2. MANAGING COUNTERS (COUNTER MENU)

2

1. TOTAL COUNTER
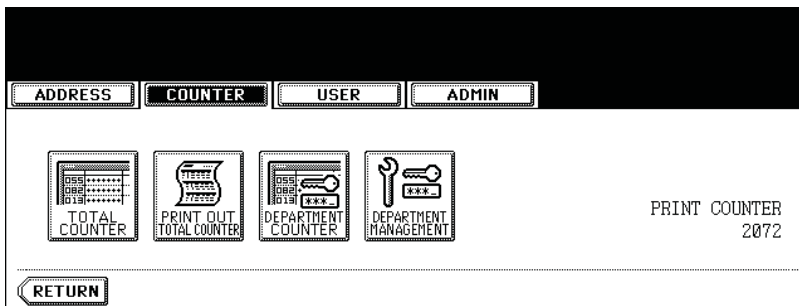
Displaying Print Counter

This feature allows you to display the Print Counter.

The print counter contains following counters:
- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by fax receptions.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations and E-mail receptions (Internet Fax receptions).
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

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 [TOTAL COUNTER] button on the touch panel.**

- The TOTAL COUNTER menu is displayed.

3 **Press the [PRINT COUNTER] button.**

4 **The Print Counter is displayed.**

PRINT COUNTER

	Copy	Fax	Printer	List	Total
Small	0	0	0	0	0
Large	0	0	0	0	0
Total	0	0	0	0	0

Displaying Scan Counter

This feature allows you to display the Scan Counter.

The scan counter contains following counters:
- **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
- **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
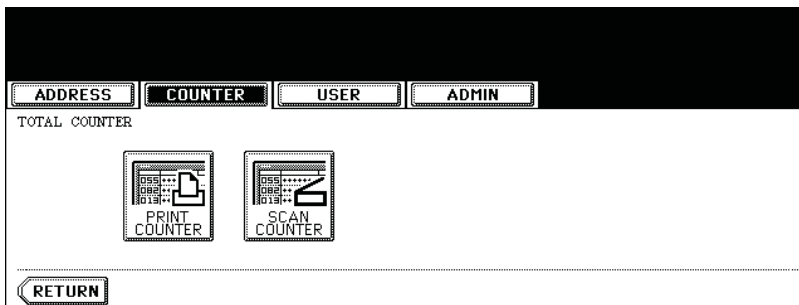- **Network Counter** — indicates the number of originals that have been scanned by scan operations.

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 [TOTAL COUNTER] button on the touch panel.
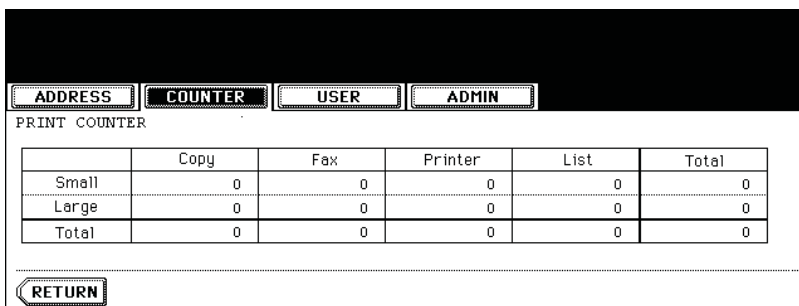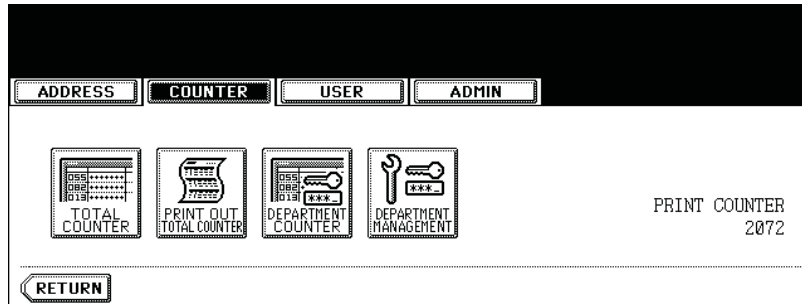

- The TOTAL COUNTER menu is displayed.

3 Press the [SCAN COUNTER] button.

4 The Scan Counter is displayed.
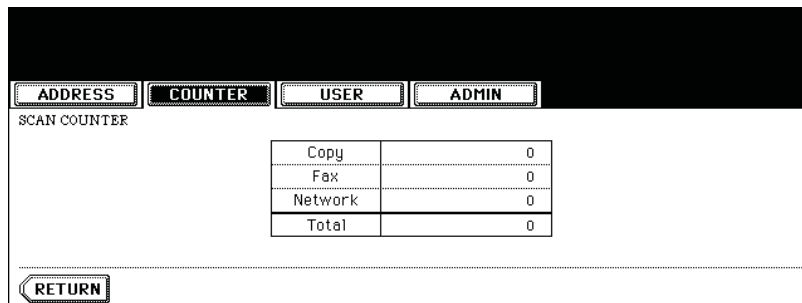
2. PRINT OUT TOTAL COUNTER

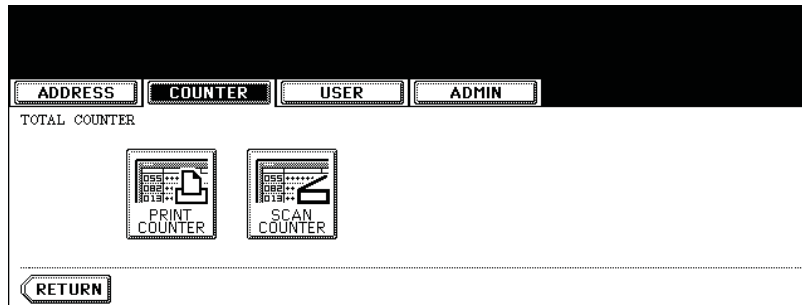This feature allows you to print the total counter list.

