Xerox Document Centre
220/230/332/340
Setup Guide

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1 About This Guide

This document is a Setup Guide for the *Owner, Key Operator* and *System Administrator* of the machine. It contains step by step instructions for customizing the various product defaults.

This chapter contains an introduction to the machine and an orientation to the conventions used in this Guide.

NOTE: The graphic representations of the user interface screens are based on a fully configured *Document Centre 332/340* and the appearance of these interface screens may differ slightly on other models or configurations. However, feature descriptions and functionality remain the same as described.

Related Documentation

In addition to this Setup Guide, the following documentation is available for the *Document Centre 220/230/332/340*.

- **Document Centre 220/230/332/340 User Guide** - provides an in-depth understanding of each feature.

- **Document Centre 220/230/332/340 On-Line Help** - provides context-sensitive help about the settings being modified or the features being used.

- **Document Centre 220/230/332/340 System Administration Guide** - provides information and instructions for network installation.

Introduction

Welcome to the Xerox family of Document Centre products. As the *Owner* or *Key Operator*, the first step is to locate and record the product serial number. The serial number is located inside the Left Front Cover, under the Copy/Print Cartridge. Record the serial number in the space below and in the front of the User Guide.

Serial number: _____

If difficulty is experienced when operating the *Document Centre 220/230/332/340,* check the suggestions in *Chapter 11*, *Problem Solving,* in the *Document Centre 220/230/332/340 User Guide* to see if the problem can be resolved quickly. If the difficulty persists, contact the *Xerox Welcome Center.*

Xerox Welcome Center Telephone Number

The telephone number of the *Xerox Welcome Center* is provided at the time of product installation. For future reference, record the telephone number in the space below:

Welcome Center Telephone Number:

Canada..800-939-3769

United States.....................................800-821-2797

When telephoning the *Xerox Welcome Center,* please have the serial number of the *Document Centre 220/230/332/340* readily available and a note of any error messages. This information can help to resolve the problem quickly.

About This Guide

Conventions

Throughout this *Setup Guide*, some terms are used interchangeably:

- *Paper* is synonymous with *media*.

- *Document* is synonymous with *original.*

- *Page* is synonymous with *sheet.*

- *Document Centre 220/230/332/340* is synonymous with *the machine.*

- *DC* is synonymous with *Document Centre.*

Orientation

Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be one of two ways:

Long Edge Feed (LEF) / Portrait
When paper is loaded LEF into the Document Feeder or a paper tray, place the paper with one of the long edges on the left side and one of the short edges toward the front of the tray.

Short Edge Feed (SEF) / Landscape
When paper is loaded SEF into the Document Feeder or a paper tray, place the paper with one of the short edges on the left side and one of the long edges toward the front of the tray.

LEF Orientation / Portrait	**SEF Orientation / Landscape**
A A	A A
← Paper feed direction →	← Paper feed direction →
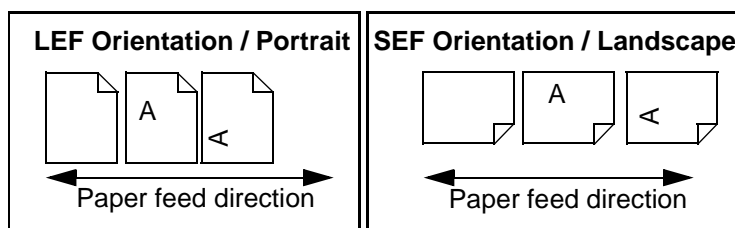
Italic typeface

The *Italic* typeface is used to emphasize a word or phrase. In addition, references to other chapters and publications are displayed in *Italic typeface*. For example:

- *Always* follow safety procedures when operating equipment.

- *Refer to Chapter 10, Maintenance, for information about cleaning the Document Glass.*

Quick Pathway

Quick Pathway

➢ Press the *Access* button on the Control Panel
➢ Enter Owner PIN
➢ Touch *Enter* in the pop-up window
➢ Touch *Auditron Setups*

This book contains step by step instructions for programming setups. In addition, a summary of the steps is contained in the *Quick Pathway* at the beginning of a chapter or section. After becoming familiar with the setup procedures for a particular feature, the *Quick Pathway* is a useful reminder of the steps required to access the setup required.

Notes

Notes are statements that provide additional information. An example of a note is shown below:

NOTE: Use caution when deleting a remote job. It may not be possible to re-create or resubmit the job.

Hints

Hints help to perform a task. An example of a hint is shown below:

HINT: The Machine serial number is located inside the Left Front Cover of the machine under the Copy/Print Cartridge.

Cautions

Cautions are statements that suggest *mechanical damage* as a result of an action. An example of a caution is shown below:

CAUTION **When cleaning the Document Centre 220/230/332/340, do not use organic solvents or aerosol cleaners. Do not pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation.**

Warnings

Warnings are statements that provide an alert to the possibility of *personal damage*. An example of a warning is shown below:

WARNING **When the machine is in use, the cover should be properly closed. In cases where the cover cannot be closed, avoid eye contact with the light from the machine. The brightness might cause discomfort.**

2 About Setups

The *Document Centre 220/230/332/340* is designed to enable machine and feature default settings to be customized to meet local requirements. This chapter contains an explanation of Setups and general information regarding the Setup procedures.

NOTE: The graphic representations of the user interface screens in this chapter may differ slightly dependent on model or configuration. However, feature descriptions and functionality remain the same as described.

About Setups

Setup Procedures

During manufacture, certain settings for features and functions of the *Document Centre 220/230/332/340* are programmed into the machine. Once the machine is installed, the Setup Tools can be used to change these settings to the most suitable settings for the users' environment.

To change the settings, a user enters a PIN (Personal Identification Number). Depending on the access rights assigned to the PIN any or all of the following tools can be accessed to allow the various settings to be changed.

For further information about assigning PINs, refer to "Access Rights" on Page 7-1.

Key Operator Tools

If a PIN is entered that has been assigned 'Key Operator' access rights, the user can set up or change the machine and feature settings. These include some or all of the following, dependent on machine configuration.

Machine Setups enable machine specific default settings to be changed or set up, including paper tray defaults, machine date and time settings, the touch screen display, machine timers and reports.

For further information refer to "Machine Setups" on Page 3-1.

Fault Override used to disable a faulty component so that other components and features may still be used.

For further information refer to "Fault Override" on Page 3-15.

Copy Setups enables the Copy specific default settings to be changed or set up, including Reduce/Enlarge, Image Quality, Output, Sides Imaged, Expert Image Quality, Margin Shift and Erase.

Refer to "Copy Setups" on Page 4-1 for further information.

Fax Setups enable the Fax specific default settings to be changed or set up, including Fax Terminal Options, Fax Printing Options, Fax Report Options, Fax Panel Defaults, Fax Mailboxes and Fax File Management.

Refer to "Fax Setups" on Page 5-1 for further information.

System Administrator Tools

If a PIN is entered that has been assigned 'System Administrator' access rights, the user can set up or change the settings for the Scan to File and Print features.

Refer to the System Administration Guide for further information.

Auditron Administrator Tools

If a PIN is entered that has been assigned 'Auditron Administrator' access rights on the DC332/340, or 'Owner' access rights on the DC220/230, the user can set up or change the Auditron settings.

The Internal Auditron is a feature which records machine usage by account and restricts usage and/or access.

Refer to "Internal Auditron - DC332/340" on Page 6-3 or "Internal Auditron - DC220/230" on Page 6-10 for further information.

Foreign Interface Device external control devices such as a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system installed on the system are also covered in this chapter.

Refer to "Foreign Interface Device" on Page 6-15 for further information.

About Setups

Owner Tools

If a PIN is entered that has been assigned 'Owner' access rights, the user can set up or change:

Access Rights the allocation of Key Operator, System Administrator, Auditron Administrator (DC332/340) and Owner Access Rights.

Refer to "Access Rights" on Page 7-1 for further information.

Changing the Settings

Switch On

To switch ON the power to the *Document Centre 220/230/332/340* press the *Power ON/OFF* button which is located on the upper-right side, near the front of the machine. It takes approximately 3 minutes for the machine to warm up and perform a self-test.

CAUTION **To avoid damage to the machine after switching OFF, allow at least 10 seconds before switching the power ON again.**

The first time the machine is switched ON, a message is displayed. Follow the instructions in the pop-up window to enable the machine to synchronize its components. This message will *not* be displayed again.

Access the Setup Tools

When the *Document Centre 220/230/332/340* is delivered, it contains a default password *(#22222)* which can be used to provide access to the *Setup Tools* prior to PINs and Access Rights being assigned.

To change the default password refer to "Access Rights" on Page 7-1.

About Setups

> Press the *Access* button on the Control Panel.

> A pop-up window will be displayed on the Touch Screen.

> Press the # button on the Control Panel and use the number keypad to enter the default password - 22222.

> Touch *Enter* in the pop-up window.

The following Screen is displayed and contains buttons for the types of setups available.

NOTE: The graphic representations of the user interface screens in this chapter may differ slightly dependent on model or configuration. However, feature descriptions and functionality remain the same as described.

> Select the button for the setups to be changed.

Refer to the appropriate chapter for further instructions.
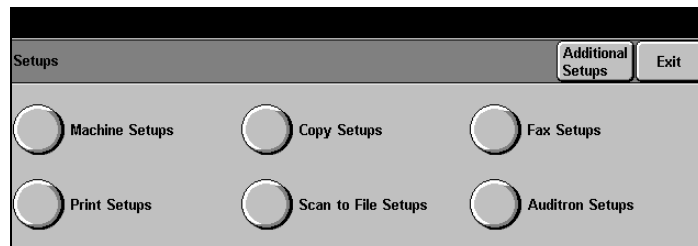
For Scan to File and Print Setup instructions and information, please refer to the Document Centre 220/230/332/340 System Administrator Guide.

3 Machine Setups

This chapter contains the procedures for changing the default settings for the *Paper Trays,* Date/Time, Walkup Screen, *Timers, Contention, Localisation, Report Languages, Touch Screen Contrast, Customer Support Number, Document Feeder, Machine Serial Number, and Xerox Supplies Number.*

Fault Override instructions are also included.

NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered. The default password is #22222 which may be used if PINs have not yet been assigned.

Access the Machine Setups

➢ Press the *Access* button on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

➢ Press the # button on the Control Panel and use the number keypad to enter a *Key Operator PIN - see NOTE.*

➢ Touch *Enter* in the pop-up window.

NOTE: The default password - #22222 - may be used if PINs have not been assigned.

➢ Touch the *Machine Setups* button.

| Setups | | | | | Additional Setups | Exit |

| Machine Setups | Copy Setups | Fax Setups |
| Print Setups | Scan to File Setups | Auditron Setups |
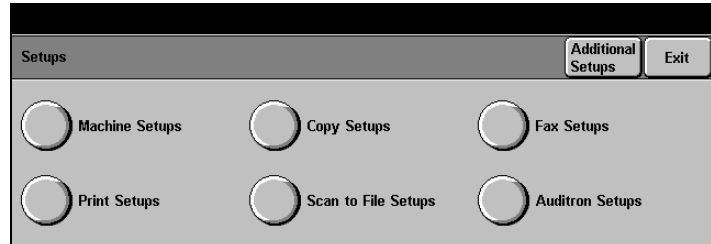
➢ The *Machine Setups* screen is displayed.

HINT: The Additional Setups button accesses more Machine Setup features. Touch this button if the feature you require is not displayed on the initial Machine Setups screen.
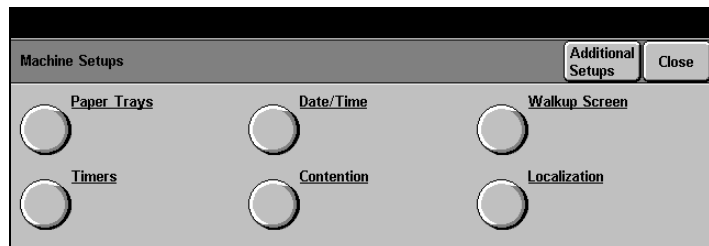
| Machine Setups | | | | | Additional Setups | Close |

| Paper Trays | Date/Time | Walkup Screen |
| Timers | Contention | Localization |

NOTE: The graphic representations of the user interface screens in this chapter are based on a fully configured *Document Centre 332/340*. The appearance of these interface screens may differ slightly on other models or configurations. However, feature descriptions and functionality remain the same as described.

Paper Tray Setups

> ➢ Access *Machine Setups* as described on Page 3-1.

> ➢ Touch the *Paper Trays* button.

➢ Touch any button to change the setting - a description of each follows.

➢ Make changes as required.

➢ Touch *Save* to continue.

Paper Trays				Cancel	Save

Default Tray

Tray Priority

Auto

▲ ▼

Auto Tray Switching

Warning: Setting both Copy Setups - Reduce/Enlarge and Machine Setups - Paper Supply to Auto will cause improper machine behavior. Check these settings before Exiting Setups.
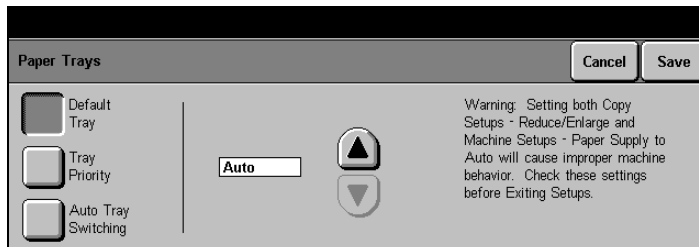
Default Tray Touch the scroll buttons to select the paper supply default setting - the list contains only the paper trays available with the machine configuration. The chosen setting will be displayed prior to other selections made by the user.

If **Auto** is selected as the default setting, the paper tray is selected automatically to match the size and orientation of the originals.

Tray Priority Select the order in which the machine searches the trays for available media.

To change the settings, assign a priority to each tray. Number 1 is the highest priority and, depending on how many trays are available, 4, 5, or 6 will represent the lowest priority, Each number can only be assigned once.

Auto Tray Switching Use the scroll buttons to select or de-select this feature. *On* sets the machine to automatically switch to another paper tray when the selected tray is out of paper. Another tray must contain paper of the same size, type and orientation for automatic switching to occur. To de-select this feature, select *Off.*

Machine Setups

Date/Time Setup

> Access *Machine Setups* as described on Page 3-1.

> Touch the *Date/Time* button.

Date

> Touch the *Date Setup* button.

```
Machine Setups                                    Close

    (  )  Date Setup       (  )  Time Setup
```

> Touch the scroll buttons to select the preferred display format, for example, the *mm-dd-yy* format would display *06-10-01* for a current date of 10th June 2001.

> Use the scroll buttons to select the current month (mm), day (dd) and year (yy).

> Touch *Save* to continue.

```
Date Setup                              Cancel   Save

Current Date:   12-21-98

Date Format    ▲    Month  ▲    Day   ▲    Year   ▲
mm-dd-yy       ▼    12     ▼    21    ▼    1998   ▼
```
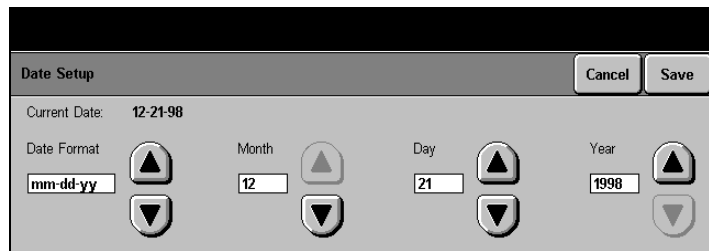
NOTE: The current date is displayed on fax documents, confirmation pages, and activity reports. It is also displayed when users select Annotation and Date for their copies.

Time

> Touch the *Time Setup* button.

```
Machine Setups                                                    Close

    ◯ Date Setup           ◯ Time Setup
```

> Select the preferred display format, *12 or 24 Hour* - for example eleven o'clock at night would either be displayed as 11 or 23 hours.

