

# How to Login as an Administrator

GX Print Server

Version 2.0



# Overview

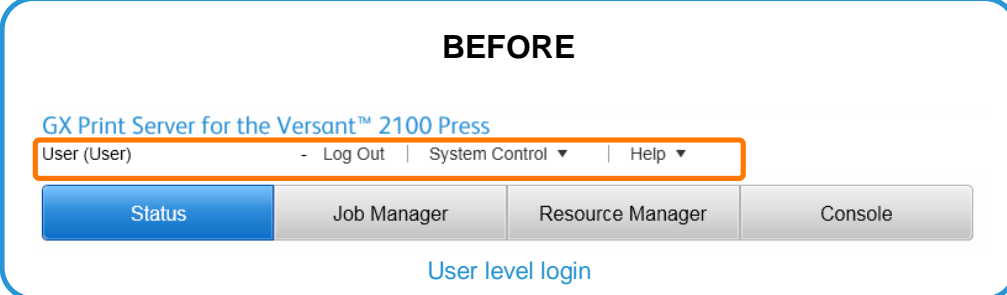
This exercise will demonstrate the ability to login to the GX Print Server as a System Administrator. This login method will grant the operator access to more advanced system level preferences.

## Objectives

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

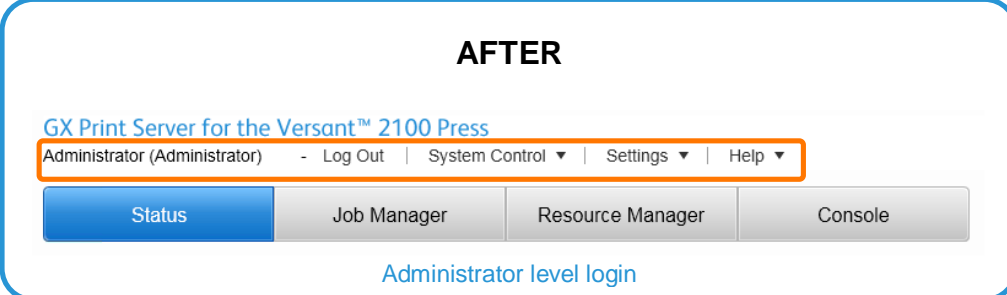
- Identify the status of the current user logged into the GX Print Server
- Navigate to the location of the Log in / Log out setting on the GX Print Server
- Identify the Default Administrator Password
- Log in as an Administrator

### BEFORE



The screenshot shows the GX Print Server for the Versant™ 2100 Press interface. At the top, the title "GX Print Server for the Versant™ 2100 Press" is displayed. Below the title, a navigation bar contains the text "User (User)" followed by a separator, "Log Out", another separator, "System Control" with a dropdown arrow, a third separator, and "Help" with a dropdown arrow. This entire navigation bar is enclosed in an orange rectangular box. Below the navigation bar, there are four buttons: "Status" (highlighted in blue), "Job Manager", "Resource Manager", and "Console". Below the buttons, the text "User level login" is centered.

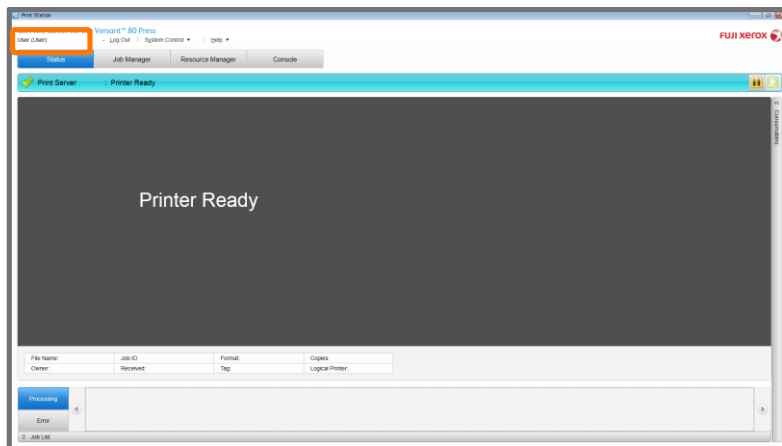
### AFTER



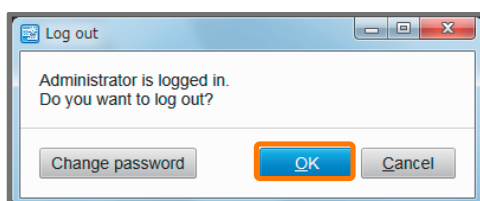
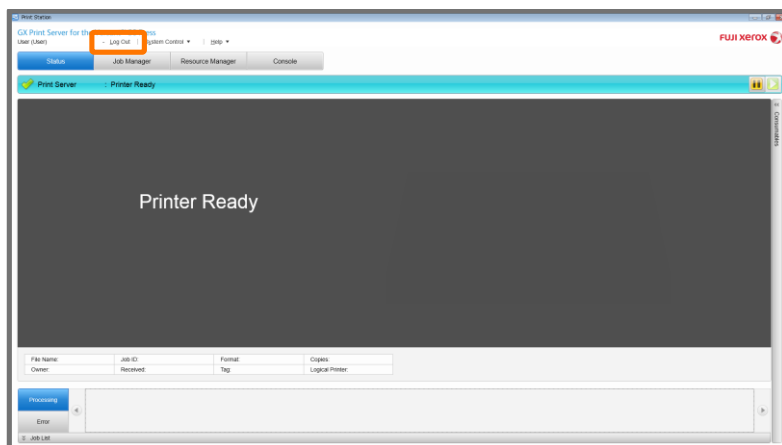
The screenshot shows the GX Print Server for the Versant™ 2100 Press interface. At the top, the title "GX Print Server for the Versant™ 2100 Press" is displayed. Below the title, a navigation bar contains the text "Administrator (Administrator)" followed by a separator, "Log Out", another separator, "System Control" with a dropdown arrow, a third separator, "Settings" with a dropdown arrow, a fourth separator, and "Help" with a dropdown arrow. This entire navigation bar is enclosed in an orange rectangular box. Below the navigation bar, there are four buttons: "Status" (highlighted in blue), "Job Manager", "Resource Manager", and "Console". Below the buttons, the text "Administrator level login" is centered.

