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# Xerox<sup>®</sup> WorkCentre<sup>™</sup> 5735/5740/5745/5755/5765/5775/ 5790 Auditron Guide



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Document version 1.0: December 2010

# Table of Contents

Auditron Setup .....	4
Enabling and Initializing the Auditron .....	4
Auditron Account Management .....	6
Setup User Accounts and Access Rights .....	6
Setup Group Accounts .....	6
Setup General Accounts .....	7
Deactivate a User Account .....	7
Auditron Reports .....	8
Log In/Out with Auditron Enabled .....	9

# Auditron Setup

The Auditron is an accounting feature of the device which automatically tracks copy usage for each user. The Auditron will prevent unauthorized access to the *Copy* or *ID Card Copy* features of the device. It is enabled, or disabled by the System or Auditron Administrator. The Auditron comes as standard on all devices. The Auditron cannot be enabled if the *Save Job for Reprint* feature is installed and enabled.

If the Auditron is enabled, and the user selects Copy or ID Card Copy, a passcode must be entered before the features become available. On completion of the session the user must log out of the Auditron. This enables logs to be kept of all Copy jobs so that costs can be charged to different departments or customers. Limits can be set on the number of impressions allowed by each account holder.

To setup and manage the Auditron, the System Administrator uses the *Tools* login *User Name* and *Password*.

## Enabling and Initializing the Auditron

To setup the Auditron you must first select the mode of authentication you require, then the Auditron must be initialized.

1. Press the **Machine Status** button.
2. Select the **Tools** tab.  
To have access to all the **Tools** options you must be logged in as an Administrator.
3. To log in select the **Log In/Out** button on the control panel.
4. Use the keypad to enter your **Password**, then select the **Enter** button.

**Note:** The default password 1111.

The **Tools** options are displayed.

5. Touch **Accounting Settings**, then touch **Accounting Mode**.
6. In the **Auditron** area, touch the **On** button.
7. Touch **Save**. The Auditron is enabled and ready to initialize.

**Note:** The Auditron cannot be enabled if the *Save Job for Reprint* feature is installed and enabled.

8. Select **Accounting Settings** and **Internal Auditron Setup**.
9. Select **Auditron Initialization**. The Auditron Initialization screen gives access to three types of activities performed within Auditron Initialization:

- **Partitioning** means dividing the machine memory between User and General Accounts. After entering the number of User Accounts required, the number of General Accounts is automatically calculated. If more User Accounts are created, fewer General Accounts will be created. The number of Group Accounts is fixed and is not affected by the partitioning.



- **Reset All Counters** selecting this button resets all the counters for all accounts to 0. All account and User Numbers remain intact. When initializing the account there is no need to reset the counters, as all counters are already set to 0.
  - **Initialize Auditron** once the Auditron has been partitioned, it needs to be initialized.
10. To change the number of User Accounts, select the **User Accounts** numeric entry region and enter the new number on the numeric keypad. Alternatively, use the arrow buttons to increase or decrease the number of User Accounts. The number of General Accounts changes in proportion.
  11. Once you have finished partitioning, select **Initialize Auditron**. You are asked to confirm the initialization twice. A message at the top of the screen displays *Please wait...Initialising accounts*. Once initialization is complete the message changes to *Initialization Complete*.

# Auditron Account Management

Managing auditron accounts involves setting up the account, the password and limits and identifying the access level for that account. After a time the limits need to be reset and you may have to delete the account.

## Setup User Accounts and Access Rights

All users of the machine must have a valid User Account to login. The user is also set up with a default Group Account. The counts for both User and Group Accounts are updated when a job is run on the machine. Setting up user accounts involves creating a user account, user numeric passwords, limits and access rights.

1. To create a new User Account select **Accounting Settings** and **Internal Auditron Setup**.
2. Select the **User Accounts and Access Rights** button.
3. Select the **Next Open Account** button to locate the next unused account number or use the up/down arrows to change the account number.
4. Select the **User Number** entry box and enter a User Number using the keypad.  
A valid User Number is from 3 - 12 digits in length. Leading zeros and the characters \* and # are recognized. If a User Number is not unique a message displays.
5. To set the Group Account select the **Group Account** entry box and enter the default Group Account for the User Account.
6. A Copy Limit can be set between 0 and 999,999. Select the **Copy Limit** entry box and enter the limit required using the keypad.
7. Select the **Access Rights...** button. The access levels available are:
  - **General Account Access** allows the user to login to any General Account and update it.
  - **Multiple Group Account Access** allows the user to login to any Group Account and update it.Select the **Access** option required for the User Account. If none of the **Access** options are selected, the user has **User Account** access only.
8. Select **Save** to exit.

