

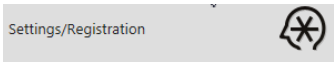
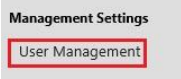

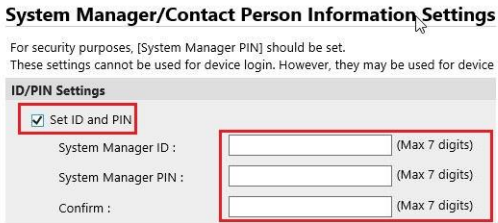

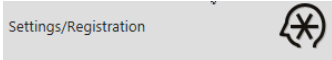
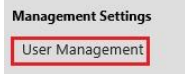


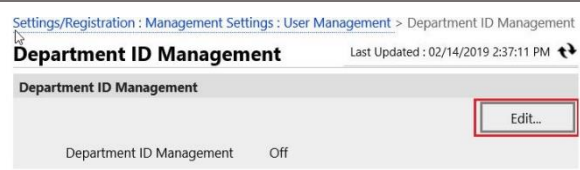
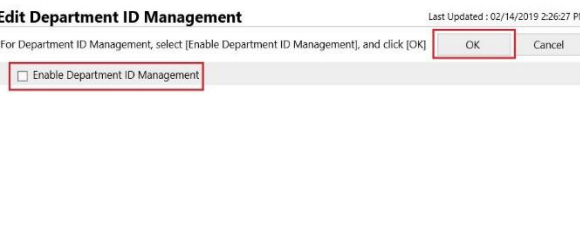
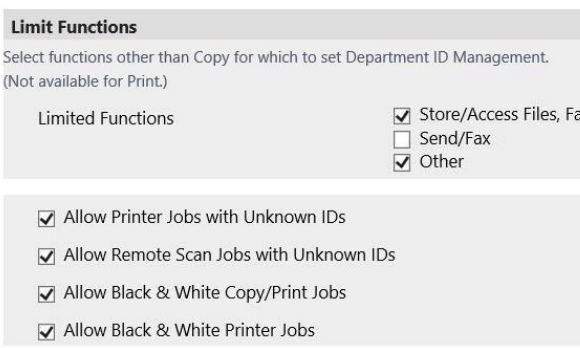
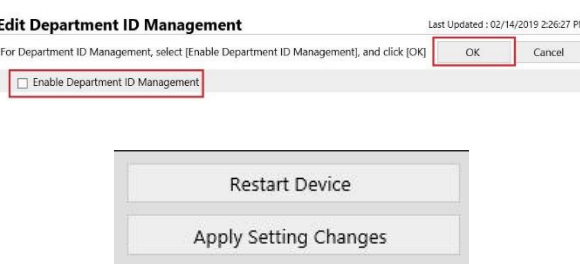
Canon ImageRUNNER Advance: Department Codes; Adding, Enabling, Embedding in the Print Driver and Reporting from the Remote User Interface. (RUI)

Adding Department ID Codes using the Remote User Interface (RUI)	
1. Open a browser and enter the IP address of the machine into the URL address field.	
2. Log in as a System Administrator.	
<p>*****Important Note*****</p> <p>A System Manager ID and System PIN number for the Administrator <u>must</u> be set up, or the system will lock out when enabling Department ID codes. If not prompted to login - follow steps 3 thru 9 to add a system a System Manager ID and System PIN number.</p>	
3. Select Settings/Registration located on the right side of the screen.	
4. Select User Management under Management Settings located on the left side of the screen.	
5. Select System Manager/Contact Person Information Settings .	
<p>6. Place a check mark in the box next to Set ID and PIN</p> <p>7. Enter a numerical System Manager ID.(up to7 digits)</p> <p>8. Enter a numerical System Manager PIN. (up to7 digits)</p> <p>9. Enter the System Manager PIN again to confirm the digits.</p> <p>Note: The system will automatically close the RUI, requiring to log back into the device with the new ID and PIN.</p>	



