

Department Codes

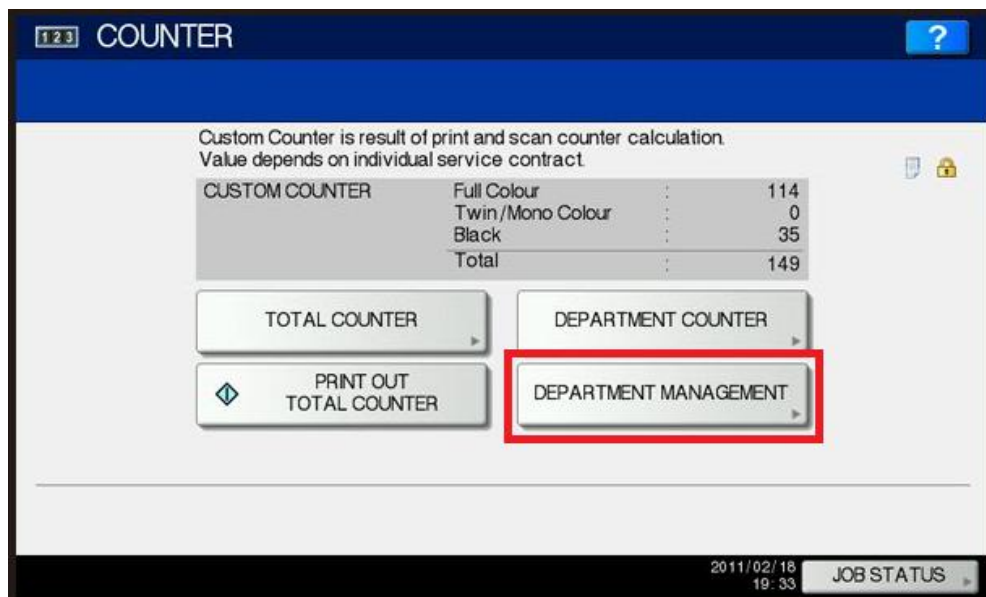
How to Set-up at the Copier

At the copier level, you can enter department codes. This is an alternative if your machine is not on the network or you are not familiar with Top Access (web interface for the copier).

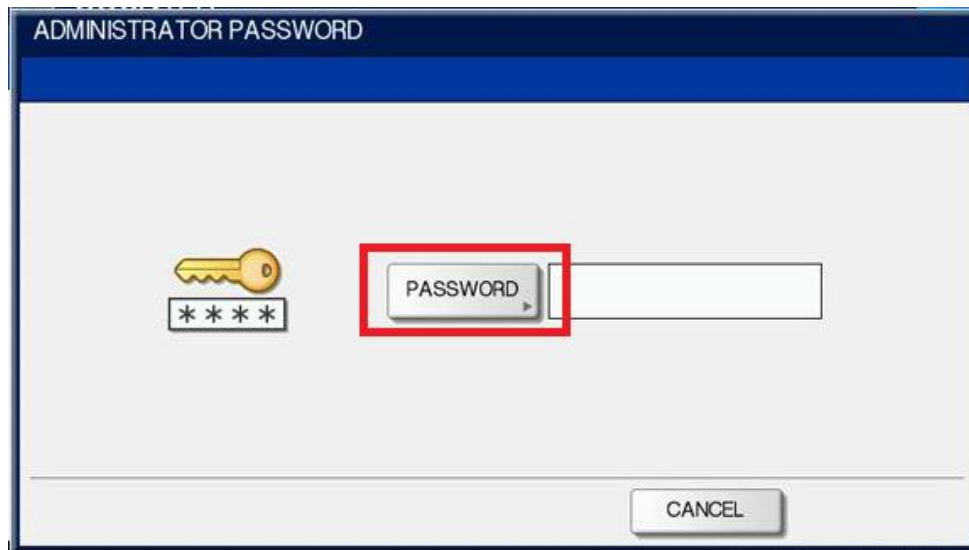
Begin with pressing the **Counter** button.