> Use the scroll buttons to select the current time in hours and minutes.

> Touch *Save* and *Close* to continue.

```
Time Setup                                              Cancel    Save

  ▢ 12 Hour              Hours  ▲           Minutes  ▲
                         │ 15 │             │ 58 │
  ▣ 24 Hour                    ▼                    ▼
```

NOTE: The current time is displayed on fax documents, confirmation pages, and activity reports. It is also displayed when users select Annotation and Time for their copies.
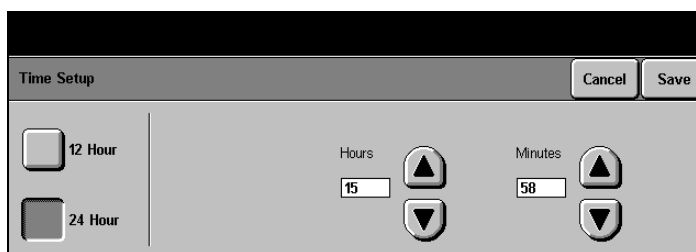
Walkup Screen

> Access *Machine Setups* as described on Page 3-1.

> Touch the *Walkup Screen* button.

Machine Setups

To change the default display
for the Touch Screen:

➢ Select the preferred default
  screen

➢ Touch *Save* to continue

The screen selected will be
displayed when the machine is
switched ON, when
programming or job time-out
occurs, or when AC is pressed.

Walkup Screen			Cancel	Save
☐ Print Queue	☐ Copy	☐ Scan		
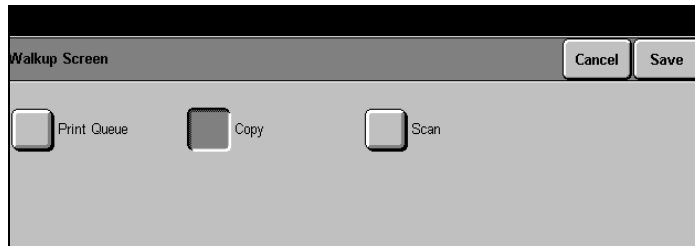
NOTE: The buttons available will depend on the machine
configuration.

Timers

➢ Access *Machine Setups* as described on Page 3-1.

➢ Touch the *Timers* button.

➢ Touch any button to change the setting - a description of
  each follows.

➢ Make changes as required.

➢ Touch *Save* to continue.

Auto Clear

With the *Auto Clear* feature enabled, the machine returns to
the default settings after the specified time.

➤ Touch the *Auto Clear* button.

➤ Select *On* or *Off*.

➤ If *On* is selected, use the scroll buttons to set the timeout period.

Timers		Cancel	Save
Auto Clear	Off	15 - 300 seconds	
Low Power		120	▲
Auto Off	On		▼
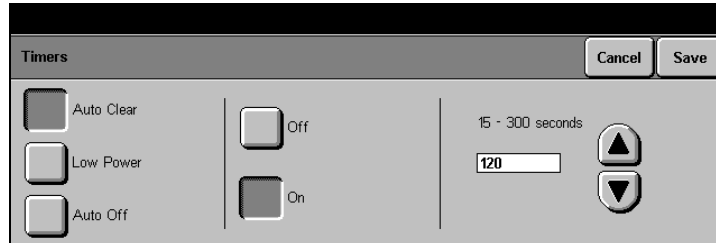
Low Power

Low Power Mode becomes active after the specified time of machine non-use. When activated, the Touch Screen is blank and the Power Saver light is on. When the Control Panel or Touch Screen is touched, or the Platen cover lifted, the machine responds within 1 second. All features are available within 30 seconds.

➤ Touch the *Low Power* button.

Low Power programs the machine to default to *Low Power Mode* after a specified time.

➤ Use the scroll buttons to set the timeout period.

Timers		Cancel	Save
Auto Clear	5 - 240 minutes		
Low Power	15	▲	
Auto Off		▼	
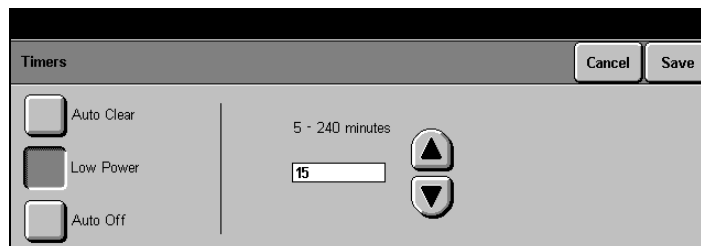
NOTE: If the *Low Power* timeout is set higher than the timeout for *Power Save* or *Auto Off* (depending on system configuration), the machine displays a message that *Low Power* cannot exceed *Power Save (or Auto Off)*.

Machine Setups

Power Save (or Auto Off)

The *Power Save* or *Auto Off feature* function is dependent on machine configuration.

Auto Off Mode/Sleep Mode (Power Save) 60 minutes after the last copy/print out the machine will automatically switch into Auto Off/Sleep (Power Save) Mode.

The copier version of the *Document Centre 220/230* switches the Power ON/OFF switch to the off position. Any stored jobs remain in the memory and the *Document Centre 220/230* returns to an operational condition when powered on.

➢ Touch the *Auto Off* or *Power Save* button.

➢ Touch the scroll buttons to select the desired timeout period.

➢ Touch *Save* to continue.
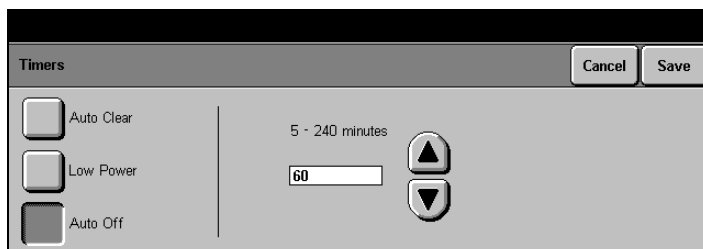
NOTE: If *Low Power* is set higher than *Power Save/Auto Off,* the machine displays a message that *Low Power* cannot exceed *Power Save/Auto Off.*

Contention

➢ Access *Machine Setups* as described on Page 3-1.

➢ Touch the *Contention* button.

➢ Touch any button to change the setting - a description of each follows.

➢ Make changes as required.

➢ Touch *Save* to continue.

Interrupt Button

The Interrupt feature enables the current job to be stopped
and held in memory while another job is executed. When the
Interrupt job is complete, programming for the first job is
retrieved by pressing the Interrupt button again.

➢ Touch *Interrupt Button*.

➢ Select *Enabled* or *Disabled*.
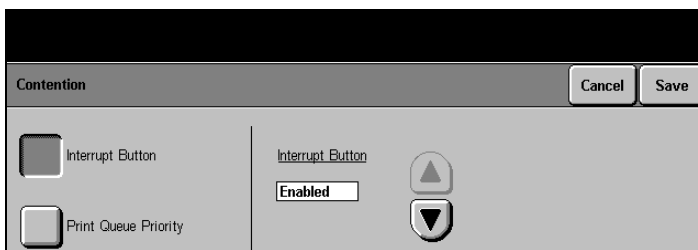
Priority or Print Queue Priority

Program the machine to complete Print or Fax jobs in a
specified order. Number 3 is the highest priority, and number
5 is the lowest priority. Copy jobs are always priority 3 - they
have job priority over all other jobs. When print or fax is set
as priority 4, the machine automatically sets the other
feature as priority 5. Priority can only be changed for print
and fax jobs.

➢ Touch the *Priority or Print Queue Priority* button.

➢ Select a priority for either the *Print* or *Fax Queue*.

➢ Touch *Save* to continue.
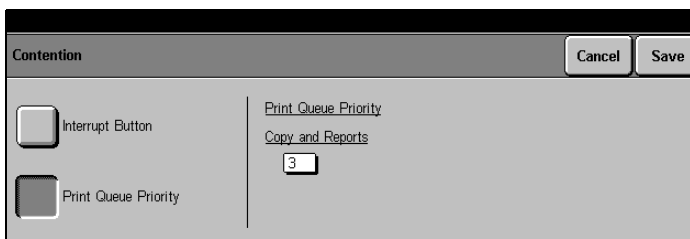
Localization

> Touch the *Localization* button

> Select the preferred measurement display format - *Inches* or *Millimeters*.

> Touch *Save* to continue.

Localization   Cancel   Save

☐ Inches

☐ Millimeters
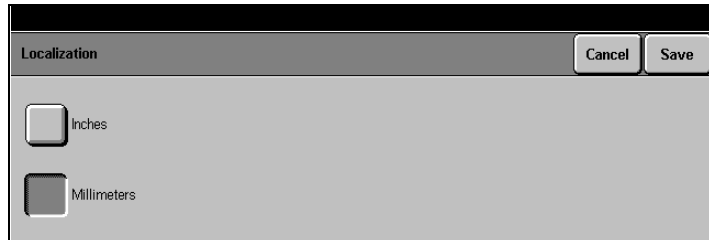
Additional Setups

> ➢ Access *Machine Setups* as described on Page 3-1.

> ➢ If necessary, touch the *Additional Setups* button.
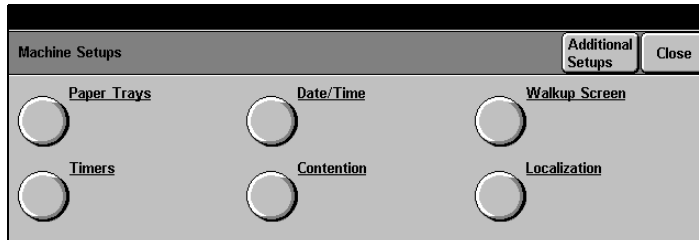
Machine Setups		Additional Setups	Close
Paper Trays ○	**Date/Time** ○	**Walkup Screen** ○	
Timers ○	**Contention** ○	**Localization** ○	

NOTE: The graphic representations of the user interface screens in this chapter may differ slightly dependent on model or configuration. However, feature descriptions and functionality remain the same as described.

> ➢ Touch any button to change the setting - a description of each follows.

> ➢ Make changes as required.

> ➢ Touch *Save* to continue.

Machine Setups		Additional Setups	Close
Report Languages ○	**Touch Screen Contrast** ○	**Customer Support Number** ○	
Paper Sizes ○	**Machine Serial Number** ○	**Xerox Supplies Number** ○	
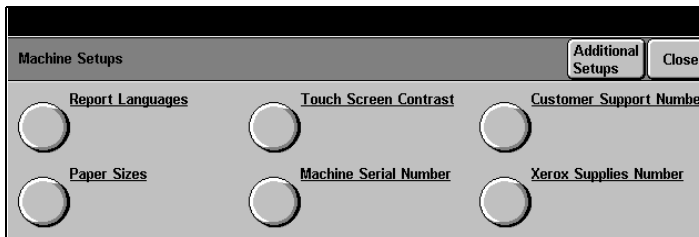
HINT: This screen may have a different appearance depending on machine configuration.

Report Languages

Various language options can be made available for printed reports. Please contact your Xerox representative for further information.

> Touch the *Report Languages* button.

> Select the language to use for printed reports.

> Touch *Close* to continue.

Report Languages		Close
(not available)	(not available)	
(not available)	(not available)	
(not available)		

Touch Screen Contrast

> Touch the *Touch Screen Contrast* button.
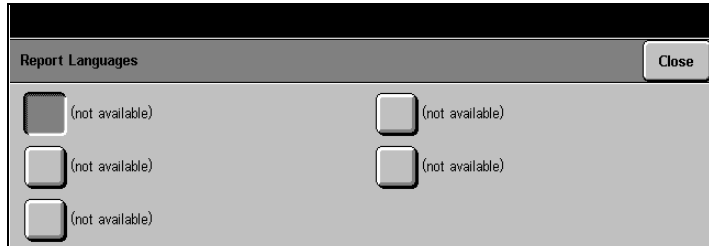
> Use the up/down arrows to select a contrast level between 1 and 254. Alternatively, touch the display window to change the setting using the pop-up keypad. The factory default is 127.

> Touch *Save* to continue.

Touch Screen Contrast — Cancel — Save

127
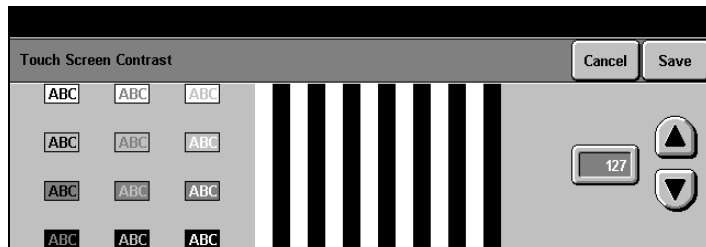
Customer Support Number

The machine displays the Xerox customer support telephone number when the *Machine Status* button is pressed. Typically, the correct number is entered by a Xerox representative when the machine is first installed. If it is not on the screen, or if it is incorrect, follow the instructions below to enter the correct number.

➤ Touch the *Customer Support Number* button.

➤ Use the numeric keypad on the screen to enter the *Xerox Customer Support telephone number.*

➤ Touch *Save* to continue.

```
Customer Support Number                          Cancel   Save

  1    2    3    (
                          Enter the Customer
  4    5    6    )         Support Number
  7    8    9    /    -
       0    +    *    ←
```
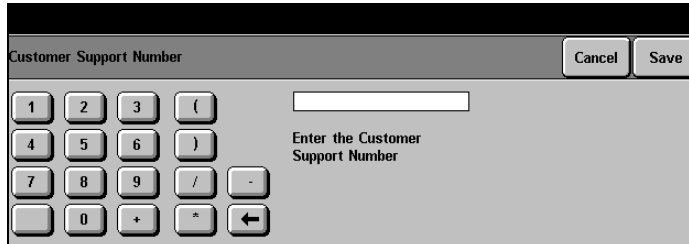
Paper Sizes

➤ Touch the *Paper Sizes* button.

➤ Select the preferred selection of paper sizes.

➤ Touch *Save* to continue.

```
Paper Sizes                                      Cancel   Save

                         Document Feeder          Platen
  □ Inch 1   ■ Metric 1      A5 ▭         8½×5½▭        A6 ▭
                             A5 ▯         8½X5½▯        A5 ▭
                             A4 ▭         8½X11▭        A5 ▯
  □ Inch 2   □ Metric 2      A4 ▯         8½X11▯        A4 ▭
                             A3 ▭         8½X14▭        A4 ▯
                             8½X14▭       11X17▭        A3 ▭
```
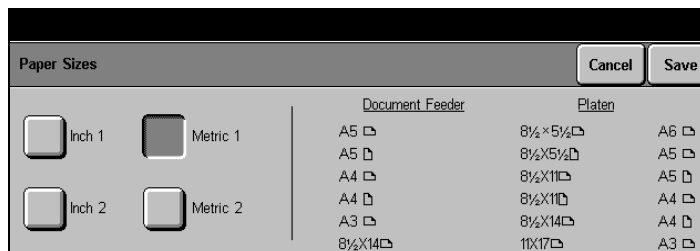
Machine Serial Number

The machine displays this machine serial number when the *Machine Status* button is pressed. This number is required when calling for customer support.

➢ Touch the *Machine Serial Number* button.

➢ Use the keypad on the screen to enter the Machine Serial number - if necessary touch the *More Characters* button on the screen to display an alternative keypad.

➢ Touch *Save* to continue.

| Machine Serial Number | More Characters | Cancel | Save |

q w e r t y u i o p ( ) ←
a s d f g h j k l : \ àäá
z x c v b n m , . / ⇧A

HINT: The Machine serial number is located inside the Left Front Cover of the machine under the Copy/Print Cartridge.

Xerox Supplies Number / Supplies Tel. Number

The machine displays the Xerox supplies telephone number when the *Machine Status* button is pressed.

