Using Department IDs To Track Usage On Canon MFDs

In this document we will instruct you in setting your Canon MFD to restrict usage using the Department ID functions of the device. We will also Cover how to create new Dept IDs, how to obtain usage reports from the device, and how to add a user's Dept ID to their PC driver.

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Click below to skip to a specific step

Enable & Create Dept IDs

Dept ID Usage Reports

Driver Settings

Enabling The Device To Use Dept. IDs

The first step in using Dept IDs is to enable them in the device. This can be done at the device or from the device RUI.

You may advance to the next slide or click on the method you would like to use to skip directly to those instructions.

Enabling Dept IDs From The Device

1	Press the Settings/Registration button on the right side of the control panel.
2	Tap the Log In button on the touch screen and enter your System Manager ID and PIN.
3	Tap on Management Settings
4	Tap on User Management
5	Tap on Department ID Management
6	Turn On Department ID Management

Department ID Settings

- **Register PIN** – Opens the window for creating Department IDs

- **Page Totals** – Opens the window that allows printing of reports and resetting the totals

- **Allow Printer Jobs with Unknown IDs** – This function allows users to print without a Dept. ID. This function should be turned off.

- **Allow Scan Jobs with Unknown IDs** – This function allows users to scan without a Dept. ID. Since scanning is not billable, this function can be left on.

- **Allow Black Copy/Print Jobs** – This function creates a button on the login screen that will allow BW copies to be made without using a Dept. ID. If all Printing/Copying is tracked, Leave this function off.

- **Allow Black Printer Jobs** – This function allows BW print jobs to process without a Dept. ID. If all Printing/Copying is tracked, Leave this function off.

Register PIN Screen

- **<u>Register</u>** – Allows you to create a new Dept ID.
- **<u>Edit</u>** – Allows you to modify the currently selected Dept ID
- **<u>Delete</u>** – Allows you to remove the currently selected Dept ID
- **<u>Limit Functions</u>** – Allows you to select which device functions you would like exempt from the Dept ID requirement. Different devices will allow more or less choices.

Upon entering this screen you will see a list of the Dept IDs currently registered in the device as well as any page limits that were placed on the ID.

Creating a New Dept ID
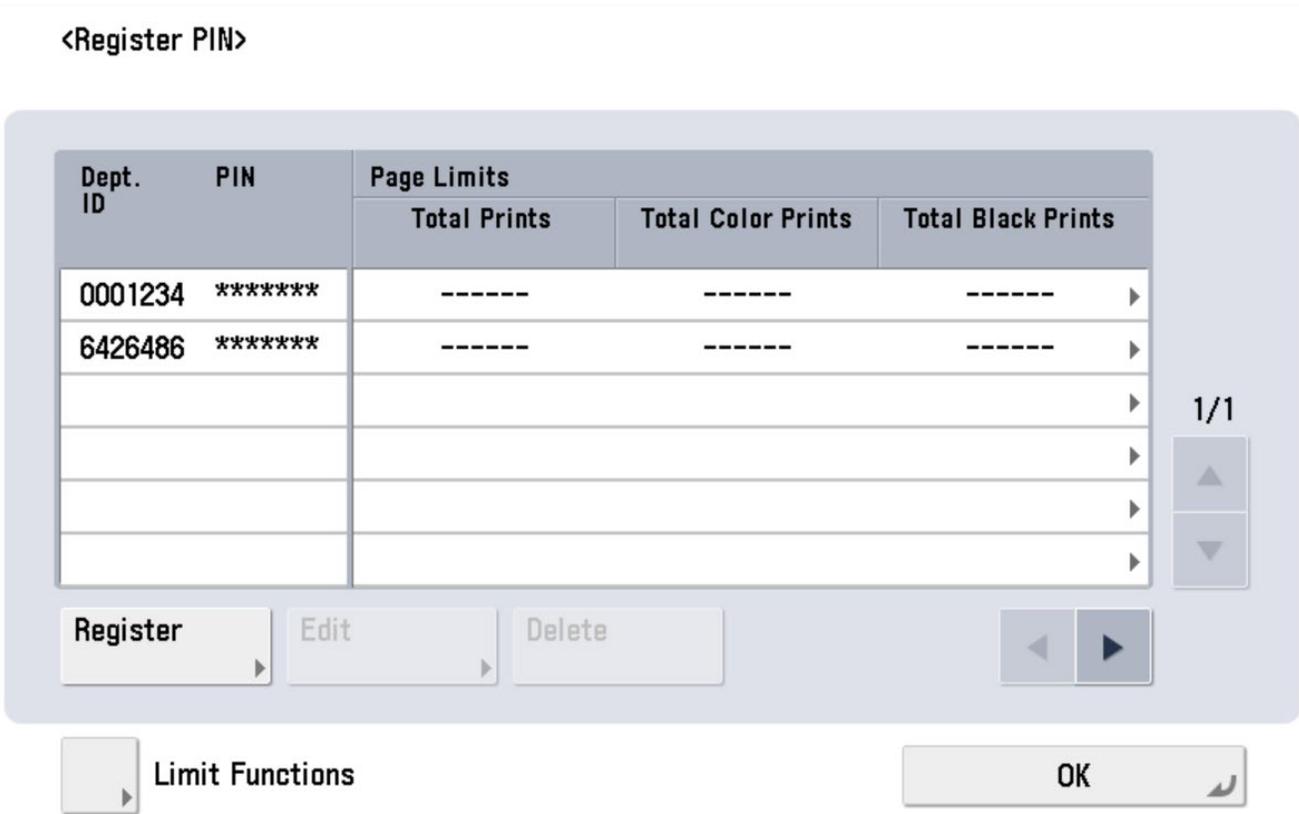
Enter Dept. ID and PIN using the numeric keys.

