KMnet Viewer

User Guide

Legal Notes

Unauthorized reproduction of all or part of this guide is prohibited.

The information in this guide is subject to change without notice.

We cannot be held liable for any problems arising from the use of this product, regardless of the information herein.

Regarding Trademarks

Microsoft Windows is a registered trademark of Microsoft Corporation in the U.S. and/or other countries.

All other brand and product names herein are registered trademarks or trademarks of their respective companies.

Examples of the operations given in this guide support the Windows 7 printing environment. Essentially the same operations are used for Microsoft Windows Vista, Windows XP, Windows Server 2003, and Windows Server 2008 environments.

Table of Contents

1 Quick Start

Many features are available to help you organize and monitor network device information.

These features are available for starting the application, discovering devices, and getting familiar with the user interface.

Starting and Logging in

1. Open the application.

2. If you have administrator rights, your last saved workspace appears and you can proceed with your tasks. If you have administrator rights, and you are starting the application for the first time, proceed to step 4.

3. If you do not have administrator rights, the network administrator must set up a user login password for you. If no password has been set up, the application does not start, and an access error message appears.

   Type your password in the login text box, and click **Submit**. A password is a maximum of 32 characters. A blank password is allowed.

   If your submitted password is accepted, your last saved workspace appears, unless it is your first time starting the application. If it is the first time, proceed to step 4.

   If the password is not correct, the application displays the dialog box and asks you to enter the password again. If you incorrectly enter the password three times, an error message appears, and the application does not start. If this happens, see the network administrator about your password.

4. If you just installed the application, and it is the first time you are starting it, a dialog box appears after you have started and successfully logged in. You are asked to specify a workspace file. After you specify your workspace file, the application opens and displays the **Add Device** wizard to help you search for network devices and create the device list.

Editing Authentication Options

If a user does not have administrator rights on the computer with the application installed, the network administrator can set up a user login password. If no password has been set up for a user without administrator rights, the application does not start, and an access error message appears.

1. In the menu bar at the top left of the screen, click **Edit** > **Options**. In the **Options** dialog box, click **Authentication**.
2. Select **Enable local password**.
3. In the **New password** text box, type a password for a local user. A password is a maximum of 32 characters. A blank password is allowed.
4. In **Confirm password**, type the password again.
5. Click **OK** to save the password.

Device Discovery

Discovery is a process that checks networks for printing devices. If new devices are found, then the application updates its database with information about the device. This process can be performed manually for single or multiple devices, or it can be scheduled to run automatically according to a set schedule. It is also possible to exclude devices from being discovered.

When the application is launched for the first time, or when a new workspace is opened, the **Add Device** wizard automatically launches.

Adding Devices

You can use the Add Device wizard to add devices to the view list.

1. Click **Device** > **Discovery** > **Add Devices**.
2. In the **Add Device** wizard, select a method for adding devices:

   Express

   Uses predefined communication settings to find devices in the local network.

   Custom

   Lets you select settings to find devices on any network.
3. For the selected method, complete the wizard and click **Finish** to begin discovery.

Custom Options for Adding Devices

Custom options are available when **Custom** is selected in the **Add Device** wizard. You can select the discovery process to run on your local network, a specific IP address, or a range of IP addresses. Continue through the wizard to select the following options:

On your local network

Select discovery type, TCP/IP port, SNMP options, SSL options, and discovery start time.

By IP address

Type specific IPv4 or IPv6 addresses or host names and click **Add** to add them to the **Selected targets** list. You can also click **Import** to search for a valid IP address list (.CSV or .TXT). An entry can be removed from the **Selected targets** list by selecting it and clicking **Remove**. Click **Next** to continue through the wizard and select TCP/IP port, SNMP options, SSL options, and discovery start time.

By IP address range

Type valid starting and ending IPv4 addresses and click **Add** to add them to the **Selected network segments** list. An entry can be removed from the **Selected network segments** list by selecting it and clicking **Remove**. Click **Next** to continue through the wizard and select TCP/IP port, SNMP options, SSL options, and discovery start time.

Automatic Device Discovery

You can set up a regular schedule for performing the discovery process. If devices are frequently added to or removed from the network, performing discovery on a regular basis will keep the device database up to date.

Scheduling Automatic Device Discovery

You can set a schedule for device discovery.

1. Click **Device > Discovery > Automatic Discovery**. The **Scheduled Discovery** dialog box opens.

2. If there is an existing discovery mode you would like to edit, select it and click **Properties**, make your selections in each window to set up a recurring schedule and click **Apply changes**.

3. Click **Add** to create a new discovery mode. In the **Add Device** wizard, make your selections in each window to set up a recurring schedule. On the **Confirm Discovery** page, click **Finish** to

save your changes.

4. The new discovery mode is added to the list. Click **Close** to save your changes and close the **Scheduled Discovery** dialog box.

Excluded Devices

A printing device can be deleted, which excludes the device from the discovery process. This may be done if the device is not managed by the IT department, or if the device is to be made not visible for security reasons.

Devices can be restored to the device list from the **Excluded Devices** window.

Excluding a Device from Discovery

This option removes the device from the device list, and displays it in the **Excluded Devices** window. Information about the device is not deleted from the application.

1. In the device list, select the device to exclude.

2. Right-click on the selected device, and click **Delete Device**.

Including a Device

A printing device that was deleted can be included again. When a device is included, it is available to be found the next time **Discovery** is performed.

1. Click **Device > Discovery > Excluded Devices**.

2. In the list, select an excluded device to include.

3. Click **Include device.**

User Interface

The user interface is designed to help you quickly get the information you need about your network devices.

The screen is divided between left and right panes. On the left pane, you can select which view appears in the device list in the right pane. A view is a specified organization of columns and rows (list), or a layout (map) of the device data.

The application offers two types of views: custom views that are listed under the **My Views** heading, and standard views defined by the application that are listed under **Default Views**.

The device list in the right pane displays all devices found during network discovery. There is one row of information per device.

There is one row of information per **Account** when **Accounts View** is selected in the left pane.

Main Menu

The main menu is located in the upper left corner of the screen. Basic operations that affect the application are in this menu. The main menu operates like a standard Microsoft Windows main menu.

My Views Pane

My Views are located in the left pane of the screen. **My Views** are lists or maps you can create from **Default Views** or other **My Views**. This lets you customize the type of information you want to see**. My Views** are organized in a tree structure that displays folders and **My Views** nodes. When you select **a My Views** node, the application displays the view (list or map) in the right pane. You can create folders to organize and manage **My Views**. Add information to **My Views** by clicking **View > Add Dynamic View,** or **View > Add Manual View Using Selection.**

Default Views Pane

Default Views are located in the left pane of the screen. **Default Views** are standard list or map views shipped with the application.

Under **Default Views**, six standard **Device** views and two standard **Account** views are available that cannot be removed.

When you select a particular default view, the application displays the view (list or map) in the right pane.

Device List Pane

The device list is located in the right pane of the screen. It provides device information in a customizable list or in a map format. Information can be organized and sorted to the user's preference. Each row represents a device and columns represent categories. Each device row can be expanded to display more information.

Identifying Status Icons

In the device list, status icons provide quick information about the condition of each device. Click the triangle icon to expand the row and see a description of the condition. For further information, refer to the Operation Guide.

Ready
Green icon with a white check mark. This icon indicates that the device is ready to print, or is in the process of printing.

Error
Red icon with white "X". This icon means the device is unable to print and needs immediate attention.

Warning
Yellow icon with a white exclamation mark. This icon indicates that the device can print, but is approaching error status.

Disconnected
Orange icon with a white broken circuit. This icon means the application is unable to communicate with the device.

Busy
Gray clock icon. This icon indicates that the device is operational, but occupied with a task.

Customizing the Device List

The application provides the ability to arrange the information in the device list to suit your needs. Changes made to **My Views** are saved with the view. You can update changes to **My Views** by clicking **Update View** in the toolbar. Changes made to **Default Views** are not saved after you leave the view.

Showing or Hiding Columns

Find the column to the right of where you want a new column to appear. Right-click on the column heading to open the selection list of columns. A column that appears in the view has a check mark next to it in the selection list. Select a new column for the view by clicking on the desired column name. The column will now appear in the view.

To hide a column from the view, click any column heading to open the selection list of columns. Click on a column name that has a check mark next to it that you want to hide. The column will no longer appear in the view.

Changing the Width of a Column

To adjust the width of a column, position the cursor over the column divider until you see the double-headed arrow. Left-click, and then drag the arrow left or right until you have the desired column size. Release the mouse button.

Changing the Position of a Column

To move a column to another position in the view, left-click on the desired column heading, and then drag the cursor to a column heading name that is to the left or right of where you want the moved column to appear. Release the mouse button.

Sorting Rows in the Device List

You can sort the information in the device list. Click the column heading to change the sort order of the rows in the view, using the data in that column as the sort criteria. An upward triangle indicates rows sorted in ascending order; a downward triangle indicates rows sorted in a descending order.

Expanding a Row in the Device List

You can expand a row in the device list to reveal more information about a device. Click the right-pointing triangle icon in the row of the device for which you want to see additional information. The row expands to display a 3–D picture of the device with all installed options. Other information about the device is also displayed, such as model, status, IP address, and print speed.

To collapse the row back to regular device list size, click the triangle icon again.

Closing the Application Window

You can close just the application window so that the device list is no longer visible on the screen, but the application continues to run in the system tray. This is useful if you want to reduce the number of open windows on your desktop, or if you are running a task that does not need visual monitoring. In the menu bar at the top left of the screen, click **File** > **Close Window**. To reopen the window, double-click the icon in the system tray; or right-click the icon, and then click **Restore**.

To exit the application, click **File** > **Exit**. The application saves the currently displayed workspace before exiting. This saved workspace appears the next time the same user opens the application.

2 View Management

The application offers two types of views: custom views that are listed under the **My Views** heading, and eight standard views defined by the application that are listed under **Default Views**. The default views are:

Device:

General View, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, **Map View**

Account:

Accounting Devices View, **Accounts View**

You can create, change, or delete views in **My Views**. In the **Default Views**, you can customize the appearance of the lists, but the changes are not saved after you leave the view. You cannot make permanent changes to the views in **Default Views**.

View As

You can switch to a different view by using the **View As** feature in the **View** menu. Select the view you want to change, click **View** > **View As**, and click the new view from the list.

If the original view is under **Default Views**, the view switches to the selected default view.

If the original view is under **My Views**, the view itself changes to the selected view. To save the view, click **Update View**.

This feature is not available for **Accounting Devices View**, **Accounts View**, or custom account views under **My Views**.

Default Views

The application provides eight standard views under **Default Views** that cannot be removed or edited. **Display Name**, **IP Address** and **Host Name** are included in all views except **Map View** and **Accounts View**.

In any view except **Map View**, you can add or remove columns from the table temporarily. Right-click on the column heading and select or clear the desired item or items. The modified views are not saved when you switch to a different view.

The following default **Device** views are available:

General View

Displays general information, such as display name, IP address, host name, toner level, description, location, and model name.

Capability View

Displays support for various device capabilities, such as color or black & white, print speed, duplex, total memory, hard disk, scan, FAX, staple, punch, address book, document box, user list, and job log.

Counter View

Displays the device counters for total printed pages, copier printed pages, printer printed pages, FAX/i-FAX printed pages, black & white printed pages, single color printed pages, full color printed pages, total scanned pages, copier scanned pages, FAX scanned pages, and other scanned pages.

Firmware View

Displays firmware information, including system firmware, engine firmware, scanner firmware, FAX firmware (Ports 1 and 2), panel firmware, and NIC firmware version.

Asset View

Displays asset information, including MAC address, serial number, and asset number.

Map View

Displays printing devices on a background map of your office.

