

Registering the Department ID, PIN, and Page Limit

1.

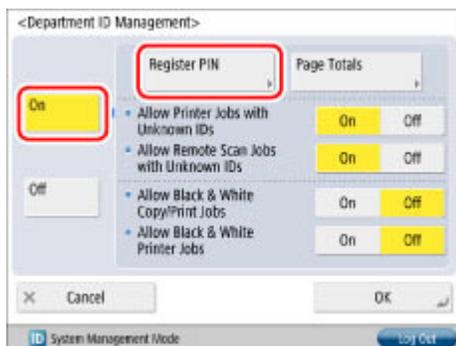
Press  (Settings/Registration).

2.

Press [Management Settings] → [User Management] → [Department ID Management].

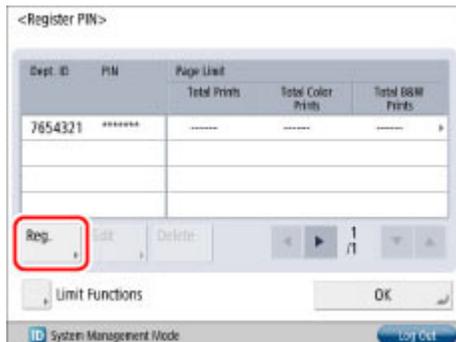
3.

Press [On] → [Register PIN].



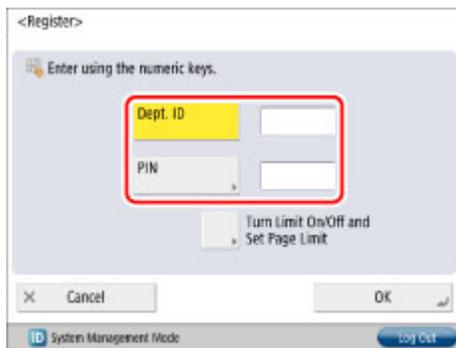
4.

Press [Reg.].



5.

Enter the Department ID and PIN using  -  (numeric keys).



Press [Dept. ID] → enter the Department ID.

Press [PIN].

Press [PIN] → enter the PIN.

Press [Confirm] → enter the same number to confirm the PIN → press [OK].

Even if you enter fewer than seven digits, zeros are added to the start of the number, and a seven digit number is set. However, the zeros at the start of the number can be omitted when logging in. For example, even if you enter <2>, <02>, or <002>, the PIN is set as <000002>. However, you can log in by entering <2>, <02>, or <002>. You cannot register a System Manager ID or System Manager PIN comprised of only zeros, such as <0> or <00>.

NOTE

You can clear incorrect values by pressing **C** (Clear).

If you do not set a PIN, you can use the machine by entering only the Department ID.

6.

Press [Turn Limit On/Off and Set Page Limit].

7.

Set the page limits.

If you want to set restrictions for color/black-and-white copies, press [Set Copy Limit] → specify the page limit restriction settings → press [OK].

If you want to set restrictions for color/black-and-white scans, press [Set Scan Limit] → specify the page limit restriction settings → press [OK].

If you want to set restrictions for color/black-and-white prints, press [Set Print Limit Details] → specify the page limit restriction settings → press [OK].

NOTE

The number of sides refers to the number of printed sides. Therefore, the number of sides of a two-sided print is counted as two. The page limit refers to the maximum number of printed sides.

Press [On] under the desired function(s).

NOTE

Total Print Limit is the sum of Total Color Print Limit and Total Black Print Limit.

Total Color Print Limit is the sum of Color Copy Limit and Color Print Limit.

Total Black Print Limit is the sum of Black Copy Limit and Black Print Limit.

Color Scan Limit and Black Scan Limit are not included in the Total Print Limit.

The copy function [Two Colors] is included in Total Color Print Limit.

Press **■** (Page Limit) next to [On]/[Off] of the desired function(s).

Enter the page limit using **0** - **9** (numeric keys).

IMPORTANT

If the color or black (grayscale) page limit is reached when [Auto (Color/B&W)] or [Auto (Color/Gray)] is set for [Select Color], you cannot perform any operations.

The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.

The machine stops copying if any one of the total color or black-and-white print or copy limits is reached while copying a document that contains both color and black-and-white areas.

The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.

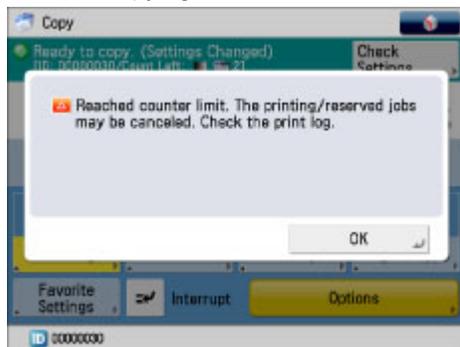
The machine stops scanning if the Scan Limit is reached while the machine is scanning originals that are being fed from the feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

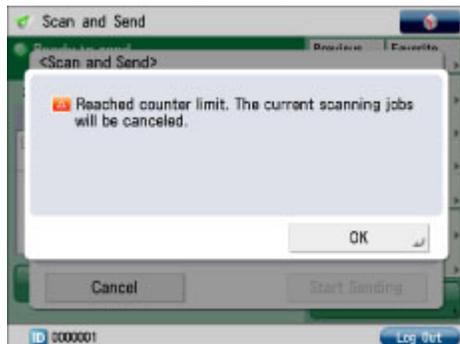
You can clear incorrect values by pressing **C** (Clear).

You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible. When the page limit is reached, the following screen appears.

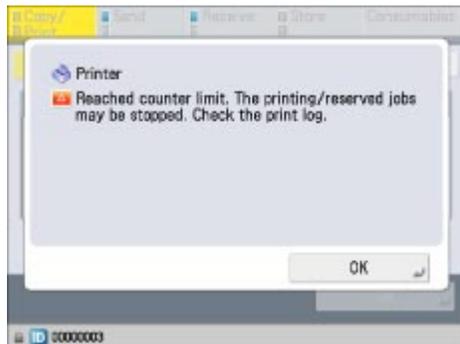
When copying:



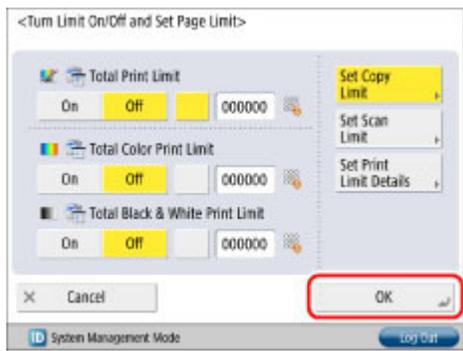
When scanning an original to be sent:



When printing:



Press [OK] → [OK].



8.

Press [OK] → [OK].