

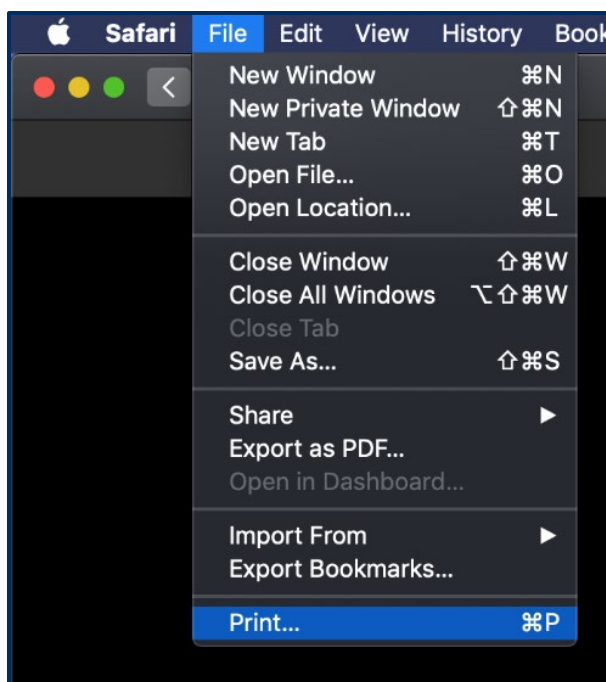
Configure a Copier Accounting Code on macOS

Objective

This document provides instructions configuring a copier accounting code on a macOS device. If you are unsure whether your department's copier uses the accounting feature, check with someone in your department before proceeding.

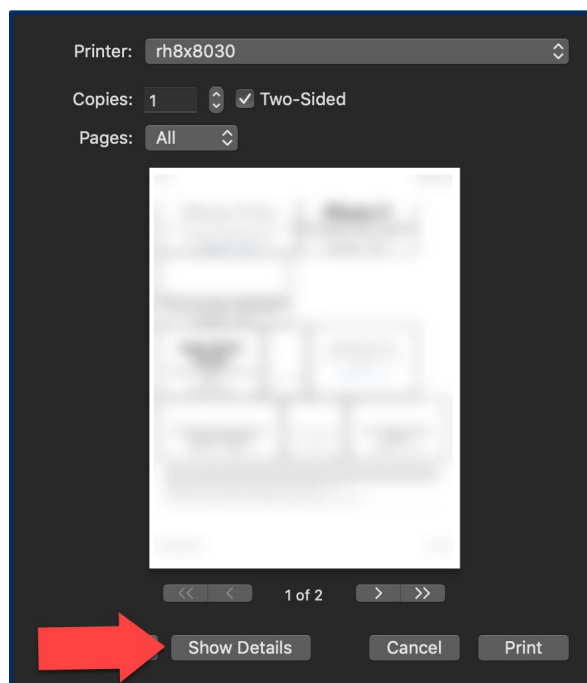
How to Configure Accounting Codes on Your macOS Device

1. Open **Safari** and navigate to any web page.
2. Click **File** in the menu bar located at the top of the screen.
3. Select **Print**.

