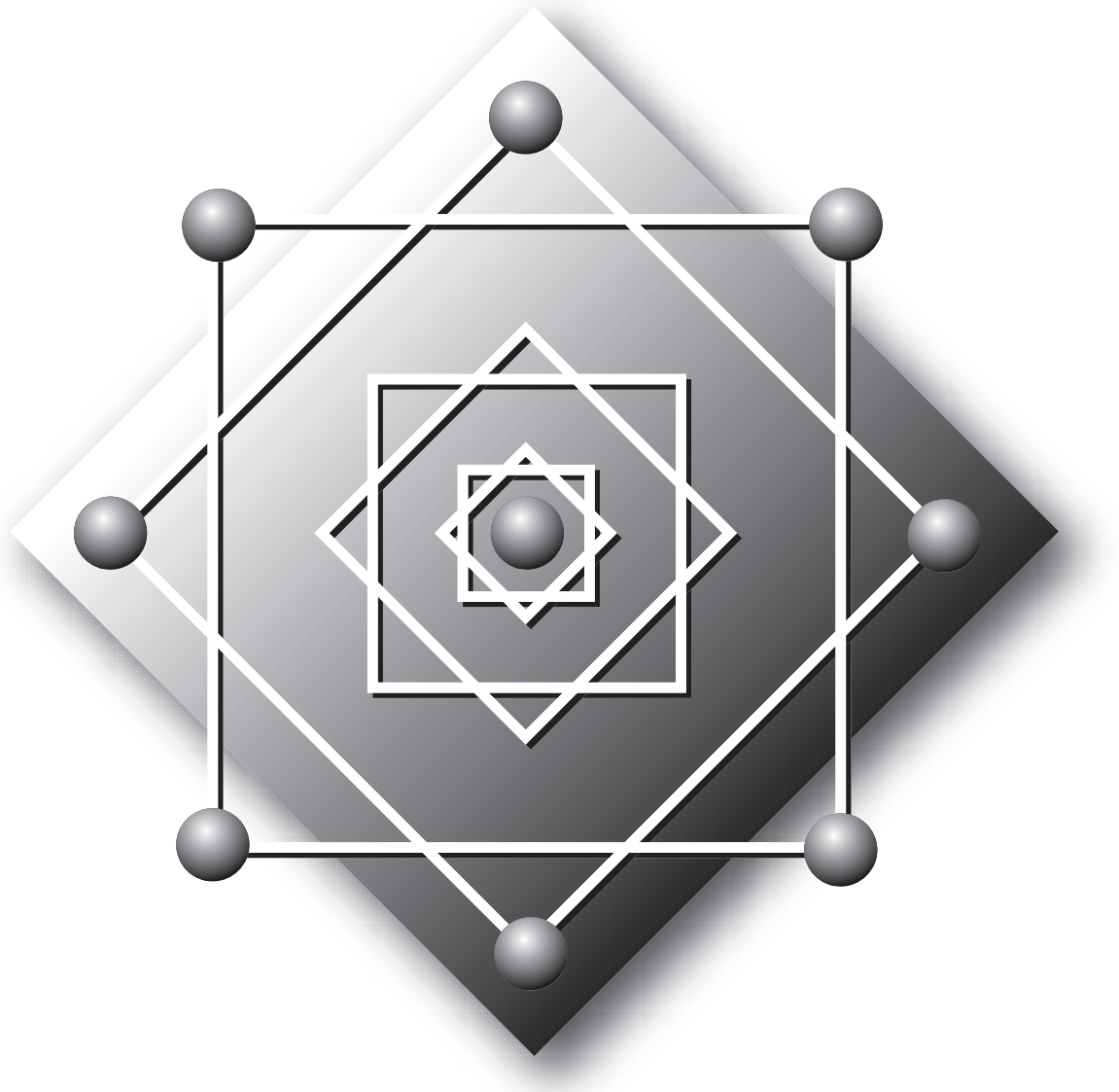
OKI

Print Job Accounting

User's Manual



About this Manual

Notations

The following notations may be used in this manual.

- Microsoft Windows 7 64-bit Edition operating system → Windows 7 (64bit version)*
- Microsoft Windows Vista ™ 64-bit Edition operating system → Windows Vista (64bit version)*
- Microsoft Windows Server 2008 R2 64-bit Edition operating system → Windows Server 2008 R2*
- Microsoft Windows Server 2008 64-bit Edition operating system → Windows Server 2008 (64bit version)*
- Microsoft Windows XP x64 Edition operating system → Windows XP (x64 version)*
- Microsoft Windows Server ™ 2003 x64 Edition operating system → Windows Server 2003 (x64 version)*
- Microsoft Windows 7 operating system → Windows 7*
- Microsoft Windows Vista ™ operating system → Windows Vista*
- Microsoft Windows Server 2008 operating system → Windows Server 2008*
- Microsoft Windows XP operating system → Windows XP*
- Microsoft Windows Server ™ 2003 operating system → Windows Server 2003*
- Microsoft Windows 2000 operating system → Windows 2000
- Generic name for Windows, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003, Windows 2000 → Windows

* If there is no special description, 64 bit version is included in Windows 7, Windows Vista, Windows Server 2008, Windows XP and Windows Server 2003.

- MacOS 9.0/9.0.4/9.1/9.2/9.2.1/9.2.2 → MacOS
- MacOS X 10.3 and later → Mac OS X
- Generic name for MacOS 9.0/9.0.4/9.1/9.2/9.2.1/9.2.2, and Mac OS X 10.3 or later → Macintosh

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1. Before Setup

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1. Before Setup

This section explains the mechanisms and configuration of Print Job Accouting, and the contents that need to be decided before setup.

What is Print Job Accouting?

Print Job Accouting sets detailed print restrictions on print jobs printed from computers according to individual users and printers, and acquires and summarizes print job information in a log.

Special Features of Print Job Accouting

Management of Print Restrictions

- Multiple users and printers can be put together into groups, and settings for allowing and disallowing printing or color printing for each group can be configured.
- Settings for allowing or disallowing the printing or color printing of the login name, application name, document name or host name can be configured.
- Upper limits for the number of prints can be set according to user, printer, user group and printer group.
- Printing costs can be charged according to user and user group. Printing costs can be set according to such factors as quantity and paper size. Also, different fees can be set for individual printers.
- Settings for allowing or disallowing printing or color printing can be configured for users or groups registered in the Active Directory. (Only Enterprise edition)
- Printing costs can be charged according to users and groups in the Active Directory. (Only Enterprise edition)

Log Acquisition and Summary

- Information included the printed date and time, user name, quantity and paper size can be acquired and summarized in the log.
- The log can be output as a CSV file for use in commercially available spread sheet software.
- Information such as log information can also be saved in an SQL database and browsed from a web browser.

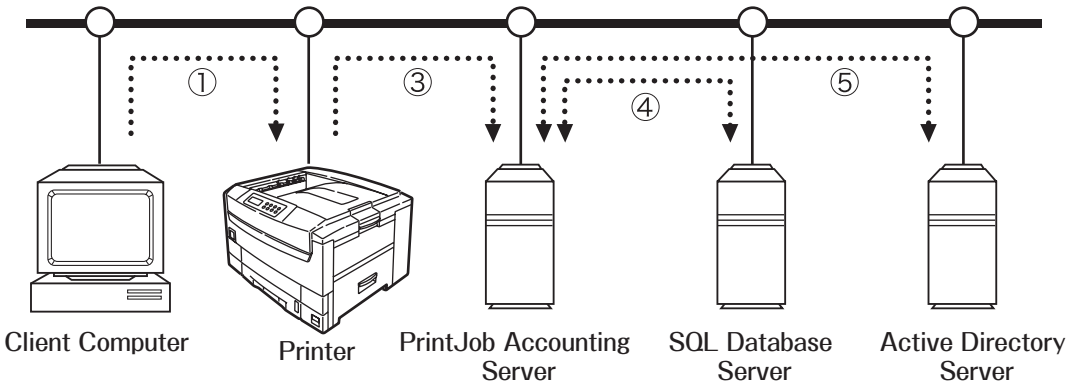
Memo A CSV file is a text file separated by commas, and is a file format that is commonly used for converting data between spread sheets and database management software.

Support for both Windows and Macintosh operating environments

- Both Windows and Macintosh operating environments are supported as client environments.

Print Job Accouting Mechanisms

① When the user sends a print job, ② the job information is stored as a log on the printer's built-in hard disk or flash memory, and the ③ Print Job Accouting server software obtains the log. The information obtained by the server software is deleted from the printer. ④ The log obtained in ③ is saved to the SQL database. (Only Enterprise edition) ⑤ User or group information registered in the Active Directory is referenced. (Only Enterprise edition)



Print Job Accouting Configuration

Print Job Accouting server software (Windows)

This is a management tool for the system administrator. Registration of printers and users, and print limitation settings can be configured. Also, the log is obtained and saved from the printer at a set schedule.

This is called server software.

Print Job Accounting Client Software (Windows)

Install onto the Windows client computer.

Set the setting method (job account mode) for setting the User Name and Job Account ID in the client computer.

This is called Client Software.

Print Job Accounting Client Plugin (Mac OS)

This is automatically installed when the Mac OS PS printer driver is installed. A panel for setting the UserName and JobAccountingID is added to the print dialog.

This is called a plugin.

Print Job Accounting Client Software (MacOS X)

This is installed in the Mac OS X client computer.

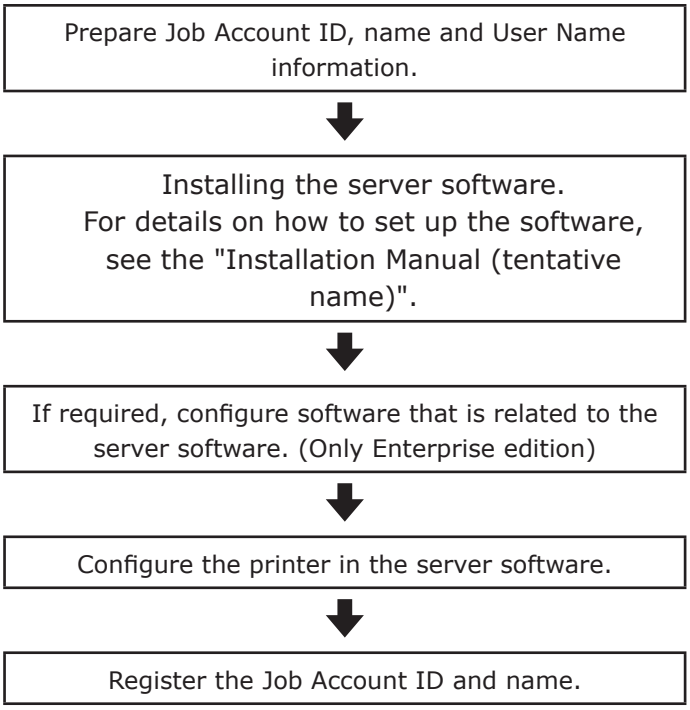
Set the Username and JobAccountingID on the client computer.

Only the Mac OS X PS printer driver is enabled.

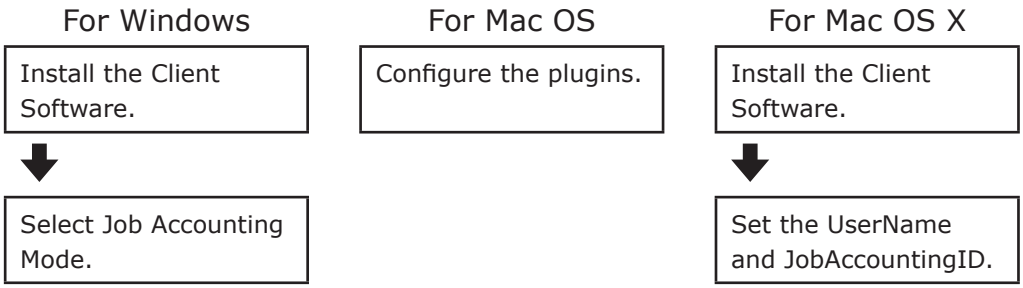
This is called Client Software.

Print Job Accouting Installation Process

Setting up server software



Setting up Client Software



Preparing User Information

In Print Job Accouting, set the user for the server software and Client Software/plugin. Before setup, it is necessary to decide which users will use the printer.

Note!

- Users can be added/deleted at a later date. For details, see "Job Account ID management" (page 44).
- When using in combination with Active Directory, it is not necessary to decide which users will use the printer. For details, see "Syncing with Active Directory user information" (page 98). (Only Enterprise edition)

Information required for settings

In order to configure user settings, Job Account ID, name and User Name information is required.
Read the explanation below carefully, and prepare the Job Account ID, name and User Name information according to the objectives of the print restrictions and log.

Server software

Setting information	Details	Registration range
Job Account ID	This number is used to recognize users in Print Job Accouting. Assigned to each user, settings such as print restrictions and cost burden are set for each Job Account ID on the server software.	1~999999999
Name	This name is applied to make the Job Account ID easy to distinguish.	Up to 80 characters (Names cannot include "")

Client Software/Plugin

Setting information	Details	Registration range
Job Account ID	This number is used to recognize users in Print Job Accouting. When print restrictions or logs are configured for each department, the same ID is assigned to all users within the department. When printing is performed without setting the Job Account ID, printing is performed by an unregistered user and 0 remains as the Job Account ID in the log.	1~999999999

Setting information	Details	Registration range
Name	This setting is for recognizing the actual user who ordered the print job from the client computer. This information is stored in the "User" section of the log. When printing is performed from a Windows or Mac OS X computer that is not configured with the Client Software, the user is an unregistered user, Job Account ID is 0, and the user name used to log on to either Windows or Mac OS X remains in the log as the User Name. When printing is performed from a Mac OS computer that is not configured with the "Job Accounting" panel, the user is an unregistered user, JobAccountingID is 0, and UserName remains as a blank space in the log.	Up to 80 characters (Names cannot include "")

Note! Depending on applications such as the Windows version of PageMaker, data that does not use printer drivers may be created.
In this case, the user is an unregistered user, Job Account ID is 0, and User Name is remains as a blank space in the log.

Example of assigning the Job Account ID

The following usage methods are possible depending on how the settings and limitations are configured and the logging method.

Example of Use	Server software settings	Client Software/Plugin Settings
When you want to permit printing for only some users.	Set the Job Account ID and name only to users who are permitted to print. Unregistered IDs are prohibited from printing.	Set the Job Account IDs that are permitted to print.
When you want to permit color printing for only some users.	Set the Job Account ID and name only to users who are permitted to print in color. Unregistered IDs are prohibited from color printing.	Set the Job Account IDs that are permitted to print.
When you want to keep a record of the printing limitations and log for each user.	Set a unique Job Account ID and name for each user so there are no duplications.	Set the User Name and Job Account ID for each user so there are no duplications.
When you want to keep a record of the printing limitations and log for each department.	Set a Job Account ID and name for each department. When information is totaled for [Job Account ID], the log for each department can be obtained.	Set the Job Account ID assigned to the department, and set the name of the user that is printing as the User Name.
When you want to place print restrictions on each department, but log printing in each person's name.	Set a Job Account ID and name for each department. When information is totaled for [User Name], the log for each user can be obtained.	Set the Job Account ID assigned to the department, and set the name of the user that is printing as the User Name.
When you want to apply print limitations and obtain logs for each department, yet also apply limitations and obtain logs for each user.	Set a unique Job Account ID and name for each user so there are no duplications. Divide users into user groups according to department.	Set the User Name and Job Account ID for each user so there are no duplications.

Example of Use	Server software settings	Client Software/Plugin Settings
When you want to just collect a print log without imposing print restrictions.	The Job Account ID and name do not need to be set. When information is totaled for [User Name], the log for each user can be obtained.	<For Windows and Mac OS X> The Client Software does not need to be installed on the client computer. The login user name used for Windows or Mac OS X remains in the log as the User Name. <For Mac OS> The JobAccountingID is set as desired, and the UserName is set as the user name for printing.

If Print Job Accouting associates with Active Directory, Login name and Card ID registered on Active Directory in advance can be used as the user information. (Only Enterprise edition)
Card ID is registered to assign to unused arbitrary attribute with Active Directory.

Setting information for Active Directory	Details
Login name	This name is used to login to Windows.
Card ID	This ID is the meaning information which can identify a card.

Memo For detail on usable Card ID, refer to Card Secure Kit user manual.

Memo

2. Setting up the server software

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Setting up the server software 24

2. Setting up the server software

This section explains how to set up the Print Job Accouting server software.

Note! The window and setting contents differ depending on the printer model.

Operating Environment

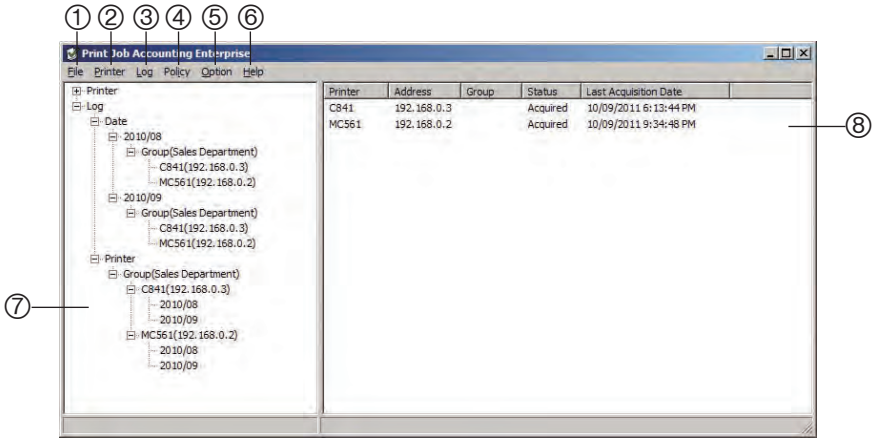
- Windows 7 / Windows 7 (64bit version)
- Windows Vista / Windows Vista (64bit version)
- Windows Server 2008 R2
- Windows Server 2008 / Windows Server 2008 (x64 version)
- Windows XP / Windows XP (x64 version)
- Windows Server 2003 / Windows Server 2003 (x64 version)
- Windows 2000

Note!
- The computer in which the server software is installed needs to remain switched on, or needs to be running at the time at which the log is set to be obtained from the printer.
- Approximately 3MB of hard disk space is required to save 10,000 log entries on the computer.

Installing the server software

For details on how to install the server software, see the "Installation Manual".

Server software window configuration



① [File] Menu
Commands for exiting the server software are displayed.

② [Printer] Menu
Commands for adding, deleting and managing printers that obtain logs are displayed.

③ [Log] Menu
Logs and summaries are displayed, and commands for writing to files are also displayed.

Memo Items in the [Printer] menu and [Log] menu can also be selected by right-clicking the mouse on the printer or log to be operated, and selecting the command.

④ [Policy] Menu
Commands for setting the usage limitations are displayed.

⑤ [Option] Menu
Commands for setting the options are displayed.

⑥ [Help] Menu
You can view the Server ID, help and version information.

⑦ Selection window
Printers managed using Print Job Accouting and obtained logs are displayed in a tree format according to printer and date.
The tree can be opened and closed using the same standard operations as Windows Explorer. The tree is in the closed state directly after starting the server software, and needs to be opened in order to select items.

⑧ Details window
Double-click the [Printer] that is at the origin of the tree in the selection window, and the address, group it belongs to, log obtained/unobtained status, and date on which the last log was obtained for printers managed by Print Job Accouting are displayed.
Double-click the log in the selection window to display the log.

Starting the server software

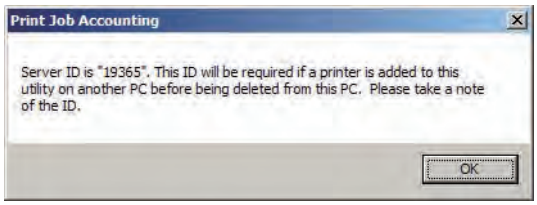
Note!
- The server software settings cannot be configured without computer administrator authority.
- When the simple user switching function is used in Windows XP to switch users, these settings can only be configured in the user where the server software was first started.

❶ Check that the printer power is ON.

❷ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accouting] > [Print Job Accouting].
When the [User Account Control] window is displayed, click [Yes] or [No].
The server software starts.

❸ When the server software is started for the first time, a window is displayed notifying you of the Server ID. You must write down the Server ID and store it safely.

Memo In Print Job Accouting, the log from one printer cannot be obtained by multiple servers. For this reason, in order to distinguish which server is obtaining the printer log, the Server ID is set in the printer.
If a Print Job Accouting sever cannot be used due to breakdown etc, obtaining of the log needs to be changed to a different server.



Setting up the server software

Configuring Active Directory settings (Only Enterprise edition)

Settings for Active Directory such as setting usage limitations and registered printers for user information managed using Active Directory or registering an IC card compatibility table to Active Directory need to be configured in the server software.
Before registering the printer in the server software, if you complete all settings for the Active Directory first, the operation to register user information managed in the Active Directory or the IC compatibility table to the printer can be performed smoothly.
Active Directory settings can also be configured after registering the server software to the printer.
For details on Active Directory settings, see chapter 6 "Syncing with Active Directory User Information".

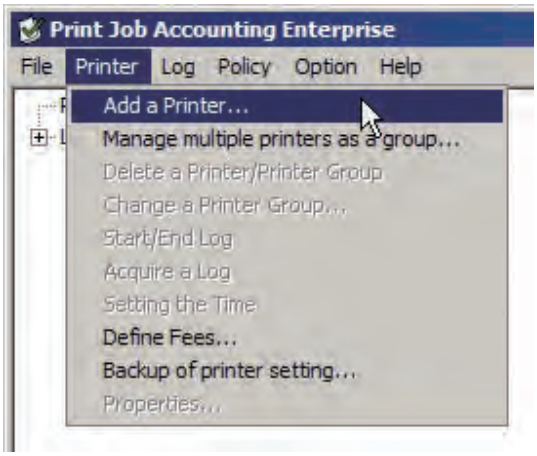
Configuring Database settings (Only Enterprise edition)

In order to export log or Job Account IDs that are managed with the sever software to the database, database settings need to be configured in the server software.
If you complete the database settings before registering the printer to the server software, the operation for exporting logs or Job Account IDs managed using the server software to the database can be performed smoothly.
Database settings can also be configured after registering the server software to the printer.
For details on the database settings, see chapter 7 "Saving managed data to the database".

Adding a printer that acquires the log

Note! A maximum 50 printers (In Enterprise edition, 1,000 printers) can be registered to the server software.

❶ Select the [Printer] menu > [Add a Printer].

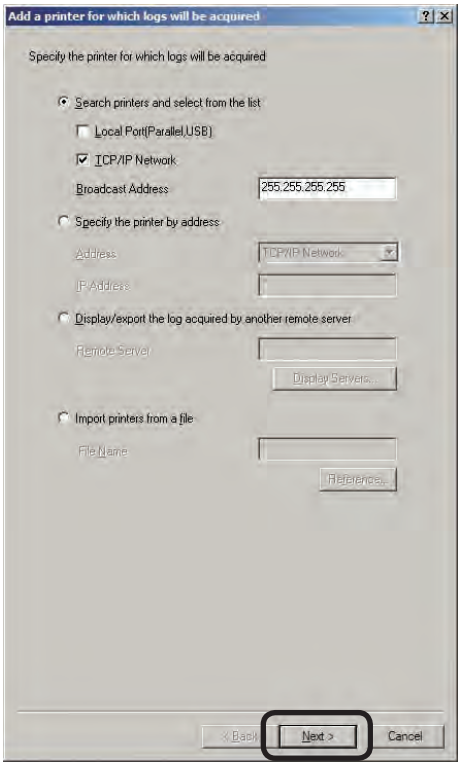


❷ Specify the printer that will acquire the log.

<To search for a printer>

① Select the search method.

<Local port or broadcast search>



①-1 Select [Search printers and select from the list], check the port to which the printer is connected, and click [Next].

Memo To search for printers in different segments of the TCP/IP network, enter the broadcast address. If it is unknown, contact the network administrator.

<Searching for the printer from a CSV file>

①-1 Create a CSV file using software such as Notepad or Excel etc.

<For Notepad>

i Write the IP address and name of each printer on one line for each printer. Separate the IP address and printer names with a comma ",". The printer name can be omitted.

ii Save in text format with the extension "CSV".

<For Excel>

i Write the IP address and name of each printer on one line for each printer. The printer name can be omitted.

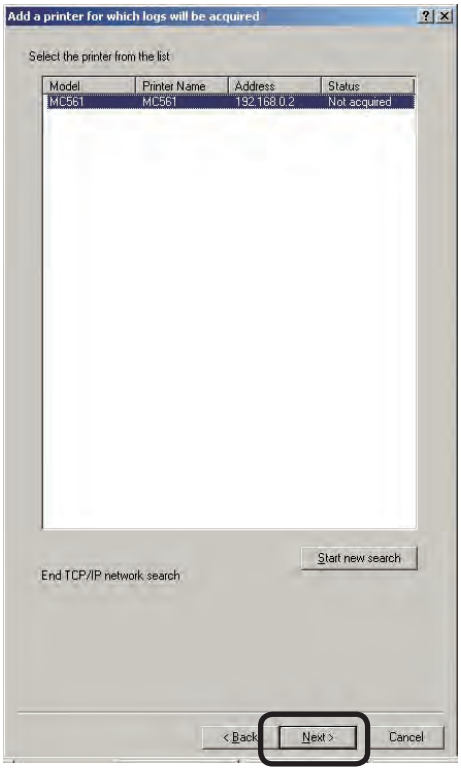
ii Save in CSV file format.

①-2 Select [Import printers from a file], and click [Reference].

①-3 Specify the CSV file created in ①, and click [Open].

①-4 Click [Next].

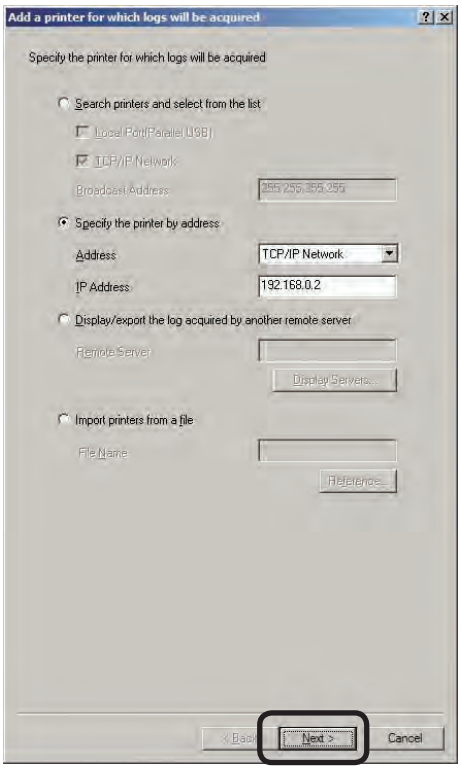
② Select the printer from the list, and click [Next].



Memo Only printers that are supported by Print Job Accouting are displayed. Press and hold the Shift key or Ctrl key while selecting to select more than 1 printer.

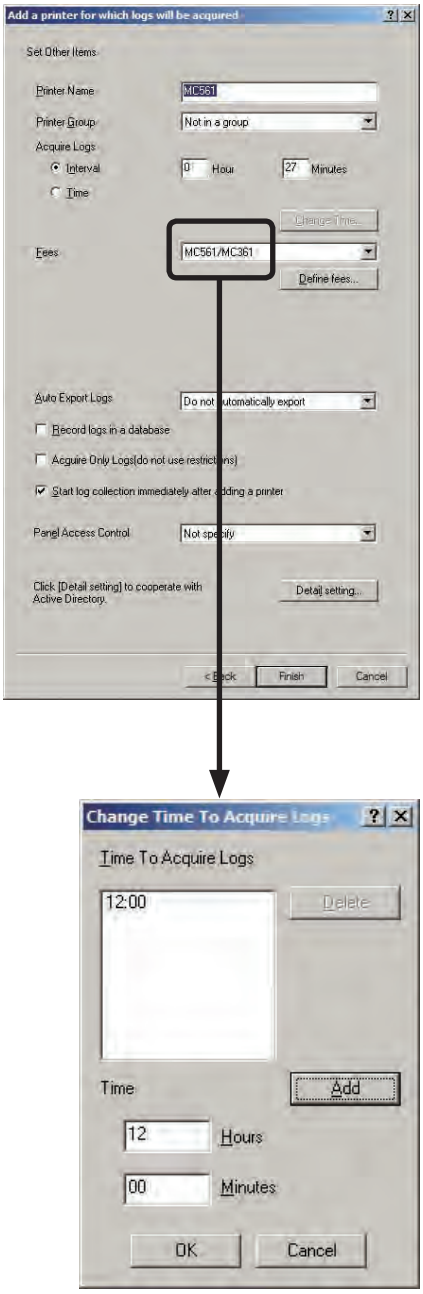
<To specify a printer directly>

① Select [Specify the printer by address], and select [Address]. When connected to a TCP/IP network, enter the printer IP address into [IP Address].



② Click [Next].

❸ Set the printer to acquire the log, and click [Finish].



Printer Name

Set the name of the printer to be displayed in the server software.

Printer Group

Select the group that the printer belongs to.

Acquire Logs

Set the schedule by which the log is acquired.

Note! Always set a time when the computer in which the server software is set up and printer power are both switched ON. The log is not acquired if the power is not ON.

Interval

Set the interval when the log is acquired over a fixed time. The maximum interval time that can be set is 24 hours. The default setting is set as an optimized value detected from the state of the added printer. If the interval is set to a time that is longer than the default settings, some of the logs may not be acquired.

Time

Set the specific time. Click [Change Time], and add the time to the [Change Time To Acquire Logs] window. Up to 5 acquisition times can be added. After adding, click [OK].

Fees

Set the fee definition pattern when assigning printing costs to users.

Click [Define fees] to add definitions.

For details on the fee charge definitions, see "Creating fee charge definitions" (page 84).

Memo The initial settings definition shows a rough guide to the running costs calculated from the standard prices of various consumables and the number of prints over the lifetime for each model.

Operation at Log Full

Set the process when the printer log buffer is full.

- Delete old logs
  The oldest log is deleted, and the new log is received.
- Cancel the job
  All subsequent print jobs are cancelled.
- Do not acquire the log
  The log is not obtained for subsequent print jobs.

Inhibit the initialization of the Hard Disk and Flash Memory

Check this check box to prevent the printer built-in hard disk, SD memory card, and flash memory from being initialized. When Print Job Accouting is used, always check this check box.

Auto Export Logs

Set to automatically write the acquired log to a CSV format file, and send the file via e-mail.

- Do not automatically export
  Automatic export is not performed.
- Automatically export logs
  The acquired log is automatically written as a CSV format file to the automatic export destination.
- Mail logs to administrator
  The acquired log is automatically written as a CSV format file to the automatic export destination, and the file is sent by e-mail to the administrator.

Record logs in a database (Only Enterprise edition)

Check to export the acquired log to a database.

Acquire Only Logs (do not use restrictions)

Check this check box when you do not want to automatically activate access restrictions for models that have an access restriction function on the control panel.

Note! Users cannot be registered.

Start acquiring the log immediately after adding

Check this check box to start acquiring the log after adding a printer.

❹ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note!
- Depending on the printer, this is not displayed.
- For details on the factory set printer administrator password, see the User's Manual of the printer.

Next, the "Job Account ID registration" window is displayed.

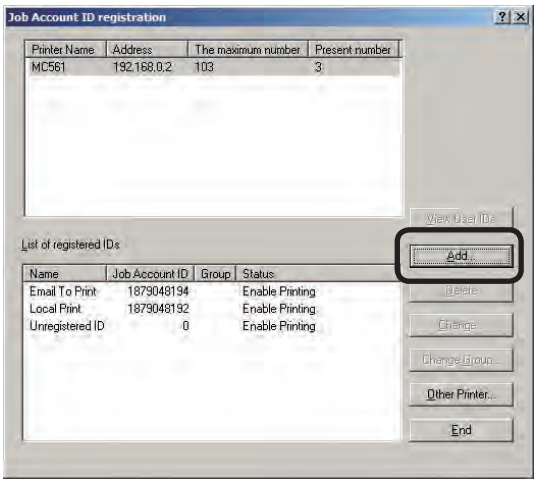
Registering the Job Account ID and Name

The Job Account ID and Name can be registered using the following method.

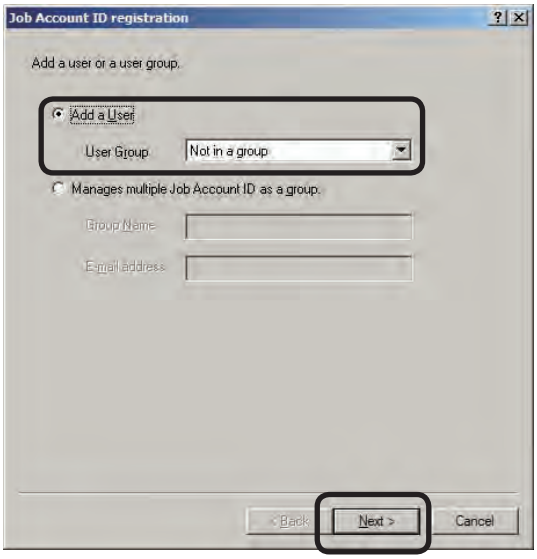
- Manual registration.
- Create a CSV file that contains the Job Account IDs and User Names, and register them in a batch.
- Users registered in Windows on the network are read.

This section explains how to register manually. For details on other methods, see "Adding the Job Account ID" (page 44).

❶ Click [Add] in the [Job Account ID registration].

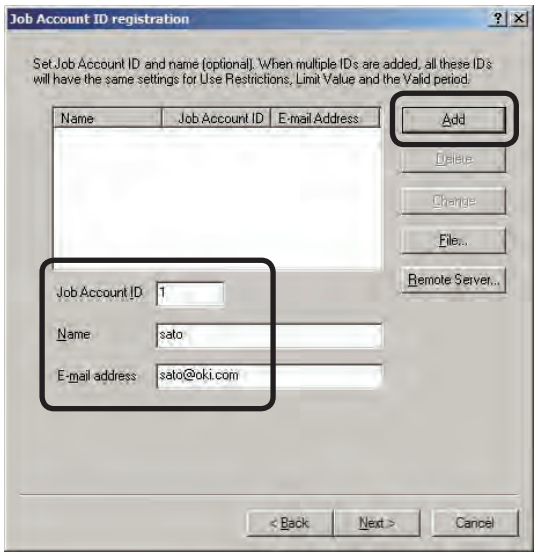


❷ Select [Add a User], select the group that the user belongs to from [User Group], and click [Next].



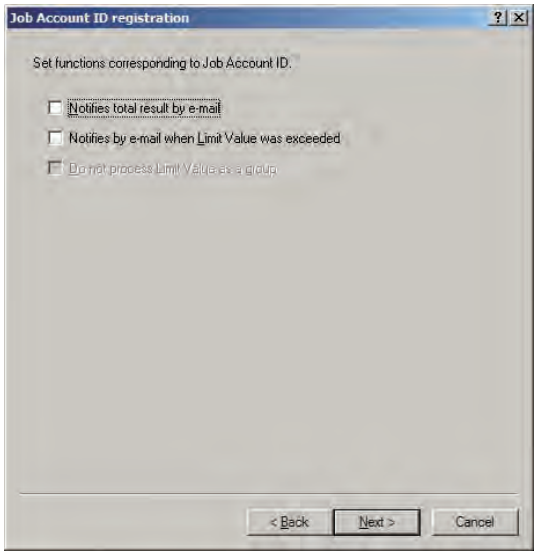
❸ Enter the [Job Account ID], [Name], and [E-mail address] (can be omitted), and click [Add].

Memo The e-mail address needs to be set in [Notifies total result by e-mail] and [Notifies by e-mail when Limit Value was exceeded] in step ❺.



❹ Click [Next].

❺ Set functions for the Job Account ID, and click [Next].



Notifies total result by e-mail

Notifies the total amount used every month by email.

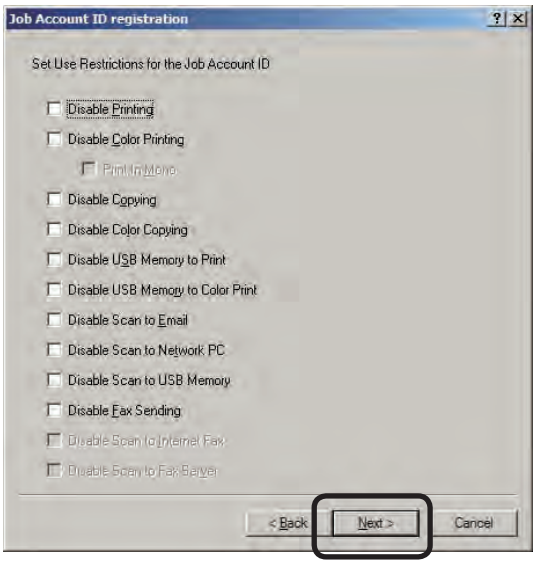
Notifies by e-mail when Limit Value was exceeded

A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Limit values can be set individually for users that belong to a printer group, and users that belong to a printer group.

❻ Set the use restrictions, and click [Next].



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print In MONO

When disable color printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the printing prohibited settings are applied.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the color printing prohibited settings are applied.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to E-mail

Prohibits Scan to Email using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

Disable Scan to Internet Fax

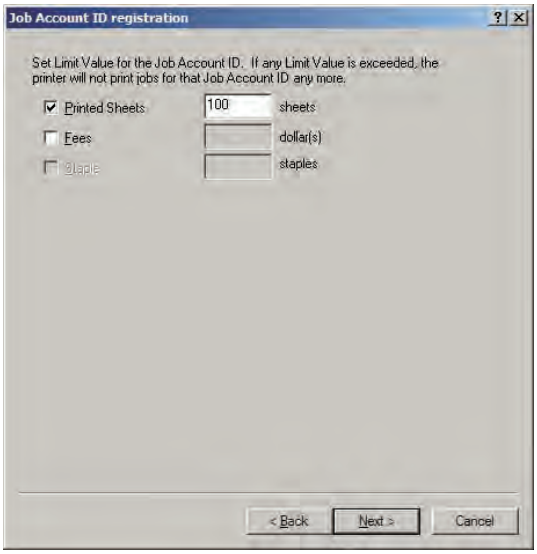
Prohibits scan to internet fax using panel operations.

Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

❼ Set the limit values that can be used by Job Account ID.
When each of the limit values is exceeded, printing is cancelled until the valid period set in step ❽.

Note! The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.



Printed Sheets

Set the number of sheets that can be printed.

Fees

Set the upper limit of the fee charges.

Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

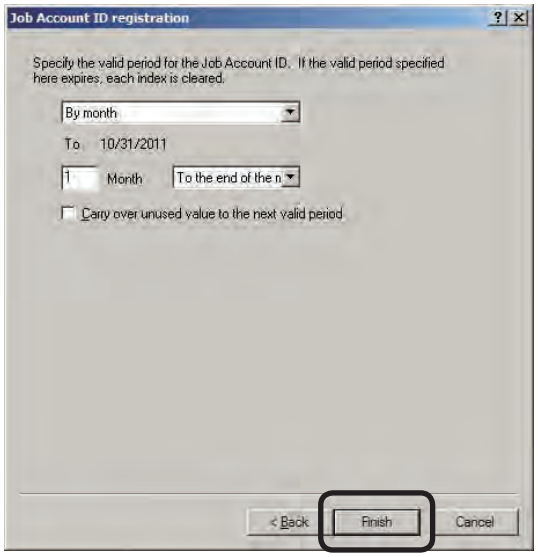
When limit values are set

☞ click [Next], and proceed to step ❽.

When limit values are not set

☞ Click [Finish], and proceed to step ❾.

❽ Set the expiration date for the limit values set in ❼, and click [Finish]. When the valid period is exceeded, the limit value count is reset.



Do not specify

The valid period is not set. When the limit value set in ❼ is not set, printing is cancelled unless the limit value is increased, or the usage status are manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

❾ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note!
- Depending on the printer, this may not be displayed.
- For details on the factory set printer administrator password, see the User's Manual of the printer.

❿ Click [End] in the [Job Account ID registration] window.

⓫ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

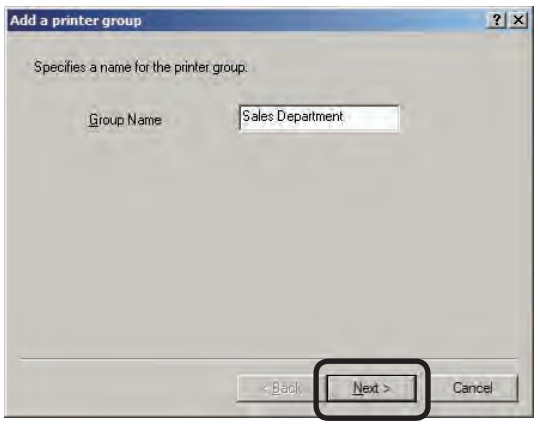
Managing multiple printers as a group

Multiple printers can be managed as one group. When managed as a group, the log can be displayed in group units. Furthermore, the user control values can be set to all of the printers that belong to the group.

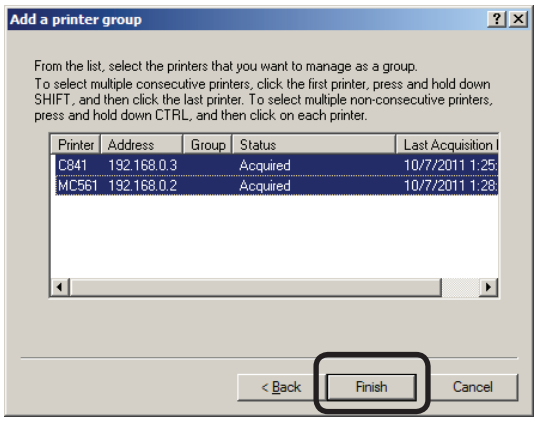
❶ Start the server software.

❷ Select the [Printer] menu > [Manage multiple printers as a group].

❸ Enter the printer group name, and click [Next].



❹ Select the printer to assign to the group from the list, and click [Finish].



Memo Press and hold the Shift key or Ctrl key while selecting to select more than 1 printer.

❺ Register users to the group.
The Job Account ID registration window is displayed. To register users, follow the instructions in "Registering the Job Account ID and Name" (page 29) and register the users.

❻ The [Do you want to register the Job Account ID registered in the group?] window is displayed.
Click [Yes], and the user registered in step ❺ is registered to the printer.

Memo When limit values are set for users or user groups that are registered to printer groups, the limit values are enabled for the total amount of usage for users and user groups of all printers that belong to the printer group. However, the usage amount of users and user groups that have the [Do not process Limit Value as a group] check mark checked are not included.

Changing the printer group

The printer can be changed to a different group. This is useful for when the printer is relocated to a different department.

❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer whose group you want to change, and select the [Printer] menu > [Change a Printer Group].

Memo Multiple printers can be selected.

❹ Select the new group to be assigned to, and click [OK]. To remove the printer from all groups, select [Not in a group].

❺ When the [Do you want to register the Job Account ID registered in the group?] window is displayed, click [Yes].

Note! When [No] is clicked, the users registered to that group are processed as unregistered users in that printer.

Deleting the printer group

❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer group you want to delete, and select the [Printer] menu > [Delete a Printer/Printer Group].

Memo Multiple printer groups can be selected.

❹ Click [Yes].

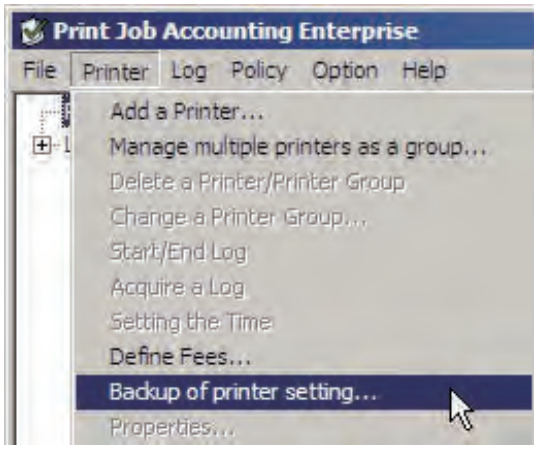
Memo Printers that belong to the deleted printer group are changed to [Not in a group].

Backing up printer settings

Printer settings can be backed up. Backed-up settings can be restored to a different computer that has the server software installed. This means that even if a problem occurs with your computer, you can continue using the same settings on a different computer. Settings that can be backed up are the printer settings, user ID settings, fee settings, and user settings that are synced with the Active Directory (Only Enterprise edition).

❶ Start the server software.

❷ Select the [Printer] menu > [Backup of printer setting].



❸ Specify the save location and file name of the printer settings, and click [OK].

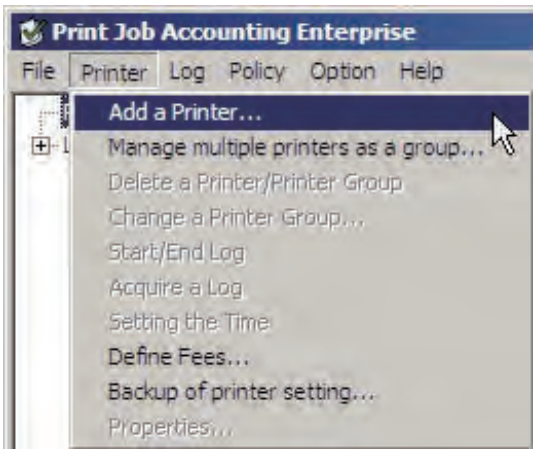
Note!
- Store the backed-up setting file on a different computer.
- We recommend creating a new settings backup file each time the software settings are changed.
- Acquired logs are not backed up.

Restoring printer settings

Backed-up printer settings are restored in the server software.

❶ Start the server software.

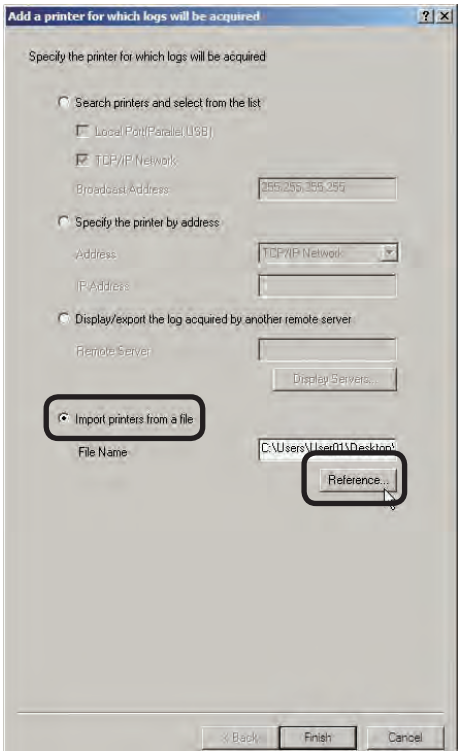
❷ Select the [Printer] menu > [Add a Printer].



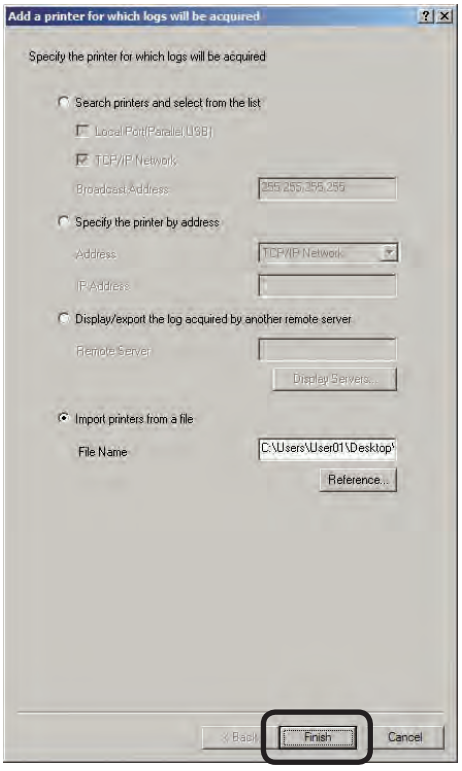
❸ Select [Import printers from a file], and specify the file path of the setting backup file.

The extension of the settings backup file is "dat".

You can also click the [Reference] button and select the file.

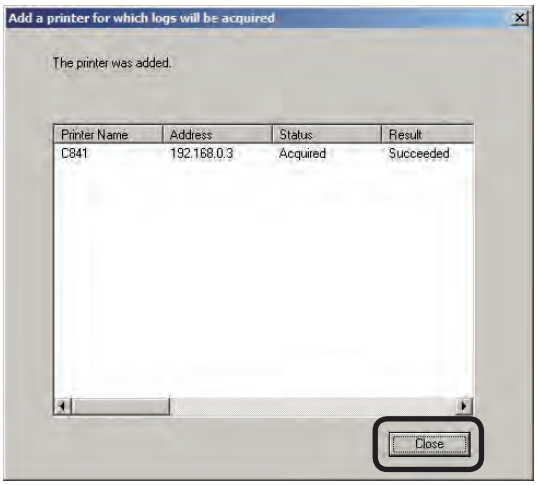


❹ Click [Finish].



❺ When the administrator password window is displayed, enter the administrator password and click [OK].

❻ When the printer registration results notification window is displayed, click [Close].



Memo

3. Setting up the client software

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3. Setting up the client software

This section explains how to set up the print job accounting client software with plugins.

Setting up in Windows

Operating Environment

- Windows 7 / Windows 7 (64bit version)
- Windows Vista / Windows Vista (64bit version)
- Windows Server 2008 R2
- Windows Server 2008 / Windows Server 2008 (x64 version)
- Windows XP / Windows XP (x64 version)
- Windows Server 2003 / Windows Server 2003 (x64 version)
- Windows 2000

Installing the Client Software

For details on how to install the client software, see the "Installation Manual".

Setting Job Accounting Mode

Job Accounting Mode is a method of setting the User Name and Job Account ID in the Windows client computer. There are 4 modes. The default status is the unsupported mode.

Memo Job Accounting Mode settings can only be configured in a print driver that supports Print Job Accouting.

Tab

The tab for setting the User Name and Job Account ID to the print driver properties is displayed.

It is used by the user themselves to set or change the User Name and Job Account ID.

Popup

A popup window for setting the User Name and Job Account ID to be sent for each print job is displayed.

It is used when 1 computer is used by multiple users.

Note!
- Do not select this when using the Windows XP simple user switching function.
- Even if printing is performed on the shared printer client side, the input window is not displayed. Use Hide for shared printers.
- Popup mode cannot be selected for Windows 7/Server 2008R2/Vista/ Server 2008.

Hide

Even if printing is performed on the shared printer client side, the input window is not displayed. Use the hide mode for shared printers. The system administrator creates an ID file that contains the Job Account ID and User Name that correspond to the Windows login user in advance. By specifying this file with the client software, the user that performed the printing is identified, and the corresponding Job Account ID is automatically acquired. Furthermore, the same Job Account ID can be set for all login users. The users do not need to configure settings or to know their own Job Account ID. When using the Windows computer as a print server and the printer as a shared printer, install and use the client software onto the computer to be used as a print server.

Not supported

Users identification is not performed, and all jobs are recognized as Unregistered ID. The User Name is the user name used to login to windows, and the Job Account ID is 0. Used when user recognition is not needed.

This section explains how to set the tab mode. For details on how to change other modes, see "Changing Job Accounting Mode" (page 130).

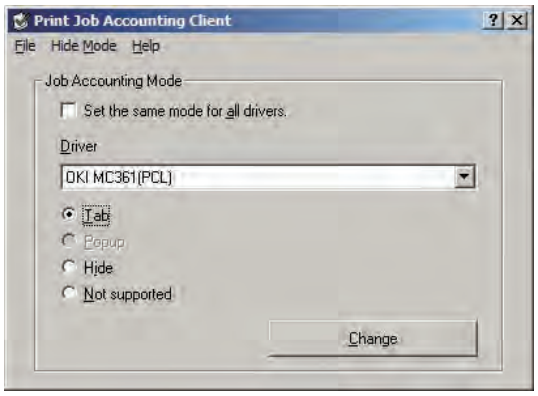
❶ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all of the printer drivers to the same mode, check [Set the same mode for all drivers].

Note! When the shared printer is used, do not use the function that sets all printer drivers to the same mode. When using a shared printer on the client side to print, the account information is not output.

❷ Select [Tab], and click [Change].

❸ Click [OK] in the change successful window.

❹ Select [File] menu > [Close].

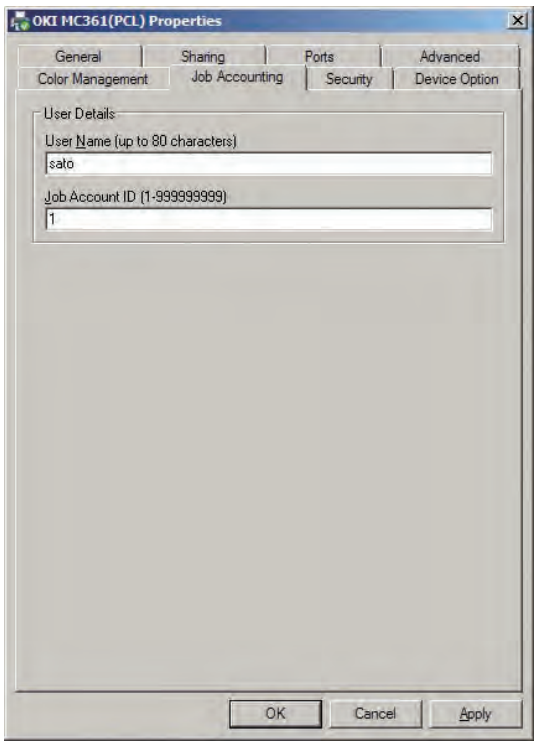


❺ In Windows 7/Server 2008 R2/Vista/ Server 2008m select [Start] > [Control Panel], and click [Printer]. (For Windows XP/Server 2003, select [Start] > [Printers and FAX]. In Windows 2000, select [Start] > [Settings] > [Printer].)

❻ On the printer driver icon, right-click the mouse button and select [Properties].

❼ In the [Job Accounting] tab, enter the User Name and Job Account ID.

In the default settings, the User Name is the user name used to login to Windows, and the Job Account ID is 1.



❽ Click [OK].

Setting up in Mac OS

Note! Depending on the model or print driver used, the setting method or operating environment may differ.

When the printer drivers are installed in Mac OS, the plugins are installed together. Set the User Name and Job Account ID in the [JobAccounting] panel of the print dialog.

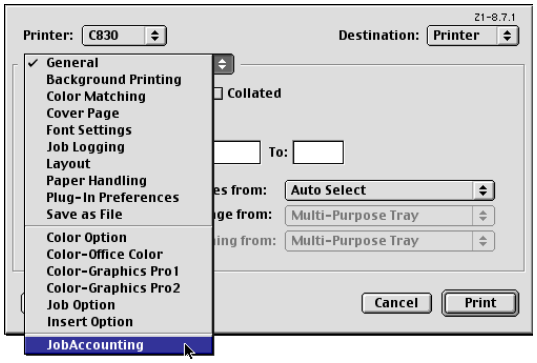
Note! If printing is performed without configuring these settings, the User Name is blank and the Job Account ID is 0 in the log.

Configuring the plugins

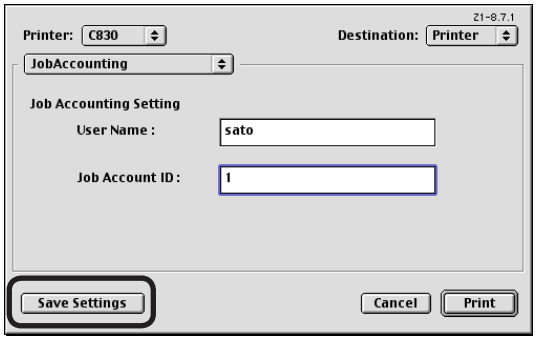
❶ Set up the printer drivers in Mac OS.

❷ Select the [File] menu > [Desktop Print].

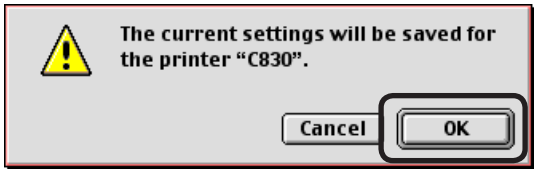
❸ Select the [JobAccounting] panel.



❹ Set the User Name and Job Account ID, and click [Save Settings].



❺ Click [OK] in the confirmation window.



❻ Click [Cancel] to close the dialog box.

Setting up in Mac OS X

Operating Environment

Macintosh running Mac OS X 10.3 or later

Note! Depending on the model or print driver used, the operating environment may differ.

Installing the client software

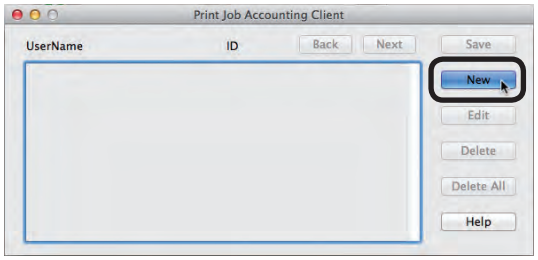
For details on how to install the client software, see the "Installation Manual".

Memo The Client software is a utility for registering, editing and managing JobAccountingID for the job account.

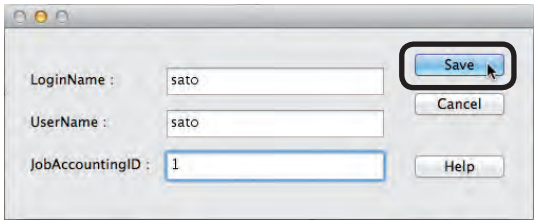
Registering the JobAccountingID

Double-click the Print Job Accouting icon.

❶ Click [New].

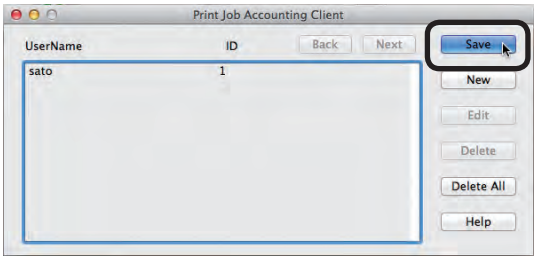


❷ Enter the login name used for Mac OS X, and the JobAccountingID and UserName for Print Job Accouting, and click [Save].



Memo Repeat this operation to register multiple users.

❸ Click [Save].



❹ Enter the password, and click [OK].

❺ Quit the client software.

Registering multiple users together

Multiple JobAccountingID and UserName can be registered using a CSV file. This is useful when multiple login user names are used in Mac OS X.

❶ Use commercially available software to prepare a CSV file.
In the CSV file, enter the Mac OS X login name, JobAccountingID and UserName in this order.

① Using 1 line for each user, enter the Mac OS X login name, JobAccountingID and UserName.

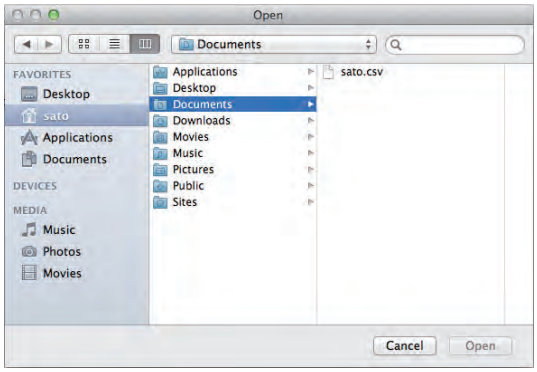
② Save the CSV format file.

❷ Use the client software to register.

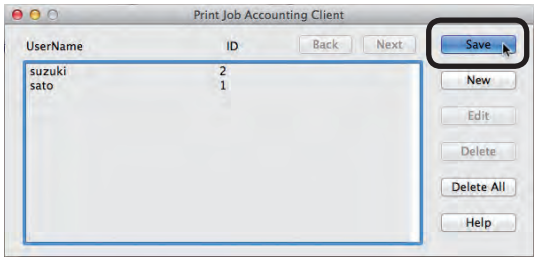
① Double-click the Print Job Accouting icon.

② Select Import from the file menu.

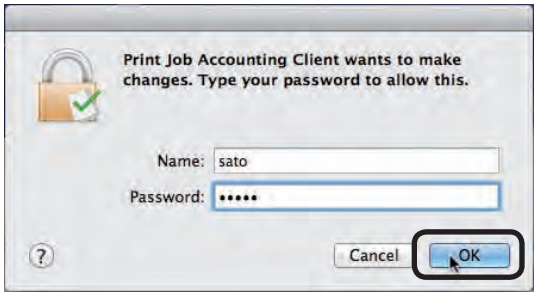
③ Import the CSV file created in ❶.



④ Click [Save].



⑤ Enter the password, and click [OK].



⑥ Quit the client software.

Changing the JobAccountingID and UserName

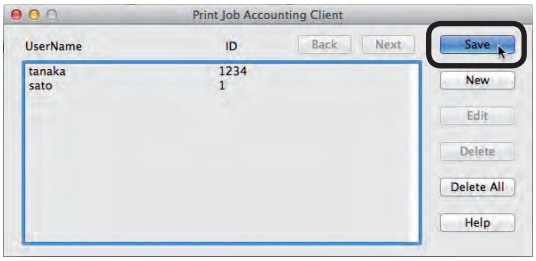
The Client software can be used to change JobAccountingID and UserName that have already been registered.

❶ Double-click the Print Job Accouting icon.

❷ Select the user that you want to change, and click [Edit].

❸ Enter the new JobAccountingID and UserName, and click [Save].

❹ Click [Save].



❺ Enter the password, and click [OK].

❻ Quit the client software.

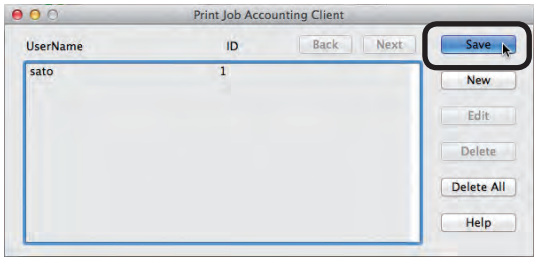
Deleting the JobAccountingID and UserName

❶ Double-click Print Job Accouting.

❷ Select the user that you want to delete, and click [Delete].

Memo To delete all registered users, click [Delete All].

❸ Click [Save].



❹ Enter the password, and click [OK].

❺ Quit the client software.

4. Job Account ID Management

Adding the Job Account ID 44

Registering the same Job Account ID to multiple printers 52

Deleting a Job Account ID or User Group 58

Changing Job Account ID and User Group settings 59

Checking the usage status of individual Job Account IDs and User Groups 61

Receiving log results by e-mail 63

Associating Job Account IDs to authentication users 64

4. Job Account ID Management

This section explains how to add or delete a Job Account ID, how to change settings for the Job Account ID use restrictions, and management of Job Account IDs.

Note! The window and setting contents differ depending on the printer model.

Adding the Job Account ID

Job Account IDs can be added as required. Add them using one of the following methods.

- Adding manually.
- Creating a user list file and adding in a batch.
- Users registered in Windows on the network are read.

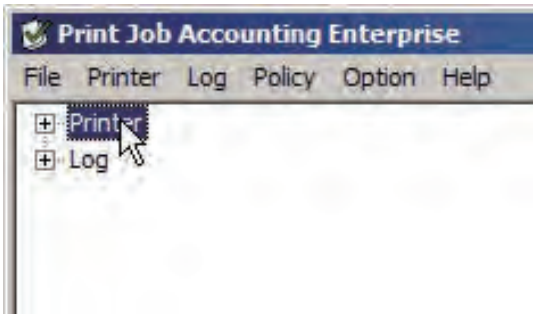
For details on Job Account IDs, see "Preparing User Information" (page 16).

Adding manually

❶ Check that the printer power is ON.

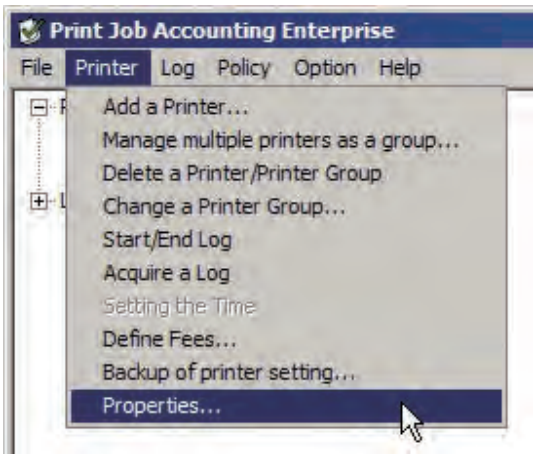
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

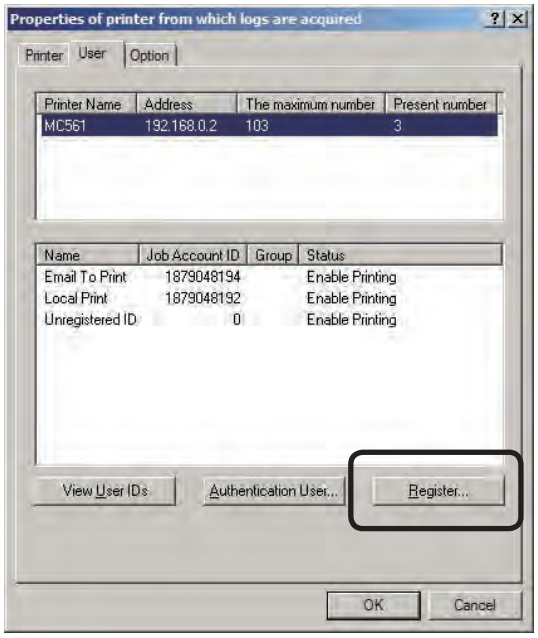


❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

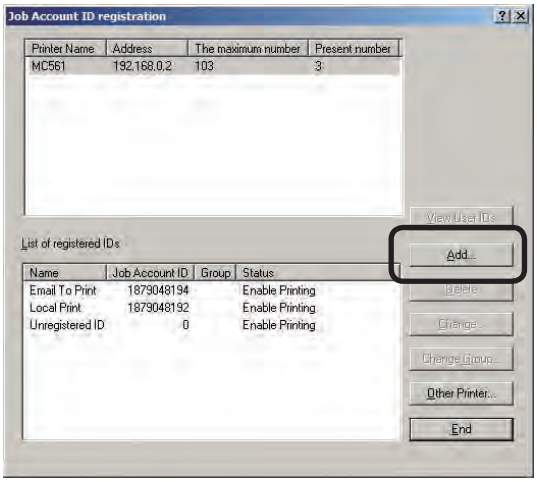
Memo Multiple printers can be selected.



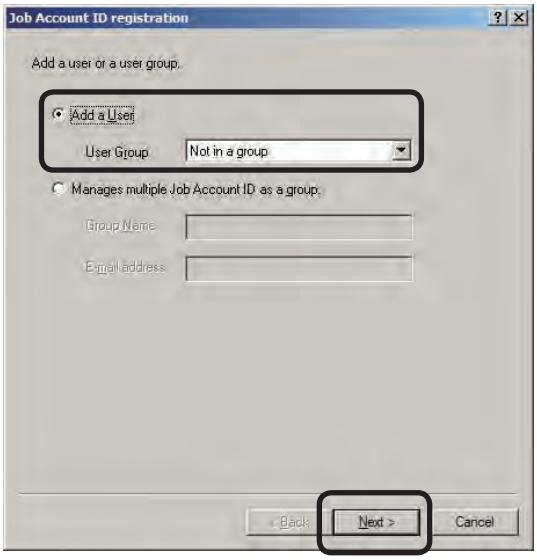
❺ In the [User] tab, click [Register].



❻ Click [Add].



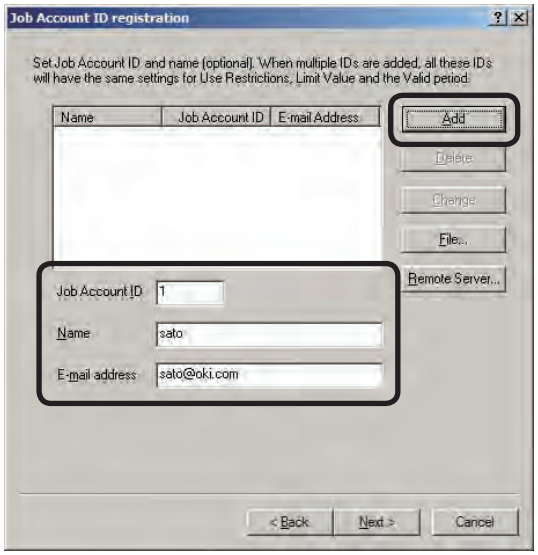
❼ Select [Add a User], select the group that the user belongs to from [User Group], and click [Next].



❽ Enter the [Job Account ID], [Name], and [E-mail address] (can be omitted), and click [Add].

Note! If the names or user IDs duplicate users that are already registered in the printer, they cannot be added.

Memo The e-mail address needs to be set in [Notifies total result by e-mail] and [Notifies by e-mail when Limit Value was exceeded] in "Setting functions or use restrictions" (page 49).



❾ Click [Next].

Proceed to "Setting functions or use restrictions" (page 49).

Creating a CSV file to add in a batch

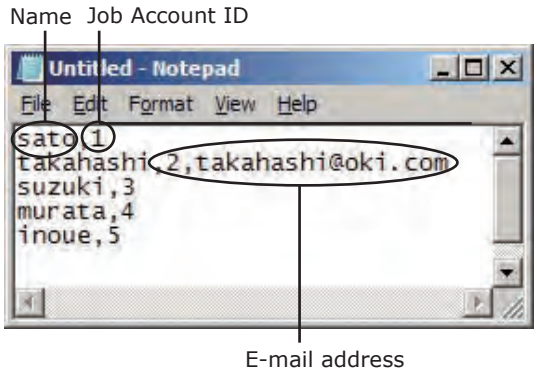
Users can be added by creating a CSV file that contains the Job Account ID, Name and E-mail address, and importing the file.

Note! If the User Names or Job Account IDs in the CSV file duplicate users that are already registered in the printer, the printer information remains, and only the names and Job Account IDs that are not duplicated are added.

❶ Create a CSV file using software such as Notepad or Excel etc.

<For Notepad>

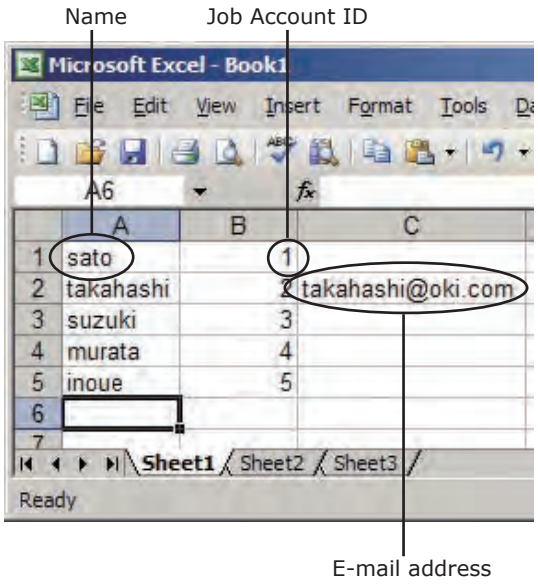
① Enter the Name, Job Account ID, and E-mail address for each user on an individual line. Enter the Job Account ID. Separate the Name, Job Account ID and E-mail address with a comma (,). The E-mail address can be omitted.



② Save in text format with the extension "CSV".

<For Excel>

① Enter the Name, Job Account ID and E-mail address for each user on an individual line. Enter the Job Account ID. The E-mail address can be omitted.



② Save in CSV file format.

❷ Check that the printer power is ON.

❸ Start the server software.

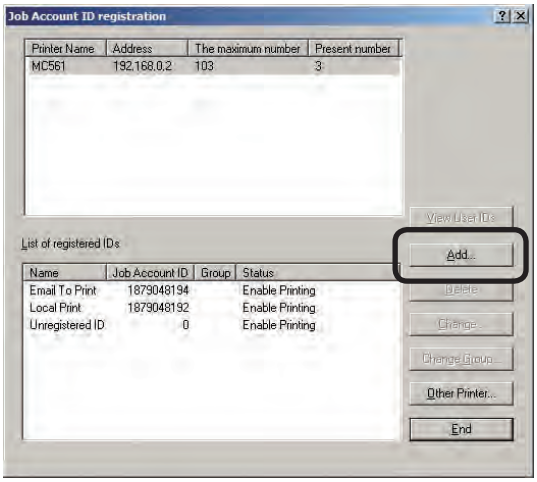
❹ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❺ Select the printer or printer group, and then select the [Printer] menu > [Properties].

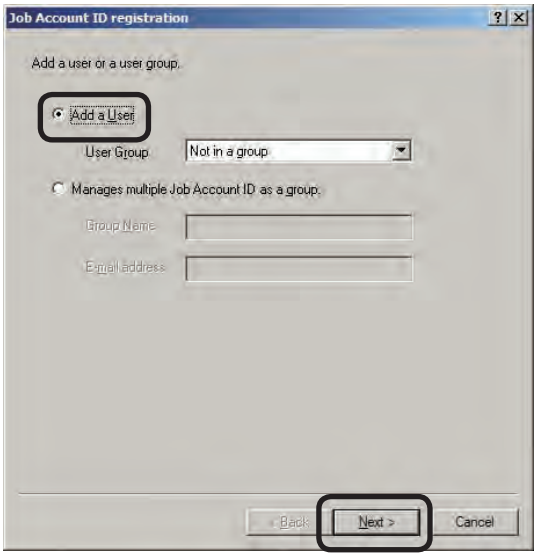
Memo Multiple printers can be selected.

❻ In the [User] tab, click [Register].

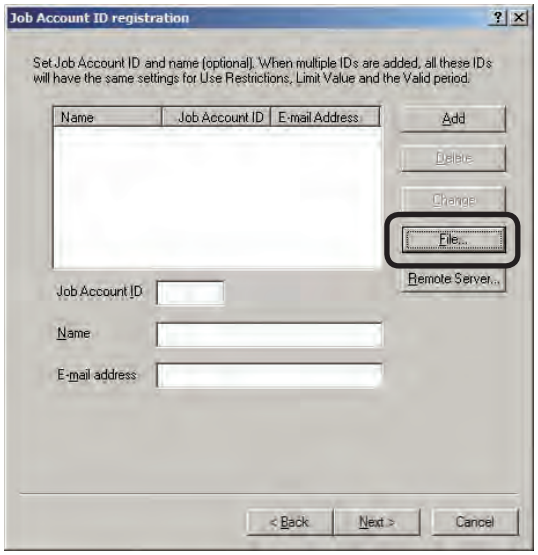
❼ Click [Add].



❽ Select [Add a User], select the group that the user belongs to from [User Group], and click [Next].



❾ Click [File].



❿ Specify the CSV file created in ❶, and click [Open].

⓫ Check that the Job Account ID and Name have been added to the user list.

⓬ Click [Next].

Proceed to "Setting functions or use restrictions" (page 49).

Importing users registered in Windows

User name information from Windows specified on the network can be obtained and registered as a batch to the server software. Names that can be obtained are accounts registered on the specified computer.

Note!

- Access permission for the specified computer is required.
- If the names of users that are already registered to the printer and those registered to the computer are duplicated, the printer information is not imported, and only names that are not duplicated are added.

❶ Check that the printer power is ON.