➢ Touch the *Xerox Supplies Numbe*r or *Supplies Tel. Number* button.

➢ Use the numeric keypad on the screen to enter the Xerox Supplies telephone number.

➢ Touch *Save* and *Close*.

➢ Select another Setup or touch Exit to exit the setup screens.

| Xerox Supplies Number | Cancel | Save |

1 2 3 (
4 5 6)
7 8 9 / -
0 + * ←

Enter Xerox Supplies Number
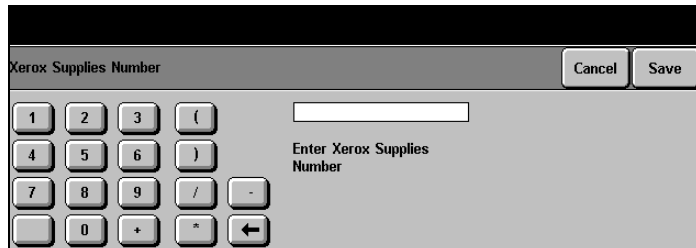
Fault Override

When a fault occurs on the *Document Center 220/230/332/340*, the Touch Screen displays step-by-step instructions for the walkup user to clear the fault. The instructions include contacting the Key Operator if the fault cannot be cleared.

The Key Operator can then enter their PIN to access the Fault Override screen to disable the faulty component. After the component is disabled, all features will be available except those that require the disabled component. This then enables other machine features to be used until the disabled component is enabled.

Use Fault Override only if all other attempts to clear the fault have failed. Entering Fault Override Mode might require action to disable the faulted component, delete the faulted job, or both, depending on the type of job and fault.

The Key Operator can call the Xerox Welcome Centre if the fault cannot be cleared.

NOTE: Use caution when deleting a remote job - it may not be possible to re-create or resubmit the job.

Machine Setups

Accessing Fault Override

To access Fault Override Mode, a fault screen must currently be displayed on the Touch Screen.

➢ Press the Access button on the Control Panel.

➢ Touch the # and enter a *PIN* (Personal identification Number) with Key Operator access rights - see NOTE below.

➢ Select confirm to delete the current job and or disable the faulty component.

NOTE: The default password - #22222 - may be used if PINs have not been assigned. *Refer to "Access Rights" on Page 7-1 for more information.*

Unavailable Features

Some types of jobs will not print if the disabled component is required for a default setup. In this case, the machine displays a prompt to check the setups.

The following table contains details about specific features that are unavailable when a component is disabled.

Disabled Component	Service/ Feature	Disabled Feature/Result
Document Feeder	Copy	*2 Up, Booklet Creation, Sides Imaged 2 → 1 or 2 → 2,* or *Mixed Size Originals* in the DADF.
Document Feeder	Fax	Sides Scanned
Document Feeder	Scan to File	Sides Imaged
Duplex Module	Copy	*Booklet Creation, Sides Imaged 1→2 or 2 →2*

Machine Setups

Disabled Component	Service/ Feature	Disabled Feature/Result
Duplex Module	*Copy Setups, Sides Imaged,* 1→2 *Sided or* 2 →2 *Sided*	The machine will not print copy jobs if *Duplex* is disabled and *Sides Imaged* 1→2 or 2→2 are the default settings. The *Sides Imaged* button will not be displayed on the Touch Screen.
Duplex Module	In *Fax Setups, Fax Terminal Setups, Fax Printing Options, Duplex Printing: All 2 Sided* and *1,2,2...*	The machine will not print fax jobs if the Duplex Module is disabled and if the default settings are *Duplex Printing: All 2 Sided* or *1,2,2...*
Duplex Module	In *Print Setups, Printer Setups, Job Settings, Sides Printed, Duplex*	The machine will not print jobs if the Duplex Module is disabled and the default is *Sides Printed, Duplex.*
Duplex Module	Network	Double-sided printing.

Disabled Component	Service/ Feature	Disabled Feature/Result
Editing Kit	Copy	Editing.
Finisher	In *Fax Setups, Fax Terminal Setups, Fax Printing Options, Output Selection, Left, Stapled*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default is *Stapled.*
Finisher	In *Fax Setups, Fax Terminal Setups, Fax Printing Options, Output Selection, Left Tray*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default is the *Left Tray.*
Finisher	In *Fax Setups, Printer Setups, Tray Settings, Destination Tray, Left Tray*	The machine will not print *Print* jobs if the *Finisher* is disabled and the default is the *Left Tray.*

Machine Setups

Disabled Component	Service/ Feature	Disabled Feature/Result
Finisher	In *Copy Setups, Output, Stapled*	The machine will not print *Copy* jobs if the *Stapler* is disabled and also is the default. The *Output* button will not be displayed on the *Copy* screen.
Finisher	In *Fax Setups, Fax Terminal Setups, Fax Printing Options, Output Selection, Left Tray*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default output is the *Left Tray*.
Finisher	In *Print Setups, Printer Setups, Tray Settings, Destination Tray, Left Tray*	The machine will not print *Print* jobs if the *Finisher* is disabled and the default is the *Left Tray*.

Disabled Component	Service/ Feature	Disabled Feature/Result
Finisher	In *Copy Setups, Output, Collated Left Tray* and *Copy Setups, Output, Uncollated Left Tray*	The machine will not print *Copy* jobs if the *Finisher* is disabled and the default output is the *Left Tray.* The *Output* button will not be displayed on the *Copy* screen.
Finisher and Stapler	In *Copy Setups, Output, Stapled*	The machine will not print *Copy* jobs if *Stapled* is disabled and also is the default output. The *Output* button will not be displayed on the *Copy* screen.
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device*	The *Copy* feature is disabled.

Machine Setups

Disabled Component	Service/ Feature	Disabled Feature/Result
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device and Internal Auditron Control*	The *Copy* feature is enabled only for *Internal Auditron Control.*
Foreign Interface Device	In *Setups, Auditron Setups, External Control Device, Per-Page Control,* or *Monitor with* or *without limits*	For *Copy* with a *Foreign Interface Device,* the machine will not copy if *Foreign Interface Device* is disabled and *External Control Device* is selected. For *Copy* with *Foreign Interface Device* and *Internal Auditron Control, Copy* is enabled only for Internal Auditron Control.
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device*	The *Copy* feature is disabled.

Disabled Component	Service/ Feature	Disabled Feature/Result
High Capacity Feeder	Copy	High Capacity Tray
High Capacity Feeder	The High Capacity Feeder	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Print Engine	In *Scan Setups, Filing Setups, Proof Before Send*	*Proof Before Sending* might be enabled in some Scan to File templates. The *Proof Before Send* job will be pending in the Print Queue until the print engine fault is cleared and printing is resumed.

Machine Setups

Disabled Component	Service/ Feature	Disabled Feature/Result
Print Queue	Print	Network/Print Controller jobs are temporarily removed from the Print Queue. When the fault is cleared, the machine attempts to recover the jobs.
Tower Mailbox	In *Print Setups, Printer Setups, Tray Settings, Destination Tray, Tower Mailbox, Bins 1–10*	The machine will not print *Print* jobs if the *Tower Mailbox* is disabled and the default is any *Bin 1–10.*
Paper Tray 1	In *Machine setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.

Disabled Component	Service/ Feature	Disabled Feature/Result
Paper Tray 2	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Paper Tray 3	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Paper Tray 4	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.

Machine Setups

4 Copy Setups

Quick Pathway

➤ Press the *Access* button on the Control Panel
➤ Enter *Key Operator PIN - see NOTE*
➤ Touch *Copy Setups*

This section contains the procedures for *Copy Setups,* which includes programming the default settings for the following features:

- Reduce/Enlarge

- Image Quality

- Output

- Sides Imaged

- Expert Image Quality

- Margin Shift (DC332/340)

- Erase (DC332/340)

NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered. The default password is #22222 which may be used if PINs have not yet been assigned.

Access the Copy Setups

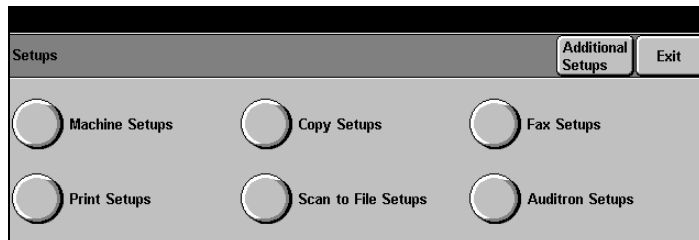> Press the *Access* button on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

> Press the # button on the Control Panel and use the number keypad to enter a *Key Operator PIN - see NOTE.*

> Touch *Enter* in the pop-up window.

NOTE: The default password - #22222 - may be used if PINs have not yet been assigned.

> Touch the *Copy Setups* button.

NOTE: The graphic representations of the user interface screens in this chapter may differ slightly dependent on model or configuration. However, feature descriptions and functionality remain the same as described.
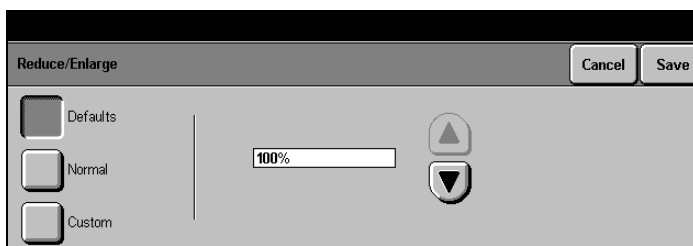
Reduce/Enlarge

➢ Touch the *Reduce/Enlarge* button.

Copy Setups		Additional Setups	Close
Reduce/Enlarge ○	Image Quality ○	Output ○	
Sides Imaged ○	Expert Image Quality ○	Margin Shift ○	

Defaults

➢ Touch the *Defaults* button.

➢ Use the arrow buttons to select the default magnification setting.

The default magnification will be selected when the machine is switched *ON*, when programming or job timeout occurs, or when *AC* is pressed.

Reduce/Enlarge		Cancel	Save
Defaults			
Normal	100%	▲ ▼	
Custom			

Normal

When users touch *Normal* in the Reduce/Enlarge column on the Touch Screen, a selection of preset sizes is displayed. The default value of these presets can be customized to meet local requirements. The factory default presets are:

1. 100%
2. 8 1/2" x 5 1/2" through 8 1/2" x 14"
3. 8 1/2" x 11" through 11" x 17"
4. 8 1/2" x 14" through 8 1/2" x 11"
5. 11" x 17" through 8 1/2" x 11" inches

➢ Touch the *Normal* button.

➢ Use the arrow buttons to select a value for each magnification preset.

Custom

The Custom settings are used to reduce or enlarge non-standard document sizes onto standard paper. X and Y values are selected from a range of 25% through 400%.

➢ Touch the *Custom* button.

➢ Use the scroll buttons to select a value for X and Y.

➢ Touch *Save* to continue.
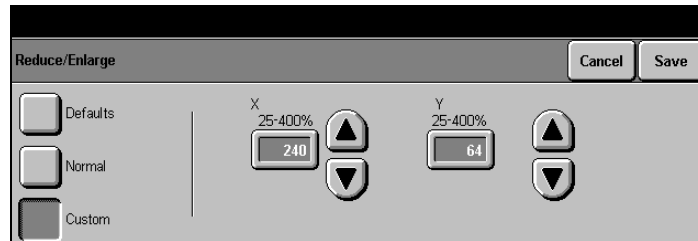
Image Quality

> Access *Copy Setups* as described on Page 4-2.

> Touch the *Image Quality* button.

> Use the scroll buttons to select the *Original Type* according to the document type used most frequently. S*ee below for an explanation of each.*

> Set the default level of darkness or lightness required for each original type.

> Touch *Save* to continue.

Image Quality	Cancel Save
Original Type	**Lighter/Darker**
Text ▲ ▼	Lighter 1 ▲ ▼
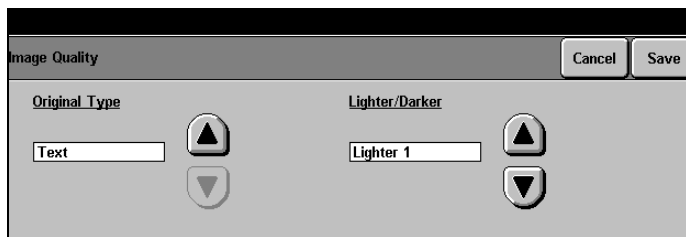
Text   for documents that contain line art and low-quality halftones. Colored backgrounds are automatically suppressed. This is the factory default.

Auto   for documents that contain text, photo, and graphic combinations. Colored backgrounds are automatically suppressed and line edges and text sharpened.

Photo   for documents that contain photographs. This setting identifies the use of black, white, and halftones to focus on the photo image and make a clear copy.

Output

> ➤ Access *Copy Setups* as described on Page 4-2.

> ➤ Touch the *Output* button.

➤ Use the scroll buttons to select the default output option required - *Stapled, Uncollated Left Tray, Collated Left Tray, Uncollated Center Tray or Collated Center Tray*.

The factory default is *Collated Center Tray*.

➤ Touch *Save* to continue.

Output	Cancel	Save
Collated Center Tray	▲ ▼	
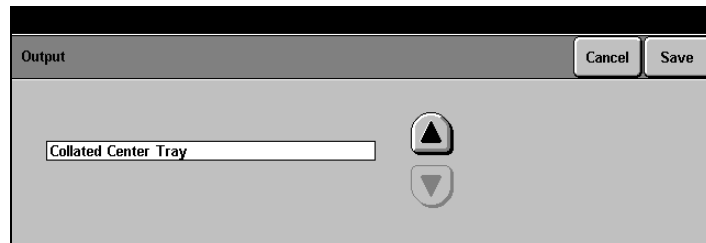
NOTE: Only those selections relevant to the machine configuration will be available.

☞ *HINT: Typically, the Center Tray is used for copy output, and the Left Tray is used for fax output.*

Sides Imaged

➢ Touch the *Sides Imaged* button.

➢ Select the preferred default
   options - *see below for an
   explanation.*

Touch *Save* to continue.

NOTE: The screen display may
differ slightly dependent on
machine configuration.

Sides Imaged		Cancel	Save

Sides Imaged

1 ➔ 1 sided	2 ➔ 2 sided
1 ➔ 2 sided	2 ➔ 1 sided
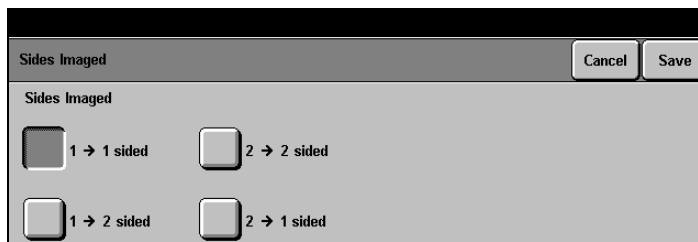
1 ➔ 1 Sided   single-sided copies from single-sided originals.

2 ➔ 1 Sided   single-sided copies from double-sided originals.

1 ➔ 2 Sided   double-sided copies from single-sided originals.

2 ➔ 2 Sided   double-sided copies from double-sided originals.

For double-sided options, also select the orientation:

Head to Head   the top of the document on each side is at the top of the
page. This is the factory default setting.

Head to Toe   the image on the second side of each page is rotated 180°;
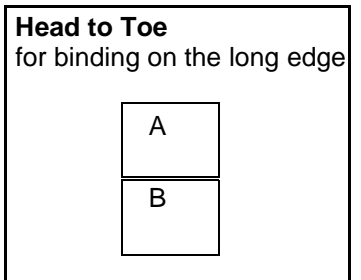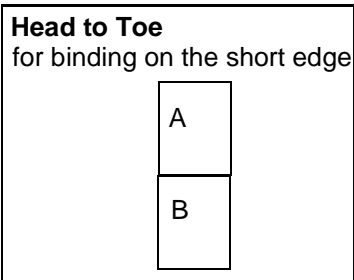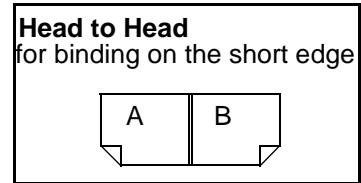therefore, the top of the document on the second side is at
the bottom of the page.

