

## MANAGING COUNTERS (COUNTER MENU)

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## Total Counter

This menu allows you to display and confirm the following total counters:

- **Print counter**

The print counter contains the 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.

- **Scan counter**

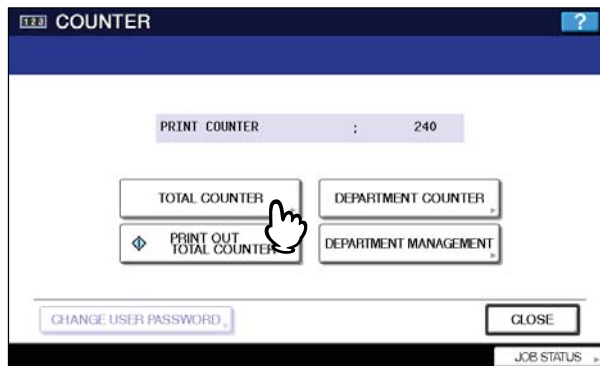
The scan counter contains the following counters:

- **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.

### Note

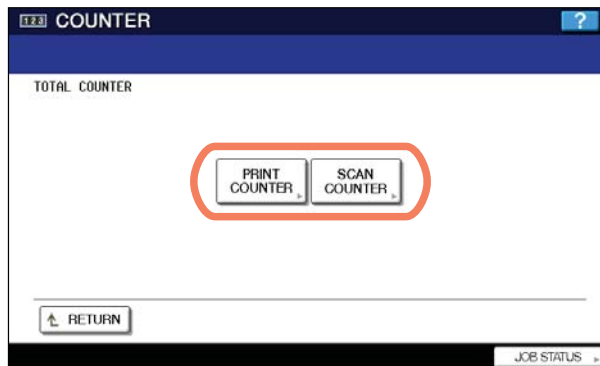
The total counters cannot be cleared.

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [TOTAL COUNTER].



The TOTAL COUNTER menu is displayed.

- 3 Continue the operation that you require.

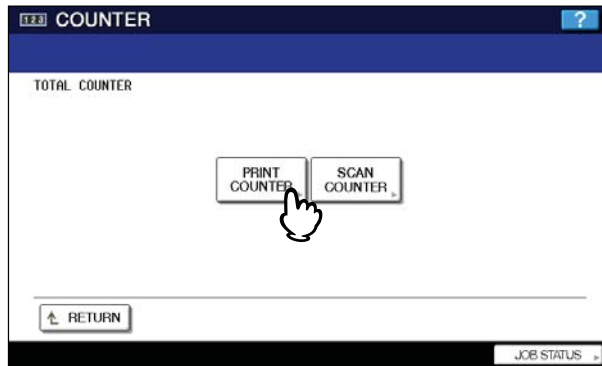


P.165 "Displaying print counter"

P.166 "Displaying scan counter"

## Displaying print counter

### 1 Press [PRINT COUNTER].



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### 2 The Print Counter is displayed.

For e-STUDIO6530C Series, e-STUDIO4520C Series

The screenshot shows the 'COUNTER' menu with the title 'TOTAL COUNTER'. Below the title are five buttons: 'TOTAL', 'COPY', 'FAX', 'PRINTER', and 'LIST'. A table displays the counts for each function. At the bottom, there is a 'RETURN' button and a 'JOB STATUS' indicator.

	Full Color	Twin/Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Printer	0	0	0	0
List	0	0	0	0
Total	0	0	0	0

#### Tip

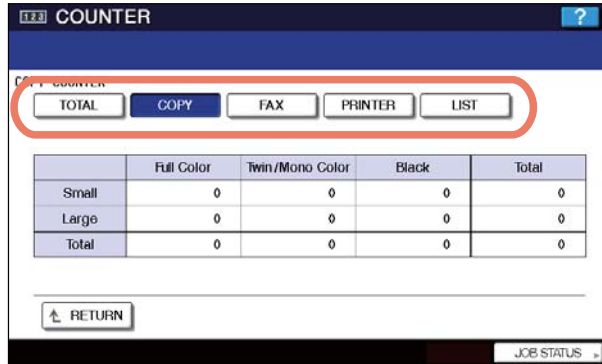
When you are using the e-STUDIO6530C Series or e-STUDIO4520C Series, proceed to the next step.

For e-STUDIO455 Series, e-STUDIO855 Series

The screenshot shows the 'COUNTER' menu with the title 'PRINT'. A table displays the counts for different sizes. At the bottom, there is a 'RETURN' button and a 'JOB STATUS' indicator.

	Copy	Fax	Printer	List	Total
Small	186	0	10	36	232
Large	8	0	0	0	8
Total	194	0	10	36	240

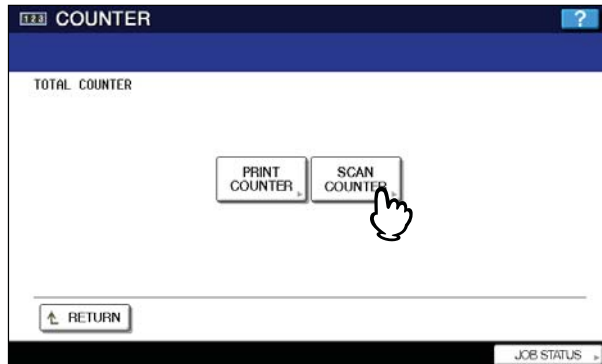
### 3 Press the following buttons as required.



- Press [COPY] to display the total number of copies classified by size group.
- Press [FAX] to display the total number of faxes classified by size group.
- Press [PRINTER] to display the total number of prints classified by size group.
- Press [LIST] to display the total number of printed lists classified by size group.

### Displaying scan counter

#### 1 Press [SCAN COUNTER].



## 2 The SCAN COUNTER is displayed.

For e-STUDIO6530C Series, e-STUDIO4520C Series

	Full Color	Twin/Mono Color	Black	Total
Copy	1420	8	961	2389
Fax	0	0	4	4
Network	284	0	172	456
Total	1704	8	1137	2849

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For e-STUDIO455 Series

	Color	Black	Total
Copy	-	283	283
Fax	-	21	21
Network	3	19	22
Total	3	323	326

### Tip

When you are using the e-STUDIO6530C Series, e-STUDIO4520C Series, or e-STUDIO455 Series, proceed to the next step.

For e-STUDIO855 Series

	COPY	FAX	NETWORK	Total
Small	1146	17	3	1166
Large	24	1	6	31
Total	1170	18	9	1197

### 3 Press the following buttons as required.

For e-STUDIO6530C Series, e-STUDIO4520C Series

SCREENSHOT: e-STUDIO6530C Series Counter Menu

Buttons: TOTAL, COPY (highlighted), FAX, NETWORK

	Full Color	Twin/Mono Color	Black	Total
Small	1398	0	961	2359
Large	22	8	0	30
Total	1420	8	961	2389

RETURN button at the bottom.

