

## Department Codes

If you choose to use Department Codes and need assistance **Call us first at 303-761-0681**. You'll speak with a real person (not a phone tree) whenever you call, Monday through Friday from 8:00 am – 4:30 pm.

Department Codes are a standard feature of your mail system and are useful in keeping track of postage used by individuals, departments or other groups within your company. In addition, they can provide a level of security by keeping unauthorized individuals from using the mailing system. You can choose to use or not use Department Codes.

If you choose to use Department Codes with your mailing system, we will load them as part of the initial installation process and train you on how you can add/change them at any time.


The codes will need to be set up in the following standard format:

- Dept Code – up to 11 digits that will identify each department. A semi-colon should follow the Dept. Code.
- Code Description – name assigned to each code (e.g., accounting, sales, etc.). Only alpha and numerics can be used; no special characters are allowed. The description should be kept as brief as possible as only 9 letters will be displayed on the meter when selecting a department. However, the name can be longer if desired. A semi-colon should follow the Code Description.
- 4 zeros;

Example of what the codes will look like: 010;COMMISSIONERS;0000  
015;REC BOARD;0000  
020;CLERK;0000

You can enter Department Codes individually into your mailing system; however, if you have more than ten, we recommend downloading them from a CSV file using a USB memory key. The CSV file should be saved in the following format:

ACS\_anyname.csv

To upload your file, simply connect it to your mail system using the USB port, select the Menu key, scroll down to the Supervisor mode and enter PIN 09430, then Account Management, Manage Account and Import Accounts. When finished, Press  to exit Supervisor mode.

Again, please call us if you need assistance at any time.