Dept. ID

PIN

Turn Limits On/Off and Set Page Limits

- In this window you can enter the new Dept ID and you can add a PIN if you desire.
- If you would like to restrict the user's ability to print, copy or scan you can do so in the Page Limit screen.
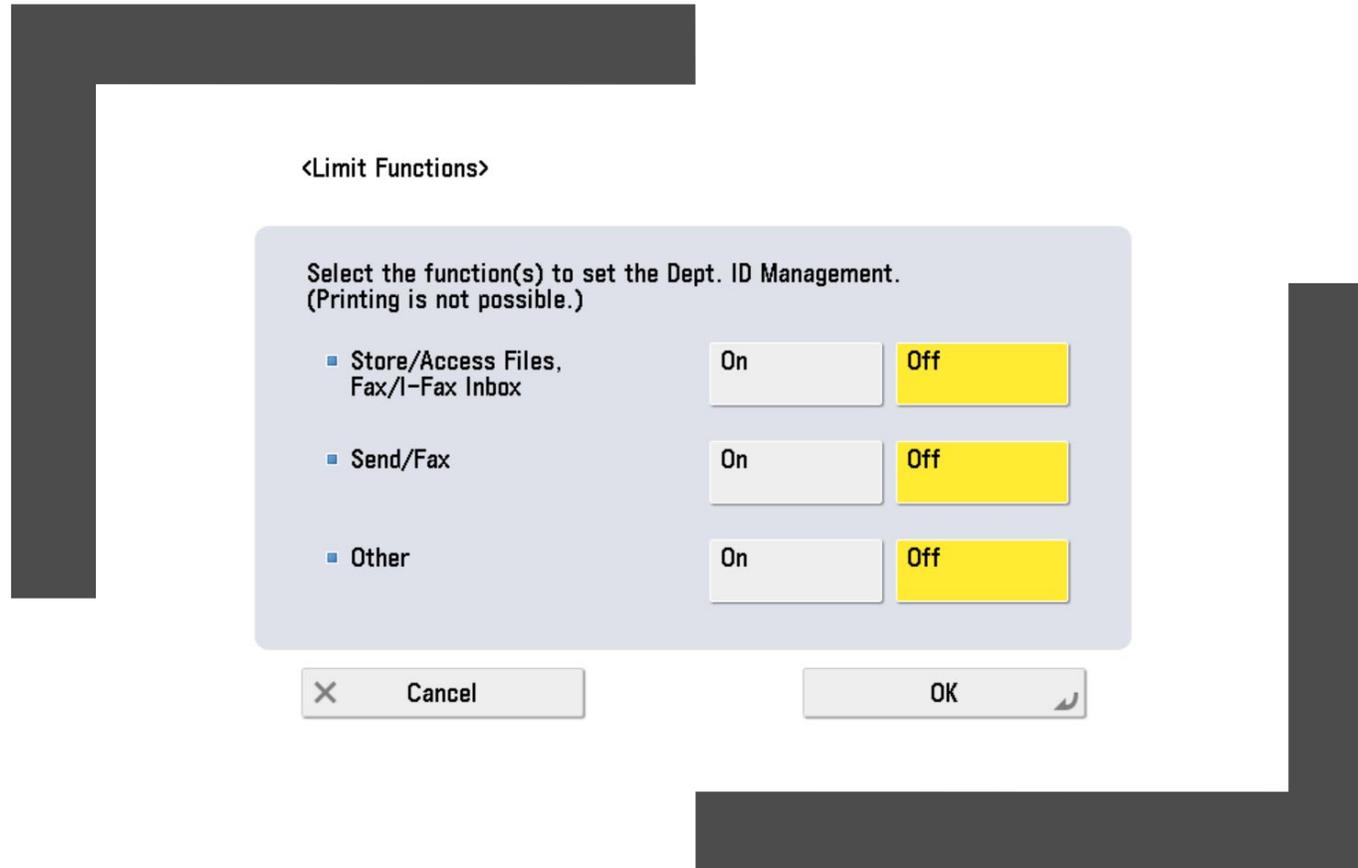
Setting Page Limits

This function allows you to restrict how many prints or copies a user can make between counter resets.

By enabling an option and entering a number into a category the user using this Dept ID will receive a message stating they have reached their allotted limit and will not be able to print or copy until the counter is reset. This function can be used to restrict users from printing or copying in color by setting the allotment to 0.

Total Print Limit — On / Off — 000000

Total Color Print Limit — On / Off — 000000
Total Black Print Limit — On / Off — 000000

Color Copy Limit — On / Off — 000000
Black Copy Limit — On / Off — 000000

Color Scan Limit — On / Off — 000000
Black Scan Limit — On / Off — 000000

Color Print Limit — On / Off — 000000
Black Print Limit — On / Off — 000000

Limiting Functions

<Limit Functions>

Select the function(s) to set the Dept. ID Management.
(Printing is not possible.)

- Store/Access Files,
Fax/I-Fax Inbox — On / **Off**

- Send/Fax — On / **Off**

- Other — On / **Off**

✕ Cancel   OK ↵

- In this window you can select which device functions require a Dept ID to use.