For e-STUDIO455 Series

SCREENSHOT: e-STUDIO455 Series Counter Menu

Buttons: TOTAL, COPY (highlighted), FAX, NETWORK

	Color	Black	Total
Small	-	272	272
Large	-	11	11
Total	-	283	283

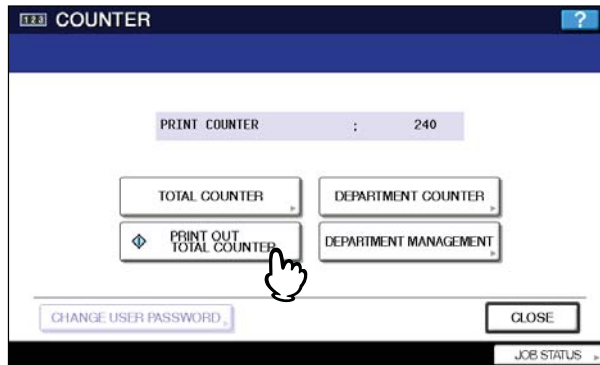
RETURN button at the bottom.

- Press [COPY] to display the number of originals that have been scanned by copy operations.
- Press [FAX] to display the number of originals that have been scanned by fax and Internet Fax transmissions.
- Press [NETWORK] to display the number of originals that have been scanned by scan operations.

## Print Out Total Counter

This menu allows you to print the total counter list.

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [PRINT OUT TOTAL COUNTER].



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- When the department management is disabled, the total counter list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press [OK] to print the total counter list.

### Tip

For an output example of the total counter list, see the following page:  
 P.196 "Total counter list"

## Department Counter

This menu allows you to display and confirm the following counters for each department:

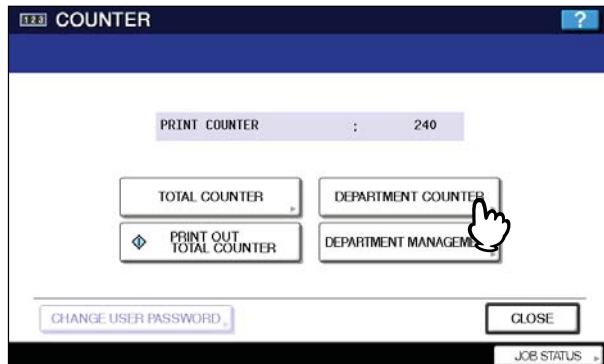
### Note

The department counter is available only when this equipment has been managed using the department code.  
 ⓘ P.177 "Managing Department Codes"

- Print counter for department code**  
 This feature allows you to display the number of the print counter for each department code.  
 The print counter contains the 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.
- Scan counter for department code**  
 This feature allows you to display the number of the scan counter for each department code.  
 The scan counter contains the 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.
- Fax communications 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.  
 The fax communication counter contains the 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.

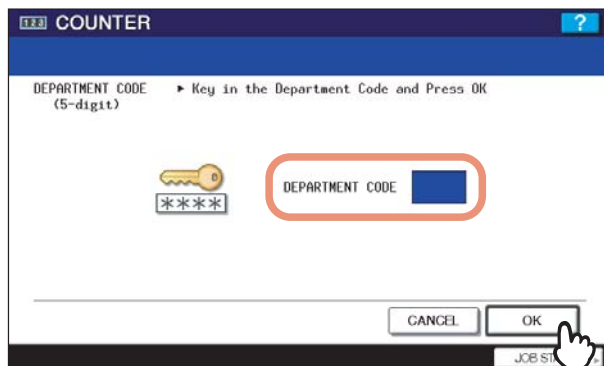
**1** Press [COUNTER] on the control panel to enter the COUNTER menu.

**2** Press [DEPARTMENT COUNTER].



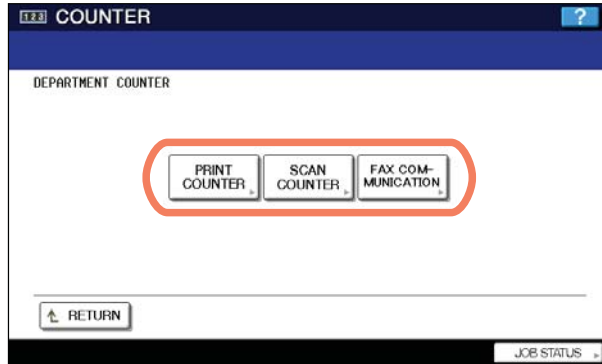
The DEPARTMENT CODE screen is displayed.

**3** Enter the department number using the digital keys and press [OK].





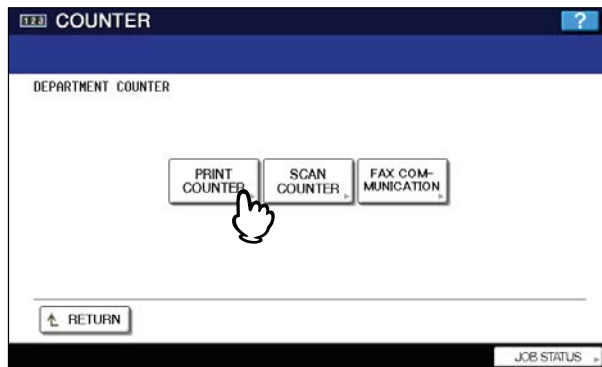
## 4 Continue the operation that you require.

**3**

- P.171 "Displaying print counter for department code"
- P.173 "Displaying scan counter for department code"
- P.175 "Displaying fax communications counter for department code"

### Displaying print counter for department code

#### 1 Press [PRINT COUNTER].



## 2 The Print Counter for the specified department code is displayed.

For e-STUDIO6530C Series, e-STUDIO4520C Series

	Full Color	Twin/Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Printer	0	0	0	0
List	0	0	0	0
Total	0	0	0	0

### Tip

When you are using the e-STUDIO6530C Series or e-STUDIO4520C Series, proceed to the next step.

For e-STUDIO455 Series, e-STUDIO855 Series

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

## 3 Press the following buttons as required.

	Full Color	Twin/Mono Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0
Total	0	0	0	0

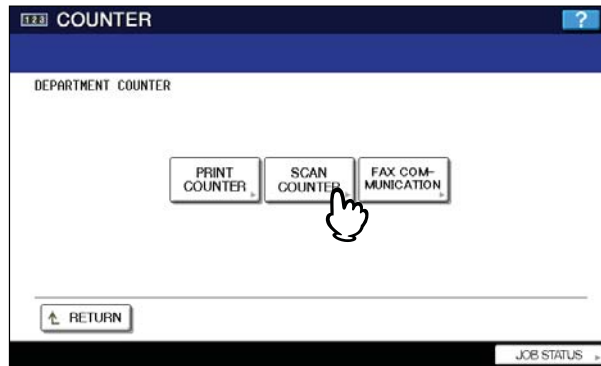
- Press [COPY] to display the total number of copies classified by size group.
- Press [FAX] to display the total number of faxes classified by size group.
- Press [PRINTER] to display the total number of prints classified by size group.
- Press [LIST] to display the total number of printed lists classified by size group.

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## Displaying scan counter for department code

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1 Press [SCAN COUNTER].