Portrait or Landscape   If available, select either Portrait or Landscape.

The following illustration depicts the results for *Head to Head*
or *Head to Toe* selections for Portrait and Landscape
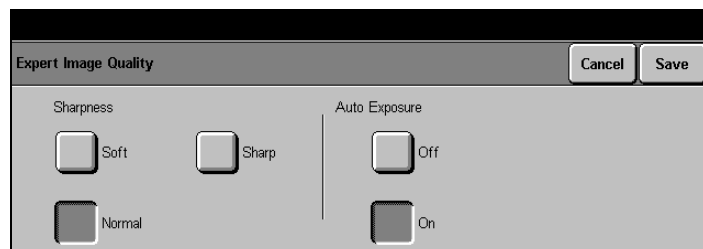images.

Portrait Images

Landscape Images.

Head to Head
for binding on the short edge

A | B

Head to Head
for binding on the short edge

A | B

Head to Toe
for binding on the short edge

A

B

Head to Toe
for binding on the long edge

A

B
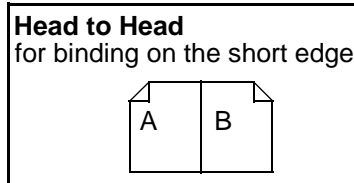
Expert Image Quality

> Access *Copy Setups* as described at the beginning of this chapter.

> Touch the *Expert Image Quality* button.

> Select the default required - a description of each follows.

> Touch *Save* to continue.

Expert Image Quality   Cancel   Save

Sharpness

Soft   Sharp

Normal

Auto Exposure

Off

On

Sharpness adjusts the sharpness of the image - select the preferred setting.

Grayscale Copying provides improved reproduction of gray levels - select *On* or
(DC220/230) *Off.*

Auto Exposure ➢ select a default setting of *On* to enhance documents with colored backgrounds or *Off* to disable this feature.

Margin Shift (DC332/340)

Programs the default amount of *Margin Shift* to move the image up/down or side to side on one or both sides of a page. *Margin Shift* can be applied to side one and side two of a page.

➢ Access *Copy Setups* as described at the beginning of this chapter.

➢ Touch the *Margin Shift* button.

➢ Select the *Side 1* or *Side 2* button to change the setting or *Off* to disable this feature.

➢ If Side 2 shift is selected, select *Independent* and the settings or *Mirror* to mirror side 1 settings.

➢ Touch *Save* to continue.

| Margin Shift	Cancel	Save
Off		
Side 1		
Side 2		

Erase (DC332/340)

Programs the default settings for the Edge Erase and Border Erase features. The factory default is set for all the erase features switched off and the erase values set to 0 inches.

➢ Access *Copy Setups* as described at the beginning of this chapter.

➢ If necessary, touch the *Additional Setups* button

> Touch the *Erase* button.

> Touch Border or Edge Erase to change the settings - a description of each follows, or touch *Off* to turn this feature off.

> Make changes as required.

> Touch *Save* to continue.

Erase | | Cancel | Save
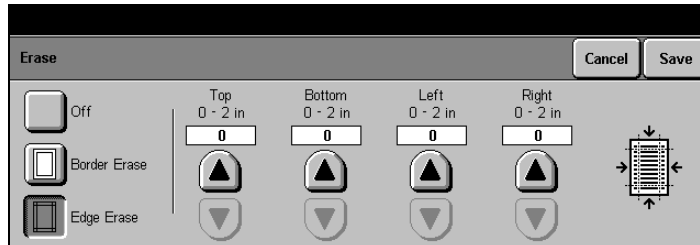Off
Border Erase
Edge Erase
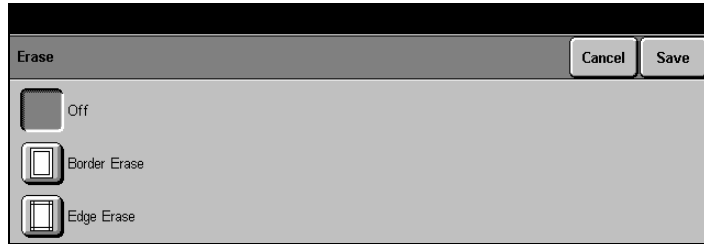
Border Erase (DC332/340)

> Touch the *Border Erase* button.

> Use the scroll buttons to set the default measurement for *Border Erase* between 0 and 2 inches.

> Touch *Save* to continue.

> Select another Setup or touch Exit to exit the setup screens.

Erase | | Defaults | Cancel | Save
Off
Border Erase
Edge Erase
0 - 2 in
0.00
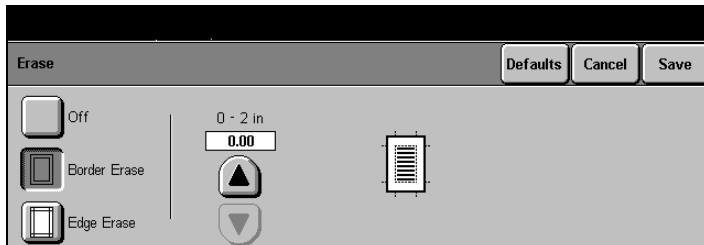
Edge Erase (DC332/340)

➢ Use the scroll buttons to set the default *Edge Erase* settings.

➢ Touch *Save*.

➢ Touch Close to exit Copy Setups.

| Erase | | | | Cancel | Save |

	Top 0 - 2 in	Bottom 0 - 2 in	Left 0 - 2 in	Right 0 - 2 in	
Off	0	0	0	0	
Border Erase	▲	▲	▲	▲	
Edge Erase	▼	▼	▼	▼	

5 Fax Setups

Fax Setups are divided into two areas:

- **Fax Terminal Setups**: to set and change the defaults for the available fax options such as paper size and type, resolution, and mailbox options.

- **Fax Communication Setups**: to set options that affect incoming and outgoing fax documents such as redialing and preventing the receipt of junk fax documents.

NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered. The default password is #22222 which may be used if PINs have not yet been assigned.

Fax Setups

Access the Fax Setups

> Press the *Access* button on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

> Press the # button on the Control Panel and use the number keypad to enter a Key Operator PIN - *see NOTE.*

> Touch *Enter* in the pop-up window.

NOTE: The default password - #22222 - may be used if PINs have not been assigned.

> Touch the *Fax Setups* button.
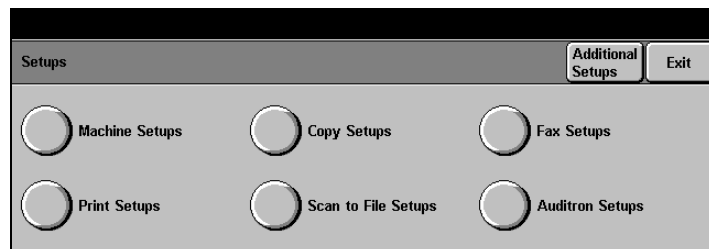
NOTE: The graphic representations of the user interface screens in this chapter are based on a fully configured Document Centre 332/340. The appearance of these interface screens may differ slightly on other models or configurations. However, feature descriptions and functionality remain the same as described.
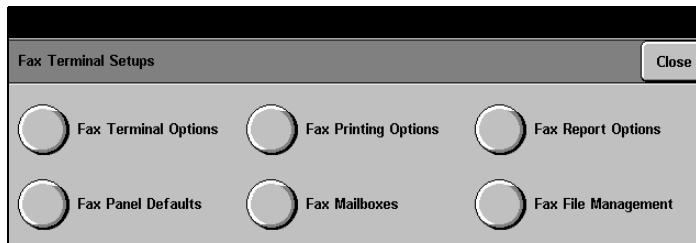
Fax Terminal Setups

This section contains the procedures for the following *Fax Terminal Setups*:

- Fax Terminal Options

- Fax Printing Options

- Fax Report Options

- Fax Panel Defaults

- Fax Mailboxes

- Fax File Management

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Fax Setups

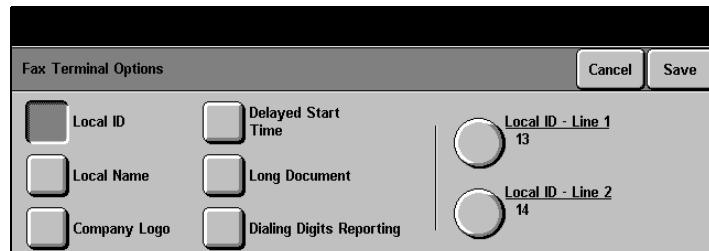## Access Fax Terminal Setups

➢ Access *Fax Setups* as described on Page 5-2.

➢ Touch the *Fax Terminal Setups* button.

Fax Terminal Setups		Close
◯ Fax Terminal Options	◯ Fax Printing Options	◯ Fax Report Options
◯ Fax Panel Defaults	◯ Fax Mailboxes	◯ Fax File Management

NOTE: Only those selections relevant to the machine configuration will be available.

Fax Terminal Options

> Access *Fax Terminal Setups* as described on Page 5-3.

> Touch the *Fax Terminal Options* button.

> Touch any button to change the setting - a description of each follows.

> Make changes as required.

> Touch *Save* to continue.

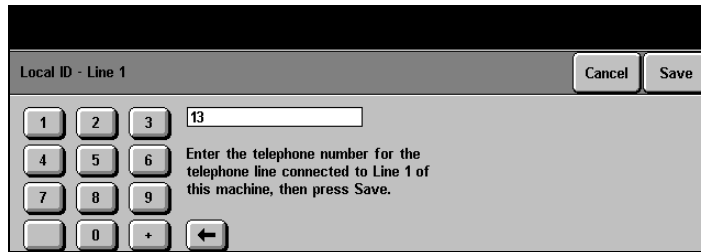| Fax Terminal Options		Cancel	Save
Local ID	Delayed Start Time	Local ID - Line 1 13	
Local Name	Long Document	Local ID - Line 2 14	
Company Logo	Dialing Digits Reporting		

Local ID

According to the Federal Law, the Document Centre *220/230/332/340* must be programmed with an identification number. The identification number, or *Local ID*, is the telephone number for the Document Centre 220/230/332/340.

If the identification number has not been programmed, the Document Centre *220/230/332/340* displays a pop-up message instructing users to enter the ID number before completing their jobs. To ensure that this law is adhered to, the Document Centre *220/230/332/340* will not continue until the number is entered. Entering the *Local ID* number is required only the first time the machine is used.

> Touch the *Local ID* button on the right of the screen.

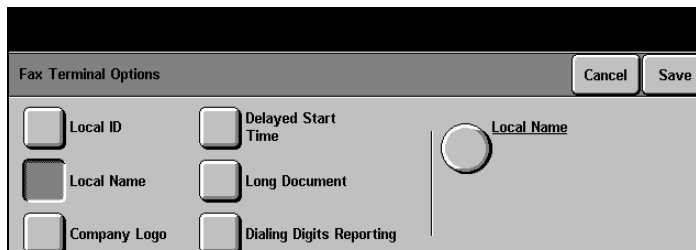> If more than 1 line is connected, touch the line number button.

Fax Terminal Options		Cancel Save
Local ID	Delayed Start Time	Local ID - Line 1 13
Local Name	Long Document	Local ID - Line 2 14
Company Logo	Dialing Digits Reporting	

> Enter the telephone number of the Document Centre 220/230/332/340 using the keypad on the screen (up to 20 characters including spaces).

> Touch *Save* to continue.

Local ID - Line 1   Cancel   Save

1	2	3
4	5	6
7	8	9
0	+	←

`13`

Enter the telephone number for the telephone line connected to Line 1 of this machine, then press Save.

Local Name

The Local Name is the name allocated to this particular machine. For example, it could indicate the location of the machine - for example, 'Copier West', or be the Company name.
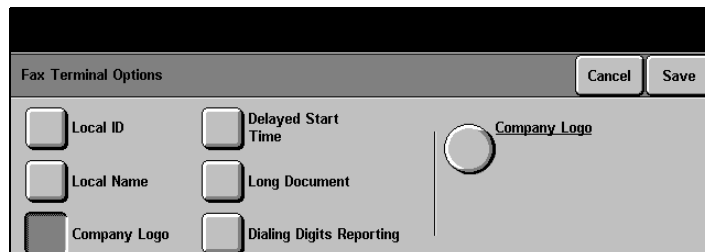
> Touch the *Local Name* button.

Fax Terminal Options		Cancel Save
Local ID	Delayed Start Time	Local Name
Local Name	Long Document	
Company Logo	Dialing Digits Reporting	

➢ Touch the second *Local Name* button on the right of the screen.

➢ Use the keypad on the screen to enter the *Local Name* of the Document Centre 220/230/332/340 (up to 20 characters including spaces).

➢ Touch *Save* to continue.

```
Local Name                                          Cancel   Save

[              ]
[q][w][e][r][t][y][u][i][o][p][(][)][←]
  [a][s][d][f][g][h][j][k][l][:][\]
[z][x][c][v][b][        ][n][m][,][.][/][⇧A]
```

Company Logo

Company Logo is used in the header of the transmission report and in the cover letter for fax documents to identify the organization sending the fax.

➢ Touch the *Company Logo* button.

```
Fax Terminal Options                                Cancel   Save

[ ] Local ID        [ ] Delayed Start      ◯ Company Logo
                        Time

[ ] Local Name      [ ] Long Document

[▒] Company Logo    [ ] Dialing Digits Reporting
```

> Touch the second *Company Logo* button on the right of the screen.

> Use the keypad on the screen to enter the *Company Logo* (up to 30 characters including spaces).

> Touch *Save* to continue.

| Company Logo | | | | | | | | | | Change Keyboard | Cancel | Save |

```
q  w  e  r  t  y  u  i  o  p  (  )  ←
 a  s  d  f  g  h  j  k  l  :  \      àäå
  z  x  c  v  b         n  m  ,  .  /  ⇧A
```

HINT: Touch Change Keyboard to display additional characters.

Delayed Start Time

Users can scan a document and delay its transmission start time. If they do not specify the delayed start time, the machine uses the default delayed start time that is entered here.

> Touch the *Delayed Start Time* button.

| Fax Terminal Options | | Cancel | Save |

Local ID	Delayed Start Time	Delayed Start Time 21:00
Local Name	Long Document	
Company Logo	Dialing Digits Reporting	
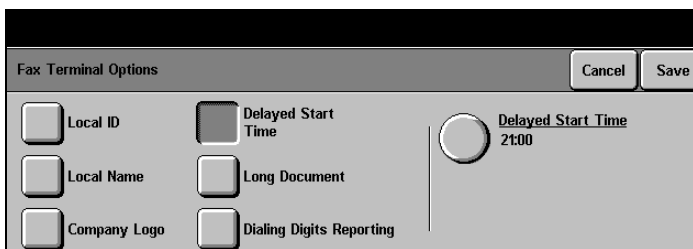
> Touch the second *Delayed Start Time* button on the right of the screen.

> Use the scroll buttons on the screen to select the default transmission start time.

