

**First  
To Acquire the driver (MAC)**

**Open settings → printers and scanners**

**Apply administrator password**

**On the lower left push the (+) button**

**Select the IP tab**

**In the address block enter the IP Address for the printer desired**

**\*Only the 10.20.B.C not the room number**

SOM 102	enter this number	10.20.100.21
MDA 293		10.20.133.18
MDA Break Room		10.20.100.20

**Drivers will automatically load when correct IP address is supplied.**

**-----Next-----**

**How to Configure the WorkCentre 5765 Mac OS X Print Driver for  
Accounting Code Usage**

A printer preset must be configured in order for the WorkCentre 5765 Mac OS X print driver to provide the necessary Accounting Code. The instructions below provide the necessary steps to configure this preset:

1. From within any application, click the **File** drop down menu and click **Print**. In this example, Safari is used.

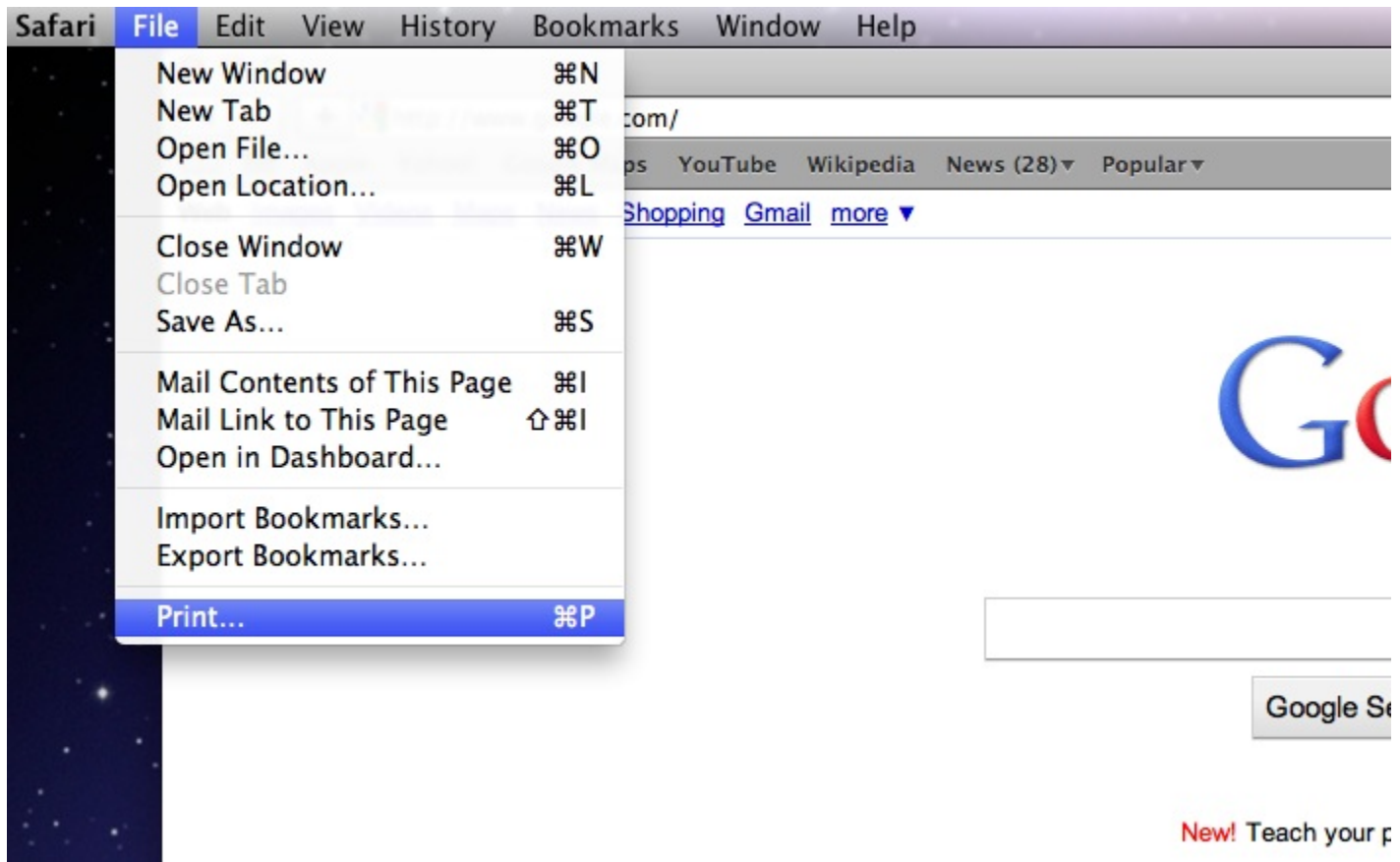
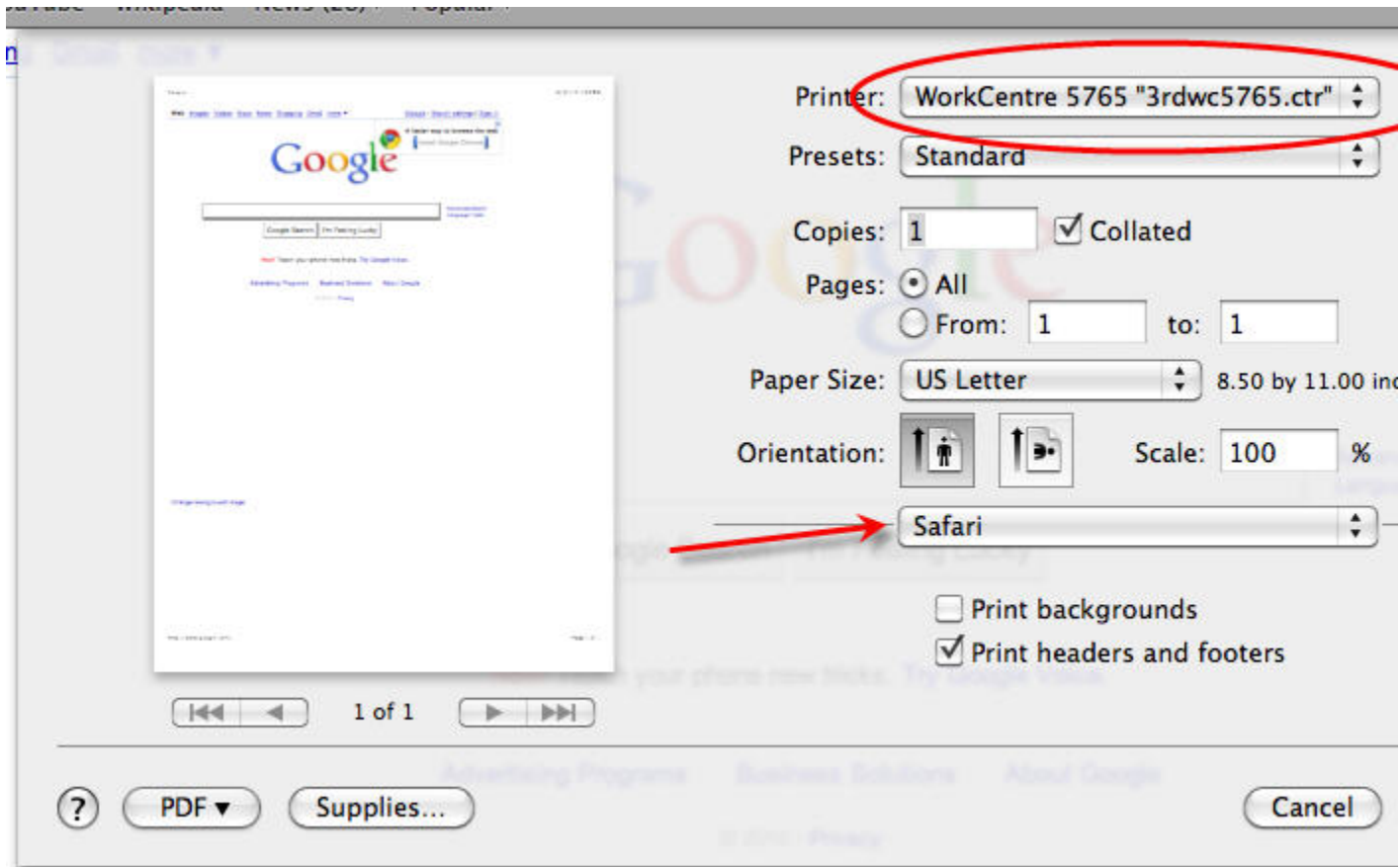


