Fig. 1-1

Obtain the IP address of the WorkCentre M24 from the machine settings list or network administrator. Open an Internet browser, in the **Address** field enter the IP address of WorkCentre M24 and press **Enter**. On the Internet Services screen click **Properties**.

Fig. 1-2

Click on **Print Auditron**. Make sure there is a checkmark in the **Enable** box next to **Print Auditron**. Click **Apply New Settings**.

Note: In an environment that includes MAC, "Non Account Print" must be checked in order for the MAC users to be able to print.

Fig. 1-3

Enter the Administrator Name and Password. Click **OK**. (See Machine Administrator User Guide for default password.)

Fig. 1-4
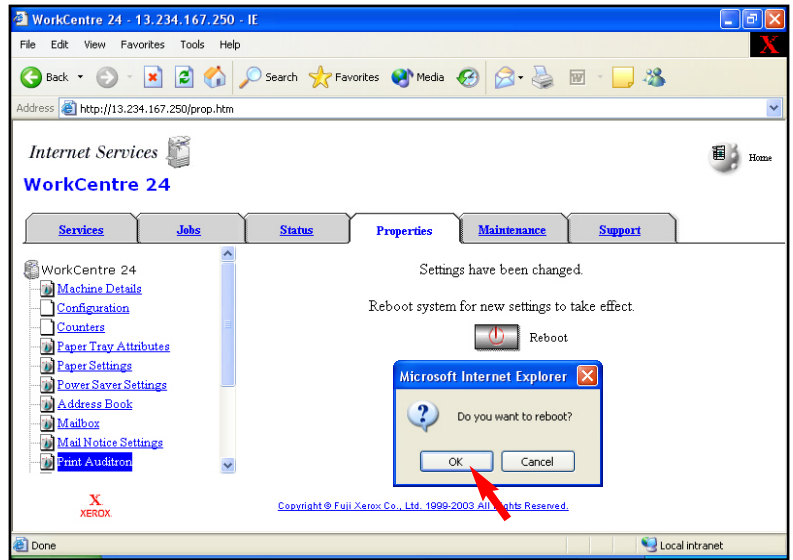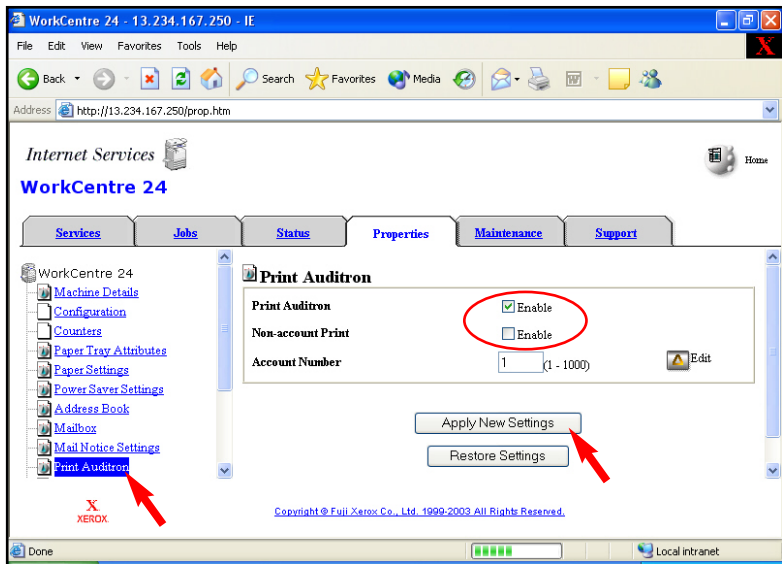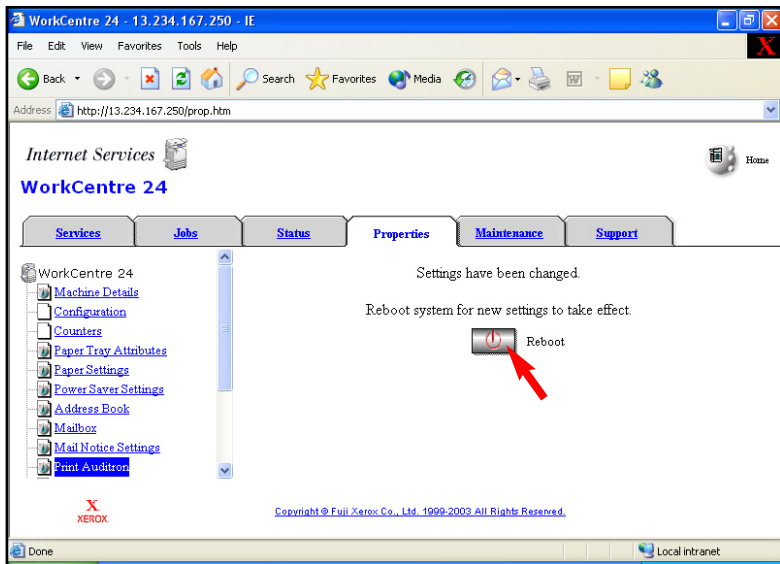
The "Settings have been changed." confirmation screen appears. Click **Reboot**.

