

Canon

imageRUNNER C1028/C1028iF

uniFLOW OM Login Device Client Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER
C1028/C1028iF
uniFLOW OM Login Device
Client Guide

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Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface


Thank you for purchasing the Canon imageRUNNER C1028/C1028iF. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual


The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

 **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

 **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following table provides a few examples of how keys on the control panel to be pressed are expressed in this manual:

Keys	Example
Key icon + (Key Name)	 (Scroll Wheel)
[Key Name]	[OK]
[Key Icon]	[▼], [▲], etc.

Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

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Managing the Machine with the uniFLOW OM Integration

This section describes the overview of the uniFLOW OM integration.

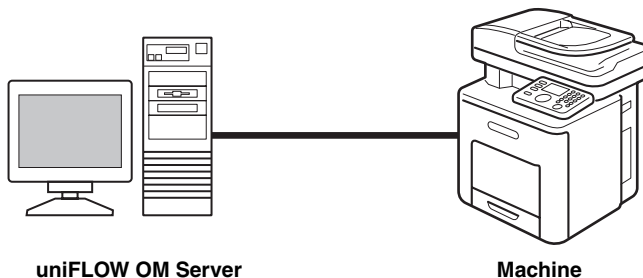
The uniFLOW OM server, a server in which the uniFLOW OM software is installed, detects the machine in a network and activates the uniFLOW OM integration in the machine. The uniFLOW OM server authenticates users logging in at the machine and provides the machine with setting information. Once activated, the uniFLOW OM server and machine continue communicating to accomplish the uniFLOW OM integration.

uniFLOW OM Server

- activates the uniFLOW OM integration in the machine
- authenticates users
- provides setting information

Functions with the uniFLOW OM integration

- uniFLOW OM server-based Authentication
- Login and Document Release
- Selecting a Cost Center



IMPORTANT

The uniFLOW OM integration is activated only when the machine is connected to the uniFLOW OM server over a network. The uniFLOW OM server is a server in which the optional uniFLOW OM software is activated.

What You Can Do with the uniFLOW OM Integration

Equipped in the machine are the functions activated by the uniFLOW OM server. The major functions are as follows:

uniFLOW OM Server-based Authentication Modes and Log-in Methods

You can manage the machine by limiting its use only the users who are registered in the uniFLOW OM server. There are two authentication mode options: authentication to the machine and to the Login and Document Release function, with various log-in methods such as by an ID card* or by entering a PIN code. (See "Authentication Modes by the uniFLOW OM Integration," on p. 3 and "Log-in Methods by the uniFLOW OM Integration," on p. 4.)

* Optional NT-ware's MiCard Reader is required.

Login and Document Release

You can set the machine to keep documents unprinted until the user who sent the print data logs in to the machine or the Login and Document Release function. The documents are printed out only when the user logs in at the machine. This means the user can securely collect confidential documents and eliminate the problem of forgotten printouts in the machine's output trays. This function is made possible by the uniFLOW OM server (as a print server) that holds print jobs and wait for the user to log in. For instructions on how to perform the Login and Document Release function, see "Keeping Documents Unprinted Until Logging-In (Login and Document Release)," on p. 12.

Using Cost Centers

You can register cost centers (accounting tables for counting the costs for performed jobs) and allot them to users in the uniFLOW OM server. Examples of cost centers usage are described below:



IMPORTANT

The examples of usage below are available only when you select the 'authentication to the machine' described in "Authentication Modes by the uniFLOW OM Integration," on p. 3.

■ Selecting a cost center when logging in:

When a user logs in at the machine, a screen prompting the user to select a cost center may appear on the touch panel display. The user selects a cost center so that the uniFLOW OM server counts the cost for the user's job.

■ **Displaying the cost for Login and Document Release jobs on the screen:**
You can set the machine to display the calculated cost for the job on the touch panel display when a user is performing Login and Document Release at the machine.

For more information on cost centers, see the documentation included with the uniFLOW OM software.