Figure 1

2. The **Printer Configuration** interface will open. Make sure that the **Xerox WorkCenter 5765** is selected. Below the selected printer you will see the application you are using (**Figure 2**).

In this case, it is Safari. Click the drop down list next to the application listed. Several options will be listed in the drop down list, click **Xerox Features** (**Figure 3**).



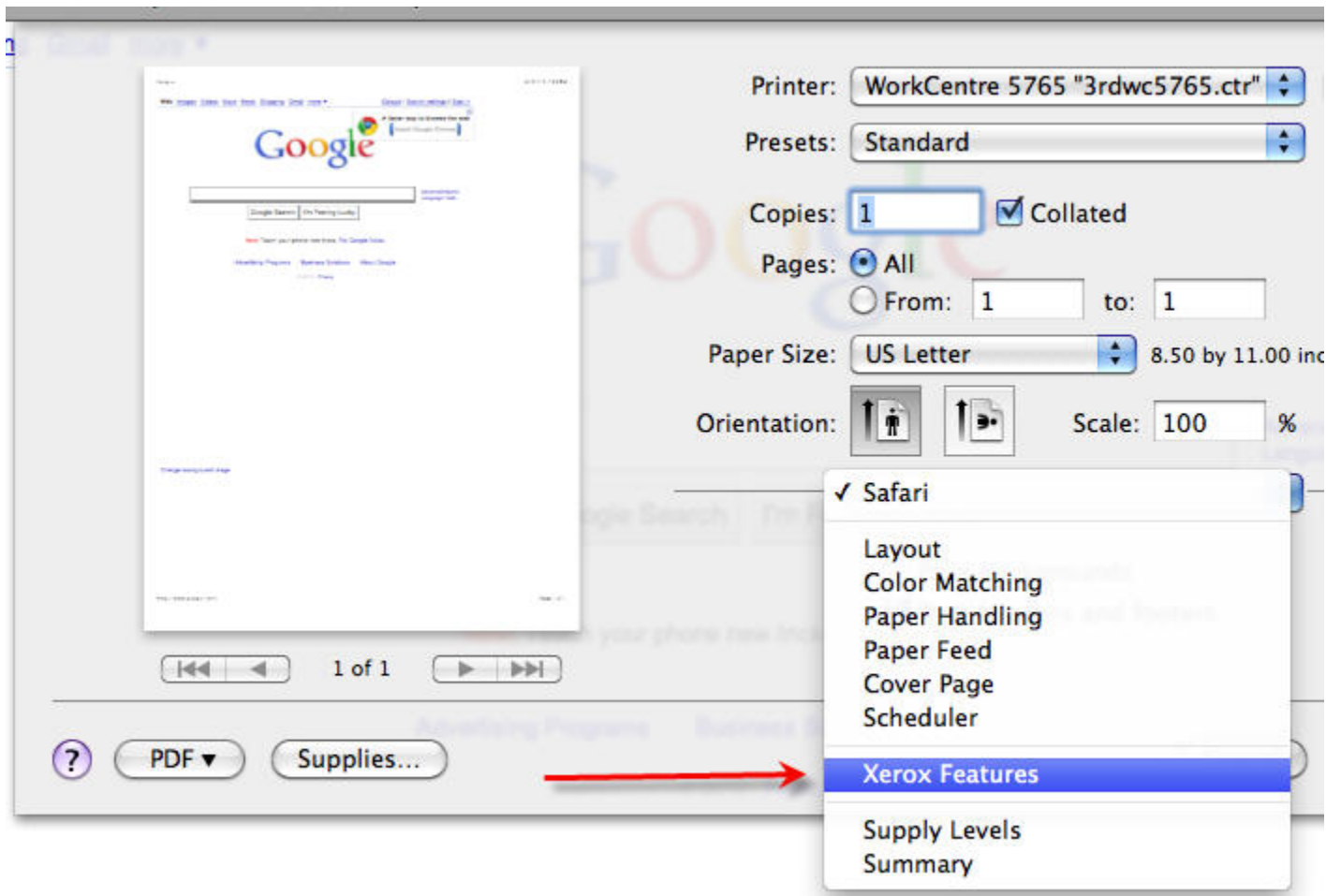
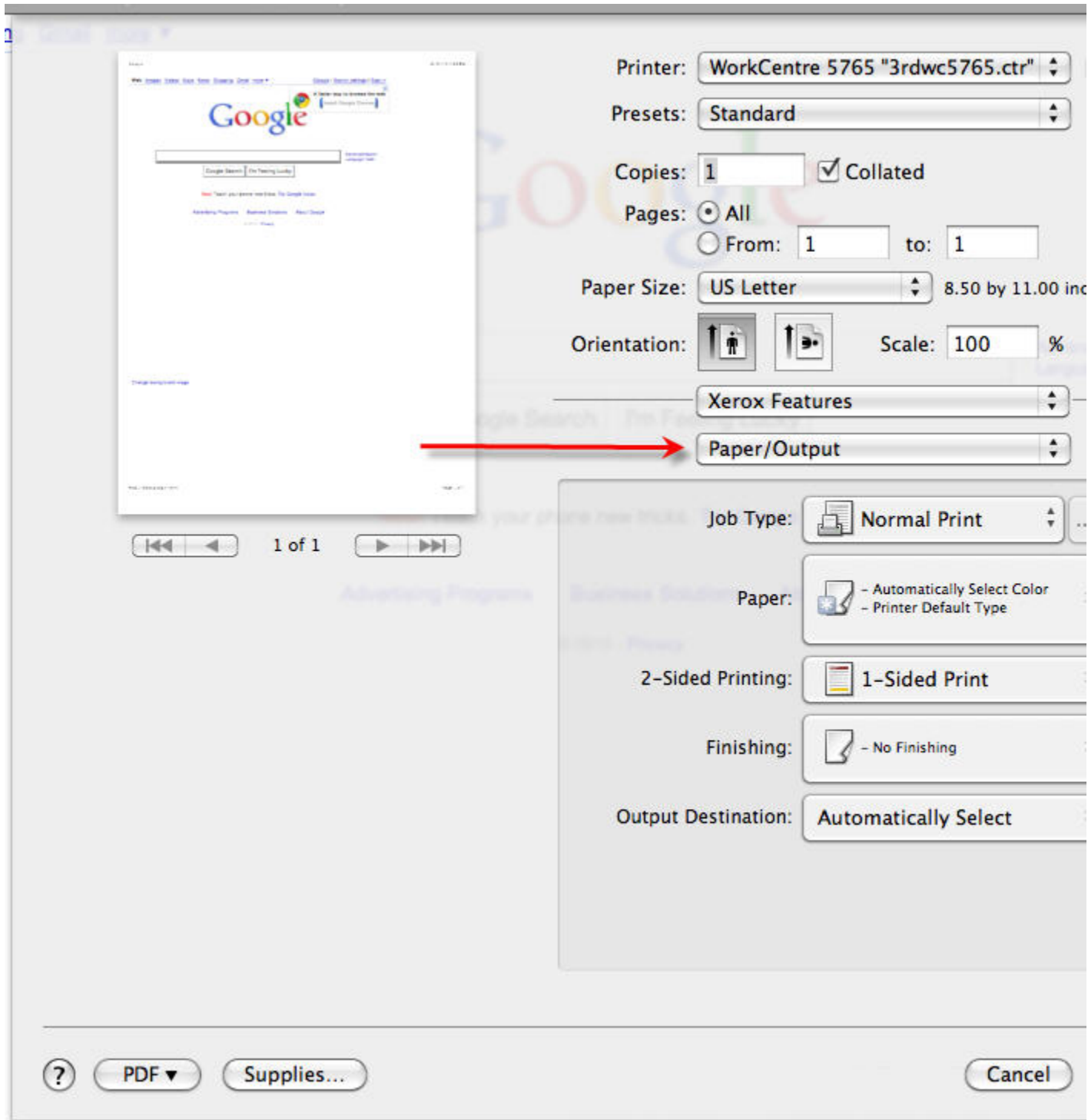


