



Configuring Account Track

When account track is enabled on the Xerox machine, the username and password MUST be sent with a print job for it to print. If there is no username/password OR if the username/password is incorrect, the machine will delete the job and output a login/authentication error.

There are two types of accounting methods.

- 1. User ID This is charged to specific user codes
- 2. Account ID This is charged to specific account codes

These instructions assume the User ID is the method being used (which is the most common)

Install the print driver.

- 1. Go to the Xerox website
- 2. Download Xerox Smart Start Driver Installer
- 3. Run the application and follow the steps to install

Configure account track in the driver, Windows 10

- 1. Open control panel by clicking **Start**, searching **Control Panel** in the search box and clicking **Control Panel**
- In Control Panel, *right-click* the Xerox Versalink driver and select Xerox Printer Properties





3. If *Accounting* is disabled, enable it.





FOR PRIVATE COMPUTERS

If the computer is a private computer and is used by one or two people, we can bypass the "login" window

a. Click Settings

ccounting Configuration Co	ommunication Ad	Iministration
Accounting Enabled	Ť	xerox
Settings		
Accounting Method Charge Me	Ť	
Enter User ID	(Required)	

b. Click Print Time Prompt and choose Disabled

Accounting Config	ration Communication Administration	
Accounting Enabled	~	verov
	Settings >	ACIOA
Accounting Method	Mask All Codes ~	
Enter User ID	Print Time Prompt Disabled	
	Enabled Disabled	-
	Tracking Options Tracking for All Jobs	
	? OK Cancel	
		1

c. For *Accounting Method*, select **Charge Me** and enter the persons user ID (password) into the *Enter User ID* box



d. Click OK





FOR PUBLIC ACCESSABLE COMPUTERS

a. Click Settings and select Print Time Prompt

Accounting Enabled	✓	×xerox
Accounting Method	Mask All Codes On	·
Enter User ID	Print Time Prompt Enabled	~
••••	Remember Last Entered Codes Disabled	•
	Tracking Options Tracking for All Jobs	
Ī	? ок	Cancel

b. For Accounting Method, select Charge Me and leave the Default USER ID empty



c. Click OK

If you have any questions regarding these instructions, please call us at 204-953-0540, email us at <u>bpadmin@bpos.ca</u> or visit our website at <u>www.bpos.ca</u>.



Bridgeport Office Solutions 43 Speers Road Winnipeg, Manitoba R2J 1M2 (204) 953-0540 (P) | (204) 953-0549 (F) | <u>bpadmin@bpos.ca</u> (E) | www.bpos.ca