

## **Utilities Guide**



**59367801**

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Written and produced by the Oki Data Training and Publications Department



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# Utilities

## General Information

Below is a list of all available utilities.

Following the list is a brief description of each utility.

The utilities you can use vary according to your computer platform.

1. Color Correction Utility: see page 12
2. Color Swatch Utility: see page 28
3. ICC Profiles: see page 32
4. LPR Utility: see page 33
5. Network Printer Status Utility: see page 35
6. OKI Admin Manager Utility: see page 40
7. OKI Profile Assistant: see page 41
8. PDF Direct Print Utility: see page 42
9. Print Job Accounting Utility: see page 45
10. PrintSuperVision: see page 145
11. PS Gamma Adjuster Utility: see page 149
12. Storage Device Manager: see page 150
13. Web Installer: see page 201

# Descriptions of Utilities

## 1. Color Correction Utility

This utility allows you to fine tune the printer's color settings and save them for future use.

For more information, see the on-line help in the utility.

See "Color Correction Utility" on page 12.

## 2. Color Swatch Utility

This utility allows you to print color samples or swatches on your color printer. The swatches are used with your software program to select and reproduce color accurately. The swatches represent selected samples of the your printer's color palette and can be used to find the desired colors for your printed documents.

See "Color Swatch Utility" on page 28.

## 3. ICC Profiles

The ICC Profiles provided with your printer allow you to match what you see on screen to what you see on your printed output. The profiles are customized for your Oki Data printer. You may use the profiles when you use the Graphic Pro Color Management System.

See "ICC Profiles" on page 32.

## 4. LPR Utility

The LPR Utility allows you to print directly to a printer on the network without a print server. It creates a Printer Port, and installs a pop-up status box so you can monitor printer status.

The LPR Utility operates in Windows Me/98, Windows NT 4.0, Windows 2000, and Windows XP operating systems.

See "LPR Utility" on page 33.

## 5. Network Printer Status Utility

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

See “Network Printer Status Utility” on page 35.

6. OKI Admin Manager Utility

This utility provides an easy way to configure your printer on a network.

See the online Configurator’s Guide for details on how to use this utility. The Configurator’s Guide is online and may be found on the cds shipped with your printer.

7. OKI Profile Assistant

This utility helps you to load and manage color profiles.

For more information, see the on-line help in the utility.

8. PDF Direct Print Utility

This utility allows you to send a selected PDF file directly to the printer.

This is faster and easier than printing through Adobe Acrobat.

PDF Direct Print also lets you set paper source, copies, 2-sided printing, print page range and other settings.

See “PDF Direct Print Utility” on page 42.

9. Print Job Accounting Utility

The Print Job Accounting software, designed specifically for Oki Data printers in a network environment, provides job accounting features that allow you to track printer usage, calculate printing costs, and specify access available to each client (user).

See “Print Job Accounting Utility” on page 45.

10. PrintSuperVision

PrintSuperVision is a web-based application for managing printing devices connected to a network. PrintSuperVision provides access to networked printer data for monitoring, reporting and managing networked printers. It provides a full range of management functions for Oki Data printers, and for other brands of printers as well.

See “PrintSuperVision” on page 145.

### 11. PS Gamma Adjuster Utility

The PS Gamma Adjuster Utility allows you to customize the CMYK data curves used with your printer driver. Once you have created the customized curve in the utility, you must save the curve (new PPD). Then, you must reconfigure your printer driver to use the new PPD.

See “PS Gamma Adjuster Utility” on page 149.

### 12. Storage Device Manager

This utility allows you to manage the printer’s internal flash memory and hard disk drive. It also lets you download files, overlays, etc. to the internal memory and hard disk drive.

See “Storage Device Manager” on page 150.

### 13. Web Installer

This utility is a web-based application. It automates tasks for a network administrator.

- Discovering printers connected to a TCP/IP network
- Displaying discovered printers on Oki Data web page
- Sending users e-mail notification of the URL that permits the downloading of printer driver installation programs for discovered printers.

Administrators can use this utility to manage printers and users organized in groups, such as departments or floors.

See “Web Installer” on page 201.

# Installing the Utilities

## Windows

Load the utility from the Menu Installer located on CD1.

## Mac OS 9.x

### Important!

These Utilities are unavailable for Mac OS 10.x.

1. Insert the CD supplied with your printer into the CD-ROM drive.
2. Double-click the CD icon that appears on the desktop.
3. Open the **MAC** folder.
4. Click **PSDRV** → **English**, then double click the **Mac Installer** icon.



Mac Installer

5. Click **Continue** and accept the Software License Agreement.

6. Select **Custom Install** to access the Utility Installation.



7. Click the boxes beside the Utilities you wish to install, then click **Install**.

*The Utilities install into the folder you specify during the installation process.*

## **Mac OS 10.1 & 10.2**

With the exception of Print Job Accounting, the utilities on the Drivers CD are unavailable for Mac OS X and will only run on Mac 9.x or Classic OS.

Once the Print Job Accounting utility has been set up by your Network Administrator, it is transparent to the operation of the printer driver on your OS X system.

See “Print Job Accounting Utility” on page 45.

## **Mac OS 10.3**

With the exception of Job Accounting, the utilities on the Drivers CD are unavailable for Mac OS 10.3 and will only run on Mac 9.x or Classic OS.

Once the Job Accounting utility has been set up by your Network Administrator, it is transparent to the operation of the printer driver on your OS 10.3 system.

For more information on Job Accounting, see the “User’s Guide, Windows” on the Manuals CD supplied with your printer.

# Color Correction Utility

## General Information

This utility allows you to fine tune the printer's color settings and save them for future use.

The Color Correct Utility is the best choice for working with Microsoft Excel or Word.

You can use the Color Correct Utility to:

- Change the Pallet Color: see page 13
- Adjust the Gamma Value and Hue: see page 23

## How to Install

Load this program from the Menu Installer located on CD1.

## Additional Information

For more information, see the on-line help in the utility.

## **Change the Pallet Color**

### **General Information**

#### **NOTES**

- 1. This feature is not available for Windows Me/98.**
- 2. This feature is not available for shared printers.**
- 3. When test printing, use paper larger than B5 size.**

There are four steps in changing the Pallet Color.

- 1. Print the Sample Color Chart.**  
See page 14.
- 2. Print the Color Adjustment Chart.**  
See page 15.
- 3. Make the adjustments. Save the adjustments, using a name you select.**  
See page 17.
- 4. When printing a document, select the name of the saved adjustment settings.**  
See page 21.

## Changing the Pallet Color

### Step 1: Print the Sample Color Chart

1. Click **Start** → **Programs** → **All Applications**.

For Windows XP, Click

**Start** → **Programs** → **Okidata** → **Color Correct Utility** → **Color Adjustment Utility**.

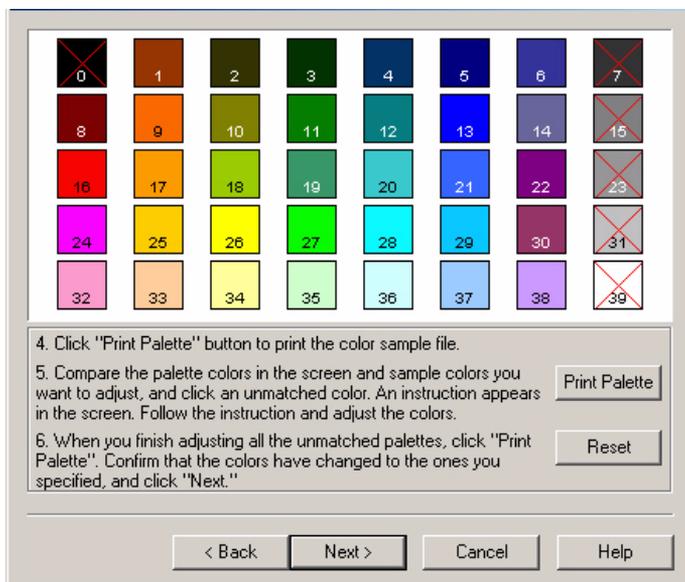
2. Select **Adjust Pallet Color**. Click **Next**.
3. The **Select Printer** screen appears. Select the printer you are using. Click **Next**.  
The Color Correct Utility starts.  
Installed printer drivers display. You must setup each driver.
4. The **Select Setting** screen appears. From the list, select the desired setting. Click **Sample Print**.
5. The Sample Color Chart prints.

## Changing the Pallet Color

### Step 2: Print the Color Adjustment Chart

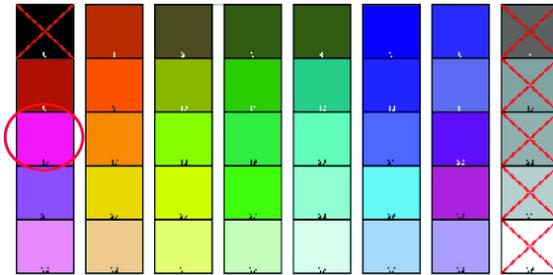
First, you must perform the steps in “Step 1: Print the Sample Color Chart” see page 14.

6. Click **Next**.
7. The **Pallet Color Matching** screen appears.



8. Click **Test** print.

The Color Adjustment Chart prints.



9. Compare the printed Color Adjustment Chart to the Pallet Color Matching screen.

If the printed colors do not match the screen, perform an adjustment.

You cannot adjust colors marked with an X.

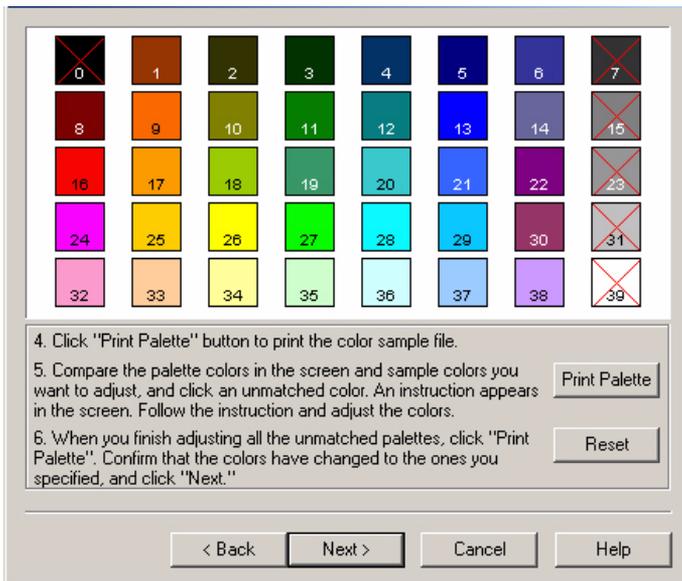
## Changing the Palette Color

### Step 3: Make the adjustments and save the settings

First, you must perform the steps in “Step 1: Print the Sample Color Chart” see page 14 and “Step 2: Print the Color Adjustment Chart” see page 15.

When making the adjustments, you are obtaining the best possible match between the values for Hue and Brightness on your Sample Color Chart and the Palette Color Matching screen.

10. On the **Palette Color Matching** screen, click the color you want to adjust.



**11. The **Enter Adjustment Value** screen appears.**

View the pull down menus for the Hue (X) and Brightness (Y) values.

You are finding the available ranges for both Hue (X) and Brightness (Y).

The available ranges (values) vary according to color.

**12. Use the Sample Color Chart.**

Find the color you want to adjust.

Locate the desired color within the identified available ranges (values) from Step 10.

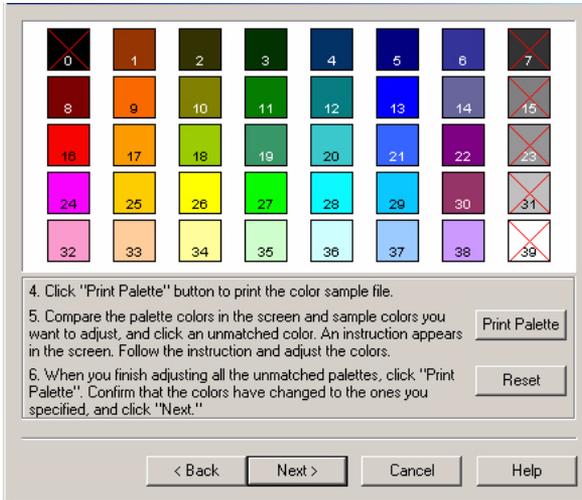
Find the values for both Hue (X) and Brightness (Y)

13. On the **Pallet Color Matching** screen, click the color you want to adjust.

The **Enter Adjustment Value** screen appears.

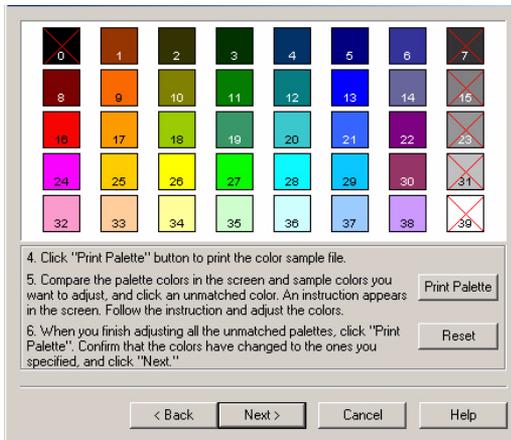
View the pull down menus for the Hue (X) and Brightness (Y) values.

Adjust the values for Hue and Brightness to match the values from Step 11.



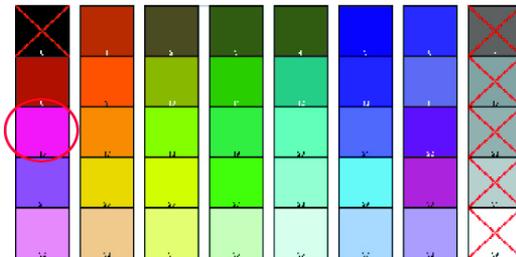
14. Click OK.

15. The **Pallet Color Matching** screen appears.



16. Click **Test Print**.

The Color Adjustment Chart prints.



17. Compare the printed Color Adjustment Chart to the Pallet Color Matching screen.

If you are satisfied with the comparison, go to step 17.

If you are not satisfied, repeat steps 10 through 16.

18. If you have another color you want to adjust, repeat 10 through 16.

19. When you have finished adjusting all desired colors, click **Next**.

20. Enter the setting name. Remember the name for future use.

21. Click **Save**.

22. Click **OK**.

## Changing the Pallet Color

### Step 4: Use the saved settings to print a document

#### Windows Postscript

#### CAUTION

The Print Mode must be set to Office Color.

Refer to the on-line Printing Guide, Office Color Matching (Easy Color Matching).

1. Open the file you want to print.
2. On **File**, click **Print**.
3. Your action depends on your operating system.  
Windows XP: Click **Properties**. Click **Advanced**.  
Windows 2000: Go to the next step.
4. On the **Color** tab, under **Color Matching**, under **User Setting**, select the Color Matching name you created using the Color Correct Utility.
5. Click **OK**.
6. Print the document.

## Changing the Pallet Color

### Step 4: Use the saved settings to print a document

#### Windows PCL

#### CAUTION

The Print Mode must be set to Office Color.

Refer to the on-line Printing Guide, Office Color Matching (Easy Color Matching).

1. Open the file you want to print.
2. On **File**, click **Print**.
3. Your action depends on your operating system.  
Windows XP: Click **Properties**. Click **Advanced**.  
Windows 2000: Go to the next step.
4. On the **Color** tab, under **Color Mode**, under **User Setting**, select the Color Matching name you created using the Color Correct Utility.

#### NOTE

When you update or reinstall a printer driver, the Color Correct Utility reloads the created Color Matching names. Make sure that the Color Matching names appear in the [Setting Selection]. Click End.

5. Click **OK**.
6. Print the document.

## Adjust the Gamma Value and Hue

### General Information

#### NOTES

1. This feature is not available for Windows Me/98.
2. This feature is not available for shared printers.
3. When test printing, use paper larger than B5 size.
4. You must have Administrator authority when setting up a network connection in Windows XP/2000/NT4.0/Server 2003.

1. Click **Start** → **Programs** → **All Applications**.
2. Your action depends on your operating system.  
Windows XP: Click **Okidata** → **Color Correct Utility** → **All Applications**.  
Windows 2000: Go to the next step.
3. Select **Correct gamma and hue**.
4. Click **Next**.
5. The “Select printer” screen appears. Select the printer you want to adjust.
6. Click **Next**.
7. The Color Correct Utility starts.  
The installed printer drivers display.  
You must setup the Color Correct Utility for each driver.
8. In the list box, select the mode.
9. Click **Next**.

10. Change the slide bar values of gamma, hue, brightness, and saturation to adjust the color.

*Use primary colors of ink*

Select this to adjust the settings to the standard hues for the printer.

Hue	Toner printing
R (Red)	50% yellow and 50% magenta
Y (Yellow)	100% yellow
G (Green)	50% cyan and 50% yellow
C (Cyan)	100% cyan
B (Blue)	50% magenta and 50% cyan
M (Magenta)	100% magenta

The Gamma slide bar adjusts *total* brightness.

The Hue/Brightness slide bar adjusts output color.

Use the printer color buttons to switch to a different color.

*Brightness*

For Brighter color, slide the Gamma bar to the *left*.

*Hue*

Adjustments are made relative to positions on the color wheel.

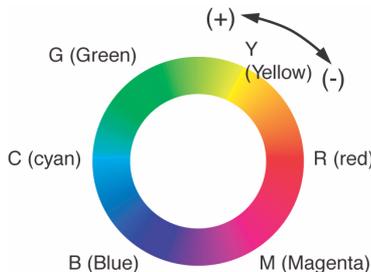
Move forward = + (counter-clockwise)

Move backward = - (clockwise)

Example: adjust the Y (yellow) slide bar:

Move forward = + (counter-clockwise), the color becomes more green.

Move backward = - (clockwise), the color becomes more red.



11. Click **Test Print**.
12. The **Adjustment Confirmation Sample** prints.
13. If the sample meets your requirements, click **Set**.  
If the sample does not meet your requirements, repeat Steps 10 - 12 until your requirements are met. Then, click **Set**.
14. Click **Save**.
15. Enter the setting name.
16. Click **OK**.
17. Click **OK**.

### **NOTE**

**When you update or reinstall a printer driver, the Color Correct Utility reloads the created Color Matching names. Make sure that the Color Matching names appear in the [Setting Selection]. Click Complete.**

18. Click **Complete** to exit the Color Correct Utility.
19. When printing a document, select the setting name.  
Windows PostScript  
Windows PCL

## Adjusting the Gamma Value and Hue

### Use the saved settings to print a document

#### Windows Postscript

### CAUTION

The Print Mode must be set to Office Color.