Figure 2

Figure 3

3. The **Xerox Features** interface will open (**Figure 4**). Click the arrows next to **Paper/Output** and click **Advanced** (**Figure 5**).



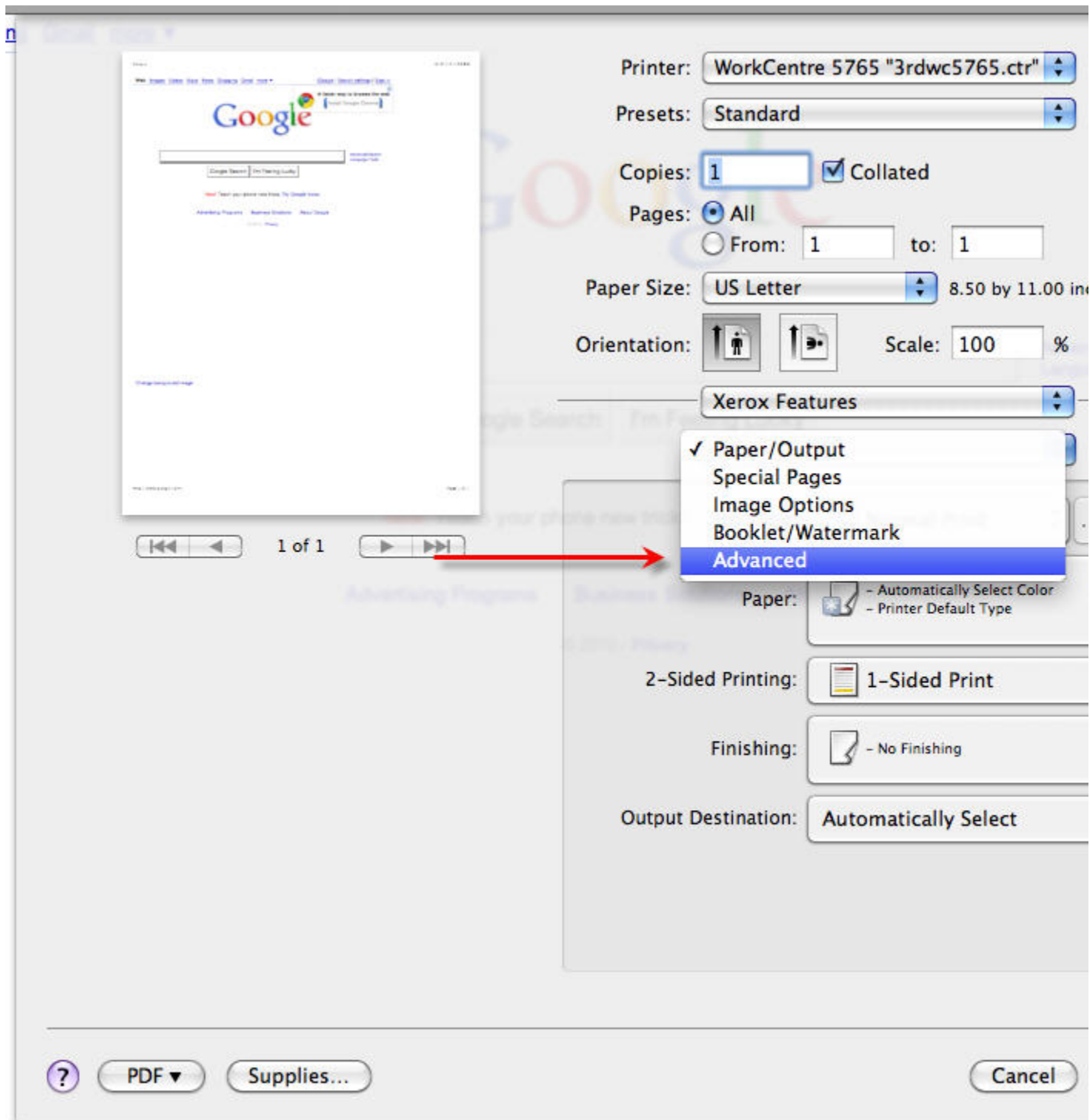


Figure 4

Figure

5

4. The **Advanced** settings will be displayed (**Figure 6**). Click the arrows next to **Banner Sheet** and click **Off** (**Figure 6**). Next scroll down the list and click the **Accounting** button (**Figure 7**).



1 of 1

Printer: WorkCentre 5765 "3rdwc5765.ctr"

Presets: Standard

Copies: 1  Collated

Pages:  All

From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 in

Orientation:  Portrait  Landscape Scale: 100 %

Xerox Features

Advanced

Booklet Image Order: Left To Right

Off

Banner Sheet  On

Request Offset: Offset Each Set

Resolution: 600x600 256 shades of gra

Output Options: Face Down

Mirrored Output: Disabled

Draft Mode: Disabled

Negative Output: Disabled

About..



