

### **Xerox Printer Copy Code Setup (On Windows 7)**

1. Click on **Start** and open the **Devices and Printers** window.
2. Right-click on a Xerox printer and select **Printer Properties**.
3. Go to the **Configuration** tab and click on the **Accounting** button.
4. Under **Accounting System**, choose **Xerox Standard Accounting or Auditron**.
5. Under **Accounting Prompt** - set to **Always Prompt** and un-check **Remember Last Entered Codes**.
6. Click OK on each window to close out and save your changes.