Refer to the on-line Printing Guide, Office Color Matching (Easy Color Matching).

1. Open the file you want to print.
2. On **File**, click **Print**.
3. Your action depends on your operating system.  
Windows XP: Click **Properties**. Click **Advanced**.  
Windows 2000: Go to the next step.
4. On the **Color** tab, under **Color Matching**, under **User Setting**, select the Color Matching name you created using the Color Correct Utility.
5. Click **OK**.
6. Print the document.

## Adjusting the Gamma Value and Hue

### Use the saved settings to print a document

#### Windows PCL

#### CAUTION

The Print Mode must be set to Office Color.

Refer to the on-line Printing Guide, Office Color Matching (Easy Color Matching).

1. Open the file you want to print.
2. On **File**, click **Print**.
3. Your action depends on your operating system.  
Windows XP: Click **Properties**. Click **Advanced**.  
Windows 2000: Go to the next step.
4. On the **Color** tab, under **Color Mode**, under **User Setting**, select the Color Matching name you created using the Color Correct Utility.

#### NOTE

When you update or reinstall a printer driver, the Color Correct Utility reloads the created Color Matching names. Make sure that the Color Matching names appear in the [Setting Selection]. Click End.

5. Click **OK**.
6. Print the document.

# Color Swatch Utility

## General Information

The Color Swatch Utility allows you to

- print color samples (swatches) on your color printer.
- create custom color swatches

The swatches are used with your software program to select and reproduce color accurately.

The swatches represent selected samples of the printer's color palette. Use the swatches to find the desired colors for your printed documents.

### NOTE

- **The Swatch Utility does not guarantee that the printer prints the same color as displayed on your monitor. Consider the displayed color as a reference.**
- **The printer may not be able to print the exact color that you desire.**
- **Your software may not be able to match colors using the swatch information. You may need to use other matching methods.**
- **The color swatch samples do not show all the colors your printer can print.**
- **Other factors influence how you see color: the color and finish of the paper, ambient light, even the color surrounding the one you are looking at.**

## How to Install

Load this program from the Menu Installer located on CD1.

## Additional Information

For additional information, see the Swatch Utility Read-me file located in the Windows Programs list.

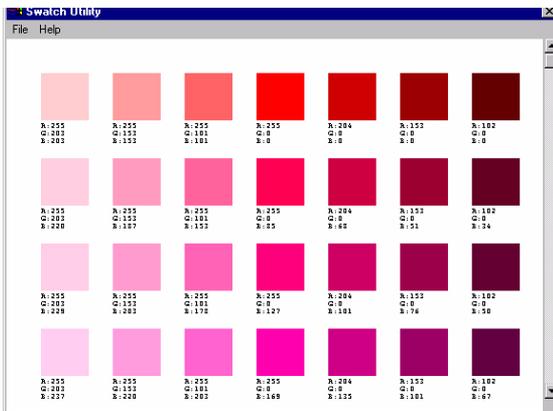
# Color Swatch Utility

## Printing Color Swatches

### NOTE

- The color swatch samples do not show all the colors your printer can print.
- The Swatch Utility does not guarantee that the printer prints the same color as displayed on your monitor. Consider the displayed color as a reference.
- The printer may not be able to print the exact color that you desire.

1. Install the utility from CD1 using the Menu Installer (Windows).
2. Click **Start** → **Programs** → **Color Swatch** → **Color Swatch Utility**.
3. A swatch page displays, showing commonly used colors.
4. Select print to print sample pages.



5. Use the color blocks to pick the specific colors that you want to appear in your printed document.

Each color block, or sample, is identified with information your software package needs to reproduce that color accurately.

The numbers under each block specify the amounts of the primary colors—red (R), green (G), and blue (B)—that mix to form each particular shade.

The amounts are given as a numerical value between 0 and 255.

# Color Swatch Utility

## Creating Custom Swatch Colors

### NOTE

The Swatch Utility does not guarantee that the printer prints the same color as displayed on your monitor. Consider the displayed color as a reference.

The printer may not be able to print the exact color that you desire.

If you don't find your desired color, you can create or customize colors:

1. Select **Custom Swatch** from the **File** menu.
2. On the pop-up window, there are 3 slide bars that allow you to customize swatches:
  - **Hue** bar changes the hue of the swatches, for example, red to green or blue to yellow.
  - **Saturation** bar changes vividness.
  - **Lightness** bar changes darkness.
3. Adjust the bars until you see the desired color.  
Color variations are created to help you find the best match.
4. Click **OK**.
5. Print the custom swatch page.
6. Repeat these steps until you find the desired printed color.
7. For additional information, see the Swatch Utility Read-me file located in the Windows Programs list.

The file includes:

- Applying Color Value in your Application
- Setting Monitor Color

# ICC Profiles

## General Information

The ICC Profiles provided with your printer allow you to match what you see on screen to what you see on your printed output. The profiles are customized for your OKI printer. You may use the profiles when you use the Graphic Pro Color Management System.

Refer to the on-line Printing Guide, Color Matching chapter, Graphic Pro section.

## How to Install

Refer to the on-line Printing Guide, Color Matching chapter, Graphic Pro section.

The ICC files are on the Drivers CD, in the ICC Files folder.

To install the ICC Profiles, use the Profile Assistant to download them to the printer's HD. To use the ICC Profiles, select the one you want in the Graphic Pro section of the printer driver

## Additional Information

Refer to the on-line Printing Guide, Color Matching chapter, Graphic Pro section.

# LPR Utility

## General Information

The LPR Utility allows you to print directly to a printer on the network without a print server. It creates a Printer Port, and installs a pop-up status box so you can monitor printer status.

The LPR Utility operates in Windows Me/98, Windows NT 4.0, Windows 2000, and Windows XP operating systems.

Load this program from the Menu Installer located on CD1.

## How to Install

The LPR Utility supports TCP/IP. Your network administrator must set up an IP address and TCP/IP properties for your printer.

1. To install the utility, insert CD1 into the CD-ROM drive.  
If CD does not AutoPlay, click **Start** → **Run** → **Browse**. Browse to your CD-ROM driver. Double-click **Install.exe**. Click OK.
2. Click **Network Software** → **Installation/Config** → **LPR Utility**. Follow the on-screen instructions.

## LPR Status Box



The LPR Utility Status Box displays the following information:

- **Printers:** Names of added printers (You can add up to 30 printers)
- **Status:** LPR Utility status (empty, connecting, sending, paused, checking status, not connected)
- **Finish:** Number of completed jobs.
- **Queue:** Number of jobs waiting to be printed.

### Additional Information

For help using the LPR Utility, click on **HELP** in the program.

# Network Printer Status Utility

## Windows

- Available on TCP/IP network connection only.

The Network Printer Status utility is available if your administrator has installed it.

If the utility is installed, the printer driver **Properties** dialog box changes.

- a new **Status** tab is added.
- an **Option** button is added to the **Device Option** tab.

This utility allows you to view (but not change) the status of the following on the **Status** tab:

- paper trays installed and the media assigned to them.
- total size and percentage used of disk/memory.
- percentage of toner remaining.

### Important!

If you select **Automatic Status Update** in the **Status** tab, the driver automatically pings the printer for the latest status information every time you open the **Properties** dialog box.

This causes a significant delay until the Properties dialog box opens.

To avoid this, use the **Update Status** button in the **Status** tab to manually update the information on demand.

## General Information

This utility creates an additional tab (STATUS) in the PostScript and PCL drivers that allows the client to monitor the selected printer's status.

Load this program from the Menu Installer located on CD1.

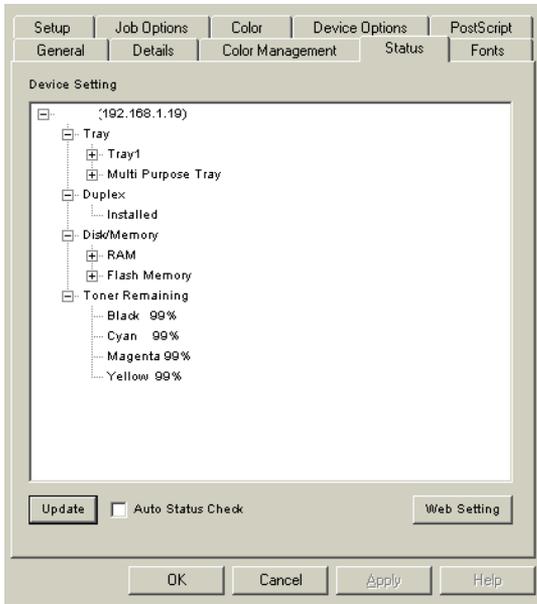
## Installation

1. Insert the Drivers, Color, and Network Utilities disk into the CD-ROM drive.  
If CD does not AutoPlay, click **Start** → **Run** → **Browse**. Browse to your CD-ROM. Double-click **Install.exe**. Click **OK**.
2. Click **Network Software** → **Administration Tools** → **Network Printer Status**. Follow the on-screen instructions.

## Using

1. Click **Start** → **Settings** → **Printers**. Right-click the OKI Printer icon. Click **Properties**.
2. Click on the **STATUS** tab.
3. Click the **UPDATE** button to see device settings.

The following screen displays:



Click on an item to see this information:

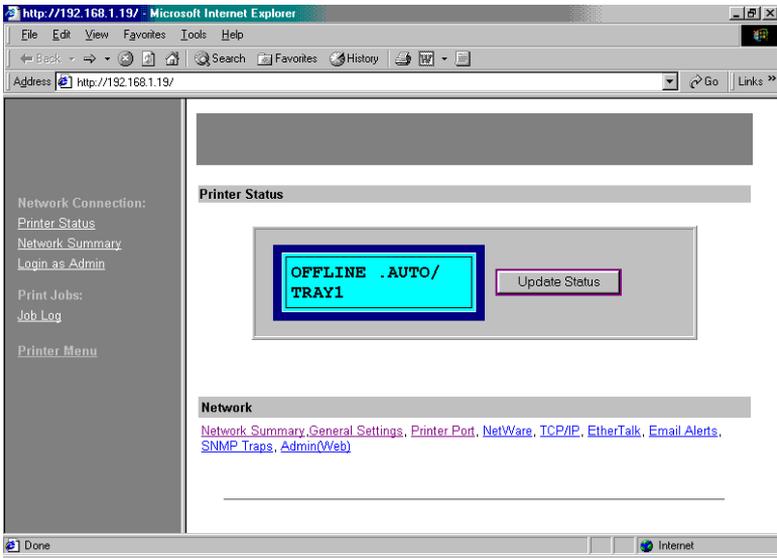
Trays:	Paper Type, weight
Duplex:	Installed/not installed
Disk/Memory:	RAM size and % used; Flash Memory size and % used
Toner Remaining:	% toner remaining in all cartridges

### **NOTE**

**If the Automatic Status Check box is checked, this utility “pings” the printer every time you open the Printer Properties dialog in the printer driver. This severely slows opening Printer Properties.**

## Checking the Printer Status

Click the WEB SETTING button. The following screen displays:



Click on the items listed on the left to see:

- [Network Summary](#)
- [Login for Administrators](#)
- [Job Login](#)
- [Printer Menu](#)

To see real-time printer status, click the **UPDATE STATUS** button.

# **OKI Admin Manager Utility**

## **General Information**

This utility provides an easy way to configure your printer on a network.

## **How to Install**

Load this program from the Menu Installer located on CD1.

## **Additional Information**

See the online Configurator's Guide for details on how to use this utility. The Configurator's Guide is online and may be found on the cds shipped with your printer.

# **OKI Profile Assistant**

## **General Information**

This utility helps you to load and manage color profiles.

## **How to Install**

Load this program from the Menu Installer located on CD1.

## **Additional Information**

For more information, see the

- on-line help in the utility.
- on-line Printing Guide,  
Color Matching chapter, Graphic Pro section

# PDF Direct Print Utility

## General Information

PDF Direct Print allows you to send a selected PDF file directly to the printer.

This is faster and easier than using Adobe Acrobat separately before printing.

PDF Direct Print also lets you set paper source, copies, 2-sided printing, print page range and other settings.

## How to Install

Load this program from the Menu Installer located on CD1.

## Additional Information

For additional information, see the PDF Print Direct **Help** file in the PDF Direct Print Utility.

## Requirements for Use

- Supports version PDF 1.3 (Acrobat 4.0) or below.
- A font environment on your system.

### NOTE

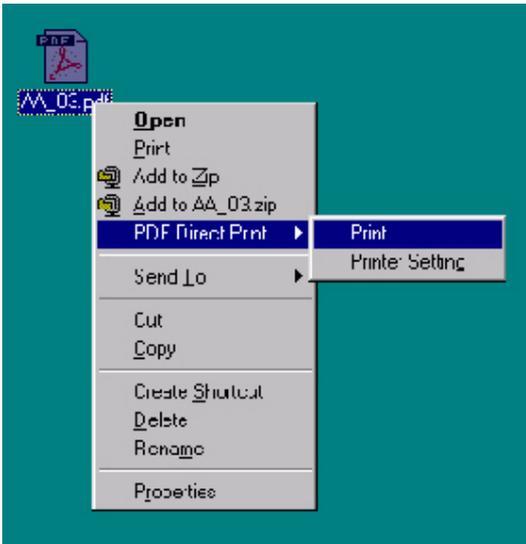
Some PDF files may not be able to print correctly.

## Using

### NOTE

The PDF Direct Print Utility works with version 1.3 (Acrobat 4.0) or below PDF files.

1. Right-click on  
the file you want to print in Windows Explorer  
*or*  
the file icon on the Desktop.
2. Click **PDF Direct Print**
3. Click **Print**.



4. The **Start** screen appears.

It allows you to change the settings of the following features:

- Select Print
- Paper Source
- Copies
- 2-sided printing
- Binding
- Collate
- Fit to page
- Print page range
- Restore Default
- Save Settings
- Print
- Cancel
- Help
- About

5. If “ERROR:PDF to PS conversion failed” displays, the file contains an embedded font not installed on the system.

Using Acrobat, delete the text that is embedded, or unembed the embedded font.

In Acrobat, select **Tool** → **Touchup** → **Text attribute**.

Remove the checkmark in the **Embed** box.

# Print Job Accounting Utility

## General Information

The Print Job Accounting software, designed specifically for printers in a network environment, provides job accounting features that allow you to track printer usage, calculate printing costs, and specify access available to each client (user).

Log			
2003/11			
Log No.	Account ID	User	Document Name
1	10001	User01	Microsoft Word - Document1
2	10001	User01	Book1
3	10002	User02	property
4	10002	User02	Untitled - Notepad
5	0	Administrator	users3.csv
6	0	Administrator	Microsoft Word - Document1
7	10003	User03	No page to display
8	10003	User03	Document
9	10004	User04	ReadMe.pdf
10	10004	User04	Acrobat.pdf
11	0	Administrator	Print Job Accounting
12	0	Administrator	Print Job Accounting
13	10005	User05	Microsoft Word - MyDoc.doc
14	10005	User05	MySheet.xls
15	10005	User05	Print Bubbles.bmp (1 page)
16	10005	User05	Untitled - Notepad

### NOTE

The screen shots in this User's Guide are generic. When you see XXX1, XXX2, etc., in a screen, they represent a specific model number which will vary depending on which models are being used in your system.

With Print Job Accounting, you can

- Control costs by limiting access to color printing for specific clients.
- Plan equipment allocation by monitoring exactly how much each client prints.
- Set up billing for individual clients based on their recorded usage.

### **NOTE**

**This software saves acquired log data on the printer's Hard Disk Drive.**

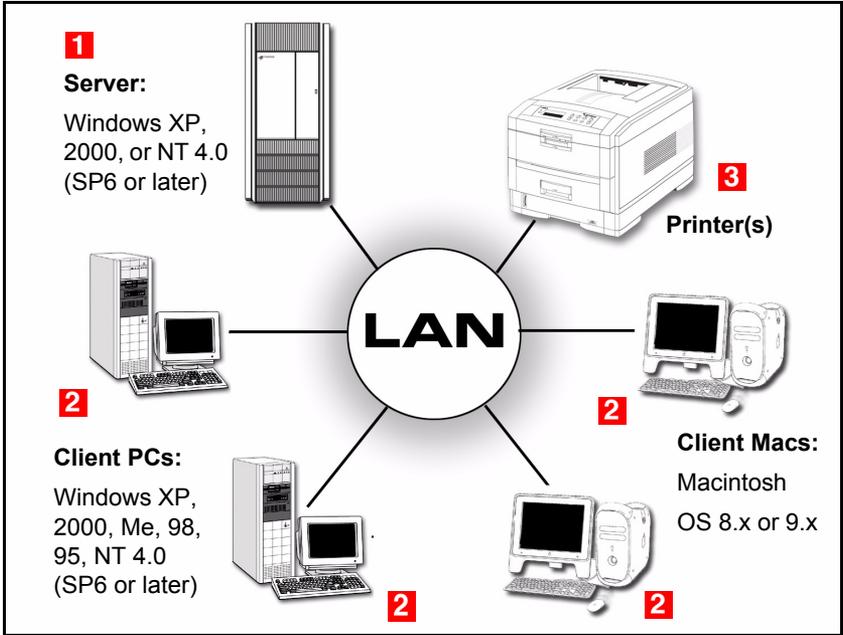
**The Flash memory is relatively limited as to how much information can be stored on it.**

**The Hard Disk Drive has much greater memory capacity.**

## **Additional Information**

For more information, see the on-line help in the utility.

# Sample Network Diagram



## Requirements

The Print Job Accounting utility requires

- 1. Server computer**

Using an appropriate Windows operating system.

- 2. Client computers**

Using Windows and/or Macintosh operating systems.

- 3. Connection to the printer(s)**

to be managed; either a direct connection (USB or Parallel) to the server, or a network TCP/IP connection.

### NOTE

**Print Job Accounting does not operate in NetBEUI or NetWare environments.**

## **Requirements**

### **Operating System**

#### **Server (Windows Only)**

The Print Job Accounting server software can be run under any of the following Windows operating systems, with the latest Service Pack installed.