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 [PRINT OUT TOTAL COUNTER] button on the touch panel.**
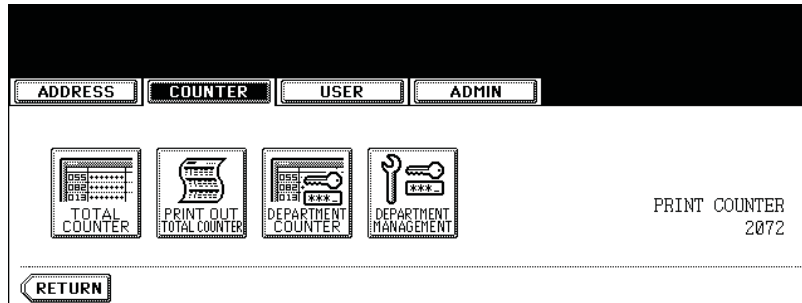
- The total counter list is printed.

Tip

For an output example of the total counter list, see "Total Counter List". 📖 P.170

3. DEPARTMENT COUNTER

Displaying Print Counter for Department Code

This feature allows you to display the number of the print counter for each department code.

Note

The department counter is available only when this equipment has been managed with the department code. 📖 P.47 "4.MANAGING DEPARTMENT CODE"

The print counter contains following counters:
- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by polling operations.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations.
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

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 COUNTER] button on the touch panel.


- The DEPARTMENT CODE screen is displayed.

3 Enter the department number using the digital keys, and then press the [ENTER] button.
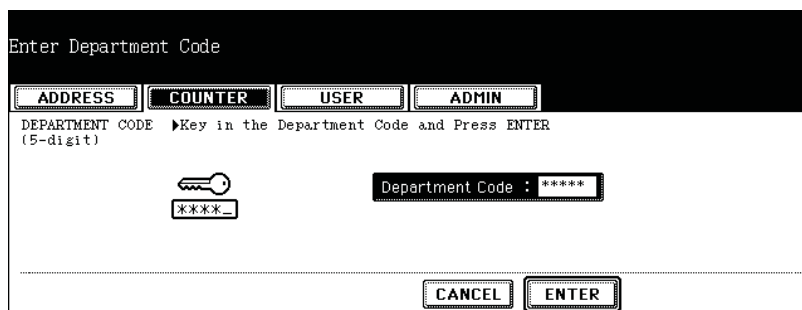
4 **Press the [PRINT COUNTER] button.**

2

5 **The Print Counter for the specified department code is displayed.**

PRINT COUNTER

	Copy	Fax	Printer	List	Total
Small	0	0	0	0	0
Large	0	0	0	0	0
Total	0	0	0	0	0

RETURN
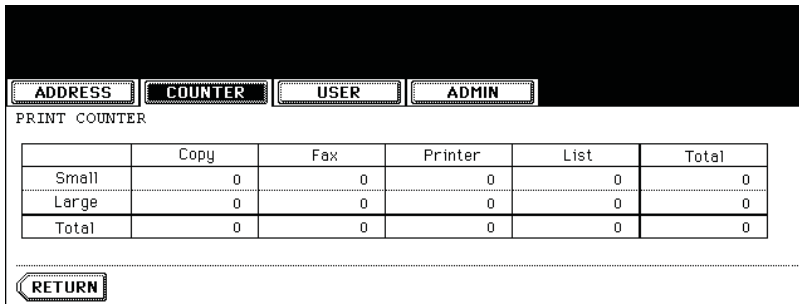
Displaying Scan Counter for Department Code

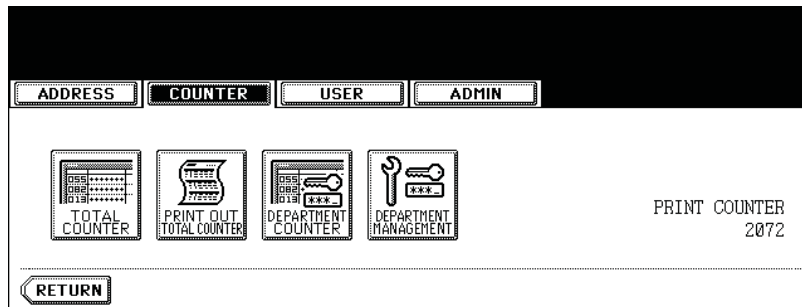This feature allows you to display the number of the scan counter for each department code.

Note

The department counter is available only when this equipment has been managed with the department code. 📖 P.47 "4.MANAGING DEPARTMENT CODE"

The scan counter contains following counters:
*   **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
*   **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
*   **Network Counter** — indicates the number of originals that have been scanned by scan operations.

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 COUNTER] button on the touch panel.

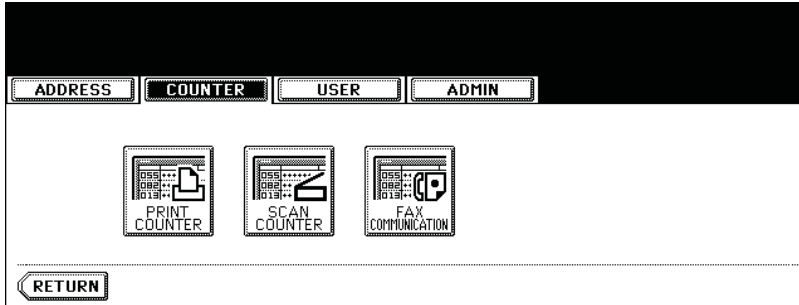*   The DEPARTMENT CODE screen is displayed.

