

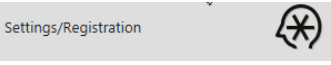



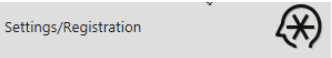
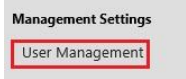


## Canon ImageRUNNER Advance DX: Department Codes

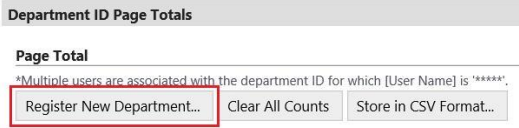
This guide will go over how to Add & Enable Department Codes (DC), Embed DC in the Print Driver and Report from the Remote User Interface (RUI).

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><b>*****Important Note*****</b></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 <b>Settings/Registration</b> located on the right side of the screen.	
4. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen.	
5. Select <b>System Manager/Contact Person Information Settings</b> .	
6. Place a check mark in the box next to Set ID and PIN.	<p><b>System Manager/Contact Person Information Settings</b></p> <p>For security purposes, [System Manager PIN] should be set. These settings cannot be used for device login. However, they may be used for device</p> <p><b>ID/PIN Settings</b></p> <p><input checked="" type="checkbox"/> Set ID and PIN</p> <p>System Manager ID : <input type="text"/> (Max 7 digits)</p> <p>System Manager PIN : <input type="text"/> (Max 7 digits)</p> <p>Confirm : <input type="text"/> (Max 7 digits)</p>
7. Enter a numerical <b>System Manager ID</b> (up to 7 digits).	
8. Enter a numerical <b>System Manager PIN</b> (up to 7 digits).	
9. Enter the <b>System Manager PIN</b> again to confirm the digits.	
<p><b>Note:</b> The system will automatically close the RUI, requiring logging back into the device with the new ID and PIN.</p>	
10. Log in as a System Administrator.	

<p>11. Select <b>Settings/Registration</b> located on the right side of the screen.</p>																												
<p>12. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen.</p>																												
<p>13. Select <b>Department ID Management</b>.</p>	<p>Settings/Registration : Management Settings : User Management</p> <p><b>Management Settings : User Management</b></p> <p><a href="#">Authentication Management</a></p> <p><a href="#">System Manager/Contact Person Information Settings</a></p> <p><a href="#">Department ID Management</a></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 <b>Dept ID</b> 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><a href="#">Register New Department...</a> <a href="#">Clear All Counts</a> <a href="#">Store in CSV Format...</a></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 &amp; 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
Dept. ID	User Name			Page Total/Page Limit				Color																				
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7654321		0	0	0	0																							
		2	2	0	0																							

**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>1. Select <b>Register New Department</b> to add a dept code.</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: <b>Page limit</b> 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 <b>OK</b> 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 &gt; Department ID Management &gt; Register New Department</p> <p><b>Register New Department</b> <span style="float: right;">Last Updated : 02/14/2019 3:01:02 PM</span></p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="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><b>Page Limit</b></p> <p><input type="checkbox"/> Total Prints : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Total Color Prints : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Total Black &amp; White Prints : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Color Copy : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Color Scan : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Color Print : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Black &amp; White Copy : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Black &amp; White Scan : <input type="text"/> (0-999999)</p> <p><input type="checkbox"/> Black &amp; White Print : <input type="text"/> (0-999999)</p>

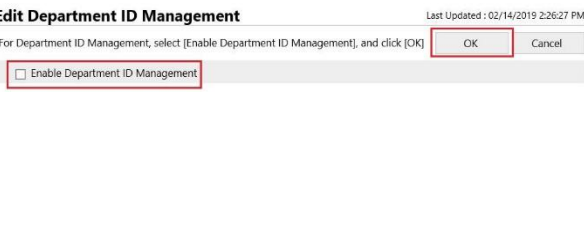
**Enable Department IDs**

After registering all the Department IDs, enable the feature to use the IDs.

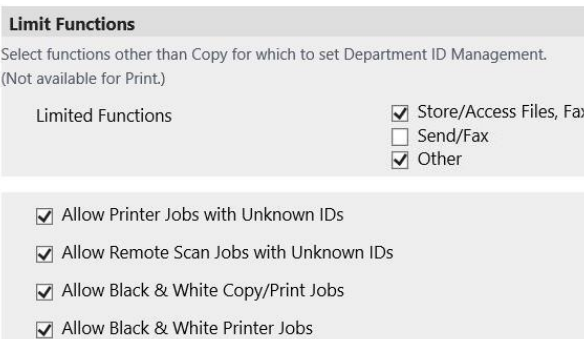
1. In the Department ID Management window, select **Edit** to access the enable or disable check box for the Dept. ID feature.



2. Place a check in the box next to the **Enable Department ID Management** feature to turn on department ID security.  
  
 Note: Make sure at least one ID code is registered prior to enabling
3. Set the limiting functions as needed.

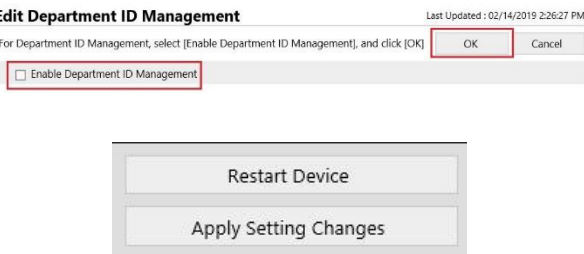


**Limit Functions:** Place a check in the box next to any of the functions, Store/Access Files, Fax/InFax, Send/Fax or Other to require a Department ID to use that function. An unchecked box results in anyone can use that function without a Department ID.



