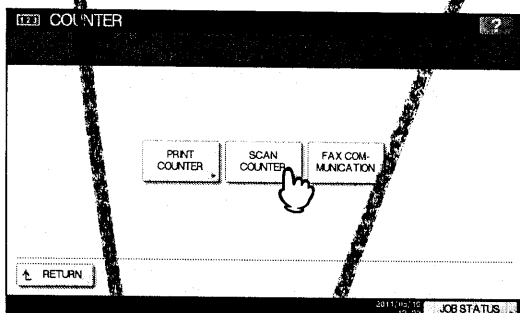


Start HERE

MANAGING COUNTERS (COUNTER MENU)

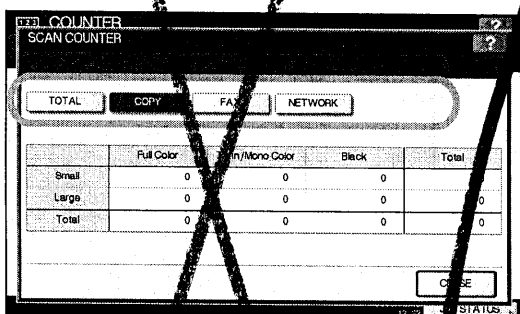
Displaying scan counter for department code

- 1 Press [SCAN COUNTER].



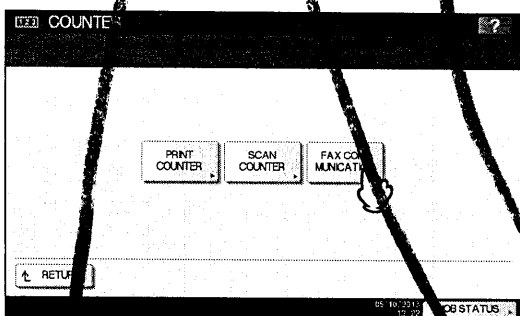
The SCAN COUNTER screen for the specified department code is displayed.

- 2 Select the button of the counter you want to check.

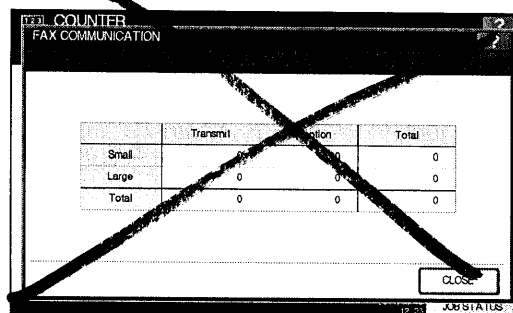


Displaying fax communications counter for department code

- 1 Press [FAX COMMUNICATION].



The FAX COMMUNICATION screen for the specified department code is displayed.



DEPARTMENT MANAGEMENT

Logging on as administrator

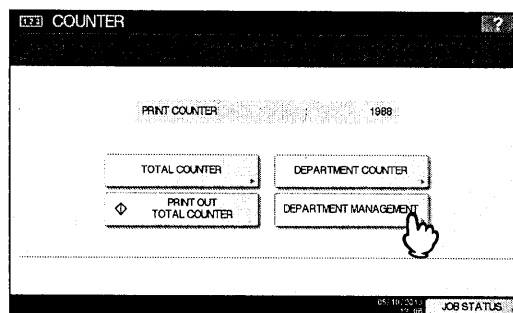
You can define department codes to control the quantity of copy, print, scan, and facsimile pages printed by each department code. You can register up to 1000 department codes.

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

(! Note)

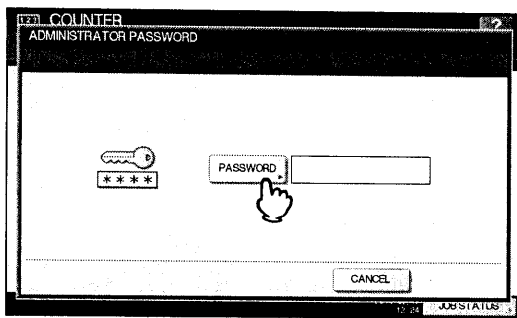
- If the User Management function is enabled and you log in using a user name with Account Manager privileges, you are not required to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

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



The ADMINISTRATOR PASSWORD screen is displayed.

3 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:

📖 P.321 "On-screen keyboard"

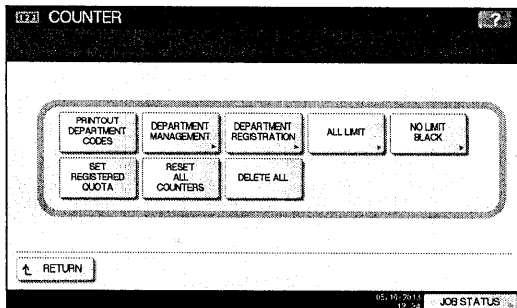
4 Enter the administrator password and press [OK].