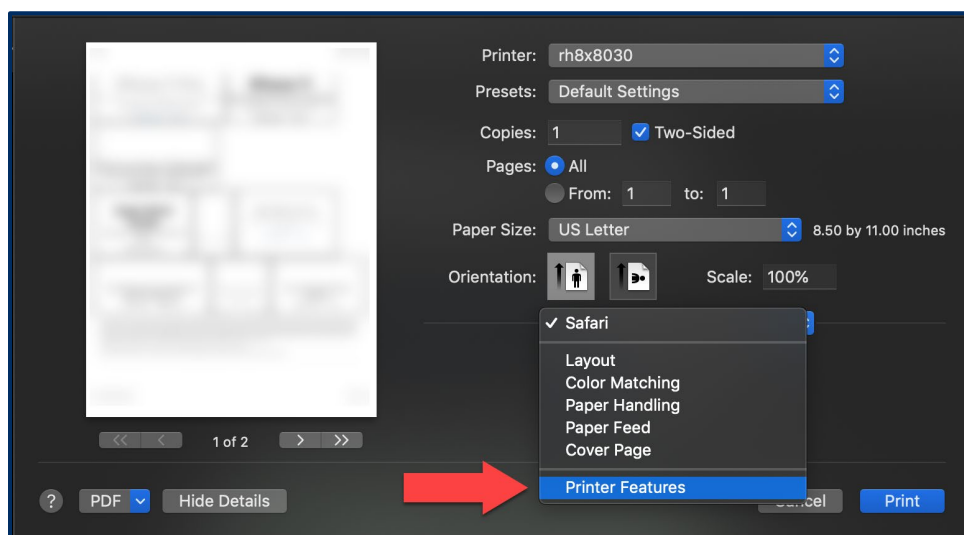


4. Click the **Show Details** button.

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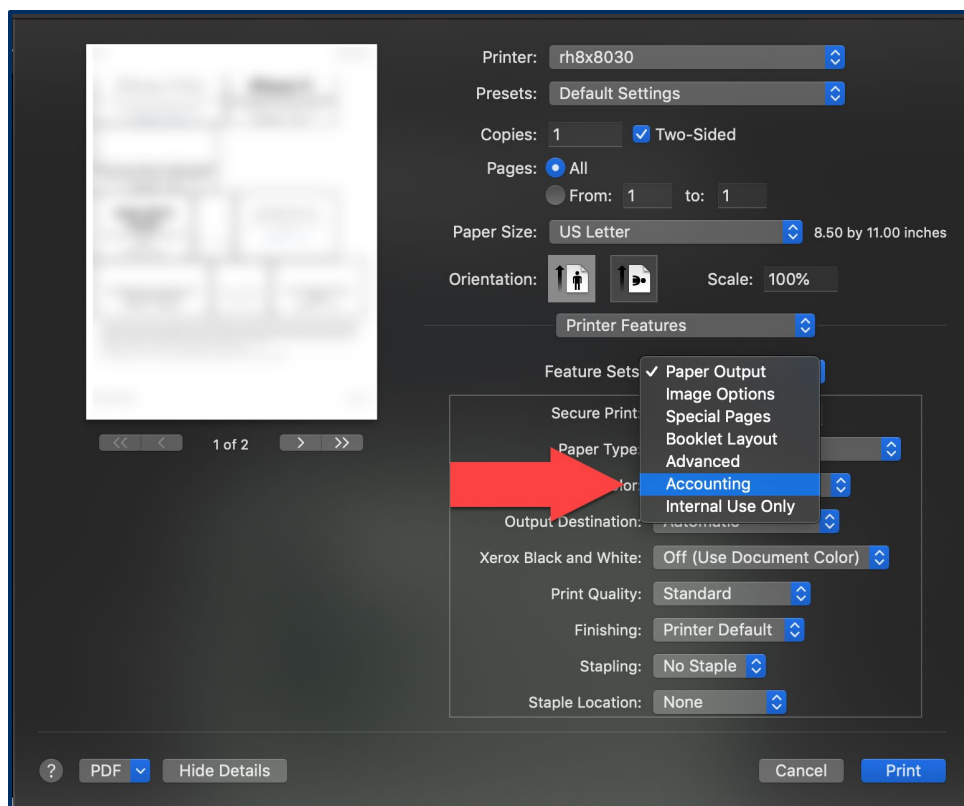


5. Confirm that the copier is listed in the **Printer** field.
6. Select **Printer Features** in the drop-down menu located below **Orientation**.

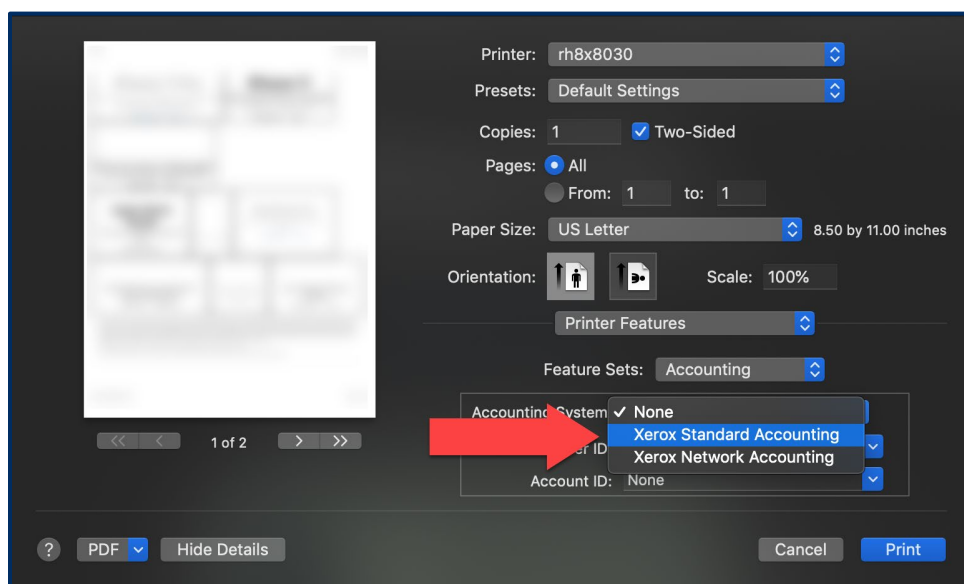


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7. Select **Accounting** in the **Feature Sets** menu.

