

# QUICK REFERENCE GUIDE

## DCC 240/320/400

*For Administrator only*

### CONTENT

	<b>Page</b>
<b>1 Programming</b>	
1.1 Programming the Address Book	2
1.2 Programming the Sender Header	1-2
<b>2 Printing Reports</b>	
2.1 Printing Activity report	2
2.2 Printing Address Book	2
2.3 Print Meter Report / Auditron	3
<b>3 How to View the Meter Reading</b>	
3.1 Check Meter Reading	3
<b>4 Setting up Auditron (Password)</b>	
4.1 Create Password	4
4.2 Activate the Password	4
4.3 To View Usage	5
4.4 To Zero Copy Count	5
<b>5 Mailbox</b>	
5.1 To Setup Mailbox	6
<b>6 Setting Incoming Fax to Mailbox or E-mail</b>	
6.1 Configuring Incoming Fax to Mailbox	6
6.2 Configuring Incoming Fax to E-mail	7
<b>7 Setting of Speed Dial Via Internet Explorer</b>	8



## 1. PROGRAMMING

### 1.1 Programming the Address Book

- Press **Password / System Settings**
- Input password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **Setup Menu**
- Select **Address Book**
- Press **Create/ Delete**
- \* Press **Detailed Settings**
- Press **Change Settings**
- Enter fax number (e.g. 12345678) and press **Save**
- Select **Recipient Name**
- Press **Change Settings**
- Enter company's name (max. 18 Characters) and press **Save**
- Select **Index**
- Press **Change Settings**
- Input the first character of the company's name
- Press **Save**
- If done, press **Close** (2 times)
- Select another Address number (e.g. **0002**)
- Repeat the process from the \* marking

### 1.2 Programming Sender Header

- Press **Password / System Settings**
- Input password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **System Setting** again
- Select **Fax Mode Setting**
- Select **Local Terminal Information**
- Select **1.local Name**
- Press **Change Setting**

- Enter the company name using the keypad
- Press **Save**
- Select **2. Company Logo**
- Press **Change Setting**
- Enter the company name using the keypad
- Press **Save**
- Select **4. G3 Line 0 (Ext.) – Fax ID**
- Press **Change Setting**
- Input the fax number
- Press **Save**
- If done, select **Close** to exit

## ***2. PRINTING REPORTS***

### **2.1 Printing Activity Report**

- Press **Machine Status** (the third button beside the LCD screen)
- Select **Billing Meter / Print Report List**
- Select **Job Status**
- Select **Job History**
- Select **Activity Report**
- Press the **START** button

### **2.2 Printing Address Book**

- Press **Machine Status** (the third button beside the LCD screen)
- Select **Billing Meter / Print Report List**
- Select **Print Report List**
- Select **Fax Mode Setting**
- Select **Address Book**
- Press the **START** button

## 2.3 Printing Meter Report / Auditron Report

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **User Mode**
- Press **Machine Status** (the third button beside the LCD screen)
- Select **Billing Meter / Print Report List**
- Select **Print Report / List**
- Select **Auditron Administration**
- Select **Print Meter Report** (for accounts printed from PC)
- Press the **START** button to print
- Select **Print Auditron Report** (for accounts copy made from machine)
- Select Account 0001 – 0050 (for example)
- Press the **START** button to print
- If done, press **Close** (2 times)
- Press Feature to return to the main screen

## 3. HOW TO VIEW THE METER READING

### 3.1 Check Meter Reading

- Press **Machine Status** (the third button beside the LCD screen)
- Select **Billing Meter / Print Report List**
- Press **Billing Meter**

## **4. SETTING UP AUDITRON (PASSWORD)**

### **4.1 Create Password (1000 Accounts)**

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Press **Auditron Administration**
- Select **Create / Check Accounts**
- \* Select account number (e.g. 0001)
- Press **Create / Delete**
- Input the password (4-12 digits)
- Press **Save**
- Select **Account Name** (31 characters)
- Input the name
- Press **Save**
- Select **Color Access**
- Choose **Free Access / Black only**
- Press **Save**
- Press **Close**
- Repeat the process from the \* marking
- Press **Close** (2 times to exit)

