

# smart PrintSuperVision

**User's Manual** 

# How to Read This Manual

## Notations

The following notations may be used in this manual.

- Print job accounting client software  $\rightarrow$  Client software
- Generic name for Windows, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2019, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2, Windows Server 2008 → Windows

\*Unless otherwise specified, the 64-bit version is included in Windows 10, Windows 8.1, Windows 8, Windows 7 and Windows Server 2008.

• Mac OS X 10.3 and later  $\rightarrow$  Mac OS X

Unless otherwise specified, Windows 7 is used as an example for Windows, and Mac OS X 10.8 is used as an example for Mac in this manual.

The notations used in this manual may differ from actual interface items depending on your OS or model.

#### Terms

! Note

Terms are cautions or restrictions that are required to operate this software correctly. Be sure to read sections with this mark to ensure operations are performed correctly.

*∅* Memo

Indicates information that is useful to know or refer to when using the software. You should read the sections with this mark.

# Important

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# **1. Introduction**

# **1. Introduction**

This section explains the merits, mechanisms and configuration of smart PrintSuperVision (sPSV), and the contents that need to be decided before setup.

# Merits of smart PrintSuperVision (sPSV)

sPSV allows devices such as printers and multifunction printers to be managed in the following ways:

- Detailed configuration of printing limitations according to the user or document
- Acquisition and summary of various forms of information (job logs) related to printing
- Device management such as management of remaining toner and image drum

#### **Management of Printing Limitations**

- It is possible to set whether or not to allow printing for each user, document (file name), application, etc.
- It is also possible to set whether or not to allow color printing in a similar manner.
- Printer restrictions can be set for multiple users or devices at the same time. For example, it is possible to allow the general affairs division to print from any device but only allow the accounting division to print from devices installed in their own division.
- A printing limit (for example a maximum number of pages) can be set for each user or device.

#### Job Log Acquisition and Summary

- Information including the printed date and time, user name, quantity and paper size can be acquired and summarized in job logs.
- Job logs can be output as a CSV file for use in commercially available spreadsheet software.

*[*ℓ/Memo

# A CSV file is a text file separated by commas and is a file format that is commonly used for converting data between spreadsheets and database management software.

#### **Device Management**

• Information such as print volume, usage of consumables and status information can be collected and summarized, and the results can be displayed on the screen or sent as an email notification.

#### Support for Both Windows and Mac OS X

• Both Windows and Mac OS X are supported as client environments.



\*1 Information is gathered according to the settings on the administrator computer and client computers.

\*2 Users can only browse this for their own user account

\*3 This needs to be installed if identifying user IDs by user ID (PIN).

No.	Name	Details		
(1)	Device	Printers, multifunction printers, etc. managed using sPSV		
(2)	Server computer	The server on which sPSV is installed		
(3)	Database server	The server that executes database processes		
(4)	Authentication server	The server that executes directory services (in the case of sPSV, this refers to Active Directory.)		
(5)	SMTP server	The server that executes email processes		

No.	Name	Details
(6)	Administrator computer (Windows)	By logging in as an sPSV administrator in a web browser and accessing the server computers from this computer, it is possible to register devices, users and user groups, set usage limitations and manage devices.
(7)	Client computer (Windows/Mac)	<ul> <li>A computer on which users can print pages and browse information managed in sPSV.</li> <li>If users are identified by user IDs (PINs), it is possible to set usage limitations and summarize printing costs for specific users by installing the client software and registering user IDs (PINs).</li> </ul>

0//Memo

- The server computer (2) can also be used for functions (3), (4) and (5).
- It is possible to browse information managed by sPSV, set usage limitations and summarize printing costs from the server computer (2). Import/export, database and web service settings can be changed when logged in to the server computer as an administrator.

## **Configuration of sPSV**

Name	Installation location	Operating system	Description	
Smart PrintSuperVision	Server computer	Windows	This is a management tool for the system administrator. It can be used to register devices, users and user groups, set printing limitations and manage devices. Job logs acquired from devices are saved to the database.	
Print job accounting client software (hereinafter abbreviated as "client software")	Client computer	Windows/ Mac OS X	Install sPSV on client computers if using user IDs (PINs) to identify users. By registering user IDs (PINs), it is possible to set usage limitations and summarize printing costs for specific users.	

# Information Required for Settings and Examples of Settings

Users can be set when necessary by using sPSV and the client software.

Before setup, it is recommended to decide which users will use the device.

#### ! Note

- Users can be added/deleted at a later date. For details, see "8. Registering and Managing Users" (P. 130).
- User information from Active Directory can be used when linking to Active Directory. For details, see "Active Directory-linked Management" (P. 138).

### **User Accounts**

The functions that can be used differ depending on user authority. For information on creating and changing user accounts, see "User Registration" (P. 130).

Authority	Description		
Administrator	This account is used by the information system manager in charge of setting up sPSV and changing settings. All functions in sPSV can be viewed and configured with this account.		

Authority	Description			
Standard user	Ordinary users are those who have a registered sPSV account. In addition to viewing the same information as guest users, these users can browse information relating to their account and edit some of their account information.			
Guest user	Users are those who do not have a registered sPSV account. These users can only browse certain information.			

#### Main User Authority

For details on functions that can be used, see "List of Available Functions" (P. 241).

		User authority		
Main functions	Description		Standard User	Administrator
Searching and registering devices	Creating management groups, configuring device settings, etc.	—	_	•
Configuring sPSV settings	Configuring web service settings, mail server settings, database settings, etc.	—	—	•
Configuring sPSV user settings	Creating user groups, configuring restriction settings, etc.	_	▲*2	•
Registering schedules	Configuring settings to periodically execute schedule items and provide notifications of the results	_	_	•
Acquisition and summarization of information (report)	Configuring settings to acquire information such as fee logs, consumables information and print counters, summarizing the results and configuring settings for notifications of this information	▲*1	▲*3	•
Monitoring statuses	Monitoring statuses and configuring notification settings	_	—	٠
Device usage limitations	Setting access restrictions for devices	_	—	•
Help tab	Viewing help pages			•

•: Can be used  $\blacktriangle$ : Can be partially used -: Cannot be used

\*1: These users can only view information such as the consumables information and print counter of a device.

\*2: These users can only view their own account information and edit some of their information.

\*3: These users can only view job log information for their own account.

## **Preparing User Information**

PIN, user name and password are required when registering a user. Read the explanation below carefully, and prepare the PIN, user name and password according to the objectives of the printing limitations and log.

#### sPSV

Setting information	Details	Registration range
PIN	User ID is a number assigned to each user for identification. Settings such as printing limitations and cost burden are set for each user ID in sPSV.	1 - 999999999
User name	The name used when logging in to sPSV.	Up to 32 1- or 2-byte characters (Names cannot include "")
Password	The password used to log in to sPSV.	Up to 32 characters

#### **Client Software**

Setting information	Details	Registration range
User ID (PIN)	The user ID (PIN) used in sPSV When printing limitations or logs are configured for each department, the same ID number is assigned to all users within the department.	1 - 999999999
User 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 name" section of the job log.	Up to 80 1-byte characters or 40 2-byte characters (Names cannot include "")

#### ! Note

The following restrictions apply depending on the model.

- When printing is performed without setting the user ID (PIN), printing is performed by an unregistered user and 0 is recorded as the user ID (PIN) in the log.
- When printing is performed from a Windows or Mac OS X computer on which the client software is not set up, the user is an unregistered user, the user ID is 0, and the user name used to log on to either Windows or Mac OS X recorded in the log as the user name.
- In some applications, such as the Windows version of InDesign, data that does not use printer drivers may be created. In this case, the user is an unregistered user, the user ID is 0, and the user name is recorded as a blank space in the job log.
- The user ID (PIN) is registered as a blank space in the job log.

## **Example Settings**

The table below shows examples of settings for each method of setting use restrictions and summarizing job logs.

# When you want to permit printing for registered users only. (prohibit printing by unregistered users.)



Configuring the settings in sPSV	client software
<ul> <li>(1) Register users permitted to print in sPSV. ⇒ P. 130</li> <li>(2) Assign registered users printing permission for devices and set "Prohibit printing" as the usage restriction for unregistered users (Other Login Names). ⇒ P. 147, P. 153</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> </ul>	Set the user IDs (PINs) of users that are permitted to print. $\Rightarrow$ P. 107
<ul> <li>(1) Register users permitted to print in sPSV. ⇒ P. 130</li> <li>(2) Assign registered users printing permission for devices and set "Prohibit printing" as the usage restriction for unregistered users (Other Login Names). ⇒ P. 147, P. 153</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> </ul>	The client software is not used.

# When you want to permit color printing for registered users only. (prohibit color printing by unregistered users.)



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Register users permitted to print in color in sPSV. ⇒ P. 130</li> <li>(2) Assign print permissions to users registered to the device, and prohibit printing by unregistered users (OtherLoginNames) or guests (Guest). ⇒ P. 147, P. 153</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> </ul>	Set the user IDs (PINs) of users to whom color printing is permitted. $\Rightarrow$ P. 107
<ul> <li>(1) Register users permitted to print in color in sPSV. ⇒ P. 130</li> <li>(2) Assign print permissions to users registered to the device, and prohibit printing by unregistered users (OtherLoginNames) or guests. ⇒ P. 147, P. 153</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> </ul>	The client software is not used.

# When you want to permit color printing to some users but only black and white printing to others.



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Register users to be set with printing limitations in sPSV.</li> <li>⇒ P. 130</li> <li>(2) Assign color printing permission to users registered to devices and set "Print in black and white" as the usage restriction.</li> <li>⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> </ul>	Set the user IDs (PINs) of the users. $\Rightarrow$ P. 107
<ul> <li>(1) Register users permitted to print in sPSV. ⇒ P. 130</li> <li>(2) Assign color printing permission to users registered to devices and set "Print in black and white" as the usage restriction. ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> </ul>	The client software is not used.

# When you want to keep a record of the printing limitations and job log for each user.



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Register users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Set the job log summarization method. ⇒ P. 200</li> </ul>	Set the user IDs (PINs) of the users. $\Rightarrow$ P. 107
<ul> <li>(1) Register users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Set the job log summarization method. ⇒ P. 200</li> </ul>	The client software is not used.

# When you want to keep a record of the printing limitations and job log for each department.



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user group registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Set the job log summarization method. ⇒ P. 200</li> </ul>	Set the user IDs (PINs) of the users. $\Rightarrow$ P. 107
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user group registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Set the job log summarization method. ⇒ P. 200</li> </ul>	The client software is not used.

# When you want to set printing limitations for each department but keep a record of the job log for each department.



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user group registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Configure the settings so that job logs are summarized for each user. ⇒ P. 200</li> </ul>	Set the user IDs (PINs) of the users. $\Rightarrow$ P. 107
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130</li> <li>(2) Set usage limitations for each user group registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Configure the settings so that job logs are summarized for each user. ⇒ P. 200</li> </ul>	The client software is not used.

#### When you want to set usable volumes and summarize job logs for each department but also set individual usable volumes for some users within the department and summarize the corresponding job logs.



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130 Do not check "Include in usable volume summarization for user group" for some users. ⇒ P. 170</li> <li>(2) Set usable volumes for each user group and set of specific users registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Configure the settings so that job logs are summarized for each user and for each user group. ⇒ P. 200</li> </ul>	Set the user IDs (PINs) of the users. $\Rightarrow$ P. 107
<ul> <li>(1) Create a user group for each department and register the users in sPSV. ⇒ P. 130 Do not check "Include in usable volume summarization for user group" for some users. ⇒ P. 170</li> <li>(2) Set usable volumes for each user group and set of specific users registered to the device(s). ⇒ P. 147</li> <li>(3) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> <li>(4) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(5) Configure the settings so that job logs are summarized for each user and for each user group. ⇒ P. 200</li> </ul>	The client software is not used.

#### When you want to just collect a job log without imposing print restrictions.



sPSV administrator

	Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Configure the settings for acquiring job logs from the device(s). ⇒ P. 192</li> <li>(2) Set the job log summarization method. ⇒ P. 200</li> </ul>		The client software is not used. The login user name used for Windows or Mac OS X is recorded in the job log as the user name.

# When you want to permit printing only for users registered to an Active Directory domain. (prohibit printing by unregistered users.)



Configuring the settings in sPSV	Configuring the settings in the client software
<ul> <li>(1) Configure the settings for connecting to Active Directory. ⇒P. 45</li> <li>(2) Register users to whom printing from Active Directory is permitted in sPSV. ⇒ P. 138</li> <li>(3) Assign registered users printing permission for devices and set "Prohibit color printing" as the usage restriction for unregistered users (Other Login Names). ⇒ P. 147</li> <li>(4) Set the printing policy as "Identify users by PIN" and register this setting to the device. ⇒ P. 149</li> </ul>	Set the user IDs (PINs) of users that are permitted to print. $\Rightarrow$ P. 107
<ul> <li>(1) Configure the settings for connecting to Active Directory. ⇒P. 45</li> <li>(2) Register users to whom printing from Active Directory is permitted in sPSV. ⇒ P. 138</li> <li>(3) Assign registered users printing permission for devices and set "Prohibit color printing" as the usage restriction for unregistered users (Other Login Names). ⇒ P. 147</li> <li>(4) Set the printing policy as "Identify users by user name" and register this setting to the device. ⇒ P. 149</li> </ul>	The client software is not used.

# Setting Up sPSV

## **Administrator (Administrator PC)**





### **Users (Client Computers)**



# **Create a Settings Sheet**

To enable smooth introduction of sPSV, first create a settings sheet. Collect the information required for setup and record it on the sheet below. If unsure, of any items, check with the system administrator before filling them in. Check each box when the corresponding setting is configured.

#### **Devices to Be Configured**

Device	Printers, multifunction printers, etc. managed using sPSV
Server computer	The server on which sPSV is installed
Database server	The server that executes database processes
Authentication server	The server that executes directory services (in the case of sPSV, this refers to Active Directory.)
SMTP server	The server that executes email processes
Client computer (Windows/Mac)	A computer on which users can print pages and browse information managed in sPSV

00 Memo

- The server computer can also function as the database server, authentication server and SMTP server.
- It is possible to browse information managed by sPSV, set usage limitations and summarize printing costs from the server computer.

#### smart PrintSuperVision

Name of installation program	
Software version	

#### Print Job Accounting Client Software (Windows)

Name of installation program	
Software version	

#### Print Job Accounting Client Software (Mac OS X)

	Name of installation program	
	Software version	

#### **Database Information**

Select Microsoft SQL Server Compact (if "Use a database prepared on setup" is selected in sPSV) or Microsoft SQL Server as the database for saving and viewing data in sPSV.  $\Rightarrow$  P. 37

Microsoft SQL Server Compact		
	Database name (name of the database used by sPSV. Default name: spsv_database)	
	Encryption method (UNENCRYPTED/Platform Default/Engine Default Default setting: UNENCRYPTED)	
	Password (not required if UNENCRYPTED is set as the encryption method)	
Micro	osoft SQL Server	
	Name of database server to which to connect/Default name: .\SQLEXPRESS	
	Database name (name of the database used by sPSV/Default name: spsv_database)	
	Authentication Methods (SQL Server Authentication/Windows Authentication. Default setting: SQL Server Authentication)	
	User name (user name used for database authentication/Default name: sa)	
	Password (password used for database authentication)	

#### Web Service Information

Select Internet Information Services (IIS) or Web Service (EWS) as the web service used to display sPSV in a web browser.  $\Rightarrow$  P. 38

Internet Information Services (IIS)		
Port number ( by the IIS/De 50081, range	port number used fault number: : 1-65535)	
Website name registered in t by sPSV/Defat PrintSuperVisi	e (website the IIS for use ult name: smart on)	
Web Service (EWS)		
Port number (p the EWS/Defau range: 1-6553	oort number used by Ilt number: 50081, 5)	

## **Communication Settings**

Acqu	ire the device name.	
	Interval specification: (Default setting: 60 minutes, range: 1-1,440)	
	Time specification:	
Acqu	lire the status.	
	Interval specification: (Default setting: 60 minutes, range: 1-1,440)	
	Time specification:	
Conf char	irm that the IP address has been ged.	
	Interval specification: (Default setting: 12 hours, range: 1-24)	
	Time specification:	
Conf beer	irm that Active Directory has updated.	
	Interval specification: (Default setting: 24 hours, range: 1-24)	
	Time specification:	
sma	rt PrintSuperVision website	
	Enable session timeout.	
	Session timeout time: (Default setting: 10 minutes, range: 1-99)	
Com	munication with devices	
	Timeout time: (Default setting: 5 seconds, range: 1-99)	
	Communication retry: (Default setting: once, range: 0-9)	
	Monitor sleeping devices.	

## **Active Directory Information**

Use this if adding user names and user group names by connecting to Active Directory and if using user names and user group names registered in a domain.  $\Rightarrow$  P. 45, P. 138

Domain name	
Login name	
The port number used to connect to the Active Directory server (Default setting: 389, range: 1-65535)	
Base DN (identifying name used as the base of the search range)	

#### Mail Settings

Outgoing mail server (SMTP) settings $\Rightarrow$ P. 210		
	Email address (email address used to send outgoing mail from sPSV)	
	Displayed name (sender name for email from sPSV)	
	SMTP server name	
	Port number (port number used in communication with the SMTP server/Default setting: 25, range: 1-65535	
	Authentication method (LOGIN/PLAIN/CRAM-MD5)	
	User name (user name for SMTP server)	
	Password (password for SMTP server)	
	Encryption support (encryption of communication with the SMTP server)	
Email communication settings $\Rightarrow$ P. 210		

## Registering and Managing Users

In	Individual Management			
	Number of registered users			
	Number of registered user groups			
	Registering users $\Rightarrow$ P. 130			
	Register user groups $\Rightarrow$ P. 131			
Ac	Active Directory-linked Management			
	Add users from Active Directory $\Rightarrow$ P. 138			

### **User Settings**

Set usage limitations $\Rightarrow$ P. 143	
Setting the usable volume $\Rightarrow$ P. 170	
Set fees $\Rightarrow$ P. 172	
Set a closing date $\Rightarrow$ P. 205	

#### User

Display Name: (up to 256 characters)	
Language Code: (up to 64 characters)	
IC Card information: (up to 256 characters)	
PIN <sup>(*)</sup> : (1 - 999,999,999, can be assigned when registering users)	
User name <sup>(*)</sup> : (up to 32 characters)	
Password <sup>(*)</sup> : (up to 32 characters)	
Last Name:	
First name:	
Email address:	
Receive summarization results by email.	
Phone number: (up to 64 characters)	
Description: (up to 1024 characters)	
User groups (settings need to be configured if using)	
Usable volume (settings need to be configured if using)	

(\*) denotes a required item.

#### **User Groups**

User group name <sup>(*)</sup> : (up to 256 characters)	
Email address: (up to 256 characters)	
Receive summarization results by email.	
Include in admins user group.	
Description: (up to 1024 characters)	
Time specification:	
Usable volume (settings need to be configured if using)	

(\*) denotes a required item.

#### **Usable Volume**

Print	number [sheets]	
Fee	[Yen]	
Stap	ling [time]	
Include in summarization of use by user groups to which the user belongs.		
Rese	t interval of used volume	
	Unit: (Do not specify/Months/ Weeks/Days)	
	Period: (1-99)	
	Record date: Until last day of month/until X day of week	
	Carry over to next period.	
Com	munication requirements:	
If usable volume is exceeded		
If used volume is reset		
	X days before next reset date	

### Registering and Managing Devices

Number of connected devices	
Registering devices $\Rightarrow$ P. 118	
Registering management groups $\Rightarrow$ P. 125	
Job log acquisition settings $\Rightarrow$ P. 122	
Log full settings $\Rightarrow$ P. 199	

### Device

Devi	ce information	
	Name:	
	Installation location:	
	Contact details:	
	Management number:	
Mana	agement information	
	Fee:	
	Group(s)	
Communication information		
	Device password	
	SNMP Read community name: (Default setting: public)	
	SNMP Write community name: (Default setting: public)	
	SNMP Trap Port Number: (Default setting: 162)	
Log be c	access control (settings need to onfigured if using)	

#### Management Groups

Name <sup>(*)</sup> : (up to 32 characters)	
Description: (up to 255 characters)	
Map:	
Fee:	
Device password <sup>(*)</sup> :	
SNMP Read community name <sup>(*)</sup> : (Default setting: public)	
SNMP Write community name <sup>(*)</sup> : (Default setting: public)	
SNMP Trap Port Number: (Default setting: 162)	
Log access control (settings need to be configured if using)	

(\*) denotes a required item.

## Log/Access Control

Log	control	
	Record job log for device.	
	Specify job log acquisition schedule.	
	Interval specification: Time minutes	
	Time specification:	
	Action when log is full: (Cancel job/Do not record in log/Delete old log items)	
Acce	ss control	
	Enable access control.	
	Panel access control (PIN/User name/Password/Do not specify/ Invalidity)	
	User authentication method (Local/LDAP/Secure protocol)	
	Email printing use (Color / Mono / Invalidity)	
	Google Cloud Print use (Color / Mono / Invalidity)	
	Guest use	

	Specify schedule to acquire device use restrictions.	
	Specify Interval: Hour Minutes	
	Time specified:	
Usage limitations (settings need to be configured if using)		

#### **Usage Limitations**

Allov print	v use of device only when ing from a computer.	
User	name	
	Prohibit printing	
	Prohibit color printing	
	Print in black and white	
	Prohibit copying	
	Prohibit color copying	
	Prohibit printing from USB memory devices	
	Prohibit color printing from USB memory devices	
	Prohibit Scan to Email	
	Prohibit Scan to Shared Folder	
	Prohibit Scan to USB Memory	
	Prohibit faxing	
	Prohibit Scan to Internet Fax	
	Prohibit Scan to Fax Server	
Print	ing policy	
	Identify users by PIN	
	Identify users by user name	
Docι	iment name	
	Prohibit printing	
	Prohibit color printing	
	Print in black and white	
Host	name	

	Prohibit printing	
	Prohibit color printing	
	Print in black and white	
Application name		
	Prohibit printing	
	Prohibit color printing	
	Print in black and white	

## Set a Closing Date

Xth of each month (Default setting: 31 range: 1-31)	
Apply logs past the closing date to current month	

### **Client Software**

Tab I	ab Mode		
	User name		
	User	· ID	
Pop-	up Mo	ode	
	User	name	
	User	D	
Hide	Mode	2	
	ID fi	le	
		Login name	
		User name	
		User ID	
	User	handling table	
		Get user information from a file	
		Folders containing user information files	
	Set all users as fixed user IDs		
	User name		
		User ID	

# 2.Setting Up smart PrintSuperVision (sPSV)

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Standard Ports	36
Supported Browsers	36
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# 2. Setting Up smart PrintSuperVision (sPSV)

This section explains how to set up sPSV.

#### ! Note

The window and setting contents differ depending on the device model.

## **Operating Environments**

- Windows 10
- Windows 8.1
- Windows 8
- Windows 7
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012
- Windows Server 2008 R2
- Windows Server 2008

#### 00 Memo

This includes the 64-bit version of Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2008 and Windows Server 2008 R2.

### **Recommended Computer Specs**

- CPU: 1 GHz or higher
- Memory: 512 MB or higher
- Hard disk space: 30 MB or more

#### ! Note

- The computer on which sPSV is set up needs to remain switched on, or needs to be running at the time when the job log is set to be obtained from the device.
- The above hard disk space is the minimum space required during installation. At least 30 MB of disk space is required to save job logs, etc. when using sPSV.
- Approximately 3 MB of hard disk space is required to save 10,000 job log entries on the computer.

# **Standard Ports**

sPSV uses the following ports for communication.

- HTTP (TCP 50081)\*
- Port 9100 (TCP Port 9100)
- SNMPv1 (UDP Port 161)
- SNMPv1 Trap (UDP Port 162)
- LDAP (TCP Port 389)
- SMTP(S) (TCP Port 25/587)
- SQL Server (TCP port 1433)

\*If the default port number is set

#### ! Note

The firewalls of the server computers and client computers need to be set to allow access to these ports.

## **Supported Browsers**

• Microsoft Internet Explorer Ver 8.0 /9.0/10.0/11.0

### Other

- Microsoft .NET Framework 4.0/4.5 Full Package
- Internet Information Service (IIS) 7.0/8.0 (if IIS is used as the web service)
- Microsoft SQL Server 2012/ 2014/2016/2017/2019 (if using SQL Server as the database)
- Microsoft SQL Server Compact (if [Use database prepared during setup] is selected in sPSV)

#### ! Note

See the online help for more information on sPSV.

- 36 -
# How to Install

#### ! Note

Log in as a user with Windows administrator authority.

- 1 Double click the sPSV program downloaded from the website (https://www.oki.com/ printing/).
- 2 Select the language, and click [Next].



- **3** If .Net Framework 4.0 is not installed on the computer, it is automatically downloaded and installed.
- 4 Click [Next].



**5** Read the license agreement and click [Yes].

License Agreement		
Please read the following license ag	greement carefully.	200
Press the PAGE DOWN key to see	the rest of the agreement.	
-		*
anti-		
Doyou accept all the terms of the p select No, the setup will close. To accept this agreement.	preceding License Agreement? If you install smart PrintSuperVision, you must	+ Print
Doyou accept all the terms of the p select No, the setup will close. To accept this agreement. taliShield	preceding License Agreement? If you install smart PrintSuperVision, you must	+ Print

**6** Specify the program folder and click [Next].



7 Specify the location in which to install sPSV and click [Next].

noose Destination Location		and the second
Select folder where setup will install files		
Setup will install smart PrintSuperVision i	n the following folder.	
To install to this folder, click Next. To ins another folder.	tall to a different folder, click	Browse and select
Destination Folder		

**8** Select the database.

Select the database. The settings screen varies depending on the type selected.



#### <If [Use Setup Database (Recommended)] is selected>



#### [Installation]

Click [Browse] and specify a location to save the database.

#### [Database]

Enter the name of the database to be used in sPSV. (default name: spsv\_database)

#### [Encryption]

Specify the encryption method for the database. (Default setting: UNENCRYPTED)

#### [UNENCRYPTED]

Not encrypted.

#### [Platform Default]

Encrypted using AES128\_SHA256.

#### [Engine Default]

Encrypted using AES256\_SHA512.

#### [Password]

Specify the password of the database to connect to. This does not need to be entered if [UNENCRYPTED] is specified.

# <If [Use pre-provided database] is selected>

Specify the SQL server being used.



#### [Service name]

Enter the name of the database server to which to connect.

(Example: localhost\SQLEXPRESS Default name: .\SQLEXPRESS)

#### [Database]

Enter the name of the database to be used in sPSV.

(default name: spsv\_database)

#### [Authentication Methods]

Specify the database authentication method. (Default setting: SQL Server Authentication)

#### [SQL Server Authentication]

Connect to the database using the user name and password of an SQL Server login.

#### [Windows Authentication]

Connect to the database using a Windows account and password.

#### [User Name]

Specify an SQL Server user name. (default name: sa)

#### [Password]

Specify the SQL Server password.

9 Click [Next].



 Select the web service to be used from [Web Service]. Internet Information Services (IIS) or an embedded web service (EWS) can be selected as the web service.

The settings screen varies depending on the web service selected.

Select Web Service Choose the Web Service to use by	y smart PrintSuperVision.
Select the Web Service to display the screen of smart PrintSuperVision by Web Browser on startup, Choose the Web Service to use.	
<ul> <li>Use Internet Information Service</li> </ul>	es (IIS). (Recommended)
Use pre-provided Web Service	(Ews)
Port Number 50081	(EWS).
Use pre-provided Web Service Port Number 50081 Site Name	
Use pre-provided Web Service Port Number 50081 Site Name smart PrintSuperVision	
Use pre-provided Web Service Port Number 50081 Site Name smart PrintSuperVision stallShield	(EWS).

#### <If [Use Internet Information Services (IIS) (Recommended).] is selected>



#### [Port Number]

Specify the port number used by IIS. (default: 50081, range: 1 - 65535)

#### [Site name]

Specify a website registered to IIS to be used by sPSV.

(default name: smart PrintSuperVision)

# <[Use pre-provided Web Service (EWS) is selected>



#### [Port Number]

Specify the port number used by the EWS. (default: 50081, range: 1 - 65535)

11 Click [Next].

smart PrintSuperVision - InstallShield Wizard
Select Web Service Choose the Web Service to use by smart PrintSuperVision.
Select the Web Service to display the screen of smart PrintSuperVision by Web Browser on startup, Chroose the Web Service to use.
O Use Internet Information Services (IIS). (Recommended)
Use pre-provided Web Service(EWS).
Port Number
50081
Site Name
smart PrintSuperVision
InstallShield

12 Click [Install].

sPSV is installed.

Ready to Insta	all the Program			Contra V
The wizard is r	eady to begin installation	on.		1
Click Install to	begin the installation.			
If you want to the wizard.	review or change any o	of your installation set	tings, click Back. Click	Cancel to ex

#### 13 Click [Finish].

smart PrintSuperVision - Install	Shield Wizard
smart PrintsuperVision - Install	InstallShield Wizard Complete InstallShield Wizard has successfully installed smart PrintSuperVision. Click Finish to exit the wizard.
	< Back Finish Cancel

This completes the installation.

A shortcut to sPSV appears in the program menu and on the desktop when the installation is completed.

#### 0//Memo

sPSV is accessed from client computers using the address at which it was installed by the administrator (for example http://192.168.100.10:50081).

# **3.Setting Up the Print Job** Accounting Client Software

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# 3. Setting Up the Print Job Accounting Client Software

The client software needs to be installed on client computers if identifying users by user ID (PIN). This section explains how to set up the client software.

# **Setting Up in Windows**

## **Operating Environments**

- Windows 10
- Windows 8.1
- Windows 8
- Windows 7
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012
- Windows Server 2008 R2
- Windows Server 2008

#### *[*ℓ/Memo

This includes the 64-bit version of Windows 10, Windows 8.1, Windows 8, Windows 7 and Windows Server 2008.

## **Installing the Client Software**

#### ! Note

Log in as a user with Windows administrator authority.

- 1 Double click the client software program downloaded from the website (https:// www.oki.com/printing/).
- 2 When the [User account management] dialog is displayed, click [Continue] or [Yes].
- **3** Select the language, and click [OK].

Print Job Accounting Client - InstallShield Wiz	zard	×
Choose Setup Language Select the language for the installation from th	e choices below.	No.
Catalan Chinese (Traditional) Caech Danish Duch English (United States) French (Standard) Grench Grenck Hungarian Italian Japanese Konean		
	< Back Next >	Cancel

4 Click [Next].



**5** Read the license agreement and click [Yes].



6 Click [Next].



7 Click [Next].

rint Job Accounting Client Setup
Select Program Folder Please select a program folder.
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.
Talme, or select of a many relevant prodes set. Card react to contract.
Urdda Statup Table PC
KalShield Cancel

8 Click [Next].

Print	Job Accounting Client Setup
s	Itart Copying Files Review settings before copying files.
	Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
	Current Settings: Instill in this Iolder : C.197ogram Files/Okidata/Print Job Accounting/Client Program Iolder : Okidato
Inita	< Back Next > Cancel

9 Click [Finish].



Next, proceed to "6. Print Job Accounting Client Software" (P. 107) to set the job account mode.

# Setting Up in Mac OS X

### **Operating Environments**

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**

- 1 Double click the client software program downloaded from the website (https:// www.oki.com/printing/).
- **2** A disk image is located on the desktop.
- 3 Copy the [Print Job Accounting Client] icon in the disk image to the desired location by dragging and dropping.

Next, proceed to "Registering the Job Account ID (PIN)" (P. 114) to set user IDs

# **4. If Using Active Directory**

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Connecting to an Active Directory in a Specified Domain45
Changing the Time or Interval at Which Update of Active Directory is Confirmed46
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# 4. If Using Active Directory

# What Can It Be Used for?

Active Directory can be used for uniform management of devices on the network, such as server computers, client computers, printers and multifunction printers, and information on the users who use them, such as identification information and access permission.

Devices and users are managed in fixed groups (referred to as "domains" or "AD domains"). It is also possible to manage large organizations or networks comprised of multiple interconnected domains.

# **Settings for Connecting to Active Directory**

Active Directory settings need to be configured in sPSV if setting usage limitations for users managed in Active Directory and registering them to devices.

#### 00 Memo

The operation to register user information managed in the Active Directory to the device can be performed smoothly if all settings for the Active Directory are completed before registering the device in sPSV.

Active Directory settings can also be configured after registering the device in sPSV.

### **Connecting to an Active Directory in a Specified Domain**

 Configure the settings in the [Function Details] window > [Option] > [Environment Settings] > [Server Settings].



**2** Click [Active Directory Server] to open the settings window.



**3** Enter the domain name, login name and password.

it the user information registered in	I the Active Directory when used in smart PrintSuperVision.
Connection Settings	
Settings for connecting to Active Di	ectory.
Domain Name:	The domain name of the connection destination of Active Directory.
Login Name:	The name used to log in to the domain.
Password:	The name used to log in to the domain.
Port Number: 389	The port number used to communicate with the Active Directory, (1 - 65.525)

#### **Domain Name**

Enter the Active Directory domain name for searching for users and groups.

#### Login Name

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

#### Password

Enter the password for logging on to the Active Directory.

4 To change the port number for connecting to the Active Directory, enter the port number. The range of the port number is from 1-65535 (default: 389).

#### ! Note

The firewall port on the Active Directory server may need to be opened beforehand depending on the port being used.

t the user information registered in	the Active Directory when used in smart PrintSuperVision.
connection Settings	
Settings for connecting to Active Dir	ectory.
Domain Name:	The domain name of the connection destination of Active Directory.
Login Name:	The name used to log in to the domain.
Password	The name used to log in to the domain.
Port Number: 389	The port number used to communicate with the Active Directory. (1 - 65.535)

5 To change the Active Directory to search, enter that target in "Base DN". An example of 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

sttings for conne	cting to Active Direct	ory.
Domain Name:		The domain name of the connection destination of Active Directory.
Login Name:		The name used to log in to the domain.
Password:		The name used to log in to the domain.
Port Number:	389	The port number used to communicate with the Active Directory. (1 - 65,535)
arch Range Base DN:		bitter to the Active Directory.
sarch Range Base DN:		terreture in Active Directory,     Distriguished name to become the base of the search range.     The search around include on of a future Directory as included in the assert transmit
Base DN:		The Active Development Desception of ones to boome the base of the search range. The same with account locked out of Active Directory are included in the search target
earch Range Base DN: elect Column		t the Addres Oreatory. Distriguished name to become the base of the samch range. The usars with account locked and if Addre Stretcher are included in the search target
sarch Range Base DN: Jeansmon	content of a second of a secon	The same of the source of the search range. The cases with account locked out of Active Directory are included in the search target at of the cases with account locked out of Active Directory are included in the search target

0//Memo

- If these values are not entered, the search is made based on DC=domain, DC=local.
- The search time can be reduced by specifying the OU because the search is only performed within the specified OU.
- **6** Check [Search for Locked User.] to search for users whose accounts are locked.

#### *[*ℓ/Memo

Users with locked accounts are users whose accounts have been locked due to a login failure caused by factors beyond their control such as security policies. Checking [Search for Locked User.] when searching prevents these users from being excluded during registration.



#### **7** Click [Apply].

User Name:	The user name for logging in to the SMTP server.
Password:	The password for logging in to the SMTP server.
Encryption Support	Encrypt communication with the SMTP server.
Test Destination:	The e-mail address used as the destination of the test e-mail.
Sending Test	

### Changing the Time or Interval at Which Update of Active Directory is Confirmed

The user and user group information on the Active Directory Server can be monitored, and changes to information can be updated. Monitoring of auto status refresh is enabled by default, but the monitoring schedule settings can be changed.

#### ! Note

When a new user that belongs to a group that is to be monitored in the Active Directory is added, users can be registered to the device until the maximum number of users that can be registered to the device is reached. After the maximum number of users that can be registered is reached, subsequent users cannot be registered to the device.

 Set in [Details Screen] > [Option] > [Environment Settings] > [Communication Settings].



2 Click in [Communication Interval] to open the settings window.



3 Check [Confirm the update of Active Directory.] and specify the interval or time of the update.

	regular basis, check confi	irmed items, and	specify the communication interval or time.
Acquire Device Info-			Acquire such device information as consumables and page counter from the device.
Specify Interval:	60 1.440)	Minutes(1-	
Time specified:	Specify Time		
Acquire Status+			Acquire status from the device.
Specify Interval:	60 1,440)	Minutes(1-	
Time specified:			
Confirm changes to t	he IP address.		Confirm the device's IP address, and automatically reconnect to the IP address after a change has occurred.
Specify Interval:	12	Hour(1-24)	
	Oracity Trees	1	
Confirm the update of	f Active Directory.	-	onfirm the user information of the Active Directory server, and if there is a char ge in the user or user group registered in smart PrintSuperVision, the change in the Active Directory server is reflected in smart PrintSuperVision.
Specify Interval:	24	Hour(1-24)	
Time specified:	Specify Time		

#### [Specify Time]

Updated for each set interval. The maximum interval time that can be set is 24 hours. (Range: 1 to 24 hours)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time in 24-hour format. Up to 24 acquisition times can be added. After adding, click [OK].

ktive Directory Update Hours Minutes	
Debte	

#### 4 Click [Apply].

2	м	lanage Report Option Help	
9	ption >	Environment Settings > Communication Settings	0
-	Set the	timeout period and network communication interval.	-
	٠	Communication Interval	
	4	Communication Timeout, Retry Settings	
(		Apply	

### To update Active Directory Immediately

Updates can be performed immediately in addition to at the automatic update timing set in [Communication Interval].

 Update the information from [Details Screen] > [Option] > [User Settings].



**2** Click [Update Confirmation].



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# **5.smart PrintSuperVision (sPSV)**

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# 5. smart PrintSuperVision (sPSV)

This section explains the basic functions of smart PrintSuperVision.

# Top Page

#### Accessing sPSV from the Server PC

Double click the sPSV shortcut on the desktop or select [Start] > [All Programs] > [Oki Data] > [smart PrintSuperVision] > [smart PrintSuperVision].

#### Accessing sPSV from the Client PC

Launch the web browser, enter the address where the sPSV acquired from the administrator is installed in the address bar (e.g.http://192.168.100.10:50081), and press the Enter key.

Settings for each function of sPSV can be configured two ways, in the main menu window and function details window.

**Main Menu**: Window that navigates the target function while selecting according to the status. Settings of the target function can be configured by configuring the sPSV settings as per the navigation.

**Function Detail Window**: Window arranged according to types of function. Users who understand the sPSV settings can configure the function settings directly.



Main Menu Window

Details Screen

No.	Item	Details
(1)	Select Language List	The displayed language can be switched.
(2)	[Login]/[Log out]	Click [Login] to switch to the login window. Click [Log out] to log out.
(3)	[Go to Details Screen]	Click to switch to the details screen.

# Login Window

Click [Login] to display the login window. Enter the [User Name] and [Password] and click the [Login] button.

The following user is set as the administrator.

[User Name]: admin

[Password]: password

#### *[*∕//Memo

The default password can be changed. To change the password, see "Changing User/User Group Information" (P. 135).

Constant Constan	–[User Name]
Please enter username and password and disinguish between capital and lowercase letters.	–[Password]
User account can be created by log <del>sing in with an administrator account.</del> The default administrator account is "admin".	–[Login]

Login Window

# Main Menu

Window that navigates the the target function while selecting according to the status.



No.	Item	Details
(1)	[Show Device Usage Status]	Check details such as the amount of consumables used and print counter. Click to switch to the options window. $\Rightarrow$ P. 52
(2)	[Restrict Device Use]*	Configure these settings to add limits to the number of printed sheets or add print limits. Click to switch to the options window. $\Rightarrow$ P. 58
(3)	[Notify Device Management Status]*	Configure these settings to receive notification on the device usage status, various summarization results and fault information, etc. Click to switch to the options window. $\Rightarrow$ P. 64
(4)	[Display this screen at next start.]	When the check mark is removed and browser closed, the details screen is displayed as the top page the next time the browser is launched.
(5)	[Go to Details Screen]	Click to switch to the [Details Screen]. $\Rightarrow$ P. 79

## [Show Device Usage Status]

[Main Menu] > [Show Device Usage Status]

You can check the device usage status such as the amount of consumables used by the device, print counter and device usage history for each user.



No.	Item	Details
(1)	[Device Overview]	Displays overviews of the devices in a list. Click to switch to the details screen. $\Rightarrow$ P. 53
(2)	[Consumables usage state of the device ]	You can check aggregated results of the amount of consumables used for each device. Click to switch to the details screen. $\Rightarrow$ P. 54
(3)	[Device Print Status]	You can check aggregated results of the print counter for each device. Click to switch to the details screen. $\Rightarrow$ P. 55
(4)	[Device Usage History for Each User.]*	You can check the device usage history for each user. Click to switch to the details screen. $\Rightarrow$ P. 56

#### [Device Overview]

[Main Menu] > [Show Device Usage Status] > [Device Overview] Displays the basic device information in a list.

	🗲 🕣 🗽 http://localhost:50081/Require/Redirec 🔎 - C 🛛 🔩 smart PrintSuperVision 🗙 🔿 🛧 🔅
	Please select your language: Return to Main Menu
	smart PrintSuperVision
	Welcome admin [Log out]
	Do the following steps to check the device overview.
	Step1 : If you have not registered the device with smart PrintSuperVision, register the device.
	Specify [Destination], click [Start Search], and register to smart PrintSuperVision.           Destination:           Image: Specify Search Range           Click to specify the search range in detail.
(1)	Start Search Search Results:
	No.         Destination         Model         MAC Address         Name         Job Log Acquisition State         Registration State
	You can also create a group, and arrange registered devices.
	Step2 : Display an overview of the registered device.
	Filter Item: Management Group 🕈 Model Name Status Display Content 🕇
	All Group All Device Name All Status Default OK Consumables Info Varning Citation
	Error Complete
	Device List:
	Auto status refresh in: B600 Seconds Update Now
(2)	No. 🛣 🗌 Destination Model Name Status Last Update
	Delete

No.	Item	Details
(1)	Step 1: Device registration*	If the device to display an overview is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.
(2)	Step 2: Overview List View	Displays overviews of the devices in a list. For details, see Details Screen > Management Tab > Device List (P. 81).

#### [Consumables usage state of the device]

[Main Menu] > [Show Device Usage Status] > [Consumables usage state of the device] You can check aggregated results of the amount of consumables used for each device.



No.	Item	Details
(1)	Step 1: Device registration*	If the device to display the amount of consumables used is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.
(2)	Step 2: Amount of consumable used list display	Displays a list of the amount of consumables used by the device. For details, see Details Screen > Report Tab > Display Report > Device Info (P. 90).

#### [Device Print Status]

[Main Menu] > [Show Device Usage Status] > [Device Print Status] Aggregated results of the page counter for each device can be checked.



No.	Item	Details
(1)	Step 1: Device registration*	If the device to display the print counter is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered you do not need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.
(2)	Step 2: Display the print counter list	Display the list of print counters for devices. For details, see Details Screen > Report Tab > Display Report > Device Info (P. 90).

#### [Device Usage History for Each User.]

[Main Menu] > [Show Device Usage Status] > [Device Usage History for Each User.] Results of aggregated job logs as device usage history for each user can be checked.



No.	Item	Details
(1)	Step 1: Device registration*	If the device for which you want to display a usage history is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86).

No.	Item	Details
(2)	Step 2: User Registration*	If the user for which you want to check the usage history is not registered, register the user. Once registration is complete, future registration is not needed. Once the device is registered there is no need to perform registration again. (However, user registration is required when adding a new user.) To browse the device usage status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the
(3)	Step 3: Add User/Acquire Print Log*	setting area. Configure the settings so that the print log can be received by the registered device, and register the user. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Device Management Settings > Device Settings > Log/Access Control (P. 85). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: List view of device usage history	Display the device usage history for each user. For details, see Details Screen > Report Tab > Display Report > Job Information (P. 90). The job log is not reflected immediately after registering/ adding the device and user. After a registered user has used the device, the job log is acquired and displayed.

# [Restrict Device Use]

[Main Menu] > [Restrict Device Use]

Upper limit of print quality by device user, and limit on the operation of the MFP can be set.



No.	Item	Details
(1)	[Apply Restrictions by User]	Configure use restrictions for each user (each sPSV user account). Click to switch to the options window. $\Rightarrow$ P. 59
(2)	[Restrict by Print Method]	Configure use restrictions for each print job information (one of computer name, document name or application). Click to switch to the options window. $\Rightarrow$ P. 61
(3)	[Restrict by User's Usage]	Configure use restrictions for each user (each sPSV user account) according to the usage amount. Click to switch to the options window. $\Rightarrow$ P. 62

#### [Apply Restrictions by User]

[Main Menu] > [Restrict Device Use] > [Apply Restrictions by User] Configure device use restrictions for each user.

