

## **XEROX VERSALINK**

# Setup, Modify, Export Xerox Standard Accounting Using the Web Server Interface

### **ENABLING XEROX STANDARD ACCOUNTING:**

- 1. Open Internet Explorer > in the Address field type IP Address \_\_\_\_\_ > press Enter. [You may see a website security warning]. If so, > Click Advanced and/or Continue to the website.
- On the main screen > Click the Login button (upper right corner) > Select the admin account > in Password field: type 1111 > Click Login.
- 3. Click on [Permissions] (left side).
- Click on [Login/Logout Settings] > click [Edit] (bottom).
- 5. In the [Display User Name] setting > select [Hide ] > Click OK.
- 6. Return to the [Permissions] main screen.
- 7. Click on [Accounting Method]
- 8. In the [Xerox Standard Accounting] option > click [Select].
- 9. In [Mask Input] > Enable[ Mask Input]
- 10. Check [Custom Tracking] > Click the [Setup] button
- 11. In the [Custom Tracking] window > Select Tracking option for Prints, Copies, etc... >
- 12. Click **OK** from this window.
- 13. Now, in the [What to Track Window] > Click OK.

14. Click Change in the requires a restart window.
Changing the Accounting Method requires a restart. Are you sure you want to change the Accounting Method?
Selecting Change can delete all user information. This process can take several minutes.
Cancel

- 15. The [Device restarting] message appears. The Device Website is temporarily unavailable. Check the status of the Restart at Device Control Panel. When the restart completes, to use this Website, refresh your Web browser.
- 16. Press the **Refresh** button in the Web browser, once the device is ready.

Xerox Standard Accounting
What to Track
O Track All
Records how many scans, copies, and prints are made and if they are color or black & white.
Only Track Color Copies and Prints
Only records how many color copies and prints are made.
setup.
User ID
Cancel OK
Custom Tracking
Prints
Track All
O Track Color Only
O Do Not Track
Print jobs with invalid accounting codes (User ID) will be deleted.
Exceptions
Copies
Track All
O Track Color Only
O Do Not Track
Scanned Images
Track All
O Do Not Track
Cancel OK

17. If you are already logged in > go to [step 17] to Add your User Codes > otherwise Go to [step 15].



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### ADD/DELETE USER CODES:

- 18. Open Internet Explorer > in the Address field type IP Address \_\_\_\_\_ > press Enter. [You may see a website security warning]. If so, > Click Advanced and/or Continue to the website.
- 19. On the main screen > Click the Login button (upper right corner) > Select the admin account > in Password field: type 1111 > Click Login.

Add New Account

Cancel

User Name

1234

- 20. Click on [Permissions] (left side).
- 21. In the [User Accounts] section > click [Add] (right side). In the [User Name] field > Enter the Digit Code > click [Add].
  - **NOTE**: The defaults are set to track everything when new Digit Codes are added. All you need to do is enter the User Name (Digit Code = User Name).
- 22. To [Delete] a User Code > select the User Code and then Delete User.

#### **EXPORT AND RESET XSA REPORT:**

- 23. Open Internet Explorer > in the Address field type IP Address . . . > press Enter. [You may see a website security warning]. If so, > Click Advanced and/or Continue to the website.
- 24. On the main screen > Click the Login button (upper right corner) > Select the admin account > in Password field: type 1111 > Click Login.
- 25. Click on [Permissions] (left side).
- 26. Click on [Accounting Method] Accounting Method Icon to display the Accounting Method options.
- 27. In the [Xerox Standard Accounting] option.



- 28. Click on the [Report] button > click the Download button in the [Download Report] window.
- 29. [Save] the Usage Report to your desktop or desired folder on your network.

III

- 30. The [Download Report] window appears > click [Cancel]button.
- 31. To [Reset] the Usage data for the next month > Click the [Reset] button > click Reset Usage Data option.
- 32. Click Reset button.

33. Click on the [admin-Logout] link > logout of Web Server Interface > Close the browser window.