



Advanced Anywhere Print

User's Guide

Version 1.0



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Preface

Thank you for purchasing the Advanced Anywhere Print Version 1.0 application. Please read this manual thoroughly before operating the product on your MEAP-enabled device 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

This manual assumes that the reader has a good understanding of MEAP (Multifunctional Embedded Application Platform), Canon imageRUNNER ADVANCE machines, and ULM (Universal Login Manager).

This manual does not provide instructions for application installation and configuration. For instructions on installing and configuring the Advanced Anywhere Print application (hereinafter called AA-PRINT), see the *Advanced Anywhere Print V1.0 Installation and Configuration Guide*.

Symbols Used in This Manual

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



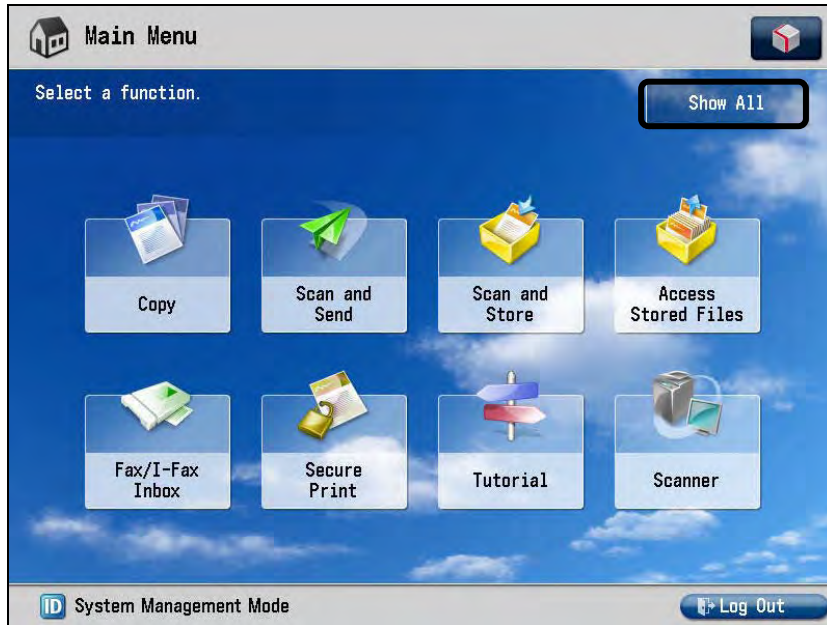
IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damaging the machine.



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

Keys for using the machine's functions are located on the Main Menu screen. To use any of the desired function's features, you must first press the key for the desired function. If the desired function is not displayed, press [Show All] or [▼] or [▲] to scroll to the desired function.



The following key and button names are a few examples of how keys and buttons to be pressed and clicked are represented in this manual:

Touch Panel Display Keys: [Key Name]
Examples: [AA-PRINT]
[Cancel]

Control Panel Keys: Key Icon (Key Name)
Examples:  (Power)
 (Log In/Out)

The default icon for AA-PRINT is:



NOTE

The default display name can be customized, and therefore the AA-PRINT icon could have a different name.

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the AA-PRINT V1.0 application is running on the imageRUNNER ADVANCE 6075.

The keys that you should press are marked with a circle, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Example:

1. Select the documents you want to print → press [Print].



Hyperlinks

When this manual is in its native PDF form, the blue underlined text represents a hyperlink to the corresponding sections of this manual or to external Web sites.

For example: See [Chapter 1, "Introduction,"](#) on p. 9.

Likewise, all entries in the Table of Contents are hyperlinks.

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Chapter 1 Introduction

This chapter provides an overview of the AA-PRINT software.

1.1 Overview of ULM

ULM is a MEAP application, developed by NT-ware, which provides login capabilities to users of a Canon imageRUNNER ADVANCE device. ULM supports Local Authentication and Domain Authentication modes.

Local users can authenticate against a local user database, set up by the System Administrator, by using a proximity card, or by entering their user name and password on the local device. Domain users can authenticate against an Active Directory server via a proximity card or by entering their user name and password and selecting their configured domain on the local device. For more information on configuring ULM, see the *Universal Login Manager Installation and Configuration Guide*.

ULM does not interfere with any of the MEAP device's native functions, such as Copy, Print, and Scan.



IMPORTANT

The ULM Login Service must be installed first before you can use AA-PRINT. For instructions on installing ULM, see Chapter 5, "Installing ULM," in the *Advanced Anywhere Print V1.0 Installation and Configuration Guide*.

1.2 Overview of AA-PRINT

AA-PRINT is an integrated MEAP application. It should be installed and operated on a supported Canon MEAP-enabled device. AA-PRINT enables authenticated users via ULM to print only their print jobs from any networked MFPs that have AA-PRINT installed.

AA-PRINT supports usage and function restrictions via AMS, secure printing, and does not interfere with any of the MEAP device's built-in functions, such as Copy, Print, and Scan.



IMPORTANT

- For instructions on installing and configuring AA-PRINT, see Chapters 6 and 7 in the *Advanced Anywhere Print V1.0 Installation and Configuration Guide*.
- If a USB card reader is attached to or detached from the machine after AA-PRINT has been installed and started, the machine may need to be restarted.

1.3 Entering Characters

This section describes how to enter characters using the MEAP virtual keyboard or USB keyboard attached to your MEAP-enabled imageRUNNER ADVANCE.

1.3.1 Entering Characters Using the MEAP Virtual Keyboard

If you touch a text box and the MEAP virtual keyboard appears, enter characters using the keys displayed on the touch panel display.

 **NOTE**

Some MEAP virtual keyboards may vary, depending on the machine you are using.

1. Select the entry mode drop-down list → select the entry mode → enter characters.



To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

 NOTE

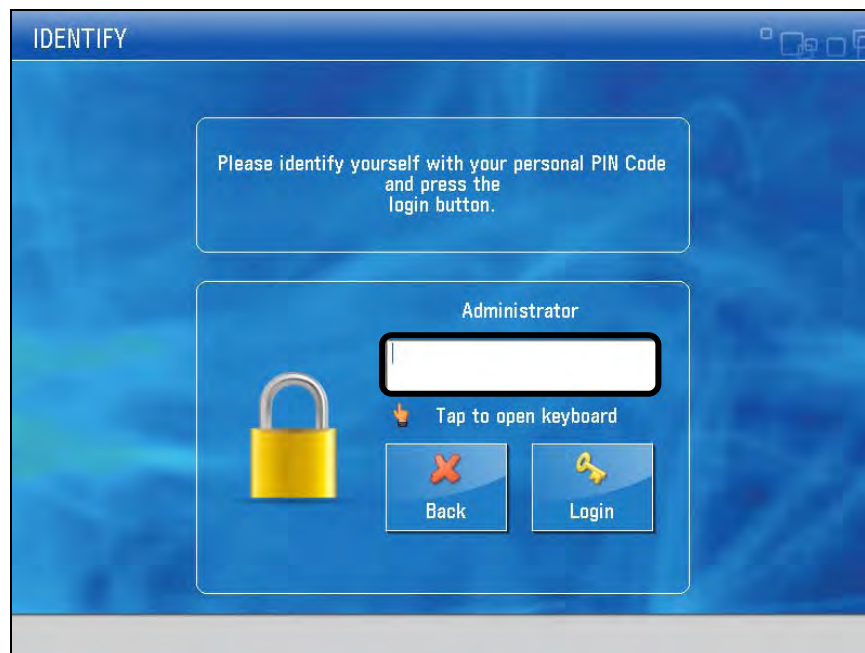
- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available entry modes and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

2. When you have entered all characters, press [OK].

1.3.2 Entering Characters Using a USB Keyboard

If you connect a USB keyboard to the machine, you can enter characters using that keyboard.

