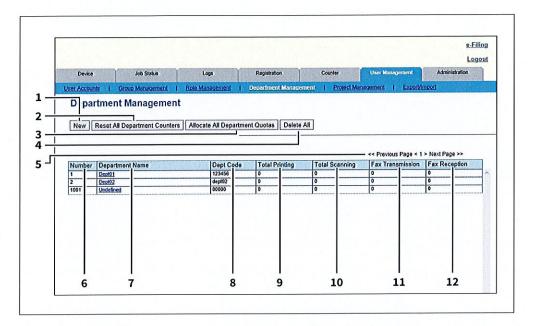## ■ [Department Management] Item list <access policy mode>

You can manage departments if you are logged in to the access policy mode.
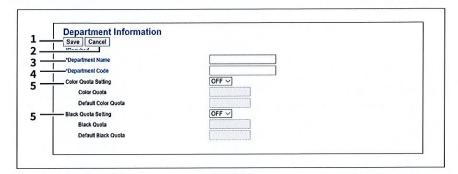
📖 P.154 "[Department Information] screen"
📖 P.155 "[Edit Department Information] screen"

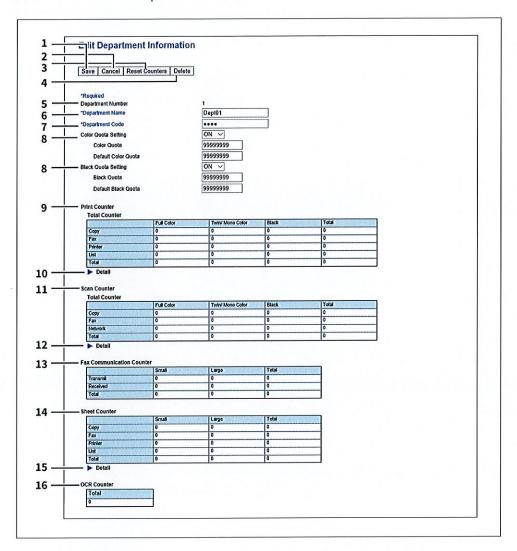|	Item name	Description
1	[New] button	Allows you to add a new department. 📖 P.154 "[Department Information] screen"
2	[Reset All Department Counters] button	Resets counters for all departments.
3	[Allocate All Department Quotas] button	Initializes quotas for all departments.
4	[Delete All] button	Deletes the registered department.
5	Select Page	Allows you to select a page when there are 101 items or more.
6	Number	Displays the registration number of the department.
7	Department Name	Displays the department name. Click a department name link to check the department management information. 📖 P.155 "[Edit Department Information] screen"
8	Dept Code	Displays the department code.
9	Total Printing	Displays the total number of printed pages of the department.
10	Total Scanning	Displays the total number of scanned pages of the department.
11	Fax Transmission	Displays the total number of transmitted fax pages of the department.
12	Fax Reception	Displays the total number of received fax pages of the department.

❏ [Department Information] screen

You can register a new department.

```
        Department Information
1 ──     [Save] [Cancel]
2 ──     ────────────
3 ──     'Department Name          [_____]
4 ──     'Department Code          [_____]
5 ──     Color Quota Setting       [OFF ▽]
           Color Quota             [_____]
           Default Color Quota     [_____]
5 ──     Black Quota Setting       [OFF ▽]
           Black Quota             [_____]
           Default Black Quota     [_____]
```