PDF ▼

Supplies...

Cancel

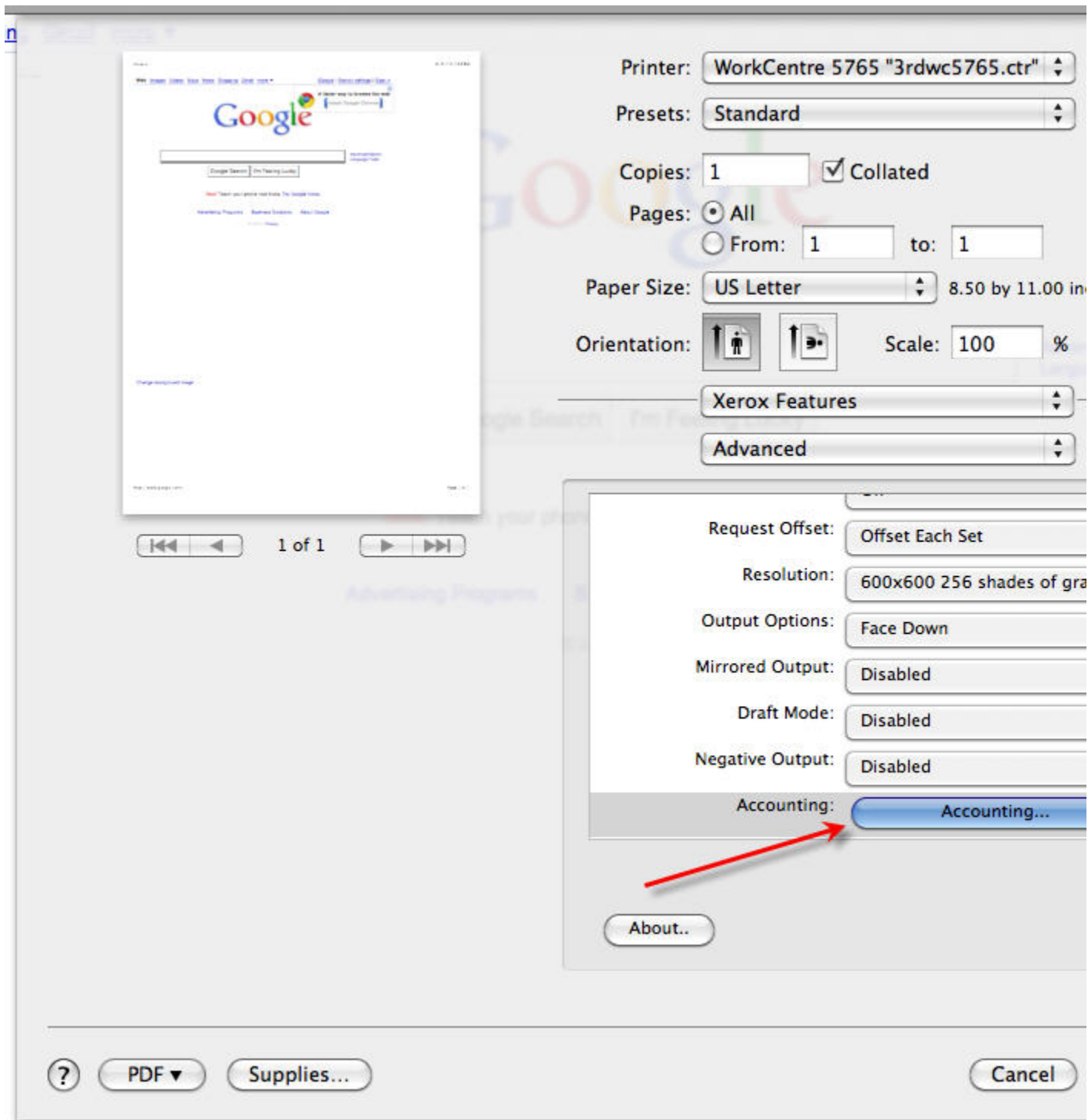


Figure 6

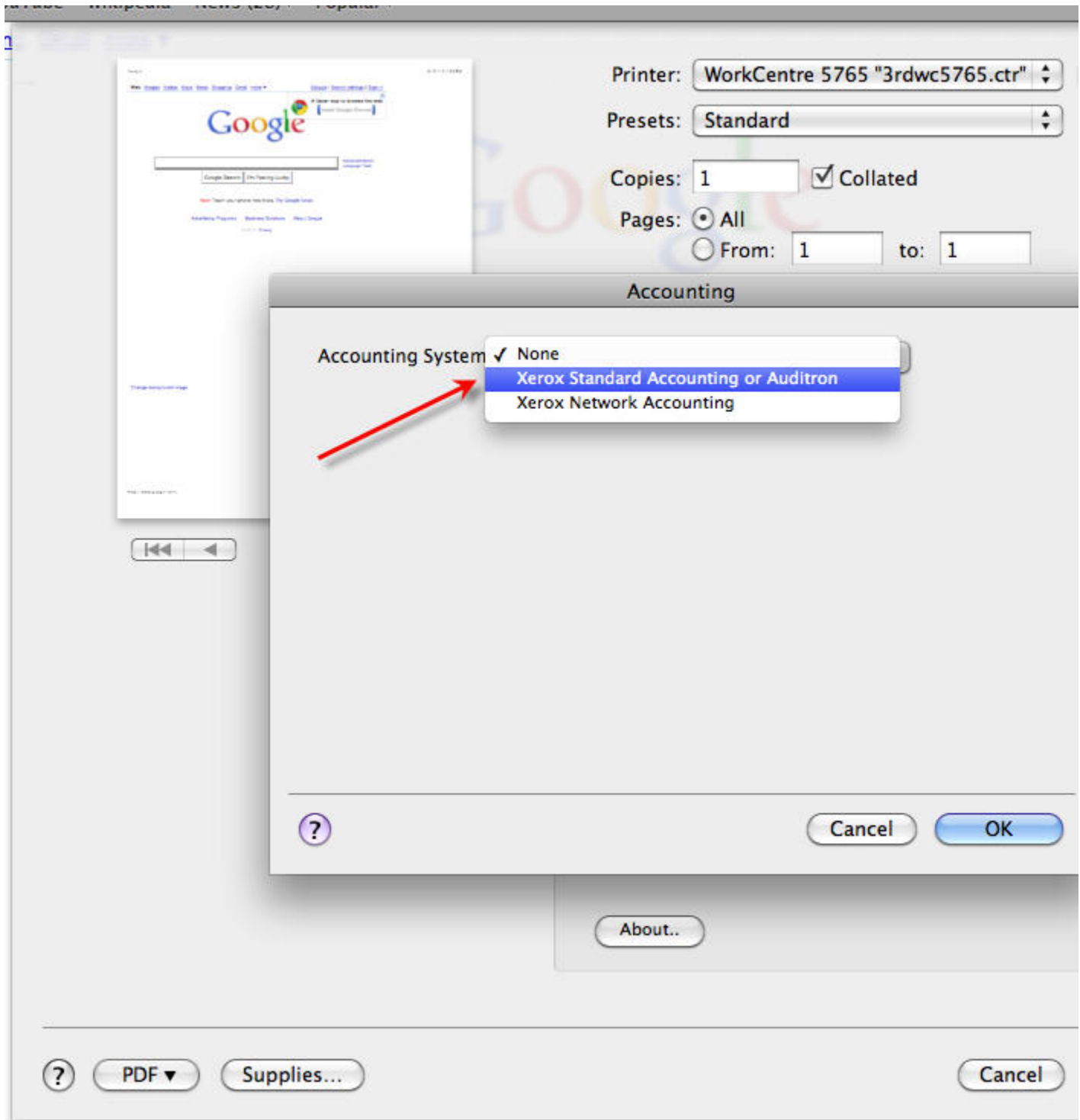
Figure 7

5. The **Accounting** interface will open. Here you will need to enable the **Accounting System** by choosing **Xerox Standard Accounting or Auditoron (Figure 8)**.  
Next, complete the following steps in the following order (**Figure 9**):



1. In the text box next to **Default User ID**, input the user account code provided to you by the BCC Technology Office.
2. Choose **Default Group Account** from the drop down list next to **Default Account Type**.
3. Make sure that the text box next to **Default Account ID** is blank. If there is any text in the box, delete it.
4. Choose **Do Not Prompt** in from the drop down list next to **Accounting Prompt:**.

When you have completed the four steps above your settings should look like **Figure 10**, below. Click **OK** to continue.



