

Quick Start Guide

Accounting Options



WorkCentre 7228/7235/7245

Overview

Accounting features allow you to track the use of the machine for analysis and billing purposes and to control access to machine features. There are four accounting options for you machine.

Internal Auditron

The Internal Auditron is a feature of the machine which automatically tracks copy, print, scan, and fax usage for each user. The auditron will prevent unauthorised access to the features of the machine. It is enabled, or disabled by the System or Auditron Administrator. The Internal Auditron is the standard system on all machines.

Xerox Standard Accounting (XSA)

The Xerox Standard Accounting is a feature of the machine which automatically tracks copy, print, scan and fax usage for each user. Usage limits can be applied to users to restrict their usage. XSA is configured via Internet Services and requires no additional software.

Auxiliary Interface Device

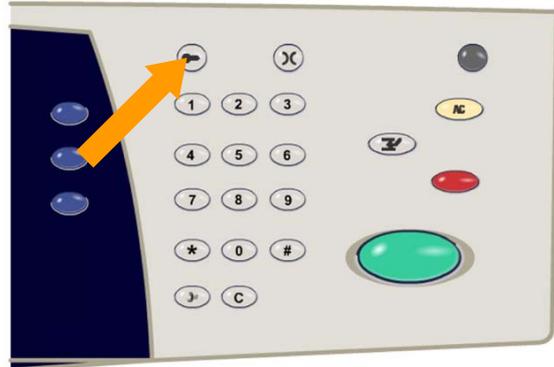
The Auxiliary Interface Device is a third party device such as a card or coin operator attached to the machine. The Auxiliary Interface Device is available for all machines and can be purchased from your Xerox Sales Representative.

Network Accounting

Network Accounting is a feature of the machine which automatically tracks print, scan, fax, and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software. Network Accounting is available on WorkCentre machines and can be purchased from your Xerox Sales Representative.

Internal Auditron Setup at the Device

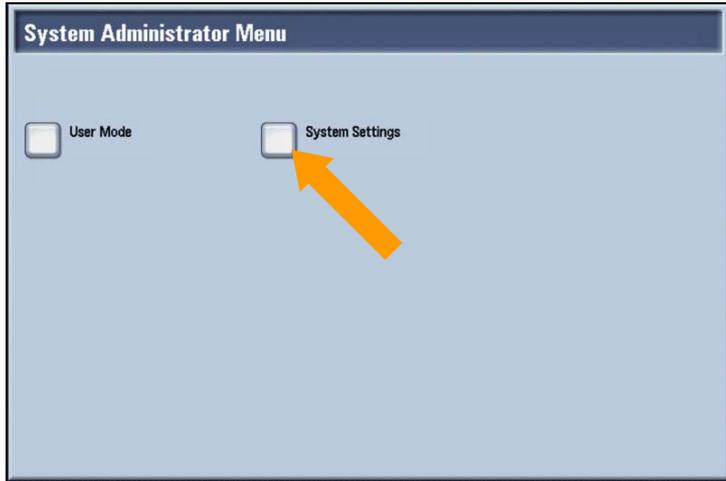
1. Touch the *Log In/Out* button.



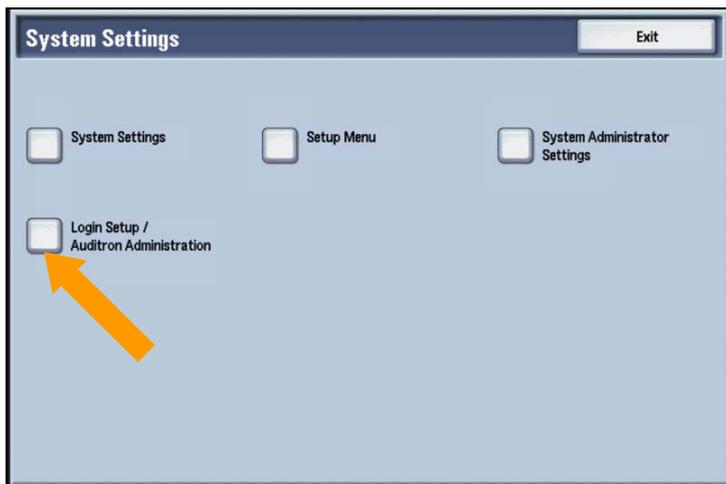
2. Enter your *Login ID*, then touch the *Confirm* button.



