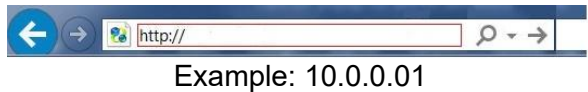
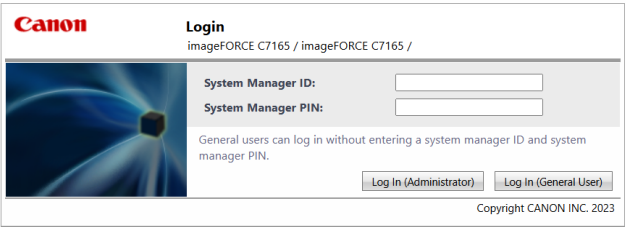
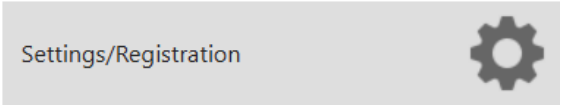
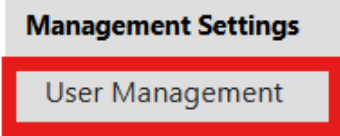
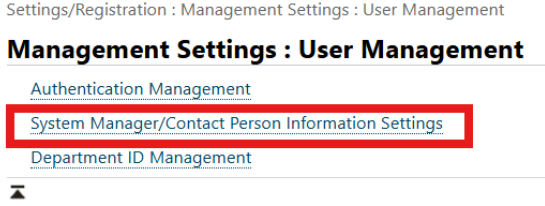



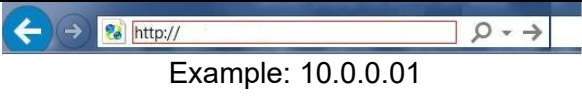
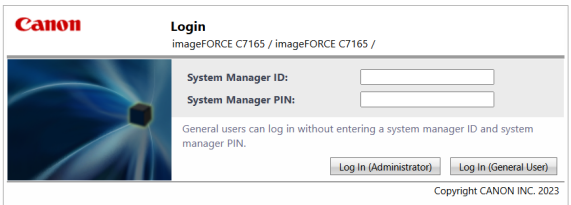
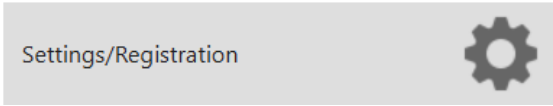
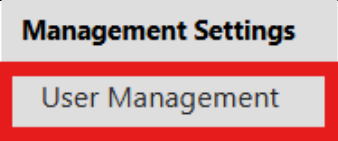
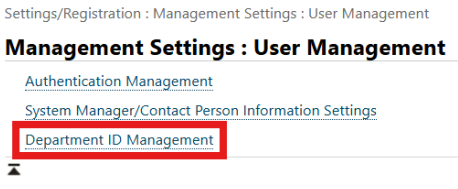
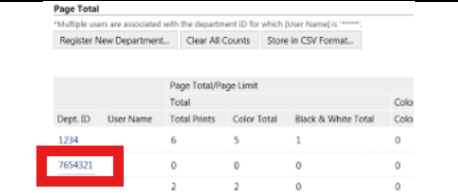
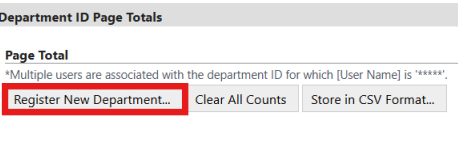
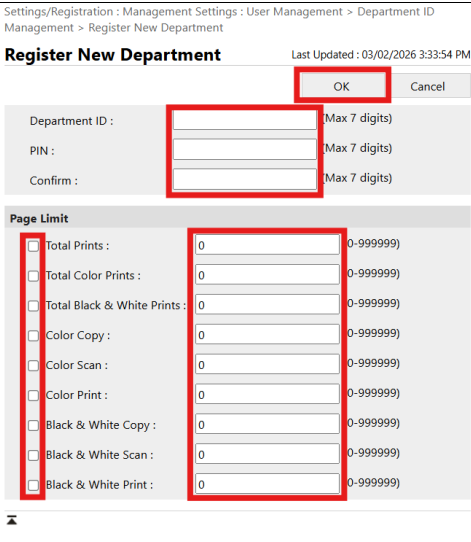
## Canon ImageFORCE: Department ID Codes

