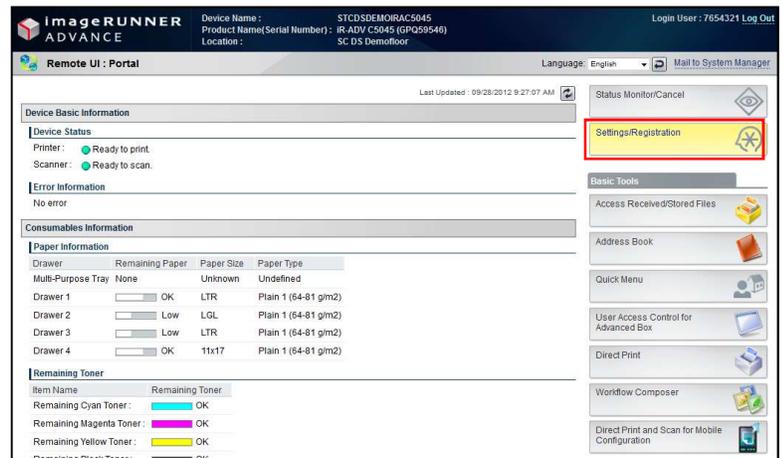


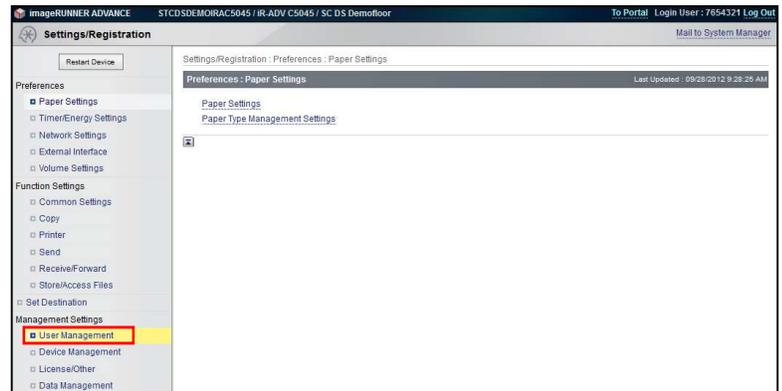
1. In the address bar of the web browser of your choice, type in the IP Address of the copier
2. Type "7654321" in **System Manager ID**
3. Type "7654321" in **System PIN**
4. Click **Administrator Login**