<p>10. Log in as a System Administrator.</p>																												
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<p>13. Select Department ID Management.</p>	<p>Settings/Registration : Management Settings : User Management</p> <p>Management Settings : User Management</p> <p>Authentication Management</p> <p>System Manager/Contact Person Information Settings</p> <p>Department ID Management</p>																											
<p>14. Before you enable Department codes, scroll down to the bottom of the page to check to make sure there is an Admin ID in the Dept ID list. It should be the same pin code used to log in the system administrator.</p>	<p>Page Total</p> <p>*Multiple users are associated with the department ID for which [User Name] is '*****'</p> <p>Register New Department... Clear All Counts Store in CSV Format...</p> <table border="1"> <thead> <tr> <th rowspan="2">Dept. ID</th> <th rowspan="2">User Name</th> <th colspan="3">Page Total/Page Limit</th> <th rowspan="2">Color</th> </tr> <tr> <th>Total Prints</th> <th>Color Total</th> <th>Black & White Total</th> </tr> </thead> <tbody> <tr> <td>1234</td> <td></td> <td>6</td> <td>5</td> <td>1</td> <td>0</td> </tr> <tr> <td>7654321</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Dept. ID	User Name	Page Total/Page Limit			Color	Total Prints	Color Total	Black & White Total	1234		6	5	1	0	7654321		0	0	0	0			2	2	0	0
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<p>Adding Department Codes: In the Department ID Page Totals located toward the bottom of the page, register new ID codes and access reporting information.</p>																												
<p>1. Select Register New Department to add a dept code.</p>	<p>Department ID Page Totals</p> <p>Page Total</p> <p>*Multiple users are associated with the department ID for which [User Name] is '*****'</p> <p>Register New Department... Clear All Counts Store in CSV Format...</p>																											
<p>2. Enter the new ID number. It can be 1 to 7 digits long.</p> <p>3. PIN codes are an optional second level of security.</p> <p>Note: Page limit is an optional tool used to set limits for color and other functions for an individual ID.</p> <p>4. Place a check in the box next to the feature to enable limits. Enter the number of pages that feature can print/copy/scan. 0= none.</p> <p>5. Select OK to save changes.</p> <p>*Note Keep a list of the codes and who they belong to as the printed reports only reference numerical codes and not names.</p>	<p>Settings/Registration : Management Settings : User Management > Department ID Management > Register New Department</p> <p>Register New Department Last Updated : 02/14/2019 3:01:02 PM</p> <p>OK Cancel</p> <p>Department ID : <input type="text"/> (Max 7 digits)</p> <p>PIN : <input type="text"/> (Max 7 digits)</p> <p>Confirm : <input type="text"/> (Max 7 digits)</p> <p>Page Limit</p> <p><input type="checkbox"/> Total Prints : 0 (0-999999)</p> <p><input type="checkbox"/> Total Color Prints : 0 (0-999999)</p> <p><input type="checkbox"/> Total Black & White Prints : 0 (0-999999)</p> <p><input type="checkbox"/> Color Copy : 0 (0-999999)</p> <p><input type="checkbox"/> Color Scan : 0 (0-999999)</p> <p><input type="checkbox"/> Color Print : 0 (0-999999)</p> <p><input type="checkbox"/> Black & White Copy : 0 (0-999999)</p> <p><input type="checkbox"/> Black & White Scan : 0 (0-999999)</p> <p><input type="checkbox"/> Black & White Print : 0 (0-999999)</p>																											



