# OS X User Guide for the Xerox WorkCentre 265 Pro Accounting

The Xerox WorkCentre 265 works like most printers with the exception of its accouting feature which collects the usage data for the printer based on user membership for entering in the billing cycle. This guide will show you quickly how to use the accounting feature.

Click File, then Print from an application
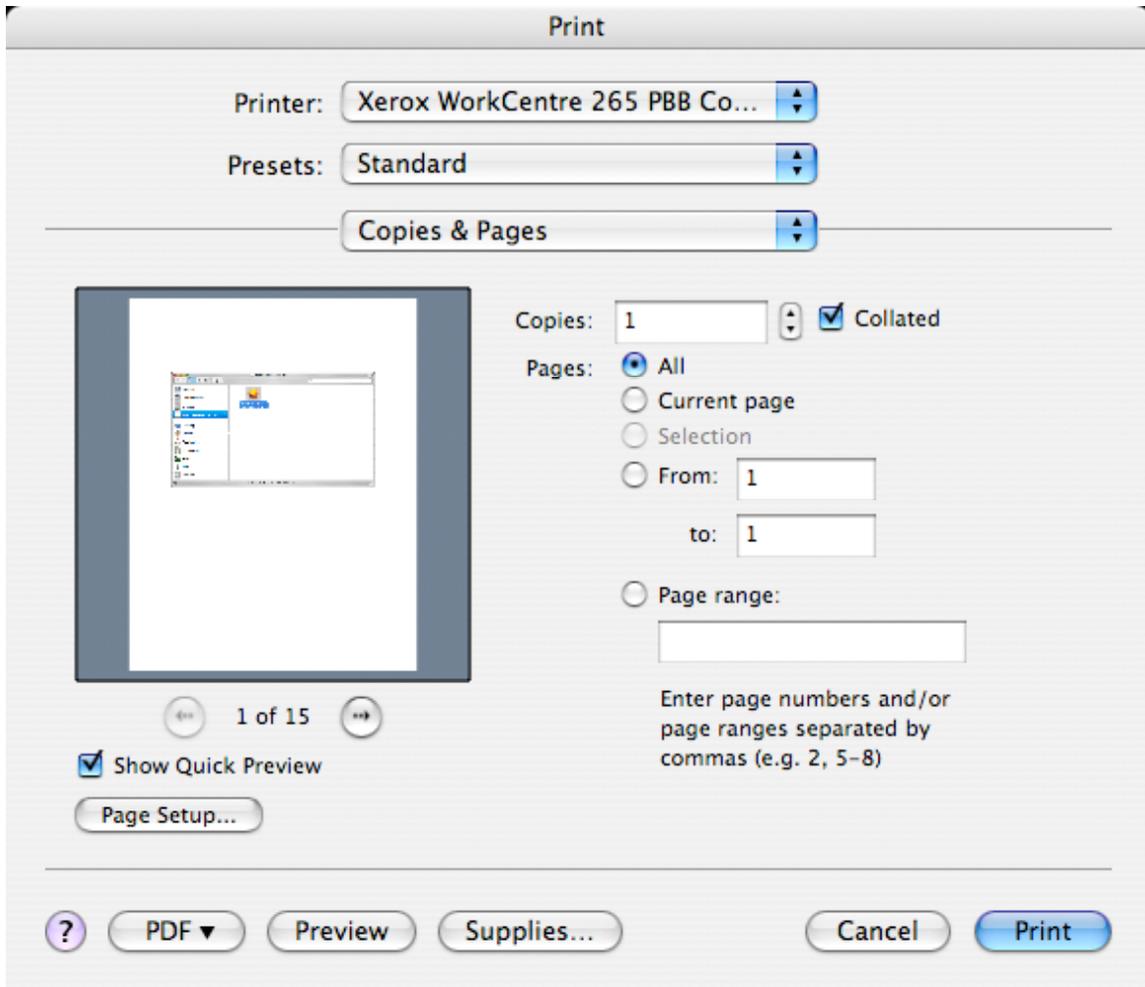
Make any printer setting changes desired, then click on the selection that says Copies & Pages in the above screenshot.