1. Press the text boxes into which characters need to be entered → make sure the cursor is focused in the text box → enter characters.



Pressing [ENTER] on the keyboard activates the [Log In] key.

 IMPORTANT

The ENTER key on the USB keyboard is only used to enter line breaks, and to log in on the Log In screen. If a MEAP virtual keyboard appears, it is necessary to press [OK] on the touch panel display when you have finished entering characters.

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Chapter 2 Using AA-PRINT

This chapter describes how to use AA-PRINT for device-level authentication.

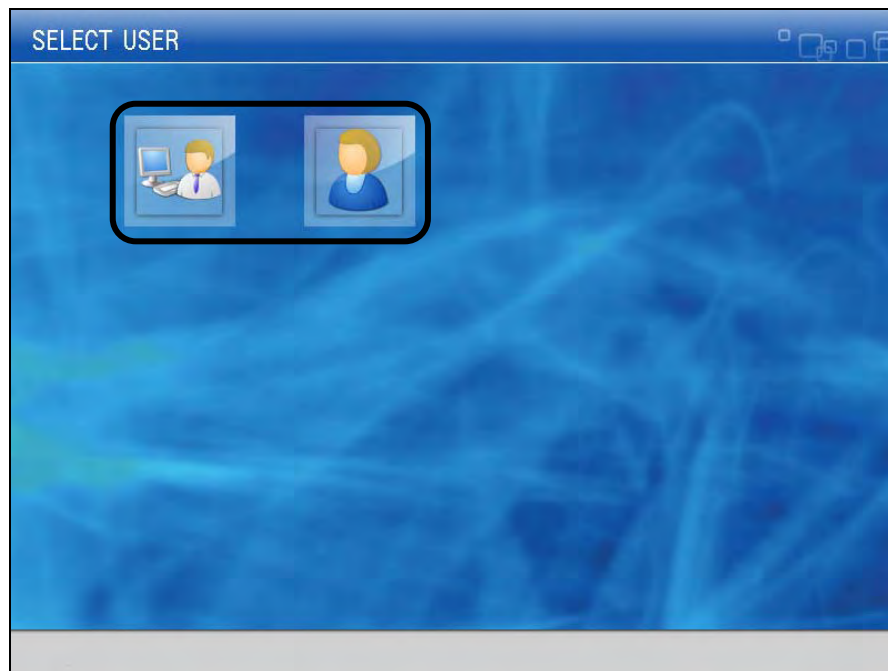
2.1 Logging On to the MFP Device

This section describes how to log on to the MFP device using a proximity card or by selecting your user icon, and then entering your password.

 **IMPORTANT**

- Before you log on, make sure that the Administrator set up the appropriate printer driver for the MFP you are using to print your documents.
- Pressing  (Power),  (Log In/Out), or [Log Out] automatically logs you off of the machine.

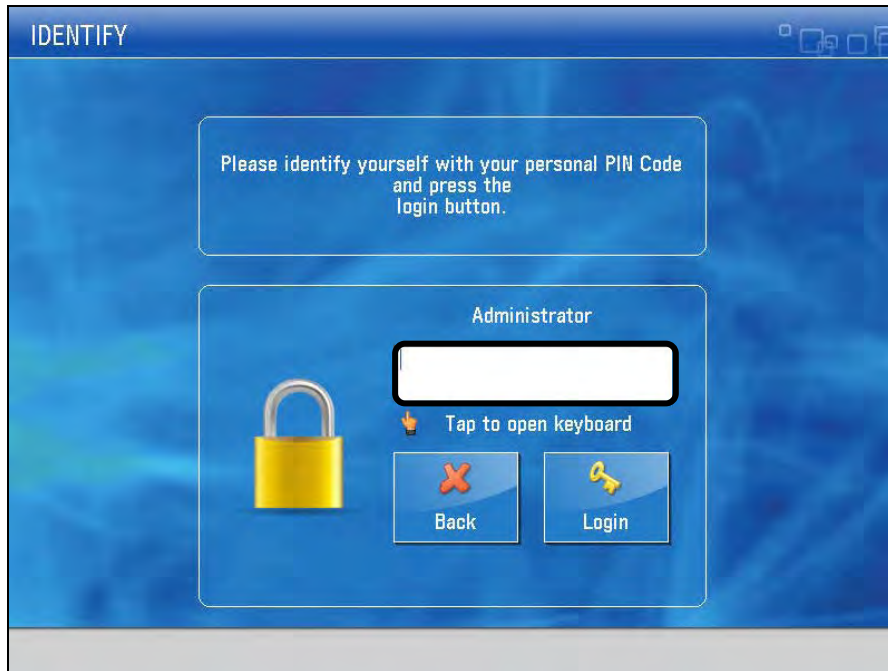
-
1. If you are using a proximity card, swipe your card to gain access to the machine. If you do not have a proximity card, select your user icon.



 **NOTE**

User icons may vary, depending on how the System Administrator configured your user account in ULM.

2. Press the PIN field → enter your password → press [OK].

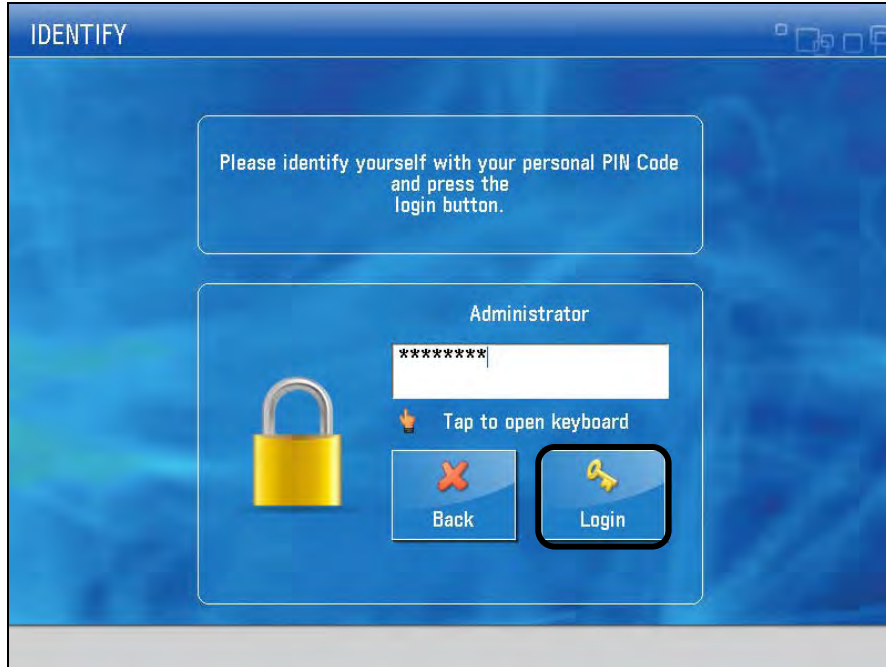


You can enter a maximum of 32 characters for the PIN.

