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Epson Print Admin

Administrator's Guide

NPD5975-01 EN

About this Guide

The content of this document

This guide describes the setting method of Epson Open Platform in the multi-function device is explained.

- User Management
- Device management
- System administration
- Setting by function
- Daily management

Following manuals are available.

- Epson Print Admin: Solution Overview
  The outline of Epson Print Admin is explained.
- Epson Print Admin: Quick Guide for Deployment
  The outline of a procedure of installation of this system is explained.
- Epson Open Platform: Hardware Setup Guide
  A procedure from installation of Epson Print Admin to preparations of practical use is explained.
- Epson Print Admin: System Installation Guide
  A procedure from installation of Epson Print Admin to preparations of practical use is explained.
- Epson Print Admin: User's Guide
  This is the manuals for the users who uses Epson Print Admin.

Using this Guide

Marks and Symbols

> **Caution:**
> *Instructions that must be followed carefully to avoid bodily injury.*

> **Important:**
> *Instructions that must be observed to avoid damage to your equipment.*

Note:
Provides complementary and reference information.

Related Information

→ Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as “Windows 10”, “Windows 8.1”, “Windows 8”, “Windows 7”, “Windows Vista”, “Windows Server 2016”, “Windows Server 2012 R2”, “Windows Server 2012”, “Windows Server 2008 R2”, “Windows Server 2008” refer to the following operating systems. Additionally, “Windows” is used to refer to all versions.

- Microsoft® Windows® 10 operating system
- Microsoft® Windows® 8.1 operating system
- Microsoft® Windows® 8 operating system
- Microsoft® Windows® 7 operating system
- Microsoft® Windows Vista® operating system
- Microsoft® Windows Server® 2016 operating system
- Microsoft® Windows Server® 2012 R2 operating system
- Microsoft® Windows Server® 2012 operating system
- Microsoft® Windows Server® 2008 R2 operating system
- Microsoft® Windows Server® 2008 operating system

Mac OS

In this manual, “Mac OS” is used to refer to “macOS Sierra”, “OS X El Capitan”, “OS X Yosemite”, “OS X Mavericks”, and “OS X Mountain Lion”, “Mac OS X v10.7.x”, and “Mac OS X v10.6.8”.

Contents

Solving Problems

Appendix

System Management Overview

Use the Web page for the system administrator to display information and make settings for Epson Print Admin.

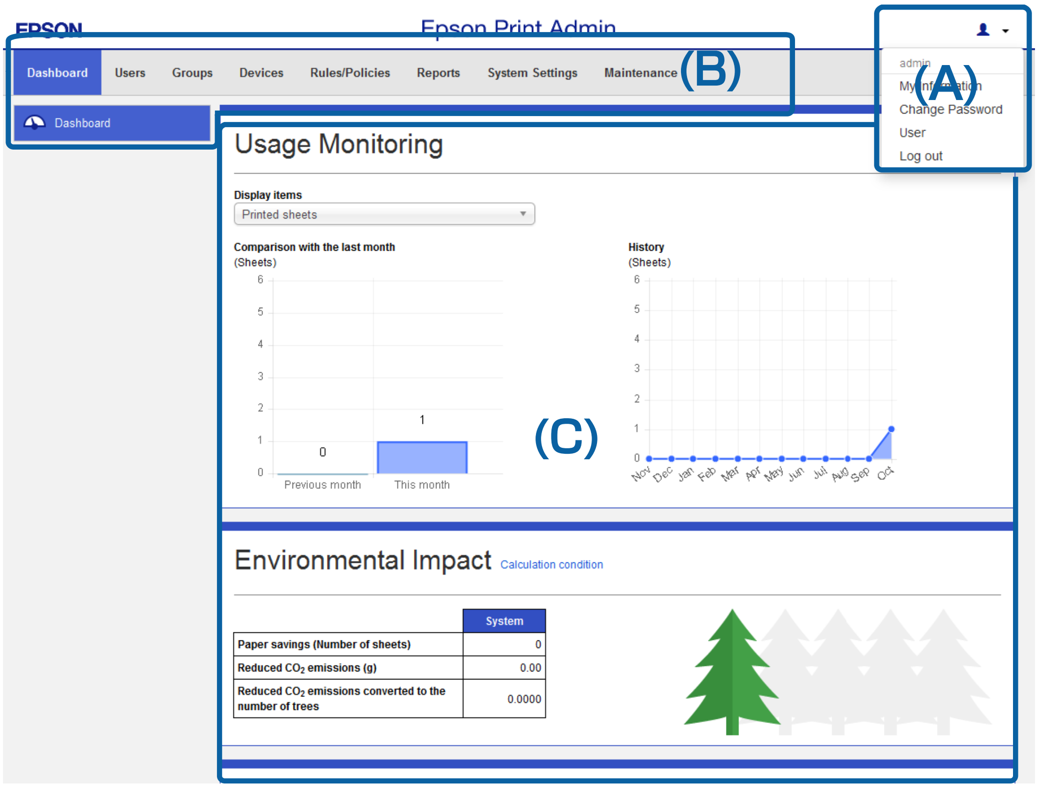
Administrator menu

Page configuration

When you log in with a system administrator account, the administrator page is displayed.

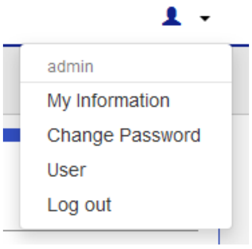
The administrator page is composed of the following sections.

- A: Account menu
- B: Function menu
- C: Work area



Account menu

Allows you to make operations in the account of the user currently logged in.



You can set the user or multi-function device from the following menu.

See each item for more information.

- ❏ My information:

  Allows you to check the system administrator's information.
- ❏ Change password:

  Allows you to change the password of the system administrator.
- ❏ User:

  Allows you to switch between the administrator page and the user page. The credentials that can switch are displayed.
- ❏ Logout:

  Logs you out from the administrator page.

Related Information

➡ "Checking system administrator information" on page 12

➡ "Changing the password" on page 163

Function menu

Allows you to make general settings for the user or multi-function device.

You can set the user or device from the following menu.

See each item for more information.

- ❏ Dashboard:

  Displays trends and the environmental status for usage history, such as System Availability, in real time. This gives you a visual snapshot of the system's operational status.
- ❏ Users:

  Allows you to make settings for the user. You can list, register, and delete users.

- ❏ Groups:

  Allows you to set the organization. Setting an organization allows you to unify the user settings for members of the organization.
- ❏ Devices:

  Allows you to make settings for multi-function devices. You can search for and register multi-function devices from here.
- ❏ Rules/Policies:

  Allows you to set rules and policies for system operation.
- ❏ Reports:

  Allows you to make settings for reports output for users or system usage.
- ❏ System settings:

  Allows you to make basic settings for the entire system. You can make settings for the server and the authentication card.
- ❏ Maintenance

  Allows you to perform print operations such as system maintenance, logging, and backing up.

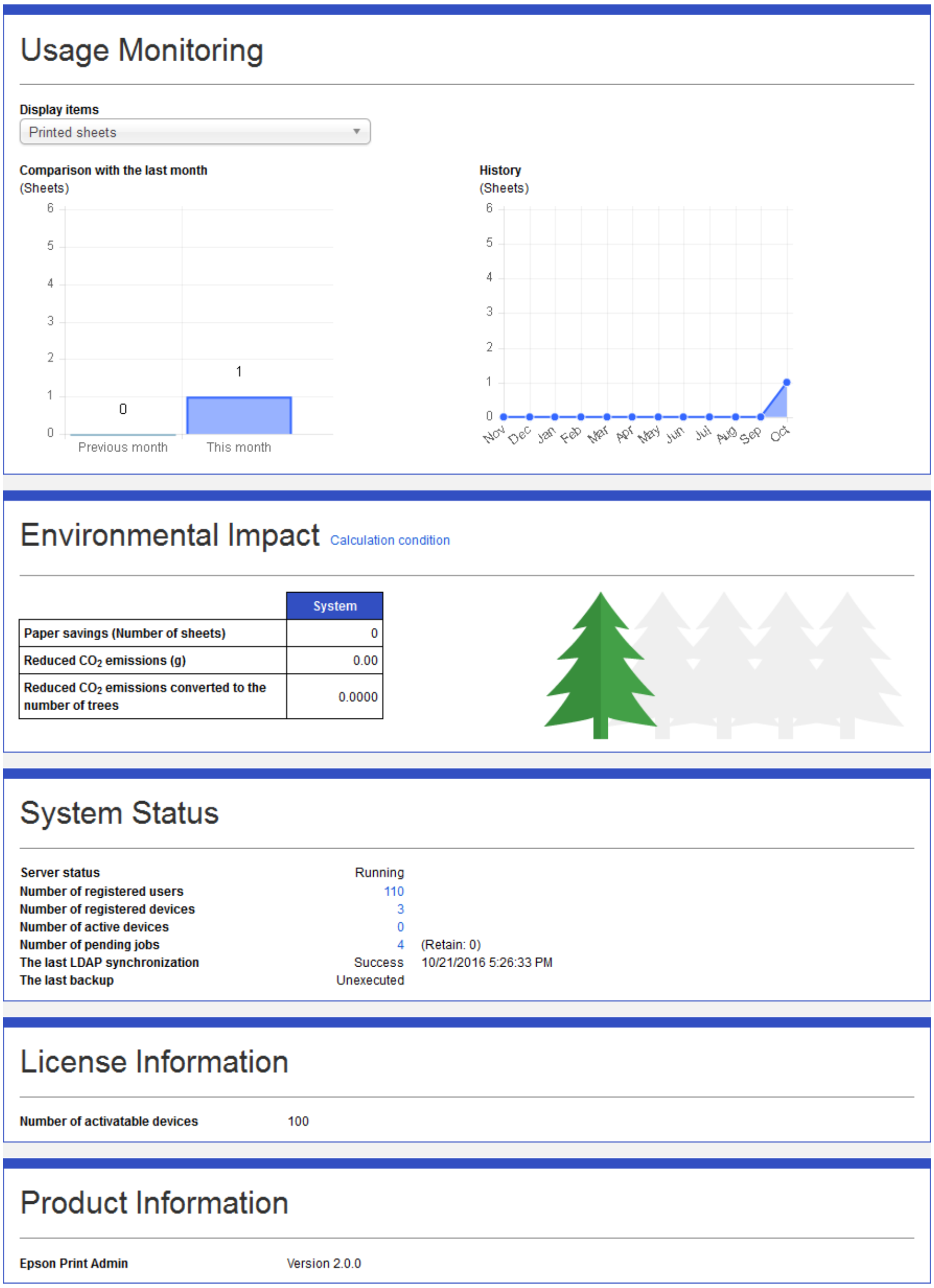
Related Information

➡ "Dashboard" on page 137
➡ "User Management" on page 12
➡ "Group Management" on page 35
➡ "Device management" on page 46
➡ "Setting by Functions" on page 82
➡ "Reports" on page 141
➡ "Basic Configuration" on page 57
➡ "Downloading Driver/Client Tools" on page 76

Work area

Displays a dashboard and a screen for work according to the menu selected.

The dashboard displays information such as usage and errors in multi-function devices, which helps in day-to-day system management.



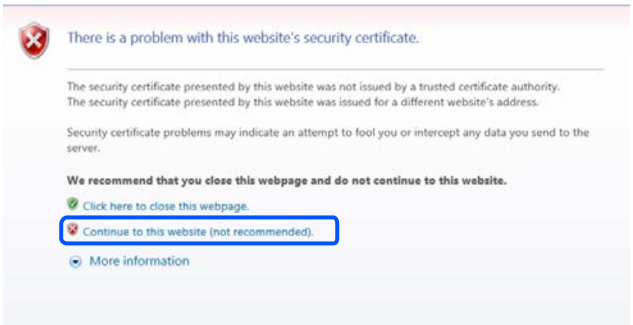
Login and logout

Login

Allows you to make settings for each item when logged in as the system administrator.

Note:
When you access the administrator login page in SSL communication (https), the message “There is a problem with this website's security certificate” may be displayed. (The screen capture is an example of Internet Explorer. The actual screen displayed depends on the browser you are using.)

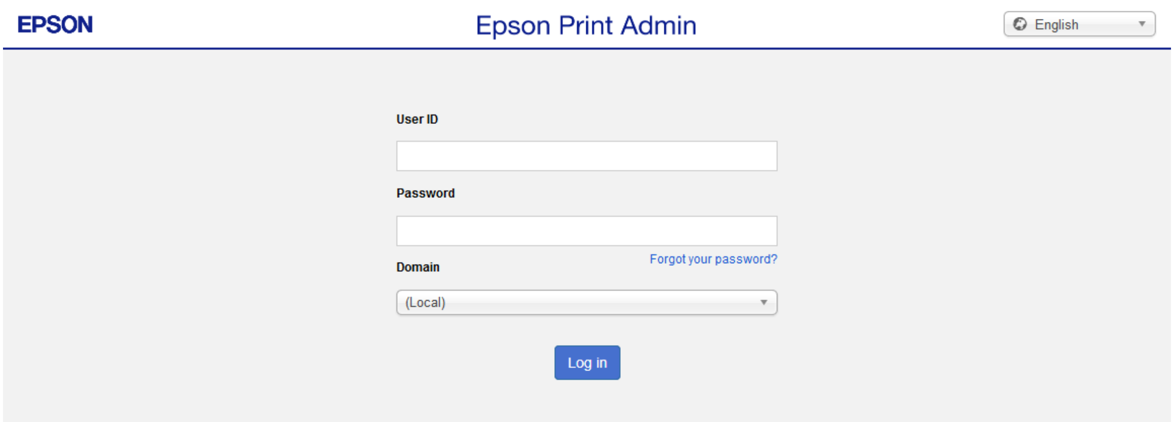
This happens when the browser attempts an SSL encrypted communication when the Web site is using a self-signed certificate. Click “Continue browsing of this site (not recommended)”. To avoid displaying this warning, use a certificate issued by a trusted certification authority.



1. Enter the ID and password for **A-3 - Epson Print Admin System account Information** set when installing this system, and then select the domain.

   For the **Domain**, if you are using an LDAP server, select the domain name of the LDAP server; if you are not using an LDAP server, select **(Local)**.

   Note:
   If you want to change the display language, select the language you want from the language menu.

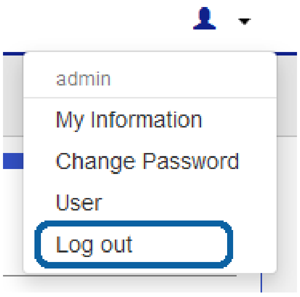


2. Click **Login**.

Logout

1. Click ▾ to display the account menu.

2. Select **Log out**, and then click **OK** on the confirmation menu.

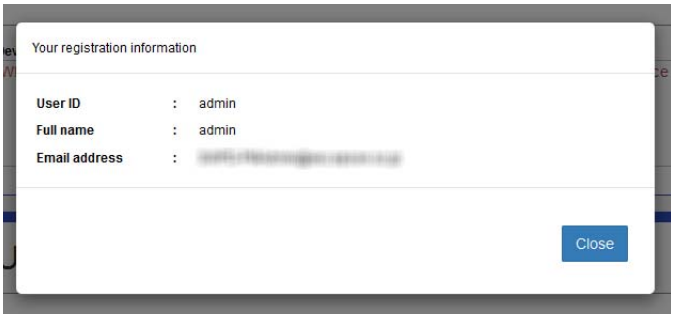


Note:
If no operations are performed for about 30 minutes, the user is automatically logged out and the login screen is displayed the next time an operation is performed.

Management Settings

Checking system administrator information

You can check the system administrator’s information in the account menu.



1. Log in to the system as the system administrator.
2. Select **My Information** from the account menu.
   Displays information on the user currently logged in.
3. Click **Close** to close the menu.

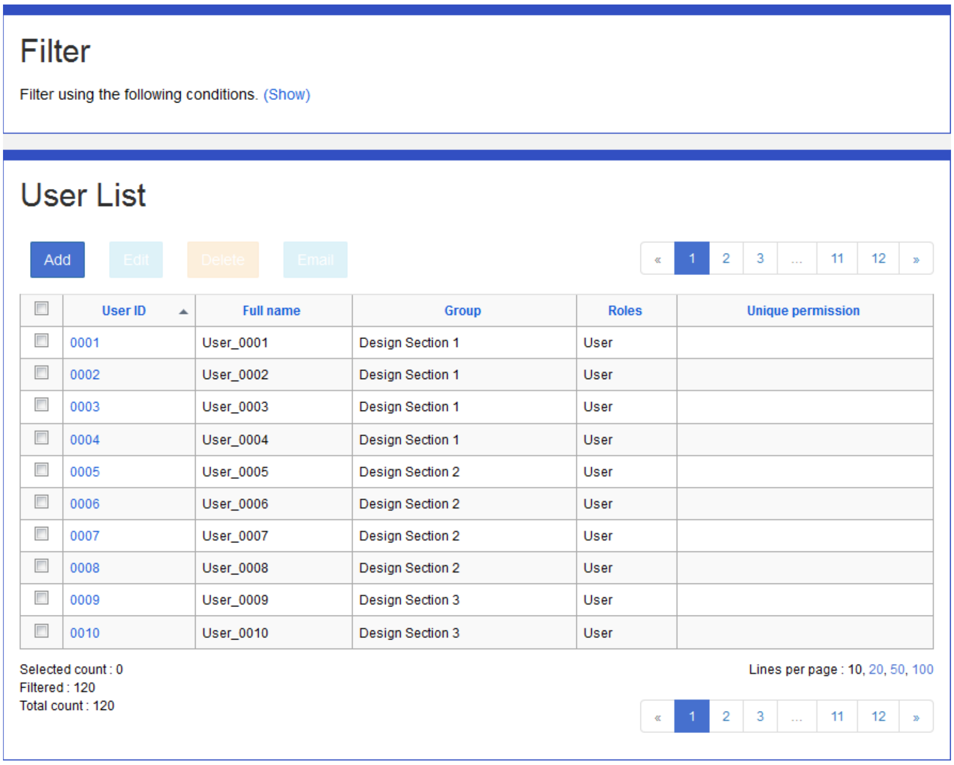
User Management

You can manage the user information and settings for the Epson Print Admin system.

User list

You can set up features such as user’s groups, roles, and available features.

Navigate to **Users** > **User List**.



The following are displayed in the user list.

❏ Button

Items	Description
Add	Click to display a menu for adding a new user.
Delete	Select the user you want to delete, click **Delete**, and then click **OK** on the confirmation screen. If you select **Delete personal information for the selected users from the usage history.** on the confirmation screen, the personal information related to deleted users in the usage history data is replaced by a unique text string.
Edit	You can change the settings for the selected user as a batch.
Email	Click to display the Email sending screen. Selected users are available.

❏ Information

Items	Description
Check box	Select users to be removed or edited. Select the box at the top of the column to select all items.
User ID	Displays registered User IDs. Click to edit individual settings.
Full name	Displays the registered full name.
Group	Displays the registered organization name.
Roles	Displays the user's credentials.
Unique permission	Displays whether or not personal settings are complete. Selected if anything differs from the group settings regarding multi-function devices, functions, billing codes, preset scanning, rule-based printing, or credit recharging.
Footer	Displays the number information for the list.

Note:
- *Click an item to sort the list using that item, and to switch between ascending and descending order.*
- *When you click the number in **Lines per page**, you can change the number of lines shown on each page. You can set the initial value for the number of lines per page from **System Settings** > **Basic Settings** > **Server** > **Number of Lines per List**.*

Related Information

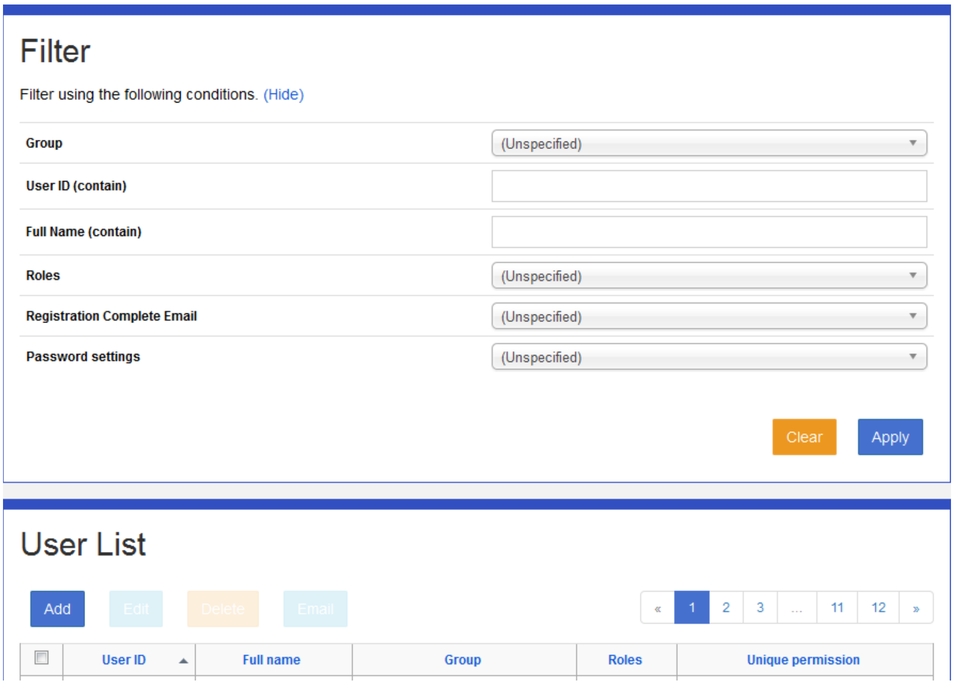
➡ "Registering users" on page 16
➡ "Details on each menu" on page 20

Filtering users

You can narrow the number of users displayed in the list by setting conditions.

1. Click **(Show)** in **Filter**.

2. Set each item.



See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Items	Description
Group	Set the user's organization information as a narrowing condition. Select from the list of organizations.
User ID (contain)	Set the User ID as a narrowing condition. Enter all or part of the user ID in the input field.
Full Name (contain)	Set the full name of the user as a narrowing condition. Enter all or part of the name that is associated with the user ID in the input field.
Roles	Set the credentials of the user as a narrowing condition. Select **Administrator** or **User**.
Registration Complete Email	Set to send a user registration complete email as a narrowing condition. Select **Sent** or **Unsent**.
Password settings	Set the password setting status as a narrowing condition. Select **Set** or **Unset**.
Page Quota	Set the page quota status as a narrowing condition. Select the name of the page quota or **Unassigned**. This is displayed when you select **Page Quota** in **Basic Settings** > **Quota management** > **Managing**.

3. Click **Apply**.

The narrowed search results are displayed.

If the narrowing results have been displayed already, the list is updated using the conditions that were set.

To clear the filter setting, click **Clear**.

Registering users

You can register users to the system.

You can register users individually or in bulk by writing to a CSV file.

Register individually

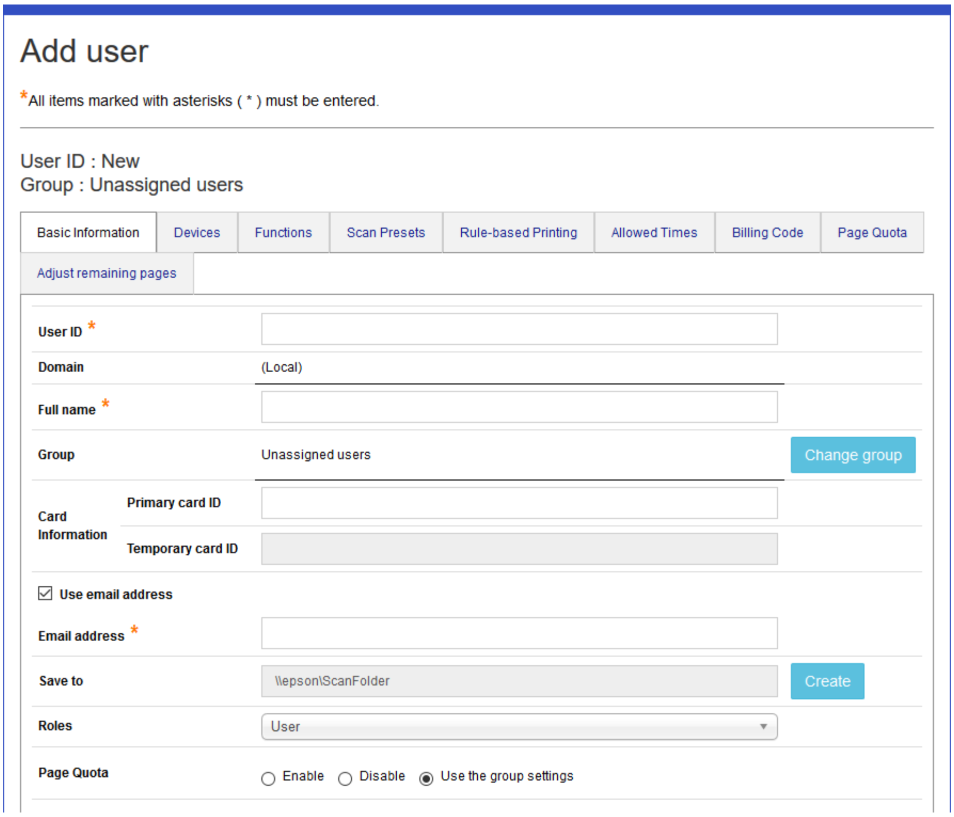
You can register users individually.

You can only register new users who are managed by Epson Print Admin.

1. Click **Add** in the user list menu.

   The new registration menu is displayed.

2. Set each item.



See the following to make settings.

Discovery method	Description
User ID	Enter the user name that you want to register between 1 and 256 characters. You can use ISO-8859-1 characters except for control characters, 0x7f to 0xbf, 0xd7, and 0xf7.
Domain	When registered with this system, this is displayed as "**(Local)**".
Full name	Enter the user's full name.

