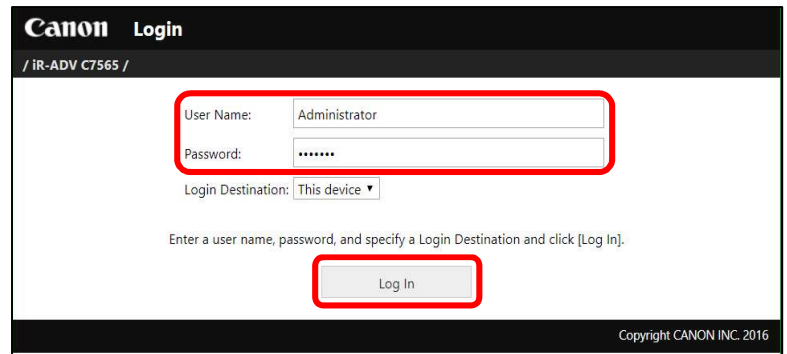
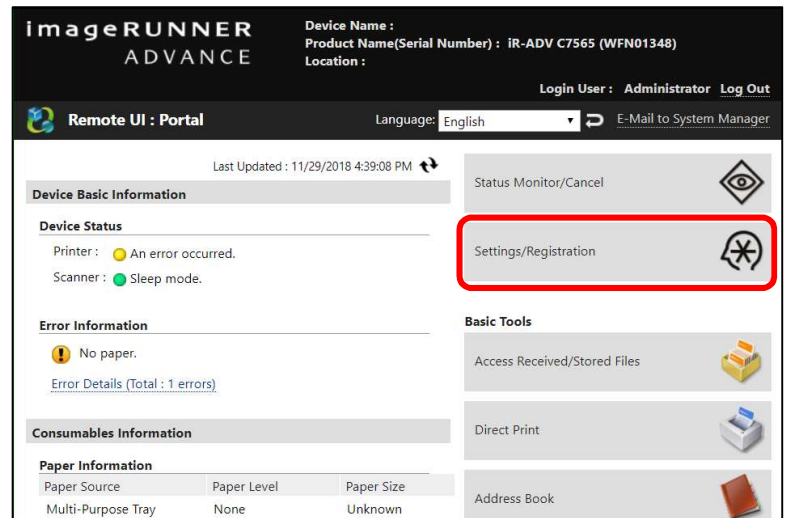


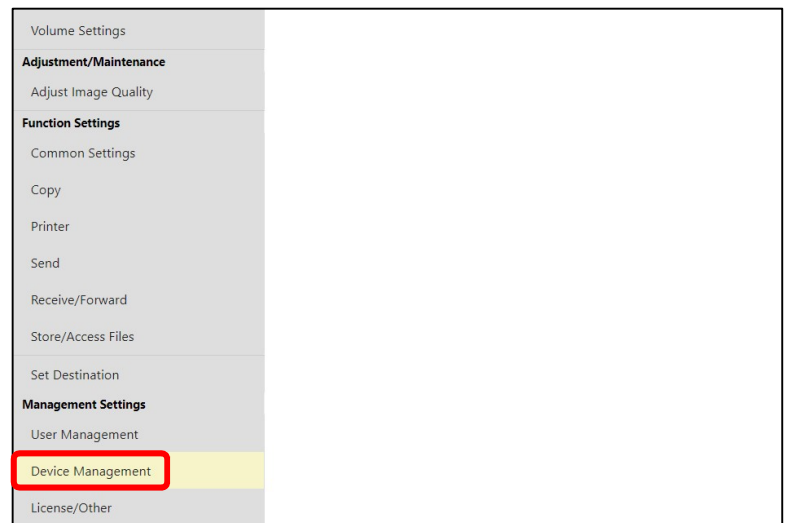
1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
2. Type "Administrator" in **System Manager ID**
3. Type "7654321" in **System PIN**
4. Click **Log in**



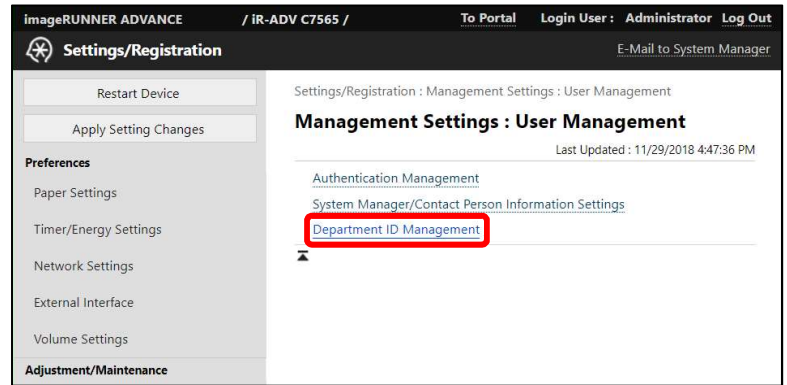
5. Click **Settings/Registration**



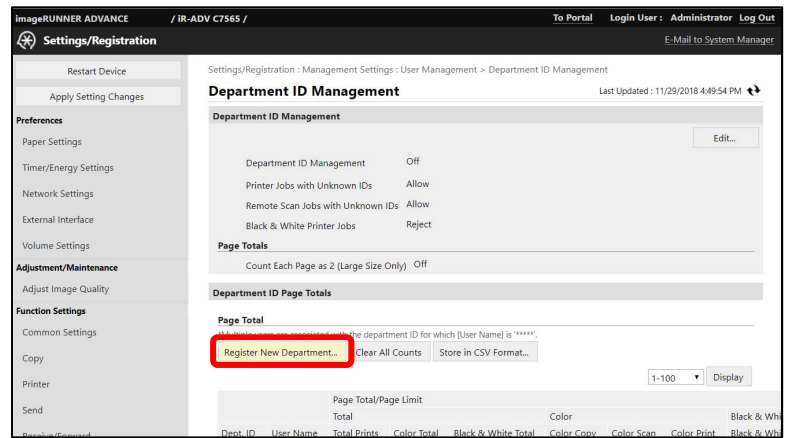
6. Scroll down and click **User Management**



7. Click **Department ID Management**



8. Click **Register New Department...**

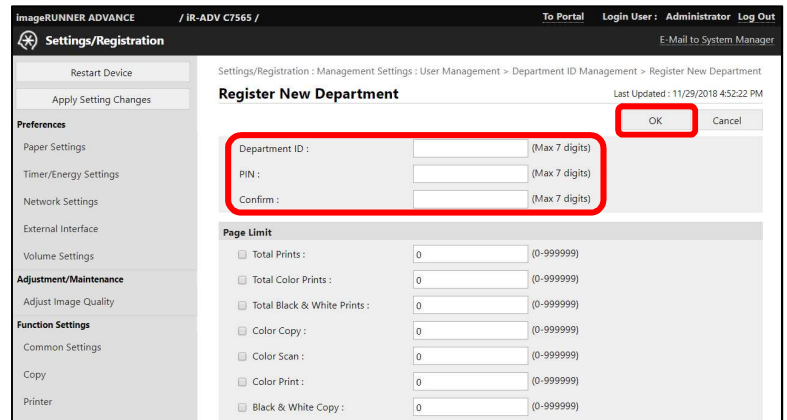


9. Type in the **Department ID**

10. Type in the **PIN**

11. **Confirm** the PIN

12. Click **OK**



Your Department ID will be on the list