# Login as an Administrator

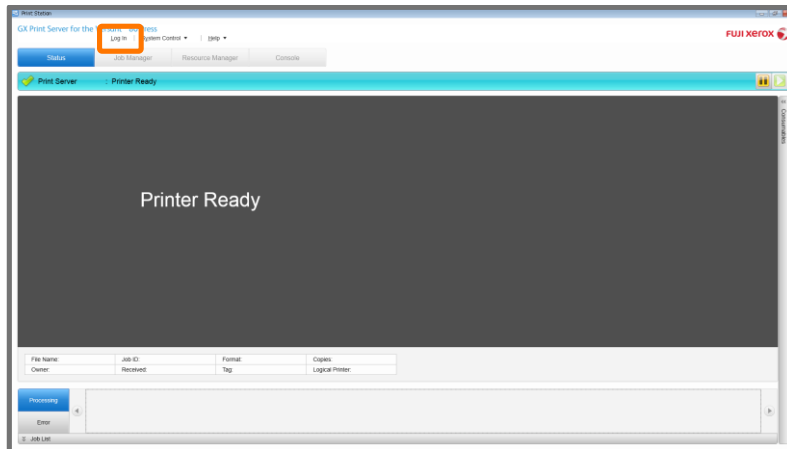
1. Check the login status on the Print Station



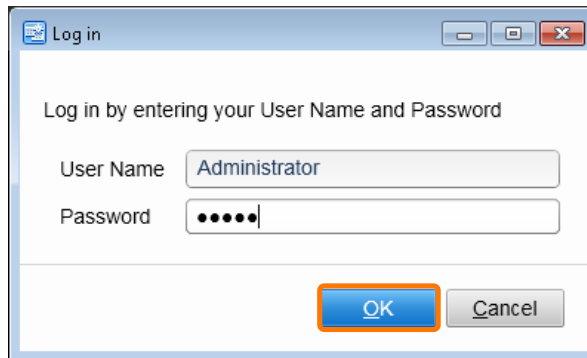
2. If it is logged already, select **[Log Out]** and click **[OK]**.



3. Click **[Log In]**.

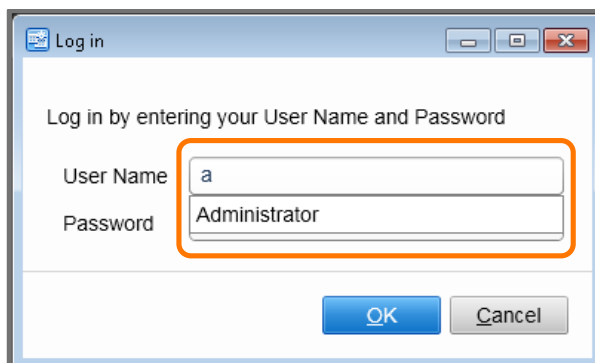


4. Enter "Administrator" and the password. Click **[OK]**.

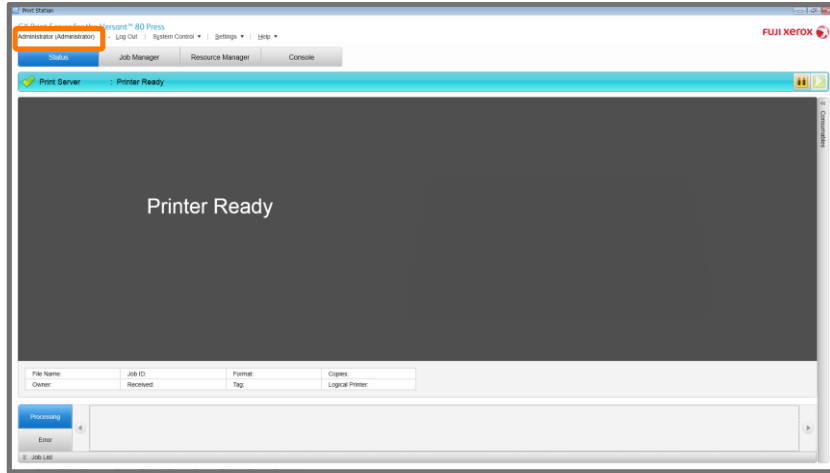


The default is:  
User Name: [Administrator](#)  
Password: [xerox](#) (all lower case)

By entering "a", the selection of "Administrator" will be displayed. You can click it or press a down arrow key and Enter key to enter "Administrator" quickly.



5. The [Log in] user is displayed in the top left corner of the Print Station application.



Congratulations you have now successfully logged in.