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Protocols (cont.)

POP3
 POP3 Server: 0.0.0.0:110
 POP3 Secure Connection (TLS): Disabled
 E-mail Address:
 NTP: Enabled
 FTP: Passive
 Web Services on Device: Enabled

Apps**Printing**

Banner Sheet: Disabled
 Error Sheets: Enabled
 Paper Substitution: Enabled
 Tray Priority: 1,2,3,4,5
 PostScript
 Level: 3
 Version: 3021.101
 PCL
 Version: 6
 Font Name: Courier
 Custom Color Tables: Enabled
 Label: Not Installed
 Embedded Fax: not installed

Fax Line1:

Fax Line2:

Server Fax:

Repository Protocol: Enabled
 Repository Server: FTP
 10.61.23.93:21
 Repository Document Path: /

Workflow Scanning:

Enabled

Email:

Enabled

Scan to Mailbox:

Disabled

Storage Capacity (MB): 23489 MB
 Storage Used (MB): 1319 MB
 Cleanup of Public Folders: Enabled
 Cleanup of Created Folders: Enabled
 Cleanup Time: Daily

Scan to Home:

Disabled

Scan To:

Enabled

Cloud Services:

Disabled

Print From:

Enabled

Saved Jobs for Reprint: Enabled
 Print From USB: Enabled
 Print From MailBox: Disabled
 Cloud Services: Disabled

Accounting

Accounting Mode: None
 Network Accounting: Disabled

Security**Authentication Configuration**

Machine UI Authentication: Locally on the Device
 Home: Unlocked
 Jobs: Unlocked
 Device: Unlocked
 Device Website Authentication: Locally on the Device
 Authorization: Locally on the Device

Retrieve E-mail from LDAP:

Enabled

Authentication Server:

Kerberos

Xerox Secure Access:

Disabled

Audit Log:

Enabled

IP Sec:

Disabled

IP Filtering:

Disabled

Security Certificates

Machine Certificate: Signed
 Root Certificates Installed: 66
 802.1x: Disabled
 Authentication Method: EAP-MS-CHAPv2

Job Data Removal:

Scheduled: Disabled

FIPS 140-3:

Disabled

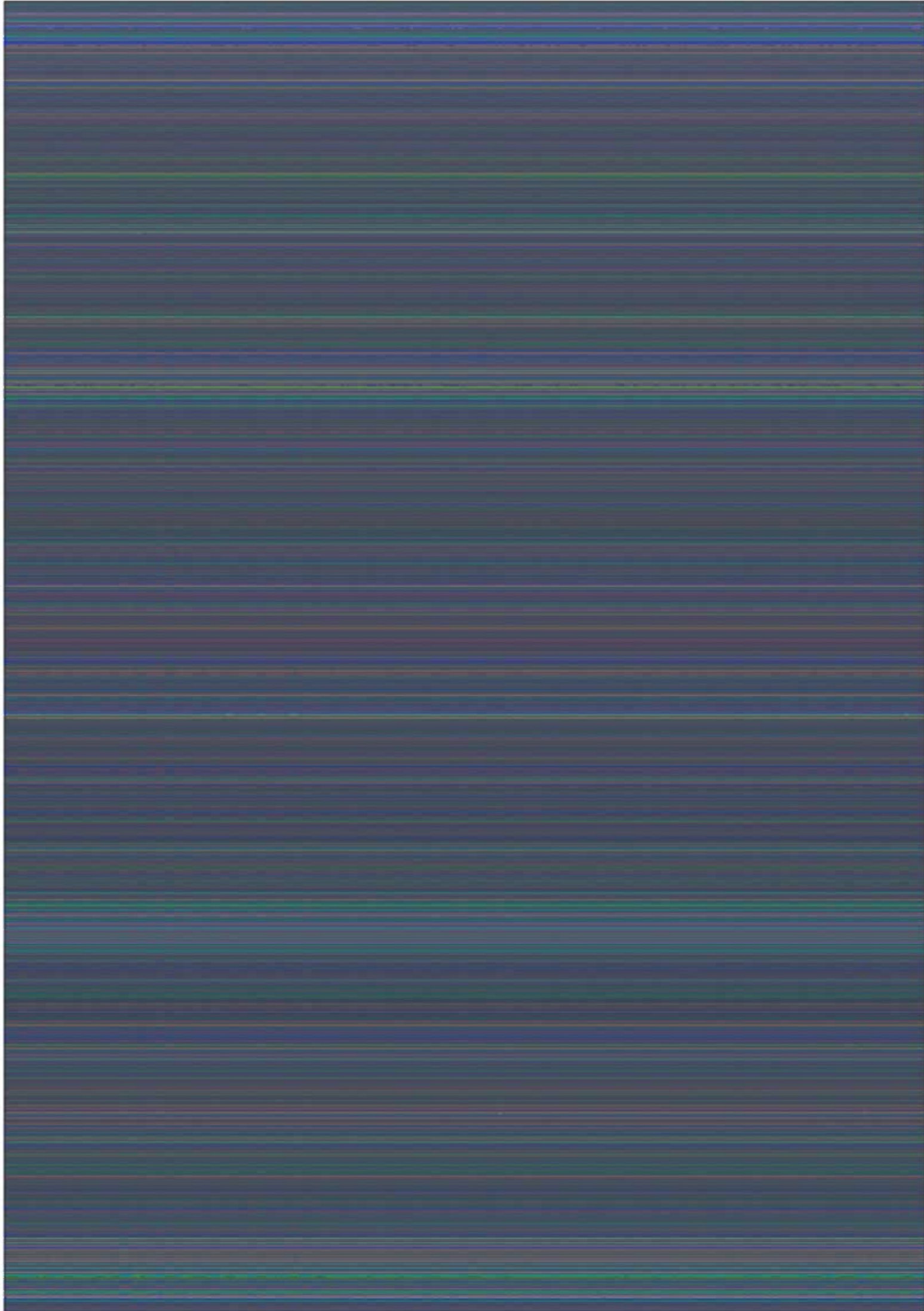
TLS:

TLS 1.1 and TLS 1.2

TLS Hash: SHA-1, SHA-256 and above

Trellix Embedded Control:

Enhanced Security



Protocols (cont.)

Bonjour:
 Bonjour Printer Name: Xerox AltaLink xxxxxx (AA:8B:9F)
HTTP:
 Port Number: 80
 Force Traffic over Secure Connection (H...): Yes
 Secure HTTP Port Number: 443
 Proxy Server: Automatic
 Proxy Server Address: 0.0.0.0:8080
 IPP: Enabled
 Secure IPP Mode: IPP and Secure IPP5
 IPP Network Path: http://10.61.12.168:631

SNMP:
 SNMP v1/v2: Enabled
 SNMP v3: Disabled

LPR/LPD:
 Port Number: 515
 PDL Switching: Disabled
 PDL Banner Override: Disabled

Raw IP Printing:
 Port Number 1: 9100
 Bidirectional: Disabled
 End of Job Timeout: 300
 PDL Switching: Disabled
 Port Number 2: 0
 Port Number 3: 0

LDAP:
 LDAP Server 1 Friendly Name:
 LDAP Server 1 Primary LDAP Address: 0.0.0.0:389
 LDAP Server 1 Alternate LDAP Address: 0.0.0.0:389
 LDAP Server 1 Search Directory Root:
 LDAP Server 1 Secure Connection (LDA...): Disabled
 LDAP Server 1 Validate Server Certificate...: Disabled

SMTP:
 SMTP Server: 10.61.23.93:25
 Connect Encryption (TLS): No Encryption
 Validate Server Certificate (TLS):
 Max Message Size (KB): 10240
 Number of Fragments: 1
 Total Job Size (KB): 300000
 Job Splitting Boundary: Page Boundary
 Credentials for Auto E-mails: None
 Credentials for Walkup User: None

POP3:
 POP3 Server: 0.0.0.0:110
 POP3 Secure Connection (TLS): Disabled
 E-mail Address:
 Receipt of E-mail via POP3: Disabled
 Send Confirm on Request: Enabled
 Incoming E-mail cover sheet: Enabled

NTP:
 Primary Server: 0.0.0.0:123
 Alternate Server: 0.0.0.0:123

SLP:
 FTP: Disabled

Web Services on Device:
 WS-Discovery: Enabled
 WS-Discovery Multicast: Enabled
 WS-Print: Enabled
 WS-Scan: Enabled

Web Services:
 Copy Submission: Enabled
 Digital Certificate Management and Securi...: Enabled
 Extensible Service Registration: Enabled
 Job Limits: Enabled
 Job Management Extension: Enabled
 Device Configuration: Enabled
 Scan Submission: Enabled
 Scan Workflow Management: Enabled
 Session Data: Enabled
 User Interface Configuration: Enabled
 EIP Proxy Configuration: Enabled
 Xerox Secure Access: Disabled
 EIP SNMP Configuration: Enabled
 Print Submission: Enabled
 Scan Template Mgmt: Enabled
 Mass Storage Access: Enabled
 Card Reader Access: Enabled
 Authentication & Accounting Configur...: Enabled
 Export Audit Log: Enabled
 Trellix Embedded Control: Enabled

Apps

Printing:
 Banner Sheet: Disabled
 Sys/Start Job: Disabled
 Delete Held Jobs After: 3 Day(s) 0 Hour(s) 0 Minute(s)
 Error Sheets: Enabled
 Paper Substitution: Enabled
 Tray Priority: 1, 2, 3, 4, 5
 Default Copies: 1
 Default Job Type: Normal Print
 Default Paper Size: x=210mm, y=297mm
 Default Paper Color: White
 Default 2 Sided Printing: 1 Sided
 Default Output Tray: Top Tray
 Default Output Color: Black & White
 Default Collated Sets: Enabled
 Default Stapling: Not Available
 Offsetting Between Jobs: Offset Between Jobs
PastScript: Installed
 Level: 3
 Version: 3021.101
 Image Quality: Standard