Fig. 1-5

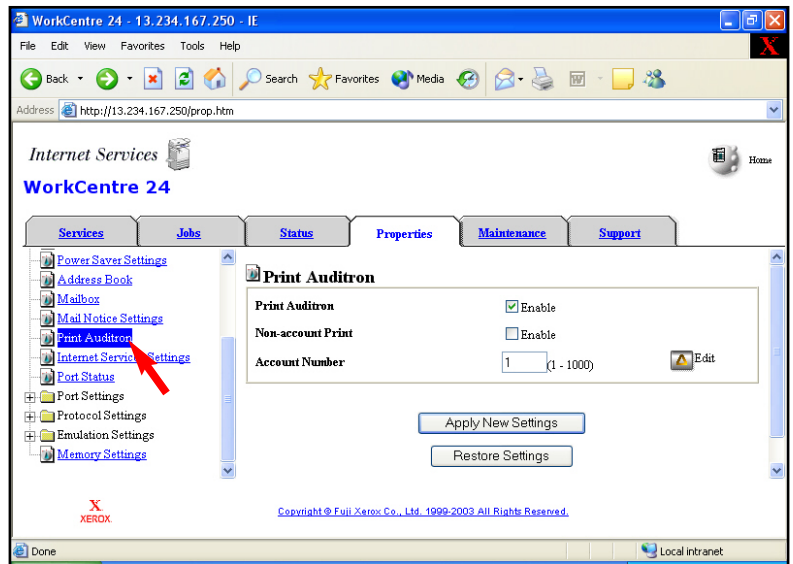Click **OK**. The WorkCentre M24 will take approximately 5 minutes to reboot.

Fig. 1-6

After Reboot you will return to Fig. 1-1 and complete steps through Fig. 1-2 then skip to the window in Fig. 1-6 and click **Print Auditron** then continue on to Fig. 1-7.
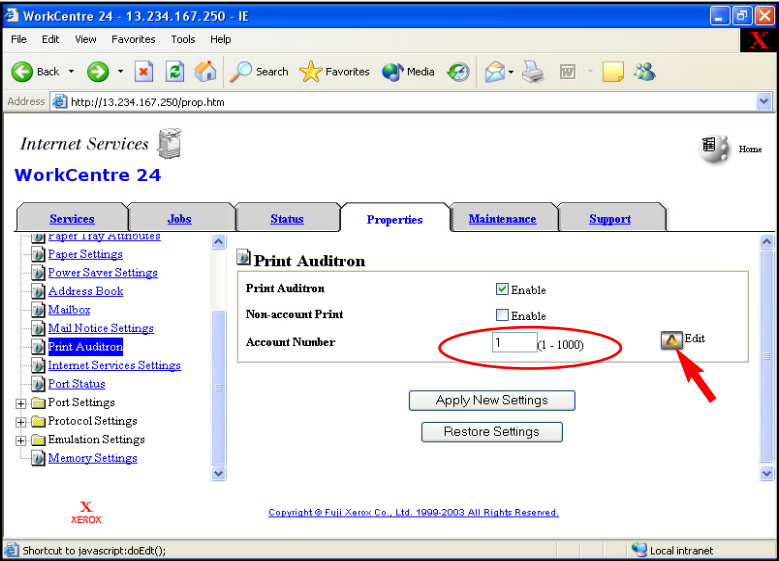
Fig. 1-7
Enter an unused Auditron Account Number, then click **Edit**.

