

### **XEROX ALTALINK**

## Set up, Modify Xerox Standard Accounting Using the Web Server Interface

- 1. Open Internet Explorer > in Address field type IP Address \_\_\_\_ > press Enter. [You may see a website security warning]. If so, > Click Advanced and/or Continue to the website.
- 2. In the Web Server Interface > Click Properties Tab.
- 3. To Login > in User ID field: type admin > in Password field: type 1111 > Click Login.

#### **Enabling Xerox Standard Accounting**

- 4. Click on [Login/Permissions/Accounting] (left side) to expand the menu.
- 5. Click on [Accounting Methods] (left side) to expand the menu.
- 6. In the **Control Panel & Website Login Methods** section > Click the ZEdit... to the right.
- 7. In the Current Accounting Method field > select [Xerox Standard Accounting]
- 8. Click the [Save] button.

#### Select Services Tracking in the Configuration Settings section:

- 9. Go to the [Service Tracking] > Click Click to the right > select the Apps [Copies, Prints, Scans] you want to enable tracking for (restrict).
- 10. Click [Save] when the appropriate selections have been made.

#### To Add Users and Limits:

- 11. Go to the [Users & Limits (Add, Import, Export)] > Click ZEdit. to the right.
- 12. Click [Add New User] to add your accounting users.
- 13. In the [Display Name] type the Department or User Name.
- 14. In the [User Name (User ID] type the associated digit code.
- 15. [Optional] User Limits can be customized.
- 16. Click [Apply] > then click [Close] > Repeat Steps 12. through 16.
- 17. When finished > Click [Close]
- 18. Click on the [admin-Logout] link > logout of Web Server Interface.
- 19. Close the browser window.

To Export the Users List: > click Management Actions • > click Export > follow the prompts > select location to save .csv file to > OK.

To Import the Users List: > click Management Actions • > click Import > click Choose File > Browse to the location where .csv file is saved > click Open > click Overwrite existing data > click Next > click OK > click Next > click Import > click Close. [Status list number of Users Imported].

Home	
Search	
Configuration Overview Description	
General Setup	
Connectivity	
Login/ Permissions/ Acco	ounting
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### **XEROX ALTALINK**

# Exporting Xerox Standard Accounting Report Using the Web Server Interface

- 1. Open Internet Explorer > in Address field type IP Address . . . > press Enter.
- 2. In the Web Server Interface > Click **Properties** Tab.
- 3. To Login > in User ID field: type admin > in Password field: type 1111 > Click Login.
- 4. Click on [Login/Permissions/Accounting](left side) to expand the menu.



5. Click on [Accounting Method] to expand the menu.

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### **XEROX ALTALINK**

# Exporting Xerox Standard Accounting Report Using the

#### **Web Server Interface**

6. Click on [Report and Reset] button under Account Method Screen.

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8. **Save or** [**Save as**] report to your desktop or specific network location [Upon saving the report you can name it by the **Month** or **Zeno ID** for your records]. >

