

## Xerox Standard Accounting – Connectkey

XSA is set up through your unit's web page via any web browser using the IP address of the unit. Your default user name is admin (case sensitive) and the password is 1111.

### Select Login/Permissions/Accounting

The screenshot shows the 'Configuration Overview' page in the Centware Internet Services interface for a Xerox WorkCentre 7855. The top navigation bar includes 'Status', 'Jobs', 'Print', 'Scan', 'Address Book', 'Properties', and 'Support'. The 'Properties' section on the left has a tree view with 'Login/Permissions/Accounting' selected. The main content area is titled 'Configuration Overview' and contains three sections: 'Before you Begin' with a checklist icon and text 'Review the configuration checklist to help identify the device.', 'Connectivity and Printing' with a printer icon, and 'SMart eSolutions' with a document icon.

### Select Accounting Method and Edit

The screenshot shows the 'Accounting' configuration page. The top navigation bar includes 'Status', 'Jobs', 'Print', 'Scan', 'Address Book', 'Properties', and 'Support'. The 'Properties' section on the left has a tree view with 'Login/Permissions/Accounting' selected. The main content area is titled 'Accounting' and contains a 'Method' section with a bank icon and the text 'Accounting Method None'. Below this is a table with columns 'Configuration Settings', 'Status', and 'Action'. The table contains one row: 'None (Disabled)'. The top right corner of the page shows 'admin - Logout | Home | Index | Site Map | Help...'

### Select Xerox Standard Accounting and Save

The screenshot shows the 'Edit Method' page. The top navigation bar includes 'Status', 'Jobs', 'Print', 'Scan', 'Address Book', 'Properties', and 'Support'. The 'Properties' section on the left has a tree view with 'Login/Permissions/Accounting' selected. The main content area is titled 'Edit Method' and contains a 'Method' section with a bank icon and a dropdown menu labeled 'Accounting Method' with 'None' selected. At the bottom right, there are 'Cancel' and 'Save' buttons.

## Setting Service Tracking Options

1. On the Accounting page, under Action, next to Service Tracking, [click Edit](#).
2. Under Presets, select an option:
  - **Disable tracking for all services** turns off tracking.
  - **Enable tracking for all services** instructs the printer to track Copies, Prints, Scans, and Faxes.
  - **Enable color tracking only** instructs the printer to track color Copies and Prints.
  - **Custom** allows you to enable tracking for specific services. If you select Custom, select **Enabled** or **Color Tracking Only** next to the services you want to track.

Services	Disabled	Enabled	Color Tracking Only
Copies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prints	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scans	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faxes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

A **Group Account** must be created before you can add users. [Enter any four digit code under Account ID](#) and [Enter a Group Name under Account Name](#). [Select Add Account](#) and you will see your account now listed under Group Accounts. In most cases only one Group is needed and all users will be under this Group.

ID	Name	Default for New Users	Actions
4321	HR	<input type="radio"/>	<a href="#">Edit...</a> <a href="#">View Usage...</a>
9876	Accounts Payable	<input type="radio"/>	<a href="#">Edit...</a> <a href="#">View Usage...</a>
999999	XRX_DEF	<input checked="" type="radio"/>	<a href="#">Edit...</a> <a href="#">View Usage...</a>

Select **Edit** for Users & Limits to add a new user. You will have the option of setting limits on their usage.

**Accounting**

**Method**

**Accounting Method**  
Xerox Standard Accounting

**Report and Reset**

Configuration Settings	Status	Action
Service Tracking	<b>Required; Not Configured</b>	<a href="#">Edit...</a>
Users & Limits (Add, Import, Export)	<b>Required; Configured</b>	<a href="#">Edit...</a>
Group & General Accounts	<b>Required; Configured</b>	<a href="#">Edit...</a>
Validation Policies / Print Job Exceptions	<b>Optional; Configured</b>	<a href="#">Edit...</a>

**Users & Limits**

**Add New User** **Delete Selected** **Management Actions** ▾

<input type="checkbox"/>	User ID	Display Name	Action
<input type="checkbox"/>	1111	Sean	<a href="#">Access, Limits, &amp; Accounts...</a>
<input type="checkbox"/>	1234567890	test	<a href="#">Access, Limits, &amp; Accounts...</a>

