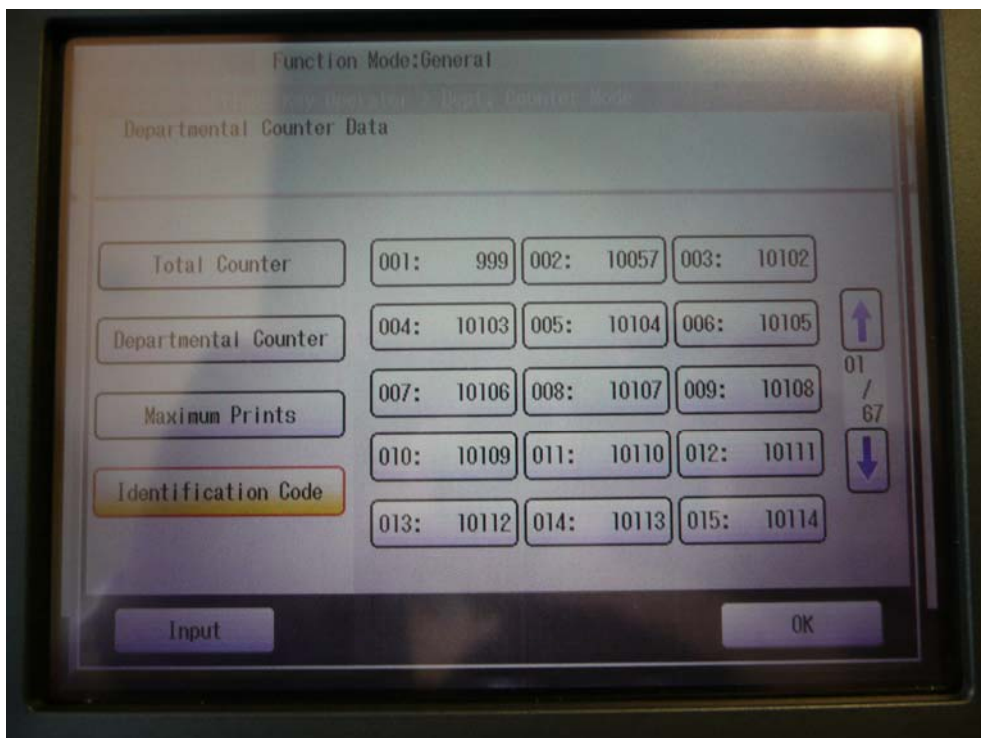


## Inputting/changing ID codes on your Colour Photocopier

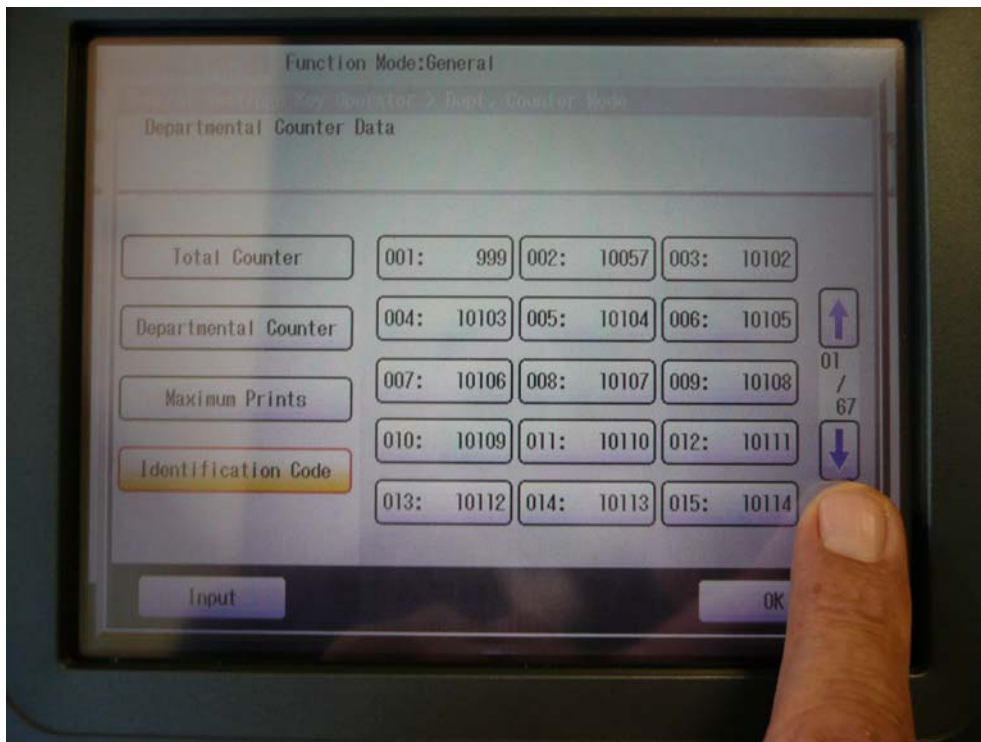
Please refer to the “How to print of the ID code list readings from your colour Photocopier” That will guide you to the Department data screen as shown below.