The following default **Account** views are available:

Accounting Devices View

Displays general information and counters for devices that support accounting.

Accounts View

Displays account information for managed devices, such as counter totals for print, copy, FAX, and scan.

Map View

Use **Map View** to display printing devices on a background map of your office. Printing device properties can be viewed and managed from Map View. The use of an office map helps to visualize the location of devices throughout an office.

Under **Default Views**, click **Map View**. The initial map view displays all devices as icons against a white background. You can import an image of your office layout to appear in the background, then click and drag each device icon to its office location. The map is shared by all map views in the current workspace.

Information about a device can be viewed by moving the pointer over the icon.

Importing a Map Background

You can import an image of your office layout to appear in the map view background. After an image is imported, you can replace it with another image by following the same procedure.

1. Under **Default Views**, select **Map View**.
2. Click **Device** > **Import Map Background**.
3. Click **Browse** to select an image file (.BMP or .JPG).
4. Click **OK** in the **Import Map Background** dialog box.

Adjusting the Map Size

You can change the size of the map image within the view window.

Use any of the following methods to change the image size:

Click **Zoom In** to increase the size of the image one step.

Click **Zoom Out** to decrease the size of the image one step.

Click **Zoom to Fit** to place the entire image within the screen. If you change the screen size, click **Zoom to Fit** again.

Type a percentage between 50% and 300% in the **Zoom** box and press **Enter**.

Clearing a Map Background

You can remove the background image from the map view. All device icons will retain their position after the map image is removed.

In the **Device** menu, click **Clear Map Background**.

My Views

You can set up custom views in addition to the default views. Custom views appear on the left side of the screen under **My Views**. Dynamic or manual views can be created or deleted. If desired, views can be placed in folders.

My Views lets you customize the devices or accounts being displayed, as well as column order, number of columns, and other view settings. To save the view, click **Update View**.

Adding a New Folder to My Views

You can create folders under **My Views** so that custom views can be placed in folders.

1. In the menu bar at the top left of the screen, click **File > New Folder**. A folder with the temporary name of **New Folder** is created in the **My Views** pane for the active workspace.

2. Click in the text box, and type a name for the folder. The name cannot be the same as that of an already existing folder.

3. To save the new folder name, click outside the text box, or press **Enter**.

Renaming a Folder or View

You can change the name of a folder or view in **My Views**.

In the **My Views** pane at the left of the screen, click to highlight the view or folder you want to rename.

1. In the menu bar at the top left of the screen, click **Edit** > **Rename**.
2. Type the new name, replacing the old name in the text box.
3. To save the new name, click outside the text box, or press **Enter**.

Removing a Device or Account from View

You can remove a device or account so that it does not appear in a custom view under **My Views**. This does not delete the item from the database. Only devices or accounts in a manual view can be removed from view.

1. Select a custom view under **My Views**.

2. Select a device or account to be removed from view. Multiple items can be selected by pressing Ctrl or Shift + click.

3. In the menu bar at the top of the screen, click **Edit** > **Remove From View**.

Note: There is no confirmation dialog box after you click **Remove From View**.

Searches

Two types of searches are available for finding devices and accounts with particular characteristics. **Search** searches data in the currently displayed view. Search entries are not saved when you move from view to view, or change to **Advanced Search**. Advanced Search searches all devices or accounts in the database for the values selected in the search dialog box.

Search

The **Search** feature is located in the upper right of the screen. The **Search Text** box accepts input in all supporting languages. The search can find exact matches for full or partial terms in the following columns in the **Map View**.

Device search: **Display name**, **IP Address**, **Host name**, **Model name**

Account search: **Account ID**

The data is searched even if columns have been removed from view.

Note: Search does not search the text in the expanded information areas of the devices. Search results are not saved when you move from view to view, or perform an **Advanced Search**.

---

1. Type an alphanumeric search term (64 character maximum) in the text box. As you type, the search examines the data of all the devices or accounts in the original view.

2. To clear the search term, click the icon next to the **Search Text** box. This removes any text in the text box, and restores the view to the original list of devices or accounts before the search.

Advanced Searching

The **Advanced Search** feature is available for **Default Views**. It finds all printing devices or accounts in the database that match the selected criteria. Up to six properties can be defined for the search. The search results are displayed until you change to another view, or perform another **Advanced Search**.

1. Select a default view.

2. Click **Edit** > **Advanced Search**, or click the **Advanced Search** icon in the application toolbar above the device list. The **Advanced Search** dialog box opens.

3. Select a search logic:

   Match all criteria

   This option searches for devices or accounts that meet all the search terms specified under **Criteria**.

   Match any criteria

   This option searches for devices that meet at least one of the search terms specified under **Criteria**.

4. Under **Criteria**, select device features or properties to find in the search.

   Left column

   Select one device property per property list. There are six property lists available. Properties vary by device model.

   Middle column

   Available conditions depend on the selected property.

   Right column

   Type a value in the box.

5. Click **OK**. The application searches through all devices or accounts, and displays those that match the selected **Criteria**. In **Map View**, the search result devices appear in their saved position in the office map.

Dynamic View

A dynamic view is a copy of a default or custom view that you create under **My Views.** A dynamic view will match the current display in the right pane:

Device

General View, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, **Map View**

Account

Accounting Devices View, **Accounts View**

Once created, you can name and modify the dynamic view as desired.

A dynamic view cannot be created when a manual view is selected under **My Views**.

Adding a Dynamic View

You can modify an existing view and save it as a custom view under **My Views**.

1. Select a view under **Default Views** or **My Views**, except a manual view.

2. Modify the view as desired, then click **View** > **Add Dynamic View**.

3. Type the name of the new view, up to 64 characters.

Manual View

A manual view is a custom view that includes devices or accounts selected from an existing view. A manual view will match the current view in the right pane:

Device:

General View, **Capability View**, **Counter View**, **Firmware View**, **Asset View**, **Map View**

Account:

Accounting Devices View, **Accounts View**

Once created, you can name and modify the manual view as desired. **Advanced Search** is unavailable for a manual view. A device or account can be added to a manual view by selecting it in another view and dragging it to the manual view.

Adding a Manual View Using Selection

You can create a view of selected devices or accounts and save it under **My Views**.

1. With any view displayed, select one or more devices or accounts from the list or map. Press Ctrl or Shift + click to

select multiple devices.

2. Click **View** > **Add Manual View Using Selection**.

3. Type the name of the new view, up to 64 characters.

4. If desired, modify the view, then click **Update View**.

Folder Reports

Folder reports provide detailed information about accounts or accounting devices for all views in a custom folder. The folder must contain custom views created from **Accounting Devices View** or **Accounts View**. Once a folder report is created, it can be exported and saved in .CSV or .XML format.

An accounts report can be created if the folder contains at least one accounts view. Only the accounts selected in the **Accounts Folder Report** dialog box are included in the exported report.

An accounting devices report can be created if the folder contains at least one accounting devices view. Only the devices selected in the **Accounting Devices Folder Report** dialog box are included in the exported report.

Creating and Exporting a Folder Report

After creating a folder under **My Views** and adding custom views from **Accounting Devices View** or **Accounts View**, you can create and export an accounts or accounting devices report.

1. Right-click on the desired folder and select **Folder Report**, then select **Accounts** or **Accounting Devices**.

2. In the **Accounts Folder Report** or **Accounting Devices Folder Report** dialog box, select one or more accounts or devices to include in the report.

3. Click **Export** to open the **Export View to CSV / XML** dialog box.

4. Select the format type, name the report, and click **Save** to save the file.

Updating a View

When any view under **My Views** is changed, an asterisk appears after its name in the title bar until it is saved. You can save the updated view by clicking **View** > **Update View**. Use this feature after any of the following:

Modifying the displayed devices or accounts with **Search** or **Advanced Search**.

Changing the column width or column order, adding or removing columns.

Using **View** > **View As** to change the view type.

Sorting the information in list columns.

Duplicating a View

You can create a copy of a view in **My Views**. This is useful if you want to create a new view that is only slightly different from an existing view.

1. Under **My Views**, select the view to be copied.
2. Click the arrow button next to **My Views**, and click **Duplicate**.
3. Type the new name, up to 64 characters, replacing the old name in the text box.
4. To save the new name, click outside the text box, or press **Enter**.
5. Modify the new view as needed.

Renaming a View

You can change the name of a view in **My Views**. Default views cannot be renamed.

1. Under **My Views**, select the view to be renamed.
2. Click **Edit** > **Rename**.

3. Type the new name, up to 64 characters, replacing the old name in the text box.

4. To save the new name, click outside the text box, or press **Enter**.

Deleting a View

You can delete a custom view from **My Views**. A deleted view cannot be restored. Default views cannot be deleted.

1. Under **My Views**, select the view to be deleted.

2. Click **Edit** > **Delete View**. There is no confirmation dialog box after you click **Delete View**.

Resizing the View Areas

If many views have been saved under **My Views**, or if your views have long names, you can see the view list more easily by changing the size of the viewing area in the left pane.

To change the width of the left pane, click the border between the left and right panes and drag it right or left.

To change the height of the **My Views** area, click the top of the **Default Views** border and drag it up or down.

Refresh

Printing device information, such as counters and toner levels, is automatically updated according to the polling schedule. At any time, you can manually update this information for one or more devices. The following **Refresh** options are available:

Refresh Device

Select one or more devices and click **View** > **Refresh Device** to update the selected devices.

Refresh All

Click **View** > **Refresh All** to update all displayed devices.

3 Device

The **Device** menu is used for finding devices and managing device settings.

Device Properties

The **Properties** dialog box displays settings and status information about the selected device. To open device properties, select a device, and click the **Properties** icon. Alternatively, right-click on the device, and then in the context menu click **Properties**. Settings may differ depending on your selected device. The settings can include:

Basic device settings

This area shows the **Display name**, **Model**, **Status**, **IP address**, **Host name**, **Location**, and **Description** of the printing device. The **Panel message** box shows the information currently displayed on the device operation panel**. Display name**, **Location**, and **Description** can be edited.

Device alert

This area describes alerts that are currently occurring, and any troubleshooting measures that can be taken.

Media input

This area shows the trays and cassettes that are currently installed, their capacity, and roughly how much paper they currently contain.

Capabilities

This area shows some of the key specifications of the currently selected device.

Counters

This area shows a variety of counters for different types of paper or media and output.

Firmware versions

This area lists the versions of firmware for various parts of the system.

Memory

This area shows the space available on the hard disk, memory card, optional ROM, and in the RAM disk.

Asset

This area shows the **MAC address** of the network adapter in the device, the **Serial number** of the device itself, and the **Asset number** which may be assigned by your organization.

Displaying Device Properties

1. You can view the properties of a printing device.

2. Select a device in the view pane.

3. Click the **Properties** icon to display information about the selected device. Alternatively, right-click on the device, and then in the context menus click **Properties**.

4. Click **Refresh** to update any settings that might have been changed on the device while this dialog box was open.

Displaying Device Home Page

Printing devices that contain web servers can display a web page containing information about the device's current status and settings. The layout and information shown on this page differs by printing device model. Click **Device** > **Device Home Page** to display this web page. Alternatively, click the **Device Home Page** icon, or right-click on the device, and then in the context menu click **Device Home Page**.

Administrator Login

For some models, administrator authentication is required to access selected features in the **Device** and **Account** menus. Available features vary by model. When you select the feature from a menu or context menu, you are prompted to type one of the following in the **Administrator Login** dialog box:

Command Center password

Administrator Login and **Administrator Password** (with optional **Use local authentication**)

Accounting administrator code

Operations on multiple devices do not prompt for the administrator login. Login options must be selected in the Login section of the **Communication Settings** dialog box.

