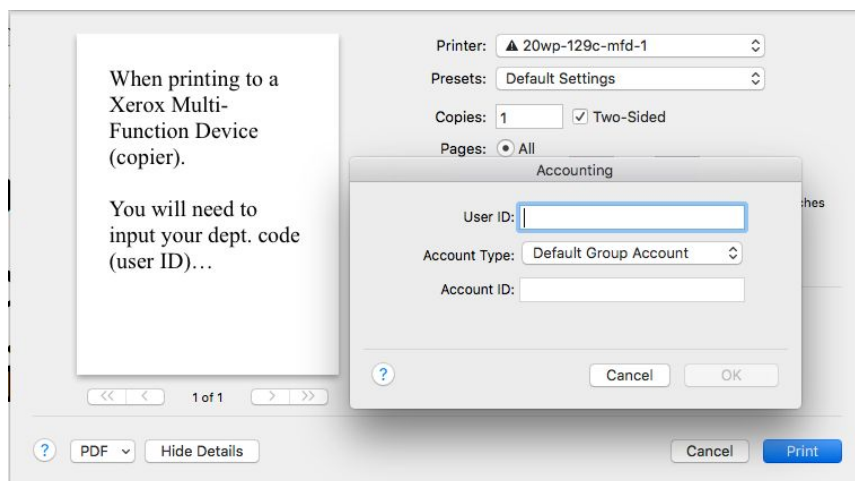


Macintosh — Print to Xerox Multi-Function Devices (MFDs) using a Department Code (aka “accounting code”).

(modified February, 11, 2016)

Select the Local Printer on your Mac workstation that points to the Xerox MFD.

- After selecting “**Print**” --- a popup window will appear...
- In the “**User ID:**” text box -- enter your assigned Print Department Code.
 - Please enter your Dept. Code -- otherwise the Xerox MFD will print an “Error Notice”.



Alternatively -- you can **save** your assigned Dept. Code -- printing to the Xerox MFD and avoid typing it during each print out.
Instructions below...

Open the application: **TextEdit**

- Click **File > Print**.
 - Make sure the “**Printer**” drop-down is set to your **Xerox copier**.
- Change the “**TextEdit**” drop-down to “**Xerox Features**”.
 - The Print window will refresh.
- Change the “**Paper/Output**” drop-down to “**Advanced**”.
 - The Print window will refresh again.
- Scroll down and click the the button labeled “**Accounting...**”.
- In the new “**Accounting**” window change the drop-down to “**Xerox Standard Accounting**”.
 - Change the “**Accounting Prompt**” drop-down to
 - “**Do Not Prompt**”.
- In the “**Default User ID**” field enter your **5 digit accounting code**.
- Click **OK** to close the **Accounting** window.
 - Now back in the **Print** window change the “**Presets**” (*Default Settings*) drop-down to “**Save Current Settings as Preset**”.
- Enter a **name** (example: “dept.code”) and click **OK** to finish.

Please contact IT Service Desk if you have questions.

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end of instructions.