



XEROX

Restrict the User Interface from Walk up (Guest) Users changing the Settings

NOTE : By default any user can change features on a new machine.

Disable the Customization Features for Guest users:

1. In the **Embedded Web Server** > log in as **admin**.
 2. Click on the **Permissions** menu.
 3. To the right of **Guest Access** > select **Edit > Device User Role**.
 4. In the **Control Panel Permissions** section > select **Custom Permissions** .
 5. Click the **Setup** button.
 6. Scroll down the list > click **Personalization**. This **lists all** of the **home screen** personalization **options**.
Enable or disable each one of these settings as needed.
 - **Customize Home Screen** (add and remove apps from the home screen).
 - **Save Presets** (Save app presets for **each** app).
 - **Save Default Settings** (Save defaults for **each** app).
 - **Customize Features** within apps (Show/Hide and sort app features for **each** app).
- **Disabling** all of these features using the steps above will ensure that anyone who walks up to the machine and does not log in (for example: Guest) will not be able to change the home screen or customize settings in the apps.
- **The above example is to change these settings for the Guest account.**
- **You can also change all these settings for each Role found in Permissions > Roles > Device User Roles. [See figure in 2nd page]**
- **This would allow you to set groups of users that can and cannot customize their home screen and app settings.**