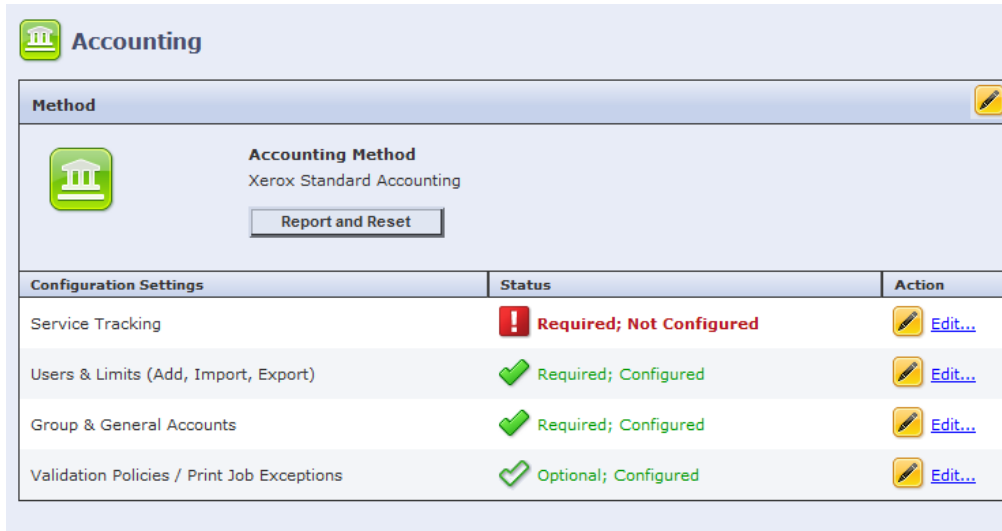
**Close**

Management Actions include: import, export and download sample. From the download sample you can edit the file and re-import.

Below is the downloaded sample.

Display Name	User Name	Last Name	First Name	Group	Acc	General	A	Color	Cop	BW	Copy	Color	Print	BW	Print	Network	Fax	Image	Fax	Image	%XRXC	SV	%XRXX	SA
Bill Smith	bsmith			123:Marketing				500				1000												
Tina Doe	tdoe			#2231:Acc	111:General	1																		
Viji	vwatts																							
Keith	kfilbert			#2231:Accounting	#567:Purchasing												500		500					
Mike	mbaats			222:Group2	#123:Marketing																			
Perry G	pgoods	Goods	Perry					111:General	1	#456:General	2													

**Report and Reset** is where you run your report.



The screenshot shows the 'Accounting' configuration page. At the top, there is a 'Method' section with an 'Accounting Method' icon and the text 'Xerox Standard Accounting'. Below this is a 'Report and Reset' button. A table below lists configuration settings with their status and actions.

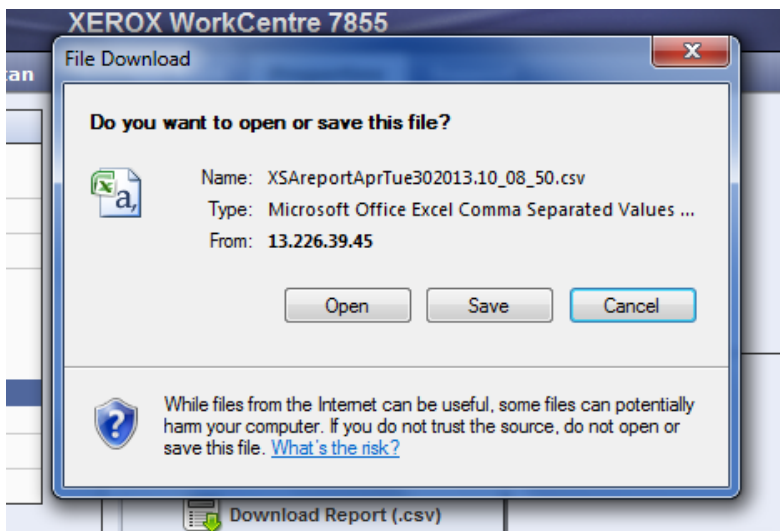
Configuration Settings	Status	Action
Service Tracking	❗ Required; Not Configured	Edit...
Users & Limits (Add, Import, Export)	✅ Required; Configured	Edit...
Group & General Accounts	✅ Required; Configured	Edit...
Validation Policies / Print Job Exceptions	✅ Optional; Configured	Edit...