 **NOTE**

To return to the SELECT USER screen, press [Back].

3. Press [Login].



If you are authenticated successfully, the machine's Main Menu screen is displayed.

 **IMPORTANT**

Depending on your user role, some functions may not be available for use. If you need to use restricted functions on the machine, ask the AA-PRINT Administrator to edit your user role permissions.

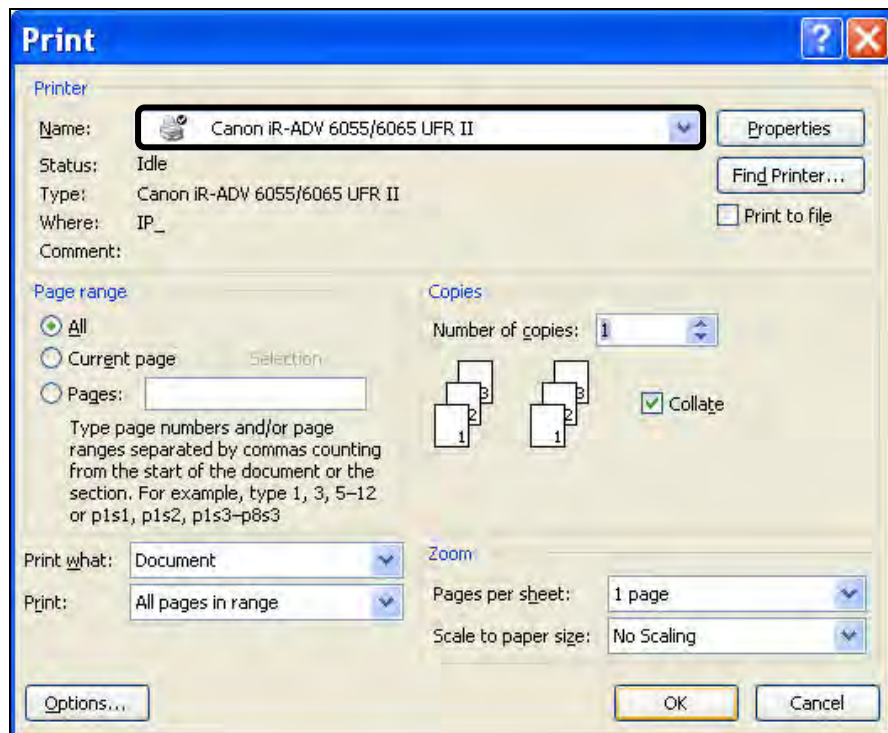
 **NOTE**

To return to the SELECT USER screen, press [Back].

2.2 Storing Print Data in the MFP

This section describes how to store print data in the MFP. To store print data, print data needs to be created in the printer driver.

1. From any PC application, such as Microsoft Word, select the Print function.
2. In the Print dialog box, select the model of the MFP you want to use.

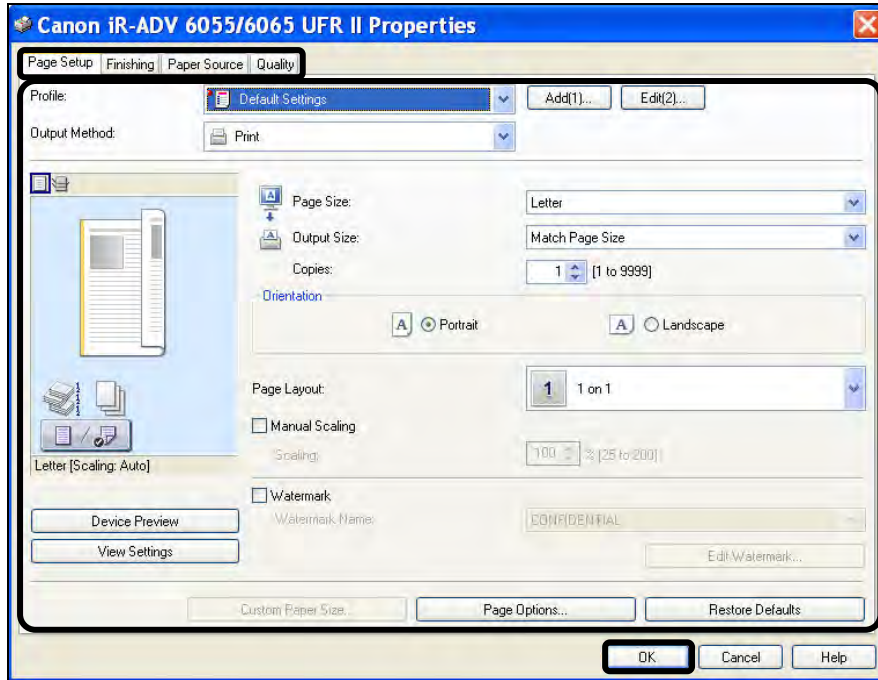


If you do not want to change the Print settings, click [OK]. The print data is stored.

If you want to change the Print settings, proceed to step 3.

3. If you want to change the Print settings, click [Properties] → click the various tabs → change the desired Print settings → click [OK].

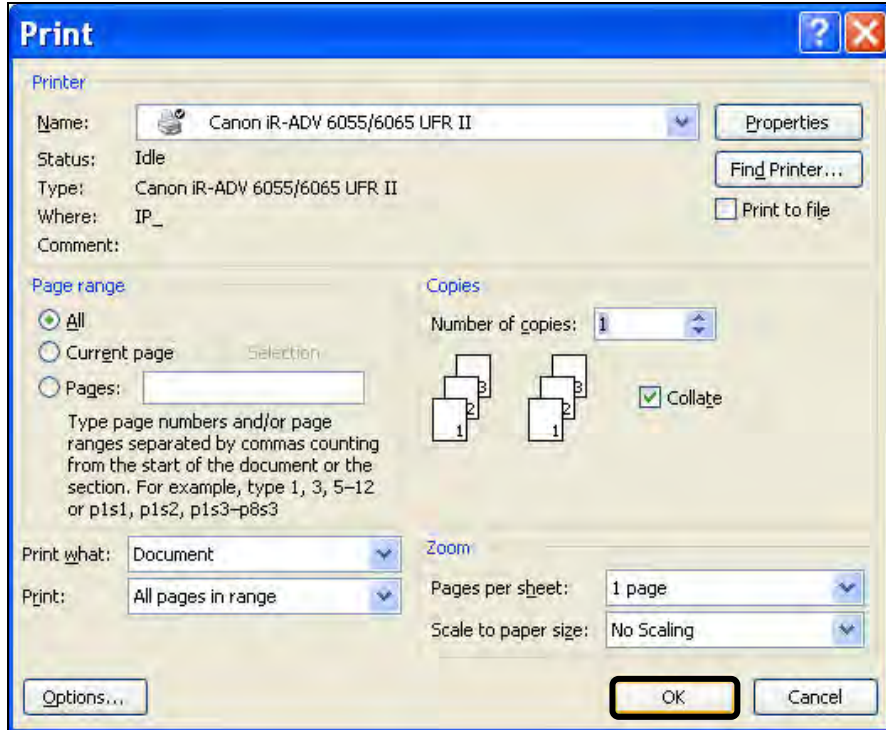
Some printer drivers have a [Preferences] button instead of [Properties]. In this case, click [Preferences], and then change the desired Print settings.