3

## 2 The SCAN COUNTER for the specified department code is displayed.

For e-STUDIO6530C Series, e-STUDIO4520C Series

SCREEN: COUNTER

SCAN

TOTAL COPY FAX NETWORK

	Full Color	Twin/Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Network	0	0	0	0
Total	0	0	0	0

RETURN

JOB STATUS

For e-STUDIO455 Series

SCREEN: COUNTER

SCAN

TOTAL COPY FAX NETWORK

	Color	Black	Total
Copy	-	0	0
Fax	-	0	0
Network	0	0	0
Total	0	0	0

RETURN

JOB STATUS

### Tip

When you are using the e-STUDIO6530C Series, e-STUDIO4520C Series, or e-STUDIO455 Series, proceed to the next step.

For e-STUDIO855 Series

SCREEN: COUNTER

SCAN

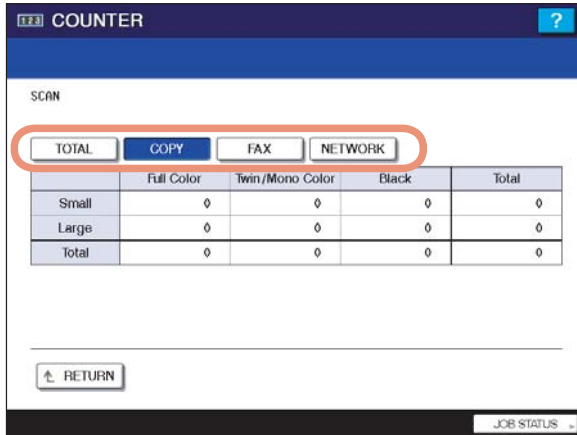
	COPY	FAX	NETWORK	Total
Small	0	0	0	0
Large	0	0	0	0
Total	0	0	0	0

RETURN

JOB STATUS

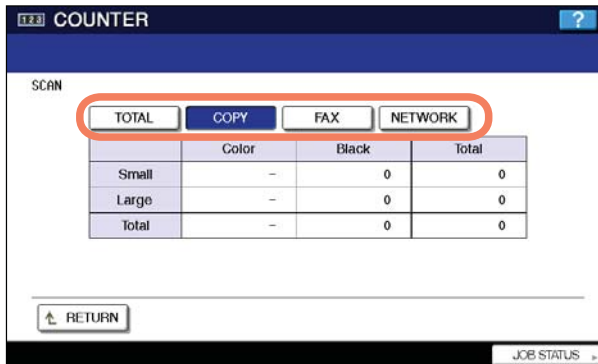
### 3 Press the following buttons as required.

For e-STUDIO6530C Series, e-STUDIO4520C Series



3

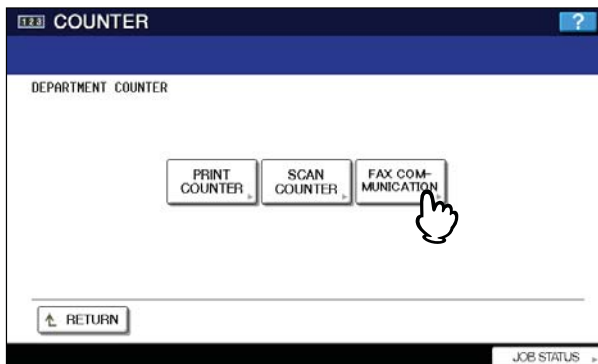
For e-STUDIO455 Series

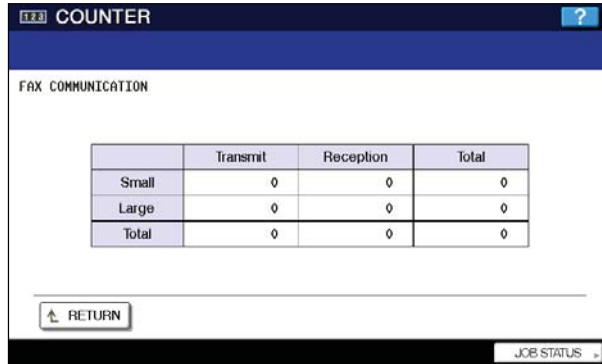


- Press [COPY] to display the number of originals that have been scanned by copy operations.
- Press [FAX] to display the number of originals that have been scanned by fax and Internet Fax transmissions.
- Press [NETWORK] to display the number of originals that have been scanned by scan operations.

### Displaying fax communications counter for department code

#### 1 Press [FAX COMMUNICATION].



**2** The FAX COMMUNICATION counter for the specified department code is displayed.

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

RETURN

JOB STATUS

## Managing Department Codes

### ■ 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.

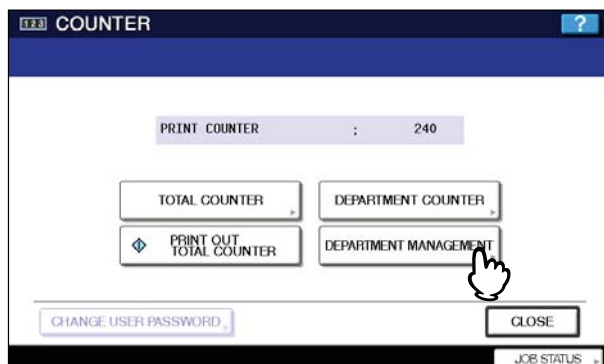
To manage the department codes, you must know the administrator password for this equipment. It is recommended that this action be performed only by an authorized administrator.

#### Note

If the User Management Setting is enabled and you log in using a user name with Account Manager privileges, you do not have to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

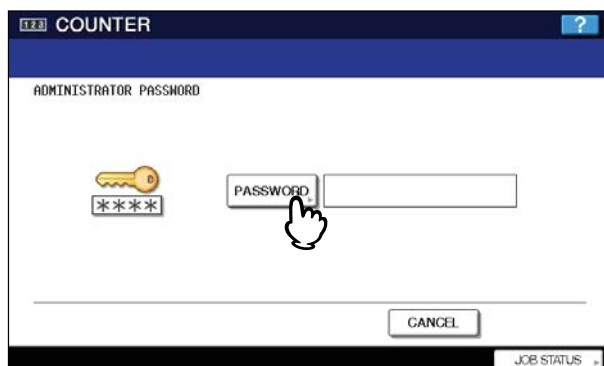
**3**

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [DEPARTMENT MANAGEMENT].



The ADMINISTRATOR PASSWORD screen is displayed.

- 3 Press [PASSWORD].



The on-screen keyboard is displayed.

#### 4 Enter the administrator password and press [OK].



The DEPT. MANAGEMENT menu is displayed.

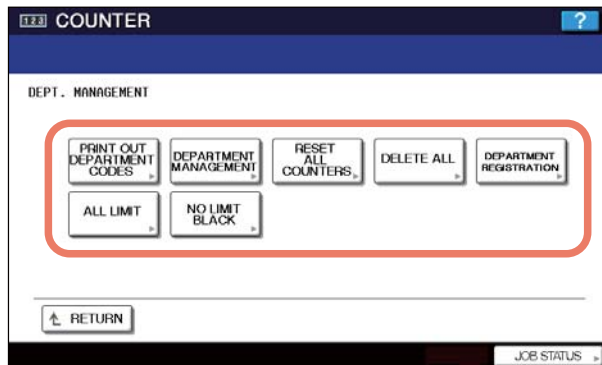
##### Tip

If the administrator password has not been changed before, enter the default administrator password "123456".

##### Note

If you enter incorrect passwords three times in a row, the equipment cannot be operated for 30 seconds.