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	smart PrintSuperVision
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	Do the following steps to limit the use of the device by user.
$(1)_{(2)}$	Step1 : If you have not registered the device with smart PrintSuperVision, register the device.
(2)	Step : if you have not registered the user with smart PrintSupervision, register the user.
	Start anywing the log in the (Condul Lag) in (Lag/Amma Condul), and regular the user in (Lange Reachadow) in (Amma Condul). Dapley the server indemation of the activated device. If you want to apply your dampas, and (Apply) at the boltom of the server. There would also (IV) per research.
	Device 🔽
	Log/Access Cantral
	Set the access canchel and log control of the device in defail. Log Control
	Perform the setting to record the job as a log that the device has executed.
	Record Job Log in Device     Specify the acquisition which let the job log.
	Specify Interval: Meur Minutes     Time specified: Specify Time
	Leg full Operation: Constitution 9 Speady the operation when the leg buffer of the device in full.
	Access Control
	Perform the setting to control the use of the device.
	f Enable access control.
(3)——	Use Restrictions
	Care Name     Set years reduction for each year of the device.
	Cick (Add) as add the user name which will be the target of wage readination. After you add a user name, slok (Apply) at the bottom of the soreon to register it with the device.
	Registered User Name List
	Add Edi Dewlor
	2402.05

No.	Item	Details
(1)	Step 1: Device registration	If the device to restrict usage of is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user whose device use is to be restricted is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, user registration is required when adding a new user.) To restrict the device usage for user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93).
		If the setting area is not displayed, click 🖶 to open the setting area.
(3)	Step 3: Add Registration	Register the users whose registered device usage is to be restricted. For details, see Details Screen > Management Tab > Device Management Settings > Device Settings (P. 84).

#### [Restrict by Print Method]

[Main Menu] > [Restrict Device Use] > [Restrict by Print Method]

Configure device use restrictions for each user print method (document name, hosts).

ĺ		- • • × •
	(←) ( a http://localhost.50081/Require/Redirect?pageName=R	♠ ★ ©
	Please select your language: <u> Return to Main Menu</u> English	Â
	smart PrintSuperVision	
	Welcome admis [Log out]	
	Main Menu > Restrict Device Use > Restrict by Print Method	
	Do the following steps to limit the use of the device by print method.	
(1)	Step1 : If you have not registered the device with smart PrintSuperVision, register the device.	
	Step2 : Specify the print method to be restricted, and then limit the use of device.	
	Start acquiring the log in the [Control Log] in [Log/Access Control], and register the user in [Uasge Restriction] in [Access Control]. Display the current information of the selected device. If you want to apply your changes, click [Apply] at the bottom of the screen. Items marked with (*) are required. Device	
	💠 Device Info	
	Log/Access Control	
	Set the access control and log control of the device in detail.	
	Log Control	-
(2)	Perform the setting to record the job as a log that the device has executed.	
(2)	Record Job Log to Device	
	Specify the acquisition schedule of the job log.	
	Time specified: Specify Time	
	Log Full Operation: Cancel the job v Specify the operation when the log buffer of the device is full.	
	Access Control	
	Perform the setting to control the use of the device.	
	Enable access control.	
	Use Restrictions	
	🖕 User Name	
	Restore Ins	
	Anny	
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l l		401/0

No.	Item	Details
(1)	Step 1: Device registration	If the device whose usage is to be restricted is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.
(2)	Step 2: Add Restriction	Register the apply restrictions to the registered device. For details, see Details Screen > Management Tab > Device Management Settings > Device Settings (P. 84).

#### [Restrict by User's Usage]

[Main Menu] > [Restrict Device Use] > [Restrict by User's Usage]

Configure the device use restrictions according to the user's usage (amount of consumables used, printed sheets, print cost).

#### ! Note

When this setting is configured, the usage amount is restricted for the device according to user or user group, irrespective of the setting status of the device quota management.

Please select your la
URI English Main Menu
smart PrintSuperVisio
Welcome admin [Lo
<u>Main Menu</u> > <u>Restrict Device Use</u> > Restrict by User's Usage
Do the following steps to limit the use of the device by user's usage.
Step1 : If you have not registered the user with smart PrintSuperVision, register the device.
Step2 : If you have not registered the user that usage has been exceeded.
Step4 : Perform the settings to acquire a print log from the registered device, and register the user.
Start acquiring the log in the [Control Log] in [Log/Access Control], and register the user in [Usage Restriction] in [Access Control].
If you want to limit the amount for billing usage, register the billing amount on the device in [Device Info]. Display the current information of the selected device. If you want to apply your chappes, dick (Apply) at the bottom of the screen,
Items marked with (*) are required.
Device
Device Info
Dianlay the device section information
Paris Infe
Display the basic information of the device such as the model and connection destination.
Model: Display the device model name.
Display the destination of the device.
Change Destination Change Destination Circle [Change Destination] Circle [Change Destination]
Manufacturer: Indicate the device manufacturer.
MAC Address: Display the MAC address of the device.
Serial No.: Display the serial No. of the device.
Installation Info
Display the contacts of the system administrator, the location of the device, etc.
Name: Indicate the name that will be used to distinguish the device.
Installation Location: Indicate where the device is installed.
Management Number: Indicate management number of the device.
Version Info
Display the firmware version of the device.
CU Version: Indicate the CU firmware version.
PU Version: Indicate the PU firmware version.

No.	Item	Details
(1)	Step 1: Device registration	If the device to have restricted usage is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device registration is required when adding a new device.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units or assign use restrictions, click [You can also create a group, and arrange registered devices.] to create a management group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user whose usage amount is to be restricted is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, user registration is required when adding a new user.) Configure the usage amount settings for the registered user. To restrict the device usage according to usage amount for user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the setting area.
(3)	Step 3: Mail server setting	Configure the mail server settings to notify users when the usage amount is exceeded. Once the user is registered there is no need to perform registration again. (However, the settings need to be changed if the mail server is changed.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: Add User/Acquire Print Log Settings/Fees Settings	Register the users whose use of the registered device is to be restricted and configure the print log acquisition. Also, when setting usage amount restrictions as fees, register the fees to the restriction target device. (However, re-registration is required if there are changes to the fees.) For details, see Details Screen > Management Tab > Device Management Settings > Device Settings (P. 84).

# [Notify Device Management Status]

[Main Menu] > [Notify Device Management Status]

Users can be notified of the device usage status, such as the amount of device consumables used and print counter, or results of detecting the device status.



No.	Item	Details
(1)	[Device Overview]	Configure these settings to receive notifications of device information. Click to switch to the options window. $\Rightarrow$ P. 65
(2)	[Consumables usage state of the device]	Configure the settings for receiving notifications of aggregated results of the amount of consumables used by each device. Click to switch to the options window. $\Rightarrow$ P. 67
(3)	[Device Usage Status]	Configure the settings for receiving notifications of aggregated results of the print counter of each device. Click to switch to the options window. $\Rightarrow$ P. 69
(4)	[Device Usage History for Each User.]	Configure the settings for receiving notifications of the aggregate results of the amount of printing for each print job on each device or the management results for each devices or user. Click to switch to the options window. $\Rightarrow$ P. 71
(5)	[Collection Results on Closing Date]	Configure the settings to create notifications of Device Usage History for Each User. up to the closing date registered in sPSV. Click to switch to the options window. $\Rightarrow$ P. 73
(6)	[Automatic Device Registration Result]	Configure the settings for receiving notifications of the results of automatic device registrations periodically done by sPSV. Click to switch to the options window. $\Rightarrow$ P. 75
(7)	[Device Failure]	Configure the notification settings for when a notification target status is detected in each device. Click to switch to the options window. $\Rightarrow$ P. 77

#### [Device Overview]

[Main Menu] > [Notify Device Management Status] > [Device Overview] Configure these settings to receive notifications of basic device information.



No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). [//emo] If the setting area is not displayed, click to open the
		setting area.
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. Once the user is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: Notification schedule settings	Set the interval (schedule) for notifying the device overview list. For details, see Details Screen > Report Tab > Notification Settings > Notification of Device Information (P. 91).

#### [Consumables usage state of the device]

[Main Menu] > [Notify Device Management Status] > [Consumables usage state of the device]

Configure the settings for receiving notifications of aggregated results of the amount of consumables used by each device.

	← ②	n + 0
	Press salet / your languige: Return to Main Menay Smart PrintSuperVision	
	(Look) <u>Main Meny &gt; Notify Device Management Status</u> > Consumables usage state of the device Do the following steps to notify the consumables usage status of the device.	
(1)	Step1 : If you have not registered the device with smart PrintSuperVision, register the device.	
(1)(2)	Step2 : If you have not registered the user with smart PrintSuperVision, register the user.	
` (3)—	👘 Step3 : Set the mail server in order to be notified.	
. ,	Step4 : Set the interval for notification.	
	Device:         All Delities         Select the target device of the report.           If Acquire the device status before the job.         If any other is the select status before the job.	
	V Consumables Remaining Confirm basic information such as the connection destination of the device.	
(4)	Communitie Life sets the type of target communities.       BTerr Christige.       Difference Christige.       Definition of the type of target communities.       Definition of target communities (%)       Definition of target communities (%)       Definition of the type of target communities.       Definition of target communities (%)       Definition of target the type of target communities (%)       Definition of target that is specified.       The type of target communities (%)	
(4)	Plat Type: Select a file formal for the report from the following.  # InTML © EXCLUS-2002 Block © CaY © XHL © TEXT	
	Notification Settings You can register a schedule to send the report.	
	Notification Medi @ Exmail         Select the notification method of the report.           hod:         Select a destination method of the report.           Destination         Select a destination method of the report.           Manas         The information you have endered will be displayed in the list of regulared methods           Nome         The information you have endered will be displayed in the list of regulared methods           et         Selectly the notification date.	
	Sperify Date and Time     Set the date and time to be notified.      The set the date and time to be notified.      The set of the set of the notified of the set of the notified of the set of the notified of the set	
		€ 70% -

No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93).
		If the setting area is not displayed, click 🛟 to open the setting area.
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. Once the device is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Notification schedule settings Step	Set the interval (schedule) for notifying the device consumable usage state. For details, see Details Screen > Report Tab > Notification Settings > Notification of Device Information (P. 91).

#### [Device Usage Status]

[Main Menu] > [Notify Device Management Status] > [Device Usage Status] Configure the settings for receiving notifications of aggregate results of the page counter for each device.



No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93).
		If the setting area is not displayed, click 砕 to open the setting area.
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. Once the device is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). [//emo] If the setting area is not displayed, click to open the setting area.
(4)	Notification schedule settings Step	Set the interval (schedule) for notifying the device usage status. For details, see Details Screen > Report Tab > Notification Settings > Notification of Device Information (P. 91).

#### [Device Usage History for Each User.]

[Main Menu] > [Notify Device Management Status] > [Device Usage History for Each User.] Configure the settings for receiving notifications of aggregate results of the device usage history for each user.



No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the setting area.
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. (Once the user is registered you do not need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: Add User/Acquire Print Log	Configure the settings so that print log can be received by the registered device, and register the user. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Device Management Settings (P. 84). If the setting area is not displayed, click 🛟 to open the setting area.
(5)	Step 5: Notification schedule settings	Set the interval (schedule) for notifying the device usage history for the user. For details, see Details Screen > Report Tab > Notification Settings > Notification of Job Information (P. 91).
## [Collection Results on Closing Date]

[Main Menu] > [Notify Device Management Status] > [Collection Results on Closing Date] Configure the settings for receiving notifications of aggregated results of the device usage history for each user based on the closing date.



No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86). If the setting area is not displayed, click to open the
		setting area.

No.	Item	Details
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the setting area.
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. (Once the user is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: Set a closing date	Set the closing date. Once the device is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the closing date.) For details, see Details Screen > Options Tab > Environment Settings > Other Settings (P. 95).
(5)	Step 5: Add User/Acquire Print Log	Configure the settings so that the print log can be received by the registered device, and register the user. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Device Management Settings (P. 84). If the setting area is not displayed, click 🛟 to open the setting area.
(6)	Step 6: Notification schedule settings	Set the interval (schedule) for notifying the collection status up to the closing date. For details, see Details Screen > Report Tab > Notification Settings > Notification of Device Information (P. 91).

#### [Automatic Device Registration Result]

[Main Menu] > [Notify Device Management Status] > [Automatic Device Registration Result] Configure the settings for searching periodically for devices and notifying the results when a device was registered.



No.	Item	Details
(1)	Step 1: User Registration	If the user who will receive the notification is unregistered or the notification destination email address is unregistered, register the user or email address. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new notification destination user is added or email address is changed.) For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the setting area.

No.	Item	Details
(2)	Step 2: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. (Once the user is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area
(3)	Step 3: Set a notification schedule	Configure the search criteria and interval (schedule) for periodically searching/registering. For details, see Details Screen > Report Tab > Notification Settings > Automatic Notification on Device Registration (P. 91).

# [Device Failure]

[Main Menu] > [Notify Device Management Status] > [Device Failure] Configure these settings to receive notifications of detected device failures.



No.	Item	Details
(1)	Step 1: Device registration	If the notification target device is not registered, specify [Destination] and click [Start Search]. Search for and register the device. Once the device is registered there is no need to perform registration again. (However, device re-registration is required when a new device is added.) For details, see Details Screen > Management Tab > Register Device (P. 83). To browse group units, click [You can also create a group, and arrange registered devices.] to create a group. For details, see Details Screen > Management Tab > Device Management Settings > Management Group (P. 86).
		If the setting area is not displayed, click 🛟 to open the setting area.

No.	Item Details	
(2)	Step 2: User Registration	If the user who will receive the notification is unregistered, register the user. Once the device is registered there is no need to perform registration again. (However, re-registration is required when a new user is added.) To browse the notification status in user group units, click [Add a Local User Group] to create a group. For details, see Details Screen > Options Tab > User Settings (P. 93). If the setting area is not displayed, click to open the setting area
(3)	Step 3: Mail server setting	If the mail server to be used for notification is not configured, configure the mail server settings. (Once the user is registered there is no need to perform registration again. (However, re-registration is required if there are changes to the mail server.) For details, see Details Screen > Options Tab > Environment Settings (P. 95). To change the content of comments notified to users, click [You can edit the contents to be notified.] and edit the comment. For details, see Details Screen > Report Tab > Notification Settings > Notification Email Settings (P. 91). If the setting area is not displayed, click to open the setting area.
(4)	Step 4: Detection Status Setting	Set the interval (schedule) for notifying the when the status of the specified device is detected. For details, see Details Screen > Report Tab > Notification Settings > Status Notification (P. 91).

# **Details Screen**

This window is arranged according to types of sPSV function. Functions are separated by tabs. Click [Go to Details Screen] on the main menu window to display the top page of the Details Screen (top page of the [Manage] tab).



No.	Item	Details	
(1)	[Return to Main Menu]	Click to switch to the main menu. $\Rightarrow$ P. 51	
(2)	[Manage] Tab	Configure functions related to the device, such as device registration, access control settings to the device and billing amount settings. Click to switch to the options window. $\Rightarrow$ P. 80	
(3)	[Report] Tab	Check the device usage status or sPSV operating status, and configure settings such as email notification receipt settings. Click to switch to the options window. $\Rightarrow$ P. 89	
(4)	[Option] Tab	Configure the settings of various options used with this software. Click to switch to the options window. $\Rightarrow$ P. 92	
(5)	[Help] Tab	Browse sPSV help information, version information and other related information. $\Rightarrow$ P. 101	
(6)	Help Icon	Click to display help related to the currently displayed page in a different window. $\Rightarrow$ P. 105	

# [Manage] Tab

[Details Screen] > [Manage]

Set/Manage the registered device to confirm the usage status, or to restrict the usage.



No.	Item	Details
(1)	[Device List]	Check the device list information. Click to switch to the details screen. $\Rightarrow$ P. 81
(2)	[Register Device]*	Search for devices connected to the network and register to sPSV. Click to switch to the details screen. $\Rightarrow$ P. 83
(3)	[Device Management Settings]	Configure device settings related to the use of sPSV. Click to switch to the details screen. $\Rightarrow$ P. 84
(4)	[Billing Amount Settings]*	Perform pre-settings for managing the cost of the device. Click to switch to the details screen. $\Rightarrow$ P. 87

\*Log in as an administrator to configure these settings.

# [Device List]

[Details Screen] > [Manage] > [Device List] Display a list of the registered devices.



No.	Item			Details
(1)	[Filter Item] Management Group		Select the [Filter he device list.	Item] to filter device information displayed in
			Specify and displ Click <mark>4</mark> to switch	ay the management group name. n to the [Management Group] window.
	Device Na	ame S	Specify and displ	ay the device model name.
	Model Na	me S	Specify and displ	ay the device status.
			Status	Details
		А	All Status	Display all devices.
		С	ЭК	Display devices that do not have a warning or error status.
		v	Warning	Display devices that have a warning status.
		E	Error	Display devices that have an error status.
	Display Content	s	Specify the items Click <mark>4</mark> to switch	s to display from [Device List]. n to the [Edit Display Contents] window.
			Item	Details
		S	Standard	Display default items.
		C	Consumables Info	Display items related to consumable life.
		C	Custom	Display items selected in [Edit Display Contents].
		А	All	Display all items.

No.	Item	Details		
(2)	[Update Now]	Search for devices to connect to the network and register to sPSV. Click to switch to the details screen.		
(3)	[Device List]	Display device information for each item. Click the icon to switch to the [Device Settings] window of the clicked device. When an item name is clicked, the order is sorted (changed) according to the item contents. When clicked again, the items are sorted in reverse order.		
		Icon	Details	
		*	Display statuses that are not related to warnings or errors.	
		<b>\$</b>	Display status that are related to warnings.	
		8	Display status that are related to errors.	
		**	Display status related to the device not being connected for any reason, such as offline or power off states.	
(4)	[Delete]	Click to delete re from sPSV.	gistration of devices checked in [Device List]	

# [Register Device]

[Details Screen] > [Manage] > [Register Device]

Search for devices to connect to the network and register to sPSV.



No.	Item		Details
(1)	[Destination]		Specify the connection destination of the searched device. Click [Specify Search Range] to configure detailed settings for network searching.
(2)	[Start Search]		Device search is performed based on the conditions specified in [Destination], and the found devices are displayed in [Search Results].
(3)	[Sea	arch Results]	Displays the search results.
		[Registration State]	Displays whether the device is already registered in sPSV.
		[Newly Registered]	Displays devices that were unregistered in sPSV.
		[Registered]	Displays devices that are registered in sPSV.
(4)	[Not Sett	ification ings]	Adds a schedule for periodically searching for and registering devices.
			If the setting area is not displayed, click 🖧 to open the setting
			area.

#### [Device Management Settings]

[Details Screen] > [Manage] > [Device Management Settings] Configure device settings related to the use of sPSV.



No.	Item	Details
(1)	[Device Settings]*	Configure device settings related to the use of sPSV. Click to switch to the details screen. $\Rightarrow$ P. 85
(2)	[Management Group]*	Create a group for the intended purpose, and perform group management over the device. Click to switch to the [Management Group] window. $\Rightarrow$ P. 86

\*Log in as an administrator to configure these settings.

# [Device Settings]

[Details Screen] > [Manage] > [Device Management Settings] > [Device Settings] Configure settings for displaying device information, controlling device logs and configuring device use restrictions.



No.	Item	Details
(1)	[Device]	Select devices that are registered in sPSV.
(2)	[Device Info]	Display/configure basic device information.
(3)	[Log/Access Control]	Display/configure device job log (fee log) settings and access controls.
(4)	[Apply]	Click to apply the [Device Info] and [Log/Access Control] settings.
		After clicking, some devices require authentication using the administrator password for the device.

#### [Management Group]

[Details Screen] > [Manage] > [Device Management Settings] > [Management Group] Create a group for the intended purpose, and perform group management over the device.



No.	Item	Details
(1)	[Management Group List]	Display the management group registered in sPSV in the list box. When an item name is clicked, the order is sorted (changed) according to the item contents. When clicked again, the items are sorted in reverse order.
	[Management Group Icon	Click to display the [Device List] window for the devices assigned to the clicked management group.
	[Group name]*	Display the management group name. Click to switch to the management group edit window.
	[Map]	<ul> <li>When a map is set for the management group, a map icon is displayed. Click to switch to the management group map window.</li> <li>However, nothing is displayed when there is no map set for the management group.</li> <li>For information on how to configure the map settings, see "Registering the Installation Position of Devices Belonging to a Management Group" (P. 223).</li> </ul>
	[Description]	The description of the management group is displayed. (Details specified at registration.)
(2)	[Add]*	Click to switch to the add management group window.

\*Log in as an administrator to configure these settings.

# [Billing Amount Settings]

[Details Screen] > [Manage] > [Billing Amount Settings] Configure settings for managing the cost of the device.

<form></form>		
<form>And Public P</form>		Constant And Andrew Constant C
<form>         (1)       (1)       (1)       (2)       (2)         (2)       (2)       (2)       (2)       (2)         (2)       (2)       (2)       (2)       (2)         (1)       (2)</form>		smart PrintSuperVision
(3)		Welcome admin [Log out]
(1) There have an exceed information in (Contents of Billing Amount Settings), and then dick (Jephyl): Setter the number are cost information in (Contents of Billing Amount Settings), and then dick (Jephyl): Setter to filling Amount Settings: The marked with (*) are required: The marked with (*) are required: The marked with (*) are required: The setter cost are passed in a cost of the registered Billing amount settings. (by to 32 characters) The filling amount per print or per page. The ducks in the billing amount per print or per page. The ducks in the billing amount the quantity of printed pages of the job information. Specify the print Billing amount per print or per page. The ducks in the billing amount the quantity of printed pages of the job information. Specify the print Billing amount per print or per page. The ducks in the billing amount the quantity of printed pages of the job information. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with an printing in nonix. Specify the cost in accordance with a sch print page with a print page with a print page. The nonix ocar anount The reason anount The r		Management         Report         Opdion         Help           Management         Selling Amount Settings         Register/Edit the billing amount by specifying the cost of consumables when using the device.         Image ment is a set of the set o
(1) created of Billing Amount Settings: created with (*) are registered created with (*) are registered billing amount are significant settings. (b) to 22 characters: Create creating billing decades tail of oils disaves:		Enter the name or cost information in [Contents of Billing Amount Settings], and then click [Apply]. Select and edit the registered billing amount settings from [Fees]. Select [New] to add a new one.
(3)       There requires         (3)       Items and we det (*) are requires	(1)——	Contents of Billing Amount Settings:
(3)	)	Items marked with (*) are required.           Name (*):           The name of the registered billing amount settings. (Up to 32 characters)           Check the consumables included in the billing amount and specify the cost.           In Frees Linder [Ob Info.] the checked total cost is displayed.
(3) (3)		Pages     Specify the print billing amount per print or per page.     Sec to be to billing amount per print or per page.
(3)		eXi Include in the billing amount the quantity of printed pages of the job information.       Specify the cost in accordance with each print printed pages of the job information.       Color Printing Cost     10       Represent the cost per page when printing in color.
(3) Control of animatical sheets of the job information. Bepresent the cost per print. Bepresent the cost per print. Bep		Mono Printing Cost         10         Represent the cost per page when printing in mono.           Spot color 1 Printing Cost         10         Represent the cost per page when printing in black and while or color + spot color (sch as while/clear).           Spot color 2 Printing Cost         10         Represent the cost per page when printing only in spot
(3)	(2)	Include in the billing amount the quantity of printed sheets of the job information.     Represent the cost per print.
Drum use amount     Belt/Fuser use amount     Belt/Fuser use amount     Paper Size     Media Type     Tray     Finisher     Apply Delete	(3)	Toner use amount
Belt/Fuser use amount     Belt/Fuser use amount     Belt/Fuser use amount     Belt/Fuser use amount     Belt/Fuser     Finisher      Apply Delete		Drum use amount
Paper Size     Apply Delete		Belt/Fuser use amount
Media Type     Finisher     Apply Delete		Paper Size
Apply Delets		Media Type
) Apply Deleta		ф Тау -
	<b>`</b>	Finisher
	)	Appy Leede

No.	Item	Details
(1)	[Fees]	Select billing amount setting names registered in sPSV.
(2)	[Name]	Enter the billing amount setting name. (A maximum of 32 1- or 2-byte characters can be input) When a fee registered in [Fees] is selected, the name of the fee is displayed.
(3)	[Cost Target]	Configure cost settings. Pages other than [Pages] are displayed in the closed state. Therefore, click 🛟 to display the details window whenever necessary.
	[Pages]	Specify the printing cost per page or per sheet.
	[Toner use amount]	The toner use amount is divided into 6 levels per page, and the cost is specified for each level.
	[Drum use amount]	Specify the drum use amount cost per page.
	[Belt/fuser use amount]	Specify the belt/fuser use amount cost per page.
	[Paper Size]	Specify the paper size cost per sheet.
	[Media Type]	Specify the media type cost per sheet.
	[Tray]	Specify the cost per sheet from the supply tray.
	[Finisher]	Specify the cost per one staple used in the finisher.
		- 87 -

No.	Item	Details
(4)	[Apply]	Click to apply the details of the settings configured in the [Billing Amount Settings] page. Newly created fees are added to [Fees].
(5)	[Delete]	Delete the selected billing amount settings. (This button cannot be used while changing or creating new billing amount settings.)

# [Report] Tab

[Details Screen] > [Report]

Check the device usage status or sPSV operating status, and configure settings such as email notification receipt settings.



No.	Item	Details
(1)	[Display Report]	Check the device usage status or sPSV operating status. Click to switch to the display report page. $\Rightarrow$ P. 90
(2)	[Notification Settings]	Configure settings for the device usage status or sPSV operating status notifications. Click to switch to the notification settings page. $\Rightarrow$ P. 91 Can be used by the administrator.

# [Display Report]

[Details Screen] > [Report] > [Display Report] Check the status or usage amount of registered devices.



No.	Item	Details
(1)	[Device Info]	Check the amount of maintenance items used, remaining amount of consumables or the device usage status. Switch to the device info page.
(2)	[Job Information]	Check the information jobs in which the device was used. Switch to the job information page. Can be used by the administrator or default user.
(3)	[Job Result]	Check the sPSV operating status. Switch to the job result page. Can be used by the administrator.

# [Notification Settings]

[Details Screen] > [Report] > [Notification Settings]

The addition of report sending schedules, and editing and deletion of registered schedules are available.

	C State / Man / NoticeStatings P = B C ×	n ☆ Please select your language: u English ▼
)	Manage       Report       Option       Help         Report       Notification Settings         Confirm the dedit various notification settings.         Weblication of Device Information         Modification of Information         Description         Descripti	ntSuperVision Welcome admin (Log. pat)
) )	Automatic Medification on Device Bedietration         Confirm the schedule for notifying automatic registration results of devices that are newly detected.         Provide Statistical Statistics         Confirm the schedule for notifying automatic registration detects an error in device status, etc.         Notification E-mail Settings         Confirm the title of the notification e-mail to be sent from smart PrintSuperVision.	8 1005

No.	Item	Details
(1)	[Notification of Device Information]	Configure the schedule for notifying the amount of maintenance items used or remaining amount of consumables. Switch to the device information notification page.
(2)	[Notification of Job Information]	Set the schedule by which information of jobs processed by the device is displayed. Switch to the job information notification page.
(3)	[Notification of Job Result]	Set the schedule for notifying the sPSV operating status. Switch to the job result notification page.
(4)	[Automatic Notification on Device Registration]	Set the schedule for notifying the results of searching for new devices. Switch to the automatic device registration notification page.
(5)	[Status Notification]	Configure settings for detecting and notifying the device status. Switch to the status notification page.
(6)	[Notification E-mail Settings]	Set the title and email content when sending the notification email described above. Switch to the email settings notification page.

# [Option] Tab

[Details Screen] > [Option]

Configure the settings of various options used with this software.



No.	Item	Details
(1)	[User Settings]	Add/edit/delete users and user groups. Device use restrictions can be configured for registered users. Click to switch to the user settings page. $\Rightarrow$ P. 93 Can be used by the administrator or default user. (General users can only view their own account and change their password.)
(2)	[Environment Settings]	Edit server specifications and the time before network timeout. Click to switch to the environment settings page. $\Rightarrow$ P. 95 Can be used by the administrator
(3)	[Delete the log]	Delete old data from the database. Click to switch to delete log page. $\Rightarrow$ P. 96 Can be used by the administrator
(4)	[Import/Export]**	Export sPSV database data or import an existing database into an sPSV database. Click to switch to the import/export page. $\Rightarrow$ P. 97 Only displayed on the sPSV server Can be used by the administrator
(5)	[Database Settings]**	Used when changing the data save location of a database. Click to switch to the database settings page. $\Rightarrow$ P. 98 Only displayed on the sPSV server Can be used by the administrator
(6)	[Web Service]**	Configure settings for displaying sPSV in a web browser. Click to switch to the web service page. $\Rightarrow$ P. 100 Only displayed on the sPSV server. Can be used by the administrator.

Configure settings marked with \*\* using the computer on which sPSV is installed.

# [User Settings]

[Details Screen] > [Option] > [User Settings] Add/edit/delete users and user groups



No.	Item	Details
(1)	[User/User Group List]	Display a list of sPSV users and user groups. All users and user groups are displayed in a list when logging in as the administrator. However, when logging in as a general user, only the said user and assigned user groups are displayed in the list. Click the user name/user group name to switch to the information page of the user/user group. admin" (administrator) and "admins" (administrator groups) are always displayed. (The initial admin password is "password".)
(2)	[Update Confirmation]	Active Directory changes are reflected in sPSV.
(3)	[Delete]	Delete the user/user group selected in [User/User Group List]. The user/user group deletion confirmation window is displayed before deletion to request confirmation.
(4)	[Add a user/user group.]	Click 砕 to display the following items.
	[Add a user/user group by searching the Active Directory.]	Click to switch to the page for adding a user/user group from the Active Directory.
	[Add a Local User Group]	Click to switch to the user group information page.
	[Add a Local User]	Click to switch to the local user information page.

No.	Item	Details
(5)	[Change the priority of a user group.]	Click to switch to the user group priority order page.
(6)	[Create a user correspondance table]	Click to switch to the user correspondence table page.

# [Environment Settings]

[Details Screen] > [Option] > [Environment Settings] Configure settings for server linkage, network communications, etc.



No.	Item	Details
(1)	[Server Settings]	Configure Active Directory Server and email server settings. Click to switch to the server settings page.
(2)	[Communication Settings]	Set the timeout period, network communication interval, etc. Click to switch to the communication settings page.
(3)	[Other setup]	Set the closing date. Click to switch to the other settings page.

# [Delete the log]

[Details Screen] > [Option] > [Delete the log]

Delete device information whose retention period has expired, print job logs and sPSV operation logs.



No.	Item	Details
(1)	[Retention Period]	Enter/display the log storage period. Default setting: 30 Range: 1 to 365
(2)	[Delete Automatically]	<ul> <li>This check box is not checked by default.</li> <li>Off: Logs whose retention period has expired are not automatically deleted.</li> <li>On: Logs whose retention period has expired are automatically deleted.</li> <li>Immo</li> <li>At 0:00 each day, the logs that exceed the number of days specified in [Retention Period] are deleted.</li> </ul>
(3)	[Apply]	Save the configured settings.
(4)	[Delete]	Delete logs whose retention period has expired. A confirmation window appears before deletion.

# [Import/Export]

[Details Screen] > [Option] > [Import/Export]

Export sPSV database data as a backup, or import an existing database into an sPSV database.

*[*ℓ/Memo

- Log in as an administrator to configure these settings.
- Configure these settings using a computer on which sPSV is installed.



No.	Item	Details
(1)	[Import]	Input an existing database into the sPSV database.
(2)	[File Name]	Display the save destination file name.
(3)	[Reference]	Specify the save destination file name.
(4)	[Export]	Output the sPSV database data as a backup.
(5)	[Execute]	Perform export or import processing.

## [Database Settings]

[Details Screen] > [Option] > [Database Settings]

Settings for connecting to the database where data will be saved.

#### 00 Memo

#### Configure these settings using a computer with sPSV is installed.

#### When [Microsoft SQL Server Compact] is selected



No.	Item	Details
(1)	[Database Type]	The type of database to be connected to is displayed. (Selection: Microsoft SQL Server Compact or Microsoft SQL Server)
(2)	[Database]	The SQL Server Compact database file name (*.sdf).
(3)	[Reference]	Open the file selection dialog, and when the file is specified the file name is displayed in the [(2) Database] text box.
(4)	[Encryption]	Select the encryption method for the database file. Selection: UNENCRYPTED, Platform Default or Engine Default Default setting: UNENCRYPTED
(5)	[Password]	Password of the encrypted data file. This is not required when [(4) Encryption] is [UNENCRYPTED].
(6)	[Apply]	Click to save the configured details, connect to the specified database and restart sPSV.
(7)	[Test Connection]	Check the database connection using the configured settings.

# When [Microsoft SQL Server] is selected



No.	Item	Details	
(1)	[Database Type]	The type of database to be connected to is displayed. (Selection: Microsoft SQL Server Compact or Microsoft SQL Server)	
(2)	[Server]	Specify the name of the database server to which to connect. Example) localhost\SQLEXPRESS	
(3)	[Database]	Name of the database to be used in sPSV	
(4)	[Authentication Methods]	Select the authentication methods for database. Selection: Windows Authentication or SQL Server Authentication. Default setting: SQL Server Authentication.	
(5)	[User Name]	User name when SQL Server Authentication is used. This cannot be entered when Windows Authentication is selected.	
(6)	[Password]	Specify the user password for SQL Server authentication. This cannot be entered when Windows Authentication is selected. The value is masked in the display.	
(7)	[Apply]	Click to save the configured details, connect to the specified database and restart sPSV.	
(8)	[Test Connection]	Check the database connection using the configured settings.	

## [Web Service Setting]

[Details Screen] > [Option] > [Web Service Setting]

Configure settings for displaying sPSV in a web browser.

#### *[*ℓ/Memo

#### Configure these settings using the computer on which sPSV is installed.

#### Web Service Page (EWS)



#### Web Service Page (IIS)



No.	Item	Details
(1)	[Web Service]	Select the web service to be used for releasing sPSV. Selection: Embedded web service (EWS) or Internet Information Services (IIS) Default setting: EWS
(2)	[Port Number]	The port number used by the web service. Default setting: 50081 (range: 1 - 65535)
(3)	[Web Site]	The name of the website being registered to IIS. Default setting: Smart PrintSuperVision Web site used by sPSV. Enabled when [Web Service] is changed to IIS.
(4)	[Apply]	Click to save the configured details and restart sPSV.

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# [Help] Tab

[Details Screen] > [Help]

Browse sPSV help information, version information and other related information.



No.	. Item Details	
(1)	[Help]	Click to switch to the help page. $\Rightarrow$ P. 102
(2)	[Version Info]	Click to switch to the version info page. $\Rightarrow$ P. 104

## [Help]

[Details Screen] > [Help] > [Help]

## [Search Window]



No.	Item	Details
(1)	[Search]/[Contents] Tab	Select whether to display the help contents or display the help search window.
(2)	Keyword input form/ [Start Search] button	Enter the keyword to search for and click [Search].
(3)	[Search Results]	Search results (related topic) are displayed. Click the topic to display the related help topic page in a different window.

## [Contents Window]



No.	Item	Details
(1)	[Search]/[Contents] Tab	Select whether to display the help contents or display the help search window.
(2)	Expand/Collapse Item Button	<ul> <li>+ button:</li> <li>Click to display the sub-items of the item that corresponds to the selected button. The button display changes to</li> <li>- button:</li> <li>Click to hide the displayed sub-items. The button display changes to +.</li> </ul>
(3)	Торіс	Click the topic to display the related help topic page in a different window.

# [Version Info]

[Details Screen] > [Help] > [Version Info]

	🗧 🕞 🗟 http://localhost.50081/Help/Version 🖉 🗸 🖉 Version Info smart PrintSup ×		- □ ×
	OKI	<u>Return to Main Menu</u>	Please select your language: English
		smart Prin	tSuperVision
			Welcome <b>admin</b> [ <u>Log out</u> ]
	Manage Report Option Help Help> Version Info Display the smart PrintSuperVision version information, copyright information, etc.		0
1)	smart PrintSuperVision         [Product Version]         1.0.0         [Server ID]         1155276947         [Copyright Info]         Copyright 2014 Oki Data Corporation, All Rights Reserved.		
			<b>@</b> 100% 👻

No.	Item	Details
(1)	sPSV Version information	Displays sPSV version information.

# [Help Icon]



No.	Item	Details
(1)	Help icon	Click to display the help topic page in a different window.

# [Help Topic Page]

No.	Item	Details	
(1)	Related Item	Links to topics related to the currently displayed topic are displayed. Click a link to switch to the related topic page.	

# 6.Print Job Accounting Client Software

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User Name 115
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# 6. Print Job Accounting Client Software

The client software needs to be installed on client computers if identifying users by user ID (PIN). Configure the [Print Policy] settings if identifying users.  $\Rightarrow$  P. 146

By installing the client software on the computers that the users use for their printing (client computers) and setting user IDs (PINs), Usage limitations (print limitations, print volume limitations) for the users can be set and job logs can be collected.

Set the job account modes of the client software and then set user names and user IDs (PINs) to identify printing users in sPSV.

There are four job account modes for setting user names and user IDs.

#### ! Note

The job account mode does not change in Mac OS X. For information on setting user IDs in Mac OS X, see "When Using Mac OS X" (P. 114).

#### 0//Memo

Job account mode settings can only be configured with a driver that supports print job accounting.

#### (1) Tab Mode

The tab for setting the user name and user ID to the print driver properties is displayed. It is used by the users themselves to set or change the user name and user ID.

#### (2) Pop-up Mode

A pop-up window for setting the user name and user 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 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.

#### (3) Hide Mode

The screen for setting the user name and user ID is not displayed.

When printing, users are first identified as Windows login users. Their user ID (PIN) is then acquired according to the cross-referencing table set in the client software. A cross-referencing table therefore needs to be set beforehand by the administrator.

#### 0//Memo

Furthermore, the same user ID can be set for multiple login users. This is used when batch-managing users by department.

#### (4) Unsupported Mode (Default setting)

User identification is not performed, and all jobs are recognized as "unregistered ID". The user name is the user name used to log in to Windows, and the user ID is 0 in the job log. Used when user recognition is not needed.

#### ! Note

When the drivers are updated or reinstalled, the mode returns to unsupported mode. Therefore, the job account mode must be reset. However, it is not necessary to reconfigure the mode settings when a check mark is used to set a function that sets all drivers to the same mode.

# When Using Windows

# **Setting the Job Account Mode**

1 Select [Start] > [All Programs] > [Oki
Data] > [Print Job Accounting Client] >
[Change Job Account Mode].

When the [User account management] window is displayed, click [Continue] or [Yes].

2 Select the device driver on which to set user names and user IDs from the [Driver] list. To set all of the drivers to the same mode, check [Set all drivers to the same mode].

😵 Print Job Accounting Client				
File Hide Mode Help				
Job Accounting Mode				
☐ Set the same mode for all drivers.				
Driver				
OKI C841(PCL)	•			
⊙ Tab				
C Popup				
C Hide				
C Not supported				
	Change			

## ! Note

If a shared printer is used, do not use the [Set all drivers to the same mode] function. When using a shared printer on the client side to print, the account information is not output.

**3** Select the mode you want to set, and click [Change].



**4** Click [OK] in the confirmation window.



**5** Select [File] menu > [Close].

If tab mode is set as the job account mode, proceed to "Using Tab Mode" (P. 109) to set the user names and user IDs.
### **Using Tab Mode**

- Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to Hide Mode.
- 2 Select [Start] > [Devices and Printers] to display the printer driver icon.
- **3** On the printer driver icon, right-click the mouse button and select [Printer Properties].

#### 0//Memo

Steps 2 and 3 describe the process for displaying the printer properties window in Windows 7. If using a different operating system, see "Basic Procedures in Windows" (P. 253).

4 In the [Job Account] tab, enter the user name and user ID and click [OK].

#### *[*ℓ/Memo

- If tab mode is set, the [Job Account] tab is added as shown in the figure below.
- In the default settings, the user name is the user name used to login to Windows, and the user ID is 1.



**5** Print from the application.

## **Using Pop-up Mode**

- **1** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to pop-up mode.
- **2** Print from the application.
- 3 When the Pop-up window is displayed, enter the user name and user ID, and click [OK].

#### 0//Memo

When [Cancel] is clicked, the user name is blank and the user ID is 0 in the log. The print job is not cancelled.

Job Accounting	? <mark>×</mark>
User Details	
User Name (up to 80 characters) user01	]
Job Account ID (1-999999999) [1]	
ОК	Cancel

## **Using Hide Mode**

There are four methods for setting user names and user IDs in Hide Mode.

- (1) Adding items by creating an ID file  $\Rightarrow$  "Switching the User ID for Each User" (P. 110)
- (2) Entering each item manually  $\Rightarrow$ "Displaying and Editing Registered User IDs" (P. 111)
- (3) Adding items by using a file exported from sPSV ⇒ "Acquiring User Information from Files" (P. 112)
- (4) Setting a fixed user ID for all users
   ⇒ "Setting the Same User ID for All Users" (P. 113)

#### Switching the User ID for Each User

 Create an ID file using software such as Notepad, Excel, etc.

#### <For Notepad>

 The login user name and user ID are included for each user individually on a separate line. The login user name, user ID and user name are separated with a comma (,).

#### Login User Name:

User name entered when logging in to Windows

#### User ID:

PIN of user registered in sPSV that corresponds to the user name of the logged in user

#### **User Name:**

User name recorded in the job log

The user name can be omitted. When it is 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 name and user ID are included for each user individually on a separate line.



(2) Save the file in CSV format.

- **2** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to hidemode.
- **3** Select [Import ID File] in the [Hide Mode] menu.



4 Specify the ID file created in 1, and click [Open].

#### ! Note

- If [Set fixed Job Account ID for all users] is checked in the [Hide Mode] menu, remove the check.
- If [Get user information from a file] is checked in the [Hide Mode] menu, remove the check.



- **5** Select [File] menu > [Close].
- **6** Print from the application.

#### ! Note

If printing is performed by a user who has logged in to Windows with a login user name that has not been registered by importing an ID file, the user name is the user name of the currently logged in user and the user ID is 0 in the job log.

#### 0//Memo

Select [Display registered Job Account IDs] in the hide Mode menu, and you can authenticate user IDs that have already been registered, delete unneeded user IDs, and import ID files.

#### Displaying and Editing Registered User IDs

**1** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to hidden mode.

2 Select [Display registered Job Account IDs] in the [Hide Mode] menu.



3 Information on registered users is displayed.

Loginitane	User Name	Job Account ID	Add
satou takabadai	satou tak akashi	1	
suzuki	suzuki	23	Delete
murata	murata	4	
inoue	inoue	5	Import
			OK

**4** To add a user ID, click [Add].



• To add IDs by importing the ID file created in "Switching the User ID for Each User" (P. 110), click [Import] and specify a file in CSV format.



• To delete a registered user, select the user to be deleted and click the [Delete] button.

- 111 -

Display register	ed Job Account IDs	La Contra C	? ×
Login Name	User Name	Job Account ID	Add
satou takahashi suzuki murata	satou takahashi suzuki murata		Delete
inoue	inoue	5	Import

5 Enter the login names, user names and user IDs of the user IDs to be added and click [OK].

Job Accounting	? <mark>—</mark> ×	
User Details		1
Login Name		
tanaka		
User Name (up to 80 characters)		
tanaka		
Job Account ID (1-999999999)		
6		
ОК	Cancel	

6 Click [OK].

Display register	ed Job Account IDs	(The	? ×
Login Name satou takahashi suzuki murata inoue tanaka	User Name satou takahashi auzuki mrutata inoue tanaka	Job Account ID 1 3 3 5 5 6	Add Delete Import
Another mode	is presently enabled.		OK Cancel

#### ! Note

If "Another mode is currently enabled." is displayed in the bottom left corner of the window, confirm the following:

- If [Get user information from a file] is checked in [Hide Mode], remove the check.
- If [Set fixed Job Account ID for all users] is checked in [Hide Mode], remove the check.

#### Acquiring User Information from Files

User information can be acquired from a specific file. The file created in "Switching the User ID for Each User" (P. 110) can be specified.

**1** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to hidden mode.

2 Select [Get user information from a file] in the [Hide Mode] menu.



3 Check "Get user information from a file" and click "Change".

Get user information from a file	
Get user information from a file	
Get user information from a file	

- **4** Select the file used to obtain the user information, and click [OK].
- 5 Click [OK].

and a state of the	User Name	Job Account ID	
inoue	Inoue	12341	
murata	Murata	12342	
satou	Satou	12343	
suzuki	Suzuki	12344	
takanashi	i akanashi	12345	
✓ <u>G</u> et user in	formation from a file		
✓ <u>G</u> et user in	formation from a file		
✓ <u>G</u> et user in User informa C:\Program	formation from a file tion file storage folder TielscNikidate/Timi Job Accounting/Client		
✓ <u>G</u> et user in User informa C:\Program	formation from a file tion file storage folder Files/Okidata/Print Job Accounting/Client	[]	ОК

#### ! Note

If "Another mode is currently enabled." is displayed in the bottom left corner of the window, check the following:

• If [Set fixed Job Account ID for all users] is checked in the [Hide Mode] menu, remove the check.