Management Settings

Discovery method	Description
Group	Displays the organization to which the users belong. When registering for the first time, click **Change group** and select the organization.
Change group	Displays the **Change group** menu.
Card Information	This is the authentication card information corresponding to a user ID. If you want to remove a registered authentication card, leave the field blank and click **OK**. **Primary card ID** : Enter the information of the authentication card that the user normally uses. **Temporary card ID** : You can set this if the ID is entered in **Primary card ID**. Enter the information of the authentication card that the user temporarily uses. You can set the expiration date of the card from **System Settings** > **Basic Settings** > **Users** > **Validity period for temporary cards**.
ID Number	This item is displayed when **ID Number** is selected in **System Settings** > **Basic Settings** > **Users** > **Authentication on Devices**. If User defined is selected in **ID Number**, the user can edit the **ID Number** from the account menu on the user page. If Admin defined is selected in **ID Number**, the administrator can edit the **ID Number**. If you click **Auto Generate**, the system generates the **ID Number** automatically using the specified number of digits.
Use email address	Select whether or not to use a user email address. To use this function you need to enter an email address. If you do not want to use it, enter the login password for the user. If you do not use an email address, you cannot use the Scan Presets (Scan to My Email, sending email to users, and so on) that require an email address.
Email address	If you want to use the user’s email address, enter the email address to which the notification email will be sent.
Save to	Specify the folder in which scan results for the **Scan to My Folder** function are saved. Click **Create** to create a network folder at a specific destination. The target destination depends on the items selected in **Rules/Policies** > **Scan to My Folder** > **Edit scan preset** > **Save to**. **Use the user's save destination**: Enter the destination path in this column. **Manual settings**: Enter the destination path in **Edit scan preset** screen. You cannot edit the path displayed.
Password	System administrators can set and change the password for users to log on to the Epson Print Admin user page or the printer. You can change the password for users that are already registered by selecting **Edit**. You can enter 1 to 128 ASCII characters (alphanumeric and "# $%& '() * +, - / :; <=> @ [\] ^ _`!.? {|} ~) for the password. When you register a user without setting a password, the user can set a password themselves from the user registration complete email. When you set the password for the user, make sure you send it to the user.

Discovery method	Description
Roles	Select the user's credentials you want to register from **User** or **Administrator**.
Credit Limit	You can set the cost limit. You can set this when you select **Credit Limit** in **Basic Settings** > **Quota management** > **Managing**. You can set the **Credit recharges** and **Adjust credit** in the following situations. ❏ When you have selected **Enable**. ❏ When you have selected **Use the group settings** while the cost limits have been set in a group that is set in **Group**.
Page Quota	You can set a limit for the number of available pages. You can set this when you select **Page Quota** in **Basic Settings** > **Quota management** > **Managing**. You can set the **Page Quota** and **Adjust remaining pages** in the following situations. ❏ When you have selected **Enable**. ❏ When you have selected **Use the group settings** while the cost limits have been set in a group that is set in **Group**.
Default Printer Driver Settings	Set the default values for the Epson Print Admin print settings for each user. You can select the print settings that you registered in **Rules/Policies** > **Printer Driver Settings**. This is displayed when you select Allow users to download driver and client tool in **System Settings** > **Basic Settings** > **Users** > **Driver and Client Tool**.

Note:
*If you change a **Group**, you can apply the rules and policies to the **Group**.*

3. Click **OK**.

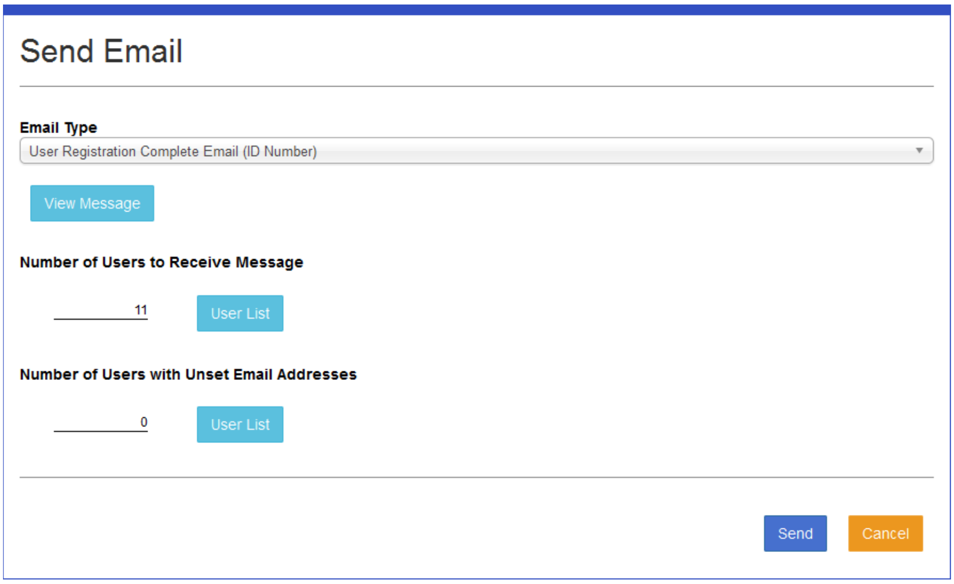
   The user registration complete confirmation screen is displayed.

4. Click **OK** to send the User registration completion email.

   If you do not want to send the email, click **Cancel** to return to the user list screen.

   You can send the User registration complete email from the user list screen after registering a user.

5. Click **Send**.



You can confirm contents of the sending mail.

Items	Description
Email Type	Select the notification email type. When sending notifications after user registration, the email type is displayed according to the user's authentication method. To change the email type, select the type on the email transmission screen displayed when you click **Email** from the user list.
View Message	You can check the content of the notification email.
Number of Users to Receive Message	Displays the number of users receiving the email.
User List	Displays the list of users receiving the email.
Number of Users with Unset Email Addresses	Displays the number of unset user email addresses.
User List	Displays the list of unset user email addresses.
Send	Sends a registration complete notification email.

Note:
*You can edit email contents from **System Settings** > **Email Settings**.*

6. Click **OK** on the confirmation message.

The User registration complete email is sent.

7. Click **OK** on the confirmation menu.

You are returned to the user list menu.

Related Information

➡ "Details on each menu" on page 20

➡ “Group Management” on page 35
➡ “Notification Email Settings” on page 78

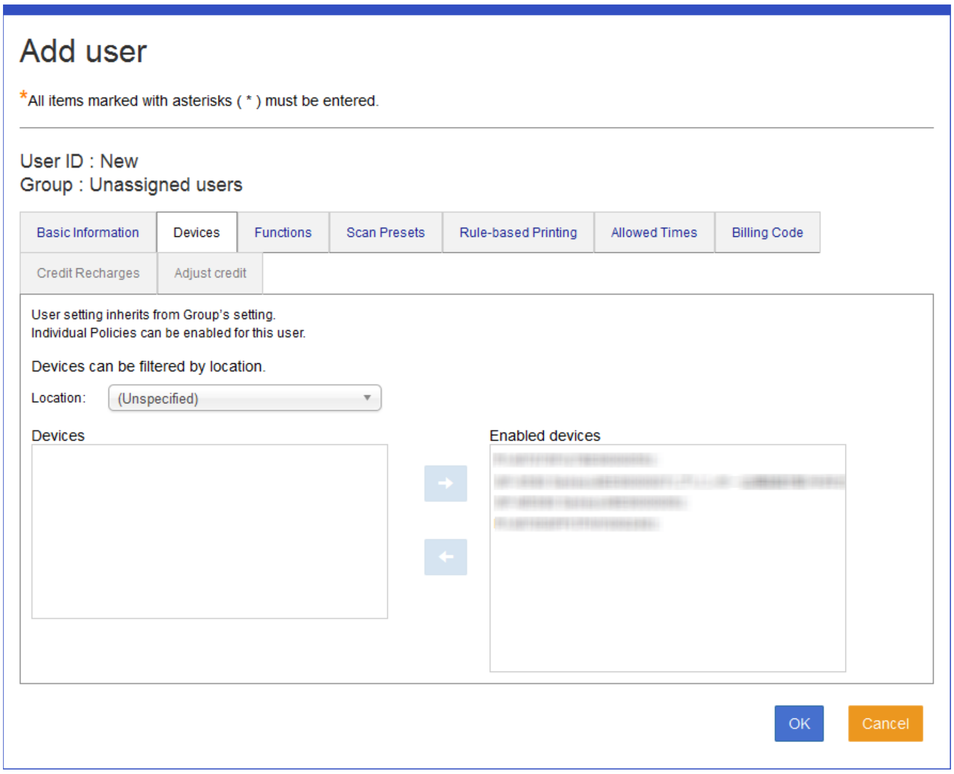
Details on each menu

Note:
- ❏ *Settings that are different from the group settings are displayed in red for each item.*
- ❏ *Each item can be changed to remove the maximum limits.*

- ❏ **Devices**

  You can register available devices by assigning a location.

  The items in **Enabled devices** are applied. Select the item and navigate through the list by using ➡ and ⬅. You can move the items in **Devices** and the items in red in **Enabled devices**.



Items	Description
Location	Displays only the devices in the selected location from the devices in **Devices**.

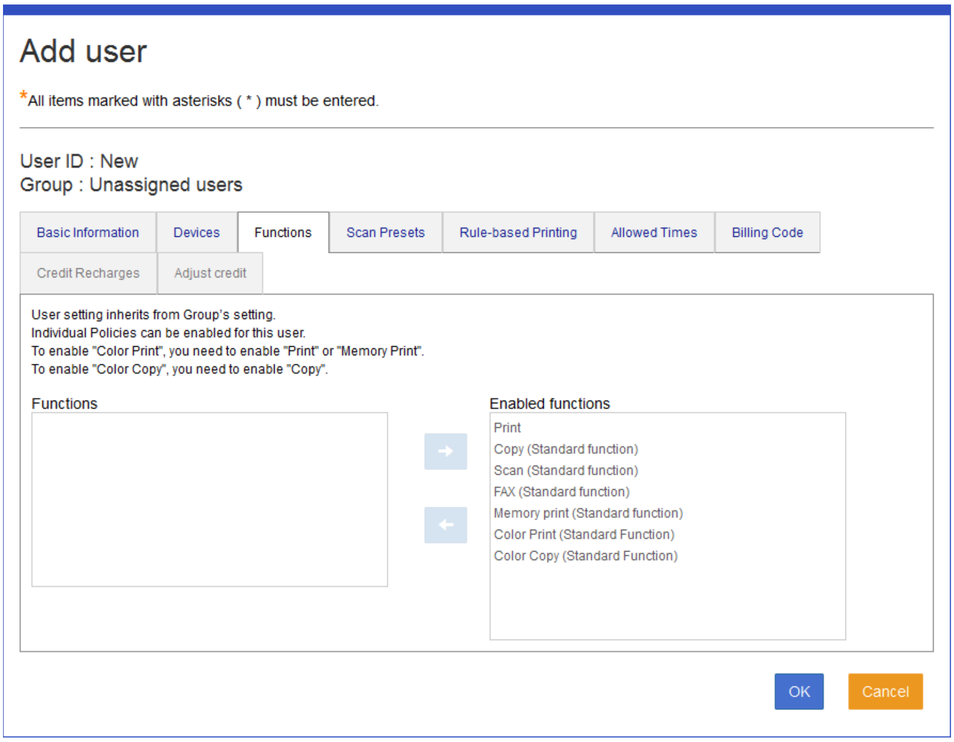
- ❏ **Functions**

  You can configure the functions available to users.

  The items in **Enabled functions** are applied. Select the item and navigate through the list by using and . You can move the items in **Functions** and the items in red in **Enabled functions**.

  You can specify the order of the buttons that are displayed on the operation panel of the printer in **Button Layout**. Choose **Use the group settings** by either selecting a button layout in **Rules/Policies** - **Button Layout** or by selecting the default button layout in the group.

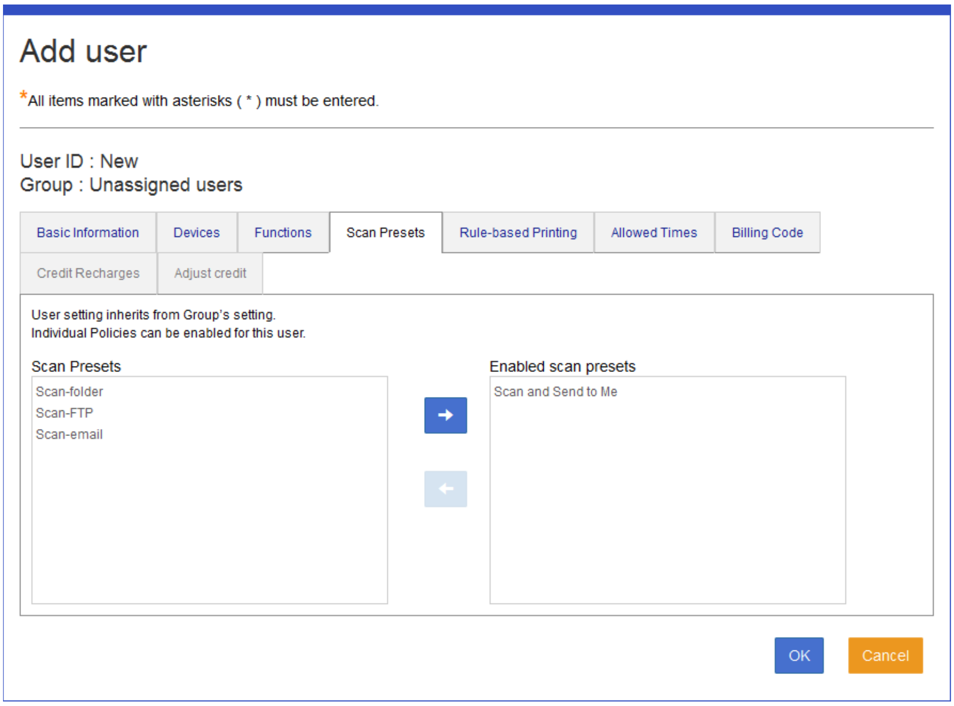
  Button Layout is displayed when a printer running a version of Epson Open Platform that supports this function is registered in Epson Print Admin.



- **Scan Presets**

  You can register the preset scan settings that can be used.

  The items in **Enabled scan presets** are applied. Select the item and navigate through the list by using and . You can move the items in **Scan Presets** and the items in red in **Enabled scan presets**.

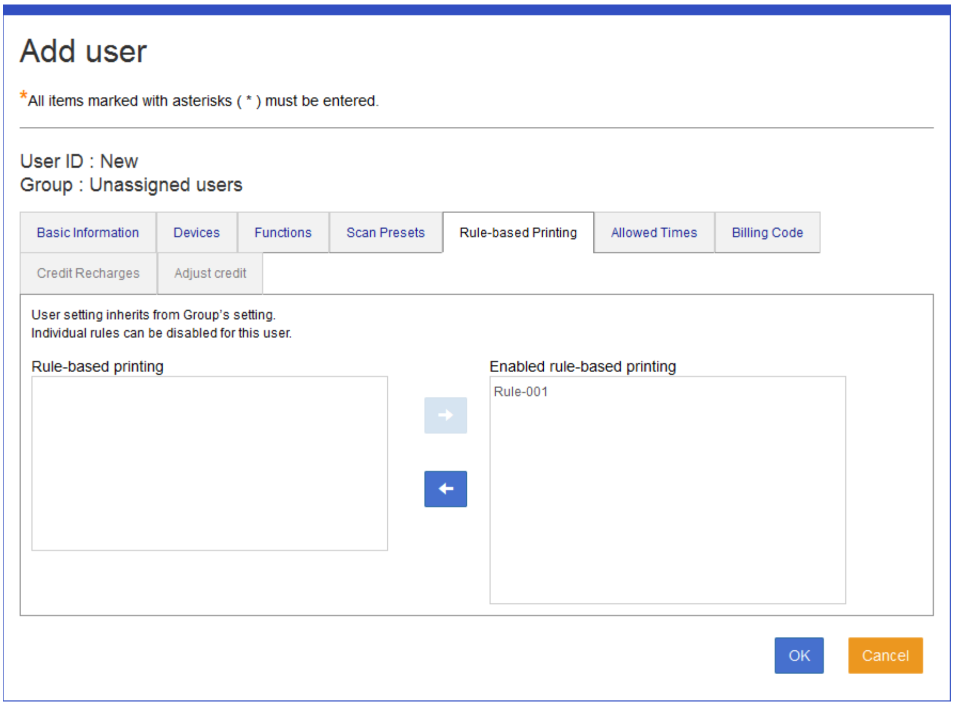


❏ **Rule-based Printing**

You can register the Rule Print settings that can be used.

The items in **Enabled rule-based printing** are applied. If you want to disable an item, select the item and move it to **Rule-based Printing** using .

Rule-based print settings are managed by organization. Items that are enabled in the organization are displayed. These cannot be added individually during user registration. To add, register the rule-based print to the **Groups** of the user you want to register.



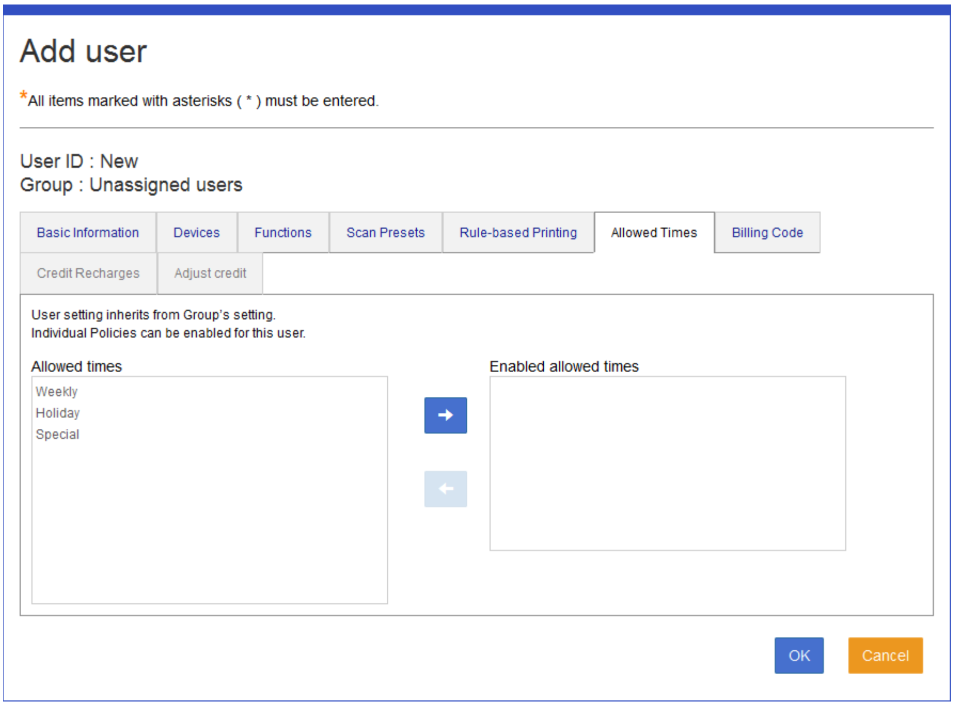
- **Allowed Times**

You can register the time period in which the system is available.

The items in **Enabled allowed times** are applied. If you want to enable an item, select the item and move it to **Allowed Times** using .

Settings for the available time periods are managed by the organization to which the user belongs. These cannot be added individually during user registration.

To add, register the available time period to the Groups of the user you want to register.

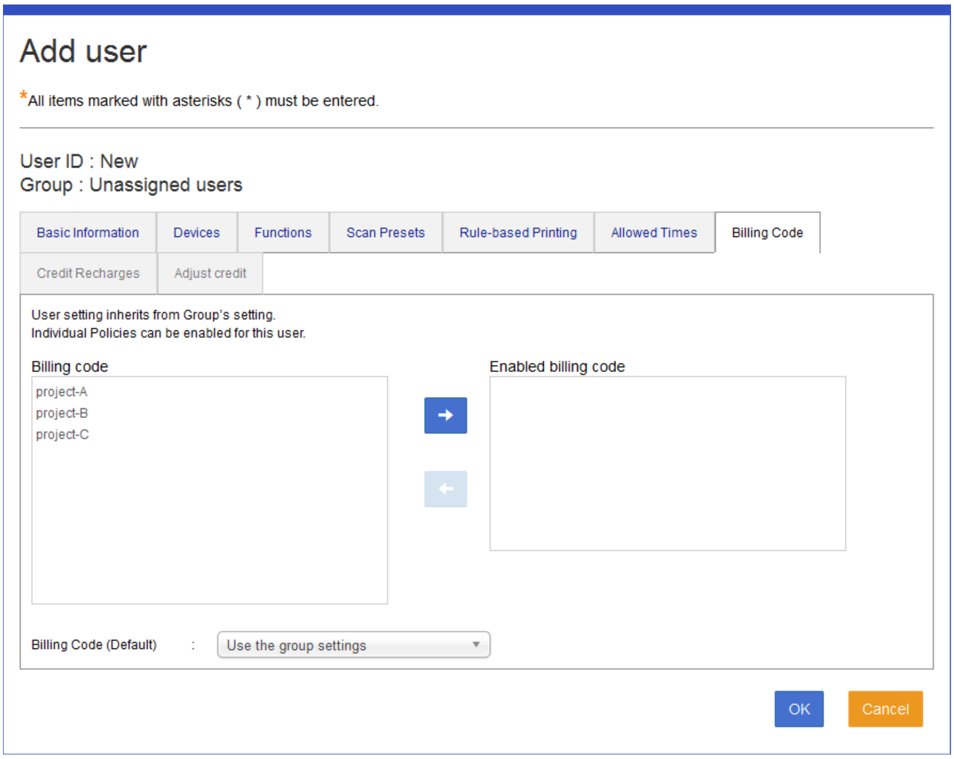


❏ **Billing Code**

You can register the billing codes that can be used.

The items in **Enabled billing code** are applied. Select the item and navigate through the list by using and . You can move the items in **Billing Code** and the items in red in **Enabled billing code**.

You can specify a billing code that is selected by default in **Billing Code (Default)**. Choose a billing code name in **Enabled billing code**, or choose **Use the group settings** by setting the default billing code.



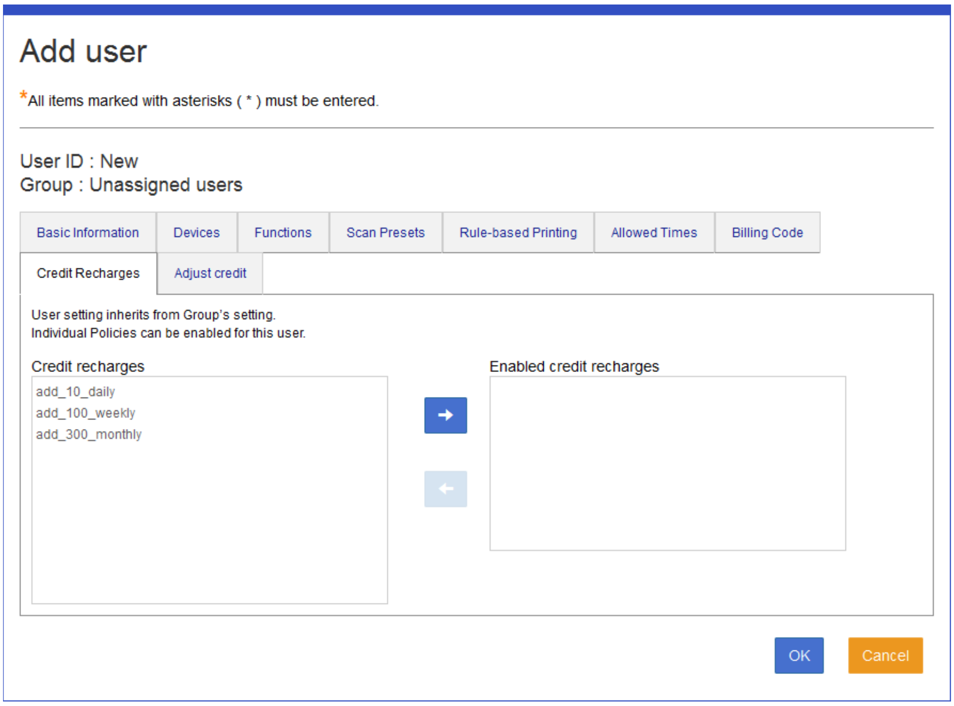
❏ **Credit recharges**

You can set a period to regularly add credit to the user.

This tab is displayed when you select **Credit Limit** in **System** > **Basic** > **Usage Limits** > **Managing**.

The items in **Enabled credit recharges** are applied. Select the item and navigate through the list by using and . You can move the items in **Credit recharges** and the items in red in **Enabled credit recharges**.

This is available if you select **Enable** as the **Credit Limit** on the **Basic Information** tab, or if you select **Enable** as the **Credit Limit** in applied group settings under **Use the group settings**.

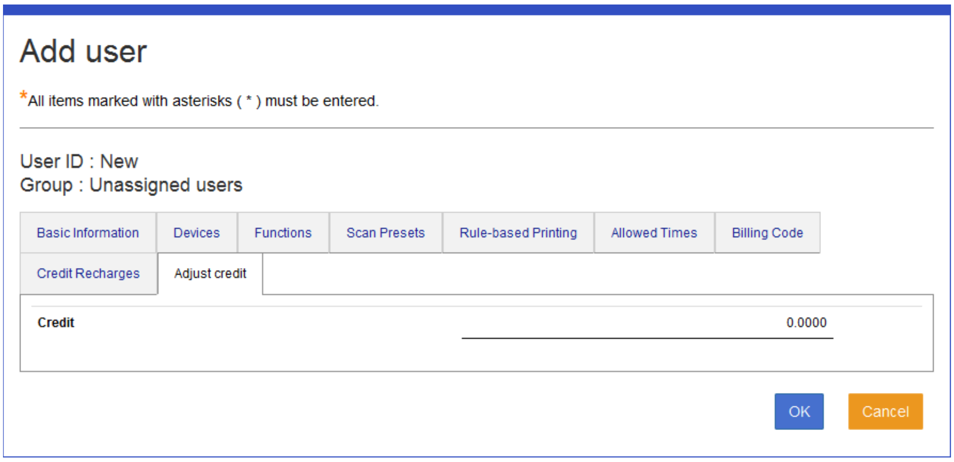


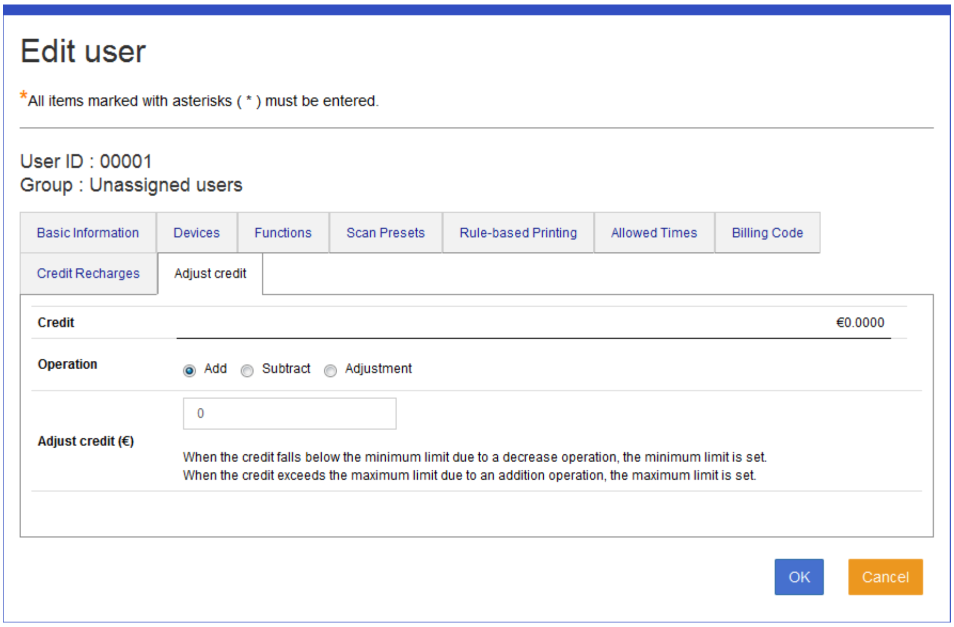
❏ **Adjust credit**

When editing, you can change the user's balance.