The DEPT. MANAGEMENT menu screen is displayed.



- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*).

5 Continue with the operation that you require.



- 📖 P.314 "Printing the department code list"
- 📖 P.314 "Enabling department codes"
- 📖 P.315 "Registering a new department code"
- 📖 P.316 "Editing department codes"
- 📖 P.317 "Deleting department codes"
- 📖 P.318 "Resetting the counters for each department"
- 📖 P.318 "Setting output limitations for all departments"
- 📖 P.319 "Setting the No Limit Black function"
- 📖 P.319 "Setting the registered quota"
- 📖 P.319 "Resetting all department counters"
- 📖 P.320 "Deleting all department codes"



- Menus other than [DEPARTMENT MANAGEMENT] and [DEPARTMENT REGISTRATION] will be available after you register a department code and enable the Department Management function.

Printing the department code list

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

On the DEPT. MANAGEMENT menu screen, press [PRINT OUT DEPARTMENT CODES].



- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
📖 P.313 "Logging on as administrator"
- For an output example of DEPARTMENT CODE LIST, see the following page:
📖 P.323 "DEPARTMENT CODE LIST"

Enabling department codes

Initially, the Department Management function is disabled. If you want to manage the counters separately by department codes, you must enable this function. When the Department Management function is enabled, the department code input screen will be displayed at the time of accessing the copy, scan, fax, and e-Filing operation screens to manage the operations for each department code. In addition, print jobs ordered from computers are also managed for each department code.

For details of the counters that can be individually managed by department codes, see the following page:

📖 P.311 "DEPARTMENT COUNTER"



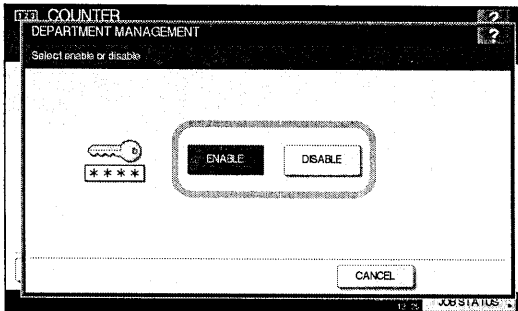
- [DEPARTMENT MANAGEMENT] will be available after one or more department codes are registered. Before enabling the Department Management function, register the required department codes.
📖 P.315 "Registering a new department code"
- When the print jobs from computers are also managed by department, using TopAccess, you can specify whether to require the input of department code at printing or allow printing even if the department code has not been entered. For instructions on how to set the Department Code Enforcement, refer to the **TopAccess Guide "Chapter 8: [Administration] Tab Page"**.
- The Department Management function does not support Web Services Scan. Web Services Scan jobs performed when this function is enabled are always counted as "Undefined" Department Name.

- 1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT MANAGEMENT].
The DEPARTMENT MANAGEMENT screen is displayed.



- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.313 "Logging on as administrator"

- 2 Press [ENABLE] to use the Department Management function. Press [DISABLE] when not using.



Registering a new department code

You can register new department codes.



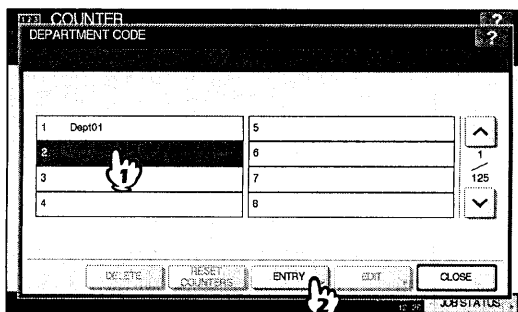
- The Department Management function must be enabled after one or more department codes are registered.
P.314 "Enabling department codes"

- 1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].
The DEPARTMENT CODE screen is displayed.



- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.313 "Logging on as administrator"

- 2 Press an undefined button to create a new department, and then [ENTRY].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:

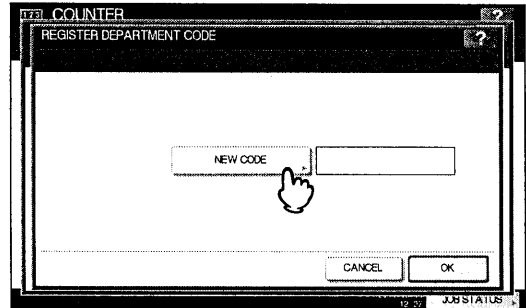
P.321 "On-screen keyboard"



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

- 3 Enter a department name and press [OK].
The REGISTER DEPARTMENT CODE screen is displayed.

