Setting preferences and your Xerox Accounting Code w/MAC

Open up a document to print – Select print.
Now select Copies & Pages / then Xerox Features
Under Paper / Output select Advanced
Now select Accounting
Under Accounting System: select Xerox Standard Accounting in the drop down / then Do Not Prompt. In the Default User ID box, enter your departments 4 digit code. Leave Default Account Type set to Default Group Account. Default Account ID is NOT required. Then select OK.
Select Print – you must perform this step to be able to have accounting stick. Then select Save As above and call it Accounting. When you print to the Xerox you MUST ensure that you always use the preset of Accounting – or you will get an error sheet stating that your job was deleted due to invalid accounting codes.