This tab is displayed when you select **Credit Limit** in **System** > **Basic** > **Usage Limits** > **Managing**.

This is available if you select **Enable** as the **Credit Limit** on the **Basic Information** tab, or if you select **Enable** as the **Credit Limit** in applied group settings under **Use the group settings**.





Items	Description
Credit	Displays the balance for the user.
Operation	Select how you want to change the balance. **Add**: Adds the amount set in **Adjust credit** to the balance. **Subtract**: Decreases the amount set in **Adjust credit** from the balance. **Adjustment**: Specifies the amount set in **Adjust credit** for the balance.
Adjust credit	Enter the amount you want to change.

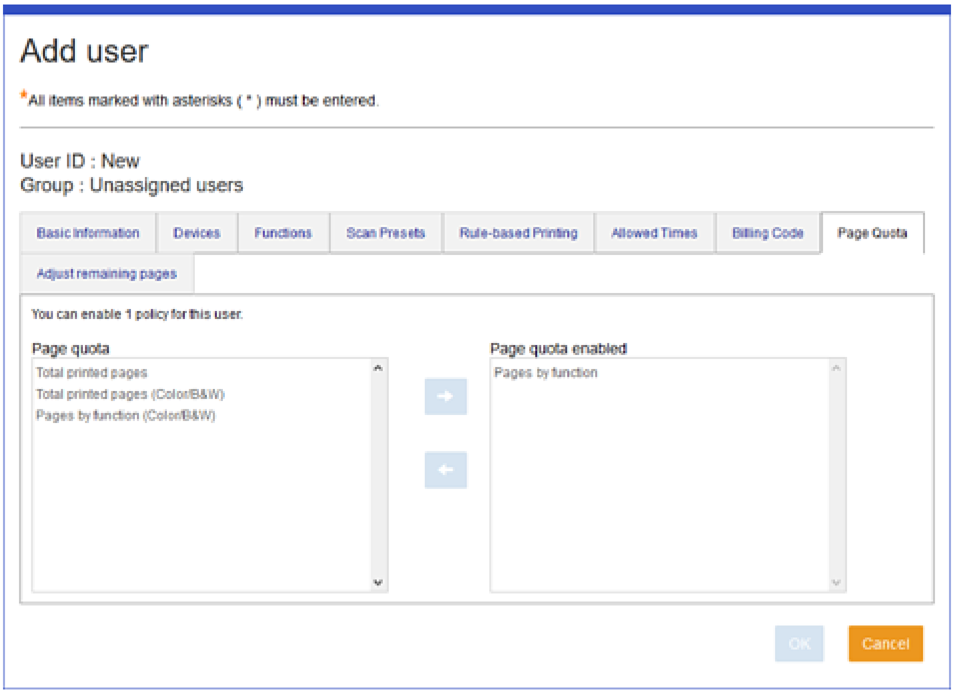
- **Page Quota**

  You can register a limit for the number of available pages settings. The items in **Page quota enabled** are applied.

  Select the item and navigate through the list by using  and . You can only set one item in **Page quota enabled**.

  This tab is displayed when you select **Page Quota** in **System** > **Basic Settings** > **Quota management** > **Managing**.

  This is available if you select **Enable** as the **Page Quota** on the **Basic Information** tab, or if you select **Enable** as the **Page Quota** in applied group settings under **Use the group settings**.

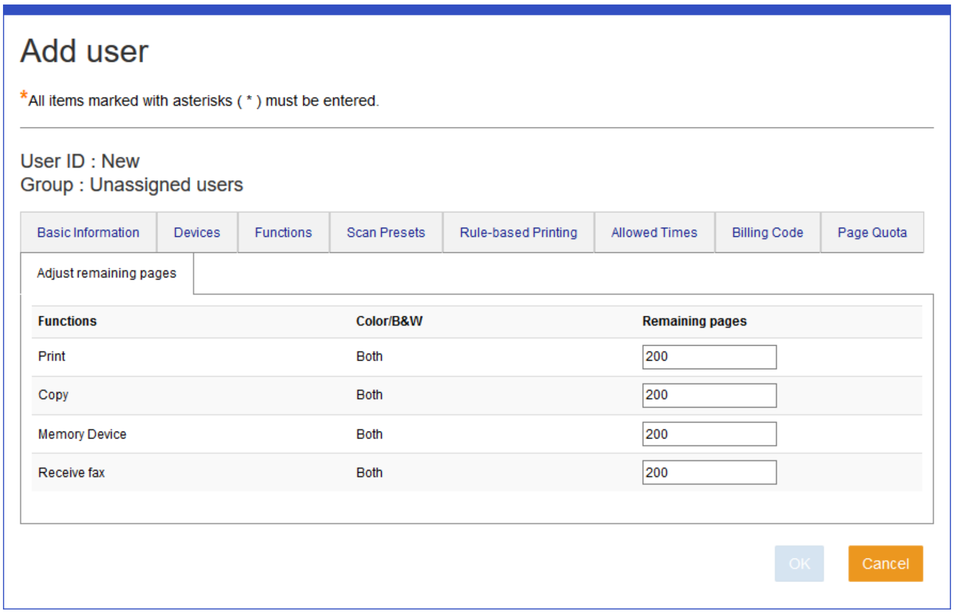


- ❏ **Adjust remaining pages**

  When editing, you can set the default value for the number of available pages.

  This tab is displayed when you select **Credit** in **System** > **Basic Settings** > **Quota management** > **Managing**.

  This is available if you select **Enable** as the **Page Quota** on the **Basic Information** tab, or if you select **Enable** as the **Page Quota** in applied group settings under **Use the group settings**.



Items	Description
Operation	Select how you want to change the Remaining pages. **Add**: Adds the amount set in **Adjusting pages** to the Remaining pages. **Subtract**: Decreases the amount set in **Adjusting pages** from the Remaining pages. **Adjustment**: Specifies the amount set in **Adjusting pages** for the Remaining pages. This is displayed when editing users.
Selected	Select items that you want to change the Remaining pages. This is displayed when editing users.
Functions	Displays the functions name of target.
Color / B&W	Displays the Color or the B&W for functions usage.
Remaining pages	Displays the Remaining pages that users holds. You can enter default value when adding users.
Adjust remaining pages	Enter the amount you want to change. This is displayed when editing users.

Registering in bulk using a setting file

You can register user registration information in bulk using a CSV file.

Creating a CSV file to import

Create a CSV file to import using spreadsheet software or a text editor, in the following format.

Download to use a sample file from **Specify the user import file** > **Download an example CSV file**.

Note:

- *You can view details for the import file from **Specify the user import file** > **Import file details**.*
- *If you set the **Groups**, you can set details other than **Basic Information**.*
- *You cannot import users who are managed by LDAP.*

You can import basic information for the following users.

<table>
<tr><th>Items</th><th>Max. No. of Characters</th><th>Description</th></tr>
<tr><td>User ID</td><td>256</td><td>This item must be filled in.

Describe user IDs to be registered or updated using ISO-8859-1 characters except for control characters, 0x7f to 0xbf, 0xd7, and 0xf7.</td></tr>
<tr><td>Full name</td><td>256</td><td>Describe the full name to be registered or updated.</td></tr>
<tr><td>Group</td><td>256</td><td>Describe the organization to be registered or updated.</td></tr>
<tr><td>Primary card ID</td><td>4096</td><td>Describe the primary authentication card ID to be registered or updated.</td></tr>
<tr><td>Email address</td><td>255</td><td>Describe the email address of users to be registered or updated.</td></tr>
<tr><td>Use email address</td><td>1</td><td>This item must be filled in.

1: Describe the user email address you want to add and update. You must enter an email address. In this situation, the administrator cannot set a login password for users.

0: Describe the user password you want to add and update. You must enter a password. In this situation, the administrator can set and change the login password for users.</td></tr>
<tr><td>Password</td><td>128</td><td>Enter 1 to 128 ASCII characters (alphanumeric and "# $% & '() * +, - / :; <=> @ [\] ^ _`!.? {|} ~).</td></tr>
<tr><td>ID Number</td><td>8</td><td>You can set the value if you have selected Administrator in System Settings > Basic Settings > Authentication on Devices > ID Number > Management.</td></tr>
<tr><td>Save to</td><td>255</td><td>Describe the path of the save folder for Scan to My Folder to be registered or updated.</td></tr>
</table>

The following provides the file specifications.

- File format: CSV
- Character code: UTF-8
- File size : Up to 10 MB
- Delimiter: Comma
- Text qualifier: Double quotes
- Line feed code: CRLF

- ❏ Line format: User ID, Full name, Group, Primary card ID, Email address, Password, ID Number

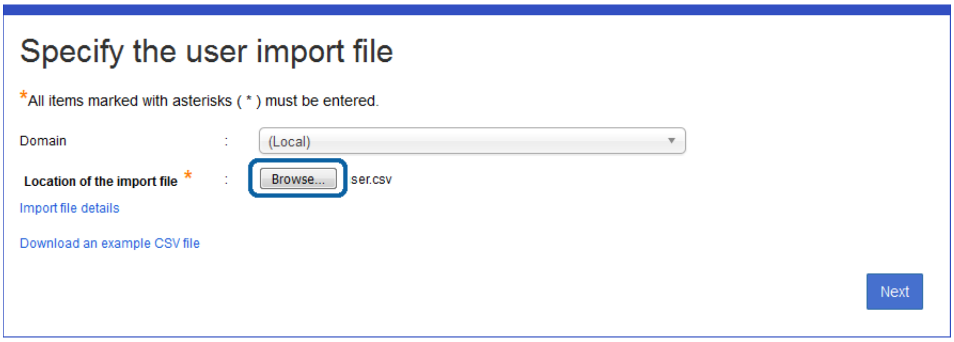
Note:
- ❏ *If the registered user ID is the same as an existing user ID, it will be overwritten. Entering information other than the user ID is optional. The item is not updated when you leave it a blank.*
- ❏ *Lines starting with # are comments.*
- ❏ *For users who are managed by LDAP, the email address field is optional. The value for "Use email address" will be ignored.*
- ❏ *If you want to use a CSV file exported by Epson Print Admin version 1.1 or earlier, you must enter an email address.*

Importing a file

You can import the CSV file that you created.

1. Log in to the system as the system administrator.
2. Select **Users** > **Import** from the function menu.

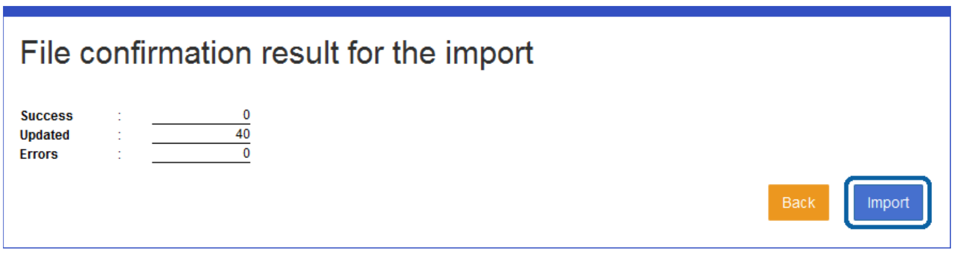
   The administrator menu is displayed.
3. Click **Browse**, and then select the CSV file that you created.



4. Click **Next**, and then click **OK** on the confirmation menu.

   A confirmation menu of the imported content is displayed.
5. Confirm the imported content, and then click **Import**.

   The results of the import are displayed.



6. Click **Return to user list**.

   You are returned to the user list menu.

Exporting a file

You can export basic information for registered users in a CSV file.

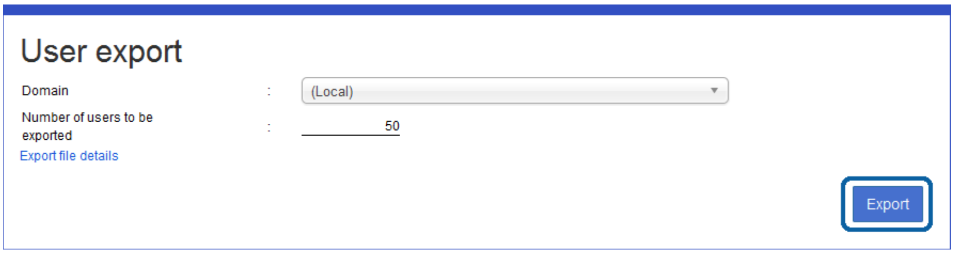
1. Log in to the system as the system administrator.

2. Select **Users** > **Export** from the function menu.

   The export menu is displayed.

3. Click **Export**.

   When you click **Export file details**, specifications for the file to be exported are displayed.



   The generated CSV file is downloaded.

Editing user settings

There is a way to edit individually, and another to set in bulk by items.

Editing individually

You can edit registered user information individually.

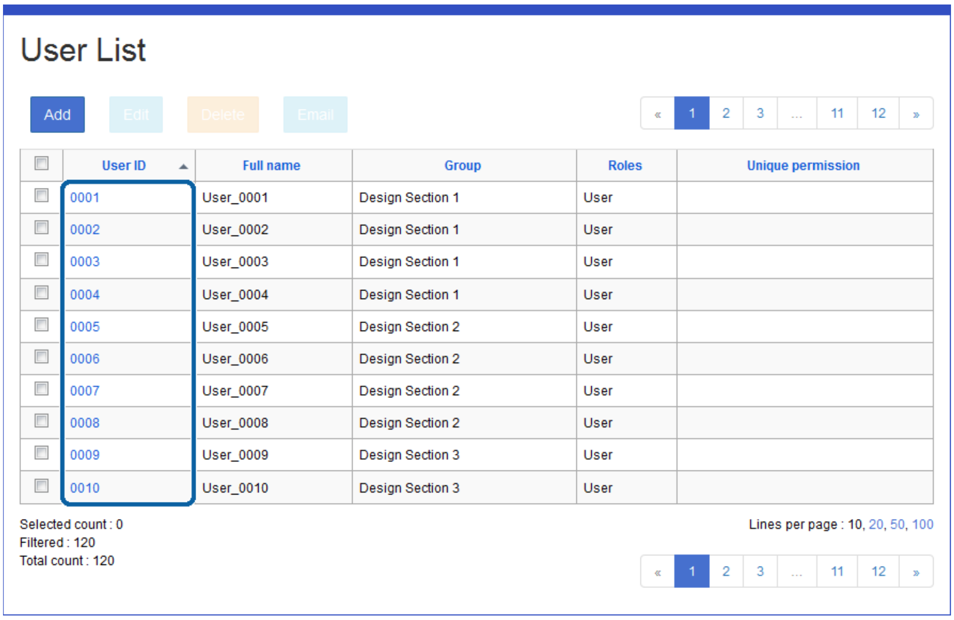
1. Log in to the system as the system administrator.

2. Select **Users** > **User List** from the function menu.

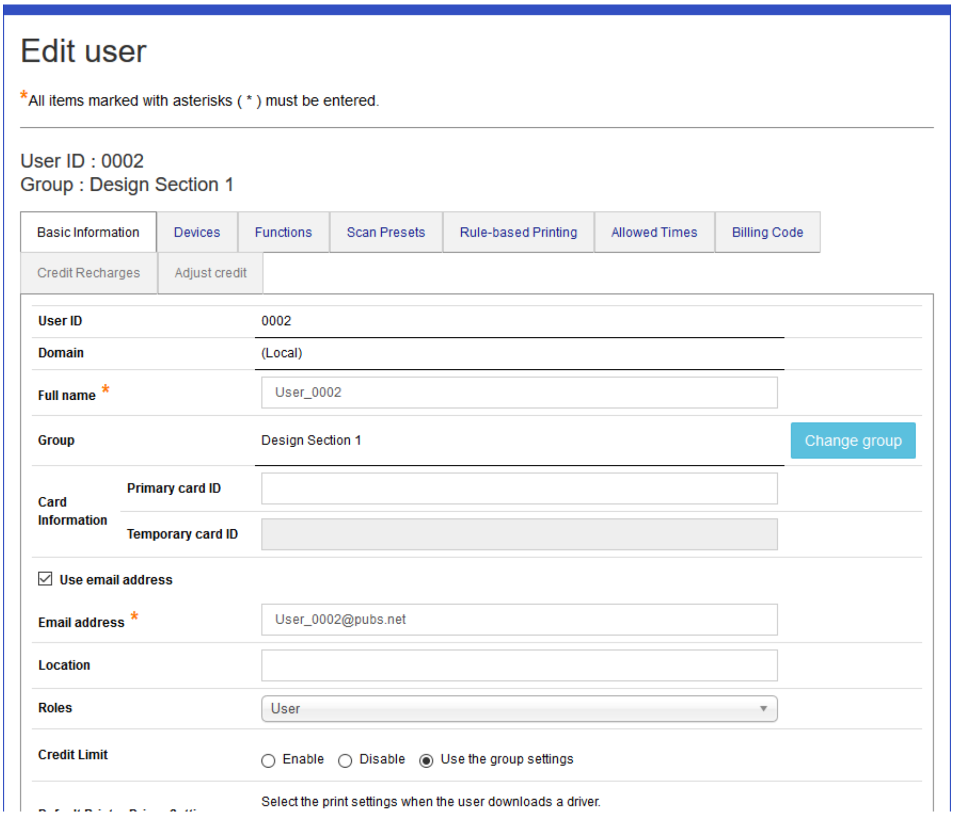
   The user list is displayed.

3. Click the link for the **User ID** you want to edit.

   The user edit menu is displayed.



4. Edit each item.



5. Click **OK**.

Related Information

➡ "Details on each menu" on page 20

Editing in bulk

You can edit registered user information in bulk.

You can edit the following items. You can unify settings by changing **Roles**. However, you cannot set other tabs individually, such as billing code and preset scan.

❏ Group

Click **Change group** and then select from the group list.

However, users who are managed by linking to an LDAP server cannot be changed.

❏ Roles

You can set administrators or users. However, you cannot make settings if the system administrator currently logged in is included.

❏ Credit Limit

You can set the cost limit. When you have selected **Enable**, you can set **Adjust credit**.

❏ Adjust credit

You can specify the action and the amount.

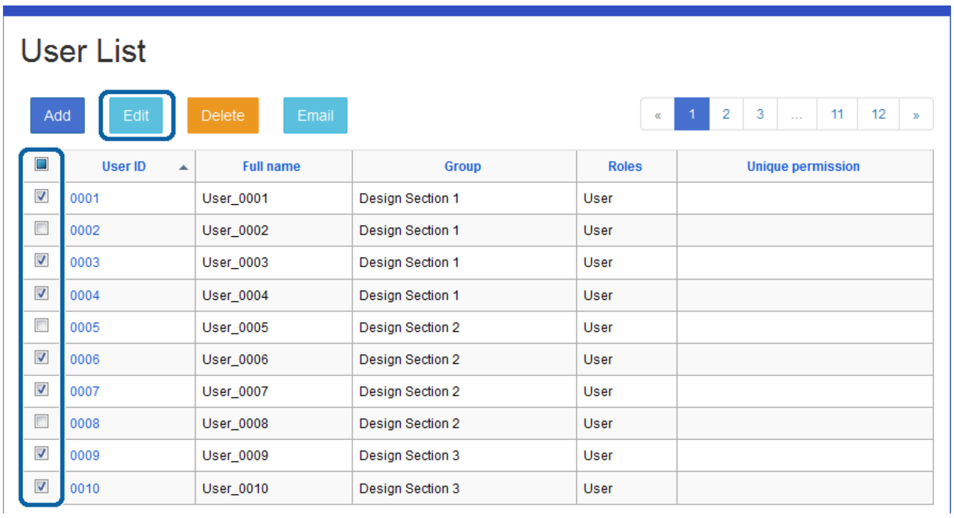
❏ Default Printer Driver Settings

You can set the default value of the driver print settings.

1. Log in to the system as the system administrator.

2. Select **Users** > **User List** from the function menu.

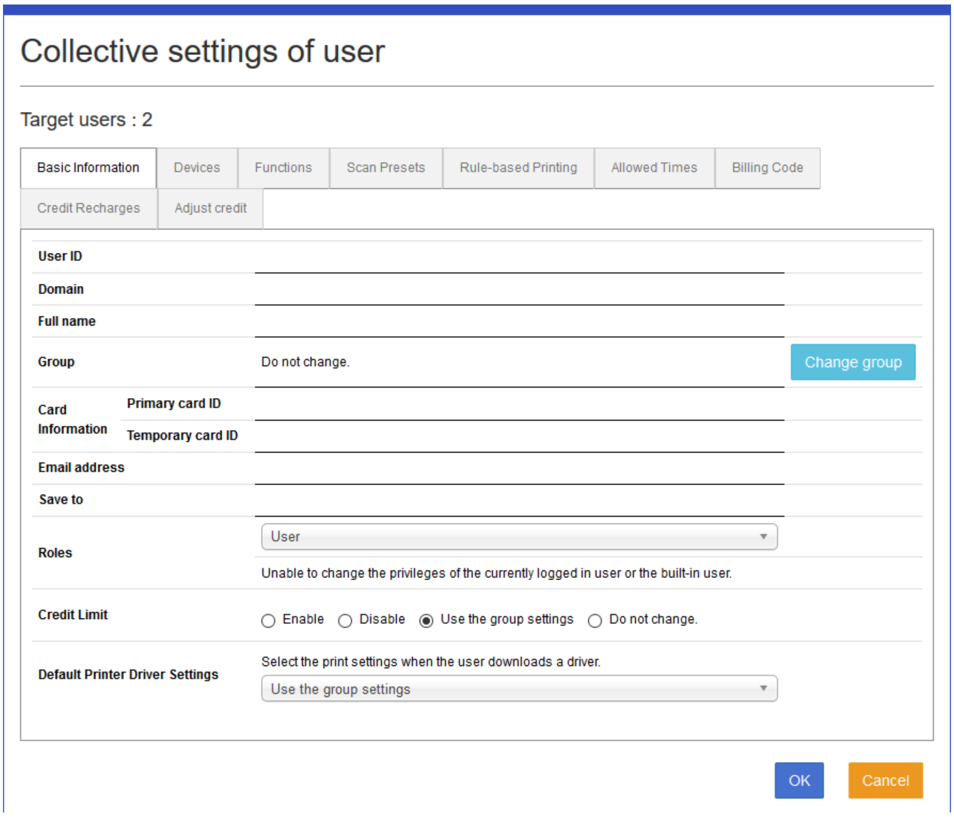
3. Select the user you want to edit in the **Selected** column.



4. Click **Edit**.

   The bulk user settings menu is displayed.

5. Edit each item.



6. Click **OK**.

Related Information

➡ "Details on each menu" on page 20

➡ "Register individually" on page 16

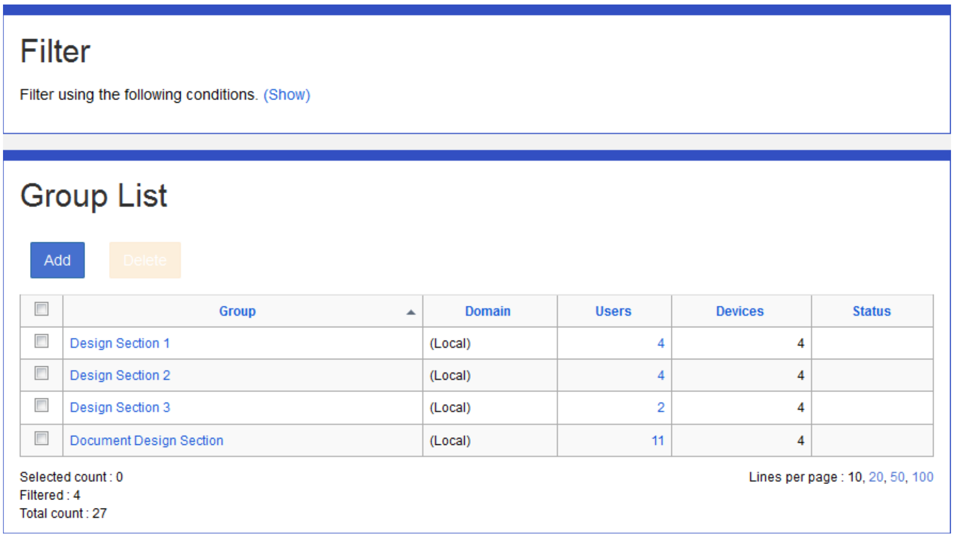
Group Management

You can set a group to which a user belongs. When you set function restrictions, usage restrictions, and credit for the organization, these settings are applied to all users who belong to the organization.

Group list

The group list is displayed.

Navigate to **Groups** > **Group List**.



The following are displayed in the organization list.

❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Select the group you want to delete, and then click **Delete**.

❏ **Information**

Items	Description
Check box	Click to select organizations you want to remove. Select the box at the top of the column to select all items.
Group	Displays the registered organization. Click to edit individual settings.
Domain	Displays the registered domain name.
Users	Displays the number of users who belong to the organization. Click the number to display a list of the users who belong to the organization.
Devices	Displays the number of devices that are associated with the organization.
Status	Displays **New** in the following situations. This is hidden when you open the edit menu. ❏ When adding by synchronizing with an LDAP server. ❏ When adding by importing using a CSV file.