❷ Start the server software.

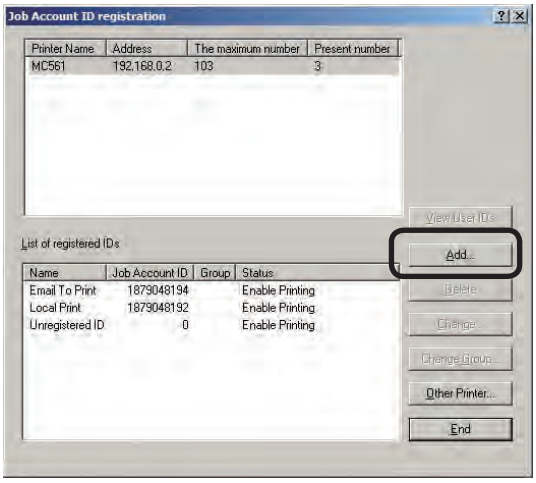
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

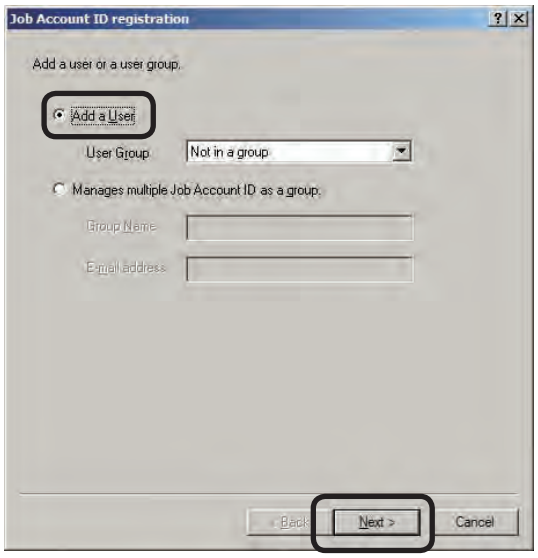
Memo Multiple printers can be selected.

❺ In the [User] tab, click [Register].

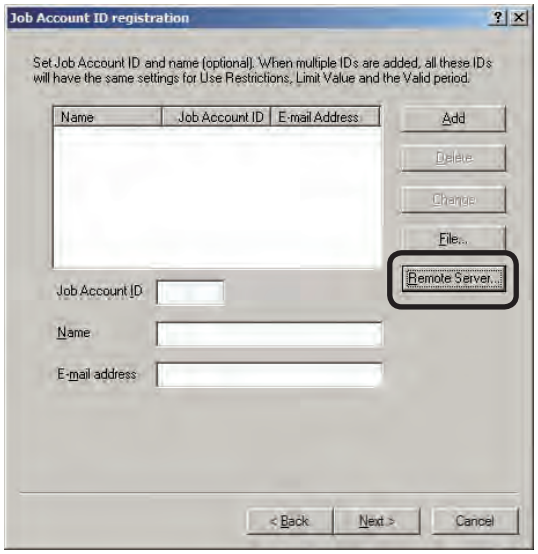
❻ Click [Add].



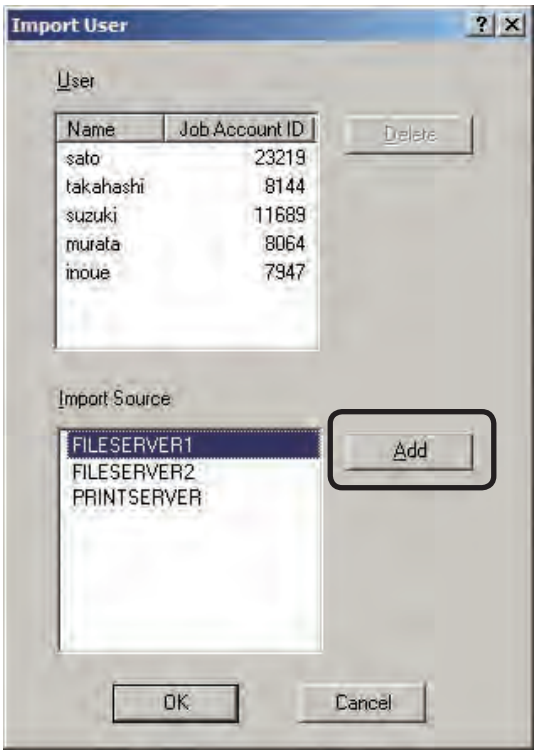
❼ Select [Add a User], select the group that the user belongs to from [User Group], and click [Next].



❽ Click [Remote Server].



❾ Select the computer from which to obtain user information from in [Import Source], and click [Add].



Users that are registered as accounts in the selected computer are added to the [User] list. The Job Account ID is assigned at random.

❿ If user information that is not required has been added, select Name, and click [Delete].

⓫ Click [OK].

⓬ Check that the Job Account ID and Name have been added to the user list.

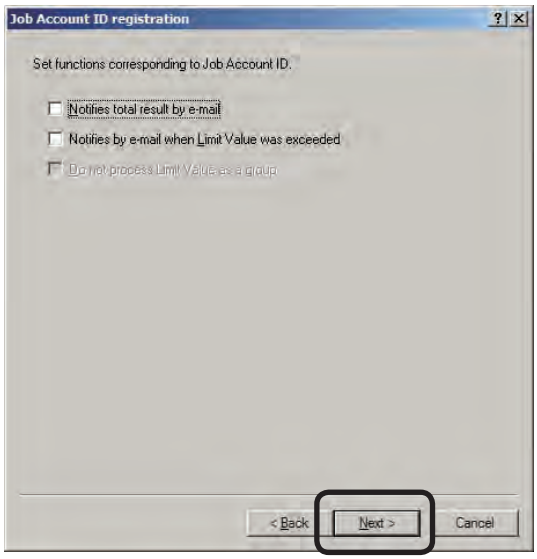
⓭ Click [Next].

Proceed to "Setting functions or use restrictions" (page 49).

Setting functions or use restrictions

Memo The following steps apply to all Job Account IDs registered in the steps from page 44 to page 49. These can be changed for individual Job Account IDs afterwards.

❶ Set functions for the Job Account ID, and click [Next].



Notifies total result by e-mail

Notifies the total amount used every month by e-mail.

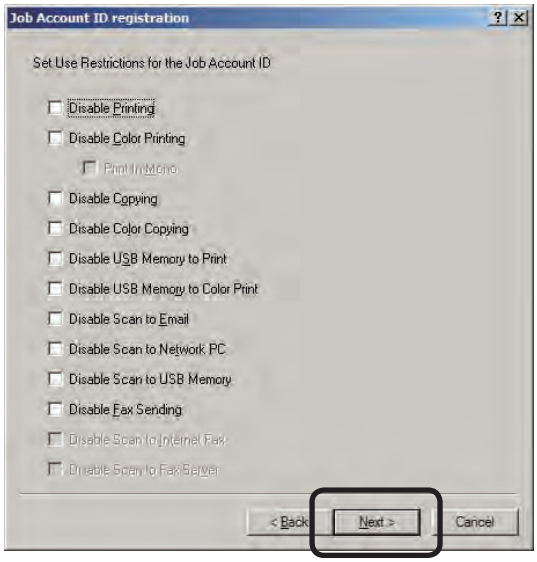
Notifies by e-mail when Limit Value was exceeded

A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Limit values can be set individually for printer users that belong to a printer group, and users that belong to a user group.

❷ Set the use restrictions, and click [Next].



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print In Mono

When disable color printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the printing prohibited settings are applied.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the color printing prohibited settings are applied.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to E-mail

Prohibits Scan to e-mail using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

Disable Scan to Internet Fax

Prohibits scan to internet fax using panel operations.

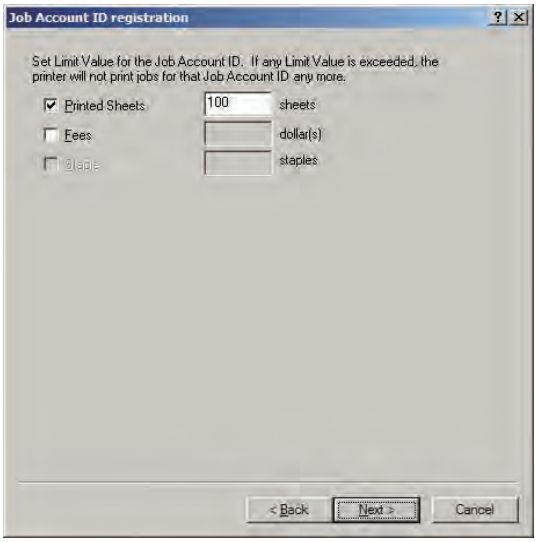
Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

Assign to a user group, and if [Do not process Limit Value as a group] is not checked in step ❶, click [Finish] and proceed to step ❺. In other situations, click [Next] and proceed to step ❸.

❸ Set the limit values that can be used by Job Account ID.
When each of the limit values is exceeded, printing is cancelled until the valid period set in step ❹.

Note! The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.



Printed Sheets

Set the number of sheets that can be printed.

Fees

Set the upper limit of the fee charges.

Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

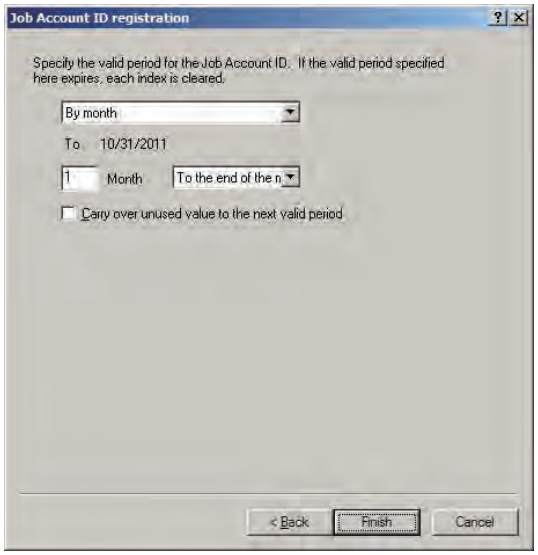
When limit values are set

☞ click [Next], and proceed to step ❹.

When limit values are not set

☞ click [Finish], and proceed to step ❺.

❹ Set the valid period for the limit values set in ❸, and click [Finish].
When the valid period is exceeded, the limit value count is reset.



Do not specify

The valid period is not set. When the limit value set in ❸ is not set, printing is cancelled unless the limit value is increased, or the usage status is manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

❺ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note!
- Depending on the printer, this may not be displayed.
- For details on the factory set printer administrator password, see the User's Manual of the printer.

❻ Click [End] in the [Job Account ID registration] window.

❼ In the [Properties of printer from which logs are acquired] window, click [OK].

Registering the same Job Account ID to multiple printers

The Job Account IDs and Names set in a printer can be copied to a different printer.

Note!
- If the Job Account ID or Name of the users that are already registered to the copy destination printer are duplicated from users in the copy source printer, the information in the copy destination printer remains, and only Names and Job Account IDs that are not duplicated are added from the copy source.
- Use restriction settings are also copied together with the Job Account ID.

❶ Check that the printer power is ON.

❷ Start the server software.

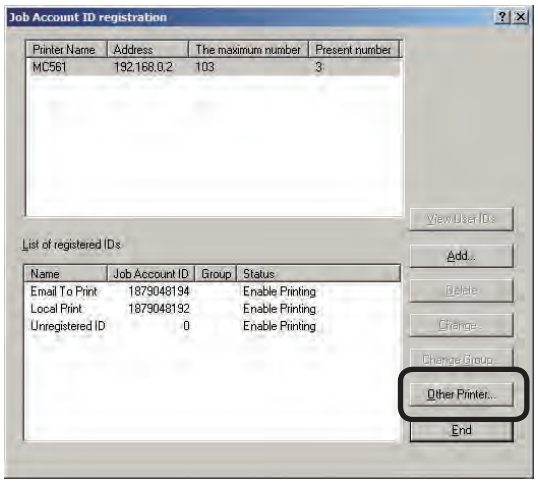
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❺ In the [User] tab, click [Register].

❻ Click [Other Printer].



❼ Select a printer or printer group that already has user information registered from [Import Source], and click [Add].

The Job Account IDs and Names registered in the selected printer or printer group are added to the [User] list.

❽ If user information that is not required has been added, select the Name, and click [Delete].

❾ Click [OK].

❿ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

⓫ Check that the Job Account ID and Name have been added to the user list.

⓬ Click [End] in the [Job Account ID registration] window.

⓭ In the [Properties of printer from which logs are acquired] window, click [OK].

Managing multiple users as a group

Multiple Job Account IDs can be managed as one group. When managed as a group, the log can be displayed in group units. Furthermore, the limit values can be set to all of the users that belong to the group.

❶ Start the server software.

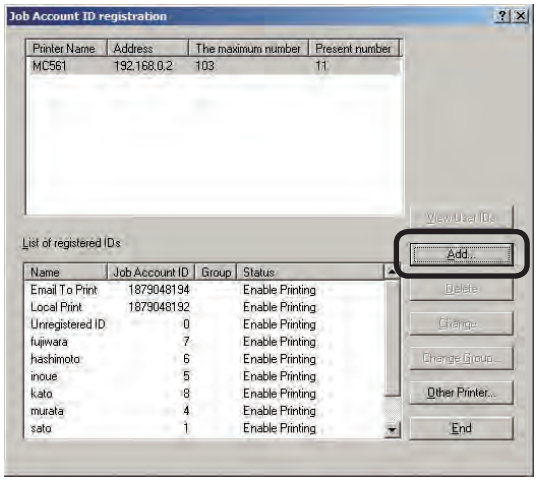
❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer for which you want to create a user group, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

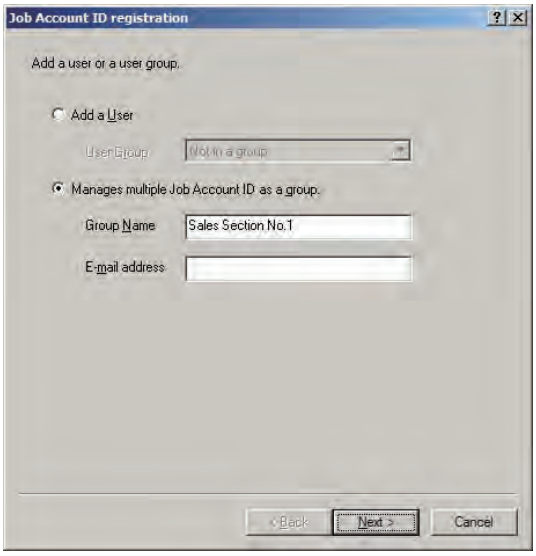
❹ Click [Registration] in the user tab.

❺ Click [Add].

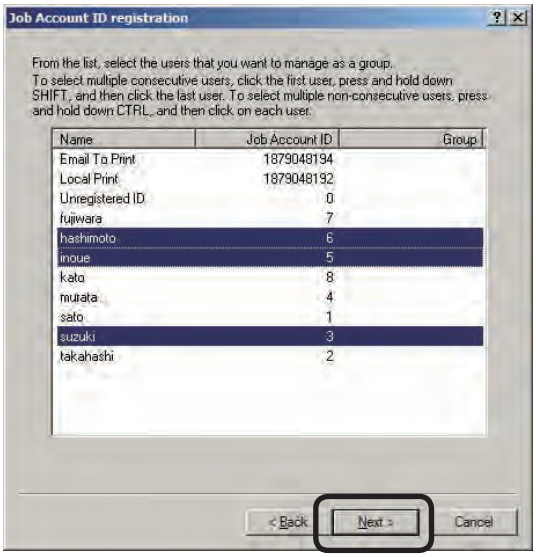


❻ Select [Management multiple Job Account ID as a group], enter the [Group Name] and [E-mail address] (can be omitted), and click [Next].

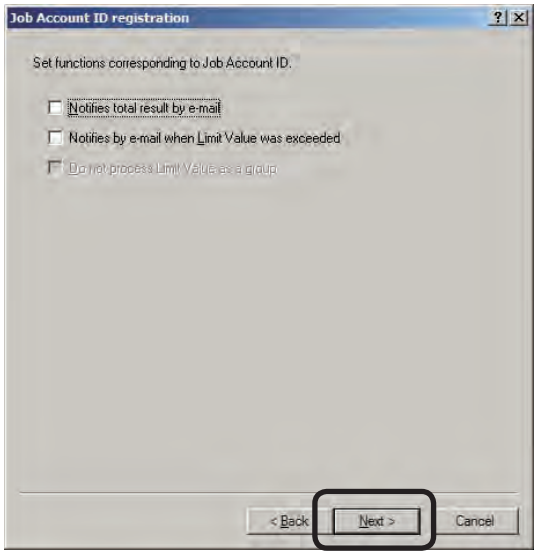
Memo The e-mail address needs to be set in [Notifies total result by e-mail] and [Notifies by e-mail when Limit Value was exceeded] in step ❽.



❼ Select the user that you want to assign to the group, and click [Next].



❽ Set the functions for the group, and click [Next].



Notifies total result by e-mail

Notifies the total amount used every month by email.

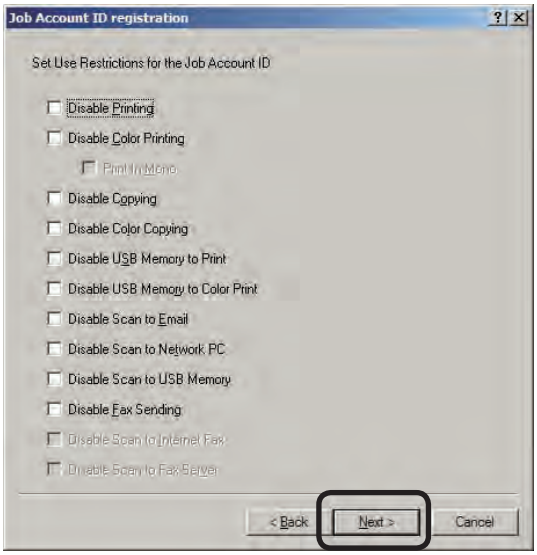
Notifies by e-mail when Limit Value was exceeded

A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Limit values can be set individually for user groups of printers that belong to the printer group.

❾ Set the use restrictions, and click [Next].



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print In Mono

When disable color printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the printing prohibited settings are applied.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the color printing prohibited settings are applied.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to E-mail

Prohibits Scan to e-mail using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

Disable Scan to Internet Fax

Prohibits scan to internet fax using panel operations.

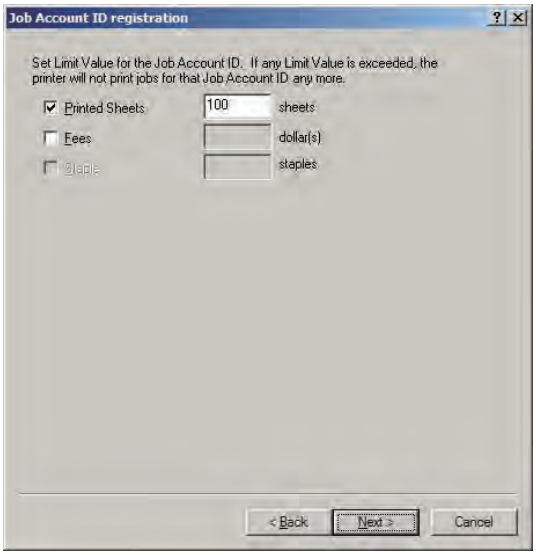
Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

Create a user group in the printer group, and if [Do not process Limit Value as a group] is not checked in step ❽, click [Finish] and proceed to step ⓬. In other situations, click [Next] and proceed to step ❿.

❿ Set the limit values that can be used by the user group.
If the total amount used by all users that belong to the group exceeds the limit values, printing is cancelled for all users that belong to the group until the valid period set in step ⓫.

Note! The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.



Printed Sheets

Set the number of sheets that can be printed.

Fees

Set the upper limit of the fee charges.

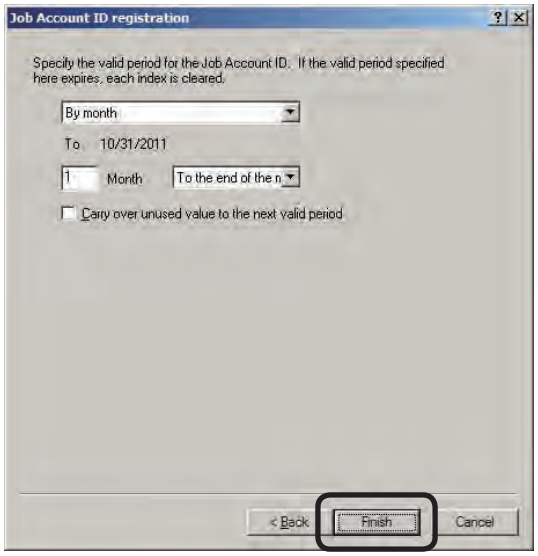
Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

When limit values are set
☞ click [Next], and proceed to step ⓫.

When limit values are not set
☞ click [Finish], and proceed to step ⓬.

⓫ Set the valid period for the limit values set in ⓾, and click [Finish].
When the valid period is exceeded, the limit value count is reset.



Do not specify

The valid period is not set. When the limit value set in ❸ is exceeded, printing is cancelled unless the limit value is increased, or the usage status is manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

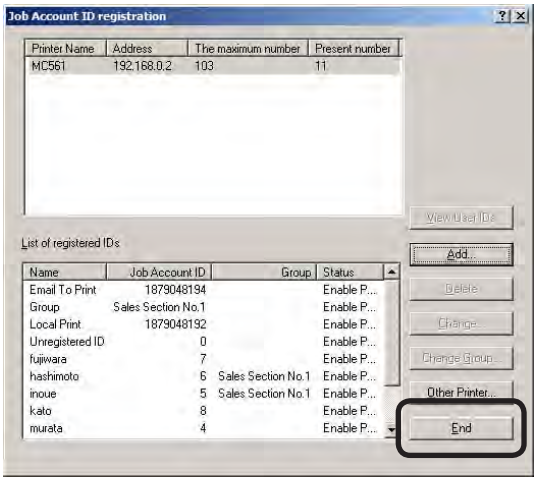
By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

⓬ Click [End] in the [Job Account ID registration] window.



⓭ In the [Properties of printer from which logs are acquired] window, click [OK].

Changing the user group

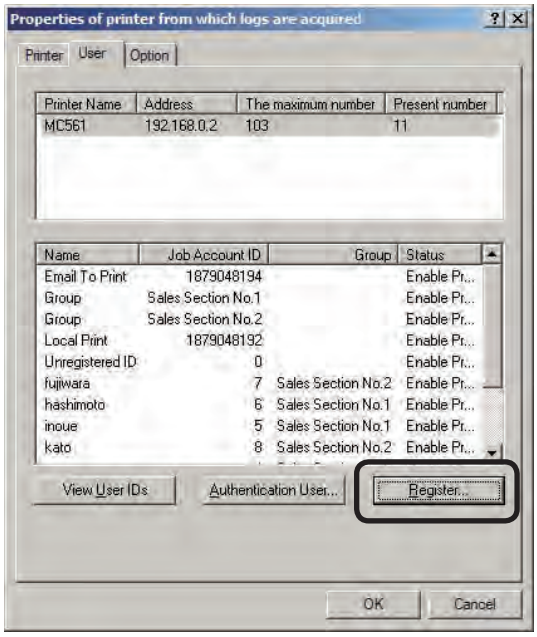
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

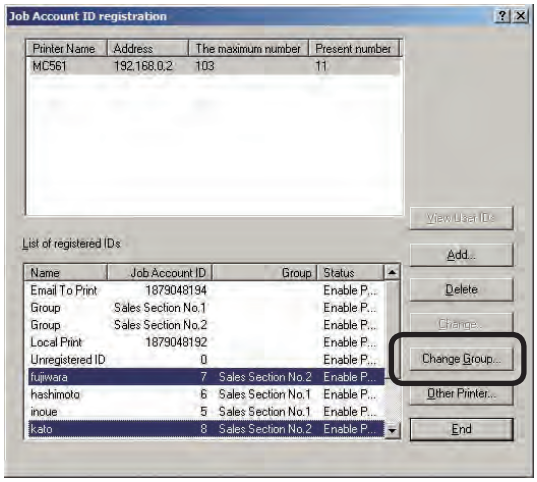
❸ Select the printer whose user group you want to change, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

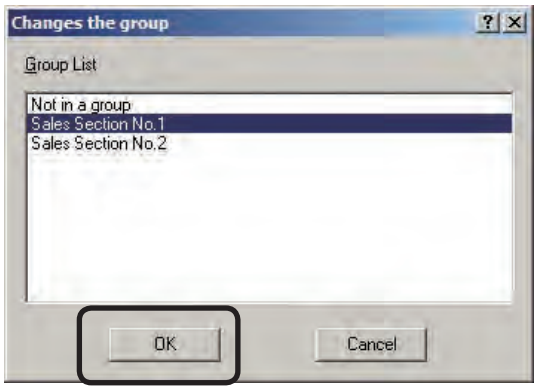
❹ In the [User] tab, click [Register].



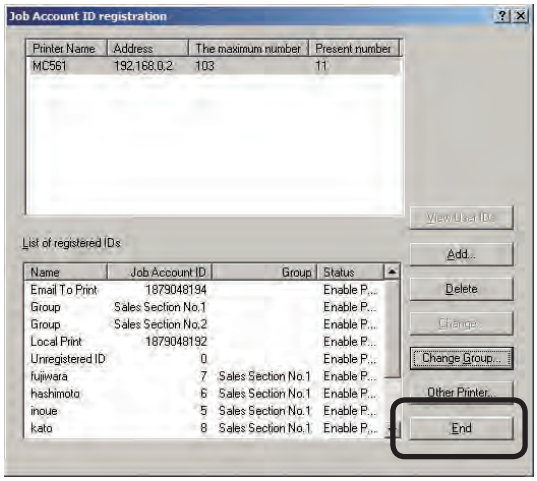
❺ Select the user whose group you want to change, and click [Change Group].



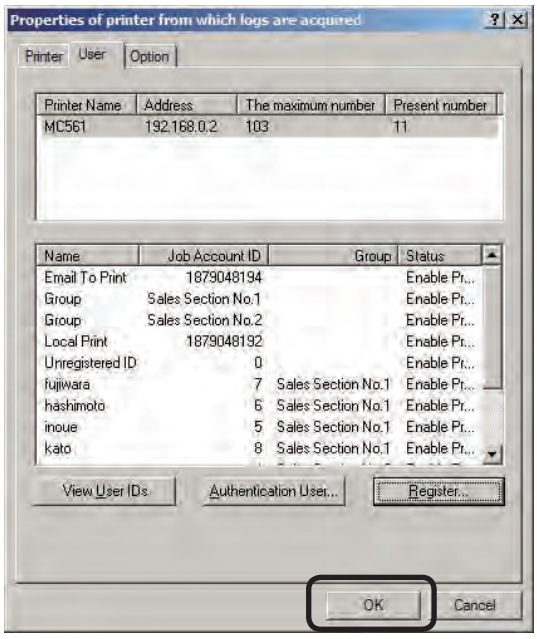
❻ Select the new group to be assigned to, and click [OK]. To remove the printer from all groups, select [Not in a group].



❼ Click [End].



❽ Check that the group is changed, and click [OK].



Deleting a Job Account ID or User Group

Note! [Local Print], [Email To Print], and [Unregistered ID] cannot be deleted.

❶ Check that the printer power is ON.

❷ Start the server software.

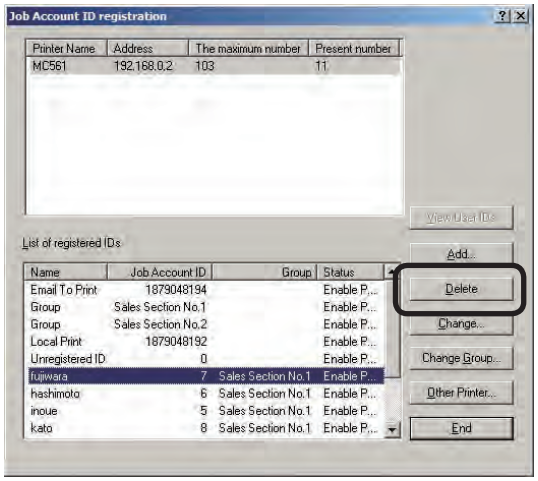
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❺ In the [User] tab, click [Register].

❻ Select the Name or Group Name from the [List of registered IDs], and click [Delete].



❼ Click [Yes] in the confirmation window.

❽ Click [End] in the [Job Account ID registration] window.

❾ In the [Properties of printer from which logs are acquired] window, click [OK].

Memo When a user group is deleted, the users that belonged to the deleted user group are changed to [Not in a group].

Changing Job Account ID and User Group settings

❶ Check that the printer power is ON.

❷ Start the server software.

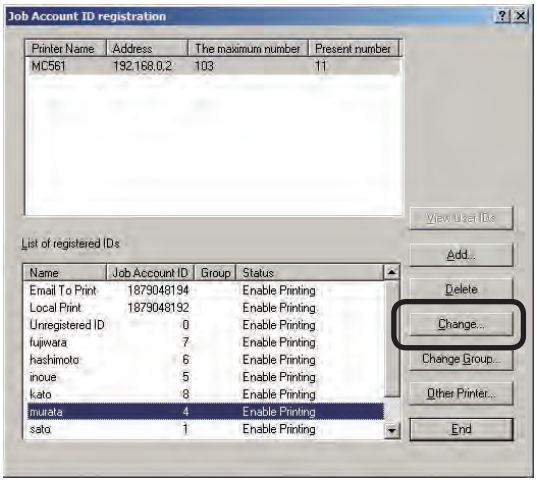
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Properties].

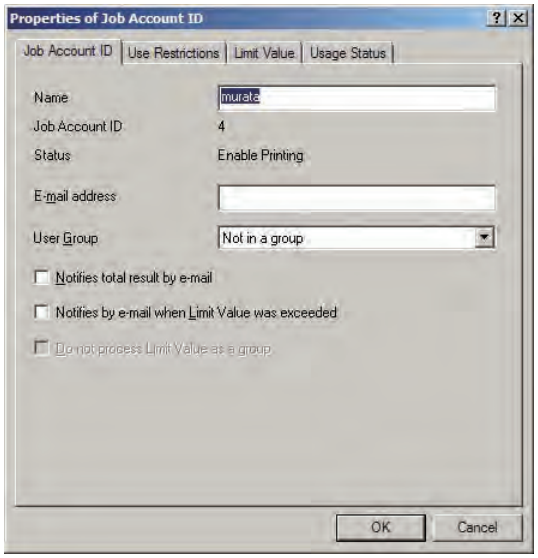
Memo Multiple printers can be selected.

❺ In the [User] tab, click [Register].

❻ Select the Name or Group Name whose settings you want to change from the [List of registered IDs], and click [Change].



❼ Change the settings in the [Job Account ID] (or [User Group] for groups), [User Restrictions], and [Limit Value] tabs, and click [OK].



Job Account ID tab

Name

This can be specified in a maximum of 80 characters. "|" cannot be used.

Note! The Job Account ID cannot be changed. In order to change the Job Account ID, delete the Job Account ID and then add it again.

E-mail address

Enter to send an e-mail when the use amount or limit values are exceeded.

User Group

Set the group to assign the user to.

If you do not want to assign the user to a group, select [Not in a group].

Notifies total result by e-mail

Notifies the total amount used every month by e-mail.

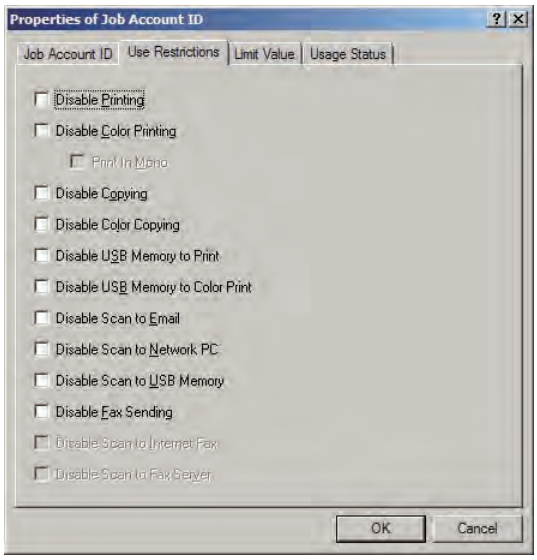
Notifies by e-mail when Limit Value was exceeded

A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Printer limit values can be set individually for users/user groups that belong to printer groups, and users that belong to user groups.

User Restriction tab



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print In Mono

When disable color printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the printing prohibited settings are applied.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the color printing prohibited settings are applied.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to E-mail

Prohibits Scan to e-mail using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

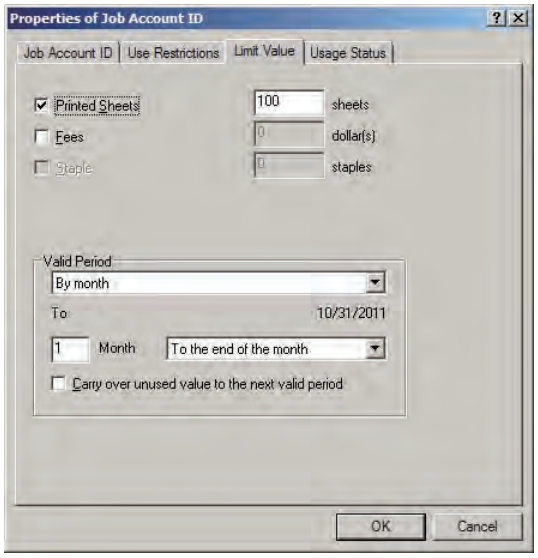
Disable Scan to Internet Fax

Prohibits scan to internet fax using panel operations.

Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

Limit Value tab



Printed Sheets

Set the number of sheets that can be printed.

Fees

Set the upper limit of the fee charges.

Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

Valid Period

The valid period is displayed when limit values are set. When the valid period is exceeded, the limit value count is reset.

Do not specify

The valid period is not set. When the limit value is exceeded, printing is cancelled unless the limit value is increased, or the usage status is manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

Note!
- The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.
- If the valid period is changed, a confirmation window is displayed to check whether or not to reset the usage status. To reset the usage status, click [Yes].

❽ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

❾ Click [End] in the [Job Account ID registration] window.

❿ In the [Properties of printer from which logs are acquired] window, click [OK].

Checking the usage status of individual Job Account IDs and User Groups

Checking the usage status

Note! To check or reset the usage status including the log remaining in the printer, first refer to "Immediately acquiring the log" (page 192), and acquire the log.

❶ Start the server software.

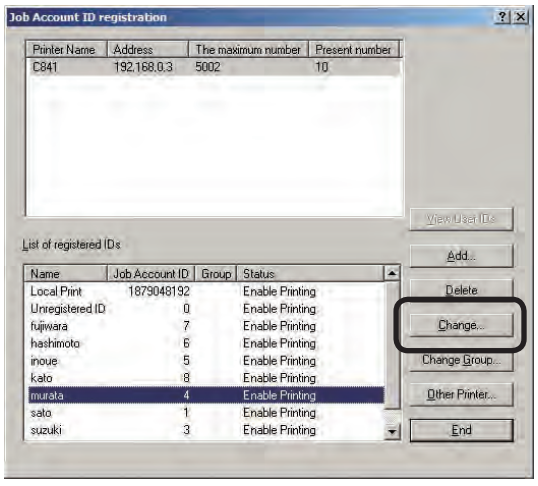
❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer, and then select the [Printer] menu > [Properties].

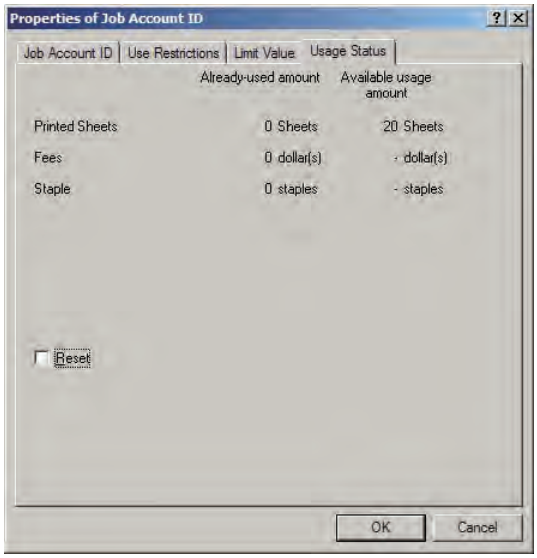
Memo Multiple printers can be selected.

❹ In the [User] tab, click [Register].

❺ Select the Name or Group Name that you want to check from the [List of registered IDs], and click [Change].



❻ Check the [Usage Status] tab.



Printed Sheets

The number of sheets printed until now and the remaining number of prints are displayed.

Fees

The fees incurred until now and the remaining fee amount are displayed.

Staple

When the optional finisher is installed, the number of times the stapler was used until now and the remaining number of times are displayed.

Memo

- The usage status of the users and user groups registered to the printer group is the total usage amount of the users and user groups from all printers that belong to the printer group. Also, the usage status of the user group is the total usage amount of all users that belong to the user group. However, the usage amount of users and user groups that have the [Do not process Limit Value as a group] check mark checked are not included.
- When a valid period is set for the Job Account ID, when the period has passed, the usage status value is automatically reset to 0.

❼ When the confirmation is completed, click [OK].

❽ Click [End] in the [Job Account ID registration] window.

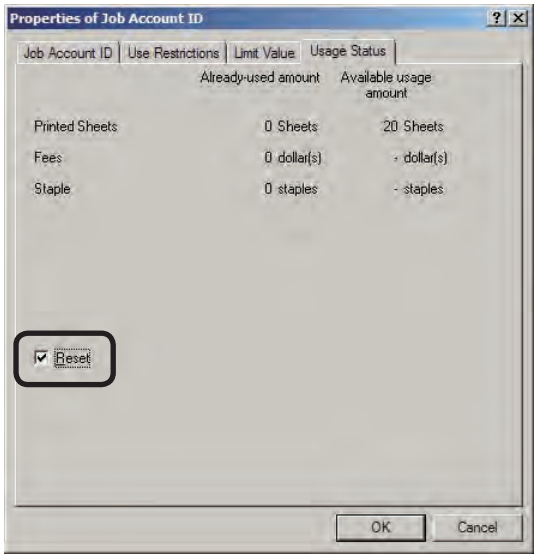
❾ In the [Properties of printer from which logs are acquired] window, click [OK].

Resetting the usage status

❶ Follow the steps from ❶ to ❺ in "Checking the usage status" (page 59).

❷ Check the [Reset] check box in the [Usage Status] tab, and click [OK].

Note! If the [Status] in the [Job Account ID] tab (or [User Group] tab for groups) is "Disable Printing (Exceeded the limit value)", it cannot be reset unless the printer power is ON.



❸ Click [Yes] in the confirmation window.

❹ Click [End] in the [Job Account ID registration] window.

❺ In the [Properties of printer from which logs are acquired] window, click [OK].

Memo When the usage status of the user and user group registered to the printer group is reset, the usage status of the users and user groups of all printers that belong to the printer group are reset. Also, when the usage status of a user group is reset, the usage status of all users that belong to the user group are reset. However, the usage status of users and user groups that have the [Do not process Limit Value as a group] check mark checked are not reset.

Receiving log results by e-mail

Log results can be notified by e-mail to the user every month.

Note! The outgoing mail server and sender's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

Memo
- The mail is sent of the day after the deadline (default setting is end of the month) set in the "Changing the deadline" (page 191).
- Items to be logged can be changed in "Changing the log items to be exported" (page 197).

❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

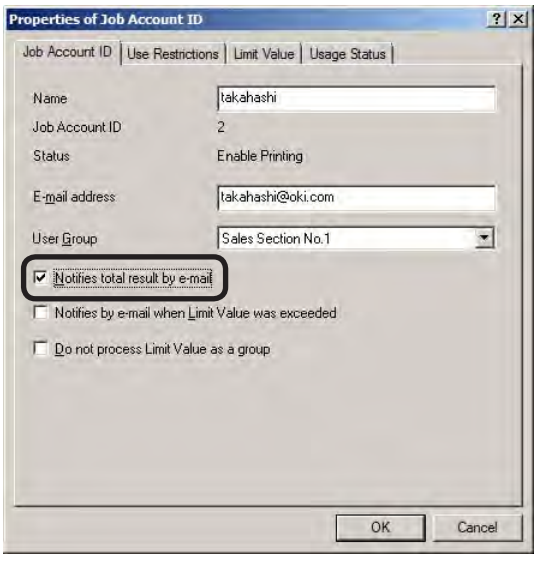
❸ Select the printer or printer group, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❹ In the [User] tab, click [Register].

❺ Select the user to set, and click [Change].

❻ Enter the E-mail address in the [E-mail address] field of the [Job Account ID] tab, and check the [Notifies total result by e-mail] check box.



❼ Click [OK].

❽ Click [End] in the [Job Account ID registration] window.

❾ In the [Properties of printer from which logs are acquired] window, click [OK].

Associating Job Account IDs to authentication users

In models that have an access restriction function on the control panel in which user name/password authentication is being used, a Job Account ID can be associated with user names that perform authentication. When a Job Account ID is associated with a user name, when that user name/password are used to login to the control panel, or when the user name/password are set in the printer driver when printing is performed, the use restrictions associated with the Job Account ID are enabled.

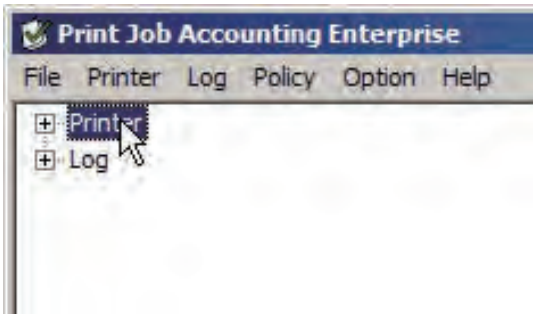
Note!
- "Admin" cannot be specified as the user name.
- The same Job Account ID can be associated with different user names.

Adding manually

❶ Check that the printer power is ON.

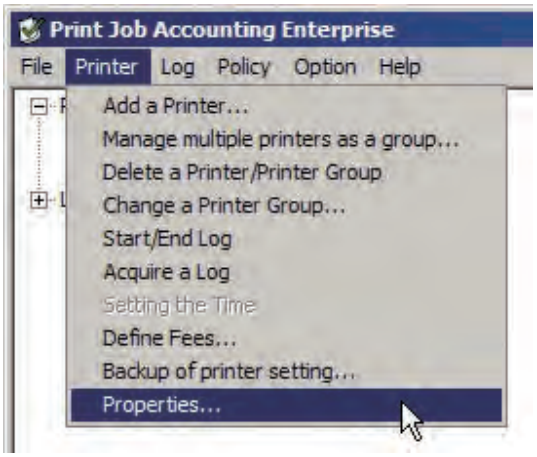
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

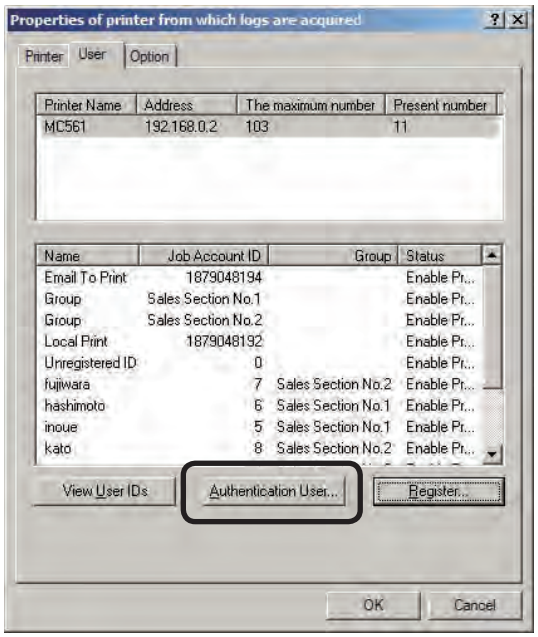


❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

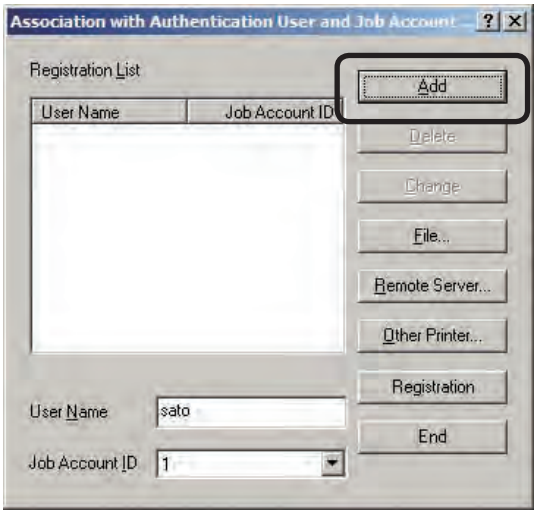
Memo Multiple printers can be selected.



❺ Click [Authentication User] in the [User] tab.
The association between the user name registered to the printer and Job Account ID is acquired and displayed in the register list.

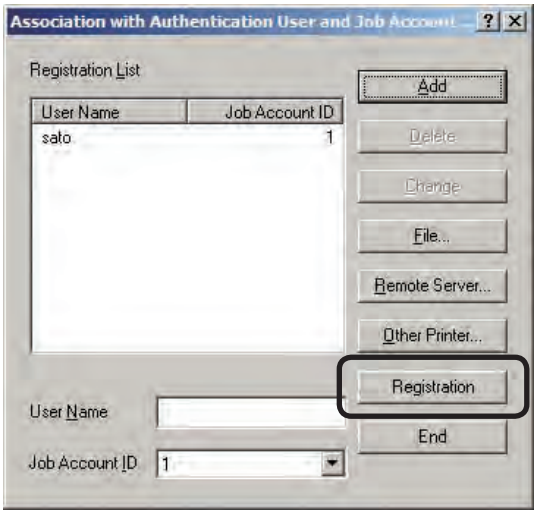


❻ Enter the [User Name] in the user name, select the Job Account ID that you want to associate with the user name from [Job Account ID], and click [Add]. To delete associations, select the association that you want to delete from the registration list, and click [Delete].



❼ Click [Registration].

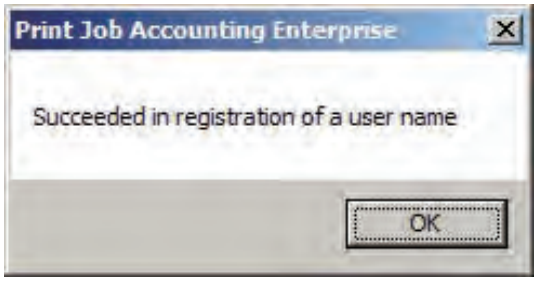
Note!
- Register all associations between the registration list user names and Job Account IDs.
- The associations deleted from the registration list are also deleted from the printer.



❽ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! For details on the factory set printer administrator password, see the User's Manual of the printer.

❾ When a message showing that the process was successful is displayed, click [OK].



❿ Click [End].

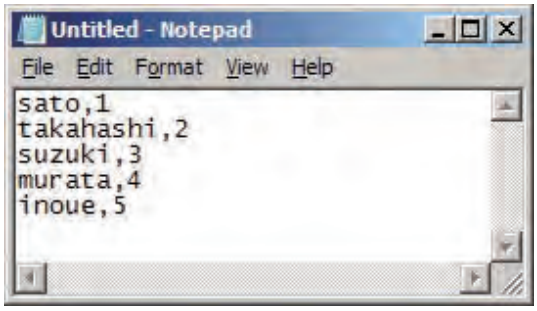
Creating a CSV file to add in a batch

A CSV file that contains the User Name and Job Account ID can be created, and associations added to the user names and Job Account IDs by importing the file.

❶ Create a CSV file using software such as Notepad or Excel etc.

<For Notepad>

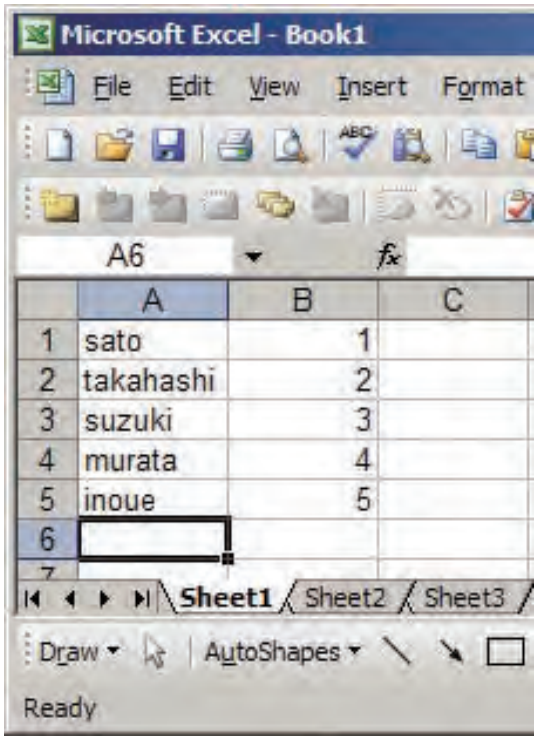
① The authentication user and Job Account ID are included for each user individually on a separate line. The authentication user and Job Account ID are separated with a comma (,).



② Save in text format with the extension "CSV".

<For Excel>

① The authentication user and Job Account ID are included for each user individually on a separate line.



② Save in CSV file format.

❷ Check that the printer power is ON.

❸ Start the server software.

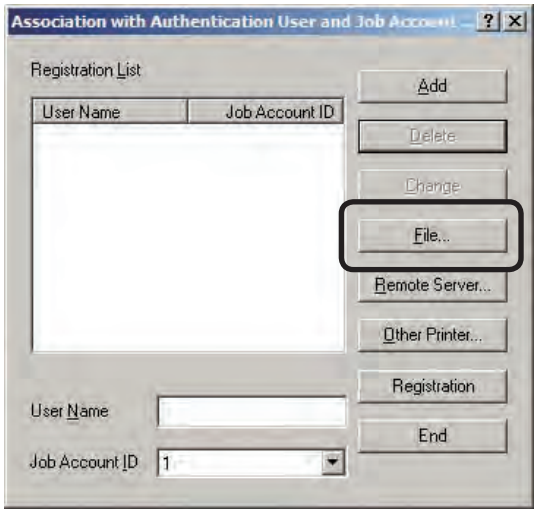
❹ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❺ Select the printer or printer group, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❻ In the [User] tab, click [Authentication User].
The association between the User Name registered to the printer and Job Account ID is acquired and displayed in the register list.

❼ Click [File].



❽ Specify the CSV file created in ❶, and click [Open].

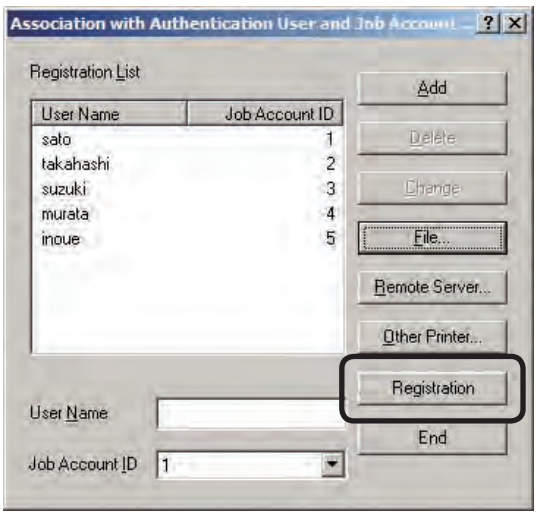
❾ Check that the User Name and Job Account ID have been added to the registration list.

Note! When a Job Account ID that is not registered to the printer is specified, the registration list is not displayed. A Job Account Id needs to be added in advance.

⓾ Click [Registration].

Note! • Register all associations between the registration list User Names and Job Account IDs.

• The associations deleted from the registration list are also deleted from the printer.



⓫ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! For details on the factory set printer administrator password, see the User's Manual of the printer.

⓬ When a message showing that the process was successful is displayed, click [OK].

⓭ Click [End].

Importing users registered in Windows

User name information can be acquired from Windows specified on the network, and a Job Account ID can be associated. User names that can be obtained are accounts registered on the specified computer.

Note! Access permission for the specified computer is required.

❶ Check that the printer power is ON.

❷ Start the server software.

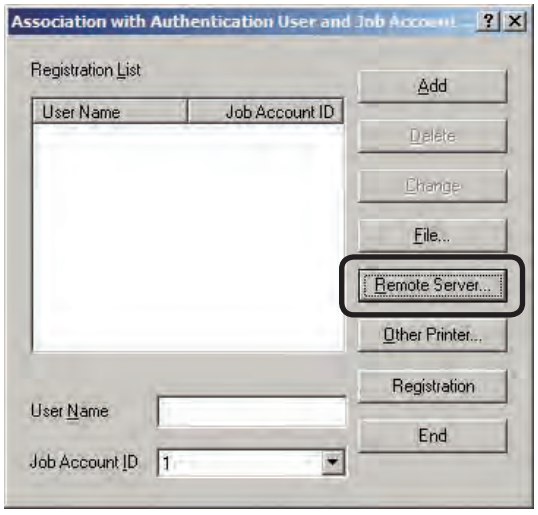
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

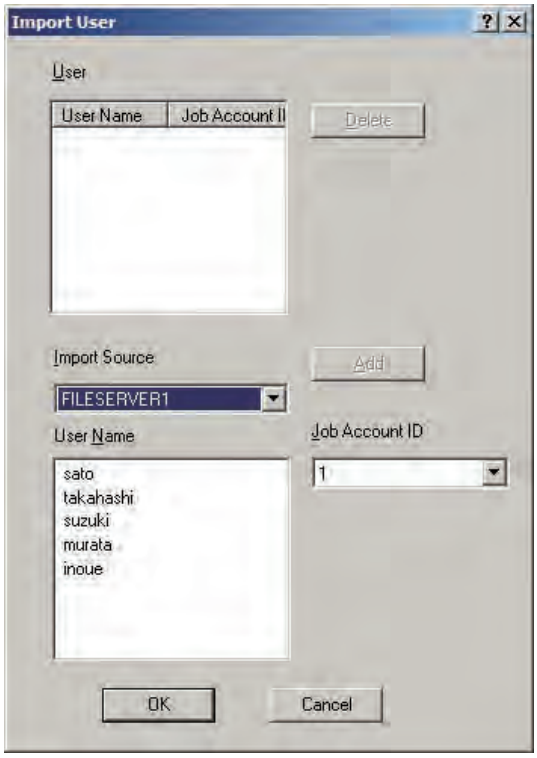
Memo Multiple printers can be selected.

❺ In the [User] tab, click [Authentication User].
The association between the User Name registered to the printer and Job Account ID is acquired and displayed in the register list.

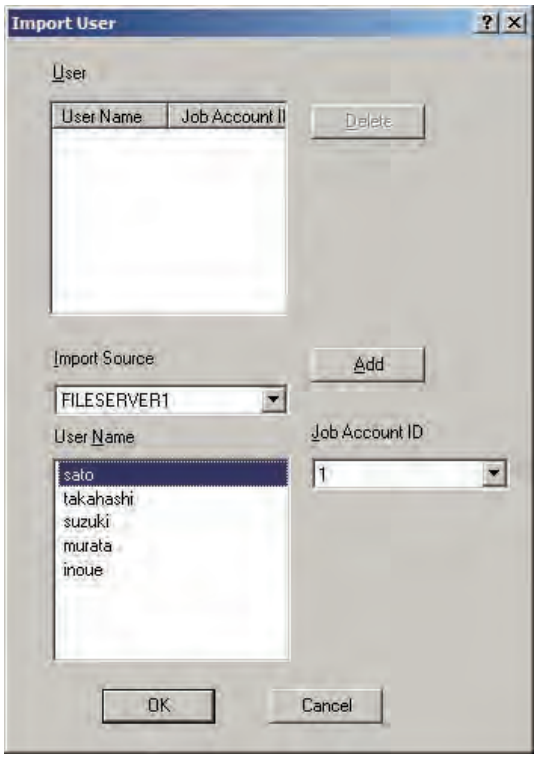
❻ Click [Remote Server].



❼ When the computer from which user information is acquired is selected in [Import Source], the acquired User Name is displayed in the [User] list.



❽ Select the user name from the [User Name] list, select the Job Account ID to be associated from the [Job Account ID] list and click [Add], and the User Name and Job Account ID are added to the [User] list.

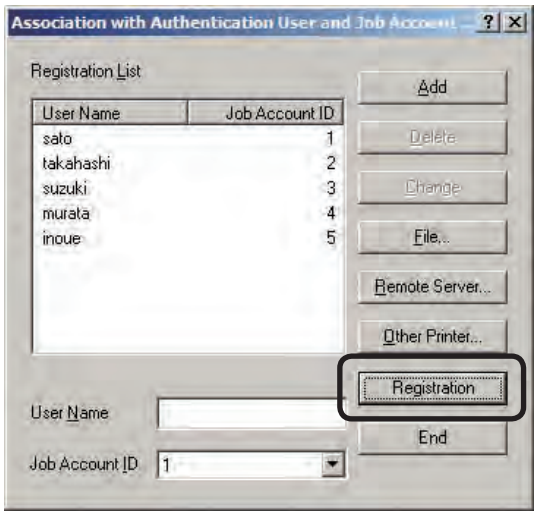


❾ Click [OK].

❿ Check that the User Name and Job Account ID have been added to the registration list.

⓫ Click [Register].

Note!
- Register all associations between the registration list User Names and Job Account IDs.
- The associations deleted from the registration list are also deleted from the printer.



⓬ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

⓭ When a message showing that the process was successful is displayed, click [OK].

⓮ Click [End].

Importing from a different printer

The associations of User Names and Job Account IDs set in a printer can be copied to a different printer.

Note! If the associations between User Names and Job Account IDs already registered in the copy destination printer are duplicated by those in the copy source printer, the copy destination information remains, and the associations of User Names and Job Account IDs that are not duplicated are added.

❶ Check that the printer power is ON.

❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

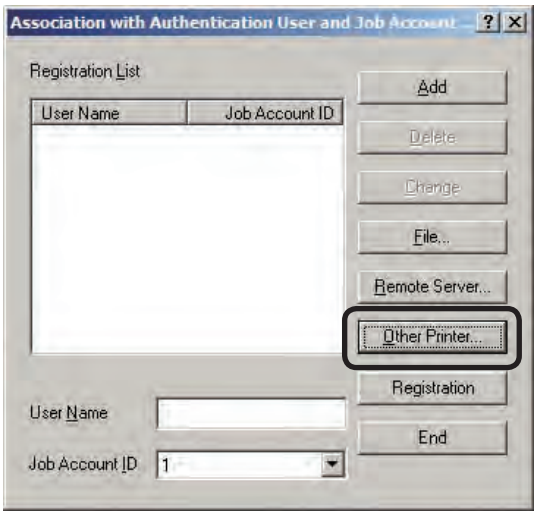
❹ Select the printer or printer group, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❺ In the [User] tab, click [Authentication User].

The association between the user name registered to the printer and Job Account ID is acquired and displayed in the register list.

❻ Click [Other Printer].



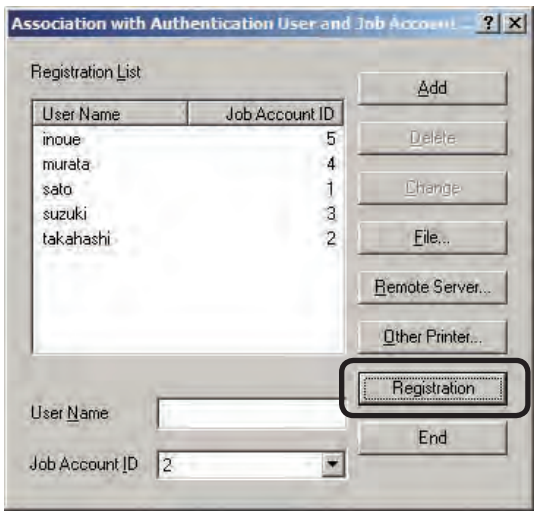
❼ Select the printer from which user information is acquired in [Import Source] and click [Add], and the User Names and Job Account IDs are added to the [User] list.

❽ Click [OK].

❾ Check that the User Name and Job Account ID have been added to the registration list.

❿ Click [Registration].

Note!
- Register all associations between the registration list user names and Job Account IDs.
- The associations deleted from the registration list are also deleted from the printer.



⓫ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

⓬ When a message showing that the process was successful is displayed, click [OK].

⓭ Click [End].

5. Managing use restrictions

Setting use restrictions to the login name 72
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5. Managing use restrictions

This section explains how to manage use restrictions, such as adding or deleting use restrictions to login names, application names, document names (URL), and host names included in print jobs.

Setting use restrictions to the login name

If required, use restrictions can be set to the login name. Add the settings using one of the following methods.

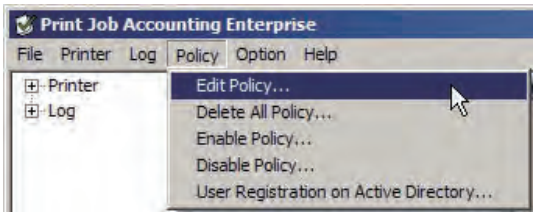
- Adding manually
- Adding from the log
- Creating a login name list file and adding in a batch
- Users registered in Windows on the network are read

Adding manually

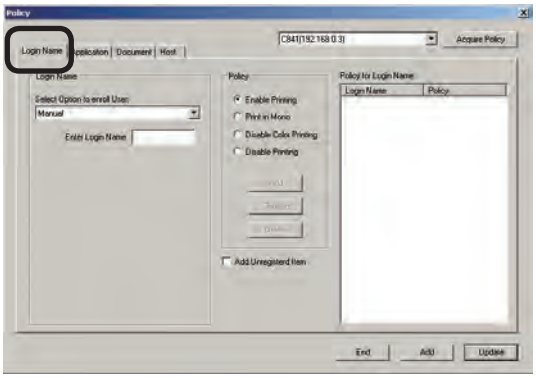
❶ Check that the printer power is ON.

❷ Start the server software.

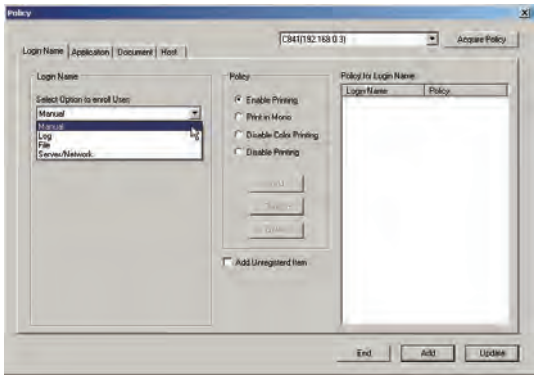
❸ Click the [Policy] menu > [Edit Policy].



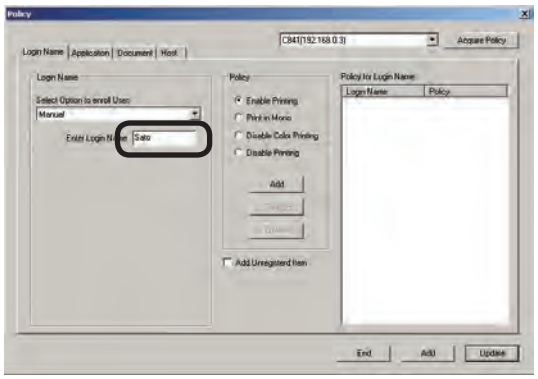
❹ Click the [Login Name] tab.



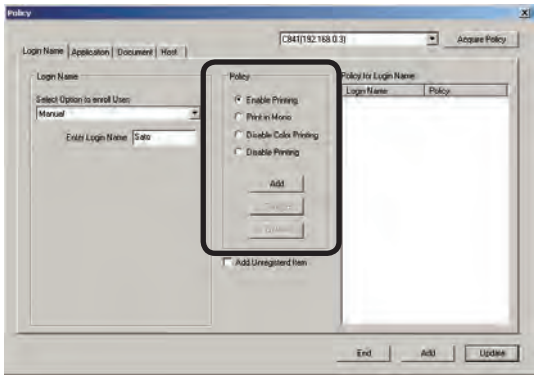
❺ Select [Manual] as the registration method.



❻ Enter the login name that you want to add settings to in the login name input field.



❼ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

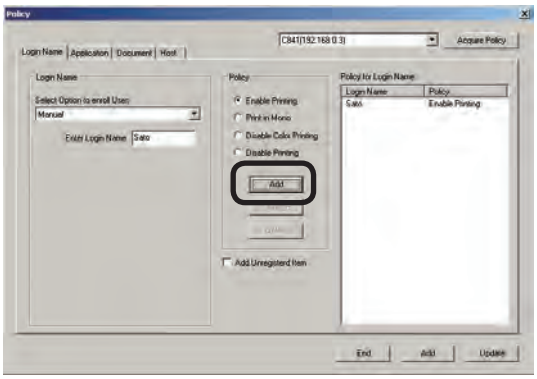
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

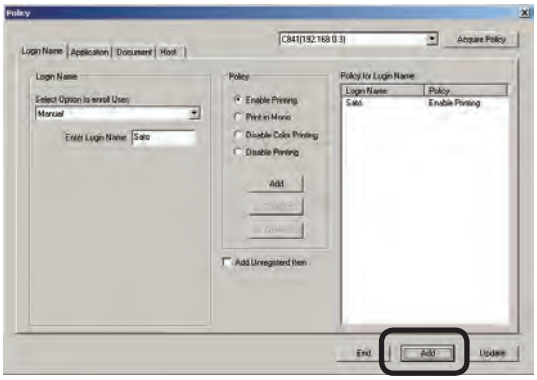
Disable Printing

Cancels printing.

❽ Click [Add] in the Policy field.
The added login name and use restrictions are displayed in the [Policy for Login Name] list.



❾ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding from the log

Use restrictions can be set to the login names included in an acquired log.

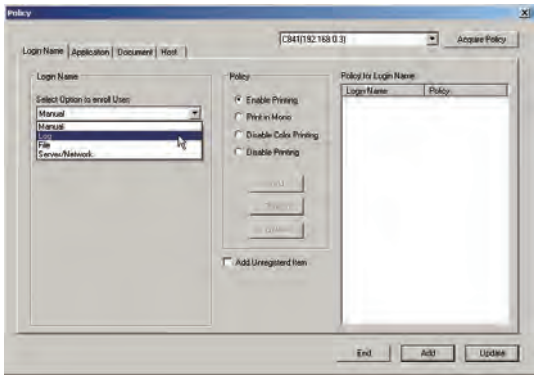
❶ Check that the printer power is ON.

❷ Start the server software.

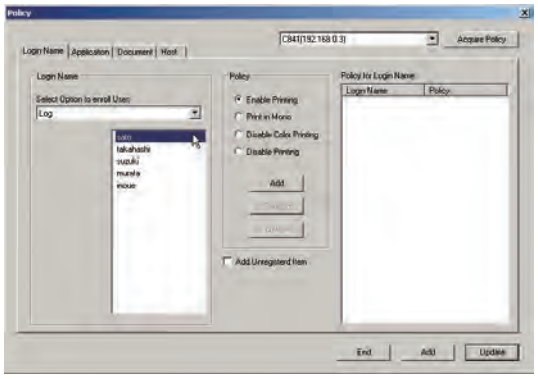
❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Login Name] tab.

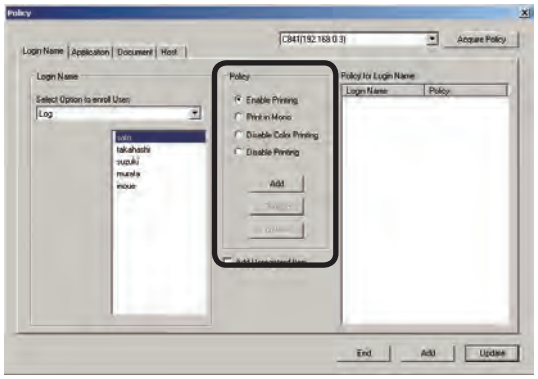
❺ Select [Log] as the registration method.



❻ Select the login name that you want to add settings from the list to.



❼ Select the use restrictions that you want to use.



5

Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

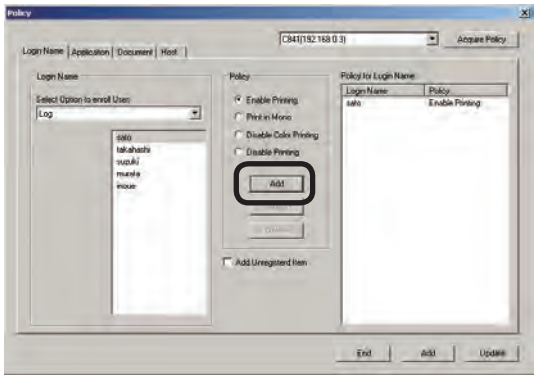
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

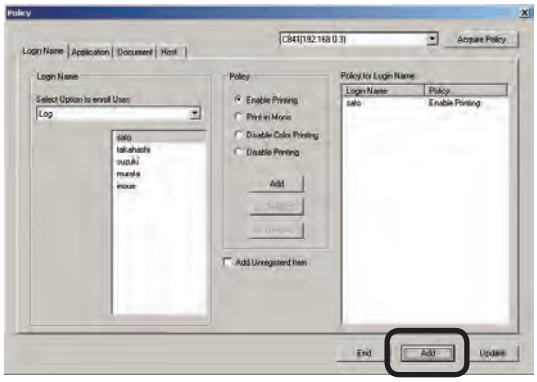
Disable Printing

Cancels printing.

❽ Click [Add] in the Policy field.
The added login name and use restrictions are displayed in the [Policy for Login Name] list.



❾ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

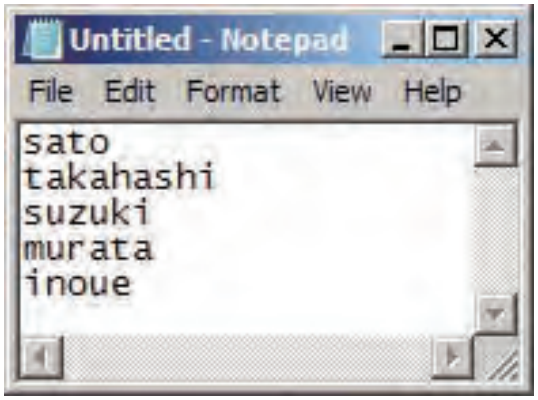
Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Creating a CSV file to add in a batch

You can create a CSV file that contains the login names, and add settings to the login names by importing the file.

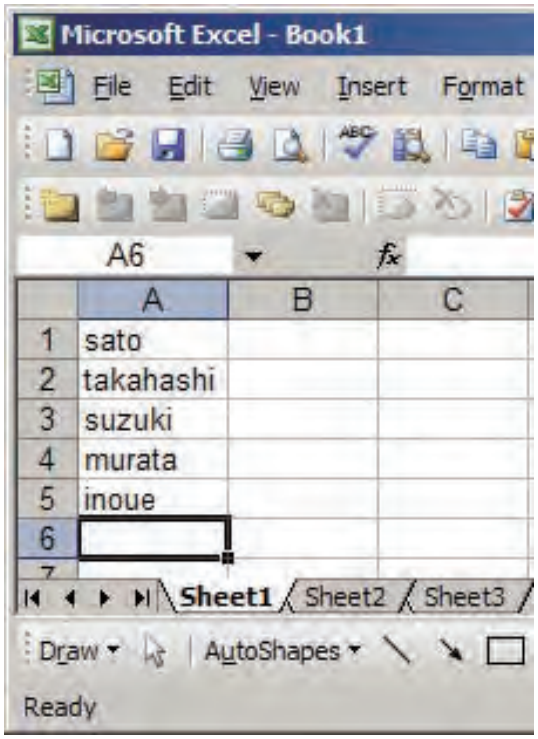
❶ Create a CSV file using software such as Notepad or Excel etc.

<For Notepad>



① Write 1 login name on each line.
② Save in text format with the extension "CSV".

<For Excel>



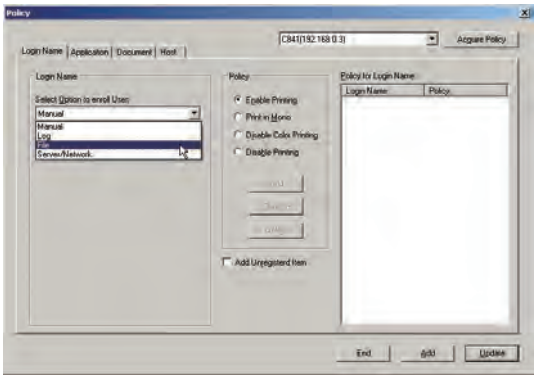
① Write 1 login name on each line.
② Save in CSV file format.

❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

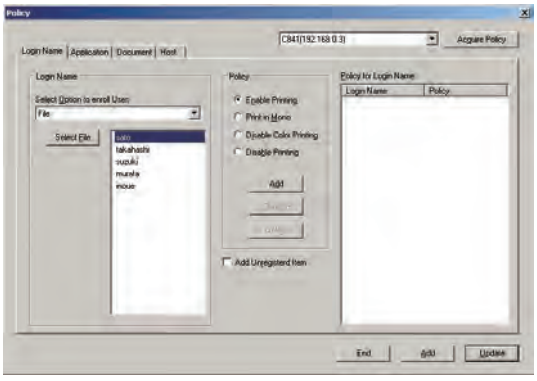
❹ Click the [Login Name] tab.

❺ Select [File] as the registration method.

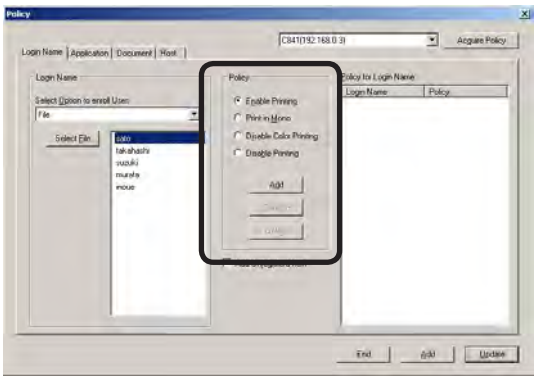


❻ Click [Select File], specify the CSV file that you created in step ①, and click [Open].

❼ Select the login name that you want to add settings from the list to.



❽ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

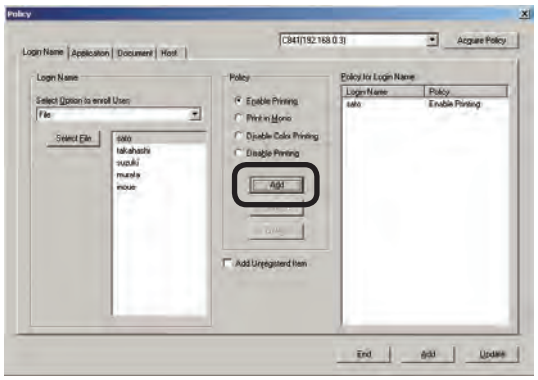
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

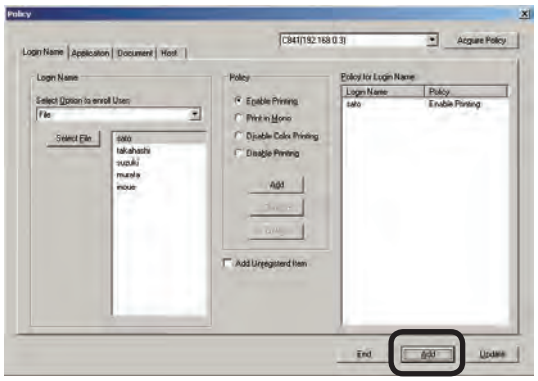
Disable Printing

Cancels printing.

