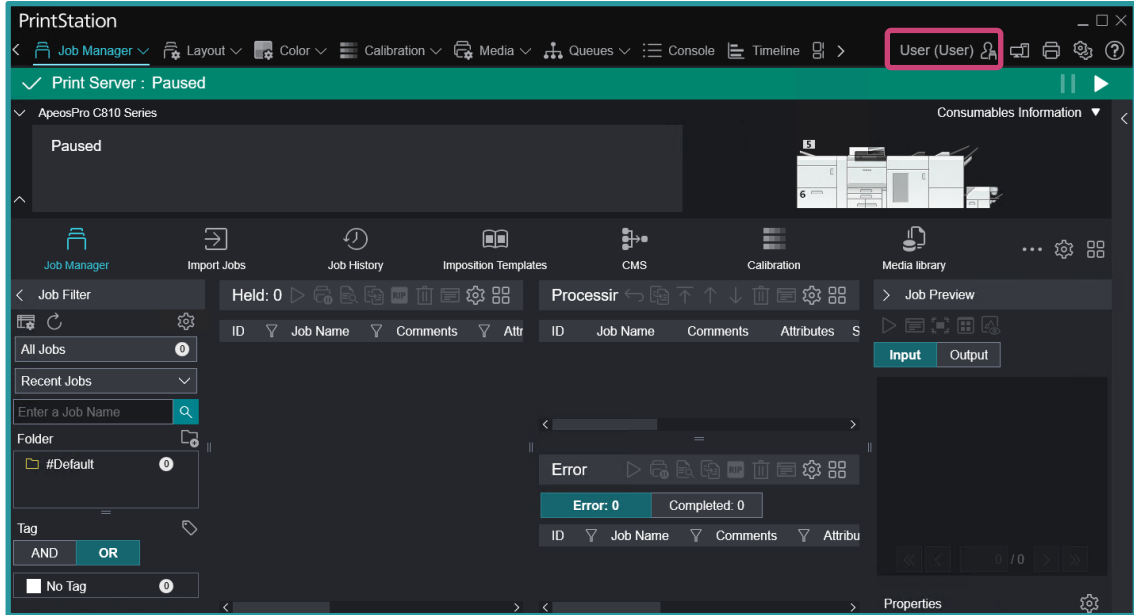


### AFTER

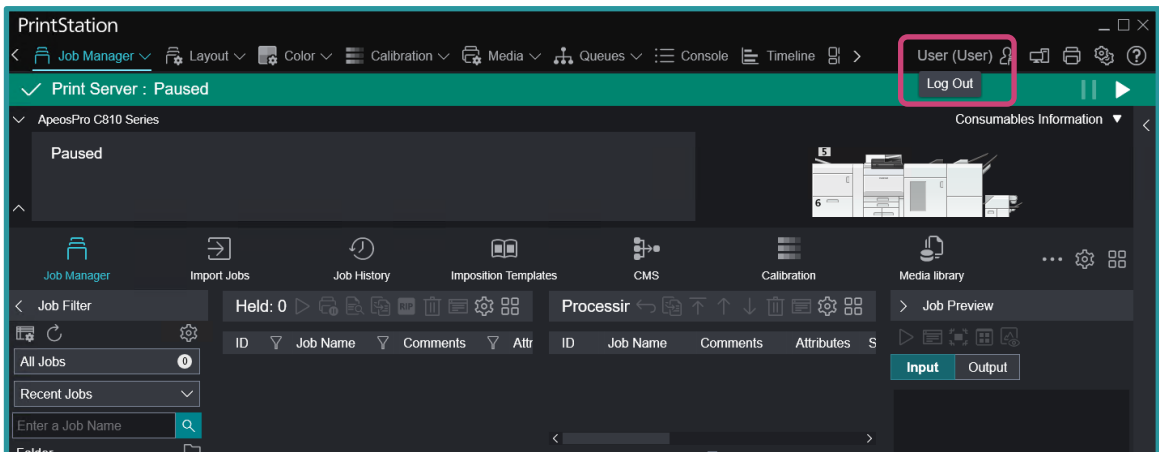


# Log in as an Administrator

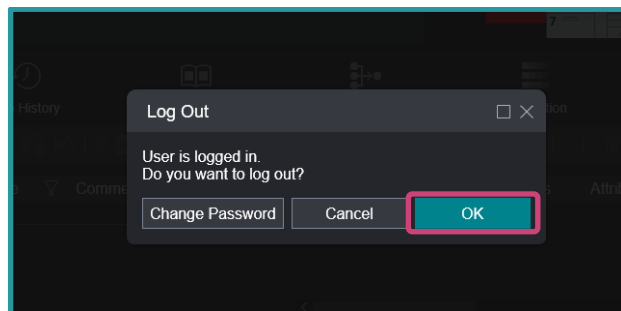
1. Open PrintStation and check if there's a currently logged-in account.



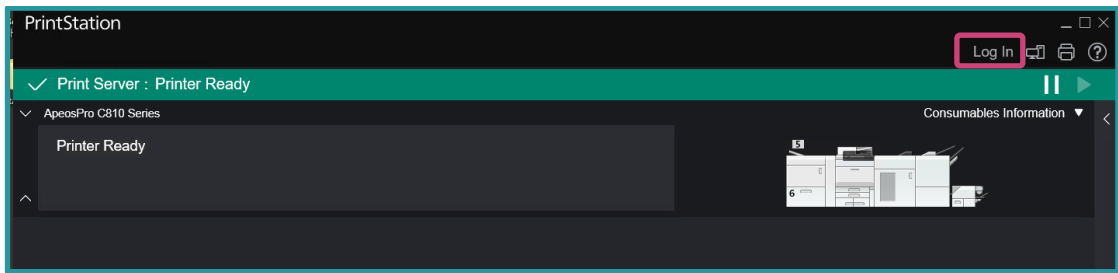
2. If an account is currently logged-in, select that account and click **Log Out**.