Note:

❏ *Click an item to sort the list using that item, and to switch between ascending and descending order.*

❏ *When you click the number in **Lines per page**, you can change the number of lines shown on each page. You can set the initial value for the number of lines per page from **System Settings** > **Basic Settings** > **Server** > **Number of Lines per List**.*

Related Information

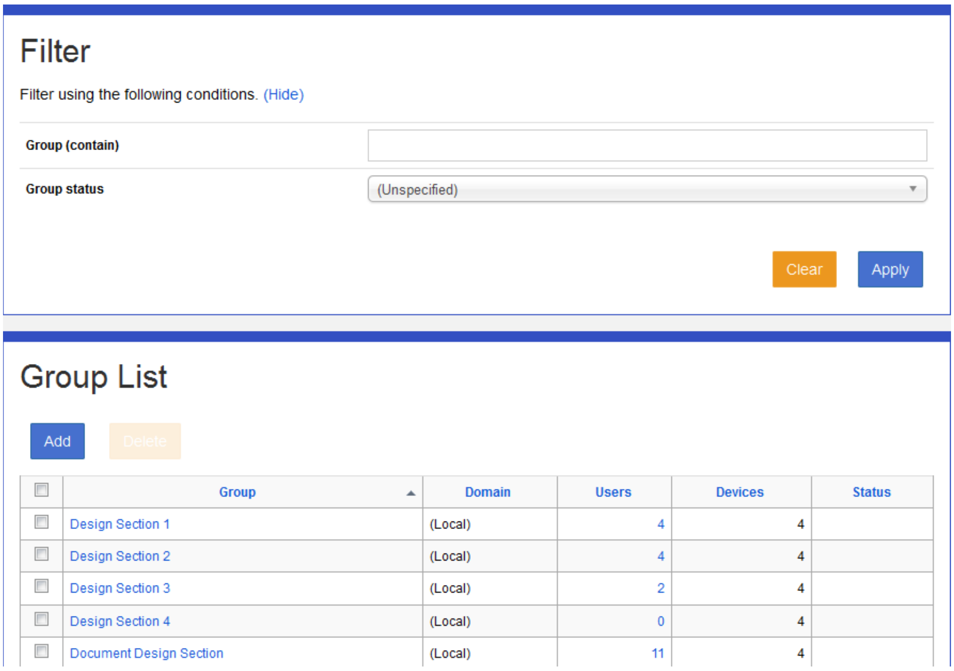
➡ “Details on each menu” on page 39

Filtering groups

You can narrow the number of groups displayed in the list by setting conditions.

1. Click **(Show)** in **Filter**.

2. Set each item.



See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Items	Description
Group (contain)	Set the organization name as a narrowing condition. Enter all or part of the organization name in the input field.
Group status	Set the organization status as a narrowing condition. Click , and then select from the list of organizations.
Page Quota	Set the page quota status as a narrowing condition. Select **Name**, **Set**, or **Unset**. This is displayed when you select **Page Quota** in **Basic** > **Usage Limits** > **Managing**.

3. Click **Apply**.

The narrowed search results are displayed.

If the narrowing results have been displayed already, the list is updated using the conditions that were set.

To clear the filter setting, click **Clear**.

Registering and Editing a Group

You can change the settings of the group.

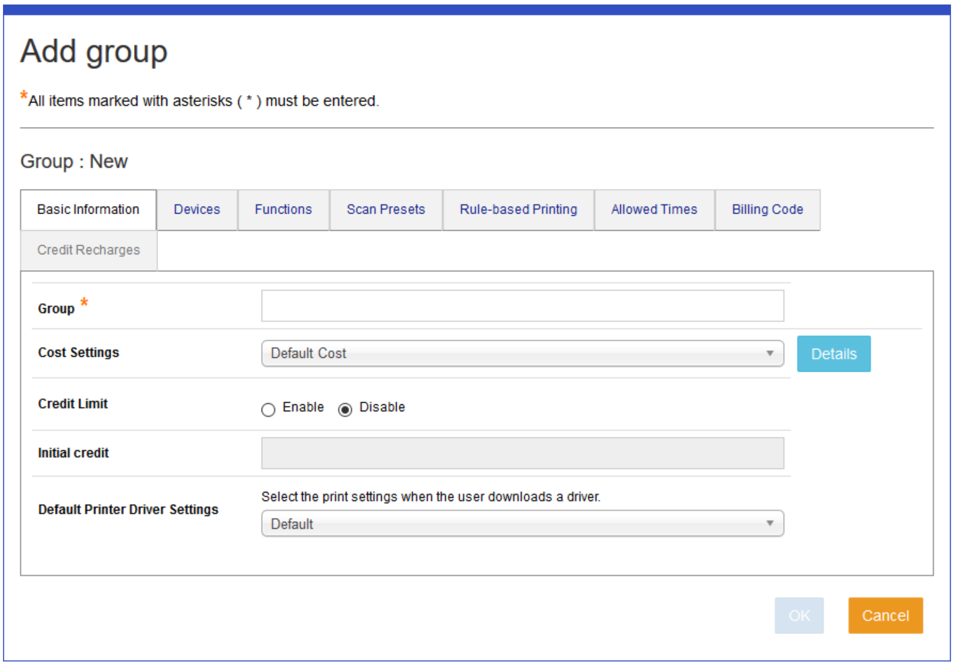
Registering individually

Register a group.

1. Click **Add** in the organization list menu.

   The new registration menu is displayed.

2. Set each item.



See the following to make settings.

Items	Description
Group	Enter the registered name of the group.
Credit Limit	Set whether or not to impose credit limits. You can set this when you select **Credit** in **System Settings** > **Basic Settings** > **Quota management**.
Initial credit	Enter the credit to be added to users who are newly registered.
Cost Settings	Select the cost settings that are specified in **Rules/Policies** > **Cost Settings**. You can set this when you select **Set cost per group of users** in **System** > **Basic Settings** > **Cost Settings**. Click **Details** to display the cost details.

Items	Description
Page Quota	Set whether or not to impose limits on the number of available pages. You can set this when you select **Page Quota** in **System Settings** > **Basic Settings** > **Management**.
Default Printer Driver Settings	Set the default values for the Epson Print Admin print settings for each group. You can select the print settings that you registered in **Rules/Policies** > **Printer Driver Settings**. You can also use the print settings that are selected in the group. This is displayed when you select Allow users to download driver and client tool in **System Settings** > **Basic Settings** > **Users** > **Driver and Client Tool**.

3. Click **OK**.

4. Click **OK** on the confirmation menu.

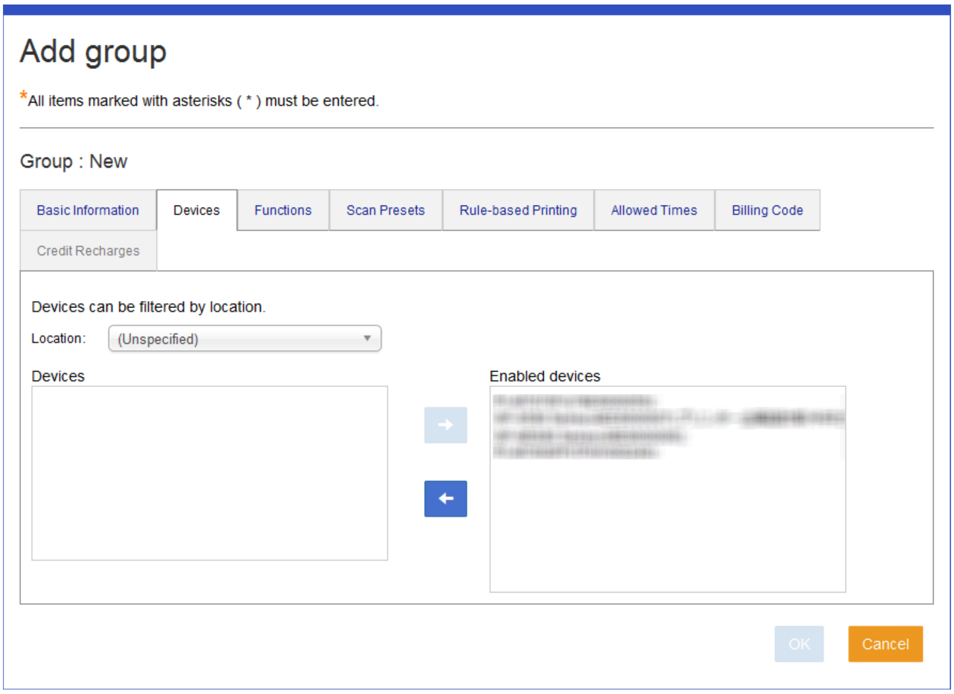
   You are returned to the group list menu.

Details on each menu

❏ **Devices**

You can register devices by assigning a location.

The items in **Devices** are applied. Select the item and navigate through the list by using → and ←.



Items	Description
Location	Displays only the devices in the selected location from the devices in **Devices**.

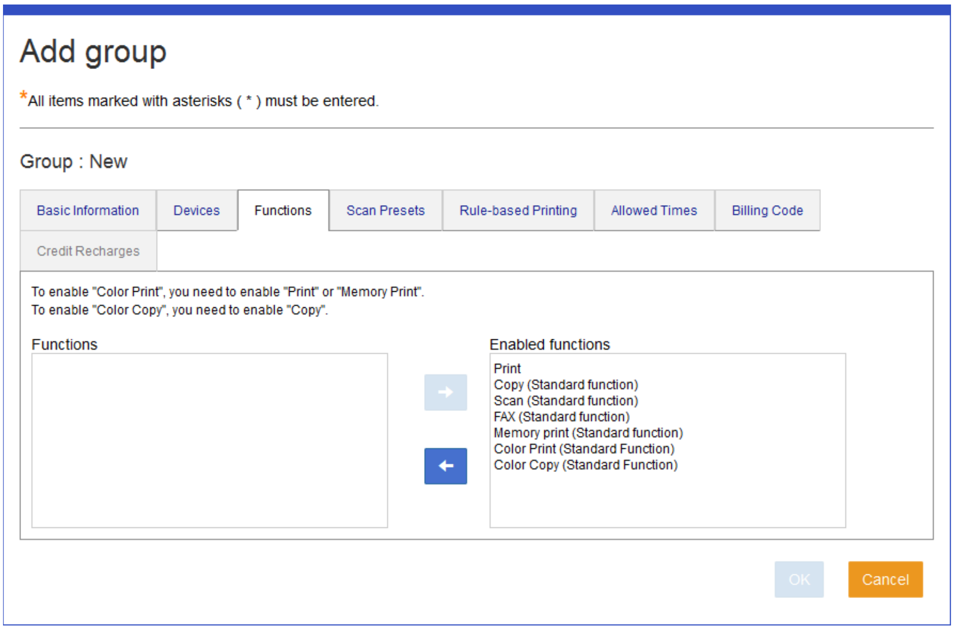
- **Functions**

  You can configure the functions available to users.

  The items in **Enabled functions** are applied. Select the item and navigate through the list by using and .

  You can specify the default button layout for the group by selecting a button layout in**Button Layout**that has been registered in **Rules/Policies** > **Button Layout**. Click **Details** to view details on the button layout.

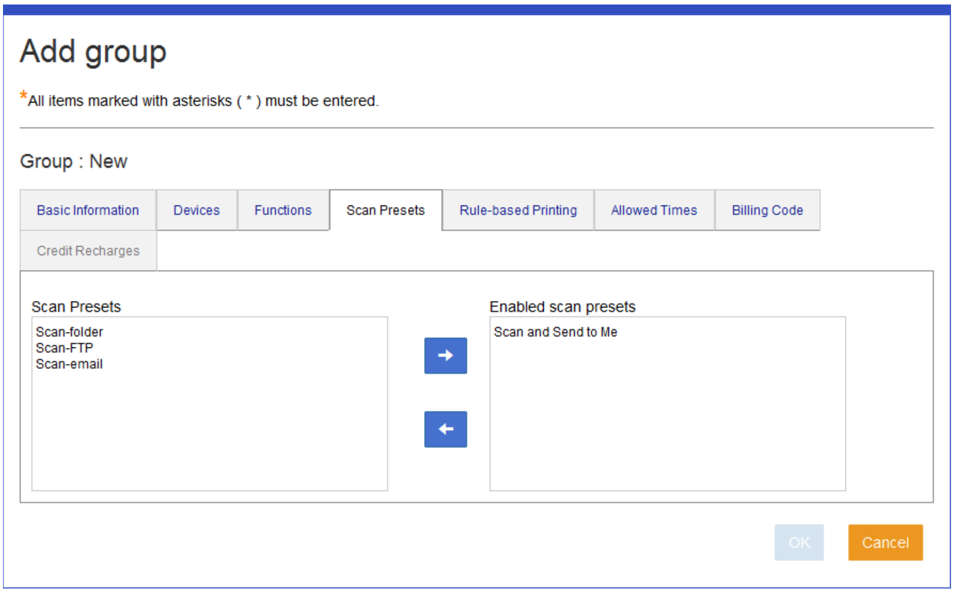
  Button Layout is displayed when a printer running a version of Epson Open Platform that supports this function is registered in Epson Print Admin.



- **Scan Presets**

  You can register the preset scan settings that can be used.

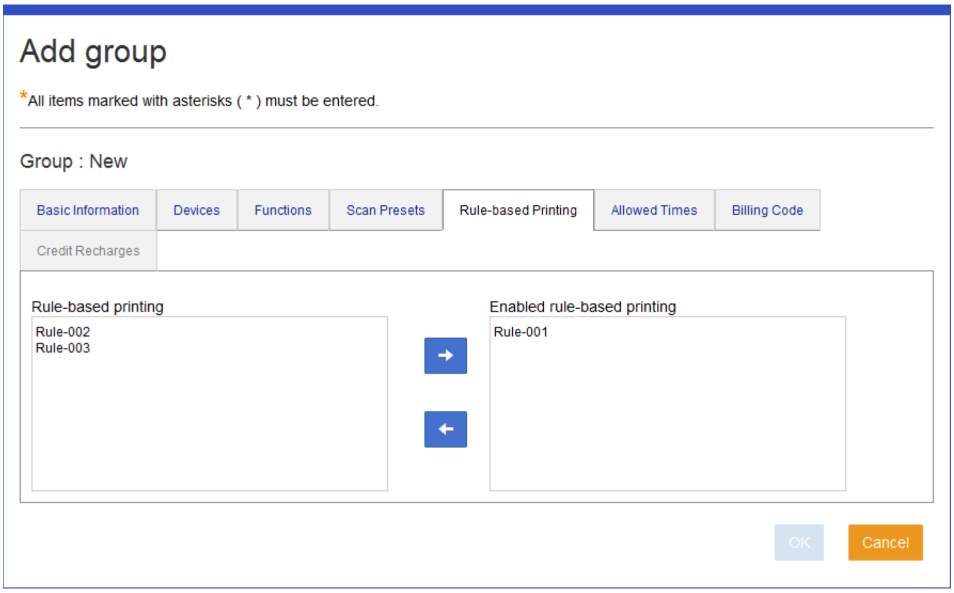
  The items in **Enabled scan presets** are applied. Select the item and navigate through the list by using and .



- **Rule-based Printing**

  You can register the Rule-based Print settings that can be used.

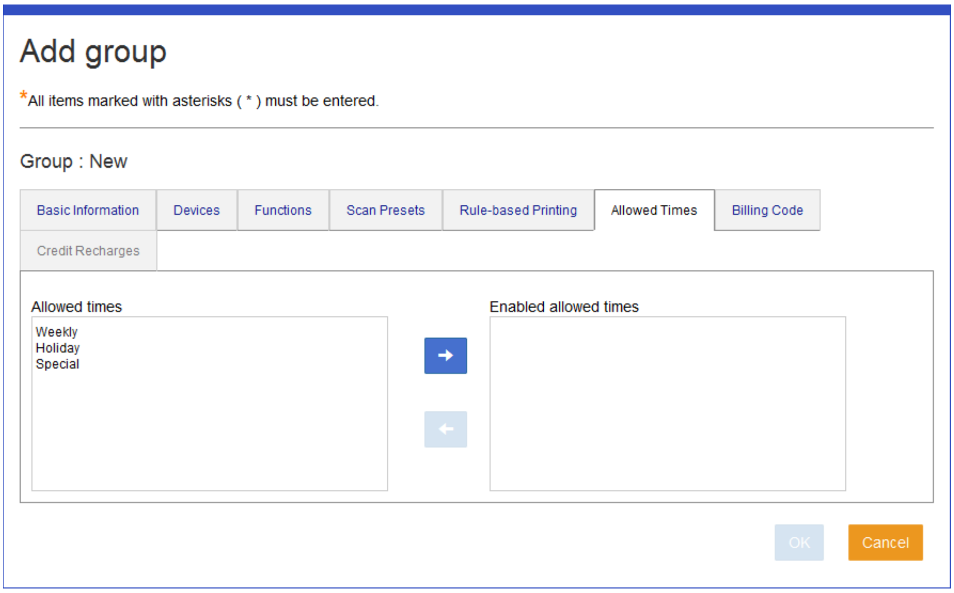
  The items in **Enabled rule-based printing** are applied. Select the item and navigate through the list by using and .



- **Allowed Times**

  You can register the time period you can use the system.

  The items in **Enabled allowed times** are applied. Select the item and navigate through the list by using and .

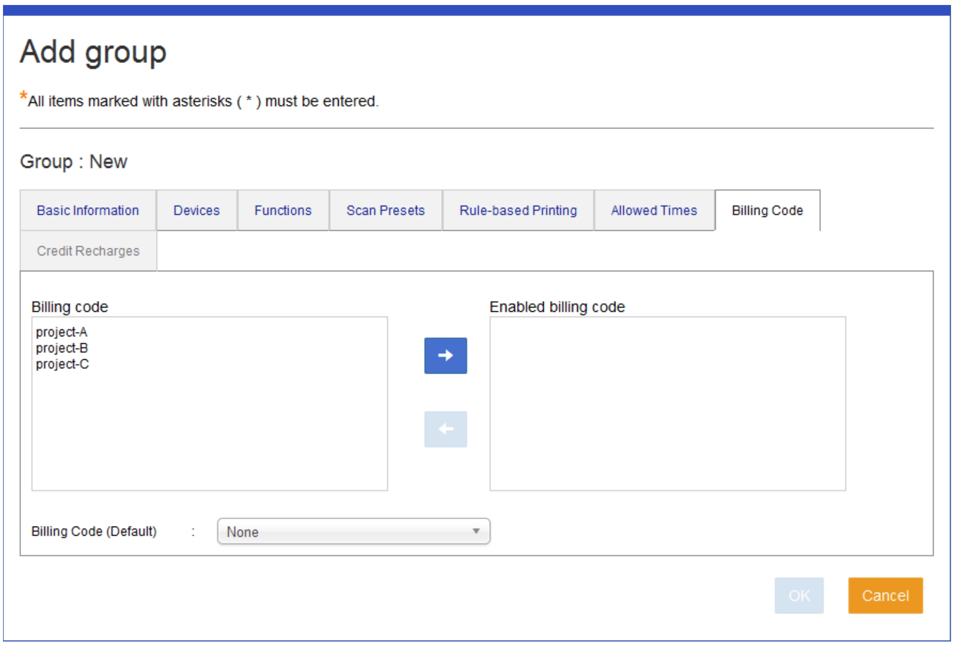


- **Billing Code**

  You can register the billing code that can be used.

  The items in **Enabled billing code** are applied. Select the item and navigate through the list by using and .

  You can specify the default billing code for the group when you select a billing code name in **Enabled billing code** in **Billing Code (Default)**.



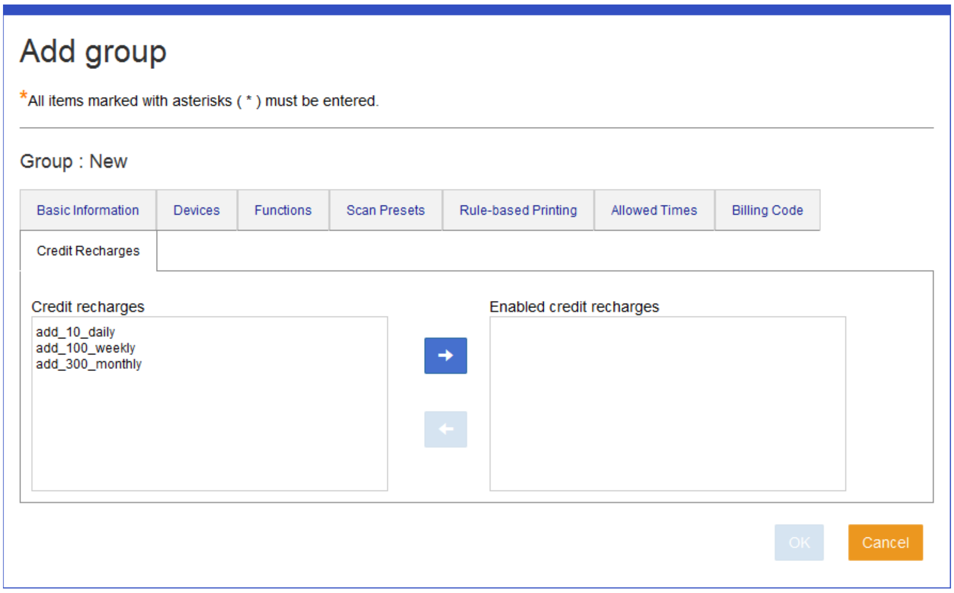
- **Credit recharges**

  You can set a period to regularly add credit to the user.

  The items in **Enabled credit recharges** are applied. Select the item and navigate through the list by using  and .

  This tab is displayed when you select **Credit** in **System Settings** > **Basic Settings** > **Management**.

  This is available if you select **Enable** as the **Credit Limit** on the **Basic Information** tab.



- **Page Quota**

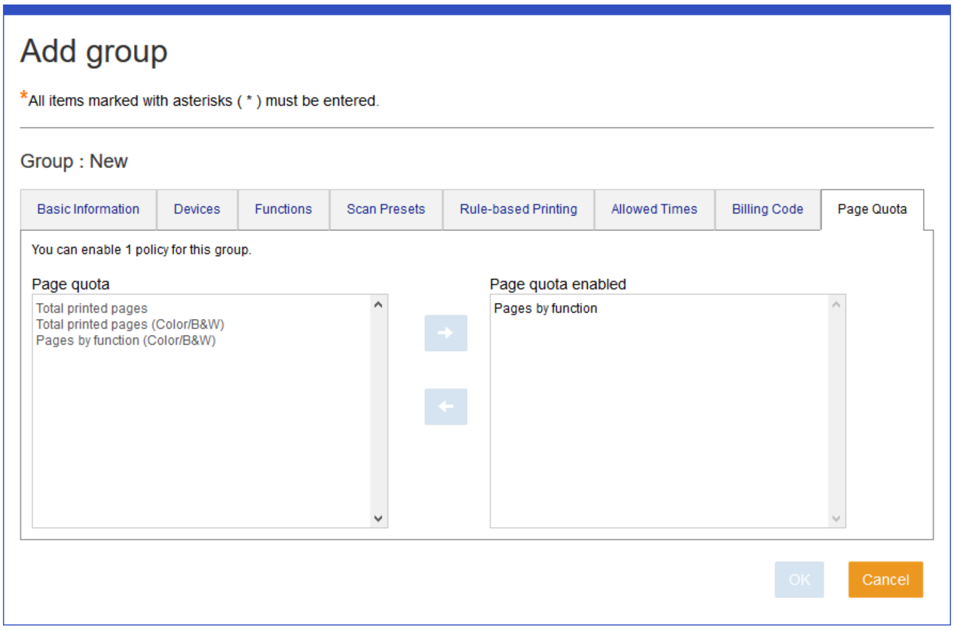
  You can register the maximum number of available pages.

  The items in **Page quota enabled** are applied.

  Select the item and navigate through the list by using and . You can set just one item in **Page quota enabled**.

  This tab is displayed when you select **Page Quota** in **System Settings** > **Basic Settings** > **Quota management**.

  This is available if you select **Enable** as the **Page Quota** on the **Basic Information** tab, or if you select **Enable** as the **Page Quota** in applied group settings under **Use the group settings**.



Edit

You can edit registered organization information individually.

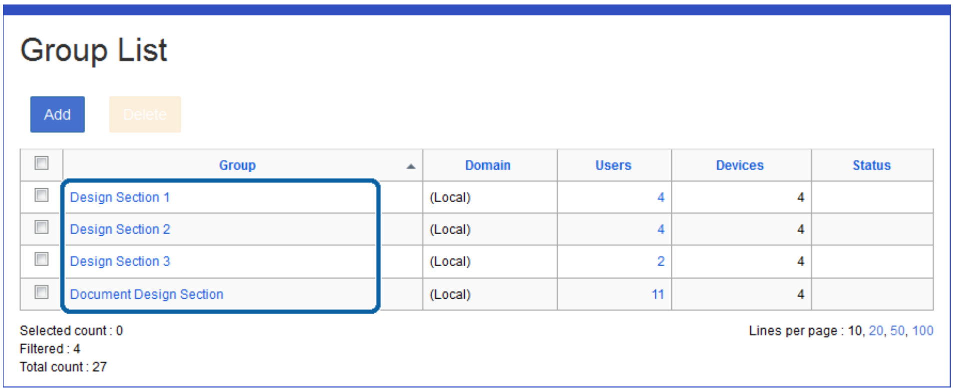
1. Log in to the system as the system administrator.

2. Select **Groups** > **Group List** from the function menu.

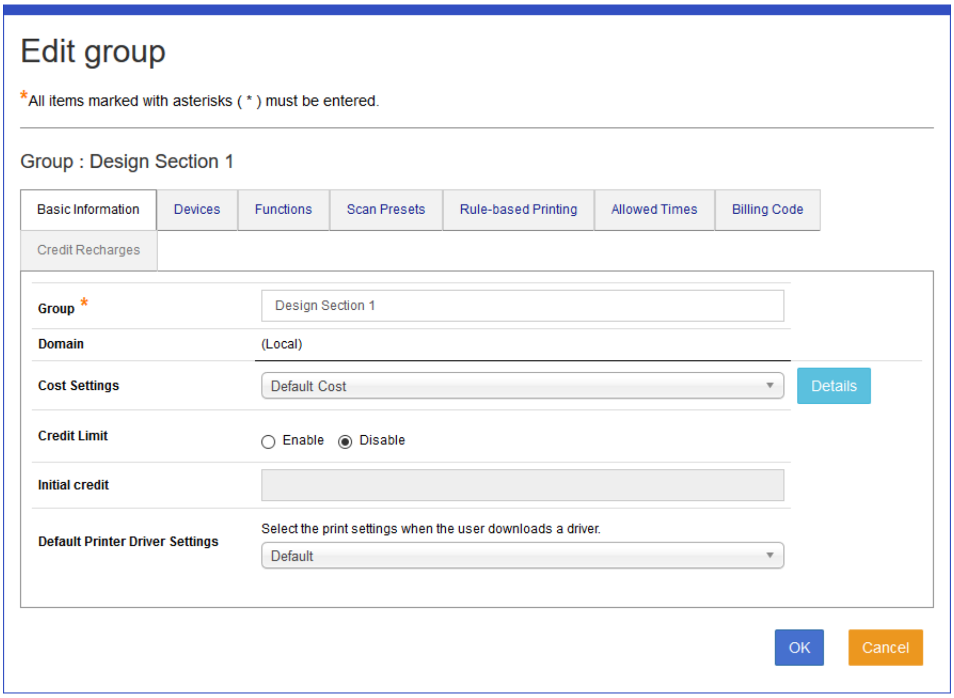
   The organization list is displayed.