- For example, in an office where you have a large amount of faxing and/or scanning you can remove these functions from the Dept ID requirement, since they are not billed, and users will not need to enter a Dept ID to use these functions.

Enabling Dept IDs From The Remote User Interface

The Remote User Interface or RUI is accessible from a users PC by typing the device's IP address into the address bar in any internet browser.

On the login screen enter your administrator credentials then click Log In.

*Administrator rights are required for managing Dept IDs

Access Dept ID Management

Status Monitor/Cancel

Settings/Registration

Click on Setting/Registration

imageRUNNER ADVANCE   CG-MPS-GOT-1235ARM-7806 / iR-ADV C5250 / GOT 12FL

Settings/Registration

Restart Device

Preferences
- Paper Settings
- Timer/Energy Settings
- Network Settings
- External Interface
- Volume Settings

Adjustment/Maintenance
- Adjust Image Quality

Function Settings
- Common Settings
- Copy
- Printer
- Send
- Receive/Forward
- Store/Access Files
- Set Destination

Management Settings
- User Management
- Device Management
- License/Other
- Data Management

Settings/Registration : Management Settings : User Management

Management Settings : User Management

System Manager/Contact Person Information Settings

Department ID Management

Click on Department ID Management

Click on User Management

Basic Tools

Access Received/Stored Files

Direct Print

Address Book

Quick Menu

User Access Control for Advanced Box

Management Tools

Shared Credential Management Service

Service Management Service

User Setting Information Management Service

Department ID Management

- **<u>Register New Department</u>** – Allows you to create a new Dept ID.

- **<u>Delete Department</u>** – Allows you to remove the currently selected Dept ID

- **<u>Settings</u>** – Opens the window that allows activation of Dept ID Management and all of the options associated with it.

- **<u>Display</u>** – Each page can display up to 100 IDs. If there are more than 100 IDs you can select the next 100 IDs from the drop down and click display to show them.

Upon entering this screen you will see a list of the Dept IDs currently registered in the device as well as the number of prints, copies, and scans each ID has made since the last reset and any page limits that were placed on the ID.

Department ID Management   Last Updated : 09/06/2019 9:20:45 AM

Settings...

| Register New Department | Delete Department |

1 to 100   Display

Select	Dept. ID	Page Total/Page Limits								
		Total			Color			Black		
		Total Prints	Color Total	Black Total	Color Copy	Color Scan	Color Print	Black Copy	Black Scan	Black Print
○	1234	0	0	0	0	0	0	0	0	0
○	6426486	7	4	3	0	0	4	1	0	2
		2	1	1	0	0	1	0	0	1

Department ID Management Settings

Before you will be able to utilize the Dept ID functions you will have to enable them here

- **Enable Dept ID Management** – Turns on Dept ID Management. Must be turned on to use Dept IDs
- **Limit Functions** – Allows you to select which device functions require a Dept ID to use.
- **Allow Printer Jobs with Unknown IDs** – This function allows users to print without a Dept. ID. This function should be turned off
- **Allow Scan Jobs with Unknown IDs** – This function allows users to scan without a Dept. ID. Since scanning is not billable, this function can be left on
- **Allow Black Copy/Print Jobs** – This function creates a button on the login screen that will allow BW copies to be made without using a Dept. ID. If all Printing/Copying is tracked, Leave this function off
- **Allow Black Printer Jobs** – This function allows BW print jobs to process without a Dept. ID. If all Printing/Copying is tracked, Leave this function off
- **Count Each Page as 2** – Sets the counter to count each print job on legal or large size paper as 2 pages instead of 1. This does not affect billing
- **Clear All Counts** – Sets all of the Dept ID counters to 0. This does not affect the main counter

Registering a New Dept ID

This screen allows you to create a new Dept ID and PIN (Pin is not required). You can also restrict the amount of printing the user of the Dept ID can do.

- **Department ID** – Enter the new Dept Id in this box
- **PIN** – If you would like to assign a PIN to the Dept ID enter it here.
- **Confirm** – If you created a PIN re-enter it here

Page Limits

This function allows you to restrict how many prints or copies a user can make between counter resets.

By enabling an option and entering a number into a category the user using this Dept ID will receive a message stating they have reached their allotted limit and will not be able to print or copy until the counter is reset. This function can be used to restrict users from printing or copying in color by setting the allotment to 0.

OK | Cancel

Department ID : _____ (Max 7 digits)
PIN : _____ (Max 7 digits)
Confirm : _____ (Max 7 digits)

Page Limits

- ☐ Total Prints : [0] (0-999999)
- ☐ Total Color Prints : [0] (0-999999)
- ☐ Total Black Prints : [0] (0-999999)
- ☐ Color Copy : [0] (0-999999)
- ☐ Color Scan : [0] (0-999999)
- ☐ Color Print : [0] (0-999999)
- ☐ Black Copy : [0] (0-999999)
- ☐ Black Scan : [0] (0-999999)
- ☐ Black Print : [0] (0-999999)

Generating Usage Reports

Once Dept IDs Have been activated the device will count all copy and print activity for each ID. You can obtain the counts and reset the counters back to 0 at the device or via the RUI

You may advance to the next slide or click on the method you would like to use to skip directly to those instructions.