**3** Enter the department number using the digital keys, and then press the [ENTER] button.

4 **Press the [SCAN COUNTER] button.**

2

5 **The Scan Counter for the specified department code is displayed.**
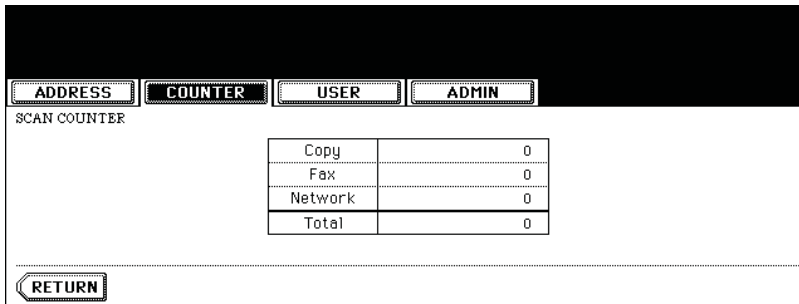
Displaying Fax Communication Counter for Department Code

This feature allows you to display the number of the Fax and Internet Fax Transmission and Reception counter for each department code.
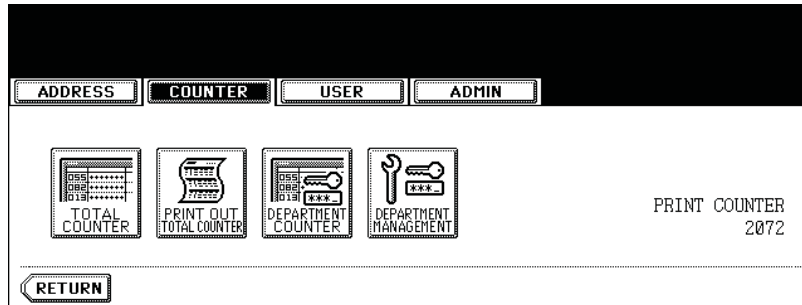
> **Note**
>
> The department counter is available only when this equipment has been managed with the department code. 📖 P.47 "4.MANAGING DEPARTMENT CODE"
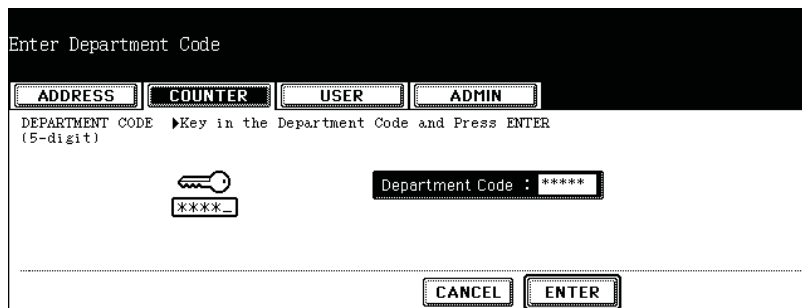
The fax communication counter contains following counters:
* **Transmit** — indicates the number of pages that are sent by Fax transmissions.
* **Reception** — indicates the number of pages that are received by polling operations.

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 COUNTER] button on the touch panel.**
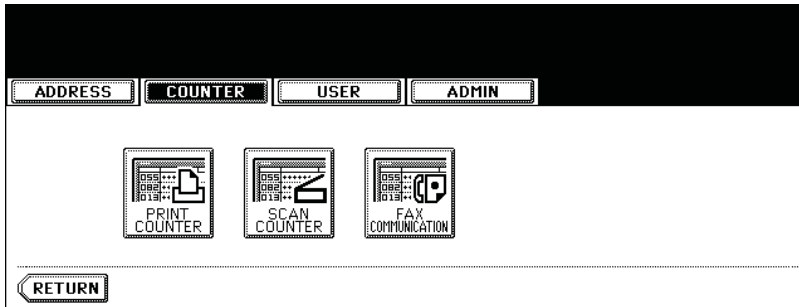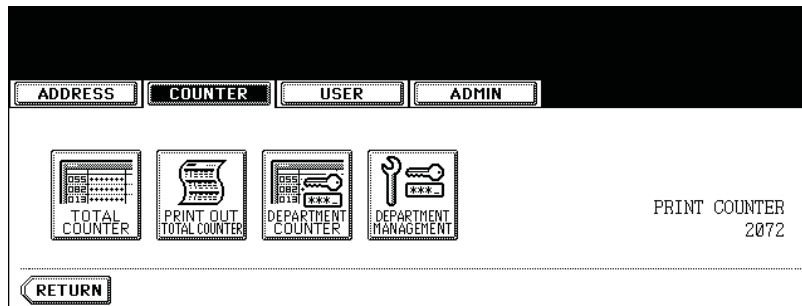

• The DEPARTMENT CODE screen is displayed.