## Setting the Same User ID for All Users

- **1** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to hidden mode.
- **2** Check [Set fixed Job Account ID for all users] in the [Hide Mode] menu.



**3** Select [Setup Fixed Job Account ID] in the [Hide Mode] menu.



4 Enter the user name and user ID, and click [OK].

#### *[*ℓ/Memo

When the user name is omitted, the login user name is used as the user name.

Job Accounting	? <mark>×</mark>
User Details	
User Name (up to 80 characters)	]
user01	
Job Account ID (1-999999999)	
1	
ОК	Cancel

- **5** Select [File] menu > [Close].
- **6** Print from the application.

## **Using in Unsupported Mode**

**1** Follow the instructions in "Setting the Job Account Mode" (P. 108) to switch to unsupported mode.

ns.
•
Change

**2** Print from the application.

## When Using Mac OS X

### **Registering the Job Account ID (PIN)**

Double click the print job accounting icon.

1 Click [New].



2 Enter the Mac OS X login name, user name and job account ID (PIN) to be used in sPSV and click [Save].

000		
LoginName :	sato	Save
UserName :	sato	Cancel
JobAccountingID :	1	Help

#### 00 Memo

## Repeat this operation to register multiple users.

#### 3 Click [Save].



4 Enter the Mac OS X password, and click [OK].

Print Job Accour changes. Type y	nting Client wants to make our password to allow this.
Name: sato	
Password: ••••	
	Cancel

**5** Quit the client software.

## Registering Multiple Users Together

Multiple job account IDs (PINs) and user names can be registered at once using a CSV file. This is useful when multiple users log in to use the Mac OS X.

**1** Use commercially available software to prepare a CSV file.

In the CSV file, enter the Mac OS X login name, job account ID (PIN) and user name in this order.

 The Mac OS X login name, job account ID (PIN) and user name are included for each user individually on a separate line.

00		🗂 Book1.	xls		
2 🛅 🕻	🔊 🗟 📾 😹 🗈	C Q-	Search	in Sheet	) »>
A Home	Layout Tables	Charts	SmartA	rt Formulas	» ^ 券・
Edit	Font	Alignment	Num	ber For	mat Cells
<b>•</b> •	Arial 🔻 10	4 ≣•	General		<b></b> *
Paste	B I U 🧆 🖌 🗛	Align	· ·	Conditiona Formatting	Styles Action
A6	: 8 0 (*	fx			-
	Α	В		С	Ī
1	satou		1	satou	
2	takahashi		2	takahash	ni
3	suzuki		3	suzuki	
4	murata		4	murata	
5	inoue		5	inoue	
6					
7		2			
8					
9					
10					
	Normal View Ready	heet2 Sheet3	+		

#### ! Note

## Enter the job account ID (PIN) in one-byte characters.

- (2) Save the file in CSV format.
- **2** Use the client software to register.
  - (1) Double click the print job accounting icon.
  - (2) Select Import from the file menu.
  - (3) Import the CSV file created in 1.



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(4) Click [Save].

0	00	Print Job Acco	ounting Client	
	UserName	ID	Back Next	Save
	suzuki sato	2 1		New
				Edit
				Delete
				Delete All
				Help

(5) Enter the password, and click [OK].

Print Job Accounting Client wants to make changes. Type your password to allow this.					
Name:	sato				
Password:	•••••				
	Cancel				

(6) Quit the client software.

## Changing a Job Account ID (PIN) or User Name

The client software can be used to change user IDs and user names that have already been registered.

- **1** Double click the print job accounting icon.
- 2 Select the user that you want to change, and click [Edit].
- **3** Enter the new job account ID (PIN) and user name, and click [OK].
- 4 Click [Save].

UserName	ID Ba	ack Next Save
tanaka sato	1234 1	New
		Edit
		Delete
		Delete A
		Help

5 Enter the Mac OS X password, and click [OK].

Print Job Accounting Client wants to make changes. Type your password to allow this.					
	Name:	sato			
	Password:	•••••			
		Cancel			

**6** Quit the client software.

## Deleting a Job Account ID (PIN) or User Name

- **1** Double click Print Job Accounting.
- **2** Select the user that you want to delete, and click [Delete].

#### *[*ℓ/Memo

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

3 Click [Save].



4 Enter the Mac OS X password, and click [OK].

Print Job Accounting Client wants to make changes. Type your password to allow this.					
Name:	sato				
Password:	•••••				
	Cancel				

**5** Quit the client software.

# Exporting Data for Client Software

Can be used in the hide Mode of the client software. For details on the client software hidden mode, see "Setting the Job Account Mode" (P. 108).

 Configure the output settings of the user handling table in [Function Detail Window]
 > [Option] > [User Settings].



2 Click [Create a user correspondence table.]

2		Secure 1	Local User	17092760		usergroup01		
3		Secure 2	Local User	17095047				1
4		Streeu SS	Local User	17093833		usergroup02		1
5		admins	Local Group					1
6		lag usergroup01	Local Group					
7		ag usergroup02	Local Group					۷
<							>	
Up	date (	Confirmation Delete						
+ Add a	user/	user group.	_					
Change th	Change the priority of a user proup.							
Create a u	inate a user correspondence table.							

**3** Check [Create a user correspondence table.] and click [Reference...].

V Create a user correspondence table.	
Output Destination:	Specify the output destination of the user correspondence table.
Apply	

4 Select the folder that you want to save, and click [Apply].



## 7. Registering and Managing Devices

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## 7. Registering and Managing Devices

## **Registering Devices**

#### *[*ℓ/Memo

Log in as an sPSV administrator to register devices. You can only browse device information if you are logged in as a standard sPSV user.

### Start sPSV

- Check that the power of the device is turned on.
- 2 Double click the sPSV shortcut on the desktop or select [Start] > [All Programs] > [Oki Data] > [smart PrintSuperVision] > [smart PrintSuperVision].
- **3** The web browser launches and accesses the sPSV website.

#### *[ℓ*/Memo

- The sPSV service is registered as a Windows service. If the sPSV service does not start automatically, open the [Control Panel] > [System and Security] > [Administrative Tools] > [Service], check the startup type for [Oki sPSVService] and change it to automatic startup.
- To access sPSV from a client computer, see "Accessing sPSV from the Client PC" (P. 49).
- **4** Click [Login].

OKI	Please select your language: Return to Main Menu English
	smart PrintSuperVision
	[Login]
wain Menu	
mart PrintSuperVision can confirm usage of the dev	ce (a printer or MFP) and cannot use the device under
certain conditions. From the following items, click th	e content you want to manage.
Show Device Usage Status	
Restrict Device Use	
Notify Davies Management Status	
Notify Device Management Status	
I Planta the second standard	
<ul> <li>Display this screen at next start.</li> </ul>	Co to Dotallo Serena
	Go to Details Screen

5 Enter the user name and password of an sPSV user with administrator authority and click [Login].

The following user is set for the administrator. [User Name]: admin [Password]: password

#### 0//Memo

The default password can be changed. To change the password, see "Changing User/ User Group Information" (P. 135).

			smart PrintSup	erVision
Ente	r the user name and p	password, and click the	"Login" button.	
Please enter	ser Name	[	ase letters.	
P	assword			
Ľ		Login		
User acc	ount can be created b The default adm	y logging in with an ad inistrator account is "a	ministrator account. dmin".	

Next, proceed to "Registering Devices" (P. 119).

## **Registering Devices**

 Register a device in [Function Details] > [Manage] > [Register Device].



2 Specify a connection destination for the device you are searching for and click [Specify Search Range].



**3** Select the search method.

## <Searching by [Network Search Range]>

(1) Add search ranges for the network search in the entry field (up to 200 can be added).

#### 00 Memo

# Either broadcast IP addresses (e.g. 255.255.255.255) or a unicast IP addresses can be added.

(2) Click [Add].



#### <Adding Printers from a CSV file>

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

#### <For Notepad>

(1) Write the IP address of each printer on one line for each printer.

🕘 New Text Document 🗖 🗖 💌						
File	Edit	Format	View	Help		
111 111 111 111	. 11 <sup>°</sup> . 11 <sup>°</sup> . 11 <sup>°</sup> . 11 <sup>°</sup>	1. 111. 1. 111. 1. 111. 1. 111. 1. 111.	112 113 114 115		•	
					-	

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

#### <For Excel>

(1) Write the IP address of each printer on one line for each printer.

Microsoft Excel - Book1.xls						
9	<u>F</u> ile <u>E</u> dit	<u>V</u> iew	<u>I</u> nsert	F <u>o</u> rmat	<u>T</u> ools	
2	🖬 🔒 🖂	ا 🔬 ا	🦪   Σ	- <u>2</u> ↓   (	2 岸	
		•	fx			
	А		В		С	
1	111.111	.111.	112			
2	111.111	.111.	113			
3	111.111	.111.	114			
4	111.111	<u>.11</u> 1.	115			
5						
6						

(2) Save the file in CSV format.

(2) Click [Reference...] in [Specify File].



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

## <Adding [IP Addresses to Be Excluded From Search]>

 Add IP addresses to be omitted from the network search for devices in the entry field (up to 200 can be added).

#### 000 Memo

Only unicast IP addresses can be added.

- 119 -

#### (2) Click [Add].

Network Search Range	255.255.255.255	Add	
Specify File		Delete Reference	
IP Addresses to Be Excluded From Search		Add	

#### <Searching by [SNMP Community Name]>

- (1) Enter community names for SNMP
  communication in the entry field (range of characters that can be entered: ASCII code, 0x20 0x7E, up to 128 characters per item, up to 200 items).
- (2) Check [Use "public" as the community name.] to execute communication with "public" as the community name (This is checked by default).

#### *[*ℓ/Memo

The network is searched for the community names added in this window. (For example, if "public" and "private" are registered as communities and "10.49.132.255" is specified as the search range, "10.49.132.255" is searched for "public" and "private" respectively.)

(3) Click [Add].



**4** Click [OK] and close the [Specify Search Range] window.



5 Click [Start Search].



6 A list of detected devices is displayed in [Search Results]. [Newly Registered] is displayed as the [Registration State] of devices automatically registered in sPSV.

#### 000 Memo

If there are devices that you do not want to register, these devices need to be omitted by adding their IP addresses to [IP addresses to be omitted].

Search Resu			_				
No. 🛣	Destination	Model	NAC Address	Name	Jub Log Acquisitio tate	Registration State	:
1	US8001	C911	00 00 00 00 00 01	3F Printer	Not acquired	<b>Newly Registered</b>	
2	111.111.111.112	C931	00 00 80 00 00 02	3F Printer	Not acquired	Newly Registered	=
3	111.111.111.113	MC882	00 00 00 00 00 03	2F MFP	Acquired by Other Ser or	Newly Registered	
4	111.111.111.114	B840	00 00 00 00 00 04		Acquired	Registered	
5	111.111.111.115	8840	00 00 00 00 00 05		Acquired by Other Sec. o	Newly Registered	
8	111.111.111.116	MCE82	00 00 00 00 00 08	2F Printer	Acquired	Registered	1
			11				31PU

Next, proceed to "Configure the Settings of the Registered Devices" (P. 121).

### **Configure the Settings of the Registered Devices**

#### Set the device information

 Set the device information in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your language: English •
	smart Prir	ntSuperVision
		Welcome admin [Log_out]
Manage         Report         Option         Help           Manage-Device Management Settings         Set to effective manage the device with smart PrintSuperVision.         You can limit users of the device, and create a group to manage in bulk.		0
Perform device-related settings to enable use of smart PrintSuperVision.      Enable and proof of the intended purpose, and perform group management over the device      Create a group for the intended purpose, and perform group management over the device		

**2** Select a registered device from [Device].



3 Check the device information and configure the settings. The set information is reflected in the content displayed in the [Device List].

The items below marked with (\*) cannot be edited.

### [Basic Info]



#### [Model]<sup>(\*)</sup>

The model name of the device is displayed.

#### [Destination]

The connection destination of the device is displayed. Click [Change Destination] to change the connection destination.

#### [Manufacturer](\*)

The manufacturer of the device is displayed.

#### [MAC Address](\*)

The MAC address of the device is displayed.

#### [Serial No.](\*)

The serial number of the device is displayed.

#### [Installation Info]

#### ! Note

SNMPv1 Set needs to be enabled in the SNMP settings of the device before setting the installation information.

nstallation Info	
Display the contacts of the system adminis	trator, the location of the device, etc.
Name:	Indicate the name that will be used to distinguish the device.
Installation Location:	Indicate where the device is installed.
Contact:	Display the contacts of the device administrator.
Management Number:	Indicate management number of the device

#### [Name]

Set the name of the device. (up to 31 1-byte alphanumeric characters)

#### [Installation Location]

Set the installation location of the device. (up to 255 1-byte alphanumeric characters)

#### [Contact]

Set contact details for the device. (up to 255 1-byte alphanumeric characters)

#### [Management Number]

Set the control number of the device. (up to 32 1-byte alphanumeric characters)

#### [Version Info]

Version Info							
Display the firmware version of t	Display the firmware version of the device.						
CU Version:		Indicate the CU firmware version.					
PU Version:		Indicate the PU firmware version.					
Scanner Version:		Indicate the Scanner firmware version.					
NIC Program Version:		Indicate the Network firmware version.					

#### [CU Version](\*)

The CU version of the device is displayed.

#### [PU Version](\*)

The PU version of the device is displayed.

#### [Scanner Version](\*)

The scanner version of the device is displayed.

#### [NIC Program Version]<sup>(\*)</sup>

The NIC program version of the device is displayed.

#### [Management Information]

Management Information			
Display the device informatio	n under control of s	mart Prints	uperVision.
Fees:	C931/C941	Ŧ	Indicate the cost information for displaying job information in [Billing Amoun t]. To add new cost information, [ <u>Billing Amount Settings</u> ] can be used to add.
Job Log Acquisition State:			indicate the job log acquisition state of the device.
Assigned Group:	None		Display the management group to which the device is assigned. You can add/change a group in [ <u>Management Group]</u> .

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#### [Fees]

Specify the fee registered in sPSV. Click [Billing Amount Settings] to create a new definition. For information on how to configure the settings, see "Changing Fee Charge Definitions" (P. 177).

#### [Job Log Acquisition Status]<sup>(\*)</sup>

The job log acquisition status of the device is displayed.

#### [Assigned Group]<sup>(\*)</sup>

The management groups to which the device belongs are displayed. Click [Management Group] to register a management group. For information on how to configure the settings, see "Management Group Registration" (P. 125).

#### [Communication Info]



#### [Device Password]

Enter an administrator password for the device (6-12 1-byte alphanumeric characters).

## [Apply the management group password]

When the Management Group settings have been changed, select the password to use when communicating with the device.

When this is checked, the [Device Password] specified in Management group is used. When this is unchecked, the [Device Password] specified on the device is used.

#### [SNMP Read Community Name]

Enter the SNMP read community name of the device (default: "public") (ASCII code, 0x20 - 0x7E, up to 128 characters)

#### [SNMP Write Community Name]

Enter the SNMP write community name of the device (default: Differs depending on the model.) (ASCII code, 0x20 - 0x7E, up to 128

characters)

#### [SNMP Trap Port Number]

Enter the SNMP Trap port number of the device. (default: "162")

(1-65535 in single byte numbers)

#### ! Note

Depending on the device, this may not be displayed.

4 Click [Apply].

<u>age &gt; Device Management Settings</u> to can set the display/setting of device	L>Device Settings ice-specific information, devic	e log control and device usage	restriction.	
splay the current information of the	selected device. If you want	to apply your changes, dick [A	oply] at the bottom of the screen.	
ms marked with (*) are required.				
Device •				
- Device Info				
-				
Log/Access Control				
Apply				

**5** Click [OK] in the confirmation window.

Message from webpage				
Apply the changes. Are you sure?				
OK Cancel				

#### **Configuring the Job Log Acquisition Settings**

Job logs are stored in the devices temporarily and acquired from devices according to a schedule set in sPSV. For details on job logs, see "12. Managing Job Logs" (P. 192).

 Set the job log acquisition information in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].



2 Select the device from which to acquire the job log in [Device].



3 Click in [Log/Access Control] to open the settings window.



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**4** Configure the settings of the device.

the acces	ss control and log control of the device in detail.
Log Con	trol
Perform t	he setting to record the job as a log that the device has executed.
Reo	and Job Log to Device
Specif	y the acquisition schedule of the job log.
	Specify Interval:     Hour     Minutes
	Time meridial Specify Time

#### [Record Job Log to Device]

Check this and click [Apply] for the device to start recording the log. Remove the check and click [Apply] for the device to stop recording the log.

## [Job Log Acquisition Schedule Settings]

Set the schedule by which the job log is acquired. This is enabled when [Record Job Log to Device] is checked.

#### [Specify Time]

Acquired for each set interval. 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 device. If the interval is set to a time that is longer than the default settings, some of the job logs may not be acquired.

#### [Time specified]

Set the specific time. Click [Specify Time] and add the time. Up to 24 acquisition times can be added. After adding, click [OK].



#### ! Note

Always set a time when the computer where the sPSV is set up and device are both switched ON.

The job log is not acquired if the power is not ON.

If the device is printing or an error is occurring, the job log is not acquired.

5 Click [Apply].



When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- If the device server ID is already set from a different server, a confirmation dialog box is displayed.
- To change the setting, enter the Server ID.
- **6** Click [OK] in the confirmation window.



#### **Set Access Controls**

Check this check box when you want to activate access control for multifunction printers that have an access control function on the control panel.

#### ! Note

Users cannot be registered when the access control is disabled.

 Set the job log acquisition information in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].



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**2** Select the device from which to acquire the job log in [Device].

Manage Report Option Manage > Device Management Settings >Device Settings You can set the display/setting of device-specific information, device lo	nep
Display the current information of the selected device. If you want to a non-marked with (*) are required.	apply your changes, click [Apply] at the bottom of the screen.
Display the device-specific information.	
Display the basic information of the device such as the mod	lel and connection destination.
Model:	Display the device model name.
Destination:	Display the destination of the device. smart PrintSuperVision collects the information being displayed to the conn ection destination.

3 Click in [Log/Access Control] to open the settings window.

evice Password(*):	•••••	Display the password of the device administrator.
Apply the management group	password.	
NMP Read Community Name(*	: public	Display the SNMP Read community name of the device.
NMP Write Community Name[*	): private	Display the SNMP Wtire community name of the device.

4 Check [Enable access control.] in [Access Control], and specify [Panel Access Control] and [User Auth. Method].

	Ac	cess Control		
	Dor	form the setting to control t	he use of the device	
ſ	V	Enable access control.		1
I		Panel Access Control:	User Name/Password [	-
I		User Authentication Mode:	Local	-
٩	_	-	19.1	J .

#### [Panel access control] [User Name/Password]

A user name and password are entered when logging in from the panel of the device.

#### [PIN]

A PIN ID is entered when logging in from the panel of the device.

#### [Do not specify]

The default method of the device is used when logging in from the panel of the device.

#### [Invalidity]

It is possible to disable the panel access control of the device and use the print restriction function.

#### [User Auth. Method] [User Name/Password]

This is enabled if [User Name/Password] is set in [Panel access control]. Specify a method from [Local], [LDAP] and [Secure Protocol].

#### [Email printing use]

Sets the email print restrictions.

#### [Color]

Allows color and monochrome printing.

#### [Mono]

Prohibits color printing, prints in monochrome.

#### [Invalidity]

Prohibits color and monochrome printing.

#### [Google Cloud Print use]

Sets restrictions for printing with Google Cloud Print.

#### [Color]

Allows color and monochrome printing.

#### [Mono]

Prohibits color printing, prints in monochrome.

#### [Invalidity]

Prohibits color and monochrome printing.

#### [Guest use]

Enables/disables guest user settings. Check to enable [Guest authority settings] and specify usable functions.

## [Specify schedule to acquire device use restrictions.]

Set the schedule to which usage restrictions registered in the device are acquired. When updates are detected, information in this software is updated with settings from the device.

Enabled when [Enable access control] is checked.

#### [Specify Interval]

Acquired for each set interval. The maximum interval time that can be set is 24 hours.

#### [Time specified]

Set the specific time. Click [Specify Time] and add the time. Up to 24 acquisition times can be added. After adding, click [OK].



#### ! Note

- Displayed items differ depending on the device.
- The settings in [Panel Access Control] cannot be changed while the device is acquiring the job log.

5 Click [Apply].



When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **6** Click [OK] in the confirmation window.



To manage multiple device groups, proceed to "Management Group Registration" (P. 125).

## Management Group Registration

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

 Register a group in [Function Details]
 > [Manage] > [Device Management Settings] > [Management Group].

OKI	Return to Main Menu	Please select your language: English •
	smart Prin	ntSuperVision
		Welcome admin [Log out]
Manage Hepore opport Hepore Manage-Device Management Settings Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		0
Device Settings	-	
Management Group Create a group for the intended purpose, and perform group management over the dev	rice.	
Create a group for the intended purpose, and perform group management over the dev	ice.	

#### 2 Click [Add].



**3** Enter the management group information in the entry field.

#### (\*) denotes a required item.



#### [Name]<sup>(\*)</sup>

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Enter the management group name.

#### [Description]

A description of the management group can be entered.

#### [Map]

You can visually grasp the setting position by placing the device in the specified image file. For information on how to configure the map settings, see "Registering the Installation Position of Devices Belonging to a Management Group" (P. 223).

#### [Device Password]<sup>(\*)</sup>

Enter an administrator password for the device (6-12 1-byte alphanumeric characters).

#### [SNMP Read Community Name]<sup>(\*)</sup>

Enter the SNMP read community name of the device (default: "public")

(ASCII code, 0x20 - 0x7E, up to 128 characters)

#### [SNMP Write Community Name]<sup>(\*)</sup>

Enter the SNMP write community name of the device (default: "public") (ASCII code, 0x20 - 0x7E, up to 128 characters)

#### [SNMP Trap Port Number]

Enter the SNMP Trap port number of the device. (default: "162")

(1-65535 in single byte numbers)

This setting is applied to all devices in the management group on which the [SNMP Trap Port Number] is enabled.

4 Click [Add a device to the management group.].



5 Select the device to add to the group from [Device List], click ▶ and switch to [Assigned Device List].



#### 00 Memo

## Click **d** to switch from [Assigned Device List] to [Device List].

**6** Click [OK] to register the device to the group.

#### ! Note

When available usage is set for users or user groups that are registered to management groups, the available usage is enabled for the total amount of usage for users and user groups of all devices that belong to the management group.

However, the amount of usage for users who do not have "Include the total usage of the assigned user group." checked is not included.

#### 7 Click [Apply].



**8** Click [OK] in the confirmation window.



## Changing Settings for Management Groups

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

 Change the group in [Function Details]
 [Manage] > [Device Management Settings] > [Management Group].



2 Click the current group.



**3** Click [Add a device to the management group.].



4 Select the device to omit from [Assigned Device List], click , switch to [Device List] and click [OK].



5 Enter the administrator password for the device and click [Apply].

Map:		You can visually grasp the setting position by placing the device in the specified image file. To configure the device. Click the map icon of [Management Group List].
_Fees:	C931/C941	Indicate the cost information for displaying job information in [Fees]. To add new cost information, [Biling Amount Settings] can be used to add.
Device Password(*):		enter the administrator password of the device. The assigned device will access the device with the password entered here.
SNMP Read Community Name(*):	public	Enter the SNMP Read community name of the device. The assigned device will access the device with the community name entered here
SNMP Write Community Name(*):	public	Enter the SNMP Write community name of the device. The assigned device will access the device with the community name entered here
SNMP Trap Port Number(*):	162	Enter the SNMP Trap port number of the device. The assigned device will send the SNMP Trap to the number entered here.
Add a device to the management gro	up.	
Log/Access Control		
Apply Delete		

#### ! Note

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

**6** Click [OK] in the confirmation window.



7 Click the new group to be assigned to and display the [Device List].

lick the manag	ement group icon, and the	n go to the edit s	creen of the management of	roup.
4anagement Gr	oup List:			_ <b>)</b>
No.	Group name:	Map	Description	
1	aroup01			
2	aroup02			
3	group03			

8 Select the device to add to the group from [Device List], click ▶ and switch to [Assigned Device List].

Click [OK] to register the device to the group.

gement G	iroup	
t group.		
om [Device List d Device] is the	]. e one that is assigned to the current	
rom or to a gro	up with the left and right arrow	
	Assigned Device List:	
	gement of t group. am [Device List d Device] is the rom or to a gro	gement Group It group.  Device List].  To move the one that is assigned to the current  rom or to a group with the left and right arrow  Assigned Device List:

00 Memo

Click **d** to switch from [Assigned Device List] to [Device List].

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9 Enter the administrator password for the device and click [Apply].

map:	Reference	To configure the device, Click the map icon of [Management Group List].				
Fees:	C931/C941	Indicate the cost information for displaying job information in [Fees]. To add new cost information, [Billing Amount Settings] can be used to add.				
Device Password(*):	•••••	enter the administrator password of the device. The assigned device will access the device with the password entered here.				
SNMP Read Community Name(*): public		Enter the SNMP Read community name of the device. The assigned device will access the device with the community name entered he				
SNMP Write Community Name(*):	public	Enter the SNMP Write community name of the device. The assigned device will access the device with the community name entered				
SNMP Trap Port Number(*):	162	Enter the SNMP Trap port number of the device. The assigned device will send the SNMP Trap to the number entered here.				
dd a device to the management gro	wp.					
Log/Access Control						
Delata						

#### ! Note

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

**10** Click [OK] in the confirmation window.



## **Deleting Management Groups**

 Delete the group from [Function Details]
 [Manage] > [Device Management Settings] > [Management Group].



2 Click the management group that you want to delete.



3 Click [Delete].

	reterence	
Fees:	C931/C941 ·	Indicate the cost information for displaying job information in [Fees]. To add new cost information, [Billing Amount Settings] can be used to add.
Device Password(*):	•••••	enter the administrator password of the device. The assigned device will access the device with the password entered here.
SNMP Read Community Name(*):	public	Enter the SNMP Read community name of the device. The assigned device will access the device with the community name entered here.
SNMP Write Community Name(*):	public	Enter the SNMP Write community name of the device. The assigned device will access the device with the community name entered here.
SNMP Trap Port Number(*):	162	Enter the SNMP Trap port number of the device. The assigned device will send the SNMP Trap to the number entered here.
Add a device to the management gro	iup.	
Log/Access Control		
Apply Delete		

**4** Click [OK] in the confirmation window.

?	Delete the management group being edited. The device assigned to the group will not be deleted. Are you sure?
	OK Cancel

#### ! Note

Devices that belonged to the deleted management group are changed to "None".

# 8. Registering and Managing Users

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## 8. Registering and Managing Users

Users/user groups can be registered in the sPSV by entering the user name and user group name into the sPSV (individual management) or by adding user names and user group names registered in the Active Directory domain (Active Directory-linked management).

## **Individual Management**

### **User Registration**

#### Create a New User.

#### ! Note

For details on the number of users that can be registered, see the User's Manual of the device.

1 Add a user from [Details Screen] > [Option] > [User Settings].

	smart PrintSuperVision
	Welcome admin [Log.or
	Manage Report Option Help
take	various settings to enable the use of smart PrintSuperVision.
<u>88</u>	User Settinos Add, edt, and delete a user or user group.
đ	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con netted devices.
×	Delete the log Delete stale data from smart PrintSuperVision.
-	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.
	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.
11.	Web Service setting.

2 Click in [Add a user/user group.] to open the tree, and then click [Add a Local User].

Not		User Name/User Group Name	Туре	PIN	Display Name	User Group	4
1		Section 2010	Local User			admins	
2		Sector User01	Local User	17092760		usergroup01	
3		State user02	Local User	17095047			
4		Secure 03	Local User	17093833		usergroup02	
5		admins	Local Group				
6		usergroup01	Local Group				
7		Jag usergroup02	Local Group				`
Up dd a u Add	date ( iser/	Confirmation Delete User group. er/user group by searching the Active Dire	story.				
Add	l a Lo I a Lo e pris	cal User Group rity of a user group.					
ate a u	iser c	orrespondence table.					
ate an	IC ca	rd correspondence table.					

**3** Enter user information into the entry field of each item. (\*) denotes a required item.

er or edit the user inf	ormation.	•
General		
nter the user informat	tion. Items marked with (*) are re	quired.
IN (*):	Numbering	The ID that identifies the user. (1 - 999,999,999)
iser Name (*):		The name used to log in to smart PrintSuperVision, or to register with the device. (Up to 32 characters)
assword (*):		Password used to log in to smart PrintSuperVision. (Up to 32 characters)
assword(Check) (*):		Confirm the password used to log in to smart PrintSuperVision. (Up to 32 characters)
ast Name:		The user's last name.
rst Name:		The user's first name.
mail Address :		The e-mail address to be used for various notifications.
	Notify the totals by e-mail.	Notify the device usage totals of a user on the day after the closing date.
elephone Number :		The user's telephone number.(Up to 64 characters)
escription :		The user's description.(Up to 1024 characters)
isplay Name :		The user's display name. (Up to 256 characters)
anguage Code :	other 💌	The user's language code. (Up to 64 characters)
Card information :		The user's card ID. (Up to 256 characters)
User Group		
Available Usage		

#### [PIN]<sup>(\*)</sup>

ID that identifies the user. (Usable values: 1 to 99999999) Click [Numbering] to display a random unused PIN ID in the [PIN] text box.

#### [User Name]<sup>(\*)</sup>

Used when logging in to the sPSV or registering the user to the device.

(up to 32 characters)

#### [Password]<sup>(\*)</sup>

Password used to log in to the sPSV. (up to 32 characters)

#### [Password(Check)]<sup>(\*)</sup>

Password (for confirmation) used to log in to the sPSV. (up to 32 characters)

#### [Last Name]

Last (family) name of the user. (up to 32 characters)

#### [First Name]

First name of the user. (up to 32 characters)

#### [E-mail Address]

Email address of the user. (up to 256 characters) Mail destination when [Notify the totals by

e-mail.] is on.

#### [Notify the totals by e-mail.]

Check this to receive notifications of the total amount of device use each month.

#### [Telephone Number]

The telephone number of the user. (up to 64 characters)

#### [Description]

Description of the user. (up to 1024 characters)

#### [Display Name]

The name displayed for the user. (up to 256 characters)

#### [Language Code]

The language code of the user. (up to 64 characters)

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#### [IC Card information]

The card ID of the user. (up to 256 characters)

**4** Click [Apply] to register the user.

Telephone Number :	The user's telephone number. (Up to 64 characters)
Description :	The user's description.(Up to 1024 characters)
Display Name :	The user's display name. (Up to 256 characters)
Language Code : other 💌	The user's language code. (Up to 64 characters)
IC Card information :	The user's card ID. (Up to 256 characters)
💠 User Group	
🕂 Display Usage	
Apply	

Next, proceed to "Registering Users and User Groups to a Device" (P. 133).

-To manage registered users by groups,

proceed to "Registering User Group" (refer to right section).

### **Registering User Group**

Multiple users can be managed as one group. When managed as a group, the log can be displayed in group units. Furthermore, the available usage can be set as a total for all of the users that are assigned to the group.

#### **Creating a New User Group**

1 Create a user group from [Details Screen]
> [Option] > [User Settings].

	smart PrintSuperVision
	Welcome admin [Log out]
	Manage Report Option Help
Make	various settings to enable the use of smart PrintSuperVision.
88	User Settinos Add, edk, and delete a user or user group.
đ	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con netcod device.
×	Delete the log Delete stale data from smart PrintSuperVision.
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.
1	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.
1	Web Service setting Change the Web service to display the smart PrintSuperVision screen with a Web browser.

2 Click in [Add a user/user group.] to open the tree, and then click [Add a Local User Group].

No☆		User Name/User Group Name	Туре	PIN	Display Name	User Group	^
1		Seadmin	Local User			admins	
2		Second UserO1	Local User	17092760		usergroup01	
3		State user02	Local User	17095047			
4		Start and a start and a start	Local User	17093833		usergroup02	
5		admins	Local Group				
6		usergroup01	Local Group				
7		Jag usergroup02	Local Group				~
<							>
Up Add a Add Add Add	date C user/ La us La Lo La Lo	confirmation Delete user group. critiser group by searching the Active Dire cal User Group cal User	ctory.				
ange th	ie pric	rity of a user group.					
eate a i	iser o	arrespondence table.					
eate an	IC ca	rd correspondence table.					

**3** Enter user group information into the entry field of each item. (\*) denotes a required item.

General		
Enter the inform	nation for the user group. Items m	arked with (*) are required.
Group name:		The name that identifies the user group. (Up to 64 characters)
E-mail Address		The e-mail address to be used for various notifications. (Up to 256 characters)
Assign to ti	Notify the totals by e-mail. he admins user group.	Notify the device usage totals of a user group on the day after the closing date. Grant administrative rights to members.
Description :		Enter a description for the user group.(Up to 1024 characters)
Manhar		
The Melliner		
Available	Usage	

[User group name]<sup>(\*)</sup> Name of the user group.

(up to 256 characters)

#### [E-mail Address]

Email address of the user group.

(up to 256 characters)

Mail destination when [Notify the totals by e-mail.] is on.

#### [Notify the totals by e-mail.]

Check this to receive notifications of the total amount of device use each month.

#### [Assign to the admins user group.]

Assign administrator privileges to a user who is assigned to the user group.

#### [Description]

Description of the user group. (up to 1024 characters)

**4** Click [Apply] to register the user group.

Notify the totals by e-mail.     Assign to the admins user group. Description :	Notify the device usage totals of a user group on the day after the closing date. Grant administrative rights to members. Enter a description for the user group.(Up to 1024 characters)
🔶 Member	
Available Usage	
🕂 Display Usage	
Apply	

Next, proceed to "Registering Users to the Group" (refer to the section below).

#### **Registering Users to the Group**

 Register a user group from [Details Screen] > [Option] > [User Settings].

	smart Pri	ntSuperVision
_		Welcome admin [Log out]
Make	various settings to enable the use of smart PrintSuperVision.	0
88	<u>User Settinos</u> Add, edit, and delete a user or user group.	
\$	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nexted devices.	
	<u>Delete the log</u> Delete stale data from smart PrintSuperVision.	
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.	
1	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.	
1	Web Service setting. Change the Web service to display the smart PrintSuperVision screen with a Web browser.	

**2** Click the user group to which you want to register the user in [User List].

No全		User Name/User Group Name	Туре	PIN	Display Name	User Group	^
1		Seadmin .	Local User			admins	
2		Suser01	Local User	17092760		usergroup01	
3		Secure 102	Local User	17095047			
4		Sector 3	Local User	17093833		usergroup02	
5		admins	Local Group				
6		ag usergroup01	Local Group				
7		ag usergroup02	Local Group				~
<ul> <li>Ad</li> <li>Ad</li> <li>Ad</li> <li>Ad</li> </ul>	d a use d a Los d a Los d a Los	er/user group by searching the Active Dir al User Group al User dby of a user group	ectory.				
ate a	user co	prespondence table.					
ate an	IC ca	rd correspondence table.					

3 Click 🛟 in [Member].

(*)	usergroup01	The name that identifies the user group. (Up to 64 characters)
E-mail Address :		The e-mail address to be used for various notifications. (Up to 256 characters)
Assign to the second	Notify the totals by e-mail. e admins user group.	Notify the device usage totals of a user group on the day after the dosing date. Grant administrative rights to members.
Description :		Enter a description for the user group.(Up to 1024 characters)
Member	J	
Available	Usage	

#### 4 Click [Add].

-	Member			
	The list of users ass Check the [Delete] To add an assigned	igned to a user group. column, and then click the [Apply] button b user, click the [Add] button.	o delete the selected user from the user gro	up.
	Delete	Name	Туре	Description
		user01	Local User	
(	Add			

**5** A list of users registered to sPSV is displayed. Check the user to be registered and click [OK].

Ad	d a me	mber		
Check	an user th	nat you want to add in user gro	up.	
		User Name	Туре	Description
$\boldsymbol{\Gamma}$		admin	Local User	
		user03	Local User	
		user02	Local User	
		user01	Local User	

**6** Click [Apply] to register users to the user group.

Cancel

ок

Desc	ription : Enter a description for the user group.(Up to 1024 characters)
4	Member
+	Available Usage
+	Display Usaga
	Apply

Next, proceed to "Registering Users and User Groups to a Device" (P. 133).

### **Registering Users and User Groups to a Device**

Register from [Details Screen] > [Manage]
 > [Device Management Settings] > [Device Settings].

0	KI						Return to Main Menu	Please select your langua English 💌
							smart Pri	ntSuperVisior
								Welcome admin [Log ou
	Manage	Report	$\sim$	Option	$\checkmark$	Help		
Manage	Device Management	: Settings						
Set to You ci	effectively manage th an limit users of the de	e device with evice, and creater	smart PrintSi ite a group te	uperVision. 5 manage in bu	lk.			
<b>\$</b>	Device Settings Perform device-relate	ed settings to	enable use o	f smart PrintSu	perVision			
-	Management Group							

**2** Select the device to register from [Device].

Manage	option V	× · · · ·
inage > Device Management S	ettings >Device Settings	
ou can set the display/setting	of device-specific information, device	log control and device usage restriction.
isplay the current information	of the selected device. If you want t	o apply your changes, dick [Apply] at the bottom of the screen.
tems marked with (*) are requ	ired.	
Device •		
Device Info		
Display the device-specifi	information.	
Display the device-specific Basic Info	information.	
Display the device-specifi Basic Info	information.	
Display the device-specifi Basic Info Display the basic info	information.	odel and connection destination.
Display the device-specific Basic Info Display the basic info Model:	information.	ndel and connection destination. Display the device model name.
Display the device-specifi Basic Info Display the basic info Model:	information.	ndel and connection destination. Display the device model name. Display the device.
Display the device-specifi Basic Info Display the basic info Model: Destination:	information.	ndel and connection destination. Display the device model name. Display the destination of the device. man't profilesemical collects the deformation being displayed to the conn

3 Click in [Log/Access Control] to open the settings window.

Device Password(*):		Display the password of the device administrator.
Apply the management group	password.	
SNMP Read Community Name(*)	: public	Display the SNMP Read community name of the device.
5NMP Write Community Name(*)	: private	Display the SNMP Wtire community name of the device.

4 Check [Enable access control.], and set [Panel Access Control] and [User Auth. Method:].



#### [Panel Access Control] [User Name/Password]

Enter the user name and password when logging in from the device panel.

#### [PIN]

Enter the PIN ID when logging in from the device panel.

#### [Do not specify]

Use the default device method when logging in from the device panel.

#### [Invalidity]

It is possible to disable the panel access control of the device and use the print restriction function.

## [User Auth. Method]

#### [User Name/Password]

This is enabled when [User Name/Password] is set in [Panel Access Control]. Specify from [Local], [LDAP] and [Secure Protocol].

#### ! Note

- Displayed items differ depending on the device.
- The settings in [Panel Access Control] cannot be changed while the device is acquiring the job log.
- In some devices, [Access Control] settings can be operated after changing the "Record Job Log to Device" check mark and clicking [Apply].
- 5 Click in [User Name] to open the use restrictions setting window for the [User Name].

Specify	y the restriction target and limit device usage.
Z AB	ow the use of the device only when printing from a computer.
٠	User Name
٠	Document Name
٠	Hosts
٠	Application

#### 6 Click [Add].



#### If the following buttons are displayed, see 9.



7 Select the user or user group to register from [User Name List].



- 8 Click [OK] to register to the device. See 12.
- **9** Select the registered user or user group from the [User Name List].



Select the roles to assign to the user from [Role List] and click [Add>>].For details on registering roles, see

"Registering Roles" (P. 153)

#### ! Note

Users that are not assigned roles perform the [DefaultRole] operation.

- **11** Click [OK].
- **12** Click [Apply].

Device Password(*):		Display the password of the device administrator.
SNMP Read Community Name(*)	: public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*	: private	Display the SNMP Wtire community name of the device.

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- When user group use restrictions are changed at a later date, the changes are applied to the use restrictions of users that are assigned to multiple groups. The priority level of available usage for user groups can be changed. For information on these settings, see "Changing the Priority Level of User Group" (P. 171).
- **13** Click [OK] in the confirmation window.



Proceed to "9. Restricting Device Use" (P. 143) to set use restrictions for added users/user groups.

## Changing User/User Group Information

#### **Changing User Information**

 Change the information from [Details Screen] > [Option] > [User Settings].

_	smart PrintSuperVision
,	Velcome admin [Log_cut]
Make v	various settings to enable the use of smart PrintSuperVision.
88	User Settinos Add, edt, and delete a user or user group.
8	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con netted devices
	Delete the log Delete stale data from smart PrintSuperVision.
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.
	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.
1	Web Service setting. Change the Web service to display the smart PrintSuperVision screen with a Web browser.

**2** Click the user in [User List].

No <b>☆</b>		User Name/User Group Name	Туре	PIN	Display Name	User Group	^
1		Seadmin 😹	Local User			admins	
2		Secure 1	Local User	17092760		usergroup01	
3		Secure user02	Local User	17095047			
4		Secure 03	Local User	17093833		usergroup02	
5		Jag admins	Local Group				
6		Jag usergroup01	Local Group				
7		usergroup02	Local Group				×
Up Add a u	date (	Confirmation Delete					>
ange th	e pris	rity of a user group.					

3 Changing User Information. For details on each item, see "User Registration" (P. 130).

#### *[*∕∕/Memo

General users can only view their own information and change their password.

ion > <u>User Settings</u> > iter or edit the user inf	ormation.	•
General		
Inter the user informa 2IN (*): User Name (*):	tion. Items marked with (*) are re 17092760 Numbering user01	rguined. The ID that identifies the user. (1 - 090,909,090) Click (Numbering) to retrieve a random unused PIN. The name used to kg in to smart PrintSuperVision, or to register with the device. (Up to 32 characters)
tassword (*): tassword(Check) (*):	•••••	Password used to log in to smart PrintSuperVision. (Up to 32 characters) Confirm the password used to log in to smart PrintSuperVision. (Up to 32 characters)
.ast Name: First Name:		The user's last name. The user's first name.
-mail Address :	Notify the totals by e-mail.	Notify the device usage totals of a user on the day after the dosing date.
elephone Number : escription :		The user's telephone number.(Up to 64 characters) The user's description.(Up to 1024 characters)
isplay Name : anguage Code :	other 💌	The user's display name. (Up to 256 characters) The user's language code. (Up to 64 characters)
C Card information :		The user's card ID. (Up to 256 characters)
Available Usage		
hinday Heads		

**4** Click [Apply] to change the user settings.

Language Code :	other 🗶	The user's language code. (Up to 64 characters)	
IC Card information		The user's card ID. (Up to 256 characters)	
🕂 User Group			
🛉 Available Usa	20		
Display Usage			
Apply			

#### **Changing User Group Information**

 Change the information from [Details Screen] > [Option] > [User Settings].



**2** Click the user group in [User List].

No 🛣		User Name/User Group Name	Туре	PIN	Display Name	User Group	
1		🍇 admin	Local User			admins	
2		States user 01	Local User	17092760		usergroup01	
3		Secure 2	Local User	17095047			
4		Secure 03	Local User	17093833		usergroup02	
5		lag admins	Local Group				
6		lag usergroup01	Local Group				
7		ag usergroup02	Local Group				
<		-feaster Date					>
op add au	uate cu	Con group					
ange th	ie priori	ty of a user group.					

 Changing User Group Information.
 For details on each item, see "Registering User Group" (P. 131).

General		
Enter the information for the user group. Items ma	arked with (*) are required.	
Group name: usergroup01	The name that identifies the user group. (Up to 64 characters)	
E-mail Address :	The e-mail address to be used for various notifications. (Up to 256 characters)	
Notify the totals by e-mail.	Notify the device usage totals of a user group on the day after the dosing date.	
Assign to the admins user group.	Grant administrative rights to members.	
Description :	Enter a description for the user group.(Up to 1024 characters)	
<ul> <li>Member</li> <li>Available Usage</li> </ul>		

#### 00 Memo

General users can only view information on the user group where they are assigned.

4 Click [Apply] to change the user group settings.



## Changing User Group Assignment

 Change the information from [Details Screen] > [Option] > [User Settings].

	smart Pr	
_	Manage Report Option Help	(Log Las)
Make	various settings to enable the use of smart PrintSuperVision.	6
8	<u>User Settings</u> Add, edit, and delete a user or user group.	
đ	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nexted devices.	
	<u>Delete the log</u> Delete stale data from smart PrintSuperVision.	
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.	
1	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.	
16	Web Service setting Change the Web service to display the smart PrintSuperVision screen with a Web browser.	