### **4.2 Activate the Password**

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **Auditron Administration**
- Select **Auditron Mode**
- Choose **Copy / Scan / E-mail / Fax** service to be turn **ON / OFF**
- Then press **Save**
- Press **Close** to exit

### 4.3 To View Usage

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **Auditron Administration**
- Press **Create / Check Accounts**
- \* Select account number (e.g. 0001)
- Select **Create / Delete**
- Press **Close**
- Repeat the process from the \* marking
- Press **Close** (2 times to exit)

### 4.4 To Zero Copy Count

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **Auditron Administration**
- Select **Delete / Reset Account Data**
- Select **All Total Pages Printed**
- Print Meter Data (for Copier)
- Set **Delete / Reset**
- Press **Yes**
- Press **Close** (2 times to exit)
- Press Exit

## 5. MAILBOX

### 5.1 To setup Mailbox

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Setting**
- Select **Setup Menu**
- Press **Mailbox** (max. 200)
- Choose No. (e.g. **001**)
- Press **Create / Delete**
- Assign password (ON/ OFF – max. 20 digits)
- Press **Save**
- Choose **1. Mailbox Name**
- Press **Change Setting**
- Enter name
- Press **Save**
- Press **Close** (3 times to exit)

## 6. SETTING IN COMING FAX TO MAILBOX OR E-MAIL

### 6.1 Configuring Incoming fax to Mailbox

*Note: to retrieve the faxes from the Mailbox, require scanner drive to be install in the workstation.*

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Settings** (2 times)
- Select **Fax Mode Settings**
- Select **Output Destination / File Destination**
- Select **File Destination – Line Setup**
- Select **Line 1**
- Press **Change Settings**
- Press **On** and enter mailbox e.g. 001 (ensure that the mailbox is set up)

- Press **Save**
- Press **Close** (4 times to exit)
- Press **Exit**

## 6.2 Configuring Incoming fax to E-mail

*Note: this is only applicable in-conjunction with Ifax only.*

*Refer 1.1 programming of address book*

- Select the Address No. e.g. **001**
- Press **Create / Delete**
- Select **IFax**
- Press **Detailed Settings**
- Select **1. Email Address**
- Press **Change Settings**
- Enter the full email address e.g. [imari@fxs.sgp.xerox.com](mailto:imari@fxs.sgp.xerox.com)
- Press **Save**
- Press **Close** (proceed to the mailbox settings)

*Please refer to 5.1 for setting of mailbox.*

- Under the options, select **4. Mailbox Options (Fax Doc.)**
- Press **Change Settings**
- Select **Forward** to a specific Address No. e.g. **001**

*Please ensure the mailbox & address book been configured before proceeding.*

- Select **Password / System** (button at the top right corner)
- Enter password as (xxxxx)
- Press **Confirm**
- Select **System Settings** (2 times)
- Select **Fax Mode Settings**
- Select **Output Destination / File Destination**
- Select **File Destination – Line Setup**
- Select **Line 1**
- Press **Change Settings**
- Press **On** and enter mailbox e.g. **001** (ensure that the mailbox is set up)
- Press **Save**
- Press **Close** (4 times to exit)
- Press **Exit**

## 7. Setting of Speed Dial Via Internet Explorer ( DCC400/320/240 )

- Internet Explorer
- Key in the IP address ( )
- Properties
- \* Address Book
- Select desire nos. eg 1
- Edit
- User name : xxxxx Password : xxxxx
- OK
- Line Type : \* Line, Email, Ifax
- Recipient Address : Line ( key in fax nos. )  
Email ( key in email address )  
Ifax ( key in email address )
- Recipient Name ( key in remote's company name )
- Index ( key in the initial letter of remote's name )
- Apply New Settings

To continue programming, **repeat \*** or press Home to end

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