3. Click the link for the **Group** you want to edit.

   The organization edit menu is displayed.



4. Edit each item.



5. Click **OK**.

6. Click **OK** on the confirmation menu.

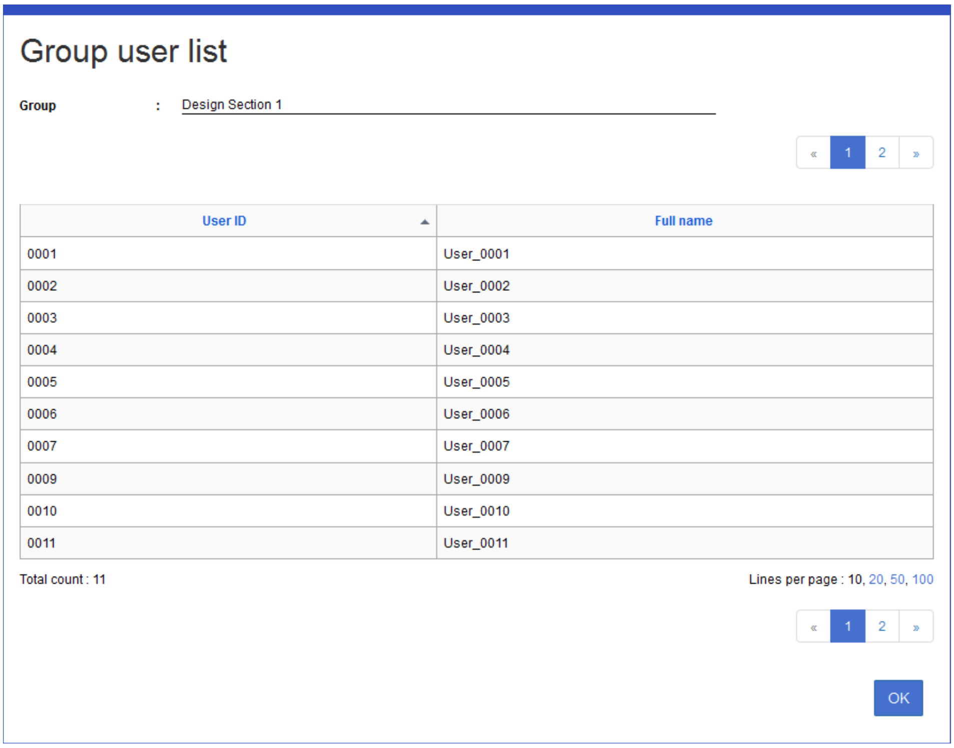
   You are returned to the group list menu.

Related Information

➡ “Details on each menu” on page 39

Group User List

Click the number in Applied users in the group list to display a list of users who belong to the group.



Items	Description
Group	Displays the registered name for the selected organization.
User ID	Displays the user ID for the user that belongs to the organization.
Full name	Displays the full name for the user that belongs to the organization.
OK	Closes the list menu.

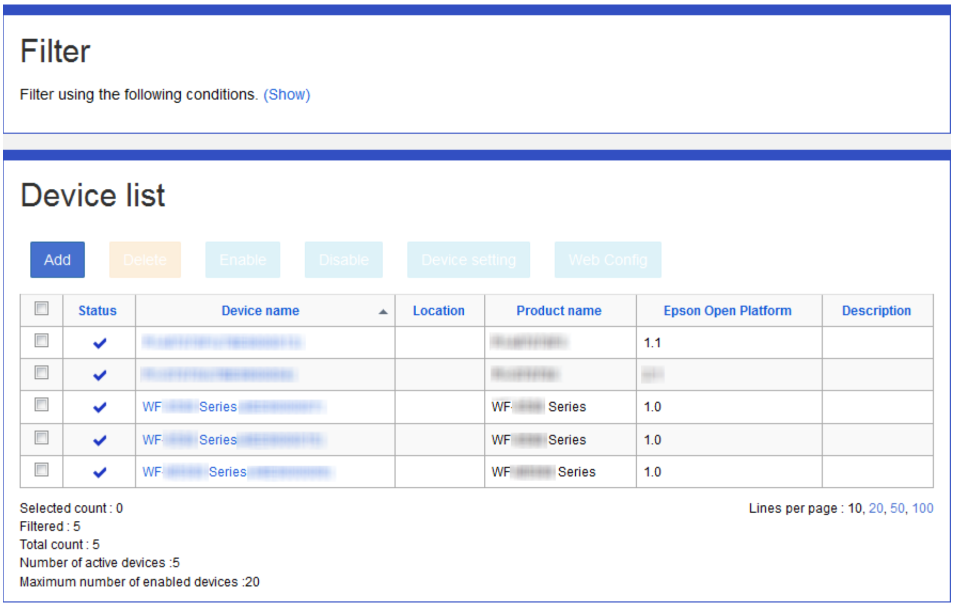
Device management

You can manage the registration information of the multi-function device used in the Epson Print Admin system.

Device list

A group list is displayed.

Navigate to **Devices** > **Device List**.



The following are displayed in the device list.

❏ **Button**

Items	Description
Add	Click to display a menu for adding a new multi-function device.
Delete	Select the printer you want to remove, and then click **Delete**.
Enable	Select the printer you want to enable, and then click **Enable**.
Disable	Select the printer you want to disable, and then click **Disable**.
Device setting	Select the printer and click **Device setting** to send the configuration information from Epson Print Admin to the printer.
Web Config	You can start the built-in Web server for the device selected in the **Selected** column. You cannot start if more than one multi-function device is selected.

❏ **Column**

Items	Description
Check box	Click to select users you want to set or remove. Select the box at the top of the column to select all items.
Status	The color of the check mark indicates the registration status of the printer. Blue: Enabled printer Gray: Disabled printer Brown: Temporarily registered printer
Device Name	Displays the registered multi-function device name. Click to edit individual settings.
Location	Displays the location of the multi-function device.
Product Name	Displays the model name of the multi-function device.
Epson Open Platform Version	Displays the **Epson Open Platform Version** running the printer.
Description	Displays comments entered in **Description** from the multi-function device settings.
Number of active devices	Displays the number of devices that are enabled in the device list.
Maximum number of enabled devices	Displays the number of multi-function devices that can be enabled by using the current license.

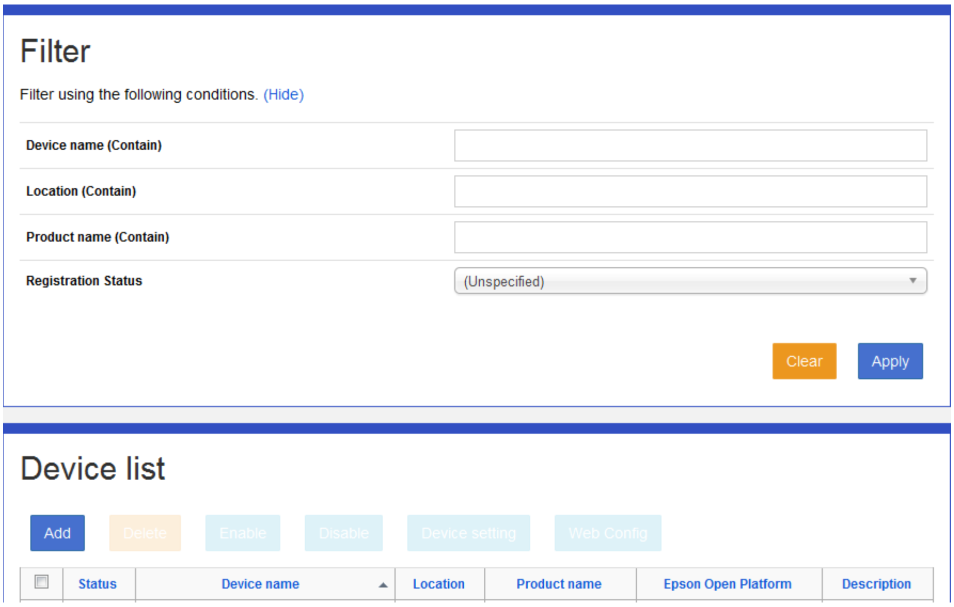
Note:
- *Click an item to sort the list using that item, and to switch between ascending and descending order.*
- *When you click the number in **Lines per page**, you can change the number of lines shown on each page. You can set the initial value for the number of lines per page from **System Settings** > **Basic Settings** > **Server** > **Number of Lines per List**.*

Filtering devices

You can narrow the number of multi-function devices displayed in the list by setting conditions.

1. Click **(Show)** in **Filter**.

2. Set each item.



See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Items	Description
Device name (Contain)	Set the registered device name as a narrowing condition. Enter all or part of the device name in the input field.
Location (Contain)	Set the location of the device as a narrowing condition. Enter all or part of the location that is associated with the device in the input field.
Product name (Contain)	Set the product name of the device as a narrowing condition. Enter all or part of the product name in the input field.
Registration Status	Set the registration status of the printer as a narrowing condition.

3. Click **Apply**.

   The narrowed search results are displayed.

   If the narrowing results have been displayed already, the list is updated to the conditions that were set.

   To clear filter setting, click **Clear**.

Registering Devices

You can register devices to the system by searching on the network.

Registering by discovery

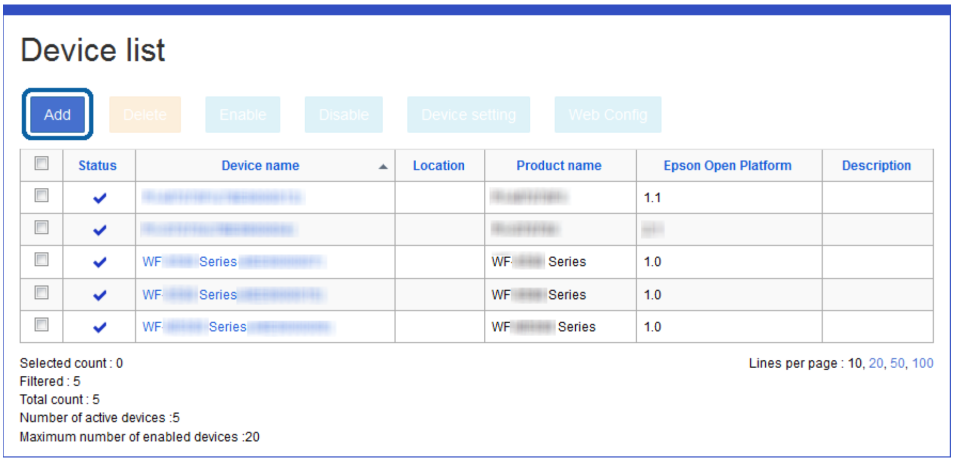
1. Log in to the system as the system administrator.

2. Select **Devices** > **Device List** from the function menu.

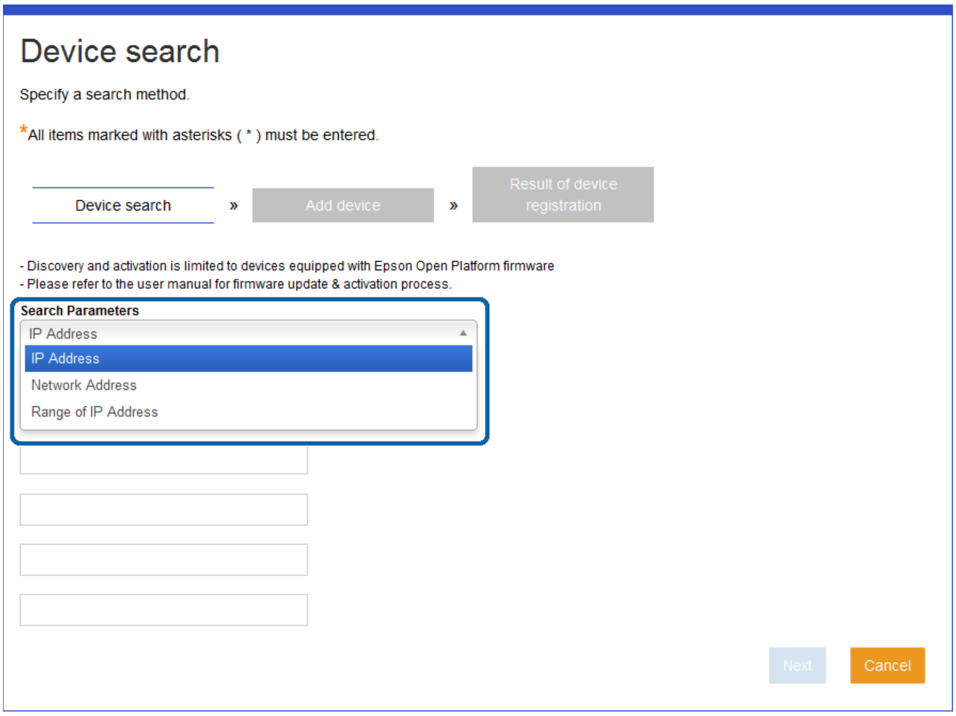
   The device list is displayed.

3. Click **Add**.

   The Device discovery settings menu is displayed.



4. Select the searching method for the device in the pull-down menu, and then specify the IP address or address range.



See the following to make settings.

You can set up to five search conditions.

Discovery method	Description
IP Address	You can search for the multi-function device using the specified IP address in unicast. Specify the IP address directly.

Discovery method	Description
Network Address	You can search for the device using the specified network address in broadcast. Enter the network address and subnet mask to be searched.
Range of IP Address	You can search for the multi-function device using a range of IP addresses specified in unicast. Enter the start and end addresses of the IP address range to be searched.

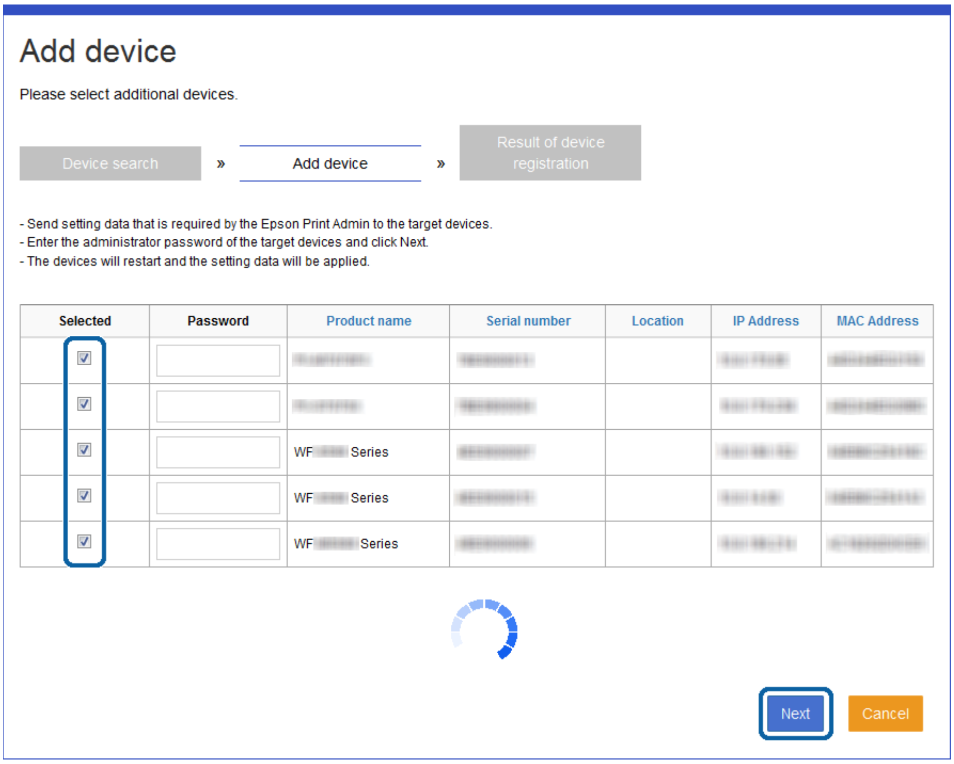
Note:
You can only search for Epson Open Platform compatible multi-function devices that have been activated.

5. Click **Next**.

   The device search begins, and the search results are displayed.

6. Select the device you want to register, and then click **Next**.

   If you have set an administrator password on the multi-function device, enter the password.



7. Check the device registration results, and then click **OK**.

   You are returned to the **Device List** menu.

   If you cannot find the device you want, try searching by selecting a different search method in step 4.

Registering using a setting file

You can register user registration information for the multi-function device in bulk using a CSV file.

By adding a temporary registration flag, you can temporarily register a printer that is not connected. Connect the printer and send the information in **Device setting** to fully register the printer. See the "System Installation Guide" - [Register Printers] for details.

Creating a CSV file to import

Create a CSV file to import using spreadsheet software or a text editor, in the following format. Download to use a sample file from **Specify the device import file** > **Download an example CSV file**.

Note:
*You can view details for the import file from **Import file details**.*

You can import the following device information.

Items	Max. No. of Characters	Description
Device Name	64	Enter the multi-function device name that you want to update.
Location	40	Enter the location to be updated.
Description	256	Enter the remarks to be updated.
IP Address	15	Enter the IP address (IPv4) to be updated.
MAC Address	12	Enter the MAC addresses of devices to be updated without delimiters.
Flag for temporary registration	1	Enter 1 to temporarily register a multi-function device.
Card reader	256	The name of the card reader to be updated.

The following are the file specifications.

❏ File format: CSV

❏ Character code: UTF-8

❏ Upper size limit: 10 MB

❏ Delimiter: comma or semicolon (Delimiter that is set in **System Settings** > **Basic Settings** > **Server** - **Delimiter of CSV Data**.)

❏ Text qualifier: double quotes

❏ Line feed code: CRLF

❏ Line format: Device name, Location, Description, IP address, MAC address,Flag for temporary registration,Card Reader

Note:

❏ *Items other than the MAC address are optional. The item is not updated if you leave it blank.*

❏ *Lines starting with # are comments.*

Importing a file

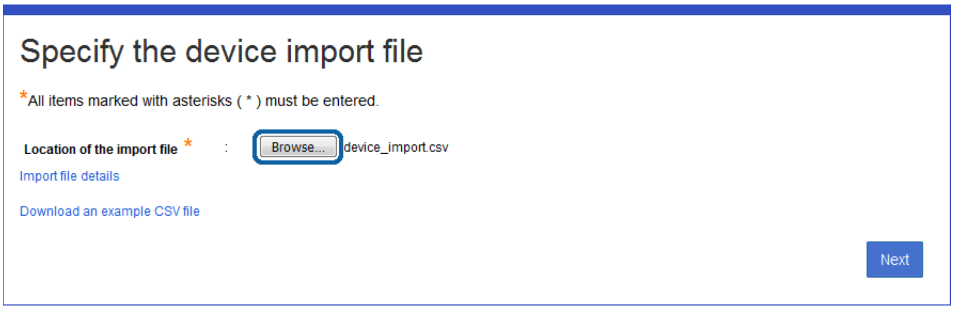
You can import the CSV file that you created.

1. Log in to the system as the system administrator.

2. Select **Devices** > **Import** from the function menu.

   The administrator menu is displayed.

3. Click **Browse**, and then select the CSV file that you created.



4. Click **Next**, and then click **OK** on the confirmation menu.

   A confirmation menu of the imported content is displayed.

5. Confirm the imported content, and then click **Import**.

   The results of the import are displayed.

6. Click **OK**.

7. Click **Return to user list**.

   You are returned to the device list.

Exporting a file

You can export the information for registered users in a CSV file.

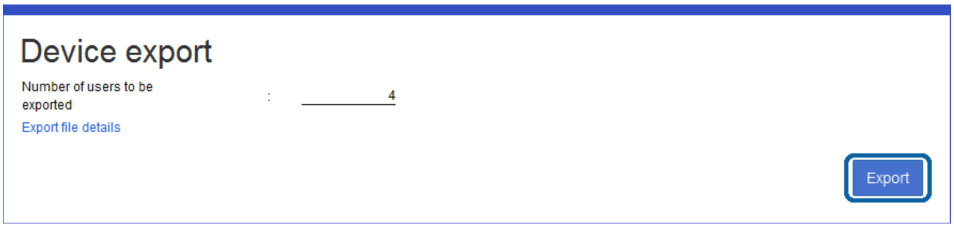
1. Log in to the system as the system administrator.

2. Select **Devices** > **Export** from the function menu.

   The export menu is displayed.

3. Click **Export**.

   When you click **Export file details**, specifications for the file to be exported are displayed.



4. Click **OK**.

   A CSV file is created.

Editing Device Settings

You can edit registered device information individually.

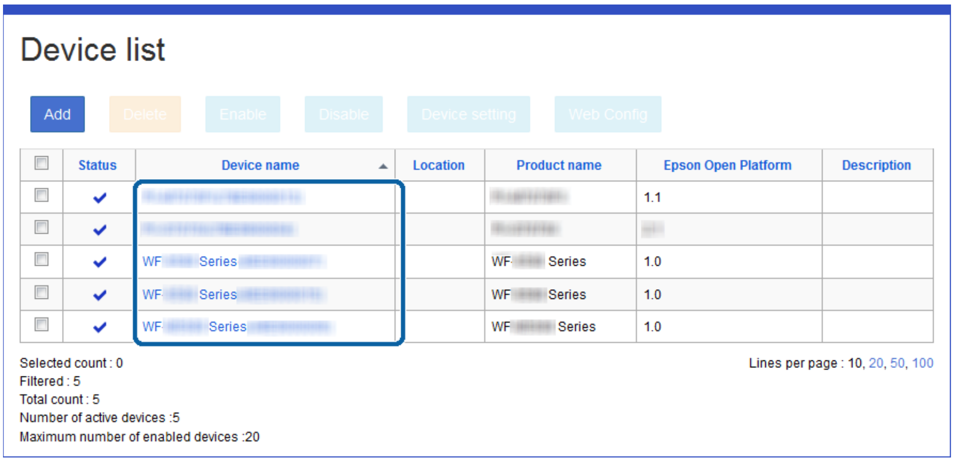
1. Log in to the system as the system administrator.

2. Select **Devices** > **Device List** from the function menu.

   The device list is displayed.

3. Click the link for the **Device Name** you want to edit.

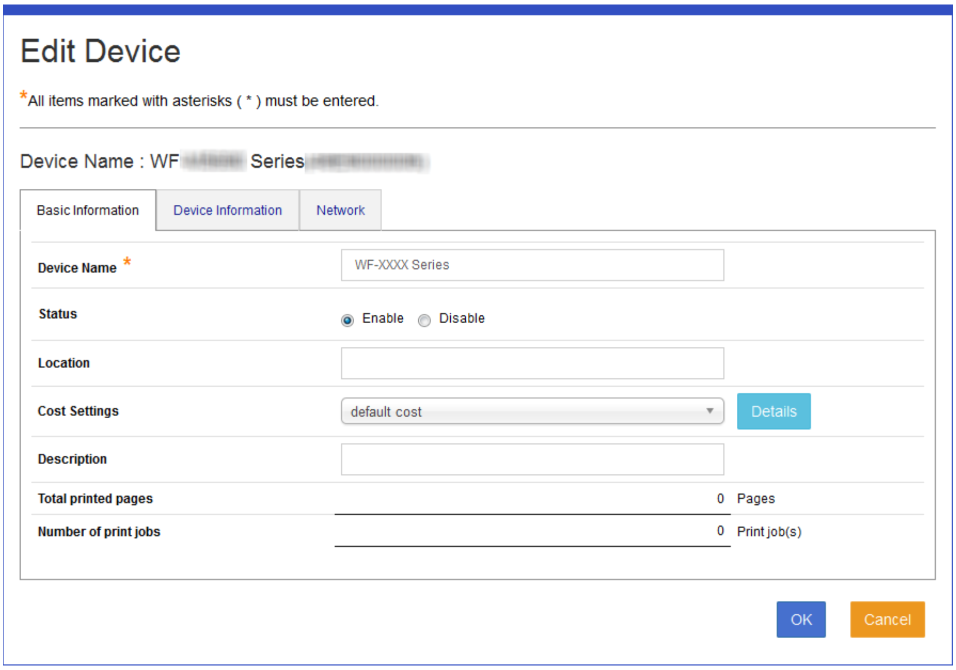
   The device edit menu is displayed.



4. Edit each item.

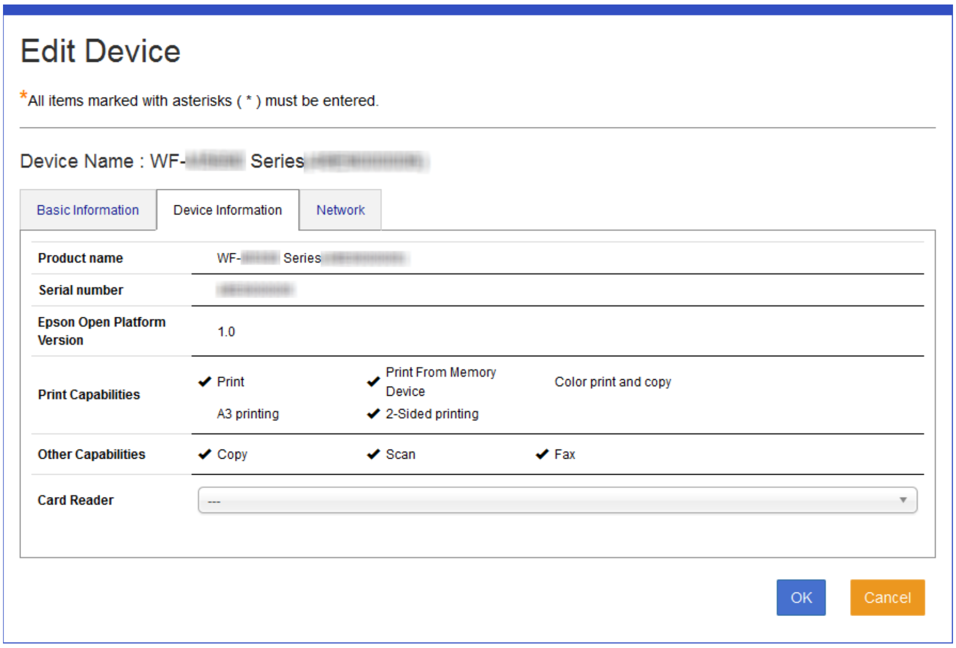
   See the following for information on the settings of each tab.

