Department Code Report

The Department Code report lists the Department Names and Codes. The usage for each department is listed by number of pages sent, received and copied.

If you enter the master code, the report lists the master department code and all departments. If you enter a department code, the report prints information for only that user's department.

The following information is printed on the Department Code Report:

Item	Description
Dept.	Department Number.
Name	Department Name.
Dept. code	Department Code for operating the department.
Pgs sent	Number of pages transmitted by the department.
Pgs rcvd	Number of pages received by the department.
Pgs copied	Number of pages copied by the department.

To print the Department Code Report:

1. Press:

Menu
▲ 2 2

The Department Code Report prints, then the machine returns to the Standby Mode.