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

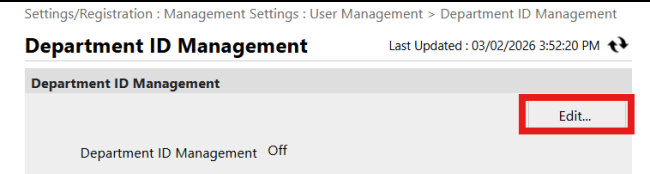
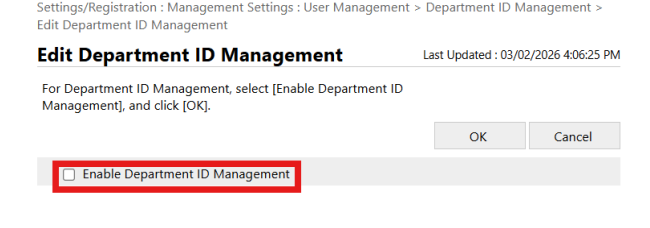
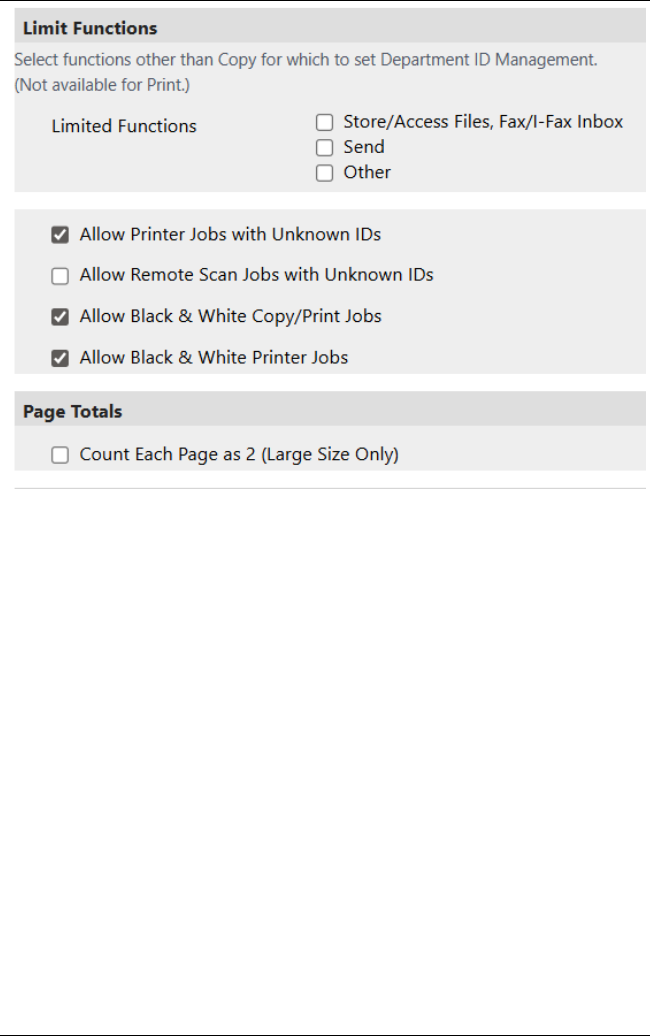
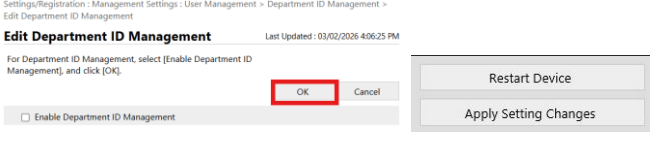
### Turning on System Manager ID and System PIN – (Skip to page 2 if Admin is already set)

