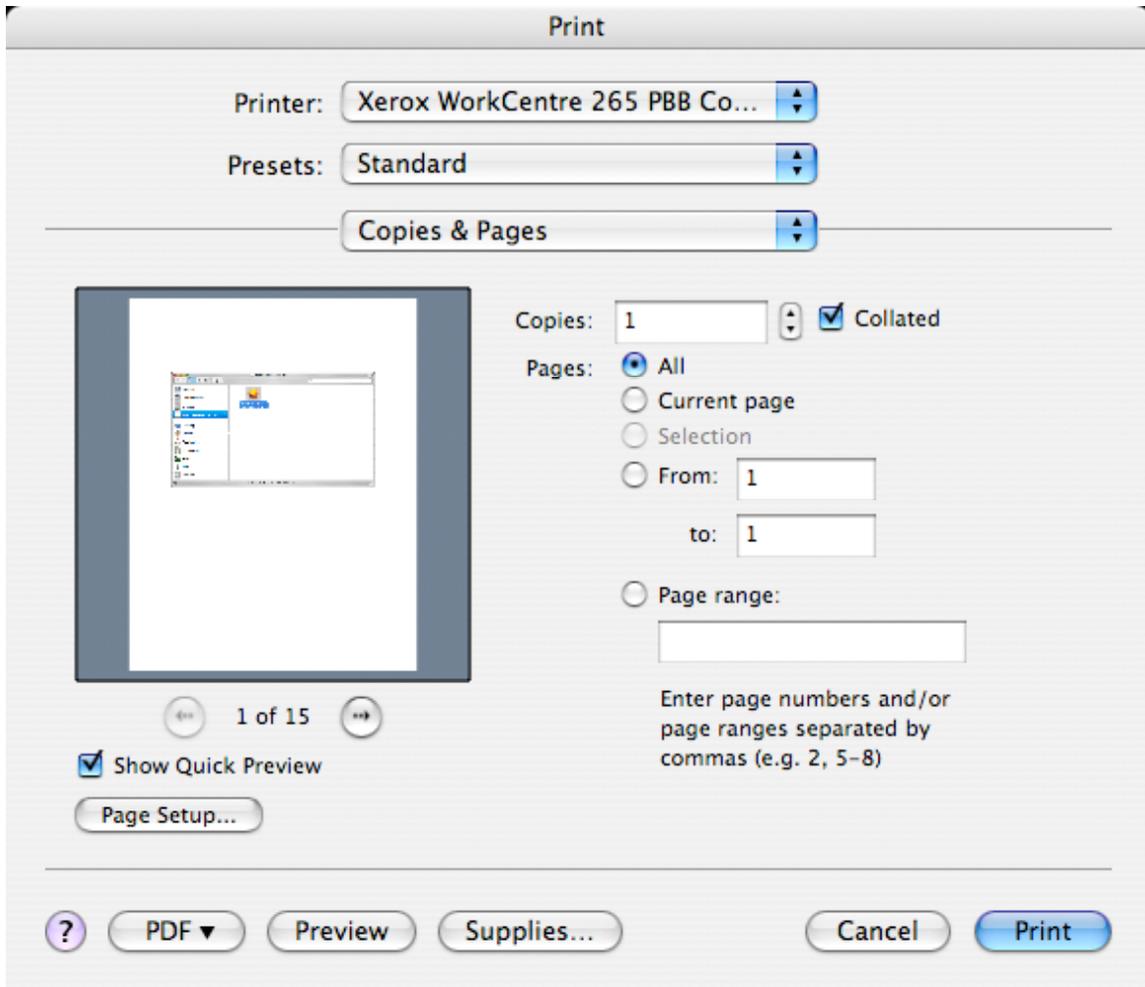


## OS X User Guide for the Xerox WorkCentre 265 Pro Accounting

The Xerox WorkCentre 265 works like most printers with the exception of its accounting 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