Address Book

The **Address Book** is a list of individuals and their contact information that is stored on the device. Each entry for an individual is called a Contact, and Contacts can be organized into Groups. This contact and Group information is stored on the device, and is used for faxing and scanning operations.

To open the address book, select a device in the device list, and select **Device > Address Book**.

Note: If authentication is set, accessing the address book requires the correct **Login user name** and **Password** in the **Communication Settings** for the device. If authentication on the device is not set, the login dialog box does not appear so a user name and password is not needed.

The information that can be stored for each includes:

Name (and furigana, if applicable)

Cover page (recipient, company, department). This information is transmitted on a Network FAX.

E-mail

FTP (File Transfer Protocol)

SMB (Server Message Block)

FAX Number

Internet FAX Address

Adding Contacts

You can add individuals to the address book stored on a device.

1. In the menu bar at the top left of the **Address Book**, click **Add Contact**. The **Contact Settings** dialog box appears.

2. Enter the name of the contact in the **Name** box. This information is required.

3. Enter other information that is needed.

4. Click **OK** to save the new address book entry.

Adding Groups

Contacts in the address book can be organized into groups. This is useful when the device sends out notifications of certain types of events, for example.

1. In the menu bar at the top left of the **Address Book**, click **Add Group**. The **Group Settings** dialog box appears.

2. Enter the name of the new group. The name does not have to be unique.

3. Click **OK** to send the information to the device.

Adding a Contact to a Group

You can search for contacts and add them to an existing group. Each step requires communication with the device, which may be slow depending on network conditions.

1. Double-click on an existing group to open the **Group Settings** dialog box. Alternatively, select the group, then click the **Properties** icon to open the dialog box.

2. In the menu bar at the top left of the dialog box, click **Add members**. The user list is downloaded from the device and appears in the dialog box.

3. Select one or more users to add, and click **Add**.

4. Click **OK** in the **Add Group Members** and **Group Settings** dialog boxes.

Deleting a Contact From a Group

Contacts can be deleted from a group when they are no longer needed.

1. Double-click on an **existing group** to open the **Group Settings** dialog box. Alternatively, select the group, then click the **Properties** icon to open the dialog box.

2. Select one or more **contacts** to delete.

3. In the menu bar at the top left of the dialog box, click **Remove members**, then click **Yes** to confirm.

Deleting Contacts and Groups

Contacts and groups can be deleted from the address book when they are no longer needed.

1. Select one or more contacts or groups.

2. In the menu bar at the top left of the dialog box, click **Delete**, then click **Yes** to confirm.

The updated information is sent to the device.

Editing Contacts and Groups

The information saved in the **Address Book** dialog box for each contact or group can be edited if necessary.

Select a contact or group item.

Right-click and select **Properties**. The **Contact Settings** or **Group Settings** dialog box for the selected contact or group opens.

Edit the information in the dialog box, and click **OK** to save the changes.

Copying Contacts and Groups

Contacts and groups can be copied. This can save time when creating address book entries that are very similar to existing entries.

Note: When performing this copy and paste operation, you should be aware that the modifications will be applied after the **Paste** command.

---

1. Select the contact or group to copy, and click the **Copy** icon.

2. Click the **Paste** icon.

3. Modify the new contact or group as needed.

Each time a contact or group is copied, the name is changed as follows:

First time: "Copy" is added to the name.

Second time: "Copy 2" is added to the list.

Third time: "Copy 3" is added to the list.

The naming continues to follow this pattern.

Searching the Address Book

You can search the device address book in order to update contact or group information. Address book information can be searched by **Number**, **Name**, **E-mail**, **FTP**, **SMB**, **FAX number** or **Internet FAX address.**

1. In the **Searchable fields** drop-down list box, choose the field to search.
2. Enter the name or part of a name (or furigana, if applicable) to find in the adjacent **Quick Search Text** box.
3. To clear the search results and display the entire address book again, click the **Clear Search** icon.

One Touch Keys

This feature lets you access **Address Book** entries for contacts or groups by pressing one key on the printing system's operation panel.

The number of **One Touch Keys** that can be created for each address book varies according to printing system model.

Adding One Touch Keys

You can create a list of **One Touch Keys** for an **Address Book**.

1. In any **Device** view, select a printing system with an address book.
2. Click **Device** > **Address Book**.
3. In the **Address Book** dialog box, click **Show One Touch Keys** > **Add One Touch Key**.
4. In the **Add One Touch Key** dialog box, select settings.

   Name

   Type a name (maximum of 24 characters).

   Number

   Select a specific number or select **Auto** to assign the next available number.

   Destination

   Click **Add destination**, and select a user or group.

5. Click **OK** in all dialog boxes.

To delete an entry from the **One Touch Keys** dialog box, select it in the list and click **Delete** in the toolbar.

Viewing and Editing One Touch Key Properties

You can view and edit information about One Touch Keys for users and groups by double-clicking on an existing group.

1. In any **Device** view, select a printing system with an address book.

2. Click **Device** > **Address Book**.

3. In the **Address Book** dialog box, click **Show One Touch Keys**.

4. In the **One Touch Key** dialog box, select a list item and click **One Touch Key Properties** to view the **One Touch Key** details.

5. In the **One Touch Key Properties** dialog box, you can edit the **Name** and and click **Edit destination**.

6. Click **OK** in all dialog boxes.

Searching One Touch Keys

In the **One Touch Key** dialog box, you can search by **Number**, **Name, Address Number** and **Address Type**. In the **One Touch Key Destination** dialog box, you can search by **Number**, **Address Type, Name**, and **Destination**.

1. In the **Searchable fields** list, select the field to search.

2. Type a full or partial search string in the adjacent **Quick Search Text** box.

3. To clear the search results and display the entire list again, click the **Clear Search** icon.

Device Users

Device users who are authorized to use a device are on a user list with their login information and passwords. When user authentication is set, only users who are administrators on the device are able to use the various functions of the device.

Note: To access the user list of a device, the correct **Login user name** and **Password** must be in **Communication Settings** for the device. Regardless of the authentication setting on the device, the user has to log in for authentication. If an administrator password is set for the device, then only an administrator can change the user list.

Adding Device Users

You can add users to the user list located on the device. The **Device User List** can be used to control which users are able to operate or access the device.

1. Select a device.
2. Click **Device** > **Users**.
3. In the **Users** dialog box, click the **Add User** icon.
4. Type information about the user in the dialog box.
5. Click **Select** to choose from available Account IDs.
6. Select **Allow administrator access** to give the user permission to change device settings. When cleared, the user only has user access.
7. Click **Advanced** to select additional options:

   Language

   Select the default operation panel language for the user.

   Default screen

   Select the default operation panel screen for the user. If **Send** or **FAX** is selected, choose the **Default screen for Send/FAX**.

   ID card information

Enter the alphanumeric information from the ID card.

Authorization

Select permissions for each available printing feature.

8. Click **OK** to create the new device user.

You can edit a device user by selecting it from the list and clicking **Properties**.

You can delete a device user by selecting it from the list and clicking **Delete User**.

Setting a Simple Login Key

You can select simple login settings for your device.

1. Select a device.
2. Click **Device** > **Users**.
3. In the **Users** dialog box, click **Show Simple Login keys**.
4. In the **Simple Login Keys** dialog box, click **Add Simple Login Key**.
5. In the **Add Simple Login Key** dialog box, select a **Specific number** (from 1 to 20); or select **Next available number** to set the number automatically.
6. Select an icon and type a name (maximum of 32 characters).
7. Select local or network authorization.

   If local authorization is selected, click **Select from user list**, and select a login user name.

   If network authorization is selected, type a login name and password.
8. Click **Add** to create the simple login key.

You can edit a simple login key by selecting it and clicking **Properties**.

You can remove a simple login key from the list by selecting it and clicking **Delete Simple Login Key**.

Searching the Device User List

You can search the **User** list in order to update device user information. User list information can be searched by **Login user name** or **User name**.

1. In the **Searchable fields** drop-down menu, select Login user name or User name.

2. Enter the name or part of a name to search in the adjacent **Quick Search Text** box.

3. To clear the resulting list, click the **Clear Search** icon.

Jobs

The **Jobs** command opens the **Jobs** dialog box, where you can view information about jobs currently in the queue for the device. Job logs show information about recent jobs that were processed.

Three types of status are available: **Print Jobs Status**, **Send Job Status**, **Store Job Status,** and **Scheduled Job Status**.

Three types of job logs are available: **Print Job Log**, **Send Job Log**, and **Store Job Log**.

Showing Job Detail

You can view detailed information about a particular job. The types of information displayed depend on the type of job.

1. Select a device.

2. Select **Device** > **Jobs**.

3. In **View As**, select a job status or job log.

4. In the job list, select a job.

5. Select **Properties**. A **Job Detail** dialog box appears.

Exporting the Job Log

Job logs can be exported to files for use in other applications.

1. In the menu bar at the top of the **Jobs** dialog box, click **Export**.

2. From the drop-down list, select a job log to export.

3. Click **Browse** to select the file name and location to save the file.

4. In **Maximum entries**, select or enter the number of lines to save in the log.

5. Click **OK** to save the log.

Searching a Job List

You can search a **Jobs** list by **Job name** or **User name** to find a specific job.

1. In the **Searchable fields** drop-down list, select **Job name** or **User name**.

2. Enter the name or part of a name in the adjacent **Search Text** box.

3. After viewing the job information, click the **Clear Search** icon.

Stored Jobs

The **Stored Jobs** command opens the **Stored Jobs** dialog box, where you can view **Temporary** and **Permanent** print jobs stored on the hard disk. Stored print jobs can be printed or deleted from hard disk memory. You can also print a list of stored jobs. This feature is supported for some models with a hard disk installed.

Viewing Stored Jobs

You can view information about **Temporary** or **Permanent** print jobs stored on the hard disk.

1. Select a device.

2. Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3. At any time, click **Refresh** to update the view.

Printing Stored Jobs

You can print selected **Temporary** or **Permanent** jobs stored on the hard disk.

1. Select a device.

2. Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3. Select a job to print. Press Ctrl or Shift + click to select multiple jobs.

4. Click **Print** and select **Print Selected Jobs**.

5. In the confirmation dialog box, click **Yes** to print.

Printing a Stored Job List

You can print a list of **Temporary** or **Permanent** jobs stored on the hard disk.

1. Select a device.

2. Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3. Click **Print** and select **Print Temporary Job List** or **Print Permanent Job List**.

Deleting Stored Jobs

You can delete one or more **Temporary** or **Permanent** print jobs from hard disk memory.

1. Select a device.

2. Select **Device** > **Stored Jobs**. The **Stored Jobs** dialog box opens.

3. Select a delete option:

   Select a print job from the list. Press Ctrl or Shift + click to select multiple print jobs. Click **Delete** > **Delete Selected Jobs**.

   To delete all Temporary jobs, select **Delete** > **Delete Temporary Jobs**.

   To delete all Permanent jobs, select **Delete** > **Delete Permanent Jobs**.

To delete all jobs stored in the device, select **Delete All Jobs**.

4. Click **Yes** in the confirmation dialog box to finish.

Document Box

A **Document Box** is a type of virtual mailbox on a device. It is used by individuals and groups to manage files that are stored on the device.

To check if a device supports the **Document Box** feature, switch to the **Capability View** and look in the **Document Box** column in the device list.

Note: If authentication is set, accessing the document box requires the correct **Login user name** and **Password** in the **Communication Settings** for the device. If authentication on the device is not set, the login dialog box does not appear so a user name and password is not needed.

Viewing and Editing a Document Box

You can view and edit information about jobs stored in document boxes on the hard disk.

1. Select a device.

2. Select **Device** > **Document Box** to view the number, name, and owner for all document boxes.

3. To search the list, select a **Searchable fields** option and type all or part of a value in the **Quick Search Text** box.

