

# GENERAL SETTINGS

Administrator settings for general use of the machine are explained in this section.

## Account control

"Account control" consists of the following settings.

- Auditing mode
- Total pages per account
- Resetting account
- Account limit setting
- Account number control
- Account number security
- Cancel jobs of invalid accounts
- Enter account number in OSA mode

### Auditing mode

When AUDITING MODE is enabled, a count is kept of the pages printed by each account (up to 500 accounts can be established). The page counts can be viewed in the display. To use the machine, a valid 5-digit account number must be entered.

This function is initially disabled.

Touch the [AUDITING MODE] key to display the following screen.

SYSTEM SETTINGS			
AUDITING MODE			
<input type="checkbox"/>	COPIES	<input type="checkbox"/>	PRINTS
<input type="checkbox"/>	DOCUMENT FILING	<input type="checkbox"/>	IMAGE SEND

- Auditing mode is enabled for functions that have checkmarks in the checkboxes. If you need to disable auditing mode for a function, touch its checkbox to remove the checkmark.

### NOTE

To enable Auditing mode, program an account number as explained in "Account number control" on page 8.

The following functions cannot be used unless auditing mode is enabled and an account number is programmed.

- Total pages per account
- Resetting account
- Account limit setting

### Total pages per account

This setting is used to display or print the total number of pages printed by each account. Misfed paper is not counted. When using the network scanner feature and fax feature, the number of transmitted pages can also be displayed or printed. (Touch the [IMAGE SEND] key to change screens.)

Touch the [TOTAL PAGES PER ACCOUNT] key to display the following screen.

SYSTEM SETTINGS			
TOTAL PAGES PER ACCOUNT			
ACCOUNT NUMBER	COPIES	PRINTS	DOCUMENT FILING
00001	: 00,005,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	--,---,---
00002	: 00,045,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	--,---,---
00003	: 00,000,678	00,005,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	--,---,---

- **Printing out all accounts**

Touch the [PRINT] key to print out the total pages of all accounts. If the [CANCEL] key appears, this key can be touched to cancel printing.

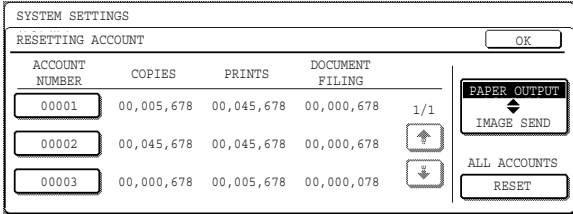
- **Displaying only selected accounts**

If the account that you wish to view does not appear in the screen, touch the key or key until it appears.

**Resetting account**

This setting is used to reset the printed page count and transmitted page count of an account to "0".

Touch the [RESETTING ACCOUNT] key to display the following screen.



● **Resetting one account at a time**

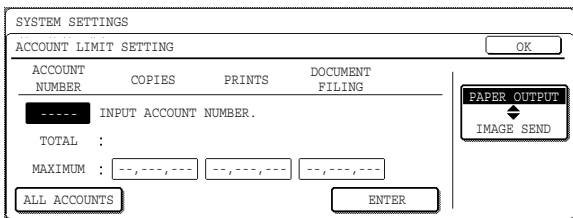
Touch the key of the account that you wish to reset, and then select [YES] in the confirmation screen that appears. If the account that you want to reset is not displayed, touch the [↑] or [↓] key to scroll through the screens until the desired account appears. When finished, touch the [OK] key.

● **Resetting all accounts**

Touch the [RESET] key and then select [YES] in the confirmation screen that appears. When finished, touch the [OK] key.

**Account limit setting**

A limit for the number of copies that can be made can be set for a single account or for all accounts at once. The maximum limit that can be entered is 99,999,999. Touch the [ACCOUNT LIMIT SETTING] key to display the following setting screen.



● **Limiting the number of copies per account**

Enter the number of the desired account with the numeric keys, and then enter limits for the copy, printer, and document filing functions. After entering each limit, touch the [ENTER] key. When finished, touch the [IMAGE SEND] key and then enter limits for fax send, scanner, and Internet fax send.

If you enter the number of an account that already has a limit set, the limit will appear in the limit display. Press the [C] key to change the limit to a hyphen (-), and then enter a new limit.

When finished, touch the [OK] key to exit.

● **Limiting the number of copies of all accounts**

Touch the [ALL ACCOUNTS] key. [ALL] appears in the account number entry screen.

The limits for all accounts are entered in the same way as the limits for the individual accounts.

When finished, touch the [OK] key to exit.

**Account number control**

This setting is used to set, delete, and change account numbers used for copy and other modes, as well as print a list of the account numbers that have been set. Up to 500 account numbers can be set.

● Each account number has five digits. When you have finished setting one account number, you can continue setting other account numbers.

● Two methods are available for deleting account numbers: deleting an individual account number, and deleting all account numbers at once.

● To change an account number, enter the account number to be changed and then enter a new account number. After an account number is changed, another account number can be selected to be changed. Changes for unregistered account numbers will not be registered.

**Account number security**

This setting is used to prevent attempts to guess an account number. When enabled, a warning message will appear and account number entry will be prohibited for one minute if an incorrect account number is entered three times in a row.

**Cancel jobs of invalid accounts**

When this setting is enabled and auditing mode is enabled for the printer function, a print job will not be printed if an incorrect account number is entered or if an account number is not entered. If this setting is disabled, printing will take place and the number of pages printed will be included in the "OTHERS" count.

**Enter account number in OSA mode**

When this checkbox is selected, the account number entry screen will appear to allow account number entry each time a user switches to OSA mode.

To use auditing mode, enable it.