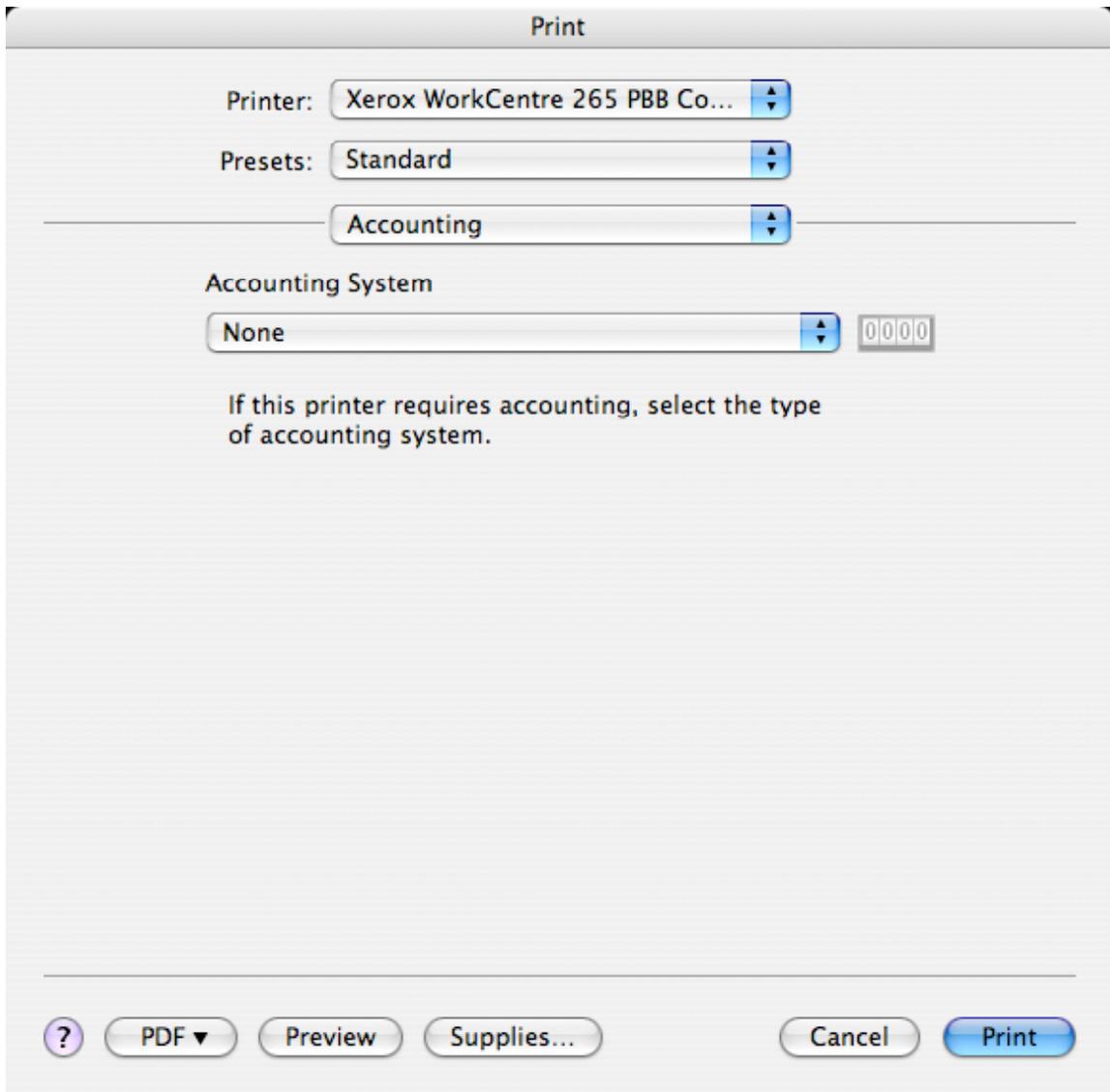
Xerox Features

**Accounting**

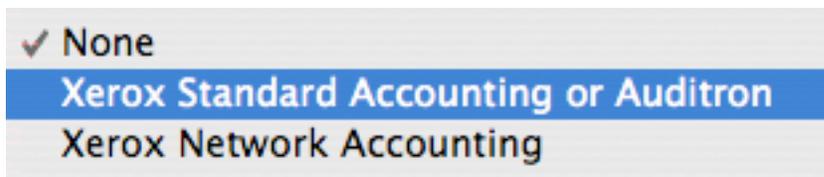
Microsoft Word

Summary

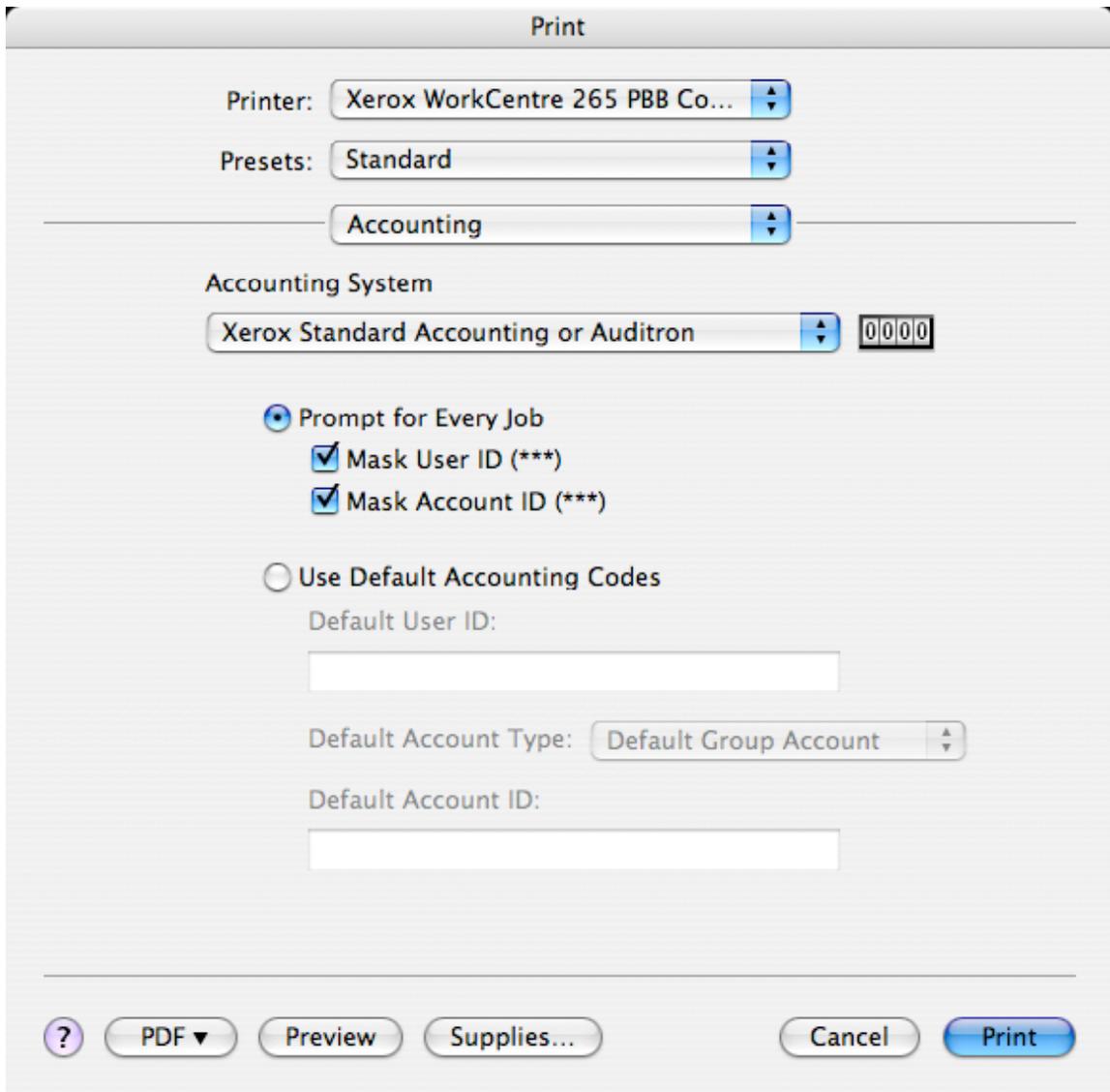
Select Accounting.



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.

The image shows a dialog box titled "Accounting". It contains three input fields: "User ID:" which is empty, "Account Type:" which is set to "Default Group Account" in a dropdown menu, and "Account ID:" which is empty. At the bottom left is a help icon (a question mark in a circle). At the bottom right are two buttons: "Cancel" and "OK".

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.

The image shows the same "Accounting" dialog box, but now the fields are filled. The "User ID:" field contains six dots, the "Account Type:" dropdown is set to "Group Account", and the "Account ID:" field contains ten dots. The "OK" button is highlighted in blue, indicating it is the active button.

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](mailto:BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU) for IT support.