Activation and Settings of the uniFLOW OM Integration

The overview of the activation and settings of the uniFLOW OM integration is as follows:

System Environment

To activate the uniFLOW OM integration, the machine must be connected to the uniFLOW OM server (a server in which the uniFLOW OM software is installed) over a network. For more information, see the documentation included with the uniFLOW OM software.

Settings of the uniFLOW OM Integration

The settings of the uniFLOW OM integration such as user registration can be made only on the uniFLOW OM server. Although no special settings on the machine are required, be sure to check the Department ID and User ID Management settings for a proper combination of these conventional management modes and the uniFLOW OM integration. (See "Settings of Department ID and User ID Management for the uniFLOW OM Integration," on p. 5.)

Authentication Modes by the uniFLOW OM Integration

The uniFLOW OM integration provides the following authentication modes:

Authentication to the Machine

Users are prompted to log in to the machine. This means that users must authenticate themselves when they use the machine's functions such as the Copy or Send/Fax functions.

Authentication to the Login and Document Release Function

Users are prompted to log in to the Login and Document Release function. This means that users can use the machine's functions such as Copy or Send/Fax functions without logging in at the machine. Instead, users must authenticate themselves only when they use the Login and Document Release function.

Log-in Methods by the uniFLOW OM Integration

The uniFLOW OM integration provides the following log-in methods:



- For instructions on how to log in to the machine as the System Manager, see "Operating the Machine in System Management Mode," on p. 6.
- For instructions on how to log in to the machine with each log-in method, see "Logging in to the Machine," on p. 8.

User ID and Password

On the machine's control panel, users enter their user ID and password registered in the LDAP server.

PIN Code

On the machine's control panel, users enter their PIN code registered in the uniFLOW OM server.

ID Card

Users hold their ID card registered in the uniFLOW OM server over the MiCard Reader attached to the machine.



- The MiCard Reader is optional.

Settings of Department ID and User ID Management for the uniFLOW OM Integration

Before you use the uniFLOW OM integration, be sure to set the Department ID and User ID Management settings as indicated on the table below.



IMPORTANT

- Disable User ID Management before you use the uniFLOW OM integration.
- The required setting of Department ID Management varies depending on the authentication modes (authentication to the machine or the Login and Document Release function).

Authentication Mode (See p. 3)	Log-in Method (See p. 4)	Required Settings of the Management Modes on the Machine	
		Department ID Management	User ID Management
Authentication to the Machine	User ID and Password*	ON	OFF
	PIN Code		
	ID Card		
Authentication to the Login and Document Release Function	User ID and Password*	OFF	OFF
	PIN Code		
	ID Card		

* User ID and password registered in the LDAP server, not in the machine for the conventional User ID Management.

Operating the Machine in System Management Mode

The System Manager log-in procedure varies depending on the applied authentication modes provided by the uniFLOW OM integration. See the table below.

Authentication Mode (p. EN-3)	Description
Authentication to the Machine	Log in to the machine with the user ID and password, PIN code, or ID card for the System Manager. Otherwise log-in procedures are similar to those for end users. (See "Logging in to the Machine," on p. 8.)
Authentication to the Login and Document Release	As you must disable both Department ID and User ID Management (See p. EN-5), the only way to log in to the machine as the System Manager is by entering the System Manager ID and System Password registered in the machine.

NOTE

- You can give a user System Manager privileges by selecting the user type when you register the user on the uniFLOW OM server. See the documentation included with the uniFLOW OM software.
- When you log in to the machine as an end user, you cannot access the System Settings of the machine and the message <Only users logged in as an administrator can access the selected settings.> appears. To access the System Settings, once log out of the machine and again log in as the System Manager.

Resetting the IP Address of the Machine

If the message <Being set... Please wait. If the screen does not turn off after a while, contact the System Manager.> persists on the display after the machine is turned ON, the IP address of the machine may not be properly set. Resume communications between the machine and the uniFLOW OM server by resetting the IP address of the machine as described below.

1 Press the right Any key to select <Sys. Mgt. Set.>.

2 Enter the System Manager ID and System Password using ① - ⑨ (numeric keys).

- Use [▼], [▲], or Ⓢ (Scroll Wheel) to select <System Mgmt. Dept. ID:> → press [OK] → enter the System Manager ID.
- Use [▼], [▲], or Ⓢ (Scroll Wheel) to select <System Management PW:> → press [OK] → enter the System Password.

