

# AUDITING MODE

When auditing mode is enabled, a count is kept of the pages printed by each account. The page counts can be viewed in the display.

This function is enabled in the key operator programs. (For the counts in copy, print, and scan modes, see the "Key operator's guide". For the counts in fax mode, see the "Operation manual (for facsimile)" that accompanies the optional facsimile expansion kit.)

## NUMBER OF ACCOUNTS IN AUDITING MODE

	Mode	Number of accounts	Remarks
(1)	Same for copy, print, and scan modes	50 maximum	Copying, printing, and scanning counts are managed under one account number.
(2)	Fax	50 maximum	Fax counts are managed under one account number.



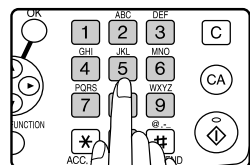
The same account number can be assigned to (1) and (2).

## USING AUDITING MODE

When auditing mode is turned on, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before performing a copy, fax, or scan operation.

Enter your account number.  
ACCOUNT #:-----

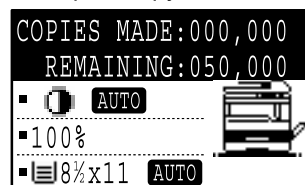
### 1 Enter your account number (five digits) with the numeric keys.



Enter your account number.  
ACCOUNT #:\*\*\*--

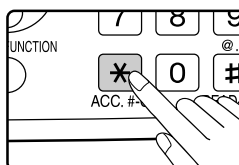
- As the account number is entered, the hyphens (-) change to asterisks (\*). If you enter an incorrect digit, press [C] key and re-enter the correct digit.
- When a valid account number is entered, the current count of the account will appear in the message display of the base screen. After 6 seconds (factory default setting), the base screen appears. (Page 18)
- \* In copy mode and print mode, the number of sheets remaining until the limit is reached is also shown if "ACCOUNT LIMIT" (see the "Key operator's guide") is enabled in the key operator programs.

Example: Copy mode



- If you enter a account number for copy mode that has also been programmed for fax mode, you can change to fax mode after completing the copy operation and continue with the fax operation without re-entering your account number.
- If you enter an account number for copy mode that has not been programmed for fax mode, enter your account number for fax mode after you press the [FAX] key to change to fax mode.
- If an invalid account number is entered in step 1, the account number entry screen reappears.
- When "ACC. # SECURITY" (see the "Key operator's guide") in the key operator programs is enabled, a warning message will appear and operation will not be permitted for 1 minute if an invalid account number is entered 3 times in a row.

### 2 When the copy job is finished, press the [ACC.#-C] key (\*).



If you are performing an interrupt copy job (page 63) when auditing mode is enabled, be sure to press the [INTERRUPT] key (⊙), [CA] key, or [ACC.#-C] key (\*) when finished to exit interrupt mode.