Fig. 1-8
Enter a User Name, 1 to 31 characters, that is not currently in use.
Enter a Password, must be 4 to 12 numeric only, that is not currently in use. Click **Apply New Settings**.
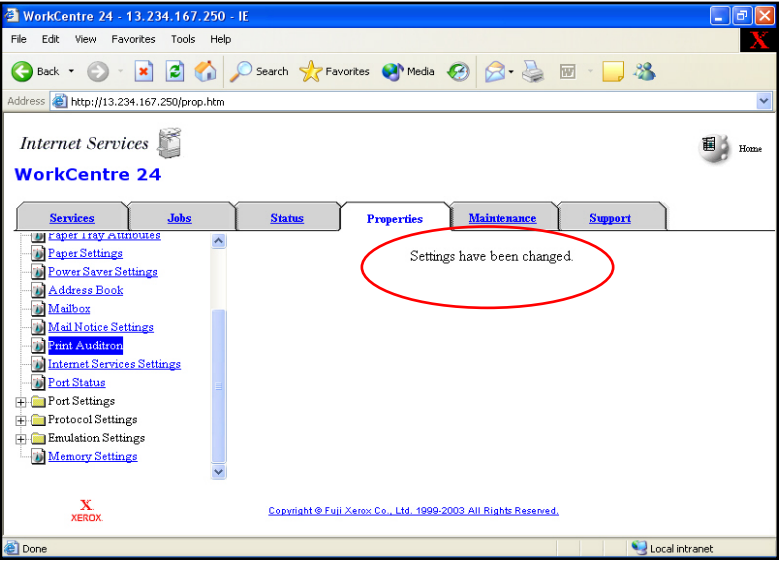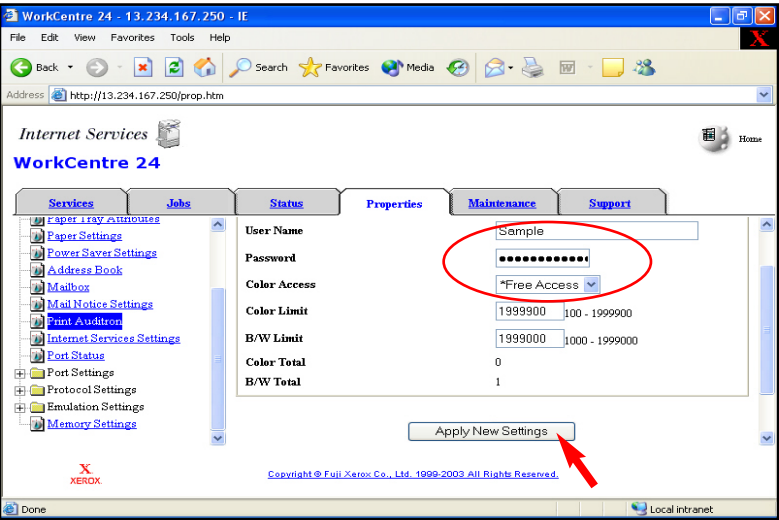
Fig. 1-9
Ensure the "Settings have been changed." message appears.
You are now ready to configure the Work Centre M24 print driver.

Continue with Auditron Settings for Print Part 2 of 2.

Quick Start Guide

**Auditron Settings for Print
Part 1 of 2**

THE DOCUMENT COMPANY

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The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information" pamphlet Part 1 of 2.