 **NOTE**

The System Manager ID and System Password are both set to '7654321' as default.

3 Press ⑩ (Log In/Out) on the machine's control panel.

4 Check the IP address of the machine and set it on <Network Settings>.

 **NOTE**

Set the IP address of the machine depending on the network environment you are using.

5 Restart the machine.

Turn OFF the machine and wait at least 10 seconds before turning it ON again.

Logging in to the Machine

This section describes the operation procedures for the log-in methods provided by the uniFLOW OM integration.

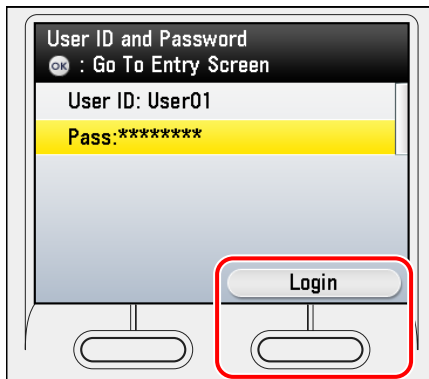
Entering a User ID and Password

Enter your user ID and password to log in when the screen shown in step 1 is displayed.



NOTE

To log in to the machine, you must have a valid user ID and password (if set) registered. For instructions on how to register a user ID and password in the uniFLOW OM server, see the documentation included with the uniFLOW OM software.

1




Enter your user ID and password (up to 32 characters respectively) using the software keyboard and 0 - 9 (numeric keys).


- Use [▼], [▲], or  (Scroll Wheel) to select <User ID:> → press [OK] → enter your user ID.
- Use [▼], [▲], or  (Scroll Wheel) to select <Pass:> → press [OK] → enter the password.

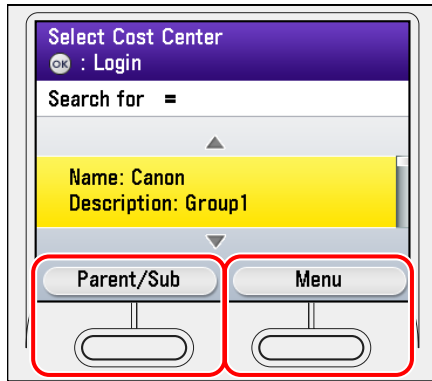
The characters that you enter for the password are displayed as asterisks (*****).

- Press the right Any key to select <Login>.

You can also press  (Log In/Out) to log in.

NOTE

- If no password is set for the user ID, leave <Pass:> blank.
- If you make a mistake when entering the user ID/password, press  (Clear) → enter the correct user ID/password.
- If the user ID/password that you entered is incorrect, an error message will appear.



- ❑ If a screen prompting you to select the cost center appears, select the appropriate cost center using [▼], [▲], or ⌚ (Scroll Wheel).
 - Press the left Any key to select <Parent/Sub> to move to the parent or sub level of the cost centers.
 - Press the right Any key to select <Menu>. From the menu, you can use the options below:
 - <Display Log> enables you to select the cost center from the history.
 - <Search> enables you to search the cost centers.
- ❑ Press [OK].

The main menu appears on the display.

2 When your operations are complete, press ⌚ (Log In/Out) to log out.

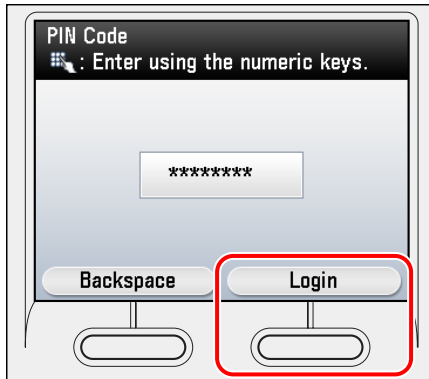
Entering a PIN Code

Enter your PIN code to log in when the screen shown in step 1 is displayed.