 NOTE

The screen above may differ, depending on the OS or application you are using to print.

4. Click [OK].



The print data is stored.



IMPORTANT

- Stored print data is deleted automatically after the set retention period by the Administrator.
- You can store and print a maximum of 100 documents.

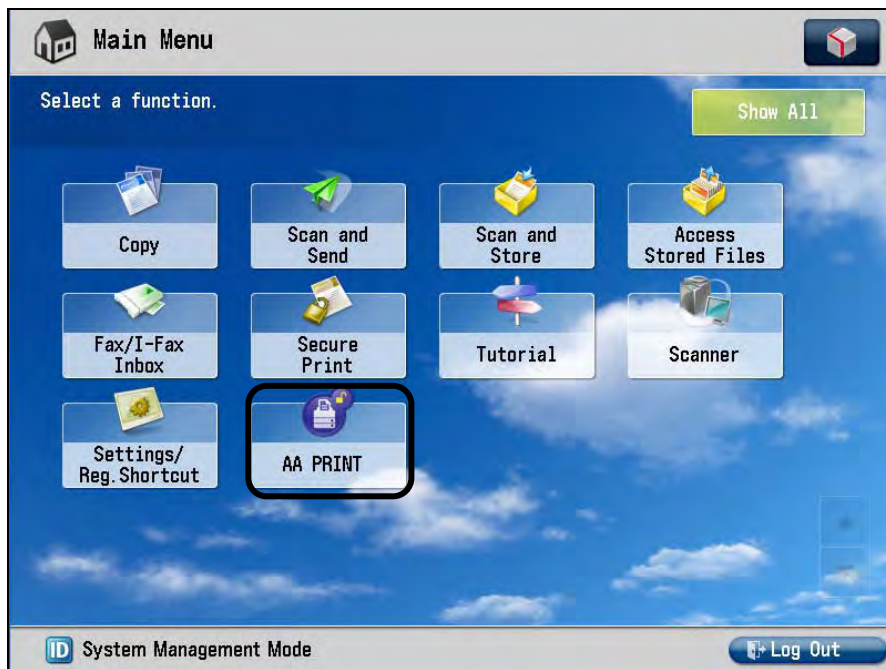
2.3 Printing a Stored Document

This section describes how to print a stored document using AA-PRINT.

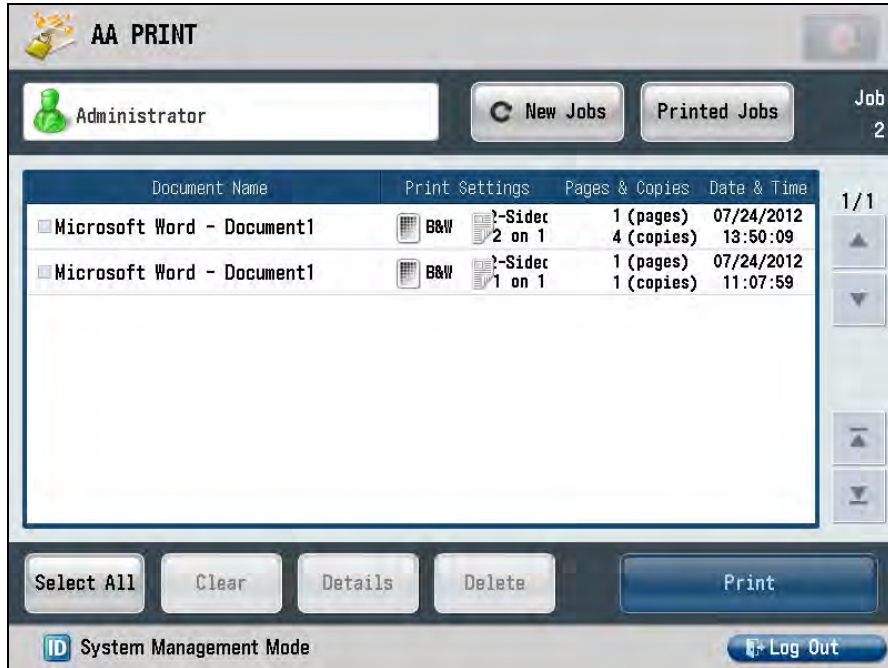
1. Log on to the MFP.

For instructions on logging on to the MFP, see [“Logging On to the MFP Device,”](#) on p. 13.

2. From the Main Menu, press [AA PRINT].



The Document List screen with a list of documents that have been stored by the logged on user is displayed.



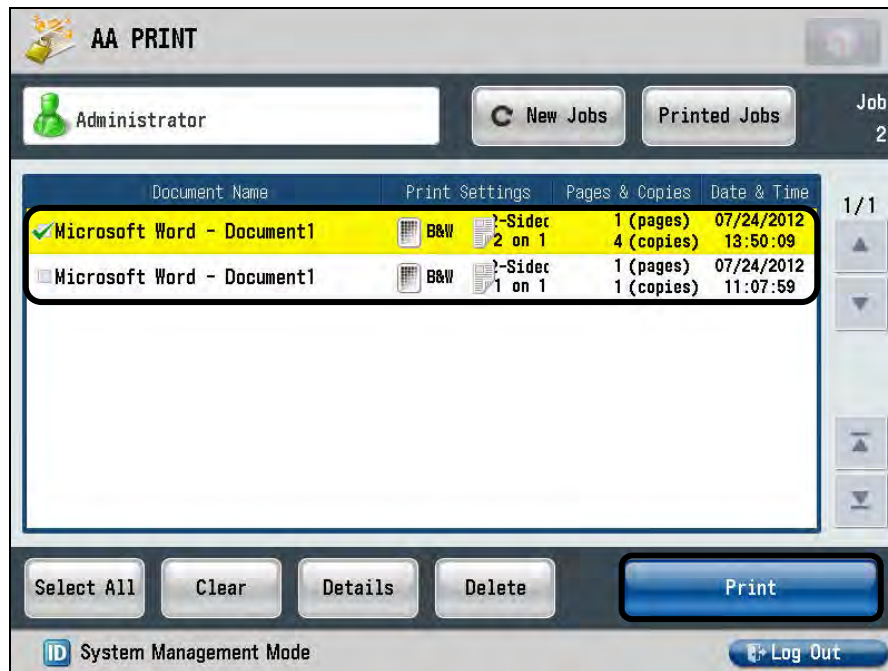
Press [New Jobs] to refresh the list of documents displayed.