PCL:
 Version: 6
 Pitch Size: 10.00
 Point Size: 12.00
 Font Name: Courier
 Lines Per Page: 64
 Custom Color Tables: Enabled
 Label: Not Installed

Embedded Fax:
 Fax Line1: not installed
 Fax Line2: not installed

Server Fax: Enabled
 Confirmation Sheet: Errors Only
 Delay Start: Disabled
 Repository Protocol: FTP
 Repository Server: 10.61.23.93:21
 Repository Document Path: /

Workflow Scanning: Enabled
 Confirmation Sheet: Errors Only
 Default Repository Protocol: FTP
 Default Repository Server: 10.61.23.93:21
 Default Repository Document Path: /
 Default Repository Login Credentials: Device
 Alt1 Repository Protocol: FTP
 Alt1 Repository Server: 0.0.0.0:0
 Alt1 Repository Document Path:
 Alt1 Repository Login Credentials: Device
 Workflow Pool Protocol: FTP
 Workflow Pool Server: 0.0.0.0:0
 Workflow Pool Path:

Email: Enabled
 Default From Address: test@ts13.com
 Confirmation Sheet: Errors Only
 Auto Send to Self: Disabled
 E-mail Security: Disabled

Scan to Mailbox: Disabled
 View Mailboxes by Default: Enabled
 Storage Capacity (MB): 23489 MB
 Storage Used (MB): 1319 MB
 Cleanup of Public Folders: Enabled
 Cleanup of Created Folders: Enabled
 Cleanup Time: Daily

Scan to Home: Disabled
 Friendly Name:
 Workflow Name:
 Auto Create Subdir: Disabled
 Append User Name to Path: Disabled
 Auto Create User Name Dir: Disabled

Scan To: Enabled
 Cloud Services: Disabled

Print From: Enabled
 Saved Jobs for Reprint: Enabled
 Print From USB: Enabled
 Print From MailBox: Disabled
 Cloud Services: Disabled

the 1990s, the number of people in the UK who are employed in the public sector has increased from 10.5 million to 12.5 million, and the number of people in the public sector who are employed in health care has increased from 2.5 million to 3.5 million (Department of Health 2000).

There are a number of reasons for this increase in the number of people employed in the public sector. One reason is that the public sector has become a more important part of the economy. Another reason is that the public sector has become a more attractive place to work. A third reason is that the public sector has become a more important part of society.

The public sector has become a more important part of the economy because it provides a number of essential services. These services include health care, education, and social care. The public sector also provides a number of other services, such as housing and transport. These services are essential for the well-being of the population.

The public sector has become a more attractive place to work because it offers a number of benefits. These benefits include a secure job, a good pension, and a good work-life balance. The public sector also offers a number of other benefits, such as a good salary and a good working environment. These benefits make the public sector a more attractive place to work.

The public sector has become a more important part of society because it provides a number of essential services. These services include health care, education, and social care. The public sector also provides a number of other services, such as housing and transport. These services are essential for the well-being of the population.

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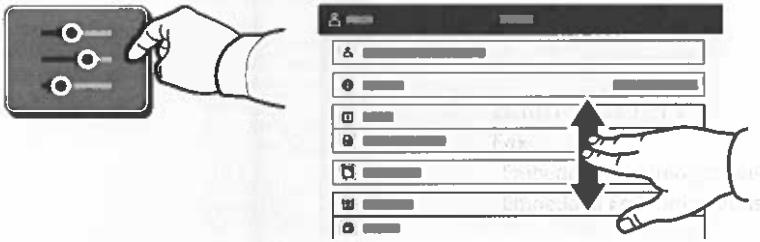
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The second part covers the various methods used to record transactions, including the double-entry system and the use of journals and ledgers. It also discusses the importance of regular reconciliations to identify and correct any errors. The third part of the document deals with the classification of transactions into different accounts, such as assets, liabilities, and equity. It explains how these transactions affect the accounting equation and how they are recorded in the general ledger. The final part of the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It provides a step-by-step guide to the process, from gathering the data to the final presentation of the statements.

Xerox® AltaLink® B8245/B8255/B8270
Multifunction Printer

xerox™

Device app

The Device app provides access to supplies status, printer information, and settings. Some menus and settings require log in with the administrator name and password.



Billing and Usage Information

In the Device features menu, to view basic impression counts, touch **Billing/Usage**. To view detailed usage counts, touch **Usage Counters**. The list provides detailed impression count categories.

