



Adding Accounting User

Xerox AltaLink 8000 Series Copiers



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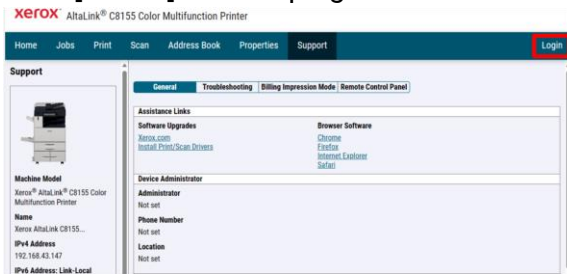
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There are two authentication methods for copiers: User Authentication and Accounting. The primary difference between the two is the ability to set limits, which can be done in accounting. Authentication secures the device from unauthorized access, accounting records prints/copies and can enforce limits. This document covers adding an **accounting user**.

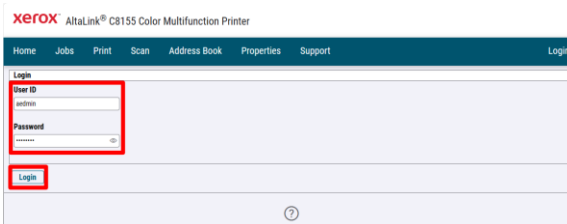


Adding a new accounting user

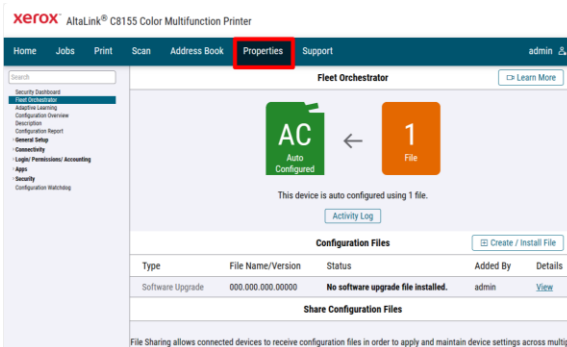
1. Open the machines [web page](#)
2. Click **[LOGIN]** in the top right



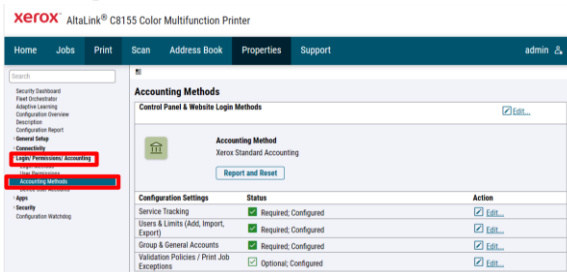
3. Enter the admin username and password, then click **[LOGIN]**
(The default username and password is admin, 12345678 OR machine serial number)



4. Click **[PROPERTIES]**

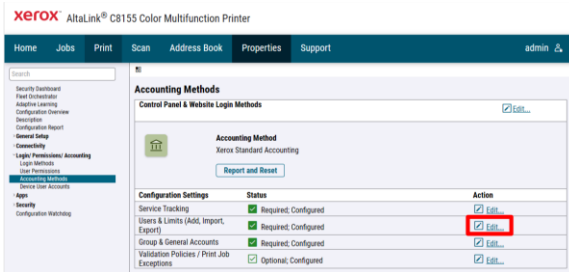


5. Select **[LOGIN/PERMISSIONS/ACCOUNTING]** and then click **[ACCOUNTING METHODS]**

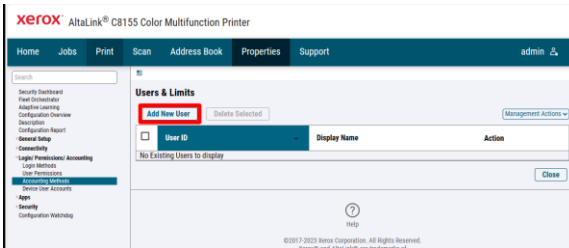




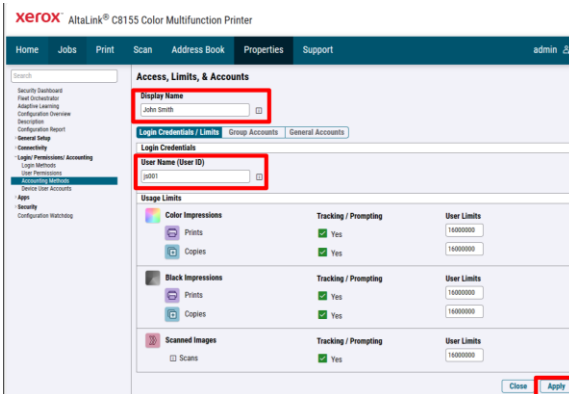
6. Click **[EDIT]** for *Users & Limits (Add, Import, Export)*



7. Click **[ADD NEW USER]**



8. Enter the *Display Name, User Name (User ID)* and configure the desired usage and limits, then click **[APPLY]**



9. You can now go back and add another user, make other adjustments to the machine or exit the web page.

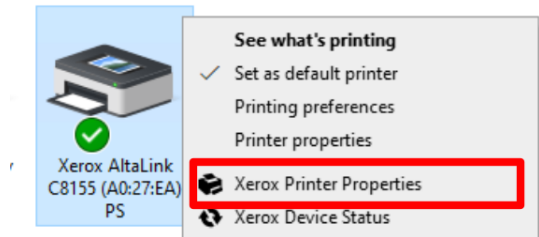
Configure the print driver for an accounting user (Windows)

By default, when the print driver is installed, it is configured to prompt for a username/password. However, if the logged in user is the *only* user of the printer, you can configure the driver to store the username/password for quicker printing.