The document list displays up to seven print jobs (if you are using the imageRUNNER ADVANCE C2020 or C2030, only five print jobs are displayed) on one screen. To see more jobs, press [▲] or [▼] to scroll to the desired job you want to print.

 NOTE

If the logged on user's name is not displayed, [Show User Name] has been restricted by the Administrator.

3. Select the documents you want to print → press [Print].



To retrieve a list of documents that have already been printed, press [Printed Jobs].

To print all jobs in the list, press [Select All] → [Print].

To clear the check marks from selected jobs, press [Clear], or press the selected job again.

To check the details of a selected job, press [Details]. For more information, see [“Checking the Details of a Print Job.”](#) on p. 30.

To delete a selected document, press [Delete].

The selected documents are printed, and deleted from the list.

NOTE

- Depending on how the Administrator configured AA-PRINT, all displayed print jobs may be selected, the items may be organized differently from oldest to newest jobs or vice versa, the user name may not be displayed, and [Printed Jobs] may be restricted.
- If the AMS (Access Management System) is enabled, the Print function may be restricted, depending on how the Administrator specified your user role permissions. To view your print restrictions, see [“Checking User Permissions,”](#) on p. 28.

4. Press [Log Out] or (Log In/Out) on the MFP’s control panel.

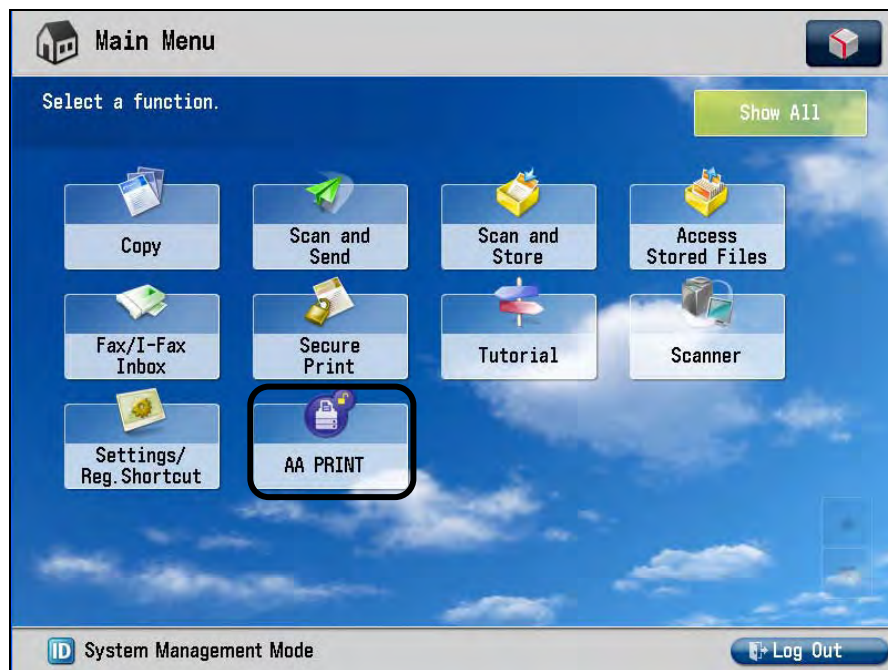
2.4 Retrieving Printed Documents

This section describes how to retrieve documents that have already been printed by the user who is logged on to the MFP device using AA-PRINT.

1. Log on to the MFP.

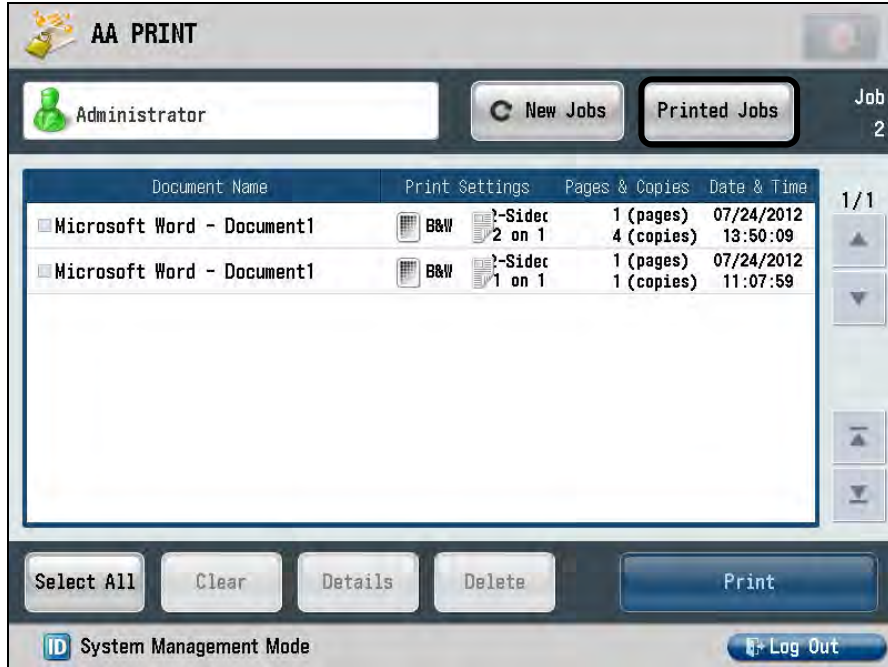
For instructions on logging on to the MFP, see [“Logging On to the MFP Device,”](#) on p. 13.

2. From the Main Menu, press [AA PRINT].



The Document List screen with a list of documents that have been stored by the logged on user is displayed.

3. Press [Printed Jobs].

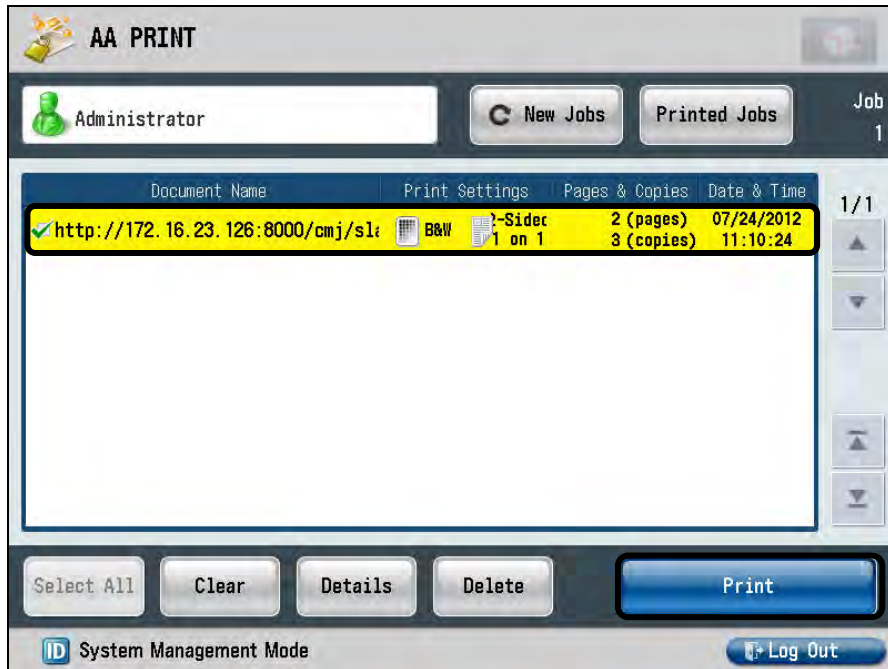


A list of jobs that have been printed is displayed.