✓ Copies & Pages
Layout
Scheduler
Paper Handling
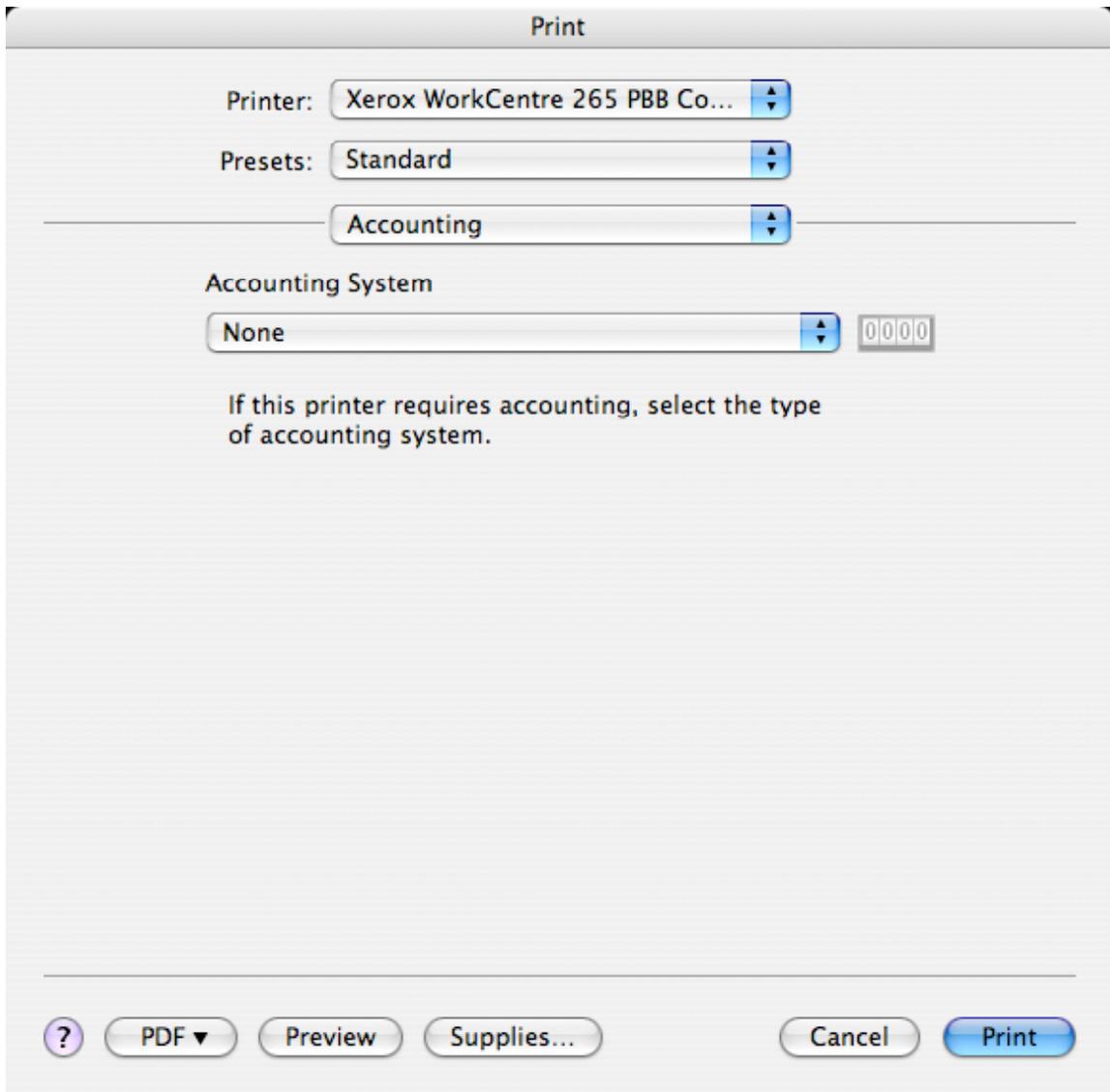ColorSync
Cover Page
Error Handling
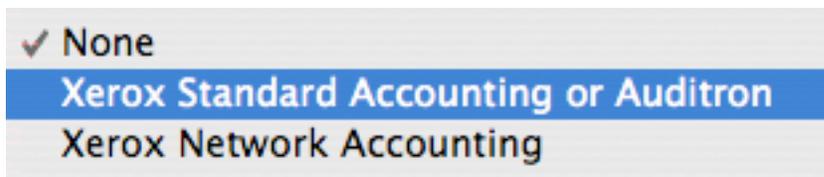Paper Feed
Xerox Features
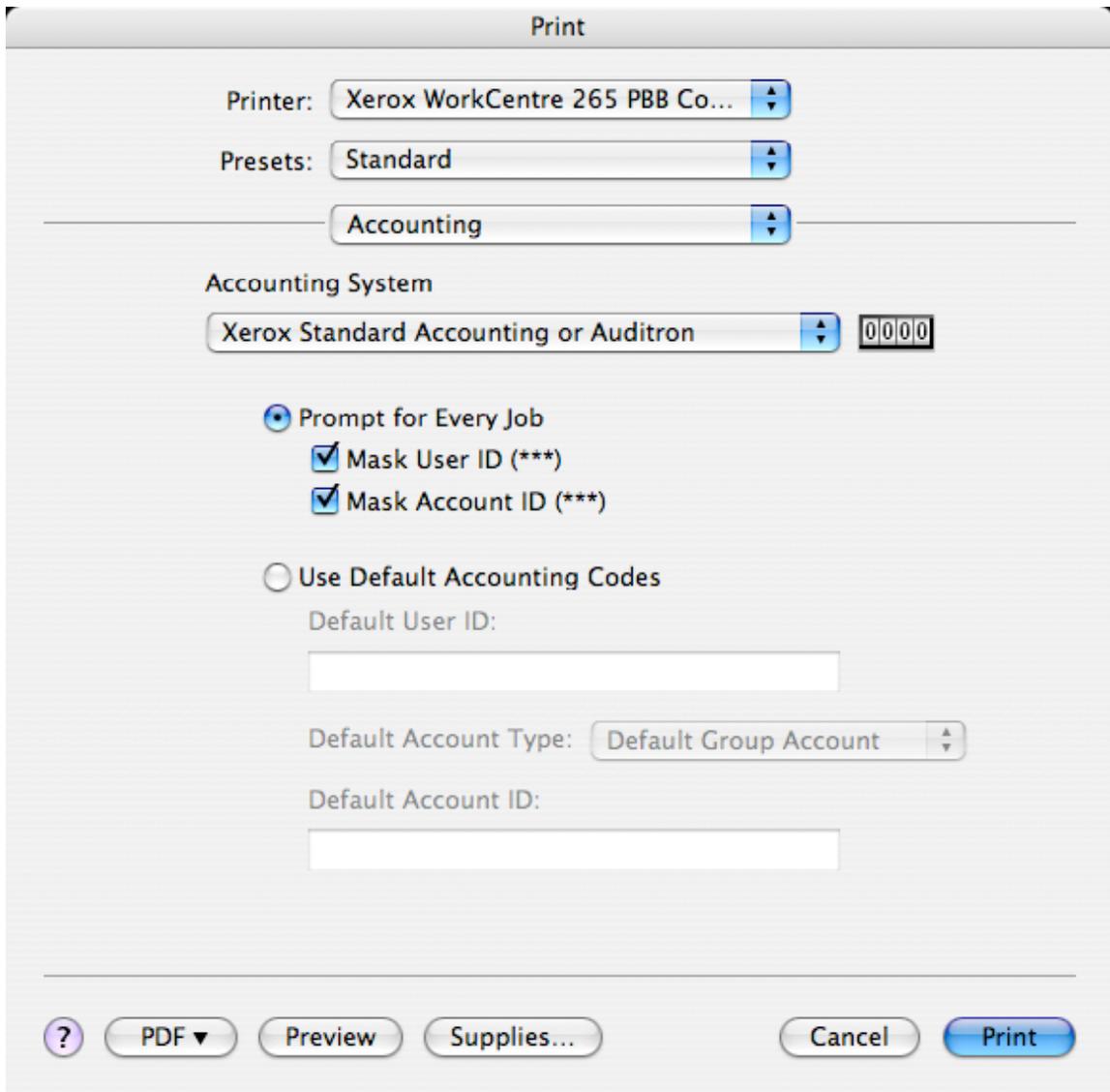**Accounting**
Microsoft Word
Summary

Select Accounting.

The Accounting system properties displays.

Change the Accounting System from none to Xerox Standard Accounting or Auditron.

Leave Prompt for Every Job selected if more than one User ID is used to charge jobs to different accounts, or change to Use Default Accounting Codes if only one User ID will be used therefore only charging to one account.

Enter User ID. Change Account type to Group Account. (This may not be necessary, as departmental accounts are in the Default Group Account. AR accounts may require a Group Account be entered.

Enter Group Account. Click OK. If information is entered correctly, the job will be printed. If printing does not occur, contact the Copy Center staff in room C102 PBB at 335-0861 or email BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU for IT support.