You **select Download Report** as per below:



The screenshot shows the 'Report and Reset' dialog box. It has two tabs: 'Usage Report' and 'Resets'. Below the tabs, it says 'Last download was on: 2013, April 2'. There is a section for 'Show User ID in Report' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there is a 'Download Report (.csv)' button and a 'Close' button.

Then **select Open or Save** the file as per below:



The screenshot shows a 'File Download' dialog box from XEROX WorkCentre 7855. It asks 'Do you want to open or save this file?'. The file details are: Name: XSAreportAprTue302013.10\_08\_50.csv, Type: Microsoft Office Excel Comma Separated Values ..., From: 13.226.39.45. There are 'Open', 'Save', and 'Cancel' buttons. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

## Programming the Print Driver

Users' print drivers must have Xerox Standard Accounting enabled (see below).

### Select Printer – Properties – Configuration then Accounting

*If you do not have access to this screen then contact your IT Administrator for assistance.*

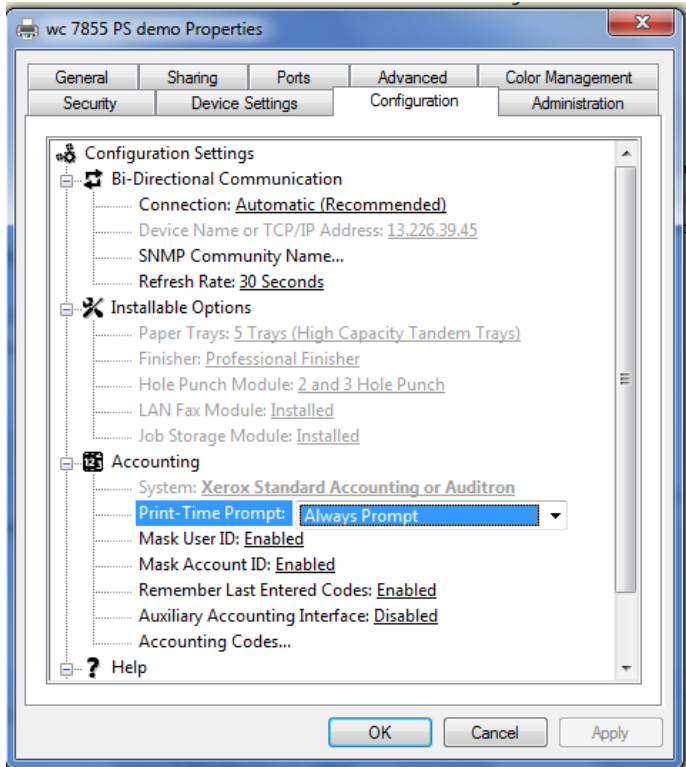
System: Select Xerox Standard Accounting

Print-Time Prompt: Select your preference whether to prompt for a user code or not

Masking ID: your preference whether you see \*\*\*\* or the last number you entered

Remember Last Entered Codes: If Enabled you do not have to re-enter each time

Accounting Codes: can be entered here if you do not want to be prompted for each print job.

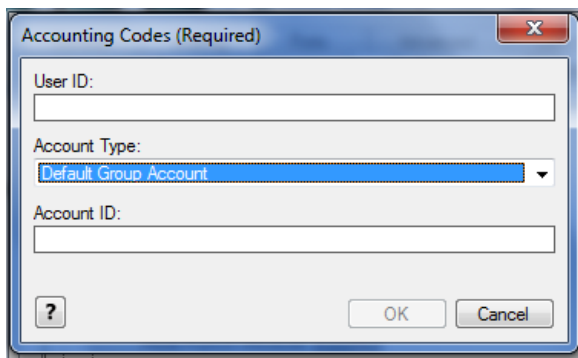


From Print Time Prompt, select your preference.

Note: Do Not Prompt brings up the second window automatically.