❾ Click [Add] in the Policy field.
The added login name and use restrictions are displayed in the [Policy for Login Name] list.



❿ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Importing users registered in Windows

User name information from Windows specified on the network can be obtained and registered as a batch to the server software. Names that can be obtained are accounts registered on the specified computer.

Note!

- Access permission for the specified computer is required.
- If the names of users that are already registered to the printer and those registered to the computer are duplicated, the printer information is not imported, and only names that are not duplicated are added.

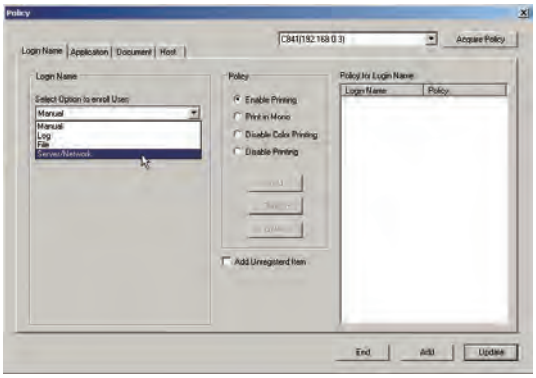
❶ Check that the printer power is ON.

❷ Start the server software.

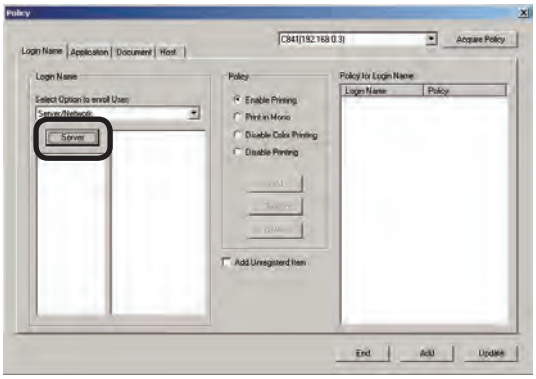
❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Login Name] tab.

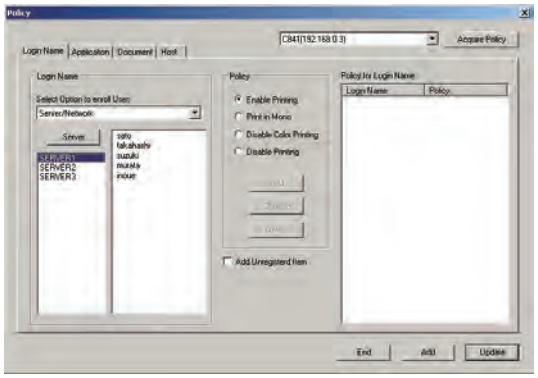
❺ Select [Server/Network] as the registration method.



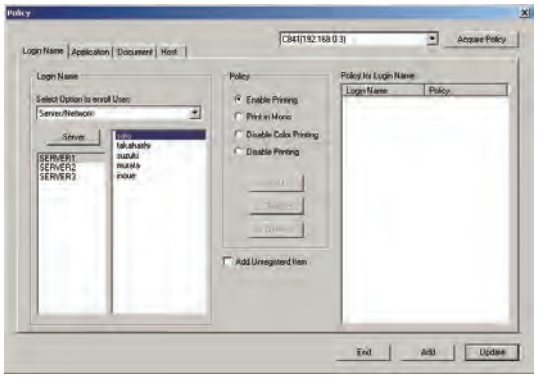
❻ Click [Server].



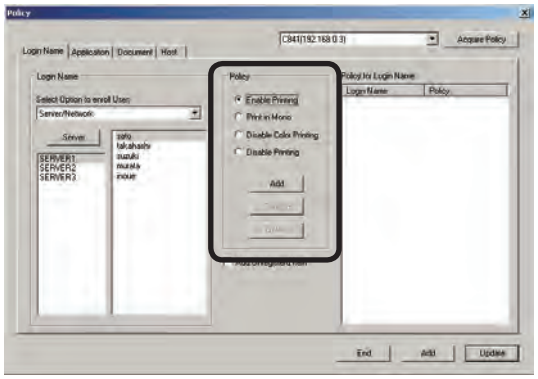
❼ Select the computer from which the login names are acquired.



❽ Select the login name that you want to add settings from the list to.



❾ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

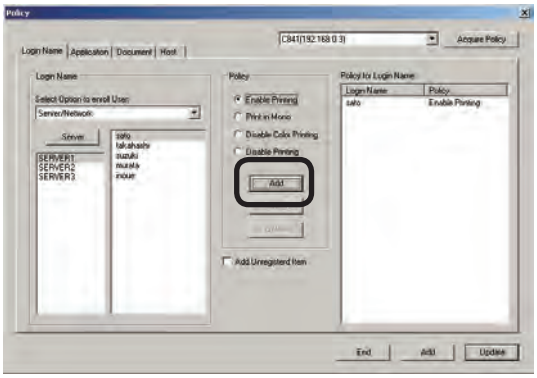
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

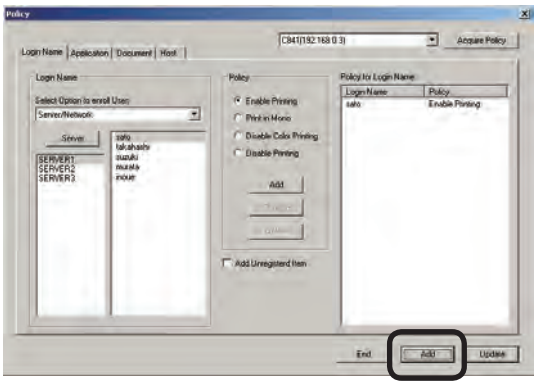
Disable Printing

Cancels printing.

❿ Click [Add] in the Policy field.
The added login name and use restrictions are displayed in the [Policy for Login Name] list.



⓫ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding unregistered item settings

Use restrictions can be set for login names that are not registered on the printer.

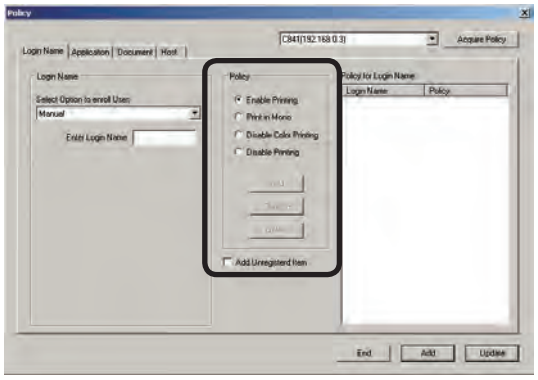
❶ Check that the printer power is ON.

❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Login Name] tab.

❺ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

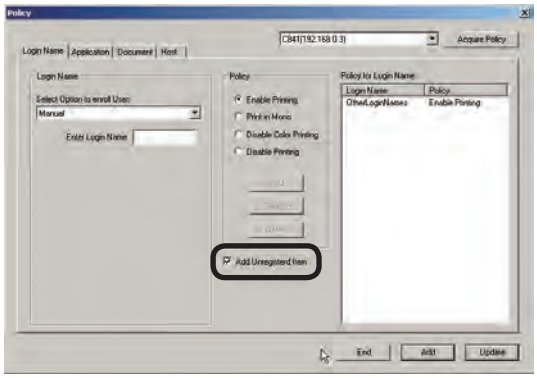
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

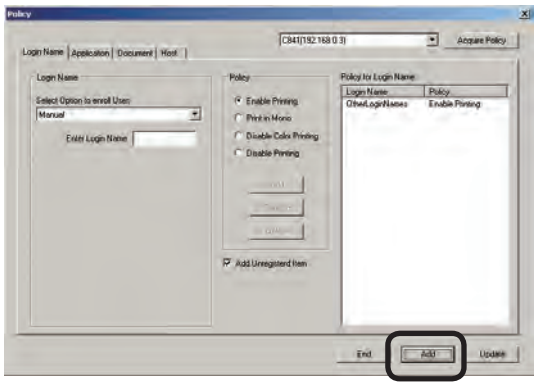
Disable Printing

Cancels printing.

❻ Check the [Add Unregistered Item] check box.
The [Other Login Names] and their use restrictions are displayed in the [Policy for Login Name] list.



❼ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Setting use restrictions to the application name

If required, use restrictions can be set to the application name. Add the settings using one of the following methods.

- Adding manually
- Adding from the log

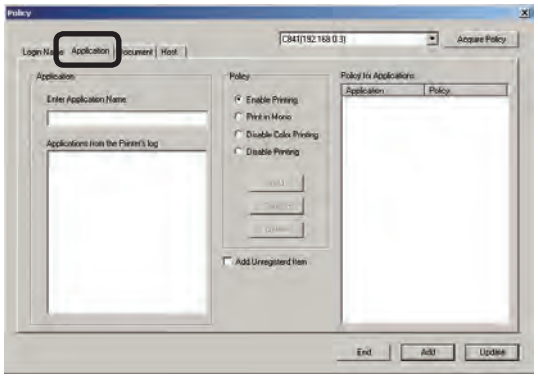
Adding manually

❶ Check that the printer power is ON.

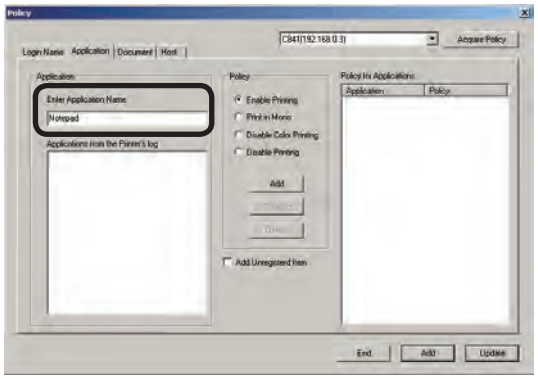
❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

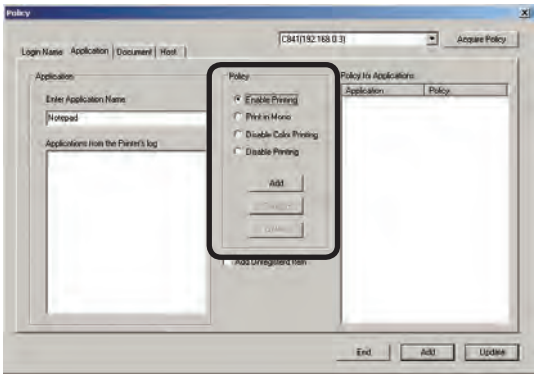
❹ Click the [Application] tab.



❺ Enter the application name that you want to add settings to in the application name input field.



❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

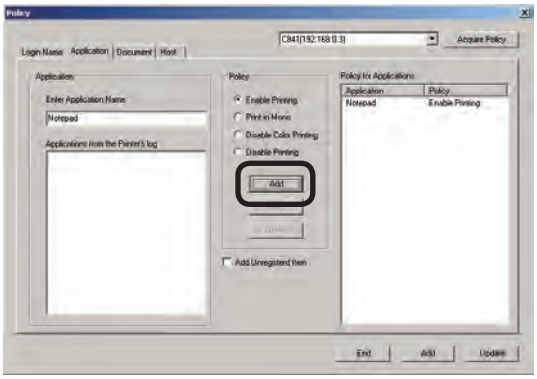
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

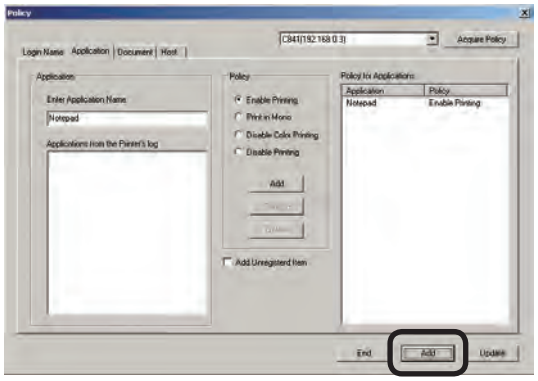
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added application name and use restrictions are displayed in the [Policy for Applications] list.



❽ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding from the log

Use restrictions can be set to the application names included in an acquired log.

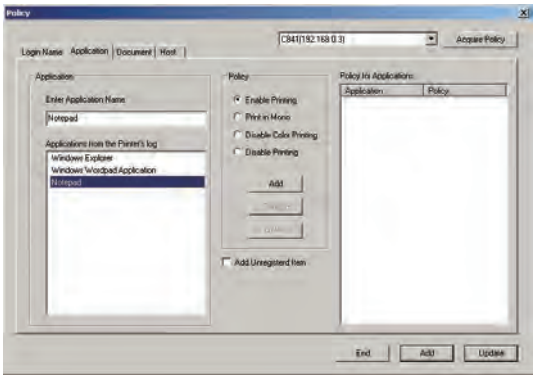
❶ Check that the printer power is ON.

❷ Start the server software.

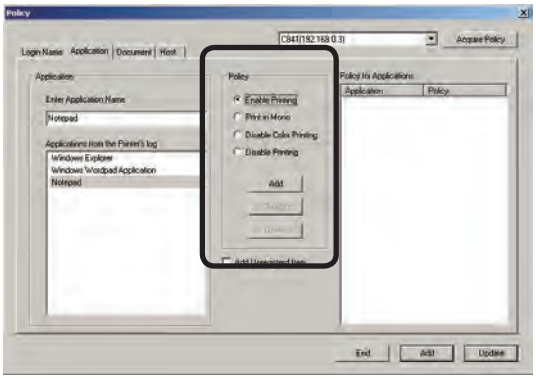
❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Application] tab.

❺ Select the application name that you want to add settings from the list to.



❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

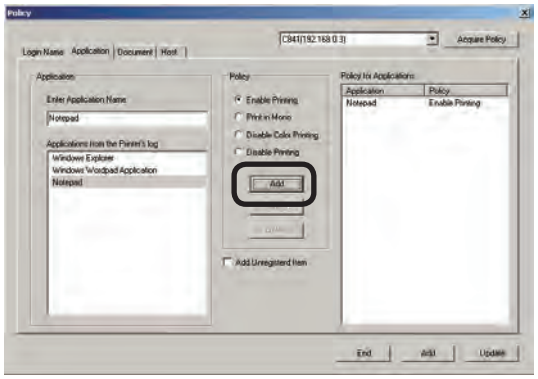
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

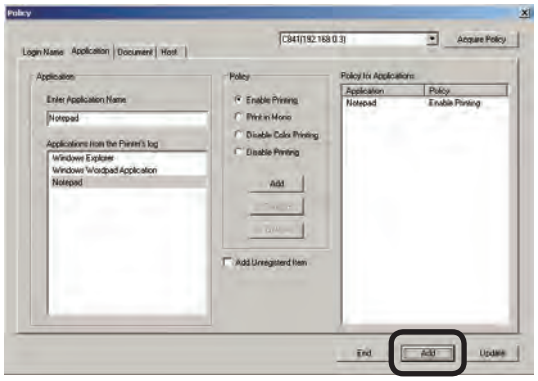
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added application name and use restrictions are displayed in the [Policy for Applications] list.



❽ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding unregistered item settings

Use restrictions can be set for application names that are not registered on the printer.

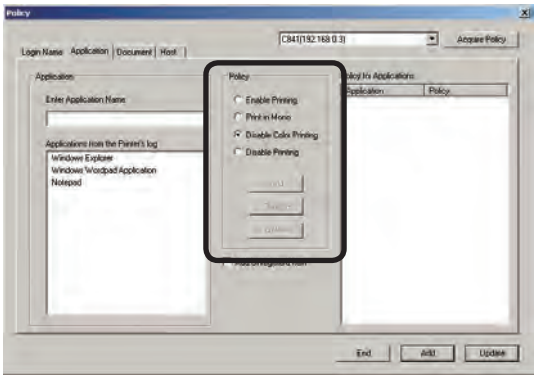
❶ Check that the printer power is ON.

❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Application] tab.

❺ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

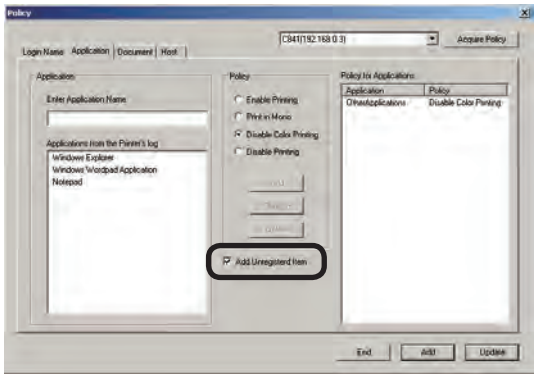
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

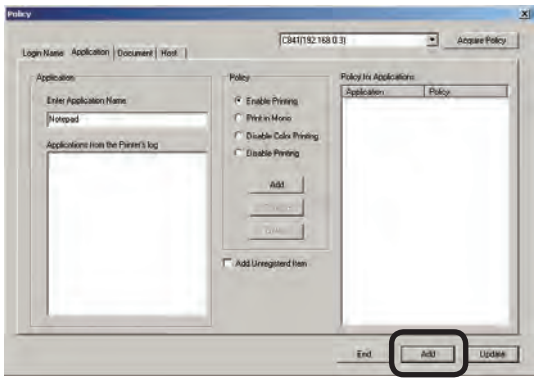
Disable Printing

Cancels printing.

❻ Check the [Add Unregistered Item] check box.
The [Other Applications] and use restrictions are displayed in the [Policy for Applications] list.



❼ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Setting use restrictions to the document name

If required, use restrictions can be set to the document name. Add the settings using one of the following methods.

- Adding manually
- Adding from the log

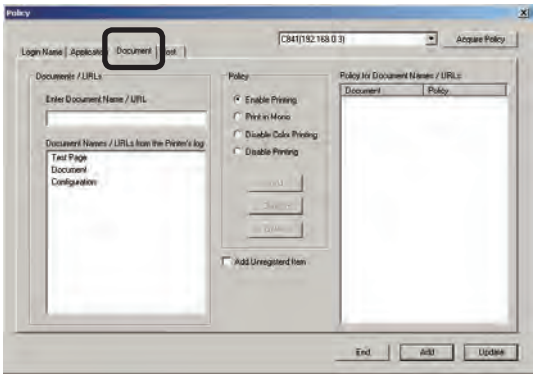
Adding manually

❶ Check that the printer power is ON.

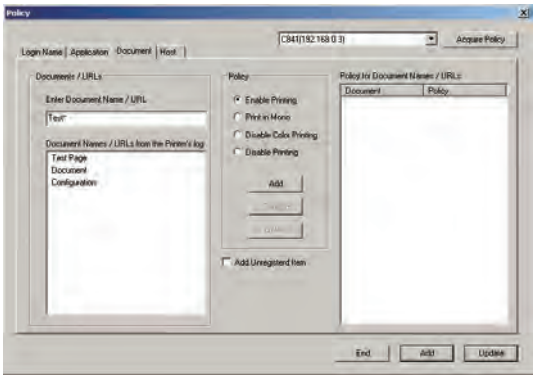
❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Document] tab.

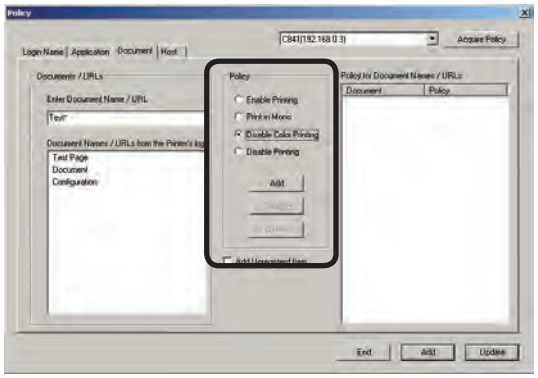


❺ Enter the document name that you want to add settings to in the document name input field.



Memo * (Asterisk) can be used as a wild card in the document name. However, items that are just * or contain ** cannot be registered.

❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

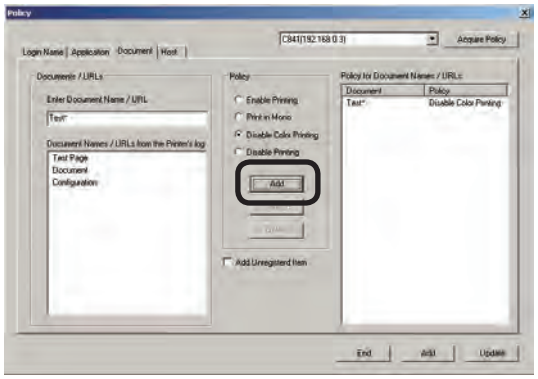
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

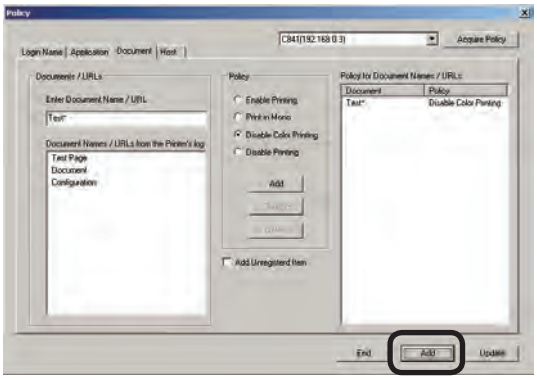
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added document name and use restrictions are displayed in the [Policy for Document Names/URLs] list.



❽ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding from the log

Use restrictions can be set to the document names included in an acquired log.

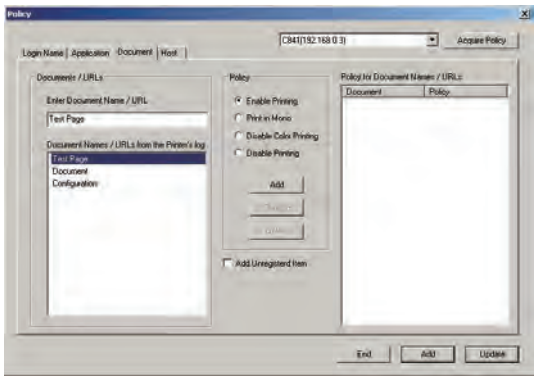
❶ Check that the printer power is ON.

❷ Start the server software.

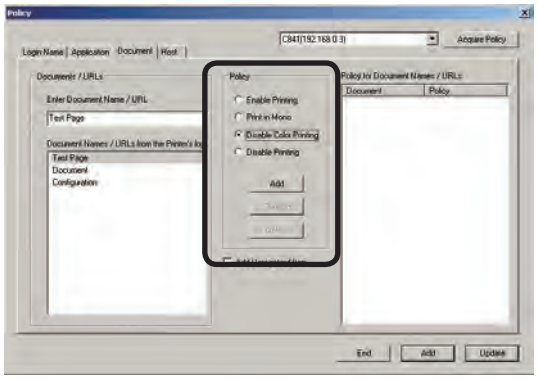
❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Document] tab.

❺ Select the document name that you want to add settings from the list to.



❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

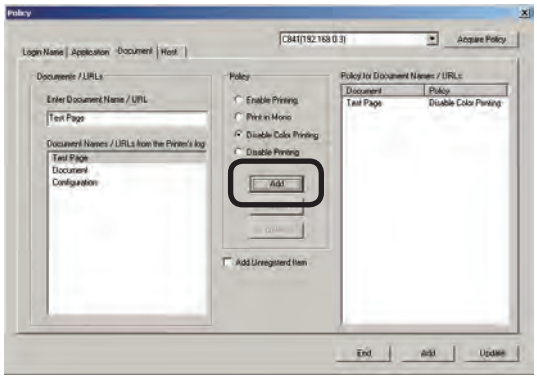
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

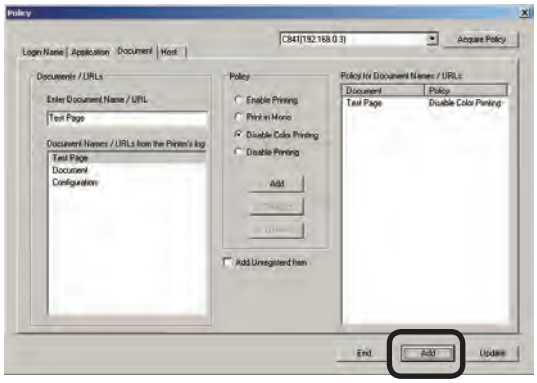
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added document name and use restrictions are displayed in the [Policy for Document Names/URLs] list.



❽ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding unregistered item settings

Use restrictions can be set for document names that are not registered on the printer.

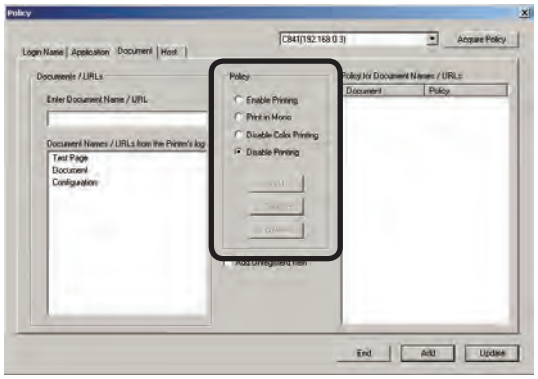
❶ Check that the printer power is ON.

❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Document] tab.

❺ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

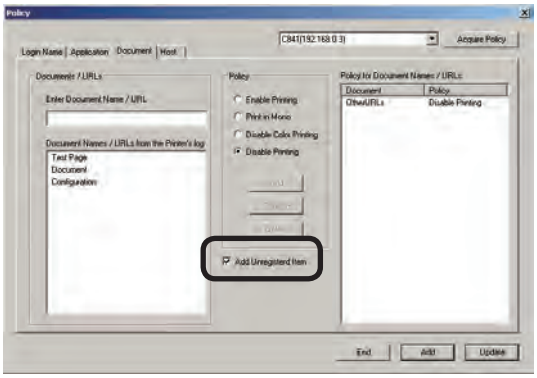
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

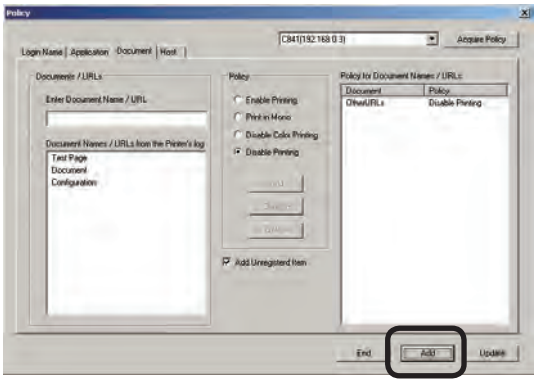
Disable Printing

Cancels printing.

❻ Check the [Add Unregistered Item] check box.
The [Other URLs] and use restrictions are displayed in the [Policy for Document Names/URLs] list.



❼ Click [Add] at the bottom of the window.



Proceed to "Adding settings to printers" (page 89).

Note! If the "Adding settings to printers" (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Setting use restrictions to the host name

If required, use restrictions can be set to the host name.
Add the settings using one of the following methods.

- Adding manually
- Adding from the log

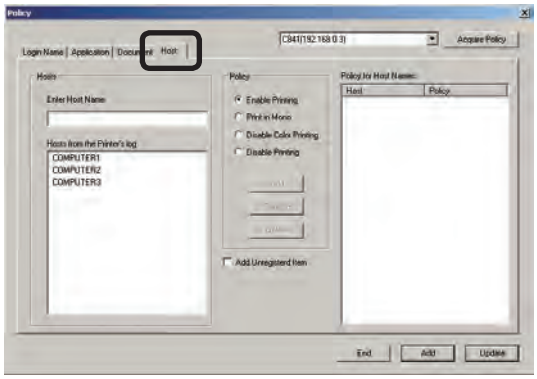
Adding manually

❶ Check that the printer power is ON.

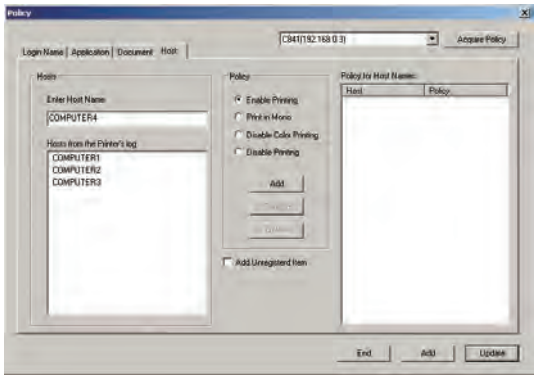
❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

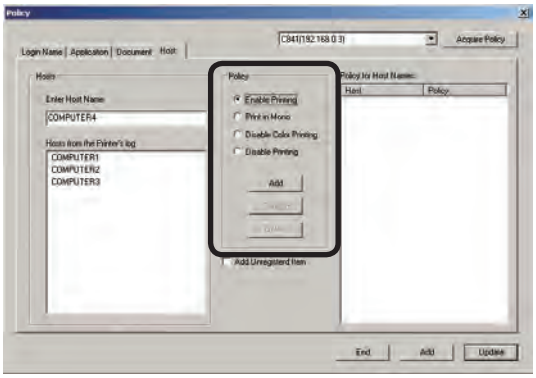
❹ Click the [Host] tab.



❺ Enter the host name that you want to add settings to in the host name input field.



❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

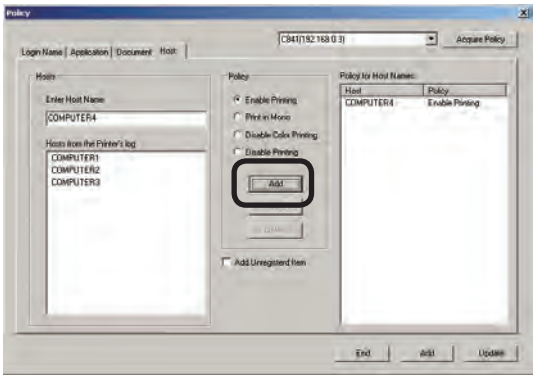
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

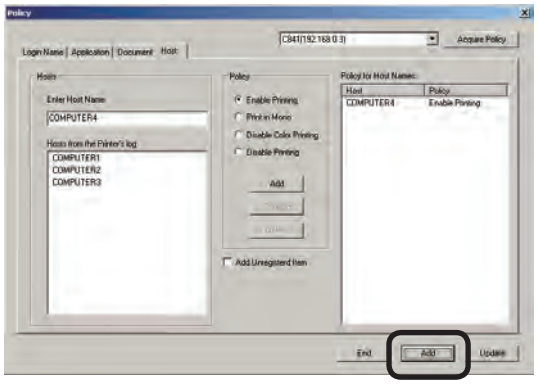
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added host name and use restrictions are displayed in the [Policy for Host Names] list.



❽ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding from the log

Use restrictions can be set to the document names included in an acquired log.

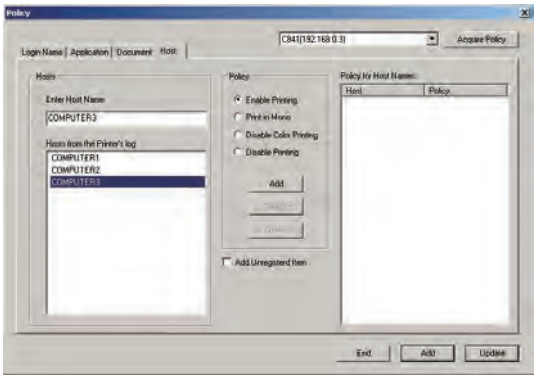
❶ Check that the printer power is ON.

❷ Start the server software.

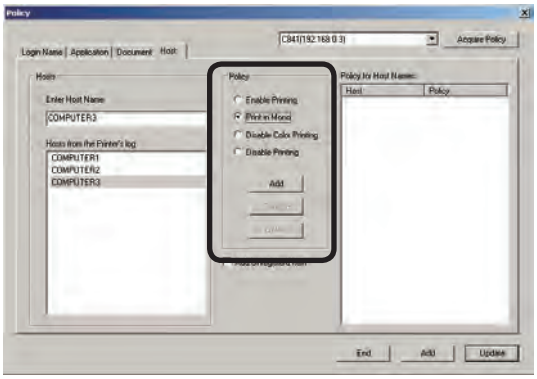
❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Host] tab.

❺ Select the host name that you want to add settings from the list to.



❻ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

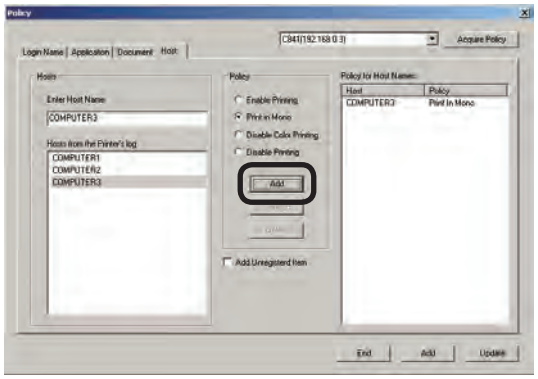
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

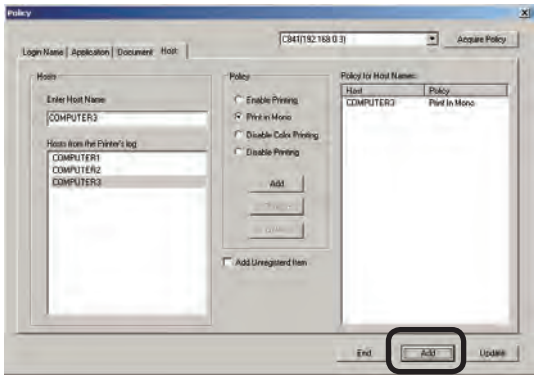
Disable Printing

Cancels printing.

❼ Click [Add] in the Policy field.
The added host name and use restrictions are displayed in the [Policy for Host Names] list.



❽ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding unregistered item settings

Use restrictions can be set for host names that are not registered on the printer.

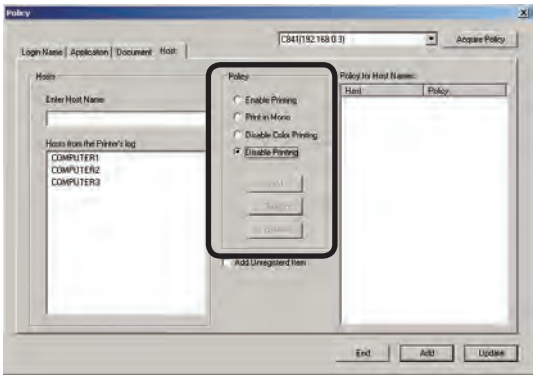
❶ Check that the printer power is ON.

❷ Start the server software.

❸ Click the [Policy] menu > [Edit Policy].

❹ Click the [Host] tab.

❺ Select the use restrictions that you want to use.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

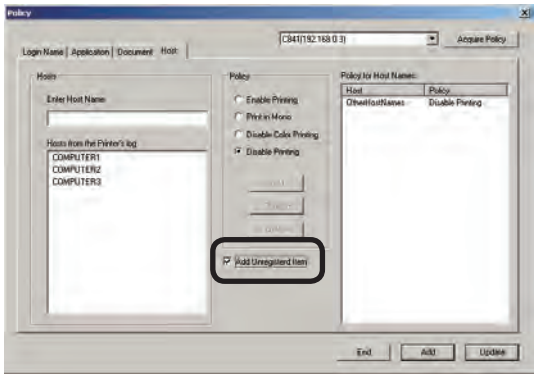
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

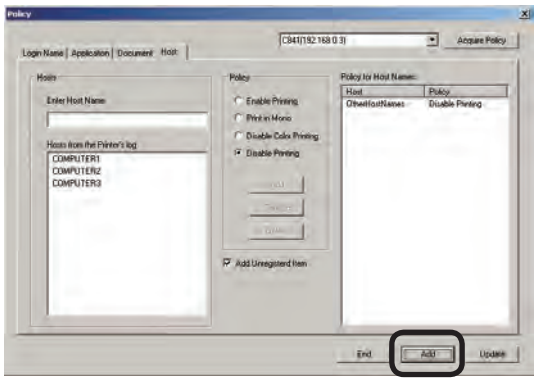
Disable Printing

Cancels printing.

❻ Check the [Add Unregistered Item] check box.
The [Other Host Names] and use restrictions are displayed in the [Policy for Host Names] list.



❼ Click [Add] at the bottom of the window.



Proceed to “Adding settings to printers” (page 89).

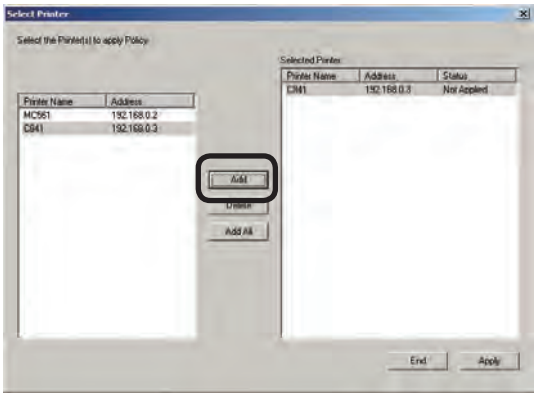
Note! If the "Adding settings to printers” (page 89) steps are not executed, the set use restrictions are not registered to the printer.

Adding settings to printers

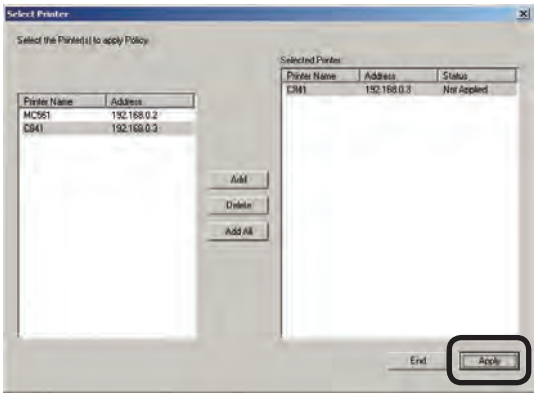
The set use restrictions can be added to the printer.

Note! The use restrictions of items that are already registered and exist in the printer are changed.

❶ Select the printer that you want to add use restrictions to, and click [Add]. Printers that can have use restrictions added are displayed in the [Selected Printer] list. To add use restrictions to all of the printers, click [Add All]. To exclude printers from having use restrictions added, select the printer in the displayed [Selected Printer] list, and click [Delete].



❷ Click [Apply].



❸ When the administrator password window is displayed, enter the administrator password and click [OK].

Displaying use restrictions that are already registered in printers

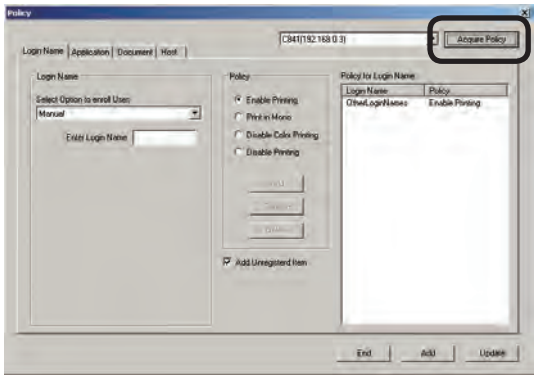
❶ The use restrictions that are already registered in printers can be displayed.

❷ Check that the printer power is ON.

❸ Start the server software.

❹ Click the [Policy] menu > [Edit Policy].

❺ Select the printer, and click [Acquire Policy].



❻ The registered use restrictions are displayed in the use restriction lists in each of the [Login Name], [Application], [Document] and [Host] tabs.

Deleting use restrictions

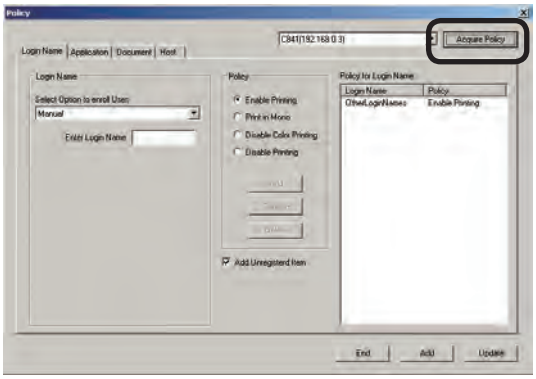
Use restrictions that are registered in printers can be deleted.

❶ Check that the printer power is ON.

❷ Start the server software.

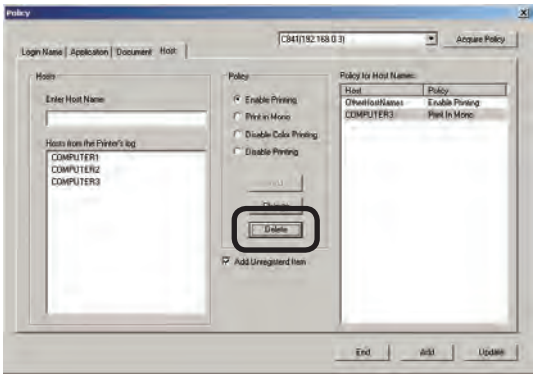
❸ Click the [Policy] menu > [Edit Policy].

❹ Select the printer, and click [Acquire Policy].

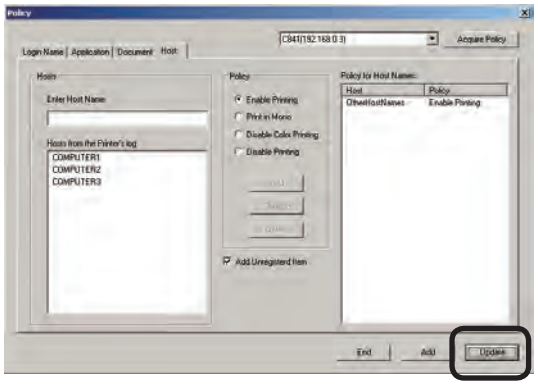


❺ The registered use restrictions are displayed in the use restriction lists in each of the [Login Name], [Application], [Document] and [Host] tabs.

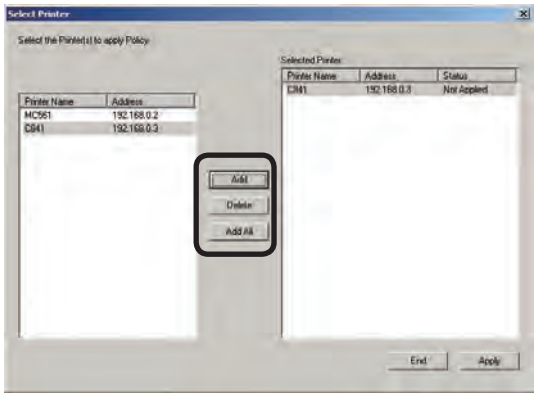
❻ Select the use restriction that you want to delete from the user restriction list, and click [Delete]. The use restriction display is deleted from the use restriction list.



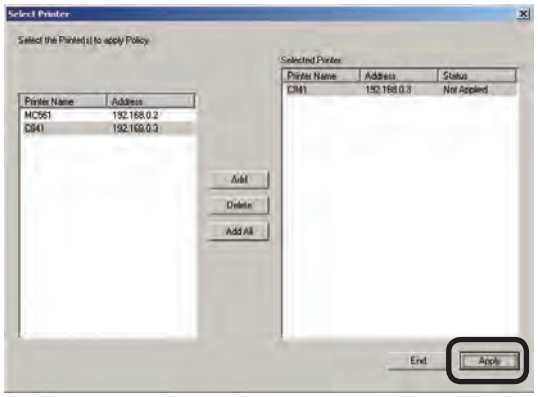
❼ Click [Update] at the bottom of the window.



❽ Select the printer that you want to delete use restrictions from, and click [Add]. Printers that can have use restrictions deleted are displayed in the [Selected Printer] list. To delete use restrictions from all of the printers, click [Add All]. To exclude printers from having use restrictions deleted, select the printer in the displayed [Selected Printer] list, and click [Delete].



❾ Click [Apply].



❿ When the administrator password window is displayed, enter the administrator password and click [OK].

Note! Unregistered items such as OtherLoginNames, OtherApplicationNames, OtherURLs, and OtherHostNames cannot be deleted.

Changing use restrictions

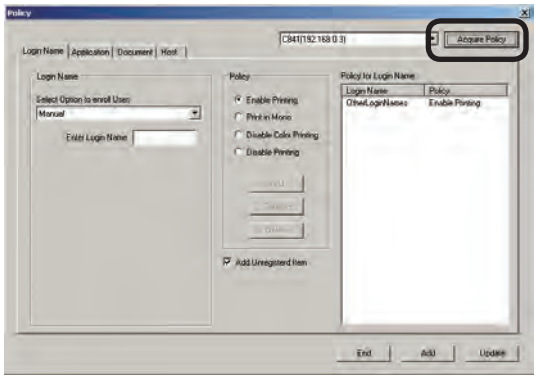
Use restrictions that are registered in printers can be changed.

❶ Check that the printer power is ON.

❷ Start the server software.

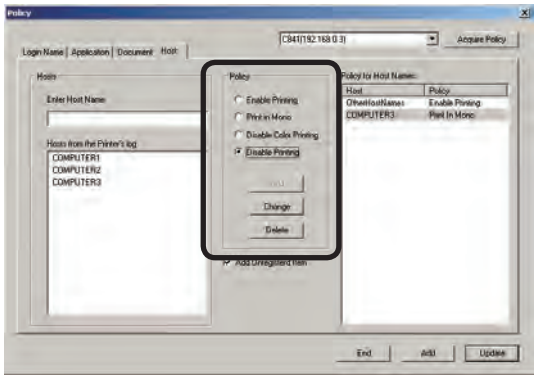
❸ Click the [Policy] menu > [Edit Policy].

❹ Select the printer, and click [Acquire Policy].



❺ The registered use restrictions are displayed in the use restriction lists in each of the [Login Name], [Application], [Document] and [Host] tabs.

❻ Select the Name of the use restrictions that you want to change from the use restriction list, and select the use restriction.



Enable Printing

Allows printing.

Print in Mono

When color printing is executed, printing is output in monochrome.

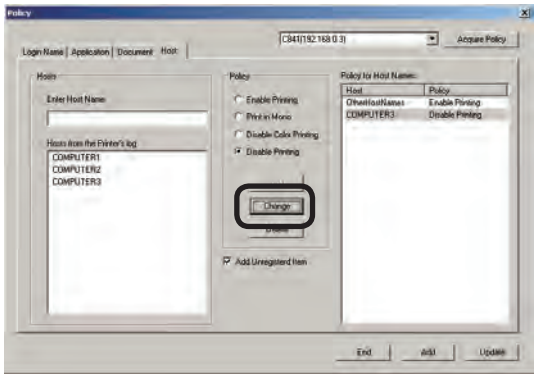
Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

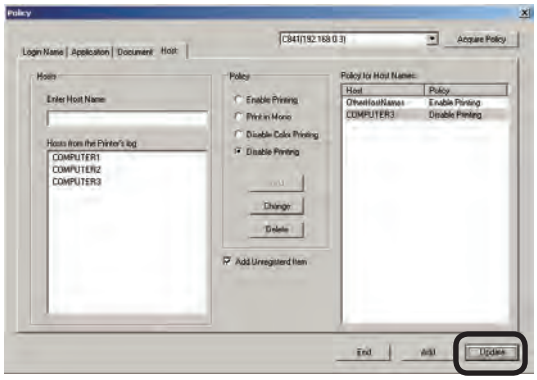
Disable Printing

Cancels printing.

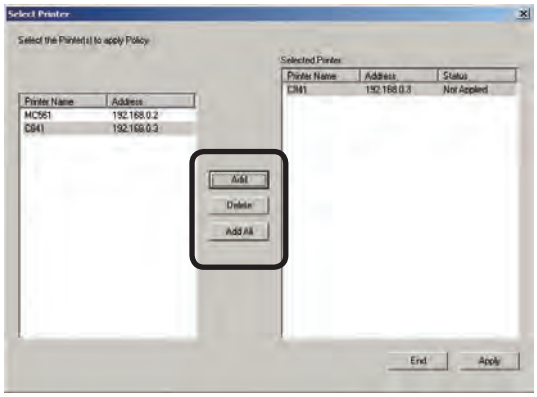
❼ Click [Change]. The changed use restrictions are displayed in the use restrictions list.



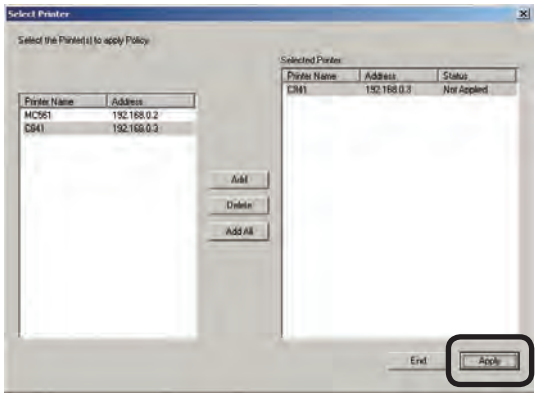
❽ Click [Update] at the bottom of the window.



❾ Select the printer that you want to change the use restrictions for, and click [Add]. Printers that can have use restrictions changed are displayed in the [Selected Printer] list. To change use restrictions for all of the printers, click [Add All]. To exclude printers from having use restrictions changed, select the printer in the displayed [Selected Printer] list, and click [Delete].



❿ Click [Apply].



⓫ When the administrator password window is displayed, enter the administrator password and click [OK].

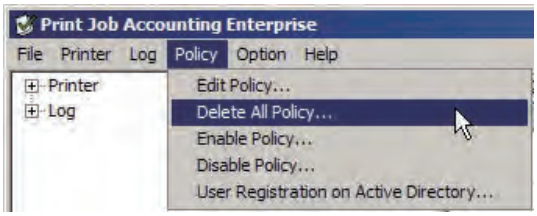
Deleting all use restrictions

All of the use restrictions set for the Login Name, Application Name, Document Name and Host Name can be deleted.

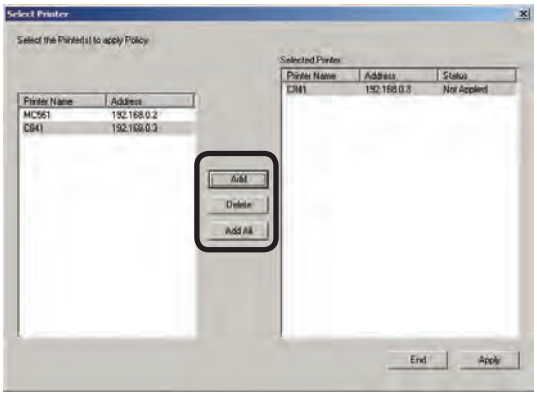
❶ Check that the printer power is ON.

❷ Start the server software.

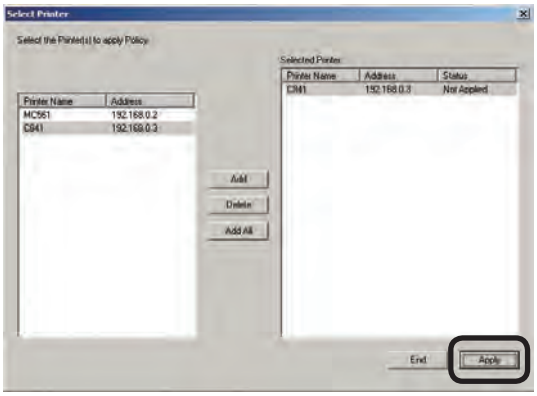
❸ Click the [Policy] menu > [Delete All Policy].



❹ Select the printer that you want to delete all of the use restrictions from, and click [Add]. Printers that can have all use restrictions deleted are displayed in the [Selected Printer] list. To delete all use restrictions from all of the printers, click [Add All]. To exclude printers from having all use restrictions deleted, select the printer in the displayed [Selected Printer] list, and click [Delete].



❺ Click [Apply].



❻ When the administrator password window is displayed, enter the administrator password and click [OK].

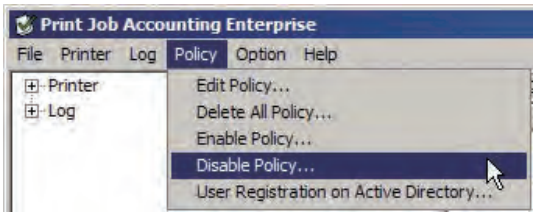
Temporarily disabling use restrictions

Use restrictions can be temporarily disabled. The use restrictions set for the Job Account ID for printing jobs from a PC are also disabled.

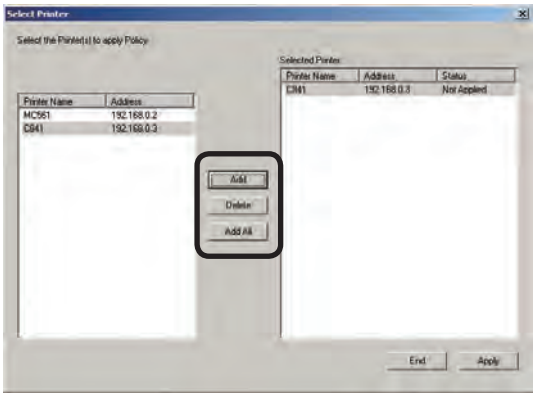
❶ Check that the printer power is ON.

❷ Start the server software.

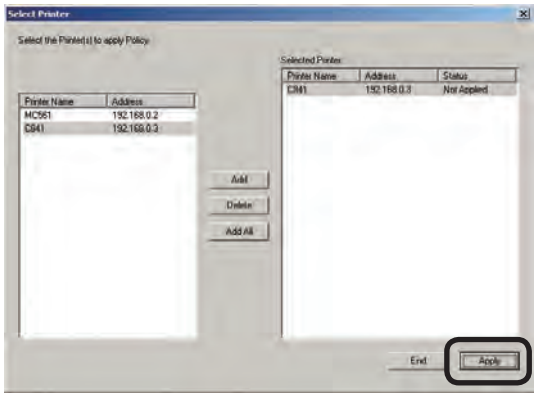
❸ Click the [Policy] menu > [Disable Policy].



❹ Select the printer whose use restrictions you temporarily want to disable, and click [Add]. Printers that can have use restrictions temporarily disabled are displayed in the [Selected Printer] list. To temporarily disable use restrictions for all of the printers, click [Add All]. To exclude printers from having use restrictions temporarily disabled, select the printer in the displayed [Selected Printer] list, and click [Delete].



❺ Click [Apply].



❻ When the administrator password window is displayed, enter the administrator password and click [OK].

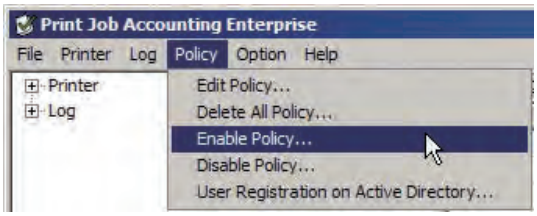
Enabling use restrictions

Use restrictions that were temporarily disabled can be enabled again.

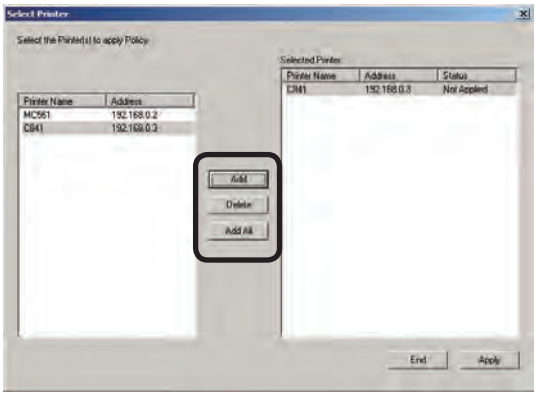
❶ Check that the printer power is ON.

❷ Start the server software.

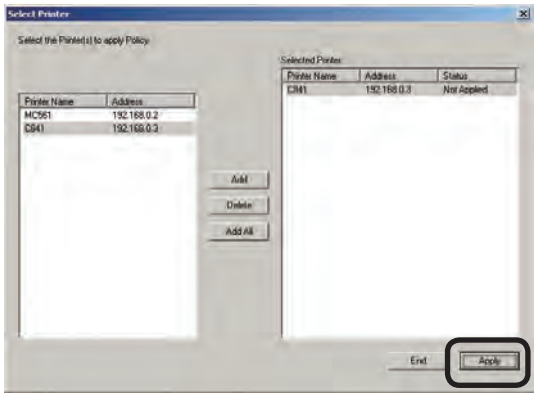
❸ Click the [Policy] menu > [Enable Policy].



❹ Select the printer whose use restrictions you want to enable again, and click [Add]. Printers that can have use restrictions enabled again are displayed in the [Selected Printer] list. To enable use restrictions again for all of the printers, click [Add All]. To exclude printers from having use restrictions enabled again, select the printer in the displayed [Selected Printer] list, and click [Delete].



❺ Click [Apply].



❻ When the administrator password window is displayed, enter the administrator password and click [OK].

Memo

6. Syncing with Active Directory User Information

Setting the printer to be linked with Active Directory 98
Configuring the Active Directory settings 100
Adding an Active Directory user 108
Changing Active Directory user settings 115
Deleting an Active Directory user 120
Assigning a Job Account ID to an Active Directory user 121
Exporting data for client software 126
Exporting the IC card compatibility table 127
Setting the automatic update service 137
Selecting the users to apply settings to 139

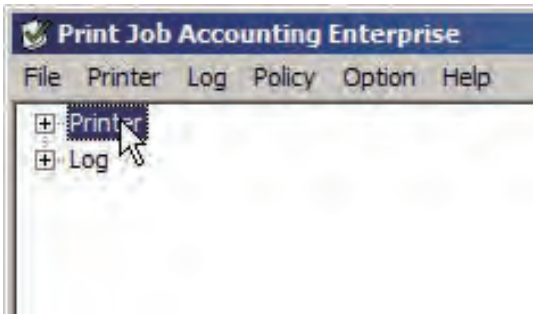
6. Syncing with Active Directory User Information

This section explains how to add or delete use restrictions or change settings for user information managed by Active Directory, and how to sync with Active Directory user information.

Setting the printer to be linked with Active Directory

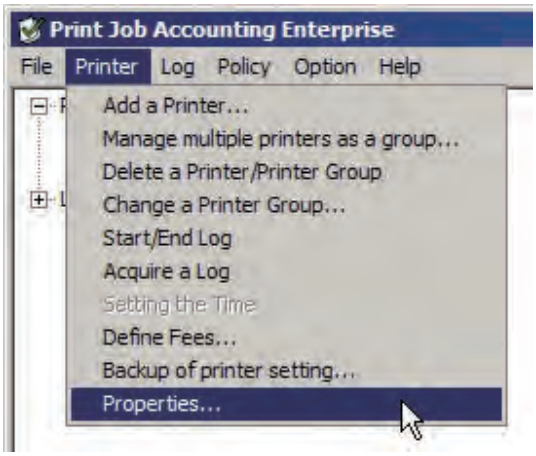
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the details window.

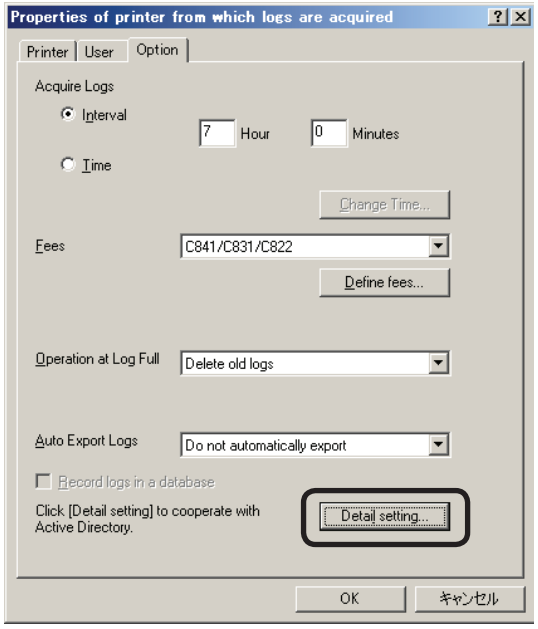


❸ Select the printer, and then select the [Printer] menu > [Properties].

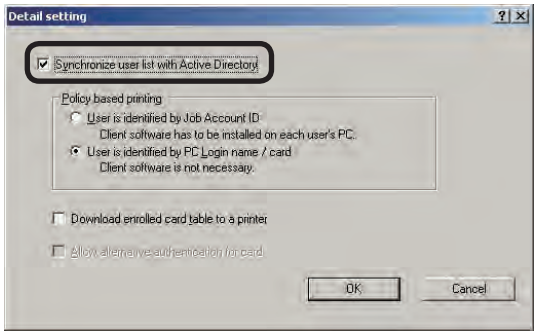
Memo Multiple printers can be selected.



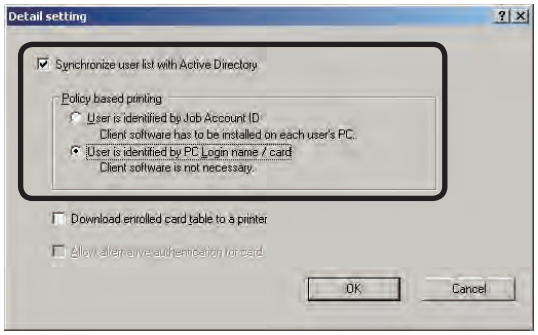
❹ Click the [Option] tab > [Detail setting].



❺ Check the [Synchronize user list with Active Directory] check box.



❻ Select [Policy based printing].



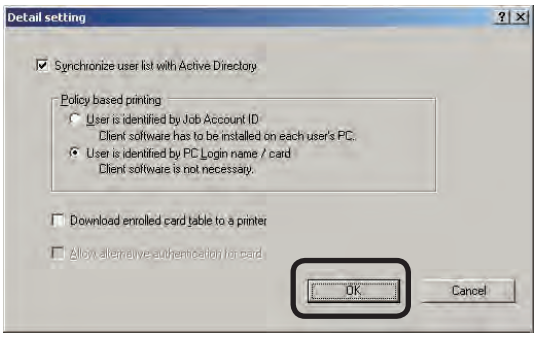
User is identified by Job Account ID

Print restrictions from a registered user PC are set in the Job Account ID. For jobs from PCs, the Job Account ID needs to be set in advance in the client software driver of the print source PC.

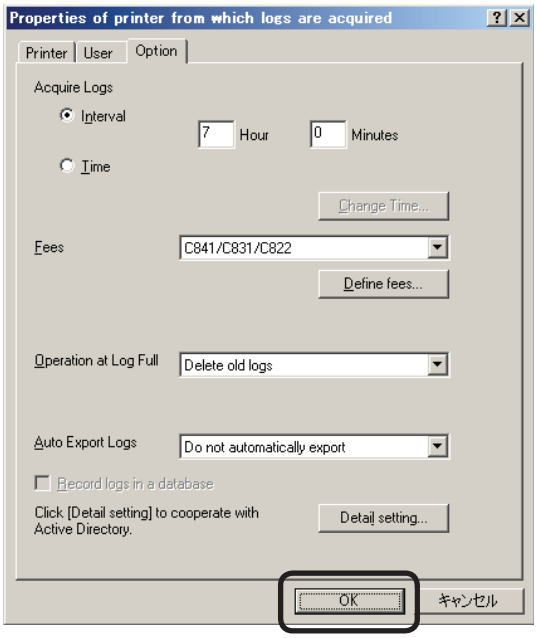
User is identified by PC Login name/card

Print restrictions from an unregistered user PC are set in the login name. The client software does not need to be installed in the print source PC.

❼ Click [OK].

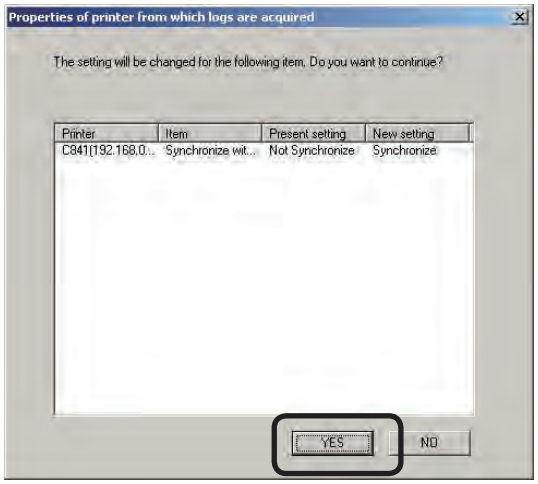


❽ Click [OK] at the bottom of the window.



❾ If the settings for creating an IC card compatibility table are not set, a message notifying that the IC card compatibility table cannot be registered to the printer is displayed. Click [OK].
In order to register an IC card compatibility table to the printer, the settings for creating an IC card compatibility table need to be configured. For details on the settings required for creating an IC card compatibility table, see "Creating an IC card compatibility table" (page 129).

❿ When the window notifying the changes to setting items is displayed, click [Yes].



⓫ When the window notifying that the setting changes are complete is displayed, click [Close].

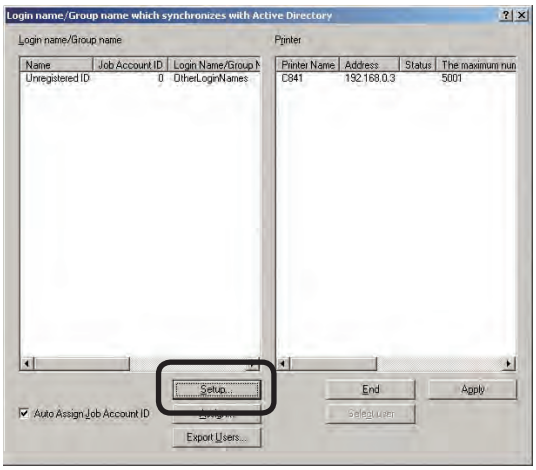
⓬ When the [Login name/Group name which synchronizes with Active Directory] is displayed, configure the Active Directory settings. For details, see the 100 page.

Configuring the Active Directory settings

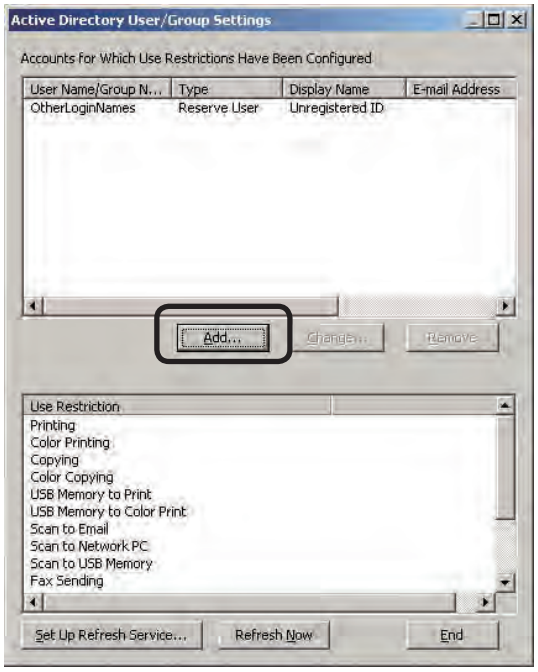
Configure the connection destination and other such settings for the Active Directory that is linked to the server software. Connecting to the currently logged-on Active Directory

❶ Click [Policy] menu > [User Registration on Active Directory].

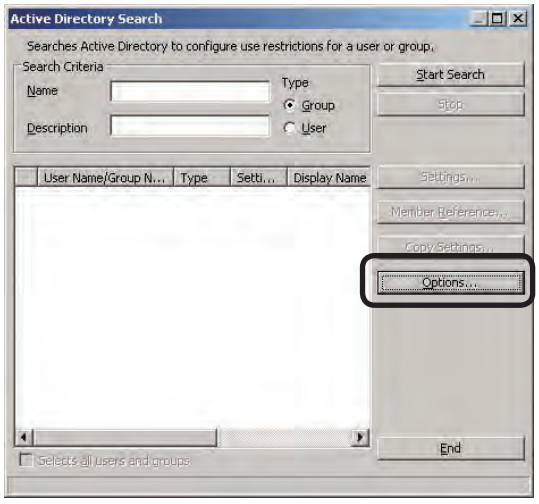
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



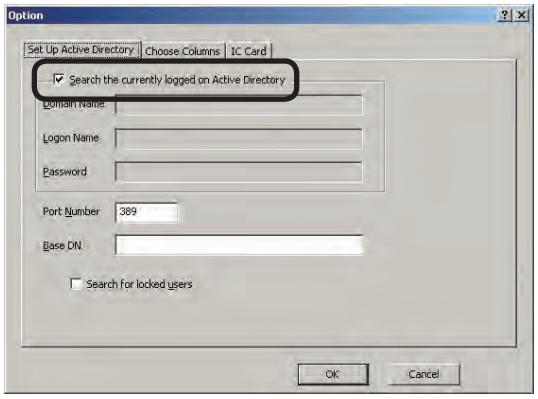
❸ Click [Add] in the [Active Directory User/ Group Settings].



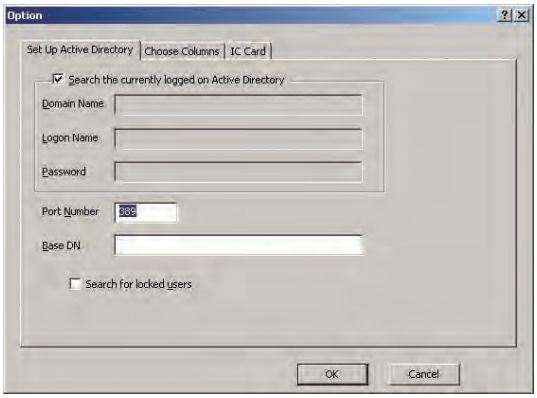
❹ Click [Options] in the [Active Directory Search].



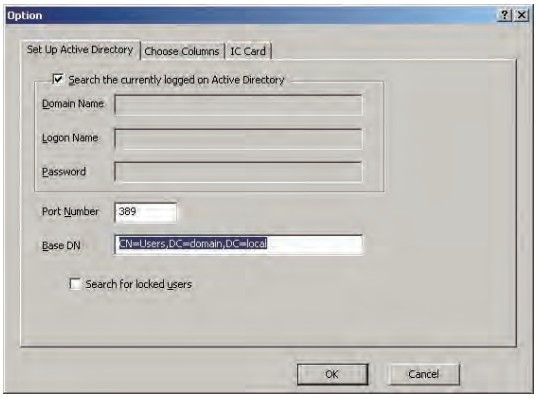
❺ Check the [Set Up Active Directory] tab in [Search the currently logged on Active Directory].



❻ To change the port number to which Active Directory connects, enter the [Port Number]. The range of the port number is from 1-65535.

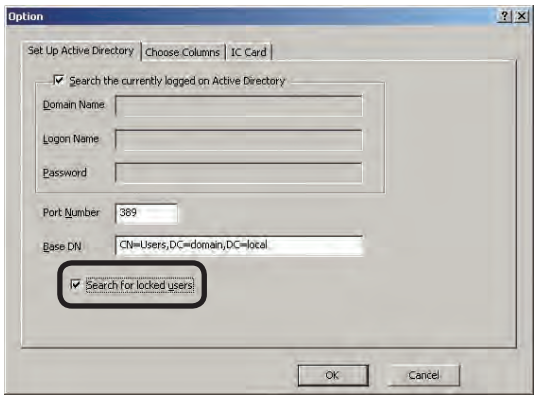


❼ To change the search target, enter [Base DN]. An example input when the domain name is [domain.local] is shown below.
When there is no OU: CN=Users, DC=domain, DC=local
When OU is specified: OU=OU name, DC=domain, DC=local
If these values are not entered, the search is made based on DC=domain, DC=local.

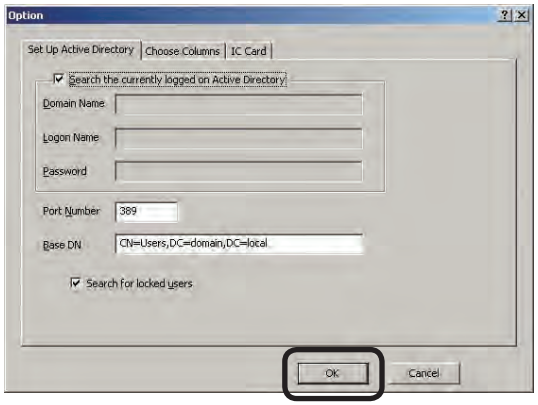


Memo When OU is specified, the time required to complete the search can be reduced.

❽ To search for users that have locked accounts, check the [Search for locked users] check box.



❾ Click [OK].

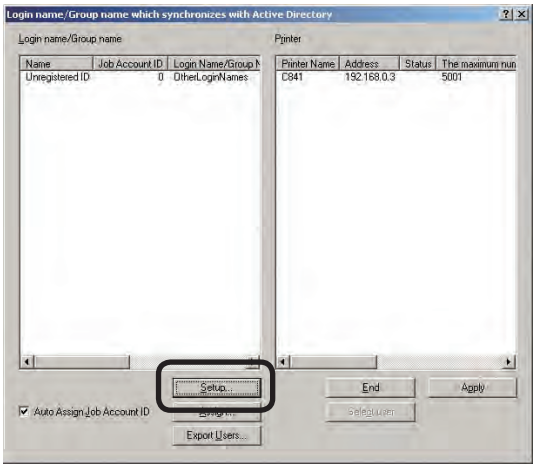


6

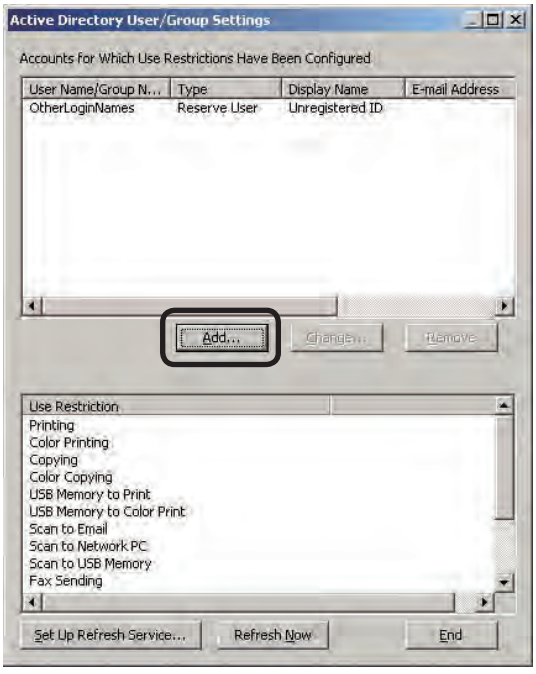
Connecting to an Active Directory in a specified domain

❶ Click [Policy] menu > [User Registration on Active Directory].