 NOTE

- If [Printed Jobs] is not available, its use has been restricted by the Administrator.
- Documents that have already been printed are not deleted from the list after they are printed.

4. Select the jobs that you want to reprint → press [Print].




To clear the check marks from selected jobs, press [Clear], or press the selected job again.

To check the details of a selected job, press [Details]. For more information, see [“Checking the Details of a Print Job,”](#) on p. 30.

To delete a selected document, press [Delete].

The selected documents are reprinted.

5. Press [Log Out] or  (Log In/Out) on the MFP’s control panel.

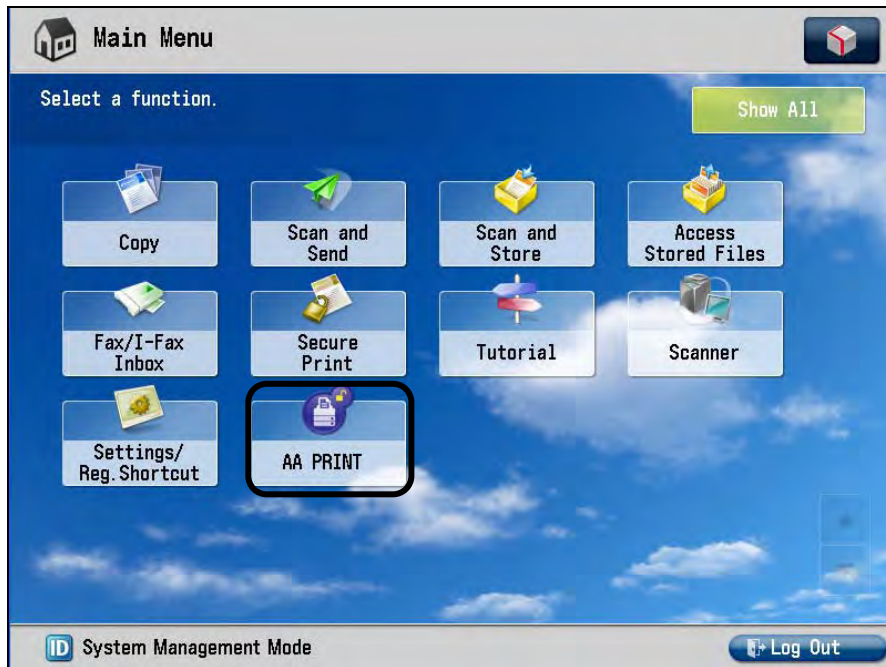
2.5 Deleting a Stored Document

This section describes how to delete a stored document.

1. Log on to the MFP.

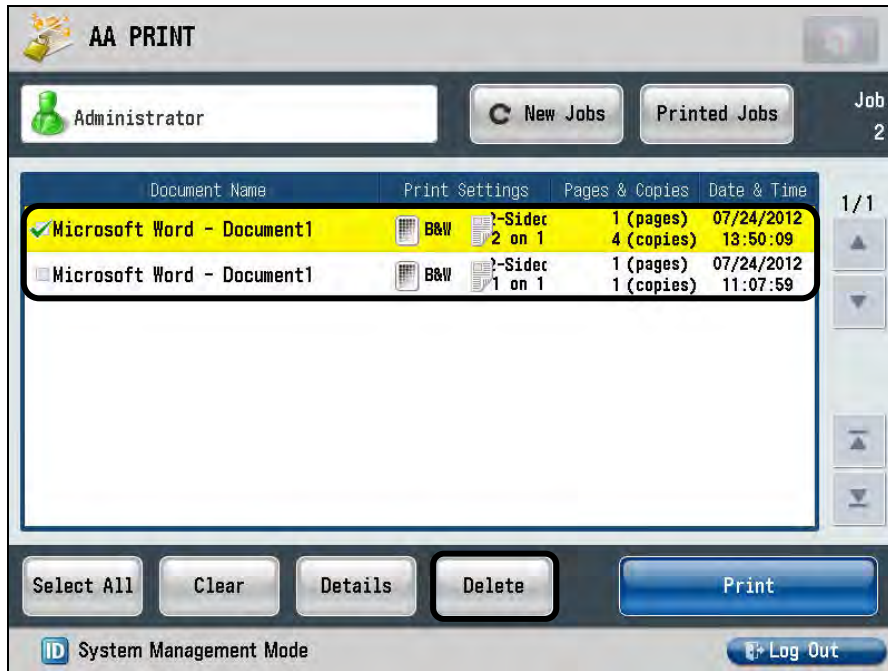
For instructions on logging on to the MFP, see [“Logging On to the MFP Device,”](#) on p. 13.

2. From the Main Menu, press [AA PRINT].



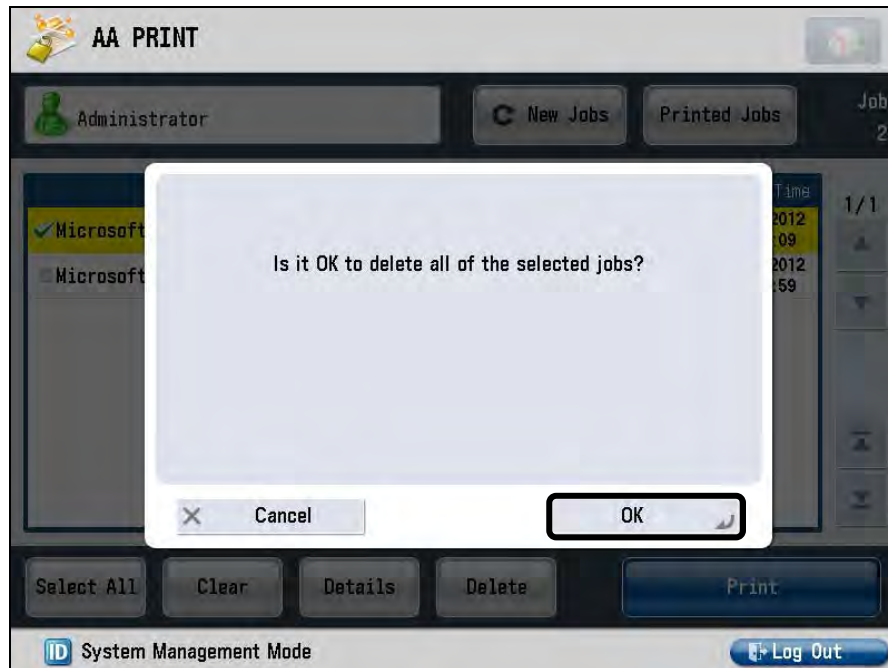
The Document List screen with a list of documents that have been stored by the logged on user is displayed.

