



Office of Information Technology  
**IT Service Operations**

## **Quick Steps - Mac users Printing to Xerox MFD printers with Print Accounting Enabled**

If you have not been set up to print to the Xerox MFD in your area - Contact the IT Service Desk

### **Print to Xerox 5330**

1. File, Print
2. Select appropriate printer and click Print
3. In User ID field: enter Department Code and
4. In in Account ID field: enter the #1

### **Print to Xerox 7225**

1. File, Print
2. Select appropriate printer and click Print
3. In User ID field: enter Department Code only