

Setting Up Department Codes on a Toshiba Copier

- The first thing you need to do is login to the Toshiba copier via a web browser on a computer that is on the same network as the copier. You will need to know what the IP address of the copier is to do this. If you type the IP address in to the URL web address field & hit enter, it will resolve to the Top Access web graphical user interface. This page will show you the make and model of your copier as well as the current toner levels. You will need to login to get to the department code settings.

The screenshot shows the TopAccess web interface for a Toshiba copier. The browser address bar displays the URL `192.168.1.240/?MAIN=TOPACCESS`. The page features a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', and 'Counter'. A 'Login' button is visible in the top right corner. The main content area is titled 'Device' and includes a copier icon, a 'REFRESH' button, and several data tables.

Options

Finisher	None
Hole Punch Unit	None
Fax	None

Toner

Yellow(Y)		43%
Magenta(M)		26%
Cyan(C)		56%
Black(K)		98%

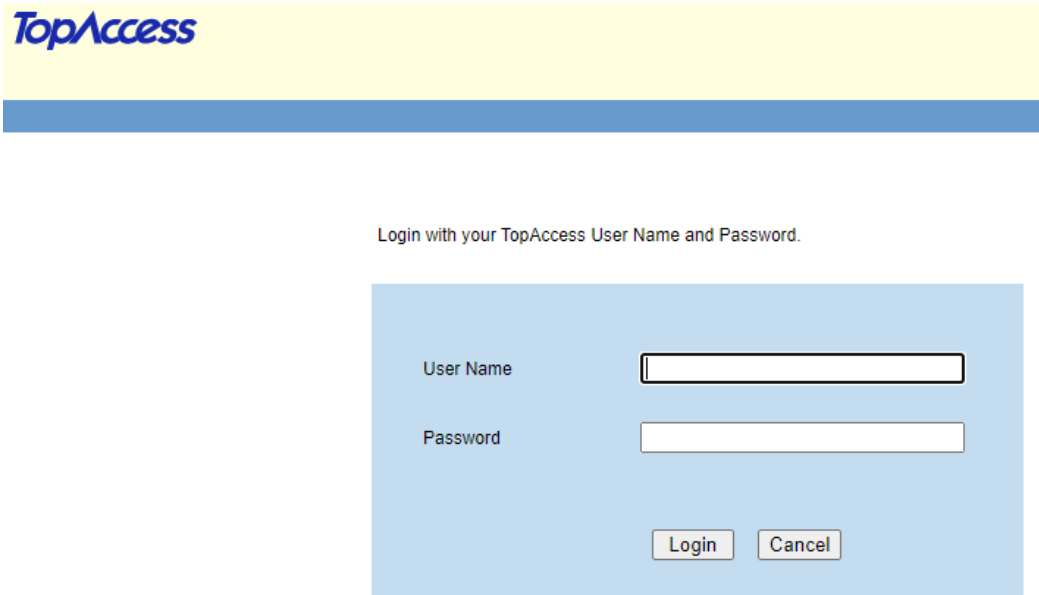
Device Information

Status	Ready
Name	MFP12038293
Location	
Copier Model	TOSHIBA e-STUDIO5506AC
Serial Number	SHHH90469
MAC Address	00:80:91:b7:b0:95
Main Memory Size	4096 MB
Page Memory Size	1166 MB
Save as File & e-Filing Space Available	120826 MB
Fax Space Available	958 MB
Contact Information	
Phone Number	
Message	
Alerts	•

Paper

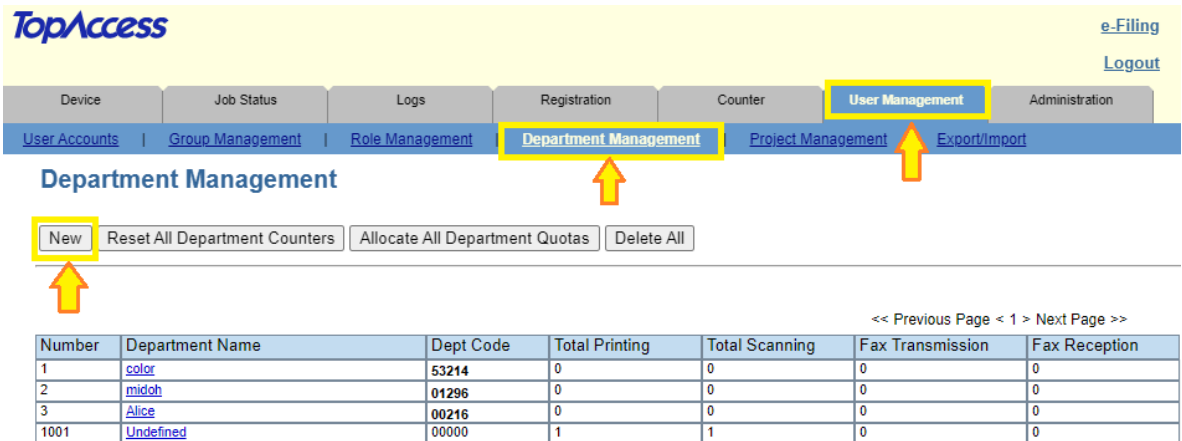
Drawer	Size	Thickness	Attribute	Capacity	Level
Drawer 1	LG	Plain	None	540	
Drawer 2	LD	Plain	None	540	
Large Capacity Feeder(Right)	LT	Plain	None	1180	
Large Capacity Feeder(Left)	LT	Plain	None	1180	