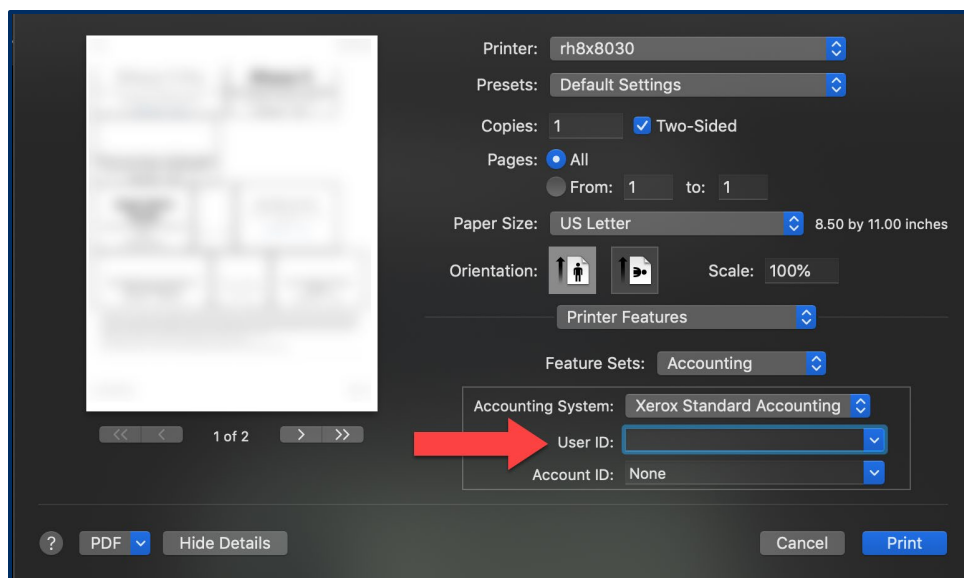


8. Select **Xerox Standard Accounting** in the **Accounting System** menu.

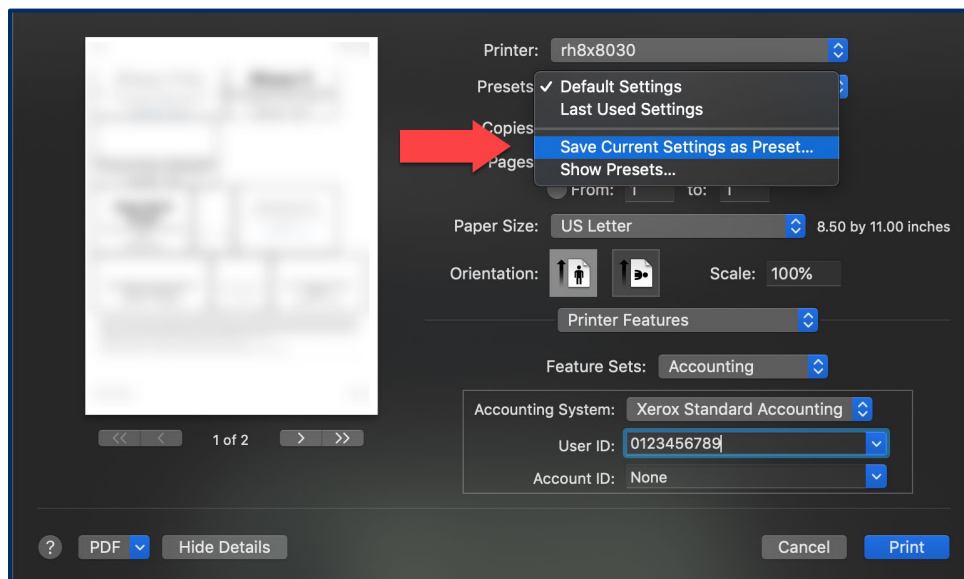


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9. Enter your copier accounting code in the **User ID** field.

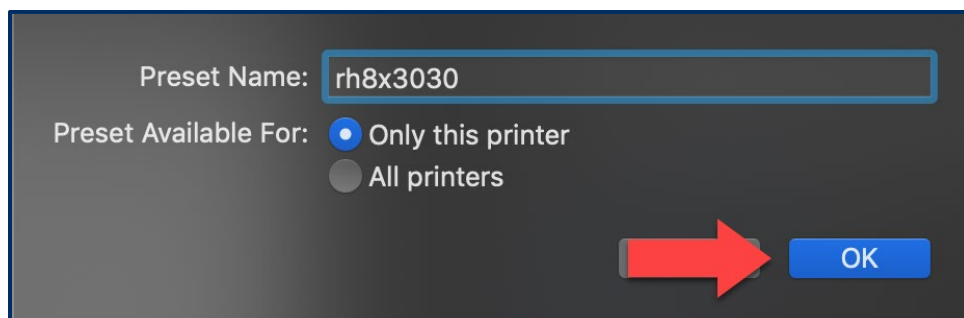


10. Select **Save Current Settings as Preset** from the **Presets** menu.



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11. Enter a name for the preset, such as the name of the copier, select **Only this printer** and click **OK**.



12. Click **Print**. You have successfully configured the copier accounting feature.

FAQs

Q: Will I need to perform these steps each time I want to print to a copier?

A: No. If you create a preset, these settings will be saved for future printing use.

Q: I use multiple copier accounting codes. Will I need to configure each code?

A: Yes. Each code will need to be configured and can be saved as a separate preset. When naming each preset, create a unique name so you know which code it is associated with.