	Item name	Description
1	[Save] button	Saves the entered department information.
2	[Cancel] button	Cancels creating the department information.
3	Department Name	Enter the department name. You can enter up to 20 characters.
4	Department Code	Enter the department code. You can enter up to 63 characters (except the following: ! " # $ % & ' ( ) * + , / : ; < = > ? @ [\ ] ^ ` { | } ~ space).
5	Quota Setting	Select this to perform the quota setting of the department according to the setting specified in the [Quota Setting] screen on the [Counter] tab. • **OFF** — Not performed • **ON** — Performed 📖 P.130 "[Quota Setting] screen <access policy mode>"
	Quota	Displays the quota amount. This value decreases according to the weight set in the [Quota Setting] screen on the [Counter] tab, and output is restricted when the value becomes 0.00. The quota can be manually modified to any amount.
	Default Quota	Enter the default amount to assign to the department. When [Black/Color Quota] or [Black Quota] is set in the [Quota Setting] screen on the [Counter] tab, you can enter up to 99,999,999. When [Job Quota] is set in the [Quota Setting] screen on the [Counter] tab, you can enter up to 99,999,999.99.

❑ [Edit Department Information] screen

You can confirm and edit department information.

	Item name	Description
1	[Save] button	Saves the entered department information.
2	[Cancel] button	Cancels changing the department information.
3	[Reset Counters] button	Resets counters.
4	[Delete] button	Deletes the displayed department.
5	Department Number	Displays the registration number of the department.
6	Department Name	Enter if changing the department name. You can enter up to 20 characters.
7	Department Code	Enter if changing the department code. You can enter up to 63 characters (except the following: ! " # $ % & ' ( ) * + , / : ; < = > ? @ [\ ] ^ ` { | } ~ space).

		Item name	Description
8		Quota Setting	Select this to perform the quota setting of the department according to the setting specified in the [Quota Setting] screen on the [Counter] tab. • **OFF** — Not performed • **ON** — Performed 📖 P.130 "[Quota Setting] screen <access policy mode>"
		Quota	Displays the quota amount. This value decreases according to the weight set in the [Quota Setting] screen on the [Counter] tab, and output is restricted when the value becomes 0.00. The quota can be manually modified to any amount.
		Default Quota	Enter the default amount to assign to the department. When [Black/Color Quota] or [Black Quota] is set in the [Quota Setting] screen on the [Counter] tab, you can enter up to 99,999,999. When [Job Quota] is set in the [Quota Setting] screen on the [Counter] tab, you can enter up to 99,999,999.99.
9		Print Counter	Displays the output total count value.
10		Detail	Displays details of the total output count value when you click [▶]. **Copy Counter**: Displays the number of pages printed by copy operations for paper sizes set on your equipment. **Fax Counter**: Displays the number of pages printed by fax reception for paper sizes set on your equipment. **Printer Counter**: Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception) for paper sizes set on your equipment. **List Counter**: Displays the number of pages printed by system page print operations for paper sizes set on your equipment.
11		Scan Counter	Displays the total count value of scanned documents.
12		Detail	Displays details of the total count value of scanned documents when you click [▶]. **Copy Counter**: Displays the number of pages scanned by copy operations for paper sizes set on your equipment. **Fax Counter**: Displays the number of pages scanned by fax reception for paper sizes set on your equipment. **Network Counter**: Displays the number of pages scanned by scan operations for paper sizes set on your equipment.
13		Fax Communication Counter	Displays the communication record.
14		Sheet Counter	Displays the number of printed sheets according to the function being used. Values for the small size and large size are displayed according to the paper size specified on your equipment. This counter increments by 1 for either single or dual-sided copying.
15		Detail	Displays details of the number of printed sheets when you click[▶]. **Copy Counter**: Displays the number of sheets printed by copy operations for paper sizes set on your equipment. **Fax Counter**: Displays the number of sheets printed by fax reception for paper sizes set on your equipment. **Printer Counter:** Displays the number of sheets printed by print operations and E-mail reception (Internet Fax reception) for paper sizes set on your equipment. **List Counter:** Displays the number of sheets printed by system page print operations for paper sizes set on your equipment.
		Note This item is available only for some models.	

	Item name	Description
16	OCR Counter	Displays the number of images to which an OCR process has been performed.
	Tip This OCR Counter appears only when an OCR Enabler is installed.	

[User Management] Tab Page