<p>Enable Department IDs After registering all the department IDs must enable the feature to use the IDs.</p> <p>1. In the Department ID Management window, select Edit to access the enable or disable check box for the Dept. ID feature.</p>	 <p>Settings/Registration : Management Settings : User Management > Department ID Management Department ID Management Last Updated : 02/14/2019 2:37:11 PM Department ID Management Off Edit...</p>
<p>2. Place a check in the box next to the Enable Department ID Management feature to turn on department ID security.</p> <p>Note: Make sure at least one ID code is registered prior to enabling</p> <p>3. Set the limiting functions as needed.</p>	 <p>Edit Department ID Management Last Updated : 02/14/2019 2:26:27 PM For Department ID Management, select [Enable Department ID Management], and click [OK] OK Cancel <input style="border: 1px solid red;" type="checkbox"/> Enable Department ID Management</p>
<p>Limit Functions: Place a check in the box next to any of the functions, Store/Access Files, Fax/InFax, Send/Fax or Other to require a Department ID to use that function. An unchecked box results in anyone can use that function without a Department ID.</p> <p>The configurable functions include:</p> <ul style="list-style-type: none"> • Allow Printer Jobs with Unknown IDs Checked means print jobs from users without IDs are allowed. (anyone could print) Unchecked means you must have a valid code to print. • Allow Remote Scan Jobs with Unknown IDs Checked means scan jobs from users without IDs are allowed. Unchecked means scan jobs will require an ID to scan. • Allow Black and White Copy/Print Jobs Checked means black and white print/copy jobs is allowed without an ID. Unchecked means all print/copy jobs will require an ID to print. • Allow Black & White Printer Jobs. Checked: Black and white print jobs are allowed without entering the Department ID and password. Unchecked: The Department ID and password must be entered to allow print jobs. 	 <p>Limit Functions Select functions other than Copy for which to set Department ID Management. (Not available for Print.)</p> <p>Limited Functions <input checked="" type="checkbox"/> Store/Access Files, Fax/I <input type="checkbox"/> Send/Fax <input checked="" type="checkbox"/> Other</p> <p><input checked="" type="checkbox"/> Allow Printer Jobs with Unknown IDs <input checked="" type="checkbox"/> Allow Remote Scan Jobs with Unknown IDs <input checked="" type="checkbox"/> Allow Black & White Copy/Print Jobs <input checked="" type="checkbox"/> Allow Black & White Printer Jobs</p>
<p>4. Select OK to save and close the Edit Department ID Management window.</p> <p>5. A restart of the device is required to change the state of the department ID feature.</p>	 <p>Edit Department ID Management Last Updated : 02/14/2019 2:26:27 PM For Department ID Management, select [Enable Department ID Management], and click [OK] OK Cancel <input style="border: 1px solid red;" type="checkbox"/> Enable Department ID Management</p> <p style="text-align: center;">Restart Device Apply Setting Changes</p>

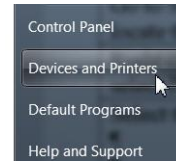


Embedding Department IDs in the Print Driver.

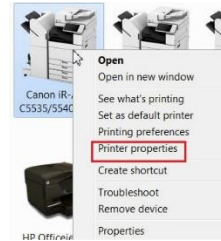
There are two parts to embedding Department IDs in the print driver. The first part is to enable Department IDs at the server level which would create a pop-up window requiring the user to enter their Department ID and optional PIN each time they print.

The second part is optional. In the local user's print driver, embed the user's department ID so it auto populates the Department ID field. In this scenario, the user is only required to add their PIN to print.

1. Navigate to the computer's control panel to select **Devices and Printers**.

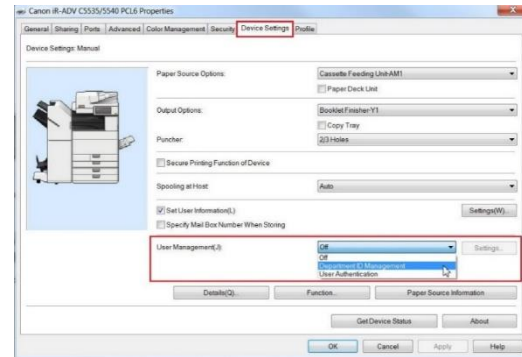


2. Right click on the Canon printer and select **Printer Properties**.



3. Select the **Device Settings** tab.
4. Select the drop-down menu to open the **User Management** list and select **Department ID Management**.

Note: When this is selected, it will cause a Department ID window to open when printing.

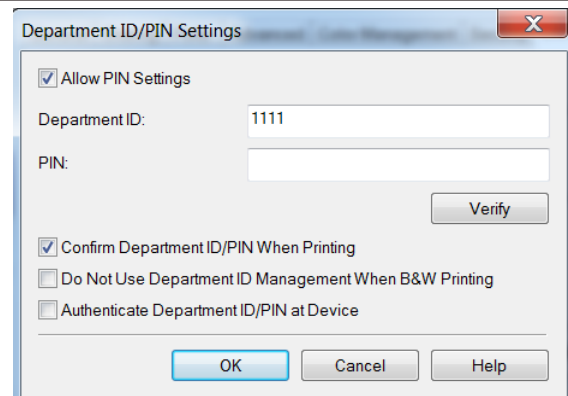


5. Select the **Settings** button which is now available after selecting Department ID Management.



6. In the **Settings** button, place check marks and enter Department ID codes as necessary. (see descriptions)
7. If you have entered a department code in the **Department ID** field, click the **Verify** button to validate the ID.