Accessing Usage Reports From The Device

1	Press the Settings/Registration button on the right side of the control panel.
2	Tap the Log In button on the touch screen and enter your System Manager ID and PIN.
3	Tap on Management Settings
4	Tap on User Management
5	Tap on Department ID Management
6	Tap on Page Totals

Page Totals

From here you can print usage reports, clear the usage counters, or just view the counters for the different Dept IDs

- **Clear** – Sets the counters for the selected Dept ID to 0
- **Print List** – Allows you to print out the counters for all of the Dept IDs. There are multiple report options in this function
  - **All** – Prints all reports
  - **Total Print Only** – Prints a report for total usage for Color, BW, and Scans
  - **Black Only** – Prints the breakdown of all BW printing, copying, and scanning
  - **Color Only** – Prints a breakdown of all color printing, copying, and scanning
- **Clear All Totals** – This function allows users to print without a Dept. ID. This function should be turned off
- **Large 2 Count Management** – This function sets the counter to count each print job on legal or larger size paper as 2 pages instead of 1. This does not affect billing

<Page Totals>

Dept. ID	PIN	Page Total		
		Total Prints	Total Color Prints	Total Black Prints
0001234	*******	0	0	0
6426486	*******	7	4	3
		2	1	1

1/1

Clear

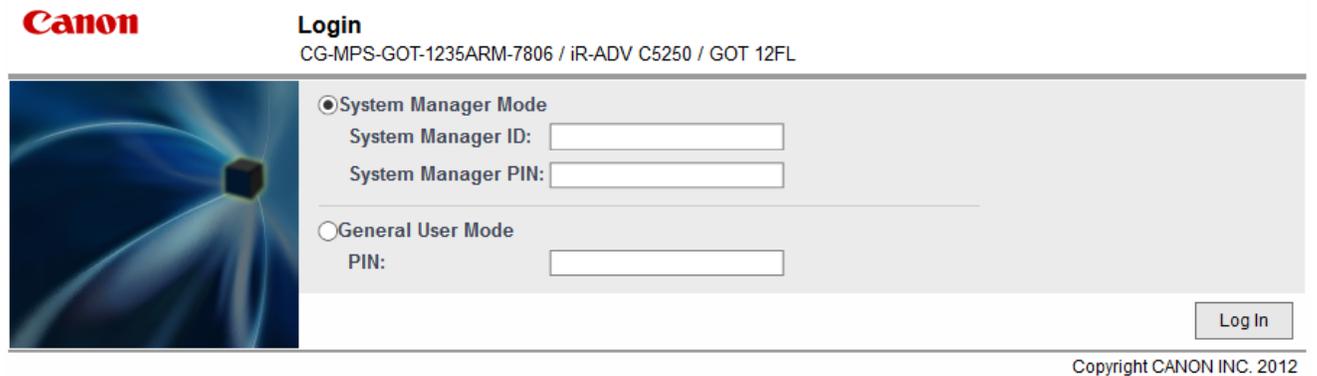Print List   Clear All Totals   Large2 Count Management   OK

Accessing Dept ID Usage From The Remote User Interface

The Remote User Interface or RUI is accessible from a users PC by typing the device's IP address into the address bar in any internet browser.

On the login screen enter your administrator credentials then click Log In.

*Administrator rights are required for managing Dept IDs

Access Dept ID Management

Click on Setting/Registration

imageRUNNER ADVANCE   CG-MPS-GOT-1235ARM-7806 / iR-ADV C5250 / GOT 12FL

Settings/Registration

Restart Device

Preferences
- Paper Settings
- Timer/Energy Settings
- Network Settings
- External Interface
- Volume Settings

Adjustment/Maintenance
- Adjust Image Quality

Function Settings
- Common Settings
- Copy
- Printer
- Send
- Receive/Forward
- Store/Access Files
- Set Destination

Management Settings
- User Management
- Device Management
- License/Other
- Data Management

Settings/Registration : Management Settings : User Management

Management Settings : User Management

System Manager/Contact Person Information Settings

Department ID Management

Click on Department ID Management

Click on User Management

Status Monitor/Cancel

Settings/Registration

Basic Tools

Access Received/Stored Files

Direct Print

Address Book

Quick Menu

User Access Control for Advanced Box

Management Tools

Shared Credential Management Service

Service Management Service

User Setting Information Management Service

How To Obtain Usage Reports From The RUI

The Canon devices do not have the ability to export the usage reports to a spreadsheet so in order to get the data into a spread sheet you can click and drag to select the data from the RUI, copy it and paste it into a spreadsheet.
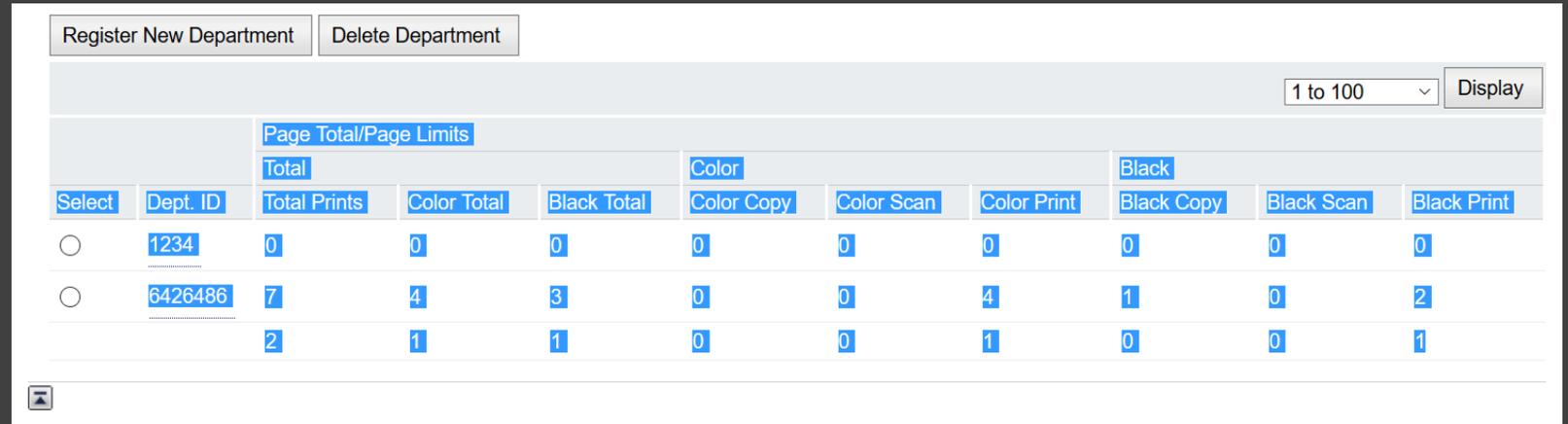
| Register New Department | Delete Department |