❏ **Basic Information**



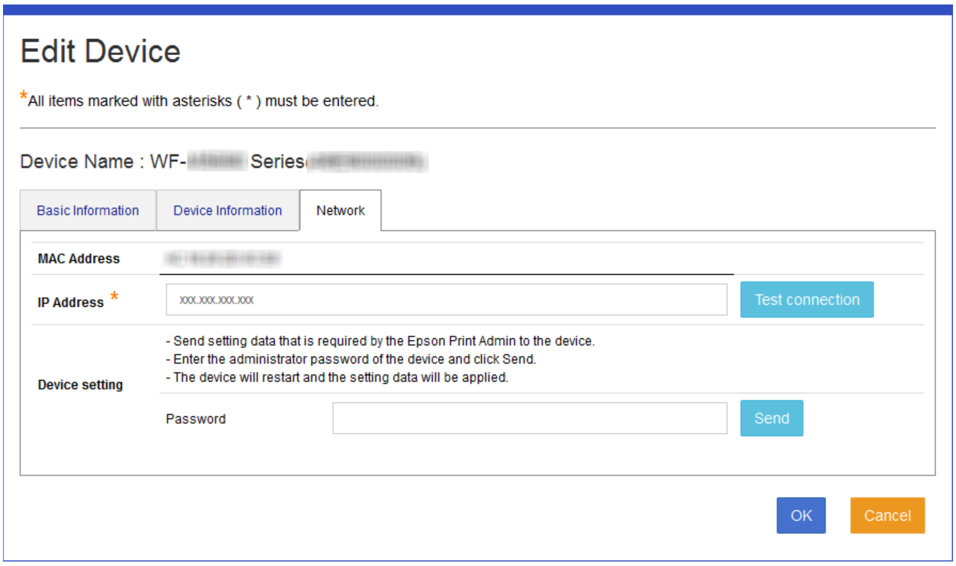
Items	Description
Device Name	Enter the multi-function device name to update.
Status	Set Enable / Disable for the multi-function device.
Location	Enter the location information of the multi-function device.
Cost Settings	Select the cost settings that are specified in **Rules/Policies** > **Cost Settings**. You can set this when you select **Set cost per device** in **System Settings** > **Basic Settings** > **Cost Settings**. Click **Details** to display the cost details.
Description	You can enter any information.
Total printed pages	Displays the cumulative number of printed pages of the multi-function device.
Number of print jobs	Displays the cumulative number of printed jobs of the multi-function device.

❏ Device Information



Items	Description
Product Name	Displays the model name for the multi-function device.
Serial number	Displays the serial number for the multi-function device.
Epson Open Platform Version	Displays the **Epson Open Platform Version** running the printer.
Print Capabilities Other Capabilities	Checked functions are available.
Card Reader	Select the connected card reader. When registering IDs for authentication cards by using a CSV file, or reading user information from an LDAP server, select the card reader connected to the multi-function device.

❏ **Network**



Items	Description
MAC Address	Displays the MAC address for the multi-function device.
IP Address	Enter the IP address to be associated with the multi-function device.
Test connection	Tests the connection using the IP address that you entered.
Device setting	When you click **Send**, the configuration information is sent from Epson Print Admin to the multi-function device. ***Note:*** *Since necessary information is synchronized when you send it, you can eliminate multi-function device connection errors caused by token mismatches.*

5. Click **OK**.

System administration

You can configure the basic settings for the system and the related server.

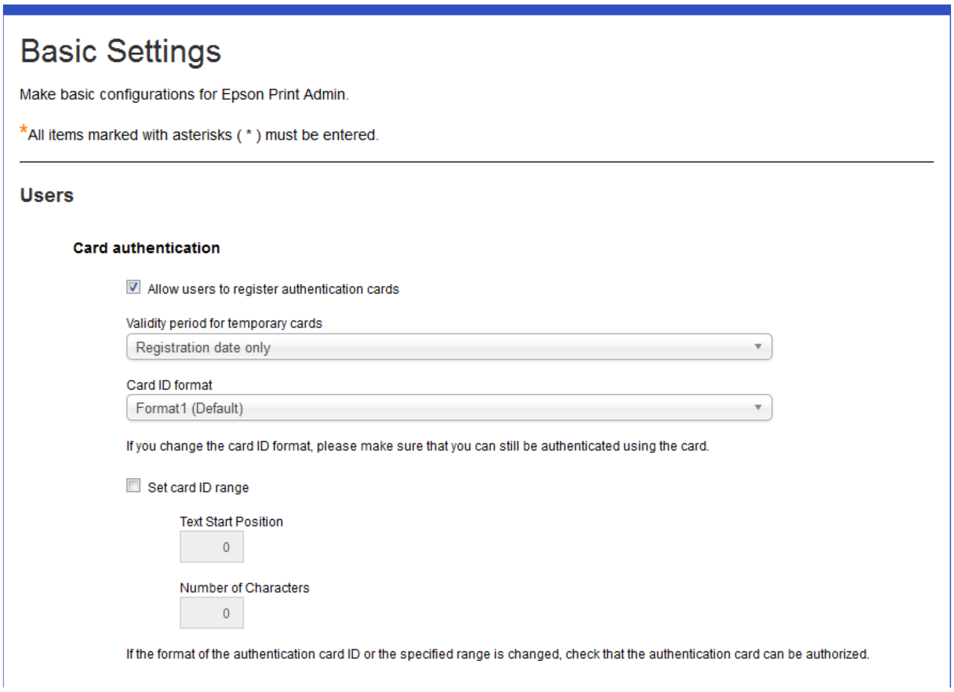
Caution:

*If you change the basic settings after registering the multi-function device, you need to send the changed information to the device by clicking **Edit Device** > **Network** > **Send**.*

Basic Configuration

You can configure the basic settings for the system.

This is displayed when you select the function menu > **System Settings** > **Basic Settings**.



Items			Description
Users	Card Authentication	Allow users to register authentication cards	Select to allow users to register the authentication card to the system.
		Validity period for temporary cards	Set the validity period of the temporary card.
		Card ID format	Select the format for the authentication card ID. When registering **Card ID** in bulk or reading from an LDAP server, you need to select a format for the authentication card ID. Check the format of the registered authentication card ID with the LDAP server administrator.
		Set card ID range	Select to specify the range of authentication numbers read from the ID card. Specify the text start position and the number of characters.
		Check the card ID range	Click to display **Devices** and **Result**.
		Devices	Select multi-function device to use authentication card reading. Only available multi-function devices are listed.
		Check	Click to start reading the authentication card using the authentication device connected to the multi-function device selected in **Devices**.
		Result	Click the **Check** button to display the results when reading the authentication card is successful.

Items			Description
Users	Authentication on Devices	User ID and Password	Select to log in by performing authentication from the printer's control panel by entering a User ID and Password without having to use an authentication card.
		ID Number	Select to log in by performing authentication from the printer's control panel by entering an ID Number without having to use an authentication card. **User defined**: Select to allow the user to change the ID number. You can change this when **Change ID Number** is displayed in the account menu on the user page. **Admin defined**: Select to allow the administrator to change the ID number. You can change this in **Edit user** > **ID Number**. Sets the number of digits the system uses to automatically create the ID Number. ID numbers are issued automatically in the following situations. ❏ When **User ID and Password** or **ID Number** are changed in **Authentication on Devices**. ❏ Information is updated when **Reissue** is selected in **Edit user** > **ID Number**. ❏ **Auto Generate** is clicked in **Edit user** > **ID Number**. ❏ **Auto Generate** is clicked in **Change ID Number** in the User Account menu.

Items			Description
Users	Driver and Client Tool	Allow users to download driver and client tool	When this is selected, the **Driver/Client Tool Download** menu is displayed on the user's screen, which allows the user to download drivers and the notification tool. Also, this item is displayed in **Default Printer Driver Settings** in **Add user**, **Edit user**, **Add group**, **Edit group**, and you can select the print settings when the driver is downloaded by the user. Users that are managed by linking to an LDAP server can select user ID for the driver or the client tool. **Logon ID for computer**]: Uses the logon ID that the user uses to logon to the computer. **User ID for Epson Print Admin**: Uses the logon ID that the user uses to logon to the user page.
		Display the URL of the user page into the notifier	When this is selected, a link to the user page is displayed in the Notifier.
		Allow users to change the server URL of printer driver (Windows)	Select to allow the user to change the URL for the server being accessed. You can display the URL settings in **Server URL** by clicking **Devices and Printers** > **Epson Print Admin print queue** > **Printer Properties** > **Ports** > **Configure Port**.
		Show paper output settings on driver.	Display the menu for the paper output settings on the Epson Print Admin printer driver and the Printer Driver Settings registration screen. This item is displayed when the registered multi-function device has a finisher unit.
		Show high capacity tray settings on driver.	Display the menu for the high capacity paper unit on the Epson Print Admin printer driver. This item is displayed when the registered multi-function device has a high capacity paper unit.
Users	Print Jobs	Maximum time limit for unreleased jobs	Select the time period to automatically delete print jobs that are not retained.
		Allow retain print jobs	Select to enable the saving function for the print job.
		Notify user when delete the print job which has been past an expiration date.	Select this to send an email notification to the user when print jobs not saved are deleted automatically, and when the administrator deletes print jobs from the Pending jobs list.

Items			Description
Print Queue	Print queue name		Enter the authentication server name that was determined by the **Print queue name** from **A-5 - Printer driver Setting Information** on the "setup information collection sheet". The name set here is used for the printer icon created when installing the printer driver. The default value is Epson Print Admin.
	Set as default printer (Windows)		Select this to set the multi-function device as the default printer.
Devices	Panel	Operation time out	Sets the time to log out if you do not operate the device for a certain period of time. You can register from 10 seconds to 240 minutes. This is applied when the device is registered. If you want to change it, access the built-in Web server from the function menu **Devices** > **Device List** > **Web Config**.
		Set the print jobs to the selected state	Select to display print jobs that have not been saved to the multi-function device's control panel.
		User Interface mode	Select the Epson Print Admin screen design that is displayed on the printer's control panel.
Display Settings	Display credit format of currency and location		Select to display units for credit/cost/balance. Currency: Enter the string you want to display as the unit. Location of currency: Select the location of the unit.
	Number of Lines per List		Select the number of lines displayed in lists such as the User list, Device list, and Charging.
	Delimiter of CSV Data		Select the delimiter for the CSV file that is used to import and export.
Reports	Usage History	Hide job name of usage history	Select if you do not want to record the print job name in the usage history.
Quota management	Managing	None	Does not apply usage limits using the Credit Limit and the Page Quota.
		Credit	Sets usage limits using the Credit Limit.
		Page Quota	Sets usage limits using the Page Quota.

Management Settings

Items			Description
Quota management	Notification You can set this when you select **Credit Limit** in **System Settings** > **Basic Settings** > **Quota management**.	Low credit notification	Select to send a notification to the user when Credits are equal to or less than the threshold value.
		Threshold	Enter the threshold for sending notifications.
		Message	Enter the message you want to send to the user.
		Zero credit notification	Select to send a notification to the user when the balance is equal to or less than zero.
		Message	Enter the message you want to send to the user.
Quota management	Notification You can set this when you select **Page Quota** in **System Settings** > **Basic Settings** > **Quota management**.	Notification of low remaining pages	Select to send a notification to the user when the number of remaining pages is equal to or less than the threshold value.
		Threshold	Enter the threshold for sending notifications.
		Message	Enter the message you want to send to the user.
		Notification of zero remaining pages	Select to send a notification to the user when the number of remaining pages is equal to or less than zero.
		Message	Enter the message you want to send to the user.
Cost Settings	Select the target of the cost settings.		
	Set cost per device		The cost set for each printer is applied to the users. If a user uses the same printer, the same cost settings are applied to all users.
	Set cost per group of users		The cost set for each group is applied to the users. The same cost settings apply to any printer used by users belonging to the same group.
Notification	Low credit notification		Select to send a notification to the user when the balance is equal to or less than the threshold value. **Threshold**: Enter the threshold for notification. **Message**: Enter the message you want to send to the user.
	Zero credit notification		Select to send a notification to the user when the balance is equal to or less than zero. **Message**: Enter the message you want to send to the user.

Items		Description
Server address	Device Panel URL	Enter the URL of the panel that the multi-function device will access.
	URL for Users	Enter the URL of the user page. You can select http and https.
Apply		Registers the settings to the system.

Note:
- ❏ *Select all of the multi-function devices in* ***Devices*** *>* ***Device List****, and then run* ***Device setting****.*
- ❏ *Download and reinstall the printer driver and Notifier.*

Related Information

➡ "Card ID format" on page 64

Card ID format

Format	Description
Format1 (Default)	Outputs the binary value as a hexadecimal.
Format2	Outputs the value obtained by rearranging the Upper Lower byte binary value as a hexadecimal number.
Format3	Outputs the value obtained by rearranging the Upper Lower bit by bit conversion as a hexadecimal number.
Format4	Outputs a binary value as a decimal number.
Format5	Outputs the value obtained by rearranging the Upper Lower byte binary value as a decimal number.
Format6	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal number.
Format7	Outputs the binary value as a hexadecimal ASCII string.
Format8	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a hexadecimal ASCII string.
Format9	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a hexadecimal ASCII string.
Format10	Outputs the binary value as a decimal ASCII string.
Format11	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a decimal ASCII string.
Format12	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal ASCII string.
Format13	Outputs a binary value as an ASCII string.

Note:
Follow the steps below to check the card ID format.

1. Check the format type of the registered IDm and UID with the authentication card provider or the authentication card management representative.

2. Check the table of authentication card format types, and then select the same format for the authentication card.

3. Make sure that you can login by holding the card to the card reader.

If you cannot login, make sure you have selected the correct authentication device for the printer. Even if you cannot find the format of the authentication card by asking the administrator or the card provider, make sure you try to login by switching the format of the authentication card ID in order.

SMTP server

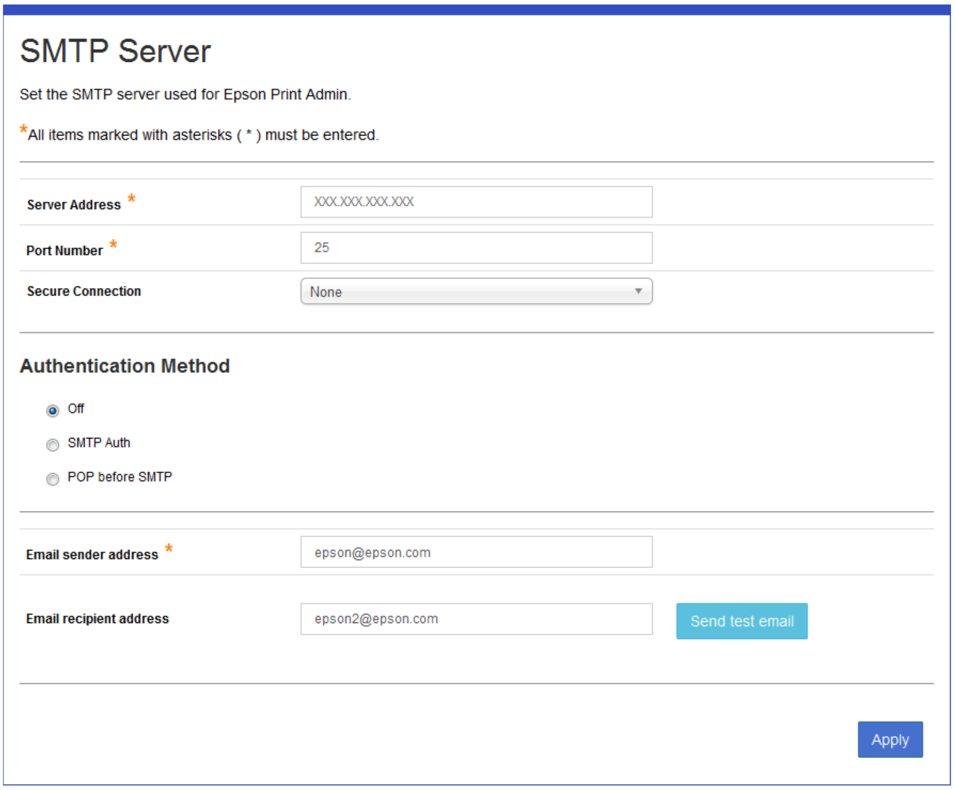
You can configure the SMTP server to send emails from the system and the multi-function device to the user.

Note:
You can also set the multi-function device settings from Web Config of the multi-function device.

See the "System Administrator's Guide" supplied with the multi-function device for details.

https://openplatform.epson.biz/download/op/

This is displayed when you select the function menu > **System Settings** > **SMTP Server**.



Items	Description
Server address	Enter the IP address and the host name within 255 characters.
Port Number	Enter the port number for the SMTP server (outgoing email server) with a number between 0 and 65535. The default number is 25.

<table>
<tr><th>Items</th><th>Description</th></tr>
<tr><td>Secure Connection</td><td>Select the encryption method for the SMTP server from None, SSL/TLS, or STARTTLS.</td></tr>
<tr><td>Authentication Method</td><td>Select the authentication type for the SMTP Server. Setting content varies depending on the selected items.
SMTP Auth
❏ Account:
The login ID for SMTP authentication. Enter within 255 characters.
❏ Password:
The password for SMTP authentication. Select this to enter a password. Enter within 255 characters.
POP before SMTP
❏ Server address:
Enter the IP address of the incoming email server (POP 3 server) within 255 characters.
❏ Port number:
Enter the port number of the incoming email server with a number between 0 and 65535. The default number is 110.
❏ Account:
Enter the login ID for POP before SMTP authentication. Enter within 255 characters.
❏ Password:
The password for POP before SMTP authentication. Select this to enter a password. Enter within 255 characters.</td></tr>
<tr><td>Email sender address</td><td>Set the email address used as the email sent from the system.</td></tr>
<tr><td>Email recipient address</td><td>Enter the recipient email address for test transmissions.
The default value is the email address of the administrator account that is currently logged in.</td></tr>
<tr><td>Send test email</td><td>Sends an email to the target address.</td></tr>
<tr><td>Apply</td><td>Registers the settings to the system.</td></tr>
</table>

LDAP server

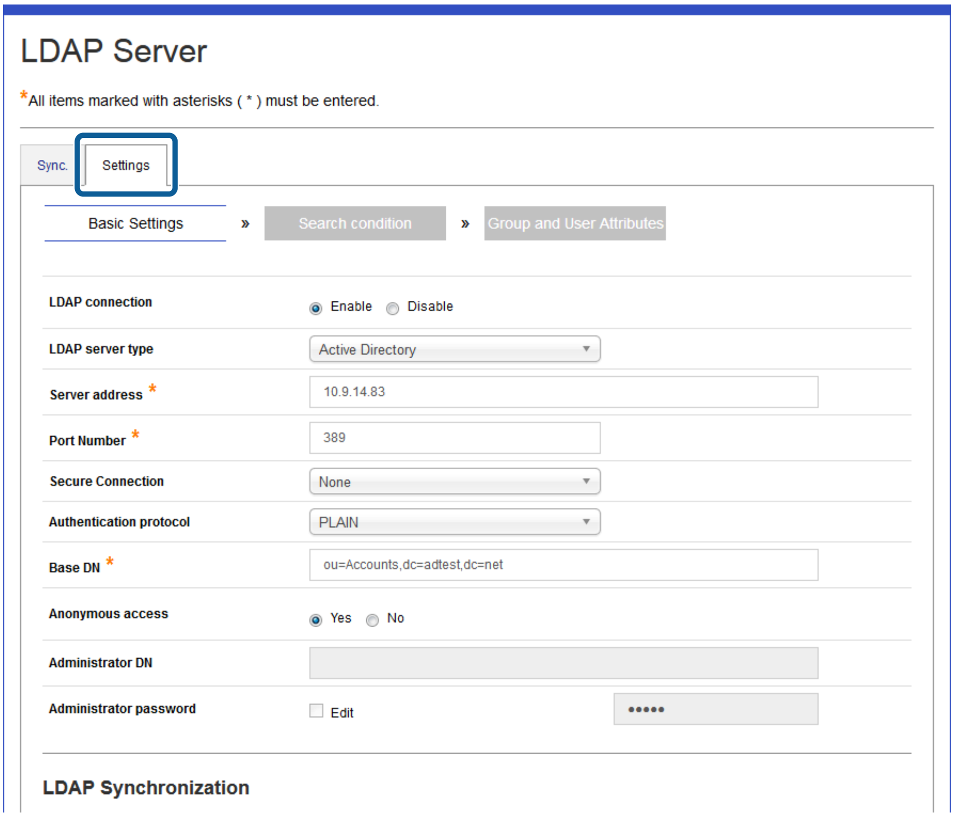
Set to manage users in an LDAP server.

This is displayed when you select the function menu > **System Settings** > **LDAP Server**.

Setting tab

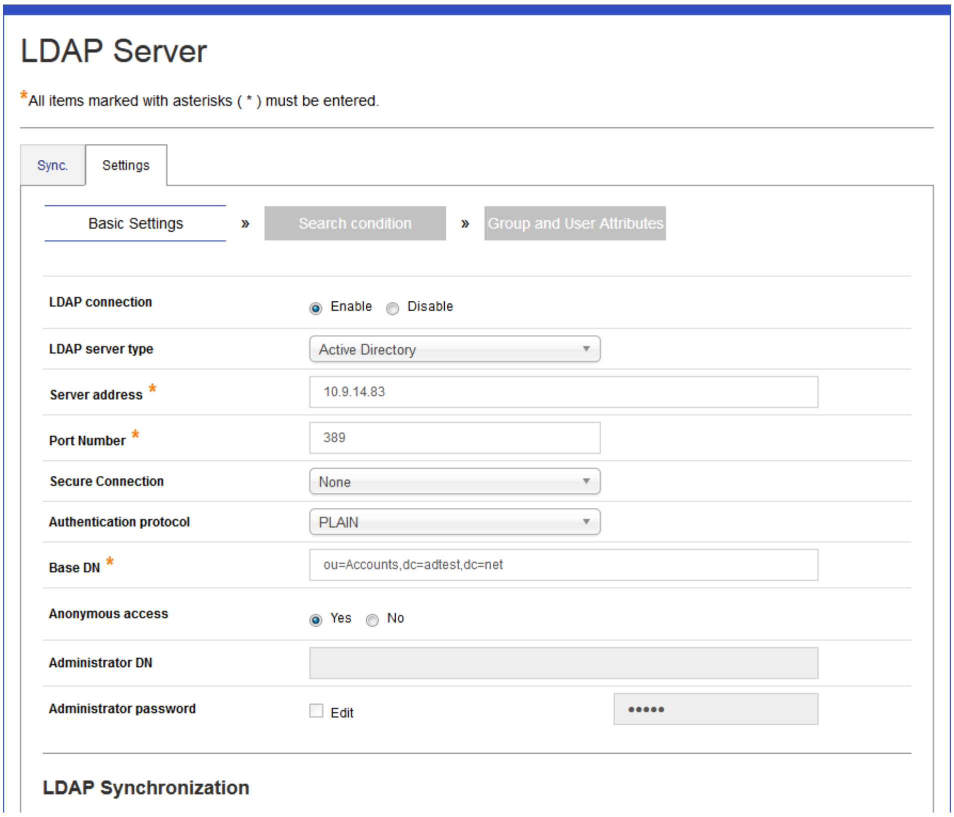
You can configure settings associated with the LDAP server.

Sets in the following order; **Basic Settings** > **Search Condition List** > **Group and User Attributes**, and then click **Apply**.



Basic Settings

Configure basic settings for linking with the LDAP server.



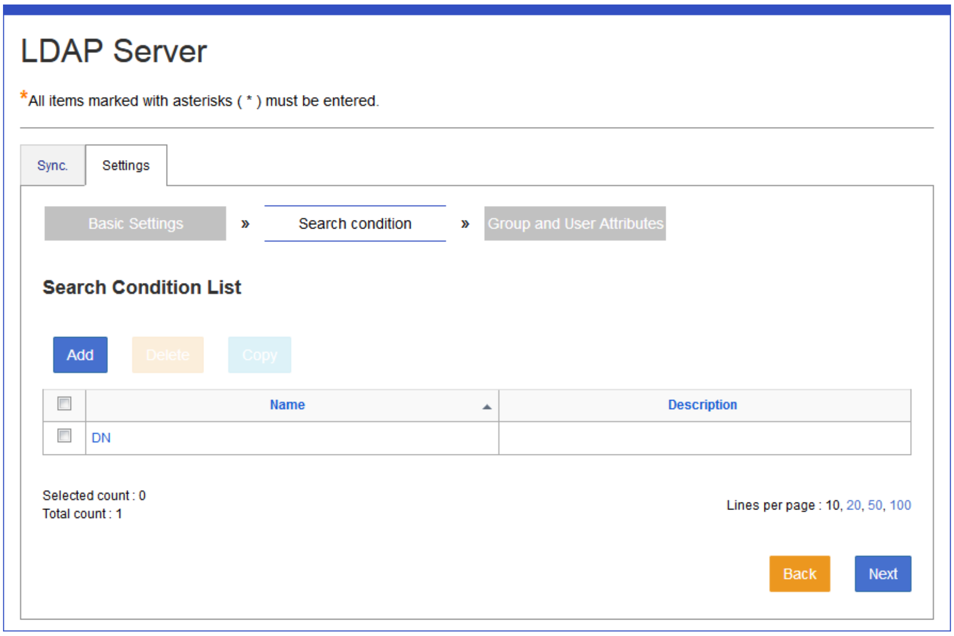
Items	Description
LDAP connection	Set whether or not to connect to an LDAP server.
LDAP server type	Select the type of LDAP server from **Active Directory** or **OpenLDAP**.
Server address	Enter the IP address and the host name of the LDAP server within 255 characters.
Port Number	Enter the port number of the LDAP server with a number between 0 and 65535. The default value is 389. If you use the Global Catalog for the Active Directory, specify 3268 as the port number.
Secure Connection	Select the encryption method for the LDAP server from **None**, **SSL/TLS**, or **STARTTLS**.
Authentication protocol	Select the authentication protocol from **PLAIN**, **DIGEST-MD5**, or **GSSAPI (Kerberos V5)**.
Base DN	Enter the identifier of the search base of the directory service.
Anonymous access	Select whether or not to search using anonymous authentication.
Administrator DN	Enter the identifier of the LDAP server administrator. Example: CN = myldap, OU = mySercice, DC = ldap, DC = xxx, DC = com
Administrator password	Select this to enter a password. Enter the administrator password used during the search.

Items	Description
LDAP Synchronization	Set the interval to synchronize user information on the LDAP server with this system. You cannot change settings that do not synchronize automatically from the configuration menu by default. To change these settings, you need to set them again after setting all the configuration items on the configuration menu.
Test connection	Checks the connection test to the LDAP server.
Next	Go to the **Search Condition List** settings.

Search Condition

Set the search conditions you want to use to search the LDAP server.