#### 5 Continue the operation that you require.



- 📖 P.179 "Printing department code list"
- 📖 P.180 "Enabling department codes"
- 📖 P.181 "Resetting all department counters"
- 📖 P.182 "Deleting all department codes"
- 📖 P.183 "Registering a new department code"
- 📖 P.186 "Editing department codes"
- 📖 P.189 "Deleting department codes"
- 📖 P.190 "Resetting the counter for each department"
- 📖 P.191 "Setting output limitations for all departments"
- 📖 P.193 "Setting the no limit black function"

##### Notes

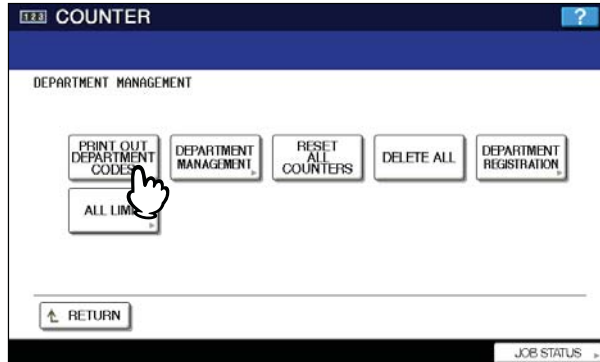
- Menus other than "DEPARTMENT MANAGEMENT" and "DEPARTMENT REGISTRATION" will be available after you register a department code and enable the department management feature.
- [NO LIMIT BLACK] is available only for the e-STUDIO6530C Series and e-STUDIO4520C Series.



## ■ Printing department code list

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

- 1 In the DEPT. MANAGEMENT menu, press [PRINT OUT DEPARTMENT CODES].

**3**

Printing begins.

### Tips

- For instructions on how to display the screen above, see the following page:  
[P.177 “Logging on as administrator”](#)
- For an output example of the department code list, see the following page:  
[P.197 “Department code list”](#)

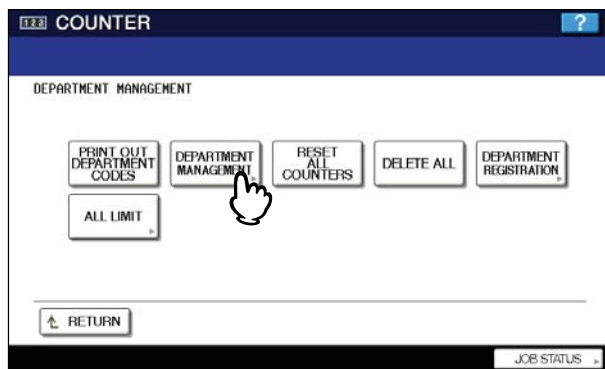
## ■ Enabling department codes

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

### Notes

- [DEPARTMENT MANAGEMENT] will be available after registering a department code. Before enabling the department code, register the required department code.  
[P.183](#) "Registering a new department code"
- Using TopAccess, you can also configure department code enforcement settings specifying whether invalid jobs, for which a department code is not specified or for which the department code is invalid, will be printed or stored in the invalid job list when department management is enabled. For instructions on how to set the department code enforcement, refer to the **TopAccess Guide**.
- The department management function does not support Web Services Scan. Web Services Scan jobs performed when department management is enabled are always counted as "Undefined" Department Name.

### 1 In the DEPT. MANAGEMENT menu, press [DEPARTMENT MANAGEMENT].



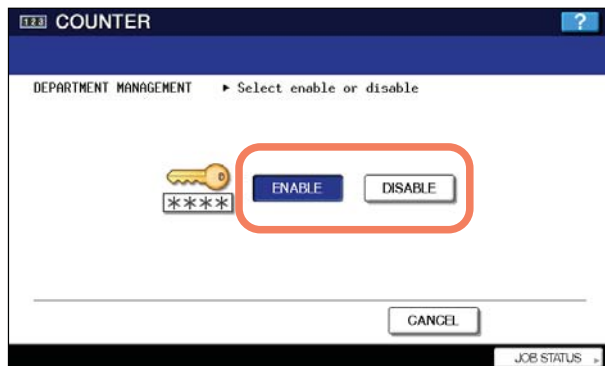
The DEPARTMENT MANAGEMENT screen is displayed.

### Tip

For instructions on how to display the screen above, see the following page:

[P.177](#) "Logging on as administrator"

### 2 Press [ENABLE] to enable the department code, or [DISABLE] to disable the department code.



## ■ Resetting all department counters

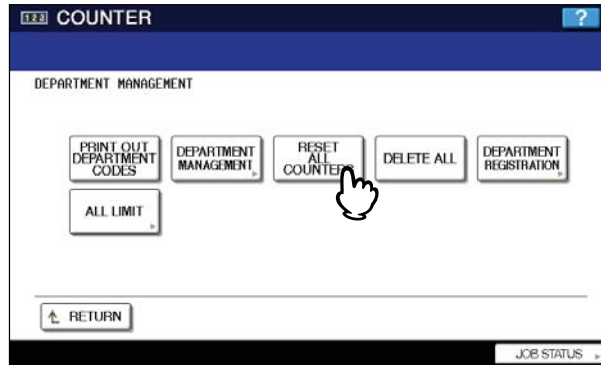
This function clears all department counters to "0".

### Notes

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

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### 1 In the DEPT. MANAGEMENT menu, press [RESET ALL COUNTERS].

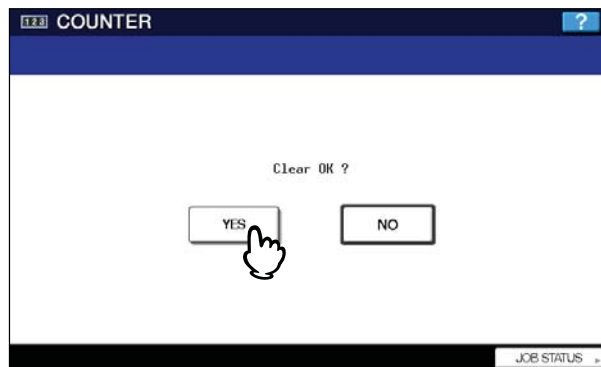


The clear confirmation screen is displayed.

### Tip

For instructions on how to display the screen above, see the following page:  
 P.177 "Logging on as administrator"

### 2 Press [YES] to clear all department counters.



Press [NO] to cancel the clear operation.

## ■ Deleting all department codes

This function deletes all registered department codes.

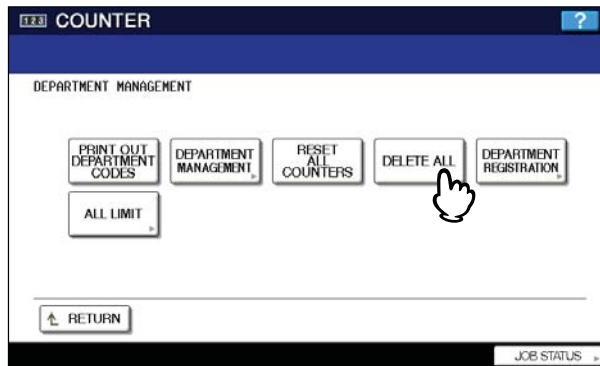
### Note

[DELETE ALL] will be available after you enable the department management function and register a department code.

