

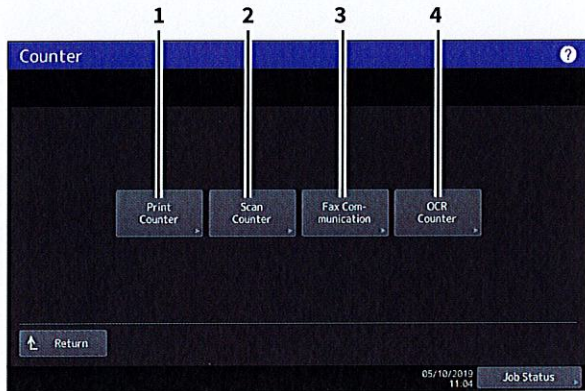
Department Counter

This menu allows you to display and check the counters below for each department.

Note

The department counter is available only when this equipment has been managed using the Department Management function.

📖 P.137 “Editing department codes”



	Item Name	Description
1	Print Counter	📖 P.133 “Displaying print counter for department code”
2	Scan Counter	📖 P.133 “Displaying scan counter for department code”
3	Fax Communication	📖 P.133 “Displaying fax communications counter for department code”
4	OCR Counter	📖 P.133 “Displaying OCR counter for department code”

Tip

- For instructions on how to display the Counter menu, see the following page:
📖 P.128 “Accessing the Counter Menu”
- An administrator password is required.
- The Department Management function set on copy/fax/printer/scan/list counter for department code can be disabled individually. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”

■ Displaying print counter for department code

This counter allows you to display the value of the print counter for each department code. The print counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of sheets printed by copy jobs.
Fax Counter	Indicates the number of sheets printed by polling jobs.
Printer Counter	Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
List Counter	Indicates the number of sheets printed by system page print jobs.

Note

- The displayed items differ between the color print models and the other ones.

■ Displaying scan counter for department code

This counter allows you to display the value of the scan counter for each department code. The scan counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of originals scanned by copy jobs.
Fax Counter	Indicates the number of originals scanned by fax and Internet Fax transmissions.
Network Counter	Indicates the number of originals scanned by scan jobs.

■ Displaying fax communications counter for department code

This counter allows you to display the value of the Fax and Internet Fax transmission and reception counter for each department code. The fax communication counter contains the following counters:

Item Name	Description
Transmit	Indicates the number of pages sent by Fax transmissions.
Reception	Indicates the number of pages received by polling jobs.

■ Displaying OCR counter for department code

This counter displays the total number of originals to which an OCR process has been performed in this equipment for each department. The OCR Counter counts up when the following operations are performed.

- Scanned or fax reception images and output file at the E-mail transmission are stored in any of the following formats when the OCR function is available.

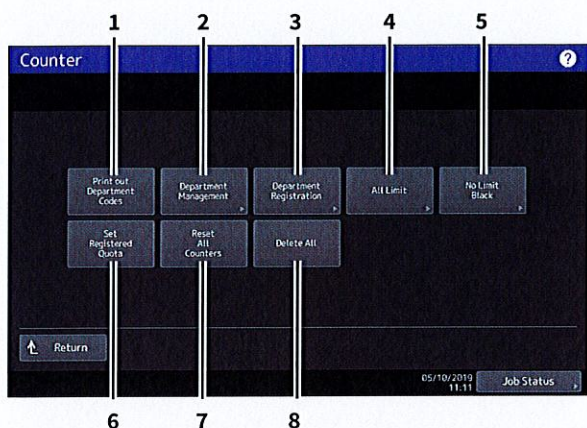
PDF	DOCX
SlimPDF	XLSX
PDF/A	PPTX

- The contents of the barcode are output by enabling the barcode scanning function.

Department Management

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.



	Item Name	Description
1	Print out Department Codes	P.134 "Printing the department code list"
2	Department Management	P.135 "Enabling department codes"
3	Department Registration	P.135 "Registering, Changing or Deleting department codes"
4	All Limit	P.141 "Setting output limitations for all departments"
5	No Limit Black	P.141 "Setting the No Limit Black function"
6	Set Registered Quota	P.141 "Setting the registered quota"
7	Reset All Counters	P.142 "Resetting all department counters"
8	Delete All	P.142 "Deleting all department codes"

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.
- Menus other than [Department Management] and [Department Registration] will be available after you register a department code and enable the Department Management function.
- [No Limit Black] is available only for color models.