**2** Click the user group in [User List].

User List	с. 							
No☆	C	User Name/User Group Name	Туре	PIN	Display Name	User Group		^
1		Sea admin	Local User			admins		
2	C	States user01	Local User	17092760		usergroup01		
3	C	Secure 2	Local User	17095047				
4	C	Secure 13	Local User	17093833		usergroup02		
5		admins .	Local Group					
6	C	ag usergroup01	Local Group					
7		ag usergroup02	Local Group					~
<		Conferentiar Database					>	
Add as	oate	Commation Delete						
nange th	ie pri	ority of a user group.						
reate a s	iser i	correspondence table.						
eate an	IC o	and correspondence table.						

3 Click 🛟 in [Member].

oup name:	usergroup01	The name that identifies the user group. (Up to 64 characters)
mail Address :		The e-mail address to be used for various notifications. (Up to 256 characters)
	Notify the totals by e-mail.	Notify the device usage totals of a user group on the day after the dosing date.
Assign to th	e adminis user group.	Grand administrative rights to memoers.
sulption.		Enter a description for the user group.(op to 1024 characters)
Member		
Available	Usage	

4 A list of users registered to sPSV is displayed. Check the users to remove from the group.



**5** Click [Apply], and the users are removed from the group.

Descr	ription :	Enter a description for the user group.(Up to 1024 characters)
÷	Member	
÷	Available Usage	
+	Display Usage	
	Apply	

**6** Click [OK] in the confirmation window.

Check	
Delete a user/user group.	
ОК	Cancel

7 Click the user group to be newly assigned in the [User List].

1         Restmin         Local User         admine         admine           2         C         Restmin         Local User         17092760         usergroup01           4         C         Restmin         Local User         17092760         usergroup01           5         C         Restmin         Local User         17092760         usergroup02           5         C         Restmin         Local User         1709283         usergroup02           6         Restmin         Local Group         Local Group         Local Group         Local Group           7         Restminus         Local Group         Local Group <th>No全</th> <th></th> <th>User Name/User Group Name</th> <th>Туре</th> <th>PIN</th> <th>Display Name</th> <th>User Group</th> <th></th>	No全		User Name/User Group Name	Туре	PIN	Display Name	User Group	
2         C         Regulard1         Local User         17092780         usergroup01           3         C         Regulard2         Local User         1709567         Image: Comparison of Compariso	1		Section 1995	Local User			admins	
3         C         Register22         Local User         37095047           4         C         Register22         Local User         1709303         userpropt22           5         Local Group         Local Group         Local Group         Local Group         Local Group           7         Local Group         Local Group         Local Group         Local Group         Local Group           7         Local Group         Local Group         Local Group         Local Group         Local Group	2		Secure 1	Local User	17092760		usergroup01	
4         C         State 201         Local User         17093833         usergroup02           5         S         State 201         Local Group         State 201         State 201           7         Local Group         Local Group         Local Group         State 201         Local Group         State 201           7         Local Group         Local Group         Local Group         Local Group         State 201         Local Group         State 201         Local Group         State 201	3		Secure user02	Local User	17095047			
5  6  7  6  6  7  7  6  7  7  7  7  7  7  7  7  7  7  7  7  7	4		Secure 03	Local User	17093833		usergroup02	
6 C Local Group 7 C Local Group Update Confirmation Delete	5		admins get a	Local Group				
7 Local Group	6		Jag usergroup01	Local Group				
Update Confirmation Delete	7		ag usergroup02	Local Group				
Update Confirmation Delete	<							>
	Up	date C	Confirmation Delete					

#### 8 Click 💠 in [Member].

	usergroup01	The name that identifies the user group. (Up to 64 characters)
E-mail Address :		The e-mail address to be used for various notifications. (Up to 256 characters)
	Notify the totals by e-mail.	Notify the device usage totals of a user group on the day after the dosing date.
Assign to the second	e admins user group.	Grant administrative rights to members.
Description :		Enter a description for the user group.(Up to 1024 characters)
Member	)	
Available	Usage	

9 Click [Add].



10 A list of users registered to sPSV is displayed. Check the users to be registered in this group and click [OK].

Add a me	ember		
Check an user th	nat you want to add in user gro	up.	
	User Name	Туре	Description
	admin	Local User	
<b>m</b>	user03	Local User	
<b>1</b>	user02	Local User	
	user01	Local User	

OK Cancel	_	
	OK	Cancel

**11** Click [Apply] to register users to the user group.

Descr	ription : Enter a description for the user group.(Up to 1024 characters)
٠	Member
+	Available Usage
+	Display Usage
	Apply

### **Deleting Users/User Groups**

 Delete the information from [Details Screen] > [Option] > [User Settings].



**2** Check the user/user group to be deleted in the [User List].

No;		User Name/User Group Name	Туре	PIN	Display Name	User Group	1
1		Sea admin	Local User			admins	
2		States user01	Local User	17092760		usergroup01	
3		States user02	Local User	17095047			
4		State User03	Local User	17093833		usergroup02	
5		lag admins	Local Group				
6		lag usergroup01	Local Group				
7		ag usergroup02	Local Group				`
<							>
U	pdate Co	onfirmation Delete					
\dd a	user/u	ser group.					
ange t	the prior	ity of a user group.					
sate a	user co	rrespondence table.					
		d annual and a set below					

#### 0// Memo

Multiple users/user groups can be selected.

**3** Click [Delete].



**4** Click [OK] in the confirmation window.

Delete a user/user group.	Check			
OK	Delete a user/u	iser group.		
OK Cancel				
OK Cancel				
		ок	Cancel	

#### ! Note

When a user group is deleted, the users that belonged to the deleted user group are changed to "Unassigned".

## Active Directory-linked Management

User and user group information on the Active Directory server is monitored and if the information changes, it is updated at the interval or time set in sPSV.

#### 00 Memo

For information on setting the update interval or time, see "Changing the Time or Interval at Which Update of Active Directory is Confirmed" (P. 46). For information on updating the information immediately, see "To update Active Directory Immediately" (P. 47).

## Adding Users/User Groups

You can search for users or user groups from the Active Directory and set use restrictions or available usage.

1 Add a user from [Details Screen] > [Option] > [User Settings] > [User Settings].



2 Click in [Add a user/user group.] to open the tree, and then click [Add a user/user group by searching the Active Directory.].

Not		User Name/User Group Name	Туре	PIN	Display Name	User Group		^
1		Seadmin .	Local User			admins		
2		Second Second	Local User	17092760		usergroup01		
3		Secure 2	Local User	17095047				
4		Sector 3	Local User	17093833		usergroup02		
5		admins	Local Group					
6		Jag usergroup01	Local Group					
7		Jag usergroup02	Local Group					~
< Up	date (	Confirmation Delete					>	
Add a u	user/ 1 a us	user group. er/user group by searching the Active Dire	tory.					
- Add	l a Lo	cal User Group						
- <u>Add</u>	l a Lo	cal User						
hange th	le pric	prity of a user group.						
reate a s	iser o	orrespondence table.						
reate an	IC ca	rd correspondence table.						

**3** Enter the search criteria in [Search Criteria] and click [Start Search].



#### ! Note

The search cannot be performed unless the Database Active Directory connects to is set. For details, see "Settings for Connecting to Active Directory" (P. 45).

#### [Type]

Select what to search on the Active Directory. Select the search target from [User Group] or [User].

#### [Name]

To search for a user, enter a character string including the first letter of the last name, first name, display name and login name of the user.

(up to 256 characters)

To search for a user group, enter a character string including the first letter of the Active Directory user group name.

(up to 256 characters)

#### [Description]

Enter a character string including the first letter of the description of the user or user group registered in the Active Directory.

(up to 1024 characters)

#### *[*∕∕/Memo

- If both [Name] and [Description] are entered, items that match both are displayed.
- 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.
- When acquiring the Language Code and IC card information from Active Directory, enter [Set attributes used to acquire values from Active Directory], click [Save] and then click [Start Search].

**4** The user group or user is displayed in [Search Results].

Check the user group or user to be registered and click [Registration].

Not		User Name/User Group Name	Туре	Option	Display Name	Last Name	First Name	E-mail Address	Telepho Numbe
1		dministrators	Group	No Setting					
2		Isers	Group	No Setting					
3		uests	Group	No Setting					
4		rint Operators	Group	No Setting					
5		ackup Operators	Group	No Setting					
6		eplicator	Group	No Setting					
7		emote Desktop Users	Group	No Setting					
8	8	etwork Configuration perators	Group	No Setting					
9		erformance Monitor Users	Group	No Setting					
10		erformance Log Users	Group	No Setting					
11		istributed COM Users	Group	No Setting					
12	IT .	IS THERE	Group	No Setting					

Next, proceed to "Changing User Information" (P. 139).

### **Changing User Information**

The PIN is automatically assigned when a user is registered from Active Directory. Change the assigned PIN and user information.

 Change the information from [Details Screen] > [Option] > [User Settings].

	smart Pr	intSuperVisior
_	Manage Report Option Help	Welcome admin [Log os
Make	various settings to enable the use of smart PrintSuperVision.	(
88	User Settinos Add, edit, and delete a user or user group.	
¢	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con notced devices.	
	<u>Delete the log</u> Delete stale data from smart PrintSuperVision.	
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.	
1	Database Settings. Change the destination for saving the data to be used in smart PrintSuperVision.	
1	Web Service setting Change the Web service to display the smart PrintSuperVision screen with a Web browser.	

2 Click the user or user group in [User List].

Local User	17092760	admins usergroup01	
Local User	17092760	usergroup01	
Local User	17095047		
Local User	17093833	usergroup02	
Local Group			
001 Local Group			
p02 Local Group			~
	Local User Local Group 201 Local Group 202 Local Group	Local User     17093833       Local Group     201       201     Local Group       202     Local Group	Local User         1709333         usergroup02           Local Group              S21         Local Group             S22         Local Group

**3** Change the user information in the entry field of each item. (\*) indicates items that can be changed.



#### [PIN]<sup>(\*)</sup>

ID that identifies the user. A PIN is automatically assigned when users and user groups are added by searching Active Directory.

(Usable values: 1 to 99999999)

Click [Numbering] to extract a random unused PIN and display it in the [PIN] text box.

#### [User Name]

Used when logging in to sPSV or registering the user to the device.

(up to 32 characters)

Users registered from Active Directory use the Active Directory login name.

#### [Password]<sup>(\*)</sup>

Password used to log in to sPSV. (up to 32 characters)

#### [Password(Check)]<sup>(\*)</sup>

Password (for confirmation) used to log in to sPSV.

(up to 32 characters)

#### ! Note

"password" is set as the initial password for users registered from Active Directory.

#### [Last Name]

Last (family) name of the user. (up to 32 characters)

#### [First Name]

First name of the user. (up to 32 characters)

#### [E-mail Address]

Email address of the user. (up to 256 characters)

Mail destination when [Notify the totals by e-mail.] is on.

#### [Notify the totals by e-mail.] (\*)

Check this to receive notifications of the total amount of device use each month.

#### [Telephone Number]

The telephone number of the user. (up to 64 characters)

#### [Description]

Description of the user. (up to 1024 characters)

#### [Display Name]

The name displayed for the user. (up to 256 characters)

#### [Language Code]

The language code of the user. (up to 64 characters)

#### [IC Card information]

The card ID of the user. (up to 256 characters)

4 Click [Apply] to change the user information.

Password (*):	Password used to log in to smart PrintSuperVision. (Up to 32 characters)
Password(Check) (*):	Confirm the password used to log in to smart PrintSuperVision. (Up to 32 characters)
Last Name:	The user's last name.
First Name:	The user's first name.
E-mail Address :	The e-mail address to be used for various notifications.
Notify the totals by e-mail.	Notify the device usage totals of a user on the day after the closing date.
Telephone Number :	The user's telephone number.(Up to 64 characters)
Description :	The user's description.(Up to 1024 characters)
Display Name :	The user's display name. (Up to 256 characters)
Language Code :	The user's language code.
IC Card information :	The user's card ID.
💠 User Group	
💠 Available Usage	
💠 Display Usage	
$\frown$	
Apply	

Proceed to "9. Restricting Device Use" (P. 143) to set use restrictions for added users/user groups.

# Changing Attributes Displayed in the User List

Add columns that are displayed as results when searching users/user groups from the Active Directory.

 Add in [Details Screen] > [Option]
 > [Environment Settings] > [Server Settings].



2 Click in the [Active Directory Server] to open the file tree.



**3** Select the item to be changed and follow the steps below to change it.

To display: Select the items to display from [Displayable Column], and click  $\Rightarrow$  to switch to [Display Column].

To hide: Select the items to hide from [Display Column], and click <- to switch to [Displayable Column].

To change order: Select the items in [Display Column] and click 1 or  $\clubsuit$  to change the order.



4 Click [Apply].



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## **Deleting Users/User Groups**

Delete users/user groups from Active Directory.

 Change the information from [Details Screen] > [Option] > [User Settings].



**2** Check the Active Directory user/user group in the [User List].

NOZ		User Name/User Group Name	Type	PIN	Display Name	User Group	
1		Seadmin .	Local User			admins	
2		Second User01	Local User	17092760		usergroup01	
3		Secure 102	Local User	17095047			
4		Second and a secon	Local User	17093833		usergroup02	
5		leg admins	Local Group				
6		leg usergroup01	Local Group				
7		ag usergroup02	Local Group				
<							
Up	date Co	nfirmation Delete					
Add a i	user/u	ser group.					
ange th	te prior	ty of a user group.					

3 Click [Delete].

7	a usergroup02	Local Group			
6	leg usergroup01	Local Group			
5	Jag admins	Local Group			
4	States User03	Local User	17093833	usergroup02	
3	Secure 102	Local User	17095047		
	aser01	Local User	17092760	usergroup01	

**4** Click [OK] in the confirmation window.

Check						
Delete a user/user group.						

# **9. Restricting Device Use**

What Can Be Done With Use Restrictions 143
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Setting Use Restrictions for User Names 147
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Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name
Setting Use Restrictions Targeted to the Host Name158Adding from the Job Log158Adding Manually160Adding Unregistered Item Settings160Setting Use Restrictions Targeted to the Application Name161Adding Manually161
Setting Use Restrictions Targeted to the Host Name158Adding from the Job Log158Adding Manually160Adding Unregistered Item Settings160Setting Use Restrictions Targeted to the Application Name161Adding Manually161Adding from the Job Log162
Setting Use Restrictions Targeted to theHost Name158Adding from the Job Log158Adding Manually160Adding Unregistered Item Settings160Setting Use Restrictions Targeted to theApplication Name161Adding from the Job Log161Adding from the Job Log162Adding Unregistered Item Settings163
Setting Use Restrictions Targeted to theHost Name158Adding from the Job Log158Adding Manually160Adding Unregistered Item Settings160Setting Use Restrictions Targeted to theApplication Name161Adding from the Job Log162Adding Unregistered Item Settings163Displaying Device Registered Use Restrictions164
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## 9. Restricting Device Use

## What Can Be Done With Use Restrictions

The use of a device can be restricted by specifying restriction targets from the user name, document name, host name and application name, and setting limit items for a registered device.

Setting use restrictions for each device prevents unintended use of devices and enables management of information leakage risks.

## **Usage Limitations**

#### **Restriction Targets that Can Be Registered**

Use one of the following methods to specify the restriction target and register use restrictions.

Restriction Targets that Can Be Registered	Description
[User Name]	Register the user to restrict from printing from a computer or accessing the panel.
(1) [User]	Select the user name/user group name registered in sPSV (including those added from Active Directory) and register use restrictions. $\Rightarrow$ P. 147
(2) [Direct Input]	Enter the user name manually and register use restrictions. $\Rightarrow$ P. 149
(3) [Job Log]	Select from the user names extracted from the job log acquired by the device, and register use restrictions. $\Rightarrow$ P. 150
(4) [File]	Select the user name from those extracted from the specified file name, and register use restrictions. $\Rightarrow$ P. 150
(5) [Other Computers]	Select the user name from those extracted from the computers that can participate in the network, and register use restrictions. $\Rightarrow$ P. 151
(6) [Other Users]	Associate a different user name to the PIN registered in the device, and register use restrictions. $\Rightarrow$ P. 152
(7) [Role]	Registers usage restrictions to roles. Roles are used to set whether an operation is permitted or prohibited, and are assigned to device user information. $\Rightarrow$ P. 153
[Document Name]	Register the document name to be restricted from printing from the computer.
(8) [Job Log]	Select from the document names extracted from the job log acquired by the device, and register use restrictions. $\Rightarrow$ P. 157
(9) [Direct Input]	Enter the document name manually and register use restrictions. $\Rightarrow$ P. 157
[Hosts]	Register the hosts to be restricted from printing from the computer.
(10) [Job Log]	Use restrictions are applied to hosts extracted from the job log acquired by the device. $\Rightarrow$ P. 158

Restriction Targets that Can Be Registered		Description	
	(11) [Direct Input]	Enter the hosts manually and register use restrictions. $\Rightarrow$ P. 160	

#### ! Note

Numbers (1) to (7) of [User Name], [Document Name] and [Hosts] may not be configurable depending on the connected device. Depending on the device, if [Record Job Log to Device] (P. 123) is checked, the [User Name], [Document Name] and [Hosts] print restrictions registered to the device are enabled.

#### **Restriction Items that Can Be Set**

Items that can be restricted from use with the device differ according to the specified restriction target.

Restriction Items and Permissions that Can Be Registered	<b>Restriction Details</b>	Specified Restriction Target
[Prohibit Printing]	The device prohibits all print jobs.	(1) to (11)
[Prohibit Color Printing]	The device prohibits all color print jobs. If there is a color page in a print job, all printing from that page onwards including that page is canceled.	(1) to (11)
[Print in Mono]	When prohibit color printing is set, the device converts color data into monochrome data and prints the data.	(1) to (11)
[Prohibit Copy]	Copying using panel operations is prohibited. When this is disabled, the prohibit printing settings are applied.	(1), (6)
[Prohibit Color Copy]	Color copying using panel operations is prohibited.	(1), (6)
[Prohibit Printing from USB Memory]	Prohibits printing from a USB flash drive using panel operations.	(1), (6)
[Prohibit Color Printing from USB Memory]	Prohibits color printing from a USB flash drive using panel operations.	(1), (6)
[Disable Fax Sending]	Prohibits fax sending using panel operations. Fax sending that uses the fax driver is also canceled.	(1), (6)
[Disable Scan to Email]	Prohibits Scan to Email using panel operations.	(1), (6)
[Disable Scan To Shared Folders]	Prohibits scanning to shared folders using panel operations.	(1), (6)
[Disable Scan to USB Memory]	Prohibits scanning to a USB flash drive using panel operations.	(1), (6)
[Disable Scan to Internet Fax]	Prohibits scan to Internet fax using panel operations.	(1), (6)
Restriction Items and Permissions that Can Be Registered	Restriction Details	Specified Restriction Target
--	--	------------------------------------
[Disable Scan to Fax Server]	Prohibits scan to fax server using panel operations.	(1), (6)
[Print]	Sets the print job attributes.	(7)
[Print(Color)]	Sets the color print job attributes.	(7)
[Print(IF Color To Monochrome)]	Sets the color print job attributes.	(7)
[PC Fax]	Sets the Fax Sending attributes.	(7)
[Copy]	Sets the copy attributes.	(7)
[Copy(Color)]	Sets the color copy attributes.	(7)
[Scan To Fax]	Sets the Scan To Fax attributes.	(7)
[Scan To Server]	Sets the Scan To Shared Folder attributes.	(7)
[Scan To Email]	Sets the Scan To Email attributes.	(7)
[Scan To UsbMemory]	Sets the Scan To USB memory attributes.	(7)
[Scan To FaxServer]	Sets the Scan To Fax Server attributes.	(7)
[Scan To IFax]	Sets the Scan To Internet Fax attributes.	(7)
[Print From USBMemory]	Sets the printing from USB memory attributes.	(7)
[Print From USBMemory(Color)]	Sets the color printing from USB memory attributes.	(7)
[Read Log]	Sets the Read Log attributes.	(7)
[Edit JobMacro]	Sets the job macro edit attributes.	(7)
[Edit Indexed Scan]	Sets the index scan edit attributes.	(7)
[Delete Log]	Sets the log delete attributes.	(7)
[Edit User]	Sets the user edit attributes.	(7)
[Edit Role]	Sets the role edit attributes.	(7)
[Edit Account]	Sets the account edit attributes.	(7)

Attributes are [Enable], [Prohibit] and [Forced prohibit]. If multiple roles set with permissions that have different attributes are registered to the same user, the priority of attributes is [Forced prohibit], [Enable], [Prohibit].

Displayed items differ depending on the device.

### **Client Software Required for [User Name] Restriction Targets**

The method (print policy) used to determine device users that can configure settings differs depending on the specified restriction target.

Specified Restriction Target	Print Policy Settings	Determination Method
Restriction targets (1) and (6)	Determine Users by PIN	It is necessary to install the client software on the client computer and set a user ID.
Restriction targets (1), (2), (3), (4) and (5)	Determine users by user name	It is not necessary to install the client software because processing is performed with the user name.

00 Memo

Client software is not required when specifying [Document Name] and [Hosts] as the restriction target.

# Setting Use Restrictions for User Names

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

- Adding from the user.
- Adding manually.
- Adding from the job log.
- Adding by association to a different user name.
- Creating a user name list file and adding in a batch.
- Users registered in Windows on the network are read.

### Adding from the User

Configure use restriction settings for the device and device management group.

1 Configure from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].



**2** Select the device to configure from [Device].



3 Click in [Log/Access Control] to open the settings window.

the management group password.			
	ianagement group passwor	password.	
ad Community Name(*): public Display the SNMP Read community name of the device.	immunity Name(*): publi	public	Display the SNMP Read community name of the device.
rite Community Name(*): private Display the SNMP Wtire community name of the device.	ommunity Name(*): priva	private	planta de presente contra de la compañía de la comp

4 Check [Enable access control.], and set [Panel Access Control] and [User Auth. Method:].

Per	form the setting to control t	he use of the device.	_
V	Enable access control.		
	Panel Access Control:	User Name/Password	
	Liser Authentication Mode:	Local	

### [Panel Access Control] [User Name/Password]

Enter the user name and password when logging in from the device panel.

### [PIN]

Enter the PIN ID when logging in from the device panel.

### [Do not specify]

Use the default device method when logging in from the device panel.

### [Invalidity]

It is possible to disable the panel access control of the device and use the print restriction function.

### [User Auth. Method]

### [User Name/Password]

This is enabled when [User Name/Password] is set in [Panel Access Control]. Specify from [Local], [LDAP] and [Secure Protocol].

### [Email printing use]

Sets the email print restrictions.

### [Color]

Allows color and monochrome printing.

### [Mono]

Prohibits color printing, prints in monochrome.

### [Invalidity]

Prohibits color and monochrome printing.

### [Google Cloud Print use]

Sets restrictions for printing with Google Cloud Print.

### [Color]

Allows color and monochrome printing.

### [Mono]

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Prohibits color printing, prints in monochrome.

### [Invalidity]

Prohibits color and monochrome printing.

#### [Guest use]

Enables/disables guest user settings. Check to enable [Guest authority settings] and specify usable functions.

## [Specify schedule to acquire device use restrictions.]

Set the schedule to which usage restrictions registered in the device are acquired. When updates are detected, information in this software is updated with settings from the device.

Enabled when [Enable access control] is checked.

### [Specify Interval]

Acquired for each set interval. The maximum interval time that can be set is 24 hours.

#### [Time specified]

Set the specific time. Click [Specify Time] and add the time. Up to 24 acquisition times can be added. After adding, click [OK].

se restriction acquisition timetable	Hours	Minutes	Add
			Delete

#### ! Note

- Displayed items differ depending on the device.
- The settings in [Panel Access Control] cannot be changed while the device is acquiring the job log.
- 5 Click in [User Name] to open the use restrictions setting window for the [User Name].

Use	Restrictions
Specify	the restriction target and limit device usage.
	we the use of the device only when printing from a computer.
+	User Name
+	Document Name
٠	Hosts
•	Application
Restor	e Initial Status

6 Click [Add].



#### If the following buttons are displayed, see **11**.



7 Select [User] from [How to Specify User Name].

select (How to Specify User Name), and enter/select the user name to be added. Nore the user name to restrict its use is checked, check the item to restrict from [Restricted Item List], a hen click [OK]. How to Specify User Name: User User User Select from the smart PrintSuperVision user/user group. Jser Name List: Restricted Items List:	Add the name of an u	iser to limit the use of the device.
Ance the user name to restrict its use is checked, check the item to restrict from [Restricted Item List], a hen click [OK].  How to Specify User Name: User  Select from the smart PrintSuperVision user/user group. Jser Name List: Restricted Items List:	Select [How to Specif	y User Name], and enter/select the user name to be added.
Hen click [OK]. How to Specify User Name: User Select from the smart PrintSuperVision user/user group. Jser Name List: Restricted Items List:	Once the user name I	to restrict its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify User Name: User Select from the smart PrintSuperVision user/user group. Jser Name List: Restricted Items List:	then click [OK].	
How to Specify User Name: User Select from the smart PrintSuperVision user/user group. Jser Name List: Restricted Items List:		
User Select from the smart PrintSuperVision user/user group.		
User Select from the smart PrintSuperVision user/user group. User Name List: Restricted Items List:	How to Specify User	Name:
User Name List: Restricted Items List:	How to Specify User	Name:
Jser Name List: Restricted Items List:	How to Specify User	Name:
	How to Specify User User	Name: Select from the smart PrintSuperVision user/user group.
	How to Specify User User User Name List:	Name: Select from the smart PrintSuperVision user/user group. Restricted Items List:

8 Select the user name to add from the [User Name List] and configure the settings in the [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### ! Note

## Displayed items differ depending on the specifications of the device.



### 9 Click [OK].

User Name List:	Restricted Items List:	
user01	Disable Printing	
user03	Disable Color Printing	
user02	Print In Mono	
admins	Disable Copying	
usergroup01	Disable Color Copying	
usergroup02	Disable Printing from USB	
Users	Memory	
	OK Cancel	

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**10** Specify the [Policy based printing] for determining the device user.



See 14.

### [Determine User by PIN]

It is necessary to install the print job client software and configure the user ID on the print source client computer.  $\Rightarrow$  P. 41, P. 107

### [Determine users by user name.]

It is not necessary to install the print job client software because processing is performed with the user name.

**11** Select the registered user from the [User Name List].



**12** Select the roles to assign to the user from [Role List] and click [Add>>].

For details on registering roles, see "Registering Roles" (P. 153).

#### ! Note

Users that are not assigned roles perform the [DefaultRole] operation.

**13** Click [OK].

### **14** Click [Apply].



When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- User group use restrictions set at a later date are enabled for use restrictions of users assigned to multiple groups.
- **15** Click [OK] in the confirmation window.

Message from webpage
Apply the changes.Are you sure?
OK Cancel

### **Adding Manually**

- Refer to "Adding from the User" (P. 147) steps 1 to 6 to open the [Add User Name] window.
- 2 Select [Direct Input] from [How to Specify User Name].

Add the name of an u	ser to limit the use of the device.
Select (How to Specify	y User Name], and enter/select the user name to be added.
Once the user name to then click [OK].	o restrict its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify User N	lame:
How to Specify User N Direct Input	Mame: Specify by directly entering the user name.

**3** Enter the user name to set from [User Name] and configure the settings in the [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### 00 Memo

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When specifying the user name using direct input, items other than [Prohibit Printing] and [Prohibit Color Printing] are gray because the user name is not registered as an sPSV user.

Add the name of an user Select [How to Specify U Once the user name to r then click [OK].	to limit the use of the device. see Name], and netrr/select the user name to be added. estrict its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify User Nar Direct Input	Specify by directly entering the user name.
user02	Disable Printing     Disable Color Printing     Print In Mono

### 4 Click [OK].

Print In Mono	
Disable Copying	
Disable Color Copying	
<ul> <li>Disable Printing from USB Memory</li> </ul>	

5 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

### Adding from the Job Log

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

- Refer to "Adding from the User" (P. 147) steps 1 to 6 to open the [Add User Name] window.
- 2 Select [Job Log] from [How to Specify User Name].

Add User Na	me	
Add the name of a Select [How to Sp Once the user na then click [OK].	in user to limit the use of the device. ecify User Name], and enter/select the user name to be added. ne to restrict its use is checked, check the item to restrict from [Restricted Item List], and	-
How to Specify Us	er Name:           •         Select a job log from [Login Name] acquired from the device.	н
User Name List:	Restricted Items List:	

**3** Select the user name to add from the [User Name List] and configure the settings in the [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

### *∅* Memo

When specifying the user name using job log, items other than [Prohibit Printing] and [Prohibit Color Printing] are gray because the user name is not registered as an sPSV user.

Add User Name		
Add the name of an use Select [How to Specify U Once the user name to then click [OK].	r to limit the use of the device. Seer Name], and enter/select the user name to be added. restrict its use is checked, check the item to restrict from [Restricted Item List], and	
How to Specify User Na	me:	
Job Log	Select a job log from [Login Name] acquired from the device.	1
User Name List: tanaka sato admins	Restricted Items List: Disable Printing Disable Color Printing Print In Mono	
	Disable Copying	

#### 4 Click [OK].

	Disable Color Printing	
admins	Print In Mono	
	Disable Copying	
	Disable Color Copying	
	Disable Printing from USB Memory	
	Disable Color Printing from USB Memory	

5 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

# Creating a CSV File to Add in a Batch

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

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

### <For Notepad>



- (1) Write one user name on each line.
- (2) Save in text format with the extension "CSV".

### <For Excel>

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- (1) Write one user name on each line.
- (2) Save the file in CSV format.
- 2 Refer to "Adding from the User" (P. 147) steps 1 to 6 to open the [Add User Name] window.
- 3 Select [File] from [How to Specify User Name].



- 4 Click [Reference...] and specify the CSV file created in 1, then click [Open].
- 5 Select the user name to add from the [User Name List] and configure the settings in the [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### 0//Memo

When specifying the user name using the CSV file, items other than [Prohibit Printing] and [Prohibit Color Printing] are gray because the user name is not registered as an sPSV user.



satou	Disable Printing	
takahashi	Disable Color Printing	
suzuki	Print In Mono	
murata	Disable Conving	
inoue		

7 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

# Importing Users Specified in Windows

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

#### ! Note

- Access permission for the specified computer is required.
- Active Directory Server settings are required to detect the computer. For details, see "Settings for Connecting to Active Directory" (P. 45).
- If the names of users that are already registered to the device and those registered to the computer are duplicated, the device information is not imported, and only names that are not duplicated are added.
- Refer to "Adding from the User" (P. 147) steps 1 to 6 to open the [Add User Name] window.
- 2 Select [Other Computers] from [How to Specify User Name] and click [Modified].



3 Select the network computer from [Computer Name List] and the user name to add the settings to from [User Name List].

then click [OK].	to restrict its use is che	cked, check the item to restrict from [Restricted Item List], and
How to Specify User	r Name:	
Other Computers	Select Click [U Select registe	from a login name of other computers in the network. Jpdate] to locate a computer on the network. a detected computer name, and then select a name you want to r from the login names displayed in [User Name List].
Modified		Restricted Items List:
Computer Name Lie	User Name List:	Disable Color Printing
computer Name Lis		
OKI-DC01	Administrator	Print In Mono
OKI-DC01 WIN7-EN-010	Guest	Print In Mono     Disable Copying
OKI-DC01 WIN7-EN-010	Administrator Guest Win7-001	Print In Mono     Disable Copying     Disable Color Copying

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**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### *∅* Memo

When specifying the user name from other computers, items other than [Prohibit Printing] and [Prohibit Color Printing] cannot be configured because there are no associated user PIN.



**5** Click [OK].



6 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

### Adding by Associating a PIN to an Authentication User Name

When the user name/password are authenticated by the access control function of a multifunctional device, a PIN can be associated with the user names that perform authentication. When a PIN is associated with a user name, the use restrictions associated with the PIN are enabled when that user name/password are used to login to the control panel, or when the user name/password are set in the device driver when printing is performed.

#### ! Note

- "Admin" cannot be specified as the user name.
- The same PIN can be associated with different user names.
- Refer to "Adding from the User" (P. 147) steps 1 to 6 to open the [Add User Name] window.
- 2 Select [Other Users] from [How to Specify User Name].

Add User Name	
Add the name of an user to limit the Select [How to Specify User Name Once the user name to restrict its then click [OK].	he use of the device. ), and enter/select the user name to be added. use is checked, check the item to restrict from [Restricted Item List], and
How to Specify User Name: Other Users	Add a relevant and different user name to the PIN registered in the system. Select the relevant PIN from (Registered PIN), and then enter the user name/password. The user name added here will not be registered as a smart PrintSinerVision user

3 Select a PIN that is registered to the device from [Registered PIN], and enter the user name and password to be associated with the PIN.



**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### 0//Memo

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Displayed items differ depending on the specifications of the device.

Add the name of an user to li Select [How to Specify User N Once the user name to restric then click [OK].	mit the use of the device. Jame], and enter/select the user name to be added. It its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify User Name:	
Other Users	Add a relevant and different user name to the PIN registered in the system. Select the relevant PIN from [Registered PIN], and then enter the user name/bassword. The user name added here will not be registered as a smart PrintSuperVision user.
Registered PIN: 1001 • User Name: Password:	Restricted Items List:  Disable Printing Disable Color Printing Print In Mono Print In Mono

### 5 Click [OK].

1001	Disable Printing	
User Name:	Disable Color Printing	
	Print In Mono	
Password:	Disable Copying	-

6 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

### Adding Unregistered User Settings

Use restrictions can be set for user names that are not registered on the device.

- Refer to "Adding from the User" (P. 147) steps 1 to 5 to open the [User Name] window.
- 2 Click [Edit].



**3** Select [OtherLoginNames] from [Registered User Name List].



4 Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

#### 0//Memo

- Displayed items differ depending on the specifications of the device.
- When a user name that does not have an associated PIN is selected, items other than [Prohibit Printing] and [Prohibit Color Printing] cannot be configured.

For the user name for which the content. Please select [OtherLoginNames]	to set use restrict	e and [PIN] are the same, the u ions for the user name not regis	sage restriction can be changed with the same stered on the device
Registered User Name List:			Restricted Items List:
User Name/User Group Name	PIN	Type/Assigned Group Name	Disable Printing
OtherLoginNames	0	Unregistered User	Disable Color Printing
user02	17095047		Drink In Mann
Local Print	1879048192	Reserved user	
			Disable Copying
			Disable Color Copying
			Disable Printing from USB
			Memory
			Disable Color Printing from
			USB Memory
			Disable Scan to Email
			Disable Scan To Shared Folders

### 5 Click [OK].

Disable Copying
Disable Color Copying
Disable Printing from USB Memory
Disable Color Printing from USB Memory
Disable Scan to Email
Disable Scan To Shared Folders

6 Specify the [Policy based printing] for determining the device user.



### [Determine User by PIN]

It is necessary to install the print job client software and configure the user ID on the print source client computer.  $\Rightarrow$  P. 41, P. 107

#### [Determine users by user name.]

It is not necessary to install the print job client software because processing is performed with the user name.

7 Refer to "Adding from the User" (P. 147) steps 14 and 15 to register the device.

### **Registering Roles**

Use restrictions can be set for users by assigning roles to users.

- Refer to steps 1 to 5 in "Adding from the User" (P. 147) to display the [User Name].
- 2 Click [Add Role].



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### **3** Enter the [Role Name].

e rearrie	(p to 32 characters)	Edit role assignmen	t users
le explanation	(Up to 64 characters)	User Name	Туре
Armissions list:		user01 user02	-
Remission	Attribute	uzer03	
Print Print(Color) Print(IF Color To Manochrome) PC Pax Copy	Enable Chable Charge	Add Prepare a list of loci User Name	Delete al users and role: Type
Copy(Color) Scan To Fax	Enable		
Scan To Server	Enable		
	Enable		
Scan To Email			

4 To set permissions, select the permission whose attribute you want to change in [Permissions list], select the attribute from [Attribute] and click [Change].

> For details on permissions, see "Usage Limitations" (P. 143)

#### 00 Memo

# Displayed items differ depending on the specifications of the device.



**5** To assign a user to a roll, select the user from [Local User List] and click [Add].



### 6 Click [OK].



7 Refer to steps 14 and 15 in "Adding from the User" (P. 147) to register the device.

### Setting LDAP Authentication

Configure settings for performing LDAP server authentication on the device.

- Refer to steps 1 to 5 in "Adding from the User" (P. 147) to display the [User Name].
- **2** Click [LDAP authentication settings].



**3** Specify the attribute information used for registering the user from the LDAP server to the device.



### [LDAP authentication settings]

Specify the LDAP Key of the user information to be registered to the device from the LDAP server.

### [Display Name]

Specify the LDAP Key of the display name.

### [E-mail Address]

Specify the LDAP Key of the e-mail address.

### [Language Code]

Specify the LDAP Key of the language code.

### [Group]

Specify the LDAP Key of the group.

## [IC card authentication LDAP Key settings]

Specify the LDAP Key of the IC card authentication information of the user to be registered to the device from the LDAP server.

### [IC Card Information]

Specify the LDAP Key of the IC card information.

### [PIN authentication LDAP Key settings]

Specify the LDAP Key of the user PIN to be registered to the device from the LDAP server.

### [PIN]

Specify the LDAP Key of the PIN.

**4** Enter the [LDAP Key] and [LDAP Value].

MN	pin				
le allocation i	regulations				
Regulations list	:		. (	LDAP Key	
LDAP Key	LDAP Value	Role Name	L L	LDAP Value	
				Role List:	
				.AdminRole	٦
			< <a00< td=""><td>.DefaultRole</td><td></td></a00<>	.DefaultRole	
			< <cha< td=""><td>NoCopy</td><td></td></cha<>	NoCopy	
			Delete		

5 Select the role from the [Role List] and click [<<Add].</p>

PIN	pin				
le allocation r	regulations				
Regulations list	a			LDAP Key	
LDAP Key	LDAP Value	Role Name		LDAP Value	
				Role List:	
		1		.AdminRole	
			< <add< td=""><td>.DefaultRole</td><td></td></add<>	.DefaultRole	
			< <cha< td=""><td>NoCopy</td><td></td></cha<>	NoCopy	
			Delete		
				· ·	_

### 6 Click [OK].

PIN	pin				
le allocation i	regulations				
Regulations list			_	LDAP Key	
LDAP Key	LDAP Value	Role Name		LDAP Value	
				Role List:	
				.AdminRole	
			CONDO	.DefaultRole	
			< <ul><li><cuna< li=""></cuna<></li></ul>	NoCopy	
			Delete		

7 Refer to steps 14 and 15 in "Adding from the User" (P. 147) to register to the device.

### Setting Use Restrictions Targeted 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 from the Job Log
- Adding Manually

### Adding from the Job Log

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

1 Configure from [Details Screen] >
 [Manage] > [Device Management
 Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your lange English 👻
	smart Prir	ntSuperVisio
		Welcome admin [Log (
Manage Report Option Help		
Manage>Device Management Settings		
Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Perform device-related settings to enable use of smart PrintSuperVision.		
Banagement Group Create a group for the intended purpose, and perform group management over the device		

**2** Select the device to configure from [Device].



**3** Click I [Log/Access Control] to open the settings window.



4 Check [Enable access control.], and set [Panel Access Control] and [User Auth. Method:].

Ac	cess Control	
Pe	rform the setting to control t	he use of the device.
	Enable access control.	
	Panel Access Control:	User Name/Password
	Lines Authentication Media	Least

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### [Panel Access Control] [User Name/Password]

Enter the user name and password when logging in from the device panel.

### [PIN]

Enter the PIN ID when logging in from the device panel.

### [Do not specify]

Use the default device method when logging in from the device panel.

### [Invalidity]

It is possible to disable the panel access control of the device and use the print restriction function.

### [User Auth. Method]

### [User Name/Password]

This is enabled when [User Name/Password] is set in [Panel Access Control]. Specify from [Local], [LDAP] and [Secure Protocol].

### ! Note

- Displayed items differ depending on the device.
- The settings in [Panel Access Control] cannot be changed while the device is acquiring the job log.
- 5 Click in [Document Name] to open the use restrictions setting window for [Document Name].

Use I Specify	Restrictions the restriction target and limit device usage.
+	User Name
F	Document Name
+	Hosts
+	Application
Restor	e Initial Status

### 6 Click [Add].

User Name		
Document Name		
et the usage limit for each doo ick [Add] to add the documen ter you add a document name enistered Document Name I is	ument name for printin t name which will be the a, click [Apply] at the bo	g to a device. a target of usage restriction. ttom of the screen to register it with the device.
Document Name	Print Limit	
Others IDI -		
Ohle and IDL a		
CONFLORES	Enable Printing	1
	Enable Printing	

7 Select [Job Log] from [How to Specify Document Name].

Add the name of a documer Select [How to Specify Docu Once the document name to and then click [OK].	It to limit the use of the device. Iment Name], and select or enter the document name to be added. or restrict its use is checked, check the item to restrict from [Restricted Item List],
How to Specify Document N Direct Input   Spec	ame: ify by directly entering the document name.
Document Name	Restricted Items List:

8 Enter the document name to add settings to in [Document Name].

Add the name of a document	to limit the use of the device	
Select [How to Specify Docur	nent Name1, and select or enter the document name to be added.	
Once the document name to	restrict its use is checked, check the item to restrict from [Restricted Item List],	
and then click [UK].		
How to Specify Document Na	me:	
Direct Input . Specif	y by directly entering the document name.	
Document Name	Restricted Items List:	
Document Name User02	Restricted Items List:	
Document Name User02	Restricted Items List:	

**9** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

Add the name Select [How t Once the doc and then click How to Speci	e of a document to to Specify Docume ument name to re k [OK]. fy Document Nam	Imit the use of the device. In Name], and select or enter the document name to be added. strict its use is checked, check the item to restrict from [Restricted Item List], e:
Direct Input	<ul> <li>Specify</li> </ul>	by directly entering the document name.
Document Na	me	Restricted Items List:
User02		Disable Printing     Disable Color Printing     Print In Mono
		Disable Copving
Click	[OK].	
		Circle In Mana
		Disable Copying
		Disable Color Conving

### 11 Click [Apply].

Device Password(*):	•••••	Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **12** Click [OK] in the confirmation window.



### **Adding Manually**

- Refer to "Adding from the Job Log" (P. 155) steps 1 to 6 to open the [Add Document Name] window.
- **2** Select [Direct Input] from [How to Specify Document Name].



3 Select the document name to add settings from [Document Name].



#### 0//Memo

\* (Asterisk) can be used as a wild card in the document name. However, items that are just \* or contain \*\* cannot be registered. **4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

Add the name of a document Select [How to Specify Docur Once the document name to and then click [OK].	to limit the use of the device. nent Name], and select or enter the document name to be added. restrict its use is checked, check the item to restrict from [Restricted Item List],
How to Specify Document Na	me:
Direct Input	y by directly entering the document name.
Document Name	Restricted Items List:
User02	Disable Bristing
	Disable Princing
	Disable Color Printing
	🗆 Print In Mono
	Disable Copying
	Disable Color Conving
	•
	Disable Copying
	Disable Color Copying
	<ul> <li>Disable Color Copying</li> <li>Disable Printing from USB</li> </ul>
	Disable Color Copying Disable Printing from USB Memory

6 Refer to "Adding from the Job Log" (P. 155) steps 11 and 12 to register the device.

OK Cancel

### Adding Unregistered Item Setting

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

- Refer to "Adding from the Job Log" (P. 155) steps 1 to 5 to open the [Document Name] window.
- 2 Click [Edit].

Print Limit			
Enable Printing			
	Print Limit Enable Printing	Print Limit Enable Printing	Print Limit Enable Printing

# **3** Select [Other URLs] from [Registered Document Name List].



**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).



6 Refer to "Adding from the Job Log" (P. 155) steps 11 and 12 to register the device.

### Setting Use Restrictions Targeted 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 from the Job Log
- Adding Manually

### Adding from the Job Log

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

 Configure from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].

ОКІ	Return to Main Menu	Please select your lang English •
	smart Prin	ntSuperVisio
		Welcome admin [Log (
Manage Report Option Help		
Manage>Device Management Settings		
Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Perform device-related settings to enable use of smart PrintSuperVision.		
Management Group		
Create a group for the intended purpose, and perform group management over the device	e.	

**2** Select the device to configure from [Device].



**3** Click to in [Log/Access Control] to open the settings window.

evice Password(*):		Display the password of the device administrator.
Apply the management group (	Jassword.	
MP Read Community Name(*):	public	Display the SNMP Read community name of the device.
IP Write Community Name(*)	private	Display the SNMD White community name of the device
Access Control		

4 Check [Enable access control.], and set [Panel Access Control] and [User Auth. Method:].

MCC	cess Control				
Per	form the setting to control t	he use of the device.			
V	Enable access control.				
	Panel Access Control:	User Name/Password	•		
	User Authentication Mode:	Local			

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### [Panel Access Control] [User Name/Password]

Enter the user name and password when logging in from the device panel.

### [PIN]

Enter the PIN ID when logging in from the device panel.

### [Do not specify]

Use the default device method when logging in from the device panel.

### [Invalidity]

It is possible to disable the panel access control of the device and use the print restriction function.