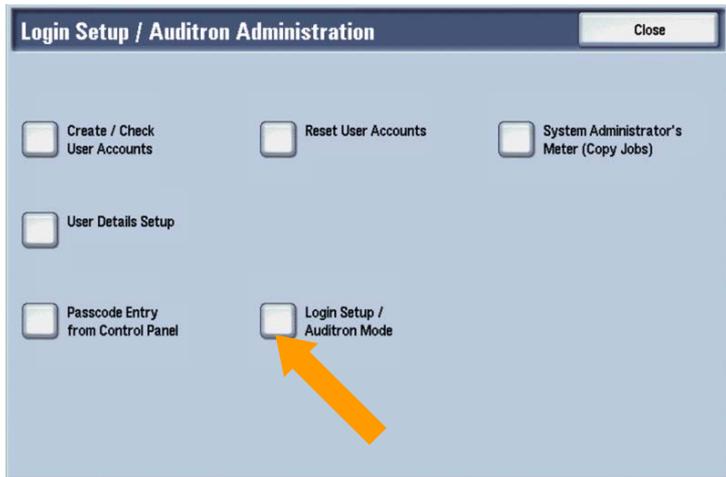
3. Touch the *System Settings* button.



4. Touch the *Login Setup/Auditron Administration* button.



5. Touch the *Login Setup/Auditron Mode* button.



6. Touch the *Local Machine Access* button.



7. Choose the appropriate *Auditron Mode* and *Mailbox Access* options.

Login Setup / Auditron Mode [Cancel] [Save]

Off

Local Machine Access

Remote Access

Xerox Standard Accounting

Auditron Mode

Copy Service

Print Service

Scan Service

Fax Service

Mailbox Access

Login During Retrieval

Login During Printing

8. Touch the **Save** button.

Login Setup / Auditron Mode [Cancel] [Save]