- Windows XP
- Windows 2000
- Windows NT 4.0 (Service Pack 6 or later)

#### **Client Computers (Windows or Macintosh)**

The Print Job Accounting Client software can run under any of the following operating systems:

##### **Windows**

- XP
- 2000
- Me
- 98
- 95
- NT4.0 (Service Pack 6 or later)

##### **Macintosh**

- OS 8.1, 8.5.x, 8.6.x (Adobe PS 8.6 or greater required)
- OS 9.0, 9.0.4, 9.1.x, 9.2.x (LaserWriter 8.7 required)

## Installation



### Server Software

1. Place the driver CD supplied with your printer in the CD-ROM drive on the Server computer. Wait for the Menu Installer to open.  
*If the CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM drive. Double-click Install.exe. Click OK.*
2. Click **Next** to accept the terms in the license agreement.
3. Select the language.
4. Click **Network Software** → **Administration Tools** → **Job Accounting** → **Server** and follow the on-screen instructions.
5. If you want to create log reports using Excel, install the report tools. Click **Report Tools**. Follow the on-screen instructions.

## Installation

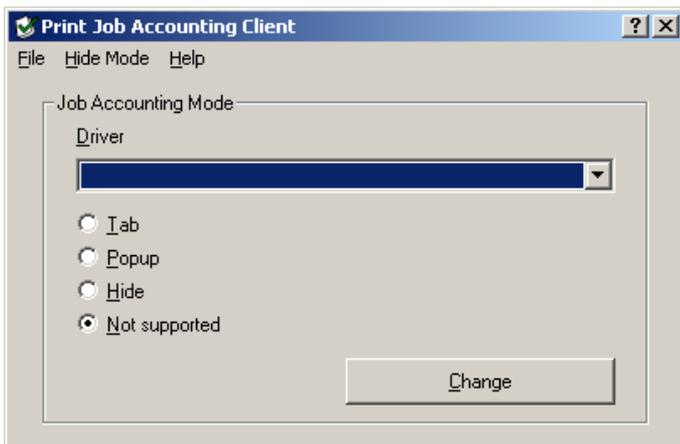
### Client Software

#### NOTE

The printer driver(s) must also be installed on the Client computers.

### Windows Client Computers

1. Place the driver CD supplied with your printer in the CD-ROM drive and wait for the Menu Installer to open.  
*If the CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM drive. Double-click Install.exe. Click OK.*
2. Click **Next** to accept the terms in the license agreement.
3. Select the language.
4. Click **Network Software** → **Administration Tools** → **Job Accounting** → **Client**. Follow the on-screen instructions.
5. When the installation finishes, the following window appears. See “Client Software” on page 129 for more information.



## Installation

### Client Software

#### Macintosh Client Computers

Normally, the Job Accounting software is automatically installed when you install the printer driver.

To activate the Job Accounting Client software:

1. Select **Print Desktop...** on the File menu.
2. Make sure that your printer model is selected. Click **General**. Select **Plug-in Preferences**.
3. Open the Print Time Filters menu.  
Check **Print Time Filters**, **JobType** and **JobAccounting**.
4. Click **Save Settings**. Click **OK**.
5. Click **Cancel**.

## User Name Versus Account ID

### User Name

The User Name is displayed whenever print logs are displayed.

The User Name's sole purpose is to make it easy to see who has been printing.

The User Name is assigned when creating an Account ID. See page 97. It may be set up to represent an individual client or a group of clients. The User Name is associated with the Account ID number.

The User Name does have to be the same as the Windows Login User Name.

### Account ID

The Account ID is the number Print Job Accounting actually uses to identify clients.

Account ID values of 1 through 1879048191 can be assigned.

Clients who do not have their own Account ID will be recognized as Unregistered ID(0).

Normally, *one* Account ID is assigned to *each* individual client.

*One* Account ID can be assigned to *multiple* clients. All of the print jobs will be combined as the same client when the System totals up.

Account IDs *must* be set for each individual registered printer connected to the Server.

The same Account ID can be used for more than one printer. Different limits can be set for each printer.

You can use Account ID to limit clients' access to printers.

## **User Name Versus Account ID**

### **Examples of Account ID Scenarios:**

#### **Permit Only Some Clients to Print**

Do not assign Account ID(s) to each and every client.

Assign Account ID(s) *only* to those clients who are permitted to print.

All other clients will be recognized as Unregistered ID(0).

Change the settings (limits) so Unregistered ID clients *are not* allowed to print.

#### **Permit Only Some Clients to Print in Color**

Do not assign Account ID(s) to each and every client.

Assign Account ID(s) *only* to those clients who are permitted to print in color

All other clients will be recognized as Unregistered ID(0).

Change the settings (limits) so Unregistered ID clients *are not* allowed to print in color, but are allowed to print in black.

## **User Name Versus Account ID**

### **Examples of Account ID Scenarios:**

#### **Set the Print Limits and Collect Print Logs by Department**

Do not assign Account ID(s) to each and every client.

Assign an Account ID to each department. Specify the Group Name in place of User Name.

#### **Set Print Limits and Collect Print Logs for Each Client:**

Assign an Account ID to each individual client.

*Do not* assign the same Account ID to more than one client!

### **NOTE**

***All Account IDs must be set in the Server computer for each Client computer allowed to print to a specific printer.***

## Server Software

### Capabilities

Use the Print Job Accounting server software

- to register printers and clients
- to set print limits
- to set up automatic generation of print logs.
- to set up automatic email of log reports to the Administrator

### Client Settings

- Enable/disable print or color print.
- Set upper limits for items such as printed pages.
- Set up an account, allowing printing only within the limits set.
- Log selected items, including:
  - *Date*
  - *User Name*
  - *Printer Name*
  - *Number of Printed Pages broken down by color versus monochrome*
  - *Paper Size*
  - *Simplex or Duplex Printing*
  - *Document Name*

### NOTE

**The information on document names cannot be acquired while printing from some Windows applications or from a Macintosh.**

## **Server Software**

### **Capabilities**

#### **Printer Settings**

- Set fees by sheets, paper sizes, and so forth.
- Set (all) print enabled/disabled or color print enabled/disabled.
- Set upper limits for items such as printed pages.
- Set up an account, allowing printing only within the limits set.
- Set up Group(s) in which to include the printer

#### **Reports (Print Logs) Settings**

- Export print logs as comma-separated value (.csv) files, which can be imported into many commercially available spreadsheet programs.
- Automatically email print logs to the Administrator monthly on a selected day.
- Customize items to be included in the log, setting them either manually (see page 116) or using one of the multiple Microsoft® Excel spreadsheet macros provided (see page 121).
- Acquire a print log for print jobs sent from a client directly to a printer, bypassing the print server.
- Accurately record printed pages through print logs even when a client has cancelled his/her print jobs or paper jams have occurred.

## Server Software

### IP Address

#### Important!

The first time you open the Server software, the following window appears.

Note the Server ID for future use.

You can also find it by clicking Help → Server ID ... from the main Job Accounting Window.

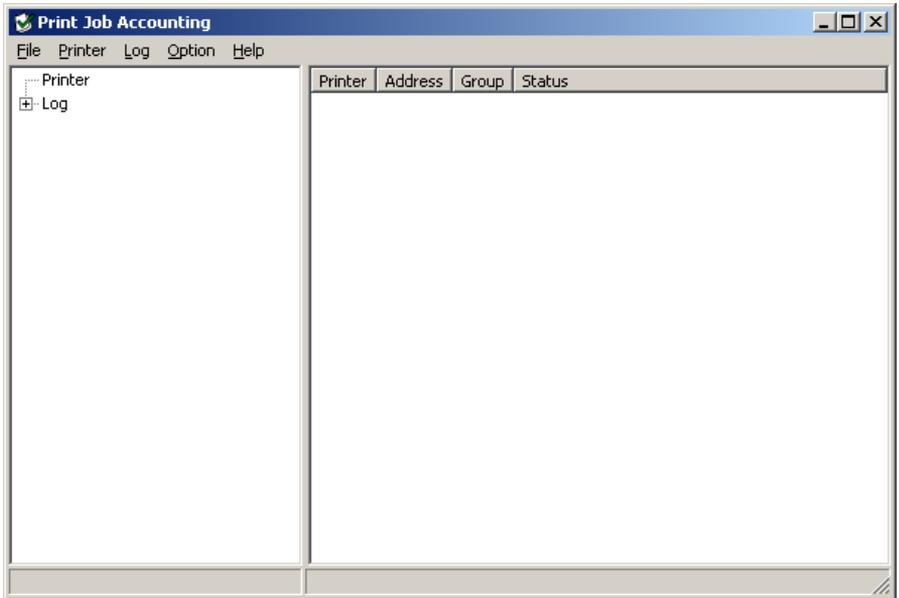


## Server Software

### Starting the Server Software

Click **Start** → **Programs** → **Oki Data** → **Print Job Accounting** → **Print Job Accounting**.

*The following window appears:*



## Server Software

### Pull-Down Menus

There are five Server Software Pull-Down Menus

- File Menu
- Printer Menu
- Log Menu
- Option Menu
- Help Menu



## Server Software

### Pull-Down Menus

#### File Menu

<b>Exit</b>	Close the application.
-------------	------------------------

## Server Software

### Pull-Down Menus

#### Printer Menu

Add a Printer	Register a new printer.
Manages multiple printers as a group ...	Set up multiple registered printers as a group.
Delete a Printer/Printer Group <sup>a</sup>	Delete a registered printer or group of printers.
Change a Printer Group	Add or delete registered printers from a group.
Start/End Log <sup>a</sup>	Start/end the process of acquiring information for logs from the printer at the set interval time.
Acquire a Log <sup>a</sup>	Acquire a print log saved in the printer. <sup>b</sup>
Setting the Time <sup>a</sup>	Set the present time in the printer. <sup>c</sup>
Define Fees ...	Set up and select fees.
Properties ...	Set the printer properties.

- a. Before running, select the subject printer from the "Printer Tree" on the left side of the window.
- b. Select **Log Menu** → **Refresh Display** to update the information on the log pane after having run this menu.
- c. Only do this if the printer has been turned on and off between the acquisition of logs. If the printer has been turned on and off, the correct time will not set in the printer until the next time printer logs are acquired.

# Server Software

## Pull-Down Menus

### Log Menu

Display Logs <sup>a</sup>	Change the display from Total to Logs.
Display Total <sup>a</sup>	Change the display to <ul style="list-style-type: none"><li>• Total per Printer</li><li>• Account ID or</li><li>• Month</li></ul>
Export Report Logs <sup>a</sup>	Export the required fields for the report macro in a .csv file.
Export Logs <sup>a</sup>	Export the log as a .csv file.
Export Total <sup>a</sup>	Export totals as a .csv file, by <ul style="list-style-type: none"><li>• Printer</li><li>• Account ID, or</li><li>• Month</li></ul>
Delete the log <sup>a</sup>	Delete the selected log
Display Details	Switches back and forth between displaying only the default items in the log and displaying the entire detailed list of items in the log. <sup>b</sup>
Display/Export Item Settings	Select the items to be shown or exported as part of Log or Total display. See page 116 for more information. <sup>b</sup>
Refresh Display	Refresh the display.

- Before running, select the subject item from the "Log Tree" on the left side of the window. If you select "Log," all items will be subject to displaying/exporting. If you select one printer, only that printer will be subject to displaying.
- Select **Log Menu** → **Refresh Display** to update the information on the log pane after having run this menu.

## Server Software

### Pull-Down Menus

#### Option Menu

---

Setup ...

Set up:

- mail server
  - email address for Sender
  - email address for Administrator
  - where you wish to store logs
  - closing date for logs (select the day of the month which determines when logs are considered previous month logs as opposed to current month logs).
-

## Server Software

### Pull-Down Menus

#### Help Menu

Server ID ...	Display Server ID.
Help ...	Display the Help Topics window with tabs <ul style="list-style-type: none"><li>• Contents</li><li>• Index</li><li>• Find</li></ul>
Version Info ...	Display version information.

## Email Notifications

### Setting Up

To set up monthly automatic email of selected print log data to the administrator, open the Job Accounting software, then:

1. Click **Option** → **Setup**.

The following window appears:

The screenshot shows a Windows-style dialog box titled "Setup" with a blue title bar and standard window controls (minimize, maximize, close). The dialog has four tabs: "Mail setup" (selected), "Mail Address", "Log Storing Folder", and "Change the closing date".

Under the "Mail setup" tab, there are two sections:

- Mail server (SMTP) setup:** Contains two input fields: "Mail server name" and "Port number".
- Send mail:** Contains a dropdown menu labeled "Message to be sent with logs" (currently showing "Message to be sent with logs"), a "Title" input field with the text "Send logs", and a "Default" button. Below this are two large text areas labeled "Header" and "Footer".

At the bottom right of the dialog are "OK" and "Cancel" buttons.

2. Set up the general information on the **Mail Setup** tab,.

This information includes

- the mail server
  - when an email is to be sent
  - the header and footer text to be included with the email.
3. On the **Mail Address** tab, enter the name and email address for
    - the sender  
and
    - the administrator (receives the emails).
  4. On the **Log Storing Folder** tab, enter the path where the automatically exported logs are stored.
  5. On the **Change the closing date** tab, enter the day of the month on which logs are to be closed.  
  
Log reports are automatically emailed to the administrator on the following day.
  6. Click **OK**.

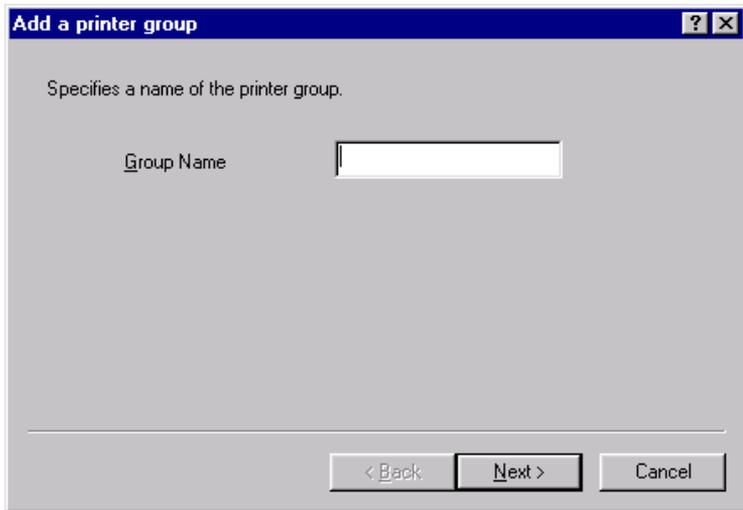
## Printer Groups

### Defining

If you wish to create groups of printers:

1. From the main Job Accounting window, click **Printer** → **Manages multiple printers as a group ...**

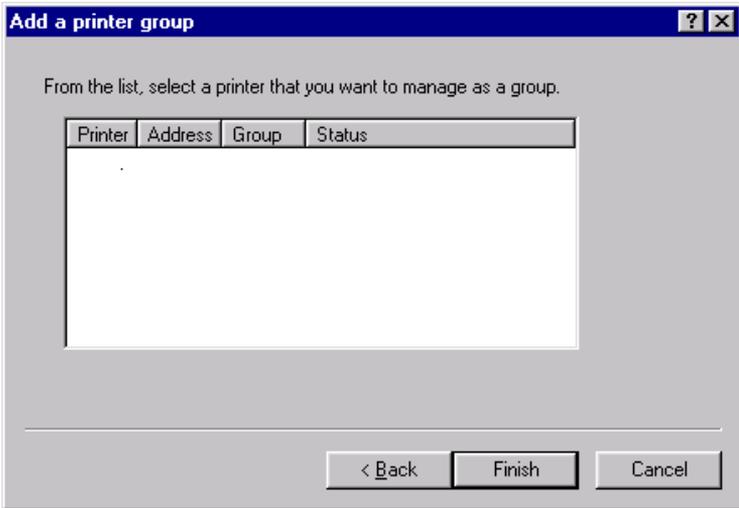
*The following window appears:*



The screenshot shows a dialog box titled "Add a printer group" with a blue title bar containing a question mark and a close button. The main area is light gray and contains the text "Specifies a name of the printer group." Below this is a label "Group Name" followed by a text input field. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

2. Enter the Group Name of your choice. Click **Next**.

*The following window appears:*



### **NOTE**

**At this point, no printers have been registered, so none appear in the box. Printers can be added to established Groups as they are being registered.**

**If you create a new group after registering printers, a list of the registered printers will appear in the box and can be highlighted for inclusion in the group.**

3. Click **Finish**.

## Printers

### Registering

To use Print Job Accounting, you need to register printers to be managed in the Server Software.

Before starting, check that the printers are turned on and properly connected.

1. From the main Print Job Accounting window, click **Printer** → **Add a printer**.

*The following window appears:*

The screenshot shows a dialog box titled "Add a printer for which logs will be acquired". The dialog has a blue title bar with a question mark and close button. The main area contains the following elements:

- Text: "Specify the printer for which logs will be acquired"
- Radio button selected: "Search printers and select from the list"
- Checkbox: "Local Port(Parallel,USB)" (unchecked)
- Checkbox: "TCP/IP Network" (checked)
- Text field: "Broadcast Address" with value "255.255.255.255"
- Radio button: "Specify the printer by address"
- Text field: "Address" with a dropdown menu showing "TCP/IP Network"
- Text field: "IP Address" (empty)
- Radio button: "Display/export the log acquired by another remote server"
- Text field: "Remote Server" (empty)
- Button: "Display Servers..."

At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

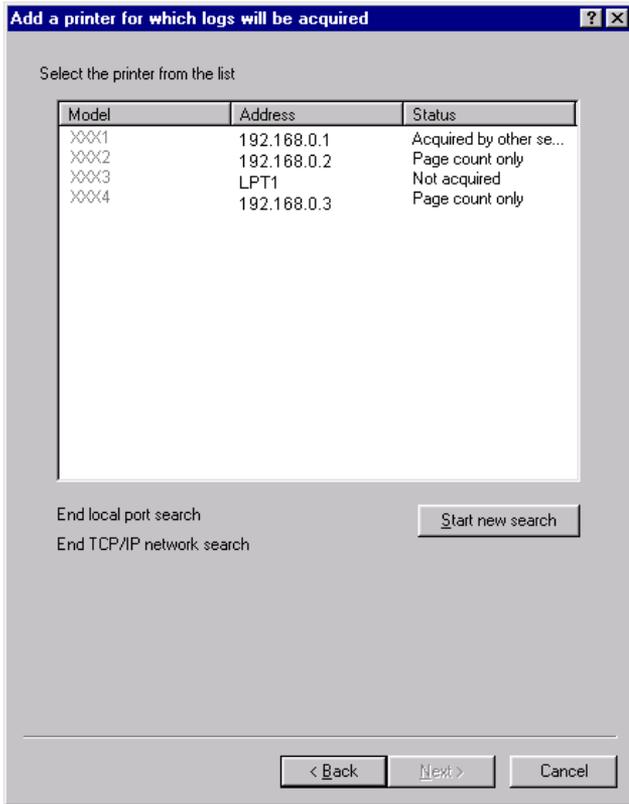
2. Select the appropriate box(es).