<p>1. Open a browser and enter the IP address of the machine into the URL address field</p>	
<p>2. Log in as a System Administrator</p> <p><b>Note:</b> 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</p>	
<p>3. Select <b>Settings/Registration</b> located on the right side of the screen</p>	
<p>4. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen</p>	
<p>5. Select <b>System Manager/Contact Person Information Settings</b></p>	
<p>6. Place a check mark in the box next to Set ID and PIN</p> <ul style="list-style-type: none"> <li>• Enter a numerical <b>System Manager ID</b> (up to 7 digits)</li> <li>• Enter the <b>System Manager PIN</b> again to confirm the digits</li> <li>• Enter the <b>System Manager PIN</b> again to confirm the digits</li> </ul> <p><b>Note:</b> The system will automatically close the RUI, requiring logging back into the device with the new ID and PIN</p>	

## Adding Department ID Codes using the Remote User Interface (RUI)

<p>1. Open a browser and enter the IP address of the machine into the URL address field</p>																									
<p>2. Log in as a System Administrator</p>																									
<p>3. Select <b>Settings/Registration</b> located on the right side of the screen</p>																									
<p>4. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen</p>																									
<p>5. Select <b>Department ID Management</b></p>																									
<p>6. 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>	 <table border="1"> <thead> <tr> <th>Dept. ID</th> <th>User Name</th> <th>Total Prints</th> <th>Color Total</th> <th>Black &amp; White Total</th> <th>Color</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	Total Prints	Color Total	Black & White Total	Color	1234		6	5	1	0	7654321		0	0	0	0			2	2	0	0
Dept. ID	User Name	Total Prints	Color Total	Black & White Total	Color																				
1234		6	5	1	0																				
7654321		0	0	0	0																				
		2	2	0	0																				
<p>7. Select <b>Register New Department</b> to add a dept code</p>																									
<p>8. Enter a new ID number, it can be 1-7 digits</p> <ul style="list-style-type: none"> <li>• PIN codes are an optional second level of security</li> </ul> <p><b>Note:</b> <b>Page limit</b> is an optional tool used to set limits for color and other functions for an individual ID</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Select <b>OK</b> to save changes</li> </ul> <p><b>Note:</b> Keep a list of the codes and who they belong to as the printed reports only reference numerical codes and not names</p>																									