Tip

- For instructions on how to display the Counter menu, see the following page:
 P.128 "Accessing the Counter Menu"
- An administrator password is required.

■ Printing the department code list

You can print out the department code list and counters for each department code. On the Department Management menu screen, press [Print Out Department Codes].

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 "Accessing the Counter Menu"

■ 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.132 "Department Counter"

Note

- [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.135 "Registering, Changing or Deleting department codes"
- 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.

Tip

For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 "Accessing the Counter Menu"

■ Registering, Changing or Deleting department codes

- You can register new department codes and set the quota of the department code as required.
📖 P.135 "Registering a new department code"
- You can edit or delete an existing department code.
📖 P.137 "Editing department codes"
📖 P.139 "Deleting department codes"
- You can reset the counters for the specified department code.
📖 P.140 "Resetting the counters for each department"

□ Registering a new department code

Note

The Department Management function must be enabled after one or more department codes are registered.

📖 P.135 "Enabling department codes"

1 On the Department Management menu screen, press [Department Registration].

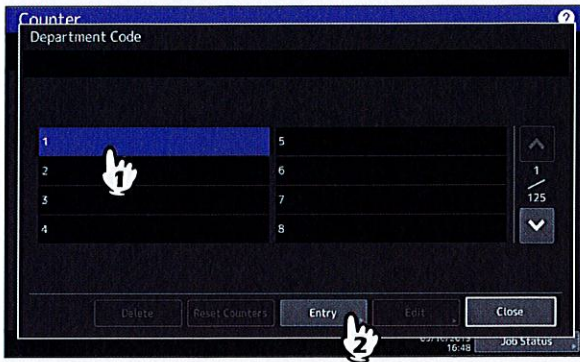
The Department Code screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 "Accessing the Counter Menu"

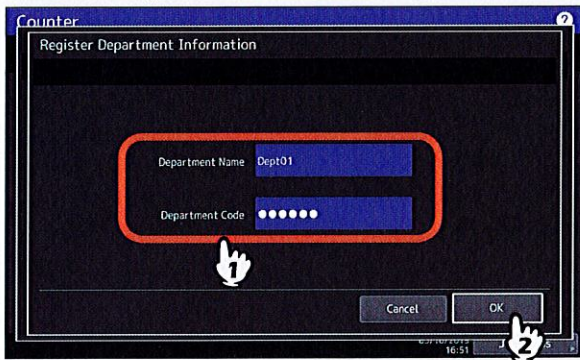
2 Press an undefined button to create a new department, and then [Entry].



Tip

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

3 Enter the department name and department code, and then press [OK].

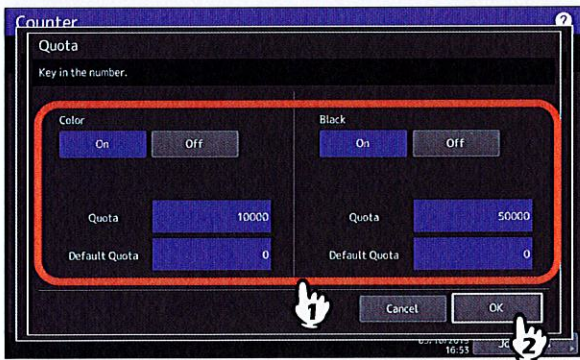


Tip

You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, “-”, “_”, and “.”

4 Set the quota of the department code as required, and press [OK].



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”.

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

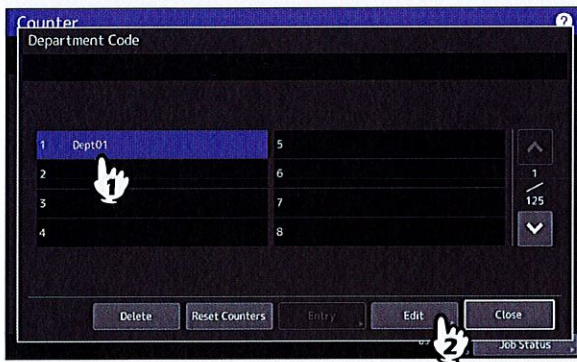
1 On the Department Management menu screen, press [Department Registration].

