

4. MANAGING DEPARTMENT CODE

Logging On As Administrator

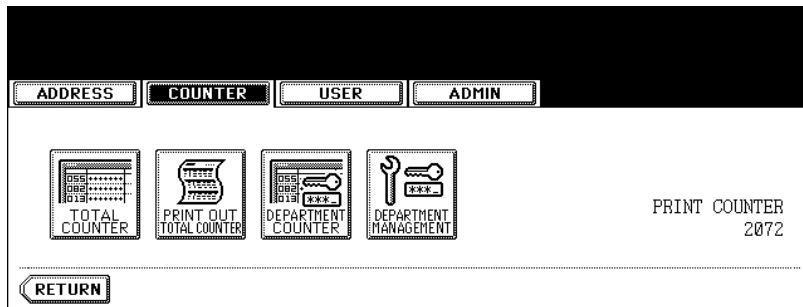
You can audit the copy quantity of copy, print, scan, and facsimile pages performed by setting a department code. Up to 1000 department codes can be registered.

To manage the department code, you must know the administrator password for this equipment. Therefore, it is recommended to be performed by an authorized administrator in your place.

Note

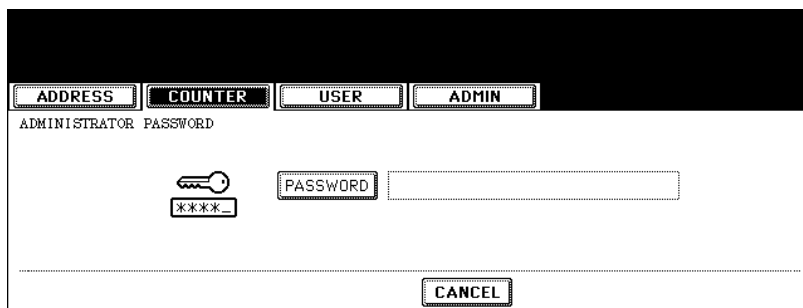
If the User Management Setting is enabled and you login with the user name that has the Account Manager privilege, you do not have to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

- 1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.
- 2 Press the [COUNTER] button, and then press the [DEPARTMENT MANAGEMENT] button on the touch panel.



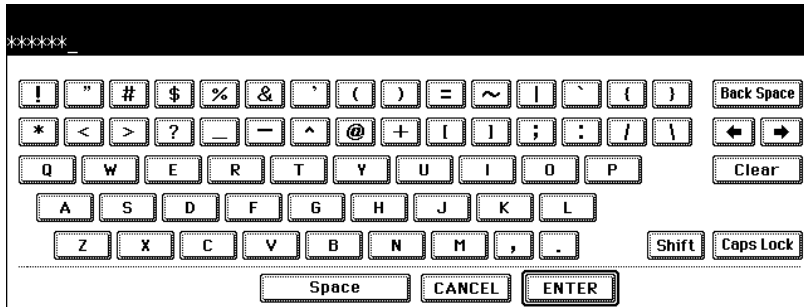
- The ADMINISTRATOR PASSWORD screen is displayed.

- 3 Press the [PASSWORD] button.



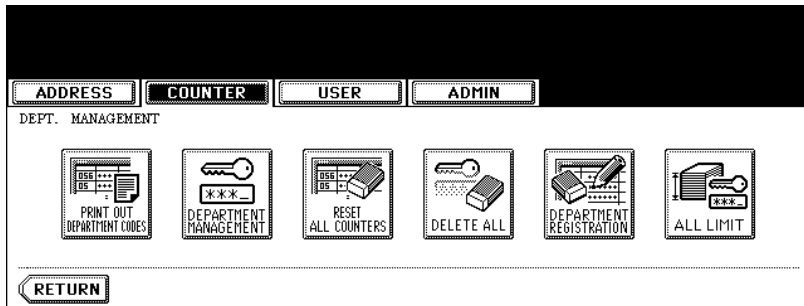
- The input screen is displayed.

4 Enter the administrator password and press the [ENTER] button.



- The DEPT. MANAGEMENT menu is displayed.