1 to 100 | Display

		Page Total/Page Limits								
		Total			Color			Black		
Select	Dept. ID	Total Prints	Color Total	Black Total	Color Copy	Color Scan	Color Print	Black Copy	Black Scan	Black Print
○	1234	0	0	0	0	0	0	0	0	0
○	6426486	7	4	3	0	0	4	1	0	2
		2	1	1	0	0	1	0	0	1

Once you have the data in the spreadsheet, you can delete column A and row 1 to give you a usable data table.

- Total Print – Combination of all color and BW copying and printing
- Color Total – Combination of all color copying and printing
- Black Total – Combination of all BW copying and printing
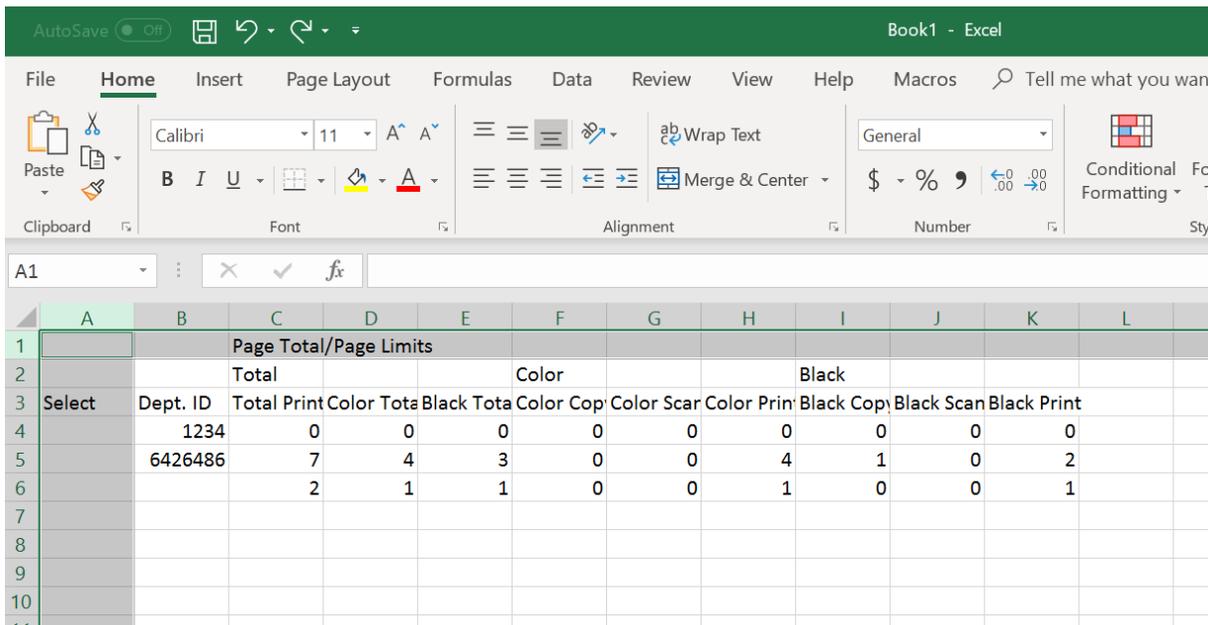
Book1 - Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1			Page Total/Page Limits									
2			Total			Color			Black			
3	Select	Dept. ID	Total Print	Color Tota	Black Tota	Color Cop	Color Scar	Color Prin	Black Copy	Black Scan	Black Print	
4		1234	0	0	0	0	0	0	0	0	0	
5		6426486	7	4	3	0	0	4	1	0	2	
6			2	1	1	0	0	1	0	0	1	
7												
8												
9												
10												

Setting User Computers To Work With Dept IDs

Once the Canon MFD is configured and the Dept IDs have been entered into it, the next step is to configure the Dept IDs into each user's computer. This is accomplished in the driver configuration under each user profile in the computer. There are several things to keep in mind before starting this process.

- If the user is present at the time of configuration, they will be able to enter their ID into the driver. If the user is not present, then the driver can be configured but the user will have to enter their Dept ID into the driver at a later time or they will be prompted to enter it every time they print.

- If multiple users are using one computer, the Dept ID will have to be entered under each profile.

- Admin rights on the computer will be needed to configure the driver in Windows. OSX does not need admin rights for these steps.

- If the "Allow Printing With Unknown IDs" function is turned off then any user without their drivers configured will not be able to print. This is important for laptop users whose computer may not be available during the setup process.