Off

Local Machine Access

Remote Access

Xerox Standard Accounting

Auditron Mode

Copy Service

Print Service

Scan Service

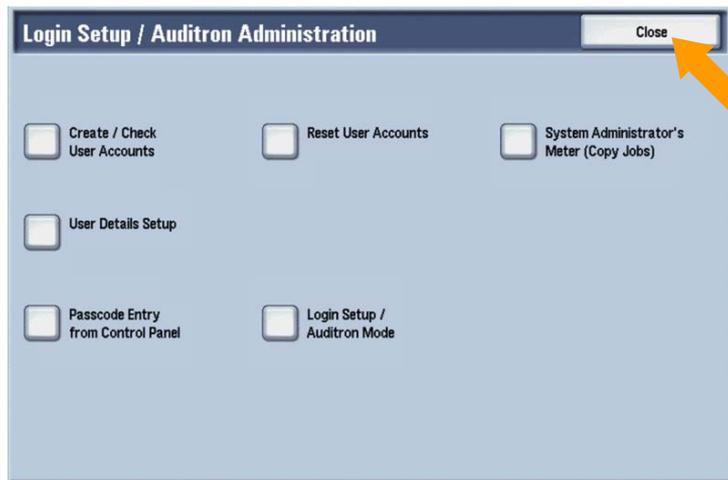
Fax Service

Mailbox Access

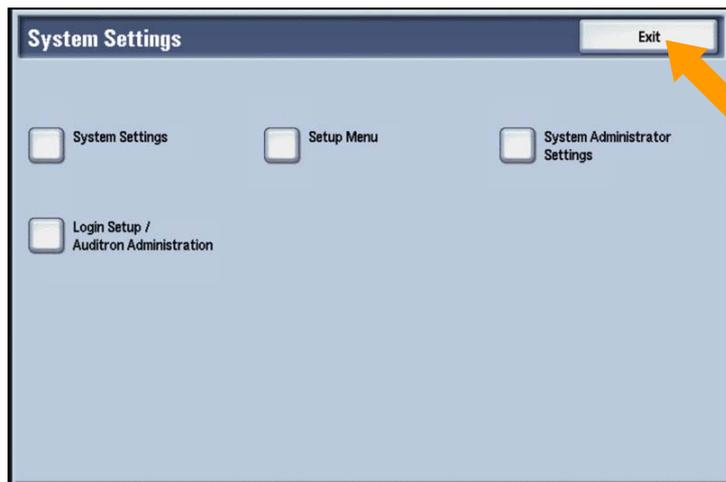
Login During Retrieval

Login During Printing

9. Touch the *Close* button.

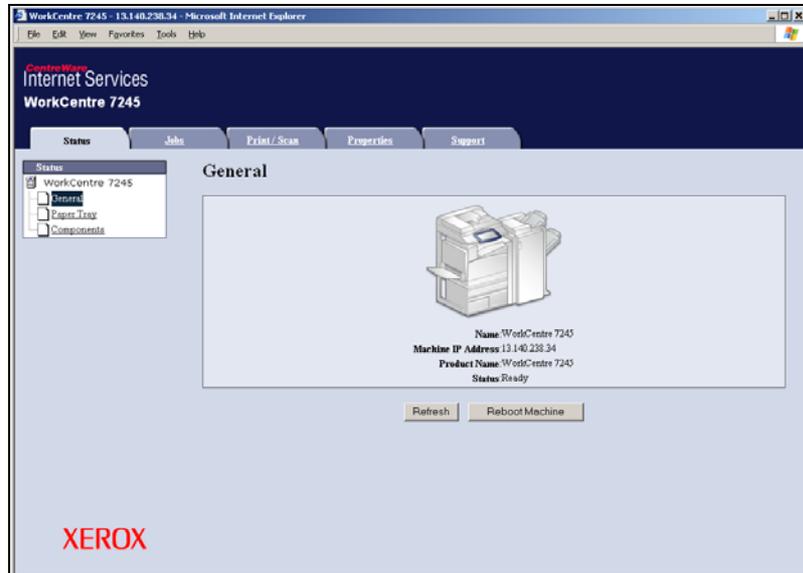


10. Touch the *Exit* button.

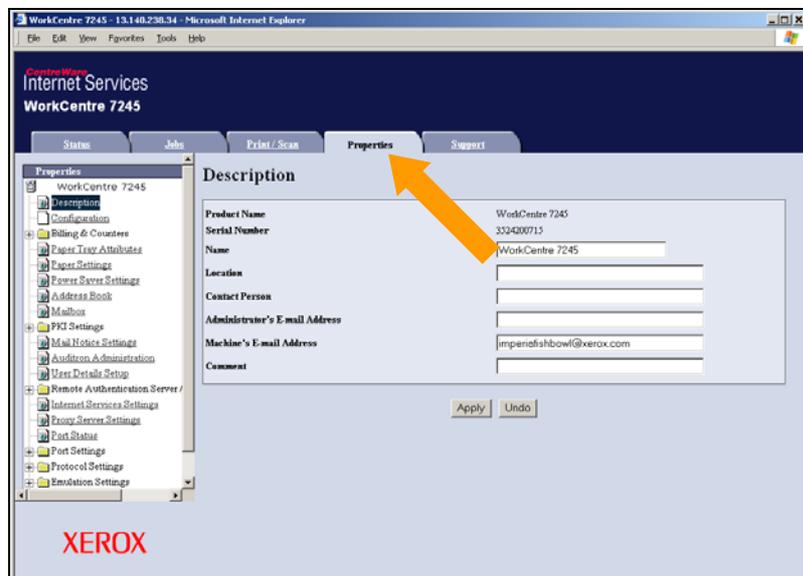


Internal Auditron Setup using Internet Services

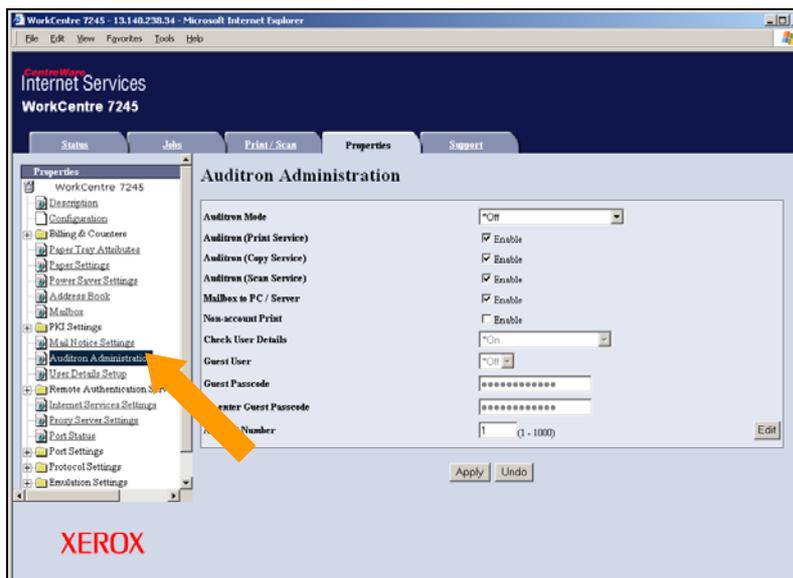
1. Access the *Internet Services* screen for your machine.