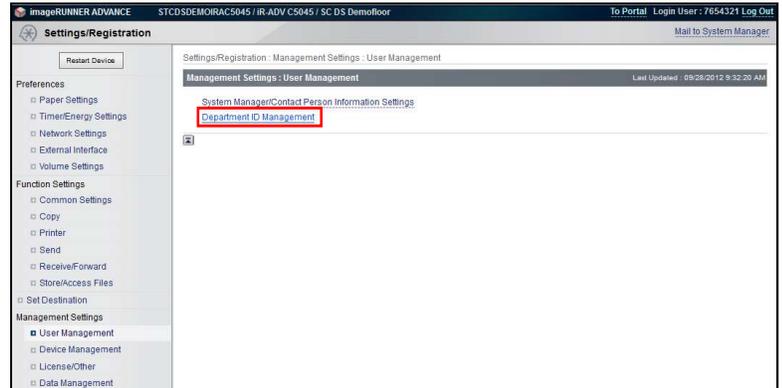
5. Click **Settings/Registration**



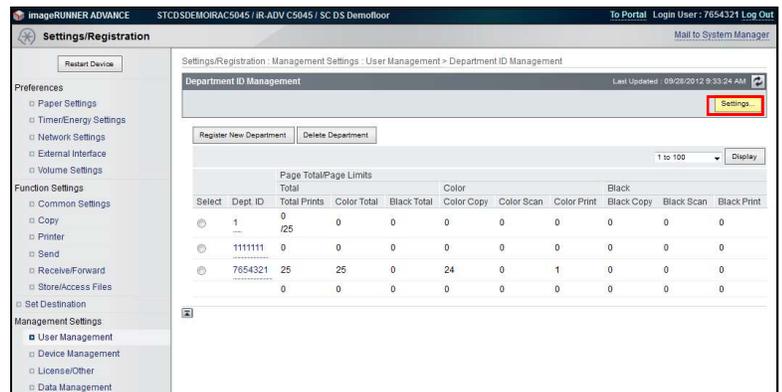
6. Click **User Management**



7. Click **Department ID Management**

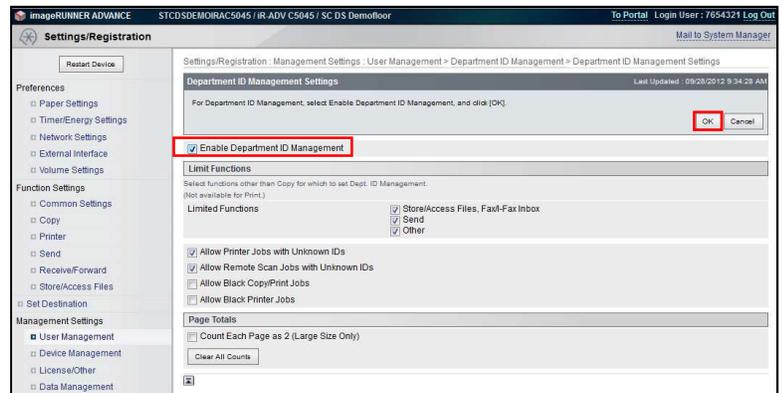


8. Click **Settings...**

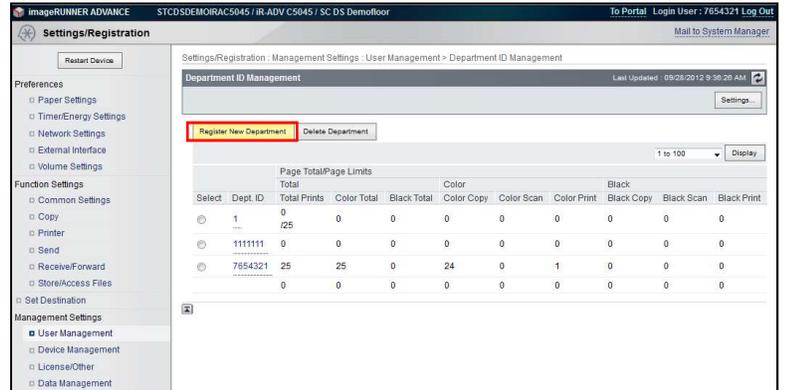


9. Check the **Enable Department ID Management** box

10. Click **OK**



11. Click Register New Department

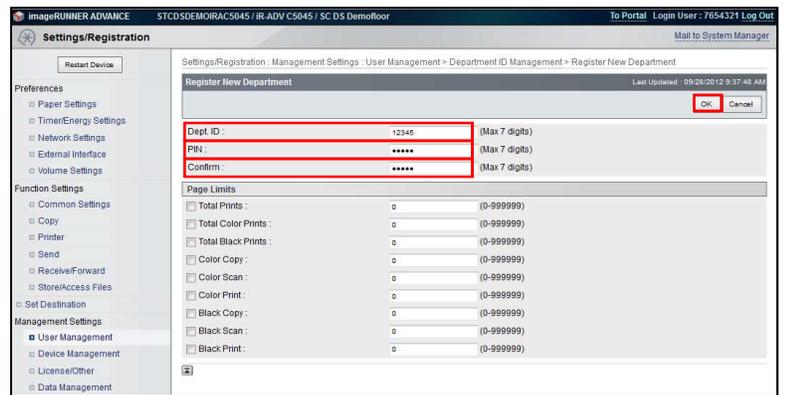


12. Type in the Dept ID

13. Type in the PIN

14. Confirm the PIN

15. Click OK



Your Department ID will be on the list

