

Xerox WorkCentre 5632/5638/5645/5655

Program the Auditor or User Numbers

Note: if your 56xx was powered off then back on the Configuration Report must print before you can access the Tools Pathway and the Auditor options.

Note: Auditor must be enabled to continue

**A maximum of 2150 accounts can be programmed.
User Numbers can be between 4 and 12 digits.**

Add an Account and Deactivate an Account

1. Touch Cancel on Login Screen
Touch Access A button
Touch Login
Enter admin (must be lower case)
Select Enter
Enter 1111
Select Enter
2. Select Tools Pathway
3. Select Access and Accounting
4. Select Internal Auditor Setup
5. Select User Accounts and Access Rights
6. Select Next Open Account or scroll to next account
- the next unused account displays in black rectangle
- Account 1 – 1111 – do not change
- Account 2 – 85605 please add for XEROX. Thanks.
- Account 3 – start University of Saskatchewan users
7. Select User Number rectangle if grey – changes to black
8. Enter the new User Number (4 to 12 digits)
9. If Copy Limits not required go to Step 11
If Copy Limits required go to Step 10
10. Setting Copy Limits (optional)
Select Copy Limit rectangle (changes to black)
Enter the limit (range is 0 to 999,999)
Repeat Steps 6, 7, 8, 10 until all User Numbers and
Copy Limits entered, the finish with Step 12 and 13.
11. Repeat Steps 6, 7, 8 until all User Numbers entered,
then finish with Step 12 and 13.
12. Select Close
13. Select Exit Tools.

Print the Internal Auditor Account Report

1. Touch Cancel on Login Screen
Touch Access A button
Touch Login
Enter admin (must be lower case)
Select Enter
Enter 1111
Select Enter
2. Select Tools Pathway
3. Select Access and Accounting
4. Select Internal Auditor Setup
5. Select Auditor Reports
6. Select Print Account Report
7. Select Close
8. Select Exit Tools

Reset Counters on all Auditor User Accounts The Counter cannot be reset for an Individual User

1. Touch Cancel on Login Screen
Touch Access A button
Touch Login
Enter admin (must be lower case)
Select Enter
Enter 1111
Select Enter
2. Select Tools Pathway
3. Select Access and Accounting
4. Select Internal Auditor Setup
5. Select Auditor Initialization
6. Select Reset All Counters
(will reset all counters in all accounts to zero)
7. Select Confirm
9. Select Close
10. Select Exit Tools