Note: If the Department ID is entered in the Department ID field, and verified, it will automatically populate the Dept ID field when printing. This is commonly used when enforcing the use of PIN codes. The user only must enter their PIN number to print.



8. Click **OK** when all the necessary check marks have been placed.

Options in the Settings button:

- **Allow PIN Settings.** A check mark at this box means a PIN code will be required in addition to a Department ID code to print.

Note: Without the check mark next to the PIN, the Dept ID is the only authentication used to allow printing.

- **Confirm Department ID/PIN When Printing.** A check at this box means a popup window opens when a user tries to print requiring a department ID code and a PIN if enabled.
- **Do Not Use Department ID Management when B&W Printing.** A check mark at this box allows anyone to print in black and white without an ID or Code.
- **Authenticate Department ID/PIN at Device.** A check mark in this box will make a user enter a department ID code to print their documents.

Technical Note¹: If setting up the print drivers in a server, do not embed department codes. This must be done locally on each computer as each person usually has their own individual code.

Technical Note²: Depending on how the network is setup, users may have to delete and re-add locally the print driver once changed added to the server.



Reporting Usage Counts

Access usage data and reporting in **Department ID Page Totals**.

<p>1. Select the link Department ID Management link to open the Department ID Management window.</p>	<p>Settings/Registration : Management Settings : User Management</p> <p>Management Settings : User Management</p> <p>Authentication Management</p> <p>System Manager/Contact Person Information Settings</p> <p>Department ID Management</p>
<p>2. In the Department ID Page Totals, select Store in CSV Format to download the usage data to an excel spreadsheet.</p> <p>Note. Department IDs are listed as an ID number. No alpha letters are used.</p>	<p>Department ID Page Totals</p> <p>Page Total</p> <p>*Multiple users are associated with the department ID for which [User Name] is "*****".</p> <p>Register New Department... Clear All Counts Store in CSV Format...</p>

Clearing Usage Counts and Deleting an ID.

In the **Department ID Page Totals** there are two options for clearing the usage data. One is to globally clear the data for all IDs and the second is to clear the data for a specific user.

<p>1. Open the Department ID Management ID window.</p>	<p>Settings/Registration : Management Settings : User Management</p> <p>Management Settings : User Management</p> <p>Authentication Management</p> <p>System Manager/Contact Person Information Settings</p> <p>Department ID Management</p>																																																							
<p>Globally clear for all IDs</p> <p>Select the Clear All Counts to clear all the usage data from all the IDs.</p> <div data-bbox="266 1304 688 1541"> <p>Department ID Page Totals</p> <p>Page Total</p> <p>*Multiple users are associated with the department ID for which [User Name] is "*****".</p> <p>Register New Department... Clear All Counts Store in CSV Format...</p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Page Total/Page Limit</th> </tr> <tr> <th colspan="2"></th> <th colspan="3">Total</th> </tr> <tr> <th>Dept. ID</th> <th>User Name</th> <th>Total Prints</th> <th>Color Total</th> <th>Black & W</th> </tr> </thead> <tbody> <tr> <td>200</td> <td></td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td></td> <td>/200</td> <td></td> </tr> </tbody> </table> </div>			Page Total/Page Limit					Total			Dept. ID	User Name	Total Prints	Color Total	Black & W	200		0	0	0				/200		<p>Clear data for a specific user.</p> <p>Select the Clear Counts button that appears at the end of a specific ID's row to clear the usage data for that specific ID.</p> <div data-bbox="850 1335 1435 1541"> <p>Department ID Page Totals</p> <p>Page Total</p> <p>*Multiple users are associated with the department ID for which [User Name] is "*****".</p> <p>Register New Department... Clear All Counts Store in CSV Format...</p> <p>1-100 Display</p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Page Total/Page Limit</th> <th></th> </tr> <tr> <th colspan="2"></th> <th colspan="3">Total</th> <th></th> </tr> <tr> <th>Dept. ID</th> <th>User Name</th> <th>Total Prints</th> <th>Color Total</th> <th>Black & White</th> <th></th> </tr> </thead> <tbody> <tr> <td>200</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>Delete Clear Count</td> </tr> <tr> <td></td> <td></td> <td></td> <td>/200</td> <td></td> <td></td> </tr> </tbody> </table> </div>			Page Total/Page Limit						Total				Dept. ID	User Name	Total Prints	Color Total	Black & White		200		0	0	0	Delete Clear Count				/200		
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