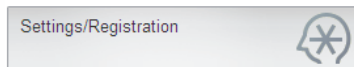


## Canon ImageRUNNER Advance: Turn on Department ID Codes

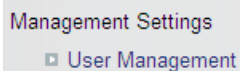
Turn on Department ID codes to restrict color only from RUI including print driver setup.

At the computer enter the IP address of your copier into the address field:

EX: 10.0.0.010



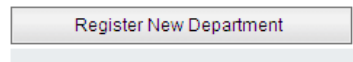
Then User Management



[System Manager/Contact Person Information Settings](#)

[Department ID Management](#)

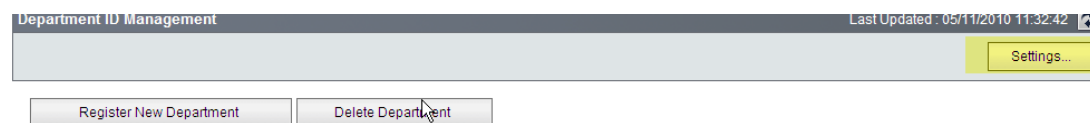
Department ID Management to register ID codes/turn it on/do the reporting.  
To add ID codes hit:



The ID can be 1 to 7 digits. A password is NOT required, it's optional. You can set page limits to limit color for certain codes etc.

Then hit OK

GO TO SETTINGS-to enable the codes for the machine, and clear counts after reporting.



Check the “Enable Department ID Management”, make sure at least (1) ID code is registered prior to enabling.

Department ID Management Settings Last Updated : 12/09/2010 16:44:08

For Department ID Management, select Enable Department ID Management, and click [OK].

OK Cancel

☒ **Enable Department ID Management**

**Limit Functions**

Select functions other than Copy for which to set Dept. ID Management.  
(Not available for Print.)

Limited Functions ☒ Store/Access Files, Fax/I-Fax Inbox  
☐ Send  
☐ Other

☒ Allow Printer Jobs with Unknown IDs  
☒ Allow Remote Scan Jobs with Unknown IDs  
☒ Allow Black Copy/Print Jobs  
☒ Allow Black Printer Jobs

**Page Totals**

☐ Count Each Page as 2 (Large Size Only)

Clear All Counts

Select OK.

You will need to turn on Dept ID Mgmt at the print driver as well, preferably at the server level. Go to Start/Printers/Right click on the Canon and go to Properties  
Then select the Device Settings tab

General | Sharing | Ports | Advanced | Color Management | Security | **Device Settings** | Profile

Device Settings: Manual

Paper Source Options: ☒ Cassette Feeding Unit  
☒ Paper Deck Unit-B1  
☐ Envelope Feeder Attachment

Output Options: Booklet Finisher-C1  
☐ Copy Tray  
☐ Inner Finisher Additional Tray

External Puncher: None

☐ Secure Printing Function of Device

PS Output from Application: Auto

☒ **Department ID Management(I)** Go to Settings to set the default Account Code Settings...

☐ Set User Name(L) Settings(W)...

☐ Specify Mail Box Number When Storing

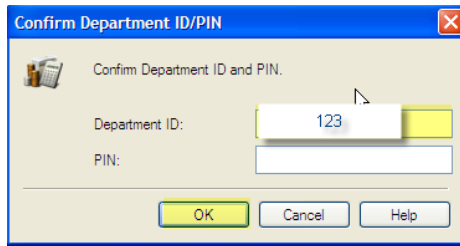
Function... Font Settings... Form to Tray Assignment...

PS Options... Get Device Status About

OK Cancel Apply Help

Go to Setting to set to not allow color printing without a code.

OK after you select APPLY.



\*When printing it will bring up a pop up and you enter the ID code

\*\* Depending on how your network is setup you may have to go to each work station and delete and re-add the print driver once you've changed the print driver at the server level.\*\*