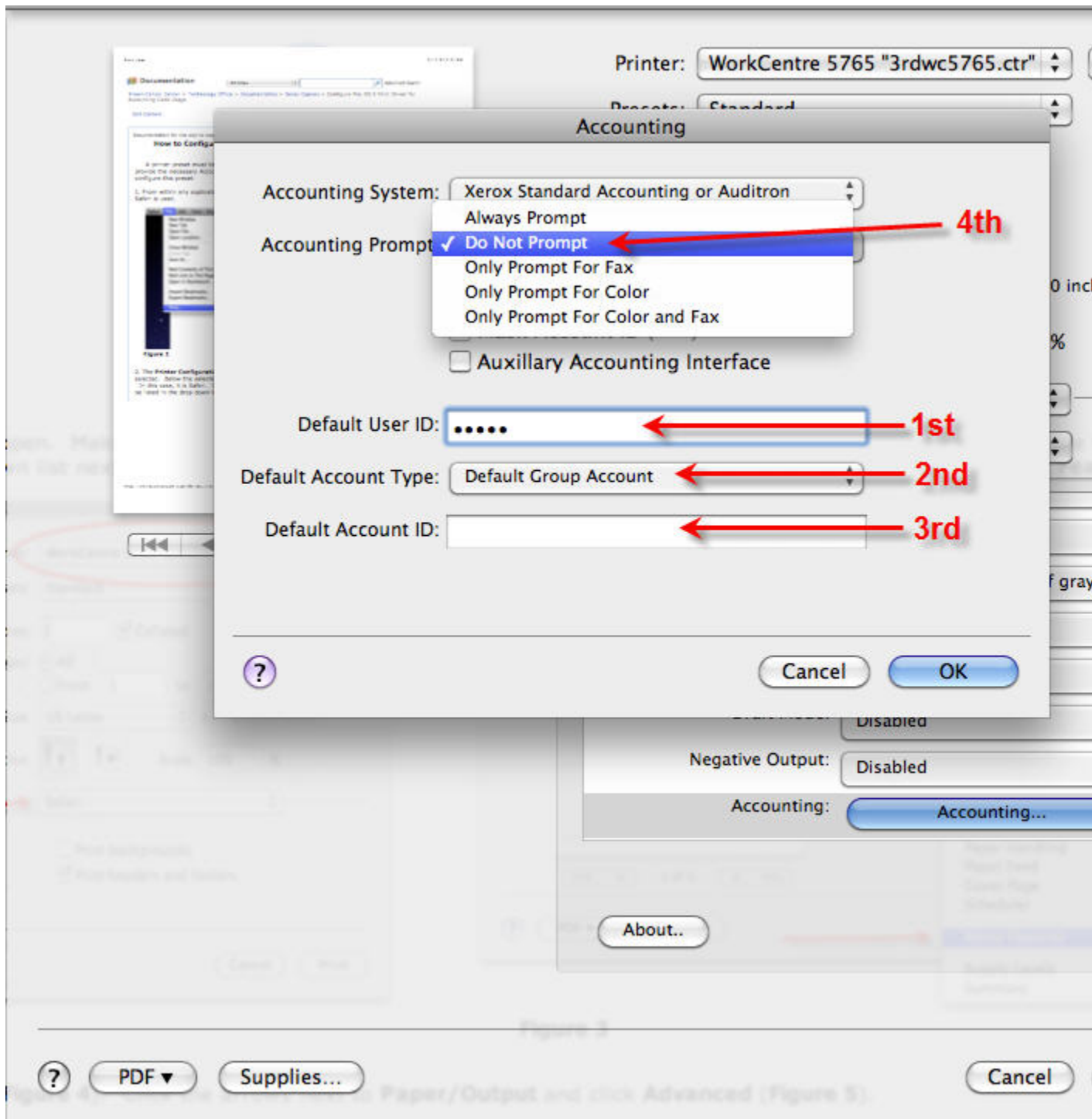
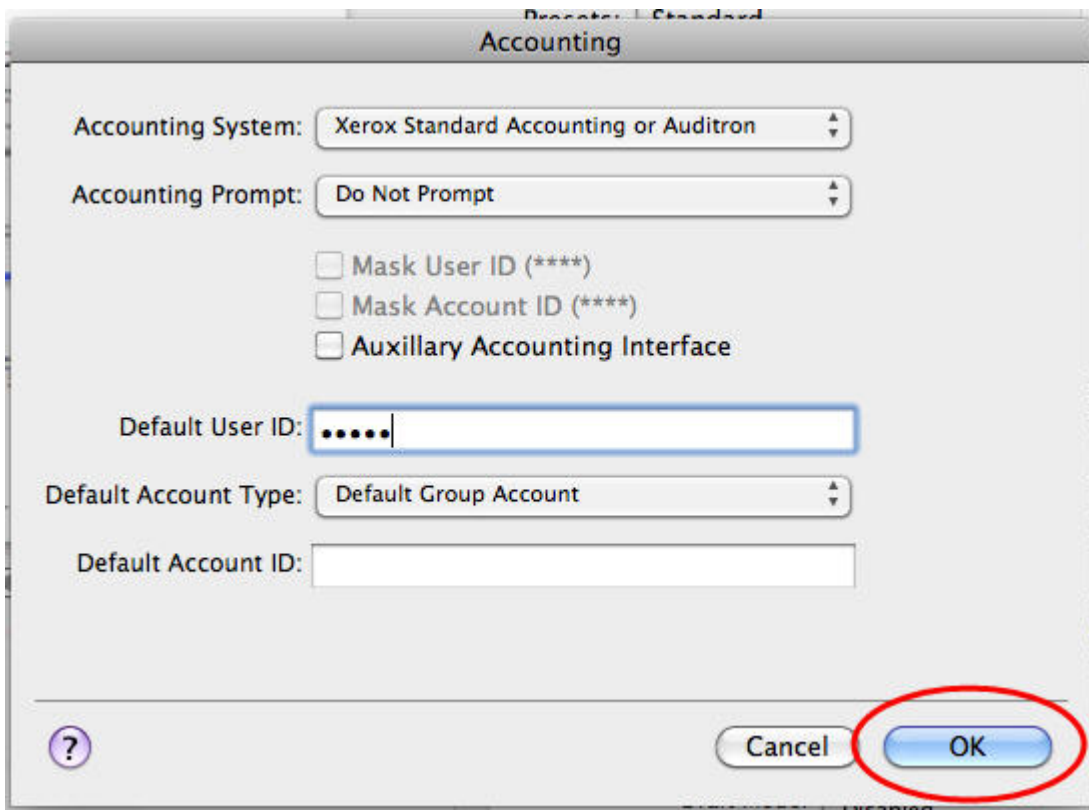