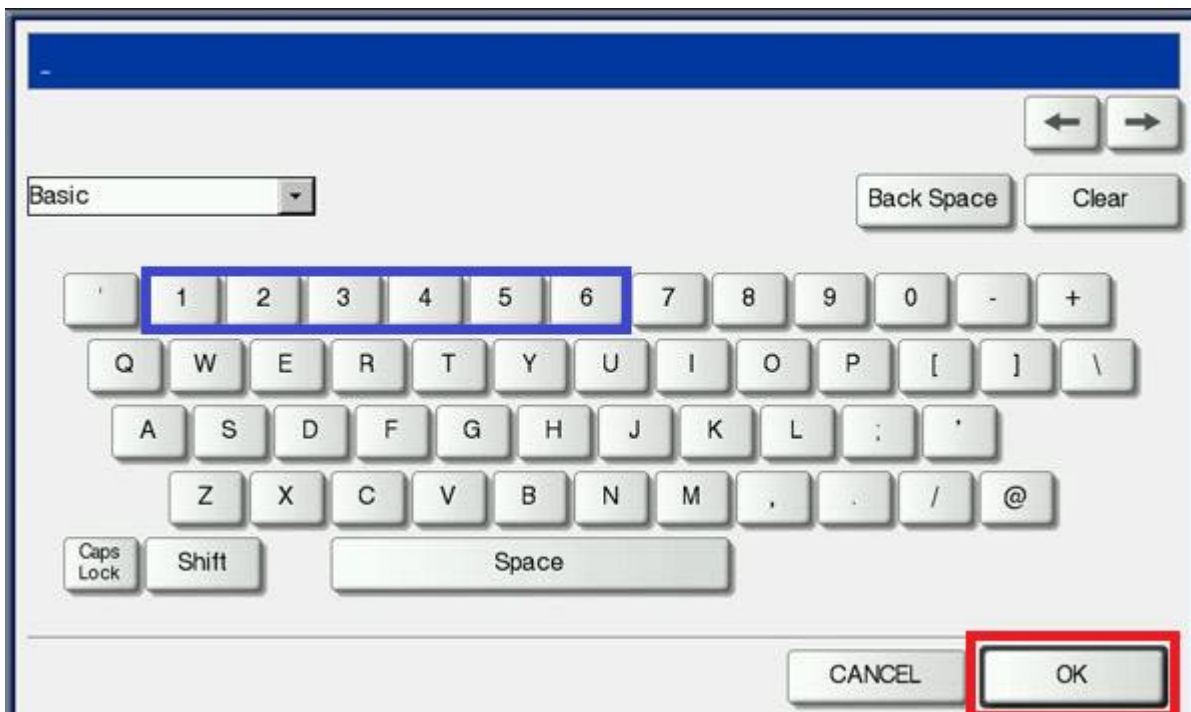
Click on the **Department Management** button on the screen.



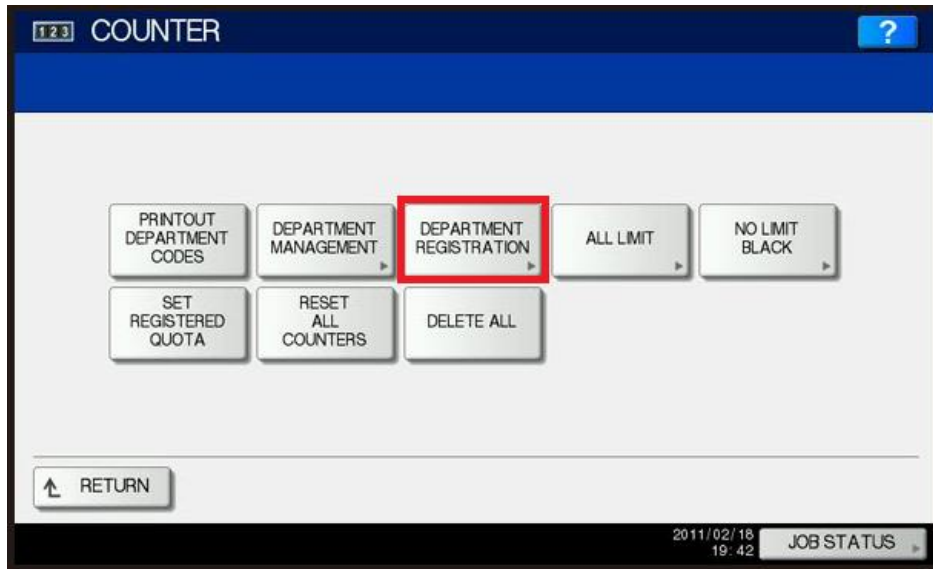
Click on the **Password** button.