Base DN in **Basic Settings** is registered as the default condition.



Items	Description
Add	Displays the **Add search condition** screen. You can also register the search condition.
Delete	Deletes the selected search condition.
Copy	Copies the selected search condition.
Check box	Click to select the users you want to remove or edit. Click the box at the top of the column to select all items.
Name	Displays the name of the search condition.
Description	Displays a description of the search condition.
Selected count	Displays the number of selected items.
Total count	Displays the total number of the search condition.
Back	Return to **Basic Settings**.

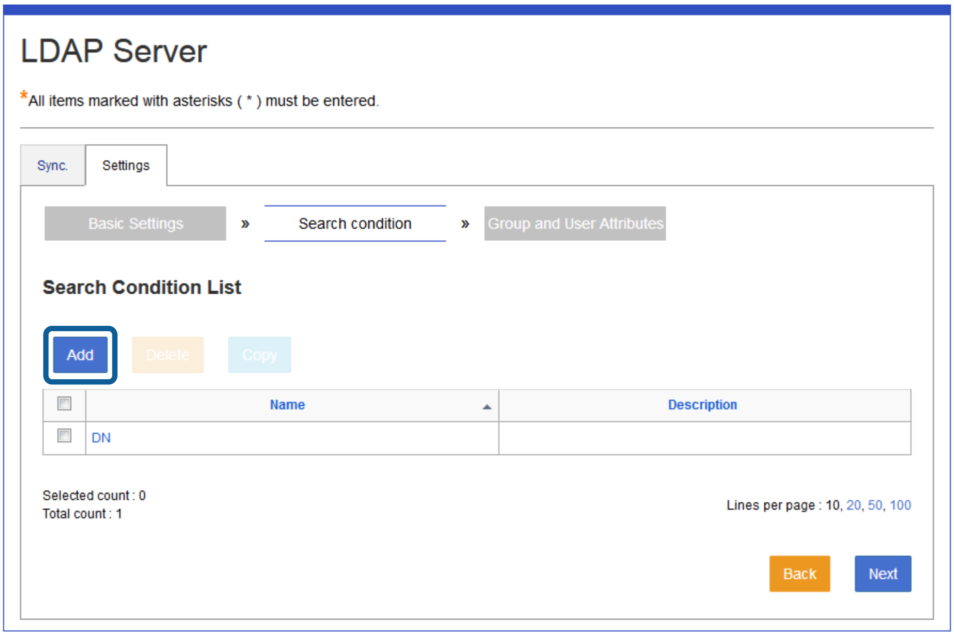
Items	Description
Next	Go to **Group and User Attributes**.

Registering and editing search conditions

You can register and edit the search conditions used to synchronize this system with the LDAP server.

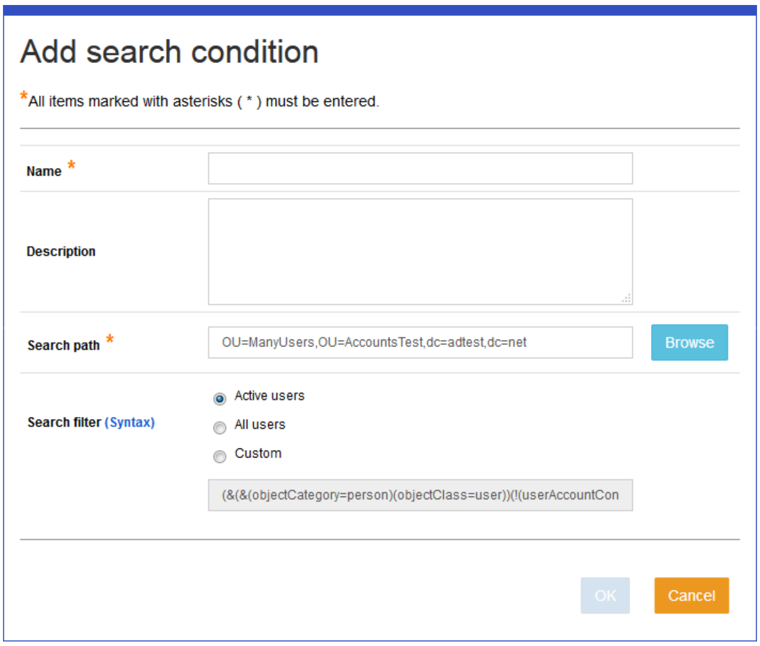
1. Click **Add** in **Settings** > **Search Condition List** from the list.

   If you want to edit a registered search condition, click the link for the search condition in **Name**.



2. Set each item.

   See the following to make settings.



Items	Description
Name	Sets the search condition name. You can enter up to 256 characters.
Description	Sets the search condition description. You can enter up to 256 characters.
Search path	Displays the search path that will be added. You can select the search path by clicking **Browse**.
Browse	Select the target you want to register.
Search filter	Specify the search condition you want to use when acquiring user information. You can display the description of the format by clicking **Format**. If you select **Custom** in **Browse**, you can edit the **Search filter**.

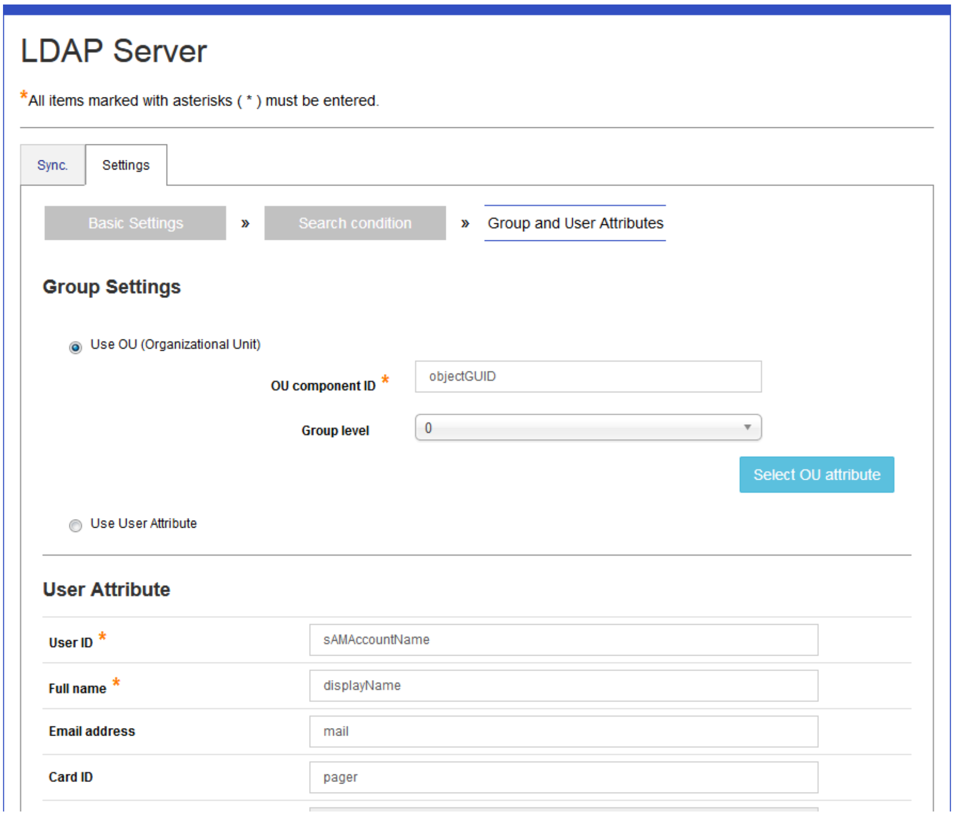
3. Click **OK**.

   The confirmation screen is displayed.

4. Click **OK**.

Group and User Attribute

Associates the attributes of the registration information for this system and the attributes of the LDAP server. You can set specify settings after completing the **Basic Settings**.



Items		Description
Group Settings	Select the organization unit for the user attribute.	
	❏ Use OU (Organizational Unit)	Select this if you are using the LDAP of the OU attributes, and have entered the **OU component ID** and **Group level**. If you set the level to "0", all levels become the target levels. Click to display the **Select OU attribute** screen. On the **Select OU attribute** screen, you can select the **OU component ID** from the list of attributes.
	❏ Use User Attribute	Select to use the LDAP of the user attributes.
User Attribute	Associates the attributes of the registration information for this system and the attributes of the LDAP server. Enter the attributes of the LDAP server in **User ID**, **Full name**, **Email address**, **Card ID**, **Group**, and **Save to**. **Card ID** is displayed when you select the **ID Number** and **Admin defined** in **System Settings** > **Basic Settings** > **Users** > **Authentication on Devices**. You can enter attributes in **Group** if you select **Use User Attribute** in **Group Settings**. You can enter the value by selecting an attribute from the **Select user attributes** screen. **Save to** is displayed when you select **Use the user's save destination** in **Scan to My Folder** > **Location** and the required items have been set.	
	Select user attributes	Opens the **Select user attributes** screen.
Test connection	Check the connection with the LDAP server by setting a search condition.	
Back	Go to the settings. Return to **Search Condition List** settings.	
Apply	Registers the settings to the system.	

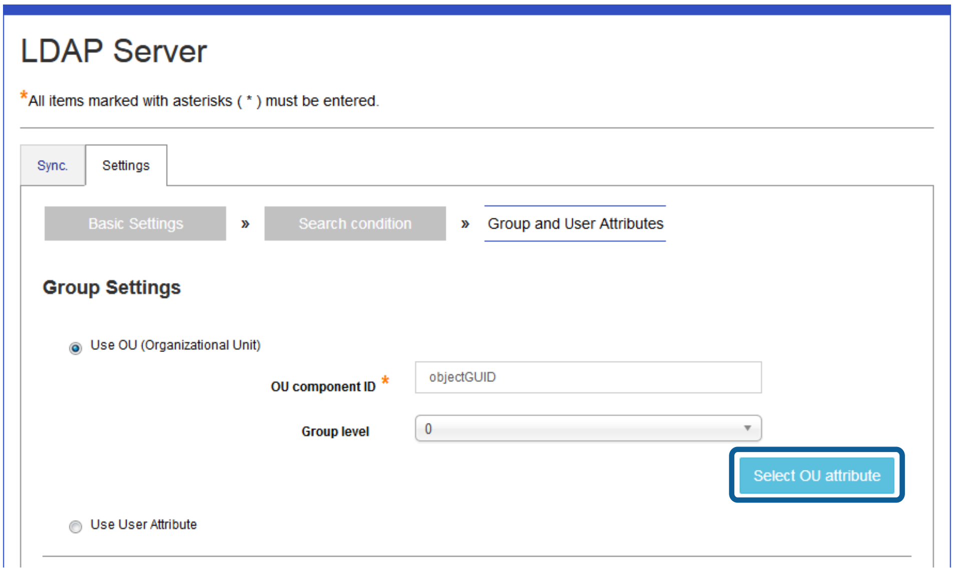
Selecting an OU attribute

You can set the **OU component ID** on the **Group and User Attributes** tab > **Group Settings** by using the attribute list.

This setting is available if you select **Use OU (Organizational Unit)** in **Group Settings**.

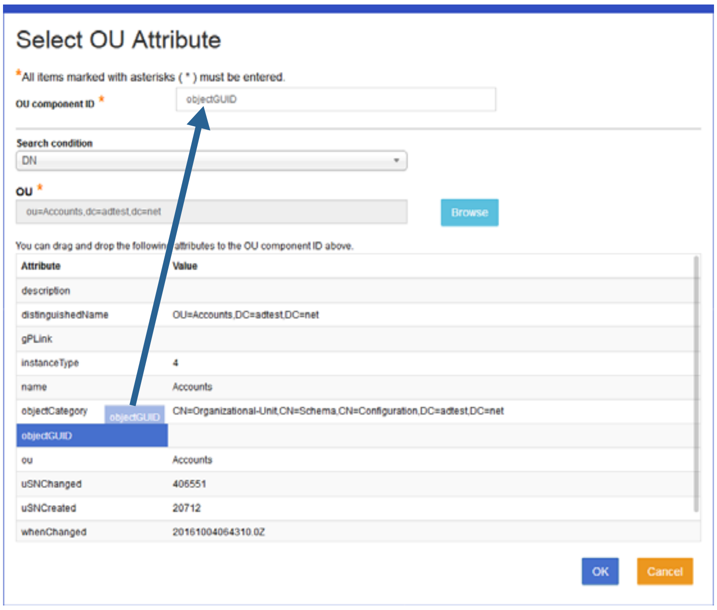
1. Select **Settings** > **Group and User Attributes**, and then click **Select OU attribute**.

   The OU attribute list is displayed.



2. Drag and drop the attribute name you want to set to group from the attribute list to the **OU component ID**.

   When you select the search condition you want to display and click **Browse**, the OU selection screen is displayed, and you can select another OU.



3. Click **OK**.

   You are returned to the **Group and User Attributes** tab.

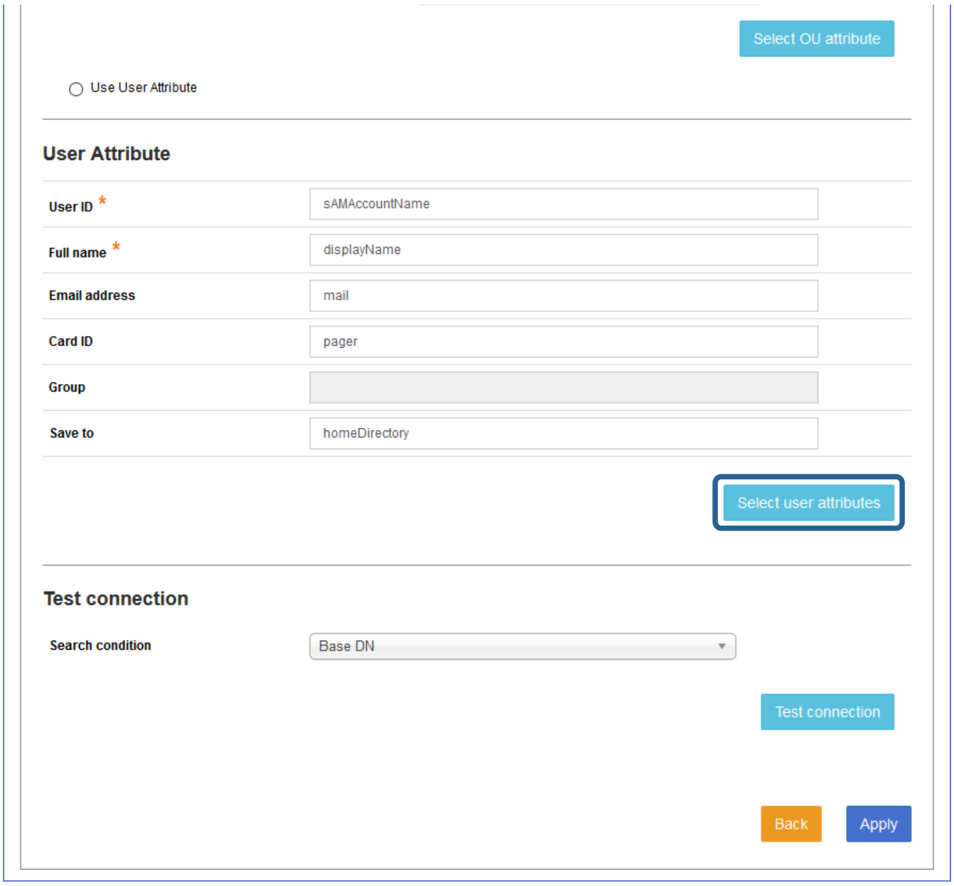
4. Check that the selected attribute is displayed in the **OU component ID**.

Selecting user attributes

You can set each item for **User Attribute** on the **Group and User Attributes** tab by using the attribute list.

1. Select **Settings** > **Group and User Attributes**, and then click **Select user attributes**.

   The user attribute list is displayed.

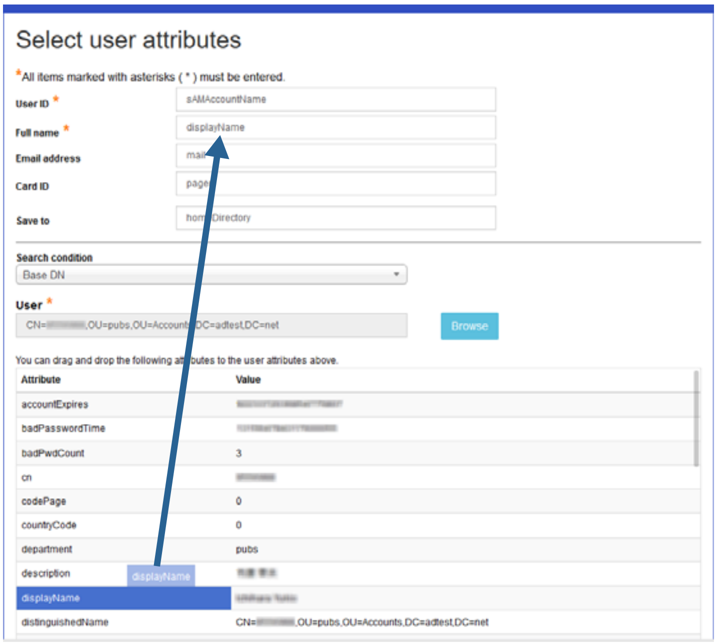


2. Drag and drop the attribute name you want to set to the user or group from the attribute list to each item.

   When you select the search condition you want to display and click **Browse**, the user selection screen is displayed, and you can select another user.

Note:

- *The* ***ID Number*** *is displayed when* ***ID Number*** *is set in Admin defined in* ***System Settings*** *>* ***Basic Settings*** *>* ***Authentication on Devices****.*
- ***Group*** *is available when* ***Use User Attribute*** *is selected in* ***Group and User Attributes*** *>* ***Group Settings****.*



3. Click **OK**.

   You are returned to the **Group and User Attributes** tab.

4. Check that the selected attribute is displayed in the **User Attribute**.

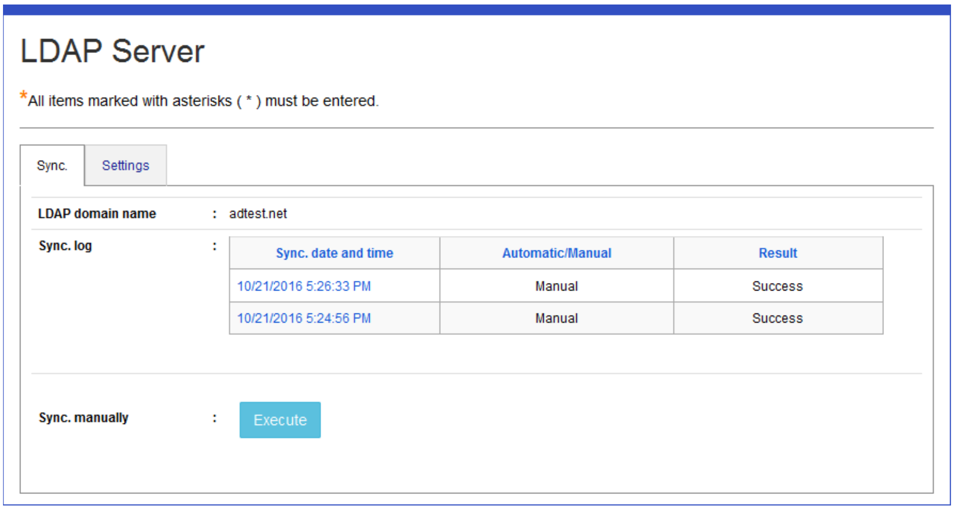
   If you have finished making settings, click **Apply**.

Sync. tab

You can check a scheduled synchronization log and synchronize manually.

After setting **Basic Settings** in **Settings**, **Search Condition List**, and **Group and User Attributes**, you can start a manual synchronization.

This tab is not available if you set **Disable** in **LDAP connection** in **Basic Settings**.

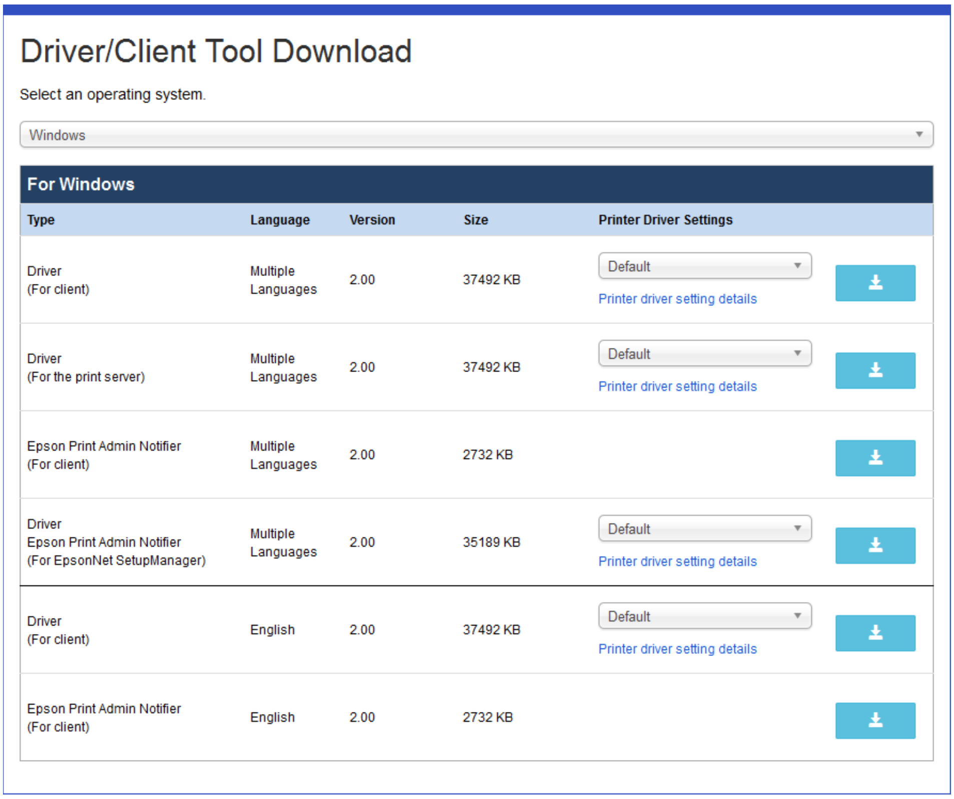


Items	Description
LDAP domain name	Displays the domain name of the LDAP server.
Sync. log	Displays the sync logs.
Sync. manually	Click **Execute** to start a manual synchronisation.

Downloading Driver/Client Tools

You can download an exclusive printer driver and a client tool.

Navigate to **System Settings** > **Driver/Client Tool Download**.



Items	Description
User ID for driver/client toolUser ID for driver/client tool	Select the ID for the driver or the client tool. **Logon ID for computer**: Uses the login ID that the user uses to login to the computer. **User ID settings when installing**]: Sets the user ID for Epson Print Admin when installing the driver or the client tool.
Select an operating system.	Select the OS for the software to be downloaded.
Driver(For client)	An exclusive printer driver for this system. Select this for systems that do not have a print server set up. By using a Group Policy in the Active Directory server, you can distribute and install automatically on your computers. Print jobs for the driver are added to the ID for the account used to log in to the client computer. When you use a Group Policy in the Active Directory server, select **Driver(For client)** in the **English** row for the Windows version.
Driver(For the print server)	An exclusive printer driver for this system. Select this for systems that have a printer server set up. Print jobs from the driver are added to the following IDs by authenticating when connecting from the client computer to the print server to the driver. ❏ If the screen to log in to the print server is displayed: ID of the account logged in to the print server. ❏ If the screen to log in to the print server is not displayed: ID of the account logged in to the client computer.

Items	Description
Epson Print Admin Notifier(For client)	This is installed on the user's computer and handles the credit balance, queries for the rule-based printing process, and displays the user page URL. You can only install one on the client computer. For Windows versions, you can distribute by using an Active Directory server group policy. This works for the ID of the account logged in to the client computer. When you use a Group Policy in the Active Directory server, select **Epson Print Admin Notifier(For client)** in the **English** row for the Windows version.
Driver Epson Print Admin Notifier (For EpsonNet SetupManager)	Select if you want to distribute the driver and Epson Print Admin Notifier to the package in the EpsonNet SetupManager. Compresses the driver and Epson Print Admin Notifier into a single file.
Printer Driver Settings	Select the default print settings when you install the driver. The print setting name set in **Rules/Policies** > **Printer Driver Settings** is displayed.
 (Download)	Click to start downloading.

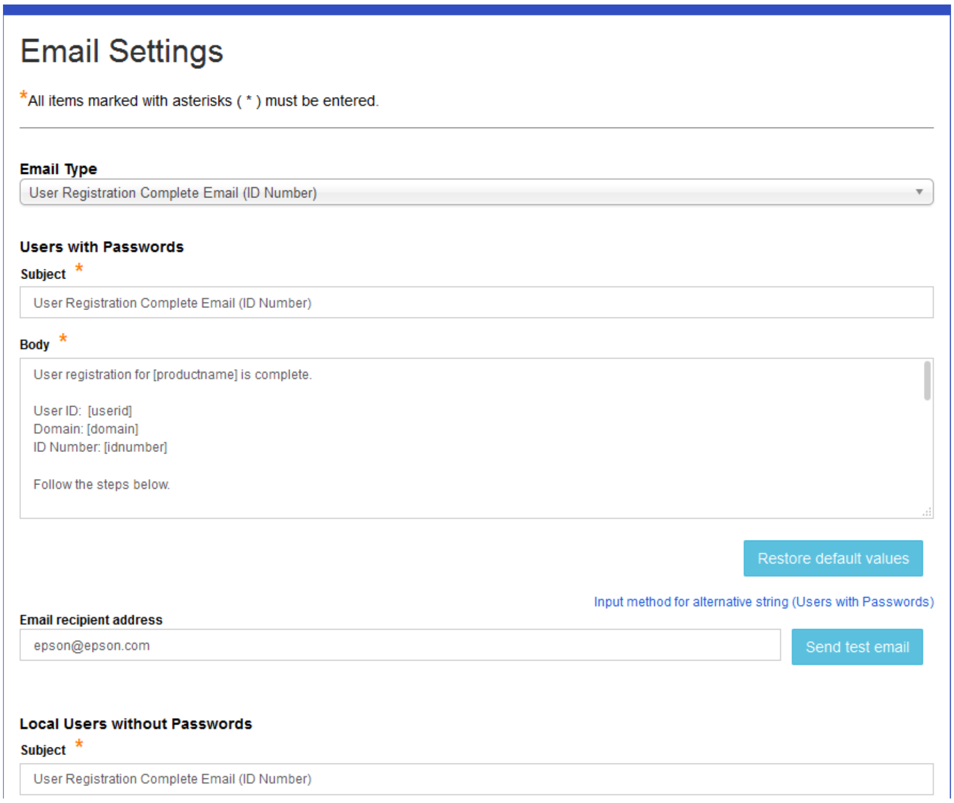
Note:
For Windows versions, depending on your browser settings, a warning stating "Could not verify the msi publisher" may be displayed. Click ***Run*** *to continue the installation.*

Notification Email Settings

You can send notifications to users.