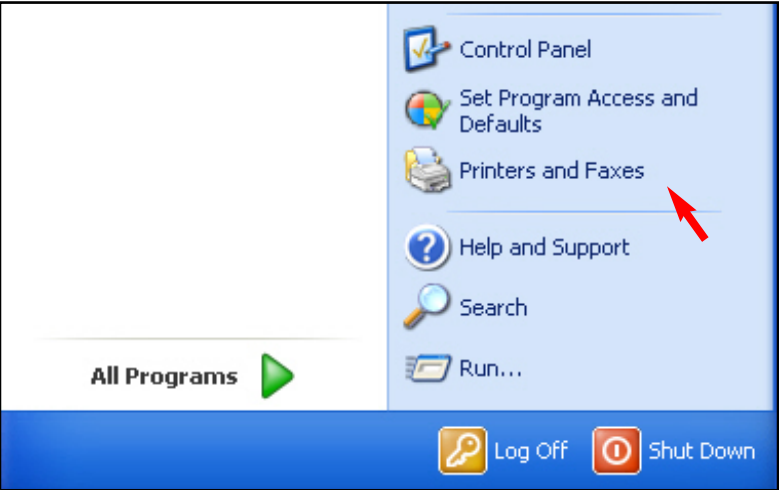**WorkCentre M24**

FOR PCL DRIVER ONLY:

Fig. 2-1
From the desktop Operating System select **All Programs | Printers and Faxes**.

Note: This screen may vary depending on the operating system of the computer.
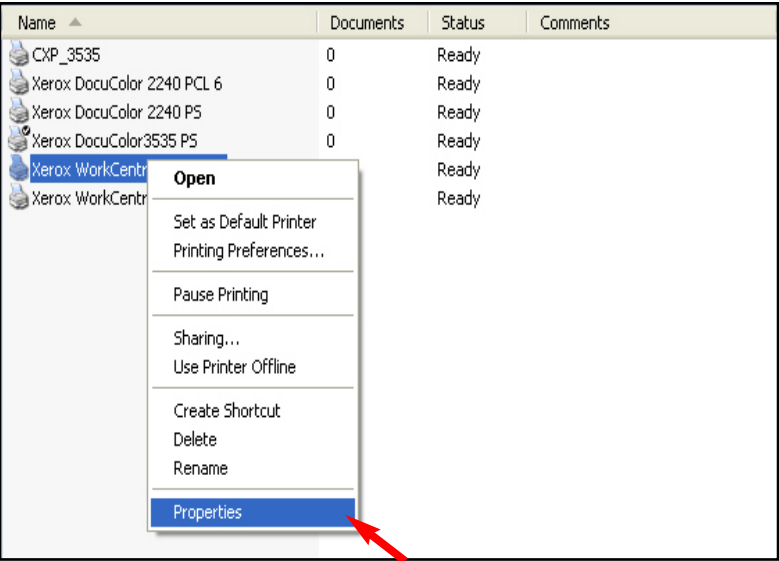

Fig. 2-2
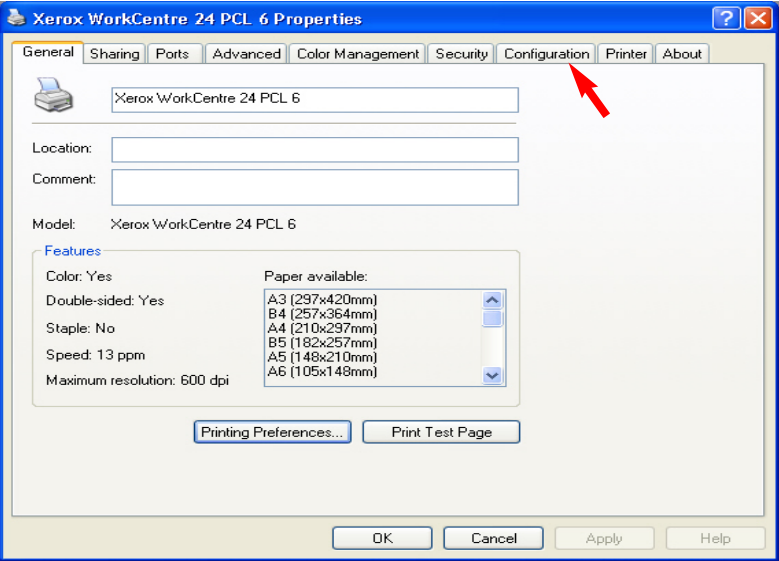Right-click the WorkCentre M24 printer icon and select **Properties**.