- 4 Press [NEW CODE].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:

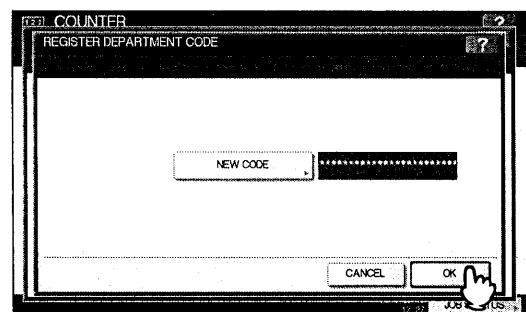
P.321 "On-screen keyboard"

- 5 Enter the department code and press [OK].
You will be returned to the REGISTER DEPARTMENT CODE screen.



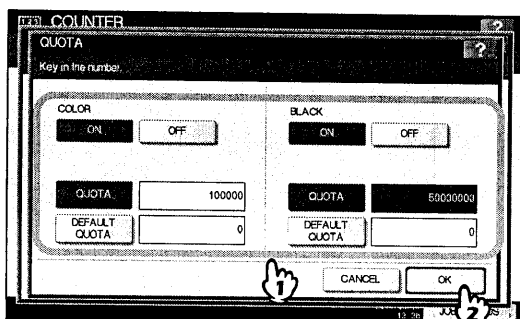
- You can enter a department code of up to 63 characters. Characters you can enter are as follows:
- Alphanumerics, "-", "_", and "."

- 6 Press [OK].



The QUOTA screen is displayed.

- 7 Set the quota of this department code as required, and press [OK].
You will be returned to the DEPARTMENT CODE screen.



Item name	Description
Quota Management	<p>Quota management is enabled or disabled by pressing [ON] or [OFF]. To enable it, press [ON] and set the quota and the default quota value. (In color print models, set the color and the black quota respectively.)</p> <ul style="list-style-type: none"> QUOTA — Displays the remaining number of available copies/prints for this department code. The number entered in the [DEFAULT QUOTA] box is subtracted every time a copy/print is performed. Copy/print is restricted when it reaches "0". When a new department code is registered, the number entered in the [DEFAULT QUOTA] box is displayed in this box. You can manually change the number displayed in this box to a desired value. DEFAULT QUOTA — Enter the initial quota for this department code. You can enter up to "99,999,999.99".

(! Note)

- When the remaining number of available copies/prints becomes "0" during printing, a few copies that exceed the quota may be printed and counted because the equipment cannot stop the job immediately.

Editing department codes

You can edit an existing department code.

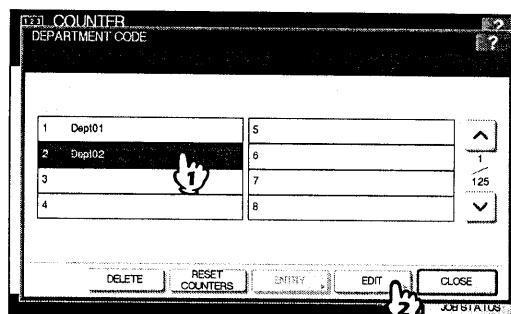
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

(Memo)

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.313 "Logging on as administrator"

2 Press the department button that you want to edit, and then [EDIT].

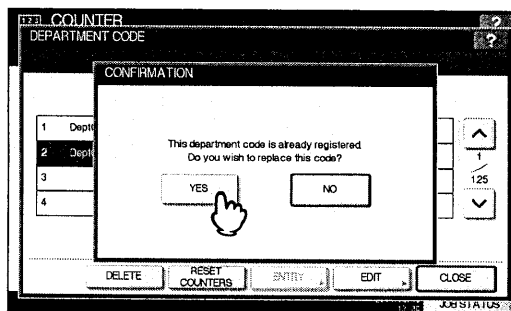


The message "This department code is already registered. Do you wish to replace this code?" is displayed on the CONFIRMATION screen.

(Memo)

- If the touch panel does not display the desired department code, press ☐ to display the next page.

3 Press [YES].



The on-screen keyboard is displayed.

For details of the on-screen keyboard, see the following page:

P.321 "On-screen keyboard"

4 If changing the department name, enter a new department name and press [OK]. If not, just press [OK].

The department code currently set is displayed on the EDIT DEPARTMENT CODE screen.