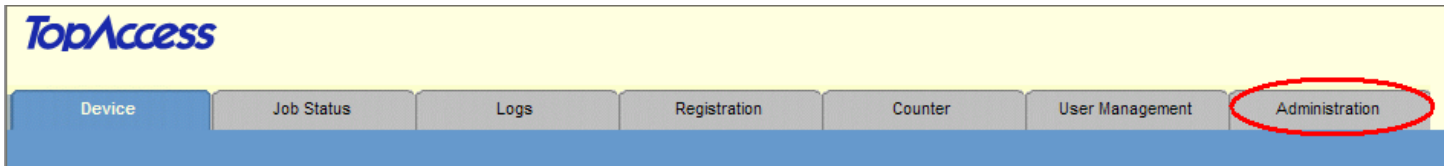
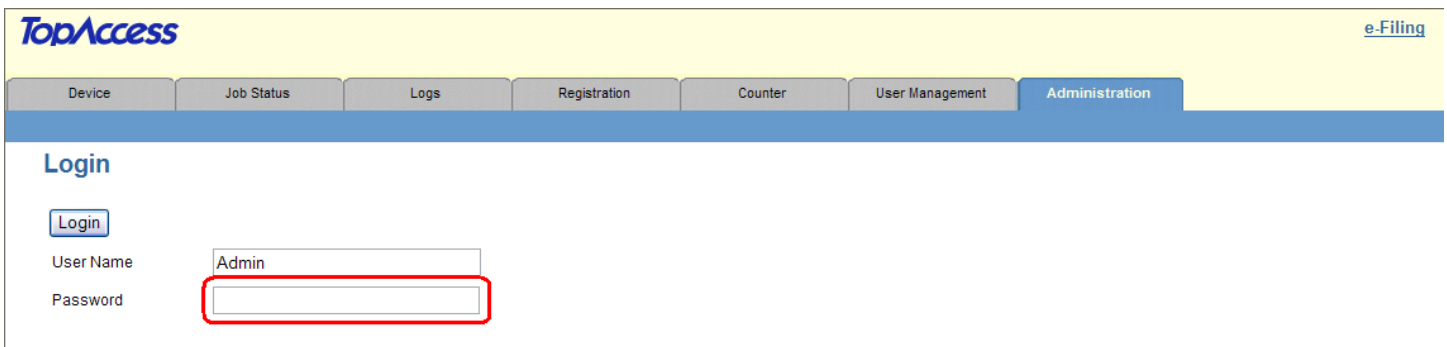


# HOW TO SETUP AND ENFORCE DEPARTMENT CODES

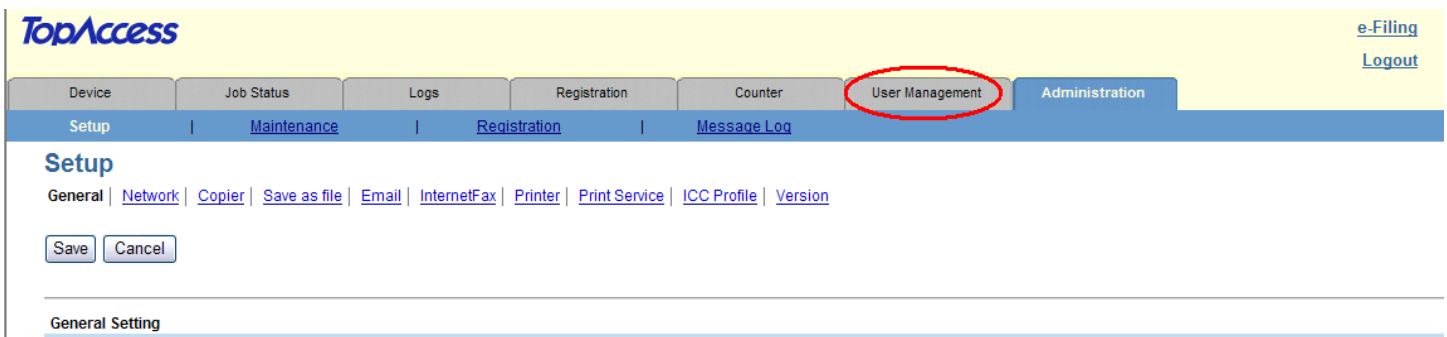
Log into Top Access using the IP Address of the copier. You will see the following screen. Click on the Administration tab.