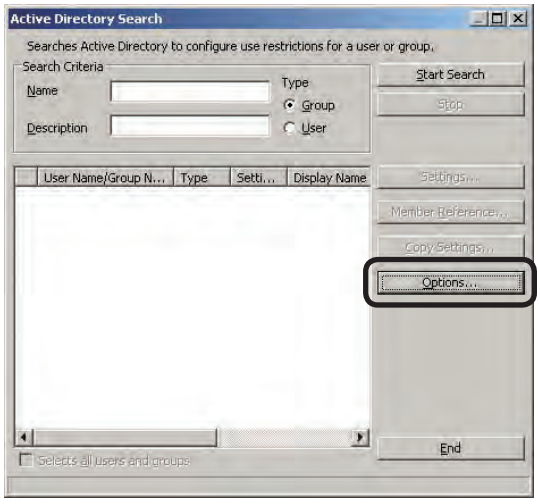
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



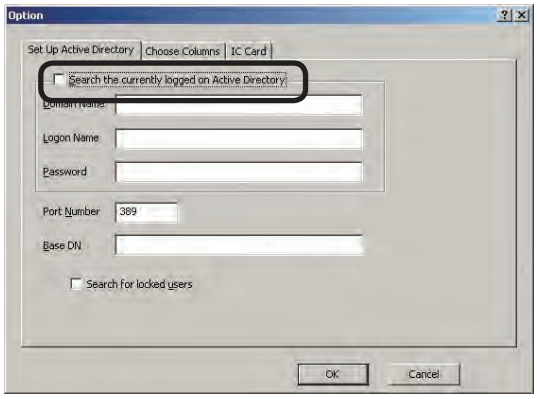
❸ Click [Add] in the [Active Directory User/Group Settings].



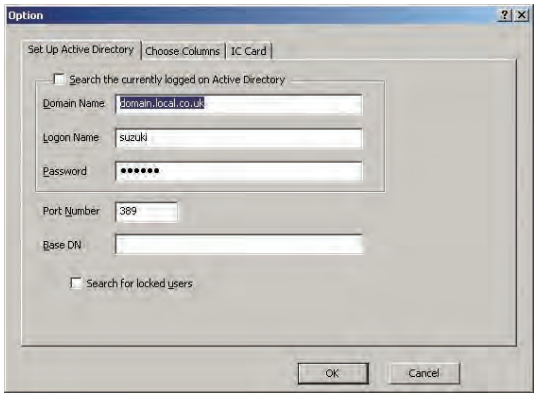
❹ Click [Options] in the [Active Directory Search].



❺ Uncheck the [Set Up Active Directory] tab in [Search the currently logged on Active Directory].



❻ Enter the [Domain Name], [Logon Name] and [Password].



Domain Name

Enter the Active Directory domain name for searching for the user and group.

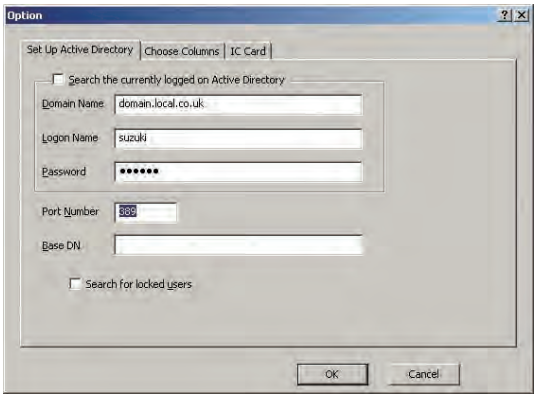
Logon Name

Enter the user name for logging on to the Active Directory.

Password

Enter the password for logging on to the Active Directory.

❼ To change the port number to which Active Directory connects, enter the [Port Number]. The range of the port number is from 1-65535.

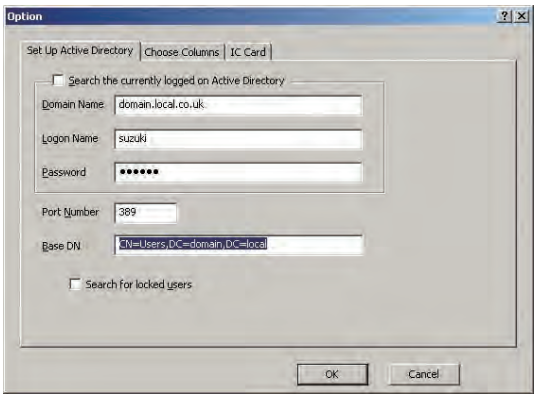


❽ To change the search target, enter [Base DN]. An example input when the domain name is [domain.local] is shown below.

When there is no OU: CN=Users, DC=domain, DC=local

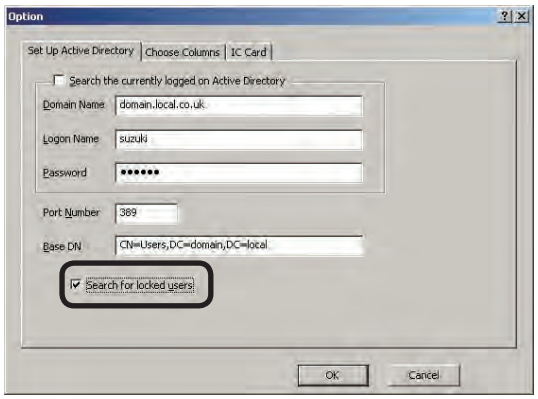
When OU is specified: OU=OU name, DC=domain, DC=local

If these values are not entered, the search is made based on DC=domain, DC=local.

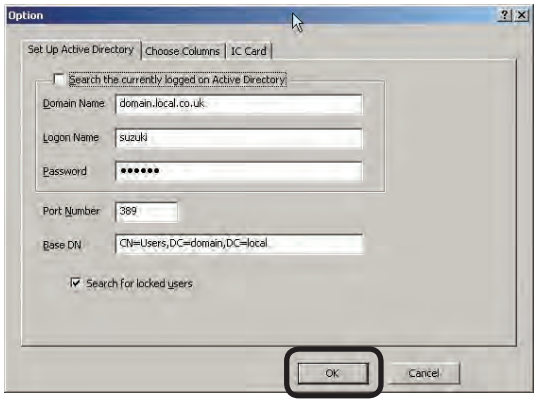


Memo The search time can be reduced by specifying the OU because the search is only performed within the specified OU.

❾ To search for users that have locked accounts, check the [Search for locked users] check box.



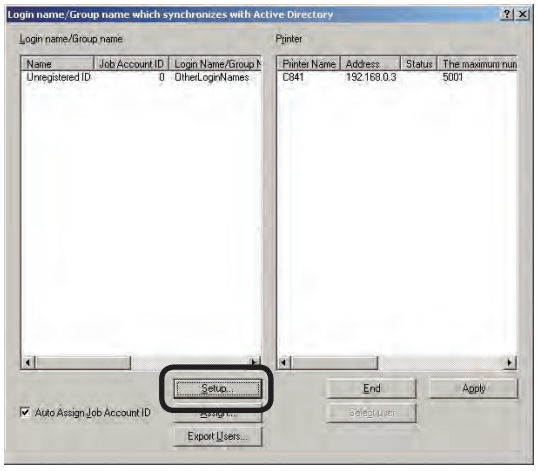
❿ Click [OK].



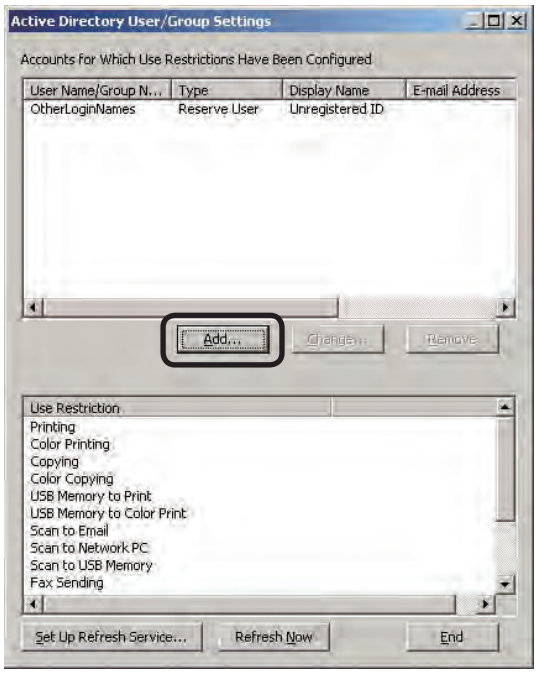
To add attributes to the displayed user list

❶ Click [Policy] menu > [User Registration on Active Directory].

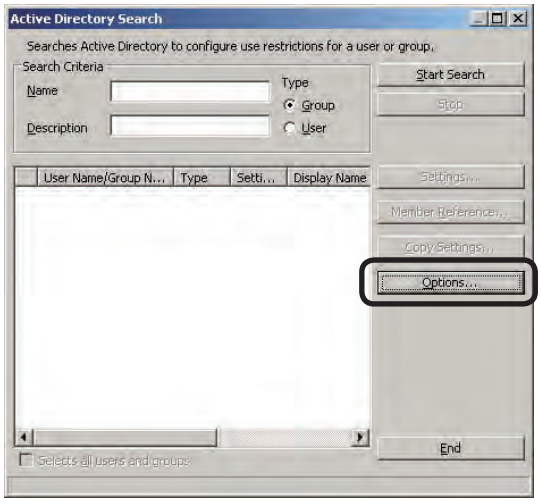
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



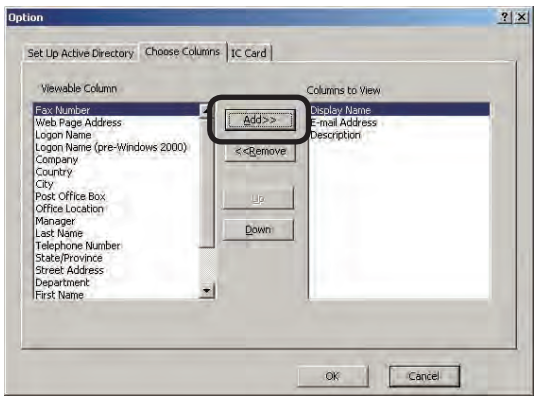
❸ Click [Add] in the [Active Directory User/Group Settings].



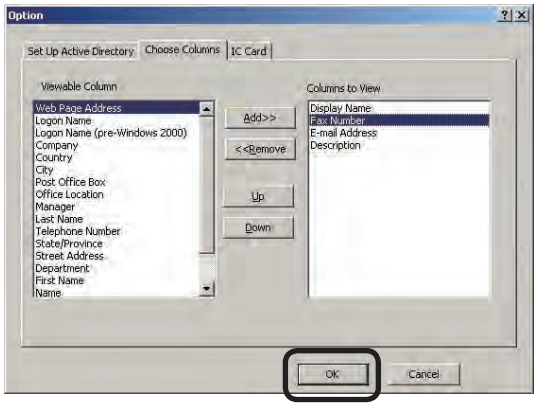
❹ Click [Options] in the [Active Directory Search].



❺ Select the items that you want to display in the [Choose Columns] tab > [Viewable Column], and click [Add].



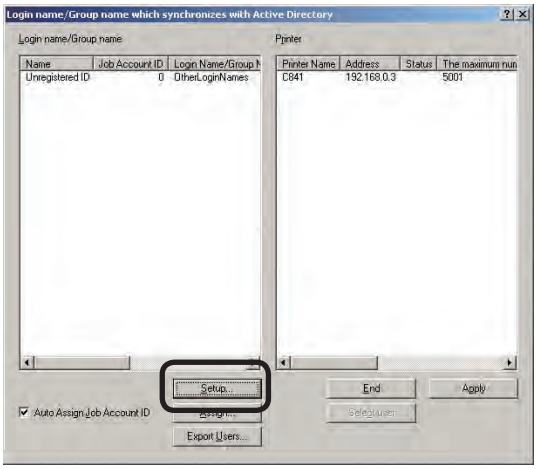
❻ Click [OK].



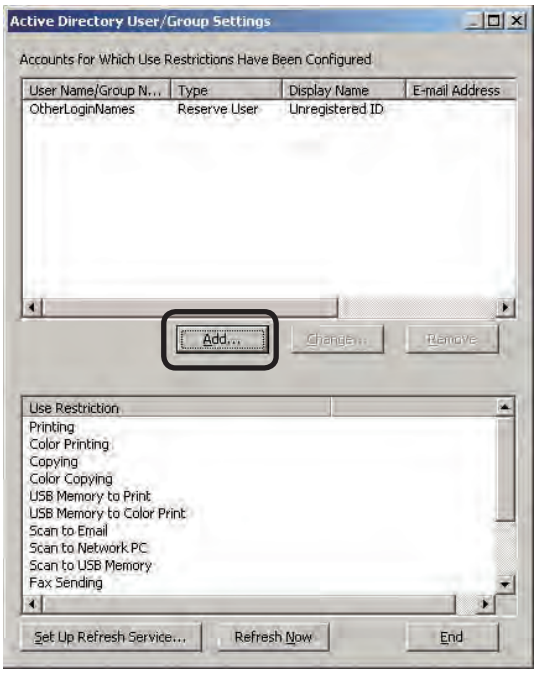
To hide attributes in the user list

❶ Click [Policy] menu > [User Registration on Active Directory].

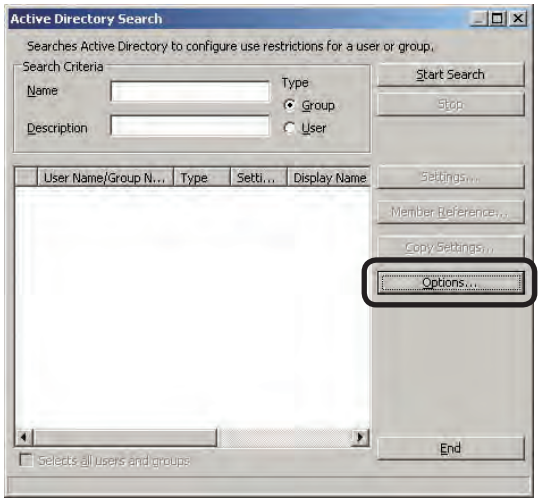
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❸ Click [Add] in the [Active Directory User/Group Settings].

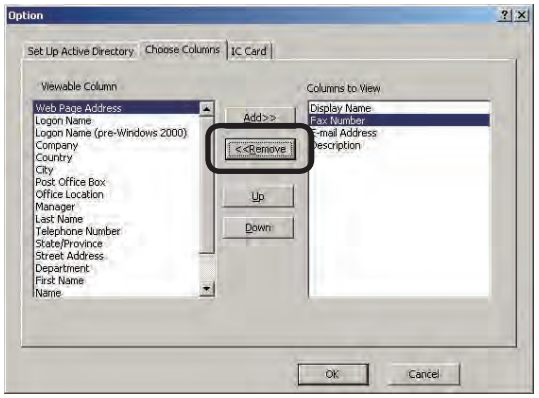


❹ Click [Options] in the [Active Directory Search].

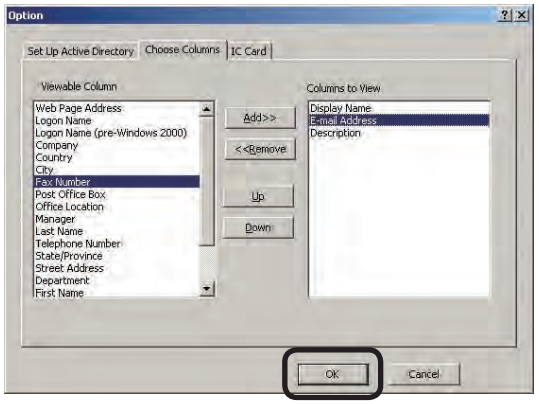


❺ Display the [Choose Columns] tab.

❻ Select the items that you want to hide in [Column to View], and click [Remove].



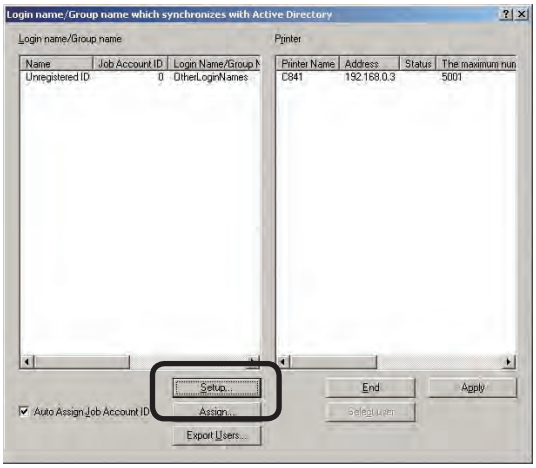
❼ Click [OK].



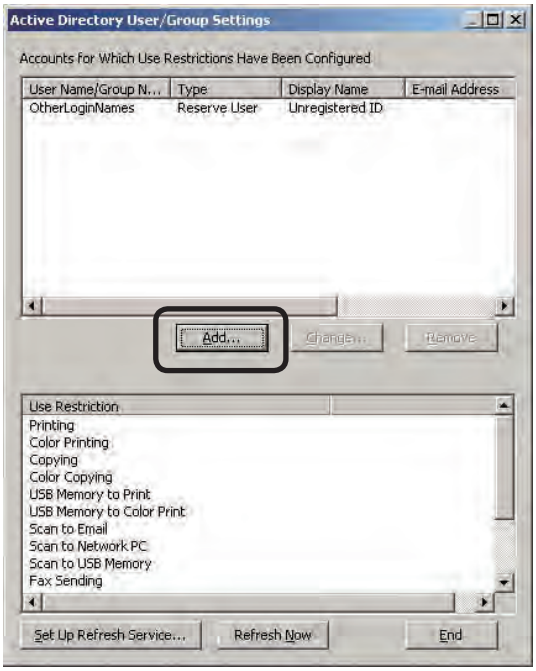
To change the order of attributes displayed in the user list

❶ Click [Policy] menu > [User Registration on Active Directory].

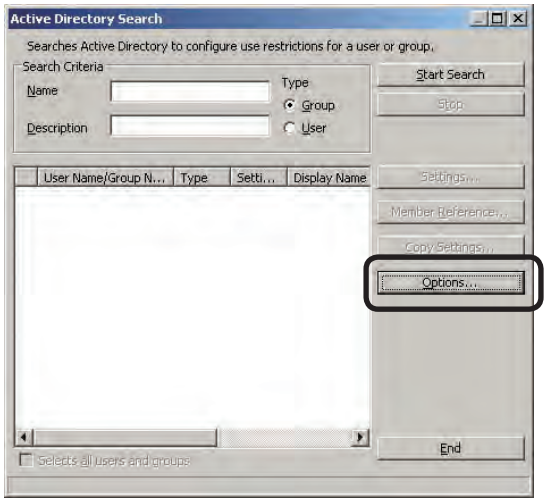
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❸ Click [Add] in the [Active Directory User/Group Settings].

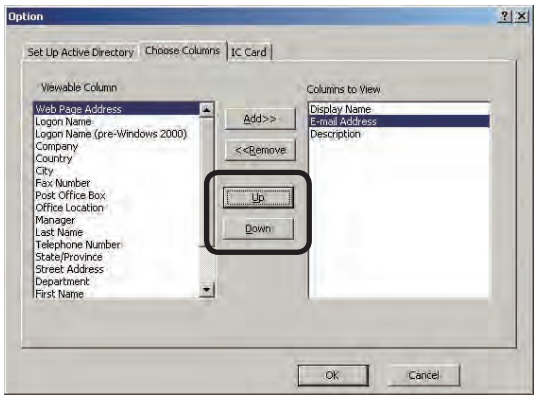


❹ Click [Options] in the [Active Directory Search].

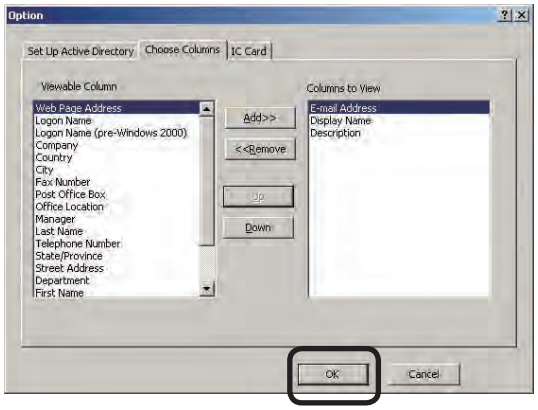


❺ Display the [Choose Columns] tab.

❻ Select the items that you want to change the order of in [Column to View], and click [Up] or [Down].



❼ Click [OK].

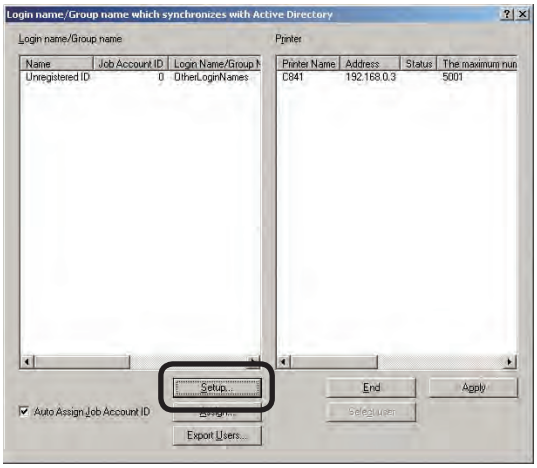


Specifying attributes for obtaining IC card information

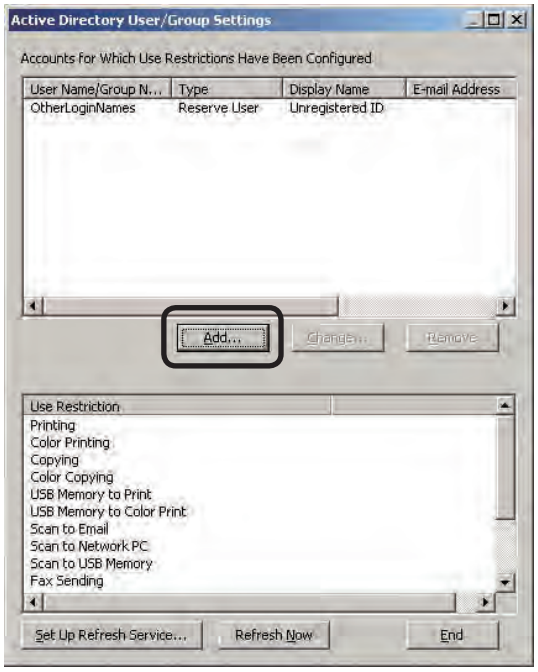
IC card information (card ID) registered in the Active Directory attributes can be obtained, and the IC card compatibility table can be added when an Active Directory user is added. This setting requires the IC card compatibility table to be registered to the printer.

❶ Click [Policy] menu > [User Registration on Active Directory].

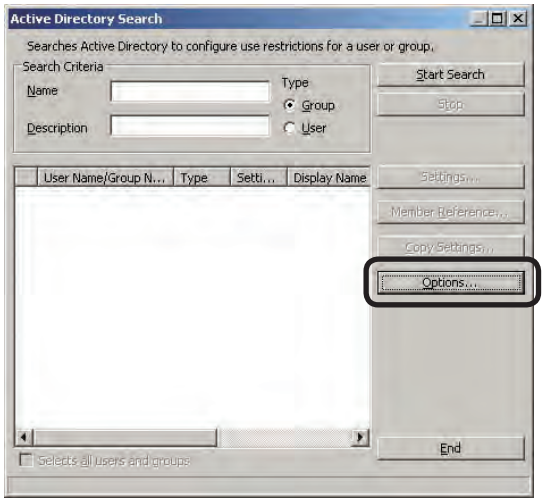
❷ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❸ Click [Add] in the [Active Directory User/ Group Settings].

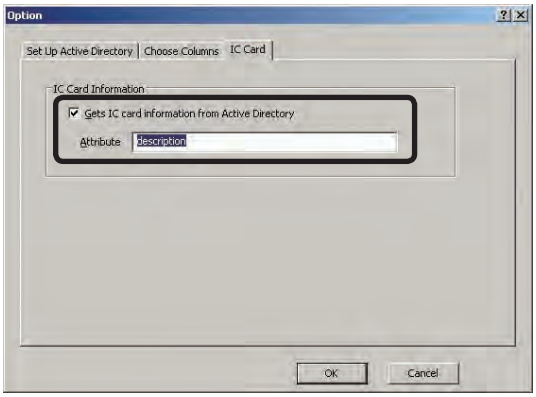


❹ Click [Options] in the [Active Directory Search].

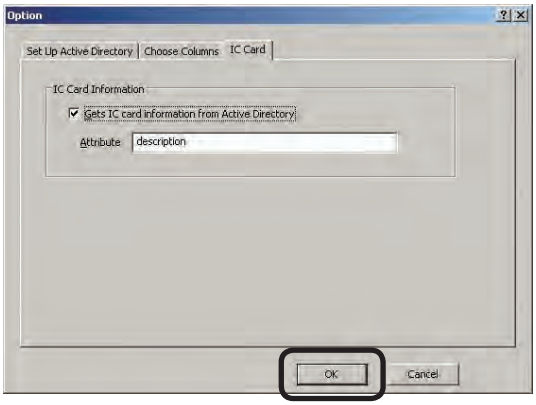


❺ Display the [IC Card] tab.

❻ Check the [Gets IC card information from Active Directory] check box, and enter the name of the attribute in which IC card information stored by the Active Directory in [Attribute].



❼ Click [OK].



Memo The Active Directory attribute name that you created yourself can also be specified.

Note!
- Primary attribute items such as "cn" cannot be used as attributes for IC card information.
- If an invalid attribute name is specified, IC card information cannot be obtained.

Adding an Active Directory user

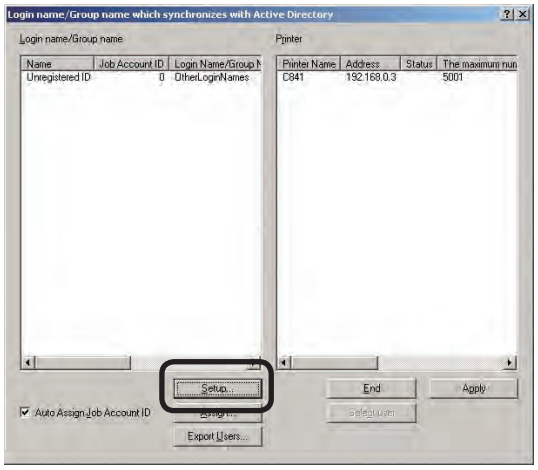
Search for the user or group from the Active Directory, and use restrictions or limit values can be set.

Searching for users

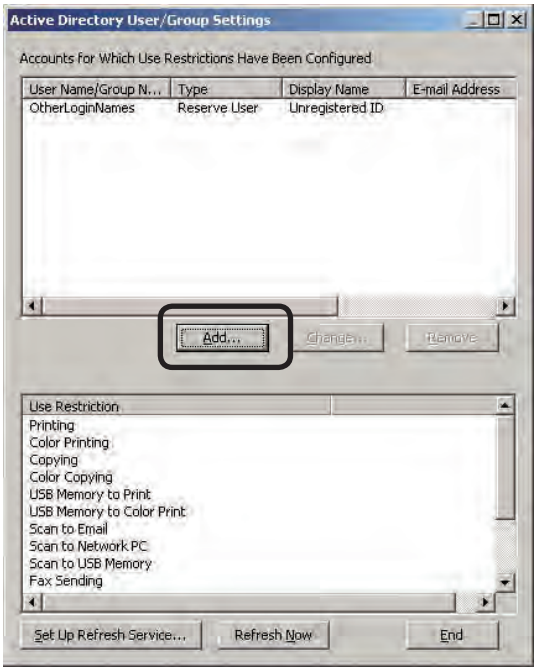
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

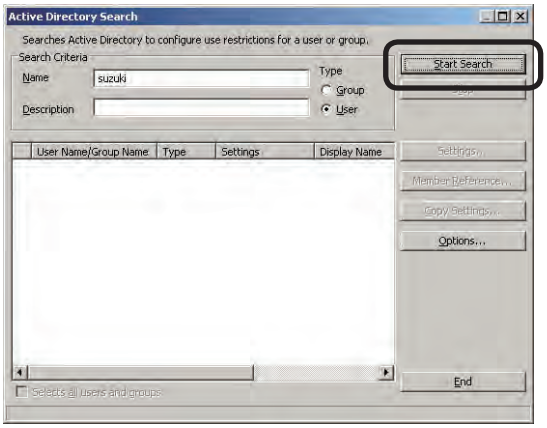
❸ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❹ Click [Add] in the [Active Directory User/Group Settings].



❺ Enter the search conditions into the [Active Directory Search] window, and click [Start Search]. To stop the search, click [Stop].



Note! The search cannot be performed unless the Active Directory connection destination is set. For details on setting the Active Directory connection destination, see page 102.

Name

Enter the character string that you want to search from the Active Directory display name, surname, name, and Name. Items that match the beginning of the entered character string are displayed. If items have been entered into the [Description] column, items that match both are displayed.

Description

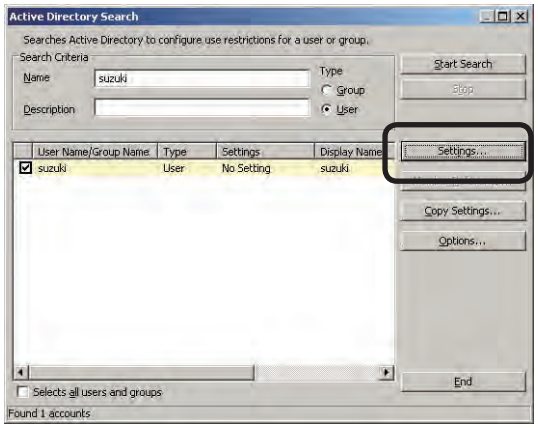
Enter the character string that you want to search the Active Direction explanation for. Items that match the beginning of the entered character string are displayed. If a character string has been entered into the [Name] column, items that match both are displayed.

Type

Select the Active Directory search target. Groups or users can be set as search targets.

Memo
- If the [Start Search] button is clicked when the [Name] and [Description] sections are blank, the search is performed for all users or groups.
- "*" can be entered as a wild card for [Name] and [Description]. "*" represents more than 0 character strings.

❻ The groups or users are displayed in the [Active Directory Search] window.
To set use restrictions or limit values, select the group or user and click [Settings].



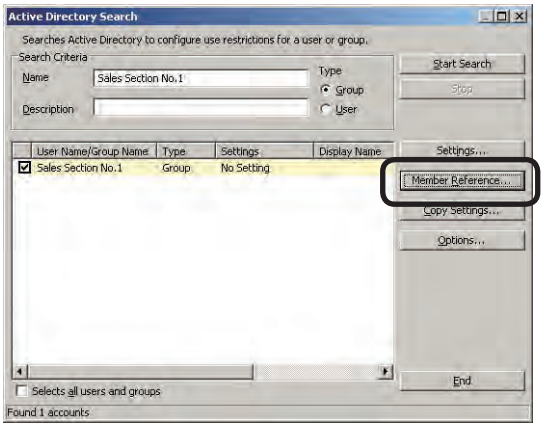
When setting use restrictions or limit values for groups, the same use restrictions are set for the users that belong to that group. However, use restrictions or limit values can also be set for specific users or groups that belong to the group.

- To set use restrictions or limit values for groups or users, proceed to "Setting use restrictions or limit values" (page 110).
- To set use restrictions or limit values for specific users or groups that belong to groups, proceed to "Referencing members that belong to groups" (page 110).

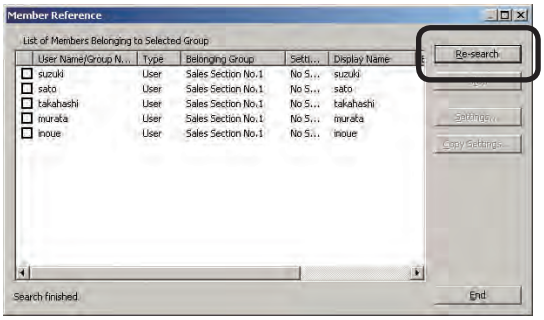
Referencing members that belong to groups

Use restrictions or limit values can also be set for specific users or groups that belong to the group.

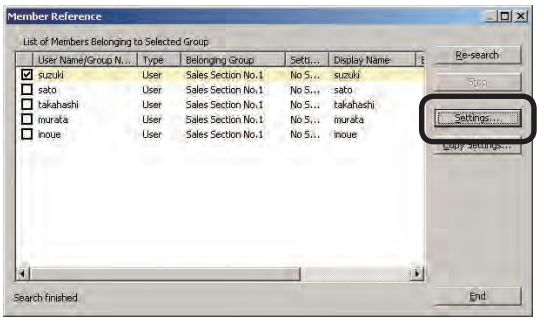
❶ Select a group from those displayed in the [Active Directory Search] window, and click [Member Reference].



❷ Users that belong to the group are searched. To stop the search, click [Stop]. To search the users that belong to the group again, click [Re-search].



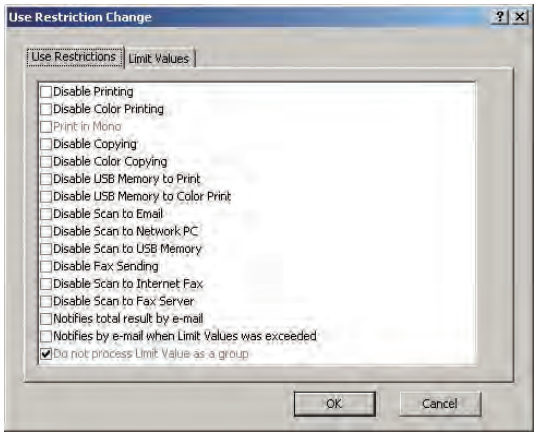
❸ Select a group or user displayed in the [List of Members Belonging to Selected Group] window, and click [Settings].



Proceed to "Setting use restrictions or limit values" (page 110).

Setting use restrictions or limit values

❶ Set the use restrictions in the [Use Restrictions] tab.



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print in Mono

When Disable Color Printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the Disable Printing settings are followed.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the Disable Color Printing settings are followed.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to Email

Prohibits Scan to Email using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

Disable Scan to Internet Fax

Prohibits scan to internet fax using panel operations.

Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

Notifies total result by e-mail

Notifies the total amount used every month by e-mail.

Notifies by e-mail when Limit Values was exceeded

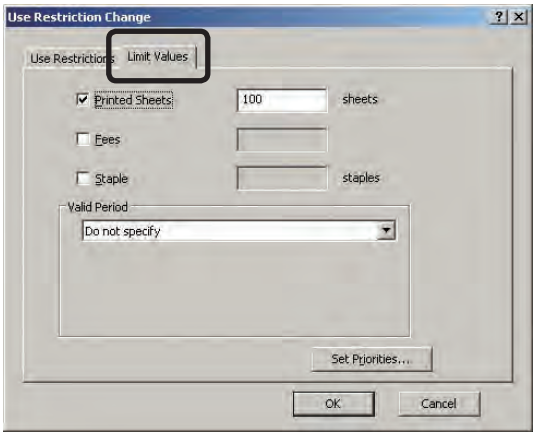
A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Limit values can be set individually for printer users that belong to a printer group, and users that belong to a user group. When [Do not process Limit Value as a group] is unchecked, if the total amount used by users that belong to the group exceeds the specified limit value, printing of all users that belong to the group is cancelled. When [Do not process Limit Value as a group] is checked, if the total amount used by users that belong to the group exceeds the specified limit value, printing of the users whose print total exceeds the limit value is cancelled.

❷ Set the limit values in the [Limit Values] tab.

When each of the limit values is exceeded, printing is cancelled until the valid period set in step ❾.



Note! The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.

Printed Sheets

Set the number of sheets that can be printed.

Fees

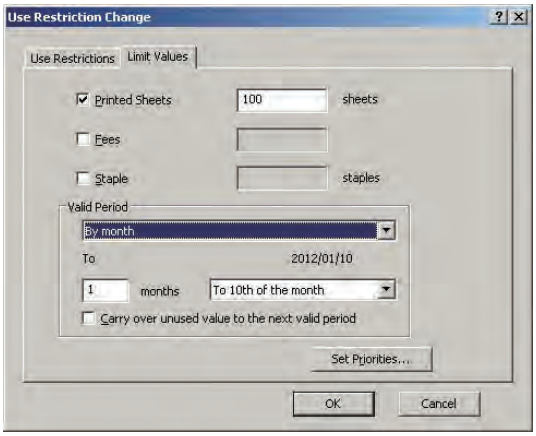
Set the upper limit of the fee charges.

Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

If the limit value was set, proceed to step ❸.
If the limit value was not set, proceed to step ❹.

❸ Set the valid period for the limit value set in step ❽.



When the valid period is exceeded, the limit value count is reset.

Do not specify

The valid period is not set. When the limit value set in ❽ is not set, printing is cancelled unless the limit value is increased, or the usage conditions are manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

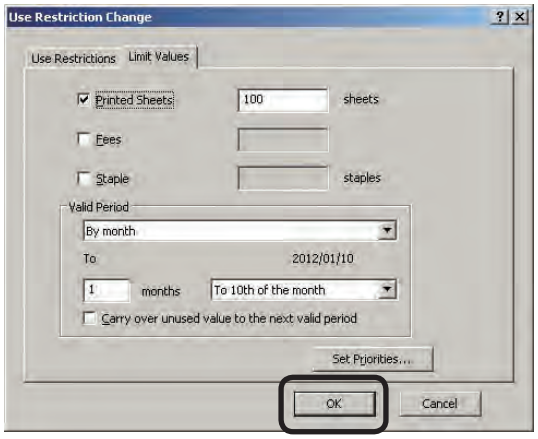
By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

❹ Click [OK].



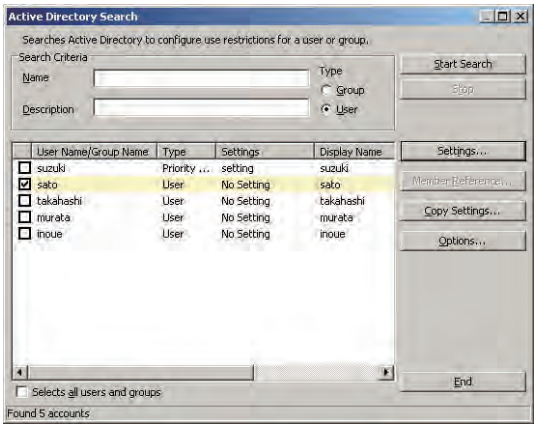
Note!

- The use restrictions for users that belong to multiple groups are all set to prohibited when the multiple groups are set to prohibited. Printing and copying etc, are set to printing (copying) available, Print in Mono, color printing (copying) unavailable, and printing (copying) unavailable in this priority order.
- The limit values are taken as those from the group with the highest priority level. To change the priority of groups, see "Changing the priority level of groups" (page 118).

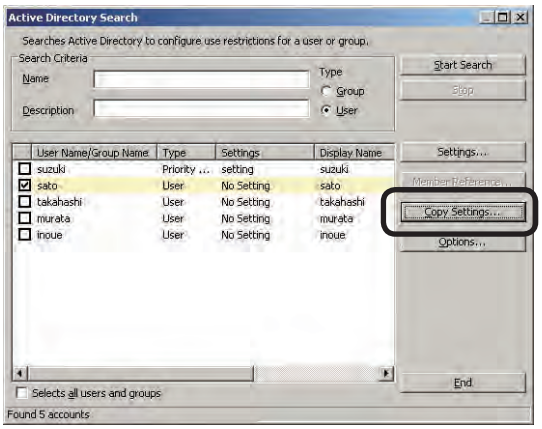
Copying user settings from other groups

The settings of groups or users whose use restrictions or limit values are completed can be copied to other groups or users.

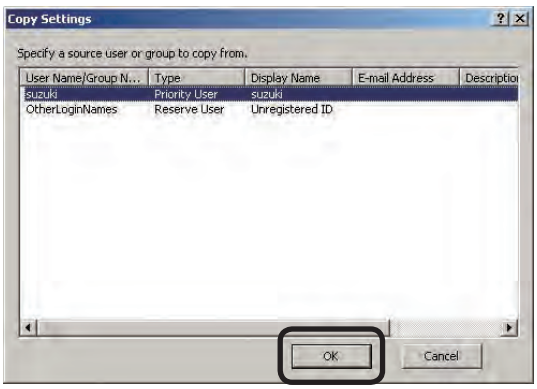
❶ Select the copy destination group or user in the Active Directory Search window.



❷ Click [Copy Setting].



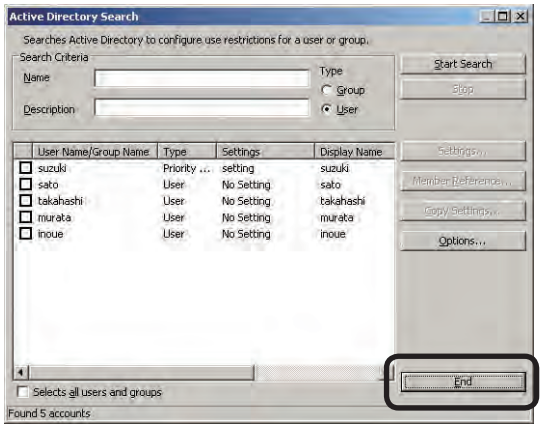
❸ Select the group or user whose settings are to be copied, and click [OK].



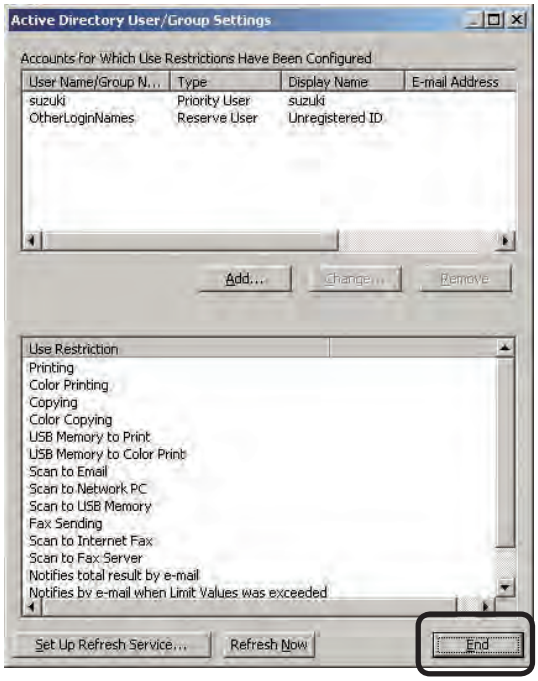
Applying settings to the printer

Memo The following steps apply to all users registered in the steps from page 98 to page 112. These can be changed for each user later.

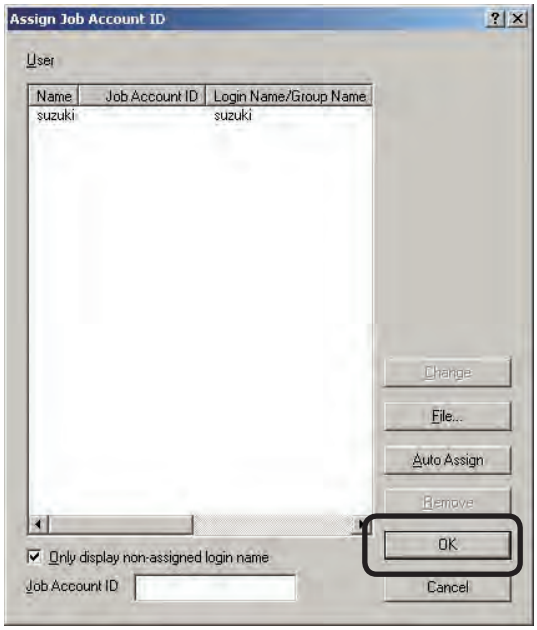
❶ Click [End] in the [Active Directory Search] window.



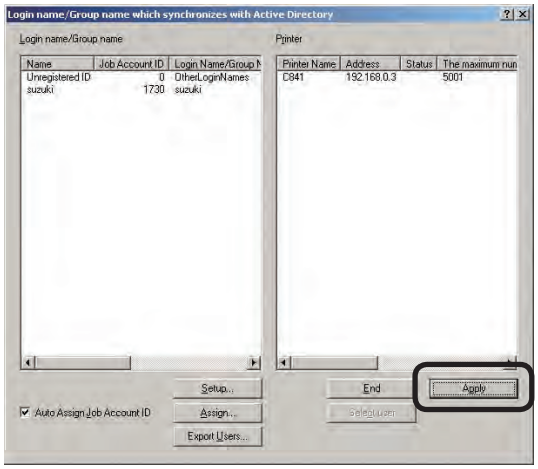
❷ Click [End] in the [Active Directory User/Group Settings] window.



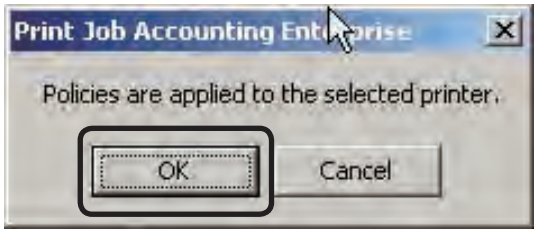
❸ When the [Assign Job Account ID] window is displayed, assign a Job Account ID to users that currently do not have a Job Account ID assigned, and click [OK]. For details on how to assign Job Account IDs, see "Assigning a Job Account ID to an Active Directory user" (page 121).



❹ Click [Apply] in the [Login name/Group name which synchronizes with Active Directory] window.



❺ When the confirmation window appears confirming whether or not to apply use restrictions to the printer, click [OK].



❻ When the administrator password window is displayed, enter the administrator password and click [OK].

❼ When the settings for registering the IC card compatibility table to the printer are enabled, a window inquiring whether or not to register the IC card compatibility table to the printer is displayed. Click [Yes] to send the IC card compatibility table to the printer, or [No] to not send the IC card compatibility table to the printer.

Changing Active Directory user settings

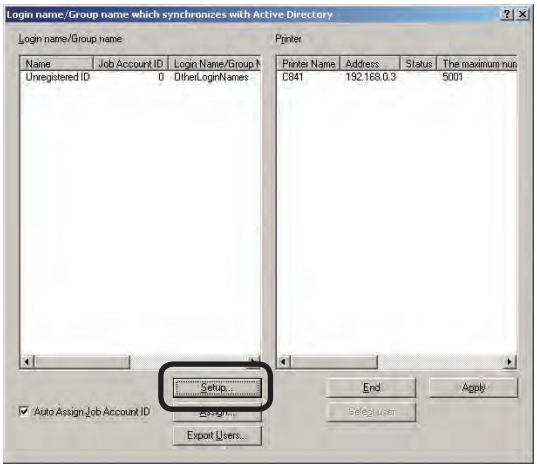
The use restrictions or limit values set to the Active Directory users or groups can be changed.

Changing use restrictions or limit values

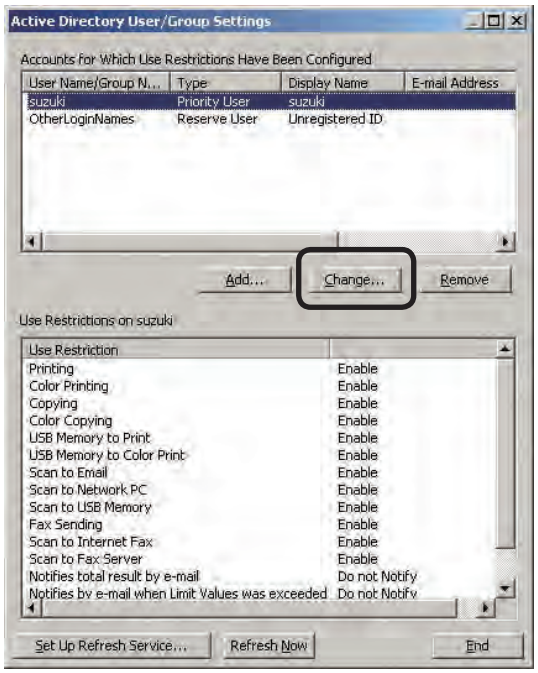
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

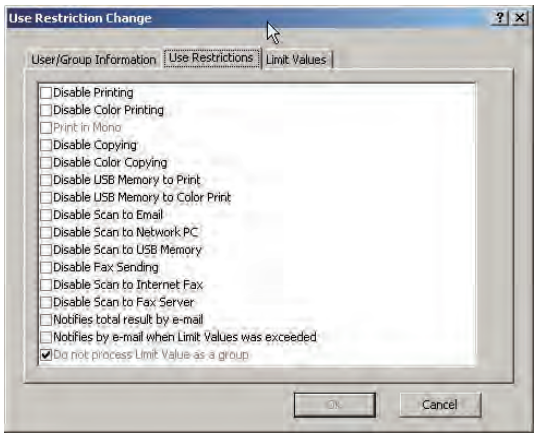
❸ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❹ Select the user in the [Active Directory User/Group Settings] window, and click [Change].



❺ Set the use restrictions in the [Use Restrictions] tab.



Disable Printing

Cancels printing.

Disable Color Printing

Cancels color printing. If there is color data part-way through a print job, all printing from that point onwards is cancelled.

Print in Mono

When Disable Color Printing is set, monochrome printing is performed without cancelling color data.

Disable Copying

Copying using panel operations is prohibited. When this is disabled, the printing prohibited settings are applied.

Disable Color Copying

Color copying using panel operations is prohibited. When this is disabled, the Disable Color Printing settings are followed.

Disable USB Memory to Print

Prohibits printing from a USB memory using panel operations.

Disable USB Memory to Color Print

Prohibits color printing from a USB memory using panel operations.

Disable Scan to Email

Prohibits Scan to Email using panel operations.

Disable Scan to Network PC

Prohibits Scan to network PC using panel operations.

Disable Scan to USB Memory

Prohibits Scan to USB memory using panel operations.

Disable Fax Sending

Fax sending using panel operations is prohibited. Fax sending that uses the fax driver is also cancelled.

Disable Scan to Internet Fax

Prohibits scan to internet fax using panel operations.

Disable Scan to Fax Server

Prohibits scan to fax server using panel operations.

Notifies total result by e-mail

Notifies the total amount used every month by e-mail.

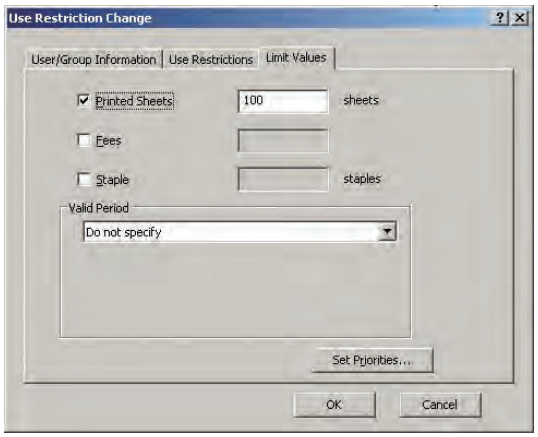
Notifies by e-mail when Limit Values was exceeded

A mail notification is sent when the print quantity exceeds the limit value and printing is no longer possible, and when the limit value is reset and printing is made possible again.

Do not process Limit Value as a group

Limit values can be set individually for printer users that belong to a printer group, and users that belong to a user group. When [Do not process Limit Value as a group] is unchecked, if the total amount used by users that belong to the group exceeds the specified limit value, printing of all users that belong to the group is cancelled. When [Do not process Limit Value as a group] is checked, if the total amount used by users that belong to the group exceeds the specified limit value, printing of the users whose print total exceeds the limit value is cancelled.

❻ Set the limit values in the [Limit Values] tab.



When each of the limit values is exceeded, printing is cancelled until the valid period set in step ❾.

Note! The limit value settings are enabled from the point at which the server software obtains the log when the limit value has been exceeded. Printing can still be performed when the limit value is exceeded until the server software receives the log.

Printed Sheets

Set the number of sheets that can be printed.

Fees

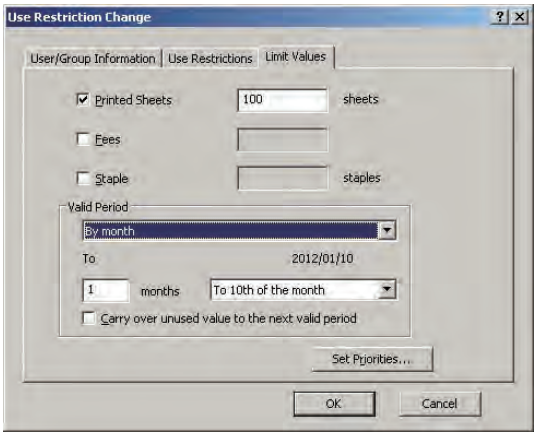
Set the upper limit of the fee charges.

Staple

When the optional finisher is installed, set the number of times that the stapler can be used.

If the limit value was set, proceed to step ❼.
If the limit value was not set, proceed to step ❽.

❼ Set the valid period for the limit value set in step ❻.



When the valid period is exceeded, the limit value count is reset.

Do not specify

The valid period is not set. When the limit value set in ❽ is not set, printing is cancelled unless the limit value is increased, or the usage conditions are manually reset.

By month

Set the valid period in month units. Set the number of months and base date (10th, 20th, end of month, deadline).

By week

Set the valid period in week units. Set the number of weeks and base day.

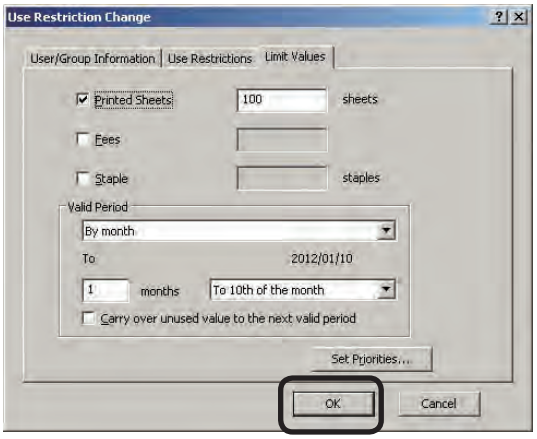
By day

Set the valid period in day units. The number of days is set.

Carry over unused value to the next valid period

Check to carry over the amount that is not used within the valid period to the next period.

❽ Click [OK].



Note!

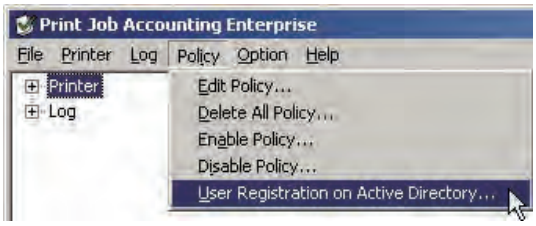
- The use restrictions for users that belong to multiple groups are all set to prohibited when the multiple groups are set to prohibited. Printing and copying etc, are set to printing (copying) available, Print in Mono, color printing (copying) unavailable, and printing (copying) unavailable in this priority order.
- The limit values are taken as those from the group with the highest priority level. To change the priority of groups, see "Changing the priority level of groups" (page 118).

Changing the priority level of groups

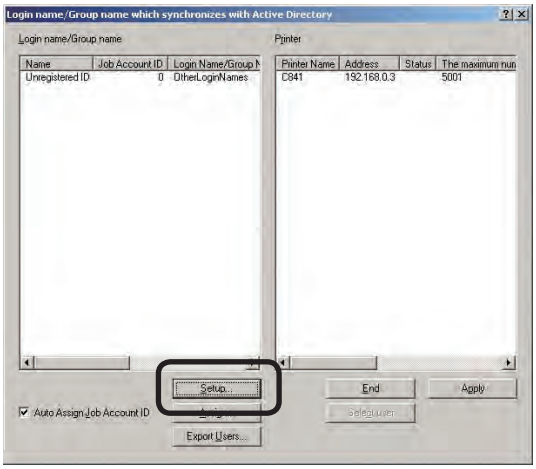
When users that are set with use restrictions or limit values belong to multiple groups, the priority level at which group use restrictions or limit values are applied to users can be changed. The use restrictions or limit values of the highest priority level group are assigned to the user.

❶ Start the server software.

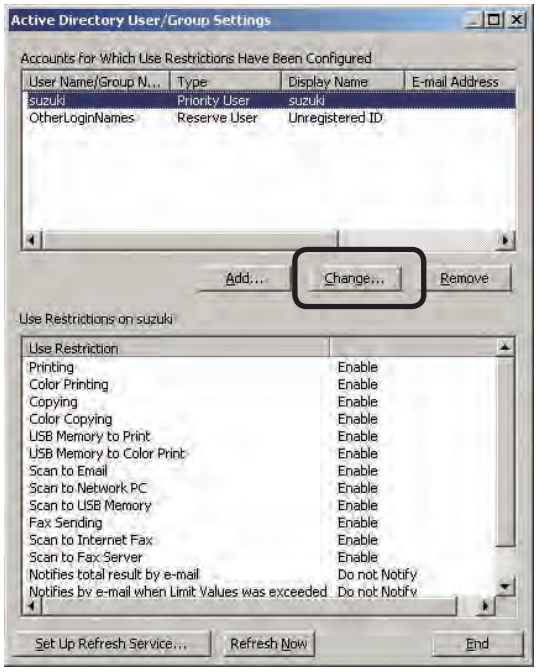
❷ Click [Policy] menu > [User Registration on Active Directory].



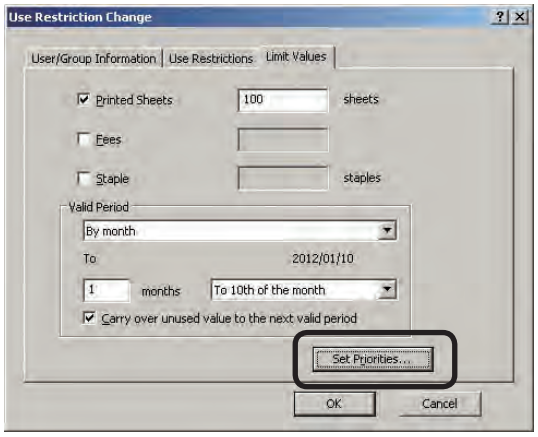
❸ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.



❹ Select the user in the [Active Directory User/Group Settings] window, and click [Change].

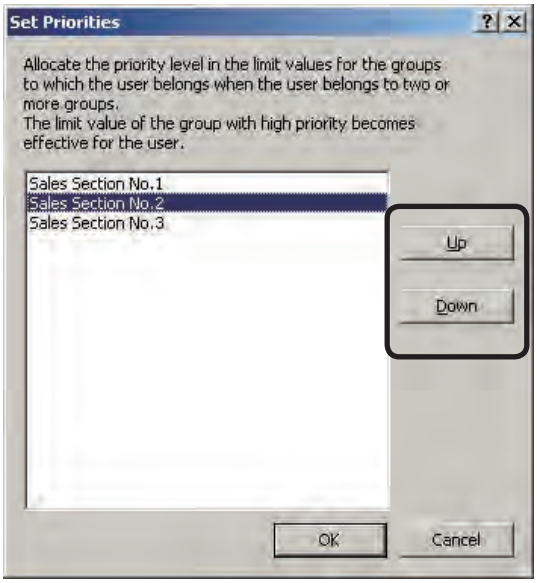


❺ Click the [Limit Values] tab > [Set Priorities].

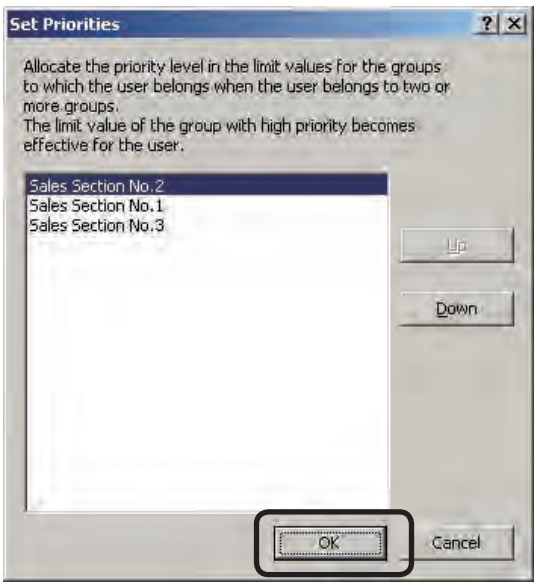


❻ Select the group whose priority you want

to change in the [Set Priorities] window, and click [Up] or [Down].



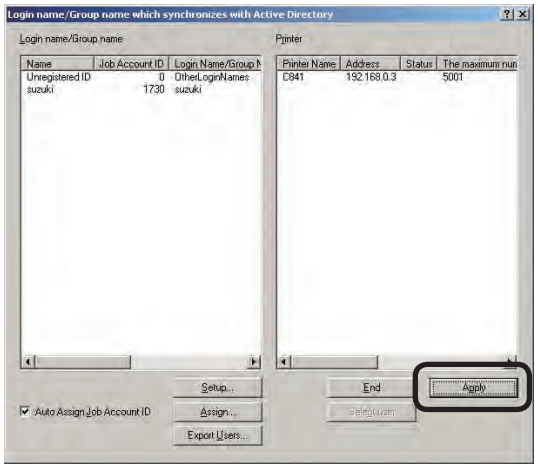
❼ Click [OK].



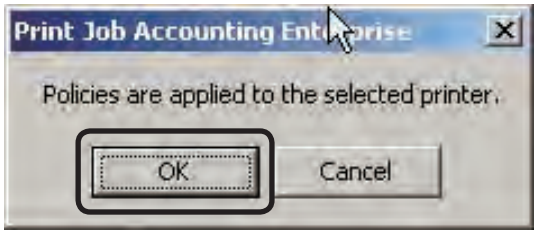
Note! The priority order settings are applied to all users that belong to the group.

Applying settings to the printer

❶ Click [Apply] in the [Login name/Group name which synchronizes with Active Directory] window.



❷ When the confirmation window appears confirming whether or not to apply use restrictions to the printer, click [OK].



❸ When the administrator password window is displayed, enter the administrator password and click [OK].

❹ When the settings for registering the IC card compatibility table to the printer are enabled, a window inquiring whether or not to register the IC card compatibility table to the printer is displayed. Click [Yes] to send the IC card compatibility table to the printer, or [No] to not send the IC card compatibility table to the printer.

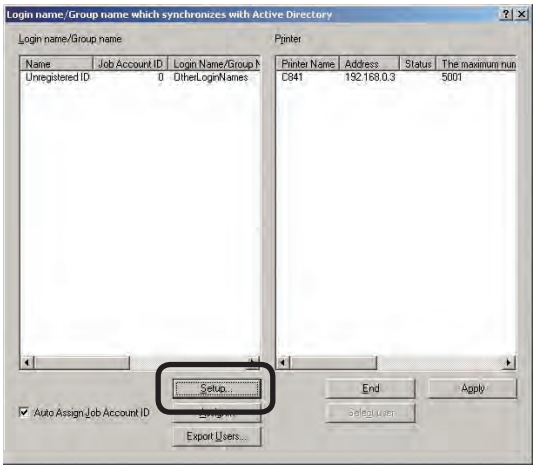
Deleting an Active Directory user

The use restrictions or limit values set to the Active Directory users or groups can be deleted.

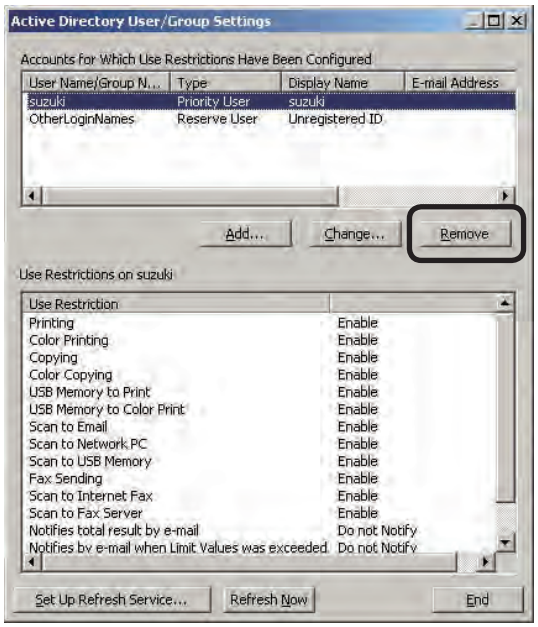
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

❸ Click [Setup] in the [Login name/Group name which synchronizes with Active Directory] window.

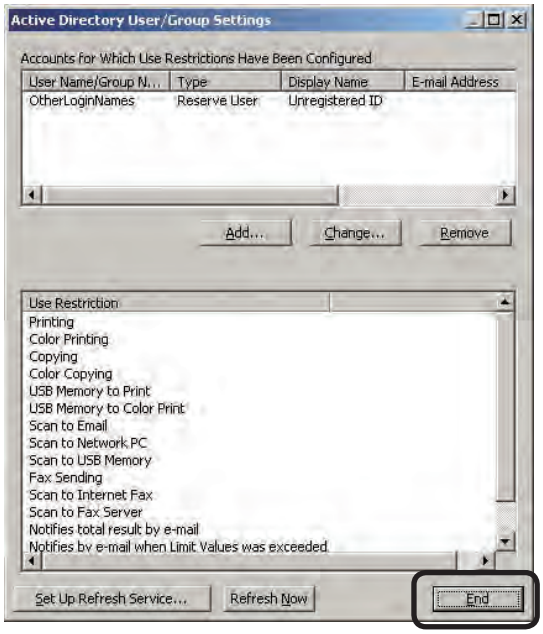


❹ Select the user in the [Active Directory User/Group Settings] window, and click [Remove].



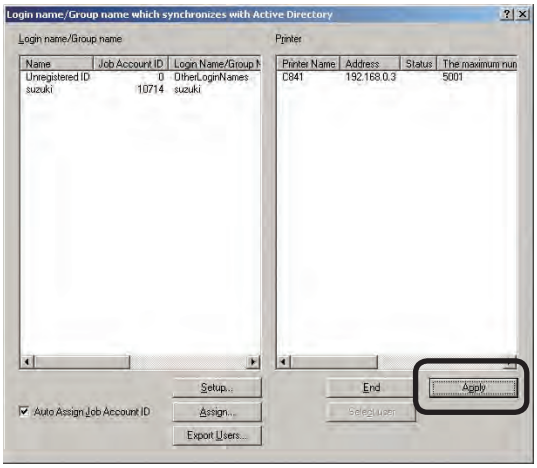
❺ When the user delete confirmation window is displayed, click [Yes].

❻ Click [End].



❼ Click [Apply] in the [Login name/Group

name which synchronizes with Active Directory] window.



❽ When the confirmation window appears confirming whether or not to apply use restrictions to the printer, click [OK].

❾ When the administrator password window is displayed, enter the administrator password and click [OK].

❿ When the settings for registering the IC card compatibility table to the printer are enabled, a window inquiring whether or not to register the IC card compatibility table to the printer is displayed. Click [Yes] to send the IC card compatibility table to the printer, or [No] to not send the IC card compatibility table to the printer.

Assigning a Job Account ID to an Active Directory user

Active Directory users that are set with use restrictions or limit values must be assigned with a unique Job Account ID. There are two methods for assigning a Job Account ID to an Active Directory user that is set with use restrictions or limit values, which is done when the user is added to the Active Directory. These are the automatic method or the manual method.

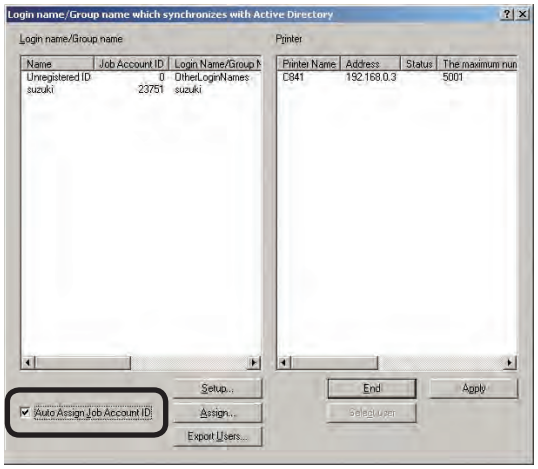
Automatically assigning a Job Account ID

When the setting for automatically assigning the Job Account ID is enabled, a unique Job Account ID can be automatically assigned to a user when the user is added to the Active Directory.

❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

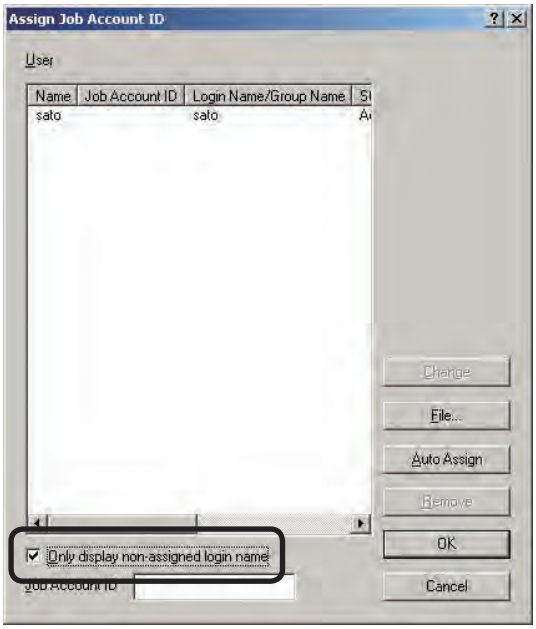
❸ In the [Login name/Group name which synchronizes with Active Directory] window, check the [Auto Assign Job Account ID] check box.



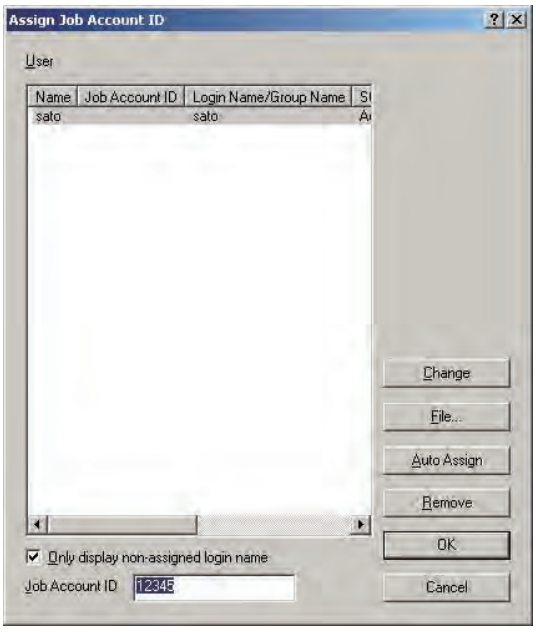
Manually assigning a Job Account ID

When [Auto Assign Job Account ID] in the [Login name/Group name which synchronizes with Active Directory] window is disabled, the [Assign Job Account ID] window is displayed when a user is added to the Active Directory. A unique Job Account ID can be assigned manually to the user.

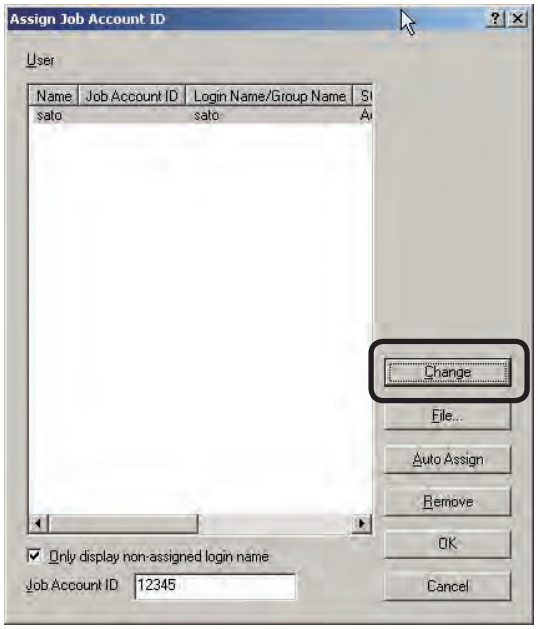
❶ Check the [Only display non-assigned login name] check box.



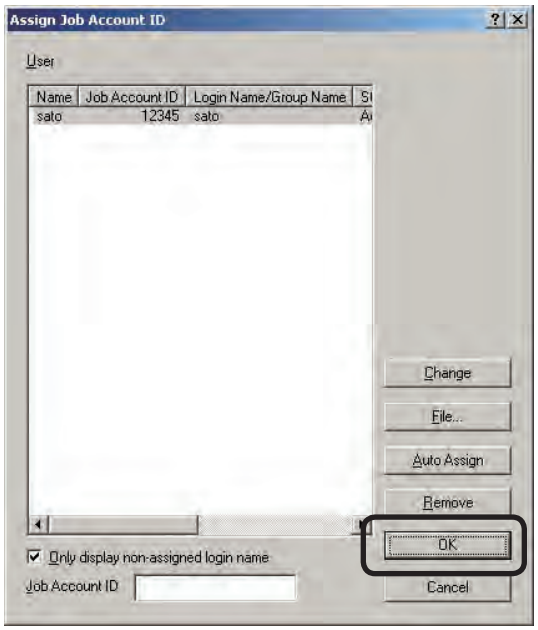
❷ Enter the Job Account ID to be assigned in the [Job Account ID] column.



❸ Select the user to assign the Job Account ID to in [User], and click [Change].



❹ Click [OK].



Note! These settings are not reflected in the printer until [Apply] in the [User Registration on Active Directory] window that appears after step ❾ is clicked.

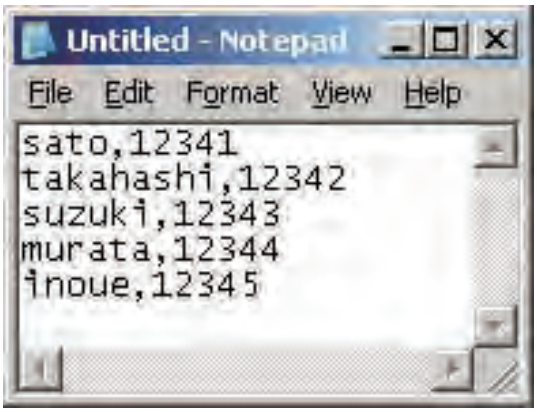
Assigning a Job Account ID from a file

When [Auto Assign Job Account ID] in the [Login name/Group name which synchronizes with Active Directory] window is disabled, the [Assign Job Account ID] window is displayed when a user is added to the Active Directory. A Job Account ID can be assigned to the user by creating a CSV file that contains the user name and Job Account ID, and then reading the created CSV file.

Note!
- Assignment of the Job Account ID is only available for users that are added from the Active Directory.
- If a Job Account ID is already assigned to the user, the file contents are overwritten.

❶ Create a CSV file using software such as Notepad or Excel etc.

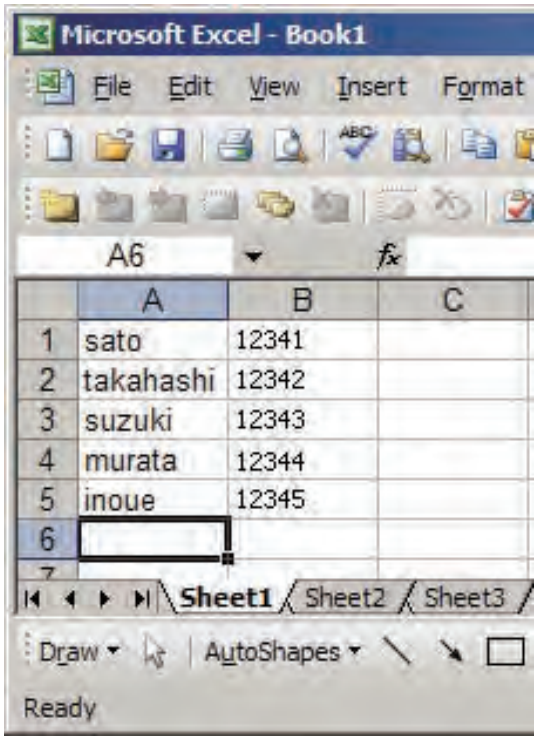
<For Notepad>



① Write 1 login name on each line.