2. Click login. The default username is: **admin** & the default password is: **123456**



The image shows the TopAccess login interface. At the top, the 'TopAccess' logo is displayed in blue. Below the logo is a light blue header bar. The main content area is white and contains the text 'Login with your TopAccess User Name and Password.' Below this text is a light blue rectangular box containing two input fields: 'User Name' and 'Password'. Below the input fields are two buttons: 'Login' and 'Cancel'.

3. Once you're logged in the first step is to create the department codes you want. Turning them on will be a later step so don't worry about them taking effect yet as this will not change anything until we turn them on. Go to **User Management** → **Department Management** and from there you hit **New** to create a department code. Initially the only one you will see is 1001 Undefined.



The image shows the TopAccess Department Management interface. At the top, the 'TopAccess' logo is displayed in blue. Below the logo is a light blue header bar with the text 'e-Filing' and 'Logout'. Below the header bar is a navigation menu with the following items: 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'User Management' item is highlighted with a yellow box. Below the navigation menu is a sub-menu with the following items: 'User Accounts', 'Group Management', 'Role Management', 'Department Management', 'Project Management', and 'Export/Import'. The 'Department Management' item is highlighted with a yellow box. Below the sub-menu is the 'Department Management' title. Below the title are four buttons: 'New', 'Reset All Department Counters', 'Allocate All Department Quotas', and 'Delete All'. The 'New' button is highlighted with a yellow box. Below the buttons is a table with the following data:

Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	color	53214	0	0	0	0
2	midoh	01296	0	0	0	0
3	Alice	00216	0	0	0	0
1001	Undefined	00000	1	1	0	0

At the bottom right of the table is the text '<< Previous Page < 1 > Next Page >>'.

- When you create the department code you have the option to set quotas per department code. For most places the only thing people are concerned about are color prints. These can be tracked by logging into **Top Access** every week or month to track usage. If you want these codes to only be required for color prints, there is a **No Limit Black** setting that we can turn on once the codes are activated. I will go over that part at the end of this document. Create all the codes you want. You can always go back and make more if needed or delete ones no longer needed later.

Edit Department Information

*Required

Department Number

*Department Name

*Department Code

Color Quota Setting ▾

Color Quota

Default Color Quota

Black Quota Setting ▾

Black Quota

Default Black Quota

Print Counter

Total Counter

	Full Color	Twin/ Mono Color	Black	Total
Copy	0	0	0	0
Fax	0	0	0	0
Printer	0	0	0	0
List	0	0	0	0
Total	0	0	0	0

▶ Detail

5. Now that the department codes are created, they are of no use until we turn them on. Go to **Administration** → **Security** → **Authentication** and the first thing you will see are Department Settings where, by default, they are disabled. When you enable the department codes, most people only enable it for Copy & Print as those are the only 2 functions in the list that put toner to paper. Enable all the functions you want and don't forget to **hit Save**.

The screenshot shows the TopAccess Administration interface. The navigation menu includes Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The Security menu is expanded, showing Authentication, Certificate Management, Password Policy, and Security Stamp. The Authentication sub-menu is selected. The Department Setting table is as follows:

Department Setting	
Department Code	Disable
Copy	Enable
Fax	Disable
Print	Enable
Scan	Disable
List	Disable
User Functions	Disable
EWB	Disable
Require Department Code in User Registration	Disable

Below the table, there is a note: "* Please set the Department Code to existing user which Department Code is not set." and a field for "Invalid Department Code Print Job" with a dropdown menu set to "Force use of department code".