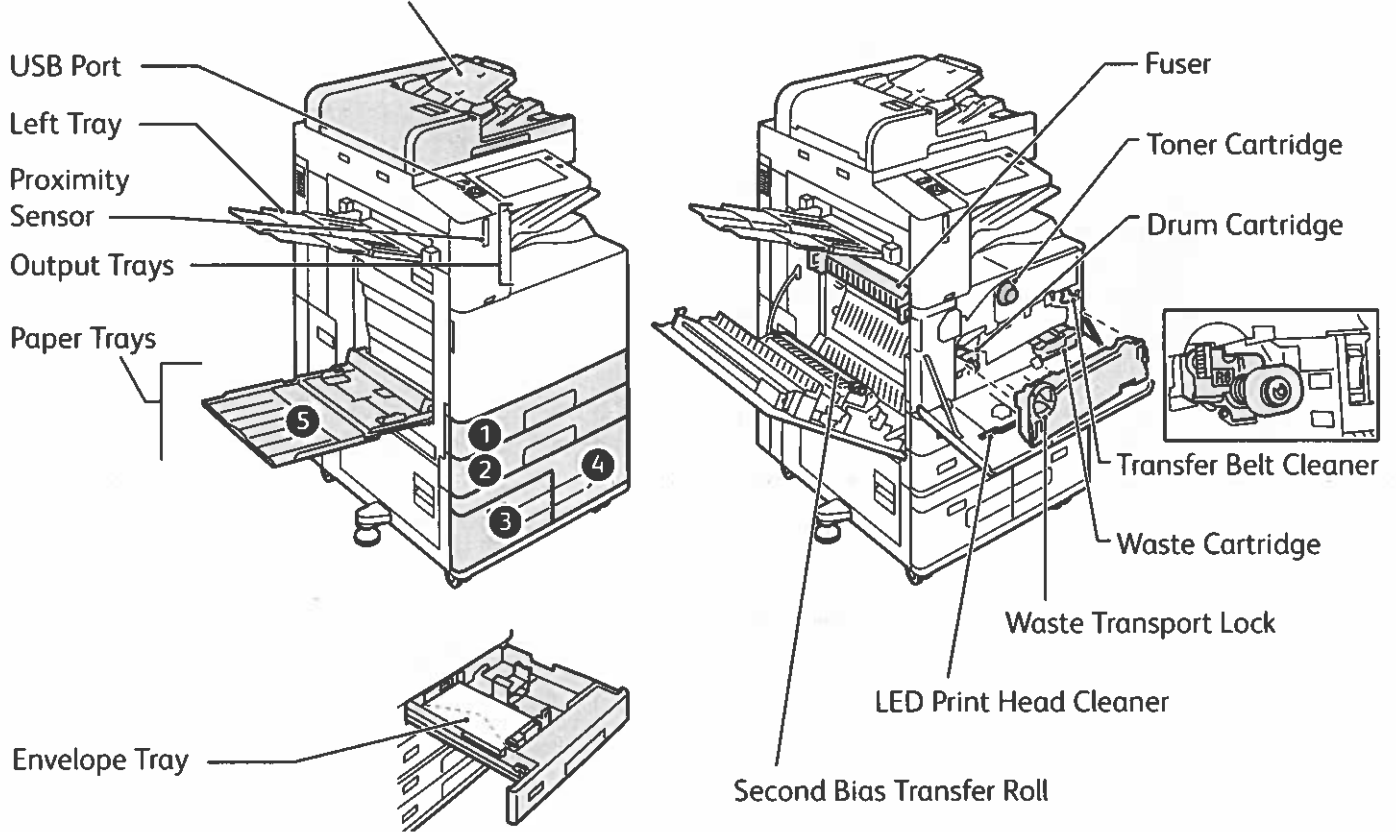


www.xerox.com/office/support

Printer Tour

Optional accessories can be part of your printer setup. For details, refer to the *User Guide*.

Single-Pass Duplex Automatic Document Feeder (DADF)



To restart the printer, on the control panel, press the **secondary power switch** (1).

For full printer power off, press the **secondary power switch** (1). Behind the front cover, press the **main power switch** (2).

To select sleep mode, press the **secondary power switch** (1). At the printer control panel touch screen, touch a selection.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping to ensure that the books are balanced.


The second part of the document focuses on the analysis of the financial data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These metrics are used to evaluate the company's performance and identify areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any variances.


The final part of the document covers the preparation of financial statements. It provides a step-by-step guide to creating the income statement, balance sheet, and cash flow statement. It also discusses the importance of auditing the financial statements to ensure their accuracy and reliability. The document concludes by emphasizing the role of financial reporting in decision-making and the overall success of the business.


Copying

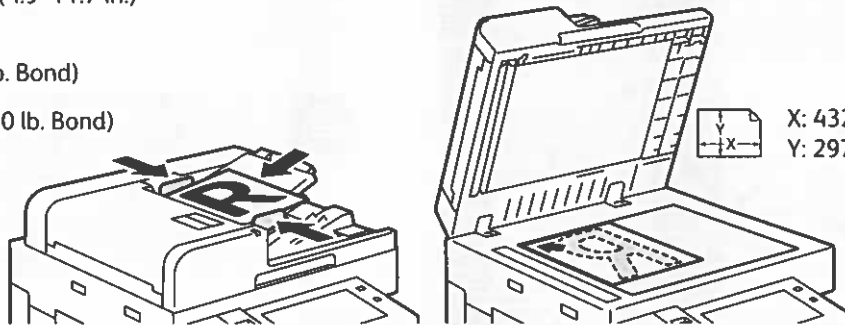
For details, refer to the *User Guide*.