> Touch *Save* to continue.
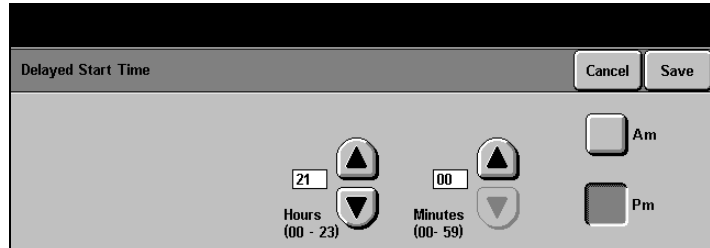
Long Document (DC332/340)

> Touch the *Long Document* button.
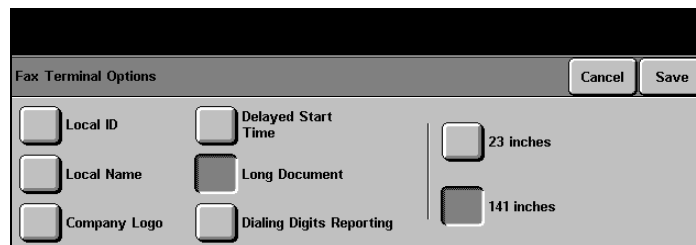
> Select *600 mm or 3600 mm* to enable scanning of long documents up to these lengths.

> Touch *Save.*

Dialing Digits Reporting (DC332/340)

This default selects whether the first or last 20 digits of a telephone number are displayed on reports and headers.

➢ Touch the *Dialing Digits Reporting* button.

Fax Terminal Options		Cancel	Save

Local ID   Delayed Start Time   First 20 digits

Local Name   Long Document   Last 20 digits

Company Logo   Dialing Digits Reporting

➢ Select the preferred option.

➢ Touch *Save.*

Fax Terminal Options		Cancel	Save

Local ID   Delayed Start Time   First 20 digits

Local Name   Long Document   Last 20 digits

Company Logo   Dialing Digits Reporting

Fax Printing Options

➢ Access *Fax Terminal Setups* as described on Page 5-3.

➢ Touch the *Fax Printing Options* button.

Receive Reduction

With this feature enabled, the Document Centre 220/230/332/340 automatically determines the required reduce/enlarge ratio for printing on the selected paper.

> Touch the *Receive Reduction* button.

> Select *Auto* or *Off* as required.

Fax Printing Options		Cancel	Save
Receive Reduction	Paper Attributes	Auto	
Page Margin	Output Selection	Off	
Duplex Printing	A3 → 11 x 17		
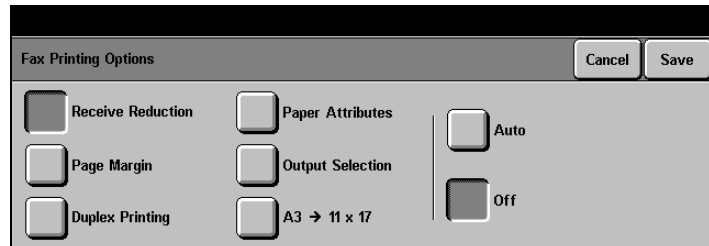
Page Margin

This feature defines the maximum amount of space between the length of an incoming fax and the length of the paper on which the fax is to be printed. The Page Margin setting affects the bottom of the page. It avoids image loss if users are printing onto a smaller size paper.

> Touch the *Page Margin* button.

> Use the scroll buttons to select the required margin.

Fax Printing Options		Cancel	Save
Receive Reduction	Paper Attributes		
Page Margin	Output Selection	0 millimeters [000-127]	▲ ▼
Duplex Printing	A3 → 11 x 17		
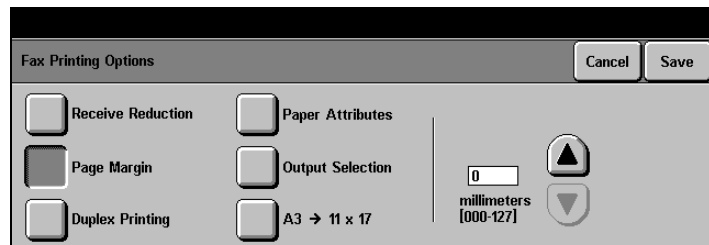
Duplex Printing

This feature sets the default duplex printing setting for
incoming fax documents and reports.

> Touch the *Duplex Printing*
> button.

> Make selections as required -
> see below. *All 1 Sided* is the
> factory default.

For *DC220/230* duplex options,
also select either *Portrait* or
Landscape output and whether
printing should be *Head to Head*
or *Head to Toe*.

Fax Printing Options			Cancel	Save
Receive Reduction	Paper Attributes	All 1 Sided		
Page Margin	Output Selection	All 2 Sided		
Duplex Printing	A3 → 11 x 17	1,2,2...		
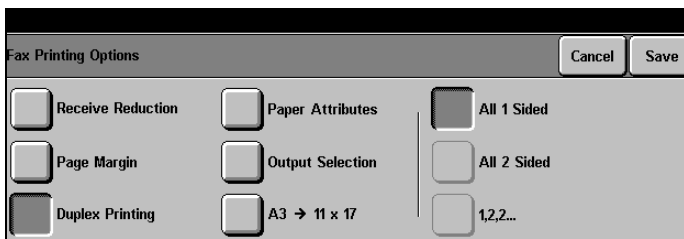
All 1 Sided: prints fax documents and reports single-sided.

All 2 Sided: prints fax documents and reports double-sided.

1, 2, 2... prints fax documents with the first page single-sided and the
rest of the pages double-sided. Reports are printed all
double-sided.

Paper Attributes

Programs the default types, colors and sizes of paper on
which fax documents and reports can be printed.

> Touch the *Paper Attributes* button.

> Touch the buttons on the right of the screen to select the types, colors and sizes of paper on which incoming fax documents and reports will be printed - more than one type can be selected.

> Touch *Save* to continue.

Fax Printing Options		Cancel	Save

Receive Reduction   Paper Attributes   Paper Type and Color

Page Margin   Output Selection

Duplex Printing   A3 → 11 x 17   Paper Size
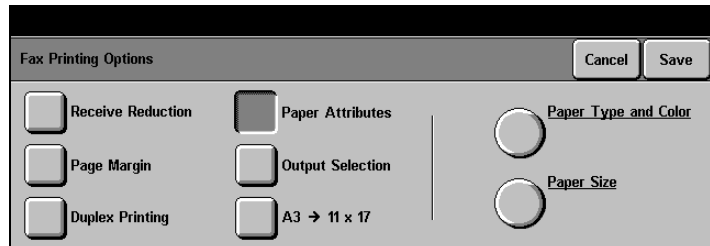
Output Selection

Programs the output tray for incoming fax documents.

> Touch the *Output Selection* button.

> Select the default output option required - the available options are dependent on machine configuration.

Fax Printing Options		Cancel	Save

Receive Reduction   Paper Attributes   Center Tray

Page Margin   Output Selection   Left Tray

Duplex Printing   A3 → 11 x 17   Stapled
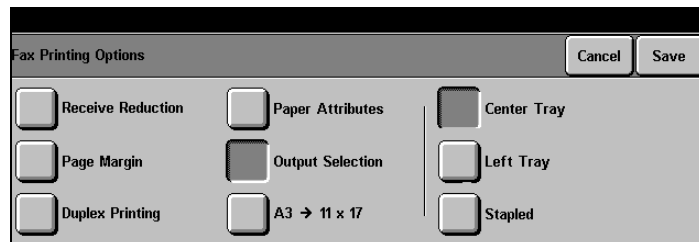
HINT: Typically, the Left Tray is the default fax tray; the Center Tray is the default copy tray. If a Finisher is installed, the options will include Finisher/Stapled.

A3 → 11" x 17"

Programs incoming fax documents to be printed on a different size paper. For example, an incoming A3 size (European standard) fax can be trimmed to print on 11" x 17" paper. Alternatively, choose to have the machine reduce the image to fit.

> Touch the *A3 → 11" x 17"* button.

> Select the default option required. *Trim A3* is the factory default.

> Touch *Save* to continue.

Fax Printing Options		Cancel Save
Receive Reduction	Paper Attributes	Trim A3
Page Margin	Output Selection	
Duplex Printing	A3 → 11 x 17	Reduce A3 to Fit
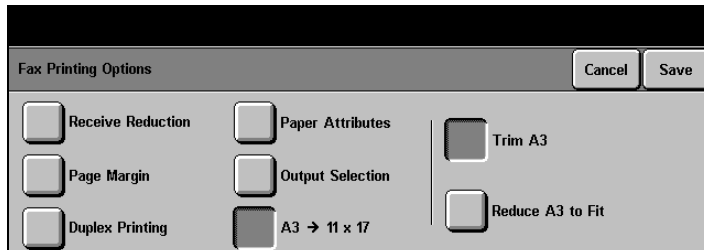
Fax Report Options

> Access *Fax Terminal Setups* as described on Page 5-3.

> Touch the *Fax Report Options* button.

Activity Report

Programs the machine to automatically print a report of phone line activity.

> Touch the *Activity Report* button.

> Select the default option required - see description below. *Auto Print* is the factory default.

Fax Report Options		Cancel	Save
Activity Report	Broadcast and Multi-Poll Reports	Auto Print	
Transmission Report	Mailbox Report	On Demand	

Auto Print prints an *Activity Report* when the number of outgoing and incoming calls reaches 50 and includes only calls that were not printed on the last report.

On Demand prints an *Activity Report* only when it is manually selected and includes only calls that were not printed on the last report.

Broadcast and Multi-Poll Reports

Programs the machine to print a report of each broadcast send and multi-polling operation to multiple remote machines. When a fax is sent to one fax number, the machine prints a Transmission Report. When a fax is sent to or polled from a group of numbers, the machine prints one Broadcast and Multi-Poll Report, which lists all of the numbers in the group.

> Touch the *Broadcast and Multi-Poll Reports* button.

> Select *Auto Print* to have this report print automatically or *Off* to turn the feature off. *Auto Print* is the factory default.

```
Fax Report Options                                    Cancel    Save

  [  ]  Activity Report    [■]  Broadcast and        [  ]  Auto Print
                                Multi-Poll Reports

  [  ]  Transmission Report [  ]  Mailbox Report      [■]  Off
```
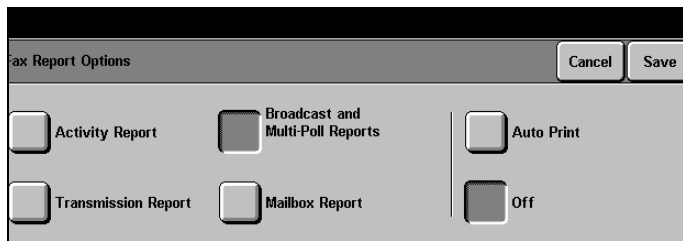
Transmission Report

Programs the machine to print the status of each transmission and displays a reduced image of the first page of the original document after each transmission is completed.

> Touch the *Transmission Report* button.

> Select the option required -

  - *Always Print* automatically prints a report for each outgoing fax.

  - *Print on Error Only* prints a report only when a transmission error occurs.

  - *Off* turns this feature off.

```
Fax Report Options                                    Cancel    Save

  [  ]  Activity Report    [  ]  Broadcast and        [■]  Always Print
                                Multi-Poll Reports
                                                      [  ]  Print on Error Only
  [■]  Transmission Report [  ]  Mailbox Report
                                                      [  ]  Off
```
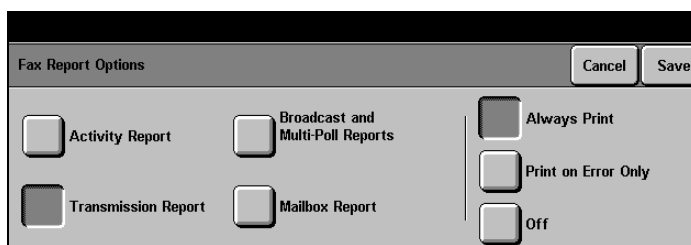
Mailbox Report

Programs the machine to automatically print a report informing the mailbox owner each time a fax is received to his or her mailbox.

> ➢ Touch the *Mailbox Report* button.

> ➢ Select the default option required.

> ➢ Touch *Save* to continue.

Fax Report Options Cancel Save

- Activity Report
- Broadcast and Multi-Poll Reports
- Auto Print
- Transmission Report
- Mailbox Report
- Off

Fax Panel Defaults

> ➢ Access *Fax Terminal Setups* as described on Page 5-3.

> ➢ Touch the *Fax Panel Defaults* button.

Resolution

Sets one of three resolutions as the default setting for outgoing fax documents. The default selected depends on the types of documents users send most often.

> ➢ Touch the *Resolution* button.

> ➢ Select the default option required - see description below.

Fax Panel Defaults Cancel Save

- Resolution
- Lighter/Darker
- Standard
- Fine
- Original Type
- Communication Mode
- Super Fine

Standard (200 x 100) reduces communication time - use for text documents.

Fine (200 x 200) combines features of standard and super fine resolution - use for most fax documents and for black and white graphics.

Super Fine (400 x 400) improves image quality and rendition - use for photos, halftones and images with grey tones.

Lighter/Darker

➤ Touch the *Lighter/Darker* button.

➤ Use the scroll buttons to select the default option required*.*
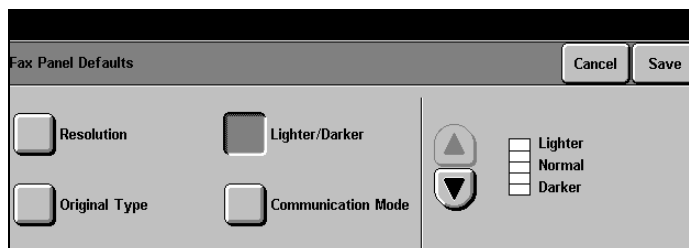
Original Type

➤ Touch the *Original Type* button.

➤ Select the default option required - see below for a description*.*
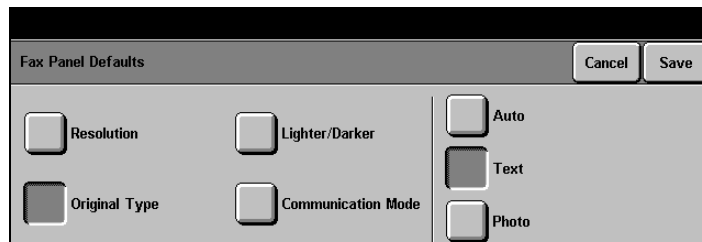
Auto separates images into text and photo areas automatically, and implements image processing for each area.

Text optimizes image processing for text, lines, and solid areas.

Photo optimizes image processing for photographs.

Forced 4800 (Document Centre 220/230)

Used when fax communications are susceptible to errors.This mode is slower, but it is less susceptible to errors.

> Touch the *Forced 4800* button.
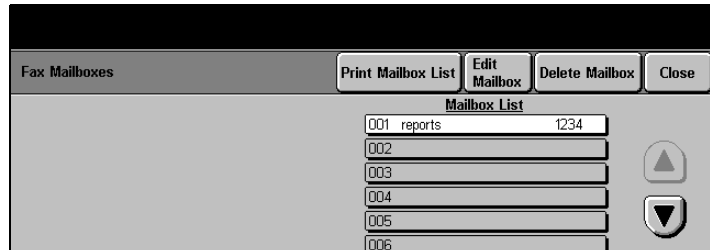
> Select *On* or *Off* as the default.

> Touch *Save.*

Fax Panel Defaults		Cancel	Save
Resolution	Lighter/Darker	Off	
Original Type	Forced 4800	On	

Communication Mode (DC332/340)

This feature sets the default communication mode used for transmission to a remote fax machine.

> Touch the *Communications Mode* button.

> Select the default option required - see below for a description.

> Touch *Save* to continue.

Fax Panel Defaults		Cancel	Save
Resolution	Lighter/Darker	Super G3 (33.6 Kbps)	
		G3 (14.4 Kbps)	
Original Type	Communication Mode	Forced 4800 bps	

Super G3 automatically determines the communication mode to be used based on the maximum capabilities of the remote fax machine. This mode minimizes the data transmission errors by using Error Correction Mode (ECM). Initial communication speed is 33,600 Bits Per Second (bps).

The speed can also be selected manually. The lower the speed, the less chance errors will occur during transmission. The Kilo Bits Per Second (Kbps) speeds available are 33.6, 31.2, 28.8, 24.0, 21.6, 19.2 and 16.8.