3. Select the document you want to delete → press [Delete].



A confirmation screen is displayed.


4. Press [OK] to delete the selected jobs.



The selected job is deleted from the document list.

 NOTE

If you do not want to delete the selected job, press [Cancel].

5. Press [Log Out] or  (Log In/Out) on the MFP's control panel.

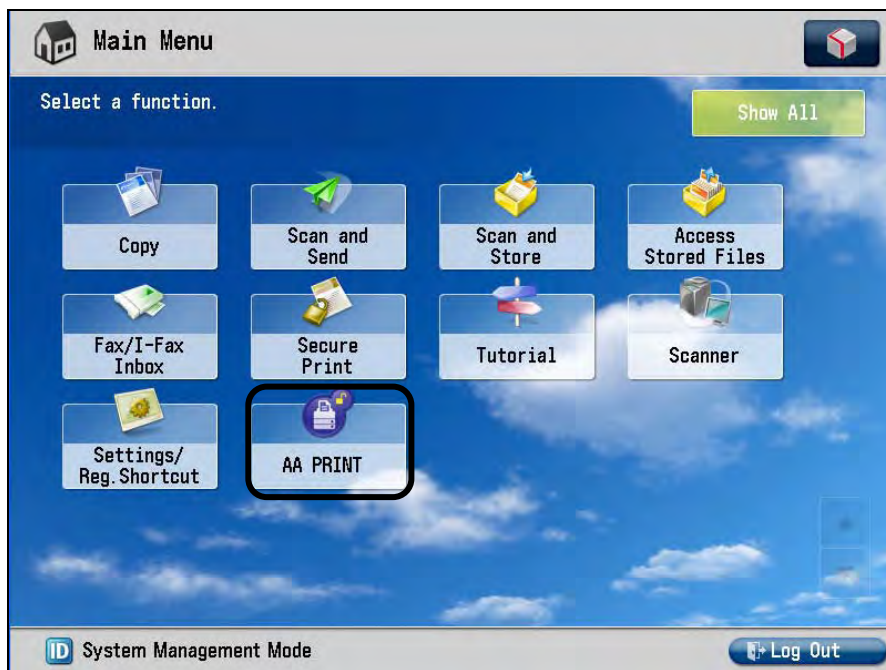
2.6 Checking User Permissions

This section describes how to check your user permissions for printing, if the AMS is installed on the MFP device.

1. Log on to the MFP.

For instructions on logging on to the MFP, see [“Logging On to the MFP Device,”](#) on p. 13.

2. From the Main Menu, press [AA PRINT].



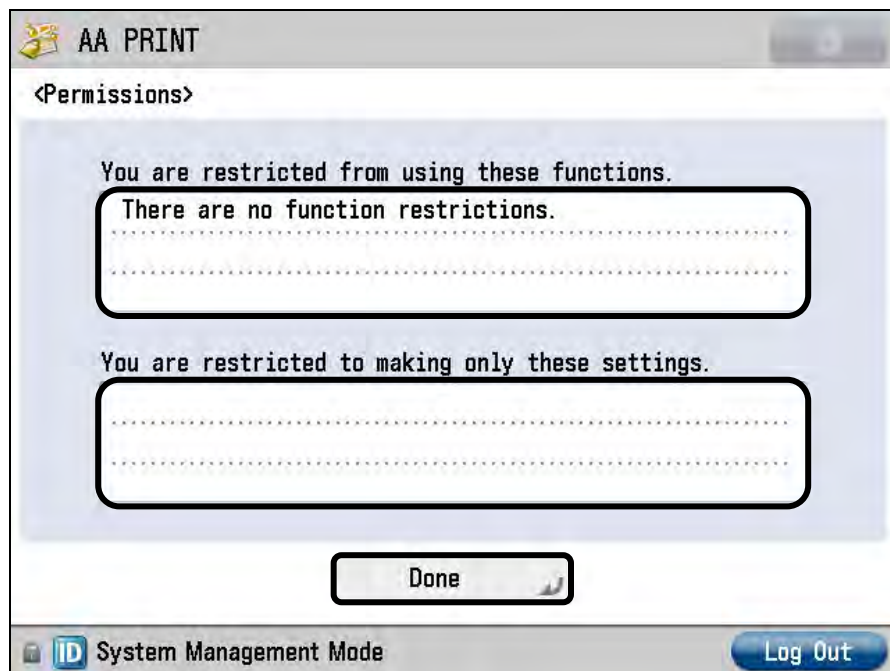
The Document List screen with a list of documents that have been stored by the logged on user is displayed.

3. If the AMS is installed, press [Authentication Information] next to your user name.



The Permissions screen is displayed.

4. View your user permissions → press [Done].



Restricted functions are displayed in the upper field. Functions that you can use are displayed in the lower field.

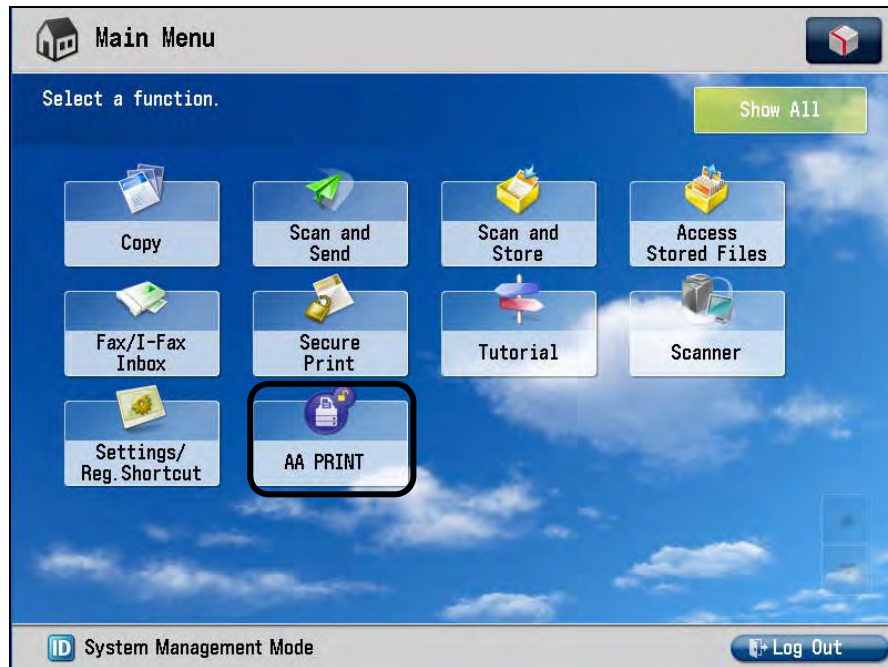
2.7 Checking the Details of a Print Job

This section describes how to check the print settings for a selected job.