NOTE

To log in to the machine, you must have a valid PIN code registered. For instructions on how to register a PIN code in the uniFLOW OM server, see the documentation included with the uniFLOW OM software.

1



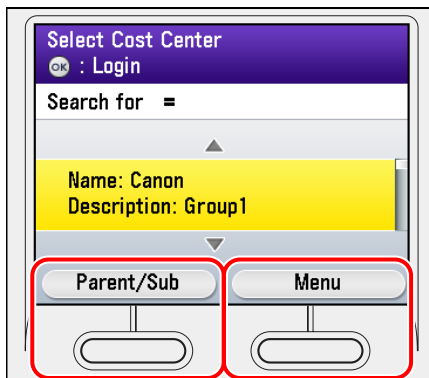
Enter your PIN code (up to 20 digits) using 0 - 9 (numeric keys) → press the right Any key to select <Log In>.


The numbers that you enter are displayed as asterisks (*****).

You can also press  (Log In/Out) to log in.

NOTE

If the PIN code that you entered is incorrect, an error message will appear.



□ If a screen prompting you to select the cost center appears, select the appropriate cost center using [▼], [▲], or  (Scroll Wheel).

- Press the left Any key to select <Parent/Sub> to move to the parent or sub level of the cost centers.

- Press the right Any key to select <Menu>. From the menu, you can use the options below:

- <Display Log> enables you to select the cost center from the history.

- <Search> enables you to search the cost centers.

□ Press [OK].

The main menu appears on the display.

2 When your operations are complete, press  (Log In/Out) to log out.

Using the ID Card

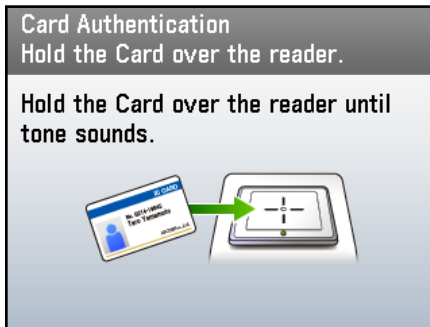
Use your ID card to log in when the screen shown in step 1 is displayed.



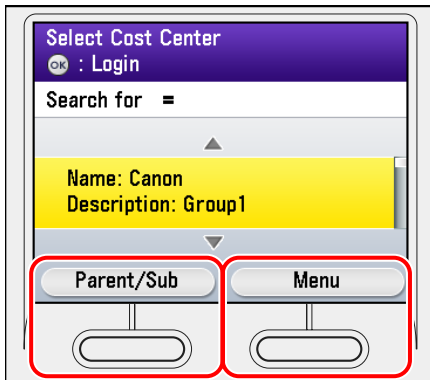
IMPORTANT

Logging-in by using the ID card is available only when the optional MiCard Reader is attached to the machine.

1



Hold your ID card over the MiCard Reader until the screen switches to the next log-in step or the main menu.



- ❑ If a screen prompting you to select the cost center appears, select the appropriate cost center using [▼], [▲], or ⌚ (Scroll Wheel).
 - Press the left Any key to select <Parent/Sub> to move to the parent or sub level of the cost centers.
 - Press the right Any key to select <Menu>. From the menu, you can use the options below:
 - <Display Log> enables you to select the cost center from the history.
 - <Search> enables you to search the cost centers.
- ❑ Press [OK].

The main menu appears on the display.

2

When your operations are complete, hold your ID card over the MiCard Reader until the log-in screen shown in step 1 appears.

You can also log out of the machine by pressing Ⓜ (Log In/Out).

Keeping Documents Unprinted Until Logging-In (Login and Document Release)

You can keep your documents unprinted until you log in to the machine or the Login and Document Release function. Your documents are printed out only when you log in at the machine. This means you can securely collect confidential documents and eliminate the problem of forgotten printouts in the machine's output trays.

The machine prompts you to log in either when you are using the machine or using the Login and Document Release function, depending on the setting. Follow the procedure below.

1 On your computer, perform a command for printing the document you want to print.

Click [Print] or [OK] on the dialog box of the printer driver. The command name varies depending on the application software you are using.

