

QUICK REFERENCE GUIDE

DC1010S

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DC1010S AUDITRON

Entering/Exiting Auditron Mode

- Press **System Settings / Meter Check**
- Select **Auditron Administration Mode**
- Touch **Switch**
- **Open (green) control panel cover**
- Touch **Auditron Administrator Mode**
- **Using keypad, key in Auditron Administrator Password (11111)**
- Touch **Confirm**

Create /Modify Accounts

- Select **Create / Modify Accounts**
- * **Key in Accounts Nos.(e.g 101)**
- Touch **Modify Account Data**
- Touch **User Password (e.g 1234)**
- Enter **xxxx (password)**
- Touch **Confirm**
- To **repeat** go to * or
- Touch **Save**
- Touch **Close**
- Touch **Exit**
- Touch **Back** (from monitor)

Review Account

- Touch **Review Accounts**
- **▲** to scroll through all accounts usage
- Touch **Close** (to exit)
- Touch **Exit Auditron**
- Touch **Back** (from monitor)

To Delete All Copy Volume

- Touch **Delete Account Data**
- Touch **Delete All Copy Volumes**
- Touch **Confirm**
- Touch **Close** (to exit)
- Touch **Exit Auditron**
- Touch **Back** (from monitor)

To Activate Auditron (password)

- Touch **Auditron Setup**
- Touch **On**
- Touch **Save**
- Touch **Exit Auditron**
- Touch **Back** (from monitor)

DC1010S-SCAN MODE

To Create Mailbox Name

- **Touch** Edit/Print Files
- **Touch** Hard Disk (Scan File)
- **Select** Desire Mailbox
- **Touch** Enter / Change mailbox Name
- **Key** in Name
- **Touch** Save

To Create Mailbox Password

- **Touch** System Settings/Meter Check
- **Touch** Create Mailbox
- **Select** Desire Mailbox
- **Touch** Enter / Change Password
- **{New Password}** Key in 4 Digit Number
- **Touch** Confirm
- **{Confirm Password}** xxxx Key in 4 Digit Number
- **Touch** Confirm
- **Touch** Close 3X

To Scan

- **Touch** Scan
- **Select** desire Mailbox
- **Touch** Select Mailbox
- **Select** Basic Features
- **Press** Start button

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