

QUICK REFERENCE GUIDE

DC286/236

For Administrator only

CONTENT

	Page
1 Auditron	
1.1 Create Password	2
1.2 Activate the Password	3
1.3 To View Usage	
1.4 To Zero Copy Count	
2 Programming of Sender Header	4
3 Programming of Fax Transmission Report	
4 Custom Preset (2 & 3)	5
5 Custom Feature Preset (Basic Copying Tab)	

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 Adminstrator>**
- **<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**

© All Rights Reserved

This Quick Reference guide may not be reproduced, in full or in part, and in any form or by any means, electronic or mechanical, including photocopying without the written permission of Fuji Xerox Singapore Pte Ltd.