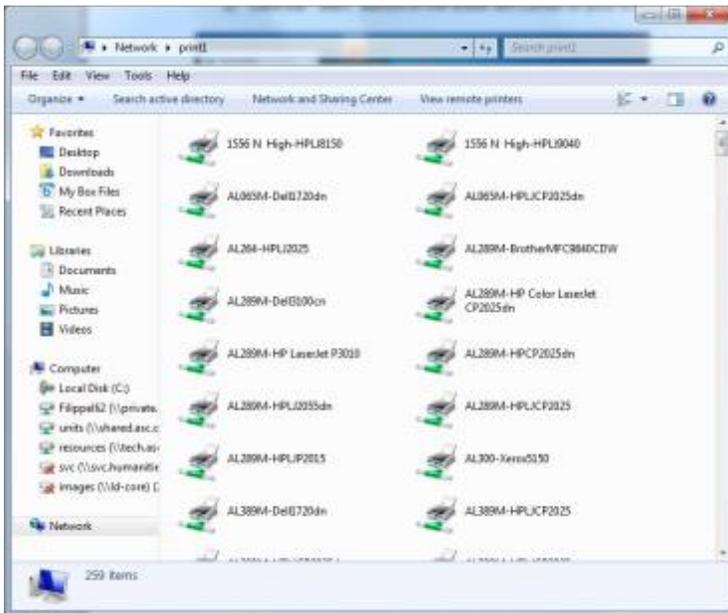# English Xerox Printers with Accounting

A Setup Guide for Windows 7 Users

1. Click the **Start** button in the bottom left corner of the screen.
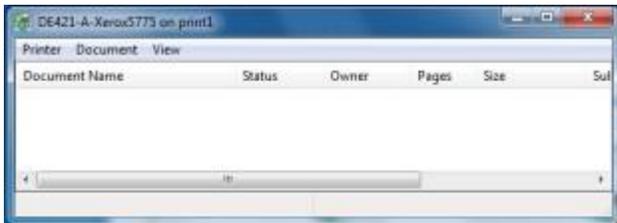

2. Click where it says **Search programs and files**, then type in **\\webprint** and hit Enter on the keyboard, which will bring up the following window:
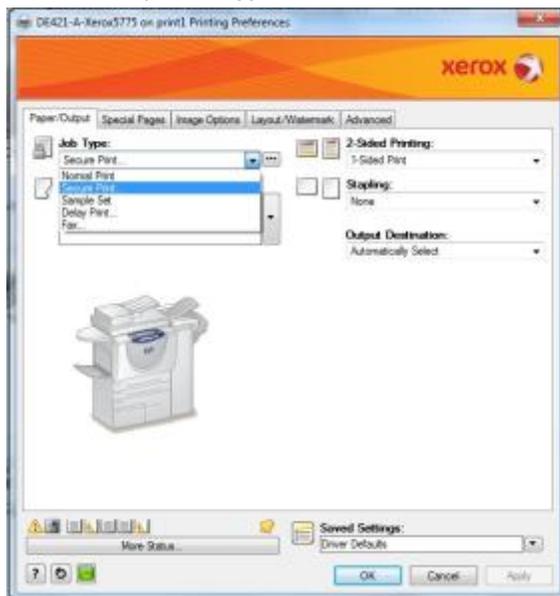

3. Scroll to find the applicable Xerox printers. The four printers are:
   a. DE421-A-Xerox5775 (this is the one with Fax and Color Scanning)
   b. DE421-B-Xerox5775
   c. DE446-Xerox5775
   d. DE572-Xerox5775

4. One by one, double-click *each* of the printers, and they will be installed automatically (this may take a minute or so per-printer, and might lag slightly before you see any indication that it's installing properly.)

5. Once all necessary Xerox printers are installed, you may close the \\webprint window and the print queue windows that appear for each printer (print queue window illustrated)

6. Click **Start** then **Devices and Printers**

7. For *each* of the Xeroxes, do the following steps:
   a. Right click on the printer, and choose **Printing Preferences**
   b. Where it says **Job Type**, select **Secure Print**.

   c. You'll be prompted to enter your printer code. Do so, then click OK to close that window, and OK to close and apply changes to the Printing Preferences window.
   d. Repeat as necessary for the other printers.

8. Now, the first time you print to each printer, you'll be prompted to type in your code. It will prompt every time you print, but will automatically remember which code you used last on that printer. So for future print jobs, all you'll need to do is print as normal, then click OK at the accounting code dialog that appears.
   a. Note: If you do need to print using a different accounting code, you may change the code that appears after clicking Print. You will still use your same secure print code to pick up from the printer. Just remember to change the code back for your next print job, as it will remember whichever code was used last.