1

 X: 85–432 mm (3.3–17 in.)
Y: 125–297 mm (4.9–11.7 in.)

 38–128 g/m²
(26 lb. Text–34 lb. Bond)

 ≤130 (80 g/m², 20 lb. Bond)
B8270: ≤250



Load the original documents.

2

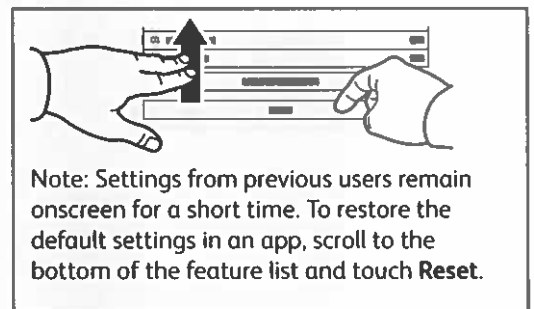


Touch **Copy**, then and select the number of copies.

3



Select feature settings from the list, then touch **Start**.



the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000).

There is a growing awareness of the need to address the needs of older people, and the need to ensure that the health care system is able to meet the needs of older people. The Department of Health (2000) has identified the need to address the needs of older people as a key priority for the health care system. The Department of Health (2000) has identified the need to address the needs of older people as a key priority for the health care system.

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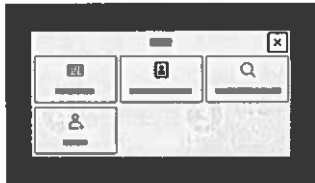
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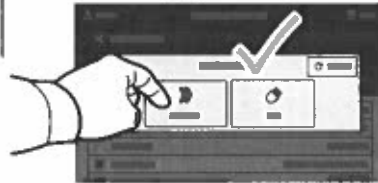
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3

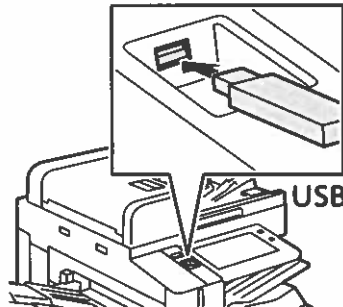


For Email, touch **Manual Entry**, type the email address using the touch screen keypad, then touch **Add**. To add more than one email address to the list, touch **Add Recipient**. To type a subject line for the email, touch **Subject**. To select saved email addresses, use the Device Address Book or select from Favorites.

Workflow



For Workflow Scanning, touch **Default Public Folder**, or insert your USB Flash Drive.

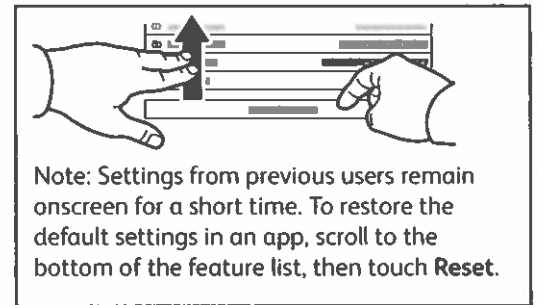


For Scan To, touch a destination type, then enter the appropriate information. To add more than one destination to the list, touch **Add Destination**.

4



Change the settings as needed, then touch **Scan**, or for Email, touch **Send**.



Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list, then touch **Reset**.

4



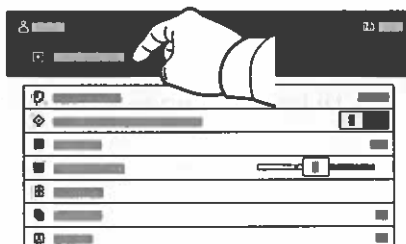
Select the **Default Public Folder**, then find your scan in the list. To download the scan, click **Go**.

 A detailed view of the scan list interface. A callout box labeled '4.1' points to an 'Update View' button at the bottom left of the list. Another callout box labeled '4.2' points to a 'Go' button at the end of a row in the list. Below the image, there are five instructions:

- To refresh the list, click **Update View**.
- To save the file to your computer, select **Download**.
- To print the saved file again, select **Reprint**.
- To permanently remove the stored job, select **Delete**.
- To open a directory, select **Open**.

3

3.1



3.2



3.3

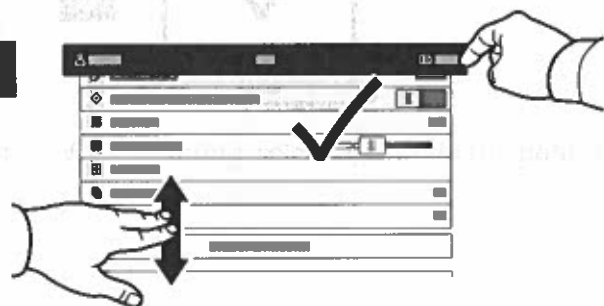


For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters. Touch **Add**. To add more fax numbers to the list, touch **Add Recipient**.