1. Log on to the MFP.

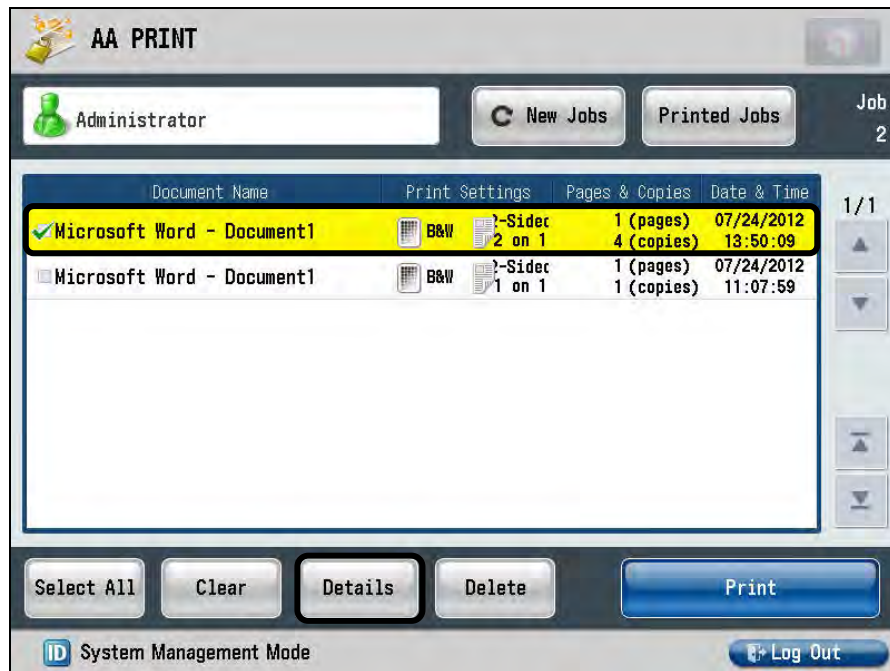
For instructions on logging on to the MFP, see [“Logging On to the MFP Device,”](#) on p. 13.

2. From the Main Menu, press [AA PRINT].



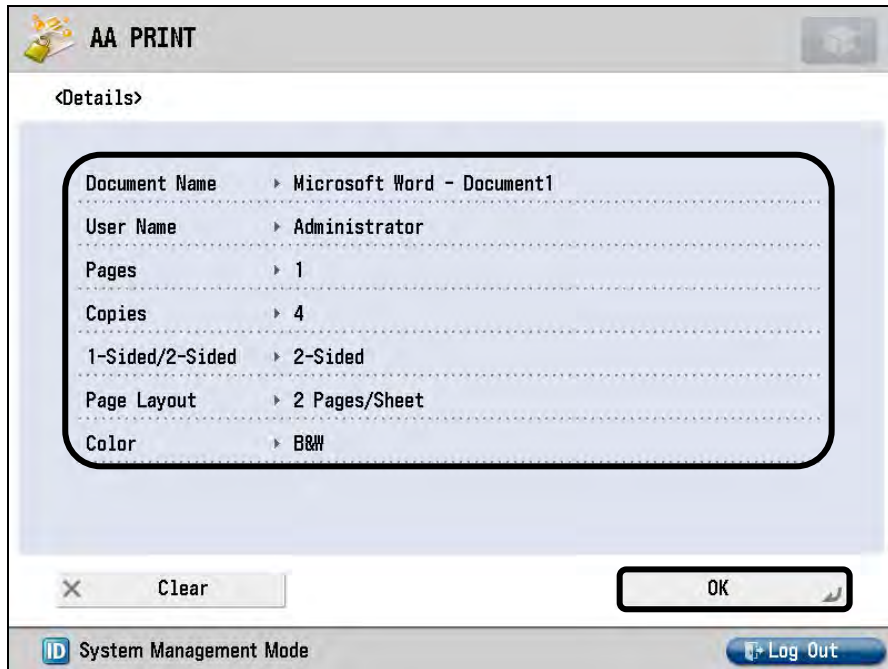
The Document List screen with a list of documents that have been stored by the logged on user is displayed.

3. Select one document → press [Details].



The Details screen is displayed.

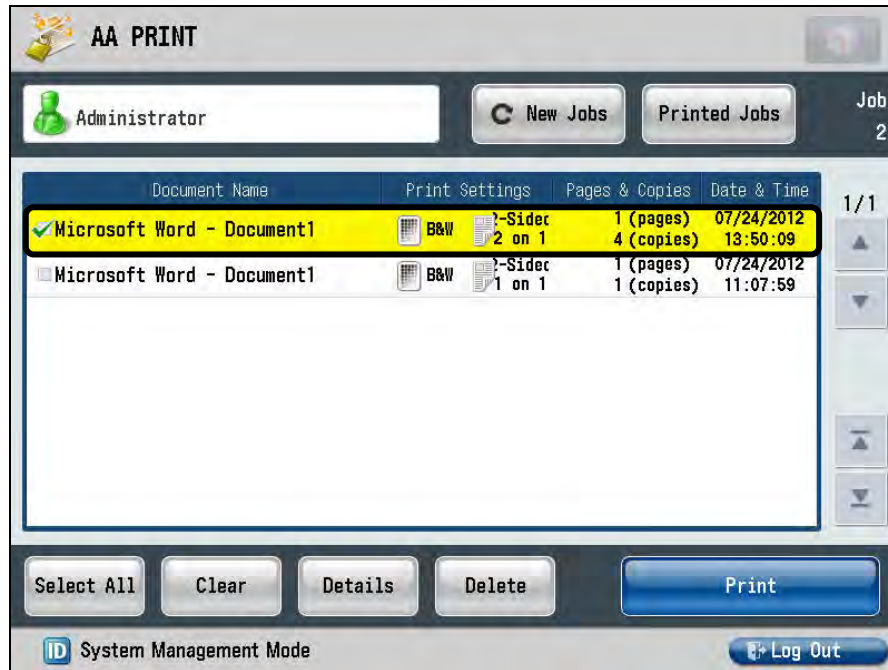
4. Confirm the print setting details → press [OK].



You can only change the Color setting if you are printing on a color MFP from the Details screen. If you want to change any of the print settings, you must change them from the printer driver, and then resend the print data.


If there are restricted settings in the details, these settings are displayed in brackets. In this case, these settings are not applied to the document when it prints. To print within your usage restrictions, you must change the settings in the printer driver, and then resend the print data again. For more information on checking your user restrictions, see [“Checking User Permissions.”](#) on p. 28.

5. If you changed the Color setting in the Details screen, confirm that the changed Color setting is reflected in the document list.



IMPORTANT

The changed Color setting is only effective until you log off the MFP device, or you refresh the Document List screen.

6. Select the job you want to print → press [Print].
7. Press [Log Out] or  (Log In/Out) on the MFP's control panel.

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