

QUICK REFERENCE GUIDE

DCC450/360/250

For Administrator only

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Service : 6766 –8888 (press 1)

Serial Nos :

1. SETTING UP AUDITRON (PASSWORD)

1.1 Create Password (1000 Accounts)

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Setting>**
- **<Login Setup / Auditron Administration >**
- **Create/Check User Accounts**
- *** Select desire account (001-1000)**
- **Create/ Delete**
- **<User ID>**
- **Key In User ID (4 to 32 characters)**
- **Press Save**
- **<User Name>**
- **Enter the user name**
- **Press Save**
- **Press Close (3 times)**
- **Press Exit**

1.2 . ACTIVATE AUDITRON

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Setting>**
- **<Login Setup / Auditron Adminstrator>**
- **<Login Setup / Auditron Mode**
- **<Local Machine Access>**
- **<Auditron Mode>**
- **Select desire mode : Copy, Fax, Scan, Print**
- **Press Save**
- **<Password> - On or Off**
- **Press Save**
- **Press Close**
- **Exit**

1.3 .PRINT COPY USAGE REPORT

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<User Mode>**
- **<Machine Status>**
- **<Billing Meter / Print Report>**
- **<Print Report/List>**
- **Auditron Administration**
- **Auditron Report (Copy)**
- **Select desire Accounts (eg. 001- 050)**
- **Press Start**

1.4 . RESET COPY USAGE

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Setting>**
- **<Login Setup / Auditron Administrator>**
- **<Reset User Accounts>**
- **<Total Impressions>**
- **Press Reset**
- **Select Yes**
- **Press Close (2 x)**
- **Press Exit**

2. PROGRAMMING SENDER HEADER

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Settings>**
- **<System Settings>**
- **<Fax Mode Setting>**
- **<Local Terminal Information>**
- **<2. Company Logo>**
- **Change Settings**
- **Key in the company name**
- **Press Save**
- **<4. G3 line 1 – Fax ID> (20 characters)**
- **Change Settings**
- **Press Save**
- **Press Close (3 x)**
- **Press Exit**

3. FAX TRANSMISSION REPORT

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Settings>**
- **<System Settings>**
- **<Fax Mode Setting>**
- **<Fax Defaults>**
- **<7. Transmission Report>**
- **Change Settings**
- **On – always with report, Off – reports only on failure transmission**
- **Press Save**
- **Press Close (3 x)**
- **Press Exit**

4. CUSTOM PRESET (2 & 3)

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Settings>**
- **<Common Settings>**
- **<Screen Defaults>**
- **Select desire Custom (eg. Custom 2)**
- **Change Settings**
- **Select desire feature (eg. Fax mode)**
- **Press Save**
- **Press Close (3 x)**
- **Press Exit**

5. CUSTOM FEATURE PRESET (COPY BASIC TAB)

- **Log in / out (on the top right hand corner)**
- **User ID : xxxxx Password : xxxxx**
- **Press Confirm**
- **<System Settings>**
- **<Copy Mode Settings >**
- **<Basic Copying Tab >**
- **< Features Allocations >**
- **Change Settings**
- **Perform the necessary operation**
- **Press Save**
- **Press Close (3 x)**
- **Press Exit**

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