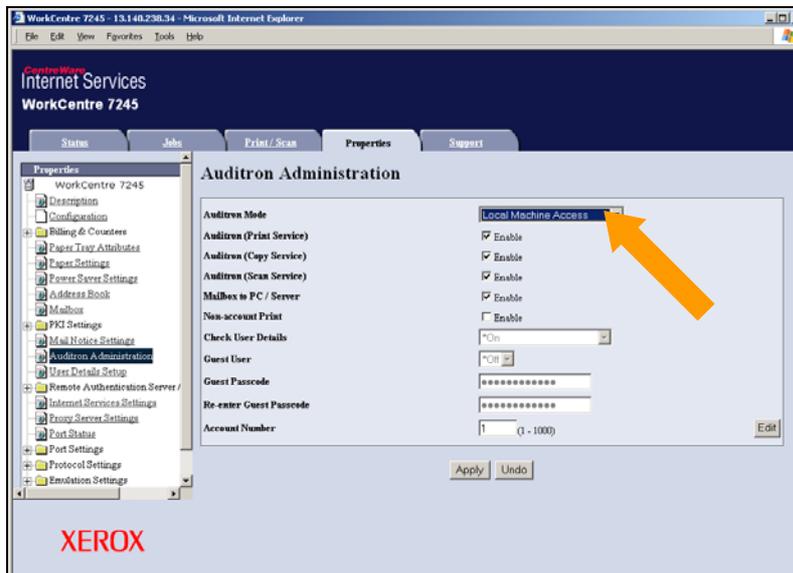
2. Click on the *Properties* tab.



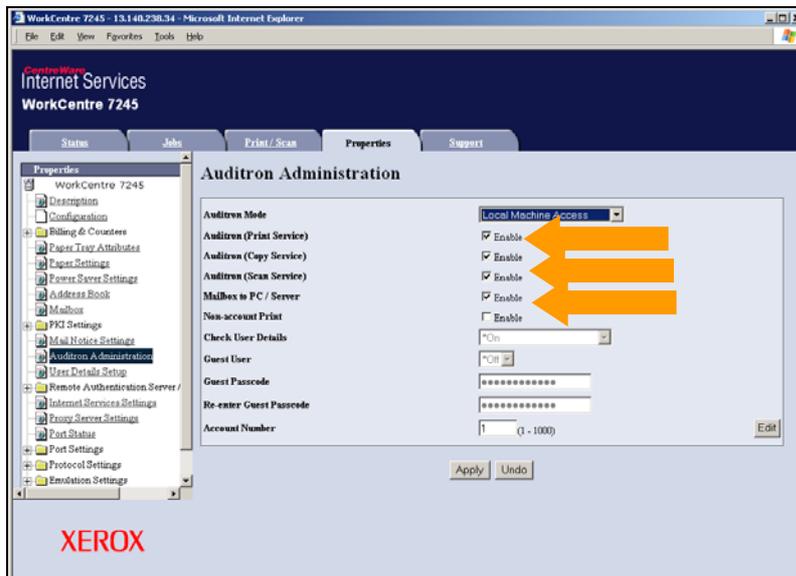
3. Click on the *Auditron Administration* link.



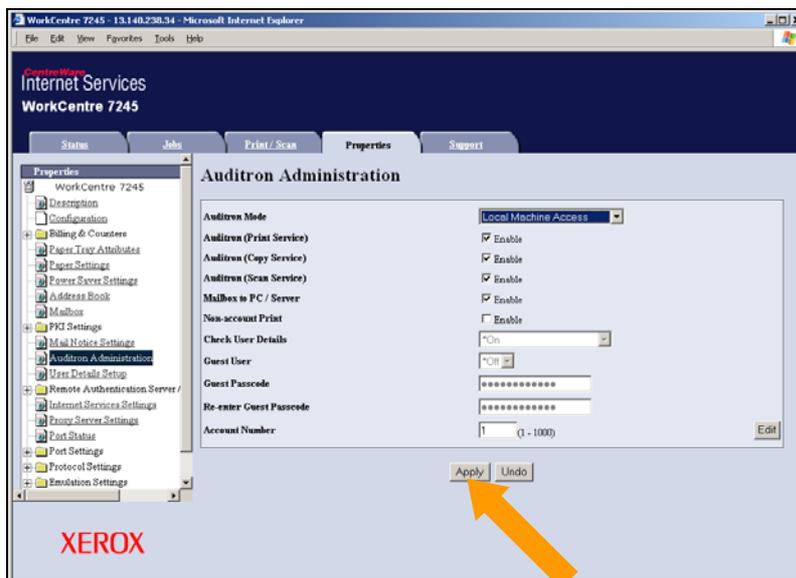
4. In the *Auditron Mode* pull-down box, select the *Local Machine Access* option.