G3 like *Super G3*, this setting automatically determines the communication mode to be used based on the maximum capabilities of the remote fax machine but initial communication speed is 14,400 bps. ECM is also used with this option.

The speed can also be selected manually. The lower the speed, the less chance errors will occur during transmission.The speeds available are 14.4Kbps, 12.0Kbps, 9600 bps and 7200 bps.

Forced 4800 bps used when fax communications are susceptible to errors. This mode is slower, but it is less susceptible to errors.

NOTE: In some regional areas, the use of the *Communication Mode* feature is restricted.

Fax Mailboxes

Fax Mailboxes are used to electronically store confidential incoming fax documents for users to retrieve and print at a convenient time. Use this option to create, assign, modify, and delete electronic fax mailboxes. A maximum of 200 mailboxes are available on the *DC332/340* and 30 on the *DC220/230*.

➢ Access *Fax Terminal Setups* as described on Page 5-3.

➢ Touch the *Fax Mailboxes* button.

> Touch a *mailbox* in the list to select it. Touch the scroll buttons to move up and down the list.

> Follow the instructions below to delete, edit or add a mailbox.

Fax Mailboxes	Print Mailbox List	Edit Mailbox	Delete Mailbox	Close

Mailbox List

```
001  reports              1234
002
003
004
005
006
```

To Delete a Mailbox

> Touch the *Delete Mailbox* button.

> Touch *Confirm* to delete the selected mailbox and its contents.

Delete Mailbox | Confirm | Close

Press Confirm to delete this mailbox and any documents it contains.
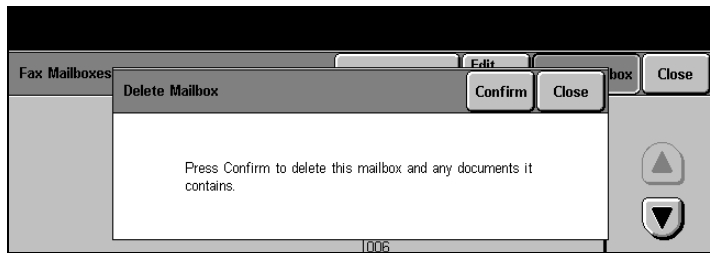
To Add or Edit a Mailbox

> In the Mailbox List, touch a mailbox to select it. To add a new mailbox, touch an empty mailbox.

> Touch the *Edit Mailbox* button.

Edit Mailbox | Previous Mailbox | Next Mailbox | Cancel | Save

Mailbox 01

Mailbox Password
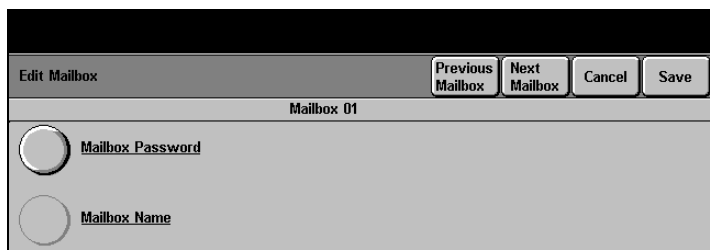
Mailbox Name

➢ Touch the *Mailbox Password* button.

➢ Use the keypad on the Control Panel to enter a four-digit password (0000-9999).

➢ Touch *Save* to continue.

Mailbox Password	Cancel	Save

Mailbox 01

4444

(0000 - 9999)
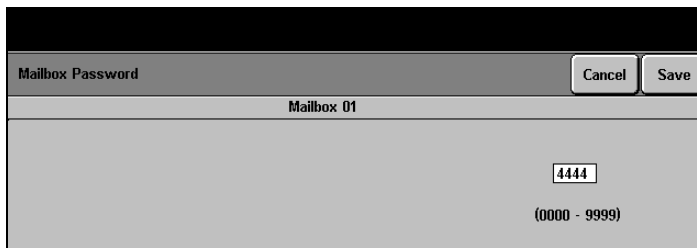
➢ Touch the *Mailbox Name* button.

➢ Use the keypad on the Touch Screen to enter a name of up to 10 characters.

➢ Touch Save.

➢ Touch *Next Mailbox* to program another mailbox. Touch *Previous Mailbox* to return to a previous mailbox.

➢ Touch *Save* and then *Close.*

Mailbox Name	Change Keyboard	Cancel	Save

xerox

q w e r t y u i o p ( ) ←

a s d f g h j k l : \ àäâ

z x c v b n m , . / ⇧A

HINT: Touch Change Keyboard for access to additional characters.

Fax File Management

➢ Access *Fax Terminal Setups* as described on Page 5-3.

➢ Touch the *Fax File Management* button.

> Touch any button to change the setting - a description of each follows.

> Make changes as required.

> Touch *Save* to continue.

```
Fax File Management                          Cancel   Save

  ☐  Mailbox Files

  ☐  Files for Polling
```

Mailbox Files / Failed Fax Files

Displays a list of fax jobs that were unsuccessful after attempting to send the job a specified number of times depending on the current settings.

> Touch the *Mailbox Files or Failed Fax Files* button.

> Select the required default setting - a description of each follows.

```
Fax File Management                          Cancel   Save

  ☐  Mailbox Files            │    ☐  Auto Delete

  ☐  Files for Polling        │    ☐  Keep
```

Auto Delete automatically deletes all failed fax documents.

Delete in 24 hours *(DC220/230)* automatically deletes all failed fax documents after 24 hours.

Keep keeps all failed fax documents until they are manually deleted.

Files for Polling / Files Stored for Polling

Contains data for documents scanned and stored in memory in order to send them to a remote terminal when polled.

> Touch the *Files Stored for Polling* button.

> Select the required default setting - a description of each follows.

> Touch *Save*. Touch *Close*.

Fax File Management		Cancel	Save
☐ Mailbox Files		☐ Auto Delete	
▣ Files for Polling		▣ Keep	

Auto Delete automatically deletes stored fax files after they have been transmitted.

Keep keeps stored fax files after they have been transmitted until they are manually deleted.

Fax Communication Setups

This section contains the procedures to set the following:

- Outgoing Fax Options

- Incoming Fax Options

- Line Use Restriction

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Access Fax Communication Setups

➤ Access *Fax Setups* as described on Page 5-2.

➤ Touch the *Fax Communication Setups* button.

Fax Setups	Close
◯ Fax Terminal Setups	◯ Fax Communication Setups

NOTE: Only those selections relevant to the machine configuration will be available.

Outgoing Fax Options

> ➢ Access *Fax Communication Setups* as described on Page 5-24.

> ➢ Touch the *Outgoing Fax Options* button.

➢ Touch any button to change the setting - a description of each follows.

➢ Make changes as required.
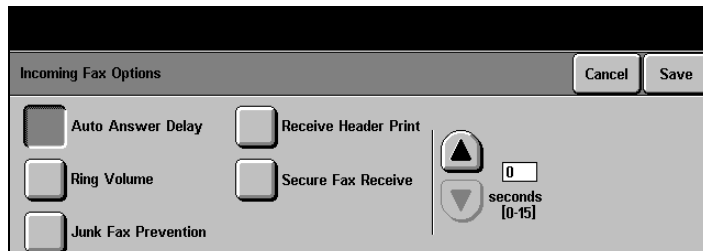
➢ Touch *Save* to continue.

Fax Communication Setups   Close

( ) Outgoing Fax Options   ( ) Incoming Fax Options   ( ) Line Use Restriction
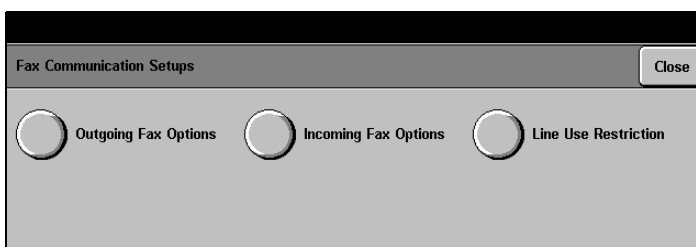
Dialing Type

This setting programs a tone or pulse dialing.

NOTE: This feature might be restricted in some areas.

- Tone

- 10 PPS (pulse per second): for a rotary dial.

- 20 PPS (pulse per second): for a rotary dial.

➢ Touch the *Dialing Type* button.

➢ If necessary, touch the *Line 1* or *Line 2* button.

➢ Select the desired option.

➢ Touch *Save* to continue.

Outgoing Fax Options   Cancel   Save

Dialing Type   Line Monitor   ( ) Line 1
                                                Tone

Pause Time   Batch Send   ( ) Line 2
                                                Tone

Redial Management   Resend Count
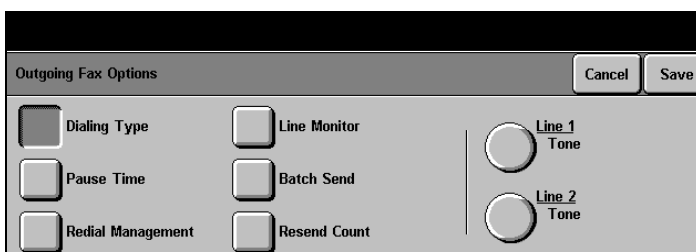
Pause Time

This feature sets the amount of time for dial pauses.

> ➢ Touch the *Pause Time* button.

> ➢ Touch the scroll buttons to select a pause time in seconds.

Outgoing Fax Options		Cancel	Save
Dialing Type	Line Monitor		
Pause Time	Batch Send	2 seconds [0-255]	
Redial Management	Resend Count		
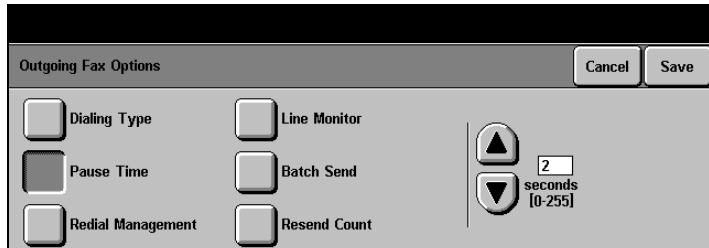
Redial Management

Redial Count sets the number of times the machine will automatically attempt a redial if a connection cannot be made.

Redial Interval sets the time intervals in minutes between redials.

NOTE: This feature might be restricted in some areas.

> ➢ Touch the *Redial Management* button.

Outgoing Fax Options		Cancel	Save
Dialing Type	Line Monitor	Redial Count 9	
Pause Time	Batch Send	Redial Interval 3 Minute(s)	
Redial Management	Resend Count		
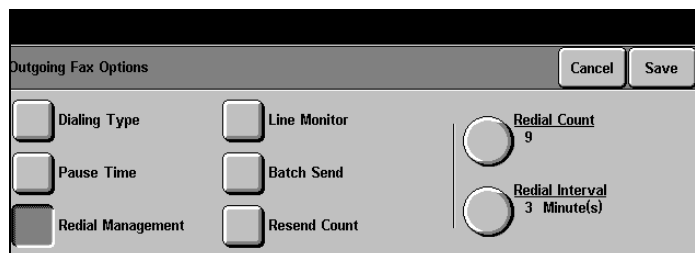
> Touch the *Redial Count* button.

> Touch the scroll buttons to select the number of redial attempts.

> Touch *Save* to continue.

Redial Count	Cancel	Save

9
redials
[0-9]

> Touch the *Redial Interval* button.

> Touch the scroll buttons to select the elapsed time in minutes.

> Touch *Save* to continue.

Redial Interval	Cancel	Save

(1-255 minutes)

3

Line Monitor

Line Monitor audibly monitors a transmission through the internal speaker until a connection is made. After connection, the line monitor is removed.

> Touch the *Line Monitor* button.

> Select *On* to enable this feature or *Off* to switch this feature off.

> Touch *Save* to continue.

Line Monitor	Cancel	Save

Off

On

Line Monitor Volume sets a default volume for line monitoring as *High, Normal,* or *Low.*

> If the Line Monitor feature is set to *On*, touch the *Line Monitor Volume* button.

> Select the volume setting required.

> Touch *Save* to continue.

```
Line Monitor Volume                          Cancel  Save

   □ High

   ▣ Normal

   □ Low
```
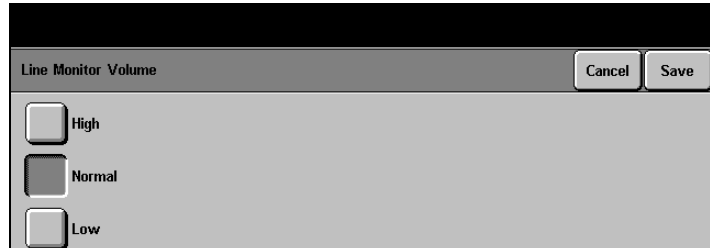
Batch Send

Transmits several pending documents to one destination during a single phone call.

> Touch the *Batch Send* button.

> Select *On* to enable this feature or *Off* to switch this feature off.

```
Outgoing Fax Options                          Cancel  Save

  □ Dialing Type        □ Line Monitor         □ Off

  □ Pause Time          ▣ Batch Send

  □ Redial Management    □ Resend Count         ▣ On
```
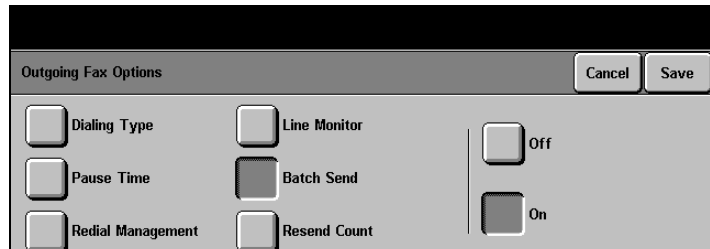
Resend Count

Automatically re-transmits a failed page if a page error occurs.

> Touch the *Resend Count* button.

> Select the number of attempts the machine should make to send a failed page.

> Touch *Save* to continue.

```
Outgoing Fax Options                          Cancel  Save

  □ Dialing Type        □ Line Monitor

  □ Pause Time          □ Batch Send          ▲  3
                                              ▼  resends
  □ Redial Management    ▣ Resend Count          [0-5]
```
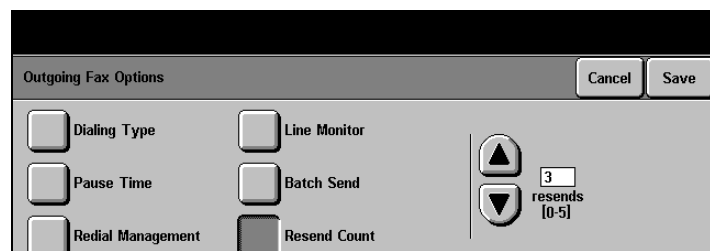
Incoming Fax Options

> ➤ Access *Fax Communication Setups* as described on Page 5-24.

> ➤ Touch the *Incoming Fax Options* button.

➤ Touch any button to change the setting - a description of each follows.

➤ Make changes as required.

➤ Touch *Save* to continue.

Fax Communication Setups		Close
◯ Outgoing Fax Options	◯ Incoming Fax Options	◯ Line Use Restriction
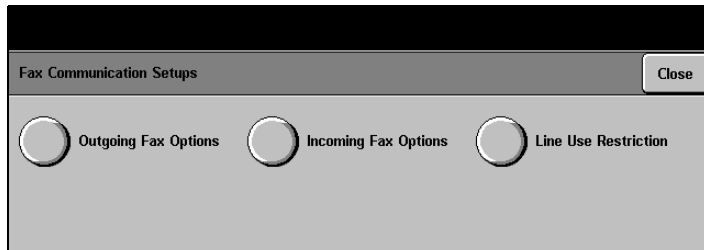
Auto Answer Delay

Sets the delay in seconds before incoming calls are automatically answered.
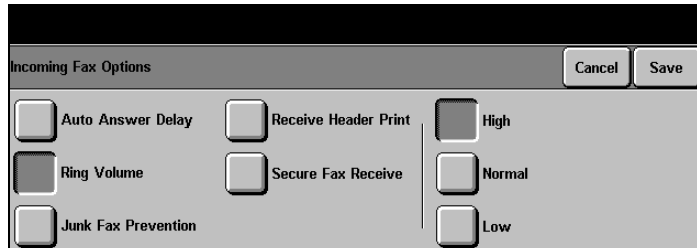
NOTE: This feature might be restricted in some areas.