📖 P.180 “Enabling department codes”

📖 P.183 “Registering a new department code”

### 1 In the DEPT. MANAGEMENT menu, press [DELETE ALL].



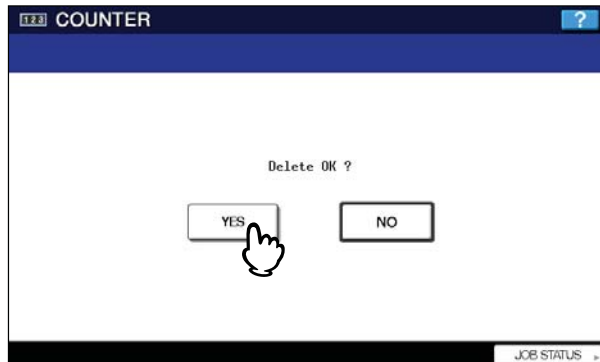
The delete confirmation screen is displayed.

### Tip

For instructions on how to display the screen above, see the following page:

📖 P.177 “Logging on as administrator”

### 2 Press [YES] to delete all department codes.



Press [NO] to cancel the deletion.

## ■ Registering a new department code

This function allows you to register new department codes.

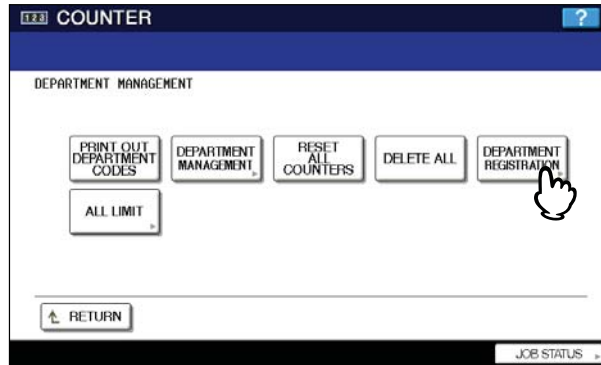
### Note

After registering the department code(s), you must enable the department management function.

📖 P.180 “Enabling department codes”

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



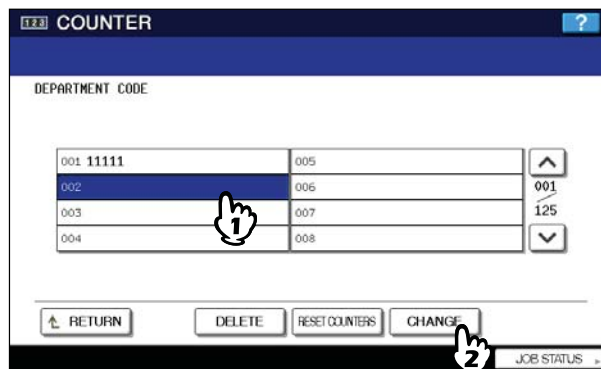
The DEPARTMENT CODE screen is displayed.

### Tip

For instructions on how to display the screen above, see the following page:

📖 P.177 “Logging on as administrator”

### 2 Press an undefined button to create a new department code and press [CHANGE].



The on-screen keyboard is displayed.

### Tip

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

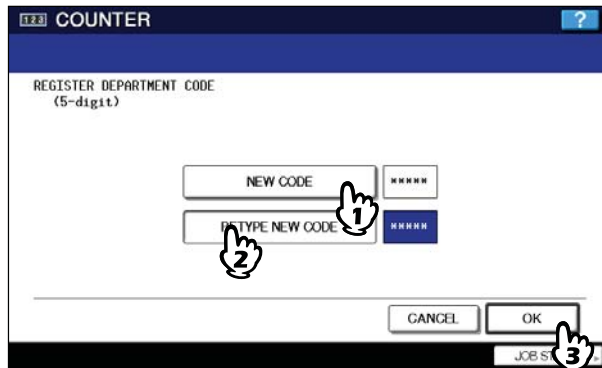
### 3 Enter the department name using the keyboard and digital keys, and press [OK].



The REGISTRATION DEPARTMENT CODE screen is displayed.

### 4 Set the department code.

- 1) Press the [NEW CODE] box and enter a 5-digit code using the digital keys.
- 2) Press the [RETYPE NEW CODE] box and re-enter the 5-digit code using the digital keys.
- 3) Press [OK] to save the department code.



The LIMITATION screen appears.

#### Note

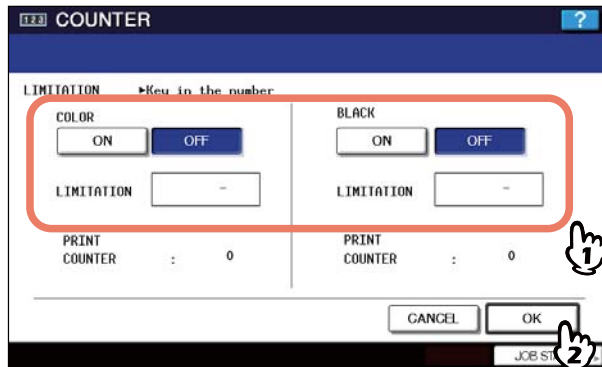
The department code must be a 5-digit code excluding "00000".

#### Tips

- If you enter the code, asterisks (\*) appear in the [NEW CODE] and [RETYPE NEW CODE] boxes.
- If you want to clear the code to retype it, press the [CLEAR] button on the control panel.

## 5 Set the limitation of this department code as required and press [OK] to register the new department code.

For e-STUDIO6530C Series, e-STUDIO4520C Series



**COUNTER** ?

LIMITATION ▶ Key in the number

COLOR ON OFF  
LIMITATION -

BLACK ON OFF  
LIMITATION -

PRINT COUNTER : 0

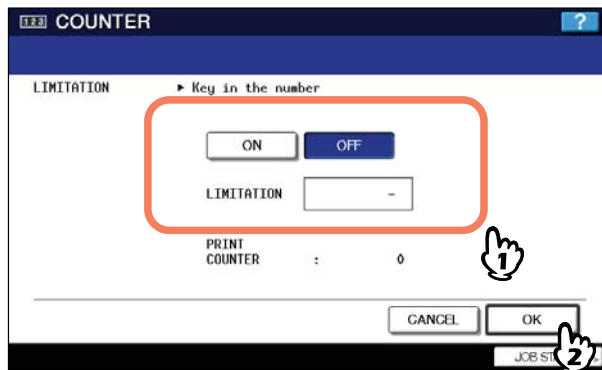
PRINT COUNTER : 0

CANCEL OK

JOB ST

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For e-STUDIO455 Series, e-STUDIO855 Series



**COUNTER** ?

LIMITATION ▶ Key in the number

COLOR ON OFF  
LIMITATION -

BLACK ON OFF  
LIMITATION -

PRINT COUNTER : 0

CANCEL OK

JOB ST

**COLOR** — Press [ON] to enable color output limitation for this department code. When you select [ON], enter the maximum number of the color outputs for this department code in the [Limitation] box using the digital keys. You can enter up to “99999999”. If not setting an output limitation for color outputs, press [OFF].