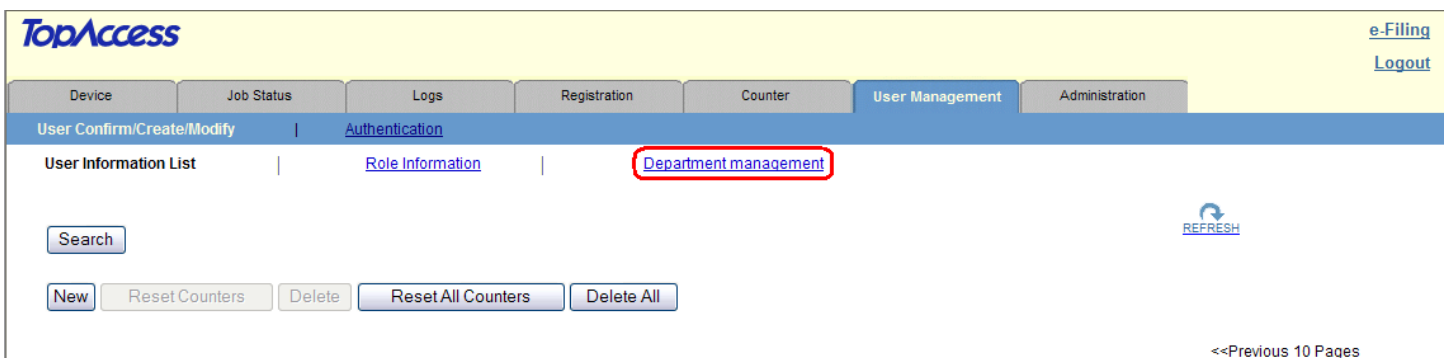
Login with the default Admin password **123456** then press Login.



Click on User Management tab at the top.



Then click on Department Management.



This is where you manage the Department Codes on the copier. Click on New to add a new code.

**TopAccess** e-Filing  
Logout

Device | Job Status | Logs | Registration | Counter | **User Management** | Administration

User Confirm/Create/Modify | **Authentication**

[User Information List](#) | [Role Information](#) | **Department management** REFRESH

**New** | Reset All Counters | Delete All

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	<a href="#">test_1</a>	12345	0	0	0	0
2	<a href="#">test_2</a>	23456	0	0	0	0
1001	<a href="#">Undefined</a>	00000	15	0	0	0

[Go to top of this page](#)

Fill in the name of the department (whether it's a person or department name) and a 5 digit code. Must be 5 digits, no more, no less.

Department Information - Windows Internet Explorer

http://10.64.88.249:8080/TopAccess/UserManagement/Confirm\_Create\_Edit/Department/DeptCreate.htm

### Department Information

**Save** | **Cancel**

Department Name:

Department Code:

Set Limitation of Full Color: OFF

Maximum reached for Full Color output:

Set Limitation of Black: OFF

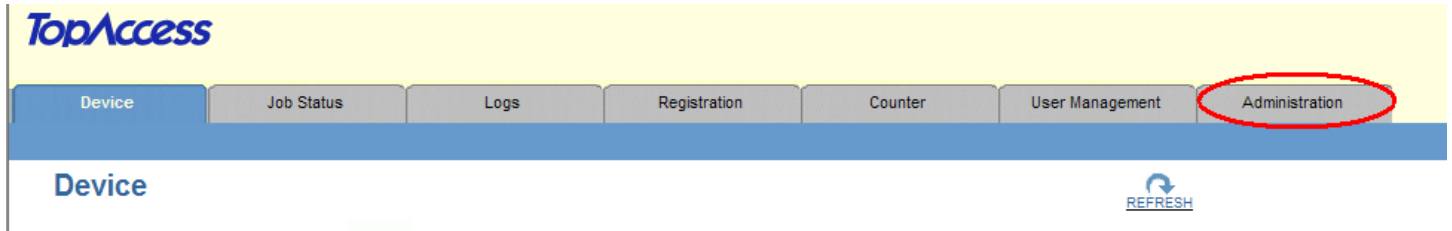
Maximum reached for Black output:

Done | Internet | 100%

Click Save when done.