**NOTE**

**Only printers supported by this System are found.  
If the search is unsuccessful, verify that the printers  
are turned on, online, and properly connected.**

- *To have the software search out local and/or network printers, select **Search printers** and select **Local Port** and/or **TCP/IP Network**.*
- *To specify the printer address (local or network) manually, select **Specify the printer by address** and fill in the appropriate information.*

3. Click **Next**. Wait while the software searches for printers.  
*A window appears, showing a listing of all the printers found.  
For example:*



4. From the list of printers searched, select the printer you want to register. Click **Next**.

*The following window appears:*

**Add a printer for which logs will be acquired** [?] [X]

Set Other Items

Printer Name: XXX1

Printer Group: Not in a group

Acquire Logs

Interval: 1 Hour, 0 Minutes

Time

[Change Time...]

Fees: XXX1

[Define fees...]

Operation at Log Full: Delete old logs

Inhibit the initialization of Hard Disk and Flash Memory

Auto Export Logs: Do not automatically export

Use Restrictions

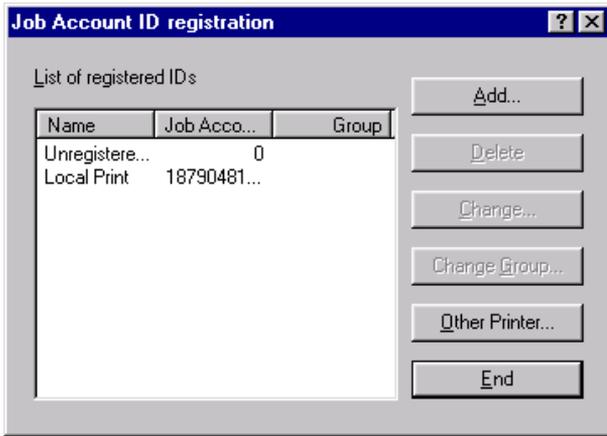
	Unregistered ID	Local Print
Disable Printing	<input type="checkbox"/>	<input type="checkbox"/>
Disable Color Printing	<input type="checkbox"/>	<input type="checkbox"/>

[< Back] [Finish] [Cancel]

5. Set up the printer:  
See “Setting Up” on page 76.

6. Click **Finish**.

*The following window appears:*



7. Use this window to add User Account IDs for the printer.  
For more information, see step 3, ff., under “Account IDs” on page 97.
8. When done, click **End**. Click **OK**.

## **Printers**

### **Setting Up**

When you are setting up the printer, you determine the:

- Printer Name
- Printer Group
- Acquire Logs
- Fees
- Operation at Log Full
- Inhibit the Initialization of HDD
- Auto Export Logs
- Use Restrictions

## Printers

### Setting Up

#### Printer Name

Type in a printer name containing up to 32 characters.

#### Printer Group

If the printer is to be included in a group, select the group here.

### NOTE

**Groups must first be defined using Printer → Manages multiple printers as a group ... in the main Job Accounting window. See page 69.**

### Acquire Logs

You have two choices for when the logs are acquired.

- by an interval of up to 24 hours (once a day)  
If this value exceeds 24 hours, it is set to 24 hours.  
*or*
- by up to five preset times per day  
Select **Interval**. Click **Change Time ...** to set times.

## Printers

### Setting Up

#### Fees

In the drop-down box, select a fee definition to be used.

Some fee settings are available with defaults.

To custom define settings for the printer, click **Define fees ...**

Click **Add** in the Defined Fees window.

*The following window appears:*

**Define fees** [?] [X]

Name: XXX1

Belt, fuser use amount		Finisher	
Printer Use Time	Size	Tray	Media Type
Pages	Toner use amount	Drum use amount	

**P**age

Color: [ 0 ] dollar(s)/pages

Mono: [ 0 ] dollar(s)/pages

**S**heet

[ 0 ] dollar(s)/sheets

OK Cancel

## Printers

### Setting Up

#### Fees

##### Define Fees window

###### *Pages Tab*

**Page**

Select to set a fee to be charged for each page printed in color and for each page printed in mono.

**Sheet**

Select to set a fee to be charged for each printed sheet. In this case, the same fee will be charged for two-sided printing as for one-sided printing.

Printer Use Time	Size	Tray	Media Type
Belt, fuser use amount		Finisher	
Pages	Toner use amount	Drum use amount	
<input checked="" type="checkbox"/> <b>Page</b>			
<u>C</u> olor	<input type="text" value="0"/>	dollar(s)/pages	
<u>M</u> ono	<input type="text" value="0"/>	dollar(s)/pages	
<input checked="" type="checkbox"/> <b>Sheet</b>			
	<input type="text" value="0"/>	dollar(s)/sheets	

## Printers

### Setting Up

#### Fees

##### Define Fees window

*Toner use amount Tab*

##### Toner use amount

Select to set a standard fee per page for color and for mono printing.

##### Automatic calculation

Use this to set up automatic calculation of fees for toner use and save it under the name you enter.

Once the settings are saved, they can be used for other printers.

To do so, selecting the saved settings name in the **Fees** drop-down box in either the

“Add a printer for which logs will be acquired” window  
(**Printer** → **Add a Printer** → [click a printer] → **Next**)

or

the Option tab of the “Properties of printer from which logs are acquired” window ([click a printer in the Printer Tree] → **Printer** → **Properties** → **Option**).

## Printers

### Setting Up

#### Fees

##### Define Fees window

###### *Toner use amount Tab*

Printer Use Time	Size	Tray	Media Type
Belt, fuser use amount		Finisher	
Pages	Toner use amount	Drum use amount	

Toner use amount

Level	Color Fee	Mono Fee
0	0	0
1	0	0
2	0	0
3	0	0
4	0	0
5	0	0

Change...

A printer used for fee automatic calculation

XXX1

Color Price  dollar(s)

Mono Price  dollar(s)

Large capacity

## Printers

### Setting Up

#### Fees

##### Define Fees window

*Drum use amount Tab*

##### Drum use amount

Select to set a standard fee per page for color and for mono printing.

##### Automatic calculation

Use this to set up automatic calculation of fees for drum use and save it under the name you enter.

Once the settings are saved, they can be used for other printers.

To do so, select the saved settings name in the **Fees** drop-down box in either the

“Add a printer for which logs will be acquired” window  
(**Printer** → **Add a Printer** → [click a printer] → **Next**)

or

the Option tab of the “Properties of printer from which logs are acquired” window ([click a printer in the Printer Tree] → **Printer** → **Properties** → **Option**).

## Printers

### Setting Up

#### Fees

##### Define Fees window

###### *Drum use amount Tab*

Printer Use Time	Size	Tray	Media Type
Belt, fuser use amount		Finisher	
Pages	Toner use amount	Drum use amount	

Drum use amount

Color Fee  dollar(s)/pages

Mono Fee  dollar(s)/pages

A printer used for fee automatic calculation

▼

Color Price  dollar(s)

Mono Price  dollar(s)

## Printers

### Setting Up

#### Fees

##### Define Fees window

*Printer Use Time Tab*

**Printer Use Time**

Select to set a fee for each minute of print time used.

Pages	Toner use amount	Drum use amount	
Belt, fuser use amount		Finisher	
Printer Use Time	Size	Tray	Media Type

Printer Use Time

dollar(s)/minute:

## Printers

### Setting Up

#### Fees

##### Define Fees window

###### Size Tab

**Size**

Select to set a fee per sheet printed which varies depending on the size of media used. Click **Change** to set fees for individual media sizes.

The screenshot shows a software window titled "Define Fees" with the "Size" tab selected. The window has a header area with several tabs: "Pages", "Toner use amount", "Drum use amount", "Belt, fuser use amount", "Finisher", "Printer Use Time", "Size", "Tray", and "Media Type". The "Size" tab is active, and a checkbox next to it is checked. Below the header, there is a table with two columns: "Size" and "Fees(dollar(s)/she...)". The table is currently empty. At the bottom right of the window, there is a button labeled "Change...".

## Printers

### Setting Up

#### Fees

##### Define Fees window

*Tray Tab*

**Tray**

Select to set a fee per sheet printed, which varies depending on the tray used. Click **Change** to set fees for individual trays.

Pages	Toner use amount	Drum use amount
Belt, fuser use amount		Finisher
Printer Use Time	Size	Tray
Media Type		

Tray

Tray	Fees(dollar(s)/she...

# Printers

## Setting Up

### Fees

#### Define Fees window

##### *Media Type Tab*

**Media**

Select to set a fee per sheet printed, which varies depending on the media used. Click **Change** to set fees for the different media, including transparencies, labels, letterhead, card stock, etc.

Pages	Toner use amount	Drum use amount
Belt, fuser use amount		Finisher
Printer Use Time	Size	Tray
Media Type		

Media

Media Type	Fees(dollar(s)/she...
------------	-----------------------

Change...

## Printers

### Setting Up

#### Fees

##### Define Fees window

*Belt fuser use amount Tab*

**Belt, fuser use amount**

Select to set a fee per page for belt and/or fuser usage.

##### Automatic calculation

Use this to set up automatic calculation of fees for belt and fuser use and save it under the name you enter.

Once the settings are saved, they can be used for other printers.

To do so, select the saved settings name in the **Fees** drop-down box in either the

“Add a printer for which logs will be acquired” window  
(**Printer** → **Add a Printer** → [click a printer] → **Next**)

or

the Option tab of the “Properties of printer from which logs are acquired” window ([click a printer in the Printer Tree] → **Printer** → **Properties** → **Option**).

## Printers

### Setting Up

#### Fees

#### Define Fees window

##### Belt fuser use amount Tab

Printer Use Time	Size	Tray	Media Type
Pages	Toner use amount	Drum use amount	
Belt, fuser use amount		Finisher	

Belt, fuser use amount

Belt Fee  dollar(s)/pages

Fuser Fee  dollar(s)/pages

A printer used for fee automatic calculation

▼

Belt Price  dollar(s)

Fuser Price  dollar(s)

# Printers

## Setting Up

### Fees

#### Define Fees window

##### Finisher Tab

**Staple**

Select to set a fee for each use of the stapler. *Applies only when the optional finisher is installed on applicable models.*

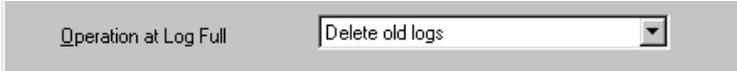
Printer Use Time	Size	Tray	Media Type
Pages	Toner use amount	Drum use amount	
Belt, fuser use amount		Finisher	
<input checked="" type="checkbox"/> <b>Staple</b>			
<input type="text" value="0"/> dollar(s)/times			

# Printers

## Setting Up

### Operation at log full

Here you can set what the printer does when the buffer for log storing becomes full and cannot store any more logs:



The image shows a screenshot of a printer utility window. On the left, there is a label "Operation at Log Full" with a small square icon to its left. To the right of this label is a dropdown menu. The dropdown menu is currently open, showing the selected option "Delete old logs" and a small downward-pointing arrow on the right side of the menu box.

<b>Cancel the job</b>	Cancels the jobs once the buffer is full.
<b>Do not acquire the log</b>	Prints without acquiring logs once the buffer is full.
<b>Delete old logs<sup>a</sup></b>	Deletes old logs and stores new logs.

a. The default setting.

# Printers

## Setting Up

### Inhibit the initialization of HDD

Inhibit the initialization of Hard Disk and Flash Memory

This controls whether or not the Hard Disk Drive and the Printer Flash Memory (if installed) can be initialized. If initialization is inhibited, a client cannot delete the log using the printer's front panel. Use this in order to prevent the logs stored in the printer from being deleted.

# Printers

## Setting Up

### Auto Export Logs

Sets whether or not, and how, log data will automatically be exported when it is acquired.



<b>Do not automatically export<sup>a</sup></b>	Logs are not automatically exported.
<b>Automatically export logs</b>	Automatically exports logs in the format you select. See page 116.
<b>Automatically export logs for report.</b>	Automatically exports logs in a format which works with the Microsoft Excel macro reports. See page 121.
<b>Mail logs to administrator<sup>b</sup></b>	Automatically exports logs in the format you select. See page 116. Sends an email to the Administrator with a copy of the log data attached. Logs are sent at the end of the day following the Closing date you specify.
<b>Mail logs for report to administrator<sup>b</sup></b>	Automatically exports logs in a format which works with the Microsoft Excel macro reports. See page 121. Sends an email to the Administrator with a copy of the report attached. Logs are sent at the end of the day following the Closing date you specify.

- a. The default setting.
- b. To use this, you must first set up the email and closing date information. See page 67.

# Printers

## Setting Up

### Use Restrictions

Use Restrictions		
	Unregistered ID	Local Print
Disable Printing	<input type="checkbox"/>	<input type="checkbox"/>
Disable Color Printing	<input type="checkbox"/>	<input type="checkbox"/>

You can set usage limits for unregistered clients (data sent without ID) and for local print (print from operator panel such as menu map or file list). When "Disable Printing" is set, clients cannot change other settings.

- **Disable Printing:** All printing is cancelled.
- **Disable Color Printing:** Color data printing is cancelled.

# Printers

## Changing Settings

1. From the main Print Job Accounting window, highlight the printer you wish to change.
2. Click **Printer** → **Properties**.

*The following window appears:*



3. Make any desired changes in settings, on the various tabs:
  - **Printer** tab: change printer name, address, group
  - **User** tab: add new User IDs or change information for existing User IDs.
  - **Option** tab: modify log acquisition intervals/times, fees, Operation at Log Full, Inhibit initialization, Auto Export Logs, and Use Restrictions.
4. Click **OK**.

## Account IDs

### Adding

To add Account IDs for a Registered Printer:

From the main Print Job Accounting window:

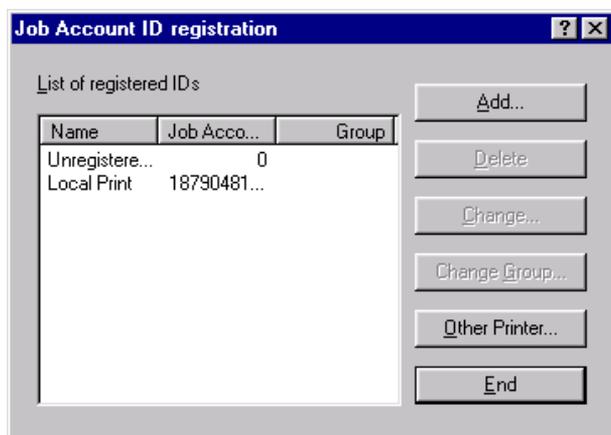
1. Double click the printer for which you wish to set up Account IDs.

*The following window appears:*



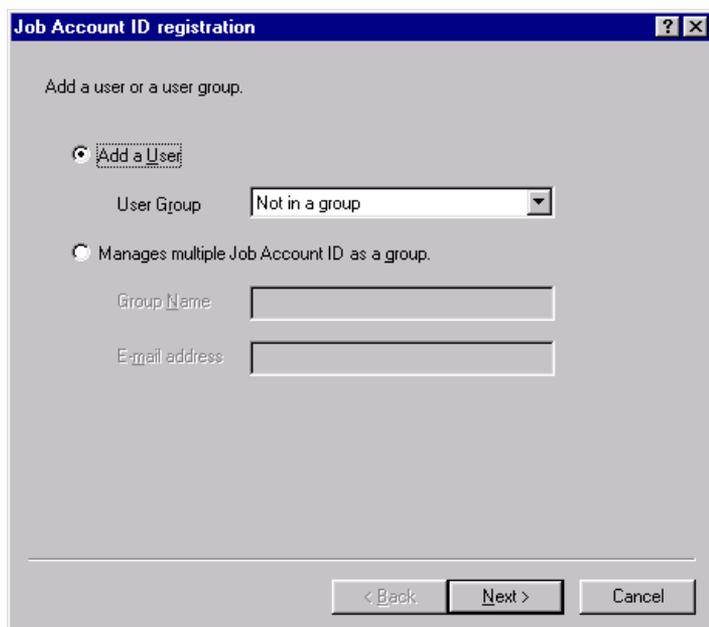
2. On the User tab, click **Register**.

*The following window appears:*



3. Click **Add**.

*The following window appears:*



The image shows a dialog box titled "Job Account ID registration" with a blue header bar containing a help icon and a close button. The main area is light gray and contains the text "Add a user or a user group." Below this, there are two radio button options. The first option, "Add a User", is selected. To its right is a "User Group" label and a dropdown menu showing "Not in a group". The second option, "Manages multiple Job Account ID as a group", is unselected. Below it are three input fields: "Group Name", "E-mail address", and an empty field. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

4. Enter the appropriate selections. Click **Next**.

*The following window appears:*

Set Job Account ID and name (optional). When multiple IDs are added, all these IDs will have the same settings for Use Restrictions, Limit Value and the Valid period.

Name	Job Account ID	Mail Address
------	----------------	--------------

Job Account ID

Name

E-mail address

Buttons: Add, Delete, Change, File..., Remote Server...

Navigation: < Back, Next >, Cancel

**5. Establish the new Account ID:**

**a. Enter the following information for the new Account ID:**

- Account ID number
- Name.
- Email address

If the user has limits set on their printing, enter their email address.

An email is automatically sent when the user exceeds the preset limit.

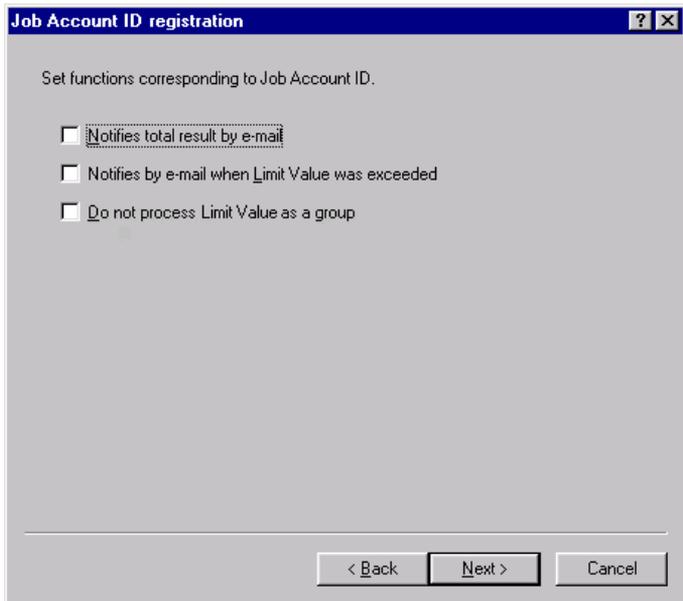
Another email is sent when the user can print again.