**BLACK** — Press [ON] to enable black output limitation for this department code. When you select [ON], enter the maximum number of black outputs for this department code in the [Limitation] box using the digital keys. You can enter up to “99999999”. If not setting an output limitation for black outputs, press [OFF].

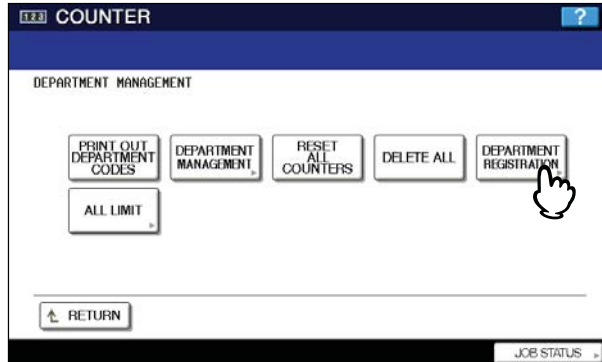
### Notes

- [COLOR] is available only for the e-STUDIO6530C Series and e-STUDIO4520C Series.
- 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 being printed, a few copies that exceed the limitation are printed and counted because the equipment cannot stop the job immediately.
- For the e-STUDIO6530C Series and e-STUDIO4520C Series, you cannot set the limitation for black when the No Limit Black function is enabled.

## ■ Editing department codes

This function allows you to edit an existing department code.

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



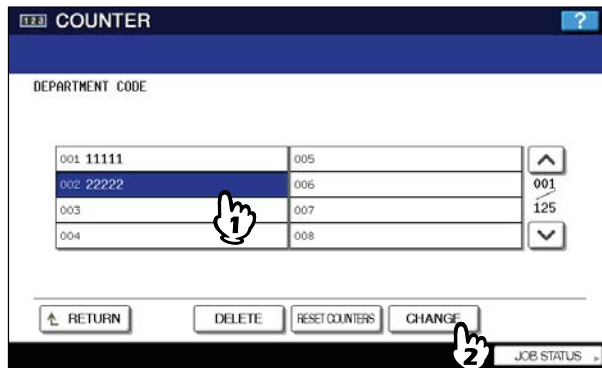
The DEPARTMENT CODE screen is displayed.

#### Tip

For instructions on how to display the screen above, see the following page:

📖 P.177 “Logging on as administrator”

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

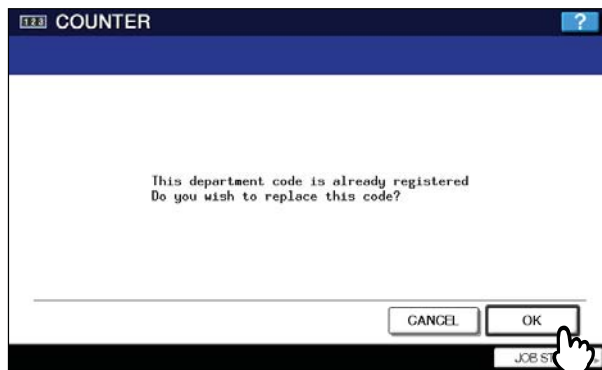


The message “This department code is already registered. Do you wish to replace this code?” is displayed.

#### Tip

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

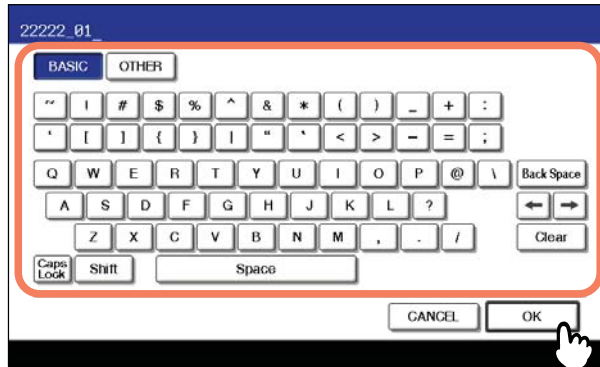
### 3 Press [OK].



The on-screen keyboard is displayed.



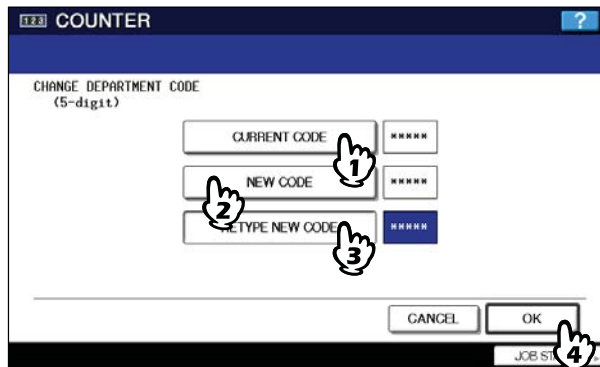
#### 4 Enter the department name using the keyboard and digital keys, and press [OK].



The CHANGE DEPARTMENT CODE screen is displayed.

#### 5 Change the department code to a different one.

- 1) Press [CURRENT CODE] to enter the current department code using the digital keys.
- 2) Press [NEW CODE] to enter a new 5-digit code using the digital keys.
- 3) Press [RETYPE NEW CODE] to re-enter the new 5-digit code using the digital keys.
- 4) Press [OK] to save the department code.



The LIMITATION screen appears.

##### Tips

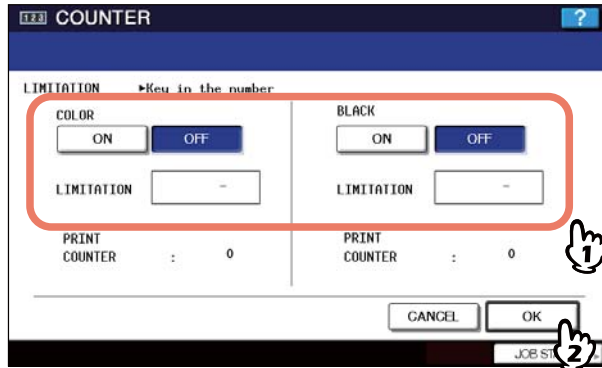
- When you enter the code, asterisks (\*) appear in each box ([CURRENT CODE], [NEW CODE] and [RETYPE NEW CODE]).
- If you want to clear the code to retype it, press the [CLEAR] button on the control panel.

##### Note

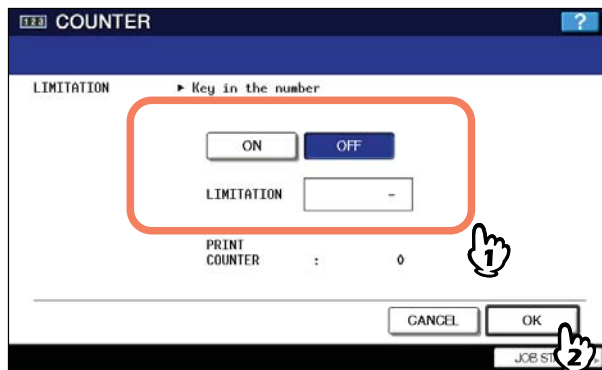
The department code must be a 5-digit code, excluding "00000".