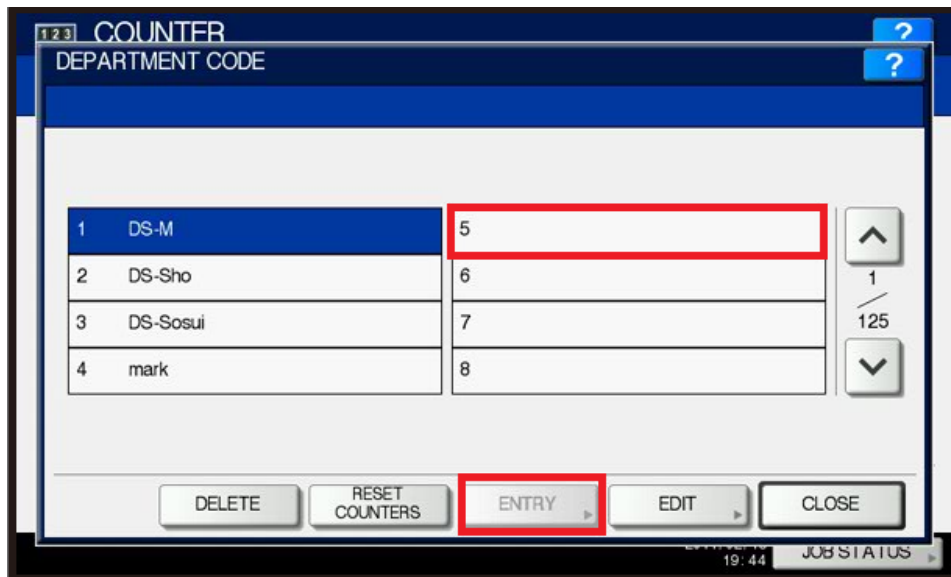
Type in **123456** and press **OK** at the bottom of the screen.



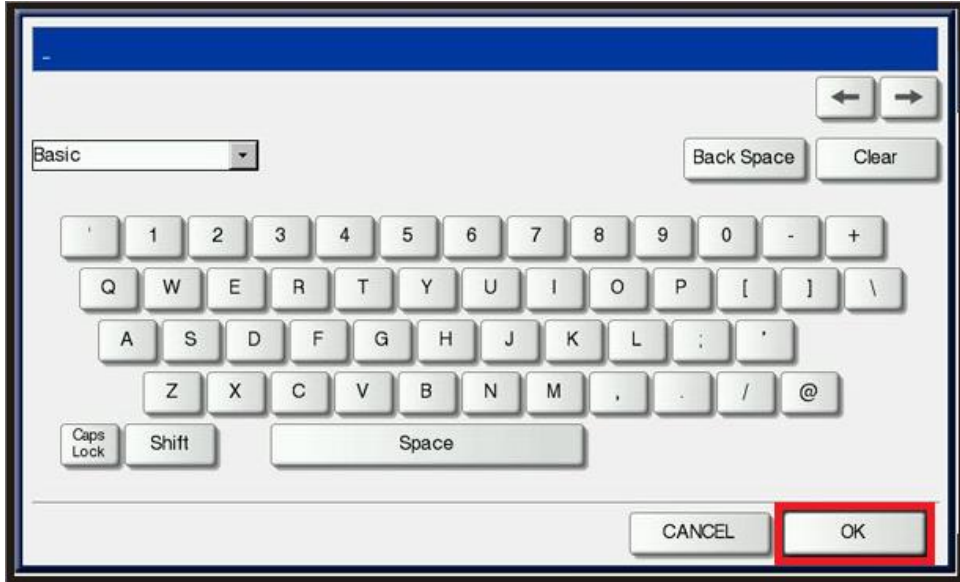
Press **Department Registration** button.



