

DEPARTMENT ID SETUP

- 1) Go to Additional Functions
- 2) Go to ID System Settings
- 3) Go to System Manager
- 4) Setup System Manager ID
- 5) Say OK
- 6) Go to Department ID Management
- 7) Turn On
- 8) Register Dept ID
- 9) Register Dept ID
- 10) Add as many as you would like, then say ok

UPDATING PRINT DRIVER TO REQUIRE ID'S

- 1) Go to print driver and right click and select properties
- 2) Go to Device Settings tab and check job accounting