The Department Code screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Accessing the Counter Menu”

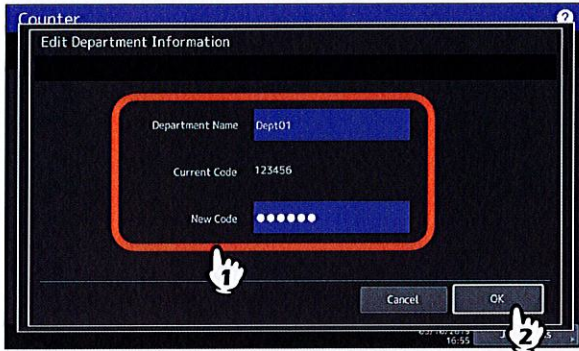
2 Press the department button that you want to edit, and then [Edit].



3 Press [Yes].



4 Enter the department name and new code, and then press [OK].

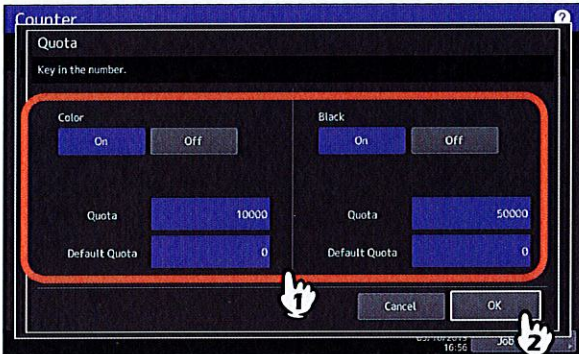


Tip


You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, "-", "_", and "."

5 Set the quota of the department code as required, and press [OK].



For the description of each item, see step 7 in the following operation:

 P.135 "Registering, Changing or Deleting department codes"

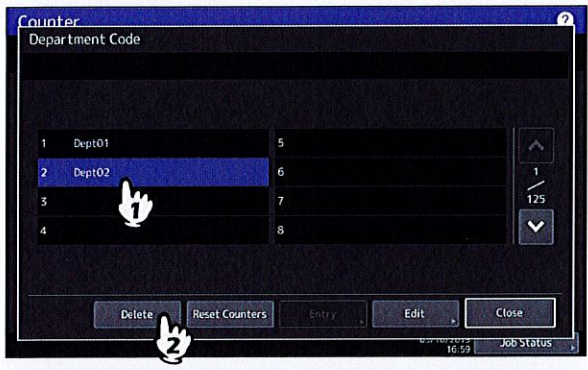
❑ Deleting department codes

- 1 On the Department Management menu screen, press [Department Registration].**
The Department Code screen is displayed.

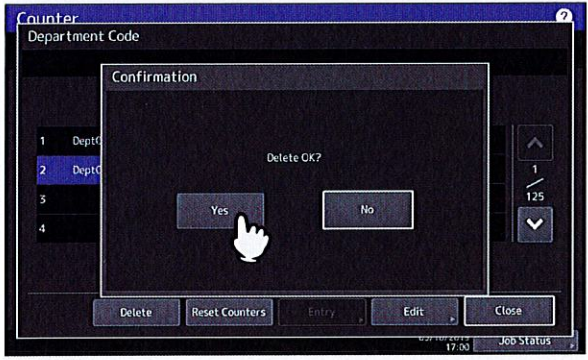
Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.128 “Accessing the Counter Menu”

- 2 Press the department button that you want to delete, and then [Delete].**



- 3 Press [Yes].**



❑ Resetting the counters for each department

1 On the Department Management menu screen, press [Department Registration].

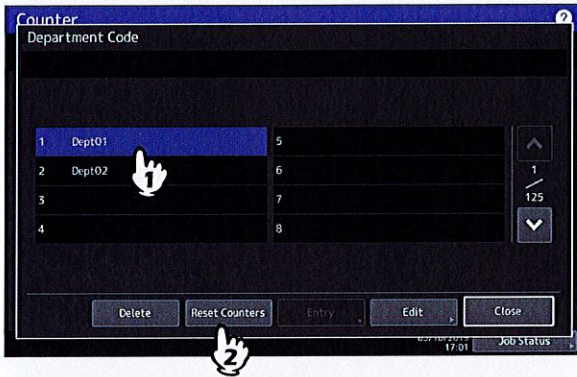
The Department Code screen is displayed.