### [User Auth. Method]

### [User Name/Password]

This is enabled when [User Name/Password] is set in [Panel Access Control]. Specify from [Local], [LDAP] and [Secure Protocol].

### ! Note

- Displayed items differ depending on the device.
- The settings in [Panel Access Control] cannot be changed while the device is acquiring the job log.
- 5 Click in [Hosts] to open the use restrictions setting window for [Hosts].

Use i	Restrictions	
Specify	the restriction target and limit device usage.	
	ow the use of the device only when printing from a computer. User Name	
+	Document Name	
+	Hosts	
+	Application	
Restor	re Initial Status	

6 Click [Add].



7 Select [Direct Input] from [How to Specify Host Name].

How to Specify Host Name Direct Input • Spe Hosts	: icir by directly entering the host name. Restricted Items List:
User02	Disable Printing

8 Enter the host name to add settings to in [Hosts].

Add the name of a host Select [How to Specify H Once the host name to r then click [OK].	io limit the use of the device. ost Name], and enter/select the host name to be added. estrict its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify Host Nar	ne :
Direct Input   S	pecify by directly entering the host name.
Hosts	Restricted Items List:

**9** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

Add the name of a host t Select [How to Specify Ho Once the host name to re then click [OK].	limit the use of the device. t Name], and enter/select the host name to be added. trict its use is checked, check the item to restrict from [Restricted Item List]
How to Specify Host Nam	:
Direct Input • Sp	cify by directly entering the host name.
Hosts	Restricted Items List:
User02	Disable Printing
	Disable Color Printing
	Print In Mono
	Disable Copying
	Disable Copying
Click [OK	Disable Color Printing
Click [OK	Disable Color Printing Print In Mono
Click [OK	Disable Color Printing Print In Mono Disable Color printing
Click [OK	Disable Color Printing Print In Mono Disable Copying Disable Color Copying Disable Copying Di
Click [OK	Isable Color Printing     Print In Mono     Disable Color Opying     Disable Color Copying     Disable Color Copying     Disable Printing from USB     Memory

### 11 Click [Apply].

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Device Password(*):	•••••	Display the password of the device administrator.
SNMP Read Community Name(*)	: public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*	: private	Display the SNMP Wtire community name of the device.
Log/Access Control		

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- 12 Click [OK] in the confirmation window.



### Adding Manually

- Refer to "Adding from the Job Log" (P. 158) steps 1 to 6 to open the [Add Host Name] window.
- 2 Select [Job Log] from [How to Specify Host Name].

Add the name of a host to l Select [How to Specify Host Once the host name to rest then click [OK].	mit the use of the device. Name], and enter/select the host name to be added. rici its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify Host Name :	1
Job Log - Selec	ta job log from [Host Name] acquired from the device.
Job Log 💽 Selec	ta job log from [Host Name] acquired from the device.
Job Log 💽 Selec	to job log from [Host Name] acquired from the device. Restricted Items List:
Job Log Select Host Name List: VOS37001	Restricted Items List:
Job Log Select Host Name List: VOS37001	Restricted Items List:

**3** Select the host name to add settings to from [Host Name List].



**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

Select [How to Specify Host I Once the host name to restr then click [OK].	Name), and enter/select the host name to be added. ict its use is checked, check the item to restrict from [Restricted Item List], and
How to Specify Host Name :	
Job Log Select	a job log from [Host Name] acquired from the device.
Host Name List:	Restricted Items List:
VOS37001	Disable Printing
	Disable Color Printing
	Print In Mono
	Disable Copying
	Disable Color Copying
	Disable Color Copying
Click [OK].	Disable Color Copying     Disable Printing from USB Memory     Disable Color Printing from USB Memory
Click [OK].	Disable Color Doying     Disable Printing from USB Memory     Disable Color Printing from USB Memory
Click [OK].	Disable Color Copying     Disable Printing from USB Memory     Disable Color Printing from USB Memory
Click [OK]. Host Name List: VOSS7001	Restricted Items List:     Disable Printing
Click [OK]. 40st Name List: VOS37001	Cleade Color Copying     Disable Printing from USB Memory     Disable Color Printing from USB Memory
Click [OK]. Host Name List: VOS37001	Restricted Items List:  Restricted Items List:  Solable Printing Solable Color Printing Solable Color Printing Print In Mono
Click [OK]. Host Name List: VOSS77001	Restricted Items List:     Oisable Printing     Oisable Printing     Oisable Printing     Oisable Color Printing     Oisable
Click [OK]. Host Name List: V0537001	Restricted Items List:  Restricted Items List:  Disable Color Printing Disable Color Printing Disable Color Printing Disable Color Printing Disable Color Copying Disable Color
Click [OK]. Host Name List: V0537001	Cleade Coor Copying     Disable Printing from USB Memory     Disable Color Printing from USB Memory      Coor Printing     Disable Printing     Disable Printing     Disable Copying     Disable Color Copying     Disable Color Copying     Disable Color Copying     Disable Printing     Disable Printig     Disable Printing     Disable Printin
Click [OK]. Host Name List: VOS37001	Cleade Color Copying     Disable Printing from USB Memory     Disable Color Printing from USB Memory     Oisable Color Printing     Disable Color Printing from USB Memory

6 Refer to "Adding from the Job Log" (P. 158) steps 11 and 12 to register the device.

### Adding Unregistered Item Settings

Use restrictions can be set for hosts that are not registered on the device.

- Refer to "Adding from the Job Log" (P. 158) steps 1 to 5 to open the [Hosts] window.
- 2 Click [Edit].



**3** Select [OtherHostNames] from [Registered Host Name List].



**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).

dit the restricted host na Select the desired host na Select [OtherHostNames]	me to limit the use of the me from [Registered Host to set use restrictions for	device. Name List], and change the usage restriction. the host name not registered on the device.	
Registered Host Name Lis	t:	Restricted Items List:	
Hosts Print Limit		Disable Printing	
OtherHostNames	Enable Printing	Disable Color Printing	
User02	Enable Printing	Print In Mono	
		Disable Copying	
		Disable Color Copying	

Oisable Color Copying
 Oisable Printing from USB
 Memory
 Oisable Color Printing from
 USB Memory
 Disable Scan to Email
 Disable Scan to Email
 Oisable Scan to Shared Folders

6 Refer to "Adding from the Job Log" (P. 158) steps 11 and 12 to register the device.

### Setting Use Restrictions Targeted 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

5

Adding from the job log

### **Adding Manually**

 Configure from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].



**2** Select the device to configure from [Device].

anage > Device Management S You can set the display/setting	Settings >Device Settings g of device-specific information, device	log control and device usage restriction.
Display the current information	of the selected device. If you want to	apply your changes, dick [Apply] at the bottom of the screen.
Items marked with (*) are req	uired.	
Device 💌		
Device July		
Device Into		
Display the device specifi	c information	
Display the device-special	caronisoon.	
Basic Into		
Display the basic inf	ormation of the device such as the mo	del and connection destination.
Model:		Display the device model name.
Destination:		Display the destination of the device. smart PrintSuperVision collects the information being displayed to the conn ection destination.
	Change Destination	Click [Change Destination] to edit the connection destination.
Manufacturer:		Indicate the device manufacturer.

3 Click in [Log/Access Control] to open the settings window.

ptyr the management group passivers. Parad Community Hame(''): pelice Display the SNMP Read community name of the device. Virite Community Name(''): private Display the SNMP Wite community name of the device.
Write Community Name(*): private Display the SNMP Wire community name of the device.

4 Check [Enable access control.], and set [Panel Access Control] and [User Auth. Method:].

Ac	cess Control		
Pe	rform the setting to control t	he use of the device.	
V	Enable access control.		
	Panel Access Control:	User Name/Password	•
	User Authentication Mode:	Local	

#### ! Note

- Depending on the device, some items may not be displayed.
- Depending on the used application, a space may be included in the application name. When the application name is specified using [Direct Input] and the restrictions are not enabled, select and register the application name that you want to restrict in [Job Log].

5 Click in [Application] to open the use restrictions setting window for [Application].

Use	Restrictions	
Specify	the restriction target and limit device usage.	
All	ow the use of the device only when printing from a computer.	
. •	User Name	
14	Document Name	
141	Hosts	
l 🔶	Application	
_		
Restor	e Initial Status	

### 6 Click [Add].

Application		
Set the usage limit for each applic Click [Add] to add the application r After you add a application name, Registered Application Name List:	ation name for printing name which will be the I click [Apply] at the bott	to a device. arget of usage restriction. om of the screen to register it with the device.
Application	Print Limit	
OtherApplications	Enable Printing	
Add	Edit	Delete

7 Select [Direct Input] from [How to Specify Host Name].

Add Application Nam	le	
Add the name of an application t Select [How to Specify Applicatio Once the application name to re- List], and then click [OK]. How to Specify Application Name Direct Input Specify by	o limit the use of the device. Name), and enter or select the application name to be added. In this way that the sense to restrict from [Restricted Item is a set of the set of	
Application Application01	Restricted Items List:   Disable Printing  Disable Color Printing  Print In Mono	

8 Enter the application name to which settings are to be added in [Application].



**9** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).



### **10** Click [OK].

Applicationul	Disable Printing	
	Disable Color Printing	
	Print In Mono	
	Disable Copying	
	Disable Color Copying	
	Disable Printing from USB Memory	
	Disable Color Printing from USB Memory	
	Disable Scan to Email	

### 11 Click [Apply].

Device Password(*):	•••••	Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
Log/Access Control		

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **12** Click [OK] in the confirmation window.

Message from webpage
Apply the changes.Are you sure?
OK Cancel

### Adding from the Job Log

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

Refer to "Adding Manually" (P. 161) steps
 to 6 to open the [Add Application Name] window.

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2 Select [Job Log] from [How to Specify Application Name].

Add Application Name						
Add the name of an application to limit the use of the device. Select How to Specify Application Name), and enter or select the application name to be added. Once the application name to restrict its use is checked, check the item to restrict from [Restricted Item List], and then click [OK]. How to Specify Application Name:						
Job Log Select a job log from [Application Name] acquired from the device.						
Application Name List:	Restricted Items List:					
^	Disable Printing Disable Color Printing Print In Mono					

**3** Select the application that you want to add settings to from [Application Name List].

Add Application Name					
Add the name of an application to li Select [How to Specify Application N Once the application name to restri List], and then click [OK].	mit the use of the device. Iame], and enter or select the application name to be added. ct its use is checked, check the item to restrict from [Restricted Item				
How to Specify Application Name:					
Job Log Select a job log from [Application Name] acquired from the device.					
Application Name List:	Restricted Items List:				
×	Disable Printing				
Disable Color Printing					
	Print In Mono				

**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).



6 Refer to "Adding Manually" (P. 161) steps11 and 12 to register the device.

### Adding Unregistered Item Settings

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

- Refer to "Adding Manually" (P. 161) steps
   to 5 to open the [Application] window.
- 2 Click [Edit].

Application	Print Limit		
OtherApplications	Enable Printing		

3 Select [OtherApplications] from [Registered Application Name List].



**4** Configure the settings in [Restricted Items List].

For details on restriction items, see "Usage Limitations" (P. 143).



6 Refer to "Adding Manually" (P. 161) steps11 and 12 to register the device.

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### Displaying Device Registered Use Restrictions

 Check the registered use restrictions in [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your lang English 👻
	smart Prin	tSuperVisio
		Welcome admin [Log
Manage Report Option Help		
Manage>Device Management Settings		
Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Perform device-related settings to enable use of smart PrintSuperVision.		
Management Group Create a group for the intended purpose, and perform group management over the device.		

2 Select the device to check from [Device].

u can set the display/setting of	ngs_>Device Settings device-specific information, device	log control and device usage restriction.
play the current information of	the selected device. If you want to	apply your changes, dick [Apply] at the bottom of the screen.
Device •	1	
Device Info		
Display the device-specific in	ormation.	
Display the device-specific in Basic Info	formation.	
Display the device-specific in Basic Info Display the basic inform	formation.	ndel and connection destination
Display the device-specific in Basic Info Display the basic inform	formation. ation of the device such as the mo	odel and connection destination.
Display the device-specific in Basic Info Display the basic inform Model:	formation. ation of the device such as the mo	odel and connection destination. Display the device model name.
Display the device-specific in Basic Info Display the basic inform Model: Destination:	formation.	sidel and connection destination. Display the device model name. Display the destination of the device.
Display the device-specific in Basic Info Display the basic inform Model: Destination:	formation. ation of the device such as the mo	old and connection destination. Display the device model name. Display the device model name. Institut Processor and the statement of the device. Institut Processor and the statement of the device. Cited (Change Device Institution) to edit the connection destination.

3 Click in [Log/Access Control] to open the settings window.

Device Password(*):	•••••	Display the password of the device administrator.
Apply the management group p	assword.	
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
Log/Access Control		

4 Click is of the item ([User Name], [Document Name], [Hosts], [Application]) to display to open the use restrictions window.

All	the restriction target and limit device usage. w the use of the device only when printing from a computer.	
ŀ	User Name	
ŀ	Document Name	
ŀ	Hosts	
÷	Application	

5 The registered use restrictions are displayed in the use restrictions list.



### Changing Device Registered Use Restrictions

Device registered usage restrictions can be changed.

 Change the registered use restrictions in [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your lange English 🔹
	smart Prir	ntSuperVisio
		Welcome admin (Log c
Manage Report Option Help		
Manage>Device Management Settings		
Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Device Settings Perform device-related settings to enable use of smart PrintSuperVision.		
Management Group Create a group for the intended purpose, and perform group management over the device		

**2** Select the device to change from [Device].

You can set the display/setting of	ings >Device Settings device-specific information, device	log control and device usage restriction.	
hisplay the current information of	the selected device. If you want to	apply your changes, click [Apply] at the bottom of the screen.	
tems marked with (*) are require	d.		
Device •			
Device Infe			
- Device and			
Display the device-specific in	formation.		
Pasic Info			
Basic Info			
Basic Info Display the basic inform	ation of the device such as the mo	del and connection destination.	
Basic Info Display the basic inform Model:	ation of the device such as the m	del and connection destination. Display the device model name.	
Basic Info Display the basic inform Model: Destination:	ation of the device such as the mo	del and connection destination. Display the device model name. Display the device model of the device. smart PrintSuperVision collects the information being displayed to the o ection destination.	onn
Basic Info Display the basic inform Model: Destination:	ation of the device such as the mo	del and connection destination. Display the device model name. Display the destination of the device. smart Printgravismic orderst the information being displayed to the o exton destination. Click (Change Destination) to edit the connection destination.	onn

3 Click in [Log/Access Control] to open the settings window.



4 Click of the item ([User Name], [Document Name], [Hosts], [Application]) to change to open the use restrictions window.

÷.	User Name
÷	Document Name
ł	Hosts
¢.	Application

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5 Check [Enable access control], and set [Panel Access Control] and [User Auth. Method:].

A	ccess Control		
P	erform the setting to control t	he use of the device.	
ſ	Enable access control.		
	Panel Access Control:	User Name/Password	•
L	User Authentication Mode:	Local	

#### ! Note

Depending on the device, some items may not be displayed.

6 Click [Edit].



7 Select the item ([User Name], [Document Name], [Hosts], [Application]) to change from the list display and change the use restrictions using [Restricted Items List].



8 Click [OK] to close the dialog box.



**9** Click [Apply].

	Device Password(*):	•••••	Display the password of the device administrator.
s	NMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SN	MP Write Community Name(*):	private	Display the SNMP White community name of the device

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **10** Click [OK] in the confirmation window.



### **Delete Device Registered Use Restrictions**

### Deleting Individual Use Restrictions

Delete device registered use restrictions individually.

 Check the use restrictions to be individually deleted in [Details Screen]
 [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your langu English 🔹
	smart Prin	tSuperVisio
		Welcome admin (Log o
Manage Report Option Help		
Manages-Device Management Settings Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Device Settings Perform device-related settings to enable use of smart PrintSuperVision.		
Create a group for the intended purpose, and perform group management over the device		

**2** Select the device from which to delete the use restrictions from [Device].

tanage > Device Management Set You can set the display/setting of	tings >Device Settings f device-specific information, device l	log control and device usage restriction.
Display the current information of	the selected device. If you want to	apply your changes, click (Apply) at the bottom of the screen.
Items marked with (*) are require	ed.	
Device		
octine		
Device Info		
Display the device-specific in	oformation.	
Display the device-specific in	formation.	
Display the device-specific in Basic Info	formation.	
Display the device-specific in Basic Info Display the basic infor	nformation. mation of the device such as the mo-	del and connection destination.
Display the device-specific in Basic Info Display the basic infor Model:	iformation. nation of the device such as the mo	del and connection destination. Disolar the device model name.
Display the device-specific in Basic Info Display the basic infor Model:	nformation.	del and connection destination. Display the device model name. Display the device.
Display the device-specific in Basic Info Display the basic inforr Model: Destination:	nformation.	del and connection destinution. Display the devices model name. Display the destination of the device. method restinution: collects the reformation being displayed to the conn method restinution.
Display the device-specific in Basic Info Display the basic inforr Model: Destination:	formation.	del and convection destination. Display the devices model name. Display the devices model and the device. Display the devices models are arrived and devices of the con- ment introduces of the devices of the device of the con- cella (Charge Extension) lead the convection destination.

**3** Click 🐈 in [Log/Access Control] to open the settings window.

Apply the management group password.	
SNMP Read Community Name(*): public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*): private	Display the SNMP Wtire community name of the device.

4 Click of the item ([User Name], [Document Name], [Hosts], and [Application]) to delete to open the use restrictions window.

ecify All	the restriction target and limit device usage. w the use of the device only when printing from a computer.	
Þ	User Name	
۴	Document Name	
ł	Hosts	
÷	Application	

**5** The registered use restrictions are displayed in the list display of the item.



6 Select the item to delete ([User Name], [Document Name], [Hosts], and [Application]) from the list display and click "Delete". The selected item is deleted from the list display.

Set usage restriction for each user o Click [Add] to add the user name wh After you add a user name, click [App Registered User Name List:	f the device. ich will be the tar oly] at the bottom	get of usage restrict of the screen to re-	ion. jister it with the device.	
User Name/User Group Name	PIN	Print Limit	Type/Assigned Group Name	
and a law		a 11 al 4		
user02	17095047	Disable Color Printing	•	)
LocarPhile	10/9040192	choole Printing	Reserved over	
		_	_	
Add	Edit		Dutes	
Add	Ede		Delite	

**7** Click [OK] in the confirmation window.



8 Click [Apply].

evice Password(*):	•••••	Display the password of the device administrator.
MP Read Community Name(*):	public	Display the SNMP Read community name of the device.
IP Write Community Name(*)	private	Display the SNMP Wtire community name of the device.
MP Write Community Name(*)	private	Display the SNMP Wtire community name of the device.

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

### ! Note

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

**9** Click [OK] in the confirmation window.



### ! Note

Unregistered information such as OtherLoginNames, OtherURLs, or Other HostNames cannot be deleted.

### Deleting All Use Restrictions (Restoring Initial Status)

All of the use restrictions set for the user name, document name, hosts and applications can be deleted.

 Check the use restrictions to be batch deleted in [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your langu English 👻
	smart Prir	ntSuperVisio
		Welcome admin [Log o
Manage Report Option Help		
Manage>Device Management Settings		
Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device, and create a group to manage in bulk.		
Device Settings     Device Settings     Device Settings     Device Settings     Device Settings     Device related settings to enable use of smart PrintSuperVision.		
Management Group		
Greate a group for the intended purpose, and perform group management over the device		

**2** Select the device from which to delete the use restrictions from [Device].



**3** Click in [Log/Access Control] to open the settings window.

e management group password. I Community Name("): public Display the SNMP Read community name of the device.
f Community Name(*): public Display the SNMP Read community name of the device.
e Community Name(*): private Display the SNMP Wtire community name of the device.
e Community Name(*): private Display the SNMP Wtire community name of the device.

**4** Click "Restore Initial Status".

Allow the	use of the device only w	hen printing from a com	puter.	
📫 User I	Name			
🔶 Docur	nent Name			
+ Hosts				
	ation			

**5** Click [OK] in the confirmation window.

Message f	rom webpage
?	Initialize usage restrictions that have been registered on the device.Are you sure?
	OK Cancel

### 6 Click [Apply].

Device Password(*):		Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
Log/Access Control		

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **7** Click [OK] in the confirmation window.

Message from webpage
Apply the changes.Are you sure?
OK Cancel

#### ! Note

Unregistered information such as OtherLoginNames, OtherURLs, OtherHostNames, or OtherApplications cannot be deleted. Temporarily Disabling Use Restrictions

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### **Temporarily Disabling Use Restrictions**

Use restrictions can be temporarily disabled.

#### 00 Memo

The use restrictions set for the PIN for printing jobs from a PC are also disabled.

 Disable the use restrictions in [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].

OKI	Return to Main Menu	Please select your langu English •
	smart Prir	ntSuperVisio
		Welcome admin [Log o
Manage Report Option Help		
Manage>Device Management Settings Set to effectively manage the device with smart PrintSuperVision. You can limit users of the device and resate a group to manage in bulk		
Poulos Cottions		
Perform device-related settings to enable use of smart PrintSuperVision.		
Management Group Create a group for the intended purpose, and perform group management over the device		

**2** Select the device whose user restrictions are to be disabled from [Device].

nage > Device Management Set ou can set the display/setting of	tings >Device Settings device-specific information, device	log control and device usage restriction.
isplay the current information of	the selected device. If you want to	o apply your changes, dick [Apply] at the bottom of the screen.
ome marked with (*) are require	id.	
Device •		
Device Info		
Display the device-specific in	formation.	
Display the device-specific in	formation.	
Display the device-specific in Basic Info	formation.	
Display the device-specific in Basic Info Display the basic inform	formation. nation of the device such as the mi	odel and connection destination.
Display the device-specific in Basic Info Display the basic inform Model:	formation.	odel and connection destination. Disolar the device model name.
Display the device-specific in Basic Info Display the basic inform Model:	formation.	ndel and connection destination. Display the device model name. Display the destration of the device.
Display the device-specific in Basic Info Display the basic inform Model: Destination:	formation.	odel and connection destination. Display the device model name. Display the destination of the device. Institute of destination, collects the reformation being displayed to the con- methor destantiation.
Display the device-specific in Basic Info Display the basic inform Model: Destination:	formation. nation of the device such as the mi	odd and connection destinution. Display the device model name. Display the destricts of the dyna. math processimation of the dyna. Chick (Change Destination) to exit the connection destination.

3 Click in [Log/Access Control] to open the settings window.

	orac 7.	•••••	Display the password of the device administrator.
Apply the	management group p	assword.	
SNMP Read C	ommunity Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write C	Community Name(*):		

4 Remove the check from [Enable access control].



**5** When a confirmation message is displayed, click [Cancel].



6 Click [Apply].

ppry ene management group pasarrora.	
1P Read Community Name(*): public	Display the SNMP Read community name of the device.
1P Write Community Name(*): private	Display the SNMP Wtire community name of the device.

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **7** Click [OK] in the confirmation window.

Message from webpage
Apply the changes. Are you sure?
OK Cancel

### **Enabling Use Restrictions**

Use restrictions that were temporarily disabled can be enabled again.

- Refer to "Unregistered information such as OtherLoginNames, OtherURLs, OtherHostNames, or OtherApplications cannot be deleted. Temporarily Disabling Use Restrictions" (P. 167) steps 1 to 3 to display the [Log Control/Access Control] window.
- 2 Check [Enable access control].



 Refer to "Unregistered information such as OtherLoginNames, OtherURLs, OtherHostNames, or OtherApplications cannot be deleted. Temporarily Disabling Use Restrictions" (P. 167) steps 6 and 7 to register the device.

# **10. Managing Available Usage**

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# 10. Managing Available Usage

### What can be done with available usage

Available usage (maximum values) can be set for users and user groups registered in sPSV. Printing is prohibited for users who have exceeded their available usage.

Usage is counted by the number of sheets printed or by fees (defined according to factors such as the paper size for printing).

### ! Note

The window and setting contents differ depending on the device model.

### Setting the Available Usage

Set available usage for users and user groups registered to sPSV.

Printing is prohibited when the total usage of a set user or user group exceeds the available usage.

### 00 Memo

When setting available usage for user groups, the same settings are applied for the users that belong to that group. However, available usage can also be set for specific users or user groups that belong to the user group.

Set the information from [Details Screen]
 > [Option] > [User Settings].



2 Click the user or user group in [User List].

No☆	User Name/User Group Name	Туре	PIN	Display Name	User Group	^
1	Sea admin	Local User			admins	
2	Secure 1	Local User	17092760		usergroup01	
3	Secure 2	Local User	17095047			
4	States user03	Local User	17093833		usergroup02	
5	admins	Local Group				
6	Jag usergroup01	Local Group				
7	ag usergroup02	Local Group				×
<	A Usergroupuz	Local Group				;

Add a user/user group.
Change the priority of a user group
Create a user correspondence table
Create an IC card correspondence t

3 Click in [Available Usage].

E-mail Address :	The e-mail address to be used for various notifications. (Up to 256 characters)
Notify the Assign to the admins user g	otals by e-mail. Notify the device usage totals of a user group on the day after the dosing date. roup. Grant administrative rights to members. Enter a description for the user group.(Up to 1024 characters)
+ Member	
💠 Available Usage	
📫 Display Usage	
Apply	

**4** Set available usage for each item.

If one of these available usage values is exceeded, printing is canceled for the remainder of the period set in [Reset Usage Interval].



### ! Note

The available usage settings are enabled from the point at which sPSV obtains the log when the available usage has been exceeded. Printing can still be performed when the available usage is exceeded until sPSV receives the log.

### [Printed Sheets]

Check this to set the number of sheets that can be printed.

### [Fees]

Check this to set the maximum fee that can be occurred.

### [Staple]

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

# [Include the total usage of the assigned user group.]

Check this to manage use restrictions according to the available usage.

### [Reset Usage Interval]

Set the interval at which to reset the used volume.

### [Unit]

Select the time unit of the reset interval.

- [Do not specify]
- [Month]
- [Week]
- [Day]

### [Duration]

Specify the duration in hours. This is enabled when [Month], [Week] or [Day] is selected for [Unit]. (1-99)

### [Reference Date]

Select the reference date to perform a reset. This is enabled when [Month], [Week] or [Day] is selected for [Unit]. (1-99)

- If [Month] is selected: [To the end of the month]/[Up to 10 Days]/[Up to 20 Days]/[To closing date]
- If [Week] is selected: [To Sunday]/[To Monday]/[To Tuesday]/[To Wednesday]/[To Thursday]/[To Friday]/[To Saturday]

### [Carry over to the next time.]

If this is checked, available usage time remaining at the time of reset is added to the available usage for the next period.

When the [Carry over to the next time.] check box is checked, and the available usage value is not exceeded, the unused amount can be carried over to the next valid period.



### [Notification Conditions]

Set conditions for notifications of usage status.

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Notifications are sent to the email address registered in [General].

### [If available usage is exceeded]

Check this to receive a notification by email if the available usage is exceeded.

### [When you reset the usage]

Check this to receive a notification by email if the available usage is reset.

#### [X days before next reset date]

Check this and enter a numerical value to receive a notification by email the specified number of days before the next reset date.

5 Click [Apply].

Descript	tion : Enter a description for the user group.(Up to 1024 characters)
+ •	Aember
🔶 A	vailable Usage
+ •	Display Usage
-	Apply

#### ! Note

The available usage value is taken as that from the user group with the highest priority level. See "Changing the Priority Level of User Group" (P. 171) for information on priority levels of user groups.

# Changing the Priority Level of User Group

When users that are set with available usage belong to multiple user groups, the priority level at which available usage for user groups are applied to users can be changed. The available usage of the highest priority level user group are assigned to the user.

 Change the information from [Details Screen] > [Option] > [User Settings].



**2** Click [Change the priority of a user group].

1         Image: Second Control of	
2         3         \$	
3         Second Se	
4 <u>&amp; &amp; usergroup2</u> Local User               17093833             Usergroup2               usergroup2            5 <u>&amp; &amp; admins</u> Local Group               usergroup2	
5 Jag admins Local Group	
6 🗆 lag usergroup01 Local Group	
7 🗆 📙 Usergroup02 Local Group	
<	>
Update Confirmation Delete	

3 Select a user group from [User Group Name] and click ☆ or ♣ to change the order.

up					_
up qu					
up qu					
				•	J
	up	up	up	h h	▲ ▼

**4** Click [Apply].

### ! Note

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

### **Creating Fee Charge Definitions**

"Fees" refers to the unit prices set for items such as paper and consumables for the purposes of totaling output costs.

Detailed fees can be defined in sPSV according to information such as the number of printed sheets and the paper size. Printing can be prohibited for users who have exceeded the available usage set according to the defined fees.

 Configure the settings from [Details Screen] > [Manage] > [Billing Amount Settings].

OKI	Return to Main Menu	Please select your language: English •
	smart Prir	ntSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Set/Manage the registered device to confirm the usage status, or to restrict the usage.		0
Display a list of the devices.		
Search the connected devices via network, and register to smart PrintSuperVision.		
Perform device-related settings to enable use of smart BriotSuperVision.		
Perform pre-settings for managing the cost of the device.		

**2** Select a registered definition from [Fees].

When creating a new definition, enter a name for the definition in [Name].

#### *[*∕∕/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.

Contants of Dilling Amount Cattinger		
concents of enting Amount Secongs.		
Items marked with (") are required.		
Name (*): Cost1	The name of th	e registered billing amount settings. (Up to 32 characters)
In [Fees] under [Job Info], the checked t	Iling amount and specify the otal cost is displayed.	te cost.
Pages		
Specify the print billing amount per prin	t or per page.	
Include in the billing amount the g	antity of printed pages of	the job information.
Counties they must be according to white		
specity the cost in accordance with	each princ pattern.	
Color Printing Cost	10	Represent the cost per page when printing in color.

3 Click for the item to be configured to open the settings window.

	a han hadler	
✓ Include in the billing amount the quan	tity of printed pages of	the job information.
Specify the cost in accordance with eac	h print pattern.	
Color Printing Cost	10	Represent the cost per page when printing in color.
Mono Printing Cost	10	Represent the cost per page when printing in mono.
Spot color 1 Printing Cost	10	Represent the cost per page when printing in black ar white or color + snot color (such as white/clear).
Spot color 2 Printing Cost	10	Represent the cost per page when printing only in spo
Include in the billing amount the guan	tity of printed sheets of	the job information.
	0	Represent the cert per adat
Toner use amount		
Prum use amount		
Belt/Euser use amount		
T Delyrusel use aniount		
Paper Size		
🛉 Media Type		
Tray		
Finisher		
Annhy Delate		

pecify the print billing amount per print o	r per page.	
Include in the billing amount the quan	tity of printed pages of	the job information.
Specify the cost in accordance with eac	h print pattern.	
Color Printing Cost	10	Represent the cost per page when printing in color.
Mono Printing Cost	10	Represent the cost per page when printing in mono.
Spot color 1 Printing Cost	10	Represent the cost per page when printing in black and white or color + snot color (such as white/clear).
		mile of court + spot court (soch as mile) court.

The cost of one print and one page based on the total number of prints and print pages can be set. Print pages can be set separately for [Color] printing, [Mono] printing, [Spot Color 1] printing and [Spot Color 2] printing.

- Check [Include in the billing amount the quantity of printed pages of the job information.] and enter cost values per print page for [Color Printing Cost], [Mono Printing Cost], [Spot color 1 Printing Cost] and [Spot color 2 Printing Cost].
- (2) Check [Include in the billing amount the quantity of printed sheets of the job information.] and enter the cost per print page.

### [Toner use amount]

Set to include the toner use amount in the fees.

Tochuda in the bill	no amount the out	antity of topor years of	the job information	
include in the bill	ng amount the qu	antity of toner usage of	the Job information.	
Specify the toner co	st in accordance v	with each level.		
Select the level to c	nange the cost, a	nd then click [Change] t	o change the cost.	
Click [Auto Calculat	ong to automatica	iny calculate the cost.		
Ioner Cost List:				
Level	Color Cost	Mono Cost	White Cost	Clear Cost
0	0	0	0	
1	0	0	0	
2	0	0	0	
3	0	0	0	
4	0	0	0	
2	0	0	0	
Change				
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Dev e: [192.168.0.210] * Price Settings Enter the cost of	n of the device bei st List]. n to be used for a ic each toner.	ing registered, you can a utomatic calculation, an	automatically calculate t d then click [Automatic (	the toner cost and Calculation].
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Des etc. [192-168.0.210) ~ Price Settings Enter the cost of a Colo Mono	n of the device bei st List]. n to be used for a ic each toner. r Price	ing registered, you can a utomatic calculation, an 0 0	automatically calculate t d then click [Automatic i	the toner cost and Calculation].
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Des e: [192.168.0.210) ~ Price Settings Enter the cost of o Colo Mono White	n of the device bei st List]. n to be used for a ic each toner. r Price D Price	ing registered, you can a utomatic calculation, an	automatically calculate t	the toner cost and
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Des e: [(192.168.0.210) ~ Price Settings Enter the cost of a Colo Mono White Clea	n of the device bei st List]. n to be used for a ic each toner. r Price	ing registered, you can a uturnatic calculation, an	automatically calculate t	the toner cost and
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Des e: [192:168.0.210) - Price Settings Enter the cost of o Colo Mone White Clea	n of the device bei st List). In to be used for a ic each toner. r Price Price Price r Price	ing registered, you can a utomatic calculation, an	utomatically calculate t	the toner cost and
Auto Calculation From the information effect is in [Tomer Co Enter the information Auto Calculation Dev et [192, 168 0.210] - Price Settings Enter the cost of Colo Mone White Setting life Enter the life of e Ci functo Calculation	of the device bei st List). In to be used for a ic each toner. r Price a Price r Price ch toner. wice life value.), a tion Device].	ing registered, you can in utomatic calculation, an 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	utomatically calculate t d then dick [Automatic I d then dick [Automatic I n life information of th	the toner cost and Calculation]. e device selecte
Auto Calculation From the information Enter the information Enter the information Enter the information Auto Calculation Dev (192:168.02.00) Price Settings Enter the cost of Colo Rom White Cleas Setting life Enter thise the dev Setting life Use the device Use the device	a of the device bei st List]. n to be used for a ic each toner. P Price P Price P Price P Price	ing registered, you can i utomatic calculation, an 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	uutomatically calculate t d then dick [Automatic t d then dick [Automatic t m life information of th	the toner cost and Calculation]. e device selecte
Auto Calculation From the information effect it in [Toner Co Enter the information Auto Calculation Dev (192:168 0.210) = ///////////////////////////////////	of the device bei st List]. In to be used for a ic ach toner. r Price Price Price ach toner. evice life value.], a to noer. evice life value. or Life	ing registered, you can a utomatic calculation, an	utomatically calculate t d then dick [Automatic i on life information of th	he toner cost and Calculation]. e device selecte
Auto Calculation Forent the information effect is in [Toner Co- Enter the information Auto Calculation Deex (1152-108-02-10) Price Settings Enter the cost of - Colo Monn Clea Setting Iffe Enter the file of st Charter Calculation Setting Iffe Charter (Use the devi Colo Monn Clea Setting Iffe	of the device beit et List). Each tope used for a ic each toner. Price Price Price Price Price Price et list on Device). Each toner. Each toner. Each toner. Each toner. Each toner.	Ing registered, you can a utomatic calculation, an	utomatically calculate t d then click [Automatic i um life information of th IS	che toner cost and Cakulation]. e device selecte
Auto Calculation From the information effect in [Toner Co- Enter the information Auto Calculation Dev (1192-168 0.210) - Price Settings Enter the cost of 1 Colo Monon White Clean Setting life Enter the life of en- Check (Use the dev Gol Monon Colo Setting life Enter the life of en- Colo Monon Colo Setting life Enter the life of en- Colo Monon Colo Co	of the device beit still.	ing registered, you can in utomatic calculation, an o o o o o o o o o o o o o o o o o o o	uutomatically calculate t d then click (Automatic t ) om life information of th 15 55	che toner cost and Calculation].

 If including the toner use amount in the fee, check [Include in the billing amount the quantity of toner usage of the job information.] and set the cost per page for each toner use amount level.

-	Toner use amount
D	ivide the amount of toner used per page into six levels, and specify the billing amount in accordance with e
ľ	Include in the billing amount the quantity of toner usage of the job information.
	Specify the toner cost in accordance with each level.
	Select the level to change the cost, and then click [Change] to change the cost.

(2) To set the cost per page for each level, select the level for which to set this and click the [Change] button.

vel.	or correr used per page	into six levels, and spe	ecify the billing amount	in accordance with
Include in the	billing amount the qua	ntity of toner usage of	the job information.	
ecify the tone	er cost in accordance wi	th each level.		
lect the level	to change the cost, and	then click (Change) to	change the cost.	
ck fauto Calo	ulation) to automatically	calculate the cost.		
and Constitution				
ner cost tist:				
Level	Color Cost	Mono Cost	White Cost	Clear Cost
Level 0	Color Cost	Mono Cost 0	White Cost	Clear Cost
Level 0 1	Color Cost 0 0	Mono Cost 0 0	White Cost 0 0	Clear Cost 0 0
Level 0 1 2	Color Cost 0 0	Mono Cost 0 0	White Cost 0 0 0	Clear Cost 0 0 0
Level 0 1 2 3	Color Cost 0 0 0	Mono Cost 0 0 0	White Cost 0 0 0 0 0 0 0	Clear Cost 0 0 0 0
Level 0 1 2 3 4	Color Cost 0 0 0 0 0	Mono Cost 0 0 0 0	White Cost 0 0 0 0 0	Clear Cost 0 0 0 0 0 0 0

In the cost change screen, enter the cost per page in the [Color Fee], [Mono Fee], [White Cost] and [Clear Cost] fields and click [OK].

Change		
Color Cost	0	
Mono Cost	0	
White Cost	0	
Clear Cost	0	
_		
	OK	Cancel

(3) If automatically calculating fees, enter the color toner price in the [Color Price] field, the mono toner price in the [Mono Price] field, the white toner price in the [White Price] field and the clear toner price in the [Clear Price] field and then click [Auto Calculation].

Enter the cost	of each toner.	
0	olor Price	q
Me	ono Price	0
w	hite Price	0
a	laar Drice	0
etting life Enter the life of Check [Use the d in [Auto Calcu	f each toner. device life value.], and llation Device].	I calculate the cost from life information of the device s
ietting life Enter the life of Check (Use the d in (Auto Calcu I Use the d	f each toner. device life value.], and llation Device). evice life value.	calculate the cost from life information of the device s
etting life Enter the life of Check (Use the d in (Auto Calcu I Use the d	f each toner. I device life value.], and lation Device]. levice life value. Color Life	I calculate the cost from life information of the device s
Setting life Enter the life of Check (Use the d in (Auto Calcu I Use the d Check (Use the d Set the d	f each toner. I device life value.], and Ilation Device]. levice life value. Color Life	I cakulate the cost from life information of the device s
ietting life Enter the life of Check (Use the d in [Auto Calcu Use the d Use the d W	f each toner. device life value.], and lation Device]. evice life value. Color Life vhite Life	calculate the cost from life information of the device a

(4) Set the life values.

Automatically calculating from life values acquired from devices:

Select the device for which to use auto calculation from [Auto Calculation Device] and check [Use the device life value].

Automatically calculating from manually entered life values for devices:

Remove the check from [Use the device life value], as the device for which to use auto calculation does not need to be selected from [Auto Calculation Device].

Enter values in the [Color Life], [Mono Life], [White Life] and [Clear Life] fields and click [Auto Calculation].



(5) If calculating automatically from life values acquired from devices, a message saying [Acquire toner life values set in the current device for calculation?] appears. Check that the power of the device is turned on and click [OK]. When [Cancel] is clicked or if information cannot be obtained from the device, the values entered in [Setting life] are used for the automatic calculation.

Message fr	rom webpage
?	Do you want to acquire the information of the toner installed in the device?
	OK Cancel

### 00 Memo

See "Checking the Consumable Life" (P. 183) for information on the toner use amount level.

### [Drum use amount]

Set to include the drum use amount in the fees.

cify the billing amount of drum	age per page.	
Include in the billing amount	he usage of drum of the job information.	
Specify the cost of each drum. Dick [Auto Calculation] to autor	tically calculate the cost.	
Color Cost	0	
Mono Cost	0	
White Cost	0	
Clear Cost to Calculation rom the information of the devi flect the cost of each drum. Inter the information to be used uso Calculation Devic	0 being registered, you can automatically calculate the dru or automatic calculation, and then dick (Automatic Calcula	m cost and r tion].
Clear Cost to Calculation rom the information of the devi flett the cost of each drum. Inter the information to be used uto Calculation Devic c (192.168.0.210)	0 being registered, you can automatically calculate the dru or automatic calculation, and then dick [Automatic Calcula	m cost and r tion].
Clear Cost to Calculation rom the information of the devi flict the cost of each drum. niter the information to be used uso Calculation Devic (192.188.0.210) Price Settings Specify the price of each drum	0 being registered, you can automatically calculate the dru or automatic calculation, and then click [Automatic Calcula	m cost and r tion].
Clear Cost to Calculation from the information of the devi flict the cost of each drum. Ther the information to be used uso Calculation Devic ( (192.168.0.210) • Price Settings Specify the price of each drum Color Price	0 being registered, you can automatically calculate the dru or automatic calculation, and then dick (Juutomatic Calcula 0	m cost and r tion].
Clear Cost to Calculation rom the information of the devi flext the cost of each drum. Inter the information to be used uso Calculation Devic (192:163 0.210) • Price Settings Specify the price of each drum Color Price Mono Price	0 being registered, you can automatically calculate the drutes or automatic calculation, and then dick (Automatic Calcular 0 0	m cost and r tion].
Clear Cost to Calculation rom the information of the devi- flect the cost of each drum. Inter the information to be used use Calculation Devic (192-168 0.201) • Price Settings Speoly the price of each drum Color Price White Price	B     buing registered, you can automatically calculate the dru     rev automatic calculates and then disk (functionatic calculat	m cost and r tion].

(1) If including the drum use amount in the fees, check [Include in the billing amount the usage of drum of the job information.] and then enter the color drum use cost per A4/letter size page in the [Color Fee] field, the mono drum use cost per A4/letter size page in the [Mono Fee] field, the white drum use cost per A4/letter size page in the [White Cost] field and the clear drum use cost per A4/letter size page in the [Clear Cost] field.



(2) If acquiring device information for automatic calculation of fees, select the device to be used for automatic calculation from [Auto Calculation Device], enter the color drum price in the [Color Price] field, the mono drum (or 4-in-one color drum) price in the [Mono Price] field, the white drum price in the [White Price] field and the clear drum price in the [Clear Price] field, and then click [Auto Calculation].

#### ! Note

For 4 color combined unit drums, the [Color Fee] and [Color Price] fields cannot be entered.

ect the cost of each	h drum.	matic calculation	and then diri	Automatic	Calculation	
to Calculation Devi				( procession	, concentration of	
(192.168.0.210) *	J					
Specify the price of	each do m					
			N			
Color	Price	0				
Mono	Price	0				
White	Price	0				
Clear	Price					

### [Belt/fuser use amount]

Set to include the amount of belt and fuser used in the fees.



 If including the amount of belt and fuser used in the fees, check [Include the charges for the job information belt/fuser usage.] and enter the belt use cost per A4/letter size page in the [Belt Fee] field and the fuser use cost per A4/letter size page in the [Fuser Fee] field.



(2) If acquiring device information for automatic calculation of fees, select the device to be used for automatic calculation from [Auto Calculation Device], enter the belt price in the [Belt Price] field and the fuser price in the [Fuser Price] field and click [Auto Calculation].

ify the billing amount of belt/fu	ser usage per page.	
Include the charges for the	ob information belt/fuser usage.	
pecify the each cost. lick [Auto Calculation] to autor	natically calculate the cost.	
Belt Cost	0	
Fuser Cost o Calculation om the information of the devi lect the cost of each belt/fuser	0 re being registered, you can automatically calculate	the drum cost and r
Fuser Cost o Calculation om the information of the devi let the cost of each beloffuser to Calculation Devic o Calculation Devic (192:188.0.210) •	0 te being registered, you can automatically calculate for automatic calculation, and then dick (Automatic	the drum cost and r Calculation].
Fuser Cost o Calculation om the information of the devi lect the cost of each belifuser to Calculation Devic to Calculation Devic (192188 0.210) + vrice Settings Enter each price.	0 ce being registered, you can automatically calculate for automatic calculation, and then click (Automatic	the drum cost and r Calculation].
Fuser Cost or Calculation om the information of the devi lect the cost of each bet/fuser to Calculation Devic (192:188.0.210) • hrise Settings Enter each price. Bet Price	0 xe being registered, you can automatically calculate for automatic calculation, and then click (Automatic	the drum cost and r Calculation].