**b. Click **Add**.**

The new Name/ID appears in the box.

**c. Click **Next**.**

The following window appears:



**Notifies total result by e-mail**

Select to send this User an email summarizing their monthly usage of the printer.

**Notifies by e-mail when Limit Value is exceeded**

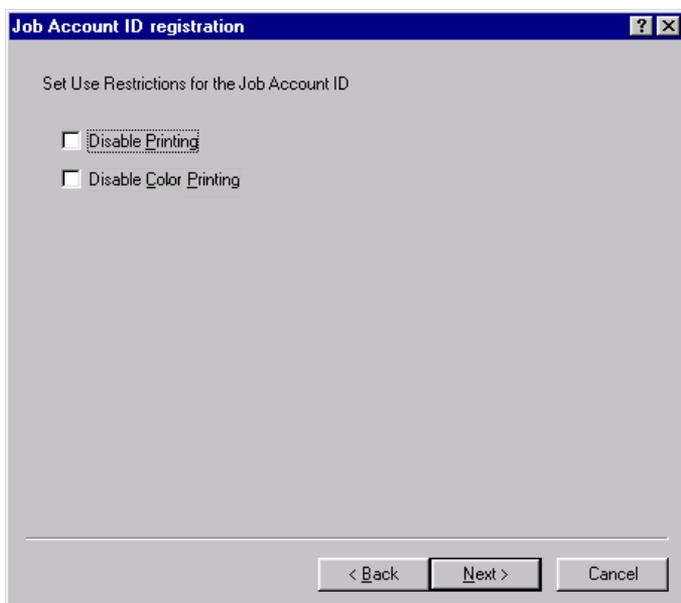
Select to alert this User by email when their set Limit Values have been exceeded, as well as when the limits have been reset and printing can be resumed.

**Do not process Limit Value as a group**

Restricts the set Limit Values to the particular user. Applies only when the printer/user belongs to a group.

d. Make your selections. Click **Next**.

*The following window appears:*



**Disable Printing**

All printing is cancelled. When this is selected, other settings cannot be changed.

**Disable Color Printing**

This Account ID cannot print color data. If they submit a color print job, it is automatically cancelled.

e. Select any print restrictions for the Account ID. Click **Next**.

*The following window appears:*

**Job Account ID registration** [?] [X]

Set Limit Value for the Job Account ID. If any Limit Value is exceeded, the printer will not print jobs for that Job Account ID any more.

<input type="checkbox"/> Printed Sheets	<input type="text"/>	sheets
<input type="checkbox"/> Fees	<input type="text"/>	dollar(\$)
<input type="checkbox"/> Printer Use Time	<input type="text"/>	min.
<input type="checkbox"/> Staple	<input type="text"/>	staples

< Back   Finish   Cancel

- f. Set limits per 24-hour period for the Account ID by any or all of the following:
- Total pages
  - Total dollars
  - Total minutes
  - Total staples used

These limits are checked either at the selected interval or at the time setting for the log.

### **NOTE**

**Usage is checked only at the set interval time.**

**If the limits are exceeded *between* checks, printing continues *even though the limit has been exceeded*.**

**At the next interval check, the User is blocked from any further printing until the next 24-hour period starts.**

**If you have so designated (see above), the User is informed by email that they have exceeded their limits for that 24-hour period.**

- g. Click **Finish**.
6. Repeat the previous step for each Account ID to be added.
7. Click **End**. Click **OK**.

# Account IDs

## email Notifications

Choices are:

### **Notifies total result by e-mail**

Select to send this User an email summarizing their monthly usage of the printer.

### **Notifies by e-mail when Limit Value is exceeded**

Select to alert this User by email when their set Limit Values have been exceeded, as well as when the limits have been reset and printing can be resumed.

### **Do not process Limit Value as a group**

Restricts the set Limit Values to the particular user. Applies only when the printer/user belongs to a group.

# Account IDs

## Restricting Usage

Choices are:

### Disable Printing

All printing is cancelled. When this is selected, other settings cannot be changed.

### Disable Color Printing

This Account ID cannot print color data. If they submit a color print job, it is automatically cancelled.

### Set limits

Per 24-hour period for the Account ID by any or all of the following:

- Total pages
- Total dollars
- Total minutes
- Total staples used

These limits are checked either at the selected interval or at the time setting for the log.

## NOTE

**Usage is checked only at the set interval time.**

**If the limits are exceeded *between* checks, printing continues *even though the limit has been exceeded*.**

**At the next interval check, the User is blocked from any further printing until the next 24-hour period starts.**

**If you have so designated (see above), the User is informed by email that they have exceeded their limits for that 24-hour period.**

# Account IDs

## Importing from a Registered Printer

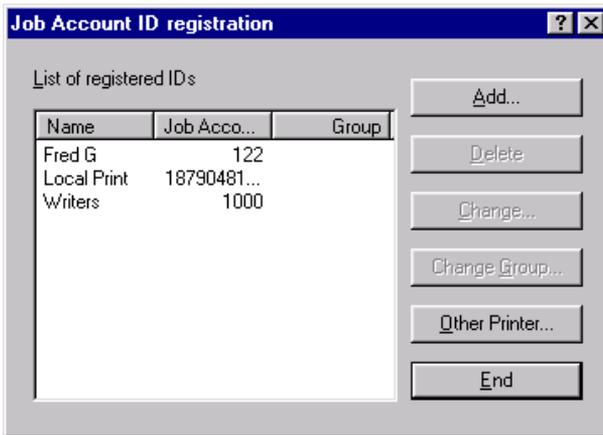
Once you create an Account ID for a registered printer, you can import it into records for other registered printers/groups in the System.

Importing the Account ID brings in the same settings (such as usage limits). Once the record is imported, you can change the settings for the account on the newly assigned printer (see below).

From the main Print Job Accounting window:

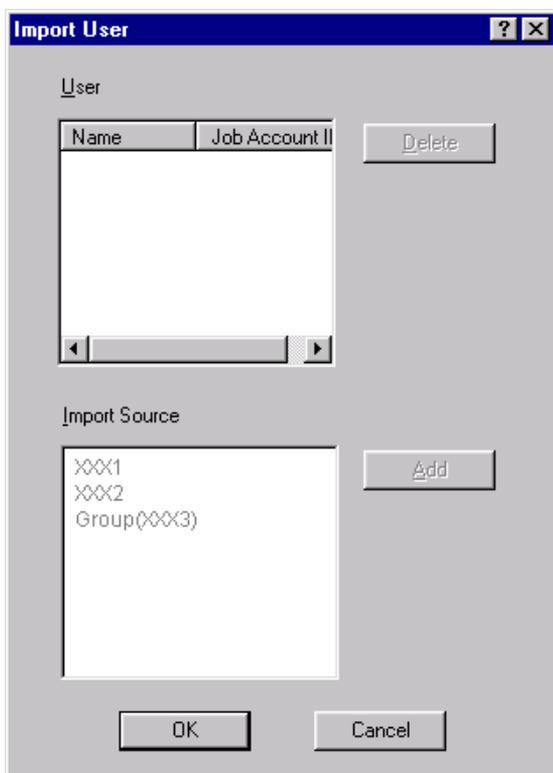
1. Double click the printer or group for which you wish to import Account IDs.
2. On the User tab, click **Register**.

*The following window appears:*



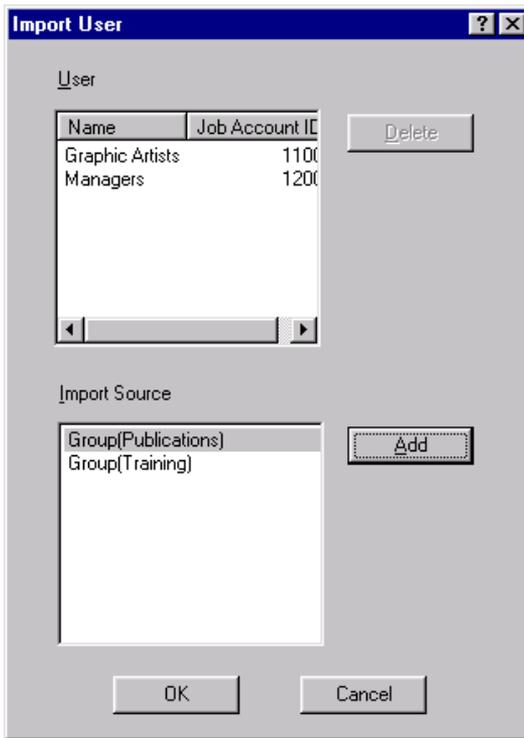
3. Click **Other Printer**.

*The following window appears:*



4. From the Import Source list, select a printer or group from which you want to import Account ID(s). Click **Add**.

*Any IDs not already registered for the printer appear in the User box.*



5. Click any Name/Account IDs that you do *not* wish to add. Click **Delete**. Click **OK**.

*The selected Account ID(s) are imported into the List of registered IDs for the printer.*

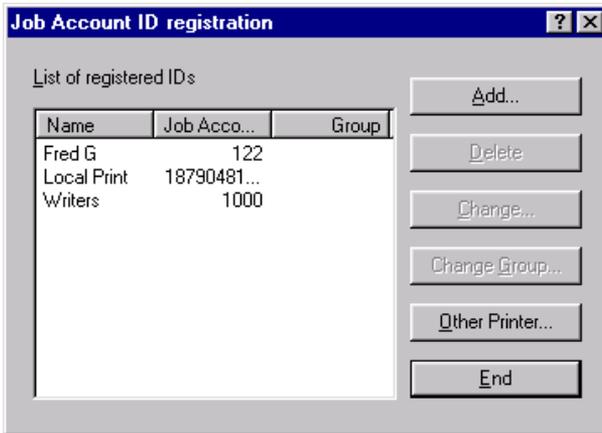
# Account IDs

## Changing

From the main Print Job Accounting window:

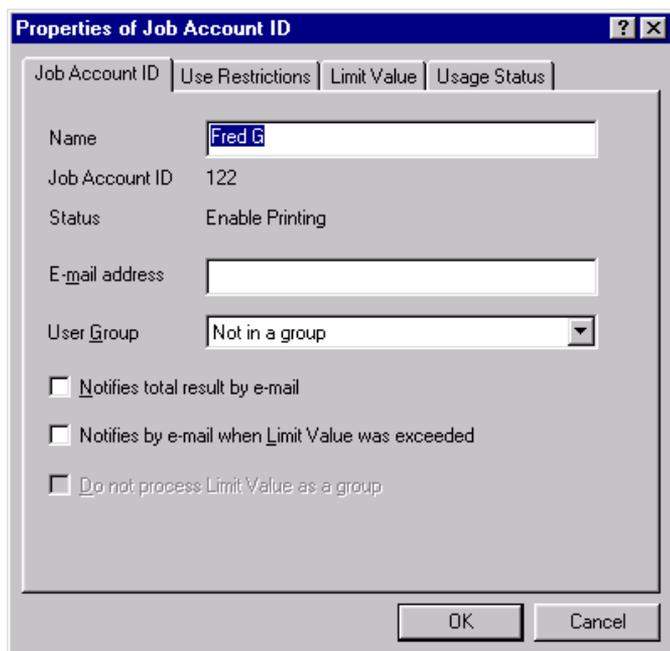
1. Open the Printer Tree. Double click the printer for which you wish to change Account IDs.
2. On the User tab, click **Register**.

*The following window appears:*



3. Click the Name for which you wish to change settings. Click **Change**.

*The following window appears:*



The screenshot shows a dialog box titled "Properties of Job Account ID" with a standard Windows window border (title bar, maximize, minimize, close buttons). The dialog has four tabs: "Job Account ID", "Use Restrictions", "Limit Value", and "Usage Status". The "Job Account ID" tab is selected. The fields are as follows:

- Name: Text box containing "Fred G".
- Job Account ID: Text box containing "122".
- Status: Text box containing "Enable Printing".
- E-mail address: Empty text box.
- User Group: Dropdown menu showing "Not in a group".
- Three checkboxes:
  - Notifies total result by e-mail
  - Notifies by e-mail when Limit Value was exceeded
  - Do not process Limit Value as a group

At the bottom right, there are "OK" and "Cancel" buttons.

4. Make any desired changes. Click **OK**.
5. Click **End**. Click **OK**.

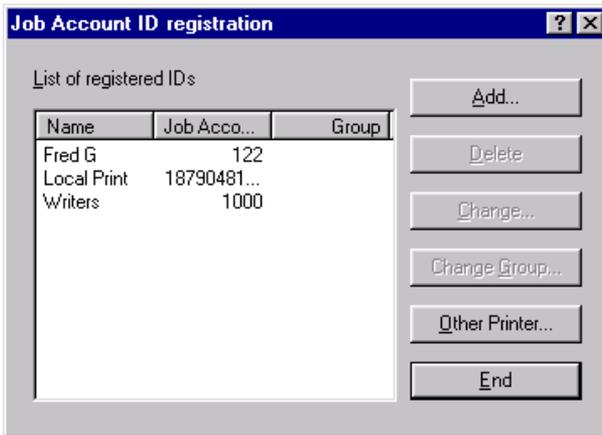
# Account IDs

## Deleting

From the main Print Job Accounting window:

1. Open the printer tree. Double click the name of the printer/group for which an Account ID is to be deleted.
2. On the User tab, click **Register**.

*The following window appears:*



3. Click the Name for the Account ID to be deleted. Click **Delete**.
4. Click **Yes** to confirm the deletion.
5. Click **End**. Click **OK**.

## Reports

### Print Logs

#### NOTE

The Server computer must be running continuously, or at least be running at the scheduled time(s) each day, for the software to acquire the print job information.

### Log Acquisition Interval

#### Set Up or Change

The log acquisition interval is normally set up when you register a printer. See “Registering” on page 71.

To change the log acquisition interval for a particular registered printer or group:

1. From the main Job Accounting window, click **Printer** to open the printer tree. Click the printer for which you wish to change the acquisition interval.
2. Click **Printer** → **Properties**.
3. On the Options tab, make any desired changes under Acquire Logs. Click **OK**.

# Reports

## Print Logs

### Set Up Items Reported in the Log

To set up the items to be displayed in, or exported from, a log:

1. From the main Job Accounting window, click the printer/group for which you wish to set up the log display.
2. Click **Log** → **Display/Export Item Settings**.
3. Click one of the following selections
  - Log Display Items. See page 117.
  - Total Display Items. See page 118.
  - Log Export Items. See page 119.
  - Total Export Items. See page 120.

and set the items to be displayed and the sequence in which they will be displayed.

4. Make your selections:
  - a. Items to be included have a check mark in their box.  
To delete or add an item, click the box next to it to toggle the check mark on and off.
  - b. To change the position of the item in the log, click the name.  
Click **Up** or **Down**.
5. Click **OK**.

# Reports

## Print Logs

### Set Up Items Reported in the Log

#### Log Display Items

Standard acquisition Log.

*The following window appears:*



# Reports

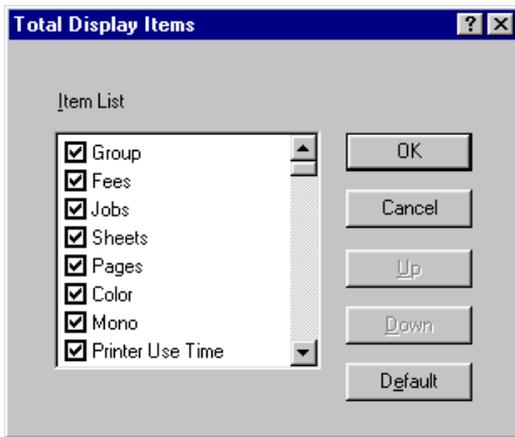
## Print Logs

### Set Up Items Reported in the Log

#### Total Display Items

Listing of totals for a registered printer.

*The following window appears:*



# Reports

## Print Logs

### Set Up Items Reported in the Log

#### Log Export Items

Items to be included in an exported log file.

*The following window appears:*



# Reports

## Print Logs

### Set Up Items Reported in the Log

#### Total Export Items

Items included in an exported file. The exported file lists the totals for a registered printer.

*The following window appears:*



# Reports

## Excel (Reports Tool)

The Job Accounting software can be used with Microsoft Excel to generate log reports using one of nine pre-programmed macros.

## Installing

1. Place the driver CD supplied with your printer in the CD-ROM drive on the Server computer. Wait for the Menu Installer to open.  
*If the CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM drive. Double-click Install.exe. Click OK.*
2. Click **Next** to accept the terms in the license agreement.
3. Select the language.
4. Click **Network Software** → **Administration Tools** → **Job Accounting** → **Reports Tool**. Follow the on-screen instructions.

# Reports

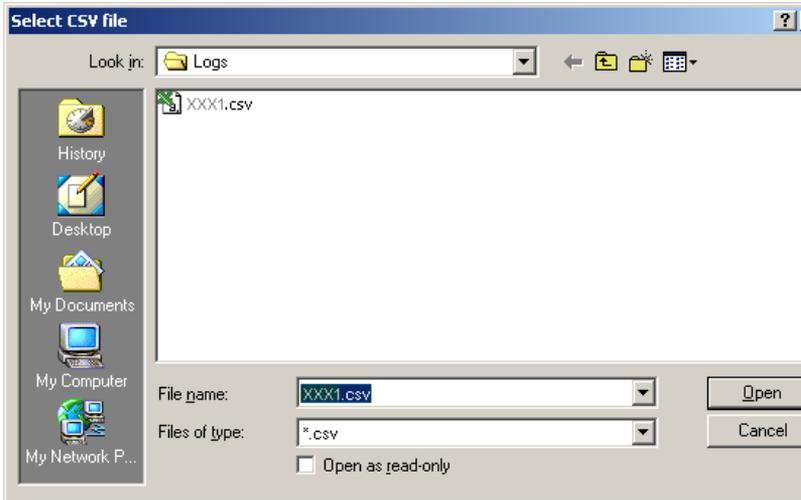
## Excel (Reports Tool)

### Using

#### Generating a Log Report Using Excel

1. Make sure the Print Job Accounting server software is open and that a log has been acquired.
2. From the Start menu, click **Oki Data** → **Print Control** → **Open Print Control Reports**.
3. Click **Enable Macros**.