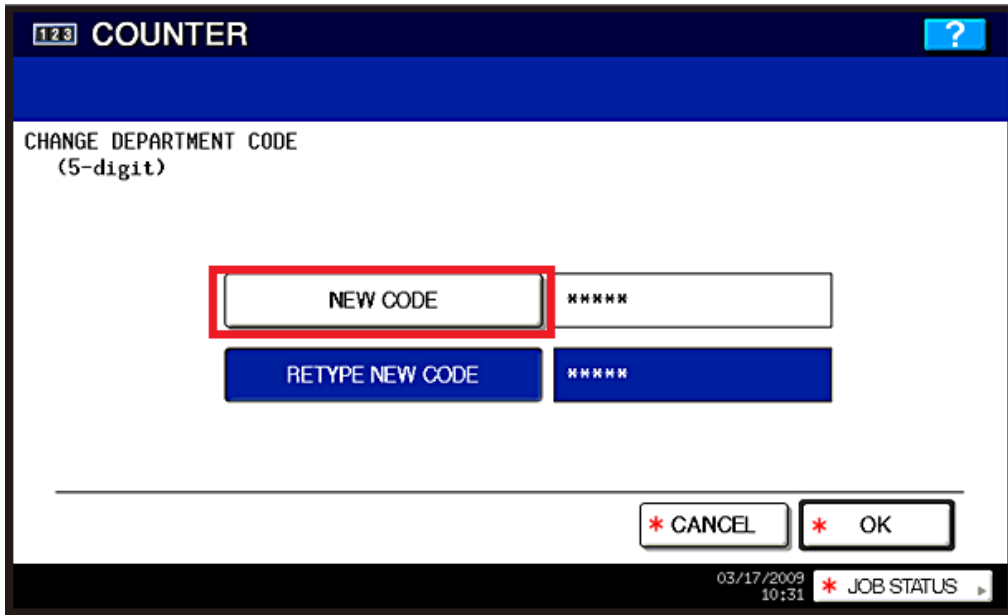
Select the next empty slot and choose **Entry** at the bottom of the screen. (**NOTE:** Entry is grayed out due to not selecting an empty slot)



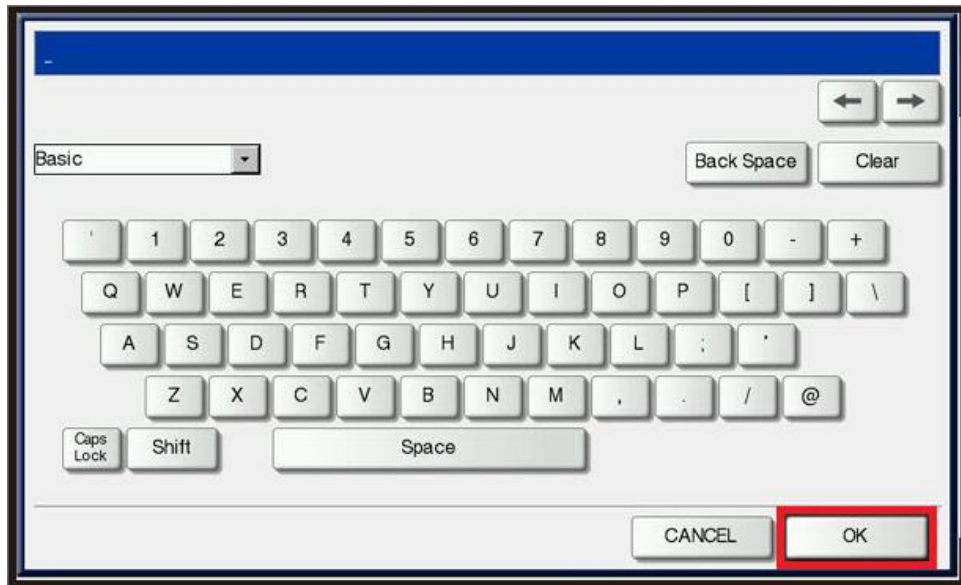
The first option it will ask for is the **Name** of the department code you are setting up. This can be per department, group, or individual. Press **OK** to continue.



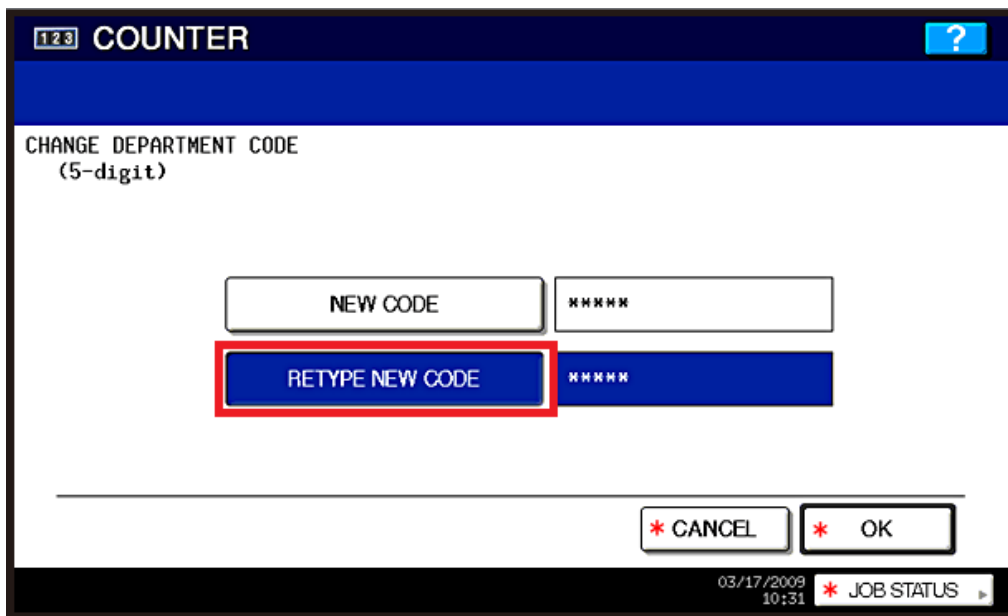
It will now ask you for the department code. Click on **New Code**.