For Internet Fax email addresses, touch **Manual Entry**, then enter the email address using the touch screen keypad. Touch **Add**. To add more email addresses to the list, touch **Add Recipient**.

To select saved numbers, use the Device Address Book or Favorites. To select stored fax locations, use the Mailbox or Polling.

4



Change the settings as needed, then touch **Send**.



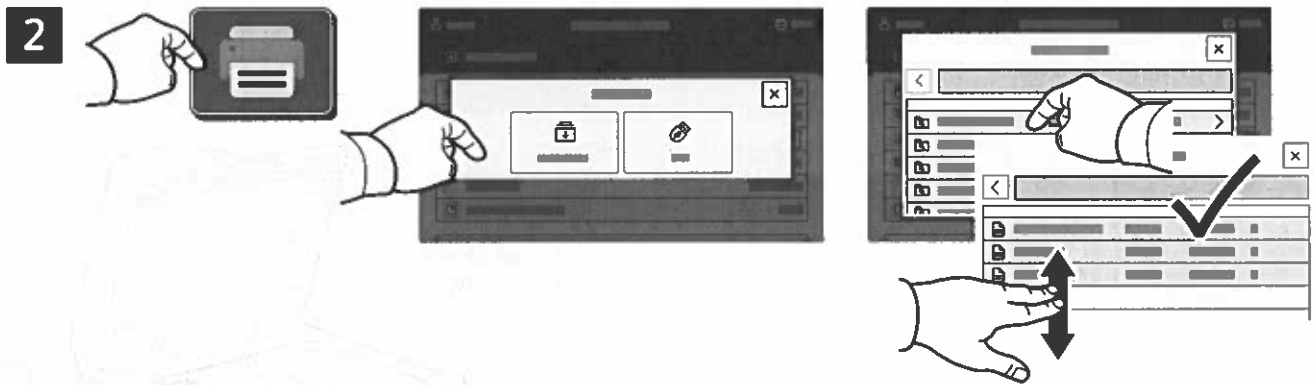
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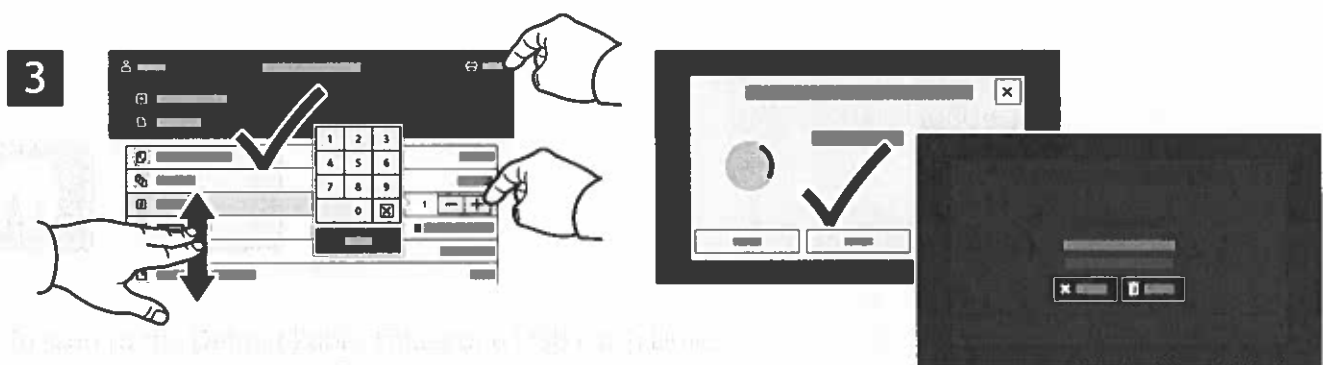
Printing Jobs Stored on the Printer



You can send a print job to save to the printer, then select the job from the printer control panel to print at a later time. Jobs can be saved in the public folder or be password protected. In the Xerox® printer driver, select **Properties** (Windows) or **Xerox Features** (Mac OS), then **Job Type**. Select **Saved Job** or **Secure Print**. For Secure Print, type a passcode. Click **OK** and print the job.



Touch **Print From** then touch **Saved Jobs**. Select the **Default Public Folder** then select your print job.



Select settings from the list. To select the number of copies, touch the plus sign (+) or the minus sign (-). For larger numbers, touch **Quantity** then enter a number. Touch **Print**. To delete the job, in the printing screen and confirmation screen, touch **Delete**.

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The second part of the document focuses on the importance of maintaining a clear and organized system for recording transactions. It suggests using a ledger with multiple columns for different types of transactions, such as sales, purchases, and expenses. It also recommends using a separate column for each month to facilitate monthly reconciliations. The document provides a sample ledger layout and explains how to use it effectively.