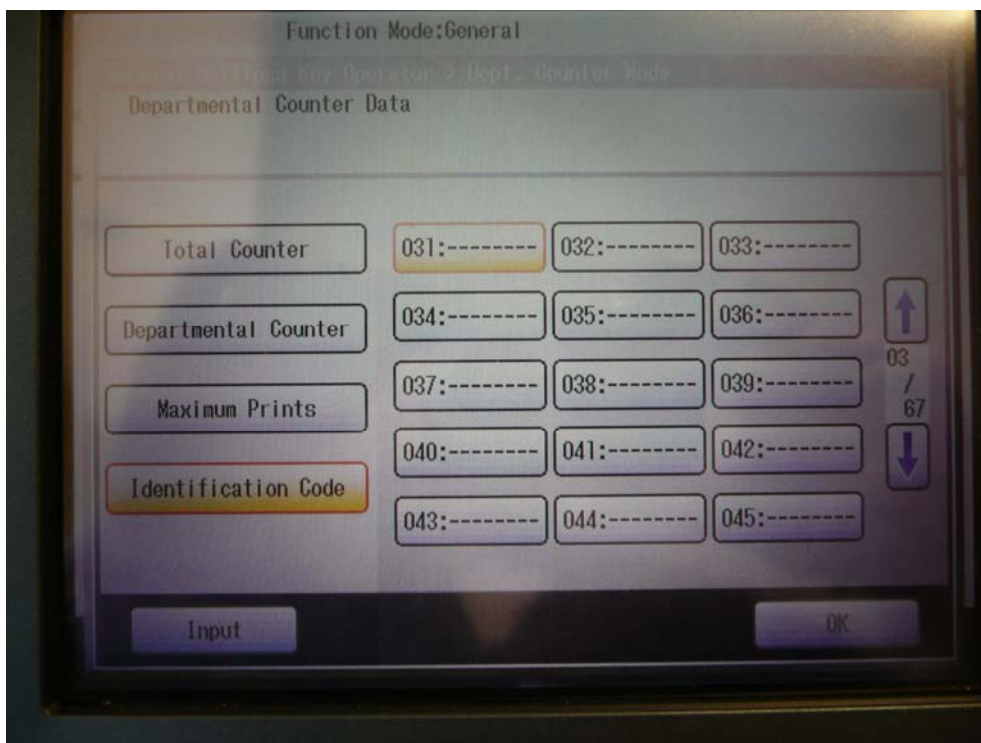
Press on the Identification Code tab as shown above. The tab will now be highlighted in yellow as shown below.