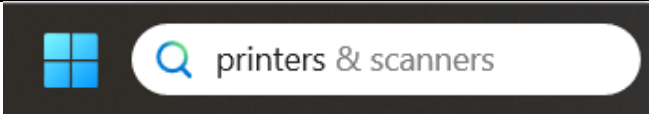
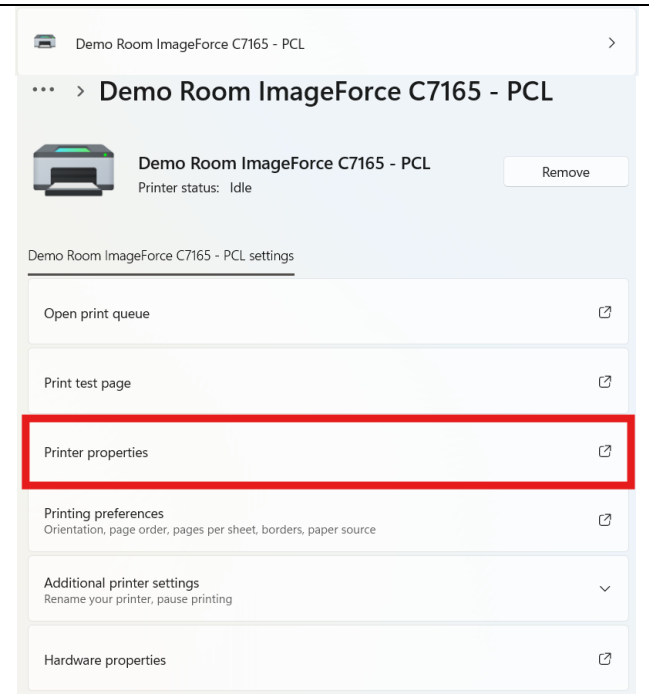
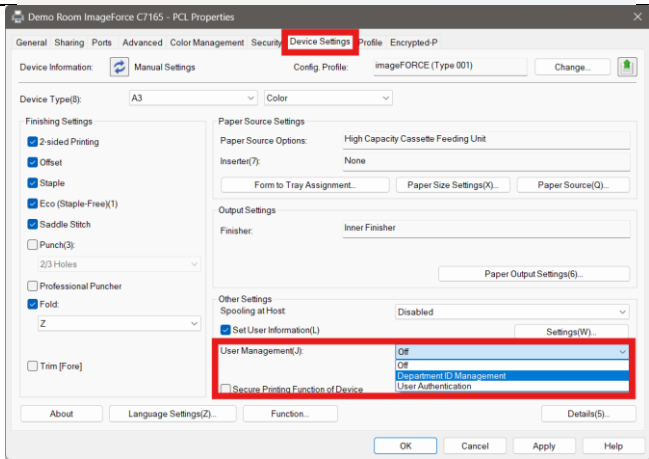
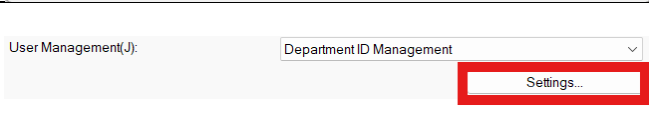
## Enabling Department ID's using RUI

<p>9. In the Department ID Management window, select <b>Edit</b> to access the enable or disable check box for the Dept. ID feature</p>	
<p>10. Place a check in the box next to the <b>Enable Department ID Management</b> feature to turn on department ID security</p> <p><b>Note:</b> Make sure at least one ID code is registered prior to enabling</p>	
<p>11. <b>Limit Functions:</b> Place a check in the box next to any of the functions, Store/Access Files, Fax/I-Fax, 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><b>The configurable functions include:</b></p> <ul style="list-style-type: none"> <li>• <b>Allow Printer Jobs with Unknown IDs</b> Checked means print jobs from users without IDs are allowed (anyone could print), Unchecked means you must have a valid code to print</li> <li>• <b>Allow Remote Scan Jobs with Unknown IDs</b> Checked means scan jobs from users without IDs are allowed, Unchecked means scan jobs will require an ID to scan</li> <li>• <b>Allow Black and White Copy/Print Jobs</b> 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</li> <li>• <b>Allow Black &amp; White Printer Jobs</b> 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</li> </ul>	
<p>12. Select <b>OK</b> to save and close the <b>Edit Department ID Management</b> window</p> <p>13. A <b>restart</b> of the device is required to change the state of the Department ID feature</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 option PIN each time they print

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

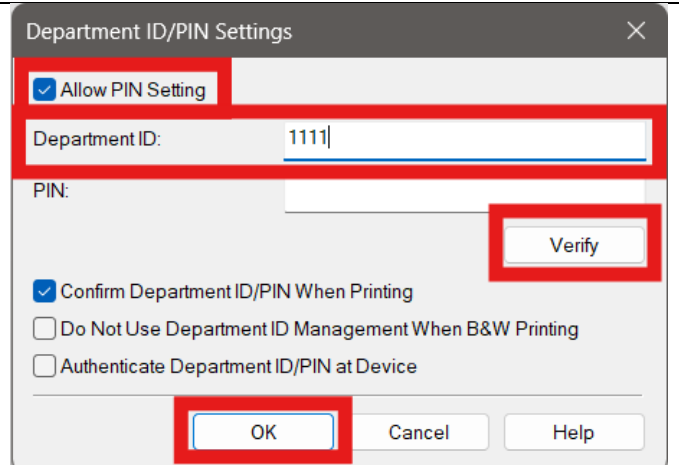
<p>1. In the search bar of your computer, type <b>Printers &amp; Scanners</b> and press <b>Enter</b></p>	
<p>2. Click on the Canon printer and select <b>Printer Properties</b></p>	
<p>3. Select the <b>Device Settings</b> tab</p> <ul style="list-style-type: none"> <li>Select the drop-down menu to open the <b>User Management</b> list and select <b>Department ID Management</b></li> </ul> <p><b>Note:</b> When this is selected, it will cause a Department ID window to open when printing</p>	
<p>4. Select the <b>Settings</b> button which is now available after selecting Department ID Management</p>	

