



## Setting Department ID Management

### Storing Department ID

1. Press the Additional Functions Key & then touch the Systems Settings Key
2. Touch the Department ID Management Key
  - If a 'System Manager ID/Password' has been set (denies access), enter the System Manager ID and System Password using the Number Keys & then press the ID Key
  - If a 'System Manager ID/Password' has not been set, simply move to the next step
3. Touch On to manage operations by Dept. ID & then touch Register ID/Password Key
4. Touch Register & touch Department ID & using the Number Keys, enter up to a seven-digit ID number. If a password is also needed, touch Password & using the Number Keys, enter another up to seven-digit number. NOTE: It is not necessary to have a Password.

*An Impression Limit can be set, but not necessary*

5. Touch OK
6. Continue to enter ID numbers / passwords by repeating steps 4 & 5. When finished entering ID numbers, touch Done, OK & Done twice

### Printing & Clearing Copy Totals

1. Repeat steps 1 & 2 from Storing Department ID
2. Touch Page Totals & then touch Print List
3. The system will read, "Print Count List?" & touch Start Print
4. AFTER printing the copy totals, to clear these totals touch Clear All Totals
5. The system will ask, "Erase all copy counts?" Touch Yes (The message "Erased." is displayed for about two seconds)
6. Touch Done, OK & Done twice

### Notes

- If a Dept. ID number is registered, simply enter the up to seven-digit number using the Number Keys & then touch the ID Key
  - If a password has also been registered, enter in that up to seven-digit number as well with using the Number Keys & then touch the ID Key.
- To prevent others from making copies using your ID, touch the ID Key located just to the right of the Zero (0) Key after copying
- Up to 1000 ID's may be entered