4. To clear the search results and display the entire list again, click the **Clear Search** icon. At any time, click **Refresh** to update the view.

5. To view detailed information, select a box and click **Box properties**. In the **Properties** dialog box, you can edit selected information:

   Name

   Type the new box name.

   Number

   Select an available box number.

   Owner

If available, select a new owner from the list.

Owner setting

Select the type of owner from the list.

Restrict usage (MB)

When available, set the value from 1 to 30000 MB.

Automatic file deletion delay (days)

When available, select the time the file is saved in device memory, from 1 to 31 days.

Shared

Select to enable the box for multiple users.

Password change

Set a password for the box, if desired.

Overwrite setting

Select to permit a new document to replace an existing document with the same name.

Sub address

Type the sub-address. Available with FAX boxes.

Adding a Document Box

If supported by the device, a new document box can be created.

1. Select a device.
2. Select **Device** > **Document Box**.
3. Click on the **Add box** icon.
4. Specify the **Name** for the new box. This information is required.
5. The default box type is Custom. Some devices also support a **FAX** box for receiving faxes. The **FAX** option only appears when it is supported.
6. Specify the password, if you want to create a password-protected document box.

7. Specify values or use the default values for the other settings.

8. Click **OK** to add the new box.

You can delete a document box by selecting it from the list and clicking **Delete box**.

Deleting a Document Box

If a document box is no longer needed, it can be deleted, even if it contains files.

1. In the **Document Box** dialog box, select the document box.

2. Click **Delete box**. Alternatively, right-click on the document box in the list, and select **Delete box**.

Exporting a Document Box List

You can save the document box list in your computer or network. Once saved, it can be imported into a printer driver.

1. Select a device.

2. Select **Device** > **Document Box**. The **Document Box** dialog box opens.

3. Select a box from the list. Press Ctrl or Shift + click to select multiple boxes.

4. Click **Export**.

5. Name and save the file.

Document Properties

Select a document in the document box and click **Document properties** to display information about the document, such as the name, number of pages, and document size.

You can change the name of the document in the **Properties** dialog box.

Document Views

An image of a document in the document box can be displayed as a thumbnail, or in a preview pane by selecting a document and clicking on the **View** icon. When a document is displayed in the preview pane, you can zoom and rotate the image of each page, one page at time. You can use the arrows or the menu to move to the next or the previous page.

Downloading a Document

You can download a document from a document box to your local computer.

1. Select a document to download.

2. Click the **Download document** icon, or right-click on the file and click **Download document** in the context menu.

3. In the **Save As** dialog box, select a location to save the file to, type a file name, select PDF, TIFF, JPG, or XPS file type, and click **OK**.

Searching a Document Box

In a document box, you can search by name to find a specific file.

1. In the **Searchable fields** drop-down list box, choose the field to search.

2. Enter the name or part of a name to find in the adjacent **Quick Search Text** box.

3. To clear the search results and display the entire list again, click the **Clear Search** icon.

Moving Documents Between Document Boxes

You can drag and drop documents between document boxes on the same device.

In the left-side tree view, select the document box containing the file to move.

Select one or more files, and move them by dragging from the right-side view to the destination document box. A confirmation dialog box appears.

Click **Yes** in the confirmation dialog box to finish.

Virtual Mailbox

The **Virtual Mailbox** dialog box lets you view the details of virtual mailboxes created on the hard disk.

This feature is supported for some models with a hard disk installed. A maximum of 255 virtual mailboxes can be created.

Viewing Virtual Mailboxes

You can view information about virtual mailboxes on the hard disk.

1. Select a device.

2. Select **Device** > **Virtual Mailbox** to view the ID, name, password, job, and size information for all virtual mailboxes.

3. To search the list, enter the name or part of a name to find in the adjacent **Quick Search Text** box.

4. To clear the search results and display the entire virtual mailbox list again, click the **Clear Search** icon.

5. At any time, click **Refresh All** to update the view.

Deleting Virtual Mailboxes

You can delete a virtual mailbox from hard disk memory. Only one virtual mailbox can be deleted at a time.

1. Click to select a device from the device list.

2. Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3. Select a virtual mailbox from the list.

4. Click **Delete Mailbox**, then click **Yes** to confirm. If a password was set, type the password. If the typed password is not correct, the virtual mailbox is not deleted.

Exporting a Virtual Mailbox List

You can save the virtual mailbox list to your computer or network. Once saved, it can be imported into the printer driver.

1. Select a device.

2. Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3. Select a virtual mailbox from the list. Press Ctrl or Shift + click to select multiple mailboxes.

4. Click **Export List**.

5. Name and save the file.

Advanced Virtual Mailbox Options

You can change the following virtual mailbox settings if you have administrator privileges:

Maximum VMB size

A numerical value, varying by model, can be set from 0 to 9999 MB. Select "0" to prevent use of the virtual mailbox.

Change Master Password

A numerical value can be set from 1 to 65535, or the password can be removed. An administrator can use the master password to override or change virtual mailbox passwords.

Delete all virtual mailboxes

Erases all virtual mailbox data from the hard disk.

Selecting Advanced Virtual Mailbox Options

You can change selected virtual mailbox options.

1. Select a device.

2. Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.

3. Click **Advanced**. If a password has been set, enter the **password** and click **OK**.

4. Select the desired settings:

Maximum VMB size

Enter a value for virtual mailbox size; or click the up or down arrow buttons to select the value.

Change Master Password

Click Password, then enter the old and new passwords, and reenter the new password. To remove the password, leave the New password and Confirm new password boxes blank.

Delete all virtual mailboxes

1. Click **Delete all**, then click **Yes** to confirm.
2. Click **OK** in the **Advanced** dialog box.
3. Click **Close** in the **Virtual Mailbox** dialog box.

Adding a New Virtual Mailbox

You can create a new virtual mailbox on the hard disk. A maximum of 255 virtual mailboxes is supported.

1. Select a device.
2. Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.
3. Click **New Mailbox**.
4. Enter a new ID, name, new password, confirm the password, and click **OK**. The same name cannot be used for two virtual mailboxes.

Editing a Virtual Mailbox

You can set the name and password of a virtual mailbox stored on the hard disk. If you click **Refresh All** with one virtual mailbox selected, all virtual mailboxes are refreshed.

1. Select a device.
2. Select **Device** > **Virtual Mailbox**. The **Virtual Mailbox** dialog box opens.
3. Select a virtual mailbox and click **Properties**. The **Properties** dialog box opens.
4. Type a new **Name**, and type a password (from 1 to 65535). In **Confirm new password**, type the password again.
5. Click **OK**.

Device Notification Settings

The **Notification** feature is used to inform users of changes in the status of the printing device. There are three types of notifications available: a pop-up window, opening of the Windows event log, or an e-mail to a specified list of e-mail addresses.

To send e-mail notifications TCP port 25 must be available and not blocked by a firewall or virus scanner. Also, the e-mail sending feature must be configured. If it is not configured, then e-mail notifications are unavailable.

Several types of events can trigger a device notification, depending on the model. For example, a paper jam can be set to trigger a notification.

Setting a Device Notification

You can select devices from the device list for displaying alerts about printing device activity. The **Notification Settings** dialog box provides the alert option for the selected devices.

1. Select a device. To set the same notifications for more than one device, press Ctrl or Shift + click to select devices.

2. In the menu at the top of the screen, click **Device** > **Notification Settings**. The **Notifications Settings** dialog box opens. You can also open the dialog box by right-clicking on the selected devices in the device list, then selecting **Notifications Settings** from the list.

3. Under **Actions**, select how the notification will be communicated.

4. If you select **Send e-mail**, enter one or more e-mail addresses, to a maximum of three.

5. Under **Notifications**, select the events that will trigger a notification.

6. To save your selections and close the dialog box, click **OK**.

Advanced Menu

In the **Device** menu, click **Advanced**. You can also right-click on a device and select **Advanced**. The following selections appear:

Set Multiple Devices

This sends configuration parameters to multiple devices at the same time.

Upgrade Firmware

This wizard guides you in installing the most current firmware on devices.

Device Default Settings

This sets the default settings of the selected device, such as duplex, print quality, paper input and output; plus copy, scan, and FAX settings. Only one device may be selected at a time. Settings vary by model.

Device System Settings

This sets the default settings of the selected device, such as operation panel language, timer settings, and panel lock. Only one device may be selected at a time. Settings vary by model.

Device Network Settings

This sets the network settings of the selected device, such as IP address, e-mail settings, SNMP settings, FTP and SMB client settings, and protocol settings. Only one device may be selected at a time. Settings vary by model.

Authentication Settings

This sets the authentication settings of the selected device, such as user login and LDAP settings, and permitting jobs with unknown IDs. Only one device may be selected at a time. Settings vary by model.

Network Groups

This manages certain user access properties for an entire group of devices.

TCP Send Data

This sends data directly to the interface of one or more selected devices.

Authentication Settings

Authentication Settings provide a convenient way for administrators to manage user authentication and network user properties. Only one **Authentication Settings** dialog can be opened per device. A maximum of three dialogs can be open (for three different devices) at the same time.

Setting User Authentication

With **Authentication Settings**, an administrator can configure some MFP devices to require a user login before it is accessed. If you select **Use local authentication**, the device uses the Device User

List to authenticate the login user. If you select **Use network authentication**, the device uses the domain server to authenticate the login user. If authentication settings are unavailable, the selected device does not support authentication. Support varies by model.

1. Click to select a device in the device list.

2. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Authentication Settings**.

3. If you want to set user authentication as a device setting, click **Enable user login**.

4. Select one of the options for authentication: **Use local authentication** or **Use network authentication**.

5. If you selected **Enable user login**, you can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box.

   If you selected **Use network authentication**, the related text boxes below it become available. Only ASCII characters are allowed in the text boxes.

6. Type a domain name in the **Domain name** text box (maximum length is 254 characters).

7. Select a **Server type** from the list.

8. Type a server name or IP address in the **Host name** text box (maximum length is 62 characters).

9. You can proceed through the rest of the dialog box, or you can click **OK** to save your settings and close the dialog box.

Setting Network User Properties

An administrator can set network user properties as a device setting. Settings for user properties vary by model.

1. Click to select a supported MFP in the device list.

2. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Authentication settings**.

3. Click **Network user properties**.

4. If you want to get the network user properties, select the **Obtain network user properties** check box.

5. Type the server name in the **Server name** text box. The maximum is 64 characters.

6. Select the **Port number** from the list. Available port numbers range from 1 to 65535.

7. Select the **Search timeout (seconds)** from the list. Available numbers of seconds range from 5 to 255.

8. Select **Encryption** from the list. The LDAP encryption can be saved to **SSL/TLS**, **STARTTLS**, or it can be set to **Off**.

9. The device uses the **Acquisition of user information settings** for search and retrieval of login user information from the LDAP server.

   Type a valid username in the **Name 1** text box. The maximum length is 32 characters.

   Type another valid username in the **Name 2** text box. The maximum length is 32 characters.

   Type a valid e-mail address in the **E-mail address** text box. The maximum length is 32 characters.

10. Click **OK**, and click **OK** again in the **Authentication Settings** dialog box to save your settings and close the dialog box.

Permitting Jobs with Unknown IDs

If you want a device to have no user restrictions and accept print jobs without a user login and password, you can select the **Permit jobs with unknown IDs** check box. The check box is cleared by default.

1. Select a device in the device list. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Authentication**

Settings. The **Authentication Settings** dialog box opens.

2. At the bottom of the dialog box select the **Permit jobs with unknown IDs** check box. Click **OK** to save all your settings.

If you want to restrict the device with a user login, clear the **Permit jobs with unknown IDs** check box. In the printer driver for the device, you must also click **Device Settings** > **Administrator**, and select **User login**. Type the user name and password for a specific user, or choose to have the device prompt for the user name.