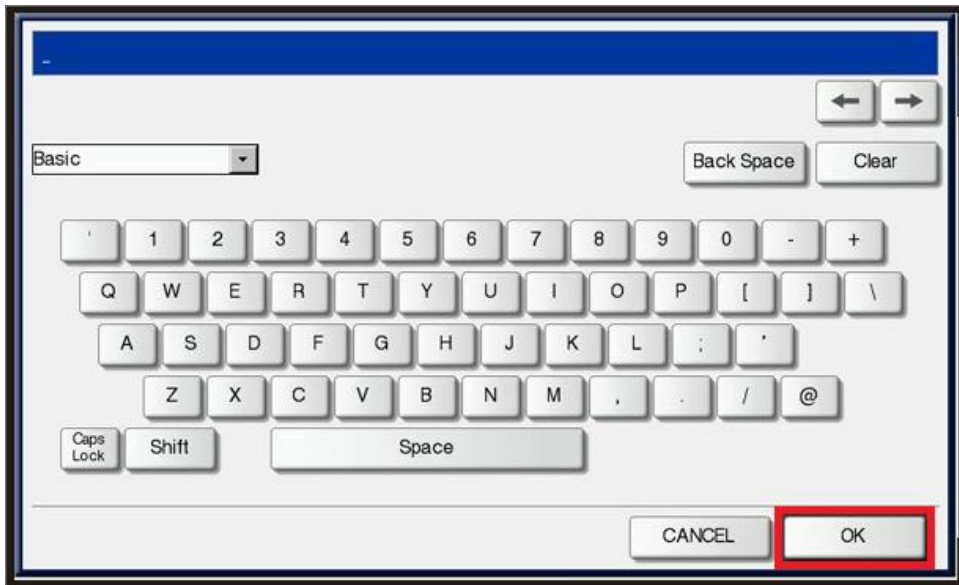
Type in the code you would like to use. The code **must be** numbers only. Click **OK** when finished.



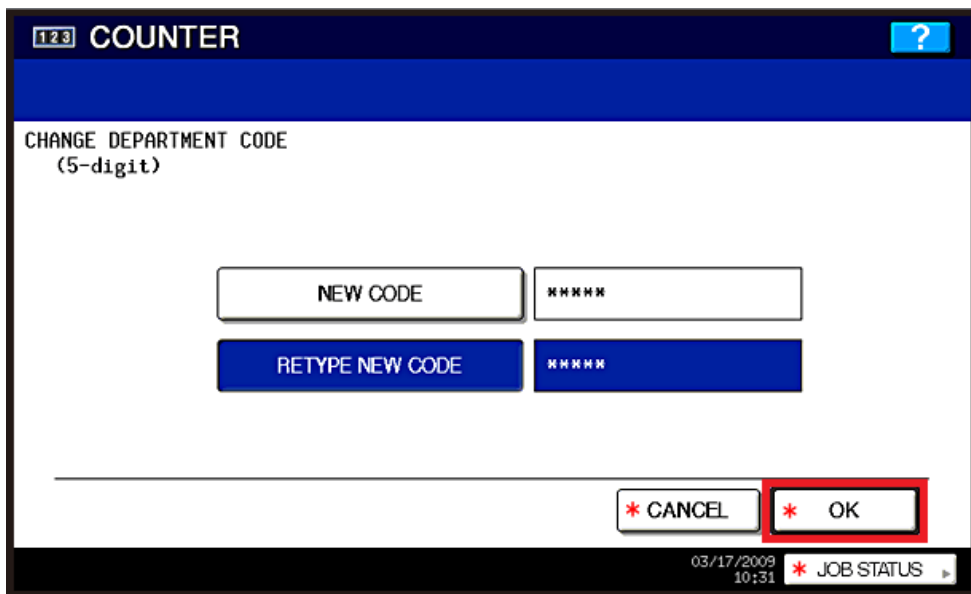
You will now have to click on **Retype New Code**.



