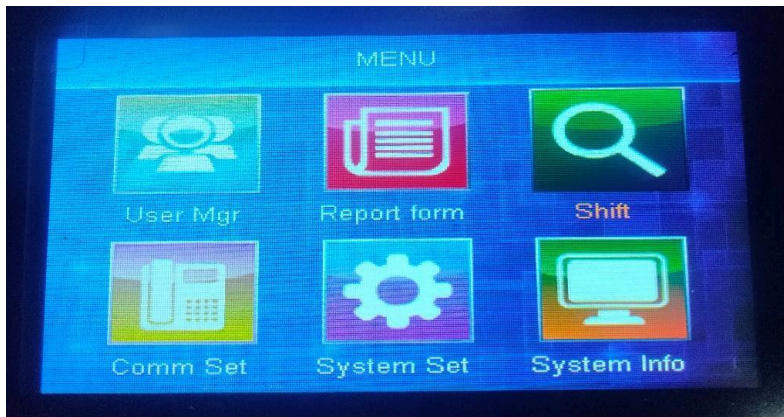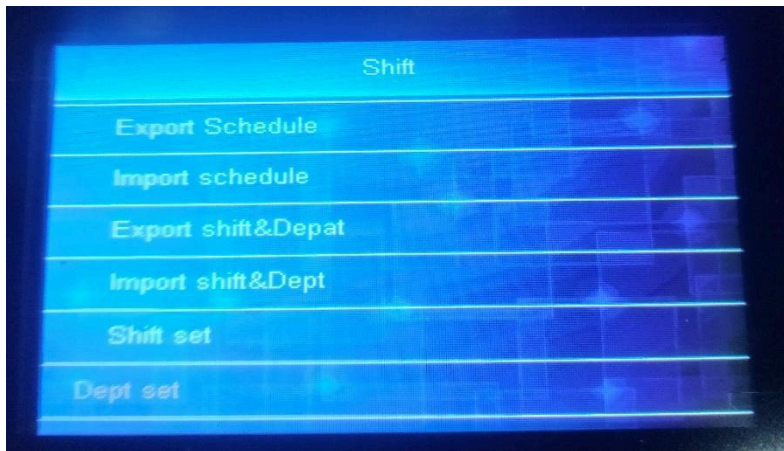**How to Set the Department**

1. On the menu, select shift and press [OK].

2. Select Department Set and press [OK].

3. Select Dept. 1, press [OK] to edit, and press ESC to cancel.

4. Input the department name and select the shift option. A total of ten departments can be added. To edit, press [OK]. Use the arrow keys to enter a value or letters in uppercase or lowercase.