➤ Touch the *Auto Answer Delay* button.

➤ Touch the scroll buttons to set the time delay before calls are answered.

Incoming Fax Options		Cancel	Save
Auto Answer Delay	Receive Header Print	▲	0
Ring Volume	Secure Fax Receive	▼	seconds [0-15]
Junk Fax Prevention			

Ring Volume

> Touch the *Ring Volume* button.

> Select *High, Normal* or *Low* as the default ring volume.
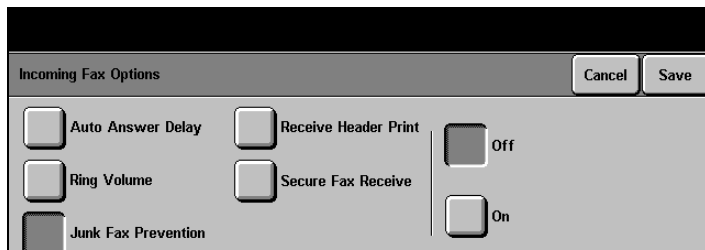
Incoming Fax Options		Cancel Save
Auto Answer Delay	Receive Header Print	High
Ring Volume	Secure Fax Receive	Normal
Junk Fax Prevention		Low

Junk Fax Prevention

This feature programs the machine to only accept incoming fax documents from remote machines whose Local ID numbers are programmed into the Dial Directory. All other fax documents are rejected thereby ensuring junk fax documents such as advertisements and circulars are not received.

> Touch the *Junk Fax Prevention* button.

> Select *On* to enable this feature and *Off* to switch this feature off.

> Touch *Save* to continue.

Incoming Fax Options		Cancel Save
Auto Answer Delay	Receive Header Print	Off
Ring Volume	Secure Fax Receive	
Junk Fax Prevention		On

Receive Header Print (DC332/340)

➢ Touch the *Receive Header Print* button.

➢ Select *On* or *Off*.

Incoming Fax Options		Cancel	Save
Auto Answer Delay	Receive Header Print	Off	
Ring Volume	Secure Fax Receive		
Junk Fax Prevention		On	

Secure Fax Receive (DC332/340)

➢ Touch the *Secure Fax Receive* button.

➢ Select *On* or *Off*.

Incoming Fax Options		Cancel	Save
Auto Answer Delay	Receive Header Print	Off	
Ring Volume	Secure Fax Receive		
Junk Fax Prevention		On	

Line Use Restriction (DC332/340)

Where more than one line is connected to the *Document Centre* 332/340, this feature enables one line to be reserved for incoming fax documents.

➤ Touch the *Line Use Restriction* button.

Fax Communication Setups   Close

◯ Outgoing Fax Options   ◯ Incoming Fax Options   ◯ Line Use Restriction
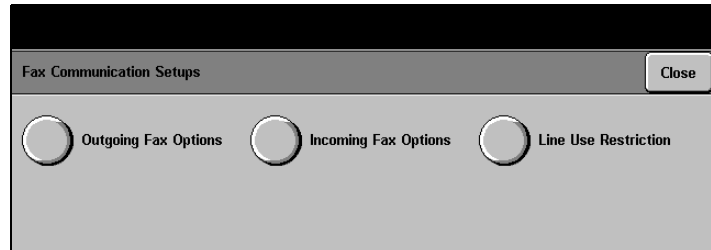
➤ Touch the *Line 1* or *Line 2* button.

➤ Select *Receive only t*o reserve this line for incoming fax documents.

➤ Alternatively, select *Transmit and Receive* to enable the chosen line to accept incoming and outgoing fax documents.

➤ Touch *Save*. Touch *Close.*

Line Use Restriction   Cancel   Save

▢ Line 1   ▢ Transmit and Receive

▢ Line 2   ▢ Receive Only

6 Auditron Setups

The Auditron feature enables machine usage to be tracked and / or controlled, preventing unauthorized access to the machine and enabling recharges for prints to be applied.The options available are described below - the chosen option must initially be enabled by your Xerox Service representative.

> **The *Internal Auditron*** is a built-in electronic accounting system that enables system usage to be tracked in machine memory by account number. When enabled, the user enters an account number prior to using the machine. The numbers of prints made using the Account are tracked by internal counters which can be viewed on the User Interface screen by a user with *Auditron Administrator* privileges.

> **The *Foreign Interface*** feature enables an external control device such as a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system.

The *Auditron Setups* are used initially to set up the Auditron accounts, feature, and job limits, job completion procedures and periodically to gain access to account usage information.

Access to the *Auditron Setups* is controlled by a Personal Identification Number (PIN), and it is limited on the DC332/340 to users who have *Auditron Administrator* privileges and on the DC220/230 to users who have *Owner* privileges.

For further information about privileges, please refer to "Access Rights" on Page 7-1.

Auditron Setups

Access Auditron Setups

> Press the *Access* button on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

> Press the # button on the Control Panel and use the number keypad to enter an *Auditron Administrator PIN* - see NOTE.

> Touch *Enter* in the pop-up window.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

> Touch the *Auditron Setups* button.

> Proceed according to machine model:

  - For DC332/340 refer to *"Internal Auditron - DC332/340" on Page 6-3*.

  - For DC220/230 refer to *"Internal Auditron - DC220/230" on Page 6-10*.

Internal Auditron - DC332/340

Internal Auditron setups on the DC332/340 models covers the following topics:

1. *Auditron Enable Setups*—to set up the Auditron for one or more services.
2. *Account Setups*—to set up the Auditron accounts, delete accounts and to set counter limits for each account.
3. *Job Limit Policy*—to set up how the machine should behave when an account reaches its account limit.
4. Account Summary—reviews all the auditron accounts.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Auditron Enable Setups - DC332/340

This setup enables the Auditron services to be enabled or disabled as required. One or more services can be selected.

➢ Access *Auditron Setups* as described on Page 6-2.

NOTE: The screen may show more options dependent on configuration.

Auditron Setups	Close
◯ **Internal Auditron**	

➢ Touch the *Internal Auditron* button.
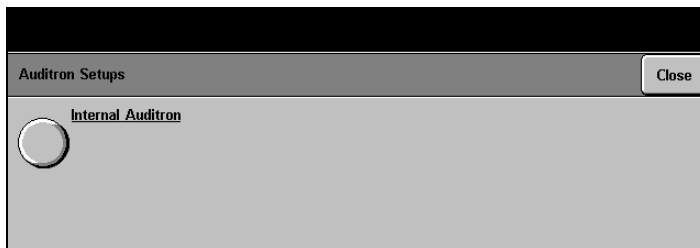
Auditron Setups

> Touch the *Auditron Enable Setups* button.

> Select the services to be enabled or disabled for the Auditron - see below.

> Touch *Save* to continue.

Copy enables/disables Auditron for Copy jobs.

Fax enables/disables Auditron for Fax jobs.

Scan enables/disables Auditron for Scan jobs.

Print enables/disables Auditron for Network print jobs

Reports enables/disables Auditron for printing reports.

NOTE: The choice available will depend on what the machine configuration is - for example if the machine does not have Fax capability, then the Fax option will not be displayed.

Account Setups - DC332/340

This setup is used to create, delete or modify the accounts. Depending on local requirements for tracking usage, one account number can be assigned to each department or one account number assigned to each individual. A maximum of 2000 accounts can be programmed into the machine. Account numbers can contain between 4 and 16 digits.

> Access *Auditron Setups* as described on Page 6-2.

> Touch the *Internal Auditron* button.

➢ Touch the *Account Setups* button.

➢ Make selections as required - see below for a description of each.

➢ Touch *Save* to continue.
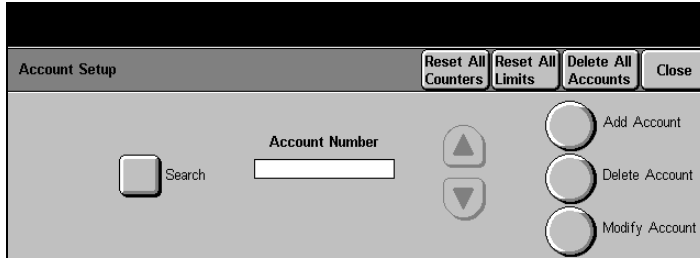
Add/Modify Accounts

To add an account:

➢ Touch the *Add Account* button

➢ Enter the account number (between 4 and 16 digits long) using the screen keypad.
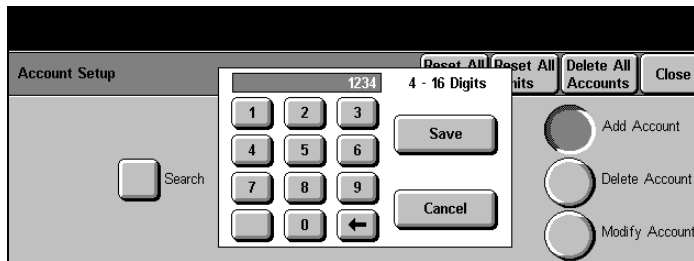
To modify an account:

➢ Select the account number and touch the *Modify Account button*.

➢ Select the services and copy limits for the selected account - see below.

➢ Touch *Save* to continue.
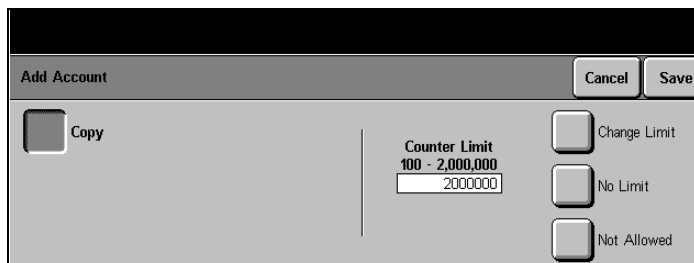
All Limits the same use the popup keypad to enter a limit in units of 100 to restrict the number of prints which can be assigned to this account for all the services selected.

Change Limit use the popup keypad to enter a limit in units of 100 to restrict the number of prints which can be assigned to this account for each service selected.

No Limit select this button to assign no restriction on the number of prints for this account for each service selected.

Not Allowed a value of 0 will be displayed. No prints can be allocated to this account for the service selected.

☞ *HINT: Users can check the status of their accounts by pressing the Machine Status button on the Control Panel. Auditron is on the Reports & Counters tab.*

Delete Account

➢ Select the account number to be deleted.

➢ Touch the *Delete Account* button.

➢ Touch *Confirm*.

➢ Touch *Close* to continue.

Account Setup	Reset All	Reset All	Delete All nts	Close
	Confirm	Close		
Account Number: 1234			Add Account	
Press Confirm to delete this account.			Delete Account	
			Modify Account	
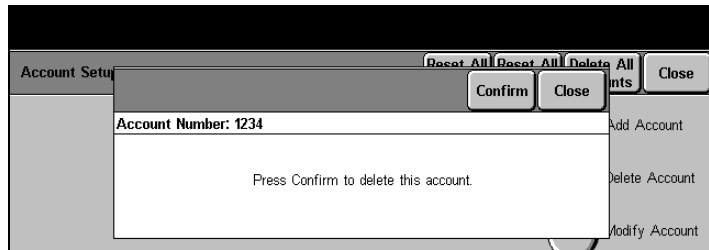
Reset All Counters

➤ To reset the counters for ALL ACCOUNTS to zero, touch the *Reset All Counters* button at the top of the screen.

➤ Touch *Confirm.*

➤ Touch *Close* to continue.

Account Setu...

Reset All | Reset All | Delete All | **Close**
Confirm | **Close**
All Accounts
Add Account
Press Confirm to reset all counters associated with all accounts.
Delete Account
Modify Account
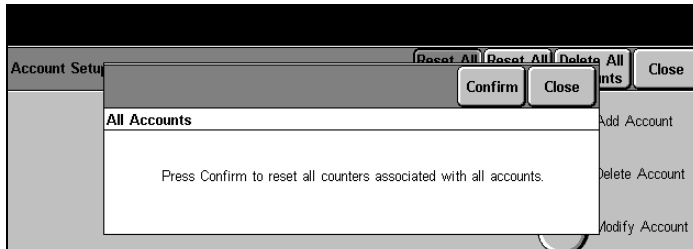
Reset All Limits

➤ To reset the limits for ALL ACCOUNTS to zero, touch the *Reset All Limits* button at the top of the screen.

➤ Touch *Confirm.*

➤ Touch *Close* to continue.

Account Setu...

Reset All | Reset All | Delete All | **Close**
Confirm | **Close**
All Accounts
Add Account
Press confirm to reset all Account Limits in all accounts.
Delete Account
Modify Account
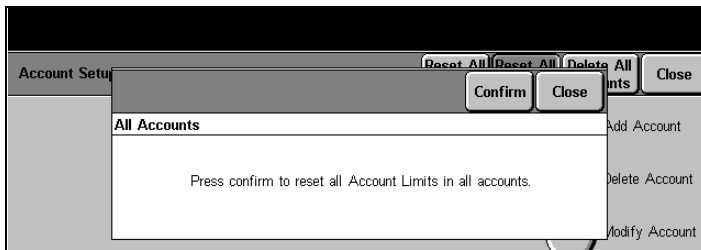
Delete All Accounts

➤ To delete ALL ACCOUNTS touch the *Delete All Accounts* button at the top of the screen.

➤ Touch *Confirm.*

➤ Touch *Close* to continue.

Account Setu...

Reset All | Reset All | Delete All | **Close**
Confirm | **Close**
Add Account
Press Confirm to delete all Account numbers.
Delete Account
Modify Account

Auditron Setups
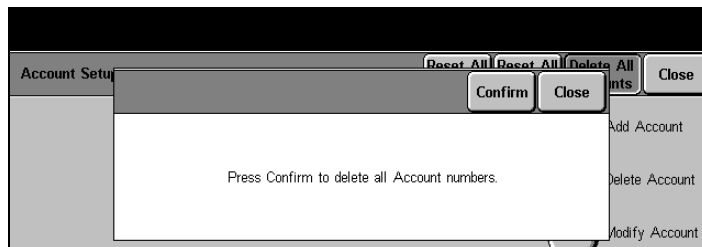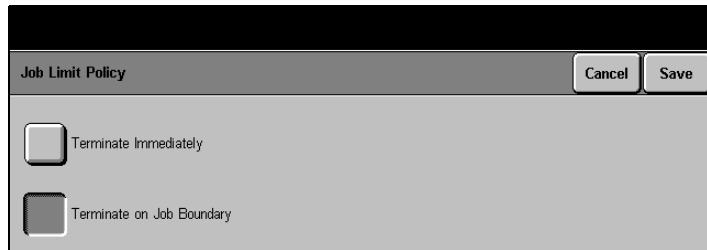
Job Limit Policy - DC332/340

This feature sets machine behavior when the user's account limit has been reached. When the limit is reached, the machine will either stop the current job immediately or let the job finish and go over the limit.

➤ Access *Auditron Setups* as described on Page 6-2.

➤ Touch the *Internal Auditron* button.

➤ Touch the *Job Limit Policy* button.

➤ Select the preferred option - see below for a description of each.

➤ Touch *Save* to continue.

Terminate Immediately the machine will stop the job as soon as the account limit has been reached. For the Copy feature, any pages committed to print will be allowed to print. Therefore the account limit may be exceeded. The maximum number of pages allowed after the limit has been reached is three pages. For Scan and Fax jobs, no extra pages are allowed beyond the account limit.