5. In the **Settings** button, place check marks and enter Department ID codes, as necessary. (see descriptions)

- 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

- 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

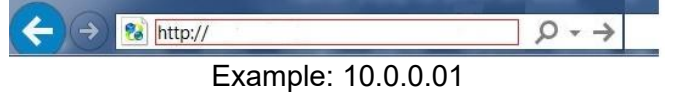
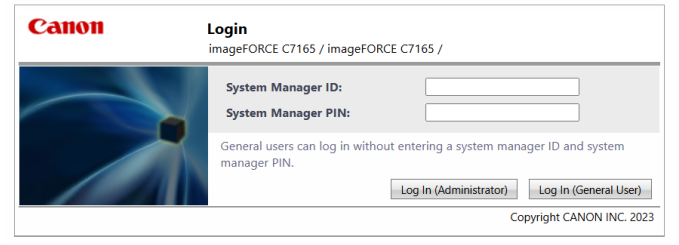
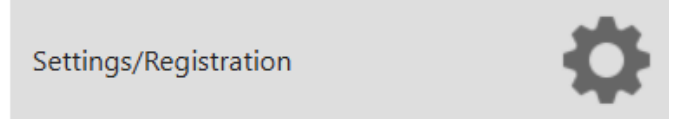
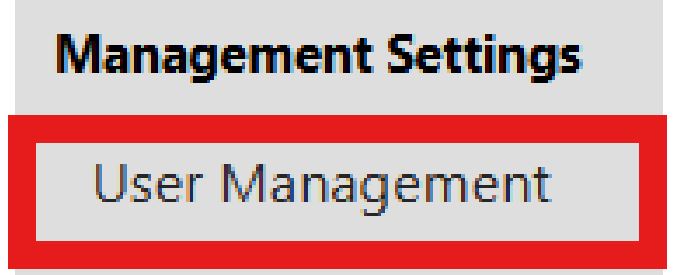
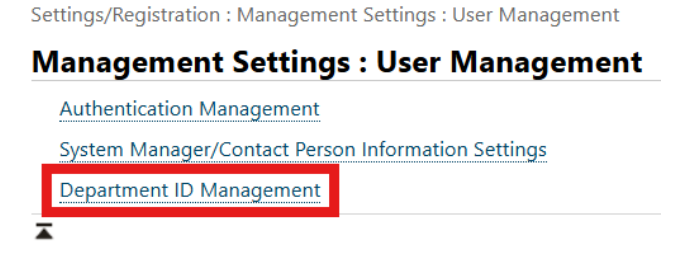
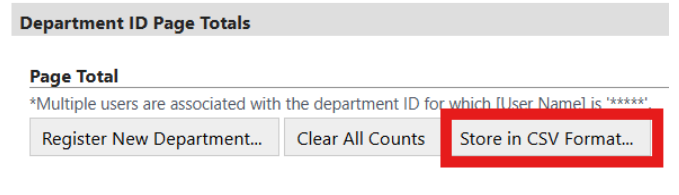
- **Confirm Department ID/PIN When Printing** - A check at this box means a popup window opens when a user tries to print requiring a department ID code and a PIN if enabled
- **Do Not Use Department ID Management when B&W Printing** - A check mark at this box allows anyone to print in black and white 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 set up, users may have to delete and re-add locally the print driver once changed added to the server