*Excel opens. The following window appears over it:*

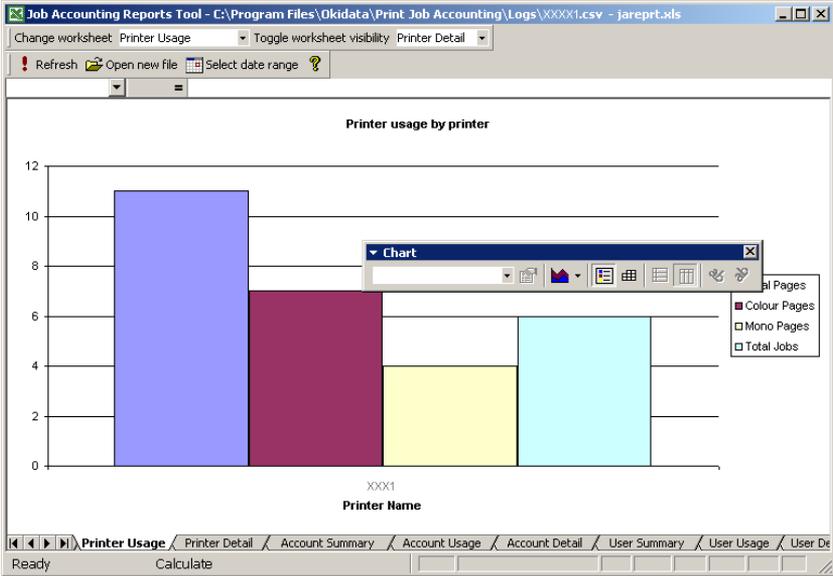


4. Browse to the log file you wish to open. Click **Open**.

*The file opens in Raw Data mode.*

5. Select the worksheet you wish to view from the Change worksheet drop-down list (e.g., Printer Usage).

*The window changes to display the selected worksheet.*



6. To print the data, press Ctrl-P.
7. When done, click  to close Excel

# Reports

## Excel (Reports Tool)

### Available Excel Macros

Macro	What is Included
Account Detail	<p>Detailed information of each job for every Account ID, including:</p> <ul style="list-style-type: none"><li>• Account ID</li><li>• Job ID</li><li>• Date</li><li>• Document Name</li><li>• Paper Size</li><li>• Media Type</li><li>• Total Sheets</li><li>• Color Pages</li><li>• Mono Pages</li><li>• Total Costs</li></ul> <p><b>Note:</b> To limit the columns displayed, click Fields. To limit the rows displayed, either limit the date range or click Accounts.</p>
Account Usage	<p>A chart of the data in the Account Summary worksheet.</p>
Account Summary	<p>Summary of information for each account.</p>
Printer Detail	<p>Detailed information for each job sent to each printer, including:</p> <ul style="list-style-type: none"><li>• Printer Name</li><li>• Job ID</li><li>• Date</li><li>• Account ID</li><li>• User ID</li><li>• Duplex Pages</li><li>• Total Sheets</li><li>• Color Pages</li><li>• Mono Pages</li><li>• Total Costs</li></ul> <p><b>Note:</b> To limit the columns displayed, click Fields. To limit the rows displayed, either limit the date range or click Accounts.</p>

<b>Macro</b>	<b>What is Included</b>
Printer Usage	A chart of data in the Printer Summary worksheet.
Printer Summary	<p>The following information for each printer for which data is available:</p> <ul style="list-style-type: none"> <li>• Printer Name</li> <li>• Total Jobs</li> <li>• Total Sheets</li> <li>• Number of Color Pages Printed</li> <li>• Number of Duplex Pages Printed (appears only when optional duplex unit is installed)</li> <li>• Total Costs Incurred (as calculated by the Print Job Accounting software)</li> </ul>
User Detail	<p>Detailed information for each job sent to the printer, broken down by User ID, including:</p> <ul style="list-style-type: none"> <li>• User ID</li> <li>• Job ID</li> <li>• Date</li> <li>• Document Name</li> <li>• Paper Size</li> <li>• Media Type</li> <li>• Total Sheets</li> <li>• Color Pages</li> <li>• Mono Pages</li> <li>• Job Cost</li> </ul>
User Usage	Chart of data in the User Summary worksheet.
User Summary	<p>Includes the following for each User ID:</p> <ul style="list-style-type: none"> <li>• Total Jobs</li> <li>• Total Sheets</li> <li>• Color Pages</li> <li>• Mono Pages</li> <li>• Duplex Pages</li> <li>• Total Costs</li> </ul>

# Reports

## Viewing Acquired Logs

From the main Job Accounting window, click the **[+]** beside Log to expand the Log Tree.



8. Click the **[+]** beside the submenus to drill down to the log you wish to view.

### Date Submenu

Lists the logs by  
date (year/month),  
then by registered printer.

### Printer Submenu

Lists the logs by  
registered printer,  
then date.

9. To view a log:
  - Double-click an entry
  - or
  - Click an entry. Click **Log** → **Display Log**.

# Reports

## Viewing Acquired Logs

### Items displayed (Log Entries)

The items displayed in Print Log are as follows:

Column	Description
1200dpi <sup>a</sup>	Number of sheets printed in 1200 dpi
1200x600dpi <sup>a</sup>	Number of sheets printed in 1200 x 600 dpi
600dpi <sup>a</sup>	Number of sides printed in 600 dpi
Account ID	User Account ID
Color	Number of sides printed in color
Document Name	Document Name
Duplex Print	Simplex or Duplex
Envelope Feeder <sup>a</sup>	Number of sheets fed from Envelope Feeder
Log No.	The ID of the job.
Media <sup>a</sup>	Paper type used - Transparency etc.
Mono	Number of sides printed in Monochrome
Multi-Purpose Tray <sup>a</sup>	Number of sheets fed from Multi-Purpose Tray
Off-line time during printing <sup>a</sup>	Offline time during printing (if any)
Off-line time during processing <sup>a</sup>	Offline time during processing (if any)
Pages	Number of printed sides
Paper Size	Paper size used
Paper Type <sup>a</sup>	Paper type used - Light, Medium etc.
Sheets	Number of sheets of paper

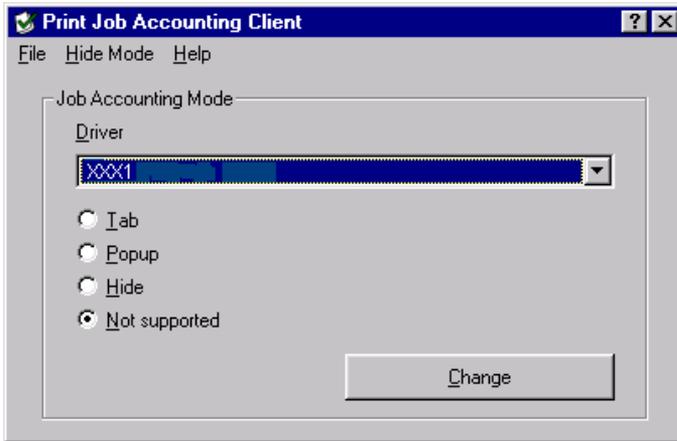
<b>Column</b>	<b>Description</b>
Staple	Number of staples used
Status	Result - Printed, Rejected etc.
Time printing began <sup>a</sup>	Time the printing process started
Time printing ended <sup>a</sup>	Time the printing process ended
Time the log acquisition started <sup>a</sup>	Time the log was acquired from the printer (started)
Time the log was acquired <sup>a</sup>	Time the log was acquired from the printer (completed)
Time the process began <sup>a</sup>	Time the job processing started
Time the process ended <sup>a</sup>	Time the job processing ended
Total Sheets	Number of sheets of paper
Tray1 <sup>a</sup>	Number of sheets fed from Tray1
Tray2 <sup>a</sup>	Number of sheets fed from Tray2
Tray3 <sup>a</sup>	Number of sheets fed from Tray3
Tray4 <sup>a</sup>	Number of sheets fed from Tray4
Tray5 <sup>a</sup>	Number of sheets fed from Tray5
User	User Name

- a. This item is not displayed by default. To display it, see "Set Up Items Reported in the Log" on page 116.

## Client Software

### Starting the Client Software

On the client computer, click **Start** → **Programs** → **Oki Data** → **Print Job Accounting Client** → **Change Job Accounting Mode**.



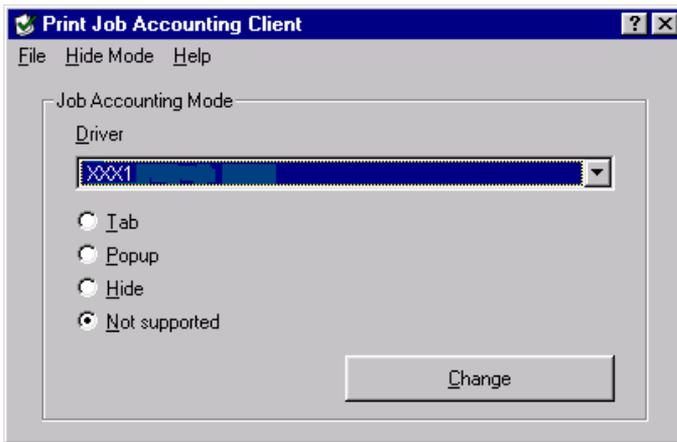
# Client Software

## Job Account Modes

There are four Job Account Modes:

- Tab Mode
- Popup Mode
- Hide Mode
- [Not supported] Mode

Decide which mode you wish to use.



# Client Software

## Job Account Modes

### Tab Mode

In this mode, the tab for setting the User Name and Job Account ID will be displayed under Job Account Printer Driver Property. This mode should be selected when the computer is used by one person.

### Popup Mode

In this mode, the dialog box for entering the User Name and Job Account ID will be displayed every time printing is run. A printer client enters their assigned User Name and Account ID to print. This mode is useful if several people share the same computer.

### Hide Mode

In this mode, the System Administrator creates an ID file that describes the information on all clients. Next, each client clicks Import ID File on their computer. Then, each client specifies this file.

Printer clients need not know anything about their own Account ID. This ID file describes the information on each and every client in one line, using the following format.

```
Login User Name, Account ID {User Name}
```

Login User Name	User name entered when logging onto Windows.
Account ID	Account ID corresponding to the user name.
{User Name}	User name displayed in this System. This is optional. If this is unspecified, the Login User Name will be used as the User Name.

Use the extension ".csv" to save the file.

# Client Software

## Job Account Modes

### [Not supported] Mode

In this mode, all jobs to be printed will be recognized as Unregistered ID(0).

#### **NOTE**

**For Unregistered ID print jobs:**

- you can set whether or not they are allowed to print.
- Document names are not displayed on the print logs.

## Printer Status

### IP Address

#### **NOTE**

To find the IP address for the printer, do any of the following:

- Open the Print Job Accounting software. Select the printer in the Printer Tree. Click Printer → Properties.
- Use the printer's front panel display to navigate to the network menu.
- Print a list of menu settings

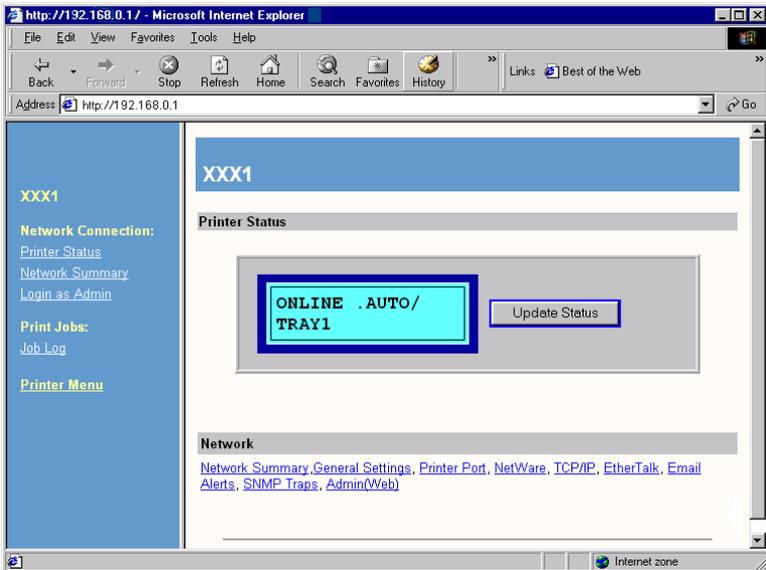
# Printer Status

## Checking

1. Open Microsoft Internet Explorer.
2. Type in the IP address for the printer (e.g., <http://192.168.0.1>).
3. Press Enter.

*The following Printer Status window appears:*

4. Select from
  - Printer status
  - Network summary
  - Login as Admin
  - Job Log
  - Printer Menu
  - Changing Menu Settings via the Web Page



# Printer Status

## Checking

### Printer Status

The default opening screen.

To see real-time printer status, click the **Update Status** button.

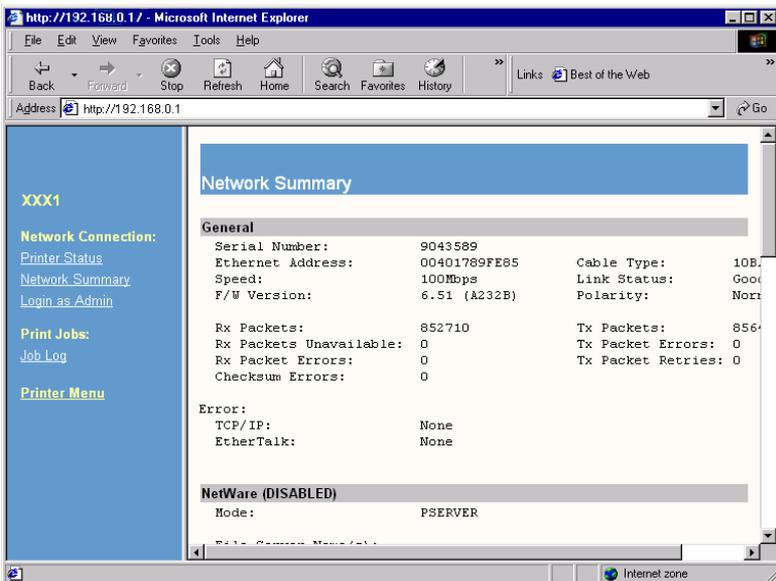
# Printer Status

## Checking

### Network Summary

Clicking this will bring up a window with detailed information about the network, including

- General Settings
- NetWare
- TCP/IP
- JetAdmin
- LAN Server/DLC
- EtherTalk
- Port Configuration



# Printer Status

## Checking

### Login as Admin

This brings up the “Enter Network Password” window.  
You must log in before accessing the Printer Menu:



**Enter Network Password** [?] [X]

 Please type your user name and password.

Site: 192.168.0.1

Realm: Network Print Server

User Name:

Password:

Save this password in your password list

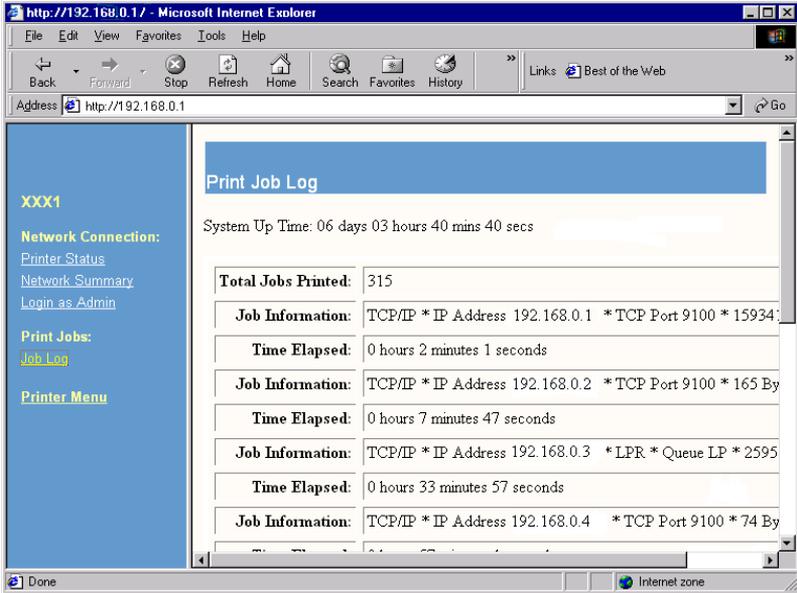
OK Cancel

# Printer Status

## Checking

### Job Log

This displays the Print Job Log for the selected printer:



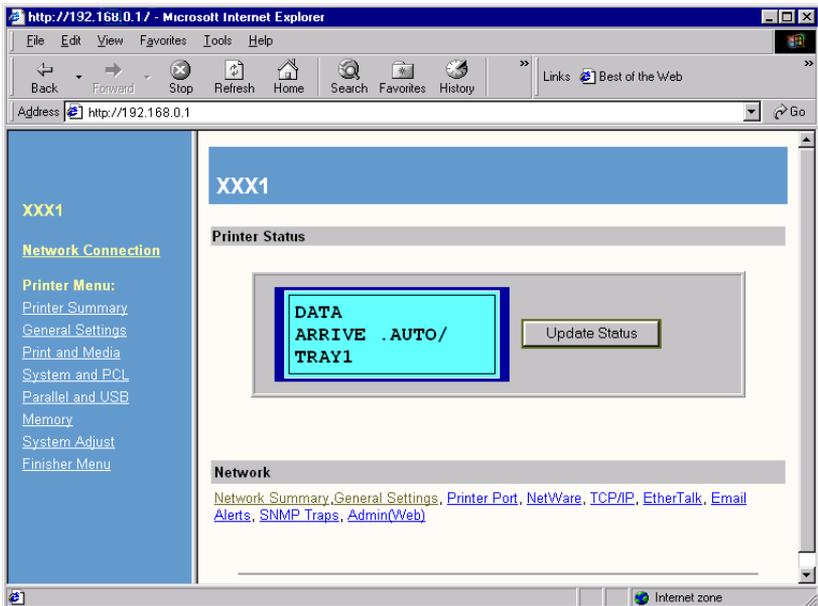
## Printer Menu

Once you are logged in as the Administrator, click this to bring up the following window.

Use this window to make changes in the printer's menu settings.