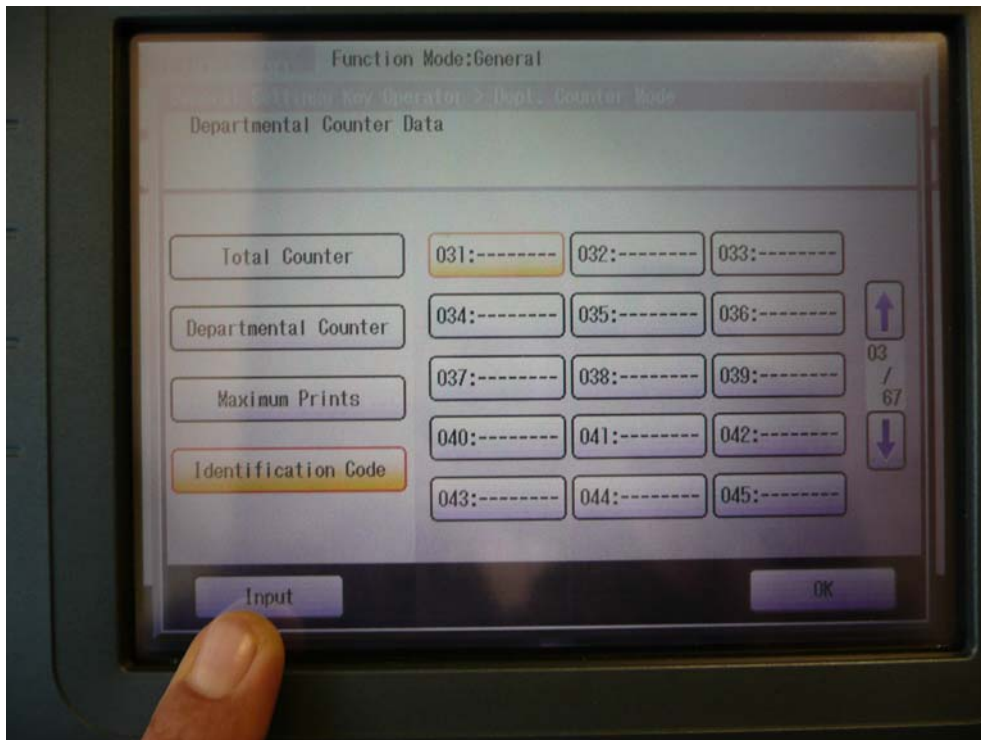
**You will now see numbered boxes where you can enter or change existing ID codes. Press on the blue arrow down tab to move to the next page as below.**



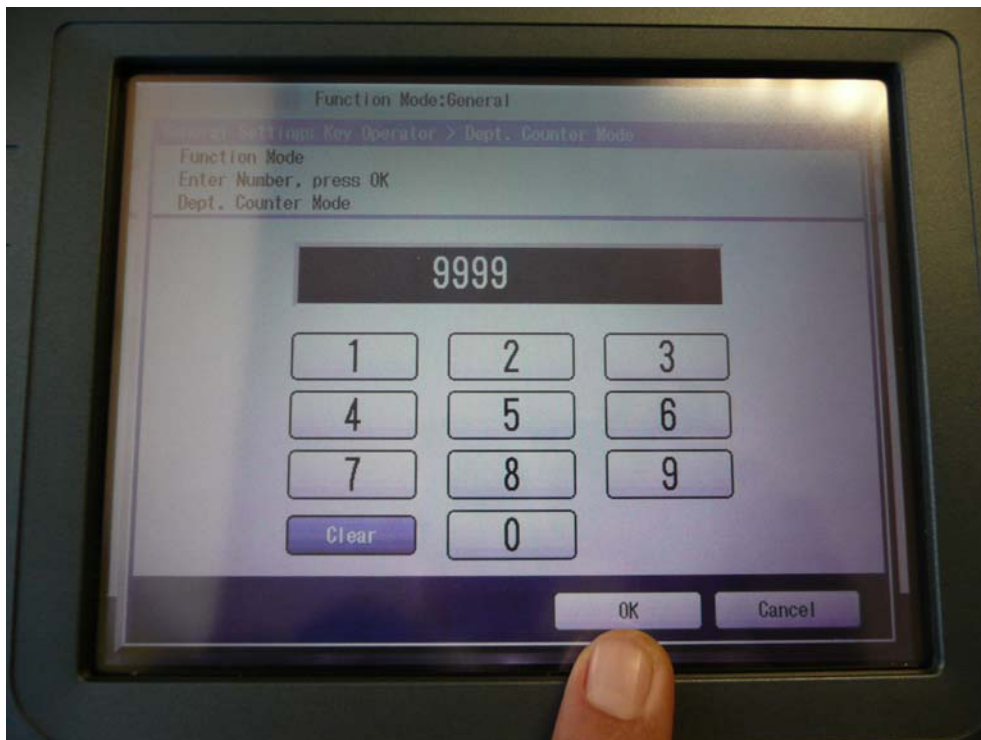
**A vacant position where an ID code can be registered will have ----- in the box. Press on the box you wish to enter/change an ID code. This now becomes highlighted as shown below.**