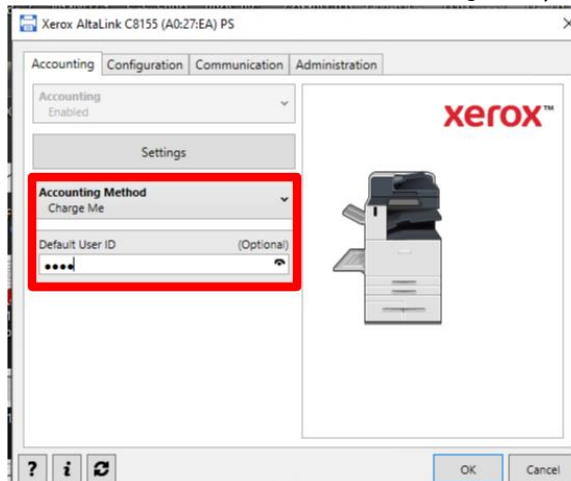
1. On your computer, open **Devices and Printers**



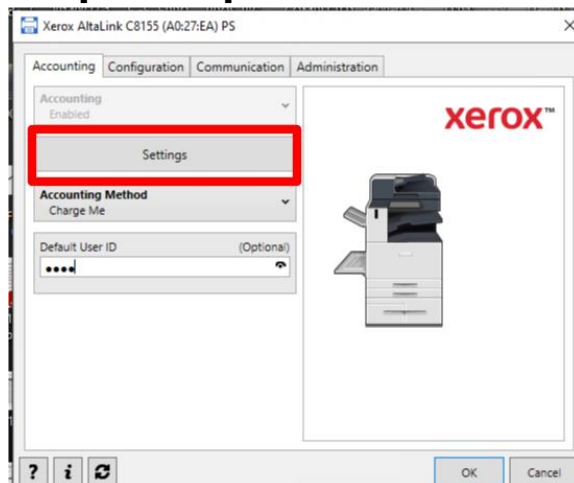
2. **Right click** the printer and select **[XEROX PRINTER PROPERTIES]**



3. From the dropdown, select how the print is to be charged (Charge Me or Charge an Account... most often it will be charge me) and enter the **[DEFAULT USER ID]**

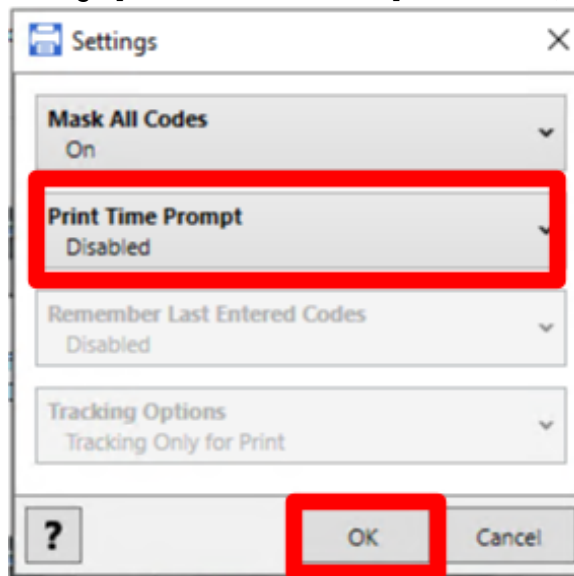


4. **To disable the popup for authentication**
 - a. Click **[SETTINGS]**

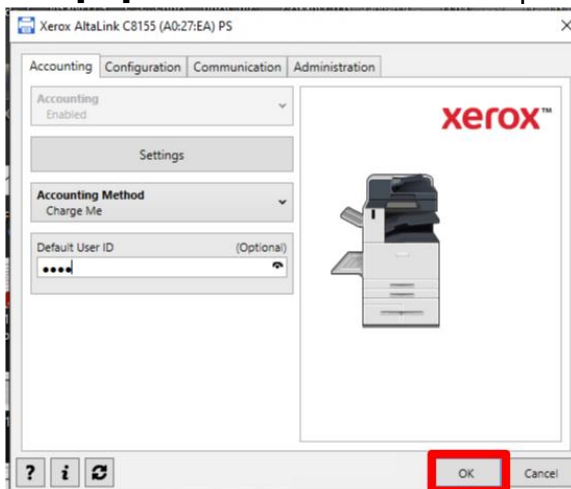




- b. Change [PRINT TIME PROMPT] to *Disabled*, and click [OK]



5. Click [OK] to close the Xerox Printer Properties



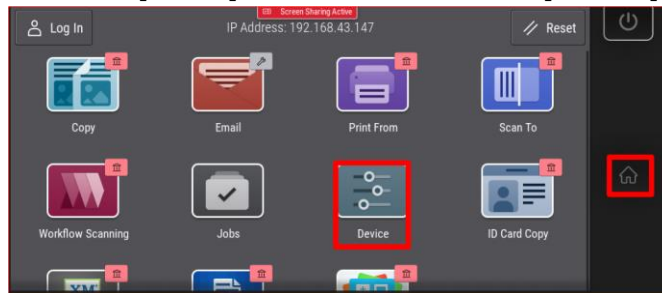
Access the copier web page

On the machines control panel:

1. Obtain the IP address of the machine



- a. Press the **[HOME]** button and then select **[DEVICE]**



- b. Select **[ABOUT]**



- c. The IP address can be found under **Network->Wired IPv4 address**. Copy this address down.



2. Open a web browser and enter the IP address in the address bar and press enter.