5 Continue the operation that you want.

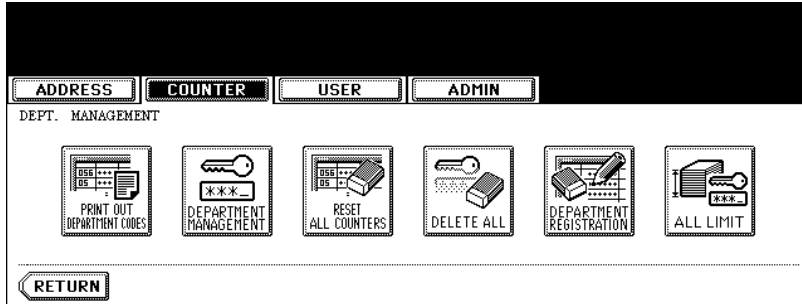


- P.49 "Printing Department Codes List"
- P.50 "Enabling Department Code"
- P.51 "Resetting All Department Counters"
- P.52 "Deleting All Department Codes"
- P.53 "Registering a New Department Code"
- P.56 "Editing the Department Code"
- P.60 "Deleting the Department Code"
- P.62 "Resetting the Counter of Each Department"
- P.64 "Setting Output Limitations for All Departments"

Editing the Department Code

The function allows you to edit the existing department code.

- 1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

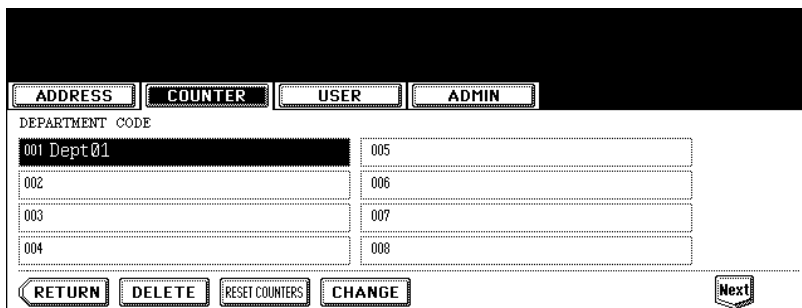


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

- 2 Press the department button that you want to edit and press the [CHANGE] button.



- The message “This department code is already registered. Do you wish to replace this code?” is displayed.

Tip

If the touch panel does not display the department code that you want to edit, press the [Next] button to display the next screen.

3 Press the [ENTER] button.

ADDRESS COUNTER USER ADMIN

This department code is already registered
Do you wish to replace this code?

CANCEL ENTER

- The input screen is displayed.

4 Enter the department name using the keyboard and digital keys, and press the [ENTER] button.

Dept01 Edit

! " # \$ % & ' () = ~ | \ { } Back Space
* < > ? _ ^ @ + | | ; : / \ / \
Q W E R T Y U I O P Clear
A S D F G H J K L
Z X C V B N M , . Shift Caps Lock
Space CANCEL ENTER Next

- The CHANGE DEPARTMENT CODE screen is displayed.

5 Enter current department code in the “Current Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS COUNTER USER ADMIN

CHANGE DEPARTMENT CODE
(5-digit)

Current Code : ***** SET
New Code : RESET
Retype New Code :
CANCEL ENTER

- If you enter the code, asterisks (*) appear in the “Current Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “New Code” field is highlighted.

6 Enter new 5-digit code in the “New Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS
COUNTER
USER
ADMIN

CHANGE DEPARTMENT CODE
(5-digit)

Current Code : *****

New Code : *****

Retype New Code :

SET

RESET

CANCEL

ENTER

- If you enter the code, asterisks (*) appear in the “New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “Retype New Code” field is highlighted.

Note

The department code must be the 5-digit code except “00000”.

Tip

If you want to return to the “Current Code” field to retype it, press the [RESET] button.

7 Enter new 5-digit code again in the “Retype New Code” field using the digital keys, and then press the [SET] button to set the entry.

ADDRESS
COUNTER
USER
ADMIN

CHANGE DEPARTMENT CODE
(5-digit)

Current Code : *****

New Code : *****

Retype New Code : *****

SET

RESET

CANCEL

ENTER

- If you enter the code, asterisks (*) appear in the “Retype New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.

Tip

If you want to return to the “Current Code” field or “New Code” field to retype them, press the [RESET] button.

8 Press the [ENTER] button at the bottom of the touch panel.

- The LIMITATION screen is displayed.

9 Set the limitation of this department code as required.

ADDRESS COUNTER USER ADMIN

LIMITATION ▶Key in the number

ON OFF

Limitation : -

PRINT COUNTER : 0

CANCEL ENTER

- Press the [ON] button to enable the output limitation for this department code. When you select the [ON] button, press the "Limitation" field and enter the maximum number of the outputs for this department code using the digital keys. You can enter up to "99999999". If you do not set the output limitation for outputs, press the [OFF] button.

Note

- If you enter "0" for the limitation, it will disable printing any copies or prints using this department code.
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

10 Press the [ENTER] button.

- The department code is edited.