② Save in text format with the extension "CSV".

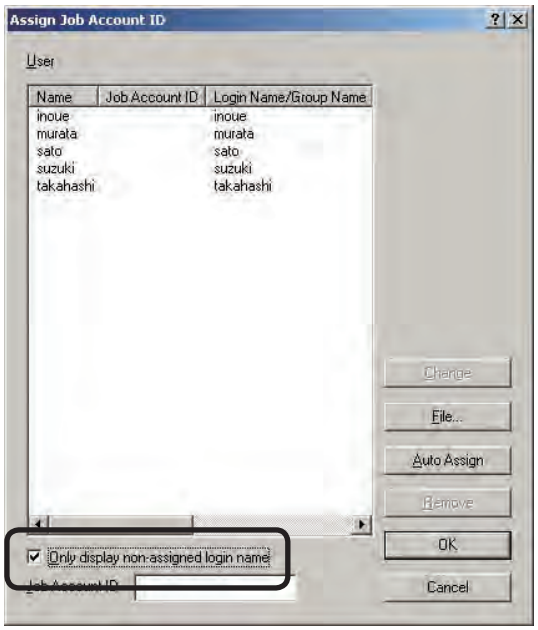
<For Excel>



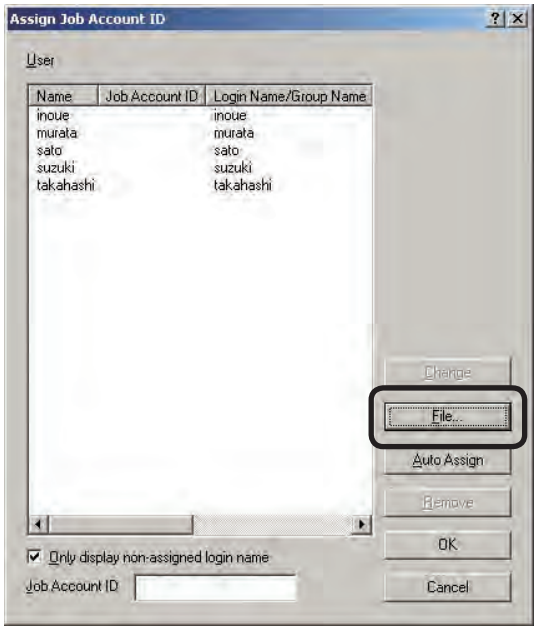
① Write 1 login name on each line.

② Save in CSV file format.

❷ Check the [Only display non-assigned login name] check box.

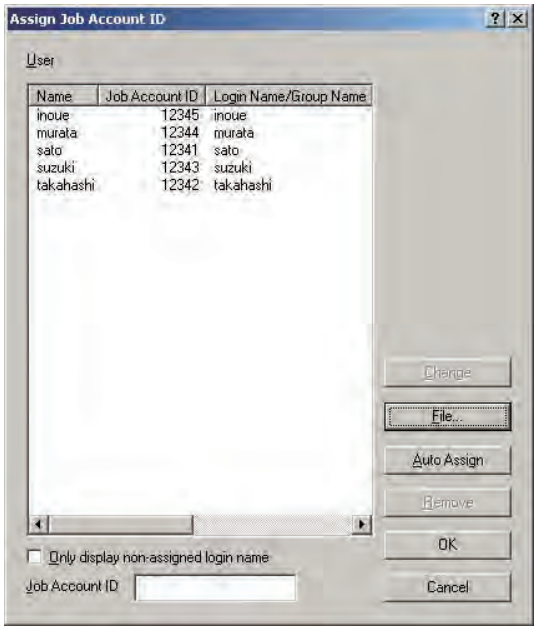


❸ Click [File].

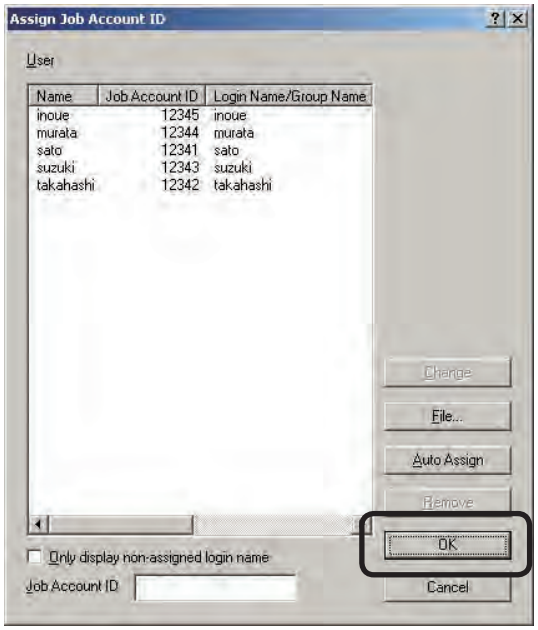


❹ Specify the CSV file created in ❶, and click [Open].

❺ Check that the Job Account ID is displayed in [User].



❻ Click [OK].



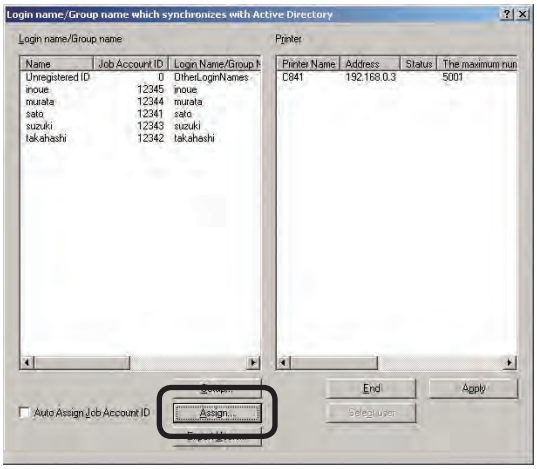
Note! These settings are not reflected in the printer until [Apply] in the [User Registration on Active Directory] window that appears after step ❻ is clicked.

Changing the assigned Job Account ID

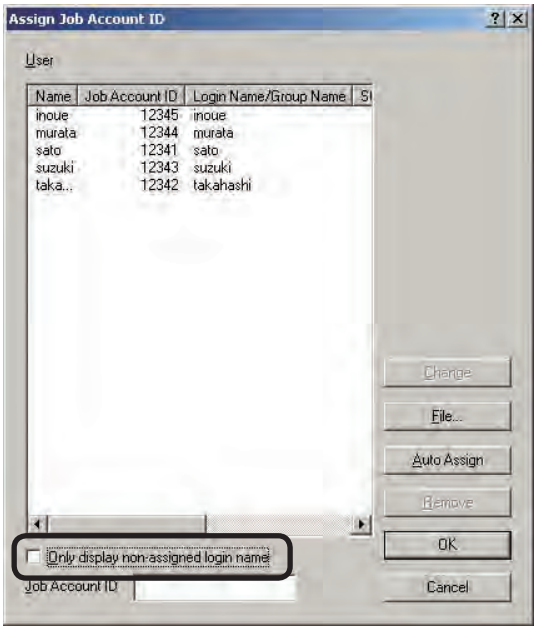
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

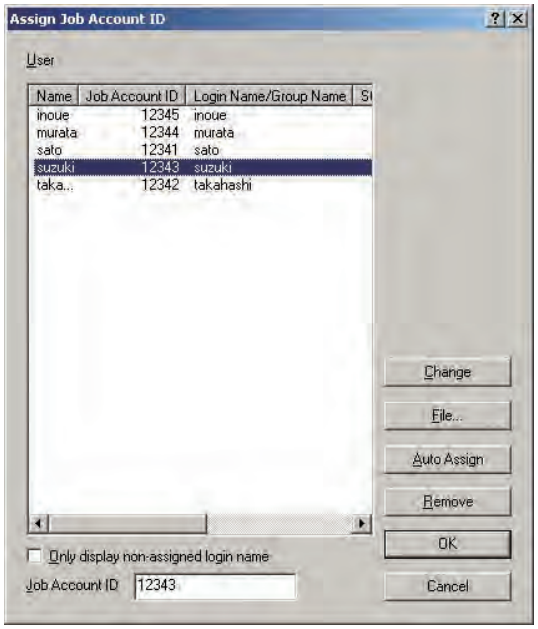
❸ Click [Assign] in the [Login name/Group name which synchronizes with Active Directory] window.



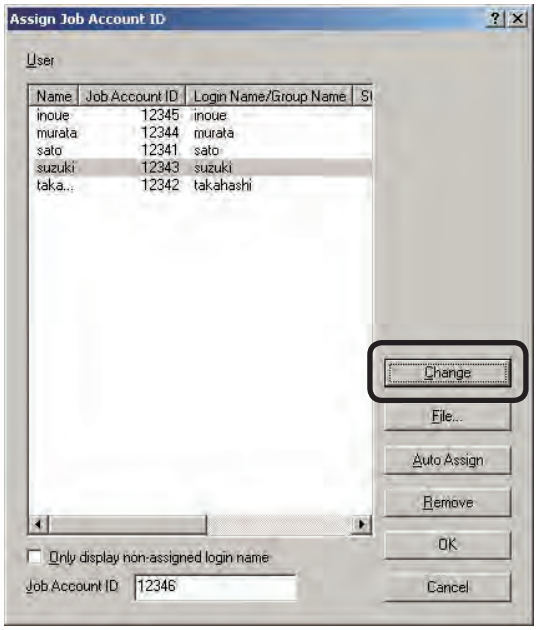
❹ Uncheck the [Only display non-assigned login name] check box.



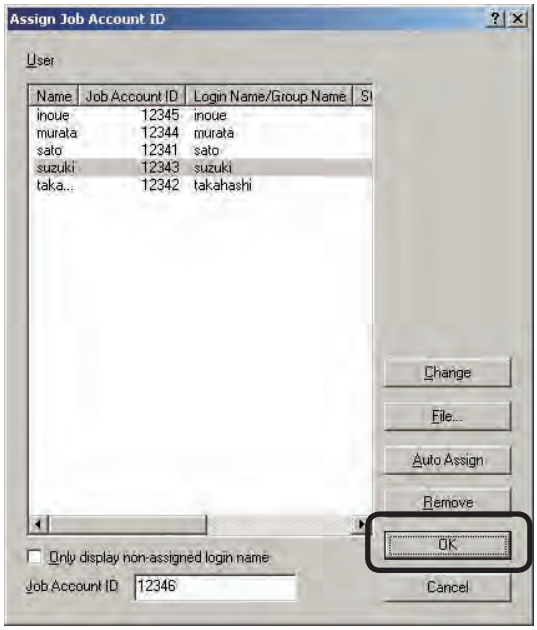
❺ Select the user whose Job Account ID is to be changed in [User].



❻ Change the entry in [Job Account ID], and click [Change].



❼ Click [OK].



Note! These settings are not reflected in the printer until [Apply] in the [User Registration on Active Directory] window that appears after step ❼ is clicked.

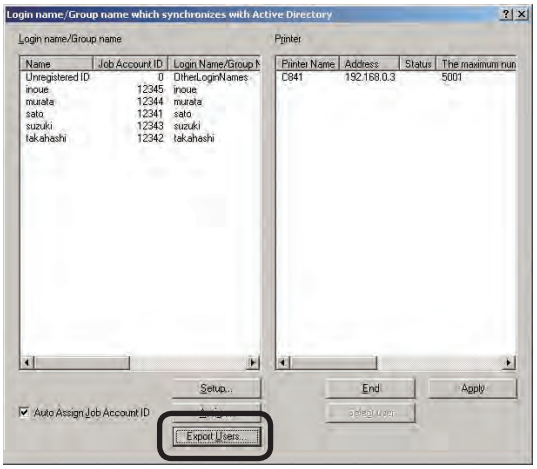
Exporting data for client software

Users added from Active Directory can be used in the client software hidden mode. For details on the client software hidden mode, see "Setting the Job Account Mode" (page 38).

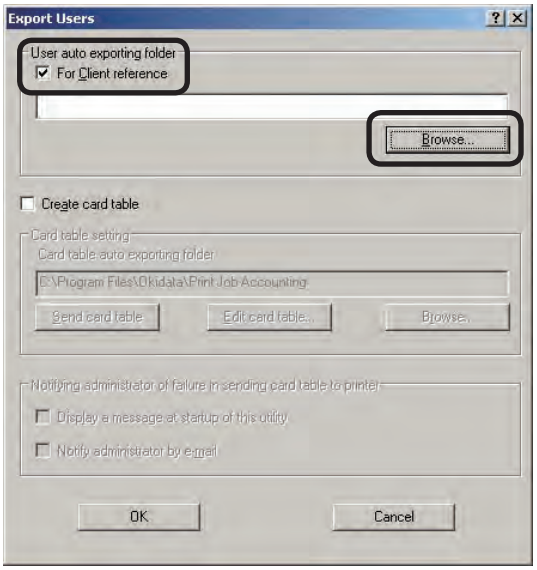
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

❸ Click [Export Users].

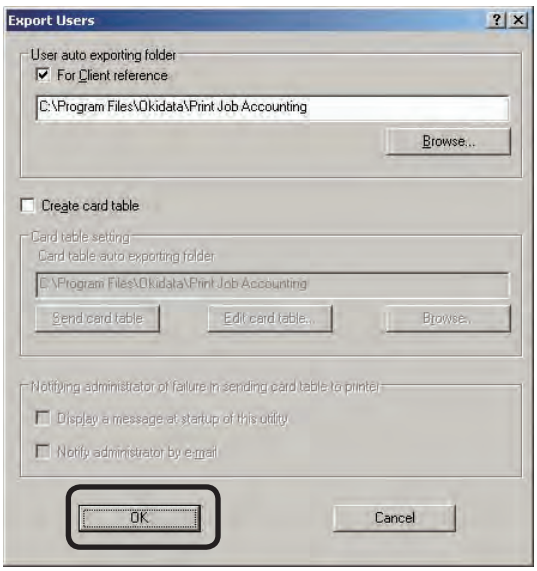


❹ Check the [For Client reference] check box, and click [Browse].



❺ Select the folder that you want to save, and click [OK].

❻ Click [OK] in the [Export Users] window.



❼ A file named opjobac4.dat is generated in the folder selected in ❺, and the generated file can be specified in the [Hidden mode] of the client software. For details on specifying the export file for the client software, see "Acquiring user information from files in hide mode" (page 215).

Exporting the IC card compatibility table

The IC card compatibility table associates three types of data, namely the IC card information (card ID), Job Account ID, and login name. When the IC card compatibility table is registered to the printer, the use restrictions assigned to the Job Account ID or login name can be applied to the IC card authentication print job. In order to register the IC card compatibility table with the printer, all of the following conditions need to be fulfilled.

- An SD card for receiving the IC card compatibility table is installed in the printer
- The printer power is ON
- The IC card compatibility table registration settings in the printer in which you want to register the IC card compatibility table are enabled (page 127)
- The settings for creating an IC card compatibility table are enabled (page 129)

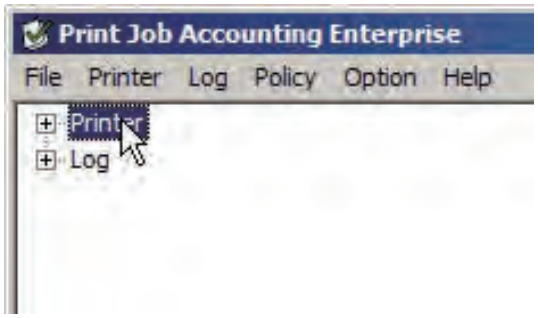
Setting the printer to which the IC card compatibility table is registered

Enable the IC card compatibility table registration settings in the printer in which you want to register the IC card compatibility table.

❶ Check that the printer power is ON.

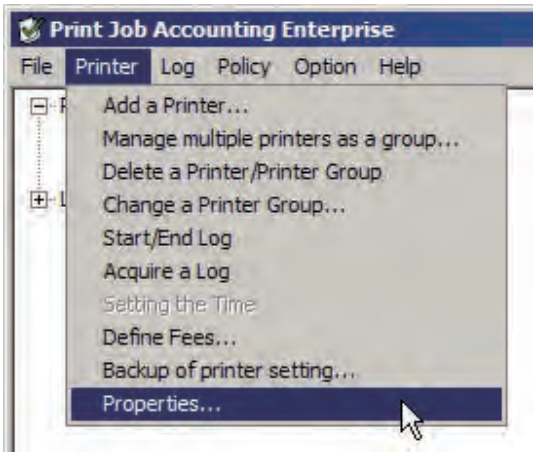
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the details window.

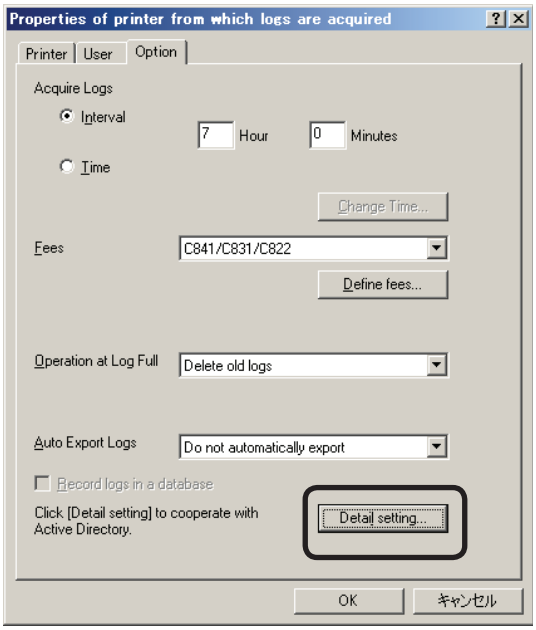


❹ Select the printer, and then select the [Printer] menu > [Properties].

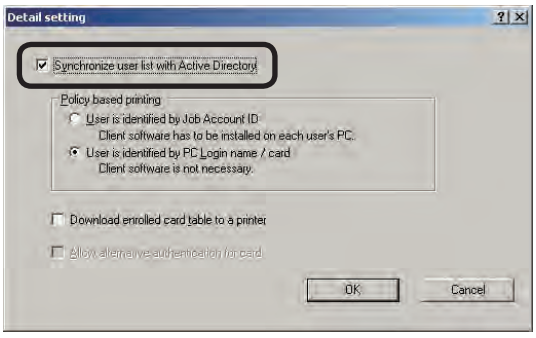
Memo Multiple printers can be selected.



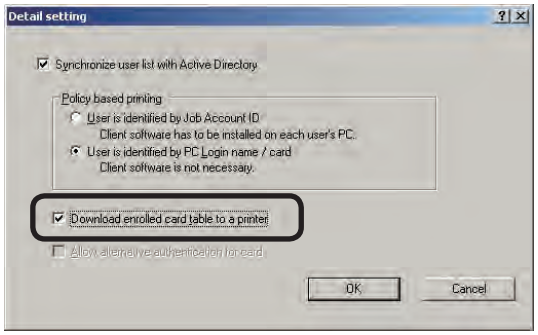
❺ Click the [Option] tab > [Detail setting].



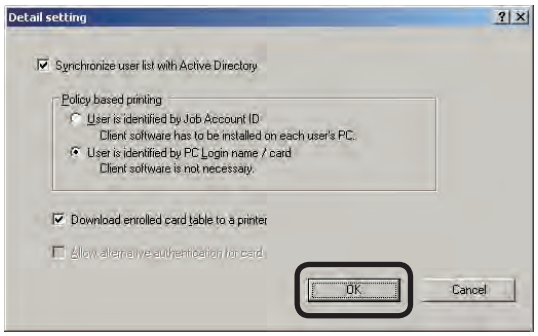
❻ Check the [Synchronize user list with Active Directory] check box.



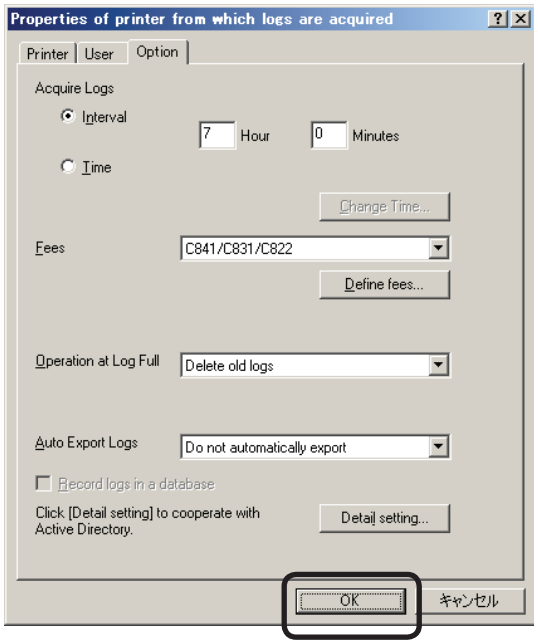
❼ Check the [Download enrolled card table to a printer] check box.



❽ Click [OK].

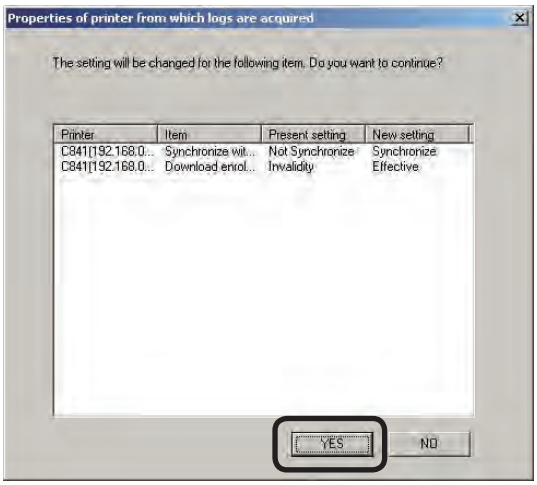


❾ Click the [Option] tab > [OK].



❿ If the settings for creating an IC card compatibility table are not set, a message notifying that the IC card compatibility table cannot be registered to the printer is displayed. Click [OK]. In order to register an IC card compatibility table to the printer, the settings for creating an IC card compatibility table need to be configured. For details on the settings required for creating an IC card compatibility table, see "Creating an IC card compatibility table" (page 129).

⓫ When the window notifying the changed setting items is displayed, click [Yes].



⓬ When the window notifying that the setting changes are complete is displayed, click [Close].

⓭ When the [Login name/Group name which synchronizes with Active Directory] is displayed, configure the Active Directory settings. For details, see the 100 page.

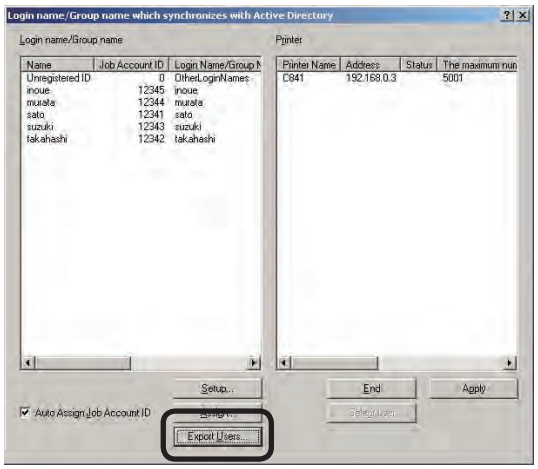
Creating the IC card compatibility table

The IC card compatibility table is created based on Active Directory user information that has already been registered.

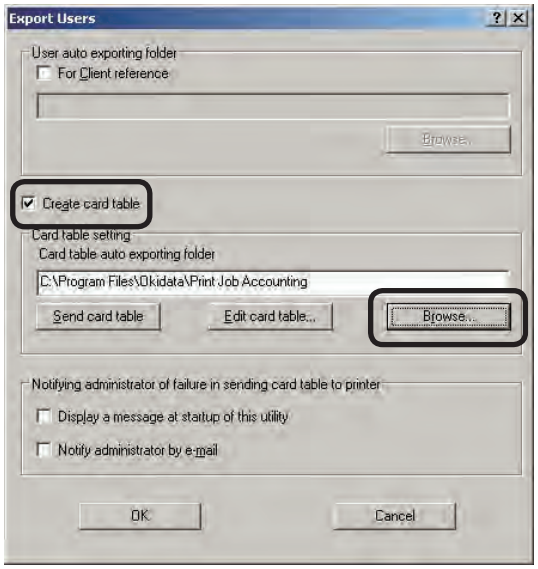
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

❸ Click [Export Users].

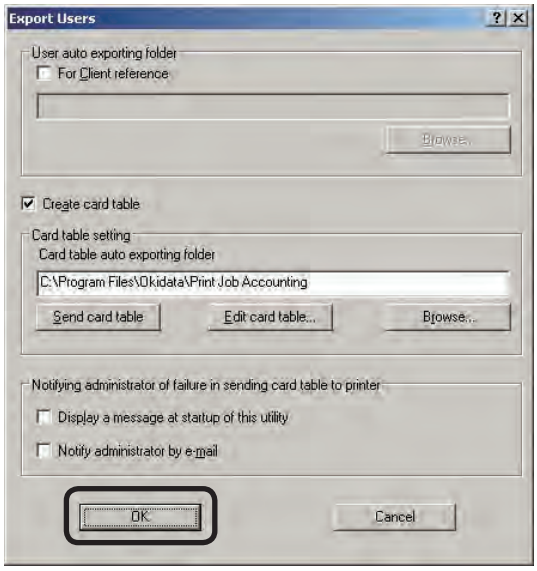


❹ Check the [Create card table] check box, and click [Browse].



❺ Select the folder that you want to save, and click [OK].

❻ Click [OK] in the [Export Users] window.



❼ When a window inquiring whether or not to send the IC card compatibility table to the printer is displayed, click [Yes] to send the table, or [No] not to send the table.
When [Create card table] is checked, the IC card compatibility table is updated when Active Directory users are added, deleted, or when settings are changed.

Adding IC card information to the IC card compatibility table

The following methods can be used to add IC card information (card ID) to the IC card compatibility table.

- Obtain from the Active Directory

→ The IC card information obtained when a user is added to the Active Directory can be added to the IC card compatibility table. For details on obtaining IC card information from the Active Directory, see "Specifying attributes for obtaining IC card information" (page 107).

- Using the Card Enroll Tool

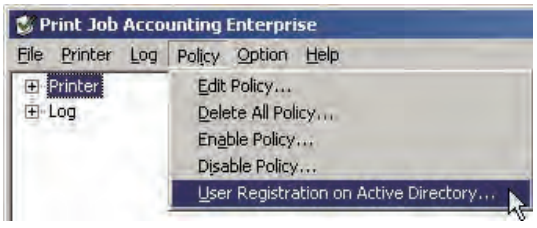
→ When using the Card Enroll Tool, the IC card reader attached to the computer in which the server software is installed is used to read data from an IC card, which is then added to the IC card compatibility table. The IC card ID can also be added manually. Follow the steps below to use the Card Enroll Tool.

❶ Install the Card Enroll Tool on the same computer in which the server software is installed.

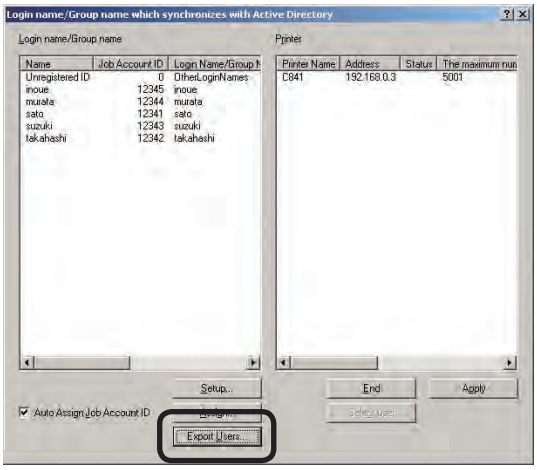
❷ To enter the IC card ID manually, proceed to step ❸. To enter the IC card ID from the IC card, attach an IC card reader to the computer in which the server software is installed.

❸ Start the server software.

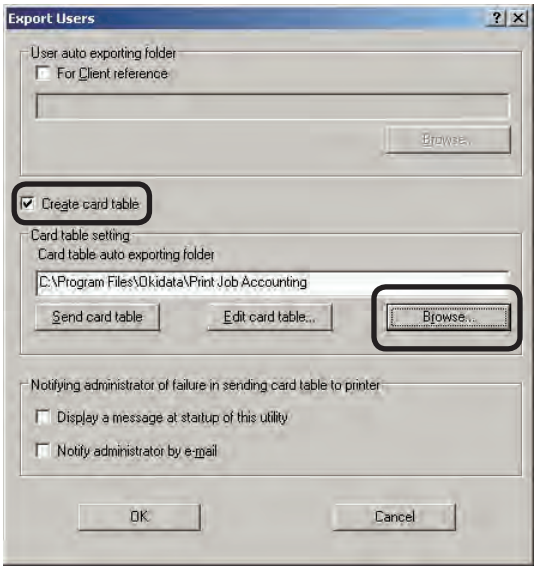
❹ Click [Policy] menu > [User Registration on Active Directory].



❺ Click [Export Users].

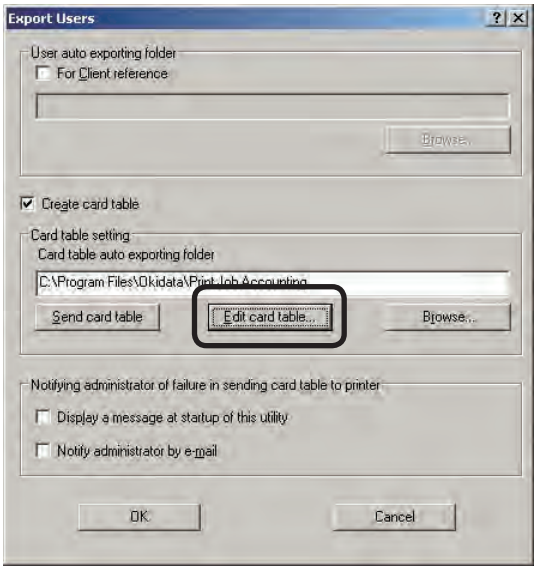


❻ Check the [Create card table] check box, and click [Browse].

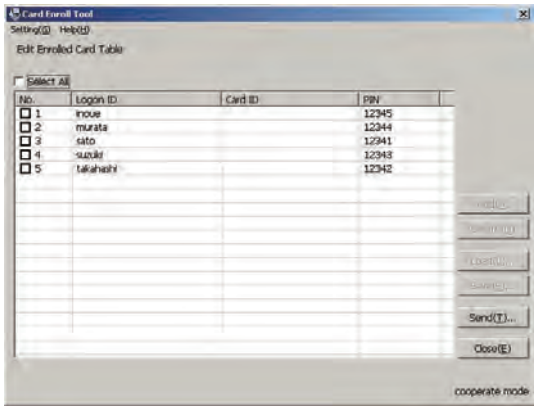


❼ Select the folder that you want to save, and click [OK].

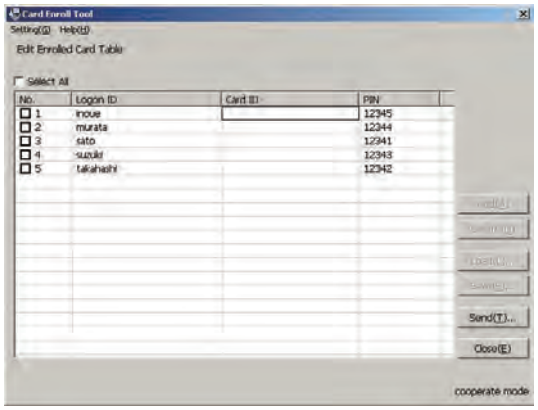
❽ Click [Edit card table].



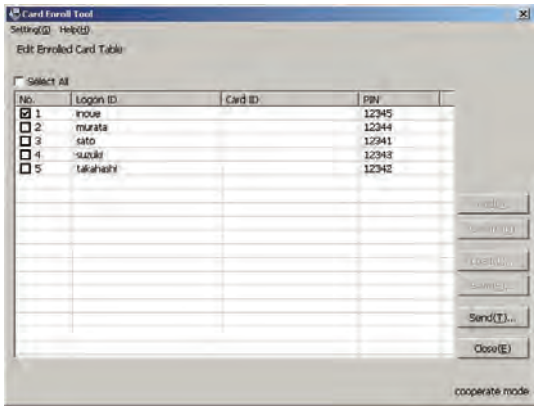
❾ The Card Enroll Tool starts. The record list of the IC card compatibility table created by the server software is displayed in the window.



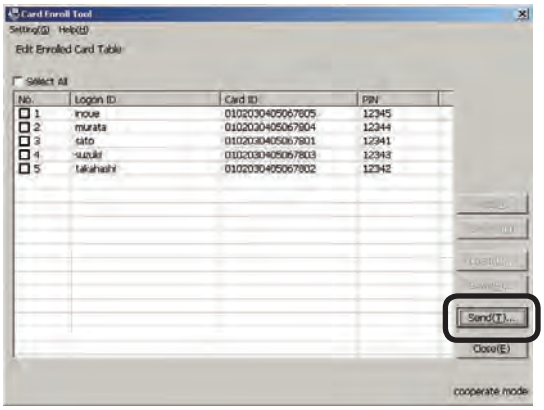
❿ To add an IC card ID manually, double-click the IC card ID field so the ID can be entered. In this state, enter the IC card ID using the keyboard.



When entering the IC card ID from the IC card, check the IC card ID recorder check mark, and place the IC card over the IC card reader. The IC card ID is automatically entered into the checked recorder.



⓫ Click [Send].



⓬ When the window confirming whether to send the IC card compatibility table is displayed, click [YES].

⓭ The updated IC card compatibility table is saved, and the IC card compatibility table is registered t o the printer.

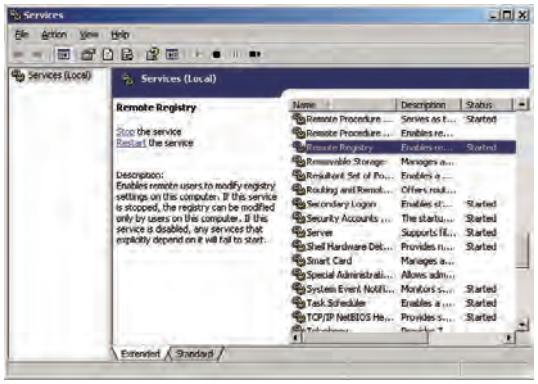
Note! The IC card compatibility table cannot be registered to a printer whose IC card compatibility table registration settings are not enabled. For details on how to enable the IC card compatibility table registration settings, see "Setting the printer to which the IC card compatibility table is registered" (page 127).

Memo The Card Enroll Tool can be installed in a different computer to that in which the server software is installed, and the IC card ID can be added to the IC card compatibility table created by the server software.

For details on adding IC card IDs to the IC card compatibility table created with the server software from a Card Enroll Tool installed on a different computer, see the User's Manual from the IC card authentication kit.
When adding IC card IDs to the IC card compatibility table created with the server software from a Card Enroll Tool installed on a different computer, the following settings are required on the computer in which the server software is installed.

① Set the folder in which the IC card compatibility table exists as a shared folder, and set the access permissions to allow changes from the computer on which Card Enroll Tool is installed.

② Check that the [Remote Registry] service is started. When the [Remote Registry] service is started, the [Control Panel] > [Administrative Tools]> [Services] > [Remote Registry] status is displayed as [Started]. If it is not displayed as [Started], [Start] is displayed on the left side. Click it to start the [Remote Registry] service.

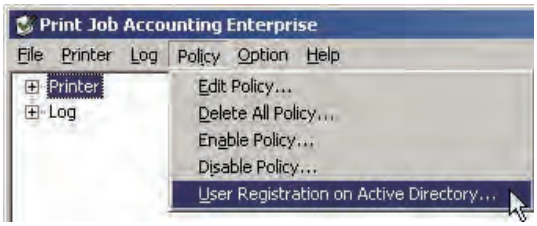


Registering the IC card compatibility table to the printer

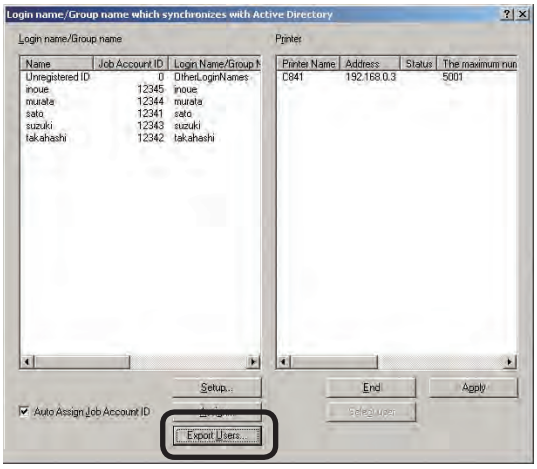
The created IC card compatibility table can be manually registered to the printer.

❶ Start the server software.

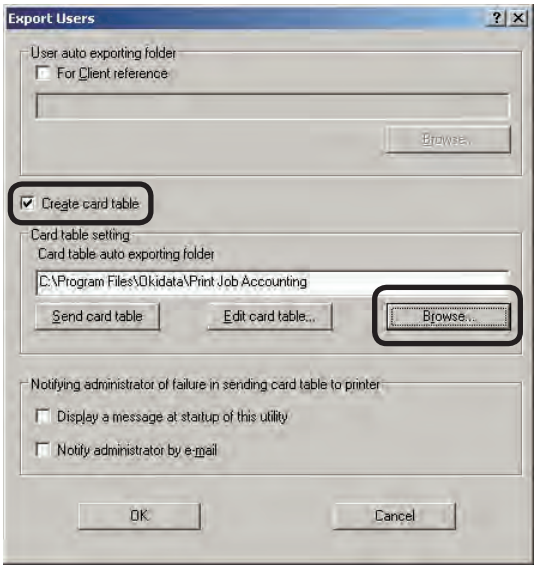
❷ Click [Policy] menu > [User Registration on Active Directory].



❸ Click [Export Users].

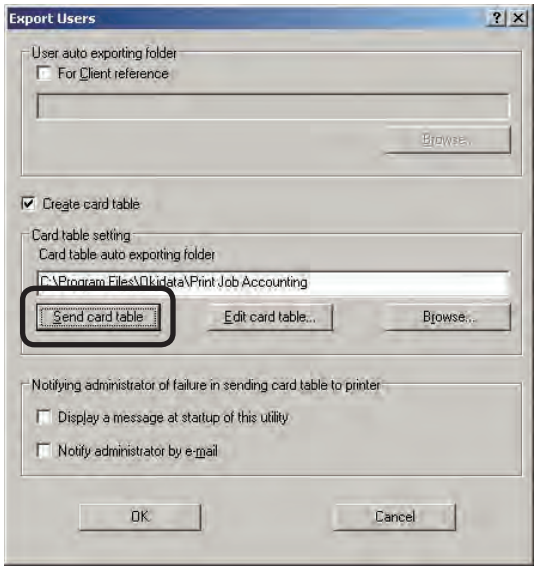


❹ Check the [Create card table] check box, and click [Browse].



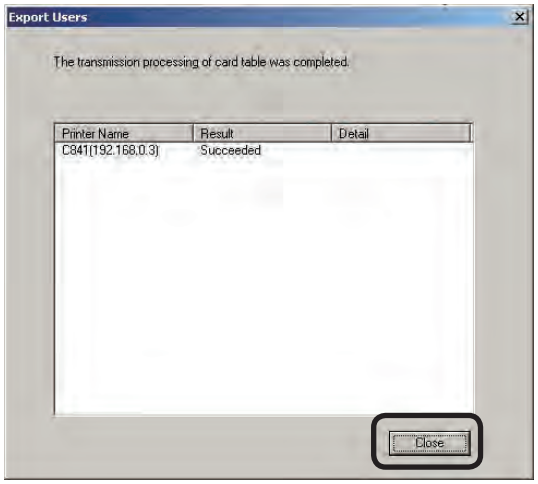
❺ Select the folder that you want to save, and click [OK].

❻ Click [Send card table].



❼ When the window confirming whether to register the IC card compatibility table is displayed, click [YES].

❽ When the window notifying that sending is completed is displayed, click [Close].



When automatically updating registered Active Directory users, the updated IC card compatibility table is automatically registered in the printer. For details on automatically updating registered Active Directory users, see “Setting the automatic update service” (page 137).

Note! The IC card compatibility table cannot be registered to a printer whose IC card compatibility table registration settings are not enabled. For details on how to enable the IC card compatibility table registration settings, see "Setting the printer to which the IC card compatibility table is registered" (page 127).

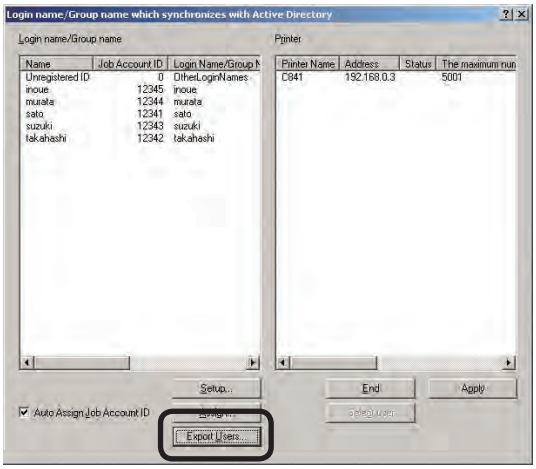
Displaying error messages at server software startup

If the IC card compatibility table cannot be registered to the printer, an error message can be displayed at server software startup to notify you of the error.

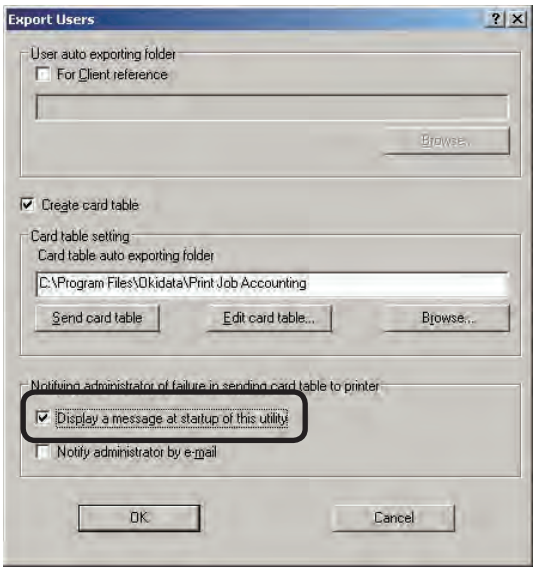
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

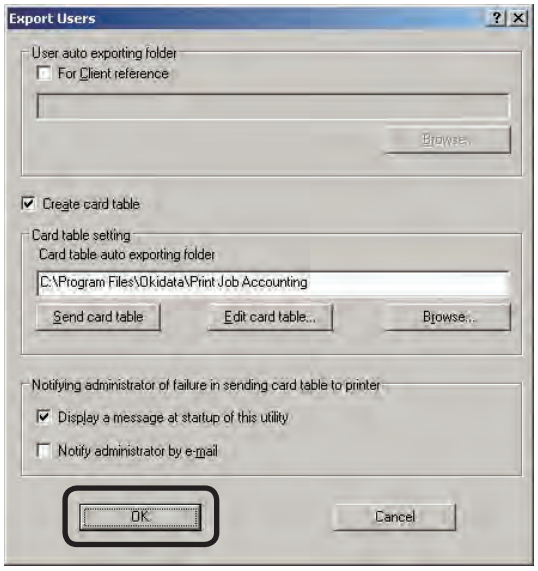
❸ Click [Export Users].



❹ Check the [Display a message at startup of this utility] check box.



❺ Click [OK].



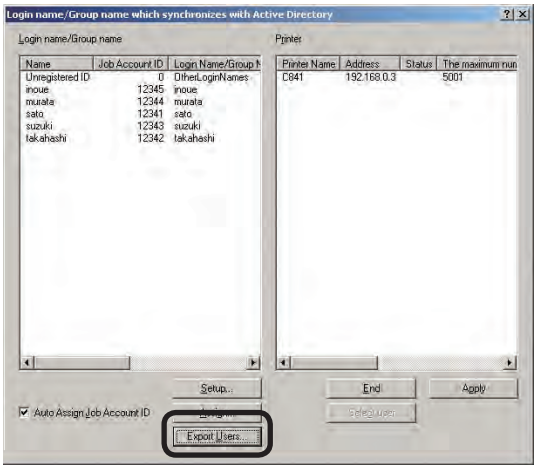
Sending an error notification mail to the administrator

If the IC card compatibility table cannot be registered to the printer, a mail that contains the error details can be sent once a day to the administrator.

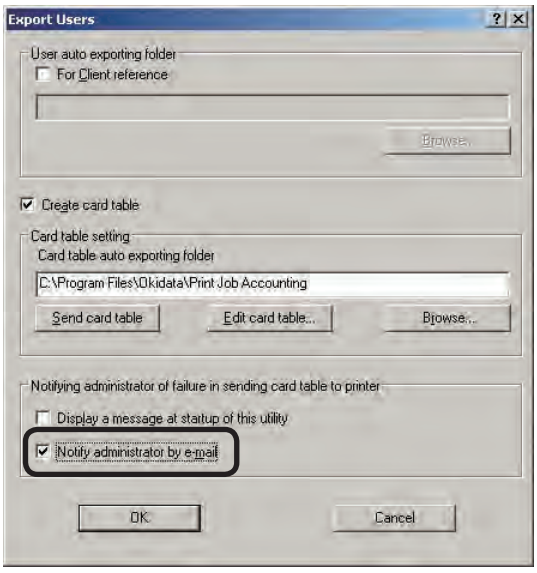
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

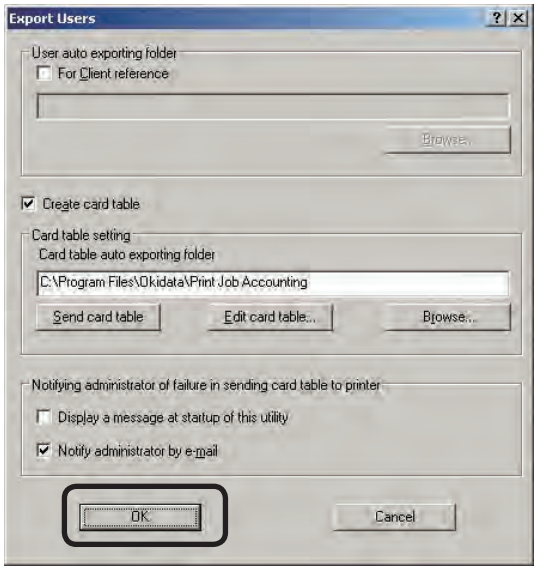
❸ Click [Export Users].



❹ Check the [Notify administrator by e-mail] check box.



❺ Click [OK].



Note! The outgoing mail server, sender's e-mail address, and administrator's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

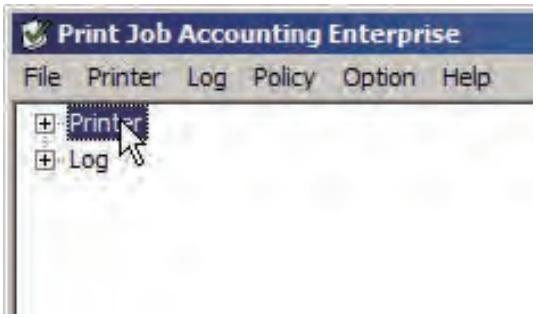
Permitting alternative authentication to IC cards

The settings for the IC card alternative authentication mode of the printer can be configured.

❶ Check that the printer power is ON.

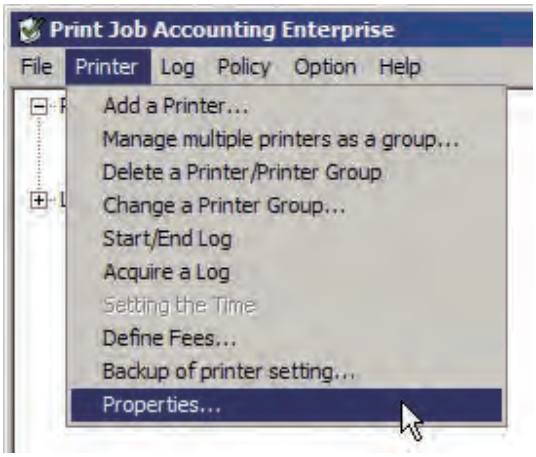
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the details window.

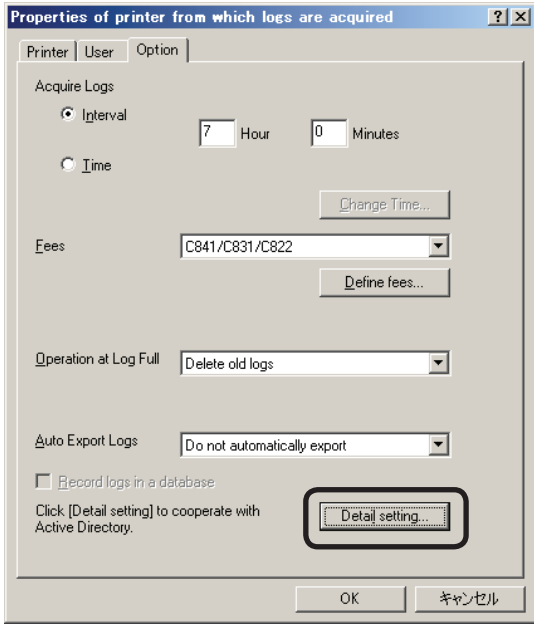


❹ Select the printer, and then select the [Printer] menu > [Properties].

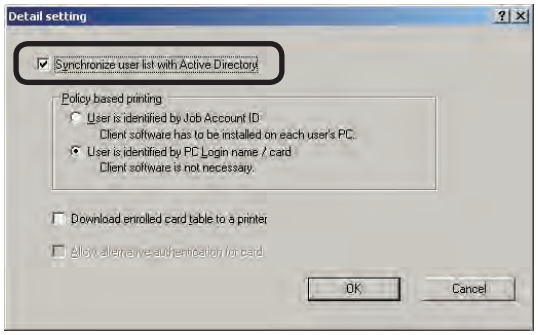
Memo Multiple printers can be selected.



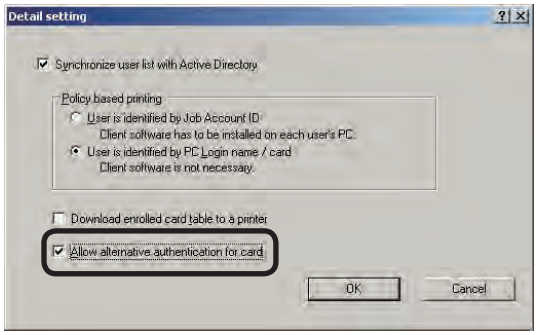
❺ Click the [Option] tab > [Detail setting].



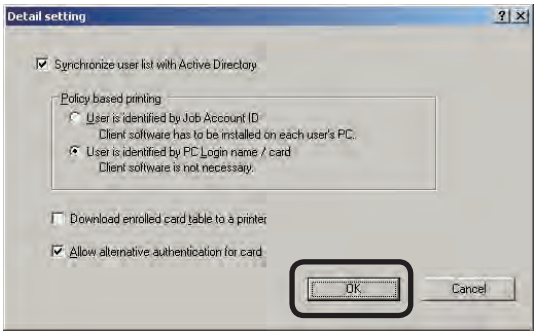
❻ Check the [Synchronize user list with Active Directory] check box.



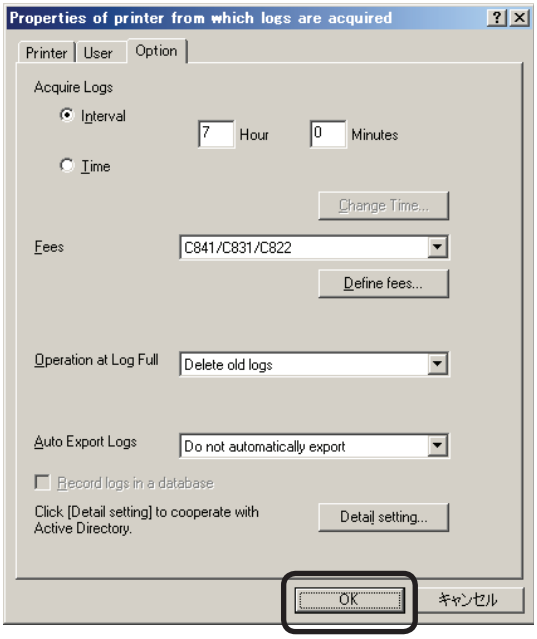
❼ To enable the IC card alternative authentication mode, check the [Allow alternative authentication for card] check box. To disable the IC card alternative authentication mode, uncheck the [Allow alternative authentication for card] check box.



❽ Click [OK].



❾ Click the [Option] tab > [OK].



❿ When the window notifying the changed setting items is displayed, click [Yes].

⓫ When the window notifying that the setting changes are complete is displayed, click [Close].

Setting the automatic update service

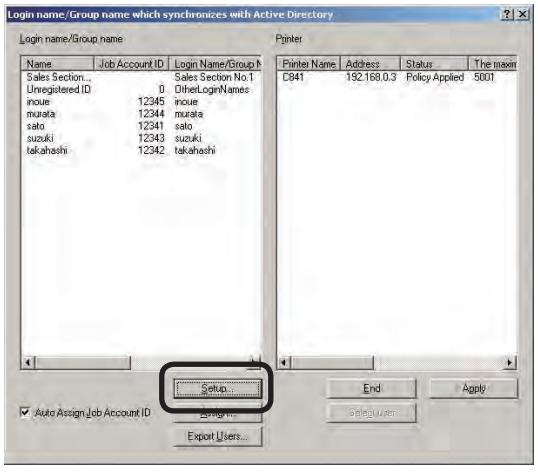
The Active Directory user information can be periodically monitored, and changes to registered user or group information can be updated. Monitoring in order to automatically update registered users or groups is set to enabled by default, but settings such as the monitoring schedule settings, and which users and groups are target for monitoring can be changed.

Note! When a new user that belongs to a group that is target for monitoring in the Active Directory is added, users can be registered to the printer until the maximum number of users that can be registered to the printer is reached. After the maximum number of users that can be registered is reached, subsequent users are not registered to the printer.

❶ Start the server software.

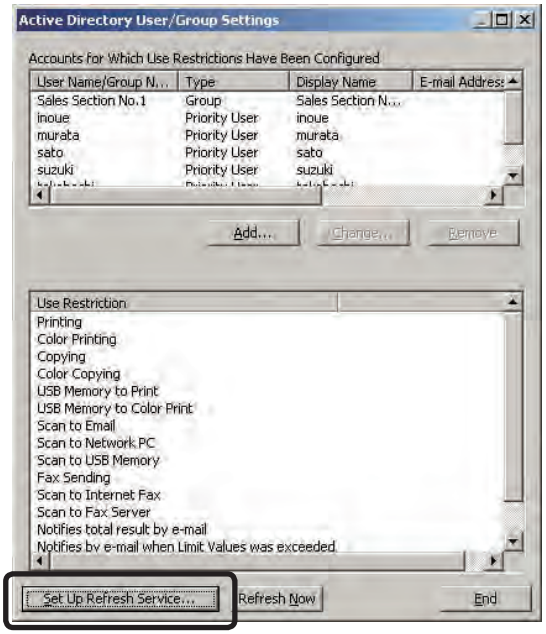
❷ Click [Policy] menu > [User Registration on Active Directory].

❸ Click [Setup].

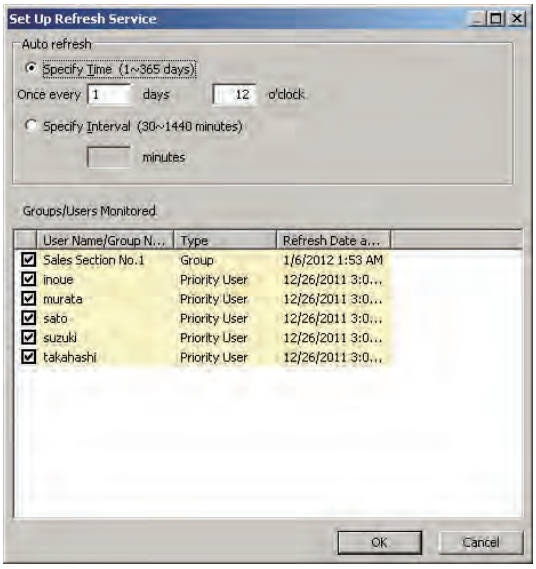


6

❹ Click [Set Up Refresh Service] in the [Active Directory User/Group Settings].



❺ Set the automatic update timing.



Specify Time

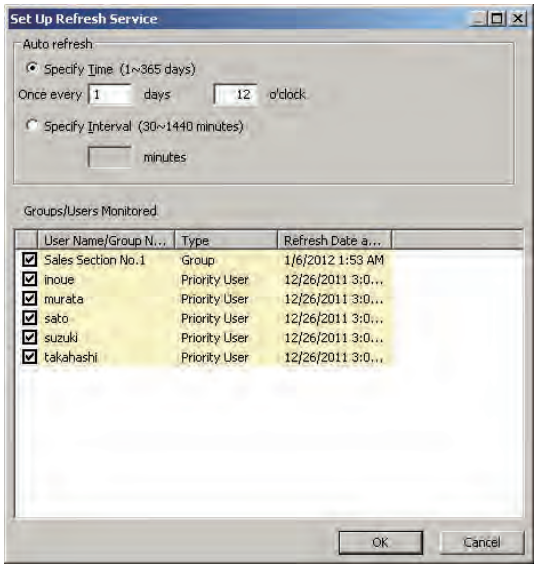
Automatic update can be performed at a set time. This can be set in day units.

Specify Interval

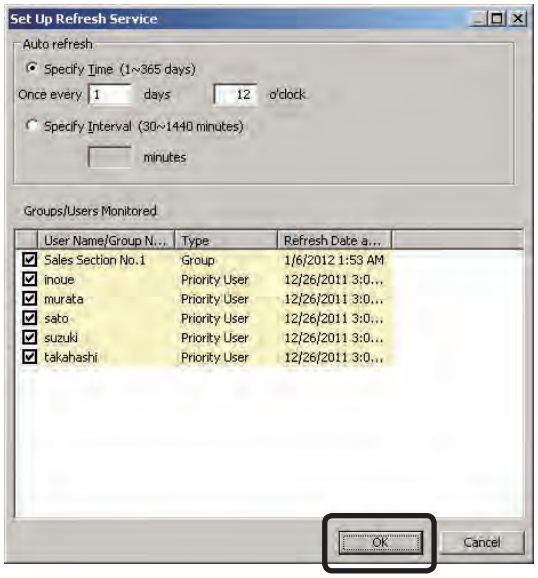
The automatic update interval can be set in minute units.

❻ Set the user/group to monitor for updates.

❼ Check the users/groups to monitor for updates on the Active Directory. When a group is checked, the users that belong to the group are also monitored.



❽ Click [OK].



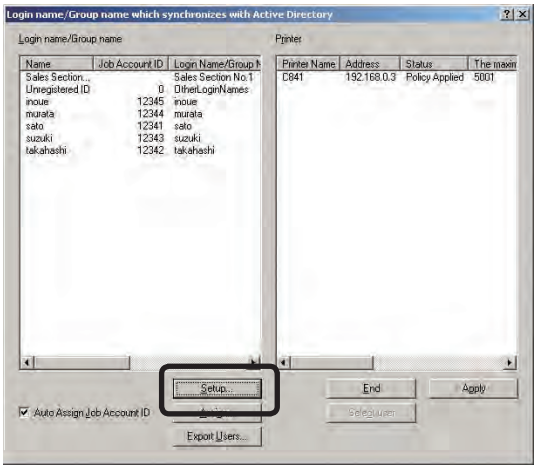
Immediately updating user settings

Updates can be performed immediately as well as those performed at the automatic update timing set in the [Set Up Refresh Service] window.

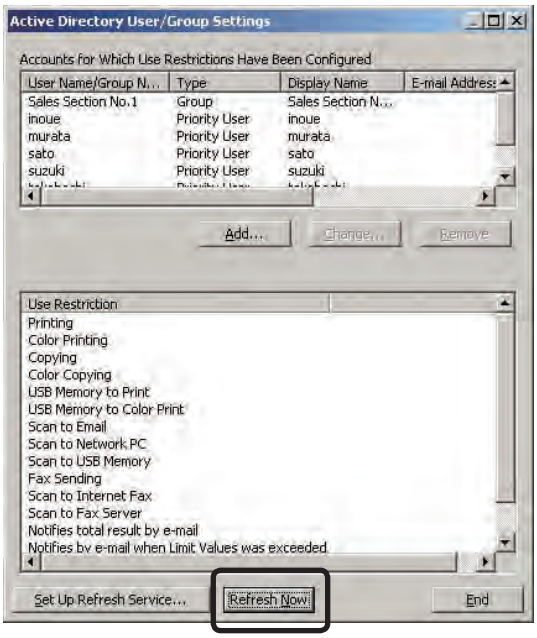
❶ Start the server software.

❷ Click [Policy] menu > [User Registration on Active Directory].

❸ Click [Setup].



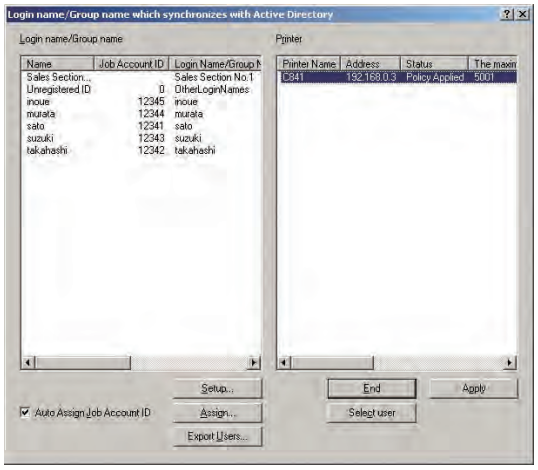
❹ Click [Refresh Now] in [Active Directory User/Group Settings].



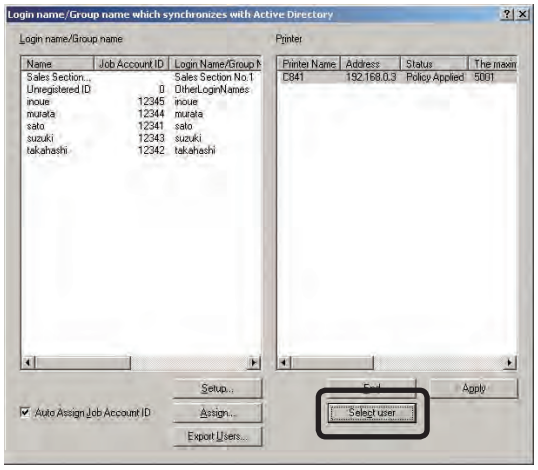
Selecting the users to apply settings to

Click [Apply] in the [Login name/Group name which synchronizes with Active Directory] window and the users/groups to registered to the printer can be selected.

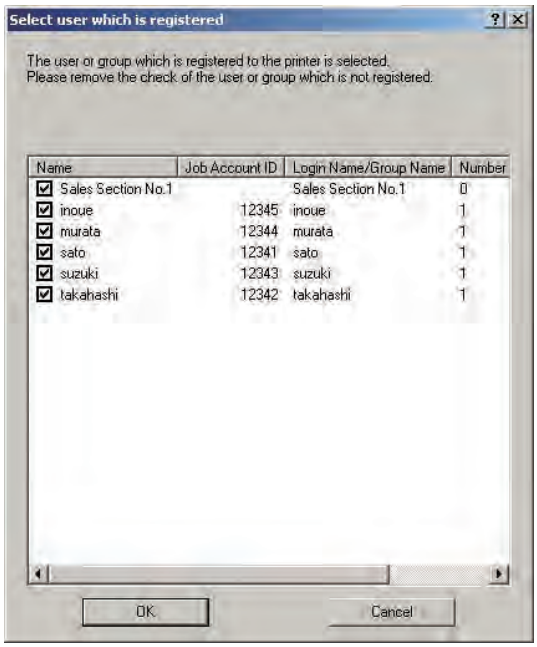
❶ Select the printer from the printer list in the [Login name/Group name which synchronizes with Active Directory] window.



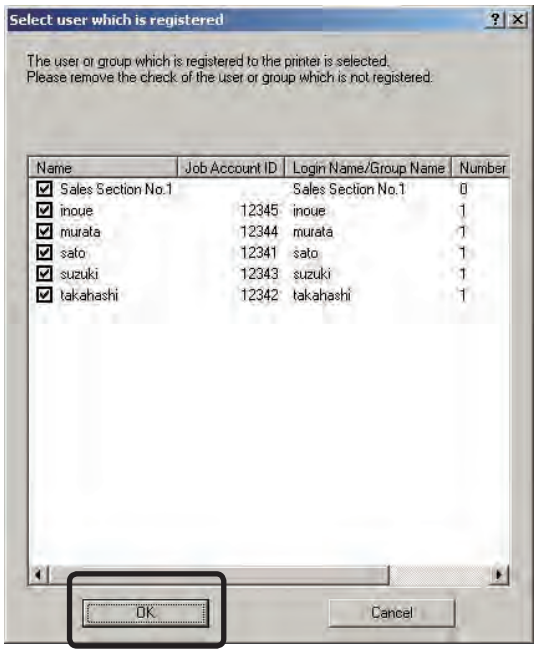
❷ Click [Select user].



❸ Check the users/groups to register in the printer in the [Select user which is registered] window.



❹ Click [OK].



Note! Users that belong to groups are not displayed in the [Select user which is registered] window.

7. Saving managed data to the database

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Setting the printer for recording managed data to the database 144
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7. Saving managed data to the database

This section explains how to export the log, Job Account ID, and fee charge definition to the database, and how to browse the log, Job Account ID, and fee charge definition from a web browser. The log can be exported to the database from the point at which it is obtained from the printer. The Job Account ID can be exported to the database at the point when it is registered to or deleted form the printer, or when the settings are changed. To export the managed information to the database, the following settings need to be configured.

- Database software settings (page 132)
- Settings for connecting to the database (page 143)

In order to export the managed log and Job Account ID information to the database, the following settings also need to be configured in addition to the settings listed above.

- Settings for recording information to the database of the printer that you want to export managed information to must be enabled (page 144)

Configuring the database software settings

Connecting using Microsoft SQL Server or Microsoft SQL Server Express

When the server software is installed in the Windows 2000 operating system and connects to Microsoft SQL Server or Microsoft SQL Server Express, it is necessary to install version 2.7 or higher of MDAC (Microsoft Data Access Components) to the Windows 2000 operating system. MDAC can be downloaded from the Microsoft website.

Connecting to MySQL Database

When using MySQL on a different computer to that which contains the server software, libmysql.dll needs to exist in the server software installation folder.

❶ Copy libmysql.dll from the "bin" folder or "lib" folder of the installation folder of the MySQL installation to be used

❷ Paste the file into the installation folder of the server software.
Depending on the MySQL version, the administrator "root" permissions may not be sufficient. In this case, increase the permission level.

❶ Start [MySQL Server Instance Config Wizard] and check the [Include Bin Directory in Windows PATH] check box to complete the settings.

❷ Start the command prompt in Windows OS.

❸ Execute the following command.
Mysql –u root –p

❹ Enter the administrator "root" password that was set when MySQL was installed.

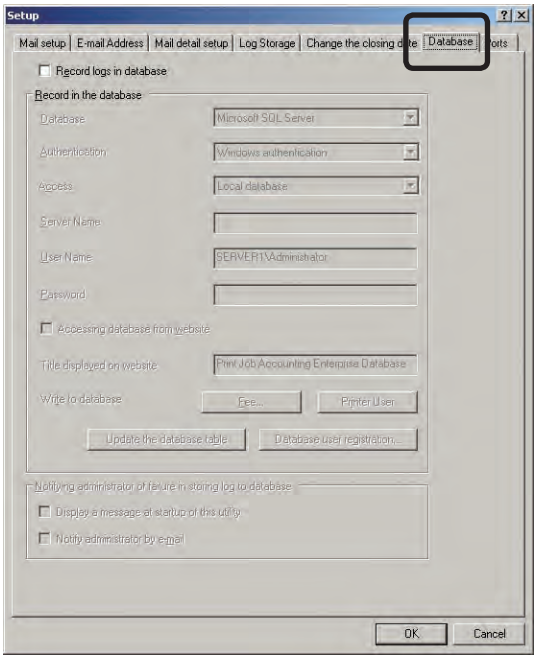
❺ Execute the following command.
grant all privileges on *.* to 'root'@'%' with grant option;

Settings for connecting to the database

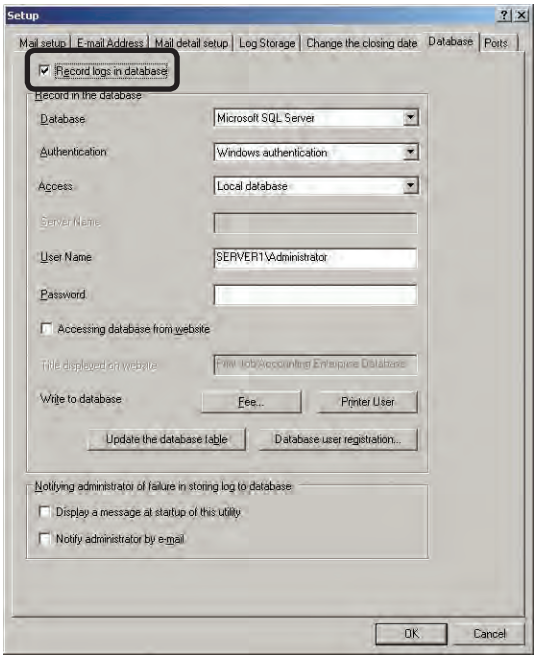
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.



❹ Check the [Record logs in database] check box.



Note! If [Record logs in database] is disabled, it is not possible to connect to the database.

❺ Configure the settings for the database to connect to.

Database

Select the type of database to connect to. The types of database that can be selected are Microsoft SQL Server, Microsoft SQL Server Express Edition, Microsoft Access and MySQL.

Authentication

Select the authentication method used when connecting to the database.

Windows authentication

Authenticated connection using the Windows user permission registered in the database. This can only be selected in Microsoft SQL Server or Microsoft SQL Server Express Edition.

User authentication

Authenticated connection using the user permission for User authentication registered in the database.

Access

Specify whether the connected database is a location connection or network connection.

Local database

Connect to a database that exists on this computer.

Network database

Connect to a database that exists on a different computer on this network.

Server Name

Specify the IP address or computer name of the computer on which the database exists. A maximum of 270 can be entered.

Path Name

Specify the path name where the database to connect to exists. A maximum of 270 can be entered. This can only be entered when Microsoft Access is used.

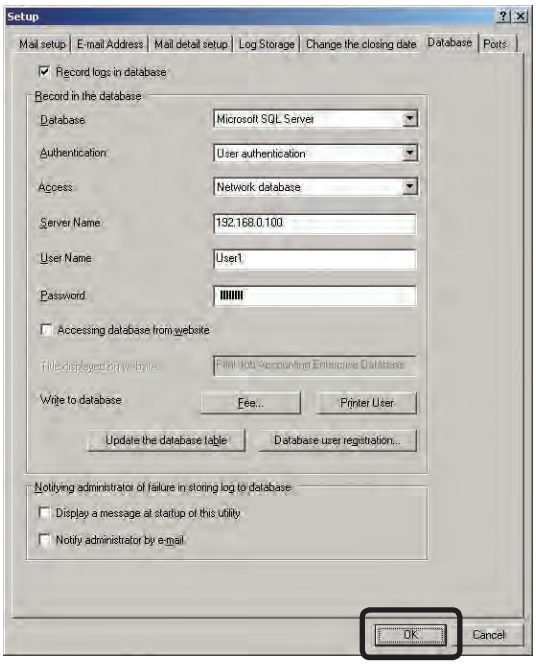
User Name

Specify the user name of the database to connect to. A maximum of 80 can be entered. When Windows authentication is selected for [Authentication], specify a valid Windows account that can connect to the database using Windows authentication from the obtain log service. For example, the computer administrator.

Password

Specify the password of the database to connect to. A maximum of 80 can be entered. When Windows authentication is selected for [Authentication], specify the password for the Windows account name.

❻ Click [OK]. Connect to the set database, and the settings are complete when the connection is successfully established.

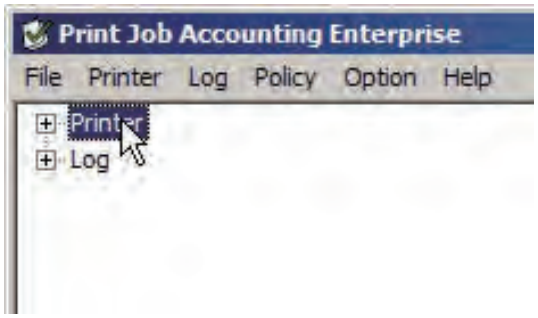


Setting the printer for recording managed data to the database

❶ Check that the printer power is ON.

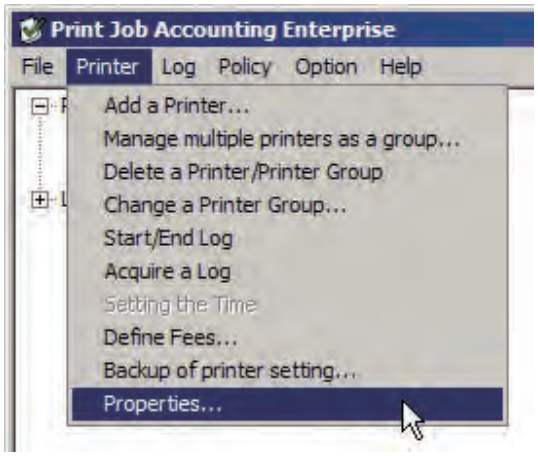
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the details window.

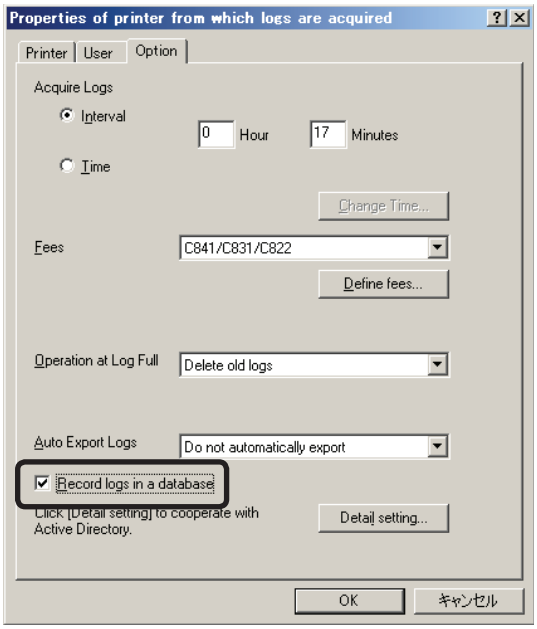


❹ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

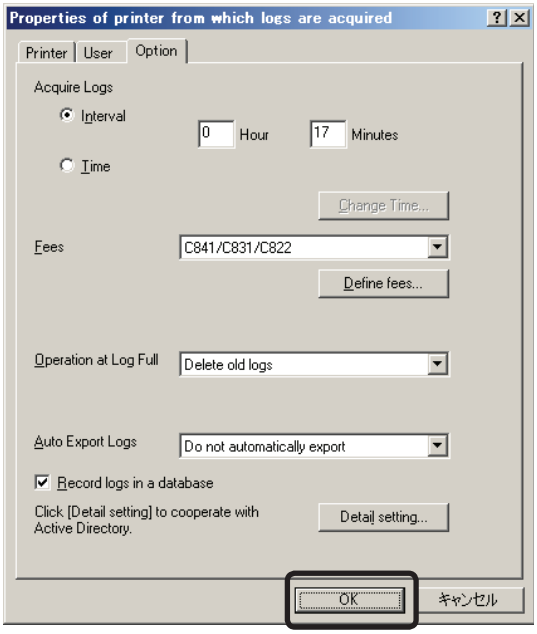


❺ Check the [Option] tab > [Record logs in a database] check box.