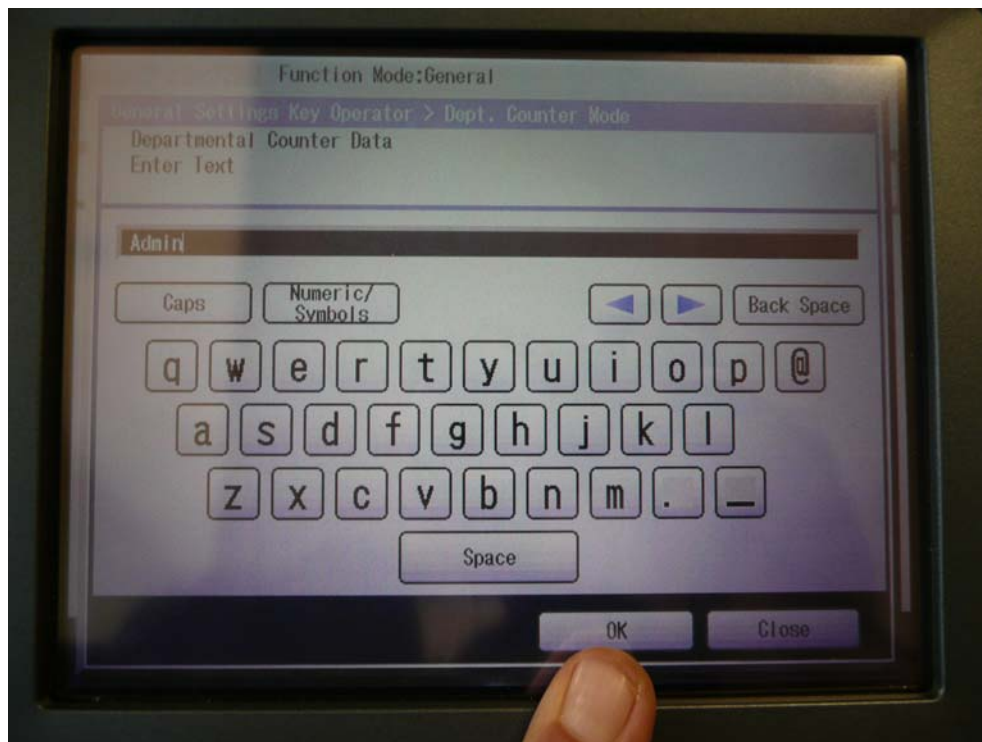
**Press the input tab on the screen as shown below.**



**You will now see a screen where you can input your ID code. Once you have entered your code press the OK tab as shown below.**



**You will now see a screen appear that allows you to name the ID code with a Department name as shown below. Once you have entered a name press the OK tab.**



**To exit the Department Counter Data Screen press the yellow reset key on the control panel.**