Fig. 2-3
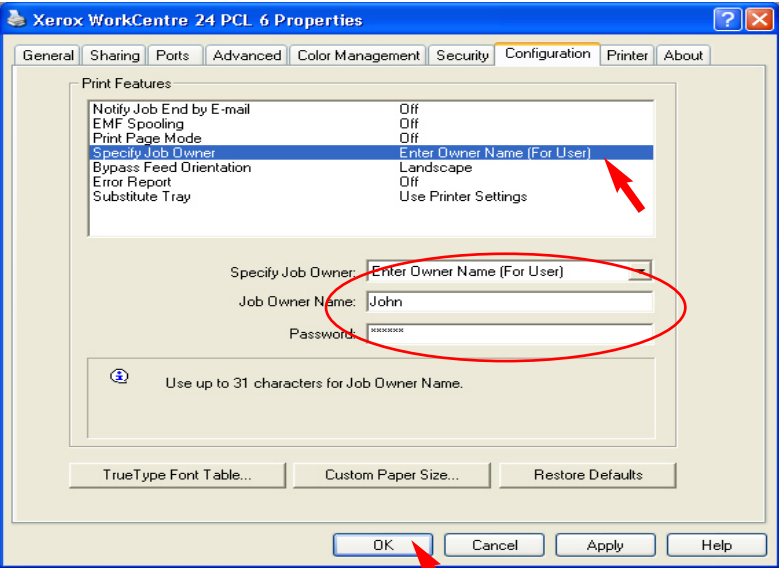Click the **Configuration** tab.

Fig. 2-4
From the Print Features menu, highlight **Specify Job Owner**. In the **Specify Job Owner** pull-down menu, select **Enter Owner Name (For User)**. Enter the **Job Owner Name** and **Password** for the Job Owner previously configured on the Internet Services screen for the WorkCentre M24. Click **OK**. You are now ready to print.
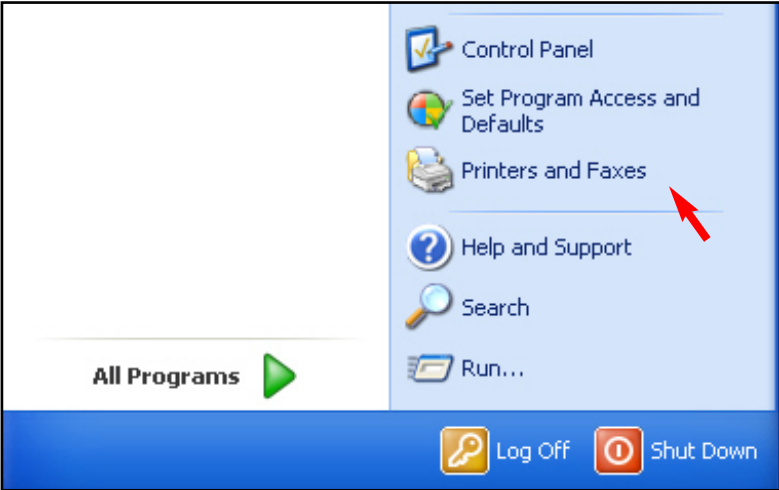
FOR POSTSCRIPT DRIVER ONLY:

Fig. 2-5
From the desktop Operating System select **All Programs | Printers and Faxes**.

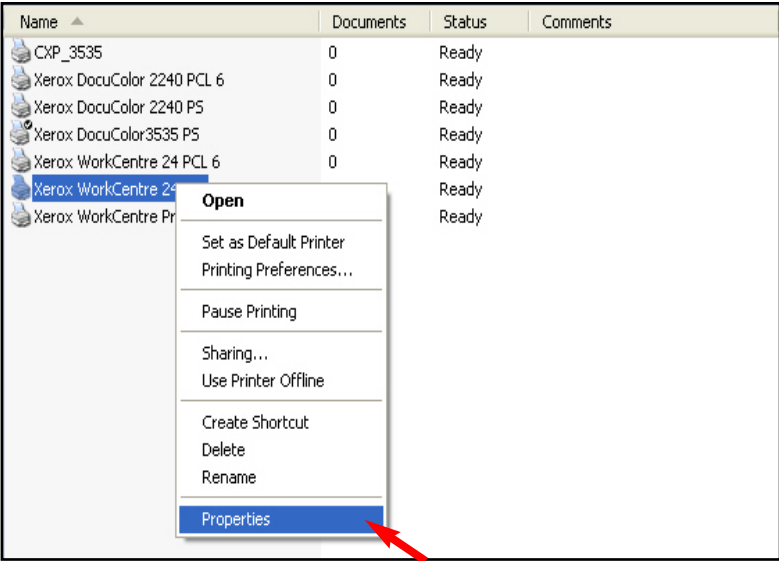**Note:** This screen may vary depending on the operating system of the computer.