You can keep adding codes as much as you like. The limitation to the amount of codes is 1000.

Once you have added your code(s), click on the Administration tab



Select Security in the blue bar.



This is where you can set your enforcement for the Department Codes. First, enable the Department Code. If you do not require a code (for example) with Scan, choose Disable next to the Department Code Setting – Scan. (Note: The option for List is for the technicians printing out reports on the machine when they are servicing it. You can keep this disabled if you would like.)

## Security

[Authentication](#) | [Certificate Management](#) | [Password Policy](#)

Department Setting	
Department Code	<input type="button" value="Enable"/> ▼
Invalid Department Code Print Job	<input type="button" value="Store to invalid job list"/> ▼
Department Management (Copy)	<input type="button" value="Enable"/> ▼
Department Management (FAX)	<input type="button" value="Enable"/> ▼
Department Management (Print)	<input type="button" value="Enable"/> ▼
Department Management (Scan)	<input type="button" value="Enable"/> ▼
Department Management (List)	<input type="button" value="Enable"/> ▼

Click FINISH when you are done.

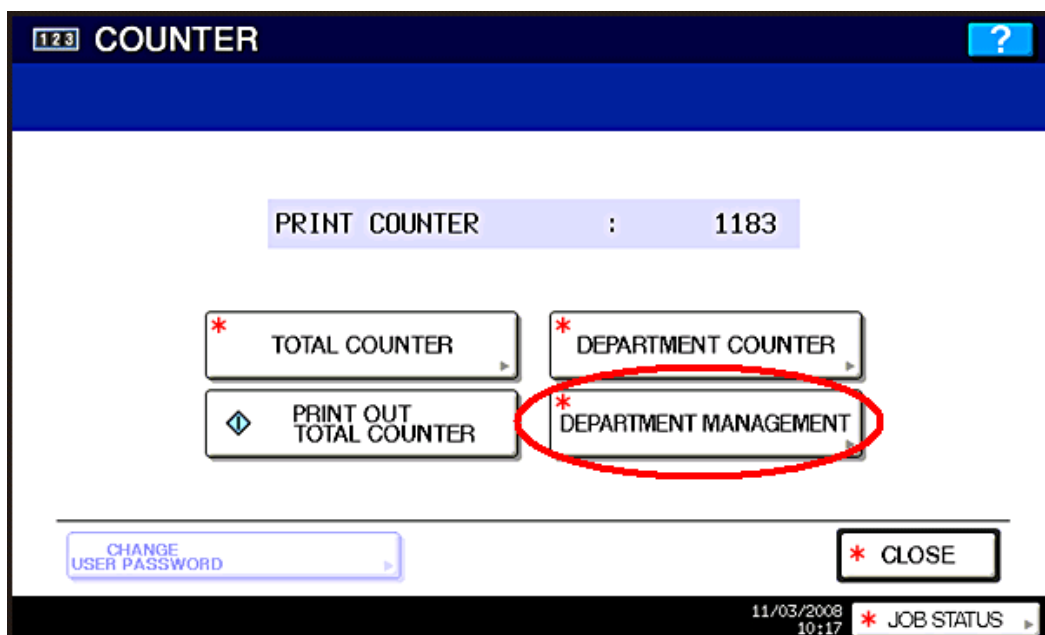
Your Department Code(s) will now be in use and will prompt the user to input when utilizing the device.