Terminate on Job Boundary the machine allows the current job to be completed. No further jobs are allowed until the limit is increased or the counter reset.

Account Summary - DC332/340

This feature provides access to all of the Auditron accounts and their associated counters. It also enables an individual counter or all account counters to be cleared.

➢ Access *Auditron Setups* as described on Page 6-2.

➢ Touch the *Internal Auditron* button.

➢ Touch the *Account Summary* button.

➢ Select a feature button and make changes as required - a description of each follows.

| Account Summary | | | Clear Counters | Clear All Counters | Close |

Account Number
1234

Search

	Counter	Limit
Copy	0	2000000
Fax	0	2000000

Scroll List   use the scroll buttons to access each account to review the counters associated with that account. The scroll list displays all accounts in numerical order with the lowest account number appearing at the top of the list.

Search   to access a particular account, touch the Search button, enter the account number and touch Save.

Counters and Limits Display   this display provides the current value and limit of the counters for each service associated with the selected account.

Clear Counters Button   touch this tool bar button to reset the counters for the selected account to zero. Touch *Confirm* in the pop-up window and *Close* to continue.

Clear All Counters Button   touch this button to reset all the counters for ALL OF THE ACCOUNTS to zero. Select *Confirm* in the pop-up window and *Close* to continue.

Auditron Setups

Internal Auditron - DC220/230

Internal Auditron setups on the DC220/230 models cover the following topics:

1. *Service Access Setup*—to set up the Auditron for one or more services.

2. *Account Setup*—to set up the Auditron accounts, delete accounts and to set counter limits for each account.

3. *Job Completion Setup*—to set up how the machine should behave when an account reaches its account limit.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Service Access Setup - DC220/230

This setup enables the Auditron services to be enabled or disabled as required. One or more services can be selected.

- Access *Auditron Setups* as described on Page 6-2.
- Touch the *Internal Auditron* button.

Auditron Setups	Close
Internal Auditron **External Control Device**	
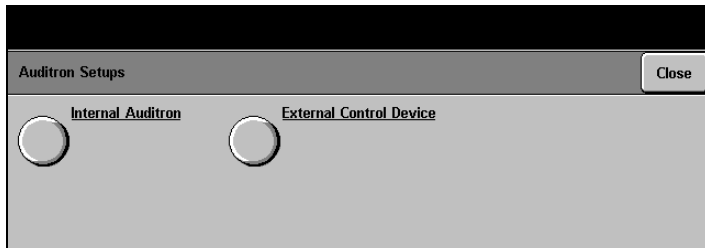
> Touch the *Service Access Setup* button

> Make selections as required for each Service - see below for a description of each.

> Touch *Save* to continue.

| Service Access Setup | Defaults | Cancel | Save |

Copy

Fax

Off (No Auditron)

Auditron without Account limits

Auditron with Account limits
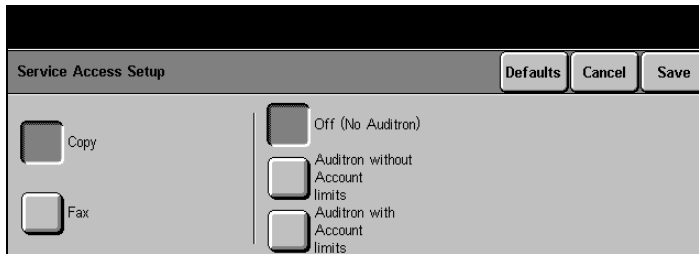
Off (No Auditron) enables/disables Auditron.

Auditron Without Account Limits enables Auditron and allows unlimited usage for each account.

Auditron With Account Limits enables Auditron and allows usage limits to be set for each account.

NOTE: The choice available will depend on what the machine configuration is - for example if the machine does not have Fax capability, then the Fax option will not be displayed.

Account Setup - DC220/230

This setup is used to create, delete or modify the accounts. Depending on local requirements for tracking usage, one account number can be assigned to each department or one account number assigned to each individual. A maximum of 2000 accounts can be programmed into the machine. Account numbers can contain between 4 and 16 digits.

Auditron Setups

> Access *Auditron Setups* as described on Page 6-2.

> Touch the *Internal Auditron* button.

Auditron Setups   [Close]

○ Internal Auditron   ○ External Control Device
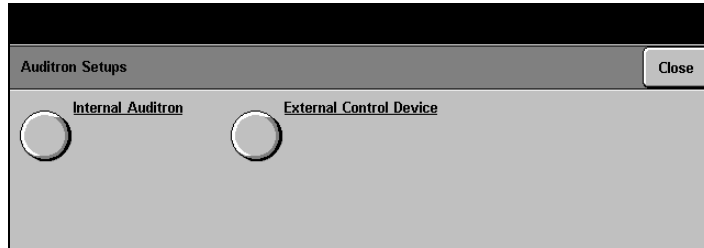
> Touch the *Account Setup* button.

> Make selections as required - see below for a description of each.

> Touch *Save* to continue.

Account Setup   [Reset All Accounts] [Close]

| | Count | Limit | | Count | Limit |
| Copy: | 0 | 20000 00 | Fax: | 0 | 20000 00 |

Account Number
[5656]

△ ▽

□ Clear Counters   ○ Modify Account

□ Search   □ Delete Account   ○ Add Account
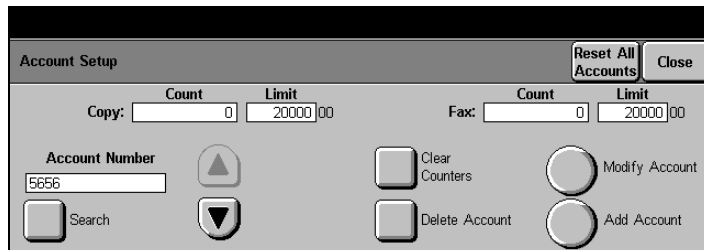
Add Accounts

> Touch the *Add Account* button.

> Enter the new account number (between 4 and 16 digits long) using the pop-up keypad.

> Touch *Save* to continue.

Account Setup   [Reset All Accounts] [Close]

6666   Account Number
4 - 16 Digits

[1] [2] [3]
[Save]
[4] [5] [6]
[7] [8] [9]
[Cancel]
[0] [←]

| | Count | | Limit |
| Copy: | | | 0 | 20000 00 |

Account Number
[5656]

○ Modify Account

□ Search   ● Add Account
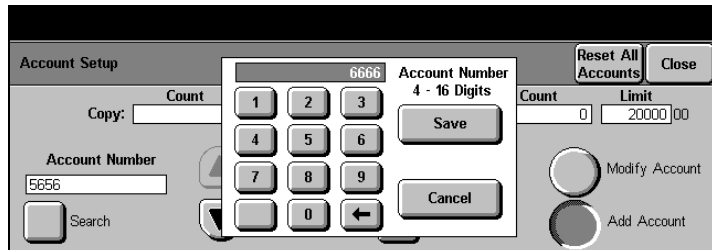
> Select the services required for this account.

> Make other selections as required - see below.

> Touch *Save* and *Close* to continue.

Account Display/Modify	Close
◯ Copy Count Setup	
◯ Fax Send Count Setup	

Scroll buttons a new limit can be entered to restrict the number of prints which can be assigned to this account.

Unlimited there is no limit on the number of prints that can be assigned to this account.

Reset Count the counters for this account will be reset to zero.

☞ *HINT: Users can check the status of their accounts by pressing the Machine Status button on the Control Panel. Auditron is on the Reports & Counters tab.*

Delete Account the selected account will be deleted

Modify Account displays the services and copy limits for the selected account.

Clear Counters resets counters for the selected account to zero.

Reset All Accounts resets counters for ALL ACCOUNTS to zero.

Job Completion Setup - DC220/230

This feature sets machine behaviour when the user's account limit has been reached. When the limit is reached, the machine will either stop the current job immediately or let the job finish and go over the limit.

> Access *Auditron Setups* as described on Page 6-2.

> Touch the *Internal Auditron* button.

Auditron Setups   Close

    Internal Auditron   External Control Device
    ◯   ◯
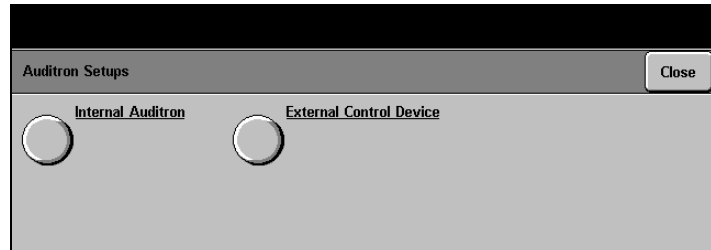
> Touch the *Job Completion Setup* button.

> Make selections as required - see below for a description of each.

Job Completion Setup   Defaults | Cancel | Save

    Terminate Job

    ☐ On

    ☐ Off
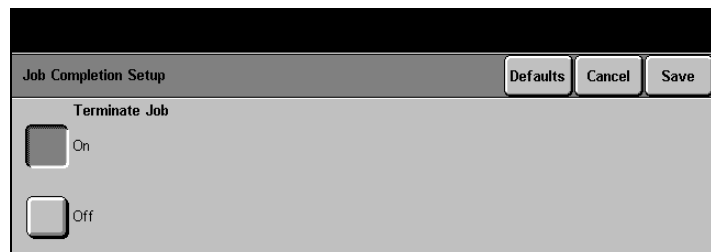
Terminate Job if set to On, the machine will stop the job as soon as the account limit has been reached - any pages committed to print will be allowed to print.

Delete Pending Jobs if set to On, when an account limit is reached all pending jobs assigned to this account will be deleted.

Foreign Interface Device

A *Foreign Interface Device* might be a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system installed on the system. The device must initially be enabled by the Xerox representative.

NOTE: This device controls only Copier print services and has no bearing on the Fax services.

➢ Access *Auditron Setups* as described on Page 6-2.

➢ Touch the *Foreign Interface* button. Make selections as required - a description of each follows.

Off to specify that a Foreign Interface Device is not connected.

Per-Page Control to set the device for tracking each page in each job separately. For example, for a coin-operated device, set External Auditron to Per-Page Control. Otherwise, more than the current page will be printed, even though only one coin was inserted.

Monitor to set the device to track the usage of the machine, but not to limit users to a number of copies or prints.

Auditron Setups

7   Access Rights

Personal Identification Numbers (PINs) and privileges are assigned to users who need to access the Setup Tools. Up to 100 PINs, each between 4 and 16 digits long, may be assigned.There are different levels of privileges, depending on machine configuration:

- Key Operator

- System Administrator

- Auditron Administrator (DC332/340)

- Owner

NOTE: The factory default password is *#22222.* This password is used initially, prior to new PINs being assigned.To prevent unauthorized , a user with *Owner* privileges can change this PIN or change the Access Rights to it.

Access Rights

Each privilege determines the right to set up the default settings for a specified set of functions, as shown in the table below.

	Key Operator	**System Administrator**	**Auditron Administrator**	**Owner**
Machine Setups	Yes	No	No	No
Copy Setups	Yes	No	No	No
Fax Setups	Yes	No	No	No
Print Setups	No	Yes	No	No
Scan to File Setups	No	Yes	No	No
Auditron Setups *(DC220/ 230)*	No	No	N/A	Yes
Auditron Setups *(DC332/ 340)*	No	No	Yes	No
Access Rights	No	No	No	Yes

More than one privilege can be assigned to an individual user. Customer preference determines whether individual privileges are assigned to various users or all privileges assigned to only ONE user.

The following table illustrates a situation where various privileges are assigned to five users.

PIN	Key Operator	System Administrator	Auditron Administrator	Owner
1234			✔	✔
2345	✔			
3456		✔		
5678	✔			✔
4567	✔	✔	✔	✔

- **PIN 1234** enables its assigned user to enter the *Setup Tools* and access only the Auditron and Access Setup features. This user cannot access any other S*etup*s.

- **PIN 2345** enables its assigned user to enter the *Setup Tools* and access the *Machine Setups*, *Copy Setups*, and *Fax Setups*. This user cannot access any other *Setup*s.

- **PIN 3456** enables its assigned user to enter the *Setup Tools* and access the *Print Setups* and the *Scan to File Setups*. This user cannot access any other S*etup* buttons.

- **PIN 5678** enables its assigned user to access *Machine Setups*, *Copy Setups*, *Fax Setups, Access Rights setups and Auditron Setups on the DC220/230.*

- **PIN 4567** enables its assigned user to enter the *Setup Tools* and access ALL of the *Setups.*

Assign Privileges

> Touch the *Access* button on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

> Press the # button on the Control Panel, and enter a *PIN* with *Owner Privileges* - see NOTE below.

> Touch *Enter* in the pop-up window.

NOTE: The factory default password is *#22222*. This password is used initially, prior to new PINs being assigned. To prevent unauthorized access, a user with *Owner* privileges can change this PIN or change the Access Rights to it.

> If necessary, touch the *Additional Setups* button on the Touch Screen.
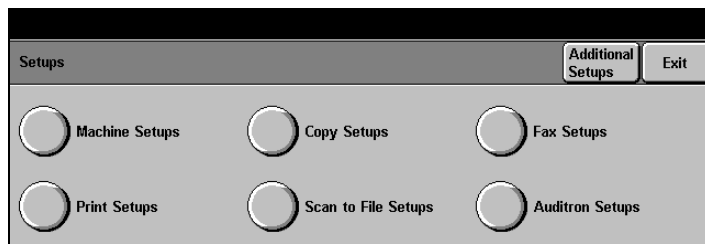
➤ Touch the *Access Rights* button.
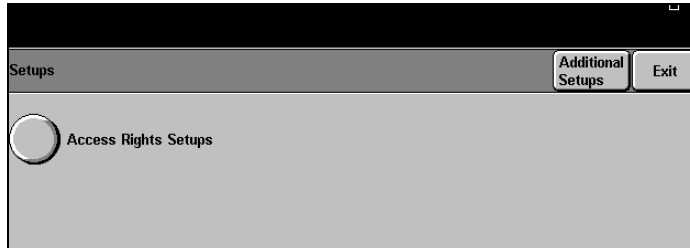
Add Pin

➤ Touch *Add Pin*

➤ Using the pop-up keypad, enter a number between 4 and 16 digits.

➤ Touch *Save.*
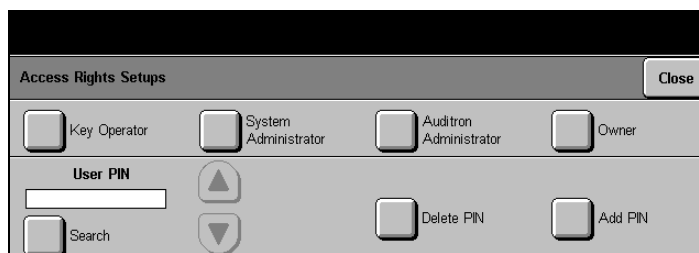
Set User Privileges

➤ Use the search facility or scroll buttons to select the user pin number for the user whose privileges are to be set or modified.

➤ Touch the desired button(s) to add or remove privileges - *see Page 7-2 for a description of each.*

➤ Touch *Confirm.*
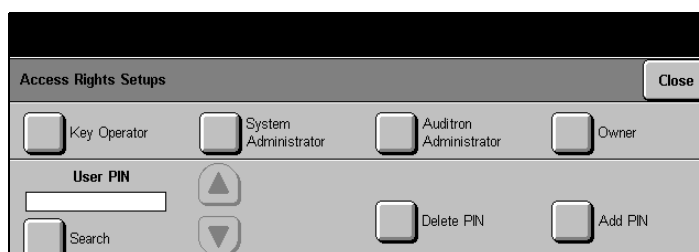
Delete PIN

> Use the search facility or scroll buttons to select the User PIN number to be deleted

> Touch *Delete PIN*.

> Touch *Confirm.*

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