Here you enter User ID (the number users log in with to copy for example) and OK.

(You will also have to click Setup beside Accounting codes and enter the User ID)

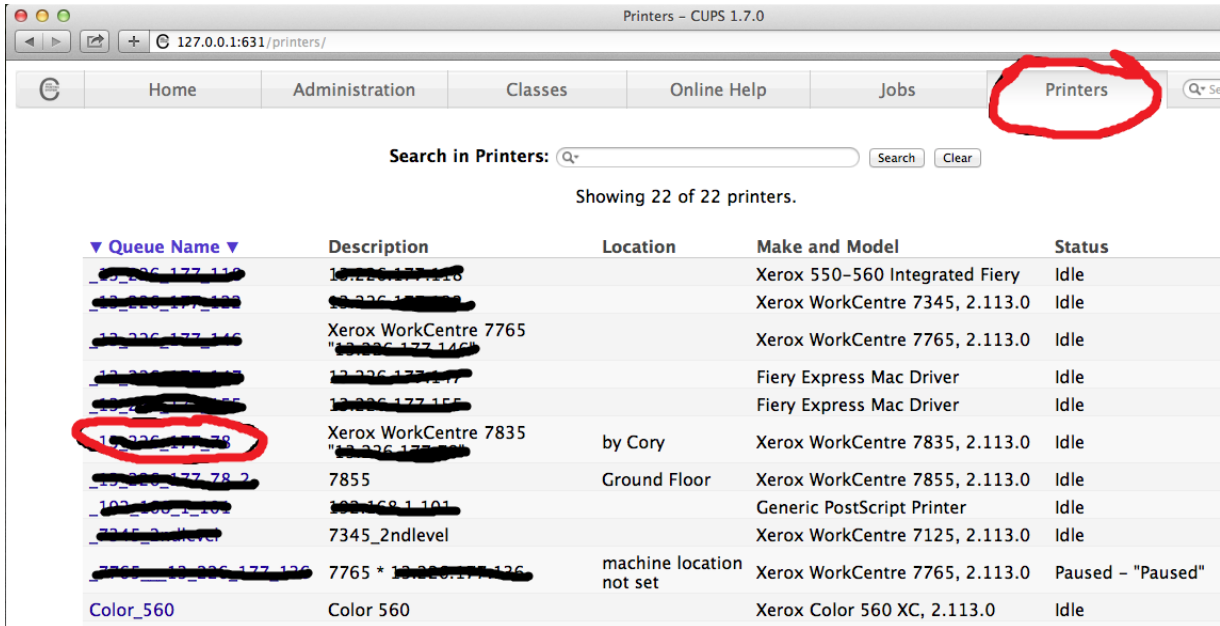


For Apple Mac OSX 10.6-10.9.x

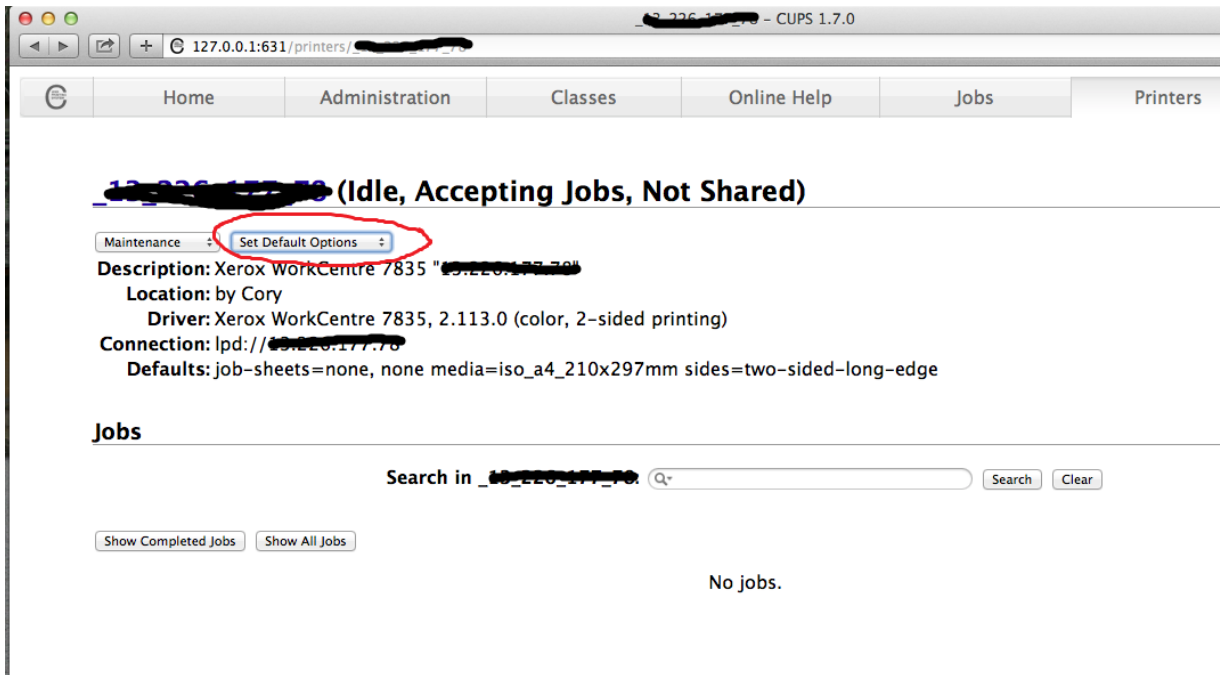
Defaults for Macs has to be done from CUPS.