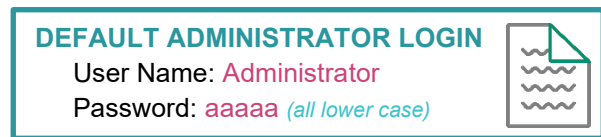
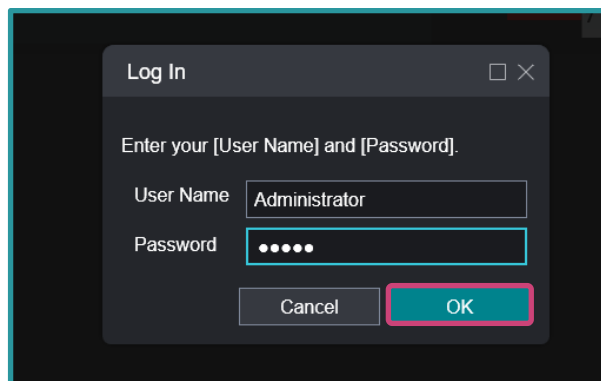
3. On the window prompt that appears, click **OK**.



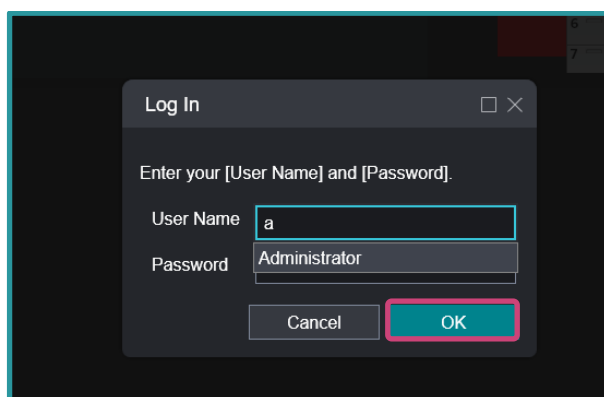
4. Select the **Log In** button on your PrintStation.



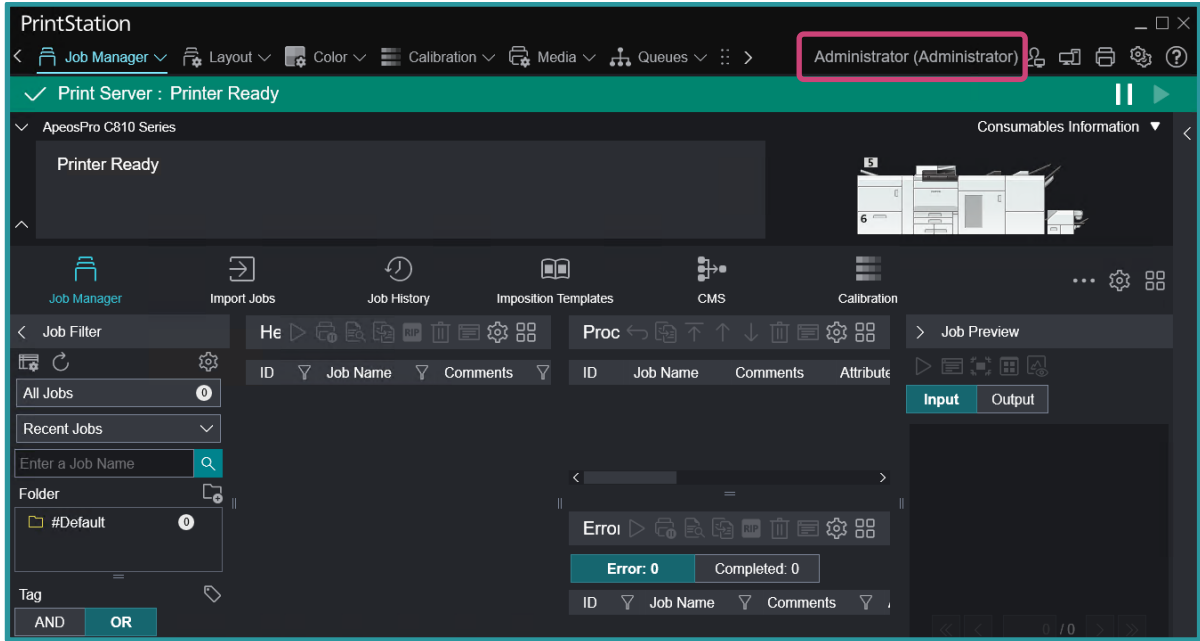
5. Enter the *Administrator's Username and Password*. Click **OK** to continue.



By entering **a** in the *User Name field*, the selection **Administrator** will be displayed. You can select it by clicking the suggested account name or by pressing the **down arrow** from your keyboard + **Enter** key. The Administrator account will automatically be filled in the *User Name field*.



6. The Log In user is now *Administrator*. The user account logged in is displayed on the right-side of the PrintStation.



Congratulations you have now successfully logged in as an Administrator.

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