### [Paper Size]

Costs can be set for 1 page of each paper size. Fees can also be applied just to specific sizes.

ify the billing amount per print on eac	h naner size.	
Include in the billing amount the pa	aper size of the job informa	tion.
pecity the cost for each paper size.		
aper Size Cost List:		
Other Size	0	<u> </u>
A4	0	
AS	0	
A6	0	
B4	0	
85	0	
Letter	0	
Legal14	0	
Legal13.5	0	
Legal13	0	

To set fees per page for each paper size, check [Include in the billing amount the paper size of the job information.] and enter the cost of each paper size.

#### ! Note

A4, A4 wide (SRA4), B5, A5, 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, A4 wide (SRA4) horizontal, B5 horizontal, A5 horizontal, letter horizontal, 16K 184×260mm horizontal, 16K 195×270mm horizontal, and 16K 197×273mm horizontal.

### [Media Type]

Costs can be set for 1 page of each paper type. Fees can also be applied just to specific paper types.

city the billing amount per print for	each paper type.	
Include in the billing amount the	a paper type of the job inform	ation.
peary the cost for each paper typ	<i>i.</i>	
aper Type Cost List:		
Other Media Type	0	<u>^</u>
Plain	0	
Letter Head	0	
Transparency	0	
Label	0	
Bond	0	
Recycled	0	
Cardstock	0	

To set fees per page for each paper type, check [Include in the billing amount the paper type of the job information.] and enter the cost of each paper type.

### [Tray]

Costs can be set for 1 page from each used tray. Fees can also be applied just to specific trays.

Include in the billing amount the t	ray of the job information.	
city the cost per reading tray.		
Cost List:		
Tray1	0	
Tray2	0	- I.
Tray3	0	- I.
Tray4	0	
Tray5	0	
Multi-Purpose Feeder	0	
Multi-Purpose Tray	0	- I.
Other Tray	0	

To set fees per page for each tray, check [Include in the billing amount the tray of the job information.] and enter the cost of each tray.

### [Finisher]

When the optional finisher is installed, set the cost for each time that the stapler is used.



If including the cost for each time that the stapler is used in the fees, check [Include in the billing amount the stapler of the job information.] and enter the cost.

### 4 Click [Apply].

٠	Paper Size	
٠	Media Type	
٠	Tray	
+	Finisher	
Appl	Delete	

### Setting Fee Definitions for Devices

 Set from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].



**2** Select the device from which to acquire the job log in [Device].

Manage Report Option Help	
Manage.> Device Management. Settings You can set the display/setting of device-specific information, device log control and device usage restriction.	0
Display the current information of the selected device. If you want to apply your changes, click (Jephy) at the bottom of the screen. Them sanded with (*) are required. Device	
Device Info     Log/Access Control	
Acoly	

3 Click in [Device Info] to open the settings window.

anage > Device Manager	ent Settings >Device Sett	ngs	6
rou can set the display/s	etting of device-specific inf	rmation, device log control and device usage res	triction.
Jisplay the current inform	ation of the selected device	e. If you want to apply your changes, dick [Apply	] at the bottom of the screen.
tems marked with (*) ar	a required.		
Device -			
Device •			
Device •			
Device •			
Device			
Device   Device Info			
Device •			
Device  Device Info Log/Access Co	ntrol		

**4** Select the fee definition to be used from [Fees].



5 Click [Apply].

Device Password(*):		Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
/A C AI		

When the "Enter an administrator password for the device" window is displayed, open the [Device Info] input window, enter the administrator password for the device and click [Apply].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **6** Click [OK] in the confirmation window.



### Changing Fee Charge Definitions

Change the settings from [Details Screen]
 [Manage] > [Billing Amount Settings].

OKI	Return to Main Menu	Please select your language: English •
	smart Prin	ntSuperVision
		Welcome admin [Log_out]
Manage Report Option Help		
Set/Manage the registered device to confirm the usage status, or to restrict the usage.		0
Device List Display a list of the devices.		
Register Device Search the connected devices via network, and register to smart PrintSuperVision.		
Perform device-related settings to enable use of smart BrintSuperVision.		
man Billing Amount Settings		

**2** Select the definition to be changed from [Fees] and click [Apply].

on (T): Conti	The same of th	a conjetered billing amount cottings. (16 to 33 characters)
reck the consumables included in the [Fees] under [Job Info], the checked	billing amount and specify t total cost is displayed.	he cost.
Pages		
Specify the print billing amount per pr	int or per page.	
$\!$	quantity of printed pages of	the job information.
Specify the cost in accordance with	each print pattern.	
Color Printing Cost	10	Represent the cost per page when printing in color.
Mono Printing Cost	10	Represent the cost per page when printing in mono.
Spot color 1 Printing Cost	10	Represent the cost per page when printing in black and white or color + spot color (such as white/clear).
Spot color 2 Printing Cost	10	Represent the cost per page when printing only in spot
Include in the billing amount the	quantity of printed sheets o	the job information.
Include in the billing amount the	quantity of printed sheets o	I the job information. Represent the cost per print.
Include in the billing amount the	quantity of printed sheets o	the job information. Represent the cost per print.
Include in the billing amount the	quantity of printed sheets o	the job information. Represent the cost per print.
Toner use amount	quantity of printed sheets o	the job information. Represent the cost per print.
Toner use amount Torum use amount	quantity of printed sheets o	the job information. Represent the cost per print.
Toner use amount Toner use amount Belt/Fuser use amount Belt/Fuser use amount	quantity of printed sheets o	the job information. Represent the cost per print.
Toner use amount Crum use amount BeR/Fuser use amount	Quantity of printed sheets o	the job information.
Toner use amount Toner use amount Drum use amount BeltyFuser use amount Paper Size	guantity of printed sheets o	the job information, Represent the cost per print.
Indude in the billing amount the Toner use amount Drum use amount BeltyFuser use amount Paper Size	Quantity of printed sheets o	the job information. Represent the cost per print.
Toner use amount Toner use amount Toner use amount Belt/Fuser use amount Paper Size Media Type	Quantity of printed sheets o	the job information.
	Quantity of printed sheets o	the job information. Represent the cost per print.
Include in the billing amount the  Tomer use amount  Drum use amount  Belty/Furer use amount  Paper Size  Moda Type  Tray	0	the job information. Represent the cost per print.

For details on settings, see "Creating Fee Charge Definitions" (P. 172).

#### 0//Memo

When the name is changed, it is registered as a new definition. The previous settings remain under the former definition name.

### **Deleting Fee Charge Definitions**

Delete the settings from [Details Screen]
 [Manage] > [Billing Amount Settings].

OKI	Return to Main Menu	Please select your language: English •
	smart Prin	ntSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Set/Manage the registered device to confirm the usage status, or to restrict the usage.		0
Deside List Display a list of the devices.		
Register Device Search the connected devices via network, and register to smart PrintSuperVision.		
Perform device regelated settings		
Biling Amount Settings Perform pre-settings for managing the cost of the device.		

**2** Select the definition to be deleted from [Fees] and click [Delete].

ame ("): Cost1 Check the consumables included in the I In [Fees] under [Job Info], the checked	The name of th silling amount and specify th total cost is displayed.	e registered billing amount settings. (Up to 32 characters) le cost.
Pages		
Specify the print billing amount per pr	int or per page.	
Include in the billing amount the	quantity of printed pages of	the job information.
Specify the cost in accordance with	each print pattern.	
Color Printing Cost	10.0000	Represent the cost per page when printing in color.
Mono Printing Cost	10.0000	Represent the cost per page when printing in mono.
Spot color 1 Printing Cost	10.0000	Represent the cost per page when printing in black and white or color + spot color (such as white/clear).
Spot color 2 Printing Cost	10.0000	Represent the cost per page when printing only in spot color such as white/clear
Include in the billing amount the o	quantity of printed sheets of	the job information.
	0	Represent the cost per print.
Toner use amount		
Drum use amount		
Belt/Fuser use amount		
💠 Paper Size		
Media Type		

**3** Click [OK] in the confirmation window.

Delete the settings of billing amount being edited. Are you sure?

Check

OK	Cancel

### Checking and Resetting Usage Statuses

### ! Note

To check or reset usage statuses including job logs remaining in the device, display the [Details Screen] > [Report] > [Display Report] > [Job Information], check [Acquire the device status before the job.] and click [View] to acquire the job log.

Set the information from [Details Screen]
 > [Option] > [User Settings].

_	smart PrintSuperVision
	Welcome admin [Log ou
	Manage Report Option Help
Make	various settings to enable the use of smart PrintSuperVision.
52	User Settings
-0	Ado, edit, and delete a user or user group.
8	Environment Setunda
÷.	Speary the server to be deed in small principle vision, and edu the communication distance between the com- nected devices.
	Delete the log
×	Delete stale data from smart PrintSuperVision.
	Import/Export
<u> </u>	Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.
	Database Settings
1	Change the destination for saving the data to be used in smart PrintSuperVision.
1	Web Service setting
	Change the Web service to display the smart PrintSuperVision screen with a Web browser.

**2** Click the user or user group in [User List].

User Lis	٥.							
Not	c	User Name/User Group Name	Туре	PIN	Display Name	User Group		^
1		Sea admin	Local User			admins		
2	C	States user01	Local User	17092760		usergroup01		
3	C	Secure 2	local User	17095047				
4	C	Secure 103	local User	17093833		usergroup02		
5		admins .	ocal Group					
6	C	ag usergroup01	ocal Group					
7	C	ag usergroup02	.ocal Group					Y
< Up	date	Confirmation Delete					>	
Add a	user,	/user group.						
thange th	le pri	ority of a user group.						
create a s	iser i	correspondence table.						
ireate an	IC c	ard correspondence table.						

**3** Click I [Display Usage] to open the information screen.



**4** The usage status of the items for which available usage is set are displayed.

	Already-used amount	Remaining Available Usage
Printed Sheets	0	-
Fees	0	-
Staple	0	-

**5** Click [Reset] to reset the usage status.

	Already-used amount	Remaining Available Usage
Printed Sheets	0	
Fees	0	-
Staple	0	-

#### ! Note

If "Prohibit Printing" is set in the user or user group settings, the status cannot be reset unless the power of the device is turned on.

#### *[*ℓ/Memo

- The usage status of the users and user groups registered to the device group are the total usage amount of the users and user groups from all devices that belong to the device 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 Available Usage as a group] check mark checked are not included.
- If a usage amount reset interval is set for users or user groups, the usage amount is automatically reset at the end of the set duration.
- 6 Click [Apply].

Deso	ription : Enter a description for the user group.(Up to 1024 characters)				
÷	Member				
+	Available Usage				
÷	Display Usage				
	Apply				

### Sending Print Prohibited/ Permitted by Mail

When [If available amount is exceeded] is checked, users are notified by email when the available usage is exceeded and printing cannot be executed. Also, users are notified by email when

usage is reset when [When you reset the usage] is checked.

#### ! Note

The outgoing mail server and sender's email address need to be configured in advance according to "Setting the Outgoing Mail Function" (P. 210).

 Configure the information from [Details Screen] > [Option] > [User Settings].

	smart PrintSuperVisio			
_		Welcome admin [Log ou		
	Manage Report Option Help			
Make	various settings to enable the use of smart PrintSuperVision.	(		
88	<u>Vere Settinos</u> Add, edit, and delete a user or user group.			
¢	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nected devices.			
E.	Delete the log			
- 🗙	Delete stale data from smart PrintSuperVision.			
	Import/Export			
	Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.			
1	Database Settings			
	Change the destination for saving the data to be used in smart PrintSuperVision.			
	Web Service setting			
	Change the Web service to display the smart PrintSuperVision screen with a Web browser.			

**2** Click the user or user group in [User List].

<u>ion</u> >L Id, edi	lser Se t, and	ttings delete a user.					
ser Lis							
No±	d	User Name/User Group Name	Туре	PIN	Display Name	User Group	^
L		Sea admin	local User			admins	
	C	States user01	ocal User	17092760		usergroup01	
	C	Secure 2	ocal User	17095047			
	С	Secuser03	ocal User	17093833		usergroup02	
		admins	ocal Group				
	C	ag usergroup01	ocal Group				
	C	Jag usergroup02	ocal Group				~
<	5						>
Up	date C	onfirmation Delete					
dd a i	user/u	iser group.					
nge th	le prior	ity of a user group.					
ate a s	iser co	rrespondence table.					
ate an	IC car	d correspondence table.					

### **3** Click [Available Usage].

179

E-mail Address :	The e-mail address to be used for various notifications.					
Notify the to	tals by e-mail. Notify the device usage totals of a user on the day after the closing date.					
Telephone Number :	The user's telephone number.(Up to 64 characters)					
Description :	The user's description.(Up to 1024 characters)					
Display Name :	The user's display name. (Up to 256 characters)					
Language Code : other	The user's language code. (Up to 64 characters)					
IC Card information :	The user's card ID. (Up to 256 characters)					
+ User Group						
💠 Available Usage						
💠 Display Usage						
Apply						

#### **4** Configure the [Notification Conditions].

No	tify in accordance with the conditions.	
8	If available amount is exceeded	Notify when the specified available usage is exceeded.
-	When you reset the usage	Notify when usage is reset.
	days phor to next reset.	area die next reset date, nobication wil de made prior to die specified number of days.
÷	Display Usage	

### [If available amount is exceeded]

When this is checked, users are notified by email when the usage limit value is exceeded.

### [When you reset the usage]

When this is checked, users are notified by email when the valid period runs out or the usage status is reset.

**5** Click [Apply].

First Name:		The user's first name.
E-mail Address :		The e-mail address to be used for various notifications.
	Notify the totals by e-mail.	Notify the device usage totals of a user on the day after the closing date.
Telephone Number :		The user's telephone number.(Up to 64 characters)
Description :		The user's description.(Up to 1024 characters)
Display Name :		The user's display name. (Up to 256 characters)
Language Code :	other 💌	The user's language code. (Up to 64 characters)
IC Card information :		The user's card ID. (Up to 256 characters)
+ User Group		
Available Usage	e	
🕂 Display Usage		
Ander		

### ! Note

Users are not notified when the mail address is not entered. Enter the mail address.

### // Memo

To set multiple users, repeat the steps from **2** to **6**.
# **11. Checking the Device Status, Consumable Life or Printing Status**

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# **11. Checking the Device Status, Consumable Life or Printing Status**

Check the device usage status, the usage quantity of maintenance items and the remaining life of consumables.

# **Checking the Device Usage Status**

A report is created according to basic information, such as the connection destination of the device.

- **1** Check that the power of the device to be checked is turned on.
- 2 Check this from [Details Screen] > [Report] > [Display Report] > [Device Info].



3 Select the device to be confirmed from [Device] and check [Acquire the device status before the job.].



**4** Select [Device Summary] from [Type].

#### 00 Memo

When [Device Summary] is selected, the control window for detailed settings at the bottom changes.



**5** Check the items to be confirmed in [Select Column].



# [Complete]

Creates a report on items displayed when [Complete] is selected in [Manage] > [Device List] > [Display Content].

# [Default]

Creates a report on items displayed when [Default] is selected in [Manage] > [Device List] > [Display Content].

# [Custom]

Creates a report on items displayed when [Custom] is selected in [Manage] > [Device List] > [Display Content].

#### // Memo

The content displayed in [Custom] can be changed from [Manage] > [Device List] > [Display Content] > [Edit Display Contents].

# [Consumable Life]

Creates a report on items displayed when [Default] is selected in [Manage] > [Device List] > [Consumable Life].

**6** Select the format in which to output the results.



# [HTML]

Outputs a report in an HTML file.

#### [EXCEL 97-2003 book]

Outputs a report in an XLS file (extension ".xls").

# [CSV]

Outputs a report in a CSV file (extension ".csv").

# [XML]

Outputs a report in an XML file (extension ".xml").

# [TEXT]

Outputs a report in a TXT file (extension ".txt").

**7** Click [View] to check the results.

# Three body salar remaining displayed 1(0\_16, 40) If less that the yoke of the remaining value (%) that is specified, it will be displayed in ref. Three body of remaining value days displayed in ref. If less that the yoke of the remaining value (%) that is specified, it will be displayed in ref. Triste body of the remaining value days of the report from the following. If less that the yoke of the remaining value for the report from the following. If the report from the following. If less that the yoke of the remaining value for the report. If the report from the following. If less that the yoke of the remaining value for the report. If the report from the following. If less the yoke of the remaining value for the report.

# Checking the Consumable Life

A report is created according to the job log acquired by sPSV concerning maintenance items and consumables.

- Check that the power of the device to be checked is turned on.
- 2 Check this from [Details Screen] > [Report] > [Display Report] > [Device Info].



**3** Select the device to be confirmed from [Device] and check [Acquire the device status before the job.].

free the est	Report >Device Info	natified with the davi	es information such as	the desire	a status the compining amount of consumy
and the n	iade counter.	noulied with the devi	ce inionnauon suur as	ule device	e status, the remaining amount or consuma
ou add (Not	ification Settings], notification	n of the above conten	ts will be made on that	specific o	tate.>Confirm the added settings.
			<hr/>		
Device:	All Devices		1	•	Select the target device of the report.
Device:	All Devices	tatus before the isb	)	•	Select the target device of the report.
Device:	All Devices All Devices Acquire the device s	tatus before the job.	)	•	Select the target device of the report.
)evice:	All Devices	tatus before the job.	)	•	Select the target device of the report.
)evice:	All Devices Acquire the device s Select from this list the t	tatus before the job.	) ation to be reported.De	• pending o	Select the target device of the report.
)evice: 'ype:	All Devices Acquire the device s Select from this list the to ge. The screen display will d	tatus before the job. ypes of device information	ation to be reported.De	• pending o	Select the target device of the report.

**4** Select [Consumables Remaining] from [Type].

#### 00 Memo

When [Consumables Remaining] is selected, the control window for detailed settings at the bottom changes.

Device:	All Devices			•	Select the target device of the report.
	Acquire the devic	e status before th	e job.		
Type:	Select from this list th ge. The screen display wi O Device Summa	e types of device i I change accordin Confirm t	nformation to b g to your selecti pasic information	e reported.Depending on. I such as the connecti	on the selected item, the settings that follow will a
	Consumables Ker	Confirm b	asic information	such as the connecti	on destination of the device.
		Take the	statistics of the	page counter amount	on the device and confirm the usage status of the
	Page Counter	ine			
	<ul> <li>Page Counter</li> <li>Status Log</li> </ul>	ice. Confirm t	he status histor	y of the device.	-
Consumable	<ul> <li>Page Counter</li> <li>Status Log</li> <li>If Select the type of tar</li> </ul>	ice. Confirm t get consumables.	he status histor	y of the device.	
Consumable රේType:	<ul> <li>Page Counter</li> <li>Status Log</li> <li>if Select the type of tar</li> <li>Toner Cartridge.</li> </ul>	ice. Confirm t get consumables.	he status histor ØBelt Unit	y of the device.	🗹 Waste Toner Box
Consumable eØType: Information:	Page Counter     Status Log      Select the type of tar     Toner Cartridge.     Select the type of tar	ice. Confirm t get consumables. Image Drum get information.	he status histor Ø Belt Unit	y of the device.	🕑 Waste Toner Box
Consumable eØType: Information:	Page Counter     Status Log      Select the type of tar     Toner Cartridge.     Select the type of tar     Z Remaining (%)	get consumables. Image Drum get information. Start Date	I Belt Unit	y of the device.	👿 Waste Toner Box
Consumable er/Type: Information: Data Range f	Page Counter     Status Log      Select the type of tar     Toner Cartridge.     Select the type of tar     W Remaining (%) ar Prediction:	et consumables. @ Image Drum get information. Start Date 7 days(0-99)	Belt Unit     Replaceme     t Day	y of the device.	문 Waste Toner Box le Days r prediction data in [Replacement Day] and [Rema
Consumable e©Type: Information: Data Range f Threshold val n red (%):	Page Counter     Status Log      Select the type of tar     Groner Cartridge.     Select the type of tar     @ Remaining (%)     or Prediction:     ue remaining displayed i	get consumables. @ Image Drum get information. Start Date 7 days(0-99) 10 % (0-99)	I Belt Unit	y of the device.  Fuser Unit  Fuser Unit Fuser Unit Fuser Unit  Fuser Unit Fuser Uni	Waste Toner Box le Days or prediction data in [Repfacement Day] and [Rema e of the remaining value (%) that is specified, it wi

**5** Check the items to be confirmed in [Consumable Life Type].

#### ! Note

If a setting does not exist on the device, the corresponding field is left blank in the report.

Consumable Lif eのType:	Select the type of tar	get consumables.			
	Toner Cartridge.	🗷 Image Drum	🗷 Belt Unit	V Fuser Unit	Waste Toner Box
Information:	Select the type of tan	get information.	Replacement	Remaining Usable Dave	
Data Range for	Prediction:	7 days(0-99)	t Day	Specify the period for predi	iction data in [Replacement Day] and [Remain
Threshold value	remaining displayed i	10 % (0-99)		If less than the value of the displayed in red.	a remaining value (%) that is specified, it will

#### [Toner Cartridge.]

Displays information on the toner cartridge.

#### [Image Drum]

Displays information on the image drum.

#### [Belt Unit]

Displays information on the belt unit.

#### [Fuser Unit]

Displays information on the fuser unit.

#### [Waste Toner Box]

Displays information on the waste toner box.

**6** Select the information to be included in the report from [Information].

	Status Log	Confirm th	e status history	of the device.	
Consumable Lif	Select the type of tar	get consumables.			
	Toner Cartridge.	🗷 Image Drum	🖉 Belt Unit	🖉 Fuser Unit	Waste Toner Box
Information:	Select the type of tan	get information.			)
	🗷 Remaining (%)	📰 Start Date	Replacement	Remaining Usable Days	)
Data Range for	Prediction:	7 days(0-99)		o Lisable Days]	tion data in [Replacement Day] and [Remain
Threshold value n red (%):	remaining displayed i	10 % (0-99)		If less than the value of the displayed in red.	remaining value (%) that is specified, it will
Threshold of rer	naining usable days di	30 4-1-1-0 00		If less than the value of the	remaining available number of days that is

### [Remaining (%)]

Displays the remaining life of the consumable or maintenance item as a percentage.

#### [Start Date]

Displays the monitoring start date of the consumable or maintenance item.

#### [Replacement Day]

Displays the predicted replacement date of the consumable or maintenance item based on the current value and the usage status range specified in step **7**.

#### [Remaining Available Usage Days]

Displays the number of days until the replacement date.

7 Specify the data range to be used to predict the replacement date and the remaining available usage days.



8 Specify the percentage from which to display the remaining life (%) of consumables and maintenance items in red.

(default: 10, range: 0 - 99)

#### 0//Memo

The remaining life is displayed in red once it falls below the percentage specified here.

	Status Log	Confirm th	e status history	of the device.	
Consumable Lif	Select the type of ta	get consumables.			
	Toner Cartridge.	🗷 Image Drum	🗷 Belt Unit	🖉 Fuser Unit	Waste Toner Box
Information:	Select the type of ta	get information.			
	🗷 Remaining (%)	🔲 Start Date	Replacement	Remaining Usabl	e Days
Data Range for	Prediction:	7 days(0-99)		Specify the period fo a Usable Days]	r prediction data in [Replacement Day] and [Remaini
Threshold value n red (%):	remaining displayed	10 % (0-99)		If less than the value displayed in red.	e of the remaining value (%) that is specified, it will b
splayed in red:	maining usable days o	30 day(s) (0-99	)	If less than the value ecified, it will be disp	e of the remaining available number of days that is a layed in red.

9 Specify the threshold for the remaining available usage days for consumables and maintenance items.

(default: 30, range: 0 - 99)

#### 0//Memo

The remaining life is displayed in red once it falls below the value specified here.



10 Select the format in which to output the results.



### [HTML]

Outputs a report in an HTML file.

#### [EXCEL 97-2003 book]

Outputs a report in an XLS file (extension ".xls").

### [CSV]

Outputs a report in a CSV file (extension ".csv").

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### [XML]

Outputs a report in an XML file (extension ".xml").

### [TEXT]

Outputs a report in a TXT file (extension ".txt").

#### **11** Click [View] to check the results.

Threshold value remaining displayed i 10 % (0-99) n red (%): Threshold of remaining usable days di 30 day(s) (0-99) splayed in red:	If less than the value of the remaining value (%) that is specified, it will be displayed in red. If less than the value of the remaining available number of days that is sp eoffed, it will be displayed in red.
File Type: Select a file format for the report from the following.    HTML © EXCEL97-2003 Book © CSV ©	XML 🔍 TEXT
Notification Settings You can register a schedule to send the	e report.
View	

# Checking the Printing Status

A report is created according to the page counter value obtained by sPSV for the device.

#### ! Note

The settings in sPSV cannot be configured without computer administrator authority.

- Check that the power of the device to be checked is turned on.
- 2 Check this from [Details Screen] > [Report] > [Display Report] > [Device Info].

smart Pi	rintSuperVision
Manage Report Option Help	Welcome admin [Log out]
Report>Display Report Select the type of reports to be confirmed or totaled.	0
Besice Info Confirm or total the device information such as device status, remaining amount of consumables, and page count nter.	)
<ul> <li><u>bob Information</u></li> <li>Confirm or total the job information which the device has processed.</li> </ul>	
bb Result Confirm the logs for various operations that smart PrintSuperVision has completed.	

3 After checking that the power of the device is turned on, select the device to be confirmed from [Device] and check [Acquire the device status before the job.].



**4** Select [Page Counter] from [Type].

#### 0//Memo

When [Page Counter] is selected, the control window for detailed settings at the bottom changes.

rype:	change. The screen display will change according to your selection.					
	Device Summary Confirm basic information s	uch as the connection destination of the device.				
	Consumables Remaining Confirm basic information s	uch as the connection destination of the device.				
	Page Counter Take the statistics of the pa device.	ge counter amount on the device and confirm the usage status of th				
	Status Log     Confirm the status history of	f the device.				
Counter Selection:	Select the type of counter for each target.					
	Print Page Counter	Count the number of printed pages.				
	A4/Letter Conversion Print Page Counter	Represent the number of pages when printing in A4/Letter or the number of pages of the paper size for each actual pri				
	Scanner Page Counter	Represent the number of pages read by the scanner.				
	Fax Send/Receive Page Counter	Represent the number of pages that you sent/received by F				
Counting Units:	Select the unit of time to total the period data for the tot	al targets.				
	Do not specify     Dally	Weekly ® Monthly				
Data Range:	Simple Setting Specify the setting Specify the setting Specify the setting Specify the setting Specific term of the set of the se	e data period in the unit of [Day], [Week] or [Month].				
	Recent 1 Month (1-99)					
	Detail Setting You can s	pecify the first and last day of the totaled data.				
	~					
<u> </u>						
Tabular Format (Rov	V-      Oevice - Duration      Duration - Device Select the row	column of the table to be displayed in the report.				

**5** Select the counter to be checked from [Counter Selection].

counter selection.	select the type or counter for each target.	
	Print Page Counter	Count the number of printed pages.
	A4/Letter Conversion Print Page Counter	Represent the number of pages when printing in A4/Letter siz or the number of pages of the paper size for each actual print
	© Scanner Page Counter	Represent the number of pages read by the scanner.
	C Fax Send/Receive Page Counter	Represent the number of pages that you sent/received by Fax
Counting Units:	Select the unit of time to total the period dat	a for the total targets.
	Do not specify Dally	Weekly    Monthly
Data Range:	Simple Setting	Specify the data period in the unit of [Day], [Week] or [Month].
	Recent 1 Month (1-99)	
	Detail Setting	You can specify the first and last day of the totaled data.
	~	

#### [Print Page Counter]

Displays the printed page counts for [Color], [Mono], [Spot Color 1] and [Spot Color 2], and the total printed pages.

# [A4/Letter Conversion Print Page Counter]

Displays the printed page counts converted to A4/ letter format for [Color], [Mono], [Spot Color 1] and [Spot Color 2], and the total printed pages.

#### [Scanner Page Counter]

Displays the [Scanner Scan] page count and [Scanner ADF Scan] page count.

#### [Fax Send/Receive Page Counter]

Displays the number of pages sent and received by fax.

**6** Select the counting unit for the duration from [Counting Units].

#### (default: Monthly)



### [Do not specify]

Calculates the overall total.

#### [Daily]

Calculates the total for each day.

#### [Weekly]

Calculates the total for each week (Sunday - Saturday).

#### [Monthly]

Calculates the total for each month (day after closing date of previous month - closing date of current month).

7 Specify the duration for which to check the information from [Data Range]. This is the range of page count data used in the report.

(range: 2000/01/01 - 2099/12/31, default: -)

Counter Selection:	Select the type of counter for each target.					
	Print Page Counter	Count the number of printed pages.				
	A4/Letter Conversion Print Page Counter	Represent the number of pages when printing in A4/Letter si or the number of pages of the paper size for each actual prin				
	Scanner Page Counter	Represent the number of pages read by the scanner.				
	C Fax Send/Receive Page Counter	Represent the number of pages that you sent/received by Fa				
Counting Units:	Select the unit of time to total the period d	ata for the total targets.				
	Do not specify Daily	C Weekly   Monthly				
Data Range:	Simple Setting	pecify the data period in the unit of [Day], [Week] or [Month].				
	Recent 1 Month (1-99)					
	Detail Setting	ou can specify the first and last day of the totaled data.				

#### [Basic Specification]

Specify the data duration in [Day], [Week] or [Month].

#### [Detail setting]

Specify the start date and end date of the data to be summarized. Click the input fields and specify the date from the displayed calendar. Dates can also be directly input into the text box.

#### ! Note

- If no start date is input, the data duration starts from the earliest collected data.
- If no end date is input, the data duration continues to the last collected data.
- 8 Select the format of the table.

Specify the parameters for the row and column arrangement of the table displayed in the displayed result report.

Counting Unit s:	Select the unit of time to total the period data	a for the total targets.
	◎ Do not specify ◎ DayUnit <sup>◎</sup> Were t t	ekUni 😟 MonthUn it
Data Range:	Simple Setting Recent 1 Month • (1-99)	Specify the data period in the unit of [Day], [Week] or [Month].
	Detail setting     ~	You can specify the first and last day of the totaled data.

#### [Device - Duration]

A table is created with devices displayed in rows and durations (counting units) displayed in columns.

#### [Duration-Device]

A table is created with durations (counting units) displayed in rows and devices displayed in columns.

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Select the format in which to output the results.

	United secting     Inclusing previous mission and basis basis of the totaled basis	
Tabular Form (Row-Column	at $\circledast$ Device – Dur $\bigcirc$ Duration – D Select the row-column of the table to be displayed in the report is also n t.	
File Type:	Select a file format for the report from the following.   HTML © EXCEL97-2003 Book © CSV © XML © TEXT	
Notifical	ion Settings You can register a schedule to send the report.	
View		

# [HTML]

Outputs a report in an HTML file.

#### [EXCEL 97-2003 book]

Outputs a report in an XLS file (extension ".xls").

# [CSV]

Outputs a report in a CSV file (extension ".csv").

### [XML]

Outputs a report in an XML file (extension ".xml").

# [TEXT]

Outputs a report in a TXT file (extension ".txt").

10 Click [View] to check the results.



# **Checking Device Statuses**

A report is created according to the status history of the device.

- Check that the power of the device to be checked is turned on.
- 2 Check this from [Details Screen] > [Report] > [Display Report] > [Device Info].



3 Select the device to be confirmed from [Device] and check [Acquire the device status before the job.].

Manage	Report	Option	Help		
port > Display confirm the sc les, and the p	v Report >Device Info hedule and destination to b page counter.	e notified with the devi	ce information such as t	he device s	tatus, the remaining amount of consuma
you add [No	tification Settings], notificati	ion of the above conten	its will be made on that	specific dat	e.>Confirm the added settings.
Device:	All Devices	status before the job.	)	•	Select the target device of the report.
Type:	Select from this list the ge. The screen display will Device Summa ry	types of device informa change according to yo Confirm basic in	ation to be reported.Dep nur selection. Iformation such as the c	ending on	the selected item, the settings that follow will cha destination of the device.

**4** Select [Status Log] from [Type].

#### *[*ℓ/Memo

When [Status Log] is selected, the control window for detailed settings at the bottom changes.



**5** Check the items to be confirmed in [Device Status].

Category	Level	Select	Description	
Complete	Error Warning		Detected an error or warning which is included in all of the following categories.	
Cover Open	Error Warning		Cover open, tray (cassette) missing, etc.	
Receive Data	Error Warning		Invalid data, decoding error, etc.	
Finisher	Error Warning		Related to The Finisher	
Firmware	Error Warning	v V	Firmware error, updating, etc.	
Hardware	Error Warning	2 2	Components not connected, sensor error, etc.	
Job Cancel	Error Warning		Job canceled.	
Paper Setup	Error Warning		Paper mismatch, paper replenish, paper Jam, etc.	
Multifunctional Device	Error Warning		Scan, Fax, and Server Connection	
Network	Error Warning		Server authentication error, IP address duplication, etc.	
Security	Error Warning		Protec Print, usage restrictions, print job related authentication	
sensor	Error Warning		Consumables, device sensor error, etc.	
Service Man Call	Error		Call serviceman, program error, etc.	1
Stacker	Error Warning		Stacker full, open, etc.	
Storage	Error Warning		Memory-related Message	
Consumables and Maintenance Products	Error Warning	v V	Consumables, maintenance products, etc.	
Timeout	Error Warning		Receipt Timeout	
Others	Error		Other Warnings or Errors	1

# [Complete]

Detects errors and warnings in all categories.

# [Cover Open]

Detects errors and warnings such as open covers and missing trays (cassettes).

### [Receive Data]

Detects errors and warnings such as invalid data, decoding errors, etc.

# [Finisher]

Detects errors and warnings such as status errors relating to the finisher, including missing connections, paper jams, staples, punching, etc.

# [Firmware]

Detects errors and warnings such as firmware errors, updating, etc.

### [Hardware]

Detects errors and warnings such as components not connected, sensor errors, etc.

### [Job Cancel]

Detects job cancellations occurring as a result of access control or print commands in combinations for which printing is not possible.

### [Paper Setup]

Detects errors and warnings such as wrong paper, out of paper and paper jams

### [Multifunctional Device]

Detects errors and warnings such as scan, fax, and server connections.

# [Network]

Detects errors and warnings such as server authentication errors, IP address duplication, etc.

# [Security]

Detects errors and warnings such as Protec Print, usage restrictions, print job related authentication, etc.

#### [Sensor]

Detects errors and warnings such as consumables, device sensor errors, etc.

### [Service Man Call]

Detects errors such as Call Serviceman, program error, etc.

# [Stacker]

Detects errors and warnings such as stacker full, open, etc.

# [Storage]

Detects errors and warnings such as insufficient memory, insufficient disk space, no memory device, etc.

# [Consumables and Maintenance Products]

Detects errors and warnings such as consumables, maintenance products, etc.

### [Timeout]

Detects errors and warnings such as data receipt timeouts.

# [Others]

Detects errors and warnings other than those above.

6 Specify the duration for which to check the information from [Data Range]. This is the status range used in the report.

(range: 2000/01/01 - 2099/12/31, default: -)



# [Basic Specification]

Specify the data duration in [Day], [Week] or [Month].

# [Detail setting]

Specify the start date and end date of the data to be summarized. Click the input fields and specify the date from the displayed calendar. Dates can also be directly input into the text box.

#### ! Note

- If no start date is input, the data duration starts from the earliest collected data.
- If no end date is input, the data duration continues to the last collected data.
- **7** Select the format in which to output the results.



# [HTML]

Outputs a report in an HTML file.

### [EXCEL 97-2003 book]

Outputs a report in an XLS file (extension ".xls").

# [CSV]

Outputs a report in a CSV file (extension ".csv").

# [XML]

Outputs a report in an XML file (extension ".xml").

# [TEXT]

Outputs a report in a TXT file (extension ".txt"). **8** Click [View] to check the results.

# Threshold value remaining displayed in the second of remaining value of the remaining value of the remaining value (%) that is specified, it will be displayed in red. If less than the value of the remaining val

# **Changing Interval and Time for Acquiring Device Information and Statuses**

It is possible to regularly monitor device information and device status information for registered devices and update the information if there are any changes. Monitoring of auto status refresh is enabled by default, but the monitoring schedule settings can be changed.

1 Set in [Details Screen] > [Option] >
 [Environment Settings] > [Communication
 Settings].



2 Click in [Communication Interval] to open the settings window.



**3** Check the items for which to regularly acquire and confirm information.



# [Acquire Device Info]

Specify the interval at which to acquire information such as consumables remaining and the remaining life of maintenance items.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 1440 minutes)

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#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].



#### [Acquire Status]

Specify the interval at which to acquire status information.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 1440 minutes)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].

#### [Confirm changes to the IP address.]

Specify the interval at which to check the IP address of the device. sPSV automatically reconnects if the IP address has changed.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 24 hours)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].

# [Confirm the update of Active Directory.]

See P. 46 "Changing the Time or Interval at Which Update of Active Directory is Confirmed".

**4** Click [Apply].

	Manage Report Option Help	
Opti	tion > Environment Settings > Communication Settings	0
	Communication Interval	
Ċ	Communication Timeout, Retry Settings	
U	Apply	

# **12. Managing Job Logs**

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Configuring the Job Log Acquisition Settings 192
Providing Time Notifications for Devices 194
Displaying Job Logs 194
Displaying Job Logs 194
Displaying All Job Log Items (Detail Display) 195
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(Detail Display)202
Changing Aggregate Items 202
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# **12. Managing Job Logs**

This section explains settings for acquiring job logs, and operations such as displaying, deleting or summarizing job logs.

# What Can Be Done with Job Logs

In sPSV, various information about print jobs such as who, when, and which device was used for print jobs and operational information for copies, faxes, etc. is stored on the device's SD memory card, built-in hard disk or flash memory. This information is called the job log. sPSV acquires job logs from devices according to a set schedule.

By collecting job logs, it is possible to check how much individuals are printing, and how much a specific device is being used.

! Note

- A job log entry is made when one or more sheets are printed. Furthermore, job log entries are made in the event of usage limitations such as when printing is prohibited, or when a print job is canceled because color printing is prohibited.
- However, job log entries are not made when the device power is turned OFF during processing or printing, or if printing cannot be performed because the device has an error.

// Memo

See "Information That Can Be Acquired as a Job Log" (P. 243) for information that can be acquired as job log entries and "Items That Can Be Aggregated" (P. 248) for items that can be summarized.

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# **Configuring the Job Log Acquisition Settings**

In order for sPSV to acquire job logs, the devices need to be set to record job logs. To acquire job logs, set the device to record job logs.

- Check that the power of the device from which to acquire job logs is turned on.
- 2 Set from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].



**3** Select the device from which to acquire the job log in [Device].

You can set the display/setting	Settings_>Device Settings of device-specific information, device log control and device usage restriction.	
Display the current information	of the selected device. If you want to apply your changes, dick [Apply] at the bottom of the screen.	
Items marked with (*) are requ	ared.	
Device 💌		
- Device Info		
Display the device-specifi	c information.	
Display the device-specifi Basic Info	c information.	
Display the device-specifi Basic Info Display the basic infi	c information.	
Display the device-specifi Basic Info Display the basic info Model:	c aformation.	

4 Click in [Log/Access Control] to open the settings window.

Device Password(*):	•••••	Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device.
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
Log/Access Control		

**5** Check [Record Job Log to Device].

record the job as a log that the device has executed.
a record the job as a log that the device has executed.
restauring job as a log triar the device has executed.
to Device
non-schedule of the job log.
Interval: 1 Hour <sup>0</sup> Minutes
Interval: 1 Hour 0 Minutes
Int

# [Record Job Log to Device]

The device starts recording the log when this is checked and the change is applied. The device stops recording the log when the check is removed and the change is applied.

#### *∭* Memo

- If the device server ID is already set from a different server, a confirmation dialog box is displayed.
- To change the setting, enter the Server ID.
- In some devices, the [Restrictions] (page 143) functions that can be used differ according to the check status of [Record Job Log to Device].
- In some devices, [Access Control] settings can be operated after changing the "Record Job Log to Device" check mark and clicking [Apply].
- **6** Set the schedule by which the job log is acquired.

Record	Job Log to Device	
Specify th	he acquisition schedule of the job log.	
	Specify Interval: 1 Hour 0 Ninutes	
0	Time specified: Specify Time	
Log Full C	Operation: Cancel the job    Specify the operation   S	operation when the log buffer of the device is full.

#### [Specify Time]

Acquired for each set interval. 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 device. If the interval is set to a time that is longer than the default settings, some of the job logs may not be acquired. (Range: 1 to 24 hours)

#### [Time specified]

Set the specific time. Click [Specify Time] and add the time in 24-hour format. Up to 24 acquisition times can be added. After adding, click [OK].



#### ! Note

Always set the time when the computer in which sPSV is set up and the device are both switched ON.

The job log is not acquired if the power is not ON.

#### 7 Click [Apply].

		Display the password of the device administrator.
1P Read Community Name(*):	public	Display the SNMP Read community name of the device.
4P Write Community Name(*):	private	Display the SNMP Wtire community name of the device.
1P Read Community Name(*): 1P Write Community Name(*):	public private	Display the SNMP Read community name of the device. Display the SNMP Wtire community name of the device.

When the "Enter an administrator password for the device" window is displayed, enter the administrator password for the device and click [OK].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **8** Click [OK] in the confirmation window.

Message from webpage	ſ
Apply the changes. Are you sure?	
OK Cancel	

# Providing Time Notifications for Devices

sPSV needs to provide time notifications to devices that do not have an internal clock and devices for which SNTP is not set.

Timing at which sPSV provides time notifications to devices:

- When the job log is acquired
- When device information is acquired ([Option] > [Environment Settings] > [Communication Settings])

Follow the steps below to configure the settings for providing time notifications to devices.

- Check that the power of the device to which to provide time notifications is turned on.
- 2 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].



3 Select the device to which to provide time notifications from [Device] and check [Acquire the device status before the job.].



# **Displaying Job Logs**

Job logs can be displayed for a specified device and/or duration.

When devices are managed in groups, the job log can be displayed as a group.

It is not possible to specify and delete a specific job log.

# **Displaying Job Logs**

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKI	Return to Main Menu	Please select your language: English •
	smart Prir	ntSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Report>Display Report Select the type of reports to be confirmed or totaled.		0
Excise Info Confirm or total the device information such as device status, remaining amount o	of consumables, and page cou	
Confirm or total the job information which the device has processed.		
Confirm the logs for various operations that smart PrintSuperVision has completen	d.	

2 Select [Job Log] from [Type].



**3** Specify the job log to display and click [View].

If acquiring the job log before a job, check that the power of the device for which to display the job log is turned on and check [Acquire the device status before the job.].

Device:	All Devices   All Devices All Devices  All Devices All Devices All Devices All Devi
Type:	lob Log Report the job logs acquired from the device.     lob Total and report the job logs acquired from the device.
Detail:	Complete Report all the Rems that can be specified in [Select Column].     Default Report the default Rems (Display Rems] under [Select Column].     Custom Report the Rems you select in [Display Rems] under [Select Column].     > <u>Select Column</u> .
Data Range:	Simple Setting Sectory the data period in the unit of (Day), (Week) or (Morth).     Recent Morth • (1.50)     Detail exting      (1.50)     To betail exting      (1.50)
File Type:	Select a file format for the report from the following. # HTML © EXCEL 97-2003 Block © CSV © XML © TEXT © CSV(Print Job Accounting Compatible )

#### *∅* Memo

The input format in [Detail setting] is [YYYY/MM/DD] (YYYY refers to the year, MM refers to the month and DD refers to the day). If no start date is input, the job log is acquired from the first entry onward. If no end date is input, the job log is acquired up to the last entry.

#### $\left(1\right)$ Displaying all job logs for all devices

Select [All Devices] for [Device]. Select [Detail setting] for [Data Range] (leave the date blank).

# (2) Displaying all job logs for a specific device

Select the specific device for [Device]. Select [Detail setting] for [Data Range] (leave the date blank).

# (3) Displaying all job logs for a specific month

Select [All Devices] for [Device]. Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

#### (4) Displaying job logs for a specific device for a specific month

Select the specific device for [Device]. Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

# (5) Displaying all job logs for a specific device group

Select the specific device group for [Device].

Select [Detail setting] for [Data Range] (leave the date blank).

#### (6) Displaying job logs for a specific device group for a specific month

Select the specific device group for [Device].

Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

# Displaying All Job Log Items (Detail Display)

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKI Return to Main Menu	Please select your language: English •
smart Pri	ntSuperVision
	Welcome admin [Log_out]
Manage Report Option Help	
Report>Display Report	•
Detection type or topic to be commune or counter.     Detection into     Confirm or total the device information such as device status, remaining amount of consumables, and page cou	
2017 Ibb Information Confirm or total the job information which the device has processed.	
Confirm the logs for various operations that smart PrintSuperVision has completed.	