**3** **Enter the department number using the digital keys, and then press the [ENTER] button.**
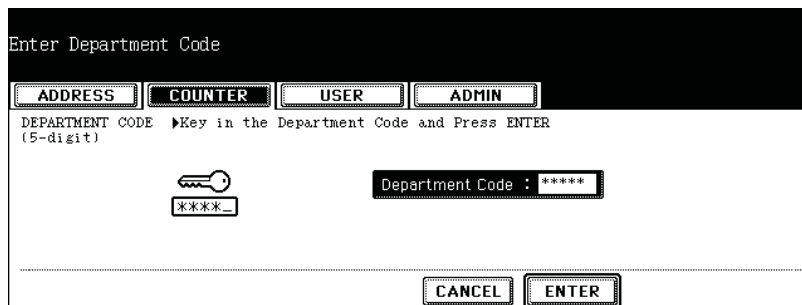
2

4 **Press the [FAX COMMUNICATION] button.**
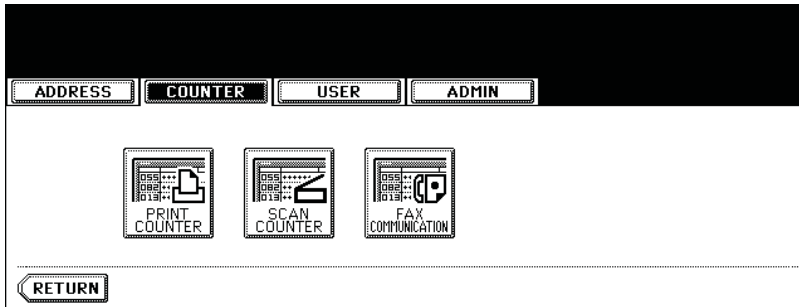
| ADDRESS | COUNTER | USER | ADMIN |

PRINT COUNTER   SCAN COUNTER   FAX COMMUNICATION

RETURN

5 **The Fax Communication Counter for the specified department code is displayed.**

| ADDRESS | COUNTER | USER | ADMIN |

FAX COMMUNICATION

	Transmit	Reception	Total
Small	0	0	0
Large	0	0	0
Total	0	0	0

RETURN

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.**
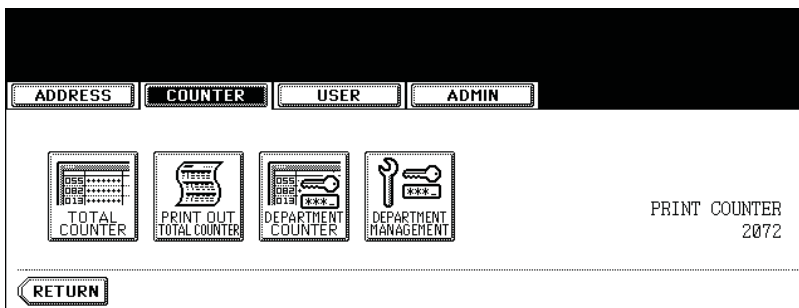
• The ADMINISTRATOR PASSWORD screen is displayed.

3 Press the [PASSWORD] button.

• The input screen is displayed.

2
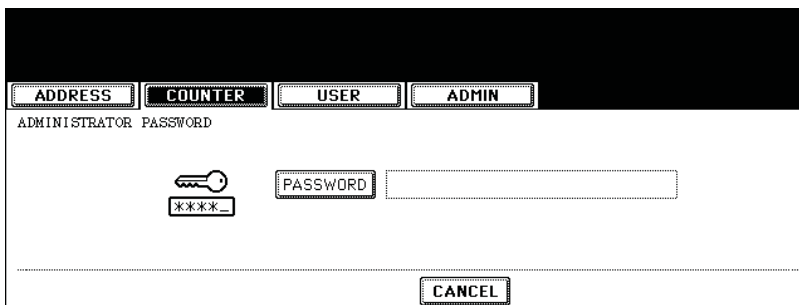
4 Enter the administrator password and press the [ENTER] button.
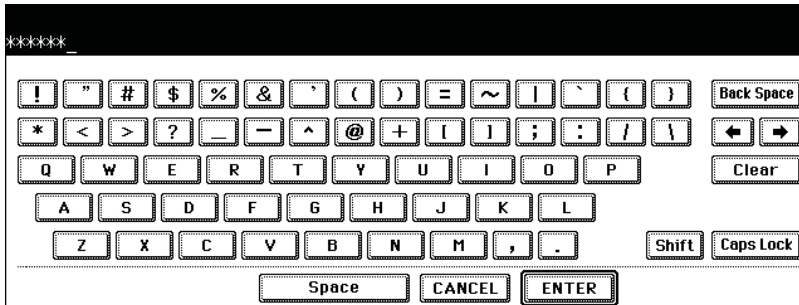
• The DEPT. MANAGEMENT menu is displayed.

5 Continue the operation that you want.
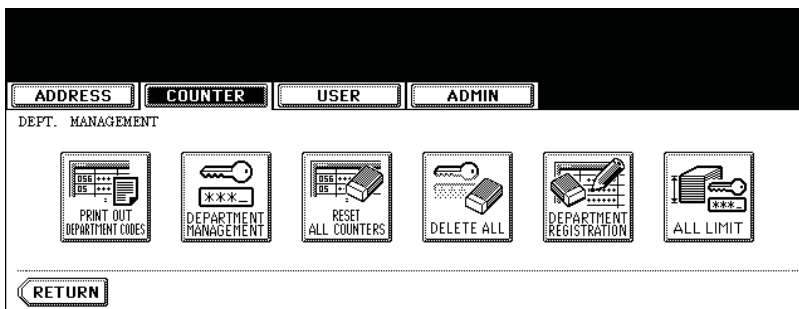
Printing Department Codes List

You can print out the department codes list and counters for each department code.