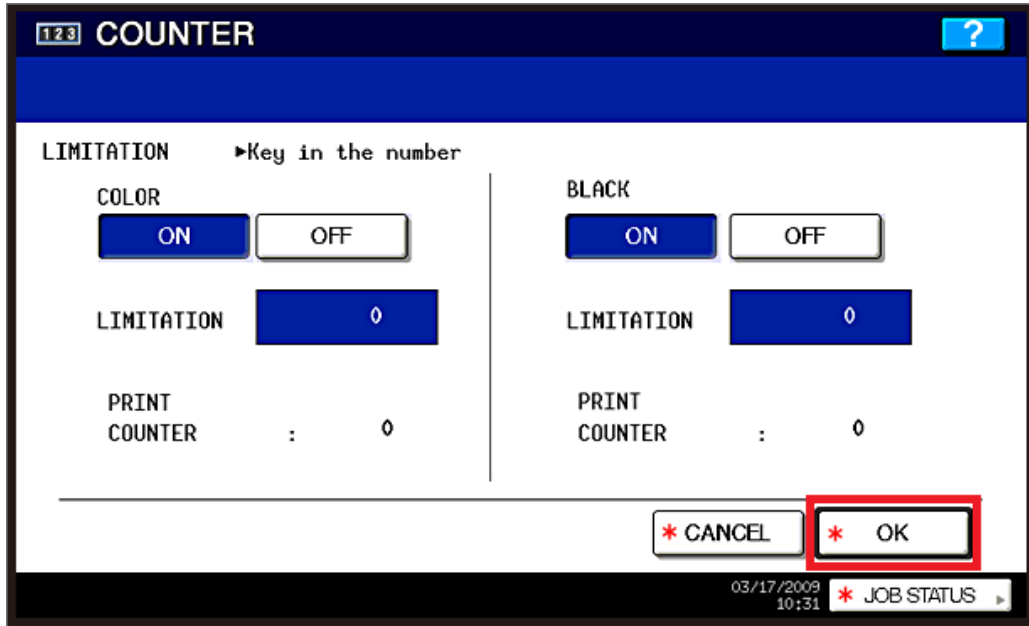
Type in your code again and press **OK**.



Press **OK** at the bottom to continue.



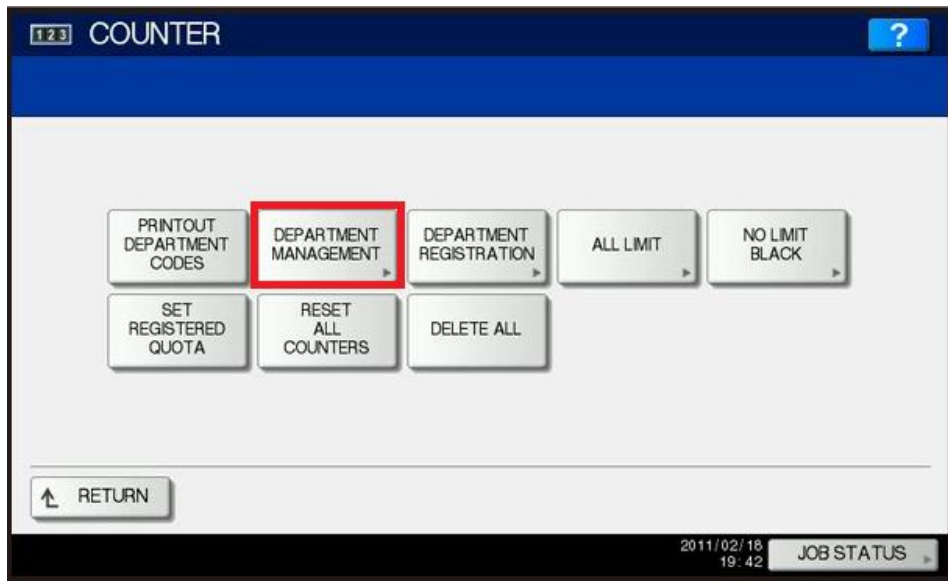
The final option is for the **limitations** for color/black & white. If you would like to limit your users from how many copies/prints they can do in either color or black & white, this is where you do so. Later in this documentation, you will be shown how to reset these counters. Once you have set your limits (if you plan to do so) or if you don't want to set any limits, press **OK** to finish.