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The second part of the document focuses on the practical aspects of bookkeeping. It provides a step-by-step guide to setting up a chart of accounts, which is a list of all the accounts used in the business. This chart is essential for organizing the data and for generating financial statements. The document also discusses the importance of using a consistent accounting method, such as accrual or cash, and how to choose the one that best fits the business's needs.

The third part of the document discusses the importance of maintaining good records for tax purposes. It explains how to keep track of all deductible expenses and how to properly document them. It also discusses the importance of keeping records of income and how to report it accurately. The document provides a detailed explanation of how to use a journal to record all transactions and how to use a ledger to summarize the data. It also discusses the importance of using a trial balance to check for errors and how to use a balance sheet to show the financial position of the business.

The fourth part of the document discusses the importance of using a computerized accounting system. It explains how a computer system can help to automate many of the tasks involved in bookkeeping, such as recording transactions and generating financial statements. It also discusses the importance of choosing a system that is easy to use and that can be integrated with other business systems. The document provides a detailed explanation of how to set up a computerized accounting system and how to use it effectively.

The fifth part of the document discusses the importance of using a professional accountant. It explains how an accountant can help to ensure that the books are accurate and that the business is in compliance with all applicable laws and regulations. It also discusses the importance of choosing a qualified accountant and how to work effectively with one. The document provides a detailed explanation of how to hire an accountant and how to use their services.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and transfers. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also discusses the importance of regular reconciliation to identify any discrepancies early on and correct them before they become significant. The second part of the document focuses on the use of technology in accounting. It explores various software solutions that can streamline the accounting process, from automated data entry to advanced reporting tools. The document highlights the benefits of using such technology, including increased efficiency, reduced risk of human error, and the ability to generate real-time financial reports. It also provides a comparison of different software options, helping users choose the one that best fits their needs and budget. The final part of the document covers the importance of staying up-to-date with changes in accounting standards and regulations. It discusses how these changes can impact financial reporting and provides guidance on how to adapt to these changes. The document concludes by emphasizing the importance of a strong internal control system to ensure the accuracy and reliability of the financial statements.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity and reliability of financial data. This section also outlines the various methods and tools used to collect and analyze financial information, highlighting the need for consistency and transparency in the reporting process.

The second part of the document focuses on the role of internal controls in preventing fraud and errors. It details the various types of controls, such as segregation of duties, authorization requirements, and regular reconciliations, and explains how they are implemented within an organization. This section also discusses the importance of a strong internal control environment in fostering trust and confidence among stakeholders.

The third part of the document addresses the challenges of financial reporting in a complex and rapidly changing business environment. It explores the impact of new technologies, such as artificial intelligence and blockchain, on the reporting process and discusses the need for organizations to adapt their reporting practices to these changes. This section also highlights the importance of staying up-to-date on the latest regulatory requirements and industry best practices.

The fourth part of the document provides a comprehensive overview of the various financial statements used by organizations, including the balance sheet, income statement, and cash flow statement. It explains the purpose and content of each statement and discusses the key metrics and ratios used to analyze them. This section also provides examples of how these statements are used to make informed business decisions.

The final part of the document discusses the importance of financial reporting in the context of corporate governance and stakeholder communication. It emphasizes the need for organizations to provide clear, accurate, and timely financial information to their investors, creditors, and other stakeholders. This section also discusses the role of financial reporting in promoting transparency and accountability within an organization and in building a strong reputation in the marketplace.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The second part covers the various methods used to record transactions, including the double-entry system and the use of journals and ledgers. It also discusses the importance of regular reconciliations to identify and correct any errors. The third part of the document deals with the classification of transactions into different accounts, such as assets, liabilities, and equity. It explains how these transactions affect the accounting equation and how they are recorded in the general ledger. The final part of the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It provides a step-by-step guide to the process, from gathering the data to the final presentation of the statements.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books balance. It also discusses the importance of regular reconciliations and the role of the auditor in verifying the accuracy of the records.

The second part of the document focuses on the practical aspects of bookkeeping. It provides a step-by-step guide to setting up a ledger and how to record transactions. It includes examples of journal entries and how to transfer them to the ledger. The document also discusses the importance of maintaining a clear and organized system of records, including the use of proper filing and labeling techniques. It provides a checklist of items to be included in the books and a list of common errors to avoid.

The third part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books balance. It also discusses the importance of regular reconciliations and the role of the auditor in verifying the accuracy of the records.

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The second part of the document focuses on the practical aspects of bookkeeping. It provides a step-by-step guide to setting up a chart of accounts, which is a list of all the accounts used in the business. This chart is essential for organizing the financial data and for generating financial statements. The document also discusses the importance of using a consistent and clear coding system for each account to facilitate the recording and retrieval of transactions.

The third part of the document discusses the various financial statements that can be generated from the bookkeeping records. These include the balance sheet, the income statement, and the cash flow statement. Each of these statements provides a different perspective on the financial performance of the business. The document explains how to interpret these statements and how they can be used to make informed decisions about the future of the business. It also discusses the importance of comparing these statements to industry benchmarks and to the company's own historical performance.