- **2** Select the device for which to display the job log in [Device].
  - If acquiring the job log before a job, check that the power of the device for which to display the job log is turned on and check [Acquire the device status before the job.].

firm the job ou add (Not	information which the ification Settings], notif	m device has processed, and total the jobs during the specified period. ication of the above contents will be made on that specific date. > <u>Confirm the added settings.</u>	
Device:	All Devices	<ul> <li>Select the target device of the report.</li> </ul>	
	Acquire the dev	vice status before the job.	
Type:	Job Log	Report the job logs acquired from the device.	
Type:	<ul><li>Job Log</li><li>Job Totals</li></ul>	Report the job logs acquired from the device. Total and report the job logs acquired from the device.	
Type: Detail:	<ul> <li>Job Log</li> <li>Job Totals</li> <li>Complete</li> </ul>	Report the job logs acquired from the device. Total and report the job logs acquired from the device. Report all the Rems that can be specified in [Select Column].	
Type: Detail:	Job Log     Job Totals     Complete     Default	Report the job logs acquired from the device. Total and report the job logs acquired from the device. Report all the Rema that can be specified in [Select Column]. Report the defaute nin [Display Remain] (select [Select Column].	

### **3** Select [Job Log] from [Type].



4 Select [Complete] from [Detail] and click [View].

-			- C		
			~		
			a	Job Totals	Total and report the job logs acquired from the device.
l					
	Deta			Complete	Report all the items that can be specified in (Select Column).
			-	Complete	Report the refuelt litem in (Disniau Items) under (Seiert Column)
				Cashar	Franciska Research and Franciska Research and Franciska Franciska Providence
l				Castom	Report the items you select in (usplay items) under (select column). V <u>select column</u>
[					
	Total	Ing Method	Sele	ct the totaling method	of the job log.
			e	Monthly	C By Day
			e	By Device	C By Management Group 🕷 By PIN
			e	By User Group	🕲 By User Name 🙁 By Login Name
ſ					
	Data	Range:		Simple Setting	Specify the data period in the unit of (Day), [Week] or [Month].
				Recent 1	onth 🔻 (1-99)
			е	Detail setting	You can specify the first and last day of the totaled data.
					*
í					
	File1	lype:	Sele	ct a file format for the	eport from the following.
			ø	HTHL C EXCELS	7-2003 Book 🖤 CSV 😤 XML 😤 TEXT 🌾 CSV(Print Job Accounting Competible )
ſ					
	Grap	hic Display:	Sele	ct the graph to be adde	d to the job totals report in HTML format.
	_				
		Display Ar	nount (	Sraph.	
		÷.	Amoun	t Parameter Graph: Se	ect items to be displayed in an amount graph.
	-				
	1	Display Qu	antity	Graph.	
		+	Sheets	Parameter Graph: Sele	ct items to be displayed in an sheets graph.
		Display Pa	ges Gra	sph.	
		+	Numbe	r of Pages Parameter G	raph: Select items to be displayed in number of pages graph.
		Display Jol	b Totals	Graph.	
		+	Jobs Pa	rameter Graph: Select	Items to be displayed in jobs graph.
		Display Th	nes Gr	aph.	
		+	Time R	arameter Graph: Selec	items to be displayed in time graph.
l		L			
[	4	Notificatio	n Sett	ings You can registr	r notification settings, and send a report of the registration result on your optional date and time.
U		View		J	
-				-	

# Changing Job Items To Be Displayed

1 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKI	<u>Return to Main Menu</u>	Please select your language: English •
	smart Pri	ntSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Report>Display Report _Select the type of reports to be confirmed or totaled.		0
Device Info	mables, and page cou	
bb Information Confirm or total the job information which the device has processed.		
Confirm the logs for various operations that smart PrintSuperVision has completed		

**2** Select [Custom] from [Detail] and click [Select Column].

avice:	All Devices	<ul> <li>Select the target device</li> </ul>	of the report.
	Acquire the de	vice status before the job.	
Type:	Job Log	Report the job logs acquired from the device.	
	Job Totals	Total and report the job logs acquired from the device.	
etail:	Complete	Report all the items that can be specified in [Select Column].	
	O Default	Report the default item in [Display Items] under [Select Column].	
	Custom	Report the items you select in [Display Items] under [Select Column].	t Column

3 In [Column Settings for Job Log], click to open the file tree.

sport >Display Report > J Select the information to	iob Information_>Select Column be included in the report of job information.	0
Column Settings	for Job Log	
Column Settings	for Job Totals	

**4** Change the job log items to be displayed.



(1) Items to be displayed:

Select the items to display from [Displayable Items], and click  $\Rightarrow$  to switch to [Display Items].

(2) Items to be hidden:

Select the items to hide from [Display Items], and click <>> to switch to [Displayable Items].

(3) Changing the order of items:
 Select the items in [Display Items] and click
 or 
 to change the order.

#### 0//Memo

# Press and hold the Shift key or Ctrl key when selecting more than one attribute.

5 Click [Apply].

Multi-Purpose Tray Multi-Purpose Feeder 3004pi 6004pi 1200x60004pi 2400x60004pi		Detailed Status Paper Size Duglex Printed Shoets Color Monio	
Default	Job Totals		
Apply	Job Totals		

**6** Click [OK] in the confirmation window.



# **Deleting Job Logs**

- ! Note
- It is not possible to specify and delete a specific job log.
- Deleted job logs cannot be recovered.
- 1 Click [Details Screen] > [Option] > [Delete the log].



**2** Set the job log storage period (maximum: 365 days).

#### ! Note

# Check this so that the log is not automatically deleted.



**3** Click [Delete] to delete job logs that have exceeded the storage period.



**4** Click [OK] in the confirmation window.



# Outputting Job Logs as a CSV File

The acquired job log can be output as a CSV format file, and used in commercially available spreadsheet software.

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].



**2** Select the device for which to output the job log in [Device].

If acquiring the job log before a job, check that the power of the device for which to display the job log is turned on and check [Acquire the device status before the job.].

Device:	All Devices	Select the target device of the report.
Type:	Job Log	Report the job logs acquired from the device.
	Iob Totals	Total and report the job logs acquired from the device.
Detail:	Complete	Report all the items that can be specified in [Select Column].
	B Default	Report the default item in [Dirplay Items] under [Salect Column]

**3** Select [Job Log] from [Type].



4 If changing the job log to be output, see "Changing Job Items To Be Displayed" (P. 196) (steps 2 to 6). **5** Specify the duration for which to output the job log from [Data Range].



6 Select [CSV] from [File Type].

#### 0/Memo

In addition to CSV files, job logs can be output to file formats such as HTML or Microsoft Excel 97-2003 book files.



**7** Click [View].

	Detail setting     ~	You can specify the first and last day of the totaled data.
File Type:	Select a file format for the report from t	he following. ⑧ CSV ③ XML ◎ TEXT ◎ CSV(Print Job Accounting Compatible )
	· · · · · · · · · · · · · · · · · · ·	

- 8 The data is output to the application associated with the file specified in step 6.
- 9 Specify the folder and file name to be saved, and click [Save].

#### 0//Memo

Items within the exported items that are not numbers are enclosed in "" marks.

# **Stopping Job Log Acquisition**

Job log acquisition can be stopped and restarted.

- Check that the power of the device from which to stop acquiring job logs is turned on.
- 2 Set from [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings].



**3** Select the device from which to stop acquiring job logs in [Device].

Inage > Device Management Settings > Device Settings You can set the display/setting of device-specific information, device log control and device usage restriction.	6
Deniay the current information of the selected desize. If you want to anny your changes, cirk (Anny) at the bottom of the scree	an.
tems marked with (*) are required.	
Device	
- Device Info	
Display the device-specific information.	
Display the device-specific information.	
Display the device-specific information. Basic Info	
Display the device-specific information. Basic Info Display the basic information of the device such as the model and connection destination.	
Display the device-specific information. Basic Info Display the basic information of the device such as the model and connection destination.	
Display the device-specific information. Basic Info Display the basic information of the device such as the model and connection distinuation. Model: Display the device model name.	

4 Click in [Log/Access Control] to open the settings window.



**5** Remove the check from [Record Job Log to Device].



6 Click [Apply].

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SNMP Read Community Name(*): public Display the SNMP Read community name of the device SNMP Write Community Name(*): private Display the SNMP Write community name of the device	Device Password(*):	•••••	Display the password of the device administrator.
SNMP Write Community Name("): private Display the SNMP Witre community name of the device	NMP Read Community Name(*)	: public	Display the SNMP Read community name of the device
	NMP Write Community Name(*)	: private	Display the SNMP Wtire community name of the device
	NMP Write Community Name(*)	: private	Display the SNMP Wtire community name of the devi

When the "Enter an administrator password for the device" window is displayed, enter the administrator password for the device and click [OK].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **7** Click [OK] in the confirmation window.



# **Operations When the Log Is Full**

The processes when the device log buffer is full before the log is acquired by sPSV can be set.

 Set the log full operation in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].

	smart PrintSuperVision
	Welcome admin [Log out]
Manage Report Option Help	
Manage>Device Management Settings Set to effectively manage the device with smart PrintSuperVision.	0
You can limit users of the device, and create a group to manage in bulk.	
Device Settings Perform device-related settings to enable use of smart PrintSuperVision.	
Counte a group for the interded surgers and perform group management over the device	

**2** Select the device to configure from [Device].

anage > Device Management Se	ttings >Device Settings	6
You can set the display/setting o	f device-specific information, device log	g control and device usage restriction.
Display the current information of	I the selected device. If you want to a	now your changes, click (Apply) at the bottom of the screen
Items marked with (*) are requir	ed.	
Device •		
Device Info		
Device Info		
Device Info	-f	
Display the device-specific	nformation.	
Device Info Display the device-specific i Basic Info	nformation.	
Device Info Display the device-specific i Basic Info	nformation.	
Display the device-specific i Basic Info Display the basic infor	nformation. mation of the device such as the mode	l and connection destination.
Device Info Display the device-specific i Basic Info Display the basic infor Model:	nformation. mation of the device such as the mode	Hand connection destination. Dagdar the device model name.
Device Info  Display the device-specific i Basic Info Display the basic infor Model:	nformation. mation of the device such as the mode	l and connection destination. Display the device model name. Display the devices
Device Info Display the device-specific I Basic Info Display the basic infor Model: Destination:	nformation. mation of the device such as the mode	I and connection destination. Disclar the device model none. Display the destination of the device, much thereforeprint callest the elementation being displayed to the core much therefore the callest the elementation being displayed to the core

3 Click in [Log/Access Control] to open the settings window.

Apply the management or		
	oup password.	
SNMP Read Community Name	e(*): public	Display the SNMP Read community name of the device
SNMP Write Community Nam	ie(*): private	Display the SNMP Wtire community name of the device

**4** Change the [Log Full Operation].

#### 0//Memo

The options vary depending on the device.

Perform the	setting to record I	the job as a lo	g that th	e device has executed.
Record	Job Log to Device			
Specify t	ne acquisition scho	edule of the jol	b log.	
۰	Specify Interval:	0 Hour	17	Minutes
_	The second of	Specify Tr		
Concernation of the	Descation: Cance	d the ish		Enorify the operation when the les buffer of the douise is ful

#### [Cancel the job]

Cancels print jobs received by the device after the log is full.

#### [No Logging]

Print jobs received by the device after the log is full are executed but not recorded to the log.

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#### [Delete Old Log]

Print jobs received by the device after the log is full are executed and recorded to the log, overwriting the oldest entry.

#### 5 Click [Apply].



When the "Enter an administrator password for the device" window is displayed, enter the administrator password for the device and click [OK].

! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **6** Click [OK] in the confirmation window.



# **Displaying Totals**

# **Displaying Totals**

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKT Return to Main Menu	Please select your language: English •
smart Pri	intSuperVision
	Welcome admin [Log_out]
Manage Report Option Help	
Report>Display Report Select the type of reports to be confirmed or totaled.	0
Device Info Confirm or total the device information such as device status, remaining amount of consumables, and page cou	
Ending the Information Confirm or total the job information which the device has processed.	
Confirm the logs for various operations that smart PrintSuperVision has completed.	

#### **2** Select [Job Totals] from [Type].

rm the job add (Not	information which the ification Settings], notif	on device has processed, and total the jobs during the specified period. fication of the above contents will be made on that specific date. <u>&gt;Confirm the added settings.</u>
evice:	All Devices	<ul> <li>Select the target device of the report.</li> </ul>
	Acquire the dev	vice status before the job.
pe:	0 Job Log	Report the job logs acquired from the device.
	Job Totals	Total and report the job logs acquired from the device.
atail:	Complete	Report all the items that can be specified in [Select Column].
	Default	Report the default item in [Display Items] under [Select Column].
	O Curtom	Report the items you calart in [Disnlay Items] under [Selart Column] Selart Column

3 Specify the device, log range, totaling method, display (file) format, etc. and click [View].

> If acquiring the job log before a job, check that the power of the device for which to display the job log is turned on and check [Acquire the device status before the job.].

	Acquire the device status before the job.
Туре:	Job Log Report the job logs acquired from the device.     Job Totals Total and report the job logs acquired from the device.
Detail:	©         Complete         Report all the items that can be specified in [Select Column].           ¥         Default         Report the default item in [Display Items] under [Select Column].           ©         Custom         Report the items you select in [Display Items] under [Select Column].
Totaling M d:	ethoSpelect the totaling method of the job log. C Menthly C By Day C By Device C By Management Group ¥ By PIN C By User Group C By User Name O By Login Name
Data Rang	ei
File Type:	Select a file format for the report from the following.      HTML © EXCEL 97-2003Book © CSV © XML © TEXT © CSV[Print Job Accounting Compatible ]
File Type: Graphic D Y:	Select a fla format for the report from the following:      # HTML © EXCEL 97-2003 Block © CSV © XML © TEXT © CSV(Print Job Accounting Compatible)      ***     ************************
File Type: Graphic D y: Displi	Select a fla format for the report from the following.  * HTML © EXCEL 59-2003 Block © CEV © XML © TEXT © CEV(Print Job Accounting Compatible)  split Select the graph to be added to the job totals report in HTML format.  y Amount Parameter Graph. Select items to be displayed in an amount graph.
File Type: Graphic D y: Displ: Displ:	Select a fla format for the report from the following.  * HTML © EXCEL 97-2003 Block © CEV © XML © TEXT © CEV(Print Job Accounting Compatible)  ****** ****************************
File Type: Graphic D y: Displ: Displ: Displ: Comparison Displ:	Salect a fla format for the report from the following:
File Type: Graphic D y: Displ: Displ: Displ: Displ: Displ: Displ:	Select a fla format for the report from the following.  * HTML © EXCEL 59-2003 Block © CEV © XAL © TEXT © CEV(Print: Job Accounting Compatible)  ***** Select the graph to be added to the job totals report in HTML format. ************************************
File Type: Graphic D y: Displ:	Select a fla format for the report from the following.  * HTML © EXCEL 59-2003 Block © CSV © XAL © TEXT © CSV(Print: Job Accounting Compatible)  *  *  *  *  *  *  *  *  *  *  *  *  *
File Type: Graphic D y: Displi Displi Displi Displi Displi Displi	Salect a fla format for the report from the following:
Graphic D Displain Comparison of the second	Select a file format for the report from the following.  * HTML © EXCEL 97-2003 Book © CSV © XML © TEXT © CSV(Print 366 Accounting Comparable )  ***********************************

#### (1) Aggregating all job logs for all devices

Select [All Devices] for [Device]. Select [Detail setting] in [Data Range].

# (2) Aggregating all job logs for a registered device

Select the registered device for [Device]. Select [Detail setting] in [Data Range].

# (3) Aggregating all job logs for a specific month

Select [All Devices] for [Device]. Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

# (4) Aggregating job logs for a registered device for a specific month

Select the registered device for [Device].

Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

# (5) Aggregating all job logs for a registered device group

Select the registered device group for [Device].

Select [Detail setting] in [Data Range].

# (6) Aggregating job logs for a registered device group for a specific month

Select the registered device group for [Device].

Select [Detail setting] for [Data Range] and specify a start date and end date for a specific month.

# Displaying All Aggregated Items (Detail Display)

1 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].



2 Select the device for which to display the totals in [Device].

If acquiring the job log before a job, check that the power of the device for which to display the job log is turned on and check [Acquire the device status before the job.].

	Acquire the de	vice status before the job.
ype:	C Job Log	Report the job logs acquired from the device.
	🕷 Job Totals	Total and report the job logs acquired from the device.
Detail:	Complete	Report all the items that can be specified in [Select Column].
	C Default	Report the default item in [Display Items] under [Select Column].
	Custom	Report the items you select in [Display Items] under [Select Column]. >Select Column

#### **3** Select [Job Totals] from [Type].



**4** Select [Complete] in [Detail].

Device:	All Devices	Select the target device of the report					
	Acquire the device status before the job.						
Туре:	U Job Log Report the job logs acquired from the device.						
	# Job Totals Total and report the job logs acquired from the device.						
Detail:	* Complete	Report all the items that can be specified in [	Select Col	umn].			
	C Default	Report the default item in [Display Items] under [Select Column].					
	Custom	Report the items you select in [Display Item:	s] under [S	elect Column]. >Select Column			

#### 5 Click [View].



# **Changing Aggregate Items**

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKI Return	n to Main Menu	Please select your language: English •
st	nart Prin	tSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Report>Display Report Select the type of reports to be confirmed or totaled.		0
Revice Info Confirm or total the device information such as device status, remaining amount of consumables, a	ind page cou	
Confirm or total the job information which the device has processed.		
Confirm the logs for various operations that smart PrintSuperVision has completed.		

2 Select [Custom] from [Detail] and click [Select Column].



In [Column Settings for Job Totals], clickto open the file tree.

Manage Report Option	Help
Report >Display Report > Job Information >Select Column Select the information to be included in the report of job information	ion. 🔞
Column Settings for Job Log	
Column Settings for Job Totals	
Apply	

4 Change the job log items to be summarized.



(1) Items to be displayed:

Select the items to display from [Displayable Items], and click  $\Longrightarrow$  to switch to [Display Items].

(2) Items to be hidden:

Select the items to hide from [Display Items], and click  $\leftarrow$  to switch to [Displayable Items].

(3) Changing the order of items:
 Select the items in [Display Items] and click

 <sup>↑</sup> or 
 <sup>↓</sup> to change the order.

#### 0//Memo

Press and hold the Shift key or Ctrl key when selecting more than one attribute.

**5** Click [Apply].

Media Weight(Auto) Media Weight(Litra Light) Media Weight(Light) Media Weight(Medium Light) Media Weight(Medium) Media Weight(Medium Heavy)	Memory Over Flow Color Control Mono Printing RIP Error Access Control - Login Name Access Control - Application	
Default		
Apply		

**6** Click [OK] in the confirmation window.



# Outputting the Aggregation Results As a CSV File

The aggregated results can be output as a CSV format file and used in commercially available spreadsheet software.

 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].

OKI	Return to Main Menu	Please select your language: English •
	smart Prir	ntSuperVision
		Welcome admin [Log out]
Manage Report Option Help		
Report>Display Report Select the type of reports to be confirmed or totaled.		0
Dexice Info Confirm or total the device information such as device status, remaining amount of cons	umables, and page cou	
Information           Confirm or total the job information which the device has processed.		
Confirm the logs for various operations that smart PrintSuperVision has completed.		

**2** Select the device for which to output the aggregation results in [Device].

If acquiring the job log before a job, check that the power of the device for which to output the aggregation results is turned on and check [Acquire the device status before the job.].

	Acquire the de	vice status before the job.
ype:	C Job Log	Report the job logs acquired from the device.
	🕷 Job Totals	Total and report the job logs acquired from the device.
Detail:	Complete	Report all the items that can be specified in [Select Column].
	© Default	Report the default item in [Display Items] under [Select Column].
	Custom	Report the items you select in [Display Items] under [Select Column]. >Select Column

**3** Select [Job Totals] from [Type].

Device:	All Devices	<ul> <li>Select the target device of the report.</li> </ul>
	Acquire the dependence of t	evice status before the job.
Туре:	C Job Log	Report the job logs acquired from the device.
	🕷 Job Totals	Total and report the job logs acquired from the device.
Detail:	Complete	Report all the items that can be specified in [Select Column].
	C Default	Report the default item in [Display Items] under [Select Column].

4 If changing the job log to be output, see "Changing Aggregate Items" (P. 201) (steps 2 to 6).

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**5** Specify the duration for which to output the job log from [Data Range].

Totaling Meth d:	<sup>10</sup> Sel	ect the totaling n	neth	od of the job log.			
	-6	Monthly	e	By Day			
	-6	By Device	e	By Management G	roup 🕷	By PIN	
	e	By User Group	e	By User Name	0	By Login Name	
Data Range:	¥ C	Simple Setting Recent 1 Detail setting	Mo	nth 🔻 (1-99)	Specifi You ca	y the data period in the unit of [Day], [Week] In specify the first and last day of the totaled	or [Month]. data.

6 Select [CSV] from [File Type].

#### *∅* Memo

In addition to CSV files, job logs can be output to file formats such as HTML or Microsoft Excel 97-2003 book files.

Jaca Kange:	°,	Simple Setting Recent 1	Month • (1-99)	Specify the data period in the unit of [Day], [Week] or [Month].
	•	Detail setting	~	You can specify the first and last day of the totaled data.
ile Type:	Sala	rt a filo format fi	or the report from t	the fellowing
	-		and an and a first	A set O tes O set O set of tests of the set of the

#### **7** Click [View].

Detail setting     Tou can specify the first and last day of the totaled dat     Text     Select a file format for the report from the following.     HTML © EXCEL 07-2003 Beak      CSV © X04. © TEXT © CSV(Print Job Accounting C		Month * (1-99)	
File Type: Select a file format for the report from the following. ◎ HTML ◎ EXCEL 07-2003 Book ● CSV ◎ XML ◎ TEXT ◎ CSV(Print Job Accounting C		stting ~	0
HIML © EXCEL 97-2003 BOOK ® CSV © XML © TEXT © CSV(Print Job Accounting C		irmat for the report from t	File Type: S
Notification Settings You can register notification settings, and send a report of the registration result on your	mpatible )	P EXCEL 97-2003 Book You can register notificatio	Notification :

- 8 The data is output to the application associated with the file specified in step 6.
- 9 Specify the folder and file name to be saved, and click [Save].

#### 0//Memo

Items within the exported items that are not numbers are enclosed in "" marks.

# Receiving Notifications of Usage Status Totals by Email

Log results can be notified by email to the user every month.

#### ! Note

The send mail server and sender's email address need to be configured in advance according to "Setting the Outgoing Mail Function" (P. 210).

#### 0//Memo

- The mail is sent the day after the deadline (default setting is end of the month) set in "Changing the Closing Date" (P. 205).
- The items to be aggregated can be changed in "Changing Aggregate Items" (P. 201).
- 1 Set the information from [Details Screen]
  > [Option] > [User Settings].

U	INI NEWL IN POINT PREMI	million .
	smart Pri	ntSuperVision
		Welcome admin [Log ou
	Manage Report Option Help	
Make	various settings to enable the use of smart PrintSuperVision.	(
8	User Settings Add, edit, and delete a user or user group.	
đ	Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nexted devices.	
×	<u>Delete the log</u> Delete stale data from smart PrintSuperVision.	
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.	
1	<u>Database Settings</u> Change the destination for saving the data to be used in smart PrintSuperVision.	
1200	Web Service setting	

2 Click the user or user group to be changed in [User List].

No全	User Name/User Group Name	Туре	PIN	Display Name	User Group	
1	Sea admin	Local User			admins	
2	Second UserO1	Local User	17092760		usergroup01	
3	Secure 2	Local User	17095047			
4	State User03	Local User	17093833		usergroup02	
5	) admins	Local Group				
6	ag usergroup01	Local Group				
7	Jag usergroup02	Local Group				
6 7 <b>&lt;</b>	Jaguseraroup01	Local Group				

**3** Check [Notify the totals by e-mail.]



#### 4 Click [Apply].

	Notify the totals by e-mail.	Notify the device usage totals of a user on the day after the closing date.
Felephone Number :		The user's telephone number.(Up to 64 characters)
Description :		The user's description.(Up to 1024 characters)
Display Name :		The user's display name. (Up to 256 characters)
anguage Code :	other 💌	The user's language code. (Up to 64 characters)
C Card information :		The user's card ID. (Up to 256 characters)
🛉 User Group		
Available Usage		
Display Usage		
Andy		

# Sending Job Logs by Email

Acquired job logs can be automatically output to CSV files, and the output file can be sent as an email attachment every month to the administrator.

#### (! Note

The send mail server, sender's email address and administrator's email address need to be configured in advance according to "Setting the Outgoing Mail Function" (P. 210).

#### 0//Memo

- The mail is sent the day after the deadline (default setting is end of the month) set in "Changing the Closing Date" (P. 205).
- The items to be output from the log can be changed in "Changing Job Items To Be Displayed" (P. 196).
- 1 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Information].



2 Select [Job Log] for [Type].



3 Select [Simple Setting] in [Data Range] and specify [Last 1 Month].

Detail:	Complete	Report all the items	that can be specified in [Select Column].	
	Default	Report the default i	em in [Display Items] under [Select Column].	
	Custom	Report the items yo	u select in [Display Items] under [Select Column].	>Select Col
	Detail setting		You can specify the first and last day of the tota	led data.
		~		

**4** Select [CSV] for [File Type].

bata Kange.	Recent Month • (1-99)	Specify the data period in the diff. of [Day], [week] of [Hondrig.
	Detail setting     ~	You can specify the first and last day of the totaled data.
File Type:	Select a file format for the report from the select a file format for the report from the select a file of the sel	v
Notificati	on Settings You can register notification sett	ings, and send a report of the registration result on your optional

5 Click in [Notification Settings] to open the file tree.



**6** Select the administrator from [Destination].



7 Select [Day after closing date] for [Notification Date] and click [Add].



# **Changing the Closing Date**

The deadline date on which the job log is collected can be set.

1 Set in [Details Screen] > [Option] >
[Environment Settings] > [Other setup].



**2** Specify the date to set as the closing date.



The log contents from the day after the set closing date are counted for one month.

For example, if the closing date is set for the 15th, the job log entries from January 16th to February 15th are collected as entries for February.

#### *∅* Memo

If the closing date is set as the 31st, the closing date for February is the 28th.



When [Count logs after the closing date as logs for this month] is checked, the logs for the day after the set deadline are counted in the current month.



For example, if the closing date is set for the 15th and [Count logs after the closing date as logs for this month] is checked, the job log entries from February 16th to March 15th are collected as entries for February.



#### 3 Click [Apply].



**4** Click [OK] in the confirmation window.



# **13. Environment Settings**

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Email	211
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Auto Status Refresh Service	214

# **13. Environment Settings**

# Changing the Database Destination

The database to which data is saved can be changed.

#### ! Note

- Database settings can only be configured from computers on which sPSV is installed.
- Log in as a sPSV administrator to configure the settings.
- Configure the settings from [Details Screen] > [Option] > [Database Settings].



2 Select the type of database to which to connect from [Database Type]. The types of database that can be selected are Microsoft SQL Server Compact and Microsoft SQL Server.

The settings window varies depending on the type selected.



### <Microsoft SQL Server Compact>

#### *[*∕/ Memo

This is installed when [Use database prepared during setup] is selected during setup of sPSV.

Configure the settings for each item.



#### [Database]

Enter the name of the database (\*.sdf). To specify a file, click [Reference...] and specify the file.

#### [Encryption]

Specify the encryption method for the database.

#### [UNENCRYPTED]

Not encrypted.

#### [Platform Default]

Encrypted using AES128\_SHA256.

#### [Engine Default]

Encrypted using AES256\_SHA512.

#### [Password]

Specify the password of the database to connect to. This does not need to be entered if [UNENCRYPTED] is specified.

#### [Test Connection]

Performs a test connection with the above settings.

#### <Microsoft SQL Server>

Configure the settings for each item.



#### [Server]

Specify the name of the database server to which to connect.

(example: localhost\SQLEXPRESS)

#### [Database]

Enter the name of the database to be used in sPSV.

#### [Authentication Methods]

Specify the authentication method used when connecting to the database.

#### [Windows Authentication]

Authenticated connection will be made using the Windows user permission registered in the database.

#### [SQL Server Authentication]

Authenticated connection will be made using the user permission for user authentication registered in the database.

#### [Password]

Specify the user authentication password for SQL Server. This does not need to be entered if [Windows Authentication] is specified.

#### [User Name]

Specify a user name for authentication with SQL Server. This does not need to be entered if [Windows Authentication] is specified.

#### [Test Connection]

Performs a test connection with the above settings.

**3** Click [Apply].



**4** Select the confirmation method in the connection method confirmation window.

Connect to the existing smart PrintSuperVision database, and then restart. You can continuously use the registered data. Create a new smart PrintSuperVision database, and then restart.	Connection Met	hod
New Create a new smart PrintSuperVision database, and then restart.	Access	Connect to the existing smart PrintSuperVision database, and then restart. You can continuously use the registered data.
	New	Create a new smart PrintSuperVision database, and then restart.
		cancel

#### [Access]

Connects to the existing database and restarts sPSV. Registered data is retained.

#### [New]

Creates a new database and restarts sPSV.

# **Changing the Web Service Settings**

This section explains how to change the web service settings for displaying the management window.

#### ! Note

- Web service settings can only be configured from computers on which sPSV is installed.
- Log in as a sPSV administrator to configure the settings.
- Configure the settings from [Details Screen] > [Option] > [Web Service setting].

	smart PrintSuperVision
	Welcome admin [Log out]
	Manage Report Option Help
Make	various settings to enable the use of smart PrintSuperVision.
82	User Settings Add, edit, and delete a user or user group.
¢	Environment.Settinez. Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nected devices.
×	Delete the log Delete stale data from smart PrintSuperVision.
7	Impart/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.
П.	Database Settings
1	Web Service setting Change the Web service to display the smart PrintSuperVision screen with a Web browser.

2 Select the web service to be used from [Web Service]. An embedded web service (EWS) or Internet Information Services (IIS) can be selected as the web service.

The setting window varies depending on the web service selected.



<Web Service (EWS)>

Configure the settings for each item.

Web Service:	Embedded Web Senice/EWS) -	Select the Web server. If you change the Web server, the input fields will change
Port Number:	50081	The port number used by EWS.
Web Site:	smart PrintSuperVision	
	Apply	

#### [Port Number]

Specify the port number used by the EWS. (default: 50081, range: 1 - 65535)

#### <Internet Information Services (IIS)>

Configure the settings for each item.

 
 Web Service:
 Internet Information Services(IIS) •
 Select the Web server. If you change the Web server, the input fields will change Port Number:
 Select the web server. If you change the Web server, the input fields will change the port number used by US.

 Web Site:
 Immet PintSuperVision
 The Web Set used by smart PintSuperVision.

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# [Port Number]

Specify the port number used by IIS. (default: 50081, range: 1 - 65535)

#### [Web Site]

Specify a website registered to IIS to be used by sPSV.

er, the input fields will change

**3** Click [Apply].



**4** Click [OK] in the confirmation window to restart sPSV and change the web service.

Check	
Restart the smart PrintSuperVision and change the Web service.	
OK Cancel	

# 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.

# Setting the Outgoing Mail Function

 Configure the settings in the [Function Details] window > [Option] > [Environment Settings] > [Server Settings].



2 Click in the [Mail Server] to open the file tree.

We	Icome admin [Log_out]
Manage Report Option Help	
Option > Environment Settings > Server Settings	0
Sec to enable the use of the Active birectory server, the mail server, etc.	
Active Directory Server	
Mail Server	

**3** Configure the settings for each item.



# [E-mail Address]

Enter the email address to be used as the sender address when sending email from sPSV.

# [Display Name]

Enter the sender name to be used in email from sPSV.

# [SMTP (Sender) Server]

Setting the mail sending server.

#### [Server name]

Enter the server name or IP address of the SMTP server. If the server name is unknown, contact the network administrator.

### [Port Number]

The port number used in communication with the SMTP server. This is usually [25]. (Range: 1 to 65535 hours)

#### [Authentication Methods]

Select the authentication method used when connecting to the SMTP server.

#### [None]

Authentication is not performed.

#### [LOGIN]

A login is used for communication with the SMTP server.

#### [PLAIN]

PLAIN is used for communication with the SMTP server.

#### [CRAM-MD5]

CRAM-MD5 authentication is used for communication with the SMTP server.

### [User Name]

Enter the user name for the SMTP server.

#### [Password]

Enter the password for the SMTP server.

#### [Encryption Support]

Check this to encrypt of communication with the SMTP server.

### [Test Destination]

Enter the email address of the test destination.

### [Sending Test]

Click this to send a test email with the above settings.

### 4 Click [Apply].



# **Configuring the Settings for Notification Email**

1 Configure the settings from [Details Screen] > [Report] > [Notification Settings] > [Notification E-mail Settings].



**2** Click a notification type to move to the comment editing window.



Item	Description
[Notification of Device Information]	Notification email registered to [Notification of Device Information].
[Notification of Job Information]	Notification email registered to [Notification of Job Information].
[Notification of Job Result]	Notification email registered to [Notification of Job Result].
[Automatic Notification on Device Registration]	Notification email registered to [Automatic Notification on Device Registration].
[Device Status Notification]	Notification email registered to [Status Notification].
[Notification of Totals]	Email sent to users/user groups indicated in the aggregation result notification settings.
[Notification when Available Usage is Exceeded]	Email sent to users/user groups indicated in the settings for notifications when the available usage is exceeded.
[Used Volume Reset Notification]	Email sent to users/user groups indicated in the reset notification settings.
[Reset Date Notification]	Email sent to users/user groups indicated in the settings for advance notifications of the end of the valid period.

#### 0//Memo

[Title] and [Header] are displayed in English in each email notification template, but the template can be changed by entering text in the desired language and saving the template. One template (one language) can be saved for each type.

**3** Click [Apply] after editing the content of the notification email.

2
-
*
Ŧ
*
÷

#### [Title]

Enter the title. (range: 0 to 255 characters)

#### [Header]

Enter the header. (range: 0 to 1024 characters)

#### [Footer]

Enter the footer. (range: 0 to 1024 characters)

4 Click [Apply].

Manage	Report	Option	Help
Report > Notification Set	tings > Notification E	E-mail Settings	
Set various notification	e-mails that smart	PrintSuperVision sends.	
Restrict Attachm	ents		
Max File Size	5120	КВ	
Max File Quan	ity 10	File	
Type of N	otification	Title	
Notification of De	vice Information	Send device information	
Notification of Job	Information	Send job information	
Notification of Job	Result	Send operation result	
Automatic Notifica	tion on Device Reg	Send automatic registration of th e device	
Device Status No	ification	Notification: Device status	
Notification of Tot	als	Sending total result	
Mark Cardon and Area	iilable Usage Excee	Notification: Printing is now forbid den	
ded		and a state of the second	
ded Usage Reset Noti	fication	ted	

# Sending Database Error Notification Email

If additions to the log database fail, an email that contains the error details can be sent once a day to the administrator.

#### ! Note

The send mail server, sender's email address and administrator's email address need to be configured in advance according to "Setting the Outgoing Mail Function" (P. 210).

 Configure the settings from [Details Screen] > [Report] > [Notification Settings] > [Status Notification].



2 Click [Add Status Notification Conditions].



**3** In [Monitoring Target], check [System] to display the detailed settings.



 Target:
 Device
 System
 If the monitoring target is a device, specify the target of the device group.

 Category
 Level
 Selec
 Description

 Oatabase:
 Error
 7
 Data Update, Acquisition Failure

 Report
 Warning
 Interact on update, or one accomment exceed

 LC Card Correspondence T
 Warning
 Registration of persons exceeded, user overla

 Notification Method:
 # mail
 Select the notification method of the report.

**5** Set the destination and interval for sending notifications.



# [Notification Method]

Select the notification method.

#### [Email]

A report is sent to the users or user groups specified in [Destination] by email.

#### [Destination]

Specify the destination users or user groups. If the destination is a user group, notifications are sent to all members of the group (excluding users without a registered email address).

#### [Notify Again]

Specify the date, time and interval for notification.

#### [Each Time]

A notification is sent each time an error is detected.

#### [First Only]

A notification is sent the first time an error is detected.

#### [Memo]

Enter content to be displayed in the notification schedule list for registered notifications. (range: 0 to 255 characters).

#### 6 Click [Add].



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# **Auto Status Refresh Service**

It is possible to regularly monitor device information and user/user group information for registered devices and update the information if there are any changes. Monitoring of auto status refresh is enabled by default, but the monitoring schedule settings can be changed.

#### ! Note

When a new user that belongs to a group that is to be monitored in the Active Directory is added, users can be registered to the device until the maximum number of users that can be registered to the device is reached. After the maximum number of users that can be registered is reached, subsequent users are not registered to the device.

 Set in [Details Screen] > [Option] > [Environment Settings] > [Communication Settings].



2 Click in [Communication Interval] to open the settings window.

1	Ma	anage	$\sim$	Report		Option	Help		
Opti Se	ion > E t the t	invironm timeout p	ent Settin period and	igs_> Commun I network com	ication Setti munication i	ngs nterval.			0
C	÷	Commun	nication In	terval					
ŀ	۲	Commun	nication Ti	meout, Retry S	ettings				
		Apply							

**3** Set the [Communication Interval].

Communication Interval								
Perform communication se Acquire information on a	attings to acquire and conf regular basis, check confirm	firm informatio ned items, and	n from the device or server. If specify the communication interval or time.					
R Acquire Device Info-			Acquire such device information as consumables and page counter from the de vice.					
Specify Interval:	60 1,440)	Minutes(1-						
Time specified:	Specify Time							
Acquire Status+			Acquire status from the device.					
Specify Interval:	60 1,440)	Minutes(1-						
Time specified:	Specify Time							
🗷 Confirm changes to th	e IP address.		Confirm the device's IP address, and automatically reconnect to the IP address after a change has occurred.					
Specify Interval:	12	Hour(1-24)						
Time specified:	Specify Time							
Confirm the update of	Active Directory.		Confirm the user information of the Active Directory server, and if there is a cha nge in the user or user group registered in smart PrintSuperVision, the change in the Active Directory server is reflected in smart PrintSuperVision.					
Specify Interval:	24	Hour(1-24)						
Time specified:	Specify Time							

# [Acquire Device Info]

Specify the interval at which to acquire information such as consumables remaining and the remaining life of maintenance items.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 1440 minutes)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].

inter the time you want to acqui	re the device information, and click [Add]
Device Info Acquisition Time	Hours Minutes Add
	Delete

# [Acquire Status]

Specify the interval at which to acquire status information.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 1440 minutes)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].

### [Confirm changes to the IP address.]

Specify the interval at which to check the IP address of the device. sPSV automatically reconnects if the IP address has changed.

#### [Specify Time]

Updated for each set interval. (Range: 1 to 24 hours)

#### [Time specified]

Set the specific update time. Click [Specify Time] and add the time. After adding, click [OK].

# [Confirm the update of Active Directory.]

Specify the interval at which to check the Active Directory user and group status and update the user settings.

(Range: 1 to 24 hours)

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4 Click in [Communication Timeout, Retry Settings] to open the settings window.

	M	anage		Report		Option	Help			
00	ion.>	Environmer	t Settings	> Communi	cation Settin	igs topial				0
	cuie	uneout per	iou anu n	etwork com	indirication in	icel vali				
11	÷	Communic	ation Inter	val						
ſ										
U	۲.	Communic	ation Time	out, Retry S	ettings					
T		Apply								

**5** Configure the [Communication Timeout, Retry Settings].

Communication Timeout, Retry Settings				
smart PrintSuperVisio	n Web Site			
When you enable the	e timeout session, if t	here is no operation within	a set time, it will log out from smart PrintSuperVision.	
I Enable the time	out session.			
Session Timeout Time:	10	Minutes(1-99	If the timeout session is enabled, specify the timeout time.	
Communicate with De Timeout Time.: Communication	5 1	Seconds(1- 99) Staples(0-9)	The time to finish communication with the device if the device is unresponsive. The number of times to resconect communicating with the device if	
			che dence la diffesponane.	
Monitor Device during Sleep			the second s	

### [smart PrintSuperVision Webpage]

Configure the settings for cases in which there are no operations in smart PrintSuperVision for a set period of time.

#### [Enable session timeout.]

Check this to log out of smart PrintSuperVision if there are no operations for a set period of time.

#### [Session Timeout Time]

If session timeout is enabled, enter the period of time (minutes) after which a session timeout will occur

(range: 1-99 minutes, default: 10 minutes).

#### [Communicate with Device]

#### [Timeout Time]

Enter the time (seconds) after which communication with a device times out if there is no response from the device. (range: 1-99 seconds, default: 5 seconds)

#### [Communication Retry]

Enter the number of times communication with a device is retried if there is no response from the device. (range: 0 - 9 times, default: 1 time)

#### [Monitor Device during Sleep]

Check this to wake devices from sleep mode and acquire information if information cannot be acquired due to the device being in sleep mode. 6 Click [Apply].



# **14. Other Functions**

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## **14. Other Functions**

## Receiving Email Notifications of Job Results

You can receive email notifications of job log acquisition statuses, acquisition of statuses, etc., job results for processes such as checking the IP address of devices, and user login histories.

1 Configure the settings from [Details Screen] > [Report] > [Display Report] > [Job Result].

	Manage Report Option Help
Report Selec	;>Display Report t the type of reports to be confirmed or totaled.
Ļ	<ul> <li><u>Device Info</u></li> <li>Confirm or total the device information such as device status, remaining amount of consumables, and page counter.</li> </ul>
2	<u>Job Information</u>
Þ	Job Result Confirm the logs for various operations that smart PrintSuperVision has completed.

2 Click in [Notification Settings] to open the file tree.

File Type:	Select a file format for the report from the following. HTML _ Excel 97-2003 Workbook
+ Notificat	on Settings You can register notification settings, and send a report of the registration result on your optional date and time.

**3** Configure the settings for each item.



## [Notification Method]

Select the notification method.

## [Email]

A report is sent to the users or user groups specified in [Destination] by email.

## [Destination]

Specify the destination users or user groups. If the destination is a user group, notifications are sent to all members of the group (excluding users without a registered email address).

## [Memo]

Enter content to be displayed in the notification schedule list for registered notifications. (range: 0 to 255 characters)

## [Notification Date]

Specify the date, time and interval for notification.

## [Specify Date and Time]

Specify the date and time for notification.

To receive notifications repeatedly, check [Notify on a regular basis] and specify the interval.

- [Day(s)] Notifications are sent daily.
- [Each Weeks]

Notifications are sent weekly on the same day of the week as the date specified in [Specify Date and Time].

• [Month(s)]

Notifications are sent monthly on the same day of the month as the date specified in [Specify Date and Time].

## [The Day After Closing Date]

Notifications are sent at 0:00 on the day after the closing date.

#### 00 Memo

For information on the closing date settings, see "Changing the Closing Date" (P. 205).

4 Click [Add] if registering a new notification schedule or [Modified] if modifying an existing notification schedule.



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## Limiting the Size and Number of Attachments

The size and number of attachments can be limited, and sent separately in different email.

 Limit the size and number of attachments from [Details Screen] > [Report] > [Notification Settings] > [Notification E-mail Settings].

Report	l>Notification Settings	9
Conf	irm and edit various notification settings.	
٠	tedification of Device Information Confirm the schedule for notifying device information such as the device status, the remaining amount of consu mables, and the page counter.	
	/ <u>Notification of 1ab Information</u> Confirm the schedule for notifying the information of the job with the device that has processed.	
	Notification of Job Result Confirm the schedule for notifying the job results of various operations of smart PrintSuperVision.	
20	Automatic Notification on Device Registration Confirm the schedule for notifying automatic registration results of devices that are newly detected.	
0	Status Notification. Confirm patification sattings when smart BrintSungstifician datasts an error in device status, etc.	
	Notification E-mail Settings. Confirm the title of the notification e-mail to be sent from smart PrintSuperVision.	

2 Check [Restrict Attachments] and enter a [Max File Size] and [Max File Quantity].



## [Max File Size]

(Range: 1-1048576 KB, default setting: 5120 KB)

## [Max File Quantity]

(Range: 1-50, default setting: 10)

## 3 Click [Apply].



#### ! Note

When the size limit is exceeded for 1 file, mail is sent notifying that the attachment cannot be sent.

## **Deleting Registered Devices**

To remove a device from management by sPSV because the device is to be moved or scrapped, delete the device from the server software before moving or scrapping it.

### ! Note

Acquisition of job logs needs to be stopped first by following the steps in "Stopping Job Log Acquisition" (P. 198).

 Delete registered devices from [Details Screen] > [Manage] > [Device List].



**2** Check the device to be deleted and click [Delete].



			>
Unite			

#### 0//Memo

#### Multiple devices can be selected.

3 A confirmation message is displayed. Click[OK] to delete the selected devices.

Message fr	rom webpage
?	Unregister the selected device, and delete it from [Device List]. Are you sure?
	OK Cancel

## ! Note

An error message appears if a device currently recording to its job log is selected for deletion.

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4 In the confirmation window, select the item for deregistering along with deletion and click [OK] to delete the selected device.

Check		
Please select the item to be deleted with the deregistration, and then click [OK].		
<ul><li>Device Registered Usage Restriction</li><li>Computer Log</li></ul>		
OK Cancel		

## If the Device Connection Destination or IP Address Has Been Changed

If the device connection destination or IP address has been changed, change the device settings.