Figure 8

Figure 9



**Figure 10**

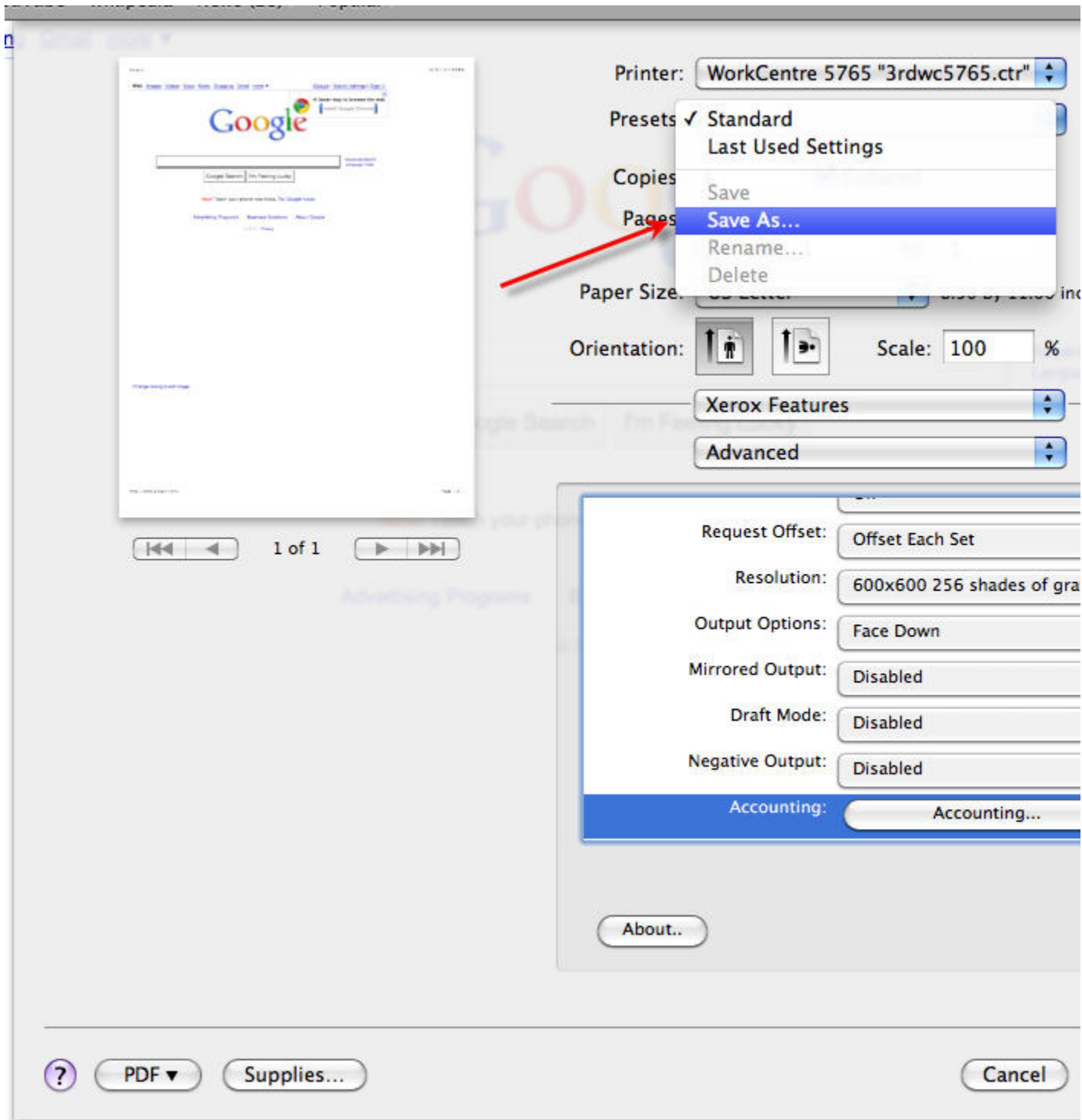
6. You should now be back at the **Advanced** settings interface (**Figure 11**). The next step is to save the changes you

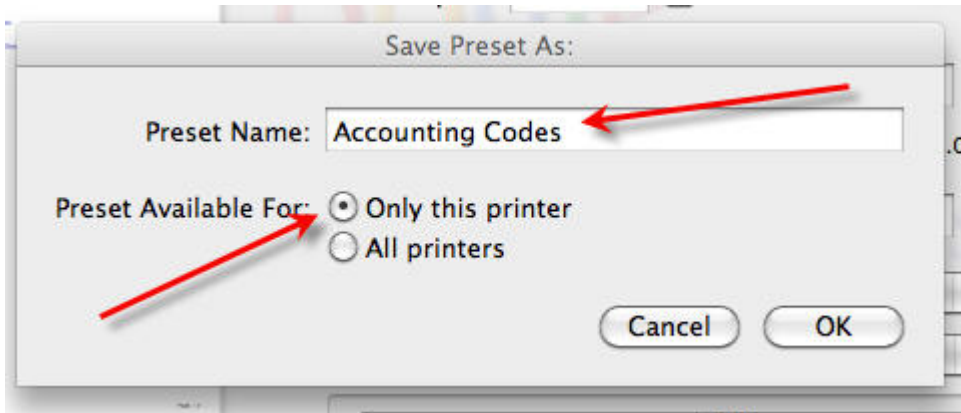
just made as a new printer preset. To do this click the arrows next to **Presets** and click **Save As...** (**Figure 11**), below.

You will then be prompted to provide a **Preset Name** (**Figure 12**). Type any name of your choosing that will

help you to remember that this preset includes the necessary Accounting Codes. Also, make sure that the radio

button next to **Only this printer** is selected and click **OK**.





**Figure 11**

**Figure 12**

7. From now on, when you print to the WorkCenter 5765, you must use this preset.