

Step 1 - Access the User Interface

To access the application, use one of the following methods:

- double-click the **application icon** on the desktop:



- or navigate to the Start menu programs folder and find TINLOF TECHNOLOGIES INC
The application will open in your environment.

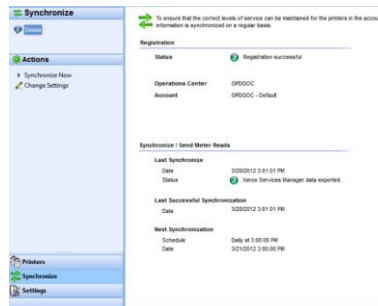
Step 2 – (Optional) Resize the Application

Once the application is open, you can resize it to fit your screen. Hover your mouse over any area on the application border; your cursor changes to a white double arrow, allowing you to resize the screen.

Note: The application will not retain the new size after you exit the application or if you reboot your system.

Step 3 – Synchronize – (From that point on Synchronization should occur automatically, except when you get a message or e-mail that your printer is Not within scope or reporting meter reads which you will then need to perform the Synchronize Now process)

To access the Synchronize area, click the **Synchronize** button in the left navigation pane of the application.



The Synchronize area allows you to synchronize data between the application and Xerox, change synchronization settings, as well as review registration status. To review or modify synchronization settings, go to the left navigation pane, and **choose Synchronize Now**. The Synchronize screen opens.

The Synchronization window displays the last time that the application retrieved information from the networked printers and when it last communicated with Xerox. The screen also indicates the last successful synchronization and the next scheduled synchronization information.

Synchronize Now/Stop Synchronization

1. **From the left navigation pane, click to start the synchronization.** When the synchronization is in progress, this icon changes to , allowing you to stop the synchronization.
2. Under the Synchronize/Send Meter Reads section, a progress bar displays.