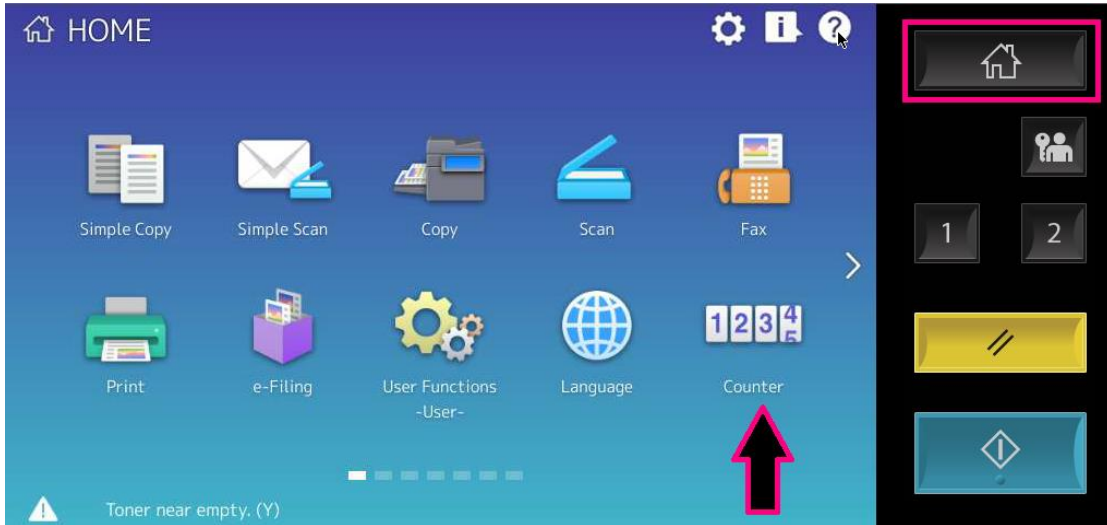
The screenshot shows the same TopAccess Administration interface, but with the Department Setting table updated:

Department Setting	
Department Code	Enable
Copy	Enable
Fax	Disable
Print	Enable
Scan	Disable
List	Disable
User Functions	Disable
EWB	Disable
Require Department Code in User Registration	Disable

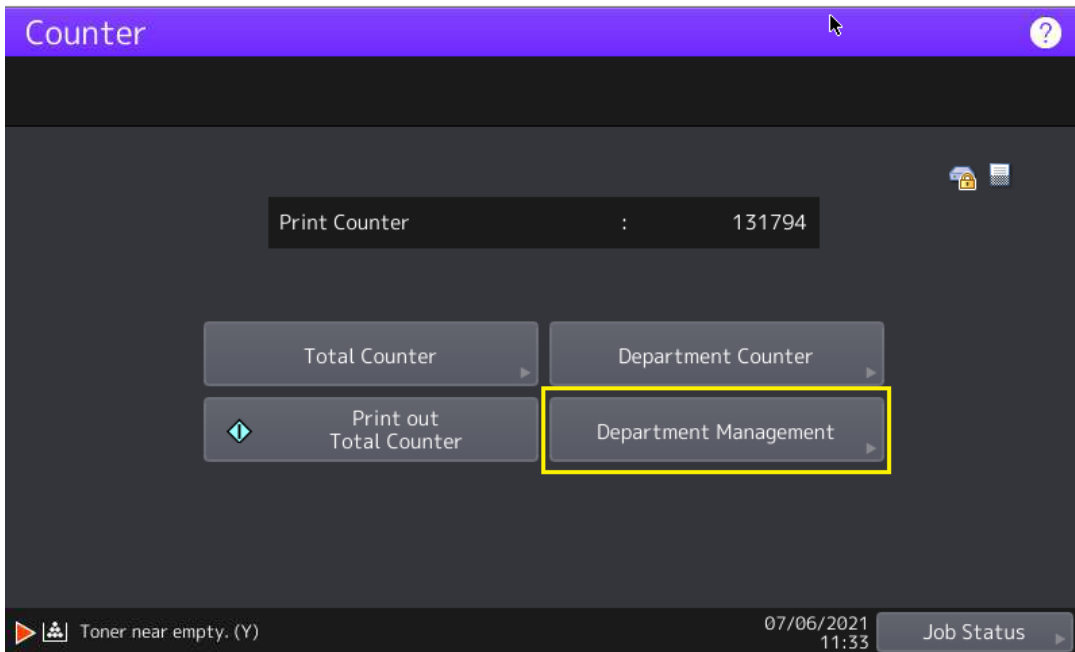
The "Save" button is highlighted with an orange box and a yellow arrow pointing to it. The rest of the interface, including the navigation menu and the note below the table, remains the same as in the previous screenshot.

- Now that you've turned your department codes on, when people hit print it will prompt them for a department code if it's the correct print driver and on a Microsoft Windows Operating System. Macintosh computers need to have presets created with the code embedded because they will not automatically prompt the user, but instead just fail to print without explanation to the user as to why it didn't work.