Enabling Simple Login

You can enable simple login for a printing system.

1. In any **Device** view, select a printing system.

2. Click **Device** > **Advanced** > **Authentication Settings**. If authentication is required, enter a login and password.

3. Select the **Simple login** check box.

4. Click **OK**.

Setting ID Card Login

You can select ID card login settings for your device. ID card login varies by model and is available when an ID card authentication kit is activated. Support for this feature varies by model.

1. In any **Device** view, select a printing system.

2. Click **Device** > **Advanced** > **Authentication Settings**. If authentication is required, enter login and password information.

3. Under **ID card login settings**, select **Allow keyboard login** to enable login. Clear the check box to disable this feature.

4. Select **Password login** to require a password. Clear the check box to disable this feature

Network Groups

You can add, delete, edit, authorize, and search for groups. The maximum number of groups that can be added to the list is 20.

Network Groups List

The device display name and IP address appearing in the title at the top of the **Network Groups** dialog box represent the selected printing system. Below the title, a toolbar with icons lets you to add, delete, edit, authorize, and search for groups. The list of groups can be refreshed to show the latest additions and deletions. The number of groups currently selected and the total number of groups is shown at the bottom left of the dialog box. The dialog box can be resized horizontally and vertically, minimized, maximized, or restored.

The **Network Groups** list occupies most of the dialog box. It contains up to 20 groups, plus the **Other** group which is needed by the application. The information for this group is displayed in bold font, and represents standard authorization. The columns in the list contain the **ID** and **Name** assigned to each of your groups when added or last edited. The list can be sorted by either column in ascending or descending order by clicking one of the column headers.

Adding or Editing a Network Group

You can add a new network group, or edit the information of an existing group. You can also edit the **Job authorization settings** of the group named **Other** that is used by the application.

1. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Network Groups**. Alternatively, right-click on the device, and then in the context menus click **Advanced** > **Network Groups**.

2. To add a group, in the **Network Groups** toolbar, click **Add Group**.

3. To edit a group, in the **Network Groups** list, click to select one group. In the **Network Groups** toolbar, click **Properties**.

4. The **Add Group** dialog box and the **Edit Group** dialog box contain the same settings. For the group named **Other**, the **Group ID** and **Group name** cannot be edited, but the **Access level** and **Job authorization settings** can be edited.

5. In the **Group information** section, in the **Group ID** text box, type an identifying number (up to 10 numeric characters).

6. In the **Group name** text box, type a name for the group (maximum number of alphanumeric characters is 32).

7. For **Access level,** select either **User** or **Administrator**. The default is **User**.

8. In the **Job authorization settings**, there is a list of printing system properties. You can select to either **Permit** or **Prohibit** each of the properties. If you want to permit all the properties, click **Permit all** at the top of the list. If you want to prohibit all the properties, click **Prohibit all** at the top of the list.

9. Click **OK** at the bottom of the dialog box to save all of your changes. The new group will be added to the group list for the selected device, or your edits will be saved to the existing group. If you want to discard the added or edited information, click **Cancel**.

You can delete a **Network Group** by selecting it in the list and clicking **Delete Group**. The group named **Other** is used by the application and cannot be deleted

Deleting Network Groups

You can delete one or more groups at a time from the Network Groups list. However, the group named **Other** is used by the application and cannot be deleted.

1. Click to select one device in the device list.

2. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Network Groups**. Alternatively, right-click on the device, and then in the context menu click **Advanced** > **Network Groups**.

3. In the **Network Groups** list, select the desired group for deletion. Press Ctrl or Shift + click to select multiple network groups. Click the **Delete Group** icon. The **Confirm delete** dialog box appears.

4. In the dialog box, click **Yes** to delete. The selected groups are removed from the **Network Groups** list.

Setting Group Authorization

Group Authorization means all users can operate within permissions set for the group. You can activate or deactivate **Group Authorization** for all groups listed in the **Network Groups** dialog box.

1. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Network Groups**. Alternatively, right-click on the device, and then in the context menus click **Advanced** > **Network Groups**.

2. In the toolbar, click the **Authorize Groups** icon.

3. Click **On** to activate group authorization. Click **Off** to deactivate group authorization. Click **OK** to save your choice.

Searching the Group List

You can search for groups in the Network Groups list.

1. Click to select one device in the device list.

2. In the menu bar at the top of the screen, click **Device** > **Advanced** > **Network Groups**. Alternatively, right-click on the device, and then in the context menu, click **Advanced** > **Network Groups**.

3. In the **Network Groups** toolbar, click the **Searchable fields** text box. In the list, select the column or columns you want to search.

4. In the **Quick Search Text** box, type the text for the search.

5. Records that match the **Quick Search Text** appear in the **Network Groups** list.

6. Click the **Clear Search** icon to clear the **Quick Search Text**.

TCP Send Data

TCP Send Data lets you send data (files, text, or device commands) directly to the interface of one or more selected devices.

Warning: This is an advanced feature. Incorrect use can cause the device to become inoperable.

Sending TCP Data

To send data to the device interface:

1. In the device list, select a device. To set the same notifications for more than one device, press Ctrl or Shift + click to select devices.

2. In the menu at the top of the screen, click **Device** > **Advanced** > **TCP Send Data**.

3. In the **TCP Send Data** dialog box, select the TCP port or IPPS path. You can select the default or a specific TCP port on the device. The port number must match that of one of the Logical Printers defined in the **Command Center** for the device. The range is 1-65535.

4. To send data from a file, click the **Browse** button and select the file. Use this option to send macros or printable files, such as PDF or PRN.

5. To send data as text, type the text in the box. Use this option to send **PRESCRIBE** commands. Click **History** to retrieve a previously sent text string. The **History** retains up to 10 previously sent text strings.

6. Click **Send** to send the data.

4 Account

The **Account** menu is used to find accounts and manage account settings.

Administrator Login

For some models, administrator authentication is required to access selected features in the **Device** and **Account** menus. Available features vary by model. When you select the feature from a menu or context menu, you are prompted to type one of the following in the **Administrator Login** dialog box:

Command Center password

Administrator Login and **Administrator Password** (with optional Use local authentication)

Accounting administrator code

Login options must be selected in the **Login** section of the **Communication Settings** dialog box.

Adding Account Devices

You can add network devices to an existing account. Only managed devices can be added.

1. In **Accounts View**, select an account.
2. In the **Account** menu, select **Add Devices to Account**.
3. In the **Add Devices to Account** dialog box, select one or more available devices.
4. Click **OK** to add the device.

Creating a New Account

You can create an account for a device.

1. In **Accounting Devices View**, select one or more managed devices.

2. In the **Account** menu, click **New Account**.

3. In the **Add New Account** dialog box, type an **Account ID** (up to 8 digits) and an **Account name** (up to 32 characters). If applicable, type furigana (up to 32 characters).

4. Click **OK**, then click **Yes** to confirm.

Account Properties

The **Account Properties** dialog box contains information about counters and usage restrictions for an account. To view the dialog box, click **Account** > **View Accounts on this Device**, and then select **Account Properties**. Alternatively, right-click in the **Device Accounts** view, click on **View Accounts on this Device**, then right click on an account and select **Properties**.

General

Account ID: ID number of the account

Account name (and furigana, if applicable): Name of the account

Counters by Function

Counters for number of pages printed, copied, or faxed.

Counters by Media

Counters for number of pages used of various media types.

Counters by Duplex/Combine

Counters for duplex, simplex, and combined printing (none, 2 in 1 and 4 in 1).

Counters for Scanned pages

Counters for number of pages scanned for the copy, FAX, or other functions.

Counters for FAX Transmission

Counters for number of pages transmitted, and the total transmission time.

Timestamp

The date and time when the counters were last updated.

Usage Restriction by Print

Enables limiting the number of pages allowed for printing in full color or single color.

Usage Restriction by Copy

Enables limiting the number of pages allowed for copying in full color or single color.

Usage Restriction by Scan

Enables limiting the number of pages allowed for scanning.

Usage Restriction by FAX

Enables limiting the number of pages allowed for sending by FAX.

Reset Counters

Resets all of the above counters to zero.

Usage Restrictions

Restrictions can be placed on individual accounts on a given device to limit the number of pages that can be output. Restrictions can be specified for each function of the device, such as printing and copying, and limited to the number of full color or single color pages output, or to the total number of pages output.

Each Usage Restriction has three settings:

Off

The restriction is not applied.

Counter limit

A count is kept of the number of pages output or scanned by the associated function. When the limit is reached, the user cannot use the function until the counter is reset by the administrator.

Reject usage

The user cannot use this function.

Device Accounts

To view the **Device Accounts**, select **Accounting Devices View**, right click on a device, and select **View Accounts on this Device**.

This dialog displays information about accounts associated with this device. Accounts can be created on the device, and existing accounts can be added or deleted. Reports can be made about this account with information regarding account IDs, counters, or general account information. A **Search Text** box is also available to search the list of printing devices.

Account Devices

To view the **Account Devices** dialog box, select the **Accounts View**, right click on an account, and select **View Devices for this Account**.

The dialog box displays a list of the various devices that are associated with this account. The information shown includes the model name of each device, its network information and counter information. Devices can be added to or removed from this account. Reports can be made about this account with information regarding account IDs, counters, or general account information. (See: File menu > Export > Accounts.). A Search box is also available to search the list of printing devices.

Viewing Accounts and Devices

You can view the accounts on each device and the devices associated with each account. Only managed devices can be displayed.

1. Select a device or account:

   In **Accounts View**, select an account.

   In **Accounting Devices View**, select a managed device.

2. In the **Account** menu, select **View Devices for this Account** or **View Accounts on this Device**.

Counter Reports

Counter reports provide detailed information drawn from printing system counters. Counter reports can be scheduled to send this information by e-mail to one or more recipients. Counter reports are available when the **Mail Settings** have been set up in **Edit** > **Options**.

A counter report is created for a view. The report contains the same printer system and counter information that is shown in the view. Each view can have one counter report, and a total of 5 counter reports can be created.

The counter report has a user-specified name, and can be sent to the e-mail addresses specified in a list. The report can be sent daily, weekly, or monthly. The time of day, day of the week, or day of the month to send the report can be specified. The e-mail can contain a user-specified message in the subject line. The attached file can be in CSV or XML format.

Automatic Counter Reset

This function resets the counters on a printing system to zero when a counter report is successfully sent. If the counter report is not successfully sent, the reset is not performed.

Creating a Counter Report

To create a counter report for a selected **Account** view, follow these steps:

1. In the **My Views** panel, highlight an Account view for which to create a counter report and select **Account** > **Add Counter Report**. Alternatively, right-click the view icon and select **Add Counter Report**. The **Add Counter Report** dialog box appears, already populated with the default settings.

2. Change the default settings as needed.

3. Click **OK**.

Viewing and Changing Counter Report Settings

You can view and change counter report settings as needed.

1. In the **My Views** pane, select an **Account** view.

2. In the main menu, click **Account** > **Counter Reports**.

3. In the **Counter Reports** dialog box, select a report and click Properties.

4. In the **Counter Report Properties** dialog box, change any settings as needed.

   To change the content or layout of the report, change the content and layout of the view itself.

5. Click **OK**.

Manage Device

When an accounting device is managed, you can use notification and reporting features, create and view accounts, and reset counters. An unmanaged device can only use a limited set of features.

Managing an Account Device

To manage an accounting device, follow these steps:

1. In **Accounting Devices View**, select an unmanaged device.

2. In the **Account** menu, click **Manage Device**.

To unmanage a device, select a managed device, click **Accounts > Don’t Manage Device**, then click **Yes** to confirm.