5. Select the appropriate **Service (Print, Copy, Scan, etc.)** and **Mailbox** options.



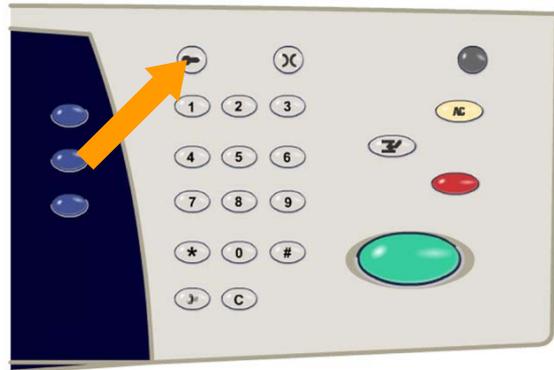
6. Click on the **Apply** button.



7. Enter your **User Name** and **Password** into the appropriate fields, then click the **OK** button.

Xerox Standard Accounting Setup at the Device

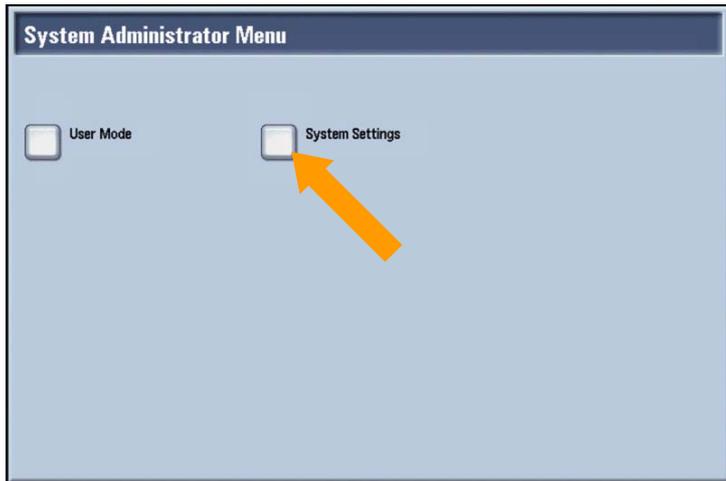
1. Touch the *Log In/Out* button.



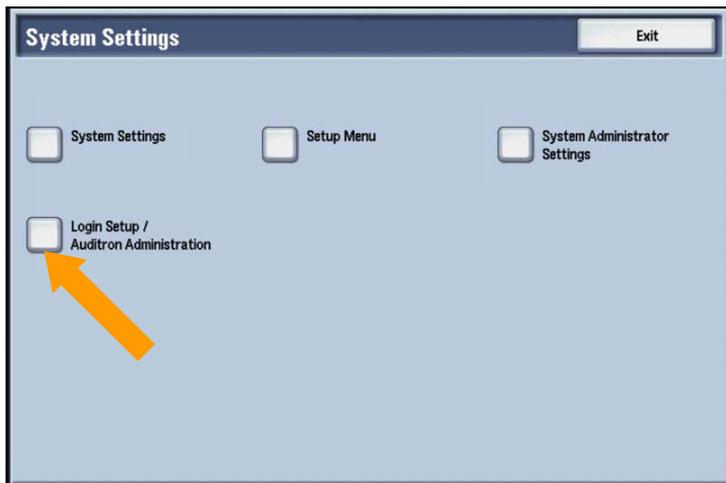
2. Enter your *Login ID*, then touch the *Confirm* button.



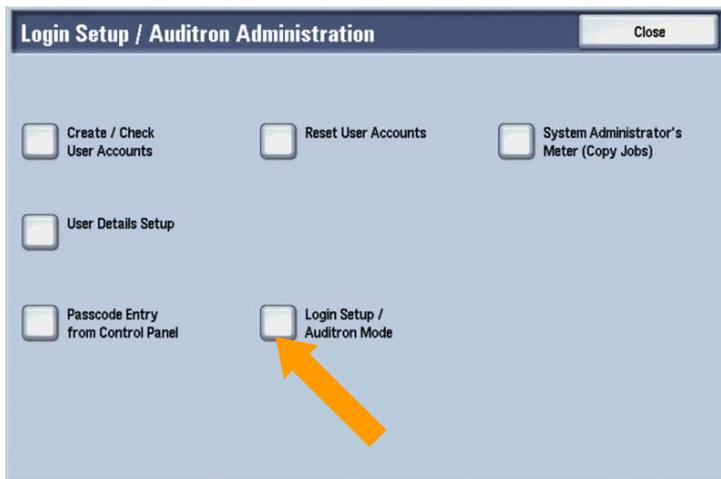
3. Touch the *System Settings* button.