- The configurable functions include:**
- **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.

4. Select **OK** to save and close the **Edit Department ID Management** window.
5. A **restart** of the device is required to change the state of the department ID feature.



**Embedding Department IDs in the Print Driver.**

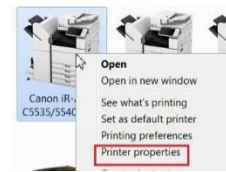
There are two parts to embedding Department IDs in the print driver. The first part is to enable Department IDs at the server level which would create a pop-up window requiring the user to enter their Department ID and optional PIN each time they print.

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**.

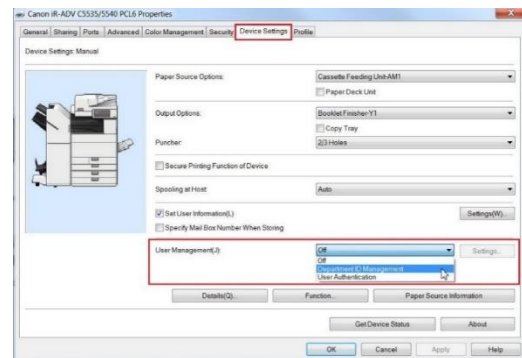


2. Right click on the Canon printer and select **Printer Properties**.



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.



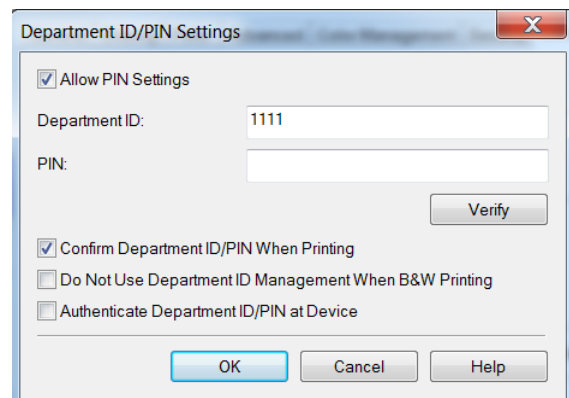
5. Select the **Settings** button which is now available after selecting Department ID Management.



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 Note<sup>1</sup>:** 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 Note<sup>2</sup>:** 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 from the RUI

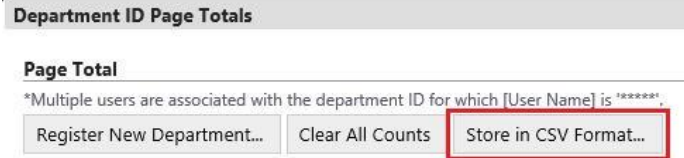
Access usage data and reporting in **Department ID Page Totals**.

1. Select the link Department ID Management link to open the **Department ID Management** window.



2. In the **Department ID Page Totals**, select **Store in CSV Format** to download the usage data to an excel spreadsheet.

**Note:** Department IDs are listed as an ID number. No alpha letters are used.



### Clearing Usage Counts and Deleting an ID from the RUI

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.

1. Open the **Department ID Management ID** window.



#### Globally clear for all IDs



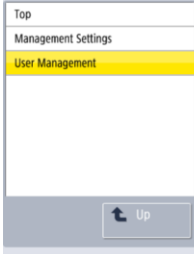
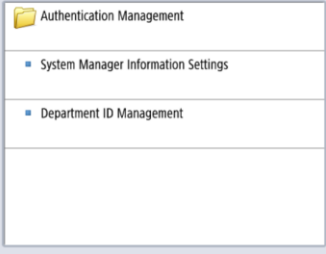
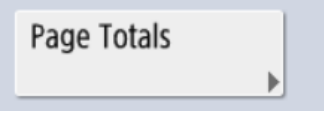

Select the **Clear All Counts** to clear all the usage data from all the IDs.

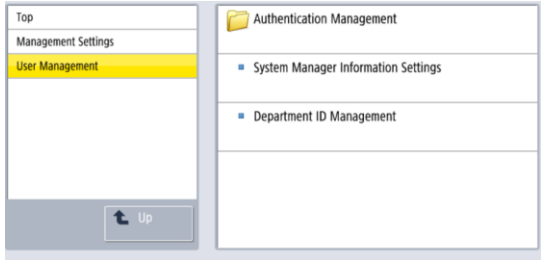


#### Clear data for a specific user.

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.



<b>Reporting Usage Counts from the Machine</b> <i>Access usage data and reporting in <b>Department ID Page Totals</b>.</i>	
<p>1. Select <b>Settings/Registration</b> from the touchscreen. Select <b>Log In</b> and enter the System Manager ID and PIN.</p>	 
<p>2. Select <b>Management Settings</b> → <b>User Management</b> → <b>Department ID Management</b>.</p>	 
<p>3. Select <b>Page Totals</b> → <b>Print List</b> → <b>Start Printing</b></p>	 

<b>Clearing Usage Counts from the Machine</b> <i>Be sure to have the printout and you cannot get the totals back once cleared</i>	
<p>1. Open <b>Department ID Management</b> as in Step 2 above.</p>	
<p>2. Select <b>Clear All Totals</b> → <b>Yes</b></p>	