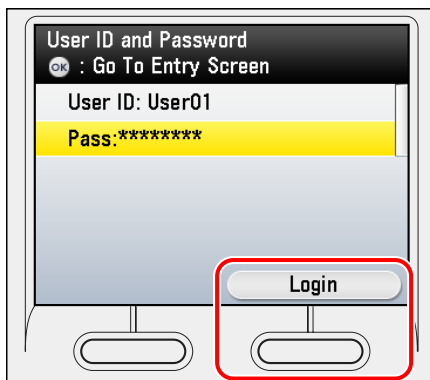
2 Log in to the machine or Login and Document Release function.

● To log in to the machine:



NOTE

If a log-in screen is displayed when turning on the machine or clearing the Sleep mode, log in to the machine first to use the Login and Document Release function by the procedure below.



- Log in to the machine as indicated on the screen.

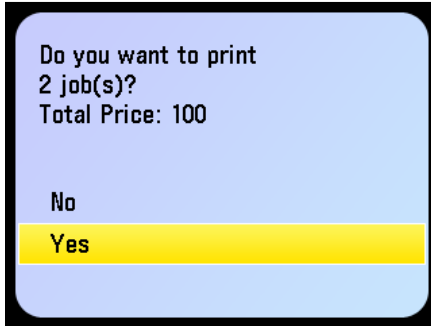


NOTE

The screen shown left is an example of the log-in screens. For more information on the other log-in methods, see "Logging in to the Machine," on p. 8.



- Use [▼], [▲], or ⌚ (Scroll Wheel) to select <Print My Jobs> → press [OK].



- If the screen shown left appears, use [▼], [▲], or ⌚ (Scroll Wheel) to select <Yes> → press [OK].

Printing starts.

NOTE

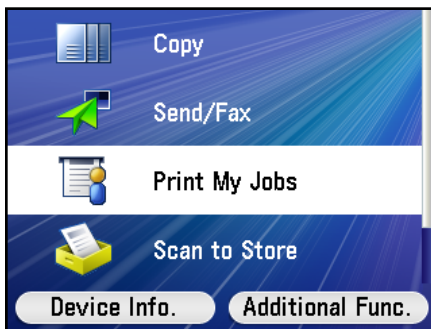
The total cost for the job(s) may be displayed depending on the setting.

- When printing is complete, press Ⓜ (Log In/Out) to log out of the machine.

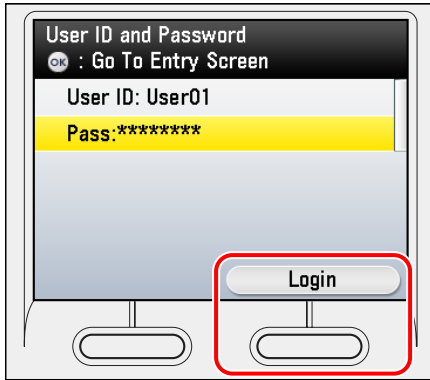
● **To log in to the Login and Document Release function:**

NOTE

If the main menu, instead of a log-in screen, is displayed when turning on the machine or clearing the Sleep mode, log in to the Login and Document Release function by the procedure below.



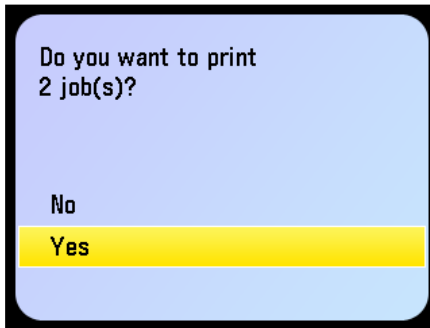
- Use [▼], [▲], or ⌚ (Scroll Wheel) to select <Print My Jobs> → press [OK].



- ❑ Log in to the Login and Document Release function as indicated on the screen.

 **NOTE**

The screen shown left is an example of the log-in screens. For more information on the other log-in methods, see "Logging in to the Machine," on p. 8.



- ❑ If the screen shown left appears, use [▼], [▲], or ⌚ (Scroll Wheel) to select <Yes> → press [OK].
Printing starts.



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