Setting the Department Codes

Use of the machine can be limited to authorized personnel within each department by setting up a Master Department Code and individual Department Codes. You can assign one Master Code and up to 49 Department Codes. The WorkCentre can then monitor the usage for each department.

The Master Department Code is used to setup and modify the Department Code information. During the setup procedure, you are prompted to enter a 5-digit Master Department Code. This code is required to perform any modifications; it is used as a Supervisory master key. The Master Code department number is preset to 01 by the WorkCentre.

The individual Department Codes are used to access and operate the WorkCentre. During the setup procedure, you can assign Department Numbers from 2-50. You are also prompted to enter a 5-digit Department Code for each department. As each department enters their assigned department code to access and operate the WorkCentre, the usage for each department is recorded on the Department Code Report. Refer to Chapter 12, "Reports" .

To setup Department Codes

1. Press:

Menu ▲ (3) (1) (0) (8)

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

❗ CAUTION

If a master code has been assigned, selecting **2** deletes the programmed Master Code, resets to 01 and deletes all the Department codes.

2. To setup the Master Department Code, press (**1**).

    To delete all programmed department codes and disable the

    Department Control feature, press (**2**). Selecting this option

    deletes the Master Code and all department codes. Press **Stop.**

Note: *If the Master Number is assigned, go to step 6 to set additional Department Codes.*

Enter master code
Dept. code: **01**
Dept. name (20 max):

Note: *Department code 01 is reserved for the Master Code.*

After 2 seconds…

Enter name

█

3. Using the Numeric Keypad and Character Code Table, enter the name to assign to the Master Department, then press **Enter.**

Enter master code
Dept. code: **01**

SERVICE

After 2 seconds…

Enter master code
Dept. number: **01**
Master code: ██████

4. Using the Numeric Keypad, enter the 5-digit master code to assign to the Master Department, then press **Enter.**

> **Note:** *The 5-digit Master Code is required to access the Department Code feature to perform any modifications. Please remember your Master Code.*

5. The Master Department Code entry is completed. To setup individual Department Codes, go to step 6. To exit this feature, press **Stop**.

> **Set Dept. code**
>
> **Dept. number (1-50):**

6. Enter a number between 2 and 50 to assign to this Department, then press **Enter.**

7. Using the Numeric Keypad and Character Code Table, enter the name to assign to this Department (max 20 characters), then press **Enter**. Refer to the "Character Entries" Section.

> **Set Dept. code**
> **Dept. number:**   **04**
>
> **SALES**

After 2 seconds…

> **Set Dept. code**
> **Dept. number:**   **04**
> **Dept. code:**

> **Set Dept. code**
> **Dept. number:**   **04**
> **Dept. name (20 max):**

After 2 seconds…

Enter name
▮

8. Using the Numeric Keypad, enter the 5-digit Department Code to assign to this Department, then press **Enter**.

Note: *The 5-digit Department Code is required to access and operate the Document WorkCentre.*

9. The Department Code entry is completed. To set additional Department codes, repeat steps 6 through 8. To exit this feature, press **Stop**.