- Computers that are connected to the wireless network must be connected to the SecureCanes network in order to print to the Canon devices.

You may advance to the next slide or click on the method you would like to use to skip directly to those instructions.

Driver Settings In Windows.

As mentioned earlier, Admin rights will be needed to configure the driver settings. While some users will have these rights on their PCs, in order to make the instructions more uniform they will instruct you to log the current user out and to have an admin login. After configuration the user will log back in for the last steps.

Also, because UM is still in the process of upgrading all users to Windows 10, some users are still using Windows 7. These instructions will work with both versions of Windows.

1	Log current user out and log into the PC as an Admin
2	Click on the Start Menu in the bottom left corner of the screen
3	Type "Control Panel" and press Enter
4	Click on "Devices and Printers"
5	Right Click on your Canon printer
6	Select "Printer Properties" from the drop menu

Canon iR-ADV C5235/5240 PS3 Properties ✕

General Sharing Ports Advanced Color Management Security Device Settings P

Canon iR-ADV C5235/5240 PS3

Location:

Comment:

Model: Canon iR-ADV C5235/5240 PS3

Features
Color: Yes   Paper available:
Double-sided: Yes   Letter
Staple: Yes
Speed: 40 ppm
Maximum resolution: 600 dpi

Change Properties   Preferences...   Print Test Page

OK   Cancel   Apply   Help

8. Click on "Device Settings"

10. Click on Settings

Canon iR-ADV C5235/5240 UFR II Properties ✕

General Sharing Ports Advanced Color Management Security Device Settings Profile

Device Settings: Manual

Paper Source Options: ☑ Cassette Feeding Unit
                             ☐ Paper Deck Unit
                             ☐ Envelope Feeder Attachment

Output Options: Inner Finisher-E1
                             ☐ Copy Tray
                             ☐ Inner Finisher Additional Tray

External Puncher: None

☐ Secure Printing Function of Device

Spooling at Host: Auto

☑ Use Department ID Management(J)   Settings...
☑ Set User Information(L)   Settings(W)...
☐ Specify Mail Box Number When Storing

Details(Q)...   Form to Tray Assignment...
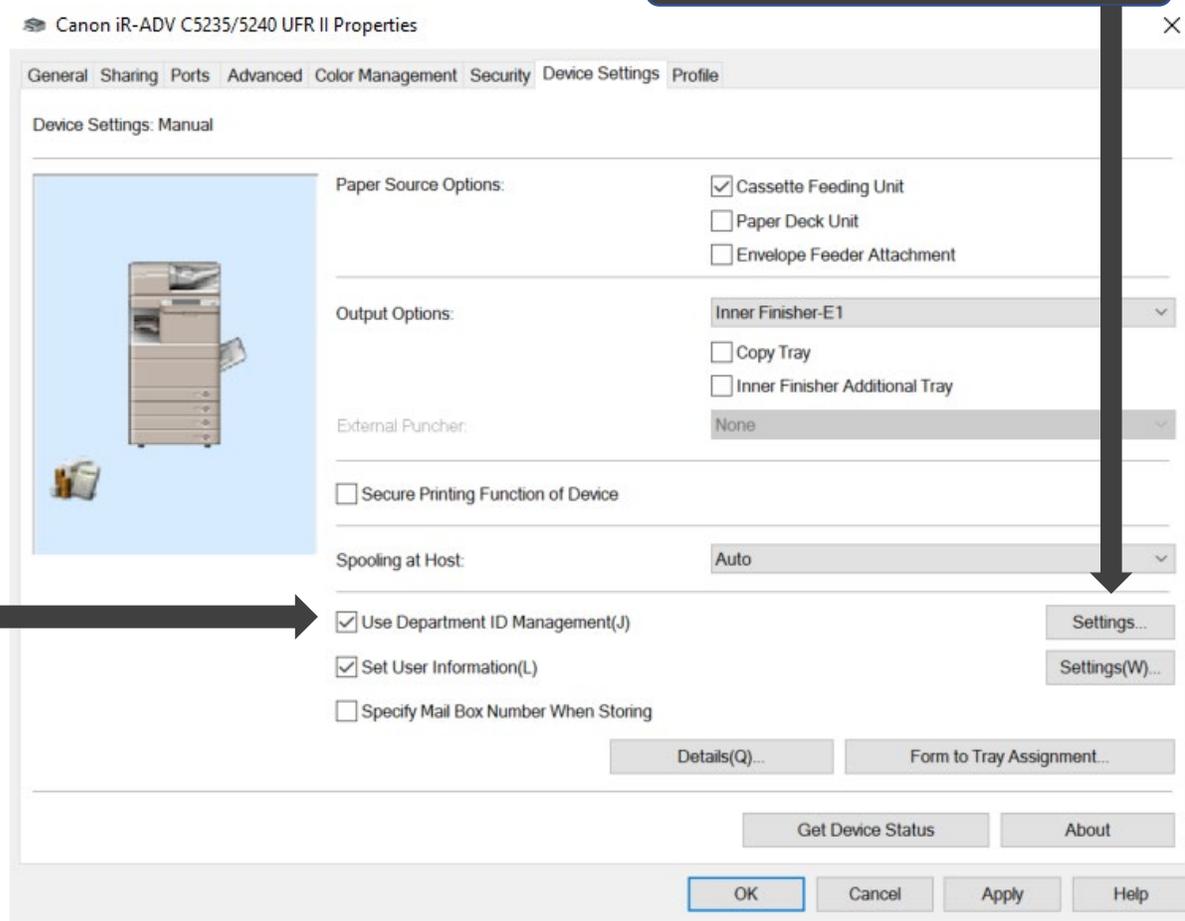
Get Device Status   About