1 **In the DEPT. MANAGEMENT menu, press the [PRINT OUT DEPART-MENT CODES] button.**
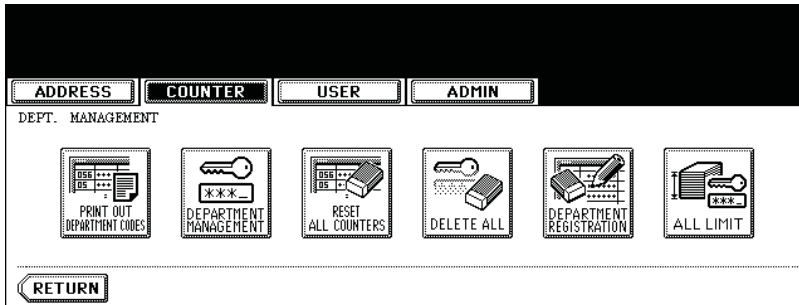
• Printing begins.

Tips

• For the procedure to display the screen above, see "Logging On As Administrator". P.47
• For an output example of the department code list, see "Department Code List". P.171

Enabling Department Code

In the initial setting, the department code feature is disabled. If you want to manage the counter separately by the department codes, you must enable the department code. When the department management is enabled, the department code input screen will be displayed before entering the copy, scan, fax, and e-Filing operation screen to manage the operations for each department code. Also the print jobs that are sent from computers can be managed for each department code.

2

Note

- The [DEPARTMENT MANAGEMENT] button will be available after registering a department code. Before enabling the department code, register the required department code.
  📖 P.53 "Registering a New Department Code"
- Using TopAccess, you can also configure the Department Code Enforcement setting that sets whether the invalid jobs, which a department code is not specified or invalid department code is specified, will be printed or stored in the invalid job list when the department management is enabled. For instructions on how to set the Department Code Enforcement, see **TopAccess Guide**.

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT MAN-AGEMENT] button.
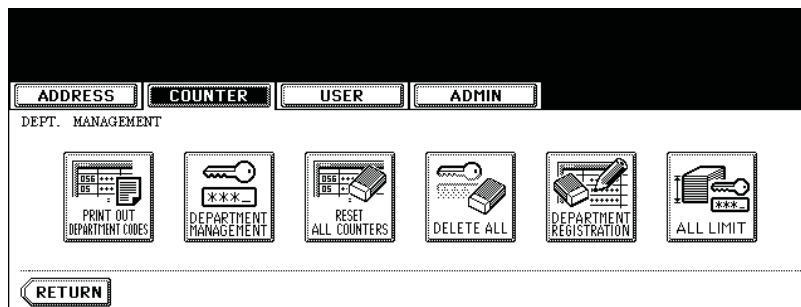
- The DEPARTMENT MANAGEMENT screen is displayed.

Tip

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

2 Press the [ENABLE] button to enable the department code, or [DIS-ABLE] button to disable the department code.

Resetting All Department Counters

This function clears all department counters to "0".

> **Note**
>
> - This function is available only when the department code is enabled.
> - This function clears only the department counters. You cannot clear the total counter.

1 **In the DEPT. MANAGEMENT menu, press the [RESET ALL COUNTERS] button.**
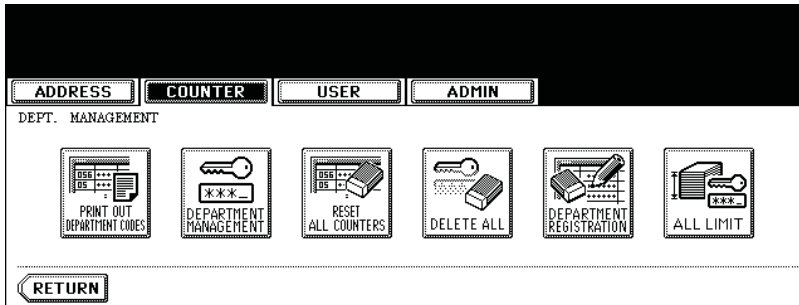
- The clear confirmation screen is displayed.

> **Tip**
>
> For the procedure to display the screen above, see "Logging On As Administrator". 📖 P.47

2 **Press the [YES] button to clear all department counters, or [NO] button to cancel clearing.**
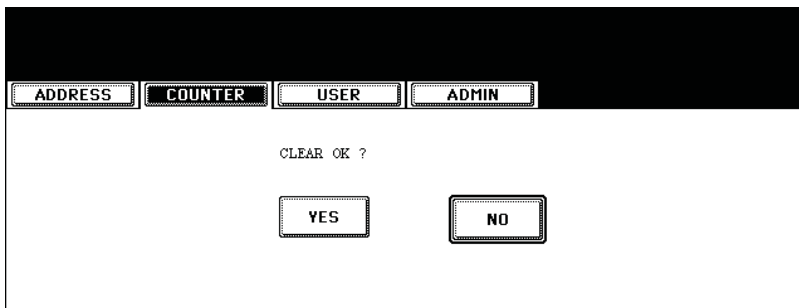
Deleting All Department Codes

This function deletes all department codes that have been registered.

Note

The [DELETE ALL] button will be available after registering a department code.
📖 P.53 "Registering a New Department Code"

2

1 **In the DEPT. MANAGEMENT menu, press the [DELETE ALL] button.**
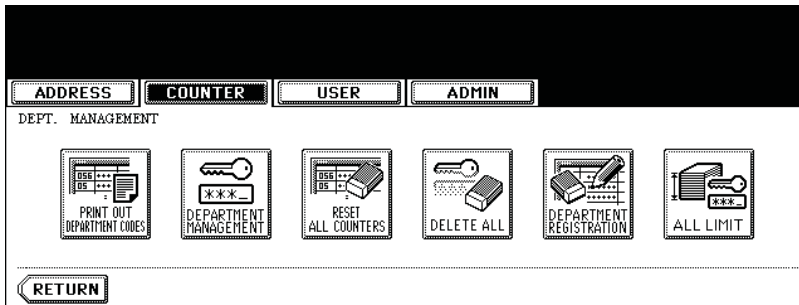
| ADDRESS | COUNTER | USER | ADMIN |

DEPT. MANAGEMENT

PRINT OUT DEPARTMENT CODES | DEPARTMENT MANAGEMENT | RESET ALL COUNTERS | DELETE ALL | DEPARTMENT REGISTRATION | ALL LIMIT

RETURN

- The delete confirmation screen is displayed.

