# Setting Your Default Billing Code

If you only ever use one billing code when using the Xerox devices, you can set this permanently in the University's personnel directory, and the device will then not prompt you to enter a code when you log in. If you regularly use more than one, then don't use this procedure – you'll need the device to continue to prompt you to ensure that the correct code is used for the work you need to do.

1. To set a single code, click the link below.
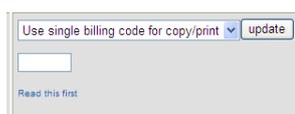
   https://as.exeter.ac.uk/utils/ldap/

   This will take you the University's 'single sign-on' service.

2. Enter your normal username and password, and the University Directory entry screen will load.

3. Scroll down to the entry for 'Print Services Billing Preference'.

4. Use the drop-list to select 'Use Single Billing Code for Copy/Print':
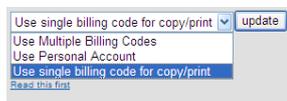
5. Enter your single billing code in the box:

   …and click the 'Update' button.

6. The screen will refresh and your billing code will be displayed at the top of the screen to confirm a successful update. You can now close your browser. The billing code update will become effective overnight.

IMPORTANT: If you move departments, or need to use a new or different billing code, you will need to either remove your old billing code from the directory, or replace it with the new one, or there will be a conflict (and you will be unable to print).