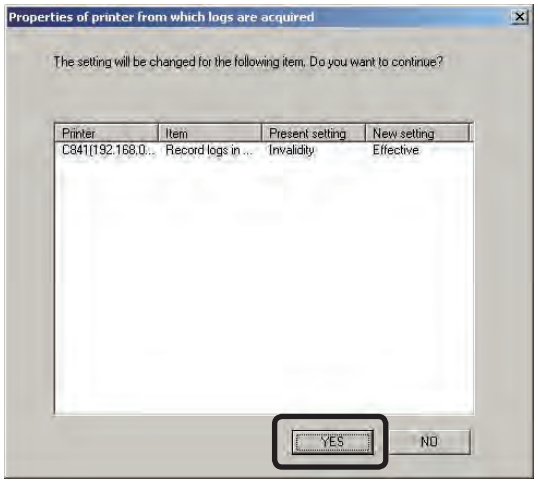


Note! If the settings for connecting to a database (page 143) are not implemented, [Record logs in a database] is grayed out.

❻ Click [OK].



❼ When the window notifying the changed setting items is displayed, click [Yes].



❽ A window inquiring whether or not to export the database to the Job Account ID registered in the printer is displayed. Click [YES] to immediately export the database. Click [NO] to not export the database.

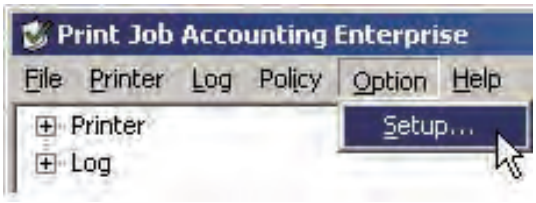
❾ When the window notifying that the setting changes are complete is displayed, click [Close].

Exporting the fees to the database

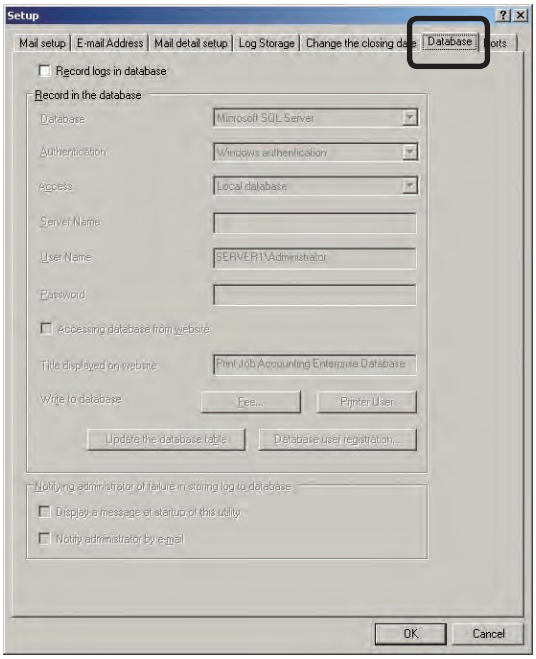
The managed fee definitions are exported to the database.

❶ Start the server software.

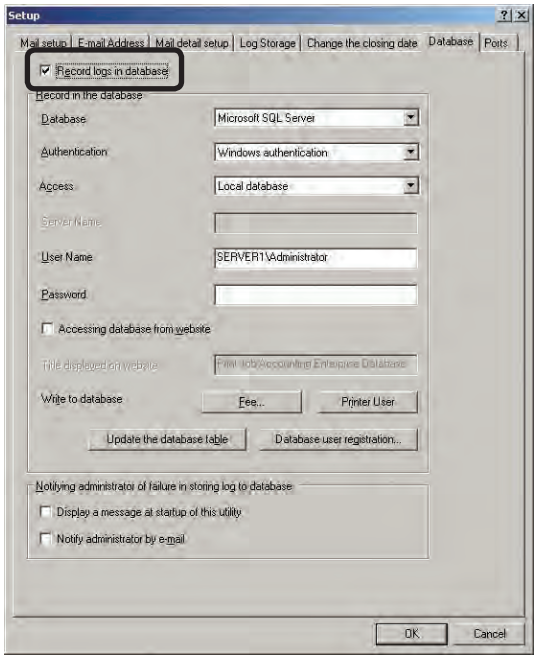
❷ Click the [Option] menu > [Setup].



❸ Display the [Database] tab.

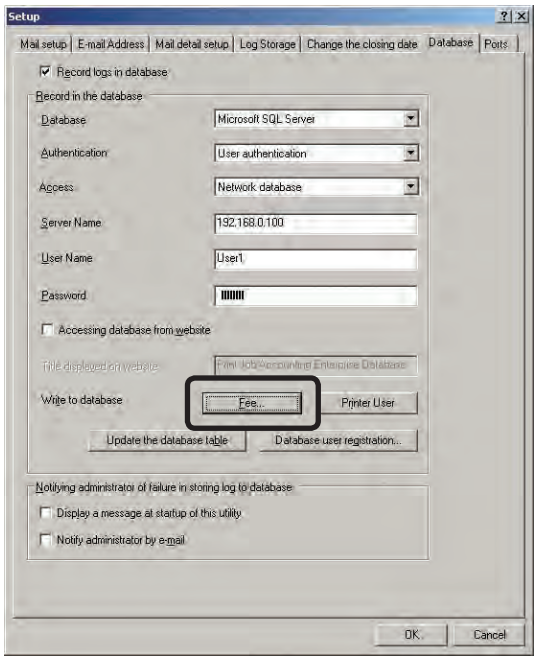


❹ Check the [Record logs in database] check box.

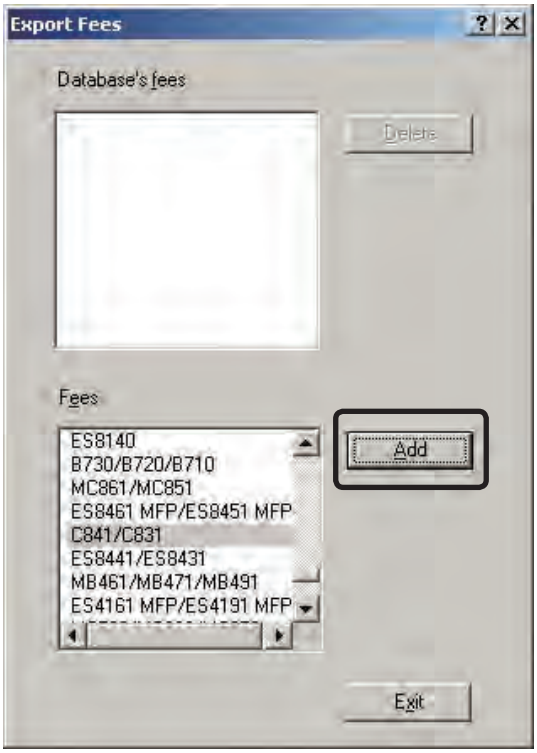


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Fee]. Connect to the set database, and when the connection is successfully established the fee export window is displayed.



❼ Select the fee charges from [Fee], and click [Add].



Note!
- Fees that already exist in the database are overwritten.
- Single quotation marks that exist in the character string are replaced with space characters, and the information is saved in the database.

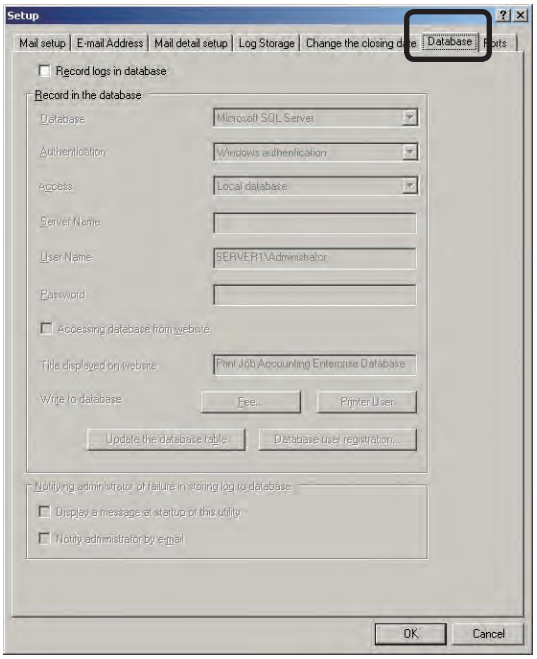
Deleting fees from the database

Delete the fee definitions from the database.

❶ Start the server software.

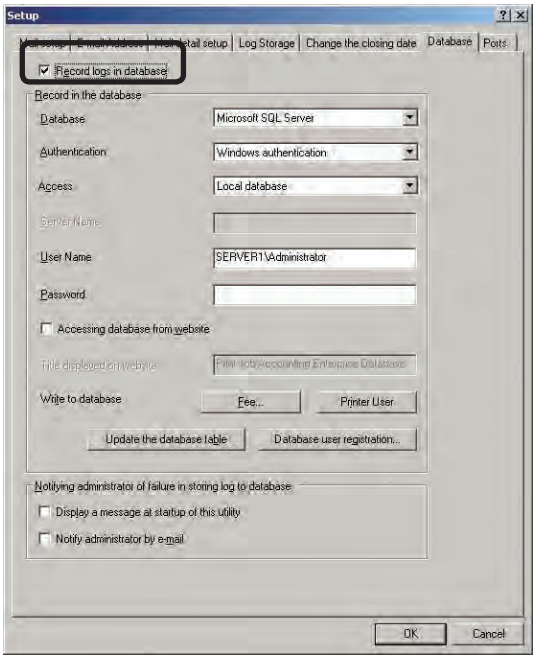
❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.



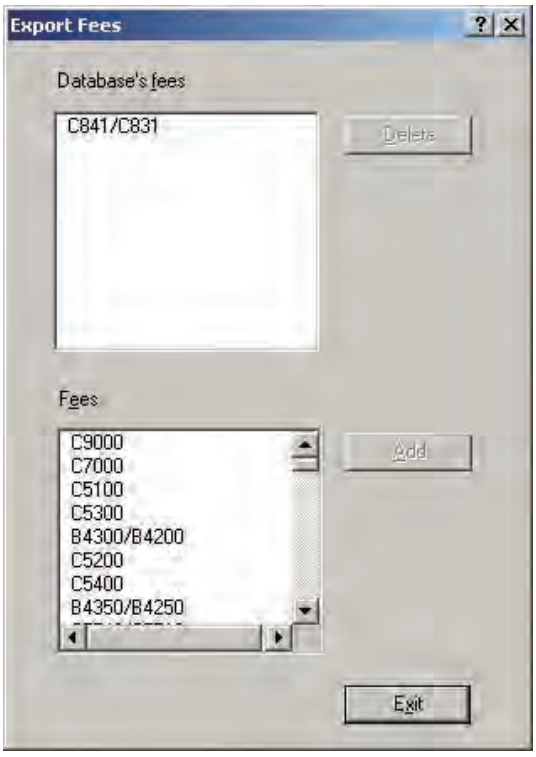
7

❹ Check the [Record logs in database] check box.

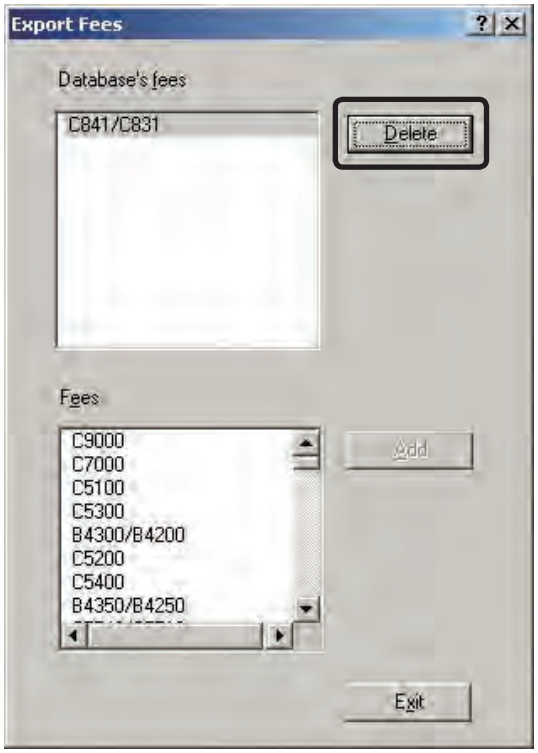


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Fee]. Connect to the set database, and when the connection is successfully established the fee export window is displayed.



❼ Select the fee charges from [Database's fees], and click [Delete].

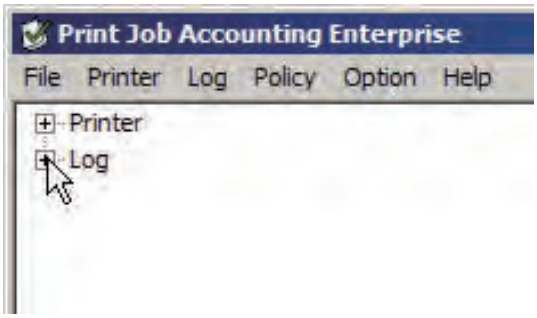


Exporting the log to the database

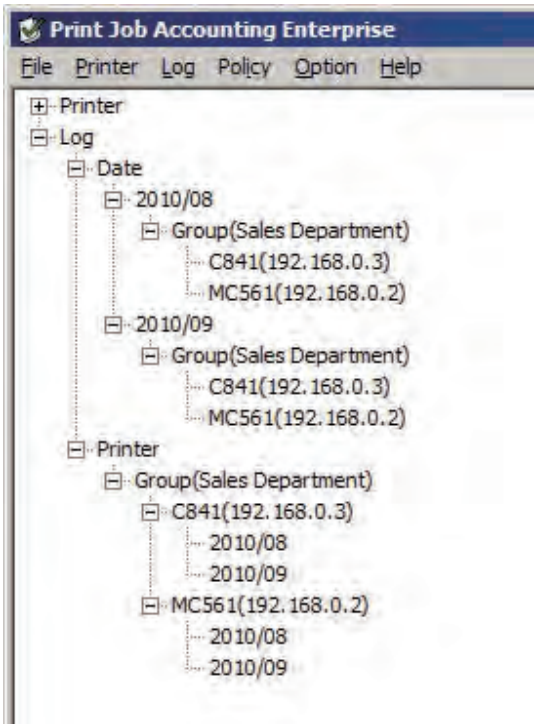
The obtained log is written to the database. In order to change the log items written to the database, see "Changing the log items to be exported" (page 208).

❶ Start the server software.

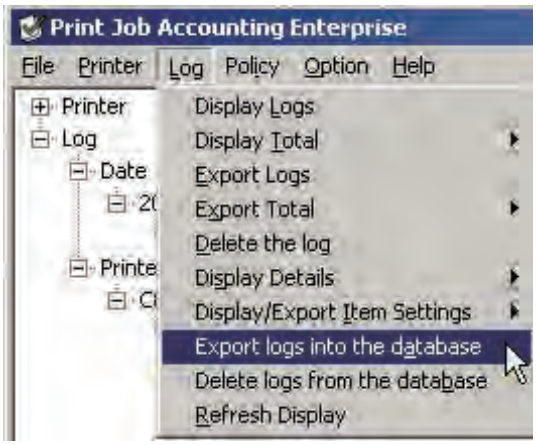
❷ Click the plus mark on the left side of [Log] in the selected window. The log tree opens.



❸ Using the same operation as step 2, open the tree for [Printer] or [Date].



❹ Select the log to export, and select the [Log] menu > [Export logs into the database].



Note!

- Single quotation marks that exist in the character string are replaced with space characters, and the information is saved in the database.
- Logs of printers whose database recording settings are disabled are not exported. For details on enabling the database recording settings, see "Setting the printer for recording managed data to the database" (page 144).

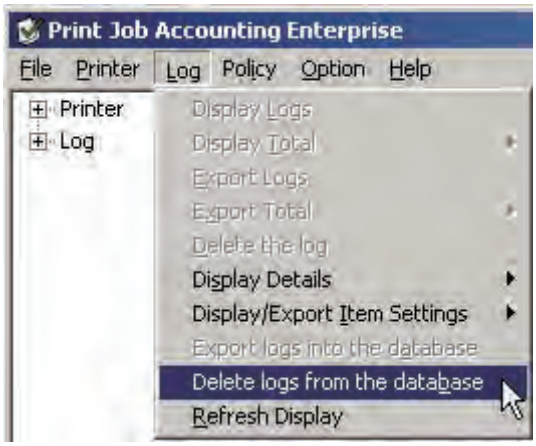
7

Deleting logs from the database

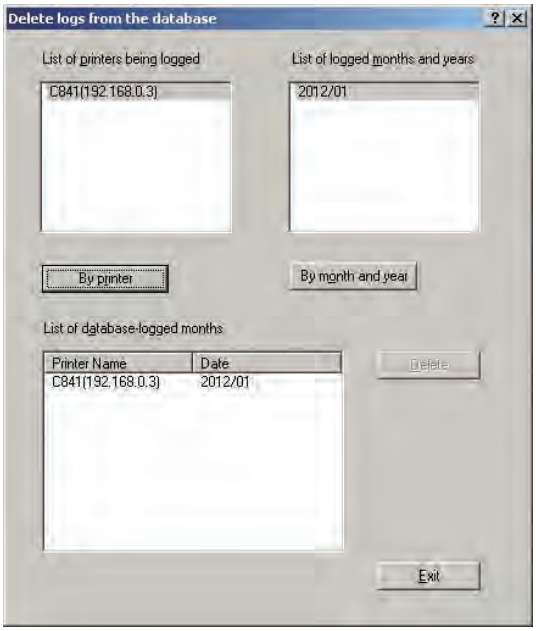
Delete a log from the database.

❶ Start the server software.

❷ Click the [Log] menu > [Delete logs from the database].



❸ Display the database logs using either the [By printer] or [By month and year] method.



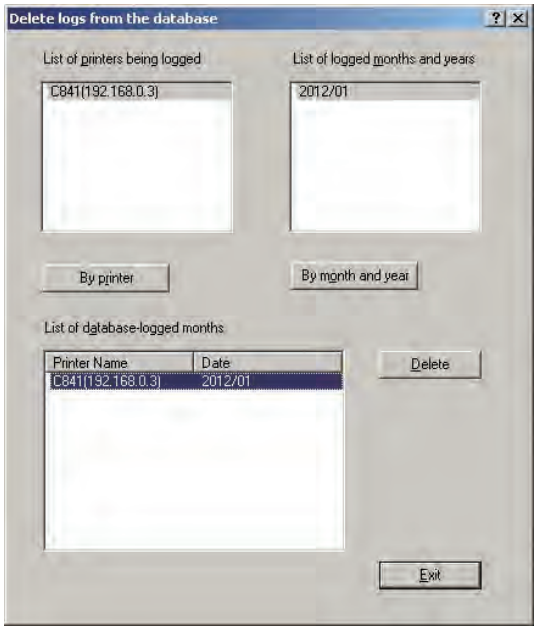
By printer

Just the logged month and year of the printer selected in [List of printers being logged] are drawn from the database and displayed.

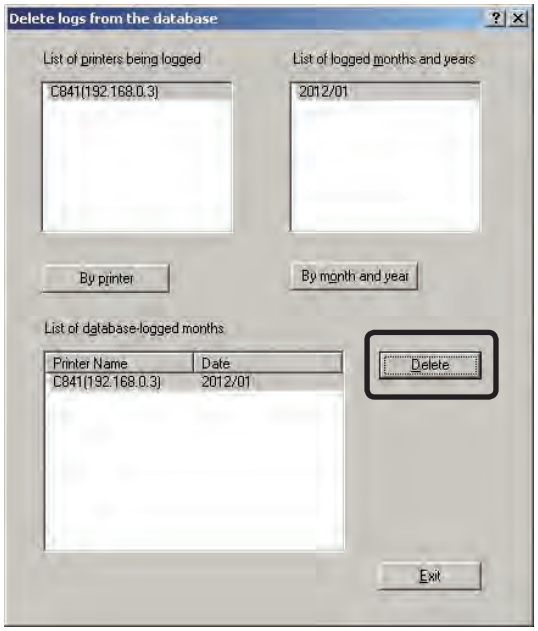
By month and year

Just the logged months and years selected in [List of database-logged months and years] are drawn from the database and displayed.

❹ Select the log that you want to delete from [List of logged months and years].



❺ Click [Delete].



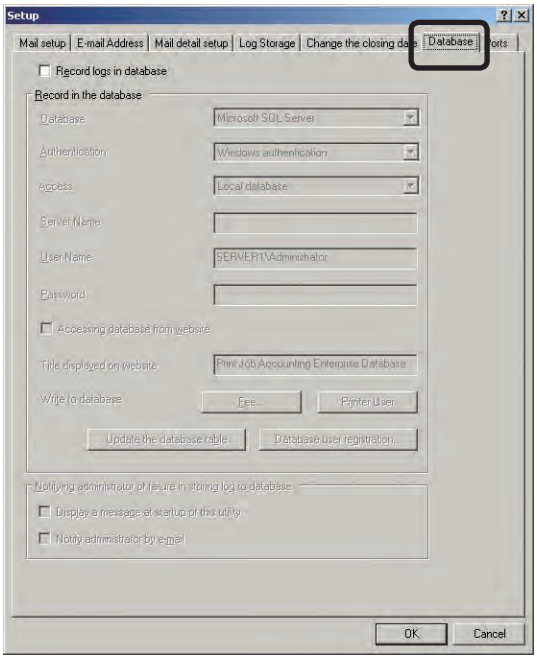
Exporting the printer users to the database

The managed Job Account IDs are exported to the database.

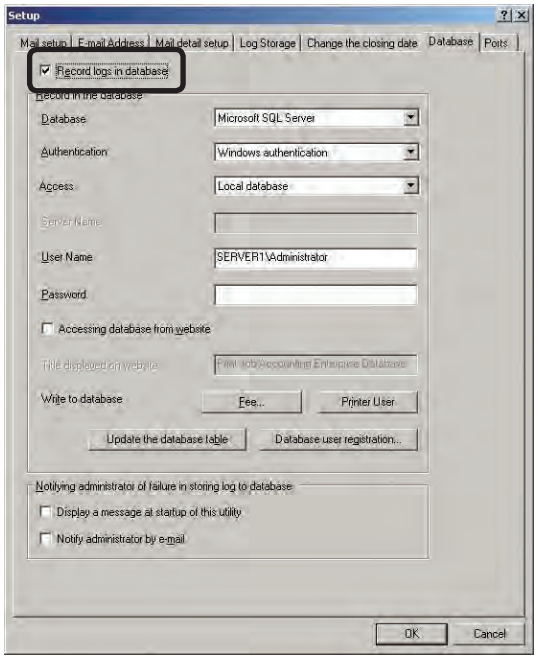
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

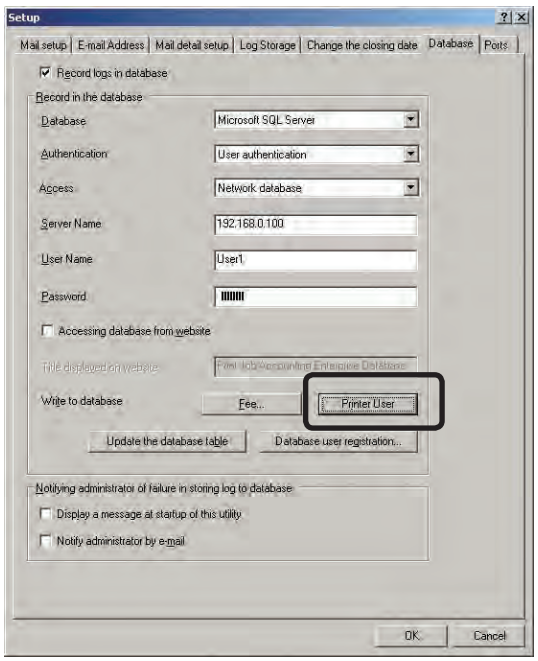


❹ Check the [Record logs in database] check box.



❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Printer User].



❼ When connection to the set database is successfully established, a message confirming whether or not to export the Job Account ID to the database is displayed. Click [YES].

Note!

- Job Account IDs that already exist in the database are overwritten.
- Job Account IDs of printers whose database recording settings are disabled are not exported. For details on enabling the database recording settings, see "Setting the printer for recording managed data to the database" (page 144).
- Single quotation marks that exist in the character string are replaced with space characters, and the information is saved in the database.

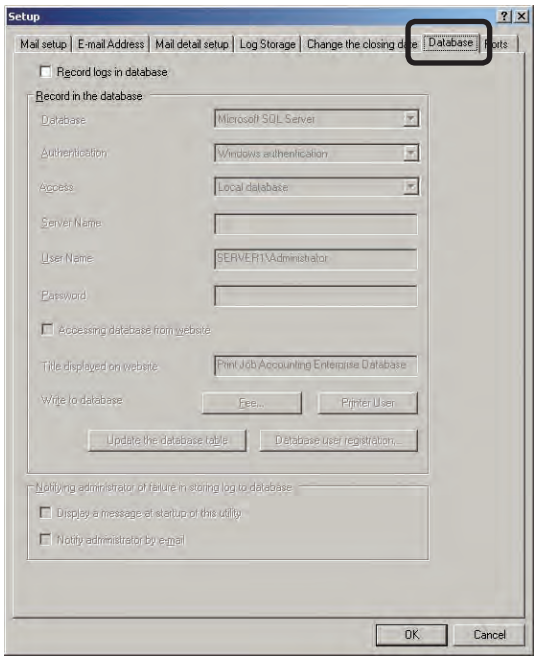
Registering database connection users

Register database connection users.

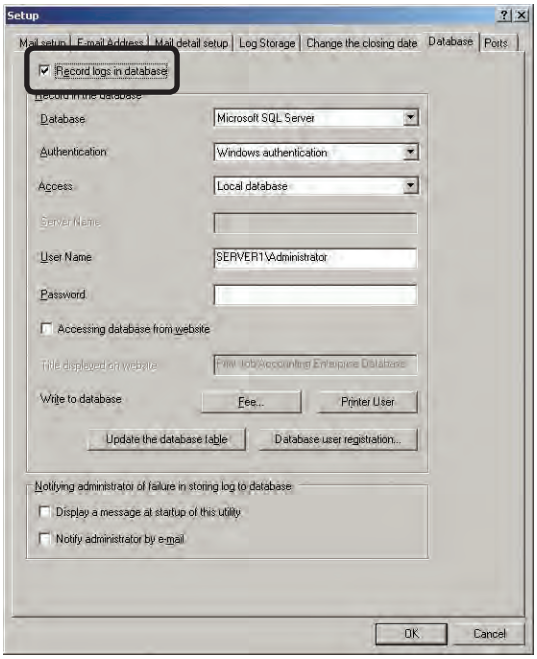
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

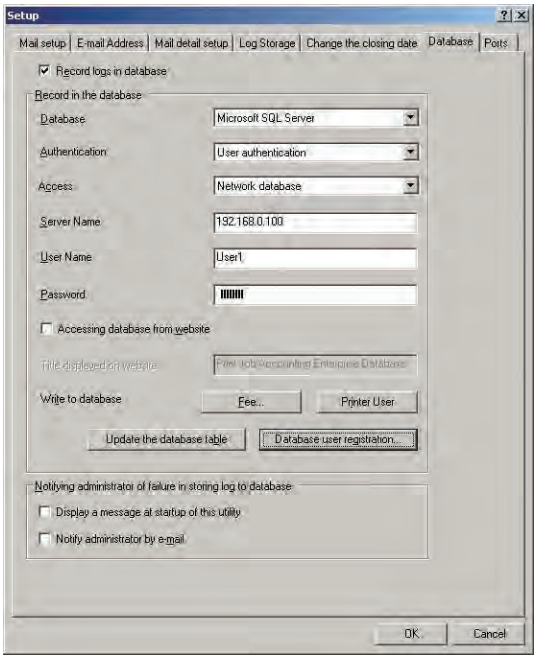


❹ Check the [Record logs in database] check box.

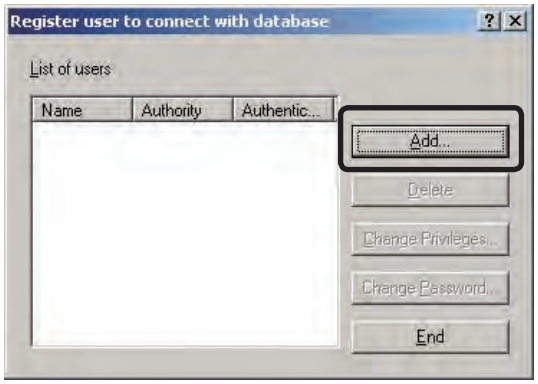


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

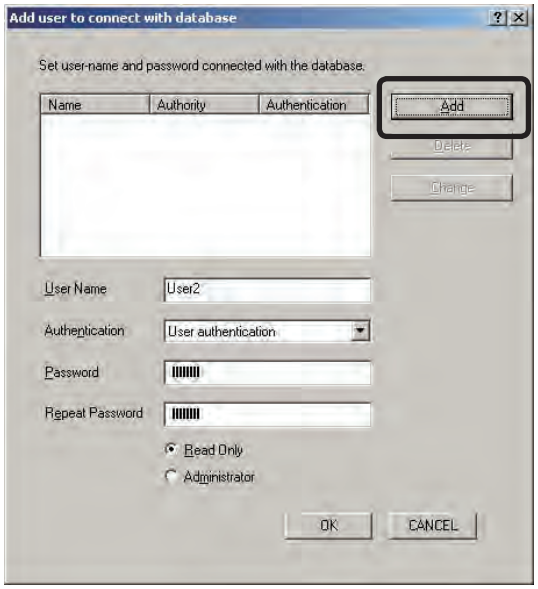
❻ Click [Database user registration].
When connection to the set database is successfully established, the [Regist user to connect with database] window is displayed.



❼ Click [Add].

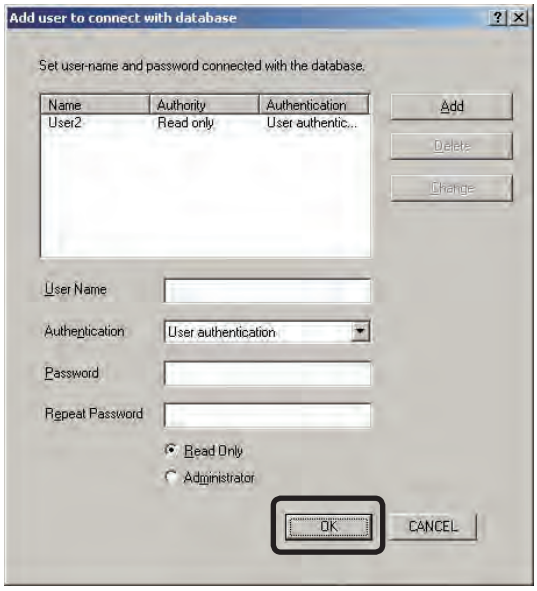


❽ Specify the [User Name], [Authentication], [Password], [Repeat Password] and permissions, and click [Add].

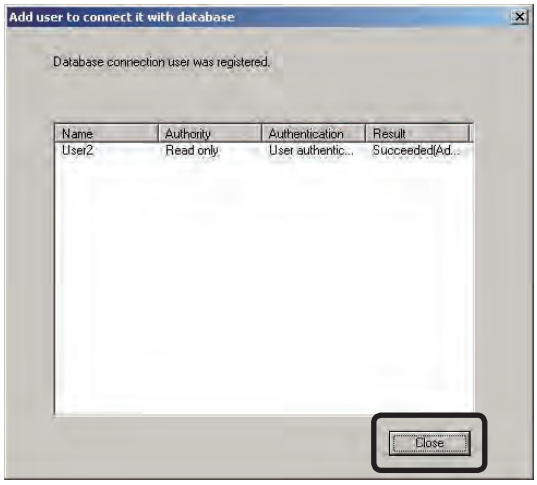


Note! If the users and user names duplicate those that are already registered in the database, they cannot be added.

❾ Click [OK].



❿ When the registration results notification window is displayed, click [Close].



Note! Users registered to a Microsoft Access database only use authentication to browse the database from a website.

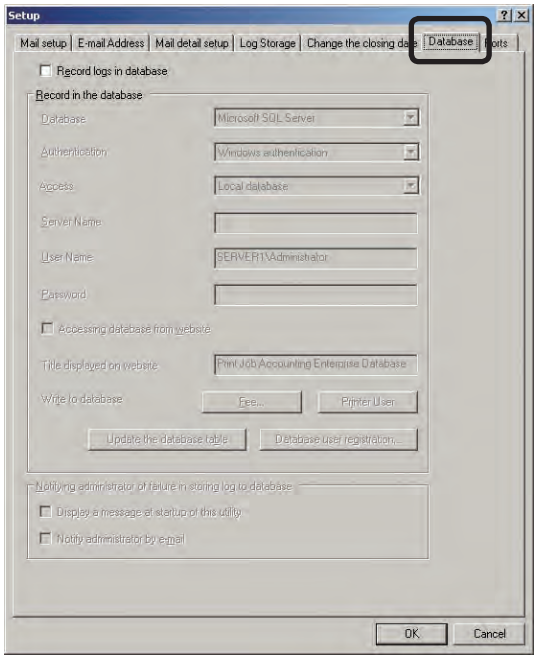
Changing the permissions for database connection users

Change the permissions for registered database connection users.

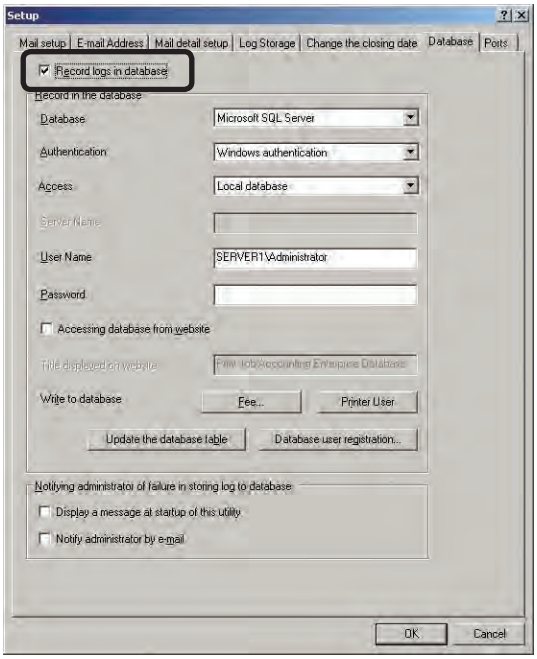
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

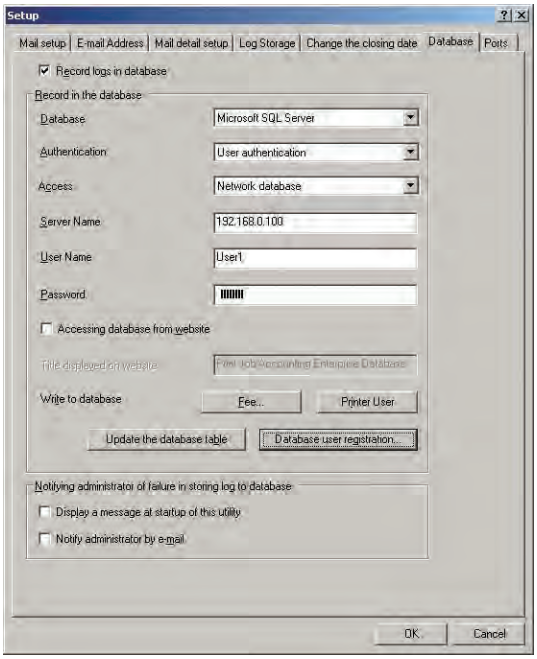


❹ Check the [Record logs in database] check box.

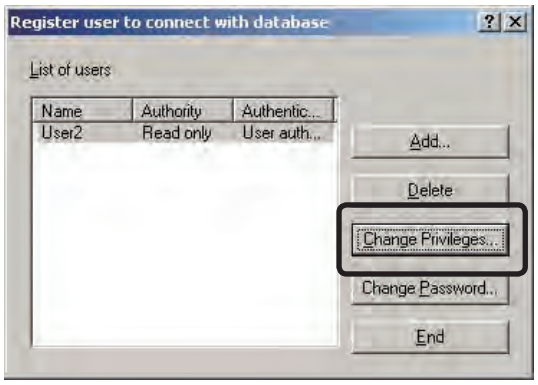


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Database user registration].
When connection to the set database is successfully established, the [Regist user to connect with database] window is displayed.



❼ Select the users whose permissions you want to change in [List of users], and click [Change Privileges].



❽ Select the permissions, and click [OK].

❾ When the permission change results notification window is displayed, click [Close].

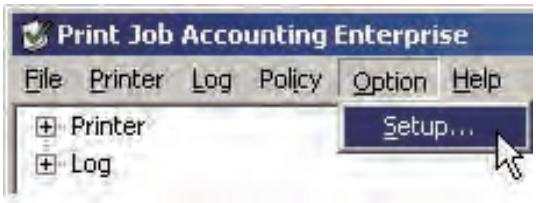
7

Changing the password for database connection users

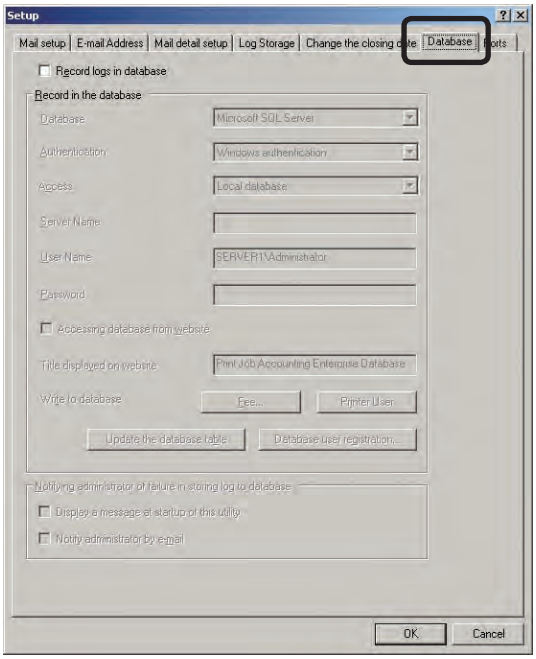
Change the password for registered database connection users.

❶ Start the server software.

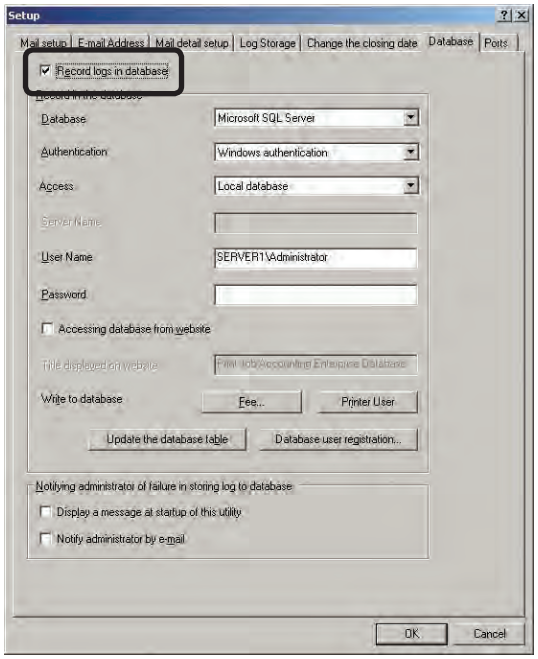
❷ Click the [Option] menu > [Setup].



❸ Display the [Database] tab.

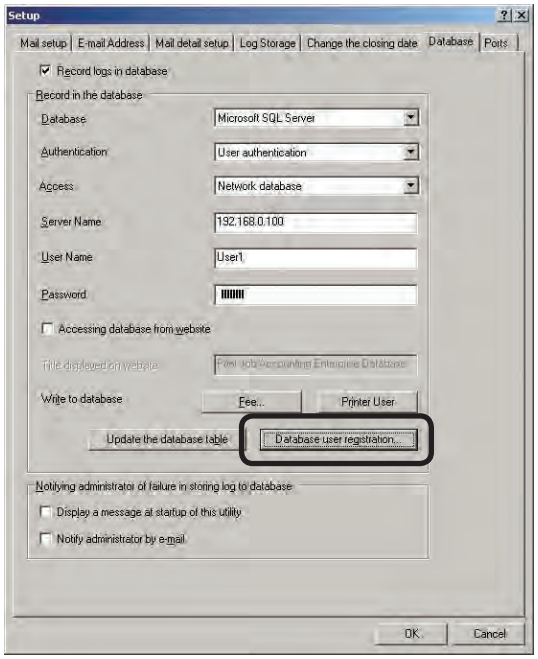


❹ Check the [Record logs in database] check box.

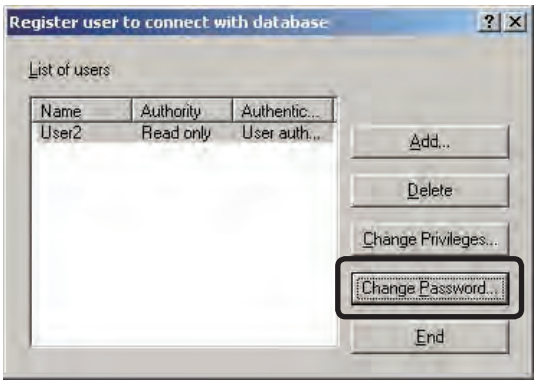


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Database user registration].
When connection to the set database is successfully established, the [Register user to connect with database] window is displayed.



❼ Select the users whose permissions you want to change in [List of users], and click [Change Password].



❽ Enter the [Password] and [Repeat Password], and click [OK].

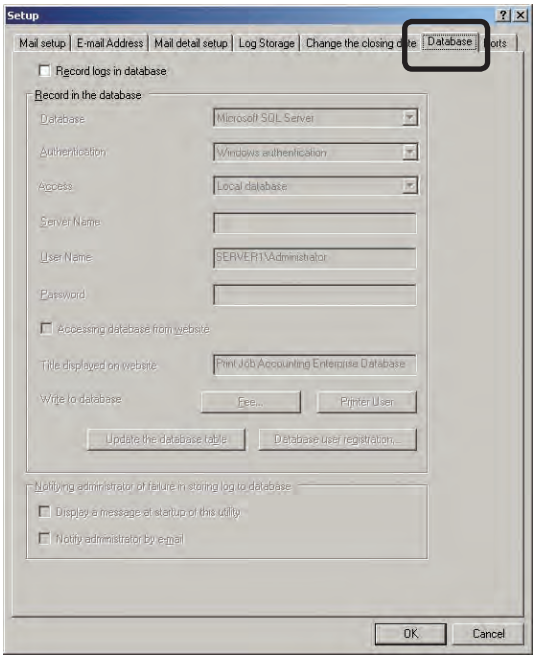
Deleting database connection users

Delete registered database connection users.

❶ Start the server software.

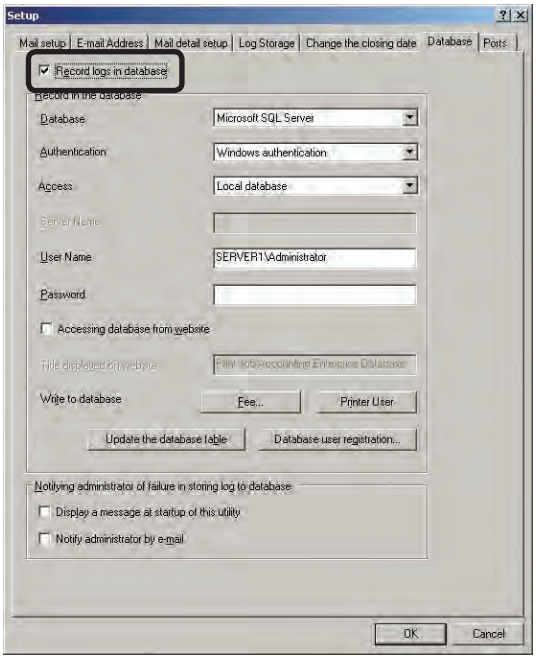
❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.



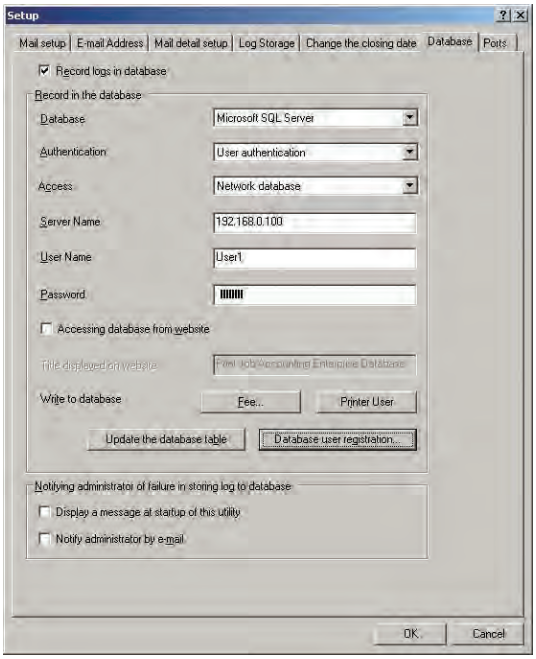
7

❹ Check the [Record logs in database] check box.

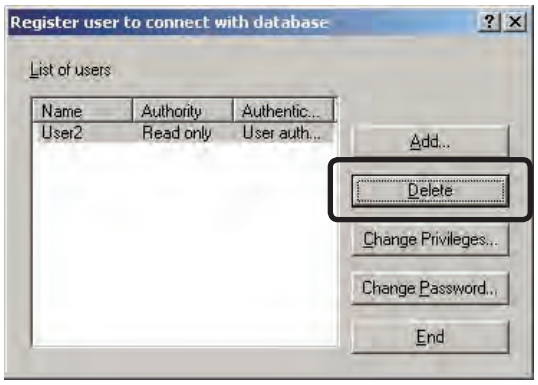


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Database user registration].
When connection to the set database is successfully established, the [Regist user to connect with database] window is displayed.



❼ Select the users whose permissions you want to delete in [List of users], and click [Delete].



❽ When a window confirming whether or not to delete the user is displayed, click [YES].

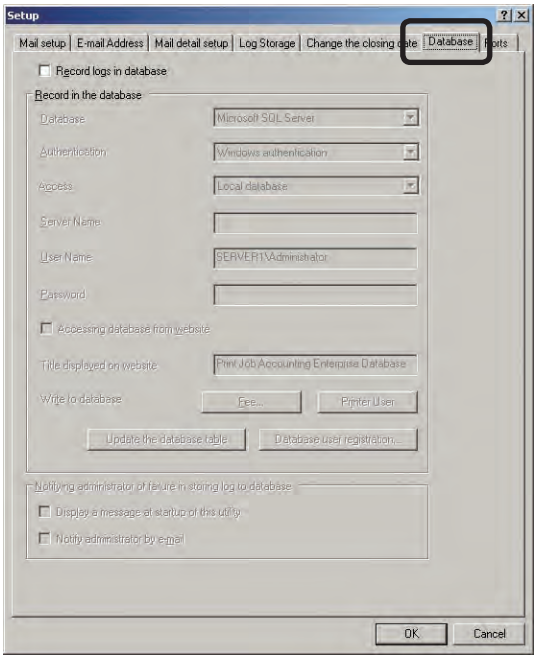
Updating the database to the newest version

If a new format of database can be used due to an update to the server software, the database format can be updated to the newest version. Data that already exists in the database is retained.

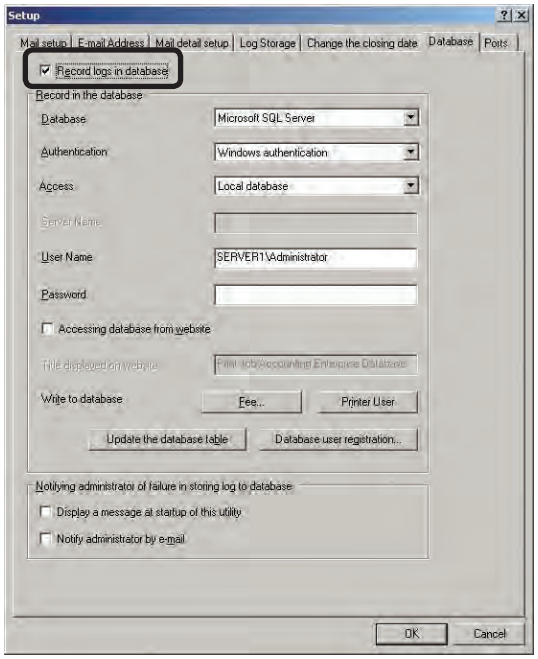
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

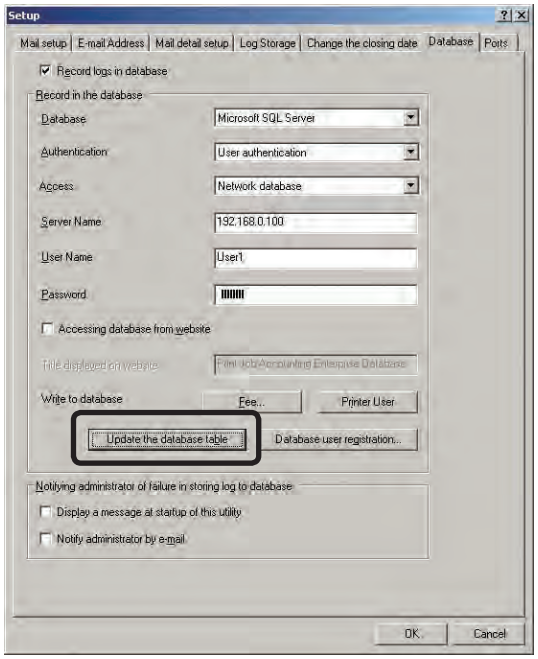


❹ Check the [Record logs in database] check box.



❺ Configure the settings for the database to connect to. For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Click [Update the database table]. When the connection to the set database is successfully established, a window inquiring whether or not to update the database to the newest version is displayed. Click [YES].

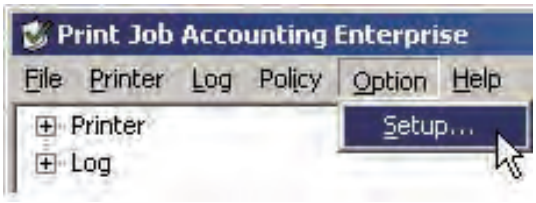


Displaying error messages at server software startup

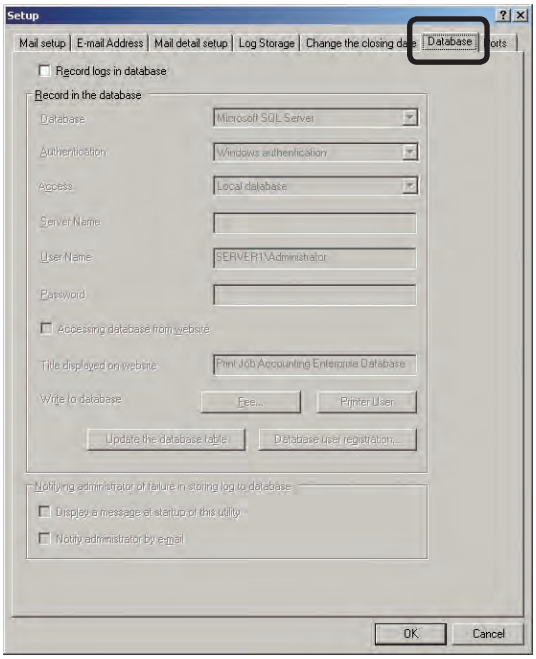
A message can be displayed at startup if additions to the log database fail.

❶ Start the server software.

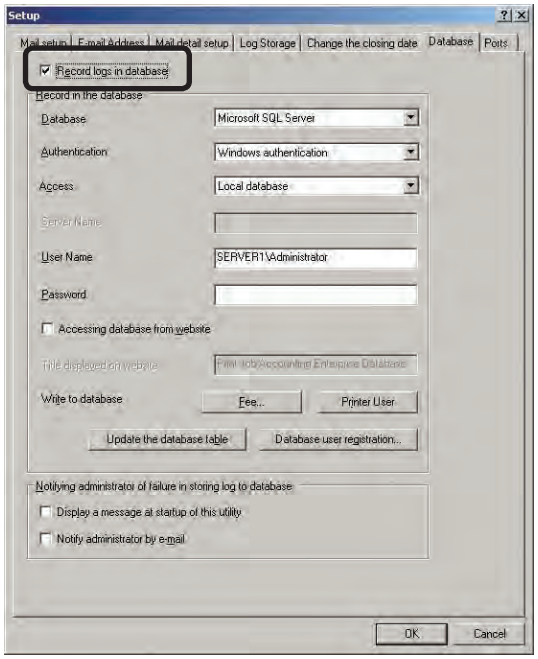
❷ Click the [Option] menu > [Setup].



❸ Display the [Database] tab.

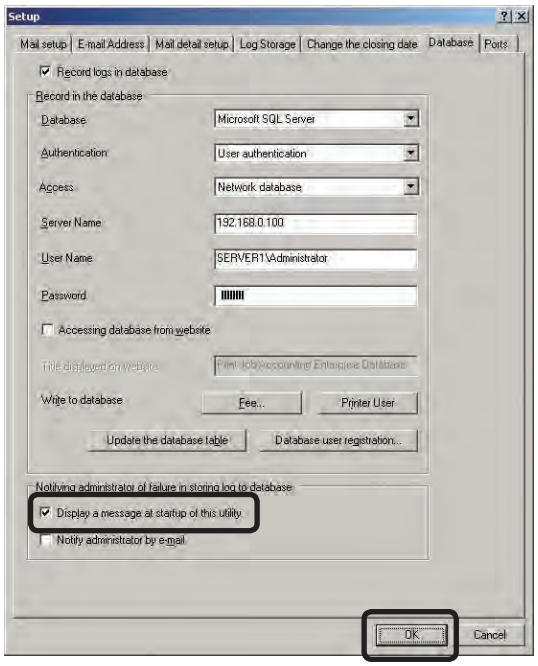


❹ Check the [Record logs in database] check box.



❺ Configure the settings for the database to connect to. For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Display a message at startup of this utility] check box, and click [OK]. When connection to the set database is successfully established, the settings are saved.



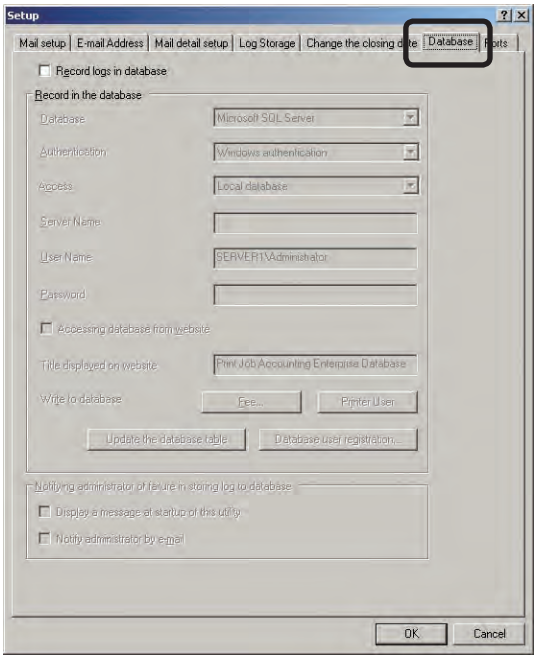
Sending an error notification mail to the administrator

If additions to the log database fail, a mail that contains the error details can be sent once a day to the administrator.

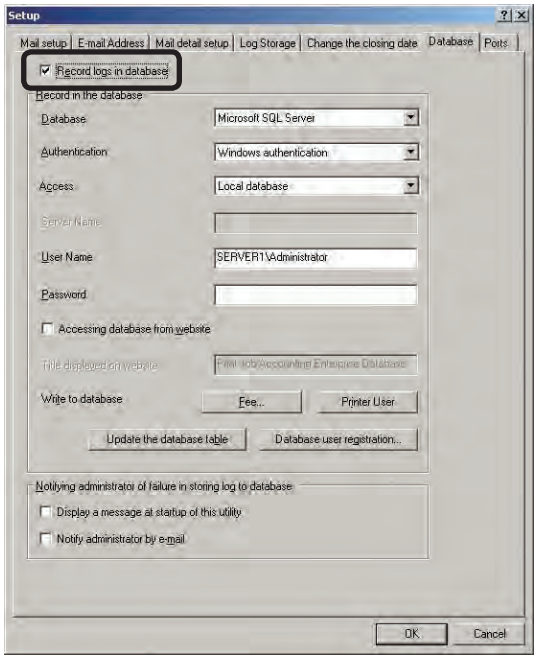
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

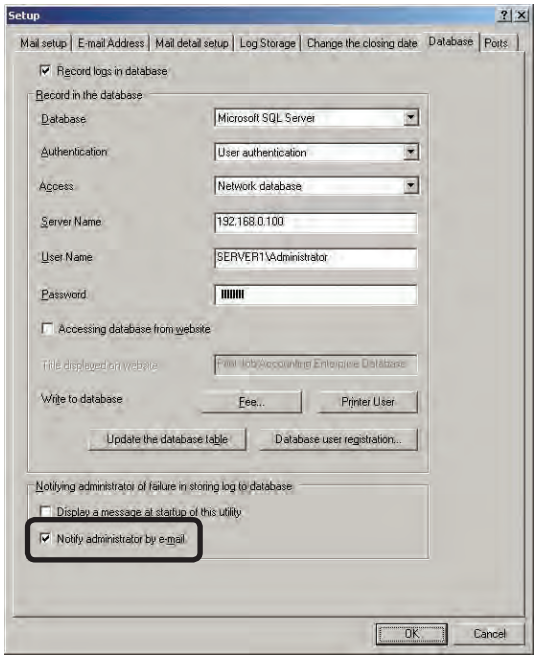


❹ Check the [Record logs in database] check box.



❺ Configure the settings for the database to connect to. For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Notify administrator by e-mail] check box. When connection to the set database is successfully established, the settings are saved.



Note! The outgoing mail server, sender's e-mail address, and administrator's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

Creating a website [Microsoft Windows 7]

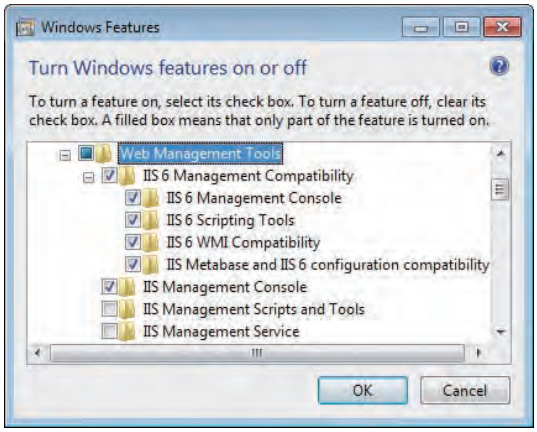
This section explains how to create a website when Microsoft Windows 7 is used as the software.

Installing the internet information service

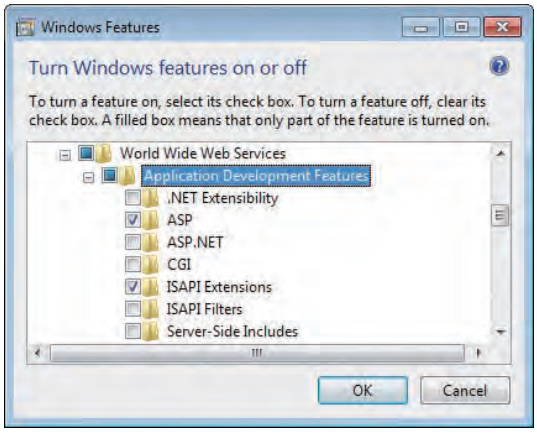
In order to create a website, internet information service needs to be installed in the computer.

❶ Select [Control Panel] > [Program and Features], and select [Turn Windows features on or off].

❷ Check all of the items in [Internet Information Services] > [Web Management Tools] > [IIS 6 Management Compatibility], and check the [IIS 6 Management Console] check box.



❸ Check the [ASP] and [ISASP Extensions] in [Internet Information Services] > [World Wide Web Service] > [Application Development Features].



❹ Check [Windows Authentication] in [Internet Information Services] > [World Wide Web Service] > [Security].

❺ Click [OK].

Configure settings for browsing a Microsoft Access database

In order to browse a Microsoft Access database from a website, "Authenticated Users" need to be added to the [Properties] and [Security] tab in the following folder, and the "Authenticated Users" permissions need to be raised to full control.
(System drive) Windows\temp\

Configure settings for browsing a MySQL database

To browse a MySQL database from a browser, MySQL Connector/ODBC 5.1 needs to be installed. MySQL Connector/ODBC 5.1 can be downloaded from the MySQL website.

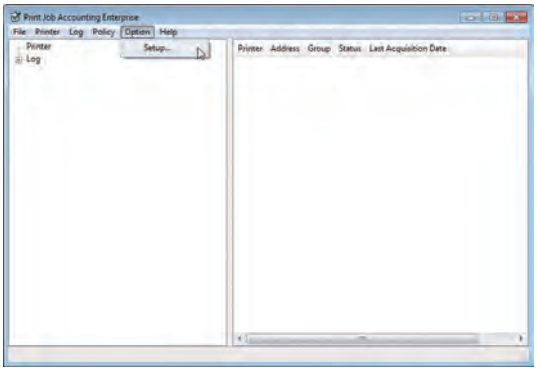
Checking the version of Microsoft SQL Server or Microsoft SQL Server Express

To browse a Microsoft SQL Server database or Microsoft SQL Server Express Edition database from a website, the database version needs to be Microsoft SQL Server 2005 Service Pack 2 or higher, or Microsoft SQL Server 2005 Express Edition Service Pack 2 or higher.

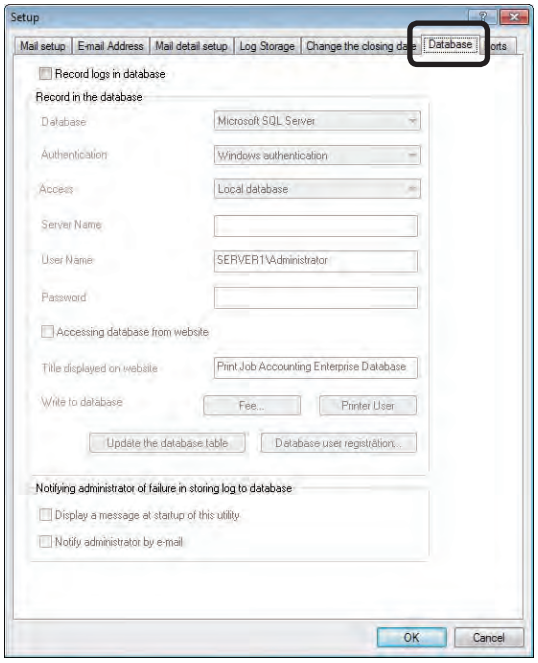
Creating a website

❶ Start the server software.

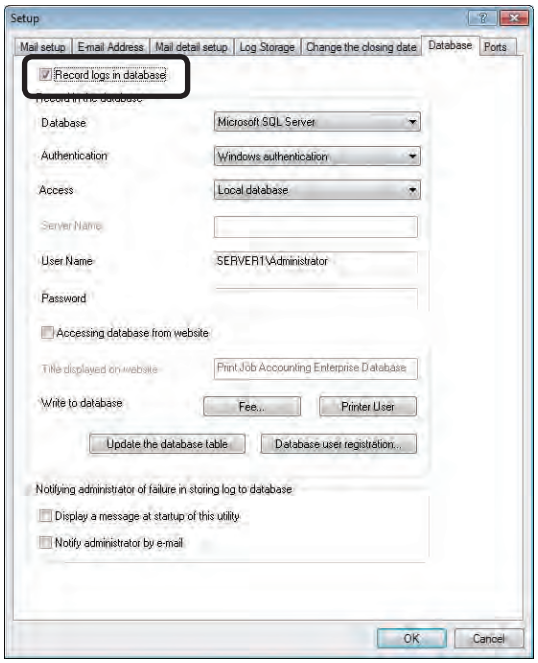
❷ Click the [Option] menu > [Setup].



❸ Display the [Database] tab.

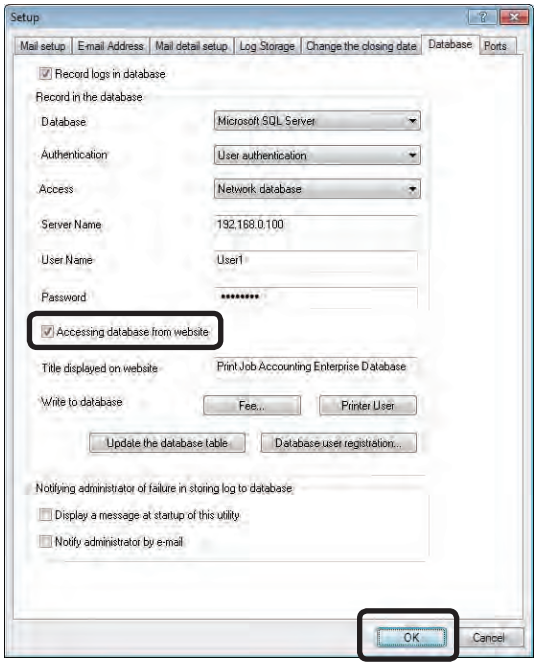


❹ Check the [Record logs in database] check box.

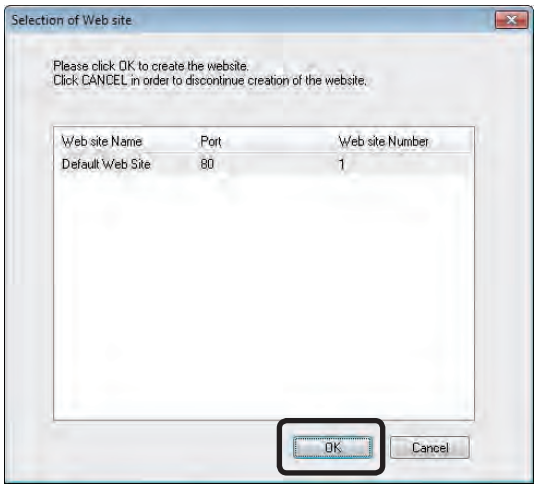


❺ Configure the settings for the database to connect to. For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Accessing database from website] check box, enter the [Title displayed on website], and click [OK].



❼ When the connection is established successfully to the set database, the [Selection of Web site] window is displayed. Select the website, and click [OK].



Setting the website

Configure the settings for accessing the created website from a web browser on the computer. The setting methods differ between when the Windows authentication method is used from the web browser, or the User authentication method is used to access the website.

Accessing using the Windows authentication method

❶ Select [Control Panel] > [Administrative Tools], and open [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Anonymous Authentication], and enable [Windows Authentication].

Note! Be careful when checking [Anonymous Authentication], as any user can browse the database.

Accessing using the User authentication method

❶ Select [Control Panel] > [Administrative Tools], and select [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Windows Authentication].

Creating a website [Microsoft Windows Server 2008]

This section explains how to create a website when Microsoft Windows Server 2008 is used as the software.

Installing the internet information service

In order to create a website, internet information service needs to be installed in the computer.

❶ Select [Administrative Tools] > [Server Manager], and select [roles] > [Add roles].

❷ Select [Web Server (IIS)], and check all of the [Administrative Tools] and [IIS 6 Management Compatibility] items.

❸ Select [Web Server (IIS)], and check all of the [ASP] and [ISASP Extension] items in [Administrative Tools] and [Application Development Features] items.

❹ Select [Web Server (IIS)], and check the [Security] and [Windows Authentication] check boxes.

❺ Click [Install].

Configure settings for browsing a Microsoft Access database

In order to browse a Microsoft Access database from a website, "Authenticated Users" need to be added to the [Properties] and [Security] tab in the following folder, and the "Authenticated Users" permissions need to be raised to full control.
(System drive) Windows\temp\

Configure settings for browsing a MySQL database

To browse a MySQL database from a browser, MySQL Connector/ODBC 5.1 needs to be installed. MySQL Connector/ODBC 5.1 can be downloaded from the MySQL website.

Checking the version of Microsoft SQL Server or Microsoft SQL Server Express

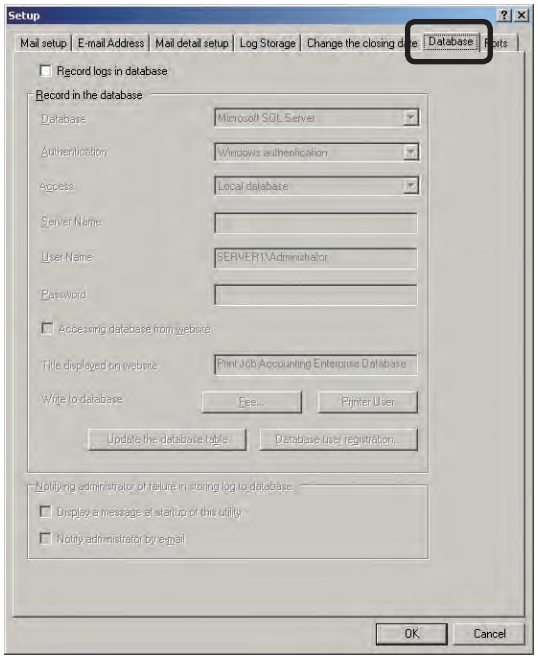
To browse a Microsoft SQL Server database or Microsoft SQL Server Express Edition database from a website, the database version needs to be Microsoft SQL Server 2005 Service Pack 2 or higher, or Microsoft SQL Server 2005 Express Edition Service Pack 2 or higher.

Creating a website

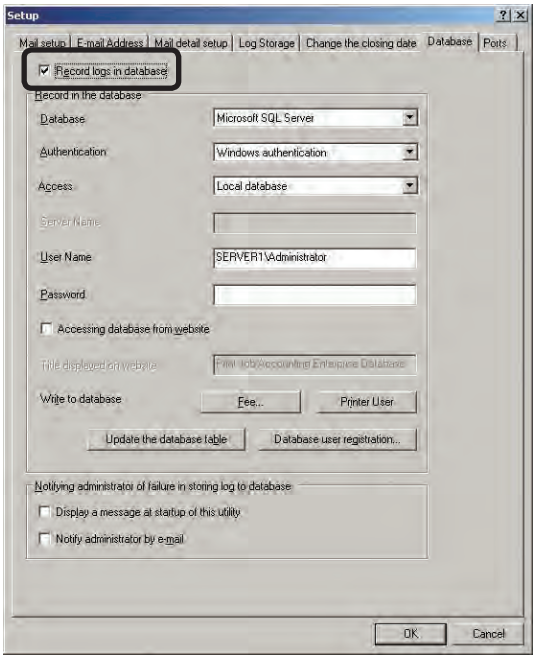
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

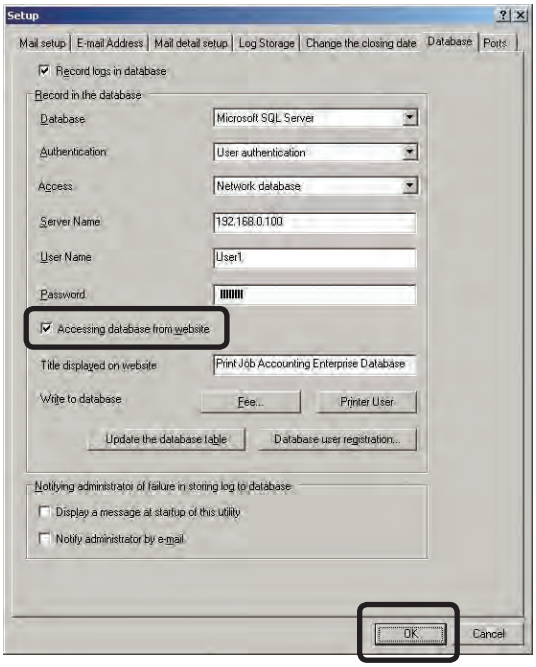


❹ Check the [Record logs in database] check box.

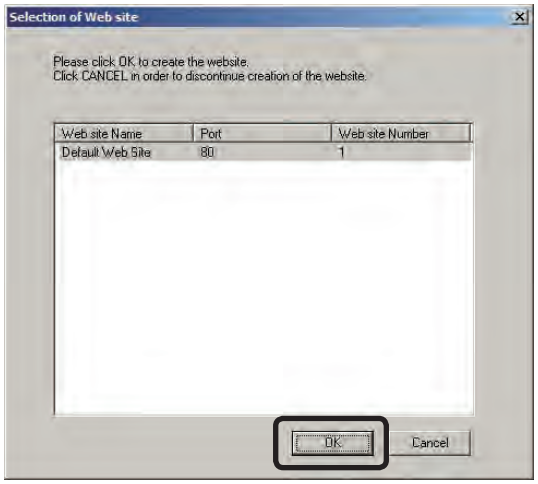


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Accessing database from website] check box, enter the [Title displayed on website], and click [OK].



❼ When the connection is established successfully to the set database, the website selection window is displayed. Select the website, and click [OK].



Setting the website

Configure the settings for accessing the created website from a web browser on the computer.
The setting methods differ between when the Windows authentication method is used from the web browser, or the User authentication method is used to access the website.

Accessing using the Windows authentication method

❶ Select [Control Panel] > [Administrative Tools], and open [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Anonymous Authentication], and enable [Windows Authentication].

Note! Be careful when checking [Anonymous Authentication], as any user can browse the database.

Accessing using the User authentication method

❶ Select [Control Panel] > [Administrative Tools], and select [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Windows Authentication].

Creating a website [Microsoft Windows Vista]

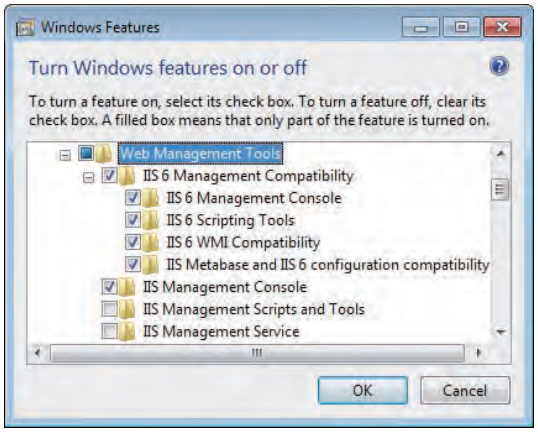
This section explains how to create a website when Microsoft Windows Vista is used as the software.

