**Canon Copier Desktop Procedures**

**Add/ Delete/ Change Department IDs**

This procedure will be going over Department IDs. You can register a Department ID and password (up to seven digits) for each department/ individual, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Use Department ID Management to keep track of the copy, scan, and print totals for each department/ individual.

From your **computer** on your Admin Home screen (Portal)…
(See DP- Logging onto Admin account if you don’t know how to get to this page)

On the right hand menu, select **“Settings/Registration”**

On the left hand menu, under **“Management Settings”**

Select, **“User Management”**

Select, **“Department ID Management”**

-This gives you the breakdown of all you IDs in one place.

To **add** a new Department ID…

Select, **“Register New Department”**

-Enter Department ID: (Max 7 digits)

-Enter Pin: (Max 7 digits)

-Confirm Pin: Must match

-You can set print limit if you want but is not a requirement

Select, **“OK”**

To **delete** a Department ID…

Select the appropriate ID you want to delete

Select **“Delete Department”**

Select **“OK”**

To return to Admin Home screen, Select **“To Portal”** in the upper right corner
From your **copier** on your Admin Home screen…

(See DP- Logging onto Admin account if you don’t know how to get to this page)

Select “**Settings/ Registration Icon**” –

Select “**Management Settings**”
Select “**User Management**”
Select “**Department ID Management**”

To **add** a new Department ID…

Select, “**Register Pin**”
Select, “**Register**”

- Enter Department ID: (Max 7 digits)
- Enter Pin: (Max 7 digits)
- Confirm Pin: Must match

- You can set print limit if you want but is not a requirement

Select, “**OK**”

To **delete** a Department ID…

Select the appropriate ID you want to delete
Select “**Delete**”
Select “**Yes**”

Select “**Main Menu Icon**” –

- This returns you to the Home screen