

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

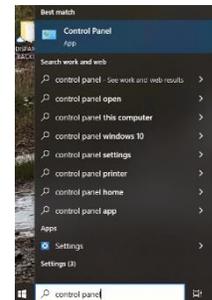
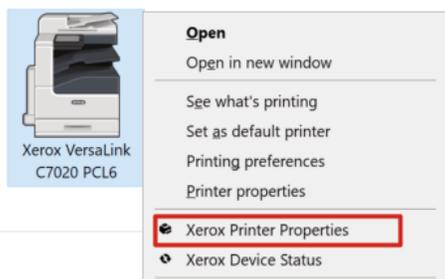
These instructions assume the User ID is the method being used (which is the most common)

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**
2. In Control Panel, **right-click** the Xerox Versalink driver and select **Xerox Printer Properties**



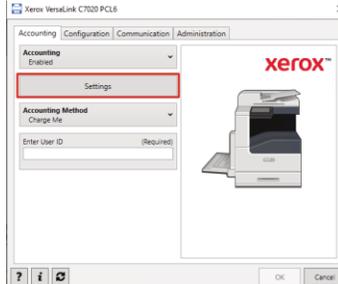
3. If **Accounting** is disabled, enable it.



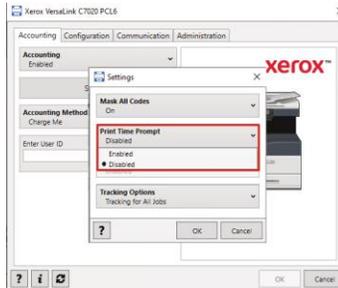
FOR PRIVATE COMPUTERS

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

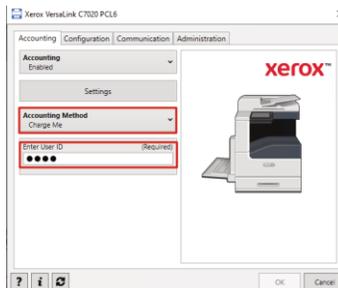
- a. Click **Settings**



- b. Click **Print Time Prompt** and choose **Disabled**



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

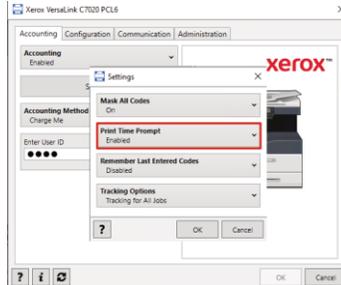


- d. Click **OK**

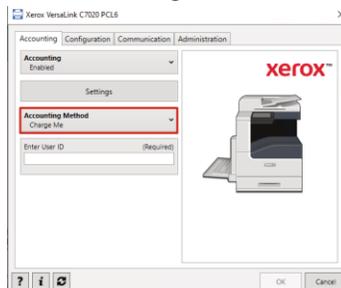


FOR PUBLIC ACCESSABLE COMPUTERS

- a. Click **Settings** and select **Print Time Prompt**



- 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 bpadmin@bpos.ca or visit our website at www.bpos.ca.



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