Tip

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

2 **Press the [YES] button to delete all department codes, or [NO] button to cancel deleting.**

| ADDRESS | COUNTER | USER | ADMIN |

DELETE OK ?

YES   NO
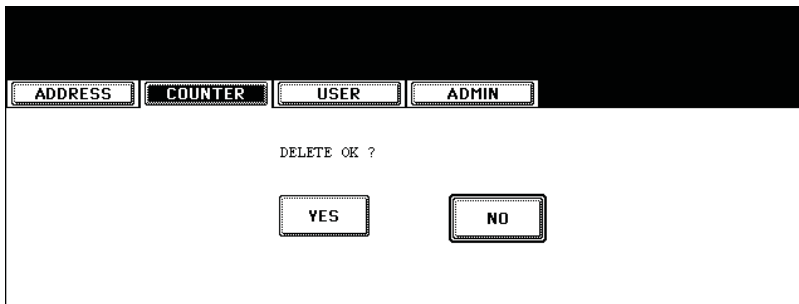
Registering a New Department Code

The function allows you to register new department code.

Note

After registering the department code(s), you must enable the Department Code function.
📖 P.50 "Enabling Department Code"

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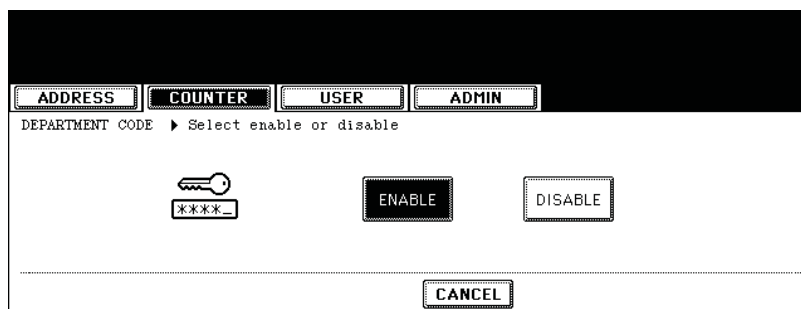

• The DEPARTMENT CODE screen is displayed.

Tip
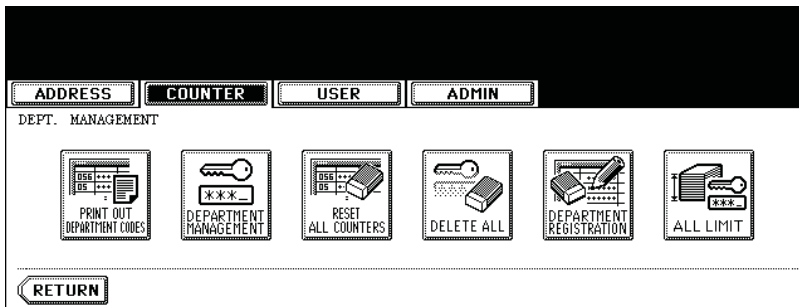
For the procedure to display the screen above, see "Logging On As Administrator". 📖 P.47

2 Press the undefined department code and press the [CHANGE] button.

• The input screen is displayed.

Tip

If the touch panel does not display an undefined department code, press the [Next] button to display the next screen.