Open a web browser and go to "127.0.0.1:631", Then select "Printers" at the upper right

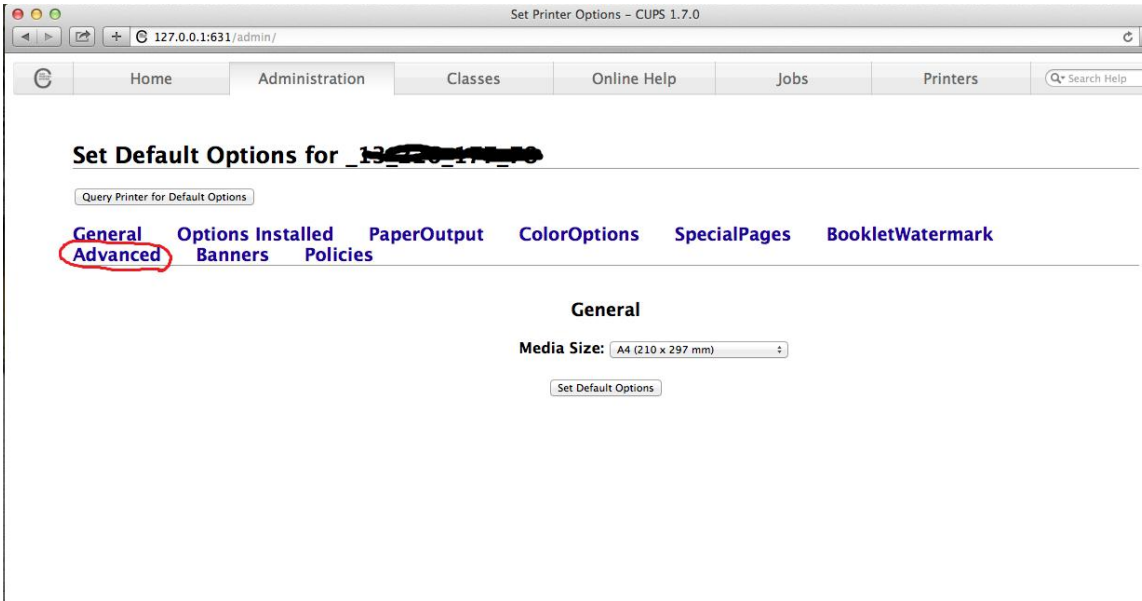
Then select the printer from the "Queue name" at the left



Change the dropdown box from "Administration" to "Set default options"



Select the "Advanced" link



Scroll down to the Accounting settings and set the defaults, then select "Set defaults" at the bottom of the page. The driver will now have the default set, you should reboot as some apps will hold previous settings until you do. (With 10.8 and 10.9 the right-side scroll bar may not appear, just click in the white area and hit the down arrow on the keyboard.)