 Change the device settings in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].

	smart PrintSuperVision
	Welcome admin [Log out]
Manage Report Option Help	
Manage>Device Management Settings	0
Set to effectively manage the device with smart PrintSuperVision.	•
Protection management of the device, and dreate a group to management.	
Perform device-related settings to enable use of smart PrintSuperVision.	
Create a group for the intended purpose, and perform group management over the device.	

**2** Select the device to configure from [Device].

Display the current informa Items marked with (*) are	ation of the selected device. If you want to required.	apply your changes, click [Apply] at the bottom of the screen.
Device 💌		
Device Info		
Display the device-sp	ecific information.	
Basic Info		
Display the basi	c information of the device such as the mo	del and connection destination.
Model:		Display the device model name.
Destination:		Display the destination of the device. smart PrintSuperVision collects the information being displayed to the ection destination.
	Change Destination	Click [Change Destination] to edit the connection destination.

**3** Click [Change Destination] in [Basic Info] to change the destination.



4 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].

Change Destination		
Specify [Destination] to change the destination of the device. If you specify [Network] to the dest IP address of the device in [IP addr	connection  cination, enter the ress].	
Destination Network	k 🔹	
IP Address:		
ОКС	ancel	

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#### 5 Click [Apply].

Device Password(*):		Display the password of the device administrator.
SNMP Read Community Name(*):	public	Display the SNMP Read community name of the device
SNMP Write Community Name(*):	private	Display the SNMP Wtire community name of the device

When the "Enter an administrator password for the device" window is displayed, enter the administrator password for the device and click [OK].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- **6** Click [OK] in the confirmation window.



## Automatically Reconnecting When the Device IP Address Is Changed

When the device 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.

 Specify the interval at which to check for changes to the device IP address from [Details Screen] > [Option] > [Environment Settings] > [Communication Settings].



2 Click in [Communication Interval] to open the [Communication Interval] settings window.



**3** Check [Confirm changes to the IP address] and enter the interval at which to confirm the IP address.



4 Click [Apply].

Manage Report Option Help	
Option > Environment Settings > Communication Settings _Set the timeout period and network communication interval.	
Communication Interval	
Communication Timeout, Retry Settings	
Asply	

#### *[*ℓ/Memo

Perform the following steps to change the range in which to search for devices whose IP address has changed.

 Change the range in which to search for devices whose IP address has changed from [Details Screen] > [Manage] > [Register Device] > [Specify Search Range].



2 To add a search range, enter the range of IP addresses to be searched in [Network Search Range] and click [Add]. Either broadcast IP addresses or unicast IP addresses can be added.

Specify Search Range						
Specify in detail the range to search for devices on the network. If there is a device not registered in smart PrintSuperVision Add the IP address of the device that is not registered in [IP Addresses to Be Excluded From Search].						
Network Search Range	Add					
Specify File	Delete Reference	ш				

**3** To delete a search range, select the search range to be deleted from the search range list, and click [Delete].

letwork Search Pange		Add	
icentific bear and hange	255.255.255.255		
		Delete	
pecify File		Reisenee	

4 Click [OK].



## **Back Up/Restore**

Information in sPSV databases can be backed up.

The files containing the backed up information can be restored on other computers where sPSV is installed.

This makes it possible to manage the information on another computer in the event of a malfunction in the computer currently being used.

#### ! Note

- Imports and exports can only be configured from computers on which sPSV is installed.
- Log in as an sPSV administrator to configure the settings.
- 1 Configure the settings from [Details Screen] > [Option] > [Import/Export].

	smart Pr	intSuperVision
	Manage Report Option Help	Welcome admin [Log_out]
Make	various settings to enable the use of smart PrintSuperVision.	0
<u>8</u> 2	<u>User Settinas</u> Add, edit, and delete a user or user group.	
đ	Environment Settings. Specify the server to be used in smart PrintSuperVision, and edit the communication distance between the con nected devices.	
	Delete the log	
	Import/Export. Output data of smart PrintSuperVision to a file, and enter the contents of the file to smart PrintSuperVision.	
]) ]]	Change the destination for saving the data to be used in smart PrintSuperVision. <u>Web Service setting</u> Change the Web service to display the smart PrintSuperVision screen with a Web browser.	

#### <Backing up>

- (1) Select [Export], and click [Execute].
- (2) Click [Save] in the web browser dialog window.



#### <Restoring>

- (1) Select [Import], and click [Reference...].
- (2) Select the file to be imported and click [Execute].



#### ! Note

Store exported files on a different computer.

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## To Change Device Management to a Different Computer

To change the server that currently acquires the job log to a different computer, delete the device on the current server (P. 218), and then re-add it to the new server. (P. 119)

However, if the current server cannot be used due to a malfunction etc., perform the following operations on the new server.

#### ! Note

The server ID of the current server needs to be checked before changing the server. For information on checking the server ID, see "Checking the Server ID" (P. 223).

- Check that the power of the device is turned on.
- **2** Start the server software on the new server and then register the device.
- 3 Configure the server ID settings in [Function Details] > [Manage] > [Device Management Settings] > [Device Settings].



4 Click in [Log/Access Control] to open the settings window.



**5** Check [Record Job Log to Device].

g Control		
i di si i di si li di si lob as a lo	g that the device has executed.	
Record Job Log to Device		
specify one acquisition schedule of the jol	r log.	
Specify Interval: 1 Hour	0 Minutes	
Time specified: Specify:Ti	ne	
cess Control		
form the setting to control the use of the	device.	
Enable access control.		

6 Click [Apply].



When the "Enter an administrator password for the device" window is displayed, enter the administrator password for the device and click [OK].

#### ! Note

- Depending on the device, this may not be displayed.
- For details on the device's factory set administrator password, see the User's Manual of the device.
- 7 When the [Check Server ID] window is displayed, enter the server ID of the server that acquires the current job log, and click [OK].

Some devices ha from other serve from the device, that is being acc	ave been set to acquire the log ers. To switch to acquiring the log please enter the ID of the server quired from.
Server ID	
	OK Cancel

**8** Continue setup by following the instructions on the screen.

## **Checking the Server ID**

1 Check the server ID from [Details Screen]
> [Help] > [Version Info].



**2** Check the server ID.



## **Registering the Installation Position of Devices Belonging to a Management Group**

Icons for devices belonging to a management group can be displayed on a map image to visually indicate their installation location.

 Configure the settings from [Details Screen] > [Manage] > [Device Management Settings] > [Management Group].



2 Click the management group to be arranged on a map from [Group name].

Kanaga - Donos Manament Simitano, Management Group     Sel in group units the contents set in [ <u>Donos</u> Simitano].Can be a total target for [ <u>Besont</u> ].     Dipplay is list of crystered management group,     If you set it add a new management group, ddd [Add],     If you set it add a new management group, ddd [Add],     Help the mane of a management group condition of the management for donos.	2
Set in group units the contents set in [ <u>Device Settinus</u> ] Can be a total target for [ <u>Beport</u> ]. Display a list of replated management groups, If you want to add a new management groups ( <u>disch</u> , you will go to the lat screen for the device assigned to this management groups. Meet the manes of a sanagement groups is disched, you will go to the lat screen for the device assigned to this management group.	-
Display a last of registered management groups. If you want to add a new management group, add. (Add). When the name of a management group is dicked, you will go to the list screen for the device assigned to this management group. Click the management group on, and then go to the edit screen of the management group.	
Management Group List:	
No. Group name: Map Description	
1 k aroup01	
2 group02	
3 😹 group03	

**3** Click [Reference...] and specify a map image.

#### 0//Memo

Standard image files (\*.jpg, \*.bmp, \*.gif, \*.png) can be specified as map images.

4 Click [Apply].



**5** Click [OK] in the confirmation window.

Message fro	om webpage
<b></b>	Management Group was registered.
	ОК

- 223 -

6 Click [Management Group List] in [Map]. Enter the infor Name(\*): group01 The name of the management group to be registered. (Up to 32 characters) Erter a description for the management group. (Up to 255 characters) Vie prog Vie prog Vie prog Vie prog Vie configure the device, Click the map icone (<u>Management Group List</u>) To configure the device, Click the map icone (<u>Management Group List</u>) Descrip Map: 
 Return
 10 00fingure une verse, value wire may not set the set of the s ..... Device Password(\*): enter the administrator password of the device. The assigned device will access the device with the password entered here. Select parameters of the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The assigned device will access the device with the community name entered (\*): The ass **7** Click the map icon (**M**) of the management group to be arranged on a map. Manage Report Option Help 0 Manage. > Device Management Settings >Management Group Set in group units the contents set in [Device: Settings].Can be a total target for [Report]. Display a first of registered management group. If you want to add a new management group, id.ck [Add]. When the name of a management group is dicked, you will go to the list screen for the device assigned to this management group. Click the management group, or and then go to the ded screen of the management group. ient Group List Management Group List: No. Group nam Map 1 group01 Description E group02 group03 3 崖 8 Select a device to be arranged from [Assigned Device]. Manage Report Option Help Manage. > Device Management Settings. > Management Group> Map You can assess the installation status by putting the device assigned to the management group on the map. Select the device to deploy on the map from [A signed Device], move the osition on the image, and click. The icon of the device assigned to the group is placed on the image. To remove a device from the image, drag the icon of the device and drop it outside the image. You can add the map from [Add/Change Management Group]. me:]: group01 Assigned Device: 172.31.0.1000KI-C841-F20446 
Save 9 Move the cursor to the installation position of the device on the map and click that spot. ice from the image, drag the icon of the de vice and drop it outside the image. You can add the map from [Add/Change Manager t Group]. [Group name:]: group01 gned Device: 172.31.0.1000KI-C841-F20446 • Save 

10 Click [Save].

4



# **15. Uninstalling the Software**

Uninstalling sPSV	226
Deleting the Print Job Accounting Client Software	
(Windows)	227
Deleting the Print Job Accounting Client Software	
(Mac OS X)	227

## 15. Uninstalling the Software

## Uninstalling sPSV

If uninstalling sPSV, make sure to delete all registered devices before uninstalling sPSV.

- Delete devices registered to sPSV according to "Deleting Registered Devices" (P. 218).
- 2 Exit sPSV.
- 3 Select [Start] [All Programs] > [Oki Data] > [smart PrintSuperVision] > [Uninstall smart PrintSuperVision]. When the [User account management] window is displayed, click [Continue] or [Yes].
- 4 Click [Next].



5 Click [Yes] in the confirmation window saying [Do you want to completely remove the selected application and all of its functions?].

smart PrintSuperVision - InstallShield Wizard	×
Do you want to completely remove the selecter	d application and all of its features?
	Yes No

**6** Click [Yes] in the confirmation window saying [Do you want to delete the smart PrintSuperVision databases?].

smart PrintSuperVision - InstallShield Wi
Do you want to remove database.
Yes No

7 Click [Finish].



## ! Note

When the following window is displayed, the device has not been deleted. Always click [No] to cancel the uninstallation, then delete the devices before uninstalling sPSV.

smart	PrintSuperVision - InstallShield Wizard
A d If U Do	evice registered for log acquisition still exists. Ininstallation is executed now, the information will be left in the device. you want to continue?
	Yes

## Deleting the Print Job Accounting Client Software (Windows)

- **1** Quit the print job accounting client software if it is running.
- 2 Select [Start] > [All Programs] > [Oki Data] > [Print Job Accounting Client] > [Uninstall Print Job Accounting Client].

#### 000 Memo

When the [User account management] window is displayed, click [Continue] or [Yes].

- **3** Follow the instructions on the screen to uninstall.
- 4 Click [Finish].

#### 000 Memo

Restart the computer when a window instructs you to do so.

## Deleting the Print Job Accounting Client Software (Mac OS X)

Delete the print job accounting icon that was copied to the desired location during installation.

# **16. Troubles**hooting

## **16. Troubleshooting**

This chapter explains some of the problems that could possibly occur when using sPSV, and provides hints to their solutions.

Item	Details
Cannot register use restrictions to the device or acquire use restrictions that are registered to the device.	<ul> <li>Communication with the device may fail in an environment where use of a proxy server is set using a browser.</li> <li>Configure the settings so that a proxy server is not used for communication with the device.</li> <li>(Internet Explorer is used as an example in the procedure.)</li> <li>(1) Click the [Tools] menu &gt; [Internet Options] in Internet Explorer to display the [Internet Options].</li> <li>(2) Select the [Connections] tab.</li> <li>(3) Click [LAN Settings] to display the [Local Area Network (LAN) Settings].</li> <li>(4) Click [Advanced] under [Proxy Server] to display the [Proxy Settings].</li> <li>(5) Enter the IP address of the device in [Exceptions] and click [OK].</li> <li>(6) Click [OK] in [Local Area Network (LAN) Settings].</li> <li>(7) Click [OK] in [Internet Options].</li> </ul>
The device is not found when searching for devices using [Register Device].	<ul> <li>Check that the power of the device is turned on.</li> <li>Check whether the device is processing or offline, or whether an error has occurred (no paper, etc.). Check that the device is online, and click [Start Search].</li> <li>Check the network connection status.</li> <li>Check that the correct search option check boxes are checked.</li> <li>When the search target is [Network], check whether the broadcast address is correct. If you are unsure of any items, check [Specify Search Range].</li> <li>Broadcast (255.255.255) or multicast (xxx.xxx.xxx.255, etc.) communication may be restricted. Specify the IP address of the device directly as the search range.</li> </ul>
When adding devices or changing settings or when directly acquiring the job log, the "Cannot connect to printer. Please wait for a while then try again.", "Cannot connect to the printer. Please check the printer." or "Printer is busy. Please wait for a while then try again." message is displayed.	<ul> <li>Check that the power of the device is turned on.</li> <li>Check whether the device is processing or offline, or whether an error has occurred (no paper, etc.). Check that the device is online and try again.</li> </ul>

Item	Details
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.	<ul> <li>Check whether the CSV file format is correct.</li> <li>Check that the user names and IDs do not exceed the registration range. The user ID is registered from 1 to 999999999 (one-byte characters), and user name within 80 characters.</li> <li>Check that the "symbol is not included in the user names. Names that include" cannot be registered.</li> </ul>
When printing, the print job is automatically cancelled and cannot be executed.	<ul> <li>Check whether the user ID used to print is set to "Printing Prohibited" or "Color Printing Prohibited".</li> <li>Check whether the limit value for the user ID is exceeded, and check the limit values and valid period.</li> <li>The operation when log is full is set to "Cancel the job", and the device log buffer is full. Check [Acquire the device status before the job.] in [Details Screen] &gt; [Report] &gt; [Display Report] &gt; [Job Information], click [View] and acquire the job log stored in the device. Next, reset the job log acquisition schedule to a shorter time.</li> </ul>
The job log cannot be acquired according to the set schedule.	Click [Update Now] in [Details Screen] > [Manage] > [Device List]. When an error is displayed, check that the device power is ON. Also, check whether the device is processing or offline, or whether an error has occurred (no paper, etc.). Check the job log acquisition schedule when the device power is ON but the printer is not processing or offline, or an error has not occurred (no paper, etc.). Check that the acquisition time is at the same time as when the device and server power are usually ON. If there are no problems in the above settings, restart Windows.
Not all of the job logs are acquired.	The operation when log is full is set to "Delete Old Logs" or "Do not acquire log", and the device log buffer is full. Reset the job log acquisition schedule to a shorter time.
Some job logs are not displayed at the start time or end time.	If the device does not have a built-in clock, when the device power is switched OFF/ON, time information cannot be stored in the log until the device is notified of the time. For information on how to notify the device of the time, see "Providing Time Notifications for Devices" (P. 194). For devices that have a built-in clock, the time needs to be set in the device.
When attempting to delete the device, the "Perform after acquisition of the log is complete" message is displayed.	A device cannot be deleted while the job log is being acquired. For details, see "Deleting Registered Devices" (P. 218).

Item	Details
[Acquired by Other Servers] is displayed in [Job Log Acquisition State] of the [Device List].	Either the job log is set to be acquired by a different server, or the device flash memory was initialized. Select the device in [Details Screen] > [Manage] > [Device Management Settings] > [Device Settings], and then uncheck and recheck [Record Job Log to Device]. When the device is set to acquire the job log from a different server, see "To Change Device Management to a Different Computer" (P. 222).
"Job logs cannot be recorded on the device because logging function on the device is being disabled" is displayed.	The "Save Job Log" setting on the device is disabled. After enabling "Save Job Log" from "Admin Menu" on the device, check [Record Job Log to Device], and then click [Apply]. For details about "Admin Menu", please refer to the device's manual.
Cannot perform menu printing or demo printing from the control panel of the device.	<ul> <li>Check whether local print is set to printing prohibited or color printing prohibited.</li> <li>Check the available usage and valid period to ensure that the local print available usage is not exceeded.</li> </ul>
Cannot initialize the flash memory from the device control panel. Also, the hard disk or SD memory card cannot be initialized for devices equipped with an internal hard disk or SD memory card.	In this state, the flash memory, built-in hard disk and SD memory card cannot be initialized. Delete the device according to "Deleting Registered Devices" (P. 218), and 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 device.
Cannot access sPSV from the web browser.	<ul> <li>Check the address where sPSV is installed.</li> <li>Check that OKI sPSVService has started.</li> </ul>

Item	Details
Item An authentication error occurred and the settings could not be configured, even though Microsoft SQL Server was specified as the database to connect to and [Windows Authentication] was specified as the authentication method in [Database Settings].	If the database settings cannot be configured in Microsoft SQL.         Server with Windows authentication from the user account used by the sPSV Service for logging in, the user account settings need to be changed. Follow the steps below to change the settings. (These instructions are for Windows 7.)         (1) Open [Control Panel] > [System and Security] > [Administrative Tools]         > [Services] and stop [Oki sPSVService].         If it is the instruction of the set of the settings is the instruction of the set o
	(3) Display the [LOgin] tab and select [Account].         (c) Display the [Login] tab and select [Account].         [] General Log In Recovery Dependencies         [] Log on a:         [] Cod System social         [] Aloy service to interst with desides         [] Corim password         [] Browse         [] OK         [] Carcel         [] Article

Item	Details
	<ul> <li>(4) Enter the user account and password used by the sPSV Service for logging in and click [OK]. When entering the user account, specify a user account that enables the following:</li> <li>Logging in to Microsoft SQL Server with Windows authentication</li> <li>Creating and updating databases.</li> </ul>
	(5) When a message saying [The account %the account specified in (4)% has been granted the Log On As A Service right.] is displayed, click [OK].
If the sPSV service is not used and the device settings are changed, the sPSV settings are not reflected in the device.	Delete the device from the sPSV service, and then add the device to the sPSV service. You can unify the sPSV service setting status with the device setting status.

# 17. Frequently Asked Questions (FAQ)

## **17. Frequently Asked Questions (FAQ)**

This section provides the answers to frequently asked questions about sPSV.

Q	Α
How to configure the settings in sPSV when a user has been added to an Active Directory user group?	Follow the steps below. (1) Add User A to User Group A in Active Directory. (2) Update Active Directory in sPSV. $\Rightarrow$ P. 47
How to configure the settings in sPSV when a user has been removed from an Active Directory user group?	Follow the steps below. (1) Delete User A from User Group A in Active Directory. (2) Update Active Directory in sPSV. $\Rightarrow$ P. 47
How to configure the settings in sPSV when a user has been moved from one Active Directory user group to another?	<ul> <li>Follow the steps below.</li> <li>(1) Move User A from Group A to Group B in Active Directory.</li> <li>(2) Update Active Directory in sPSV. ⇒ P. 47</li> </ul>
A user cannot print even though the usage limit for the device limit has not been exceeded.	If available usage is set for a user group and [Include in the total usage of the assigned user group.] is checked in [User Settings] > [Available Usage] for the users in the group, the members of the group can no longer print once their total usage exceeds the limit for the group. Example 1: If 100 printed sheets are set as the available usage for User Group A • If User A prints 40 sheets and User B prints 60 sheets, all members in User Group A can no longer print. Example 2: If 100 printed sheets are set as the available usage for User Group A and users in the group print on multiple devices • If User A prints 40 sheets on Device A, User B prints 50 sheets on Device B and User C prints 10 sheets on Device C, all members in User Group A can no longer print. To print again, see "Setting the Available usage.
Can a user print even if the user group they belong to has reached its maximum available device usage?	<ul> <li>If User A belongs to multiple user groups, their available usage is judged according to the maximum for the group for which the highest priority is set.</li> <li>Example: If User Group B has a higher priority than User Group A <ul> <li>If User A belongs to both groups, User A can print up to the limit for User Group B.</li> </ul> </li> <li>To change the maximum available usage, see "Changing Fee Charge Definitions" (P. 177).</li> <li>To change the priority levels, see "Changing the Priority Level of User Group" (P. 171).</li> </ul>

Q	Α
When trying to print color data in monochrome, it did not print, even though the use restriction is set to [Print In Mono].	If multiple conditions are set for use restrictions, the stronger restriction is applied. Example: If [Print In Mono] is set for the user name "user01") and [Prohibit Printing] is set for the host name "PC01") • Printing is not possible when User A (user01) gives a print command from Computer A (PC01). To change the use restriction settings, see "9. Restricting Device Use" (P. 143).
Excel file (Excel 97-2003 format) print attempt failed.	".xls") is specified as the [Document Name] in the use restrictions and [Prohibit Printing] is set as a [Restricted Item]. To change the use restriction settings, see "Adding Manually" (P. 157).
Unable to change passwords.	For information on how to change passwords, see "Changing User/User Group Information" (P. 135).
How to assign administrator authority to another user.	Add the user to receive administrator authority as a member of a user group for which [Assign to the admins user group.] is checked. For information on how to add users, see "Changing User Group Assignment" (P. 136).

## 18. Terms

## 18. Terms

## **Active Directory**

A directory service developed by Microsoft and included in Windows.

## CN (Common Name)

An attribute used for LDAP services, denoting a person's name.

## DC (Domain Component)

An attribute used for LDAP services, denoting a domain name element.

## LDAP (Lightweight Directory Access Protocol)

A communication protocol for accessing directory services.

## MAC address (Media Access Control address)

A unique physical address assigned to a device connected to a network.

## **Microsoft SQL Server**

A relational database management system developed by Microsoft.

## **Microsoft SQL Server Compact**

A compact relational database management system developed by Microsoft.

## OU (Organization Unit)

An attribute used for LDAP services, denoting a department name.

## PIN (Personal Identification Number)

An identification number used to verify a user's identity.

## SMTP (Simple Mail Transfer Protocol)

A protocol for sending email via the Internet.

## SMTP authentication (SMTP-AUTH)

User authentication performed using an SMTP server. Authentication methods include login, PLAIN and CRAM-MD5.

## LOGIN

A user authentication method using plain text.

## PLAIN

A user authentication method using plain text, as with the login method.

### CRAM-MD5

A user authentication method performed by using challenge-response authentication.

## SNMP (Simple Network Management Protocol)

A protocol for monitoring and controlling devices connected to a network.

## Web service (EWS [Embedded Web Services])

Inbuilt web server software used if the environment where sPSV is installed does not contain IIS.

## **Internet Information Services (IIS)**

The standard Windows web server service, which supports basic protocols such as HTTP/HTTPS, FTP, SMTP and NNTP.

## **Secure Protocol**

A protocol that uses encoding and authentication technology to communicate safely with remote computers.

## **Broadcast format**

A form of data communication in which data is conveyed from one user to an unspecified large number of other users by specifying all destinations in the same data link.

## Buffer

A memory device or memory domain that temporarily stores data to compensate for differences in processing speed or transfer speed when data is sent or received by multiple independent users.

## Port number

A sub-address assigned after the IP address so that network connections can be made to multiple destinations at the same time. Port numbers from 0 to 65535 can be used.

## **Unicast format**

A form of one-on-one data communication using a single address.

## **19. Resources**

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## **19.** Resources

## List of Available Functions

The following functions in smart PrintSuperVision are available for those with user authority.

		r			•: Availab	le -: Unava	ailable
Large	Medium	S	mall categories	1	U	<u>ser authorit</u>	<u>у</u>
categories	categories	Level 1	Level 2	Level 3	Guest user	Standard user	Administrator
Management	Device List	Viewing			٠	•	•
		Modifying Lists			٠	•	•
		Deleting Devices			-	-	•
		Editing Displayed Content			-	-	•
	Registering Devices				-	-	•
	Device Management Settings	Configuring Device Settings			-	-	•
		Management	Viewing Lists		٠	•	•
		Groups	Adding/Modifying/ Deleting		-	-	•
			Browsing Maps		٠	•	•
	Billing Amount Settings				-	-	•
Reports	Viewing Reports	Device Information	Viewing		•	•	•
		Job	Viewing Job Logs		-	-	•
		Information	Viewing Job Totals	By Month	-	•	•
				By Day	-	•	•
				By Device	-	•	•
				By Management Group	-	•	•
				By PIN	-	•*1	•
				User By Group	-	•*2	•
				By User Name	-	•*1	•
				By Login Name	-	•*1	•
			Selecting Display Items		-	•	•
		Job Result	Viewing		-	-	•

					•: Availab	le -: Unava	ilable
Large	Medium	S	mall categories		U	<u>ser authorit</u>	y
categories	categories	Level 1	Level 2	Level 3	Guest user	Standard user	Administrator
Reports	Notification	Notification	Viewing Lists		-	-	•
	Settings	of Device Information	Adding/Modifying/ Deleting		-	-	•
		Notification	Viewing Lists		-	-	•
		of Job Information	Adding/Modifying/ Deleting		-	-	•
		Notification of	Viewing Lists		-	-	•
		Job Result	Adding/Modifying/ Deleting		-	-	•
		Automatic	Viewing Lists		-	-	•
		Notification on Device Registration	Adding/Modifying/ Deleting		-	-	•
		Status	Viewing Lists		-	-	•
		Notification	Adding/Modifying/ Deleting		-	-	•
		Notification Email Settings	Adding/Modifying/ Deleting		-	-	•
Option	User	User Lists	Viewing		-	•*3	•
	Settings		Adding		-	-	•
			Deleting		-	-	•
Environmen Settings Delete the log Import/ Export			(AD) Update Confirmations		-	-	•
			Modifying User Information		-	<b>●</b> *4	•*6
			Modifying User Group Information		-	•*5	•*6
		Priority Order of User Groups			-	-	•
		User Handling Table			-	-	•
	Environment Settings				-	-	•
	Delete the log				-	-	•
	Import/ Export				-	-	•*7
	Database Settings				-	-	•*7
	Web Service setting				-	-	•*7
Help	Help				•	•	•
	Version Information				•	•	•

\*1: Content is displayed only for the logged in user.

- \*2: Content is displayed only for user groups to which the logged in user belongs.
- \*3: Content is displayed only for the logged in user and user groups to which the logged in user belongs.
- \*4: Only the password of the logged in user can be modified.
- \*5: It is only possible to browse information on user groups to which the logged in user belongs.
- \*6: User/user group information acquired from AD cannot be modified (excluding settings assigned in sPSV).
- \*7: Only available on computers on which sPSV is running.

## Information That Can Be Acquired as a Job Log

Information that can be acquired as a job log is as shown below. ( ) denotes the name displayed in the CSV file (compatible with print job accounting).

### ! Note

The items that can be aggregated differ depending on the device model or whether options are used.

Item	Details
Device (Printer)	The name of the device that executed the printing. This cannot be moved as it is always displayed in the report.
Destination	The connection destination of the device that executed the printing. This cannot be moved as it is always displayed in the report.
Date <sup>*1</sup>	The date (year and month) on which the job log was acquired. This is calculated from the set [Log Acquire Time]. If the output file format is CSV, this cannot be moved as it is always displayed in the report.
Log No. (Log No.)	The job log number which is assigned monthly starting with 1.
PIN (User ID)	The user ID set in the client computer that executed the printing job, or the PIN ID entered into the control panel.
User name (User)	User name set in the client computer that executed the printing job.
Summary Account Type	The type of summary account set in the client computer used for printing.
Summary Account Name	The name of the summary account set in the client computer used for printing.
Login Name (Login Name)	Login name of the client computer that executed the print job.
Document name (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.
Host Name (Host Name)	Name of the client computer that executed the print job.
Port (Port)	Name of the port used for printing. When using over a network, the IP address of the client computer is displayed.
Fee	Fees incurred for the print job.
Points Used	The point at which the summary account for the print job is consumed.
Total Sheets <sup>*2</sup>	Number of sheets printed.
Pages <sup>*2</sup> (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.
Print Job Type	The type of print job.

Item	Details
Status (Status)	<ul> <li>The job processing result</li> <li>Completed: Job completed normally.</li> <li>Canceled: Job cancelled by user operation. (For printing, when one or more sheets are printed)</li> <li>Aborted: Job cancelled for a reason other than user operation.</li> <li>Abnormal Completed: Job completed abnormally.</li> </ul>
Detailed Status (Detailed Status)	<ul> <li>Log Buffer Full: Job cancelled because the device log buffer is full.</li> <li>Access Control: Job cancelled by use restrictions.</li> <li>Memory Overflow: Job cancelled by memory overflow.</li> <li>Prohibit color printing: Job cancelled by use restriction (Prohibit Color Printing).</li> <li>Mono Printing (Color Control): Job printed in monochrome due to use restriction (Prohibit Color Printing).</li> <li>RIP Error Job cancelled by RIP error.</li> </ul>
Paper Size <sup>*3</sup> (Paper Size)	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 <sup>*3</sup> (Media Type)	Type of the printed paper. If there are multiple paper types used in the same print job, this item is displayed over a number of lines.
Media Weight <sup>*3</sup>	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*3	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.
Printed Sheets <sup>*2 *3</sup>	When one print job is displayed over a number of lines, the number of printed sheets is displayed on each line.
Color <sup>*2 *3</sup> (Color)	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 <sup>*2 *3</sup> (Mono)	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.

Item	Details			
Spot Color 1 <sup>*2 *3</sup> (White/Clear)	Number of pages printed in a spot color, such as white, clear, or monochrome. When one print job is displayed over a number of lines, the number of pages is displayed on each line.			
Spot Color 2 <sup>*2 *3</sup> (White/Clear only)	Number of pages printed only in a spot color, such as white or clear. When one print job is displayed over a number of lines, the number of pages is displayed on each line.			
N-up (N-up)	Displays how many pages of data are reduced and printed within the printing range of 1 page.			
Toner (C) (Toner (C))	The level of toner (toner usage density for each A4/letter size			
Toner (M) (Toner (M))	levels, from 0 to 5.			
Toner (Y) (Toner (Y))	Level Density of the amount of toner used 0 0%			
Toner (K) (Toner (K))	1 Up to 5% 2 Up to 15%			
Toner (W) (Toner (W/L))	4 Up to 30%			
Toner (CL) (Toner (W/L)	5 61% and over Toner (W/L) is Toner (W) + Toner (CL).			
Drum (C) (Drum (C))	Amount of drum used for each color (converted to amount of drum			
Drum (M) (Drum (M))	used for each A4/letter size page). The amount of drum use o 4-in-1 color drum unit is displayed as drum (K).			
Drum (Y) (Drum (Y))	Drum (W/L) is Drum (W) + Drum (CL).			
Drum (K) (Drum (K))				
Drum (W) (Drum (W/L))				
Drum (CL) (Drum (W/L))				
Belt (Belt)	Amount of belt used (converted to the amount of belt used for each A4/letter size page)			
Fuser	Amount of fuser used (converted to the amount of fuser used for each A4/letter size page)			
Staple (Staple)	When the optional finisher is installed, this shows the number of times the stapler is used.			
Log Acquire Time	The time at which the job log was acquired by sPSV.			
Start Time	Time at which the device received the job.			
Process Start Time	Time at which the device started processing.			
Process End Time	Time at which the device finished processing.			
Print Start Time	Time at which the device started printing.			
End Time	Time at which the device finished printing.			

Item	Details
Processing Off-line Time (Processing Off-line Time)	The time during which device 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 device is set to offline on the control panel.
Printing Off-line Time (Printing Off-line Time)	The time during which device printing 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 device is set to offline on the control panel.
Tray1 (Tray1)*2	Number of sheets supplied from tray 1.
Tray2 (Tray2)*2	Number of sheets supplied from tray 2.
Tray3 (Tray3)*3	Number of sheets supplied from tray 3.
Tray4 (Tray4) <sup>*4</sup>	Number of sheets supplied from tray 4.
Tray5 (Tray5)*⁵	Number of sheets supplied from tray 5.
Multi-Purpose Tray <sup>*2</sup> (Multi-Purpose Tray)	Number of sheets supplied from the multi-purpose tray/manual feeding tray.
Multi-Purpose Feeder <sup>*2</sup> (Multi-Purpose Feeder)	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.
2400×600dpi*2	Number of pages printed at 2400 x 600dpi.
1200dpi*2	Number of pages printed at 1200dpi.
Color Scan Page <sup>*2</sup> (Color Scan Page)	Number of pages scanned in color.
Mono Scan Page <sup>*2</sup> (Mono Scan Page)	Number of pages scanned in monochrome.
Scan Operation (Print While Scanning)	<ul> <li>Indicates whether the scanned pages were printed.</li> <li>Print While Scanning: Yes Number of scan jobs that are accompanied with printing.</li> <li>Print While Scanning: No Number of scan jobs that are not accompanied with printing.</li> </ul>
Job ID <sup>*3</sup> (Job ID)	Number used to identify the job. When multiple job logs are generated for the same job, the ID number is the same. If there are multiple settings used in the same print job, this item is displayed over a number of lines.

Item	Details
Function	Displays the name of the function processed by the device.
Service (Service)	Displays the name of the service processed by the device.
Scan Page Size (Scan Page Size)	Size of the scanned document
Destination	When the service is Fax or PC Fax, the destination 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 email, this is the email address of the sender or receiver.
Communication Mode (Communication Mode)	<ul> <li>The communication type is either Fax or Email.</li> <li>Send: Fax sends job.</li> <li>Receive: Fax receives job.</li> <li>Send to multiple recipients: Fax send job to multiple recipients.</li> <li>Send from PC: Fax sends job from a PC.</li> <li>Send to multiple recipients from a PC:</li> <li>Fax sends job to multiple recipients from a PC.</li> <li>Email send: Email sends job.</li> <li>Send Email to multiple recipients: Email sends job to multiple recipients.</li> </ul>
Communication Time	Time required to send or receive a fax.
Manual	Turns "ON" when a fax is transmitted manually.
Time specified	Turns "ON" when the time is specified in a fax.
Polling (Polling)	Turns "ON" when polling transmission is used in a fax.
F-Code (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 (Communication Page)	Number of pages sent or received by fax.
Service Code (Service Code)	Fax transmission error code.

- \*1 The time is acquired from the device if the device has a built-in clock. If the device does not have a built-in clock, the time at which the job log was acquired by sPSV is used.
- **\*2** Unconverted paper size value.
- \*3 When multiple lines are displayed, items other than this main item are displayed as blank spaces in the second and subsequent lines.

## **Items That Can Be Aggregated**

Items that are displayed for aggregation are as shown below. ( ) denotes the name displayed in the CSV file (compatible with print job accounting).

### ! Note

## The items that can be aggregated differ depending on the device model or whether options are used.

Item	Details
Device (Printer)	This is the name of the device that executed the aggregation. It is displayed for aggregations [By Device] and [By Management Group].
Destination	This is the connection destination of the device that executed the aggregation. It is displayed for aggregations [By Device] and [By Management Group].
PIN (User ID)	This is the PIN (user ID) with which the aggregation was executed. It is displayed for aggregations [By PIN] and [By User Group].
Name	This is the user name corresponding to the PIN with which the aggregation was executed. It is displayed for aggregations [By PIN], [By User Group] and [By Login].
Date <sup>*1</sup>	This is the month in which the aggregation was executed. It is displayed when logs are aggregated [Monthly].
Month and Year and $Day^{*1}$	This is the day on which the aggregation was executed. It is displayed when logs are aggregated [By Day].
User Name (User)	This is the name of the user who executed the aggregation. It is displayed when logs are aggregated [By User Name].
Login Name (Login Name)	This is the login by which the aggregation was executed. It is displayed when logs are aggregated [By Login Name].
Group (Group)	This is the name of the group that the aggregated device or user belongs to.
Shared Account	Total number of Shared Account logs.
Group Account & Personal Account	Total number of Group Account & Personal Account logs.
Personal Account	Total number of Personal Account logs.
Fee	This is the fee total.
Jobs (Jobs)	This is the total number of jobs.
Printed Sheets*2	This is the total number of sheets printed.
Printed Pages (Printed Pages) <sup>*2</sup>	This is the total number of pages printed. When one print job is displayed over a number of lines, the number of pages is displayed on each line.
Color (Color)*2	This is the total number of color pages printed.
Mono (Mono) <sup>*2</sup>	This is the total number of monochrome pages printed.
Spot Color 1 (White/ Clear) <sup>*2</sup>	This is the total number of pages printed in a spot color such as white or clear and in a color other than white/clear.
Spot Color 2 (White/Clear only) <sup>*2</sup>	This is the total number of pages printed only in a spot color such as white or clear.
Device Occupancy Time	This is the total time the device was used.
Normal	Total number of normal print jobs.

Item	Details
Store for Re-print	Total number of jobs saved on the printer.
Secure Print	Total number of Secure Print jobs.
Encrypted Secure Print	Total number of Encrypted Secure Print jobs.
ID Secure Print	Total number of ID Secure Print jobs.
Completed	This is the total number of jobs that completed normally.
Cancel (Cancel)	This is the total number of jobs cancelled by user operation. (For printing, when one or more sheets are printed)
Aborted	This is the total number of jobs cancelled by reasons other than user operation.
Abnormal Completed	This is the total number of jobs that completed abnormally.
Log Buffer Full (Log Buffer Full)	This is the total number of jobs cancelled because the device log is full.
Access Control (Access Control)	This is the total number of jobs cancelled because the use restrictions (Prohibit Printing) or limit values for a user ID was exceeded.
Memory Over Flow (Memory Over Flow)	This is the total number of jobs cancelled due to memory overflow.
Color Control (Color Control)	This is the total number of jobs cancelled because the use restrictions (Prohibit Color Printing) or limit values for a user ID was exceeded.
Mono Printing (Color Control) (Mono Printing (Color Control))	This is the total number of jobs printed in monochrome due to use restrictions (Prohibit Color Printing) for a user ID.
RIP Error	This is the total number of jobs cancelled due to RIP error.
Access Control - Login Name (Access Control - Login Name)	This is the total number of jobs cancelled because the use restrictions (Prohibit Printing) or limit values for a login name were exceeded.
Access Control - Document Name (Access Control - Document Name)	This is the total number of jobs cancelled because the use restrictions (Prohibit Printing) or limit values for a document name were exceeded.
Access Control - Host Name (Access Control - Host Name)	This is the total number of jobs cancelled because the use restrictions (Prohibit Printing) or limit values for a host name were exceeded.
Color Control - Login Name (Color Control - Login Name)	This is the total number of jobs cancelled due to use restrictions (Prohibit Color Printing) for a login name.
Color Control - Document Name (Color Control - Document Name)	This is the total number of jobs cancelled due to use restrictions (Prohibit Color Printing) for a document name.

Item	Details
Color Control - Host Name (Color Control - Host Name)	This is the total number of jobs cancelled due to use restrictions (Prohibit Color Printing) for a host name.
Mono Printing - Login Name (Mono Printing - Login Name)	This is the total number of jobs printed in monochrome due to use restrictions (Prohibit Color Printing) for a login name.
Mono Printing - Document Name (Mono Printing - Document Name)	This is the total number of jobs printed in monochrome due to use restrictions (Prohibit Color Printing) for a document name.
Mono Printing - Host Name (Mono Printing - Host Name)	This is the total number of jobs printed in monochrome due to use restrictions (Prohibit Color Printing) for a host name.
A4 A5 A6 :	This is the total print number for each paper size.
Simplex	This is the total number of sheets printed for simplex printing.
Duplex	This is the total number of sheets printed for duplex printing.
1-Up 2-Up 3-Up :	This is the total number of jobs for each N-up setting.
Toner (C) (Toner (C))	This is the total number of pages for each level of used cyan toner.
Toner (M) (Toner (M))	This is the total number of pages for each level of used magenta toner.
Toner (Y) (Toner (Y))	This is the total number of pages for each level of used yellow toner.
Toner (K) (Toner (K))	This is the total number of pages for each level of used black toner.
Toner (W) (Toner (W/L))*3	This is the total number of pages for each level of used white toner.
Toner (CL) (Toner (W/L)) <sup>*3</sup>	This is the total number of pages for each level of used clear toner.
Drum (C) (Drum (C))	This is the total amount of use of cyan drum.
Drum (M) (Drum (M))	This is the total amount of use of magenta drum.
Drum (Y) (Drum (Y))	This is the total amount of use of yellow drum.
Drum (K) (Drum (K))	This is the total amount of use of black drum and 4-in-one color drum.
Drum (W) (Drum (W/L))*4	This is the total amount of use of white drum.
Drum (CL) (Drum (W/L))*4	This is the total amount of use of clear drum.
Belt (Belt)	This is the total amount of use of belt.
Fuser	This is the total amount of belt and fuser used.
Staple (Staple)	When the optional finisher is installed, this shows the number of times the stapler is used.

Item	Details
Standard Paper Letterhead (Letterhead) OHP Sheet (OHP Sheet)	This is the total print number for each paper type.
Auto Thin Paper (Thin) Standard Paper (Standard) :	This is the total print number for each paper thickness.
Tray1 (Tray1)	This is the total number of sheets supplied from tray 1.
Tray2 (Tray2)	This is the total number of sheets supplied from tray 2.
Tray3 (Tray3)	This is the total number of sheets supplied from tray 3.
Tray4 (Tray4)	This is the total number of sheets supplied from tray 4.
Tray5 (Tray5)	This is the total number of sheets supplied from tray 5.
Multi-Purpose Tray (Multi-Purpose Tray)	This is the total number of sheets supplied from the multi-purpose tray/manual feeding tray.
Multi-Purpose Feeder (Multi-Purpose Feeder)	This is the total number of sheets supplied from the optional multi- purpose feeder.
300dpi	This is the total number of pages printed at 300dpi.
600dpi	This is the total number of pages printed at 600dpi.
1200×600dpi	This is the total number of pages printed at $1200 \times 600$ dpi.
2400×600dpi	This is the total number of pages printed at 2400 x 600dpi.
1200dpi*1 *2	This is the total number of pages printed at 1200dpi.
Color Scan Page (Color Scan Page)	This is the total number of scanned color pages.
Mono Scan Page (Mono Scan Page)	This is the total number of scanned monochrome pages.
Print and Scan (Print and Scan)	This is the total number of scan jobs that are accompanied with printing.
Scan Only (Scan Without Printing)	This is the total number of scan jobs that are not accompanied with printing.
Print Fax To Print PC Scan (PC Scan) :	This is the total log number for each function.
Print Scan (Scan) Fax :	This is the total log number for each service.
Communication Time	This is the total time required to send or receive faxes.
Send	This is the total number of jobs sent by fax.
Receive	This is the total number of jobs received by fax.
Multi-cast Send	This is the total number of jobs sent by fax to multiple recipients.
Send on PC	This is the total number of jobs sent by fax from a PC.

Item	Details
Multi-cast Send on PC	This is the total number of jobs sent by fax to multiple recipients from a PC.
Email Send (Email Send)	This is the total number of jobs sent by email.
Multi-cast Email Send (Multi-cast Email Send)	This is the total number of jobs sent to multiple recipients by email.
Communication Page (Communication Page)	This is the total number of pages sent and received by fax.

- \*1 The time is acquired from the device if the device has a built-in clock. If the device does not have a built-in clock, the time at which the job log was acquired by sPSV is used.
- \*2 When one job is displayed over a number of lines, the number of pages is displayed on each line. When multiple lines are displayed, items other than this main item are displayed as blank spaces in the second and subsequent lines.
- \*3 Toner (W/L) indicates the total for Toner (W) and Toner (CL).
- \*4 Drum (W/L) indicates the total for Drum (W) and Drum (CL).
#### **Basic Procedures in Windows**

This section explains procedures for displaying the Printer Properties window for OS other than Windows 7, the OS that was used as an example in this manual.

#### *∅* Memo

The procedures for Windows Server 2008 R2 are the same as for Windows 7.

#### For Windows 10 (Version 1703 or later)/Windows Server 2019

- **1** Click [Start] to display the list of applications.
- 2 Select [Windows System Tools] [Control Panel] [Devices and Printers].
- **3** Right-click the printer driver icon and select [Printer Properties].

#### For Windows Server 2012 R2/Windows Server 2016

- **1** Select [Control Panel] [View devices and printers].
- **2** Right-click the printer driver icon, and select [Printer Properties].

#### For Windows 10/Windows 8/Windows 8.1/Windows Server 2012

- **1** Open the control panel and select [View devices and printers].
- 2 Right-click the printer driver icon and select [Printer Properties].

#### Windows Server 2008

- **1** Select [Start] [Control Panel], and click [Printer].
- **2** Right-click the printer driver icon and select [Properties].

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