2

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

```
Dept02_

[ ! ] [ " ] [ # ] [ $ ] [ % ] [ & ] [ ' ] [ ( ] [ ) ] [ = ] [ ~ ] [ | ] [ ` ] [ { ] [ } ]   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 REGISTRATION DEPARTMENT CODE screen is displayed.

4 Enter the 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
REGISTER DEPARTMENT CODE
(5-digit)
                New Code      : *****      SET
                Retype New Code :          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".

5 Enter the 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
REGISTER DEPARTMENT CODE
(5-digit)
                New Code      : *****      SET
                Retype New Code : *****    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.

If you want to return to the "New Code" field to retype it, press the [RESET] button.

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

• The LIMITATION screen is displayed.

7 **Set the limitation of this department code as required.**

• 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.

• 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.

8 **Press the [ENTER] button.**

• New department code is registered.

Editing the Department Code

The function allows you to edit the existing department code.

2
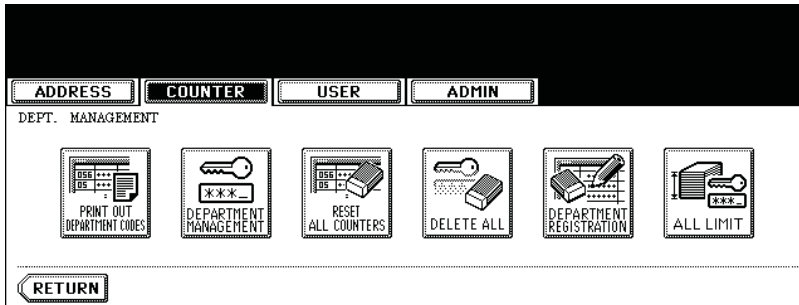
1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGIS-TRATION] button.
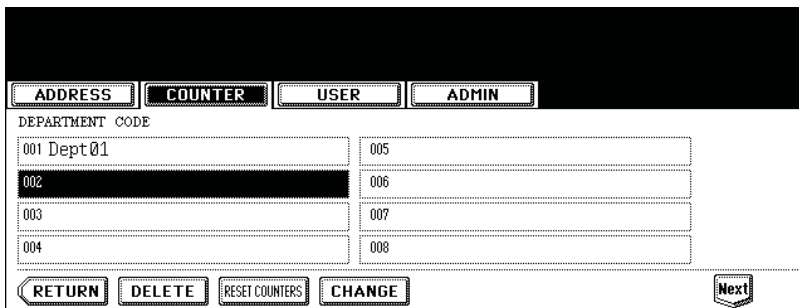

• The DEPARTMENT CODE screen is displayed.

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.
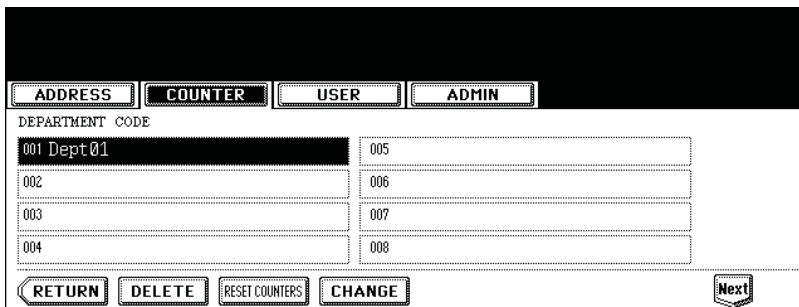
• The message "This department code is already registered. Do you wish to replace this code?" is displayed.

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.

2

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    : *****        SET
                  New Code        : *****        RESET
                  Retype New Code :
                                         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    : *****        SET
                  New Code        : *****        RESET
                  Retype New Code : *****
                                         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.
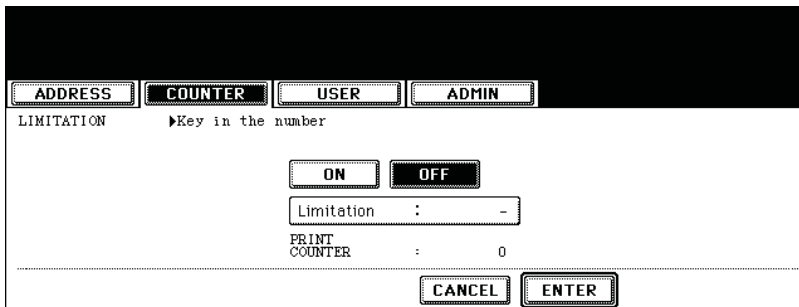
Tip

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.
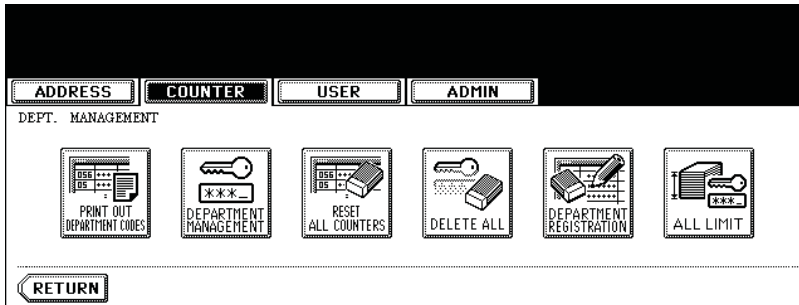
10 Press the [ENTER] button.

- The department code is edited.

Deleting the Department Code

The function allows you to delete the existing department code.

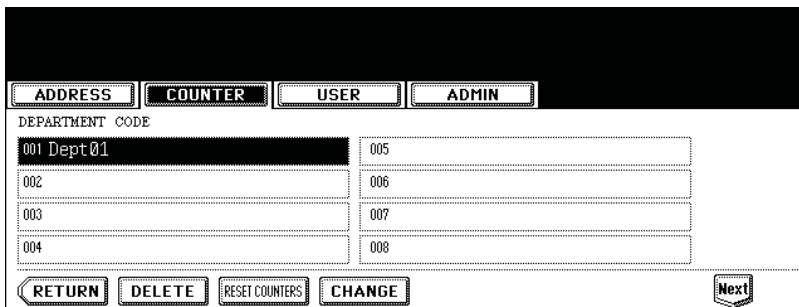**1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGIS-TRATION] button.**

• 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 delete and press the [DELETE] button.
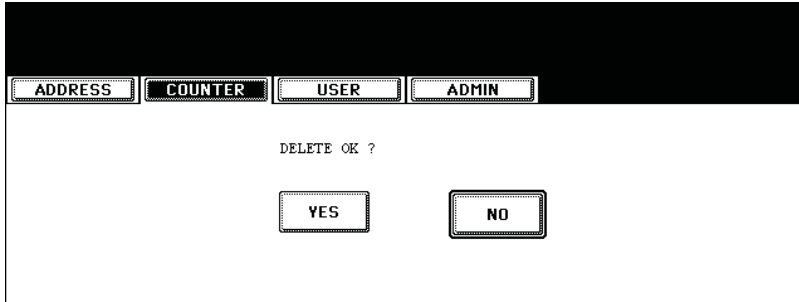

• The delete confirmation screen is displayed.

Tip

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

3 Press the [YES] button to delete the department code, or [NO] button
to cancel deleting.

```
ADDRESS    COUNTER    USER    ADMIN

              DELETE OK ?