The final part of the document discusses the role of bookkeeping in the overall financial management of the business. It emphasizes that bookkeeping is not just a clerical task, but a critical component of the financial strategy. It provides a detailed explanation of how bookkeeping can be used to identify areas of inefficiency, to track the progress of the business, and to make adjustments as needed. The document also discusses the importance of maintaining accurate records for tax purposes and for compliance with regulatory requirements.

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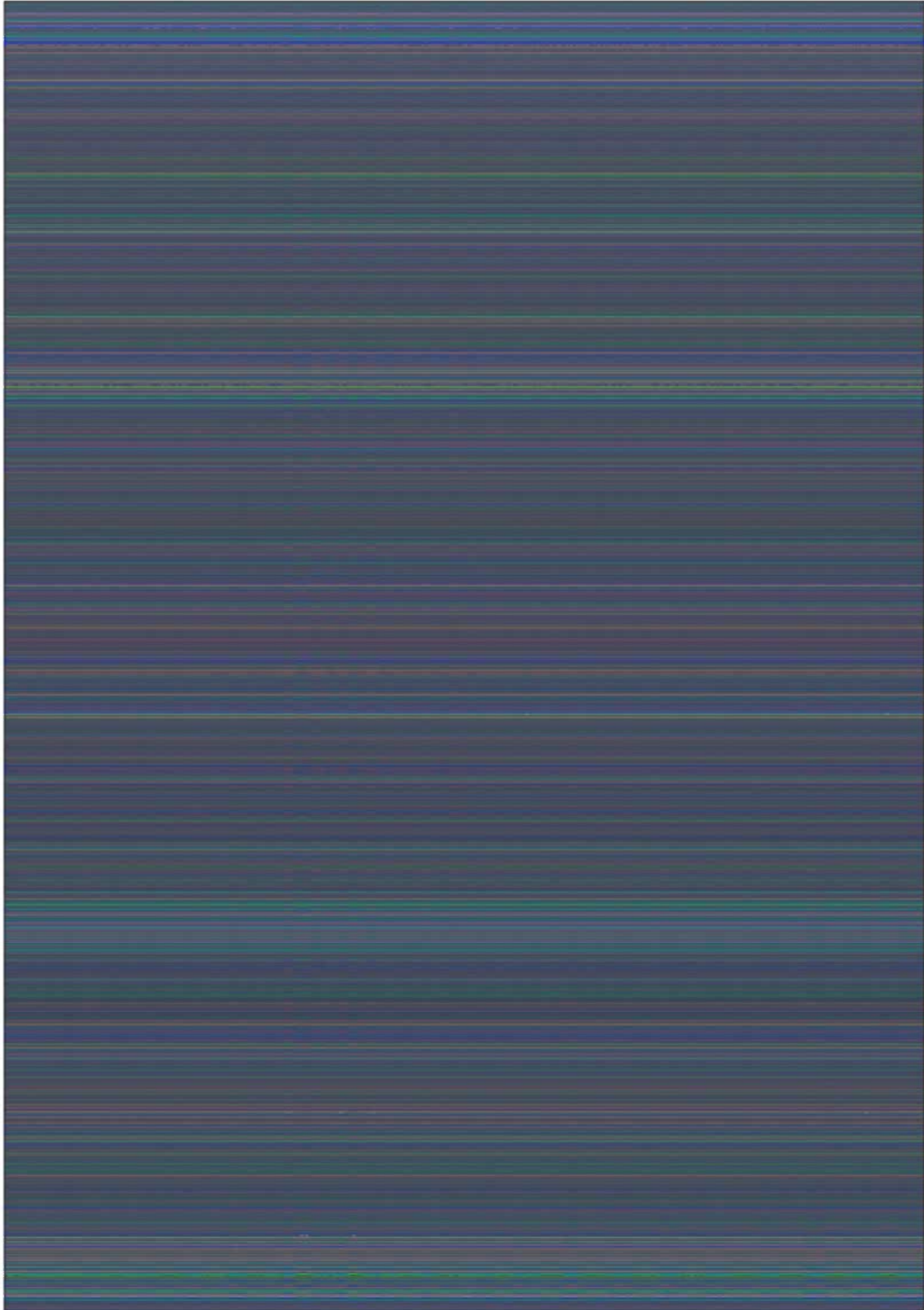
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The second part of the document focuses on the preparation of financial statements. It outlines the steps involved in calculating the net income for the period and how to present this information in a clear and concise manner. It also discusses the importance of providing a clear and detailed explanation of the results of the operations, including a discussion of the factors that have contributed to the success or failure of the business. The document provides a detailed explanation of how to prepare a balance sheet, an income statement, and a statement of cash flows, and how to use these statements to analyze the financial performance of the business.

The final part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing the information needed to make informed decisions. It emphasizes that the accounting system is a critical component of the business and that it must be maintained with the highest level of accuracy and integrity. The document provides a detailed explanation of how to design and implement an accounting system that meets the needs of the business and how to use this system to monitor and control the business's financial performance.