Hiding or Showing Unmanaged Devices

In **Accounting Devices View**, you can view all account devices or view only the managed devices.

In the toolbar, click **Hide Unmanaged Devices** to remove unmanaged devices from view.

In the toolbar, click **Show Unmanaged Devices** to view unmanaged devices.

Reset Counters

The job accounting counters of one or more devices can be reset to zero. To use this feature, the device must be set as managed in **Accounting Devices View**.

Resetting Job Accounting Counters

You can reset job accounting counters.

1. In **Accounts View** or **Accounting Devices View**, select one or more accounts or managed devices respectively.

2. In the **Account** menu, click **Reset Counters**, then click **Yes** to confirm.

Alternatively, in **Accounts View**, access the **Account Devices** dialog, right-click on a device and select **Reset Counters** from the context menu.

Accounting Notification Settings

The **Notification Settings** feature is used to inform users of changes in the counter status of the printing device. The types of notifications include opening a pop-up window or Windows event log, or sending an e-mail to a designated e-mail list. To send e-mail notifications, TCP port 25 must be available and not blocked by a firewall or virus scanner. The e-mail sending feature must be configured. If it is not configured, then e-mail notifications appear as unavailable.

Setting an Accounting Notification

You can select devices from the account list for displaying alerts about printing device activity. The **Notification Settings** dialog box provides the alert option for the selected devices.

1. In **Accounting Devices View**, select a managed device. To set the same notifications for more than one managed device, press Ctrl or Shift + click to select managed devices.

2. In the menu at the top of the screen, click **Device** > **Notification Settings**. The **Notifications Settings** dialog box opens. You can also open the dialog box by right-clicking on the selected managed devices in the device list, then selecting **Notifications Settings** from the list.

3. Under **Actions**, select how the notification will be communicated.

4. If you select **Send e-mail**, enter one or more e-mail addresses to a maximum of three, in the adjacent box.

5. Under **Notifications**, select the events that will trigger a notification.

6. To save your selections and close the dialog box, click **OK**.

Device Accounting Settings

The **Device Accounting Settings** dialog box provides options for controlling or monitoring a device. To connect to the selected device, either the **Login user name** and **Password** must be set correctly, or the **Accounting administrator code** must be set correctly, depending on the type of authorization method used by the device.

Information is read from the device and displayed at the top of the dialog box under **General**. This list of information is open by default when the dialog box is opened. It is not available for editing. The other lists of settings are closed by default. Click on the list name row to open and close the list of options.

Model

IP address/Host name

Number of accounts

Base unit of counter limit

Available maximum counter limit

Options can then be specified for **Job Accounting**, **Media Type**, **Error Handling**, **Permit processing job without account ID**, and **Copy counter setting**. If a property is not supported by the selected device, it is shown as unavailable.

Accessing Device Accounting Settings

You can open a dialog box that provides options for controlling and monitoring devices.

1. In **Accounting Devices View**, right-click on a managed device, and in the context menu, click **Device Accounting Settings**. The **Device Accounting Settings** dialog box opens. It can also be opened by clicking the **Device Accounting Settings** icon in the **Device Accounts** dialog box.

2. For the selected device you can select options for:

   Job Accounting

   Media Type

   Error Handling

   Permit processing job without account ID

   Copy counter setting

Enabling or Disabling Job Accounting

You can enable or disable **Job Accounting** settings to keep count of certain functions on a selected device.

1. In the **Device Accounting Settings** dialog box, click **Job Accounting**. The list of options is expanded.

2. Select to enable **Job Accounting**, and enable or disable counts for the following printing system functions:

   Job accounting for copying

   Job accounting for printing

   Job accounting for scanning

   Job accounting for FAX

3. If you are finished selecting **Job Accounting** options, you can select other options in the dialog box, or you can save all your selections by clicking **OK**. If you do not want to save any of your selections, click **Cancel**. The dialog box closes and the application returns to the **Accounting Devices View** or **Device Accounts** dialog box.

Selecting Media Type Counters

You can select counters to track the number of pages by size and type of media for a device.

1. In the **Device Accounting Settings** dialog box, click **Media Type**. The list of options is expanded.

2. For each desired counter, select a page **Size** and **Type** from the lists.

3. If you are finished selecting **Media Type** options, you can select other options in the dialog box, or you can save all your selections by clicking **OK**. If you do not want to save any of your selections, click **Cancel**. The dialog box closes and the application returns to the **Accounting Devices View** or **Device Accounts** dialog box.

Handling Errors

You can select how to handle the job when an error has occurred.

1. In the **Device Accounting Settings** dialog box, click **Error Handling**. The list of options is expanded.

2. You can print reports for one or both of the following errors:

   Print report on illegal account error

Print report on exceeded counter limit

3. You can cancel the job, or issue a warning, for the following errors:

   Cancel job on illegal account error

   Cancel job on exceeded counter limit

   From each of the lists, select **Cancel**, **Cancel Immediately**, or **Warning only**.

4. If you are finished selecting **Error Handling** options, you can select other options in the dialog box, or you can save all your selections by clicking **OK**. If you do not want to save any of your selections, click **Cancel**. The dialog box closes and the application returns to the **Accounting Devices View** or **Device Accounts** dialog box.

Setting Permit Processing and Copy Counter

You can permit or prohibit processing jobs without an Account ID.

1. In the **Device Accounting Settings** dialog box, click **Additional**. The list of options is expanded.

2. If you want to require that an account ID be submitted before job processing, select **Reject** from the **Permit processing job without account ID** list. If you want to allow job processing without an account ID, select **Permit**.

3. If you want the count of copy pages separate from the count of print pages, select **Individual** from the **Copy counter setting** list. If you want the count of copy and print pages added together, select **Total**.

4. If you are finished selecting **Additional** options, you can select other options in the dialog box, or you can save all your selections by clicking **OK**. If you do not want to save any of your selections, click **Cancel**. The dialog box closes and the application returns to the **Accounting Devices View** or **Device Accounts** dialog box.

Accounting Multi-Set

Accounting Multi-Set lets you send configuration parameters for device accounting to multiple devices simultaneously.

Setting Multiple Accounting Devices

To start the accounting **Multi-Set**, follow these steps:

1. In the device list, select the devices that will receive settings by pressing the Ctrl key, and clicking on the devices. You can also select groups of devices by pressing the Shift key and clicking the first and last of adjacent devices in the list.

2. In the menu bar at the top of the window, click **Device** > **Advanced** > **Set Multiple Accounting Devices**. Alternatively, you can right-click on a selected device, and select **Set Multiple Accounting Devices** from the context menu.

The **Multi-Set** wizard opens.

3. In the **Device Group** page, the application has filtered the selected devices by those **Multi-Set** supports. The devices are organized by product group.

4. Select one group to apply settings to, and click **Next**.

Selecting Accounting Settings in Multi-Set

The following options may vary on the **Settings** page, depending upon the destination device:

Device Accounting Settings

These are settings for job accounting, media type, error handling, permitting job processing without an account ID, and copy counter.

Account List

This is a list of device accounts with information about print, copy, scan and FAX counts.

On the **Settings** page, select the category of settings to copy to the destination devices. Only one category of settings can be selected for each **Multi-Set** process. Click **Next**.

Selecting Accounting Source Settings

You can select different ways to create settings for your destination device.

Warning: When **Account List** is selected in **Settings**, if the check box labeled **Overwrite settings on target device** at the bottom of the **Method** page is selected, the source device settings will be copied over the destination device settings. Clear this check box to preserve the destination device settings

---

Creating Settings From a Device

You can copy settings from the source device.

1. On the **Method** page, click **Create from device**. Click **Next**.

2. Click on one source device from the list. Click **Next**.

3. The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML. Click **Finish**.

If the process completes successfully, the properties or settings are copied from the source device to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating Settings From a File

You can create a settings template from an existing file.

1. On the **Method** page, click **Create from file**. Click **Next**.

2. Type a **File path**, or click **Browse** to locate and select a file you want to use. You have the option to open the following format: Multi-Set template from the current software version (.XML)

3. Click **Open**, and then click **Next**.

4. The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The file is saved in .XML format.

5. Click **Finish**.

If the process completes successfully, the properties or settings are copied from the file to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating New Settings

You can create a new settings template.

1. On the **Method** page, click **Create new**. Click **Next**.
   A dialog box opens containing settings for the option you selected on the **Settings** page. Make your changes to the settings.

2. When you are done making settings, click **OK** or **Close** to save your changes.

3. The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML.

4. Click **Finish**.

If the process completes successfully, the new properties or settings are copied to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Export

When viewing device accounts or account devices, the displayed information can be exported and saved to a .CSV or .XML file in your computer or network. The following export options are available:

Account IDs: Displays the Account ID list. This file can be imported into a printer driver.

Counters: Displays job accounting counters by Account ID.

Information: Displays all accounting counters.

Exporting Accounting Information

You can export a device's accounting information to a .CSV or .XML file.

1. Under **My Views** or **Default Views**, select an account or a device that supports accounting:

   Accounts View: select the desired account

   Account Devices View: select a managed device

2. Depending on the selection in step 1, in the **Account** menu, select **View Devices for this Account** or **View Accounts on this Device**.

3. Select one or more devices or accounts.

4. In the toolbar, click **Export** > **Accounts** > **Information**.

5. Select .CSV or .XML as the file type.

6. Name and save the file.

Exporting Counter Information

You can export a device's counter information to a .CSV or .XML file.

1. Under **My Views** or **Default Views**, select an account or a device that supports accounting:

   Accounts View: select the desired account

   Accounting Devices View: select a managed device

2. Depending on the selection in step 1, in the **Account** menu, select **View Devices for this Account** or **View Accounts on this Device**.

3. Select one or more devices or accounts.

4. In the toolbar, click **Export** > **Accounts** > **Counters**.

5. Select .CSV or .XML as the file type.

6. Name and save the file.

Exporting Account ID List

You can export a device’s account ID list to a .CSV file.

1. **In My Views** or **Default Views**, select an account or select a device that supports accounting:

   Accounts View: select the desired account

   Accounting Devices View: select a managed device

2. Depending on the selection in step 1, in the **Account** menu, select **View Devices for this Account** or **View Accounts on this Device**.

3. Select one or more devices or accounts.

4. In the toolbar, click **Export** > **Accounts** > **Account IDs**.

5. Name and save the file.

5 Communication Settings

Communication Settings control the network communications with each device. Available settings vary depending on the model and can include **Network interface settings**, **Secure protocol settings**, **Login**, and **Account Polling Settings**, and **Device Polling Settings**.

If authentication is enabled, the **Login user name** and **Password** must be set correctly in order to access several functions of the device, such as **Address Book**, **Users**, or **Document Box**.

Setting Device Communications

You can change the various communications-related settings in the **Communication Settings** dialog box for the selected device.

1. In any **Device** view or in **Accounting Devices View**, select a device.

2. In the menu bar at the top of the screen, click **Device** > **Communication Settings**. Alternatively, right-click on your chosen device, and then in the context menu click **Communication Settings**.

3. In the field next to the communication setting to be changed, enter the new value. You may be able to use a selector or drop-down menu if available.

4. Click **OK** to save the updated value. There is no confirmation message; the changes are saved immediately.

TCP/IP Port

Some operations send a command or command file via a logical printer port. The default logical printer port numbers begin with 9100. The valid range for port numbers is 1024 to 65534. The number must match the port number of one of the Logical Printers defined for a device. To determine the port number, see the Logical Printers web page in the Command Center or the device home page.

Setting the Port Number in Command Center

1. To access the Command Center, select a device.

2. Click **Device** > **Device Home Page** in the menu bar.

3. Login to the device from the Command Center, and click the **Advanced** tab at the top of the page.

4. To the left of the page, under **Protocols**, select **TCP/IP** and then select **Logical Printers**. The **TCP/IP** port is displayed for each logical printer. One of these logical printer ports must match the port number entered in **Communication Settings**.