## 6 Set the limitation of this department code as required and press [OK].

For e-STUDIO6530C Series, e-STUDIO4520C Series



For e-STUDIO455 Series, e-STUDIO855 Series

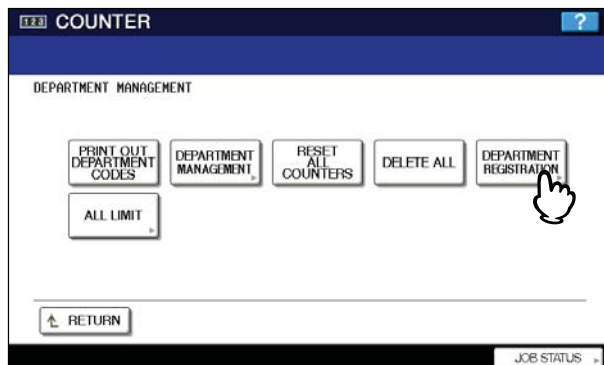


For the description of each item, see step 5 in the following operation:  
 P.183 "Registering a new department code"

## ■ Deleting department codes

This function allows you to delete an existing department code.

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



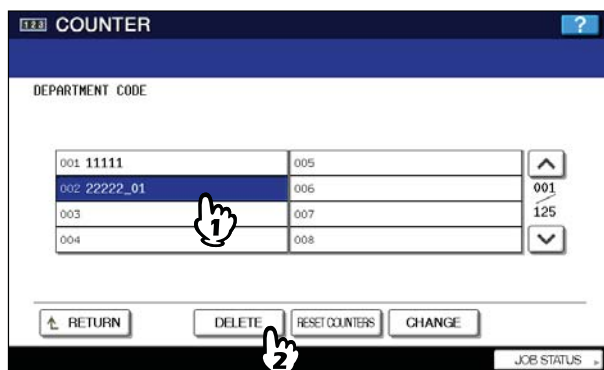
The DEPARTMENT CODE screen is displayed.

#### Tip

For instructions on how to display the screen above, see the following page:

📖 P.177 “Logging on as administrator”

### 2 Press the department button that you want to delete and press [DELETE].

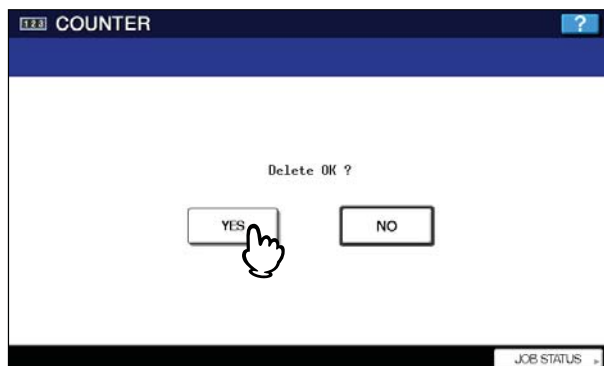


The delete confirmation screen is displayed.

#### Tip

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

### 3 Press [YES] to delete the department code.

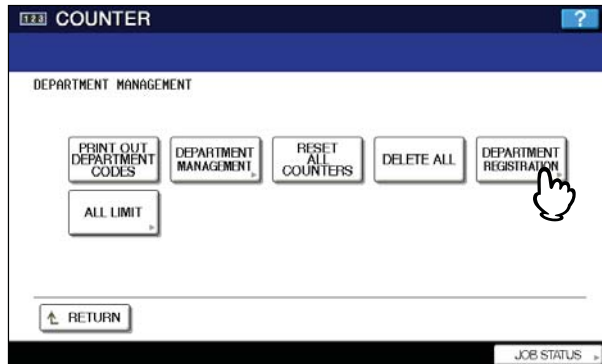


Press [NO] to cancel the deletion.

## ■ Resetting the counter for each department

This function allows you to reset the counter for the specified department code.

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



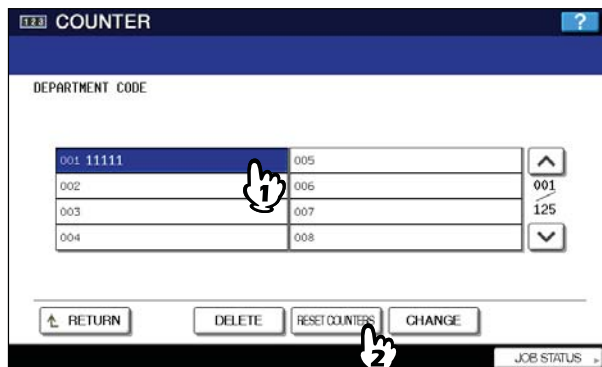
The DEPARTMENT CODE screen is displayed.

#### Tip

For instructions on how to display the screen above, see the following page:

P.177 "Logging on as administrator"

### 2 Press the department button whose counter you want to reset and press [RESET COUNTERS].

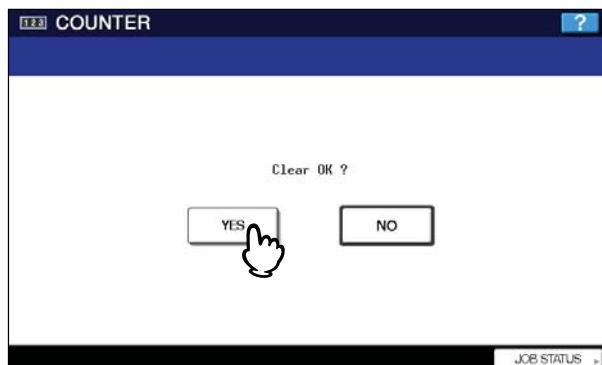


The clear confirmation screen is displayed.

#### Tip

If the touch panel does not display the department code whose counter you want to clear, press  to display the next screen.

### 3 Press [YES] to clear the department code counter.



Press [NO] to cancel the clear operation.

## ■ Setting output limitations for all departments

This function allows you to set the output limitations for all departments through a single operation. When you select [ON], output will be disabled for all departments. When you select [OFF], unlimited outputs will be allowed for all departments.

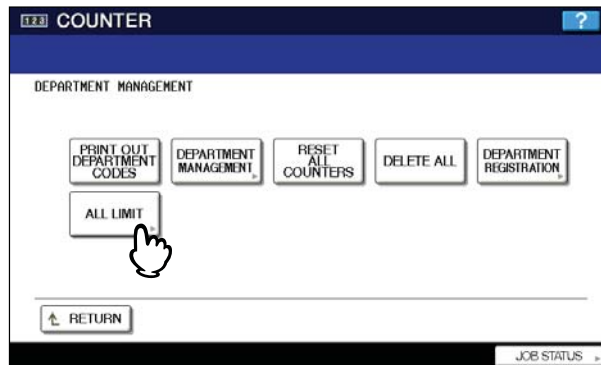
### Tip

When you select [ON], the limitation settings for each department code will be set to [ON] and the [Limitation] box will be set to "0". If you want to change the limitation settings for each department code, change the limitation settings by editing a department code.

📖 P.186 "Editing department codes"

3

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



The ALL LIMIT screen is displayed.

