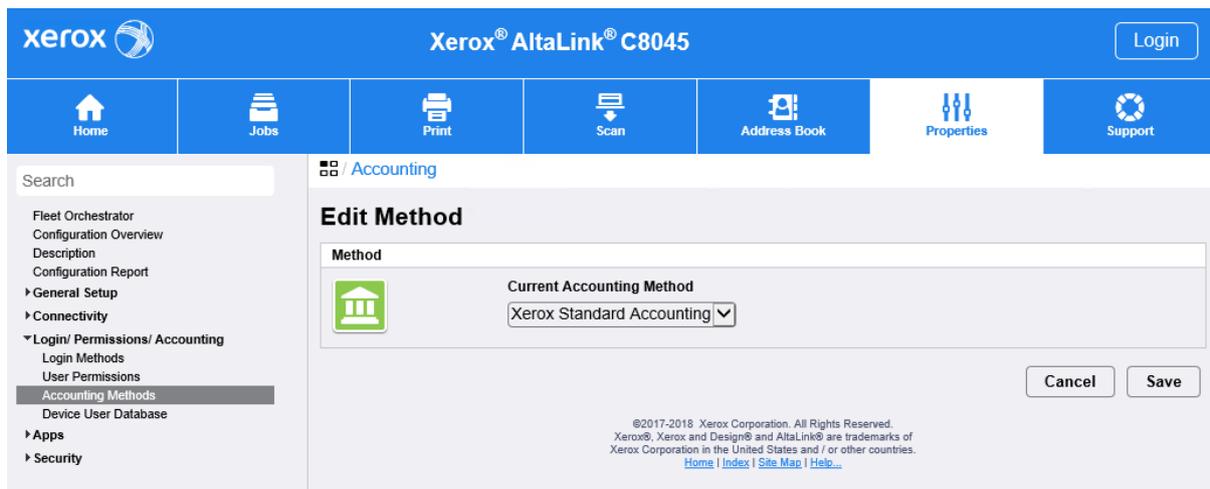


Xerox Standard Accounting

Initial Device configuration

1. Access device CentreWare using the device IP address.
2. Login as device admin
3. Navigate to **Properties – Login/Permissions/Accounting – Accounting Methods**
4. Set to **Xerox Standard Accounting**



The screenshot shows the Xerox AltaLink C8045 web interface. The top navigation bar includes 'Home', 'Jobs', 'Print', 'Scan', 'Address Book', 'Properties', and 'Support'. The 'Accounting' section is active, showing the 'Edit Method' page. The 'Current Accounting Method' is set to 'Xerox Standard Accounting'. There are 'Cancel' and 'Save' buttons at the bottom right of the configuration area.

5. In order to be able to pull reports on device usage, **Service Tracking** must be enabled for each of the services that must be tracked.

Note: If Tracking is enabled for copies then users will have to enter a code manually at the printer for each copy, enabling this for colour only will then only prompt if the output choice selected is Colour. Generally, scans would be left untracked as default



The screenshot shows the 'Service Tracking' configuration page. Under 'Presets', the 'Custom' option is selected. Below is a table for 'Apps' with columns for 'Disabled', 'Enabled', and 'Colour Tracking Only'.

Apps	Disabled	Enabled	Colour Tracking Only
Copies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prints	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Scans	<input checked="" type="radio"/>	<input type="radio"/>	

There are 'Cancel' and 'Save' buttons at the bottom right of the configuration area.

Device Account Configuration

- Any **Group or General Accounts** can now be created as required.

*Note: Each user account requires a link to at least one **Group Account**, Xerox supply a standard account as default which all new users are aligned to automatically*

Group/General Accounts can be used to identify groups of users or to align prints to certain accounts, for examples a solicitor might have different clients set up as group accounts for billing back prints.

The **Account ID** will be the number used to identify the account when sending a print.

The **Account Name** acts as an identifier.

Group & General Accounts

Group Accounts
General Accounts

Add New Group Account

Account ID

Account Name

Add Account

Group Accounts

Delete Selected

ID	Name	Default for New Users	Actions	
<input type="checkbox"/>	999999	XRX_DEF	<input checked="" type="radio"/>	Edit... View Usage...

Close

7. User Accounts can now be added within **Users & Limits**

The **Display Name** acts as an identifier and should be the users full name.

The **User Name (User ID)** is the code that will be used when sending the print

If limits are being used these can be completed here

8. Add any **Group/General Accounts** required for the user

Access, Limits, & Accounts

Display Name

Login Credentials / Limits | Group Accounts | General Accounts

Login Credentials

User Name (User ID)

Usage Limits

	Tracking / Prompting	User Limits
Colour Impressions		
 Prints	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
 Copies	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
Black Impressions		
 Prints	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
 Copies	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
Scanned Images		
 Scans	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
Fax Images		
 Sent	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>
 Black Faxed Impressions	<input checked="" type="checkbox"/> No	<input type="text" value="16000000"/>

Print Queue Configuration

For Xerox Standard Accounting to work, the print queue must be configured to send the Accounting Codes with the print job data for validation.

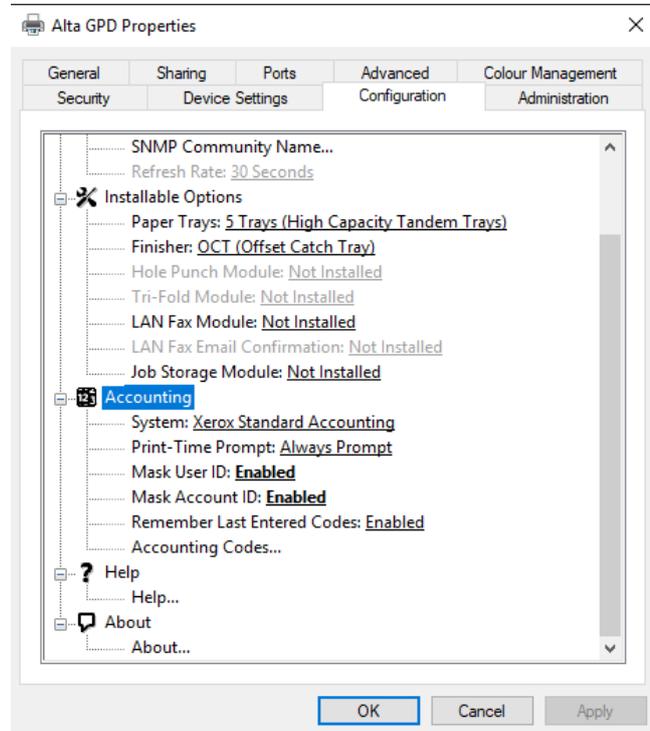
9. Navigate to **Printer Properties – Configuration** and ensure that **Accounting-System** is set to **Xerox Standard Accounting** (if Bi-Directional is enabled this should automatically enable the Xerox Standard Accounting Option)

*Note: **Part Time Prompt** set to **Always Prompt** as default. This means that each time a print is sent there will be a code dialogue box pre-populated with the last used codes allowing change if required.*

*This could be set to **Do Not Prompt** at the user level if the user always uses the same account when sending prints*

Mask IDs enable as default

Remember last Entered Code – enable as default



Sending a Print

Once fully configured, the below prompt will appear when sending any print job.

User ID – The ID of the user sending the print which was set in the Xerox device's user list

Account ID – The ID of the General/Group account which the print must be aligned to, this must align with an ID in the Xerox Device Group/General Account list.