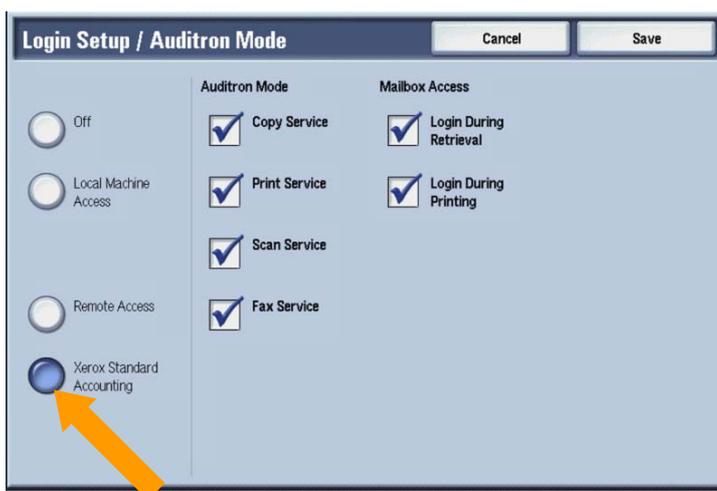
4. Touch the *Login Setup/Auditron Administration* button.



5. Touch the *Login Setup/Auditron Mode* button.



6. Touch the *Xerox Standard Accounting* button.



7. Choose the appropriate *Auditron Mode* and *Mailbox Access* options.

Login Setup / Auditron Mode [Cancel] [Save]

Off

Local Machine Access

Remote Access

Xerox Standard Accounting

Auditron Mode

Copy Service

Print Service

Scan Service

Fax Service

Mailbox Access

Login During Retrieval

Login During Printing

8. Touch the **Save** button.

Login Setup / Auditron Mode [Cancel] [Save]