A restart may be required for logical printer changes to take effect. Use the **Reset** page in the Command Center **Basic** tab.

Note: In older models, set the port number from the device home page. Select **Networking** > **Logical Printers**. To restart, select **General** > **Reset**.

Communication Timeout

Enter the number of seconds the server should wait for the printing device to respond to an SNMP or SOAP request. The available range is from 5 to 120 seconds.

SNMP Communication Retries

Enter the number of times, after an initial failure, the application should attempt to establish SNMP communication with the printing device. The available range is from 0 to 5 retries. A higher number will increase network traffic, while a lower number can improve performance.

Secure Protocol Settings

Secure Sockets Layer (**SSL**) is a cryptographic protocol that provides security for network communications. **SSL** support varies by network interface model.

Select **SSL** to use **HTTPS** for device communication.

Clear **SSL** to use **HTTP** for device communication.

Login Settings

The Login section lets you set user login information. The feature can be set if at least one selected device supports the User Login feature.

For an account device, select whether to use **Apply same user information as Device Management** (available when user information is stored in Communication Settings) or **Use another user's information**. If **Use another user's information** is selected, enter the **Login user name** and **Password** for the device.

For some models, select whether to use local or device authentication.

Account Polling Settings

Printing devices are interrogated at specific intervals to check for account counter information. When a device is selected from an **Accounting Devices View**, the following polling mode is provided.

Account counter polling

Information is gathered about the counters for each account, including total number of prints, copies, FAX, scans, page sizes, duplex pages, and pages per sheet. Select an interval, a day or date, and time of day.

Device Polling Settings

Printing devices are interrogated at specific intervals to check for error conditions, operational status, and low toner levels. When a device is selected from a **Device** view, the following polling modes are provided.

Status polling

Information is gathered about the current operational state of the device, such as error conditions, panel messages, and operating mode. The available range is between 5 and 300 seconds.

Counter polling

Information is gathered about the values held by various counters in the device, such as number of color pages printed, number of black and white pages, number of faxes received, and so on. The available range is between 1 and 10000 minutes.

Toner level polling

Information is gathered about the current level of toner in the device. The available range is between 1 and 10000 minutes.

6 Multi-Set

Multi-Set lets you send configuration parameters to multiple devices simultaneously.

Setting Multiple Devices

To start the **Multi-Set** wizard, follow these steps:

1. In the device list, select the devices that will receive settings by pressing the Ctrl key, and clicking on the devices. You can also select groups of devices by pressing the shift key and clicking the first and last of adjacent devices in the list.

2. On the menu bar at the top of the screen, click **Device** > **Advanced** > **Set Multiple Devices**. Alternatively you can open the wizard by right-clicking on one of the selected devices in the device list. In the context menu, click **Advanced** > **Set Multiple Devices**.

3. In the **Device Group** page, the application has filtered the selected devices by those **Multi-Set** supports. The devices are organized by product group.

   Select one group to apply settings to, and click **Next**.

Selecting Settings in Multi-Set

You can select available settings on the **Settings** page of the **Multi-Set** wizard.

Note: If local authentication is on, an administrator must type a **Login user name** and **password** in **Device** > **Communication Settings** > **Login**. All settings and passwords for the source and destination devices must be correct in **Communication Settings** for a successful **Multi-Set** completion.

The following options may vary on the **Settings** page, depending upon the destination device:

Device System Settings

Basic device settings including operation panel language, timers, and security options including panel and interface locks. Some functions may require the printing system to be restarted.

Device Network Settings

Basic settings for TCP/IP, security and network configurations. Some functions may require the printing system or the network to be restarted.

Device Default Settings

Settings that define default behavior for print, copy, scan and FAX jobs including paper size, print and scan quality, and default media types.

Authentication Settings

Settings that define local or network authorization for accessing a device. These settings vary by device.

Device User List

Login user name, user name (and furigana, if applicable), password, e-mail address, account name, account ID on the device, and administrator access permission.

Device Address Book

Number, name, furigana (if applicable), e-mail, FTP address, SMB address, FAX, Internet FAX addresses, and address groups.

Device Document Box

Users' Custom and FAX boxes.

Device Network Groups

Creation of groups used for group authorization, and enabling/disabling of groups. The availability of these settings depends upon the device.

Device Virtual Mailbox

Virtual mailboxes, including ID, name, and maximum VMB size are included.

To select source device settings to copy, follow these steps:

On the **Settings** page, select the category of settings to copy to the destination devices. Only one group of settings can be selected for each Multi-Set process.

Click **Next**.

Creating Settings From a Device

You can copy settings from the source device.

1. On the **Method** page, click **Create from device**. Click **Next**.

2. Click on one source device from the list. Click **Next**.

3. The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML.

4. Click **Finish**.

If the process completes successfully, the properties or settings are copied from the source device to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating Settings From a File

You can create a settings template from an existing file.

1. On the **Method** page, click **Create from file**. Click **Next**.

2. Type a file path, or click **Browse** to locate and select a file you want to use. You have the option to open the following formats:

   Multi-Set template from the current software version (.XML)

   Address Editor data file (.AED)

   Address Editor for FAX data file (.FED)

   Address Book export file from the previous software version (.ADF or .CSV)

   User list export file (.CSV)

3. Click **Open**, and then click **Next**.

   The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The file is saved in .XML format.

4. Click **Finish**.

If the device must be restarted to save the settings, a message appears. Click **OK** to close.

If the process completes successfully, the properties or settings are copied from the file to the destination device. Click **Close**.

If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click **Export** to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Creating New Settings

You can create a new settings template.

1. On the **Method** page, click **Create new**. Click **Next**.

2. When you are done making settings, click **OK** or **Close** to save your changes.

3. The **Confirmation** page shows a list of the settings you have made. You can click **Edit settings** to open a dialog box to make changes to the settings. If you want to save your settings to a file, click **Save to file**. The settings are saved to a file with the extension .XML.

4. Click **Finish**.

   If the process completes successfully, the new properties or settings are copied to the destination device. Click **Close**.

   If the process does not complete successfully, you can click **Details** to see a list of the errors. If you want to save the error list, click Export to open a dialog box for saving to a log file. Browse or type a file name with an extension of .CSV. Click **Save**, and then click **Close**.

Overwriting Settings

You can overwrite settings on the destination device. On the **Method** page, select the **Overwrite settings on target device** check box, which appears when you have selected any of these options on the **Settings** page:

Device User List

Device Address Book

Device Document Box

Device Network Groups

Device Virtual Mailbox

If this check box is selected, the setting template will be copied over the destination device settings. Clear this check box to ensure that only settings that do not overlap with existing settings are written.

7 Firmware Upgrade

The **Firmware Upgrade Wizard** provides a quick and easy means of installing the most current firmware on devices. The upgrade will be performed only on models that match the selected master firmware file. The master firmware file must be obtained from the administrator in advance.

Firmware Upgrade is not available for all models. For a list of supported models, see the Readme file.

Before performing a firmware upgrade, TCP ports 800-810 must be available and not blocked by a firewall.

Firmware Upgrade Risks

There are potential risks associated with using the Firmware Upgrade wizard. Before you select any options for the upgrade, the beginning page in the upgrade wizard requires that you acknowledge, understand, and accept the potential risk. When preparing a firmware upgrade, review the process with your dealer or service organization and establish contingency plans.

Warning: If a device is turned off or loses power at a critical point during the upgrade, the device could become inoperable and require servicing to replace damaged components.

Risks and recovery options can differ depending on the type of upgrade. The Firmware Upgrade Risks and Recovery Options section describes some of the issues involved.

Firmware Upgrade Risks and Recovery Options

The following sections describe different states of the system when errors can occur and their recovery options for the device and the warning or an action to be taken.

Danger period during an upgrade

Any Device

Do not turn off the device when the Status in **Firmware View** displays the device as Upgrading. Check for the new firmware version in the Firmware View to ensure the device has completed the upgrade.

System/FAX

Do not turn off the device when the device operation panel displays **Erasing**, **Writing**, or **Downloading**. For the System, processing time is about 3 to 5 minutes; for FAX, processing time is 1 to 2 minutes.

IB-2x

No indication of the upgrade is displayed on the device operation panel. Check for the new firmware version in **Firmware View** to ensure whether the upgrade has completed for each device. Processing time is about 30 seconds.

Upgrade completion indicators

Any device

Use any of the following methods:

Check the log file.

Look for the appropriate firmware in **Firmware View**. If the new firmware version appears, the upgrade is complete.

To open the device home page, right-click on the device in the list. Select **Device Home Page** from the context menu. If the new firmware version appears on the home page, the upgrade is complete.

System/FAX

The device operation panel displays the new version number, or the word **Completed**.

Upgrade error indicators

Any device

The result of the device upgrade is recorded in the log file as Failed.

System

The device does not pass the power-on self-test.

FAX

Faxing does not operate.

IB-2x

No link light appears, and **Option** (or on some models **Network**) does not appear on the **Interface** menu on the operation panel.

Upgrade error recovery

System

The DIMM in the device must be replaced. The old DIMM, however, is not physically damaged, and can be erased and reloaded using a DIMM writer.

FAX

The FAX board must be replaced.

IB-2x

There is a special recovery mode for the IB-2x called **Boot Loader** mode. The IB-2x is set to Boot Loader mode with a jumper setting: SW1 on IB-20/21 and IB-21E, or J2-1 on IB-22. Once **in Boot Loader** mode, a special Windows utility named **IBVERUP** can be used to load a new firmware file.

Performing Firmware Upgrade

The **Firmware Upgrade Wizard** initiates the firmware upgrade. The upgrade wizard guides you with step-by-step instructions.

There are several ways you can start the upgrade wizard:

Right-click on a device. On the menu that appears, click **Advanced > Upgrade Firmware**.

To continue the wizard process, in each page, click **Next**. To go back to the previous page, click **Back**. To cancel the wizard and return to the device, click **Cancel**.

Acknowledgement of Risks

The first page of the wizard contains cautionary statements and requires an acknowledgement of the risks. To continue to the selection pages, select the acknowledgement check box, then click **Next**. If you do not select the acknowledgement check box, the **Next** button remains unavailable, and the wizard will not continue. To exit the wizard at this point and return to the **Device** view, click **Cancel**.

Selecting a Firmware Upgrade File

The **Firmware Upgrade Wizard** lets you access a firmware file that matches the model being upgraded. In the case of a group, there must be at least one matching model in the group. When multiple devices are selected for a firmware upgrade, any devices in that set that do not match the selected firmware files will not be upgraded.

Type the path for the firmware file, or browse to find the file on your local system. Click **Next**.

Note: Firmware files are not provided with this application. Consult your dealer.

Confirming Selected Firmware

When upgrading multiple devices, the process bypasses any devices that do not match the model(s) for the selected firmware. If there are no matching devices that require a version upgrade, the wizard displays an error message.

If the selected firmware file version is lower than the currently installed version in a single device, then the installed firmware will be downgraded. If the selected firmware file version is the same as the currently installed version, then the firmware will be installed again.

After confirming the selected firmware, click **Upgrade**.

Verifying Upgrade Settings

When upgrading multiple devices, the process bypasses any devices that do not match the models for the selected firmware. If the firmware cannot be validated for any of the devices you have selected, you will receive a message informing you.

The **Firmware Information** page displays a summary of the settings you have chosen for the firmware upgrade before the upgrade begins. The summary can include:

Firmware Information

Displays the firmware type for the upgrade and the version of the new firmware.

Model List

Displays the device model being upgraded.

Review the summary of settings for accuracy and completeness.

