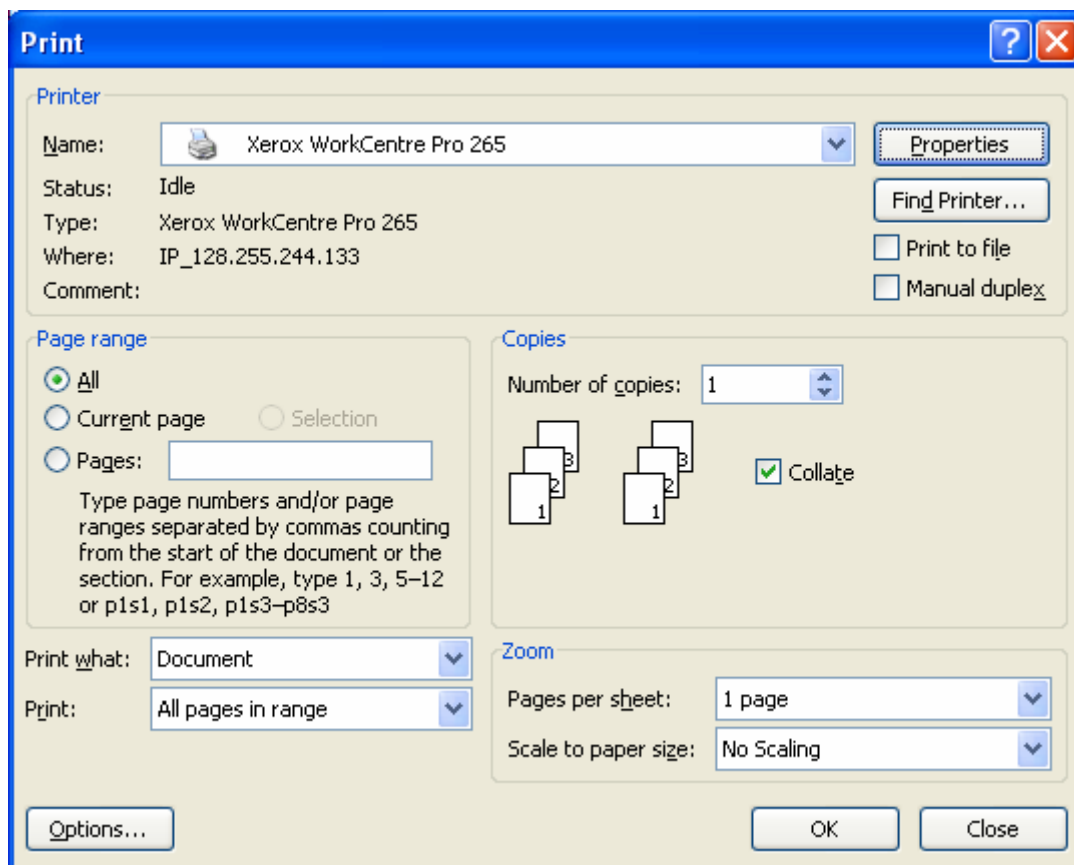


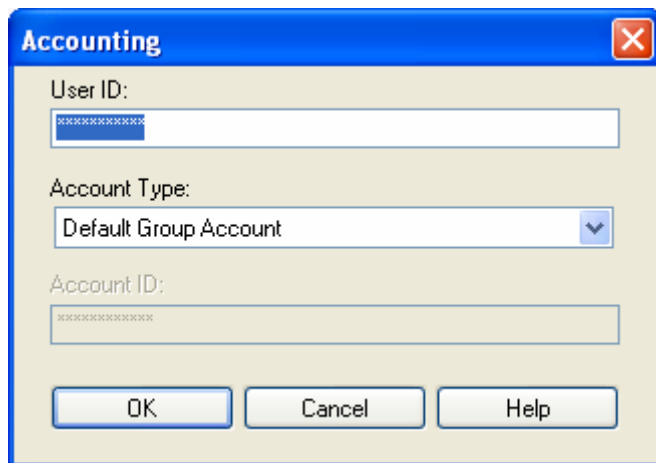
Windows User Guide for the Xerox WorkCentre 265 Pro Accounting

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. If your print driver was not setup previously to use the accounting feature, refer to the installation guide located at <http://printing.uiowa.edu/webprint/support/drivers.asp>.

For this guide, I will be using Microsoft Word 2007 on Windows XP Pro SP2, but any Windows based application will most likely work in the same manner.



Set your print properties and preferences, then click ok.

A screenshot of a Windows-style dialog box titled "Accounting". It has a blue title bar with a close button (X) in the top right corner. The dialog box has a light beige background. It contains three input fields: "User ID:" with a text box containing "XXXXXXXXXX", "Account Type:" with a dropdown menu showing "Default Group Account", and "Account ID:" with a text box containing "XXXXXXXXXXXXXXXXXXXX". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

The previously configured print accounting window appears. If you have already printed once, and the accounting feature is setup to save accounting codes for you, the fields will already be filled in. If you need to use a different user ID to bill to a different account, change the User ID.

There are two type of user ID's. There are M#s, which are assigned to departments and there are AR numbers assigned to individuals. If you change from M# to AR#, you will want to change the account ID, as it is not the same.

TIP: If you cannot print, make sure you are using the correct User ID and Account ID combination. Try typing both in, by changing the Account Type to Group Account, which enables the Account ID field to allow input.

For support, contact BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU or call the copy center in C102 PBB at 335-0861. The copy center staff can direct you to further support if necessary.