Installing the internet information service

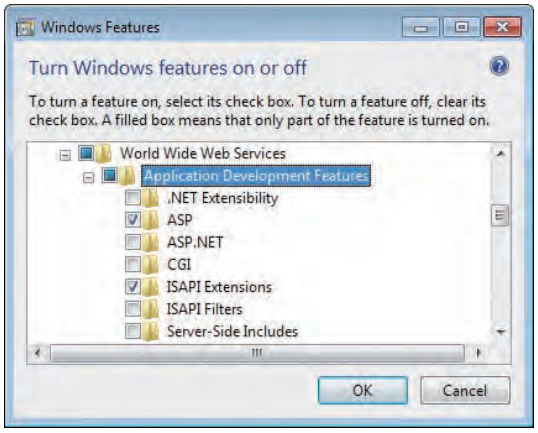
In order to create a website, internet information service needs to be installed in the computer.

❶ Select [Control Panel] > [Program and Features], and select [Turn Windows features on or off].

❷ Check all of the items in [Internet Information Services] > [Web Management Tools] > [IIS 6 Management Compatibility], and check the [IIS 6 Management Console] check box.



❸ Check the [ASP] and [ISASP Extensions] in [Internet Information Services] > [World Wide Web Service] > [Application Development Features].



❹ Check [Windows Authentication] in [Internet Information Services] > [World Wide Web Service] > [Security].

❺ Click [OK].

7

Configure settings for browsing a Microsoft Access database

In order to browse a Microsoft Access database from a website, "Authenticated Users" need to be added to the [Properties] and [Security] tab in the following folder, and the "Authenticated Users" permissions need to be raised to full control.

Window Vista

Select [Control Panel] > [Folder Options] > [View] tab, and when the [Show hidden files, folders and drives] check box is checked in the detailed settings, the following folder is displayed.

(System drive) Windows\ServiceProfiles\NetworkService\AppData\Local\

Window Vista SP1 and subsequent versions

(System drive) Windows\temp\

Configure settings for browsing a MySQL database

To browse a MySQL database from a browser, MySQL Connector/ODBC 5.1 needs to be installed. MySQL Connector/ODBC 5.1 can be downloaded from the MySQL website.

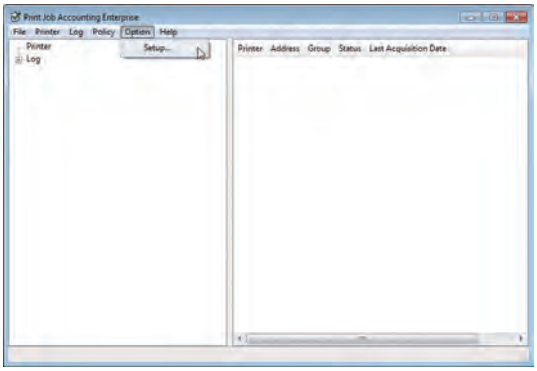
Checking the version of Microsoft SQL Server or Microsoft SQL Server Express

To browse a Microsoft SQL Server database or Microsoft SQL Server Express Edition database from a website, the database version needs to be Microsoft SQL Server 2005 Service Pack 2 or higher, or Microsoft SQL Server 2005 Express Edition Service Pack 2 or higher.

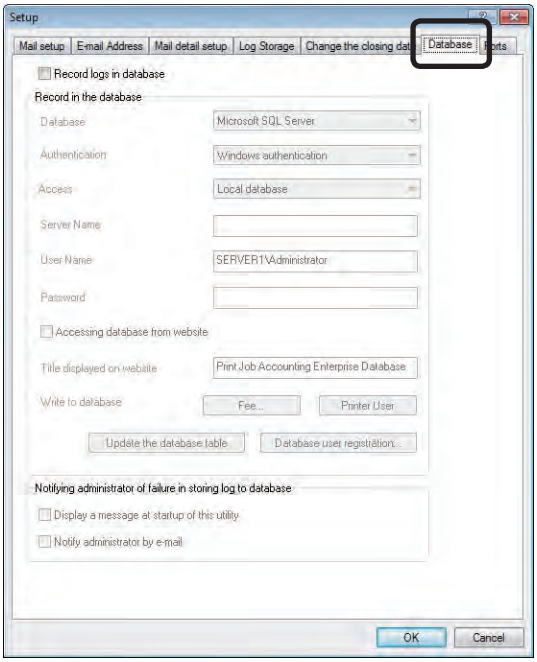
Creating a website

❶ Start the server software.

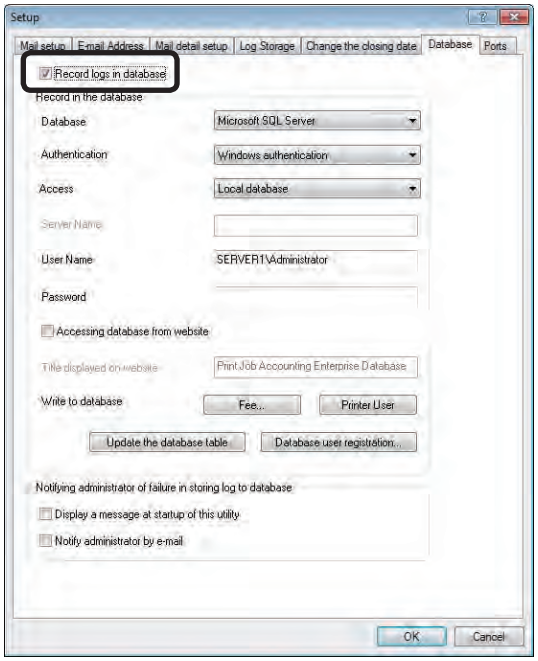
❷ Click the [Option] menu > [Setup].



❸ Display the [Database] tab.

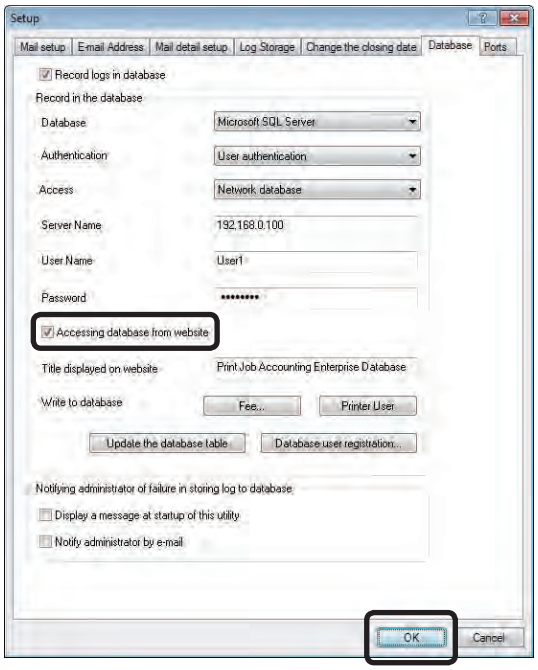


❹ Check the [Record logs in database] check box.

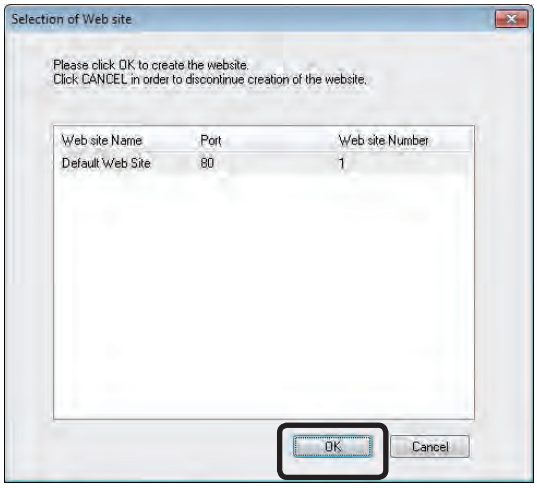


❺ Configure the settings for the database to connect to.
For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Accessing database from website] check box, enter the [Title displayed on website], and click [OK].



❼ When the connection is established successfully to the set database, the website selection window is displayed. Select the website, and click [OK].



Setting the website

Configure the settings for accessing the created website from a web browser on the computer. The setting methods differ between when the Windows authentication method is used from the web browser, or the User authentication method is used to access the website.

Accessing using the Windows authentication method

❶ Select [Control Panel] > [Administrative Tools], and open [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Anonymous Authentication], and enable [Windows Authentication].

Note! Be careful when checking [Anonymous Authentication], as any user can browse the database.

Accessing using the User authentication method

❶ Select [Control Panel] > [Administrative Tools], and select [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, and click [Authentication].

❸ Disable [Windows Authentication].

Creating a website [Microsoft Windows Server 2003, XP, 2000]

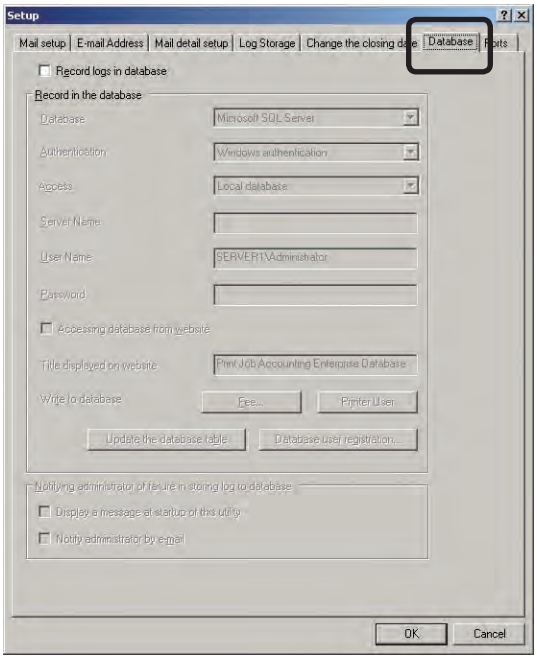
This section explains how to create a website when Microsoft Windows Server 2003, XP, or 2000 is used as the software. In order to create a website, internet information service needs to be installed in the computer.

Creating a website

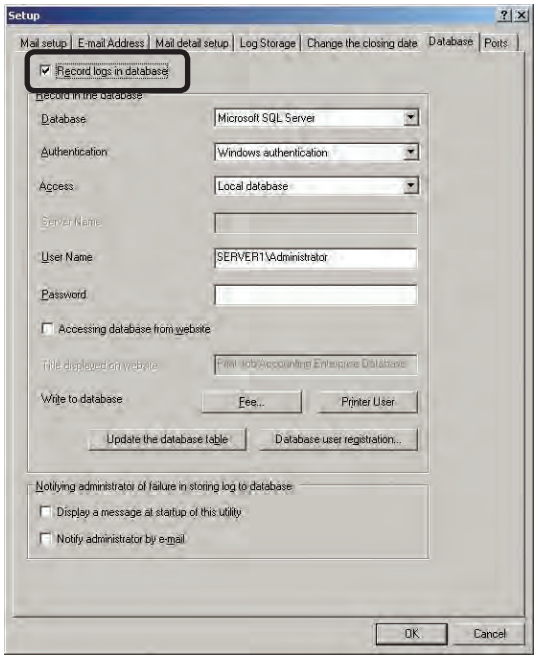
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

❸ Display the [Database] tab.

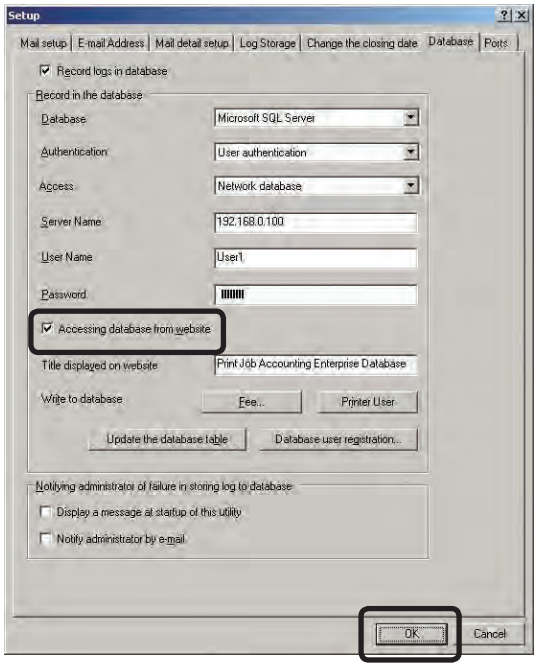


❹ Check the [Record logs in database] check box.

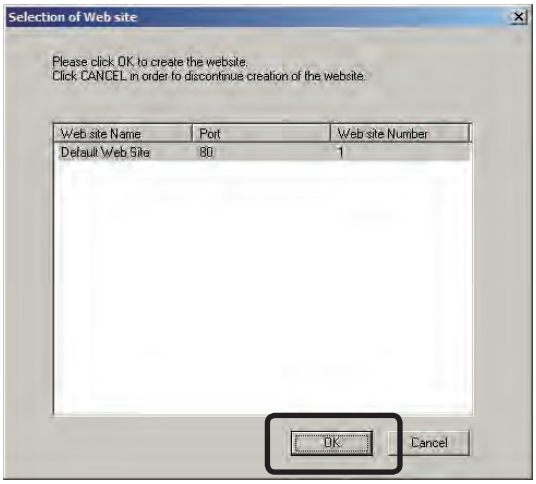


❺ Configure the settings for the database to connect to. For details on the settings of the connected database, see "Settings for connecting to the database" (page 143).

❻ Check the [Accessing database from website] check box, enter the [Title displayed on website], and click [OK].



❼ When the connection is established successfully to the set database, the website selection window is displayed. Select the website, and click [OK].



Setting the website

Configure the settings for accessing the created website from a web browser on the computer. The setting methods differ between when the Windows authentication method is used from the web browser, or the User authentication method is used to access the website.

Accessing using the Windows authentication method

❶ Select [Control Panel] > [Administrative Tools], and select [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, right-click, and click [Properties].

❸ When the [Directory Security] tab is displayed, click [Anonymous access and authentication control] > [Edit] button.

❹ When the window is displayed, uncheck the [Anonymous access] check box, and check the [Windows Comprehensive authentication] check box.

Note! Be careful when checking [Anonymous access], as any user can browse the database.

Accessing using the User authentication method

❶ Select [Control Panel] > [Administrative Tools], and select [Internet Information Service (IIS) Manager].

❷ When the window is displayed, select the [JALogDB] website, right-click, and click [Properties].

❸ When the [Directory Security] tab is displayed, click [Anonymous access and authentication control] > [Edit] button.

❹ When the window is displayed, uncheck the [Windows Comprehensive authentication] check box.

Browsing the database from the website

❶ Connect to the website URL from a web browser. The following methods can be used to specify the URL.
When the server software is installed on the computer
http://localhost/JALogDB/
When the server software is installed on a different computer
http://(Computer IP address)/JALogDB

❷ When the website is displayed, select the authentication method. The following authentication methods are available.

Window Auth

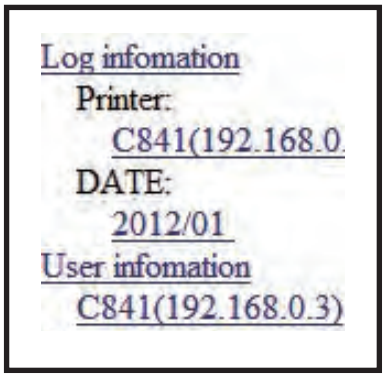
This is the Windows authentication method. This can be used when connecting to Microsoft SQL Server or Microsoft SQL Server Express Edition. When [Window Auth] is selected, the PC in which the server software is installed and PC in which the database is installed need to be registered to the same domain.

User Login

This method authenticates users that are registered in the database. Enter the [Account] and [Password].

❸ Click the [Login] button.

❹ The display window of the log registered in the database is displayed. The following operations can be performed in the log display window.



Displaying a specific printer log

When the printer name (IP address) is clicked in the [Printer] section of the selection window, the log of the printer whose IP address is selected in the details window is displayed.

Displaying a log from a specific obtain date

When the date is clicked in the [Date] section of the selection window, the log from the obtain date selected in the details window is displayed.

Aggregating displayed logs by printer

Click [Printer] in the [Export by] section of the detail window, and the displayed logs are aggregated according to the printer.

Aggregating displayed logs by Job Account IDs

Click [User ID] in the [Export by] section of the detail window, and the displayed logs are aggregated according to the Job Account IDs.

Aggregating displayed logs by user name

Click [User name] in the [Export by] section of the detail window, and the displayed logs are aggregated according to the user name.

Aggregating displayed logs by date

Click [Date] in the [Export by] section of the detail window, and the displayed logs are aggregated according to the date.

Displaying user information

When [User information] is clicked in the selection window, the user information recorded in the database is displayed.

Displaying fee information

When [Cost information] is clicked in the selection window, the fee information recorded in the database is displayed.

Memo

8. Fees

Creating fee charge definitions 176
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8. Fees

Fees are used to request cost burdens from the user according to the status of use.
In the Print Job Accouting, fees can be defined in fine detail, such as the number of prints, print paper size, and length of possession.

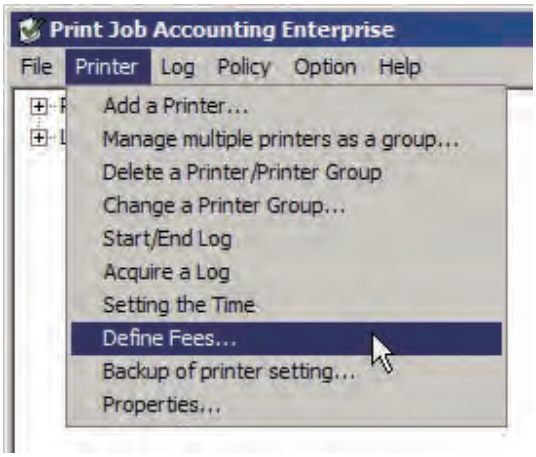
Note! The window and setting contents differ depending on the printer model.

Creating fee charge definitions

Creating a definition

❶ Start the server software.

❷ Select [Printer] menu > [Define Fees].



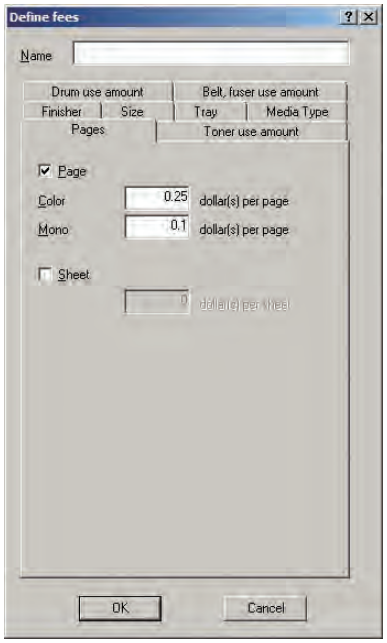
❸ Click [Add].

Memo The initial settings definition shows a rough guide to the running costs calculated from the standard prices of various consumables and the number of prints over the lifetime for each model.

❹ Enter the name of the definition to be created in [Name].

❺ Click the tabs of the items that you want to set, and configure the settings.

Page tab

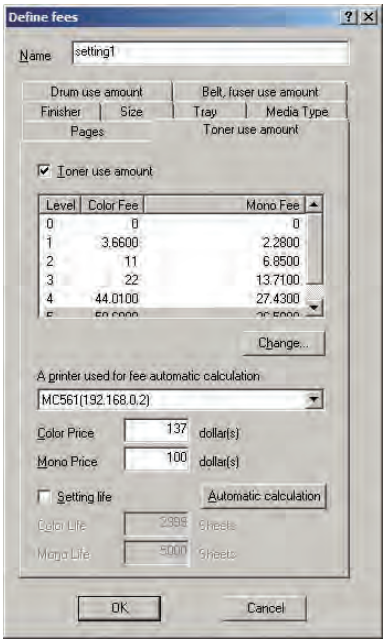


The fees for one print based on the the total number of prints and print pages can be set. In the print pages, color printing and monochrome printing can be set separately.

① Check [Page], and then enter the fees for [Color] and [Mono].

② Check [Sheet], and enter the fees.

Toner use amount tab



Set to apply fees for the amount of toner used.

To apply fees for the amount of toner used, check the [Toner use amount] check box, and set the fee charges for the amount of toner used at each level per page.

To set the fee charges per page for each level, select the level that you want to set from the list, click the [Change] button, enter the fee charge per page in the [Color Fee] field and [Mono Fee] field in the cost change window, and click [OK].

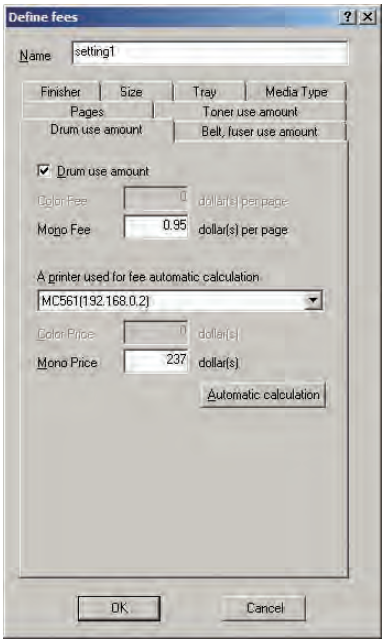
To automatically calculate the fee charges, select the printer in which automatic calculation will be used from [A printer used for fee automatic calculation], and enter the color toner price in the [Color Price] field and monochrome toner price in the [Mono Price] field. When there are two types of toner and the large capacity type of toner is used, check the [Large Capacity] check box and click [Automatic calculation].

According to the type of printer, the [Setting life] check box is displayed instead of the [Large Capacity] check box. To set the toner lifespan and automatically calculate the cost, check the [Setting life] check box, and enter [Color life] and [Mono life]. When [Setting life] is not checked, the [Do you want to acquire the information of the toner installed in the printer?] message is displayed. Check that the printer power is ON, and click [Yes]. When [No] is clicked or if information cannot be obtained from the printer, toner information from when the printer was registered is used for the automatic calculation.

When large capacity and standard toners are mixed, calculations are based on the large capacity toners.

For details on the toner usage level, see [Items that can be aggregated] - [Toner].

Drum use amount tab

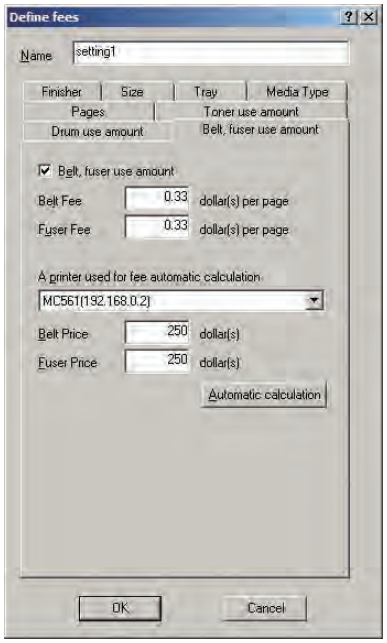


Set to apply fees for the amount of drum used.

To apply fees for the amount of drum use, check [Drum use amount], and enter fees for color drum use per 1 A4 size page in the [Color Fee] field, and enter fees for the monochrome drum use per 1 A4 size page in the [Mono Fee] field.

To automatically calculate the fees, select the printer to use from [A printer used for fee automatic calculation], enter the color drum price in the [Color Price] field and monochrome drum (or 4-color combined unit drum) price in the [Mono Price] field, and click [Automatic calculation]. For 4 color combined unit drum, the [Color Fee] and [Color Price] fields cannot be entered.

Belt, fuser use amount tab

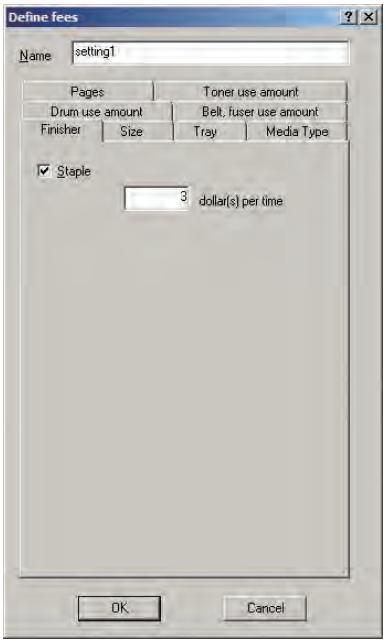


Set to apply fees for the amount of belt and fuser used.

To apply fees for the amount of belt and fuser use, check [Belt, fuser use amount], and enter fees for belt use per 1 A4 size page in the [Belt Fee] field, and enter fees for the fuser use per page in the [Fuser Fee] field.

To automatically calculate the fees, select the printer to use from [A printer used for fee automatic calculation], enter the belt price in the [Belt Price] field and fuser price in the [Fuser Price] field, and click [Automatic calculation].

Finisher tab

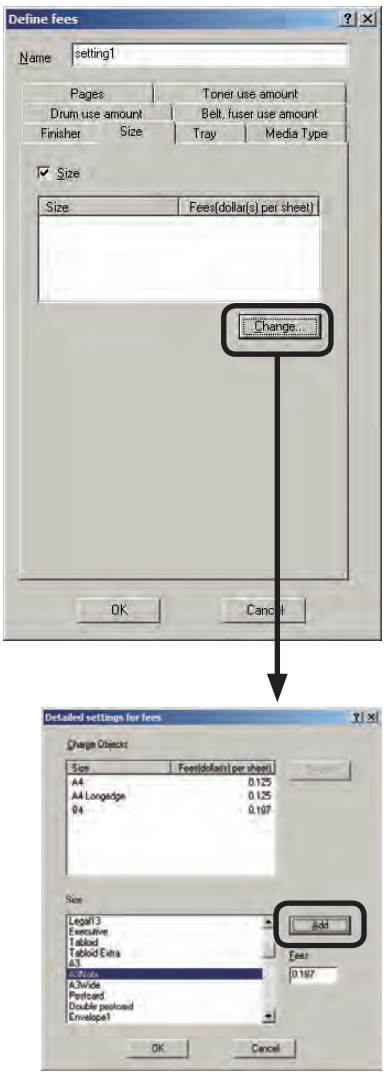


When the optional finisher is installed, set the fee for each time that the stapler is used.

① Check [Staple], and enter the fees.

Size tab

Fees can be set for 1 page of each paper size.
Fees can also be applied just to specific sizes.



① Check [Size], and click [Change].

② In the [Detailed setting for fees] window, select the size to apply fees to from [Size], and enter the fee charges.

③ Click [Add].

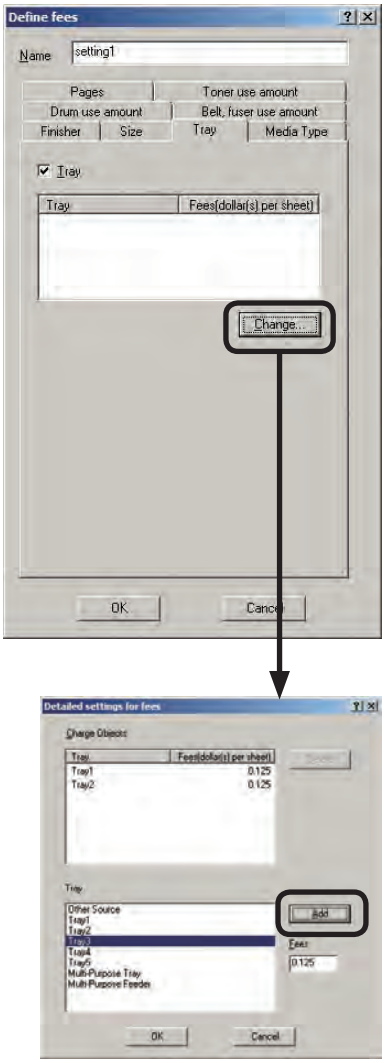
④ Repeat steps ② and ③, and add the sizes that require fees.

⑤ When all required sizes are added, click [OK].

Note! A4, B5, letter, 16K 184×260mm, 16K 195×270mm and 16K 197×273mm are different paper sizes with longitudinal feed and cross feed. When cross feed is used, add A4 horizontal, B5 horizontal, A5 horizontal, letter horizontal, 16K 184×260mm horizontal, 16K 195×270mm horizontal, and 16K 197×273mm horizontal.

Tray tab

Fees can be set for 1 page from each used tray.
Fees can also be applied just to specific trays.



① Check [Tray], and click [Change].

② In the [Detailed setting for fees] window, select the tray to apply fees to from [Tray], and enter the fee charges.

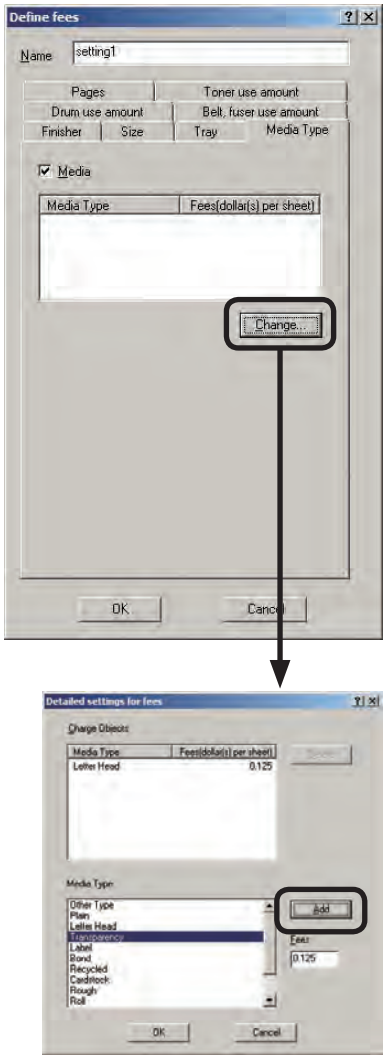
③ Click [Add].

④ Repeat steps ② and ③, and add the trays that require fees.

⑤ When all required sizes are added, click [OK].

Media Type tab

Fees can be set for 1 type of each paper size.
Fees can also be applied just to specific paper types.



① Check [Media], and click [Change].

② In the [Detailed setting for fees] window, select the paper type to apply fees to from [Media type], and enter the fee charges.

③ Click [Add].

④ Repeat steps ② and ③, and add the paper types that require fees.

⑤ When all required sizes are added, click [OK].

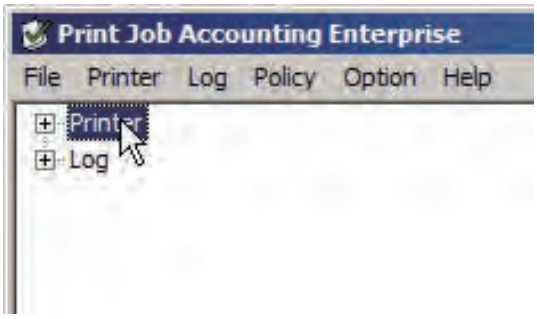
❻ Click [OK].

❼ Click [End].

Setting printer fee definitions

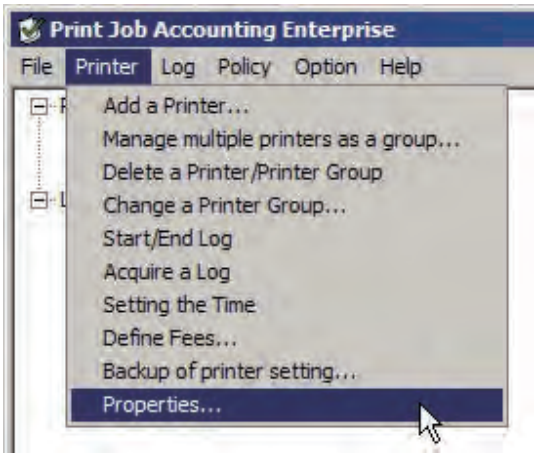
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

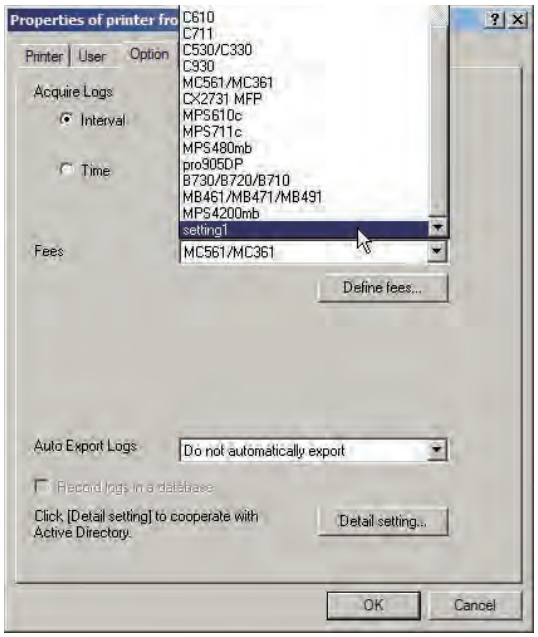


❸ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.



❹ Select the fee charges definition to be used from the [Option] tab > [Fees], and click [OK].

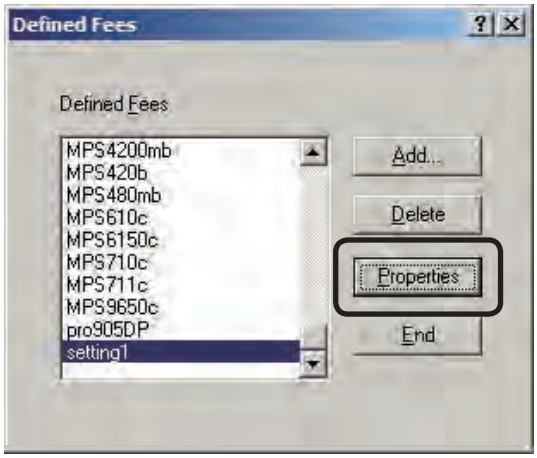


Changing fee charge definitions

❶ Start the server software.

❷ Select [Printer] menu > [Define Fees].

❸ Select the definition name that you want to change, and click [Properties].



❹ Change the settings in the [Define Fees] window, and click [OK].

For details on the setting items, see "Creating fee charge definitions" (page 176).

Memo When the name is changed, it is registered as a new definition. The previous settings remain under the former definition name.

❺ Click [End].

Deleting fee charge definitions

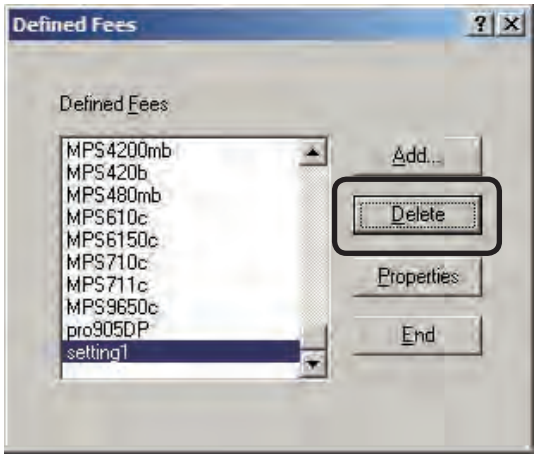
Note! • Initial setting definitions cannot be deleted.

• When the definition set in the current printer is deleted, it is replaced with the initial settings definition.

❶ Start the server software.

❷ Select [Printer] menu > [Define Fees].

❸ Select the definition name that you want to delete, and click [Delete].



❹ Click [End].

9. Operating the Log

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9. Operating the Log

This section explains settings for acquiring the log, and operations such as displaying or deleting the log.

What is the Log?

In Print Job Accouting, various information about print jobs such as who, when, and which printer was used for print jobs is stored on the printer built-in hard disk or flash memory. This information is called the log. The server software acquires the log from the printer according to a set schedule.
By logging this information, it is possible to check how much individuals are printing, and how much a specific printer is being used.

Note!
- A log entry is made when one or more sheets are printed. Furthermore, log entries are made when printing is rejected, or when a job is cancelled because color printing is rejected.
- However, log entries are not made when the printer power is turned OFF during processing or printing, or if printing cannot be performed because the printer has an error.

Acquiring the Log

Information that can be acquired

Information that can be acquired as a log is as shown below.

Note! The information that can be acquired differs depending on the printer model or whether options are used.

Item	Details
Printer	The printer name and connection destination displayed in the log. This is displayed when all printer logs are displayed.
Date	The date of the displayed log. This is displayed when logs from all dates are displayed.
Log No. *1	The log number. Assigned for each month starting from 1.
Job Account ID	The Job Account ID set in the client computer that executed the printing job, or the PIN ID entered into the control panel.
User	User name set in the client computer that executed the printing job.
Login Name	Login name of the client computer that executed the print job.
Document Name	Name of the printed document. If the document name contains a " symbol, the " symbol is replaced with a one-byte space. In some cases, the correct document name cannot be acquired.
Application	Name of the application used to execute the print job.

Item	Details
Fees	Fees incurred for the print job.
Host Name	Name of the client computer that executed the print job.
Port	Name of the port used for printing. When using over a network, the IP address of the client computer is displayed.
Total Sheets	Number of sheets printed.
Pages	Number of pages printed. When duplex printing is used, one sheet is counted as two pages. This number is the actual number of printed pages as opposed to the document page number. For example, when a 6 page document is printed using 2-UP printing, the number of pages is 3 pages.
Status	The job processing result. • Completed: Job completed normally. • Canceled: Job cancelled by user operation. (For printing, when one or more sheets are printed) • Aborted: Job cancelled by a reason other than the user operation. • Abnormal Completed: Job completed abnormally.
Detailed Status	• Log Buffer Full: Job cancelled because the printer log buffer is full. • Access Control: Job cancelled by use restrictions. • Memory Over Flow: Job cancelled by memory overflow. • Color Control: Job cancelled by use restriction (Disable Color Printing). • Mono Printing (Color limited): Job printed in monochrome due to use restriction (Disable Color Printing). • Lip Error: Job cancelled by lip error.
Paper Size*1	Size of the printed paper. If a there are multiple paper sizes used in the same print job, this item is displayed over a number of lines.
Media Type *1 *2	Type of the printed paper. If a there are multiple paper types used in the same print job, this item is displayed over a number of lines.
Media Weight *1 *2	Thickness of the printed paper. If a there are multiple paper thicknesses used in the same print job, this item is displayed over a number of lines.
Duplex *1	This distinguishes between single-sided or duplex printing. If both single-sided and duplex printing used in the same print job, this item is displayed over a number of lines.

Item	Details
Sheets *1	When one print job is displayed over a number of lines, the number of printed sheets is displayed on each line.
Color *1	Number of color pages printed. When one print job is displayed over a number of lines, the number of pages is displayed on each line.
Mono *1	Number of monochrome pages printed. When one print job is displayed over a number of lines, the number of pages is displayed on each line.
N-up	Displays how many pages of data are reduced and printed within the printing range of 1 page.
Toner	The level of toner (toner usage density for each A4 size page) used for each color is displayed as one of the following 6 levels, from 0 to 5. Level — Density of the amount of toner used 0 — 0% 1 — ~5% 2 — ~15% 3 — ~30% 4 — ~60% 5 — 61%~
Drum	Amount of drum used for each color (converted to amount of drum used for each A4 size page). The amount of drum use of a 4-in-1 color drum unit is displayed is drum (K).
Belt	Amount of belt used (converted to the amount of belt used for each A4 size page)
Fuser	Amount of fuser used (amount of fuser used for each page)
Staple	When the optional finisher is installed, this shows the number of times the stapler is used.
Log Acquire Time *2	The time at which the server software acquired the log.
Start Time *2 *3	Time at which the printer received the job.
Process Start Time *2 *3	Time at which the printer started processing.
Process End Time *2 *3	Time at which the printer ended processing.
Print Start Time *2 *3	Time at which the printer started printing.
End Time *2 *3	Time at which the printer ended printing.
Processing Off-line Time *2	The time during which printer processing stopped due to an error such as a paper jam during processing, paper size error, or no paper, or the amount of time (seconds) the printer is set to offline on the control panel.

Item	Details
Printing Off-line Time *2	The time during which printer processing stopped due to an error such as a paper jam during printing, paper size error, or no paper, or the amount of time (seconds) the printer is set to offline on the control panel.
Tray1 *2	Number of sheets supplied from tray 1.
Tray2 *2	Number of sheets supplied from tray 2.
Tray3 *2	Number of sheets supplied from tray 3.
Tray4 *2	Number of sheets supplied from tray 4.
Tray5 *2	Number of sheets supplied from tray 5.
Multi-purpose Tray *2	Number of sheets supplied from the multi-purpose tray/manual feeding tray.
Multi-purpose Feeder *2	Number of sheets supplied from the optional multi-purpose feeder.
300dpi *2	Number of pages printed at 300dpi.
600dpi *2	Number of pages printed at 600dpi.
1200×600dpi *2	Number of pages printed at 1200 x 600dpi.
1200dpi *2	Number of pages printed at 1200dpi.
2400×600dpi	Number of pages printed at 2400 x 600dpi.
Color Scan Page	Number of pages scanned in color.
Mono Scan Page	Number of pages scanned in monochrome
Scan Page Print Status	Indicates whether the scanned pages are printed. • Scan Job Print: Number of scan jobs that are accompanied with printing. • Scan Job No Print: Number of scan jobs that are not accompanied with printing.
Job ID	Number used to identify the job. When multiple logs are generated for the same job, the ID number is the same.

Item	Details
Function	• Print: Print job. • Fax receive print: Fax receive print job. • PC Scan: PC scan job. • Push Scan: Push scan job. • Scan to network PC: Scan to network PC job. • Scan to e-mail: Scan to e-mail job. • Fax send: Fax send job. • Copy: Copy job. • Scan to USB memory: Scan to USB memory job. • Scan to Internet Fax: Scan to Internet fax job. • Scan to Fax Server: Scan to Fax Server job. • Send Fax from PC: Send Fax from PC job. • Printing from a saved Fax: Printing job from a saved Fax. • E-mail receive printing: Printing job for a received e-mail. • Printing from USB Memory: Printing job from USB memory. • Printing from Control Panel: Printing job from the control panel. • Other scans: Other scan jobs.
Service	Name of the service. • Print: Print processing log. • Scan: Scan processing log. • Fax: Fax processing log. • PC Scan: PC scan processing log. • PC Fax: Fax send from PC processing log. • E-mail: Receiving or sending e-mail processing log. • Server: Log of file save process to network PC. • USB memory: Log of file save process to USB memory.
Scan Page Size	Size of the scanned document.
Communication Time	Time required to send or receive a fax.
Destination	When the service is Fax or PC Fax, this is one of the following: Telephone number of the Fax source or destination, recipient ID, or equipment information. If the service is a server, this is the file save destination folder. When the service is a USB memory, this is fixed as USBMEM01. When the service is an e-mail, this is the e-mail address of the sender or receiver.

Item	Details
Communication Mode	This is the type of communication, Fax or e-mail. • Send: Fax send job. • Receive: Fax receive job. • Send to multiple recipients: Fax send job to multiple recipients. • Send from PC: Fax send job from a PC. • Send to multiple recipients from a PC: Fax send job to multiple recipients from a PC. • E-mail send: E-mail send job. • Send e-mail to multiple recipients: E-mail send job to multiple recipients.
Manual	Turns "ON" when a fax is transmitted manually.
Time Specified	Turns "ON" when the time is specified in a fax.
Polling	Turns "ON" when polling transmission is used in a fax.
F-Code	Turns "ON" when F code transmission is used in a fax.
Call/Receipt	Call: Indicates when the receiver is called by fax. Receipt: Indicates when a call is received from the sender fax.
Fax Forwarding	Turns "ON" when a fax is forwarded.
Communication page	Number of pages sent or received by fax.
Service Code	Fax transmission error code.

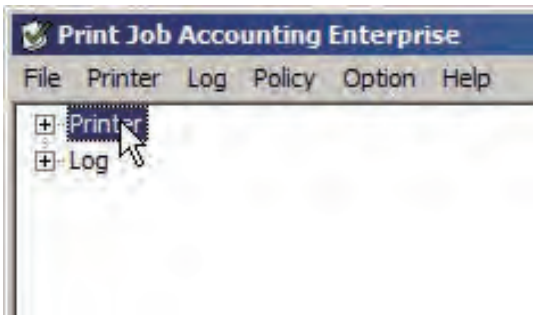
*1 When multiple lines are displayed, items other than this main item are displayed as blank spaces in the second and subsequent lines.
*2 This item is not displayed in the default settings.
*3 If the time is not notified to the printer, this remains blank.

Changing the log acquisition interval and time

The interval and time at which the server software acquires the log can be changed.

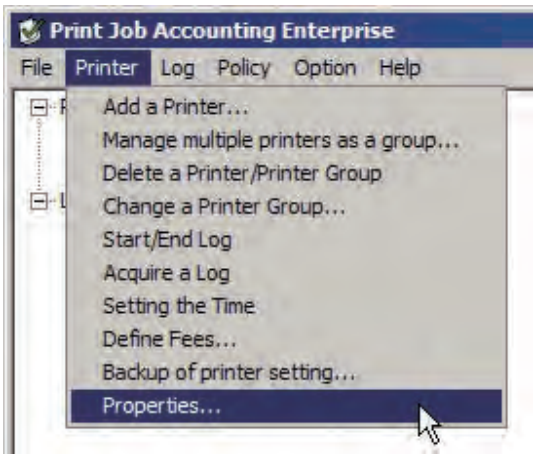
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.



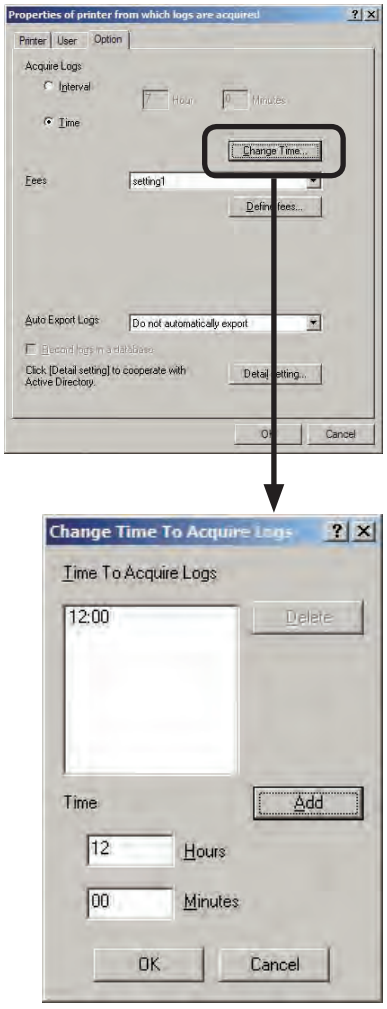
❸ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.



❹ In the [Option] tab, change [Acquire Logs].

Note! Always set a time when the computer in which the server software is set up and printer power are both switched ON. The log cannot be acquired if the power is not ON.



Interval

Set the interval when the log is acquired over a fixed time. The maximum interval time that can be set is 24 hours. The default setting is set as an optimized value detected from the state of the printer. If the interval is set to a time that is longer than the default settings, some of the logs may not be acquired.

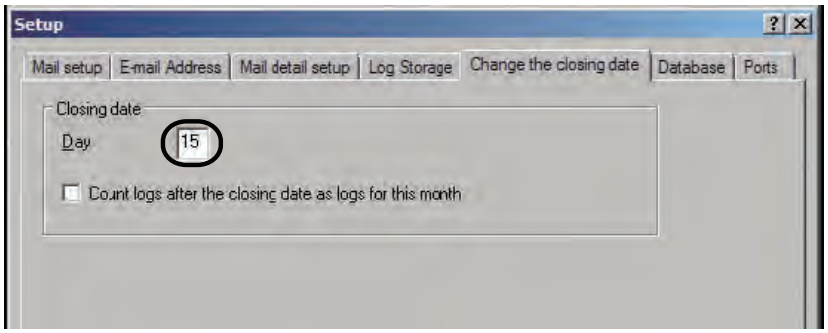
Time

Set the specific time. Click [Change Time], and add the time to the [Change Time To Acquire Logs] window. Up to 5 acquisition times can be added. After adding, click [OK].

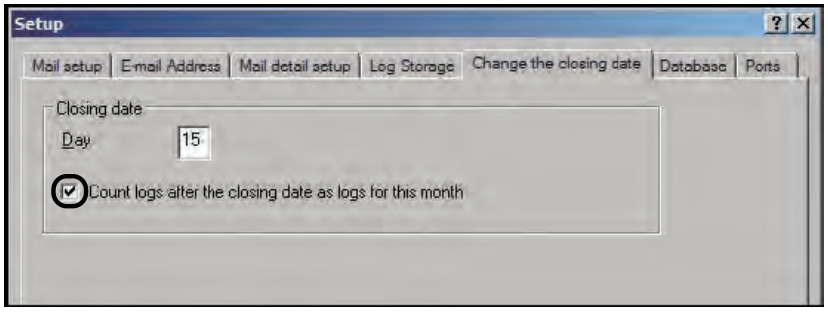
❺ Click [OK].

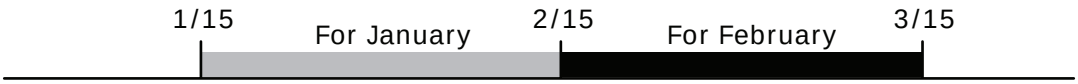
Changing the deadline

The deadline date on which the log is collected can be set.
The log contents up to the set deadline date are counted for the month.
E.g) If the deadline is set for the 15th, the contents from the 16th of the previous month to the 15th of this month are collected in the log.



When [Count logs after the closing dates as logs for this month] is checked, the logs for the day after the set deadline are counted in the current month.
E.g) When the deadline is set for the 15th and [Count logs after the closing dates as logs for this month] is checked, logs from the 16th of this month to the 15th of the following month are collected in the log for this month.





❶ Select [Option] menu > [Setup].

❷ Click the [Change the closing data] tab.

❸ Enter the date that you want to set as the deadline date.

❹ Click [OK].

Immediately acquiring the log

The log can be acquired immediately irrespective of the log acquisition schedule.

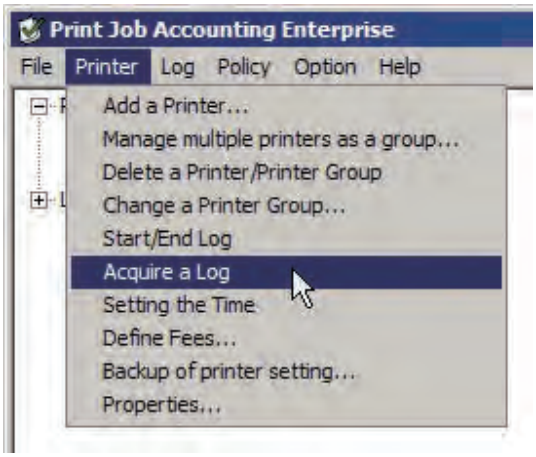
❶ Check that the printer power is ON.

❷ Start the server software.

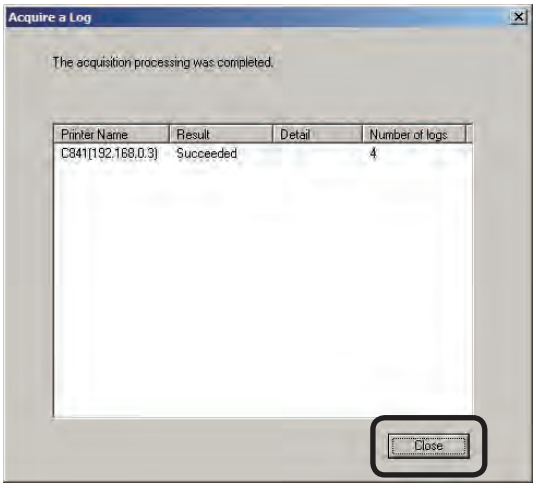
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Acquire a Log].

Memo Multiple printers can be selected.



❺ Click [Close] in the acquisition results window.



Memo When the log is being displayed, select the [Log] menu > [Refresh Display] to refresh the log display.

Notifying the printer of the time

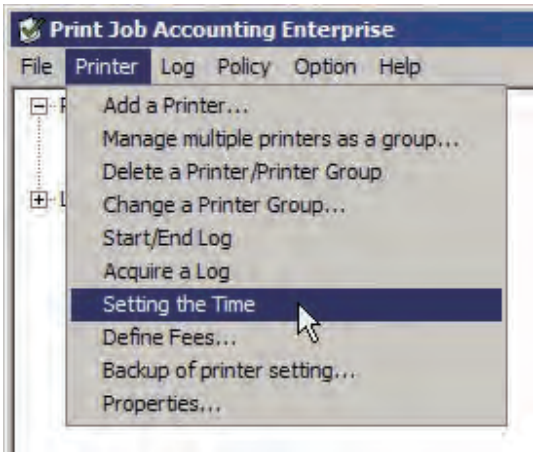
As some printer models do not have a built-in clock, the server software notifies the printer of the time every hour when the log is acquired. Therefore, when the printer power is turned OFF/ON, the time information cannot be logged until the printer is notified of the time. In this case, the time can be notified manually to the printer.
The time notified to the printer is the time in the computer in which the server software is set up.

❶ Check that the printer power is ON.

❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

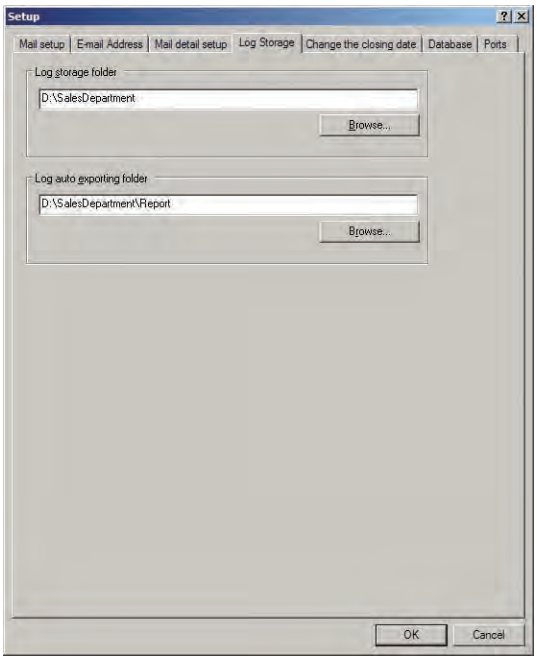
❹ Select the printer, and then select the [Printer] menu > [Setting the Time].



❺ Click [OK] in the completed window.

Changing the log save location

The folder in which the acquired log is saved and the folder to which the log is automatically written can be specified.



❶ Start the server software.

❷ Select [Option] menu > [Setup].

❸ Click the [Login Storage] tab.

❹ Click [Browse].

❺ Select the folder that you want to save, and click [OK].

❻ Click [OK].

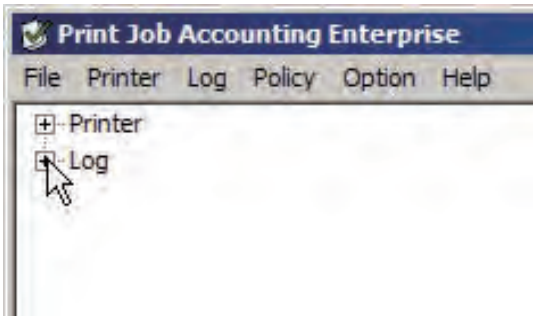
Displaying the Log

The log can be displayed according to printer or date. One log is divided by each category and displayed, so you can display or delete logs according to requirements. When printers are managed in groups, the log can be displayed as a group.

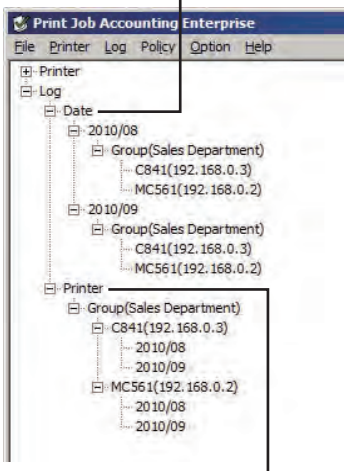
Displaying the Log

❶ Start the server software.

❷ Click the plus mark on the left side of [Log] in the selected window.
The log tree opens.



❸ Using the same operations as in step ❷, open [Printer] and [Date] in the tree.



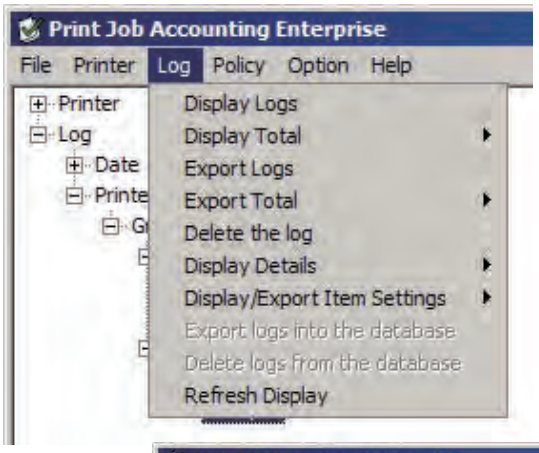
Displaying logs by date

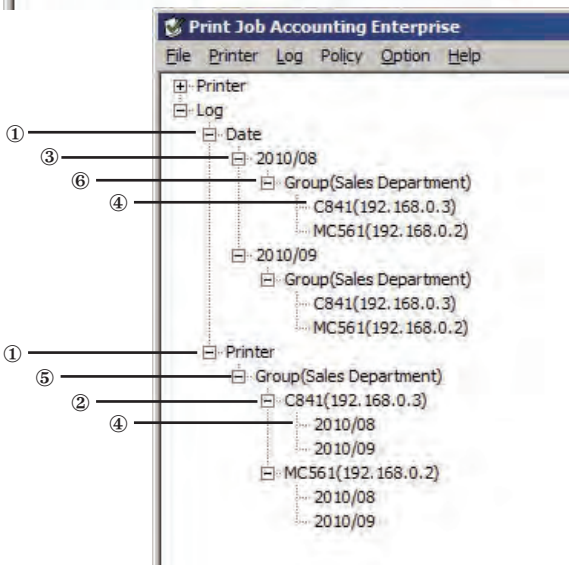
Displaying logs of all printers belonging to a group

Displaying individual printer logs

Display logs by printer group or by individual printer

❹ Select the log that you want to display, and select the [Log] menu > [Display Logs].





① Displaying all logs for all printers

In the selection window, select [Log] > [Printer] or [Log] > [Date] to display the log.

② Displaying all logs for specific printers

In the selection window, select [Log] > [Printer] > [Printer Name] to display the log.

③ Displaying all logs for a specific month

In the selection window, select [Log] > [Date] > [XXXX/YY] (XXXX is the year, YY is the month) to display the log.

④ Displaying all logs for specific printers in a specific month

In the selection window, select [Log] > [Printer] > [Printer Name] > [XXXX/YY] (XXXX is the year, YY is the month), or select [Log] > [Date] > [XXXX/YY] > [Printer Name] to display the log.

⑤ Displaying all logs for a specific printer group

In the selection window, select [Log] > [Printer] > [Group Name] to display the log.

⑥ Displaying all logs for a specific printer group in a specific month

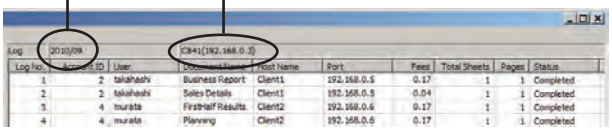
In the selection window, select [Log] > [Date] > [XXXX/YY] (XXXX is the year, YY is the month) > [Group Name] to display the log.

Memo

- Logs that are acquired while a log is being displayed can be displayed by selecting the [Log] menu > [Refresh Display].
- At the top of the details window, the date and printer name or group name of the currently displayed log is shown.
- When the title section of each item is clicked, the order is sorted (changed) according to the item contents. When clicked again, the items are sorted in reverse order.

Date of the displayed log

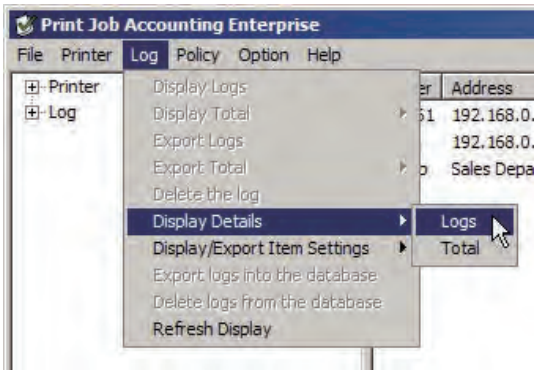
Printer name or group name of the displayed log



Displaying all log items (detail display)

❶ Start the server software.

❷ Select the [Log] menu > [Display Details], and check the [Log] check box.

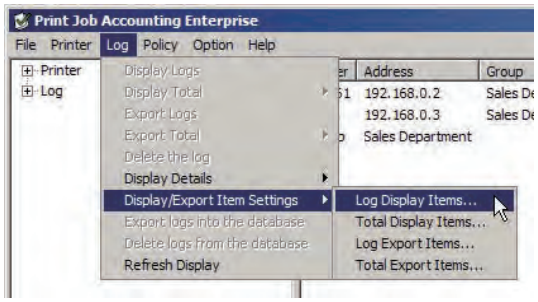


If the log is being displayed, the display is updated and all of the items are displayed.

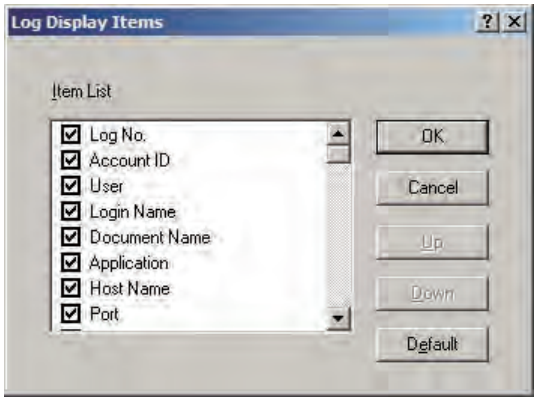
Changing log items to be displayed

❶ Start the server software.

❷ Select the [Log] menu > [Display/Export Item Settings] > [Log Display Items].



❸ Check the items that you want to display, and uncheck items you do not want to display.
The display order is the same order as that in the details window log. You can change the order by selecting an item, and clicking [Up] or [Down].



❹ Click [OK].

When the log is displayed, the display is updated.

Note! In the detailed display, all of the items are displayed irrespective of these settings.

Deleting the Log

Note!

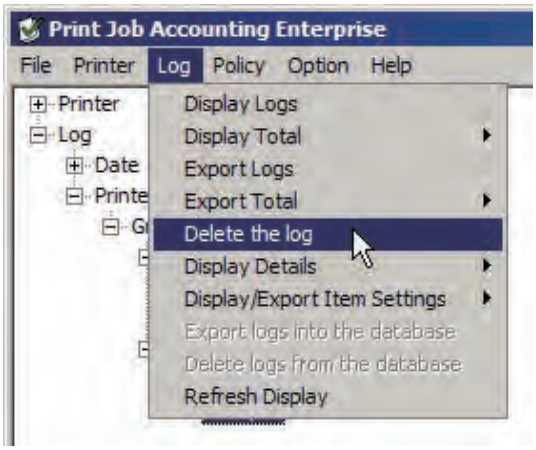
- As one log is displayed in both the printer and date trees, if a log is deleted from a printer tree, the corresponding section is also deleted from the corresponding log in the date tree.
- Deleted logs cannot be recovered.

❶ Start the server software.

❷ Click the plus mark on the left side of [Log] in the selected window.
The log tree opens.

❸ Using the same operations as in step ❷, open [Printer] and [Date] in the tree.

❹ Select the log that you want to delete, and select the [Log] menu > [Delete the log].



❺ Click [Yes] in the confirmation window.

Outputting the Log as a CSV file

Outputting as a CSV file

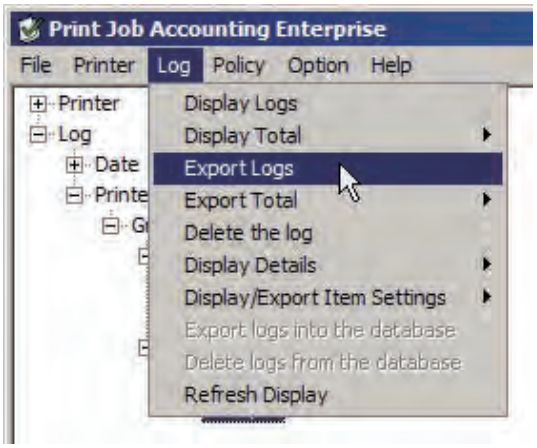
The acquired log can be output as a CSV format file, and used in commercially available spreadsheet software.

❶ Start the server software.

❷ Click the plus mark on the left side of [Log] in the selected window.
The log tree opens.

❸ Using the same operations as in step ❷, open [Printer] and [Date] in the tree.

❹ Select the log that you want to export, and select the [Log] menu > [Export Logs].



❺ Specify the folder and file name to be saved, and click [Save].

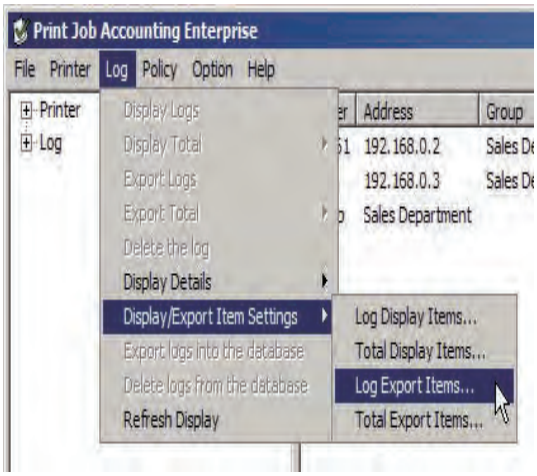
Memo

Items within the exported items that are not numbers are enclosed in "" marks.

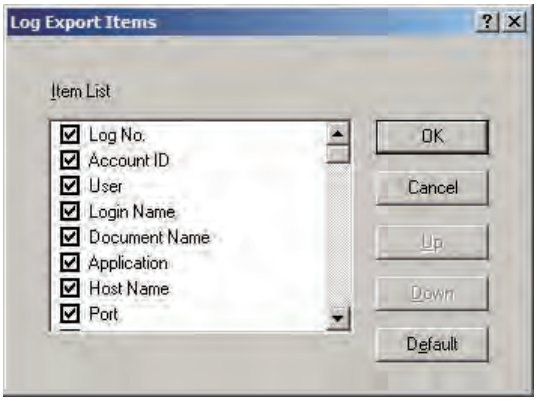
Changing log items to be exported

❶ Start the server software.

❷ Select the [Log] menu > [Display/Export Item Settings] > [Log Export Items].



❸ Check the items you want to export, and uncheck the items you do not want to export.
The items are exported in the displayed order. You can change the order by selecting an item, and clicking [Up] or [Down].



❹ Click [OK].

Automatically outputting the Log as a CSV file

The acquired log can be automatically output as a CSV file.

Memo
- A folder of the printer connection destination (IP address or port name) is created in the folder specified in [log auto exporting folder] explained in "Changing the log save location " (page 193), and the log is exported to a file named okrptXXXXYY.csv (where XXXX is the year and YY the month) within that folder.
- The items exported in the log can be changed in "Changing log items to be exported" (page 197).

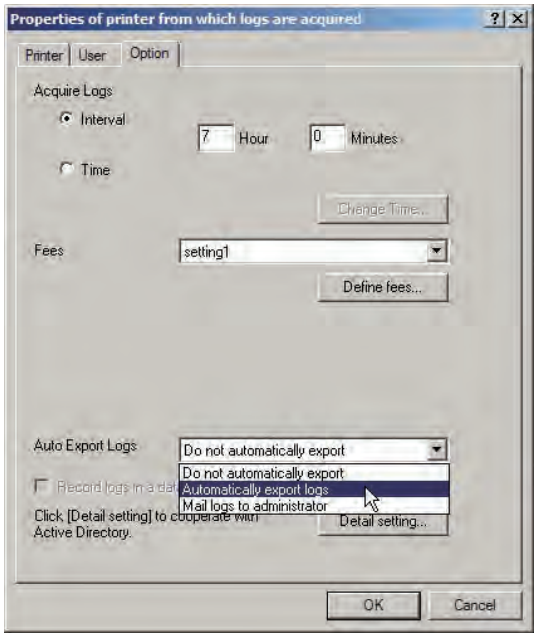
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❹ In the [Option] tab, change [Auto Export Logs] to [Automatically export logs].



❺ Click [OK].

Sending a mail to the log administrator

Acquired logs can be automatically output to CSV files, and the output file can be sent as an e-mail attachment every month to the administrator.

Note! The outgoing mail server, sender's e-mail address and administrator's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

Memo
- The mail is sent of the day after the deadline (default setting is end of the month) set in the "Changing the deadline" (page 191).
- The items exported in the log can be changed in "Changing log items to be exported" (page 197).

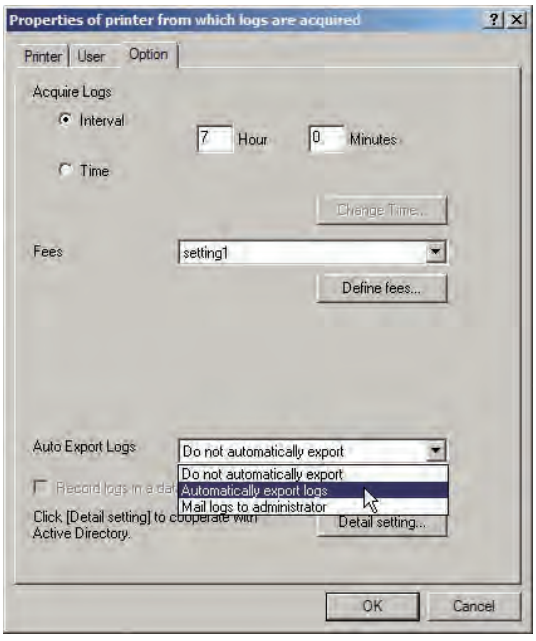
❶ Start the server software.

❷ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❸ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❹ In the [Option] tab, change [Auto Export Logs] to [Mail logs to administrator].



❺ Click [OK].

Exiting log acquisition

Log acquisition can be exited and restarted.

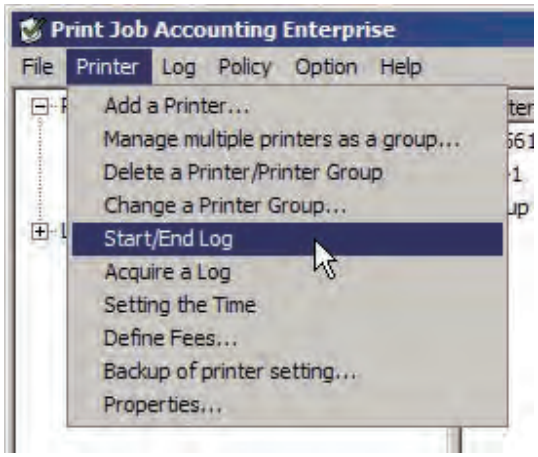
❶ Check that the printer power is ON.

❷ Start the server software.

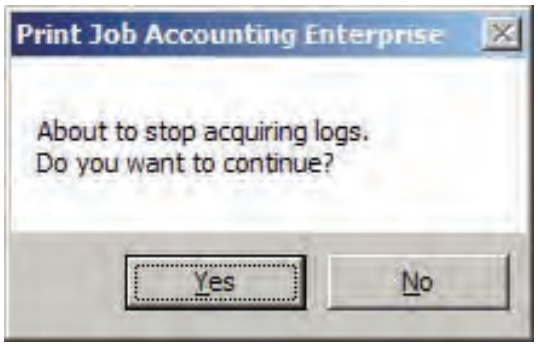
❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Start/End Log].

Memo Multiple printers can be selected.



❺ Click [Yes] in the confirmation window.

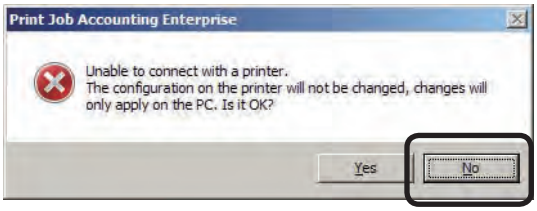


❻ When the "Please enter the administrator

password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

Note! When the following window is displayed, a connection cannot be made to the printer.
In this case, always click [No] and connect to the printer before trying again.



Memo

10 . Aggregating logs

Aggregating logs 202
Outputting the aggregation results as a CSV file 207

10.Aggregating logs

Acquired logs can be aggregated by printer, user ID, user name, or month. Also, aggregation results can be exported as a CSV file.

Aggregating logs

Items that can be aggregated

Items that are displayed for aggregation are as shown below.

Note! The items that can be aggregated differ depending on the printer model or whether options are used.

Item	Details
Printer	Name of the aggregating printer. This is displayed when logs are aggregated by printer.
Address	The connection destination of the aggregating printer. This is displayed when logs are aggregated by printer.
Name	Name of the aggregating user ID. This is displayed when logs are aggregated by user ID.
Job Account ID	This is the aggregating user ID. This is displayed when logs are aggregated by user ID.
User	Name of the aggregating user. This is displayed when logs are aggregated by user name.
Date	Date of aggregation. This is displayed when logs are aggregated by date.
Group	The name of the group that the aggregating printer or user belongs to.
Fees	The total fees.
Jobs	The total number of jobs.
Sheets	The total number of sheets printed.
Pages	The total number of pages printed.
Color	The total number of color pages printed.
Mono	The total number of monochrome pages printed.
Printer Use Time	The total time the printer was used.
Completed *1	The total number of jobs that completed normally.
Canceled *1	The total number of jobs cancelled by user operation. (For printing, when one or more sheets are printed)
Aborted *1	The total number of jobs cancelled by reasons other than user operation.
Abnormal completed *1	The total number of jobs that completed abnormally.

Item	Details
Detailed Status	• Log Buffer Full: The total number of jobs cancelled because the printer log is full. • Access Control: Total number of jobs cancelled due to use restrictions. • Memory Over Flow: Total number of jobs cancelled due to memory overflow. • Color Control: Total number of jobs cancelled due to use restrictions (Disable Color Printing). • Mono Printing (Color limited): Total number of jobs printed in monochrome due to use restrictions (Disable Color Printing). • Lip Error: Total number of jobs cancelled due to lip error.
A4*1 A5 A6 :	Total print number for each paper size.
Simplex *1	The total number of sheets printed for simplex printing.
Duplex *1	The total number of sheets printed for duplex printing.
Toner (C)	Total number of pages for each level of used cyan toner.
Toner (M)	Total number of pages for each level of used magenta toner.
Toner (Y)	Total number of pages for each level of used yellow toner.
Toner (K)	Total number of pages for each level of used black toner.
Drum (C)	Total amount of use of cyan drum.
Drum (M)	Total amount of use of magenta drum.
Drum (Y)	Total amount of use of yellow drum.
Drum (K)	Total amount of use of black drum and 4-in-one color drum.
Belt	Total amount of use of belt.
Fuser	The total amount of belt and fuser used.
Staple *1	When the optional finisher is installed, this shows the number of times the stapler is used.
Plain *1 *2 Letter Head Transparency	Total print number for each paper type.