If you have a color machine and are only going to limit the **color** copies/prints, please follow the next steps at the copier:

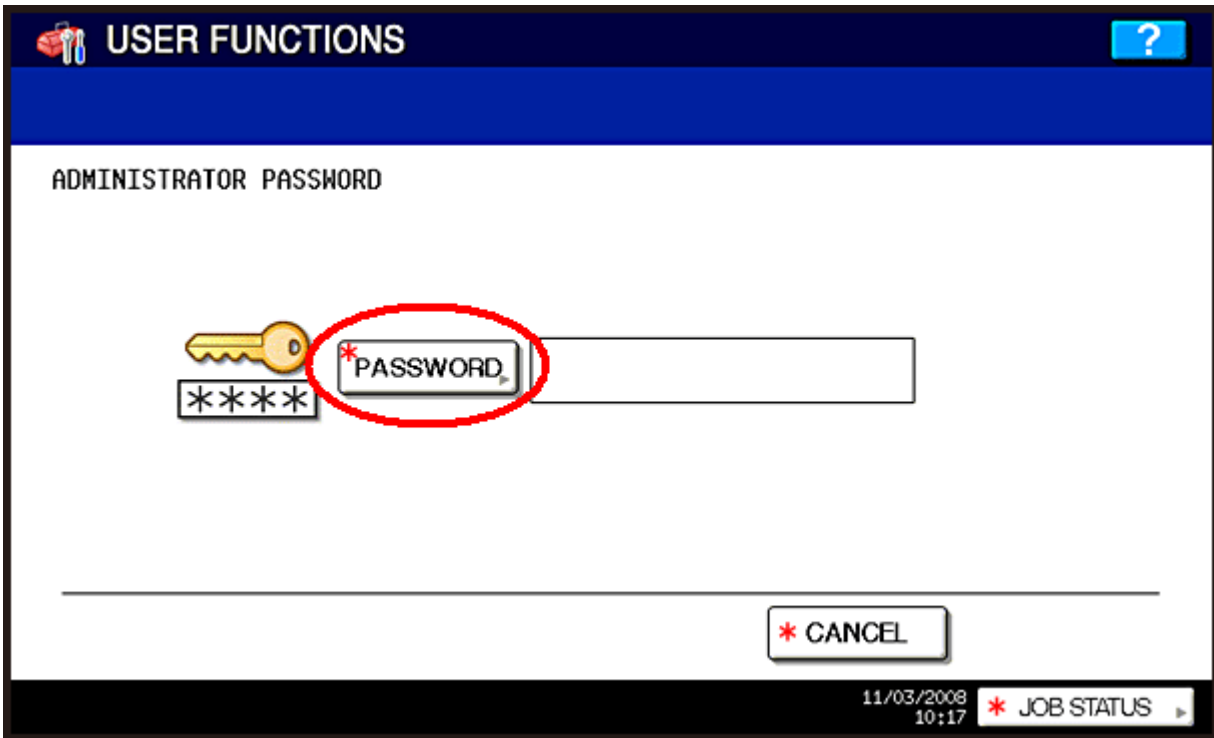
Click on the Counter button.



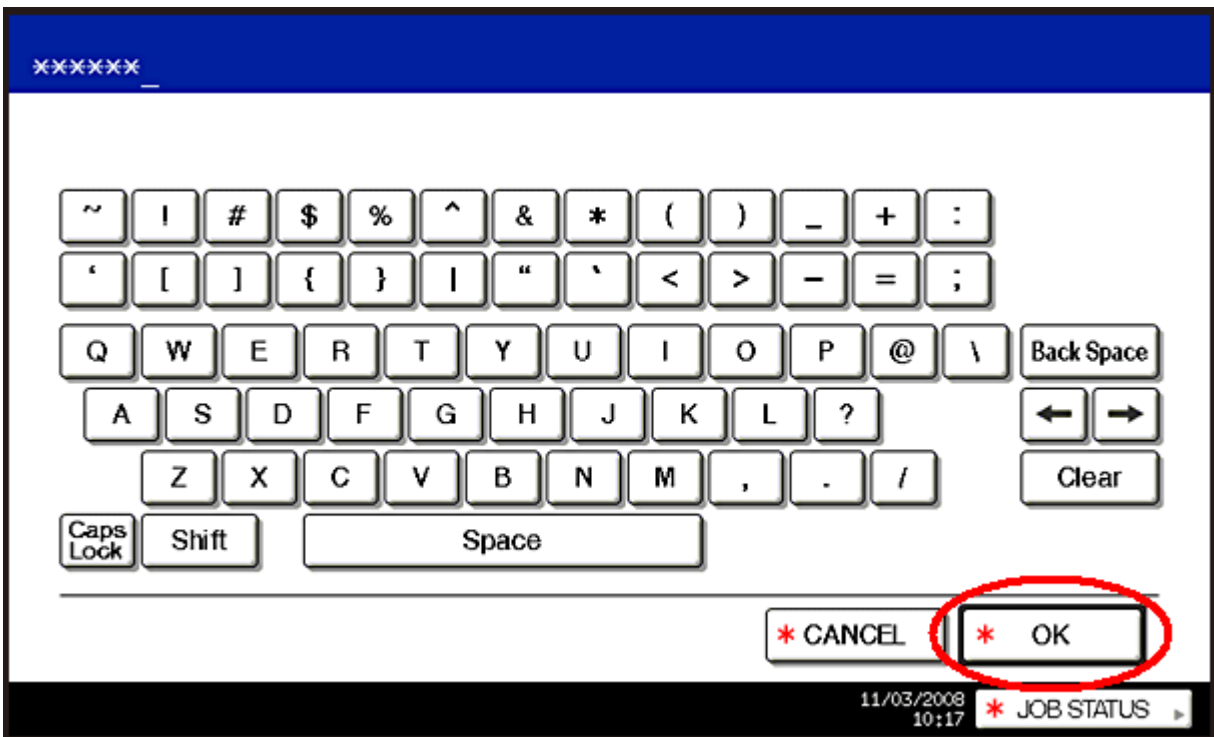
Click on Department Management.