Click **Back** and return to the page of your choice if there is anything in the settings you want to change.

Click **Cancel** if you want to start the wizard over from the beginning and reenter settings.

Click **Upgrade** if the summary of settings is correct.

Authorizing Firmware Upgrade

The firmware upgrade cannot be performed without proper login authorization for each device. Login authorization must be provided before the firmware upgrade process is started.

Authorization depends on the type of user name and password available on the printing system.

For some print systems, the correct **Login user name** and **Password** must be set in **Communication Settings**.

For other print systems, the correct Command Center administrator password must be set in **Communication Settings**.

For multi-function devices, the user must be registered in the **Device User List**, with administrator privileges. Alternatively, the master **Login user name** and **Password** must be provided.

Beginning Firmware Upgrade

If there is anything in the settings you want to change, click **Back** and return to the page of your choice. If you want to start the wizard over from the beginning and reenter settings, click Cancel. If you are sure you want to start the upgrade process, click **Upgrade**.

Once you click the **Upgrade** button the upgrade process begins on the target device.

Note: The **Start of Job String** must be blank for the logical printer used for the firmware upgrade.

Warning: If a device is turned off or loses power at a critical point during the upgrade, the device could become inoperable and require a service visit to replace damaged components.

Canceling Firmware Upgrade

You have the option to abort the upgrade process between actual device upgrades. If there are no devices remaining to be upgraded after the one currently processing, a warning message directs you to try again later.

Note: Aborting an active upgrade session does not stop upgrades that are currently processing, for example, downloading firmware to a device. Therefore, aborting an upgrade may take several minutes until downloading to the current device or devices is completed.

Saving the Firmware Upgrade Export File

All firmware upgrade information is displayed. The export file contains the results for each device. If the upgrade for that device failed, the reason for the failure is noted. The firmware versions before and after the upgrade are also recorded. In the case of failures, the **Firmware Version** box will be blank.

8 Workspaces

A workspace is a collection of files including device information and view settings. The workspace data appears in the device list or map, and the left pane of the screen.

A workspace is identified with a user name and password. When a user opens the application, the last workspace from that user's history is automatically opened. When the user closes the application, the workspace is automatically saved. Normally a user needs only one workspace, but if there is more than one location, with a list of different devices, additional workspaces can be defined.

You can import a file into a workspace, or export a workspace to a file. A workspace can also be exported to another filename for backup purposes. A list (current view) can be exported to a file, and current workspace devices can be exported to a file.

Adding a New Workspace

You can create a new workspace on your computer or network.

1. In the menu bar at the top left of the screen, click **File** > **New Workspace**.

2. Browse to the desired location for the new workspace folder.

3. Select an existing folder or click **Make New Folder**.

4. Type a name for the new folder, and click **OK**. The current workspace is saved and closed before opening the new workspace.

Opening an Existing Workspace

You can open a workspace that has been created on your computer or network. A workspace created for an older version of the application (5.x) is converted for the newer version and cannot be changed back.

1. In the menu bar at the top left of the screen, click **File** > **Open Workspace**.

2. Browse to the location of an existing workspace and click that workspace folder.

3. Click **OK**. The current workspace is saved and closed before opening the selected workspace.

Import and Export Workspaces

A workspace is a collection of files including device and UI information. You can bring in a workspace from a different version of the application or from another user.

The file extension of a workspace imported from version 4.x is .KV3.

The file extension of a workspace imported from version 5 or later is .KVX.

The file extension of a workspace imported from KM-NET for Accounting is .XML.

To make it possible to reuse the device data and UI information created in the older version, you can import and convert the older workspace to the new workspace.

You can also share a workspace with another user. To protect the integrity of the data, a user—even an administrator—cannot access another user's workspace. To copy a workspace to another user, you must export the workspace, then the other user must import it. A workspace is identified with a user name and password, but personal information is not exported with the file.

Importing a File to a New Workspace

You can bring in a workspace exported from another user or from the 4.x version of the application. You can also import from a KM-NET for Accounting database.

1. In the menu bar at the top left of the screen, click **File** > **Import to New Workspace**. The **Import To New Workspace** dialog box opens.

2. Under **File**, type a file path or click **Browse** to select a workspace file. The file must have an extension of .KVX, .XML, or .KV3.

3. Under **Workspace folder**, type a file path or click **Browse** to select a folder to save the workspace file in.

4. Click **OK**. The application automatically saves the previous workspace, and opens the imported one.

Exporting a Workspace to a File

You can copy a workspace from a user or from the application version 5.x to a file that can be imported to another user or a newer version.

1. In the menu bar at the top left of the screen, click **File** > **Export > Workspace**.
2. Specify a destination for the export.
3. Click **Save**. Click **OK**.

Exporting a View to a File

You can select a view and save all view information to a file.

1. In the menu bar at the top left of the screen, click **File** > **Export** > **View**. The **Export View to CSV / XML** dialog box opens.
2. Select **XML Files** or **CSV Files** as the file type.
3. Specify a destination for the export.
4. Click **Save**.

Exporting a List, Devices, or Account Information to a File

You can specify a file and export current device information (all available data) to it.

Selectable items are different depending on whether the currently displayed view is under **Device** or **Account**.

1. In the menu bar at the top of the screen, click **File** > **Export**.
2. Click one of the following information export types:

   If a **Device** view is displayed:

   List

This option exports current view device information to a .CSV or .XML file. The .CSV export uses UTF-8 encoding.

Devices

This option exports current information for all workspace devices to a .CSV or .XML file. The .CSV export uses UTF-8 encoding.

If an **Account** view is displayed:

List

This option exports the current view device data to a .CSV or .XML file. The .CSV export uses UTF-8 encoding.

Accounts

Account IDs

Exports the Device Account ID List to a .CSV or .XML file.

Counters

Exports device counter information to a .CSV or .XML file.

Information

Exports device accounting information to a .CSV or .XML file.

3. The **Export** dialog box opens. Type or select a file path. The file must have an extension of .CSV or .XML.

4. Click **Save**.

Viewing Recent Workspaces

You can view and use recently opened workspaces. The last five workspaces are displayed in the list.

1. In the menu bar at the top left of the screen, click **File** > **Open Recent**.

2. Select the desired workspace from the list. If another workspace was already open, the application automatically saves and closes it before opening the selected workspace.

9 Options

You can choose settings for certain system authentication and communications options. You can set or change a local password for users who do not have administrator rights on a computer. You can configure the application to send e-mail notifications to users about certain device conditions. The application also lets you set default device or account polling settings for new devices. You can also choose settings for the trap server, the SNMP trap packet receiver which runs in the application.

Editing Device Polling Options

The application lets you set default device polling settings for new devices. These settings determine the initial values of the **Communication Settings** when a device is added. The settings do not affect devices that already have been added.

1. In the menu bar at the top left of the screen, click **Edit** > **Options**.

2. In the **Options** dialog box, click **Default Device Polling Settings**.

3. Select **Status polling**, if you want to track the condition of devices, such as whether a device is offline, or has a cover open. Type the number of seconds or click the up and down arrows to select a polling **Interval (seconds)**. The available range is between 5 and 300 seconds. The default value is 60 seconds.

4. Select **Counter polling**, if you want to count pages, such as total printed pages, or printed color pages. Type the number of minutes or click the up and down arrows to select a polling **Interval (minutes)**. The available range is between 1 and 10000 minutes. The default value is 60 minutes.

5. Select **Toner level polling,** if you want to track the amount of toner available in the devices. The toner level column in the device lists shows the relative amount of toner in a rectangular icon. If the toner is empty, an exclamation mark shows in the icon. **Toner level polling** shows the amount of black toner for black and white devices. For color devices the polling shows the amounts of black, cyan, magenta, and yellow toners.

Type the number of minutes or click the up and down arrows to select a polling **Interval (minutes)**. The available range is between 1 and 10000 minutes. The default value is 1440 minutes.

6. To save your settings and close the **Options** dialog box, click **OK**.

Editing Account Polling Options

You can specify settings for default account counter polling for new devices.

1. In the menu bar at the top of the window, click **Edit** > **Options**.

2. In the **Options** dialog box, click **Default Account Polling Settings**.

3. Select the **Default account counter polling for new devices** check box.

4. For the **Account counter polling interval**, select Daily, Weekly or Monthly from the list.

5. In the **Time** text box, type a valid time that you want polling to occur, or use the up-and-down arrows to select a time.

6. If you selected **Weekly** for the **Account counter polling interval**, select the day of the week you want polling to occur from the **Day** list.

7. If you selected **Monthly** for the **Account counter polling interval**, select the numeric day of the month you want polling to occur from the **Date** list.

8. Select a **Warning level**. The polling action issues a warning when either 60% or more of available accounts are counted, or 80% or more of available accounts are counted. The default is 60%.

9. Click **OK** to save your account polling settings. If you do not want to save the settings you just made, click **Cancel**.

Editing SNMP Trap Options

The SNMP protocol is used for providing and transferring management information within the network environment. Should an error occur, such as **Add paper**, the device automatically generates a trap. The trap sends an error message to one or two predetermined trap recipients. The trap server is the SNMP trap packet receiver which runs in the application. To receive trap packets, the user has to start the trap server and then configure the SNMP trap on the device as described in the device documentation. TCP port 162 must be available and not blocked by a firewall.

1. In the menu bar at the top left of the screen, click **Edit** > **Options**. The **Options** dialog box opens.

2. In the **Options** list, click **Trap**.

3. **Server Status** shows whether the trap server is running or not. If the trap server is not running, you can click **Start**. The server status will change to indicate it is running.

   A message will appear if the start of the trap server is not successful. See the log file under the log folder for an error message as to why the trap server failed to start. Correct the error, and try again to start the trap server.

   If the trap server is running, you can click **Stop** to halt it. The server status will change to indicate it is not running.

4. If you want to allow the receipt of SNMP trap packets that have the same community name as the trap community (which is stored in the application), type the trap community name in the Trap Community text box. The default is public.

5. If you want to start the trap server whenever the application is started, select **Automatically run trap server when the program starts**. The default is for the option to be cleared: to not allow the trap server to start automatically.

6. To save your settings and close the **Options** dialog box, click **OK**.

Editing E-mail Options

You can configure the application to send e-mail notifications to users about certain device or counter conditions, such as cover open, paper jam, or counter exceeding the limit. You can set the mail server, authentication, and sender for the notifications.

1. In the menu bar at the top left of the screen, click **Edit** > **Options**. The **Options** dialog box opens.

2. In the **Options** list, click **Mail Settings**.

3. In the **Host** text box, type the SMTP (e-mail) server name, and in **Port**, type the port number.

4. To use authentication, select **Require Authentication**. In the **User Name** text box, type the user name needed to log in to the SMTP server, and in **Password**, type the user password needed to log in to the SMTP server.

5. In the **Sender Name** text box, type the name to show who the e-mail is from, and in **Sender Address**, type the e-mail address to show what address the e-mail is from.

6. To test the connection to the SMTP server, click **Test Connection**. A message appears to indicate whether the application was able to successfully connect to the SMTP server. If necessary, correct the host name and port number and test the connection again.

   Note: Test Connection does not check the validity of the user name and password.

7. To save your settings and close the **Options** dialog box, click **OK**.

Editing Authentication Options

If a user does not have administrator rights on the computer with the application installed, the network administrator can set up a user login password. If no password has been set up for a user without administrator rights, the application does not start, and an access error message appears.

1. In the menu bar at the top left of the screen, click **Edit** > **Options**. In the **Options** dialog box, click **Authentication**.

2. Select **Enable local password**.

3. In the **New password** text box, type a password for a local user. A password is a maximum of 32 characters. A blank password is allowed.

4. In **Confirm password**, type the password again.

5. Click **OK** to save the password.