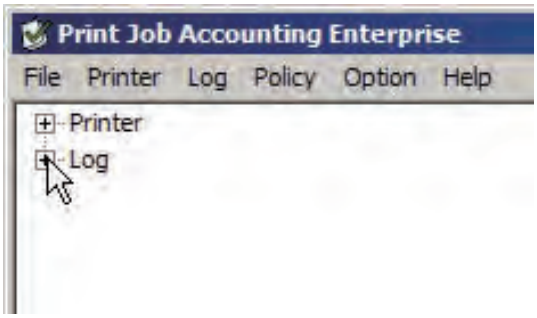
Item	Details
Auto *1 *2 Light Medium :	Total print number for each paper thickness.
Tray1 *1 *2	Total number of sheets supplied from tray 1.
Tray2 *1 *2	Total number of sheets supplied from tray 2.
Tray3 *1 *2	Total number of sheets supplied from tray 3.
Tray4 *1 *2	Total number of sheets supplied from tray 4.
Tray5 *1 *2	Total number of sheets supplied from tray 5.
Multi-Purpose Tray *1 *2	Total number of sheets supplied from the multi-purpose tray/manual feeding tray.
Multi-Purpose Feeder *1 *2	Total number of sheets supplied from the optional multi-purpose feeder.
300dpi*1 *2	Total number of pages printed at 300dpi.
600dpi*1 *2	Total number of pages printed at 600dpi.
600×1200dpi*1 *2	Total number of pages printed at 600 x 1200 dpi.
1200dpi*1 *2	Total number of pages printed at 1200dpi.
2400×600dpi*1 *2	Total number of pages printed at 2400 x 600 dpi.
Color Scan Page *1	The total number of scanned color pages.
Mono Scan Page *1	The total number of scanned monochrome pages.
Scan Job Print *1	Total number of scan jobs that are accompanied with printing.
Scan Job No Print *1	Total number of scan jobs that are not accompanied with printing.
PC Print *1 Fax To Print *1 PC Scan *1 :	Total log number for each function.
Print *1 Scan *1 Fax *1 :	Total log number for each service.
Communication Time *1	Total time required to send or receive faxes.
Send *1	Total number of jobs sent by fax.
Receive *1	Total number of jobs received by fax.
Multi-cast Send *1	Total number of jobs sent by fax to multiple recipients.
Send on PC *1	Total number of jobs sent by fax from a PC.
Multi-cast Send on PC *1	Total number of jobs sent by fax to multiple recipients from a PC.
Email Send *1	Total number of jobs sent by e-mail.
Multi-cast Email Send *1	Total number of jobs sent to multiple recipients by e-mail.
Communication page *1	Total number of pages sent and received by fax.

*1If the aggregate result for this item is 0, it is not displayed.
*2This item is not displayed in the default settings.

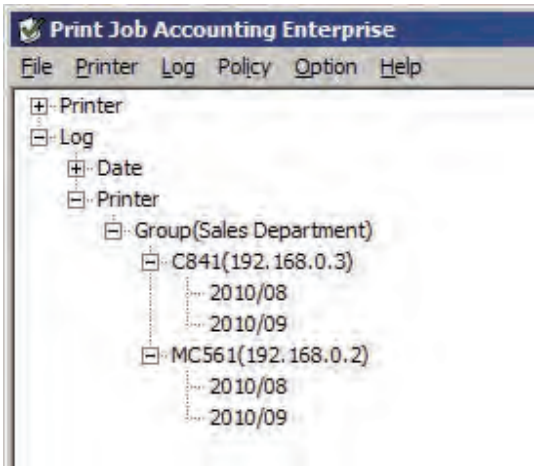
Displaying the aggregate

❶ Start the server software.

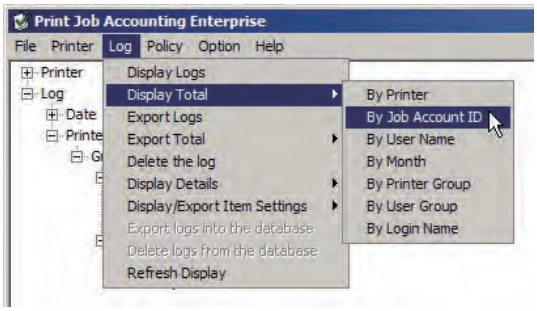
❷ Click the plus mark on the left side of [Log] in the selected window.
The log tree opens.



❸ Using the same operations as in step ❷, open [Printer] and [Date] in the tree.



❹ Select the logs to aggregate, and in the [Log] menu > [Display Total], select [By Printer], [By Job Account ID], [By User Name], [By Month], [By Printer Group] or [By User Group].



① **Aggregating all logs for all printers**
In the selection window, select [Log] > [Printer] or [Log] > [Date] to aggregate the logs.

② **Aggregating all logs for specific printers**
In the selection window, select [Log] > [Printer] > [Printer Name] to aggregate the logs.

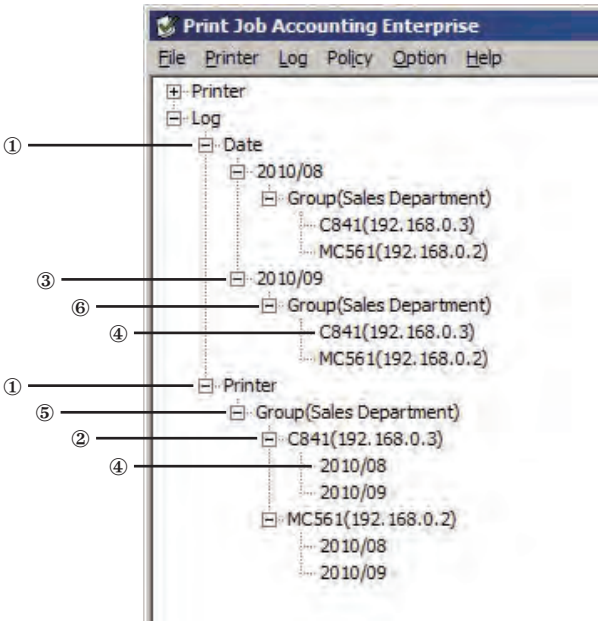
③ **Aggregating all logs for a specific month**
In the selection window, select [Log] > [Date] > [XXXX/YY] (XXXX is the year, YY is the month) to aggregate the logs.

④ **Aggregating all logs for specific printers in a specific month**
In the selection window, select [Log] > [Printer] > [Printer Name] [XXXX/YY] (XXXX is the year, YY is the month), or select [Log] > [Date] > [XXXX/YY] > [Printer Name] to aggregate the log.

⑤ **Aggregating all logs for specific groups**
In the selection window, select [Log] > [Printer] > [Group Name] to aggregate the logs.

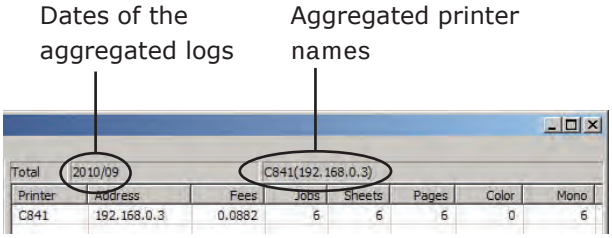
⑥ **Aggregating all logs for specific groups in a specific month**

In the selection window, select [Log] > [Date] > [XXXX/YY] (XXXX is the year, YY is the month) > [Group Name] to aggregate the log.



Memo

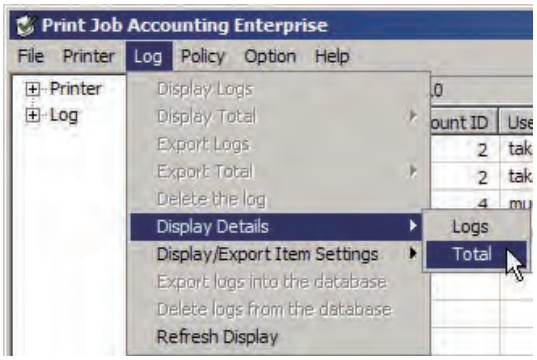
- The dates and printer names of the currently aggregated logs are displayed at the top of the details window.
- When the title section of each item is clicked, the order is sorted (changed) according to the item contents. When clicked again, the items are sorted in reverse order.



Displaying all aggregated items (detail display)

❶ Start the server software.

❷ Select the [Log] menu > [Display Details], and check the [Total] check box.

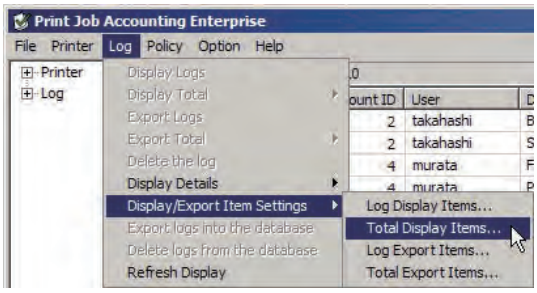


If the aggregate is being displayed, the display is updated and all of the items are displayed.

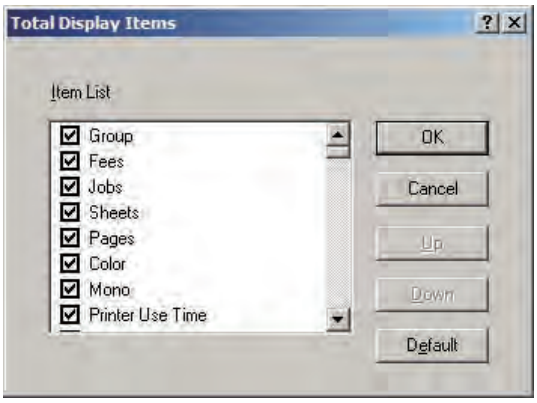
Changing aggregate items

❶ Start the server software.

❷ Select the [Log] menu > [Display/Export Item Settings] > [Total Display Items].



❸ Check the items that you want to display, and uncheck items you do not want to display.
The display order is the same order as that in the details window aggregate items. You can change the order by selecting an item, and clicking [Up] or [Down].



❹ Click [OK].

When the aggregate is displayed, the display is updated.

Note! In the detailed display, all of the items are displayed irrespective of these settings.

Outputting the aggregation results as a CSV file

Outputting as a CSV file

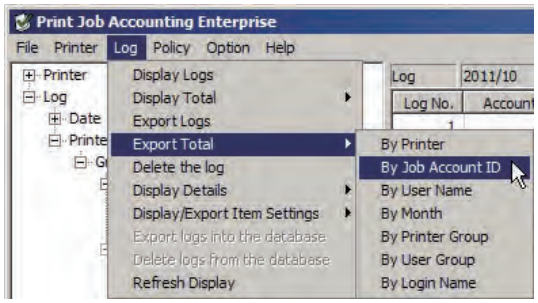
The aggregated results can be output as a CSV format file, and used in commercially available spreadsheet software.

❶ Start the server software.

❷ Click the plus mark on the left side of [Log] in the selected window.
The log tree opens.

❸ Using the same operations as in step ❷, open [Printer] and [Date] in the tree.

❹ Select the logs whose aggregates you want to export, and in the [Log] menu > [Export Total], select [By Printer], [By Job Account ID], [By User Name], [By Month], [By Printer Group] or [By User Group].



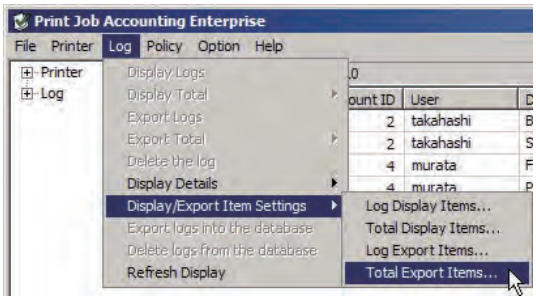
❺ Specify the folder and file name to be saved, and click [Save].

Memo Items within the exported items that are not numbers are enclosed in "" marks.

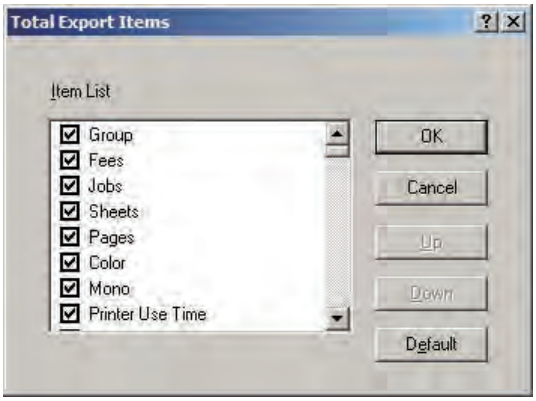
Changing the log items to be exported

❶ Start the server software.

❷ Select the [Log] menu > [Display/Export Item Settings] > [Total Export Items].



❸ Check the items you want to export, and uncheck the items you do not want to export.
The items are exported in the displayed order. You can change the order by selecting an item, and clicking [Up] or [Down].



❹ Click [OK].

11 . Client Software

Changing Job Accounting Mode 210

11.Client Software

This section explains the Job Accounting Mode set by the client software.

Changing Job Accounting Mode

Job Accounting Mode is a method of setting the user name and Job Account ID in the Windows client computer. There are 4 modes.

Note! The Job Accounting Mode cannot be changed in MacOS or Mac OS X.

Memo Job Accounting Mode settings can only be configured in a print driver that supports Print Job Accouting.

Types of Job Accounting Mode

Tab

The tab for setting the User Name and Job Account ID to the print driver properties is displayed.

It is used by the user themselves to set or change the User Name and Job Account ID.

Popup

A pop-up window for setting the User Name and Job Account ID to be sent for each print job is displayed.

It is used when 1 computer is used by multiple users.

Note!
- Do not select this when using the Windows XP simple user switching function.
- Even if printing is performed on the shared printer client side, the input window is not displayed. Use the hide mode for shared printers.
- [Popup] cannot be selected for Windows 7/Server 2008R2/Vista/ Server 2008.

Hide

Even if printing is performed on the shared printer client side, the input window is not displayed. Use the hide mode for shared printers. The system administrator creates an ID file that contains the Job Account ID and User Name that correspond to the Windows login user in advance. By specifying this file with the client software, the user that performed the printing is identified, and the corresponding Job Account ID is automatically acquired. Furthermore, the same Job Account ID can be set for all login users. The users do not need to configure settings or to know their own Job Account ID. When using the Windows computer as a print server and the printer as a shared printer, install and use the client software onto the computer to be used as a print server.

Not supported

Users identification is not performed, and all jobs are recognized as unregistered ID. The User Name is the user name used to login to windows, and the Job Account ID is 0. Used when user recognition is not needed.

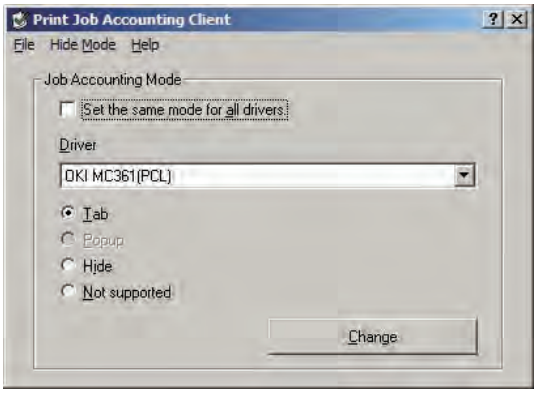
Note! When the printer drivers are updated or reinstalled, the mode returns to unsupported mode. Therefore, you need to set the Job Accounting Mode again. However, when using the function that sets all printer drivers to the same mode, it is not necessary to re-set the mode settings.

Using Tab Mode

❶ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Change Job Accounting Mode].
When the [User Account Control] window is displayed, click [Yes] or [No].

❷ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

❸ Select [Tab], and click [Change].



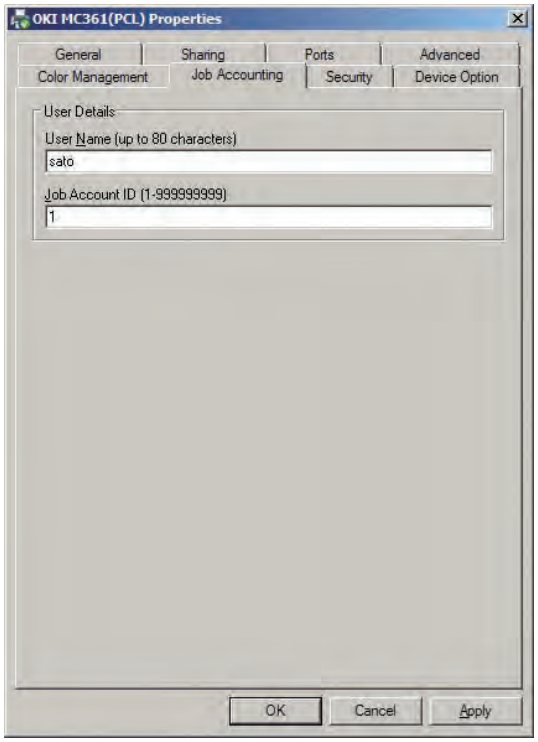
❹ Click [OK] in the change notification window.

❺ Select [File] menu > [Close].

❻ In Windows 7/Server 2008 R2/Vista/ Server 2008, select [Start] > [Control Panel], and click [Printer]. (For Windows XP/Server 2003, select [Start] > [Printers and FAX]. In Windows 2000, select [Start] > [Settings] > [Printer].)

❼ On the printer driver icon, right-click the mouse button and select [Properties].

❽ In the [Job Accounting] tab, enter the User Name and Job Accounting ID, and click [OK]. In the default settings, the User Name is the user name used to login to Windows, and the Job Account ID is 1.



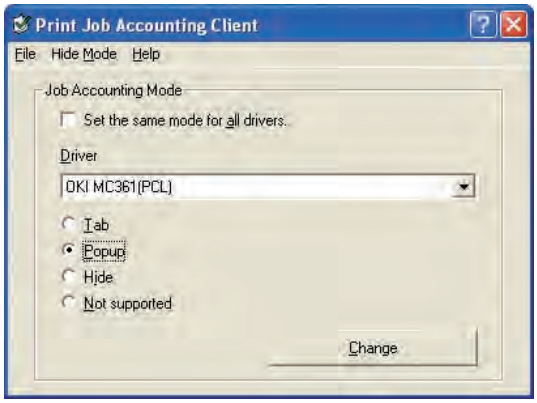
❾ Print from the application.

Using Popup Mode

❶ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Change Job Accounting Mode].
When the [User Account Control] window is displayed, click [Yes] or [No].

❷ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

❸ Select [Popup], and click [Change].

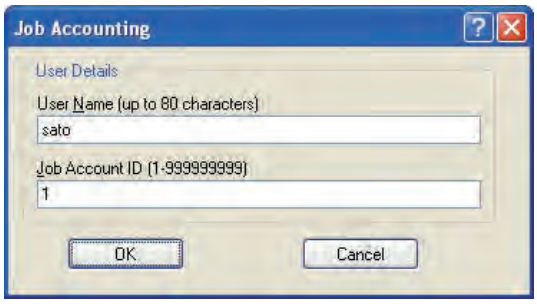


❹ Click [OK] in the change notification window.

❺ Select [File] menu > [Close].

❻ Print from the application.

❼ When the popup window is displayed, enter the User Name and Job Accounting ID, and click [OK].
When [Cancel] is clicked, the user name is blank and Job Account ID is 0 in the log. The print job is not cancelled.



11

Switching each user for a Job Account ID in hidden mode

❶ Create an ID file using software such as Notepad or Excel etc.

<For Notepad>

① The login user and Job Account ID are included for each user individually on a separate line.
The login user name and Job Account ID are separated with a comma (,).

Login user name:

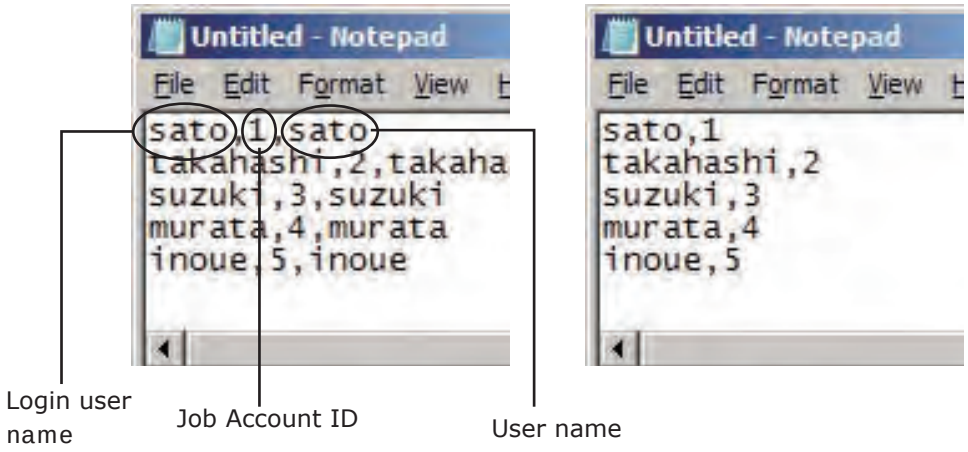
User name entered when logging in to Windows

Job Account ID:

Job Account ID that corresponds to the login user name

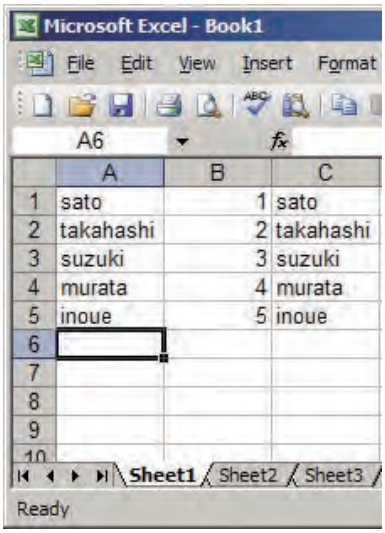
User name:

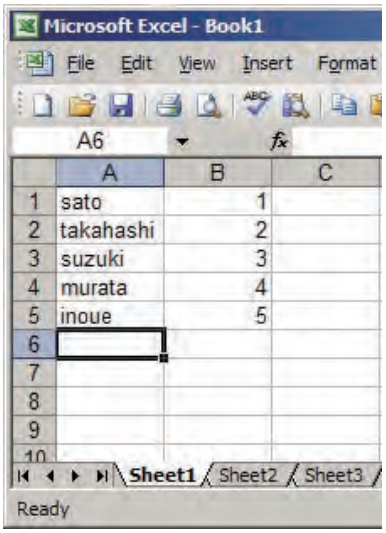
User names used in Print Job Accouting
The user name can be omitted. When omitted, the login user name is used as the user name.



② Save in text format with the extension "CSV".

<For Excel>





① The login user and Job Account ID are included for each user individually on a separate line.

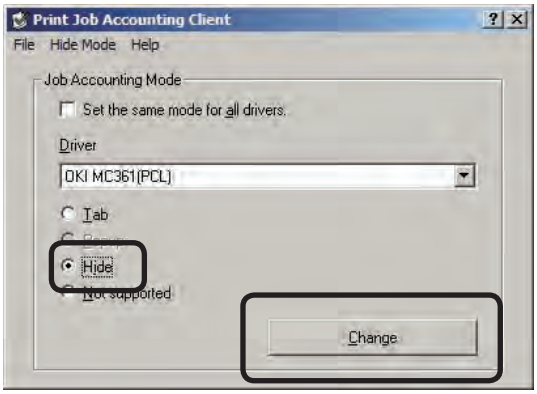
② Save in CSV file format.

❷ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Change Job Accounting Mode]. When the [User account management] window is displayed, click [Continue] or [Yes].

❸ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

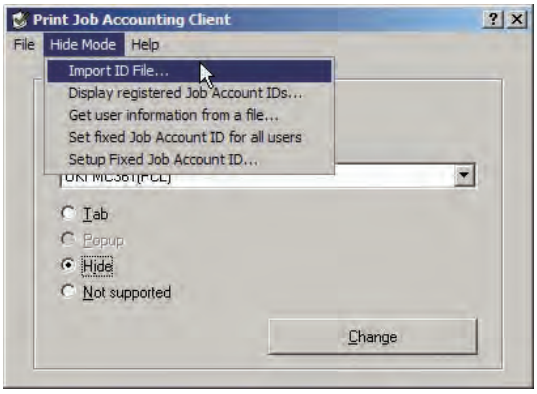
Note! When the shared printer is used, do not use the function that sets all printer drivers to the same mode. When using a shared printer on the client side to print, the account information is not output.

❹ Select [Hide], and click [Change].



❺ Click [OK] in the change notification window.

❻ Select [Hide Mode] menu > [Import ID File].



❼ Specify the ID file created in ❶, and click [Open].

❽ If [Hide Mode] menu > [Set the same mode for all drivers] check box is checked, uncheck it.

❾ Select [File] menu > [Close].

❿ Print from the application.

Note! When printing is performed after logging into Windows as a login user that is not registered, the user name is the current login user name, and the Job Account ID is 0 in the log.

Memo Select [Display registered Job Account IDs] in the hide mode menu, and you can authenticate Job Account IDs that have already been registered, delete unneeded Job Account IDs, and import ID files.

Acquiring user information from files in hide mode

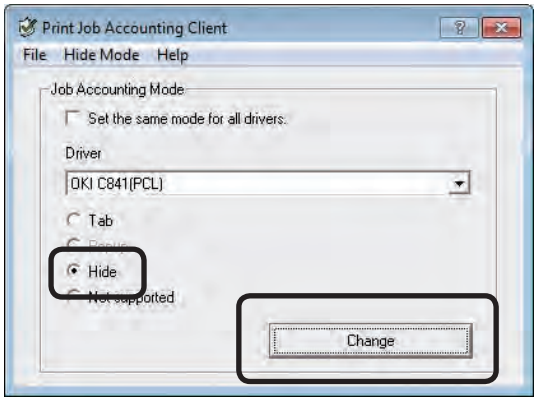
User information can be acquired from a specific file. The file created in "Exporting data for client software" (page 126) can be specified.

❶ Select [Start] > [All Programs] ([Program] in Windows 2000) > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode]. When the [User Account Control] window is displayed, click [Continue] or [Yes].

❷ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

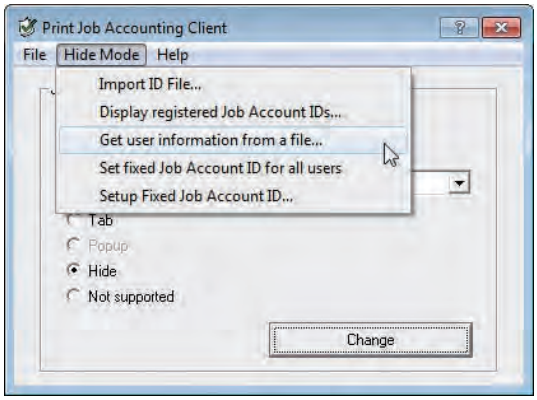
Note! When the shared printer is used, do not use the function that sets all printer drivers to the same mode. When using a shared printer on the client side to print, the account information is not output.

❸ Select [Hide], and click [Change].

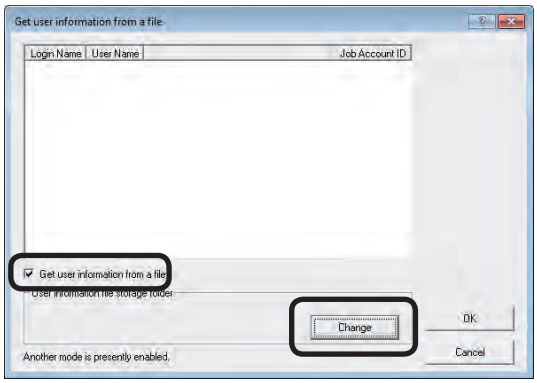


❹ Click [OK] in the change notification window.

❺ Select [Hide Mode] menu > [Get user information from a file].

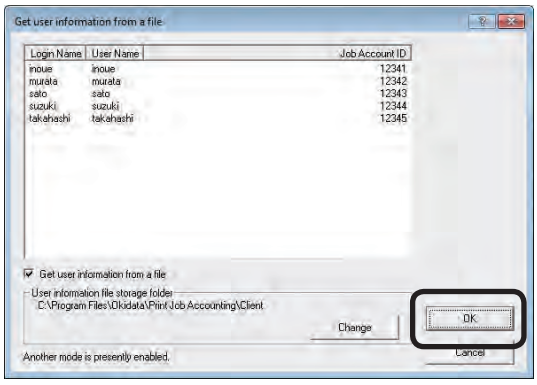


❻ Check the [Get user information from a file] check box, and click [Change].



❼ Select the file used to obtain the user information, and click [OK].

❽ Click [OK].



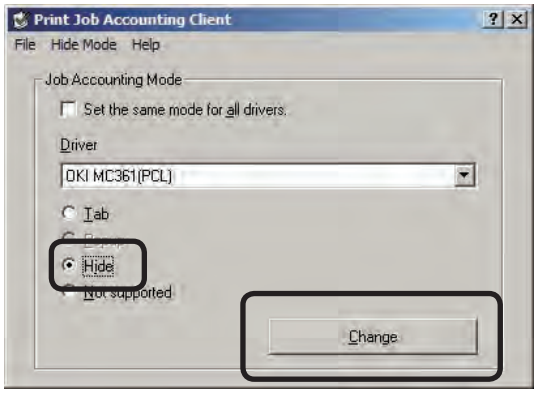
Using the same Job Account ID for all users in hide mode

❶ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Change Job Accounting Mode]. When the [User account management] window is displayed, click [Continue] or [Yes].

❷ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

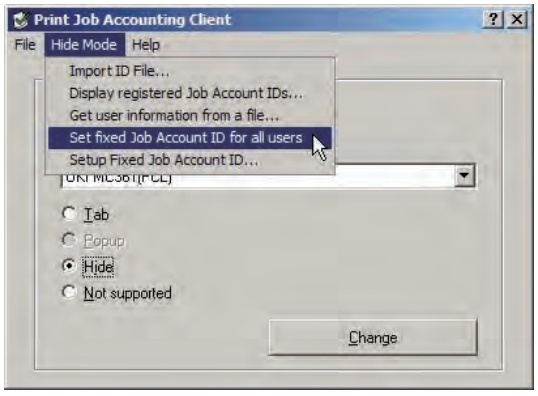
Note! When the shared printer is used, do not use the function that sets all printer drivers to the same mode. When using a shared printer on the client side to print, the account information is not output.

❸ Select [Hide], and click [Change].

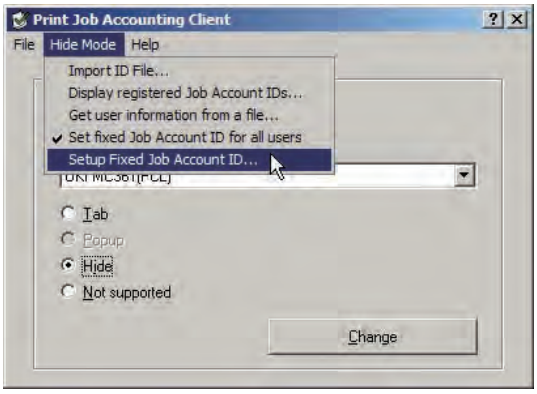


❹ Click [OK] in the change notification window.

❺ In the [Hide Mode] menu, check the [Set the same mode for all drivers] check box.

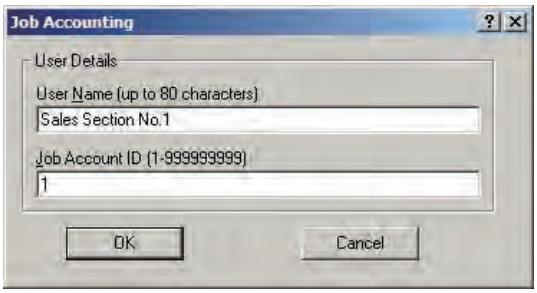


❻ Select [Hide Mode] menu > [Setup Fixes Job Account ID.



❼ Enter the User Name and Job Account ID, and click [OK].

Memo When the user name is omitted, the login user name is used as the user name.



❽ Select [File] menu > [Close].

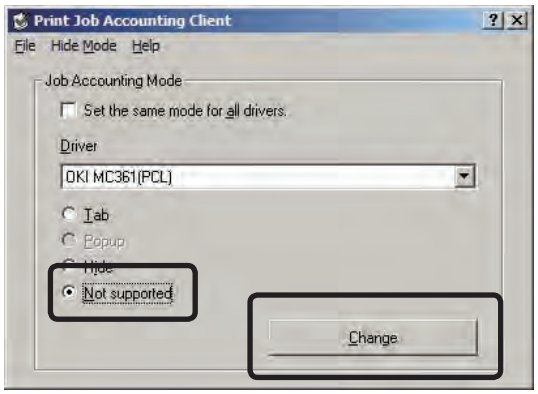
❾ Print from the application.

Using in an unsupported mode

❶ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Change Job Accounting Mode]. When the [User account management] window is displayed, click [Continue] or [Yes].

❷ Select the printer driver of the printer that will acquire the log from the [Driver] list. To set all printer drivers to the same mode, check the [Set the same mode for all drivers] check box.

❸ Select [Not Supported], and click [Change].



❹ Click [OK] in the change notification window.

❺ Select [File] menu > [Close].

❻ Print from the application.

Memo

12. Operation and Management

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Uninstalling software 233

12.Operation and Management

This section explains how to move the printer or change the server, and how to delete Print Job Accouting.

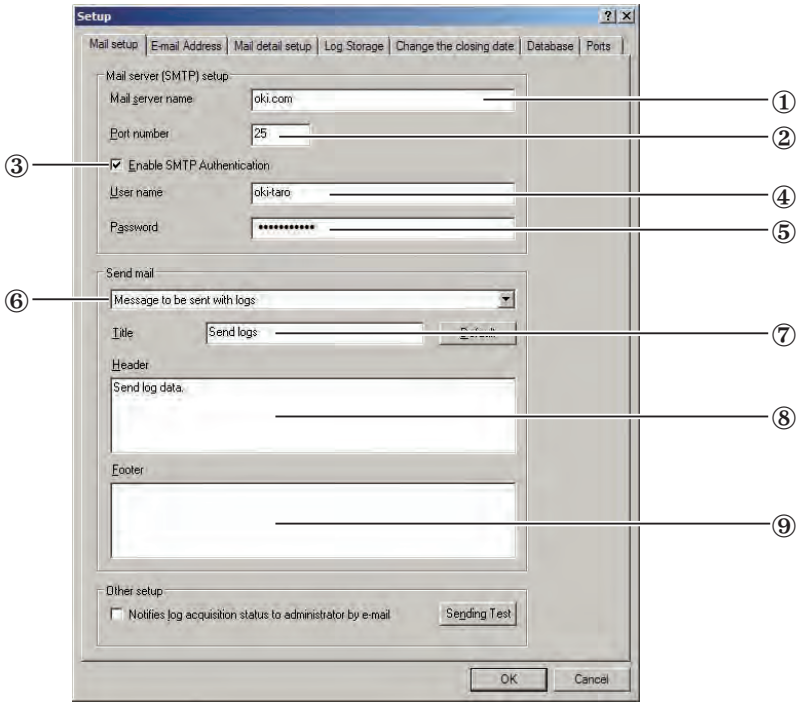
Operation and Management

Setting the outgoing mail function

Configure the settings for using the mail send function. The outgoing mail server, outgoing mail format, sender mail address and administrator mail address settings can be configured.

❶ Start the server software.

❷ Select [Option] menu > [Setup].
Configure the [Mail setup] tab settings.



① Enter the mail server (SMTP) used by the job account server. If you do not know the server name, contact the network administrator.

② Enter the port number. This is usually [25].

③ Check to perform user authentication when sending mail.

④ When user authentication is used, enter the login user name.

⑤ When user authentication is used, enter the password.

⑥ Select the content to send.

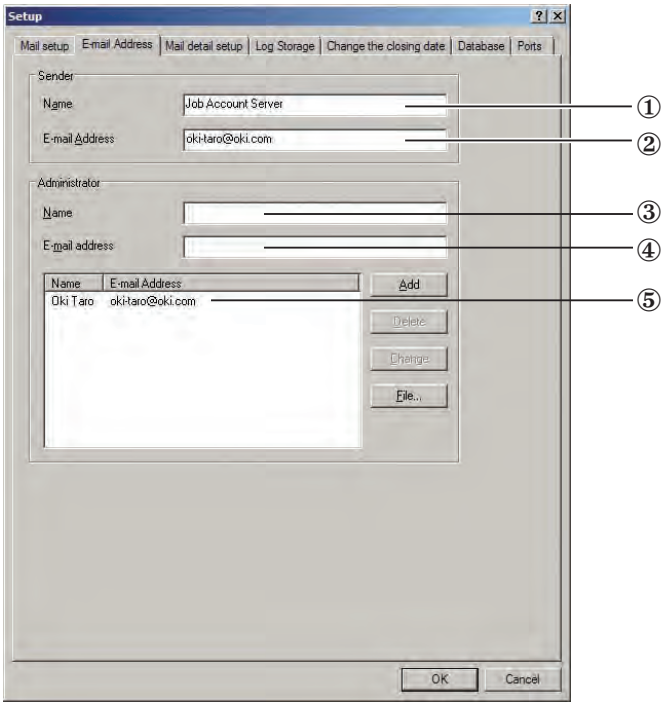
Message to be sent with logs	This is the content of the mail sent using the function to e-mail the log to the administrator.
Message to be sent when the Limit Value was exceeded	This is the content of the mail sent to the user or user group when the limit value is exceeded.
Message to be sent when printing is permitted	This is the content of the mail sent to the user or user group when the limit value is reset and printing can be performed.
Message to be sent with total result	This is the content of the mail sent using the function to notify the aggregate results by e-mail.
Message to be sent with log acquisition status	This is the content of the mail sent using the function to notify the log acquisition status by e-mail.
Message to be sent when the size of attachment files exceeded limit value	This is the content of the mail sent when the size of 1 attachment file exceeds the size set in the function for limiting the size of attachment files.
Message to be sent when failing in log preservation to database	This is the content of the mail sent by the function that notifies when the log fails to be saved to the database. (Only Enterprise edition)
Message to be sent when failing in transmitting card table	This is the content of the mail sent by the function that notifies when the IC card compatibility table cannot be sent. (Only Enterprise edition)
Message to be sent when the card information doesn't exist in table	This is the content of the mail sent by the function that notifies when there is no IC card information in the IC card compatibility table. (Only Enterprise edition)
Message to be sent when the card information overlaps in table	This is the content of the mail sent by the function that notifies when the IC card information in the IC card compatibility table is duplicated. (Only Enterprise edition)
Message to be sent when the number of users in card table exceeded maximum value	This is the content of the mail sent by the function that notifies when the maximum number of registered users in the IC card compatibility table is exceeded. (Only Enterprise edition)

⑦ Enter the mail title.

⑧ Enter to include a header in the mail body.

⑨ Enter to include a footer in the mail body.

❸ Configure the mail address tab settings.



① Enter the name of the mail sender.

② Enter the mail address of the mail sender.

③, ④ Set the name and e-mail address of the person you want to send the log to using the function to send log to the administrator. Enter the recipient's name in ③ and email address in ④, and click [Add].
To send to multiple recipients, repeat this operation.

⑤ Check that the recipient is displayed, and click [OK].

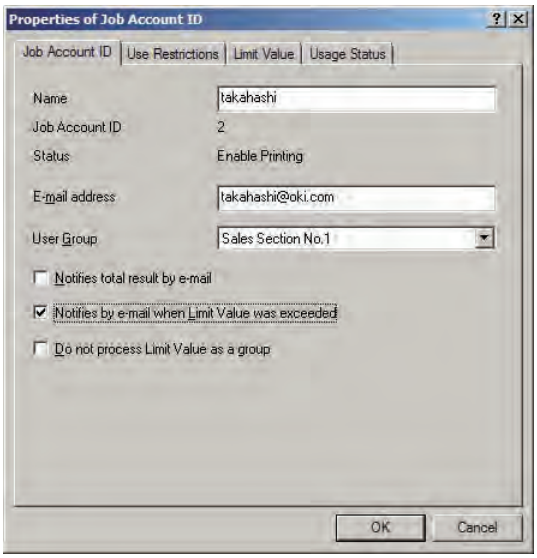
Sending print prohibited / permitted by mail

When [Notifies by e-mail when Limit Value was exceeded] is checked, users are notified by mail when the use limit value is exceeded and printing cannot be executed.

```
Printing is now forbidden because the Limit Value was exceeded.

Printer       MC361(192.168.0.2)

User   takahashi
Job Account ID      2
```

Also, users are notified by mail when the limit value is reset and printing can be executed.

```
Printing is now permitted because the usage status was reset.

Printer       MC361(192.168.0.2)

User   takahashi
Job Account ID      2
```



Note! The outgoing mail server and sender's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

❶ Start the server software.

❷ Click the plus mark on the left side of [Printer] in the selected window.
The printer tree opens.

❸ Select the printer or printer group that you want to configure from the selection window, and then select the [Printer] menu > [Properties].

❹ Click the [User] tab.

❺ Select the user to set, and double-click it.

❻ Check the [Notifies by e-mail when Limit Value was exceeded] check box, and click [OK].

Note! Users are not notified when the mail address is not entered. Enter the mail address.

Memo To set multiple users, repeat steps ❺ and ❻.

❼ Click [OK].

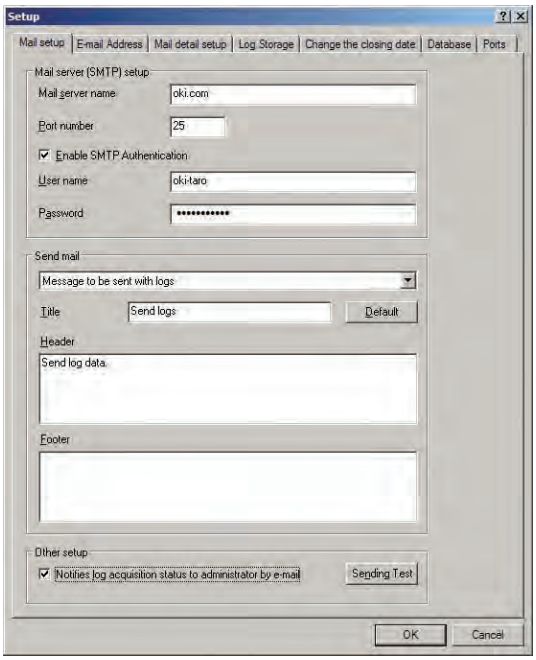
❽ In the [Registration of Job Account ID] window, click [OK].

❾ In the [Properties of printer from which logs are acquired] window, click [OK] to close the printer properties.

Notifying the log acquisition status by email

The administrator can be notified of the log acquisition status by e-mail once a day.

```
Notifies log acquisition status.

Printer       MC361(192.168.0.2)
Status Acquired
Last Acquisition Date       2010/09/30 11:35:18

Printer       C711(192.168.0.3)
Status Acquired
Last Acquisition Date       2010/09/30 11:28:49
```



Note! The outgoing mail server, sender's e-mail address and administrator's e-mail address need to be configured in advance according to the "Setting the outgoing mail function" (page 220).

❶ Start the server software.

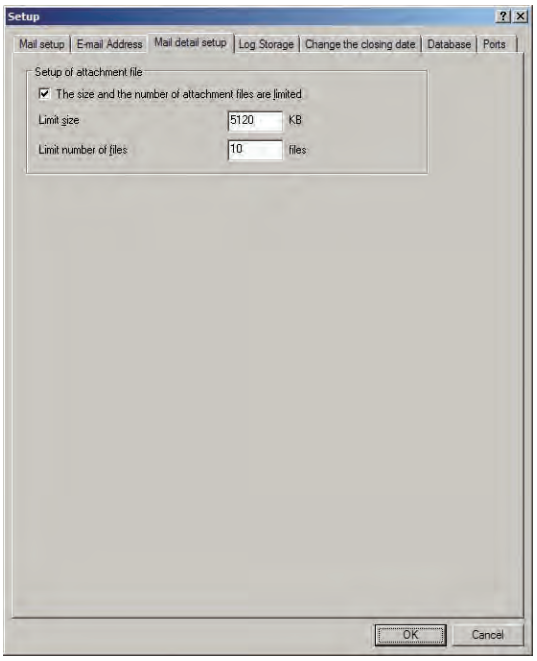
❷ Select [Option] menu > [Setup].

❸ In the [Mail setup] tab, check the [Notifies log acquisition status to administrator by e-mail] check box.

❹ Click [OK].

Limiting the size and number of attachments

The size and number of attachments can be limited, and sent separately in different e-mails.



❶ Start the server software.

❷ Select [Option] menu > [Setup].

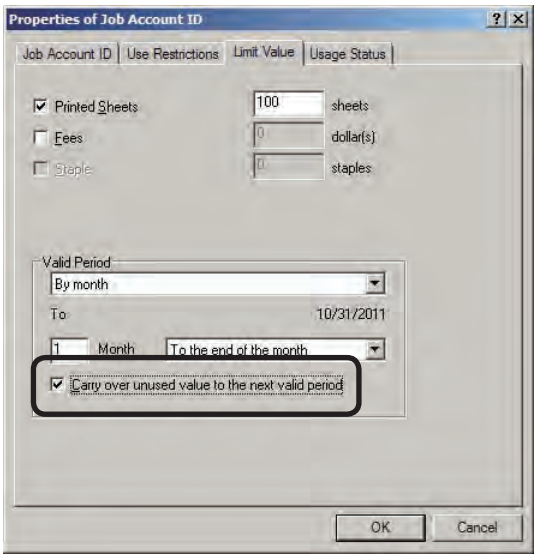
❸ Click the [Mail detail setup] tab.

❹ Check the [The size and the number of attachment files are limited] check box, and enter the [Limit size] and [Limit number of files].

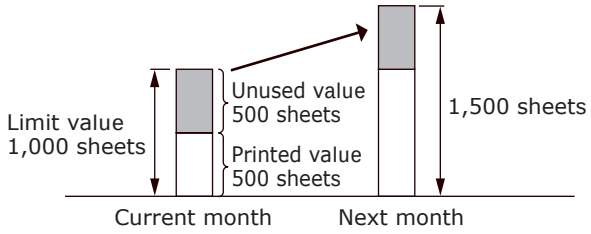
❺ Click [OK].

Note! When the limit size is exceeded for 1 file, a mail is sent notifying that the attachment cannot be sent.

Carrying over the unused print limit quantity



When the [Carry over unused value to the next valid period] check box is checked, and the printer use limit value is not exceeded, the unused amount can be carried over to the next valid period.
In the example in the figure, if a user who has a limit of 1,000 sheets per month only prints 500 sheets, they can then print 1,500 sheets the following month.



❶ Start the server software.

❷ Click the plus mark on the left side of [Printer] in the selected window.

The printer tree opens.

❸ Select the printer/printer group to be set in the selection window, and double-click it.

❹ Click the [User] tab.

❺ Select the user to set, and double-click it.

❻ Check [Carry over unused value to the next valid period], and click [OK].

Memo To set multiple users, repeat steps ❺ and ❻.

❼ Click [OK].

❽ Click [OK] in the [Job Account ID registration] window.

❾ In the [Properties of printer from which logs are acquired] window, click [OK] to close the printer properties.

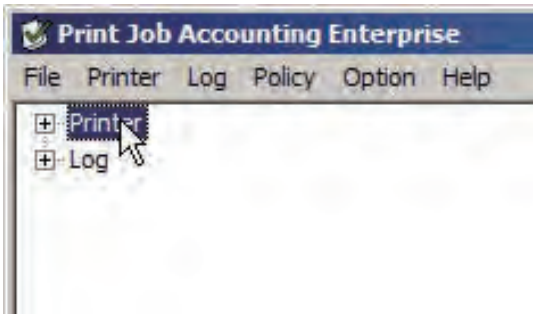
Deleting a registered printer

To remove a printer from management by Print Job Accouting because the printer is to be moved or scrapped, delete the printer from the server software before moving or scrapping it.

❶ Check that the printer power is ON.

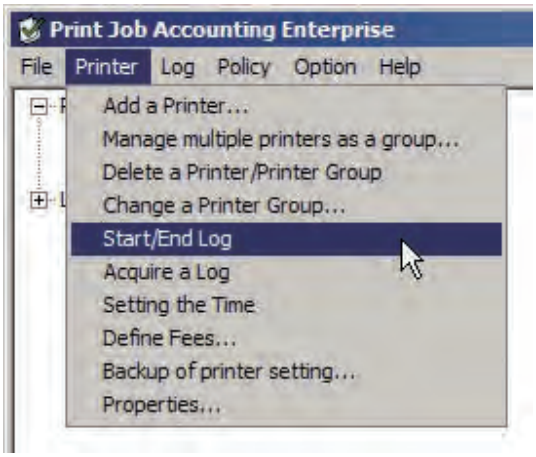
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.



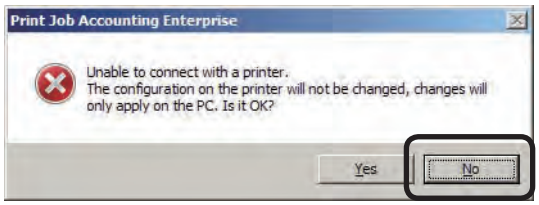
❹ Select the printer that you want to delete, and then select the [Printer] menu > [Start/End Log].

Memo Multiple printers can be selected.



❺ Click [Yes] in the end log acquisition confirmation window.

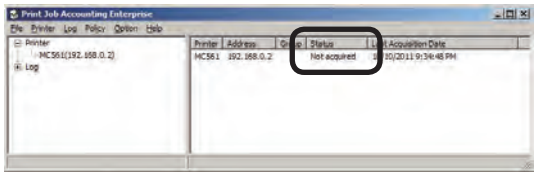
Note! When the following window is displayed, a connection cannot be made to the printer.
In this case, always click [No] and connect to the printer before trying again.



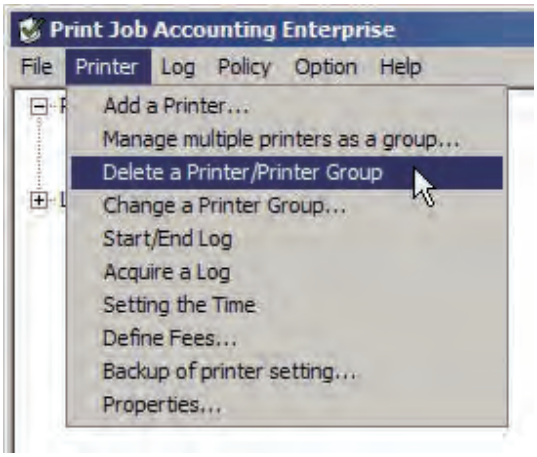
❻ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

❼ Check that the printer [Status] field in the details window is [Not acquired].



❽ Select the printer you want to delete, and select the [Printer] menu > [Delete a Printer/Printer Group].



❾ Click [Yes] in the delete printer confirmation window.

❿ Specify the items to delete, and click [OK].

⓫ When the "Please enter the administrator password of the printer" window is displayed, enter the printer administrator password, and click [OK].

Note! Depending on the printer, this may not be displayed.

⓬ In the user ID delete confirmation window, click [Yes] to delete the Job Account ID from the registered printer, or click [No] to keep the Job Account ID for the registered printer.

⓭ To delete the logs acquired until now by the server software, click [Yes] in the log delete confirmation window, or click [No] to keep the logs in the server software.

Changing the printer connection destination or IP address

To change the printer connection destination or IP address, change the server software settings.

❶ Check that the printer power is ON.

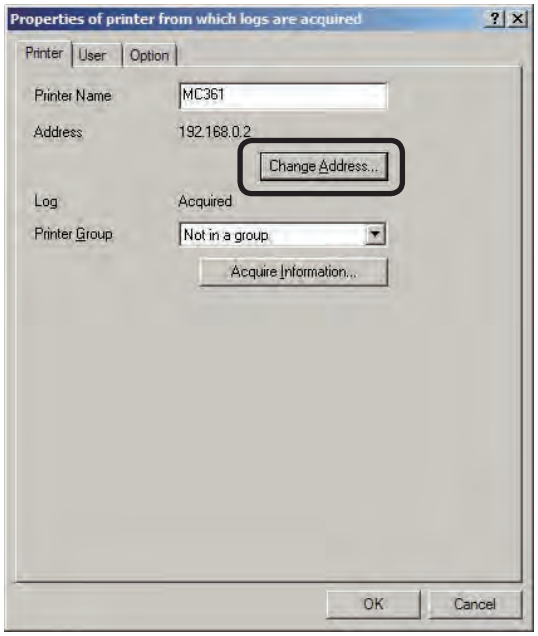
❷ Start the server software.

❸ Click the plus mark on the left side of [Printer] in the selected window.

The printer tree opens.

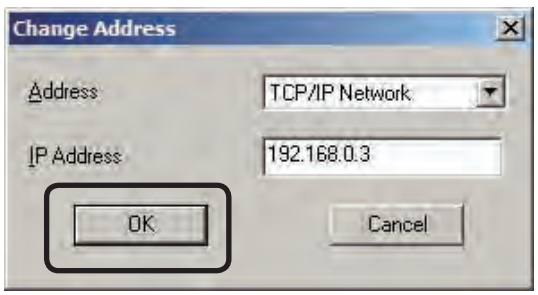
❹ Select the printer, and then select the [Printer] menu > [Properties].

❺ In the [Printer] tab, click [Change Address].



❻ To change the connection destination, select the connection destination from the list and click [OK].

To change the IP address, enter a new IP address, and click [OK].



❼ In the [Properties of printer from which logs are acquired] window, click [OK].

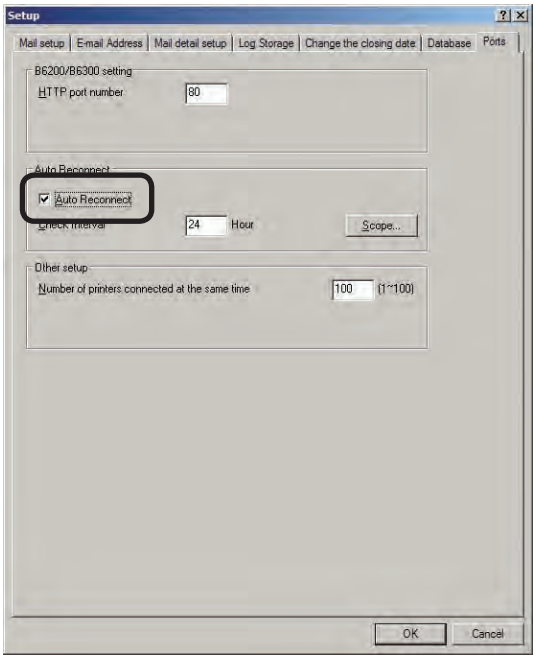
Automatically reconnecting when the printer IP address is changed

When the printer IP address is changed, the new IP address can be automatically connected, and the log can still be acquired. This is effective when the IP address is dynamically assigned in the DHCP environment, or when the administrator changes the IP address.

❶ Select [Option] menu > [Setup].

❷ Click the [Ports] tab.

❸ Check the [Auto Reconnect] check box.



❹ Enter the interval (unit: hours) at which the IP change is checked.

❺ Click [OK].

Memo Perform the following steps to change the range in which a printer whose IP address is changed is searched for.

❶ Click [Scope].

❷ To add a search range, enter the broadcast IP address of the search range you want to add into [New Scope], and click [Add].

❸ To delete a search range, select the search range that you want to delete from [Scope], and click [Delete].

❹ To search the local subnet, check the [Discover the local subnet] check box.

❺ Click [OK].

To change the server to a different computer

To change the server that acquires the current log to a different computer, delete the printer on the current server, and then re-add it to the new server.
If the current server cannot be used due to a malfunction etc, perform the following operations on the new server.

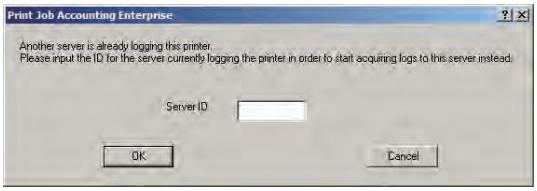
❶ Check that the printer power is ON.

❷ Start the server software on the new server.

❸ Select the [Printer] menu > [Add a Printer].

❹ Follow the instructions on the screen to add the printer.

❺ When the server ID input window is displayed, enter the server ID of the server that acquires the current log, and click [OK].

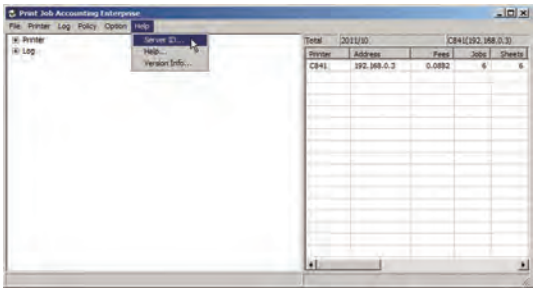


❻ Continue setup by following the instructions on the screen.

Checking the server ID

❶ Start the server software.

❷ Select [Help] menu > [Server ID].



❸ Check the server ID, and click [OK].

Installing / uninstalling a built-in hard disk or SD memory card to the printer

❶ See "Deleting a registered printer" (page 226), and delete the printer registered in the server software.

❷ A built-in hard disk or SD memory card can be installed/uninstalled to the printer

❸ Add the printer again to the server software.

Prohibiting initialization of the built-in hard disk, SD memory card, or flash memory

When the built-in hard disk, SD memory card, or flash memory of the printer are initialized, previous log obtained from the server software is deleted. Also, as user information is also deleted from the printer, the server software cannot acquire the correct log. When Print Job Accouting is used, it is necessary to configure the settings so that the built-in hard disk, SD memory card, and flash memory cannot be initialized.

❶ Check that the printer power is ON.

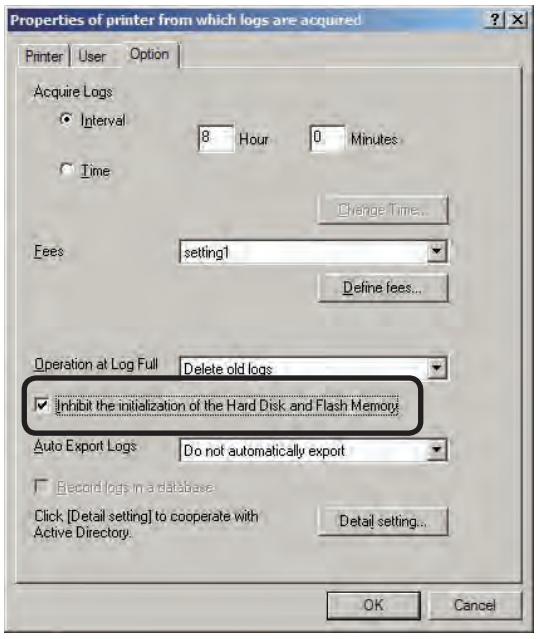
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❺ In the [Option] tab, check the [Inhibit the initialization of the Hard Disk and Flash Memory] check box.



❻ Click [OK].
The printer built-in hard disk, SD memory card, and flash memory can no longer be initialized.

Operations when the log is full

The processes when the printer log buffer is full before the log is acquired by the server software can be set.

❶ Check that the printer power is ON.

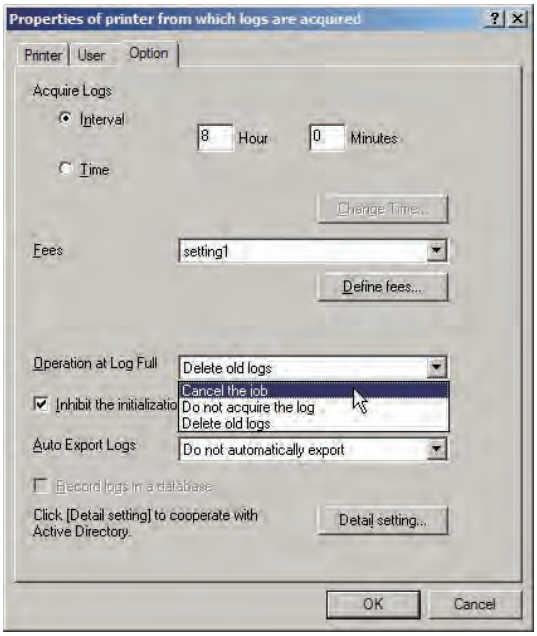
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the list view of the details window.

❹ Select the printer, and then select the [Printer] menu > [Properties].

Memo Multiple printers can be selected.

❺ In the [Option] tab, change [Operation at Log Full].



Delete old logs

The oldest log is deleted, and the new log is received.

Cancel the job

All subsequent print jobs are cancelled.

Do not acquire the log

The log is not obtained for subsequent print jobs.

❻ Click [OK].

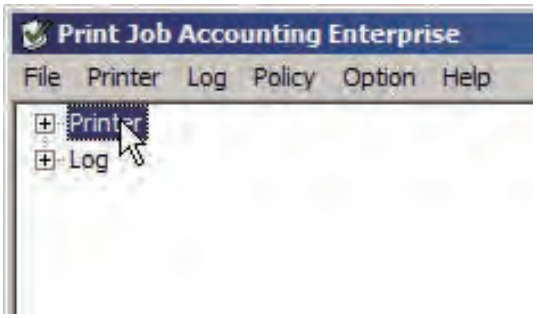
Updating setting information when an option is installed (Only Enterprise edition)

When an option is added to a printer, information can be acquired from the printer, and the setting information updated. When an SD card is installed in the printer for receiving the IC card compatibility table after the printer is registered in the server software, it is necessary to update the setting information in the server software.

❶ Check that the printer power is ON.

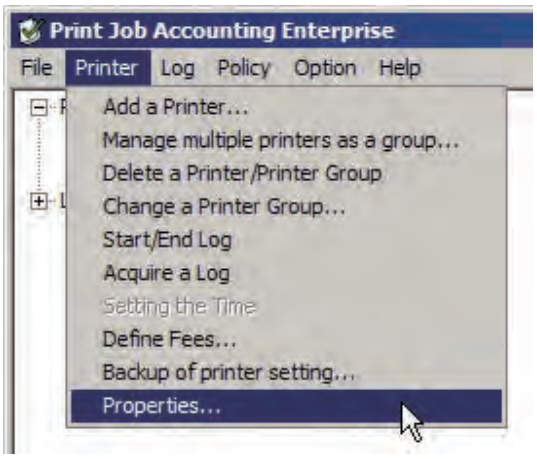
❷ Start the server software.

❸ Double-click [Printer] in the selection window. The registered printer list is displayed in the details window.

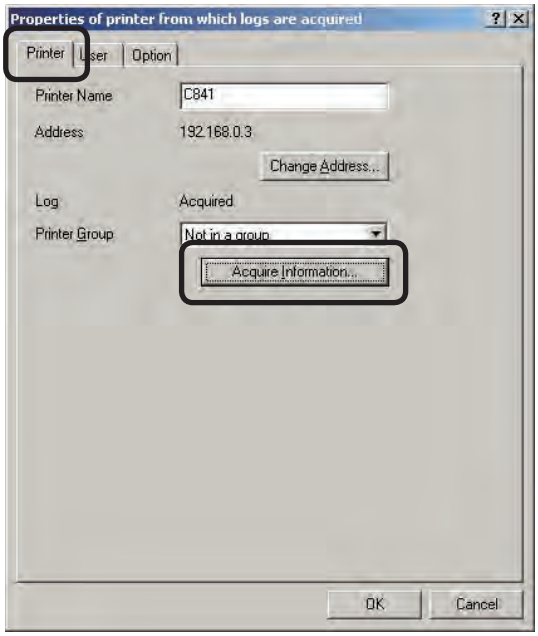


❹ Select the printer, and then select the [Printer] menu > [Properties].

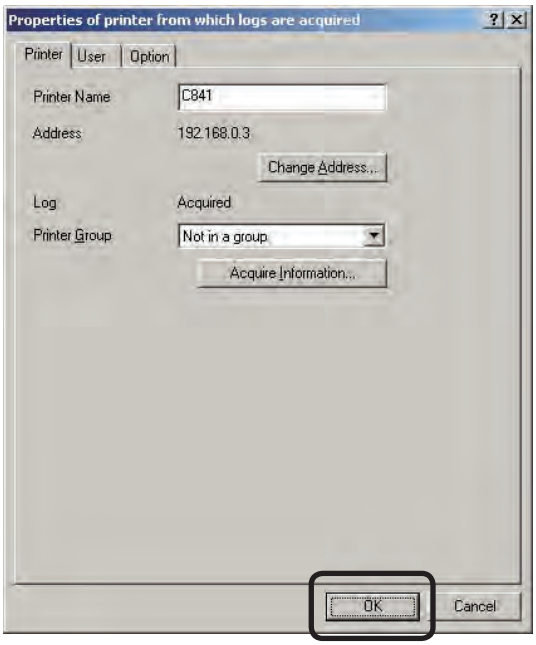
Memo Multiple printers can be selected.



❺ Display the [Printer] tab, and click [Acquire Information].



❻ Click [OK]. To browse the updated setting information, repeat the steps from ❶ to ❹.



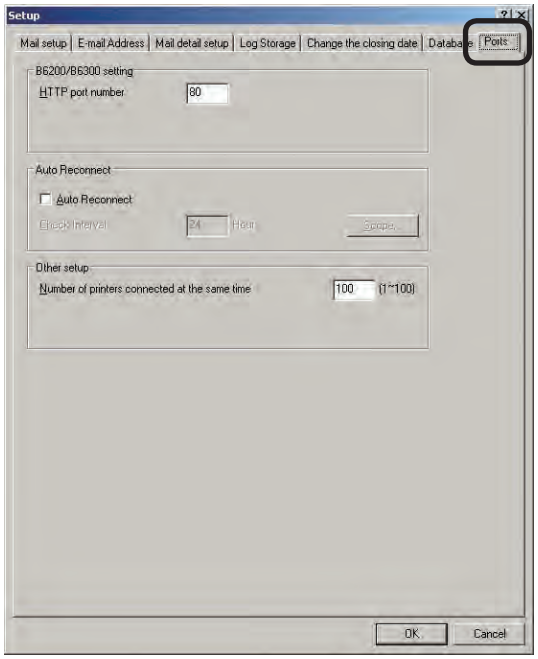
Changing the number of printers connected at the same time

The number of printers connected at the same time can be changed. When the number of printers connected at the same time is set to a small value, the amount of processing done by the computer for this software is reduced.

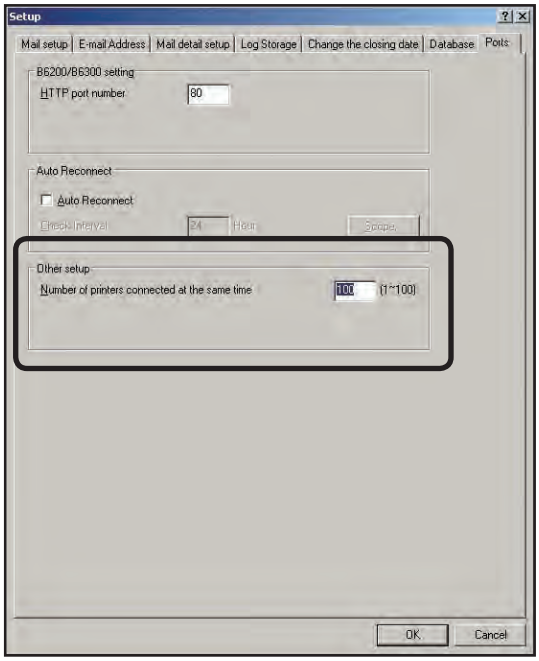
❶ Start the server software.

❷ Click the [Option] menu > [Setup].

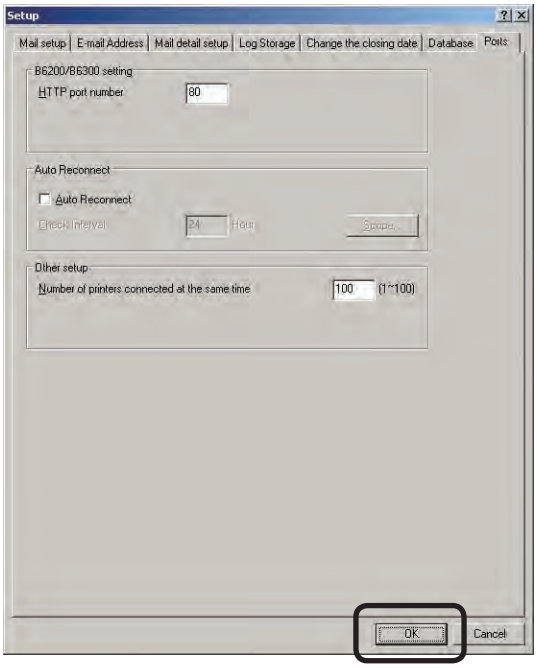
❸ Display the [Ports] tab.



❹ Change [Number of printers connected at the same time].



❺ Click [OK].



Uninstalling software

Uninstalling server software

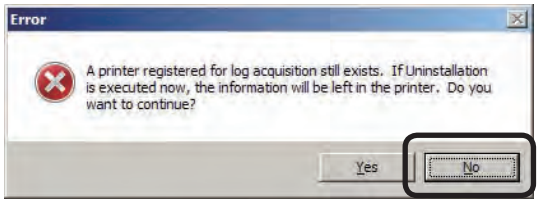
When uninstalling the server software, always delete the registered printers first before uninstalling the server software.

❶ See "Deleting a registered printer" (page 226), and delete the printer registered in the server software.

❷ Exit the server software.

❸ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accouting] > [Uninstall Print Job Accouting]. When the [User account management] window is displayed, click [Continue] or [Yes].

Note! When the following window is displayed, the printer is not deleted. Always click [No] to cancel the uninstallation, then delete the printers before uninstalling the server software.



❹ Follow the instructions on the screen to uninstall.

❺ Click [Finish].

Uninstalling the client software (Windows)

❶ If the client software is running, exit it.

❷ Select [Start] > [All Programs] ([Programs] in Windows 2000) > [Oki Data] > [Print Job Accounting Client] > [Uninstall Print Job Accounting Client]. When the [User account management] window is displayed, click [Continue] or [Yes].

❸ Follow the instructions on the screen to uninstall.

❹ Click [Finish].

Uninstalling plugins (MacOS)

When the printer drivers are uninstalled, the plugins are also uninstalled.

Uninstalling client software (Mac OS X)

Delete the Print Job Accouting icon that was copied to the desired location during installation.

13. Troubleshooting

13.Troubleshooting

This chapter explains some of the problems that could possibly occur when using Print Job Accouting, and provides hints to their solutions.

Item	Details
Cannot find the printer even when searching using [Add a Printer].	• Check that the printer power is ON. • Check whether the printer is processing or offline, or whether an error has occurred (no paper etc). Check that the printer is online, and click [Start new search]. • Click [Back], and check that the correct search option check boxes are checked. • When the search target is [TCP/IP Network], check whether the broadcast address is correct. If it is unknown, contact the network administrator. • The printer does not support Print Job Accouting. Check the type of printer connected to the connection destination. • If the [Do not allow exceptions] check mark is checked in the Windows XP SP2/Server 2003 SP1 or later firewall settings, printers cannot be searched beyond the router segments. Therefore, in the Add log acquisition printer wizard, select [Specify the printer by address], select [Address] > [TCP/IP Network], and enter the IP address directly.
When a printer connection destination is specified using [Add a Printer], the error "Printer does not have the log acquisition capability" is displayed.	The printer does not support Print Job Accouting. Check the type of printer connected to the connection destination.
When adding a printer, "There is no sufficient capacity to store a log" error is displayed.	There is not enough free space in the printer built-in hard disk, SD memory card or flash memory. Secure the appropriate amount of free space.
When adding a printer or changing settings, or when immediately acquiring a log, the "Cannot connect to the printer. Wait for a while and try again.", "Unable to communicate with the printer. Please check the printer." or "The printer is busy. Wait for a while then try again" message is displayed.	• Check that the printer power is ON. • Check whether the printer is processing or offline, or whether an error has occurred (no paper etc). Check that the printer is online and try again.

Item	Details
When creating a CSV file to register Job Account IDs and Names in a batch, "An error was found in the import file" error message is displayed.	• Check whether the CSV file format is correct. • Check that the names and Job Account IDs do not exceed the registration range. The Job Account ID is registered from 1 to 999999999, and the User Names within 80 characters. • Check that the " symbol is not included in names. Names that include " cannot be registered.
When the ID file for setting the hide mode in the client software is imported, "An error was found in the import file" error message is displayed.	• Check whether the CSV file format is correct. • Check that the User names and Job Account IDs do not exceed the registration range. The Job Account ID is registered from 1 to 999999999, and User Name within 80 characters. • Check that the " symbol is not included in user names. Names that include " cannot be registered.
When printing, the print job is automatically cancelled and cannot be executed.	• Check whether the Job Account ID of the print job is "Disable Printing" or "Disable Color Printing". • Check whether the limit value for the Job Account ID is exceeded, and check the limit values and valid period. • The operation when log is full is set to "Cancel the job", and the printer log buffer is full. Select the printer, and then select the [Printer] menu > [Acquire a Log] to acquire the log. Next, reset the log acquisition schedule to a shorter time.
The log cannot be acquired according to the set schedule.	Select the printer, and then select the [Printer] menu > [Acquire a Log]. When an error is displayed, check that the printer power is ON. Also, check whether the printer is processing or offline, or whether an error has occurred (no paper etc). When the log is acquired correctly, check the log acquisition schedule. Check that the acquisition time is at the same time as when the printer and server power are usually ON. If there are no problems in the above settings, restart Windows.
Not all of the logs are acquired.	The printer's log buffer is full when the operation for when the log is full is set to "Delete old logs" or "Do not acquire the log", Reset the log acquisition schedule to a shorter time.
Some logs are not displayed at the start time or end time.	If the printer model does not have a built-in clock, when the printer power is switched OFF/ON, time information cannot be stored in the log until the printer is notified of the time. For details on how to notify the printer of the time, see "Notifying the printer of the time" (page 192). For models that have a built-in clock, the time needs to be set in the printer.

Item	Details
When attempting to delete a printer, "Cannot delete while log is being acquired" message is displayed.	A printer cannot be deleted while the log is being acquired. Select the printer that you want to delete, select the [Printer] menu] > [Start/End Log] to end acquiring the log, and then delete the printer.
When [Acquire a Log] is performed, "Select to start log before attempting to acquire a log" message is displayed.	The log is in the unacquired state. Select the printer whose log you want to acquire, and select the [Printer] menu > [Start/End Log] to start acquiring the log. Logs can be acquired after starting.
When [Acquire a Log] is performed, "This task cannot be performed while acquiring a log" message is displayed.	The log is acquired according to the log acquisition schedule. Wait for a while to check whether the log is acquired. If "Log acquisition schedule..." is shown for a long time, restart Windows.
In the printer [Log] field of the details window, [Acquire from different server] is displayed.	Either the log is set to be acquired by a different server, or the printer flash memory was initialized. Select the printer, and then select [Printer] menu > [Delete a Printer/Printer Group] to delete the printer, and then follow the steps in [Printer] menu > [Add a Printer] to re-add the printer. If the printer is set to acquire the log from a different server, see "To change the server to a different computer" (page 229).
Cannot perform menu printing or demo printing from the control panel of the printer.	• Check whether the local printer is set to printing prohibited or color printing prohibited. • Check the limit values and valid period to ensure that the local print limit values are not exceeded.
Cannot initialize the flash memory from the printer control panel. Also, the hard disk or SD memory card cannot be initialized for models equipped with an internal hard disk or SD memory card.	When using the Print Job Accouting, check the [Inhibit the initialization of the Hard Disk and Flash Memory] check box in the server software. In this state, the flash memory, built-in hard disk and SD memory card cannot be initialized. Follow "Deleting a registered printer" (page 226) to delete the printer, and then initialize the flash memory, built-in hard disk or SD memory card. After initializing, select the [Printer] menu > [Add a Printer], and follow the steps to re-add the printer.

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