Changing the Department Code Settings

The "Master Department Code" is required to add, change, or delete the Department Code settings. This menu is not available to other department codes.

To add or change the Department Code settings:

1. From the "Enter Dept. code" screen, enter the Master Department Code, then press ***Enter***.

2. Press:

Menu

$\triangle$ (**3**)   (**1**)   (**0**)   (**8**)

3. Select the Dept. Code option:

   To add or change Dept. codes, press (**1**), then go to step 4.

   ❶ **CAUTION**

   To delete all department codes and disable the Department Control feature, press (**2**), then press ***Stop*** to return to the Standby Mode.

4. Enter the Department number to change, then press ***Enter***.

   After 2 seconds…

   | **Set Dept. code** |
   | **1. Yes** |
   | **2. No** |

5. To delete this Dept. code, press (**1**).

    To modify this Dept. code, press (**2**).

    To exit without changing this Dept. code, press (**3**).

Set Dept. code **Already assigned** **Dept. number:**   **02** **Dept.**

Dept. number **1. Delete** **2. Modify** **3. Retain**

6. Modify the information as desired. If needed, refer to "Setting the Department Codes" procedure. Press **Stop** to exit.