OK   Cancel   Apply   Help

7. Click on the "Change Properties" button. If this button is not present, move to the next step

9. Make sure that "Use Department ID Management" is checked on

11. Check Allow PIN Setting
12. Uncheck the other 3 boxes
13. Click OK
14. On the Previous window, click OK
15. Log out of Windows and allow the user to log in
16. After the user logs in, navigate back to the Department ID/PIN Settings window and repeat steps 11 & 12

Department ID/PIN Settings ✕

☑ Allow PIN Setting

Department ID: _____

PIN: _____

Verify

☐ Confirm Department ID/PIN When Printing
☐ Do Not Use Department ID Management When B&W Printing
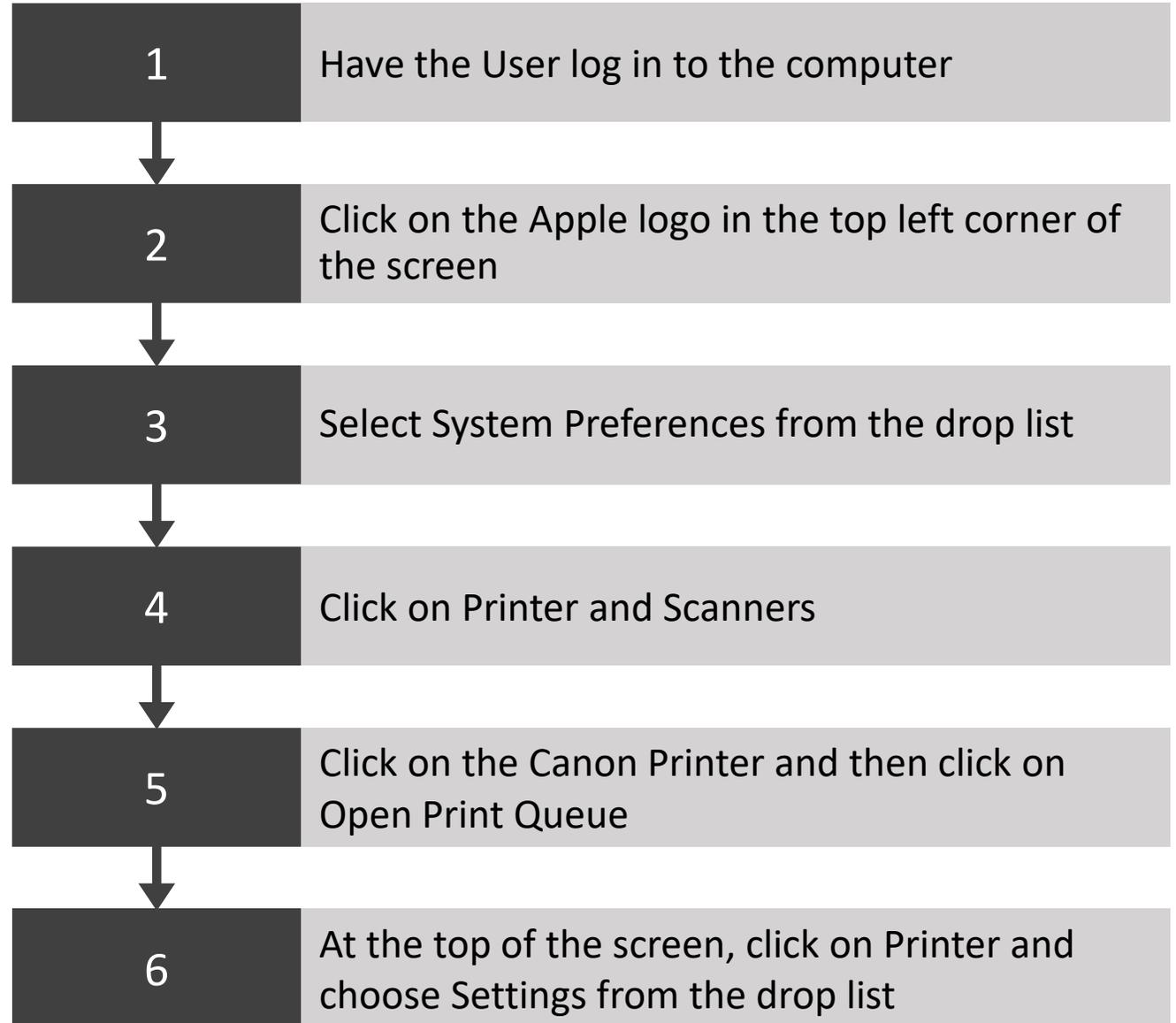☐ Authenticate Department ID/PIN at Device