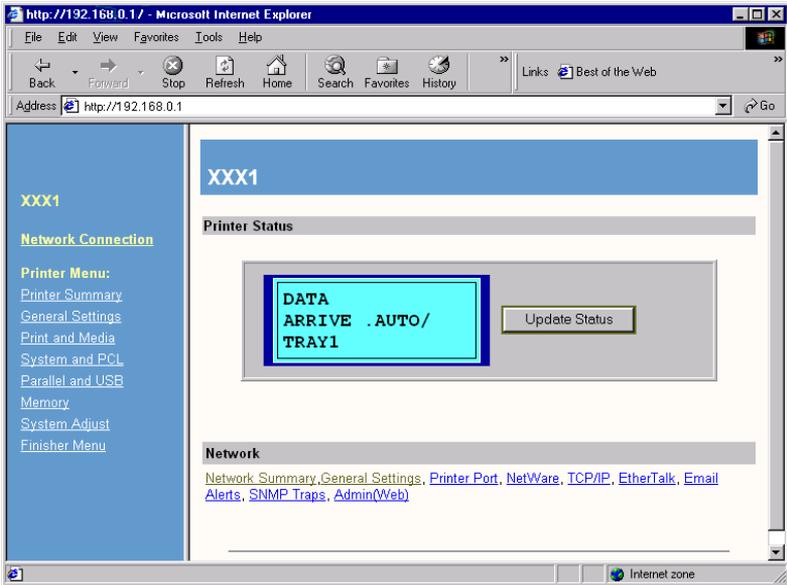
The left pane contains a list of selections for the menu setting groups:

- Printer Summary
- General Settings
- Print and Media
- System and PCL
- Parallel and USB
- Memory
- System Adjust
- Finisher Menu (appears only if optional Finisher is installed)



The System Administrator can make changes in the menu settings directly through the web page. For example:

1. Click **Print and Media**.
2. Make any changes desired.
3. Scroll down to the bottom of the screen. Click **Submit Changes**:



## Troubleshooting

### Problems / Answers

1. The printer I selected is not shown in the list when I click **Printer** → **Add a printer** → **Next**.  
If it is offline, the printer will not be shown. Check to see that the printer is online.  
There are times the printer is not shown during printing. Wait for a while and try again. If it is still not shown, specify that printer's IP address in the **Specify the printer for which logs will be acquired** window before clicking **Next**.
2. The content of Log Pane (right side of window) is not updated.  
Click **Log** → **Refresh Display**.  
The following message was displayed: "Cannot connect to the printer. Wait for a while and try again."  
Check that the printer is not offline. This message is sometimes displayed during printing. Try again later.
3. The following message displays when I select **Printer** → **Delete a Printer**: "Cannot delete while log is being acquired."  
With the printer selected in the Printer Tree, click **Printer** → **Start/End Log** to cancel the process by which print logs are acquired from the printer. Click **Printer** → **Delete a Printer/Printer Group**.
4. The following message displays when I select **Printer** → **Acquire a Log**: "This processing cannot do between acquisition of a Log."  
A print log is already being acquired from the printer at this time.

## **Troubleshooting**

### **Known Problems / Solutions**

1. When using Duplex printing with the PostScript driver, if the reverse side is blank it is not counted as a page.
2. Installer installs a file for the currency unit according to the system's standard Regional Setting. If the correct file is not installed, please check the Regional Setting. If you wish to set to the system standard, check "Set as system default local" under "Regional Setting."
3. Printing with Network Menu's "PRINT SETTING" is handled as an unregistered client job, and will not be recognized as a local print job.
4. PostScript printer drivers (Macintosh) do not store document names in the log.
5. In applications that create their own PostScript codes when using the Windows PS driver, the Job Accounting command (Job Account ID, user name) will not be output. Examples of such applications include Adobe PageMaker and CorelDraw (when the "Use PPD" check box is checked in the Print dialog box.)
6. If you print from Win2000 (Client) to Win2000 (Shared Printer Job account Mode already set), you have to remove the check from the "Enable advanced printing features" under the "Advanced" tab in the shared printer's Properties. Removing the check, however, will disable both the Booklet (PCL) and Page Order (PS) features.

## Uninstall Software

### Uninstall the Server Software

1. Select a printer in the left pane of the Server Software.
2. Select **Start/end log** from the Printer menu.

### Important!

At this stage the Server Software stops acquiring print logs from the printer at the set interval time. However, the printer will continue logging until it is deleted. Be sure to perform step 3 "Delete a printer" without fail before uninstalling the Server Software.

3. Select **Delete a printer** from the Printer menu.

*You are prompted as to whether or not you wish to delete the print log for the jobs that have been run by the printer you are deleting.*

### CAUTION!

Even if you select "No" at this point, unless you register the printer again, the print log for those jobs cannot be referenced.

If you need the log even after deletion of the printer, be sure to select **Export Logs** from the Log menu. Then, save the logs in a file before deleting the printer.

4. Click **Start** → **Programs** → **Oki Data** → **Print Job Accounting** → **Delete Print Job Accounting**.

# Uninstalling Software

## Uninstall the Client Software

On each Client computer, click **Start** → **Programs** → **Oki Data** → **Print Job Accounting Client** → **Delete Print Job Accounting client**.

# PrintSuperVision

## General Information

PrintSuperVision is a web-based application for managing printing devices connected to a network. PrintSuperVision provides access to networked printer data for monitoring, reporting and managing networked printers. It provides a full range of management functions for Oki printers, and for other brands of printers as well.

## How to Install

Load this program from the Menu Installer located on CD1.

## Additional Information

For more information, click on **Help** in the PrintSuperVision program.

## Features

- Provides real-time status of all your printers to monitor and report printer usage, manage consumables usage and replenishment.
- Administrator interface to the system is via a standard web browser enabling you to check on printer status and compatible multi-function devices from anywhere on the web.
- Performs initial discovery and configuration of printing devices connected to network.
- View groups of printers by list, floorplan or maps.
- Monitors devices over time, including maintenance data, and saves data for statistical reports.
- Sends mail alerts of events affecting device functionality.
- Generates reports on-screen or in XHTML, Excel and XML formats, plus Text and CSV formats.
- Integrates with Oki's on-line web support.

## **Types of Users**

### **Guest Users**

A user, without username, can get basic information about devices, such as type, status and location of printing devices.

### **Standard Users**

in addition to guest user information, standard users can get information about printing resources, configure e-mail alerts, and get basic statistics reports.

### **Administrators**

Can manage devices, maps, alerts, user accounts, maintenance data, and create comprehensive statistics reports.

## Typical Usage Scenarios

- The network administrator in a large organization can get customized daily reports of the status of all printers (including usage reports).
- User accounts can be configured so that a person in each department can manage their local printers.
- The system can be set to alert the local user and the administrator of problems.
- The administrator can log into the PrintSuperVision system from any client machine and manage printers on different sites, looking at a map view to see instantly the status of all the printers.

### PrintSuperVision

- allows the administrator to track the cost of the printers.
- tracks maintenance.
- advises when to replace consumables, based on current printer usage (Oki color printers).

## **System Requirements**

### **Server Software**

Pentium 75, 64MB or better with CD support running:

- Windows 98 with Microsoft Personal Web Server Version™, available for free download from Microsoft™ as Option Pack 4.0.
- Windows NT4 Workstation, SP6.0a, Microsoft Personal Web Server Version, available for free download from Microsoft as Option Pack 4.0
- Windows 2000 or NT4 Server SP6.0a, Microsoft IIS™, available for free download from Microsoft as Option Pack 4.0

### **Client Software**

- Microsoft Internet Explorer 4.01 or above
- Netscape Navigator 4.0 or above
- Recommended minimum screen resolution of 1024 x 768 pixels

# PS Gamma Adjuster Utility

## General Information

The PS Gamma Adjuster Utility is available in Windows and Mac OS 10.1 or above. It only works with CMYK.

The PS Gamma Adjuster Utility allows you to customize the CMYK data curves used with your printer driver. Once you have created the customized curve in the utility, you must save the curve (new PPD). Then, you must reconfigure your printer driver to use the new PPD. The new setting will appear under the driver's print properties.

## How to Install

### Windows

The Windows version installs from the Menu Installer, under Productivity Software.

### Macintosh

The PS Gamma Adjuster Utility is part of the Mac Installer. If you run the typical or classic Mac Installer, the utility is automatically installed.

If you run a Custom Install, you choose whether or not the PS Gamma Adjuster Utility is installed.

## Additional Information

For more information, see the on-line help in the utility.

# Storage Device Manager

## General Information

This Utility lets you manage the printer's hard disk and flash memory, and download fonts, macros and firmware.

for Windows

Storage Device Manager (SDM) provides a means of managing

- The printer's internal hard disk drive (standard): 20 GB [partitioned as Common, PCL and PostScript].
- The printer's flash memory (2 MB).

Using the software improves the internal performance of the printer. The software provides a tool for downloading files from the computer to the printer's memory, including

- Overlays such as logos, addresses, etc.
- Graphic files
- Forms such as letterheads, invoices, etc.

### NOTE

**Storage Device Manager requires Microsoft Internet Explorer 4.0 or higher to run.**

**The printer's internal hard drive does not communicate directly back to the Storage Device Manager software.**

**Any error messages appear on the printer display.**

**If things seems to be "stuck," go to the printer and check the display.**

## **Summary of Functions**

- Create or modify a project.
- Download files to a printer.
- Add or remove printers being administered.
- Reboot the printer.
- Manage the Proof & Print and Secure Print spooler queues on the internal hard drive.
- Delete files from the internal hard disk or from the flash memory.
- View the status, configuration and variables for a printer.
- Print the PCL fonts list, or PostScript font list from a printer.
- Print one or more PCL format macros or PostScript forms (Overlays).

## **Installation**

Install Storage Device Manager from CD1 using the Menu Installer.

## Additional Information / Getting Help

### NOTE

The printer's internal hard drive does not communicate directly back to the Storage Device Manager software. Any error messages appear on the printer display. If things seems to be "stuck," go to the printer and check the display.

The Storage Device Manager software contains an online Help system.

To access it from the main Storage Device Manager screen, click **Help Topics** from the **Help** pull-down menu.

To access it from other Storage Device Manager screens, click the **Help** button.

### NOTE

Storage Device Manager requires Microsoft Internet Explorer 4.0 or higher to run.

## **Network Administrator Functions**

### **General Information**

On network systems, the Network Administrator

- oversees the Storage Device Manager software
- uses Storage Device Manager to manage and monitor the printer's internal hard disk and flash memory

The Administrator's Functions Feature lets you:

- set up the Administrative Password.
- establish 4-digit PIN numbers for each client, using any four numbers from 0 through 7 (8 and 9 cannot be used).
- reboot the printer.
- delete files (Show Resources is preferable).
- format the internal hard drive.

## Network Administrator Functions

### Notes and Cautions

#### NOTES

##### PIN Numbers

Clients can choose their own PIN numbers.

The administrator must know these PINs in order to access client information.

#### CAUTION!

##### Deleting Files

With **Show Resources**, you can browse to the file, click it, click **Delete**, and then click **OK** to confirm the deletion.

Using **Administrator Functions** to delete a file requires that you print out a **File List**, then use the information in the **File List** to type in the exact path (case sensitive) to the file. The file is deleted without confirmation.

##### Format the Hard Drive

You can also use **Storage Device Manager** to format the partitions on the printer's hard drive.

**Remember:** this erases the contents of the partition and can cause serious problems.

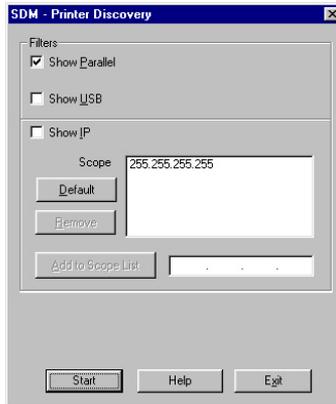
Use **Show Resources** and **HDD Print Jobs** to maintain the disk.

## Using

### Opening the Program

1. Click **Start** → **Programs** → **Oki Data** → **Storage Device Manager**.

*The SDM - Printer Discovery dialog box opens.*

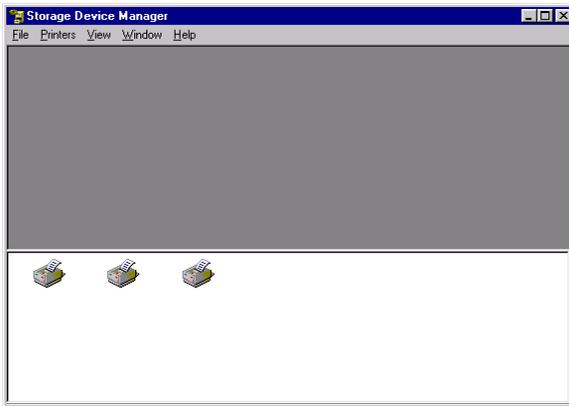


2. Select the appropriate computer connection(s). Click **Start**.

*The printer searches for connected printers and places icons in the window at the bottom of the dialog box.*

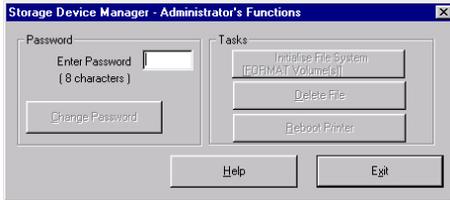
3. Click **Exit**.

*The Storage Device Manager dialog box opens.*



## Setting Up an Administrative Password

1. With the Storage Device Manager program open, click **Administrator Functions** in the **Printers** menu.



### NOTE

Passwords consist of eight digits, letters or numbers, and are case sensitive.

2. Under **Enter Password**, type in the default password (p1xs7d0m). Click **Change Password**.
3. Under **New Password**, type the 8-digit, alpha-numeric password of your choice.
4. Under **Confirm New Password**, type the password again.  
*New Password Accepted appears.*
5. Click **OK**.
6. Click **Exit** twice.

## Forms

### PostScript

#### **NOTE**

**Use PostScript forms if you are not experienced with PCL Macro commands.**

- Step 1: Create the Form
- Step 2: Create a Project
- Step 3a: Add Files to the Project
- Step 3b: Delete Files from the Project
- Step 4: Store the Files
- Step 5: Save and Download the Project
- Step 6: Test Print the Form

#### **Important!**

Remember that file names and paths are case sensitive.

## Forms

### PostScript

#### Step 1: Create the Form

1. Create the document in your software application.
2. Click **File** → **Print**. Make sure the OKI PostScript driver is selected.
3. Select **Print to file**.
4. Engage the Encapsulated PostScript (EPS) output option.

#### Windows Me/98

- Click **Properties** (or your application's equivalent).
- Click the PostScript tab. If it is not already selected, click **Encapsulated PostScript (EPS)**.

#### Windows NT 4.0

- Click **Properties** (or your application's equivalent).
  - Scroll down to **PostScript Options**. Click it. Click **PostScript Output Option**. Select **Encapsulated PostScript (EPS)**.
5. Click **OK**.
  6. Print the document to a file using the extension PRN.

## Forms

### PostScript

#### Step 2: Create a New Project

1. Open Storage Device Manager.
2. Click **Projects** → **New Project**.

The Project dialog box opens.

3. Click **Projects** → **Save Project**. Enter the path/name for storing the project on your hard drive or your network. Click **Save**.

## Forms

### PostScript

#### Step 3a: Add Files to the Project

1. Click **Projects** → **Add File to Project**.  
*The Open dialog box appears.*
2. Make sure **PRN files (\*.prn)** is selected in the **Files of type** drop-down list.
3. Browse to the folder where the files are saved. Select the files you wish to add to the project. Click **Open**.  
*The Information dialog box appears.*
4. Click **OK**.  
*The files are saved as HST.*
5. Repeat steps 1 through 4 until you have added all the files you wish to add to the Project.

#### Step 3b: Delete Files from the Project

### NOTE

To delete a file from the project, click the file name.  
Click **Projects** → **Remove File from Project**.

## Forms

### PostScript

#### Step 4: Store the Files

##### Hard Disk Drive

Storage Device Manager automatically saves the forms to the PostScript partition on the hard drive.

##### Flash Memory

To store the forms in the Flash memory instead of on the hard disk drive:

1. Double-click the file name in the Project window.  
*The Edit Component Name and ID dialog box appears.*
2. Under **Volume**, type in %Flash0%. Click **OK**.

## Forms

### PostScript

#### Step 5: Save the Project and Download it to the Printer

1. Click **Projects** → **Save Project**.
2. Click **Projects** → **Send Project Files to Printer**.  
*Command Issued appears.*
3. Click **OK**.

## Forms

### PostScript

#### Step 6: Test Print the Form

1. With Storage Device Manager open and the appropriate printer icon highlighted, click **Printers** → **Test Form**.

*The Test PostScript Form dialog box appears.*

2. Click the file name for the form you wish to print (you can get this from the File List printout). Click **OK**.

*Command Issued appears.*

3. Click **OK** and wait for the form to print.

## Forms

### PCL

#### **Important!**

Unless you are experienced with PCL macro commands, it is best to stay with the PostScript Forms.

Here are the processes to producing PCL macros:

- Step 1: Create the Form
- Step 2: Create a Project
- Step 3: Convert the Form
- Step 4a: Add Files to the Project
- Step 4b: Delete Files from the Project
- Step 5: Check the Settings and Save the Project
- Step 6: Download the Project
- Step 7: Test Print the Form

## Forms

### PCL

#### **Important!**

Remember that file names and paths are case sensitive.

#### **Step 1: Create the Forms in Your Software Application**

1. Create the document in your software application.
2. Click **File** → **Print** and make sure the OKI PCL driver is selected.
3. Print the document to a file using the extension PRN.

#### **Step 2: Create a New Project**

1. Open Storage Device Manager.
2. Click **Projects** → **New Project**.  
*The Project dialog box opens.*
3. Click **Projects** → **Save Project**. Enter the path/name for storing the project on your hard drive or your network. Click **Save**.

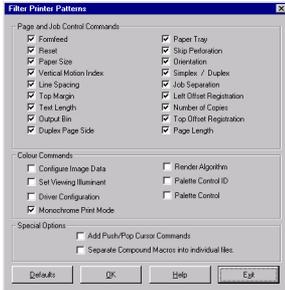
## Forms

### PCL

#### Step 3: Convert the Files to Binary (.bin) Format

1. Click **Projects** → **Filter Macro File**.

*The Filter Printer Patterns dialog box appears.*



2. Make any adjustments in the settings.

#### Example

If you create a black oval in MS Paint, and leave all the color command filters checked, the black oval prints as a black rectangle when the overlay is used.

To maintain the oval shape, turn off (deselect) the “Configure Image Data,” “Palette ID,” and “Palette Control” filters.

3. Click **OK**.

*The Open dialog box appears.*

4. Make sure **Print spool files (\*.prn)** is selected in the **File of type** drop-down list.

## Forms

### PCL

#### Step 3: Convert the Files to Binary (.bin) Format

5. Under **Look in**, go to the folder where the files are saved and double-click the file name.

*The file is saved as a bin file. Filter File Created appears.*

6. Click **OK**.
7. Repeat steps 1 through 6 until you have converted all the files you wish to add to the project.

## Forms

### PCL

#### Step 4a: Add Files to the Project

1. Click **Projects** → **Add File to Project**.  
The Open dialog box appears.
2. Highlight the .bin file you wish to add. Click **Open**.  
*The file name appears in the Project dialog box.*
3. Repeat steps 1 and 2 until all the files you wish to include in the project appear in the Project dialog box.