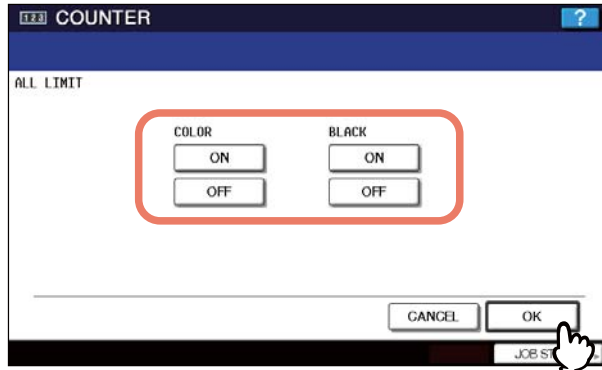
### Tip

For instructions on how to display the screen above, see the following page:

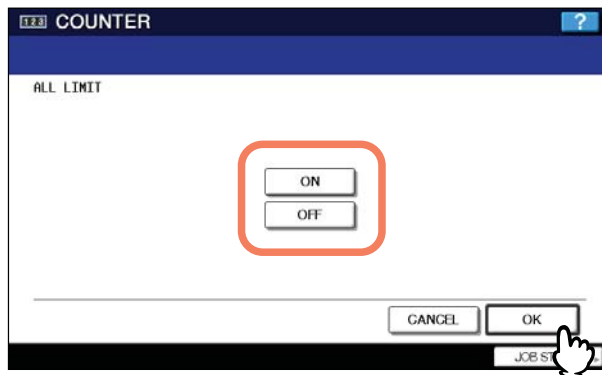
📖 P.177 "Logging on as administrator"

## 2 Specify the following items as required and press [OK].

For e-STUDIO6530C Series, e-STUDIO4520C Series



For e-STUDIO455 Series, e-STUDIO855 Series



**COLOR** — Press [ON] to disable color copies/prints for all departments, or [OFF] to permit unlimited color copies/prints for all departments.

**BLACK** — Press [ON] to disable black copies/prints for all departments, or [OFF] to permit unlimited black copies/prints for all departments.

### Notes

- [COLOR] is available only for the e-STUDIO6530C Series and e-STUDIO4520C Series.
- For the e-STUDIO6530C Series and e-STUDIO4520C Series, the all limit function for black cannot be set when the no limit black function is enabled.

### Tip

The output limitation settings are saved. After you press [OK], the message "WAIT" is displayed until the setting is applied. This may take some time depending on the number of registered department codes.

## ■ Setting the no limit black function

When the no limit black function is enabled, users can perform unlimited black copies/prints on this equipment and it will not count the number of black copies/prints for each department code.

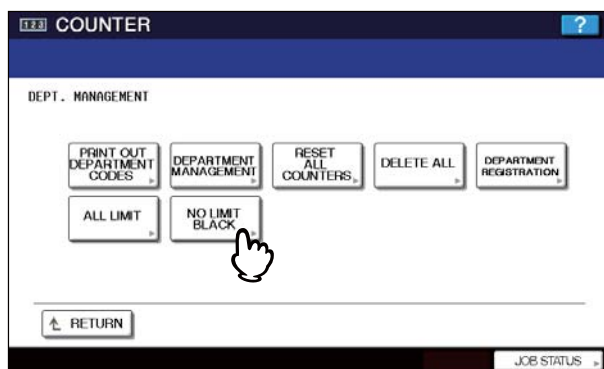
This option is available only for the e-STUDIO6530C Series and e-STUDIO4520C Series.

### Note

When the department management function is disabled, the no limit black function is also disabled. Therefore, the no limit black function is disabled every time you enable the department management function. If you want to enable the no limit black function, you must enable it after enabling the department management function.

3

### 1 In the DEPT. MANAGEMENT menu, press [NO LIMIT BLACK].



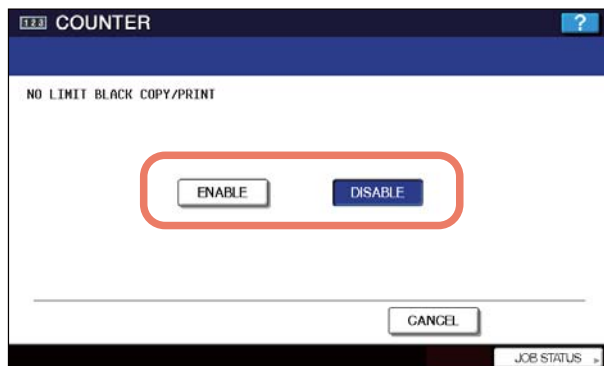
The NO LIMIT BLACK COPY/PRINT screen is displayed.

### Tip

For instructions on how to display the screen above, see the following page:

📖 P.177 "Logging on as administrator"

### 2 Press [ENABLE] to enable the no limit black function, or [DISABLE] to disable the no limit black function.

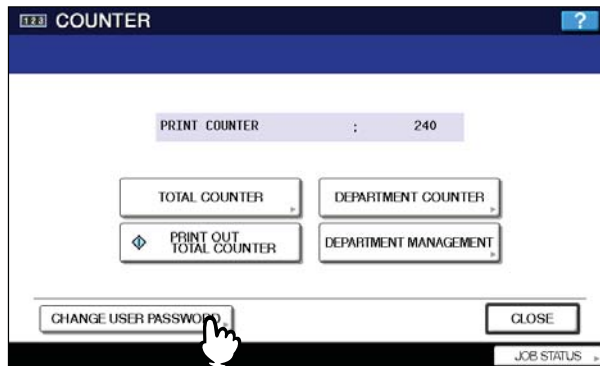


The no limit black setting is saved.

## Change User Password

When the MFP Local Authentication feature is used, this function allows each user to change his or her authentication password that has been entered in the authentication screen.

- 1 Press the [COUNTER] button on the control panel to enter the COUNTER menu.
- 2 Press [CHANGE USER PASSWORD].

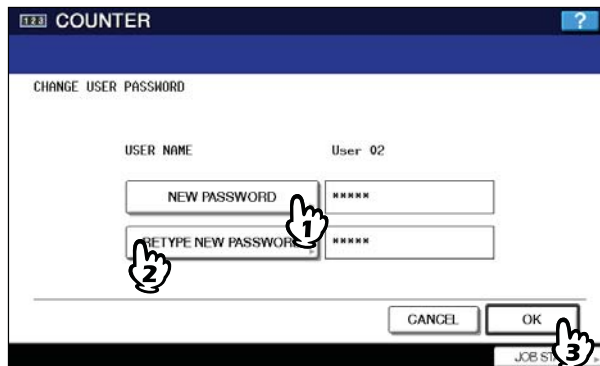


The CHANGE USER PASSWORD screen is displayed.

### Note

[CHANGE USER PASSWORD] is available only when the MFP Local Authentication feature is enabled.

- 3 Change the password.
  - 1) Press [NEW PASSWORD] to enter the new password.
  - 2) Press [RETYPE NEW PASSWORD] to re-enter the new password.
  - 3) Press [OK] to save the new password.



You will be returned to the User Authentication screen.

### Tips

- When you press each button ([NEW PASSWORD] and [RETYPE NEW PASSWORD]), the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.
- The input password appears as asterisks (\*) in the [NEW PASSWORD] and [RETYPE NEW PASSWORD] boxes.