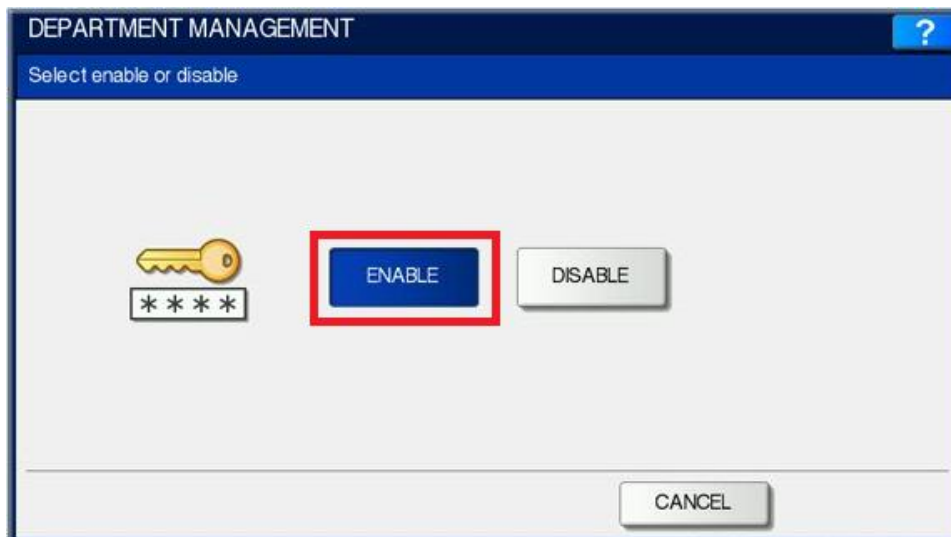
This completes setting up Department Codes. You can continue to enter your desired Department Codes, up to 1000 codes. The next step we will go over is enabling the Department Codes as well as No Black limit for color machines.

Enabling Department Codes

Once you are logged into the Department Management after inputting the Admin Password, as described above, you will see options on the screen. To **Enable** the codes you have entered, press the **Department Management** button on the screen.



Click on **Enable**.

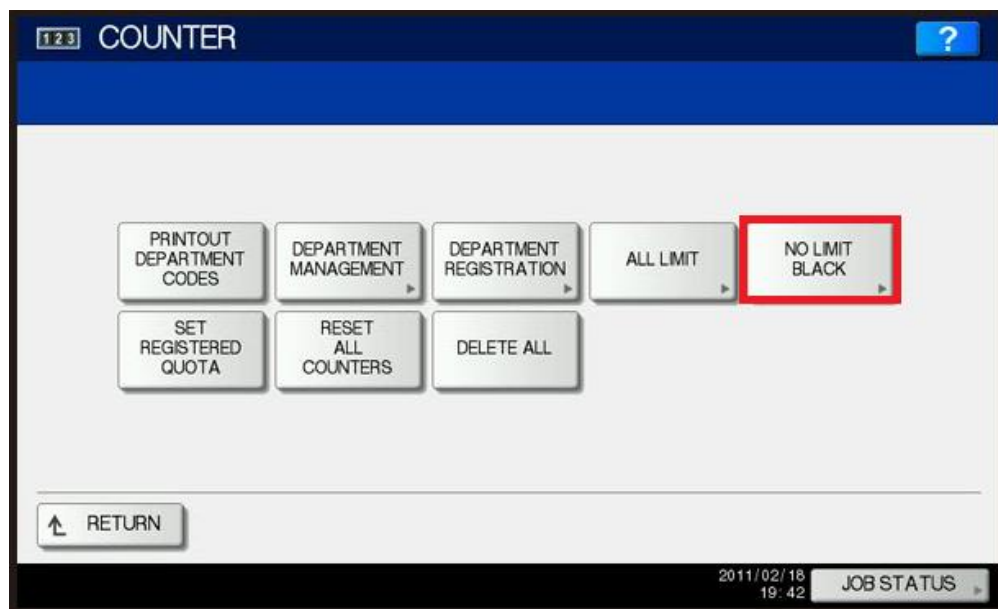


You have now enabled your Department Codes. As you utilize the machines' functions (whether it is for copying, printing, or scanning) it will prompt you at the device or your PC to enter your department code.