Off

Local Machine Access

Remote Access

Xerox Standard Accounting

Auditron Mode

Copy Service

Print Service

Scan Service

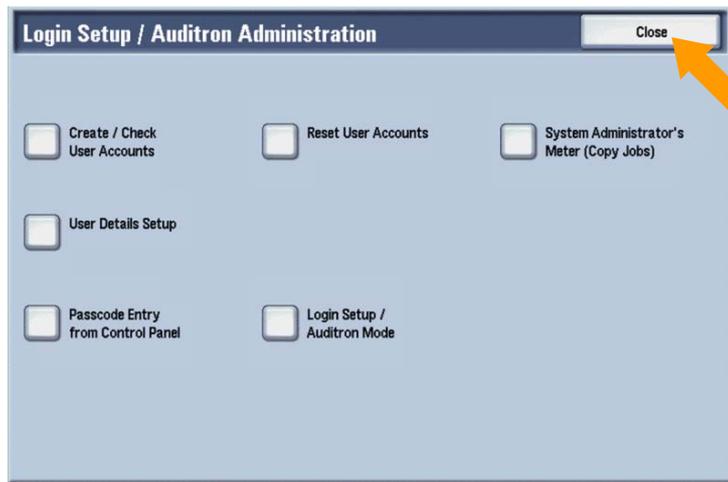
Fax Service

Mailbox Access

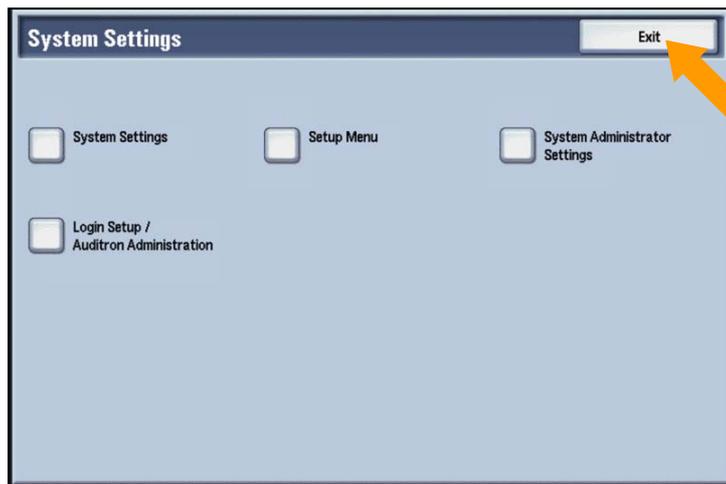
Login During Retrieval

Login During Printing

9. Touch the *Close* button.

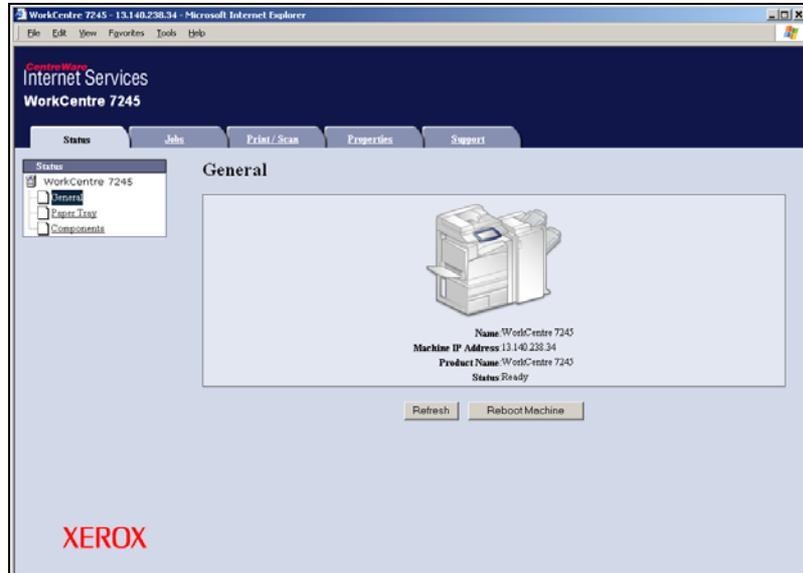


10. Touch the *Exit* button.

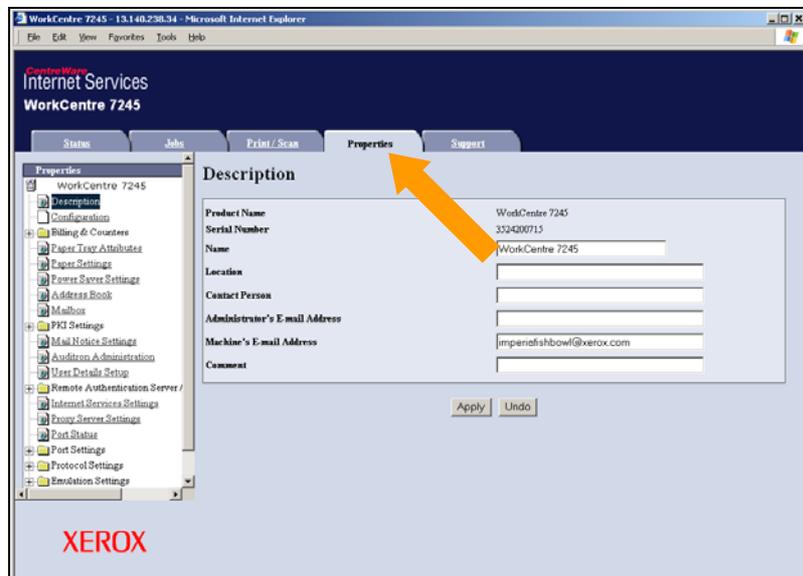


Xerox Standard Accounting Setup using Internet Services

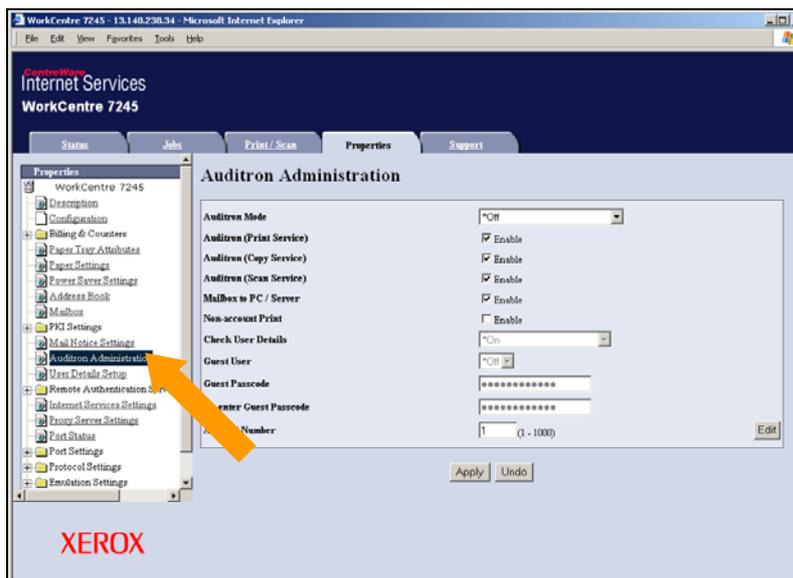
1. Access the *Internet Services* screen for your machine.