Tip

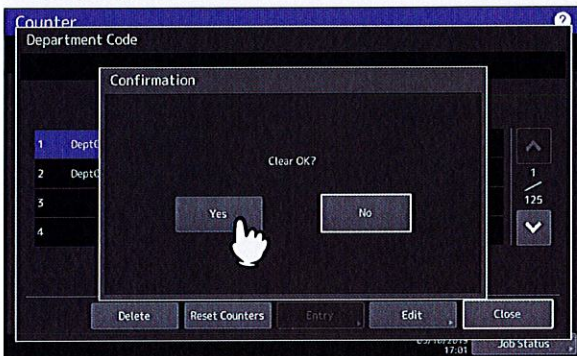
For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 "Accessing the Counter Menu"

2 Press the department button whose counters you want to reset, and then [Reset Counters].



3 Press [Yes].



■ Setting output limitations for all departments

You can set output limitations for all departments in a single operation. When you select [On], output will be disabled for all departments. When you select [Off], unlimited outputs will be allowed for all departments.

Item Name	Description
Color	<ul style="list-style-type: none"> • On — Press this button to enable the color output. • Off — Press this button to disable the color output.
Black	<ul style="list-style-type: none"> • On — Press this button to enable the black output. • Off — Press this button to disable the black output.

Note

- The All Limit function cannot be set for the color print models when the No Limit Black function (P.141) is enabled.
- Applying the setting may take some time depending on the number of registered department codes.

Tip

- When you select [On] in this operation, the quota settings for all department codes are set to "0". If you want to change the quota settings for each department code, perform the settings individually for each code. P.128 "Accessing the Counter Menu"
- In color print models, set the color and the black output limitations respectively.
- When you press [OK], the setting is saved. "Wait" is displayed on the touch panel until it is applied.
- When you select [On] in this operation, the quota settings for all department codes are set to "0". If you want to change the quota settings for each department code, perform the settings individually for each code. P.137 "Editing department codes"

■ Setting the No Limit Black function

"No Limit Black" is the function for allowing users to perform black and white copying/printing without entering a department code. When you want to only control color outputs for each department code, enable this function to allow users to perform unlimited black and white copies/prints on the equipment. When you enable it, the equipment will not count the number of black and white copies/prints for each department code.

This option is available only for color print models.

Tip

- For instructions on how to display the Department Management menu screen, see the following page: P.128 "Accessing the Counter Menu"
- When User Management function is enabled, the No Limit Black function cannot be enabled.

■ Setting the registered quota

You can return the copy and print quotas for all departments to the default ones in a single operation.

Tip

For instructions on how to display the Department Management menu screen, see the following page: P.128 "Accessing the Counter Menu"

■ Resetting all department counters


You can clear all department counters.

Note

This operation clears only the department counters. You cannot clear the total counter.

Tip

For instructions on how to display the Department Management menu screen, see the following page:


 P.128 "Accessing the Counter Menu"

■ Deleting all department codes

You can delete all registered department codes.

Tip

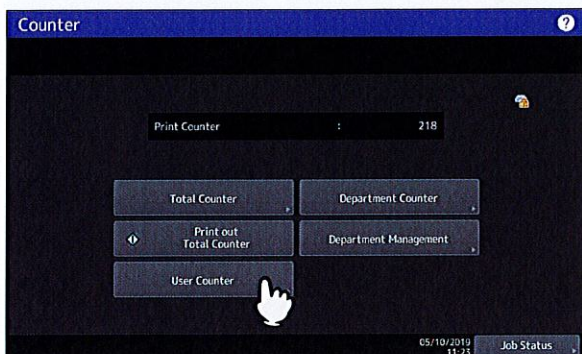
For instructions on how to display the Department Management menu screen, see the following page:

 P.128 "Accessing the Counter Menu"

User Counter

When the user authentication of this equipment is enabled, the counter of each user can be displayed.

- 1 Press [Counter] on the Home screen to access the Counter menu.
- 2 Press [User Counter].



- 3 Enter the user name and password.



3

MANAGING COUNTERS (COUNTER MENU)