Fig. 2-6
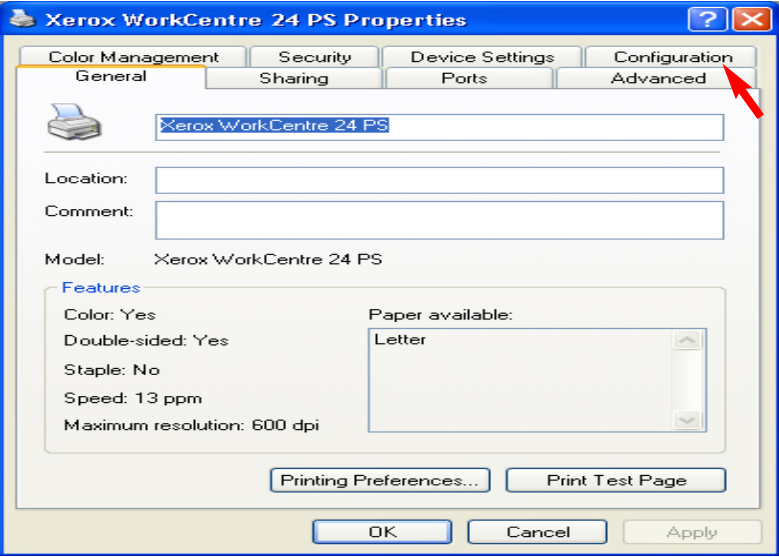Right-click the WorkCentre M24 printer icon and select **Properties**.
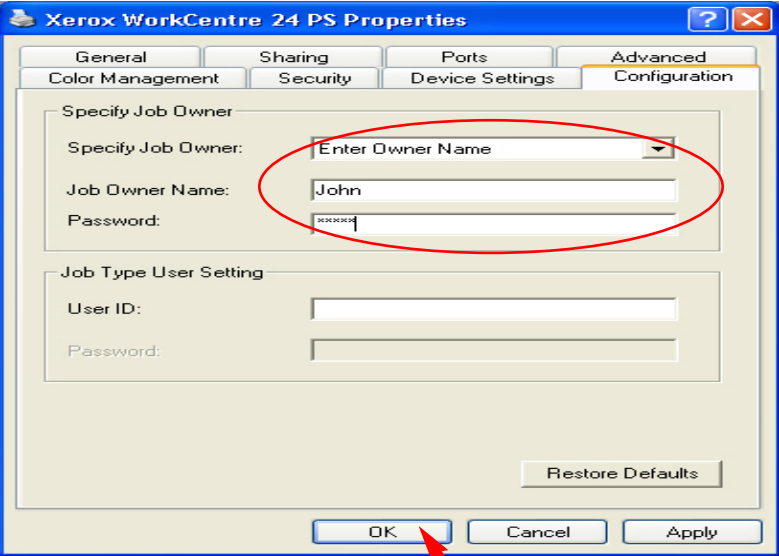
Fig. 2-7
Click the **Configuration** tab.

Fig. 2-8
In the **Specify Job Owner** pull-down menu, select **Enter Owner Name**. Enter the **Job Owner Name** and **Password** for the Job Owner previously configured on the Internet Services screen for the WorkCentre M24. Click **OK**. You are now ready to print.

Note: If the auditron print feature is enabled then all users must have the proper settings in their driver before they are able to print. "Non-Account Print" must be enabled so that MAC users can print while the auditron print feature is "Enabled".

Quick Start Guide

Auditron Settings for Print
Part 2 of 2

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WorkCentre M24