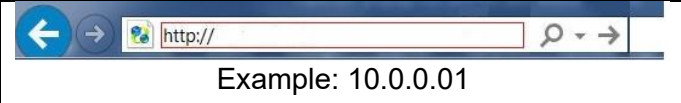
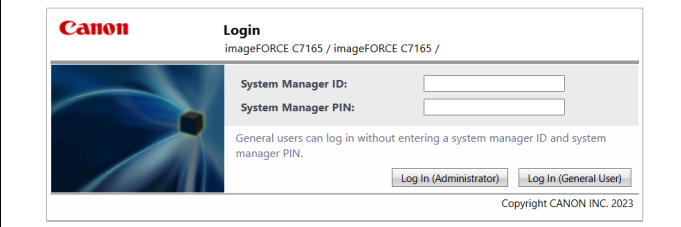
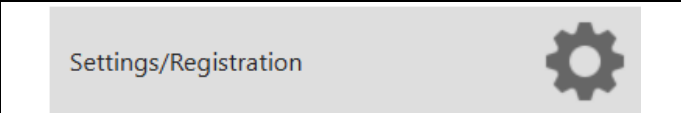
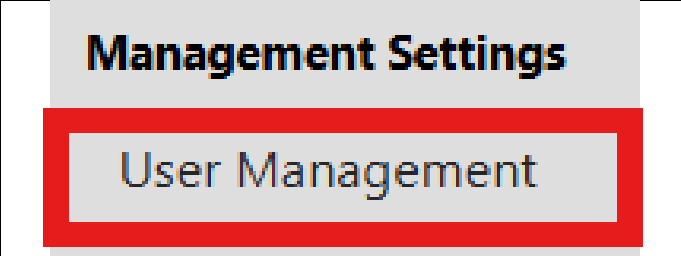
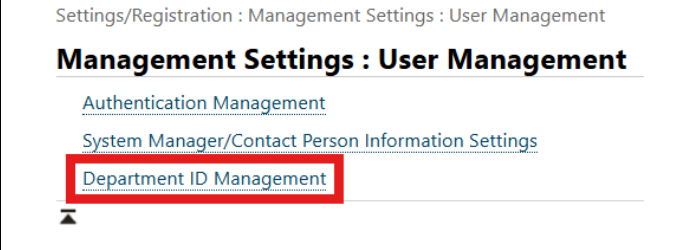
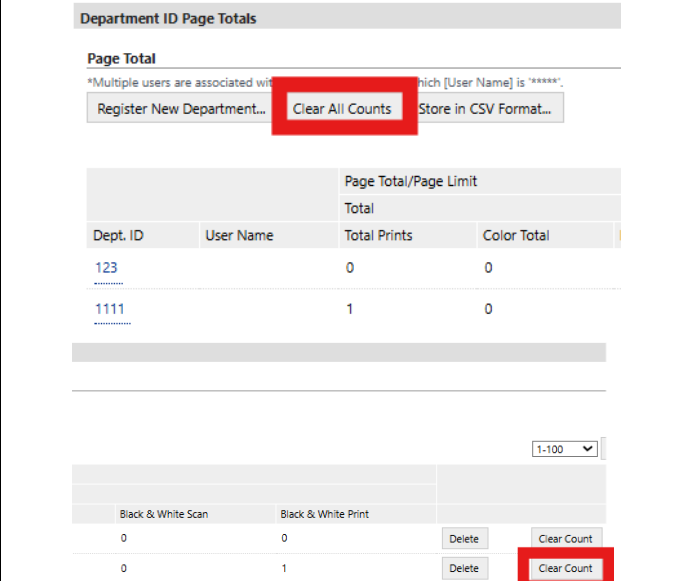
## Reporting Usage Counts from RUI