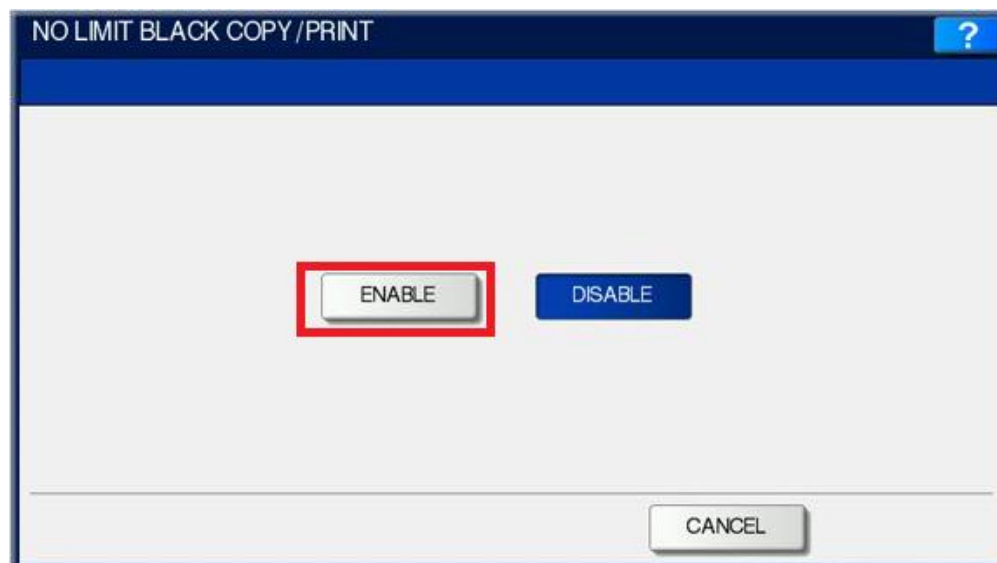
No Limit Black (For Color Machines Only)

If you have a color machine and only desire to have color enforced, you can enable the machine to allow black & white without a code, but as soon as color is selected, you will need your code. Follow the following steps to enable **No Limit Black**.

Once you are logged into the Department Management after inputting the Admin Password, as described above, you will see options on the screen. Select **No Limit Black** on the screen



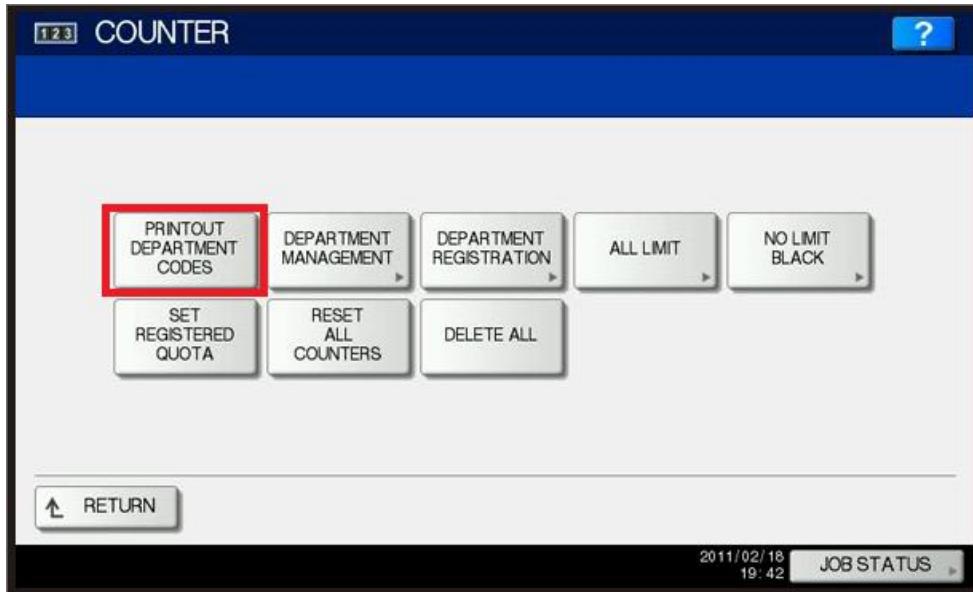
Select **Enable** on the screen.



You have now enabled **Black & White** without utilizing a Department Code.

Printing Out Department Code Counters

For tracking your code usage, you would need to print out your Department Code Counters. The print out will **not** show the Department Code itself, only the name you gave the code. While you are in **Department Management**, click on **Print Out Department Counters**.



The pages will print out that include a breakdown of all the counters: copy, print, fax, scan; also whether you are using color or black and white.

Resetting Department Code Counters

If you have limitations on your Department Codes, like how many copies/prints the code is allowed to make and would like to reset these every so often, you do so in the **Department Management** section on the copier and choose **Reset All Counters**.