## Setup Group Accounts

Group Accounts provide the ability to track images for a workgroup. Many users can be associated with one Group Account. If the user has access to Multiple Group Accounts, they can choose which Group Account to access, in addition to their own User Account. Use Group Accounts to track usage by workgroup or office departments. No limit can be set for Group Accounts.

1. To create a new Group Account select **Accounting Settings** and **Internal Auditron Setup**.
2. Select **Auditron Group Accounts**.
3. Select the **Next Open Account** button to locate the next unused account number or use the up/down arrows to change the account number. If a Group Account Number is not unique a message displays. Between 1 and 255 Group Accounts can be setup.

Use the **Next Open Active Account** and **Previous Account** buttons to browse through the Group Accounts. The Copy total for the selected **Group Account** displays in the Totals window.

4. To set the copy count back to 0, select the **Default Account** button.
5. Select **Close** to exit.

## Setup General Accounts

General Accounts can only be accessed if the user has login rights. The count is updated for the General Account only. Use General Accounts to track usage by administrative tasks or customers. No limit can be set for General Accounts.

1. To create a new General Account select **Accounting Settings** and **Internal Auditron Setup**.
2. Select **Auditron General Accounts**.
3. Select the **Next Open Account** button to locate the next unused account number or use the up/down arrows to change the account number. The number of General Accounts is dependent on the partitioning of the Auditron. If there are no General Accounts, the **General Accounts Access** button is grayed out and non-selectable. If a General Account Number is not unique a message displays.

Use the **Next Open Active Account** and **Previous Account** buttons to browse through the General Accounts. The Copy total for the selected **General Account** displays in the Totals window. The maximum copy value is 2,500,000.

4. To set the copy count back to 0, select the **Default Account** button.
5. Select **Close** to exit.

## Deactivate a User Account

Only the System or Auditron Administrator can deactivate a User Account. User Accounts cannot be deleted, only deactivated. This is done by changing the User Number to an alternative number known only by the Administrator - a unique number which can be used specifically for deactivated accounts.

1. To deactivate a User Account select **Accounting Settings** and **Internal Auditron Setup**.
2. Select the **User Accounts and Access Rights** button.
3. Select the User Account number using the up/down arrows or by selecting the User Account entry box and entering the number using the numeric keypad.
4. Select **Default Account** to set the counts back to 0.
5. Select the User Number entry box and enter the User Number specifically chosen for deactivated accounts.
6. Select **Close** to exit.

To reactivate the account, replace the deactivated accounts User Number with a genuine User Number.

# Auditron Reports

The Auditron report lists the total copies made by all User Accounts, Group Accounts and General Accounts since the accounts were reset.

To print the report:

1. Select **Accounting Settings** and **Internal Auditron Setup**.
2. Select the **Auditron Reports** button.
3. Select **Print Account Report**.

The report lists the total copies made by all User Accounts, Group Accounts and General Accounts since the accounts were reset.



# Log In/Out with Auditron Enabled

If *Auditron* has been enabled on the device, you must login to use the Copy and Fax services. Each user is allocated access rights and a numeric passcode by the auditron administrator. When the **Copy** or **ID Card Copy** button is selected from the **Services Home** screen, a User Account Login screen is displayed.

1. To log in select the **Log In/Out** button on the control panel.

**Note:** Selecting a locked service while not logged in will cause the device to prompt you to enter your Auditron passcode.

2. Enter your Auditron passcode using the numeric keypad and select **Enter**.

If the passcode is invalid the device allows a further 2 attempts to enter a correct passcode. After 3 attempts, further passcode entries are inhibited. Contact the System or Auditron Administrator to ensure you have the correct passcode.

If the passcode is valid, and you have been granted access to multiple General or Group accounts, the *Accounting* screen is displayed.

3. Use the Accounting screen to select the a General or Group account for the job and to view current copy counts for your User Account.
4. Press the **Services Home** button and select the required copy or print service.
5. When you have finished a session, press the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.

This option is also used to change the current General or Group Account without logging out. You can also view the counts for the job using the **View Counts** option.

6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