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

<p>1. Open a browser and enter the IP address of the machine into the URL address field</p>	
<p>2. Log in as a System Administrator</p>	
<p>3. Select <b>Settings/Registration</b> located on the right side of the screen</p>	
<p>4. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen</p>	
<p>5. Select <b>Department ID Management</b></p>	
<p>6. In the <b>Department ID Page Totals</b>, select <b>Store in CSV Format</b> to download the usage data to an excel spreadsheet</p> <p><b>Note:</b> Department IDs are listed as ID number, no alpha letters are used</p>	


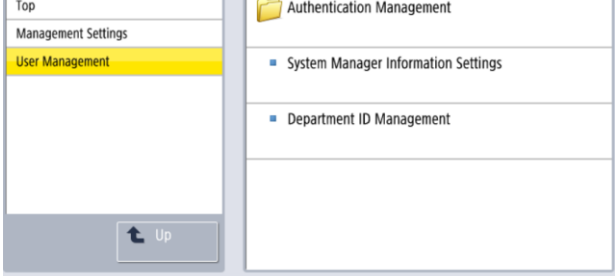

## Clearing Usage Counts and Deleting a Department ID from RUI

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

<p>1. Open a browser and enter the IP address of the machine into the URL address field</p>																	
<p>2. Log in as a System Administrator</p>																	
<p>3. Select <b>Settings/Registration</b> located on the right side of the screen</p>																	
<p>4. Select <b>User Management</b> under <b>Management Settings</b> located on the left side of the screen</p>																	
<p>5. Select <b>Department ID Management</b></p>																	
<p>6. ID Clearing Options:</p> <ul style="list-style-type: none"> <li>• <b>Globally clear for all IDs</b> - Select the <b>Clear All Counts</b> to clear all the usage data from all the ID's</li> <li>• <b>Clear data for a specific user</b> - Select the <b>Clear Counts</b> button that appears at the end of a specific ID's row to clear the usage data for that specific ID</li> </ul>	 <table border="1"> <thead> <tr> <th colspan="2">Page Total/Page Limit</th> <th colspan="2">Total</th> </tr> <tr> <th>Dept. ID</th> <th>User Name</th> <th>Total Prints</th> <th>Color Total</th> </tr> </thead> <tbody> <tr> <td>123</td> <td></td> <td>0</td> <td>0</td> </tr> <tr> <td>1111</td> <td></td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Page Total/Page Limit		Total		Dept. ID	User Name	Total Prints	Color Total	123		0	0	1111		1	0
Page Total/Page Limit		Total															
Dept. ID	User Name	Total Prints	Color Total														
123		0	0														
1111		1	0														


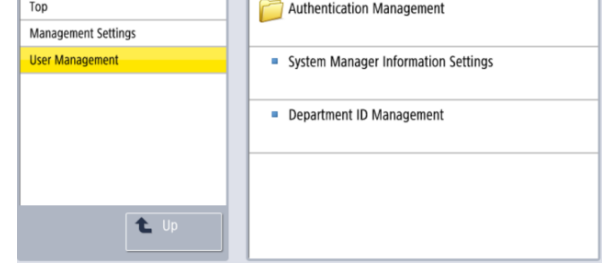
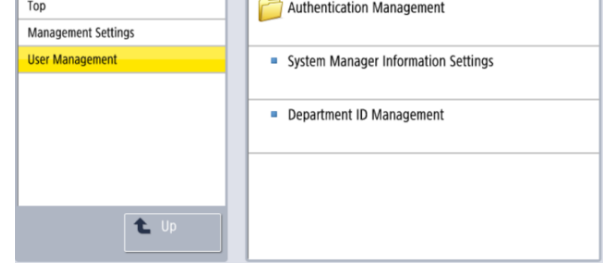
## Reporting Usage Counts from the Machine

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

<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>	

## Clearing Usage Counts from the Machine

Be sure to have the printout and you cannot get the totals back once cleared

<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. Open <b>Department ID Management</b> as in Step 2 above</p>	
<p>4. Select <b>Clear All Totals</b> → <b>Yes</b></p>	