Managing Department Codes Quick-Tip Sheet

Managing department codes is essential in cutting down waste, and minimizing costs in the workplace. Here is how Toshiba users set these codes using TopAccess.

Managing Department Codes:

Enter your device's IP address in your browser's address bar
1. Click on Login, and you will be taken to a screen where you will have to enter your username and password.
2. From this screen, select User Management from the tab list.
3. On this screen, you will select the tab labelled Department Management under the first series of tabs.
4. At this new screen, select New, and enter in new departments, and assign their codes
*Here, you can set department codes, as well as quotas for the number of copies departments will be able to make
5. Once you have filled in the correct information, select Save, and your new department will appear in TopAccess.