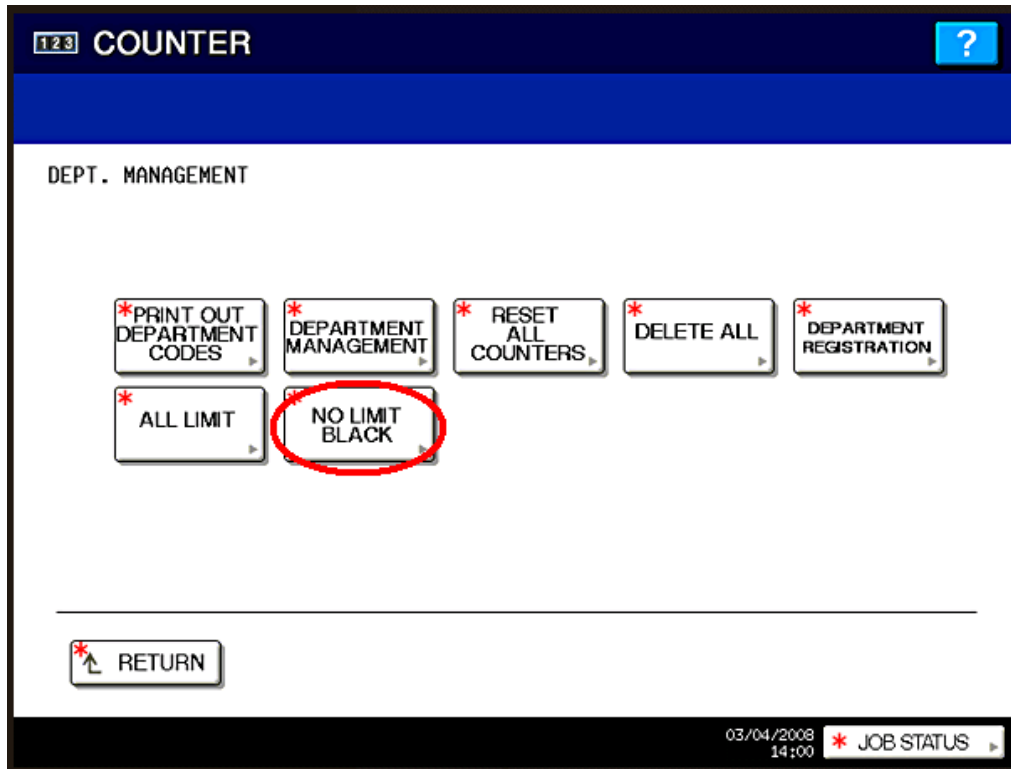
Click on Password.



Type in the Admin password **123456** and press **OK**.



Click on Department Management.



Click on Enable.