#### NOTE

An alternate way to add files to the project is:

1. Open either **My Computer** or **Microsoft Explorer**.
2. Browse to the directory where the prn files are stored.
3. Select the files and drag them into the **Project box**.

#### Step 4b: Delete Files from the Project

To delete a file from the project:

1. Click the file name.
2. Click **Projects** → **Remove File from Project**.

## Forms

### PCL

#### Step 5: Check File Settings and Save the Project

1. To check the settings for the bin files, double-click the file name.

*The Edit Component Name and ID dialog box appears.*

Here you can edit the

- file name
- ID number (the number you need to enter in the printer driver when printing overlays)
- volume:
  - 0: = printer's disk drive PCL partition
  - 1: = printer's disk drive Common partition
  - %disk0%: = printer's disk drive PostScript partition
  - 2: = Flash memory PCL
  - %Flash0% = Flash memory PostScript
- path.

2. Click **OK**.

3. When you're through reviewing the settings, click **Projects** → **Save Project**.

## Forms

### PCL

#### Step 6: Download the Project

1. Click **Projects** → **Send Project Files to Printer**.  
*Command Issued appears.*
2. Click **OK**.

## Forms

### PCL

#### Step 7: Test Print the Form

1. With Storage Device Manager open and the appropriate printer icon highlighted, click **Printers** → **Test Macro**.

*The Test Macro dialog box appears.*

2. Enter the ID number for the macro file you wish to print.

You can get this from the File List printout.

Look under Volume 0.

Example: for 2:OKI.BIN, enter 2

3. Click **OK**.

*Command Issued appears.*

4. Click **OK** and wait for the macro to print.

## Printing the File List

### Using Storage Device Manager

To print a list of files in the printer's memory:

1. Open Storage Device Manager.
2. Click **Printers** → **Print File Listing**.  
*Command Issued appears.*
3. Click **OK** and wait for the File List to print.

### From the Control (Front) Panel

#### NOTE

To print the File List from the control (front) panel:

- Press **MENU** until **INFORMATION MENU** appears.
- Press **ITEM** (either + or -) until **PRINT FILE LIST** appears.
- Press **SELECT**.

## View and Delete Files

### HDD Print Jobs Feature

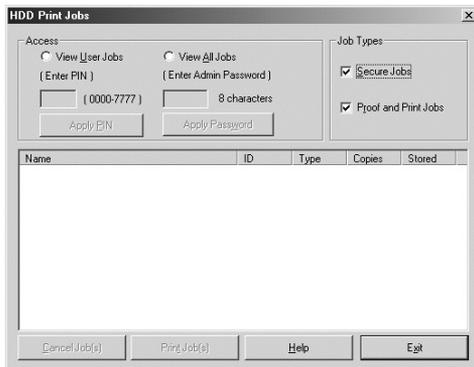
#### Internal Hard Disk Drive

#### Flash Memory

The HDD Print Jobs feature allows you to view and delete the files (Proof & Print and Secure Print) stored on the printer's internal hard drive.

1. Open Storage Device Manager. Click the icon for the printer whose contents you wish to view.
2. Click **Printers** → **HDD Print Jobs**.

*The HDD Print Jobs dialog box appears.*



3. Under **Job Types**, select **Secure Jobs** to view Secure Print jobs and/or **Proof and Print Jobs** to view Proof & Print jobs.

4. To view the jobs stored for a particular client:
  - a. Select **View User Jobs** under **Access**
  - b. Type in the client's 4-digit User PIN
  - c. Press **Enter**.all stored jobs:
  - a. Select **View All Jobs**
  - b. Type in your Administrator's Password
  - c. Press Enter.
5. Delete the files.

### **Important!**

You are not prompted to confirm the deletion.

- Click **Cancel Job(s)** to delete the files without printing them.
- Click **Print Job(s)** to print the files out before they are automatically deleted.

## Delete Files

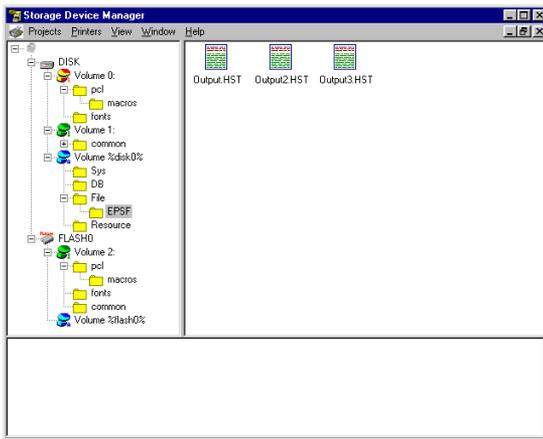
### Show Resources Feature

#### Internal Hard Disk Drive

#### Flash Memory

Use the Show Resources feature to delete files from the internal hard drive and flash memory.

1. Open Storage Device Manager. Click the icon for the printer whose contents you wish to view.
2. Click **Printers** → **Show Resources**.



3. Click the file(s) to be deleted.

Press Shift to select a span of files.

Press Ctrl to select additional files.

- PCL Macro files are under

Volume 0 (internal hard drive)

*or*

Volume 2 (flash memory)

- PostScript Forms are under

Volume &disk0% (internal hard drive)

*or*

%flash0% (flash memory)

4. Click **Printers** → **Delete File(s)**.

5. Click **Yes** to confirm the deletion.

6. Close the dialog box.

## **Overlays**

### **What are Overlays?**

An overlay is a combination of graphics, fonts, or text that is stored and printed whenever required.

An overlay is stored in the printer's flash memory or on the hard disk.

An overlay is similar to a watermark. However, an overlay can be much more elaborate than a watermark.

Overlays can

- replace as pre-printed stationery
- add your logo or company address to a document
- create forms.

### **When to Use Overlays**

Use overlays to print letterheads, forms, or invoices.

Using overlays can reduce the need for pre-printed stationery.

### **Example of Using Overlays**

Use the Storage Device Manager to create and store three files in the printer:

- the company logo
- the company address
- the company mission statement.

Use the Overlay feature to place these files into your document.

You can use the files in many different combinations, according to your changing requirements.

## Overlays

### Requirements

#### Read This First

### Important!

1. An overlay may consist of more than one component file.
2. You *must* use the Shutdown Menu before turning OFF the printer.
3. If your software application has a collate print option, you *must* turn it OFF before you print overlays.
4. You *cannot* use overlays with the:
  - Windows 2000 PostScript driver
  - Macintosh driver
5. The message DISK FULL appears if there isn't enough memory for the data.

### Hardware / Software Requirements

- the Storage Device Manager software must be installed.

### Required Actions

Before overlays can be printed, they must be

- created in a software application
- saved as a print file
- downloaded to storage

## **Overlays**

### **Requirements**

#### **Storage Requirements**

#### **Locations**

Use Storage Device Manager to store the overlays to the printer's:

- hard disk drive
- or
- flash memory

#### **Maximum Available Space**

Hard Disk Drive

2 MB each for PCL Macros and PostScript Forms

Flash Memory

about 0.5 MB each for PCL Macros and PostScript Forms

## Overlays

### Windows PostScript

#### Creating Files for Overlays

##### General Information

The files to be used as overlays must be created, generated, and stored.

Then, other users can use settings in the printer drivers to use the files as overlays in documents.

1. Create the document that you wish to use for Overlay printing (e.g. a letterhead).
2. Use the printer driver to generate a PRN file (print file).
3. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format.
4. Download the storable file to the printer.

An overlay can be created in any software application that can

- handle logos, letterheads, forms, etc.  
and
- print to a file.

##### How To

1. Open the file you want to use as an overlay.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.

### Important

You must use OKI PostScript driver to do this.

4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click **Print To File**.

A checkmark appears in the box.

6. Click the **Job Options** tab.
7. Click the **Overlays...** button.
8. From the drop-down menu, click **Create Form**.
9. Click **OK** to close the dialog box.
10. Click **OK**.
11. Click **OK**.
12. You are prompted to name the .prn file.
13. You are prompted to select the location (where the file will be stored).
14. The document prints. However, a hardcopy document doesn't print. The document is stored on the printer's hard disk.

## Overlays

### Windows PostScript

#### Downloading the print file to use as an overlay

Once you have created a print (PRN) file on your PC's hard disk, you must download this file to the printer.

Use the Storage Device Manager to download the PRN file.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager.
2. Allow the program to discover (locate) the printer.
3. Click **Project**. Click **New Project**.
4. From the **Project** menu, select **Add File to Project**.
5. Select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

**PostScript:** This automatically generates a PostScript hst file.

### Important!

The BIN file is automatically assigned an ID number.

To change the ID number

- double-click the number
- enter a new one in the ID field.

6. Note the name that the file is assigned in the Storage Device Manager.

*Names are case sensitive.*

### **NOTE**

**The assigned file name is very important!**

**You must use this ID number or name when creating overlays in the printer driver.**

**You should change the ID number or name from the default value.**

***Note the new name for later use.***

7. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
8. Select the **Project** menu. Choose **Send Project Files to Printer**.  
This downloads the file to the printer.  
If the file was downloaded successfully, "Command Issued" displays.
9. Close the Storage Device Manager.

## Overlays

### Windows PostScript

#### Defining

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Job Options** tab.
6. Click **Overlay**.
7. Set up an Overlay Group. Click **New**.  
*The Define Overlays dialog box appears.*
8. Under **Group Name**, enter a name for the group of overlays you are creating.
9. To select the pages that the overlay prints on,
  - In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed,  
*or*
  - Select **Custom** and enter specific page numbers under **Custom pages**.
10. Under **Overlay Name**, type in the name of the overlay file exactly as it was stored using Storage Device Manager (see the File List printout), *including the file extension HST*.  
*Overlay file names are case sensitive.*
11. Click **Add**.
12. Repeat steps 10 and 11 to add additional overlays (maximum of three per group).
13. Click **OK**.
14. Click **New**.

*To create additional overlay groups (up to 32 can be defined), repeat steps 7 to 14 above.*

## **Finish**

- 15.** Click **OK**. Close the Printers dialog box.

## Overlays

### Windows PostScript

#### Printing

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Job Options** tab.
6. Click **Overlay...**
7. To define an overlay, click **Define Overlays**.
8. In the **Overlay Name** list, enter the file name of the overlay.

#### NOTE

The **Overlay Name** must be **EXACTLY** the same as the file name you noted in the previous section. This is the name under which the file is stored on the printer's hard disk drive. It is *case sensitive*.

9. In **ID Values**, enter the ID of the file. Please refer to the instructions for the Storage Device Manager utility.
10. Select the pages where the overlay prints. Use **Print on Pages**  
or  
**Custom Pages** to select specific page numbers in the document.
11. Click **Add**.
12. Click **Close**.
13. Repeat steps 8 through 12 for each overlay you wish to add.

14. Under **Defined Overlay**, highlight the overlay name. Click the **Add** button to add the overlay to the list in **Active Overlays**.
15. Select **Print Using Active Overlays**.
16. Click **OK**.
17. Click **OK**.
18. Close the Default dialog box.

## Overlays

### Windows PostScript

#### Editing

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Job Options** tab.
6. Click the **Overlay** tab.
7. Click **Define overlays**.  
*The Define overlays dialog box appears.*
8. Under **Defined overlays**, click the overlay you want to edit.
9. Make your changes. Click **Apply**.
10. Click **Close**.
11. Click **OK**.
12. Click **OK**.
13. Close the Printers dialog box.

## Overlays

### Windows PostScript

#### Deleting

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Job Options** tab.
6. Click the **Overlay** tab.
7. Click **Define overlays**.  
*The Define overlays dialog box appears.*
8. Under **Defined overlays**, click the overlay you want to delete.
9. Click **Remove**.
10. Click **Close**.
11. Click **OK**.
12. Click **OK**.
13. Close the Printers dialog box.

## Overlays

### Windows PCL

#### Creating Files for Overlays

##### General Information

The files to be used as overlays must be created, generated, and stored.

Then, other users can use settings in the printer drivers to use the files as overlays in documents.

1. Create the document that you wish to use for Overlay printing (e.g. a letterhead).
2. Use the printer driver to generate a PRN file (print file).
3. Use the Storage Device Manager utility to convert this PRN file (print file) to a storable file format.
4. Download the storable file to the printer.

An overlay can be created in any software application that can

- handle logos, letterheads, forms, etc.  
and
- print to a file.

##### How To

1. Open the file you want to use as an overlay.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.

### Important

You must use OKI PCL driver to do this.

4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click **Print To File**.

A checkmark appears in the box.

6. Click the **Setup** tab.
7. Under **Driver Settings**, make sure the appropriate driver setting is selected.
8. Click the **Job Options** tab.
9. Click **Overlay**.
10. Click **Define Overlays**.
11. At **Name**, enter the name for your overlay.
12. Enter the other information, as necessary.

Try to keep the overlay to a single sheet.

Don't use N-up, duplex, finisher options, etc. when creating an overlay. These can be added when printing the document that includes the overlay.

13. Click **Add**.
14. Click **Close**.
15. Click **OK**.
16. Click **OK**.
17. Click **OK**.
18. The document prints. However, a hardcopy document doesn't print. The document is stored on the printer's hard disk.

## Overlays

### Windows PCL

#### Downloading the print file to use as an overlay

Once you have created a print (PRN) file on your PC's hard disk, you must download this file to the printer.

Use the Storage Device Manager to download the PRN file.

The Storage Device Manager software is included with the original software CDs that were supplied with your printer.

1. Launch Storage Device Manager.
2. Allow the program to discover (locate) the printer.
3. Click **Project**. Click **New Project**.
4. From the **Project** menu, select **Add File to Project**.
5. Select the PRN file(s) that you created earlier.

**PCL:** This automatically generates a BIN file.

**PostScript:** This automatically generates a PostScript hst file.

### Important!

The BIN file is automatically assigned an ID number.

To change the ID number

- double-click the number
- enter a new one in the ID field.

6. Note the name that the file is assigned in the Storage Device Manager.

*Names are case sensitive.*

### **NOTE**

**The assigned file name is very important!**

**You must use this ID number or name when creating overlays in the printer driver.**

**You should change the ID number or name from the default value.**

***Note the new name for later use.***

7. Make sure the printer being used is highlighted in the lower window of the Storage Device Manager.
8. Select the **Project** menu. Choose **Send Project Files to Printer**.  
This downloads the file to the printer.  
If the file was downloaded successfully, "Command Issued" displays.
9. Close the Storage Device Manager.

## Overlays

### Windows PCL

#### Defining

Overlays do not work with the Windows PCL6 drivers.

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.

Windows XP:	Click <b>Preferences</b> .
Windows 2000:	Click <b>Printing Preferences</b> .
Win Me/98, NT:	Click <b>Properties</b> .
5. Click the **Setup** tab.
6. Under **Driver Settings**, make sure the appropriate driver setting is selected.
7. Click the **Job Options** tab.
8. Click the **Overlay** tab.
9. Click **Define Overlays**.
10. Under **Overlay Name**, enter a name for the overlay.
11. Under **ID Value**, enter the ID number for the file saved using the Storage Device Manager software (see the File List printout).
12. In the **Print on Pages** drop-down list, select on which pages the overlay is to be printed,  
or  
select **Custom** and enter specific page numbers under **Custom pages**.
13. Click **Add**.

*The overlay you defined appears in the Defined overlays list.*
14. Click **Close**.
15. Click **OK**.
16. Click **OK**.
17. Close the dialog box.

## Overlays

### Windows PCL

#### Printing

Overlays do not work with the Windows PCL6 drivers.

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.

Windows XP:	Click <b>Preferences</b> .
Windows 2000:	Click <b>Printing Preferences</b> .
Win Me/98, NT:	Click <b>Properties</b> .
5. Click the **Setup** tab.
6. Under **Driver Settings**, make sure the appropriate driver setting is selected.
7. Click the **Job Options** tab.
8. Click the **Overlay** tab.
9. Under **Defined Overlays**, click any overlays you wish to use.  
To select more than one, press the Ctrl key while selecting the names.
10. Click **OK**.  
Each name appears in the **Active overlays** box.

#### To print a sample of an overlay for review

1. Under **Defined Overlays**, click the name.
2. Click **Test Print**.

#### To add more overlays to the list

1. Click **Define overlays**.
2. In the **Define overlays** dialog box, fill in the appropriate information.
3. Click **Close**.

4. Click **Print using active overlays**.
5. Click **OK**.
6. Click **OK**.
7. Click **Print**.

## Overlays

### Windows PCL

#### Editing

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Setup** tab.
6. Under **Driver Settings**, make sure the appropriate driver setting is selected.
7. Click the **Job Options** tab.
8. Click the **Overlay** tab.
9. Click **Define overlays**.  
*The Define overlays dialog box appears.*
10. Under **Defined overlays**, click the overlay you want to edit.
11. Make your changes. Click **Apply**.
12. Click **Close**.
13. Click **OK**.
14. Click **OK**.
15. Close the Printers dialog box.

## Overlays

### Windows PCL

#### Deleting

1. Open the file you want to print.
2. Click **File** → **Print**.
3. Right-click the appropriate printer.
4. Your action depends on your operating system.  
Windows XP: Click **Preferences**.  
Windows 2000: Click **Printing Preferences**.  
Win Me/98, NT: Click **Properties**.
5. Click the **Setup** tab.
6. Under **Driver Settings**, make sure the appropriate driver setting is selected.
7. Click the **Job Options** tab.
8. Click the **Overlay** tab.
9. Click **Define overlays**.  
*The Define overlays dialog box appears.*
10. Under **Defined overlays**, click the overlay you want to delete.
11. Click **Remove**.
12. Click **Close**.
13. Click **OK**.
14. Click **OK**.
15. Close the Printers dialog box.

# Web Installer

## General Information

This utility is a web-based application. It automates tasks for a network administrator.

- Discovering printers connected to a TCP/IP network
- Displaying discovered printers on Oki Data web page
- Sending users e-mail notification of the URL that permits the downloading of printer driver installation programs for discovered printers.

Administrators can use this utility to manage printers and users organized in groups, such as departments or floors.

## How to Install

Load this program from the Menu Installer located on CD1.

## Additional Information

Click the Manual icon to access the on-line manual.

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