OK   Cancel   Help

17. Have the user enter their Dept ID (& PIN if they have one)
18. Click Verify
19. If the Verify screen says that the Dept ID is verified, skip to step 21
20. If the Verify screen says that it could not verify the ID then check the Authenticate Department ID/PIN at Device (this is sometimes required for laptops)
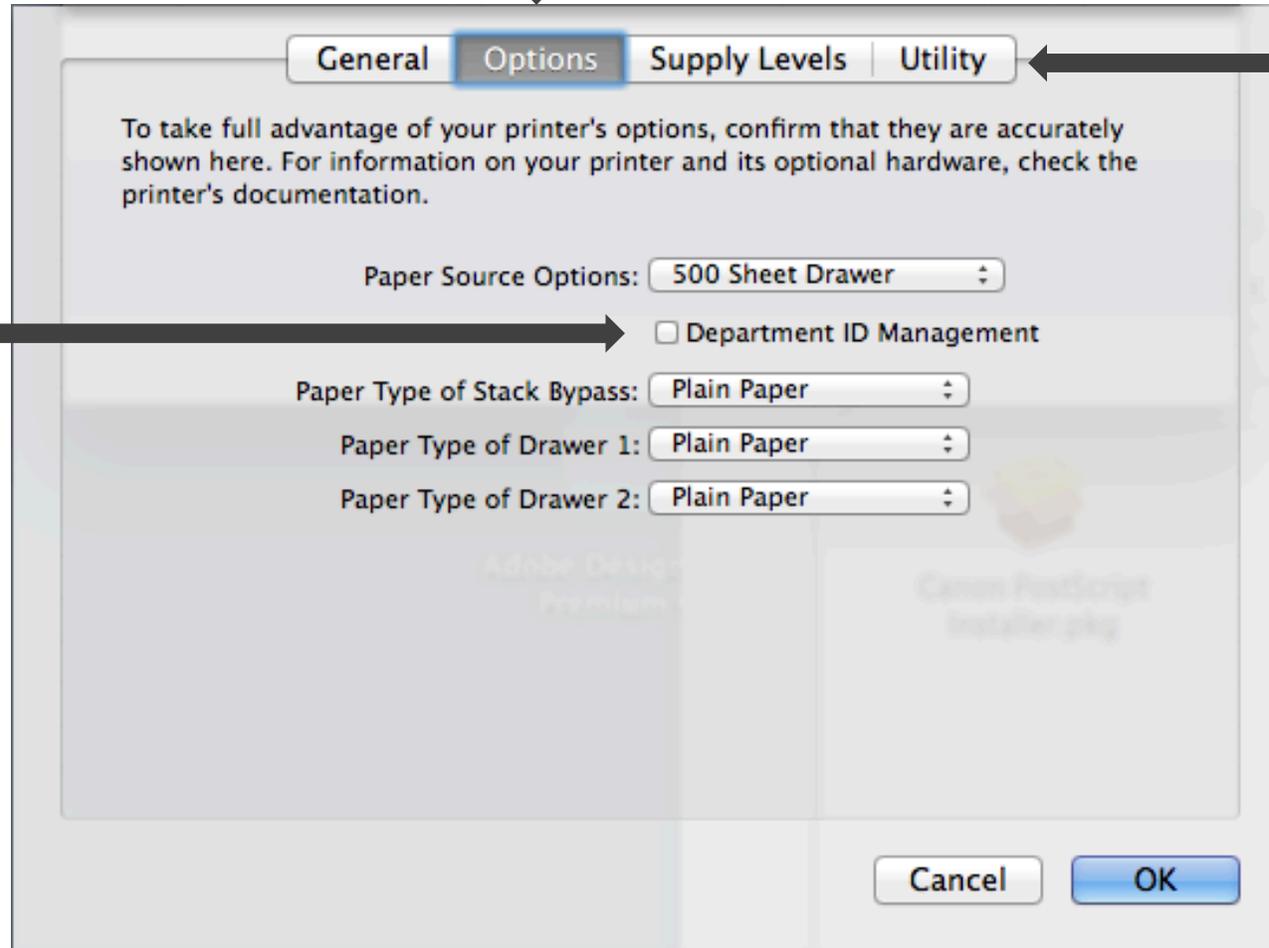21. Click OK in this window and the previous one.

Driver Settings In OSX.

Unlike Windows, OSX does not require admin rights to add the Dept ID to the driver so these step need to be done while the user is logged in

Because of the differences in the different versions of OSX, these instructions may seem a bit round about but they will work with all versions of OSX

1	Have the User log in to the computer
2	Click on the Apple logo in the top left corner of the screen
3	Select System Preferences from the drop list
4	Click on Printer and Scanners
5	Click on the Canon Printer and then click on Open Print Queue
6	At the top of the screen, click on Printer and choose Settings from the drop list

9. Click on Utility

General | **Options** | Supply Levels | Utility

To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation.

Paper Source Options: 500 Sheet Drawer

☐ Department ID Management

Paper Type of Stack Bypass: Plain Paper

Paper Type of Drawer 1: Plain Paper

Paper Type of Drawer 2: Plain Paper

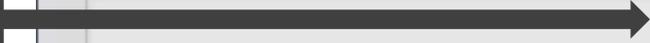Cancel | OK

8. Check Department ID Management

Note: The number of options in this list will differ depending on the printer model and the accessories installed. You may have to scroll down to find the Department ID

10. Check Department ID Management

11. Have the user enter their Dept ID (& Pin if they have one)

12. Uncheck Do Not Use Dept ID Management When B&W Printing

13. Click Save Settings

14. Click on the close button then click OK on the previous window

This window will not automatically close when you click on Save Settings and will have to be closed manually by clicking the left most of the 3 small bubbles at the top left of the window.

Printer Name: ADV C2030 PS

Kind: Canon iR-ADV C2020i/2030i PS (UK)

Printer Information

Remote UI

☑ Department ID Management

Department ID: 1234

PIN: ••••

Verify

☑ Do Not Use Department ID Management When B&W Printing

Save Settings