           YES              NO
```
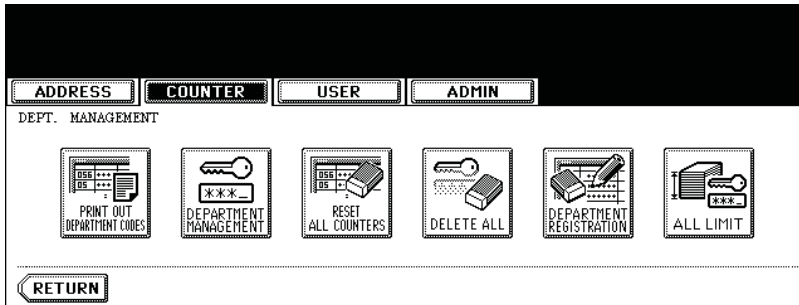
• When you press the [YES] button, the department code is deleted.

Resetting the Counter of Each Department

The function allows you to reset the counter of specific department code only.

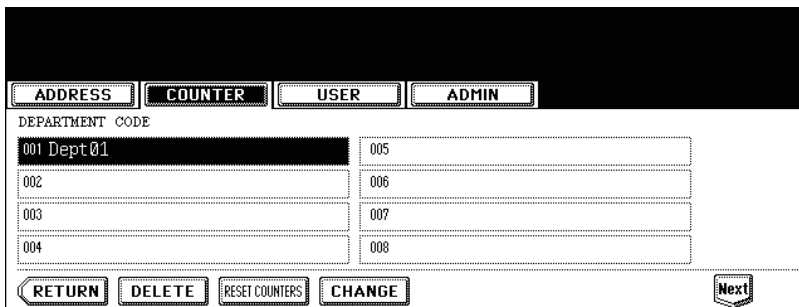**1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGIS-TRATION] button.**

• 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 reset the counter and press the [RESET COUNTERS] button.
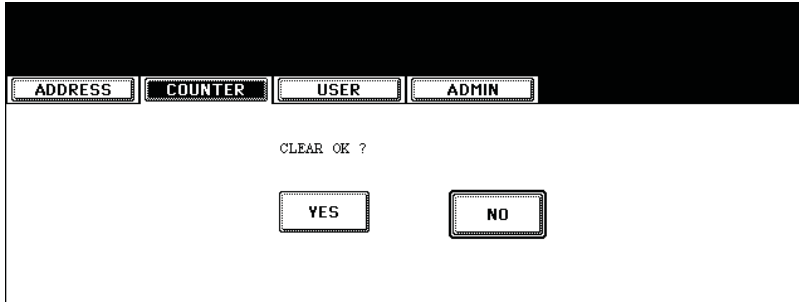

• The clear confirmation screen is displayed.

Tip

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

3 Press the [YES] button to clear the counter of the department code, or [NO] button to cancel clearing the counter.

```
┌─────────────────────────────────────────────┐
│                                             │
│ ┌────────┐┌─────────┐┌────────┐┌────────┐   │
│ │ADDRESS ││ COUNTER ││  USER  ││ ADMIN  │   │
│ └────────┘└─────────┘└────────┘└────────┘   │
│                CLEAR OK ?                    │
│                                             │
│          ┌──────┐      ┌──────┐             │
│          │ YES  │      │  NO  │             │
│          └──────┘      └──────┘             │
│                                             │
└─────────────────────────────────────────────┘
```

• When you press the [YES] button, the counter of the department code is cleared.

Setting Output Limitations for All Departments

This function allows you to set the output limitation for all departments by a single operation.
When you select [ON], the output will be disabled for all departments.
When you select [OFF], the infinite outputs will be allowed for all departments.
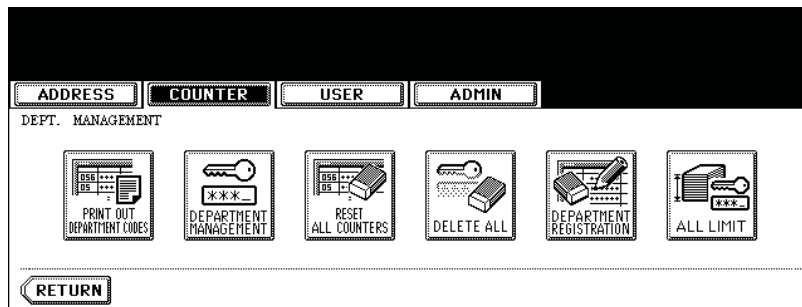
2

Tip

When you select [ON], the limitation setting for each department code will be set to [ON] and the "Limitation" field will be set to "0". If you want to change the limitation setting for each department code, change the limitation setting by editing a department code.
P.56 "Editing the Department Code"

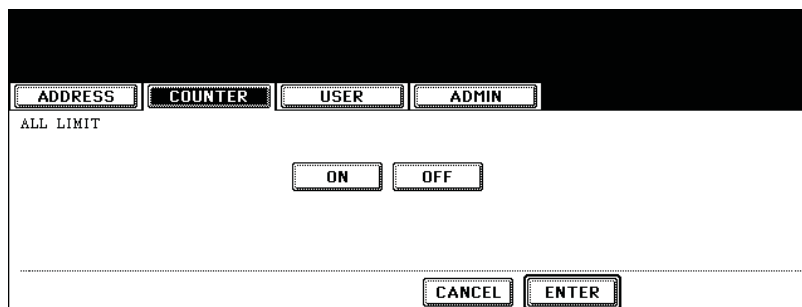**1 In the DEPT. MANAGEMENT menu, press the [ALL LIMIT] button.**

• The ALL LIMIT screen is displayed.

Tip

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

2 Press the [ON] button to disable the copies/prints for all departments, or [OFF] button to permit infinite copies/prints for all departments.

3 Press the [ENTER] button.

• The output limitation settings are saved. After pressing the [ENTER] button, the "WAIT" message is displayed for approximately 45 seconds.