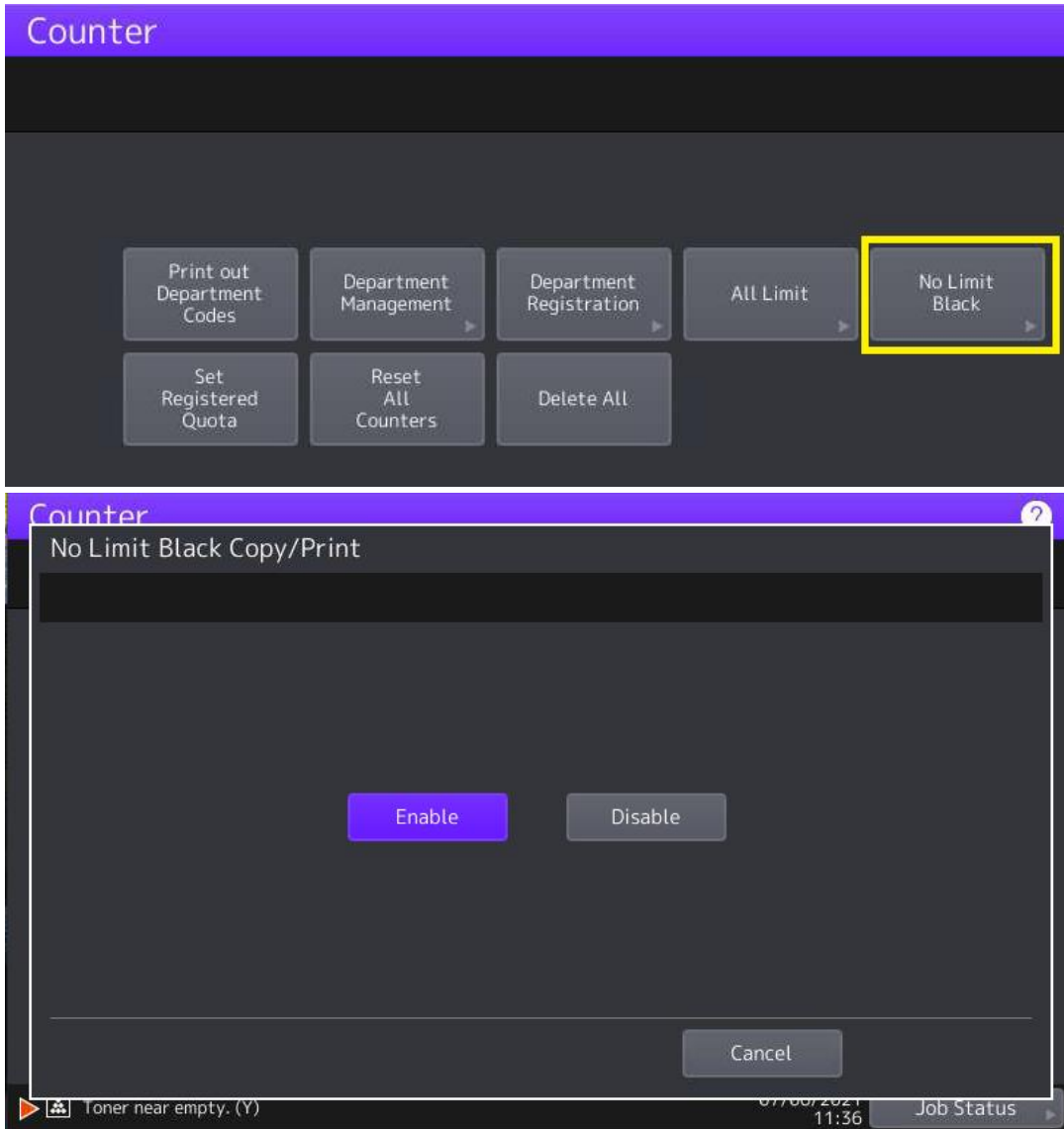
Next, if you only want codes for color prints and copies, but not for Black & White, then you need to go to the copier touch panel to turn on No Limit Black. On the **Home** Screen you want to hit **Counter**. If the copier is on the copy screen, just hit the physical **Home** button. Then hit **Counter**.



- Next you hit **Department Management** then you'll be prompted for the admin password, which is the same one from earlier: **123456**



- Then you'll see more options and No Limit Black will be on the far right of the screen. If it's greyed out then that means the department codes were never turned on. Hit No Limit Black & on the next screen select Enable. You can back out/cancel out from there. There will now be no restrictions on black & white copies or print jobs.



9. The last thing to be aware of is that you can embed your department codes on the Toshiba Universal Driver by going to **printer preferences**. Once you find your printer preferences, there's a tab at the top called **Others**. Click that and you will see where you can put your code in. Toggle the Hide Department Code(Z) be able to see the code you type. Make sure to Apply or hit Ok so it takes effect. Now when the user prints it will pull the code from here and they will not be prompted for it.