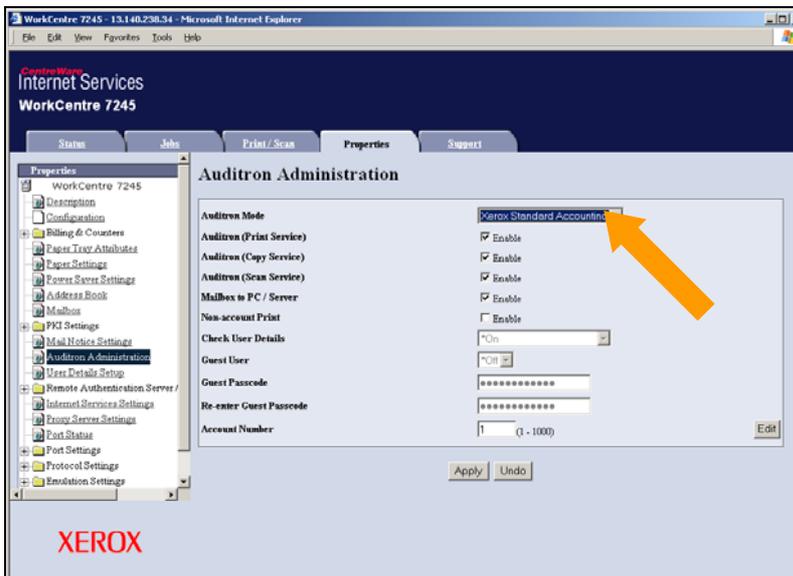
2. Click on the *Properties* tab.



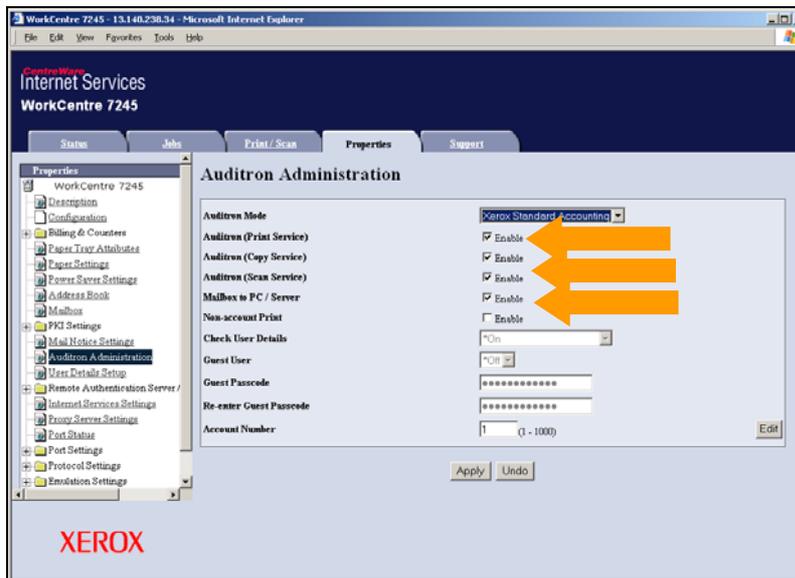
3. Click on the *Auditron Administration* link.



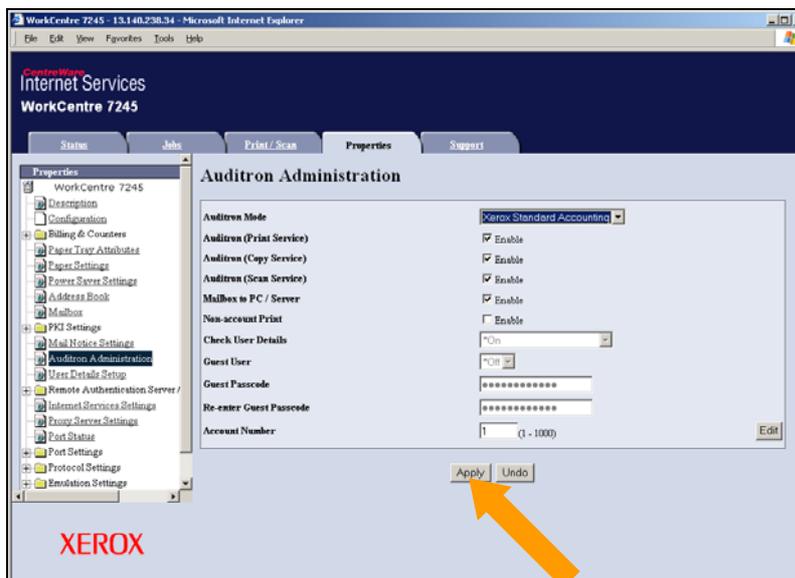
4. In the *Auditron Mode* pull-down box, select the *Xerox Standard Accounting* option.



5. Select the appropriate *Service* (Print, Copy, Scan, etc.) and *Mailbox* options.



6. Click on the *Apply* button.



7. Enter your *User Name* and *Password* into the appropriate fields, then click the *OK* button.