This is displayed when you select the function menu > **System Settings** > **Email Settings**.

For User registration complete emails, you can set notifications for users with a password and for local users without a password.



Items	Description
Email Type	Select the type of notification email.
User registration complete email, User Registration Complete Email (ID Number)	

Items			Description
	LDAP user		A notification email for users with a password. Emails are sent to users who are managed by the LDAP server and who are managed by this system.
		Subject	The subject line of the notification email.
		Body	The body of the message.
		Restore default values	Resets the contents of the notification email to the default manufacturer values.
		Input method for alternative string (LDAP user)	Displays the entry method for alternative strings that can be used in the notification email sent to users with a password.
		Email recipient address	Enter the destination email address for the test email.
		Send test email	Sends the test mail.
	Local user		A notification email for local users without a password who are managed by this system.
		Subject	The subject line of the notification email.
		Body	The body of the message.
		Restore default values	Resets the contents of the notification email to the default manufacturer values.
		Input method for alternative string (Local user)	Displays the entry method of alternative strings that can be used in the notification email to users who are managed by the system. See the next section, “Alternative string table” for more information.
		Email recipient address	Enter the destination email address of the test sending mail.
		Send test email	Sends the test mail.
Maintenance Communication Email			
	Subject		The subject line of the notification email.
	Body		The body of the message.
	Restore default values		Resets the contents of the notification email to the default manufacturer values.
	Input method for alternative string		Displays the entry method of alternative strings that can be used in the notification email. See the next section, “Alternative string table” for more information.
	Email recipient address		Enter the destination email address of the test sending mail.
	Send test email		Sends the test mail.
Apply			Click to apply the settings.

Note:
If an IP address is included in the URL, you may not be able to receive email. In this case, use the host name instead of the IP address.

Alternative string table

Output	Entry method	Description
Product Name	[productname]	Enter “Epson Print Admin”.
User ID	[userid]	Enter the User ID. Items that you enter are used for user registration in **Basic Information** > **User ID**.
Full name	[username]	Enter the user’s full name. Items that you enter are used for user registration in **Basic Information** > **User ID**.
Domain	[domain]	Insert the domain name. **(Local)** is displayed for local users.
ID Number	[idnumber]	Displays the **ID Number** issued by the system when sending notifications to users that have **ID Number** authentications.
Registration URL	[registrationurl]	You can send a notification email to users who are managed by the system. Enter the URL for setting a password to log in to the user page.
Log in URL	[loginurl]	Enter the login screen URL of the user page. Use the URL that was set in Administrator page **System Settings** > **Basic Settings** > **URL for Users**. Enter the time allowed to create a password from the moment the email is sent.
Password setting expiration time	[expiration]	Enter the time allowed to create a password from the moment the email is sent.

Setting by Functions

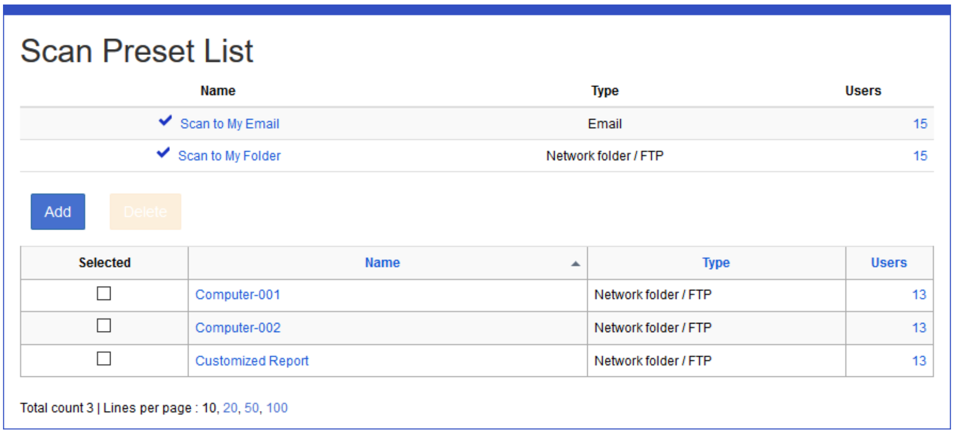
Preset scan

You can reduce user interaction during scanner operations by registering the reading settings and output destination of the scanner.

Preset scan setting list

Displays the preset scan setting list.

This is displayed when you select **Rules/Policies** > **Scan Presets** from the function menu.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click preset scan setting in the **Selected** column to enter a check mark, and then click **Delete**.

- **Information**

Items	Description
Scan to My Email (Scan and Send to Me)	This is a preset scan that is registered by default. You cannot change the display name and the output destination. When the function is enabled, a blue check mark is displayed.
Scan to My Folder	This is a preset scan that is registered by default. You cannot change the display name or the output destination. When the function is enabled, a blue check mark is displayed.
Selected	Click to select codes you want to remove.
Name	This is the display name of the registered preset scan. Click to edit individual settings.
Type	Displays the output destination of the preset scan.
Users	Displays the number of users that have preset scan settings. Click the number to display the list of users.

Note:
- *To use the **Scan to My Folder** function, set the required items such as the location and the account in **Edit scan preset**. If you do not set them, the button for the function is not displayed.*
- *Click an item to sort the list using that item, and to switch between ascending and descending order.*

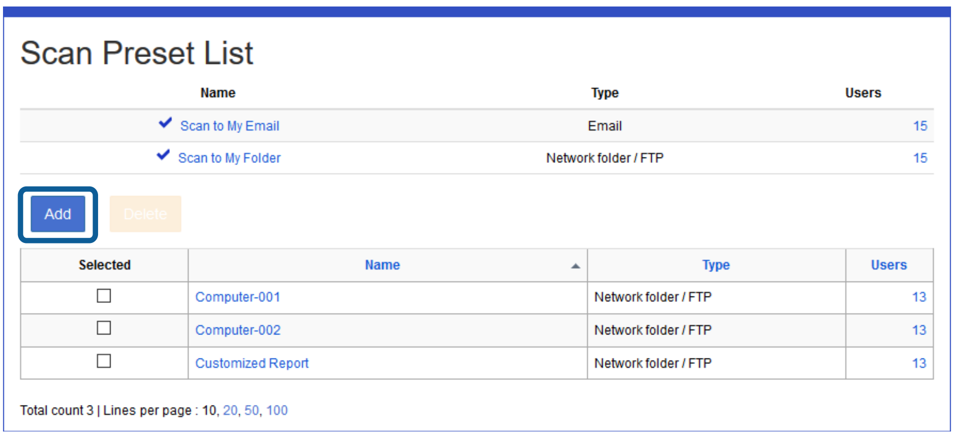
Registering and editing a preset scan

You can set the reading settings for the scanner and the output destination for preset scans.

Registering

1. Click **Add** in the preset scan setting list menu.

   The new registration menu is displayed.

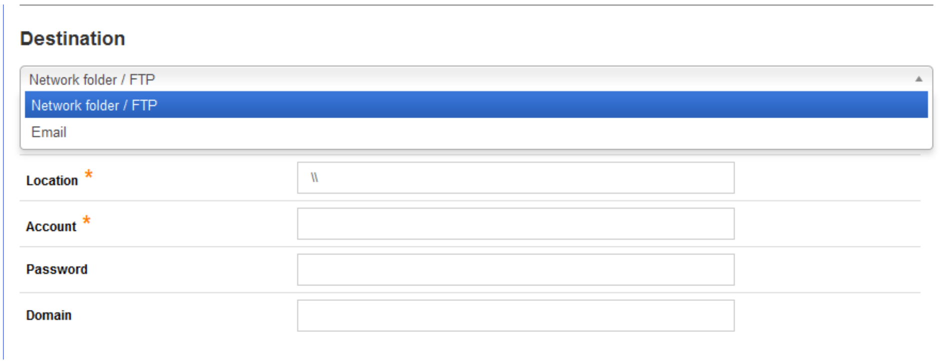


2. Select **Destination**.

   Network folder / FTP: Select if you want the make the output destination a network folder or FTP server.

Email: Select if you want to attach the scan result to an email and send.

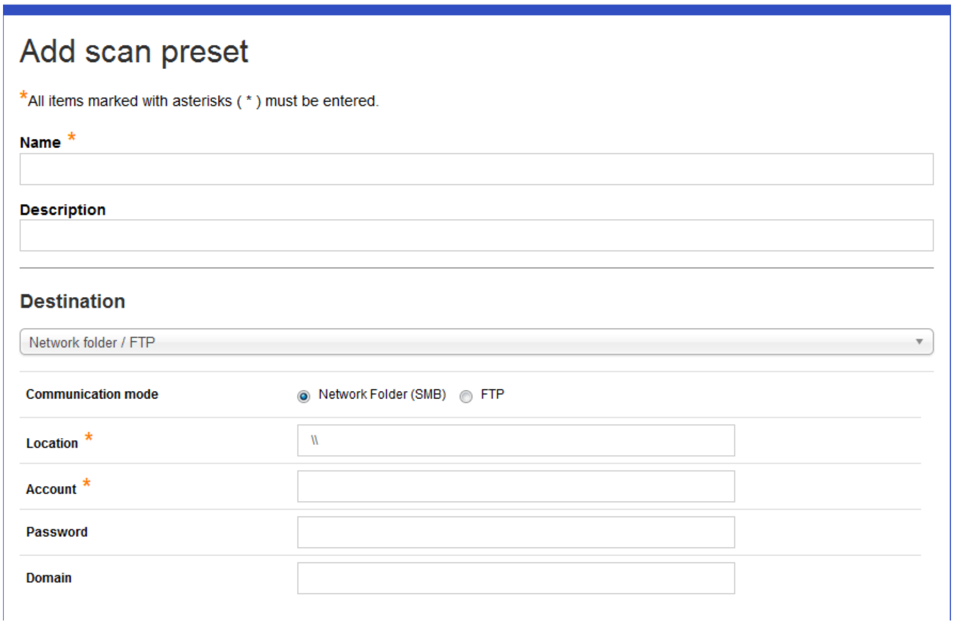
Settings vary depending on the selected scan destination.



3. Set each item.

   See the following to make settings.

- For **Network Folder (SMB)**



Items	Description
Use Scan to My Email	Select to enable this function.
Use Scan to My Folder	Select to enable this function.
Name	Enter the registered name of the preset scan. Enter within 25 characters (UTF-8). You cannot edit **Scan to My Email** or **Scan to My Folder**.
Description	Enter a description of the preset scan. Enter within 50 characters (UTF-8).

Items		Description
Destination	Network folder / FTP	Select a network folder or FTP server as the output destination.
	Communication mode	Select the transmission protocol. When the scanning output destination is a network folder, select **Network Folder (SMB)**. For an FTP server, select **FTP**.
	Location	Set when you select **Network Folder (SMB)** in **Communication mode**. Specify the path of the output destination for the scanned data. Enter within 255 characters in Unicode (UTF-8). You can select the following settings in **Scan to My Folder**. Use the user's save destination: Outputs the scan result to the folder that you specified in **Location** for the user's information. Auto create the save destination: Select to create the save destination folder automatically for **Scan to My Folder**. Select to create the save destination folder automatically for Scan to My Folder. Manual settings: Specify the path of the output destination for the scanned data. By placing alternative strings in the path, you can set a folder for each user. For details on how to use alternative character strings, click **Input method for alternative string** for more information.

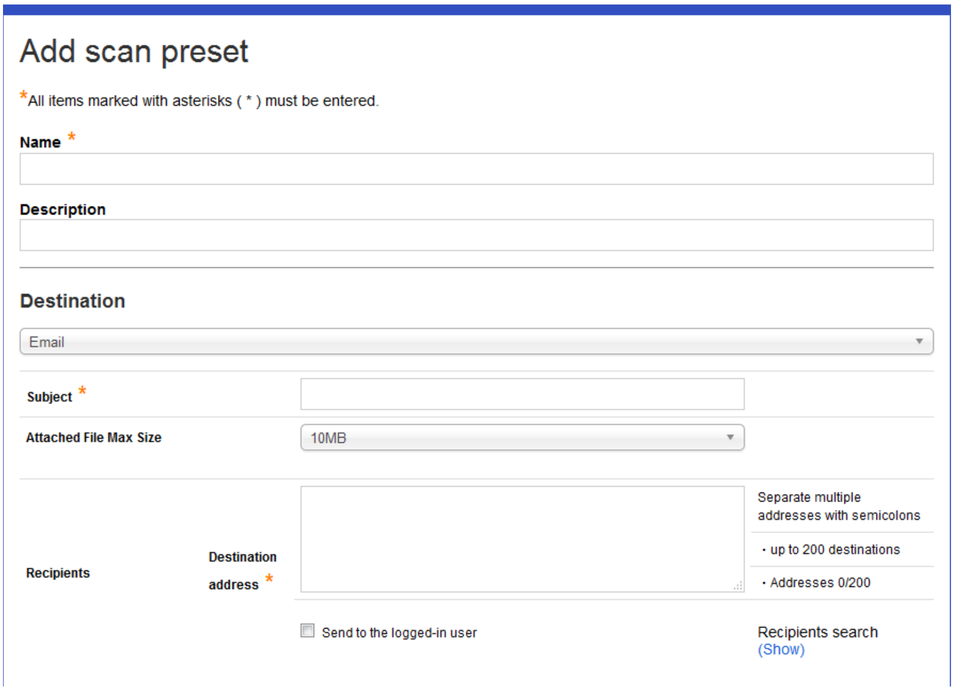
Items		Description
Destination	Port Number	Set when you select **FTP** in **Communication mode**. Enter the port number to send the scanned data to an FTP server between 0 to 655353.
	Connection Mode	Set when you select **FTP** in **Communication mode**. Select a communication mode to the FTP server.
	URL	Set when you select **FTP** in **Communication mode**. Specify the URL of the output destination for the scanned data. Enter within 255 characters in Unicode (UTF-8). You can select the following settings in **Scan to My Folder**. Use the user's save destination: Outputs the scan result to the folder that you specified in **Location** for the user's information. Auto create the save destination: Select to create the save destination folder automatically for **Scan to My Folder**. Manual settings: Specify the path of the output destination for the scanned data. By placing alternative strings in the path, you can set a folder for each user. For details on how to use alternative character strings, click **Input method for alternative string** for more information.
	Account	Enter the account name to access the scan output destination folder. Enter within 255 characters in Unicode (UTF-8).
	Password	Enter the password to access the scan output destination folder. Enter within 20 characters in Unicode (UTF-8).
	Domain	Enter the domain name to access the scan output destination folder. Enter within 255 characters in Unicode (UTF-8).

Setting by Functions

Items		Description
Scan Settings	Allow users to modify the scan settings	Select to allow users to modify the scan settings from the control panel.
	Color	Select the scan color settings.
	Filename Prefix	Enter the file name of the scanned data within 32 alphanumeric characters. When User ID, Date, or Time are selected, they are added to the end of the filename.
	Resolution	Select the resolution you want to scan.
	Scan Area	Select the area you want to scan.
	2-Sided	Select the reading surface of the document to be scanned.
	Original Type	Select the type of document to be scanned.
	Density	Select the darness of scanned images.
	Orientation (Original)	Select the orientation of the document on the scanner's document table.
	Compression Ratio	Select how much the scan image is compressed.
	File Format	Select the format for saving the scanned results.
	Document Open Password	This is available when you select **PDF** as the **File format**. Set a password to open the scanned results PDF. Enter alphanumeric characters between 1 to 32. Leave this blank if you do not want to set a password.
	Permissions Password	This is available when you select **PDF** as the **File format**. Set the password to edit or print the scanned results PDF. Enter alphanumeric characters between 1 to 32. Leave this blank if you do not want to set a password. After the password is set, check the functions you want to enable.
OK		Registers the settings to the system.

- For **Email**

  See “For **Network Folder (SMB)**” in the preceding section for information on **Name**, **Description**, **Scan Settings**, and **OK**.



Items			Description
Destination	Email		Attach the scanned result to an email.
	Subject		Enter the email subject line. Enter within 99 characters (UTF-8).
	Attached File Max Size		Select the maximum size for email attachments.
	Recipients	Destination address	Enter the email destination. You can specify up to 200 destinations separating emails using a semicolon (;). The current number will be displayed in the input field next to it.
		Recipients search (Show)	**(Show)**: Click to show Recipients search. **(Hide)**: Click to hide Recipients search.
		Recipients search	Enter the keyword to search for the address. When some or all of the user ID and full name of the registered user matches, the address is displayed in the search results.
		Search	Search for addresses.
		Search results	Displays the results of the address search will be displayed.
		Add	Select a destination in the search results and click **Add** to add it to the scan destination.

4. Click **OK**.

5. Click **OK** on the confirmation screen.

   You are returned to the rule-based print list.

Editing

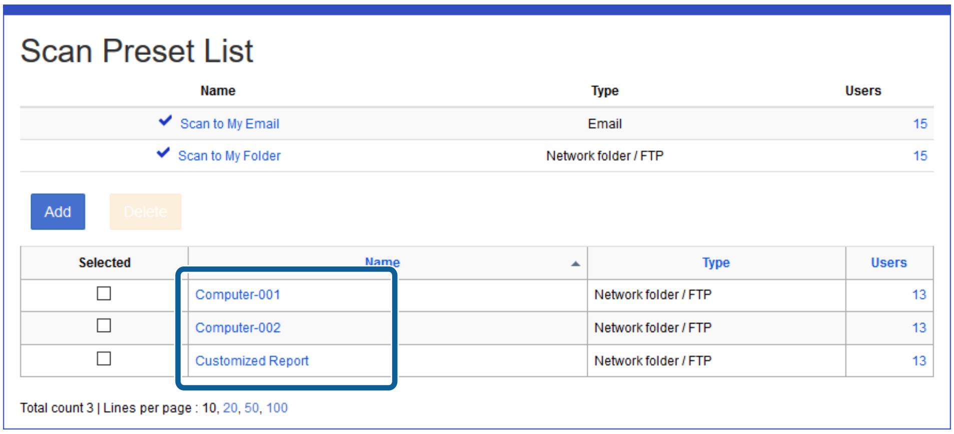
Edit the registered preset scan settings individually.

1. Select **Rules/Policies** > **Scan Presets** from the function menu.

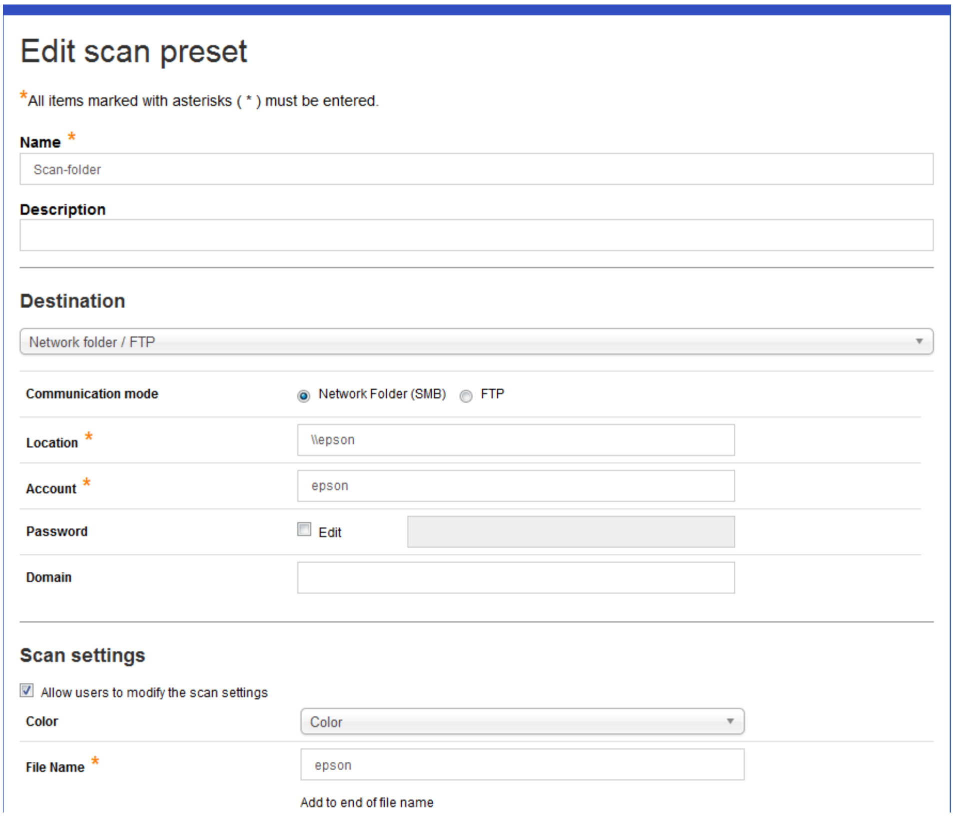
   Displays the preset scan setting list.

2. Click the link in **Name** for the preset scan setting you want to edit.

   The preset scan edit menu is displayed.



3. Set each item.



4. Click **OK**.

5. Click **OK** on the confirmation screen.

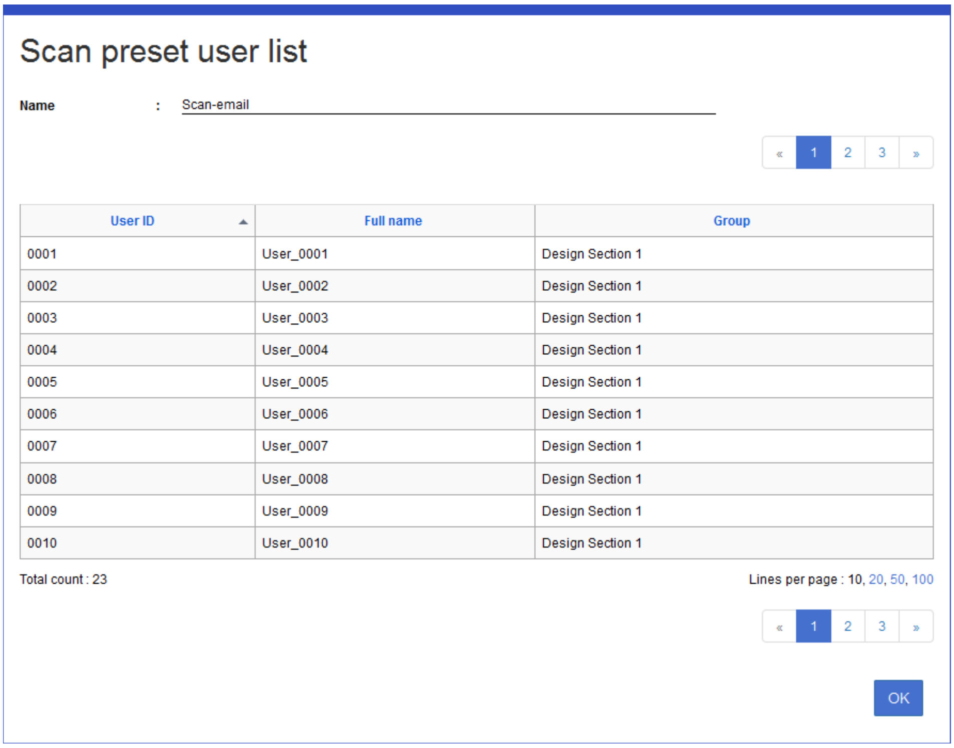
   You are returned to the rule-based print list.

Related Information

➡ "Registering" on page 83

Preset scan user list

Click the number in **Users** in the preset scan list to display a list of users who use the preset scan.



Items	Description
Name	Displays the registered name for the selected preset scan setting.
User ID	The user ID of the user who can use the preset scan will be displayed.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

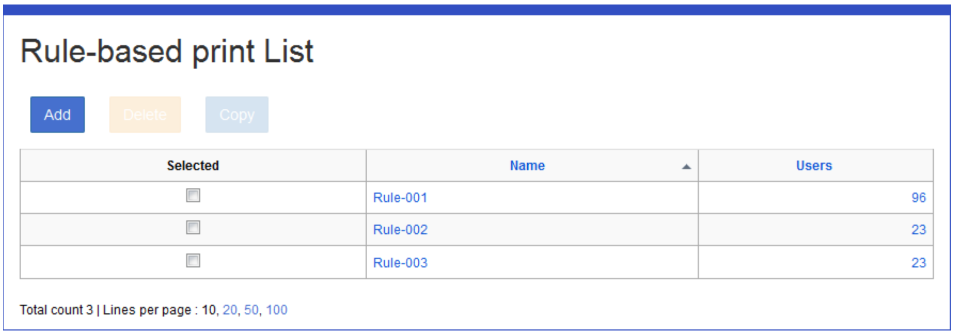
Rule-based print

You can set the rules for printing such as color settings and double-sided printing settings for each application software.

Rule-based print list

You can display a list for rule-based printing.

Navigate to **Rules/Policies** > **Rule-based Printing**.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Select an item in the **Selected** column and click **Delete** to delete the selected rule-based printing.
Copy	Select an item in the **Selected** column and click **Copy** to copy the selected rule-based printing.

❏ **Information**

Items	Description
Selected	Select the rule-based prints you want to delete or setup.
Name	Displays the name of the registered rule print settings. Click to edit individual settings.
Users	Displays the number of users for which rule-based printing has been set. Click the number to display the list of users.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

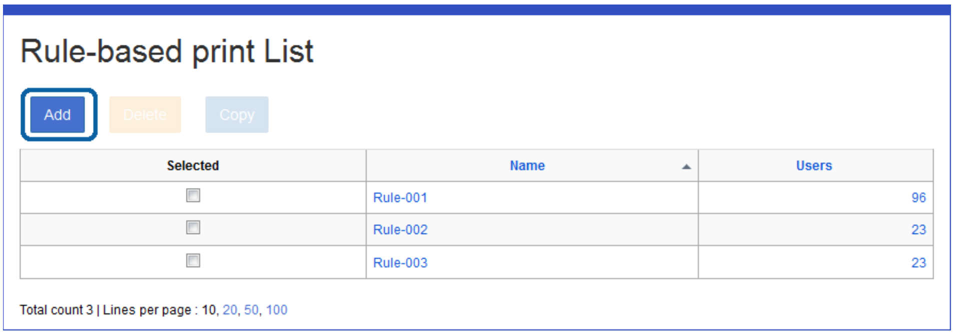
Registering and Editing Rule Print Settings

Registering

Register the rule print setting.

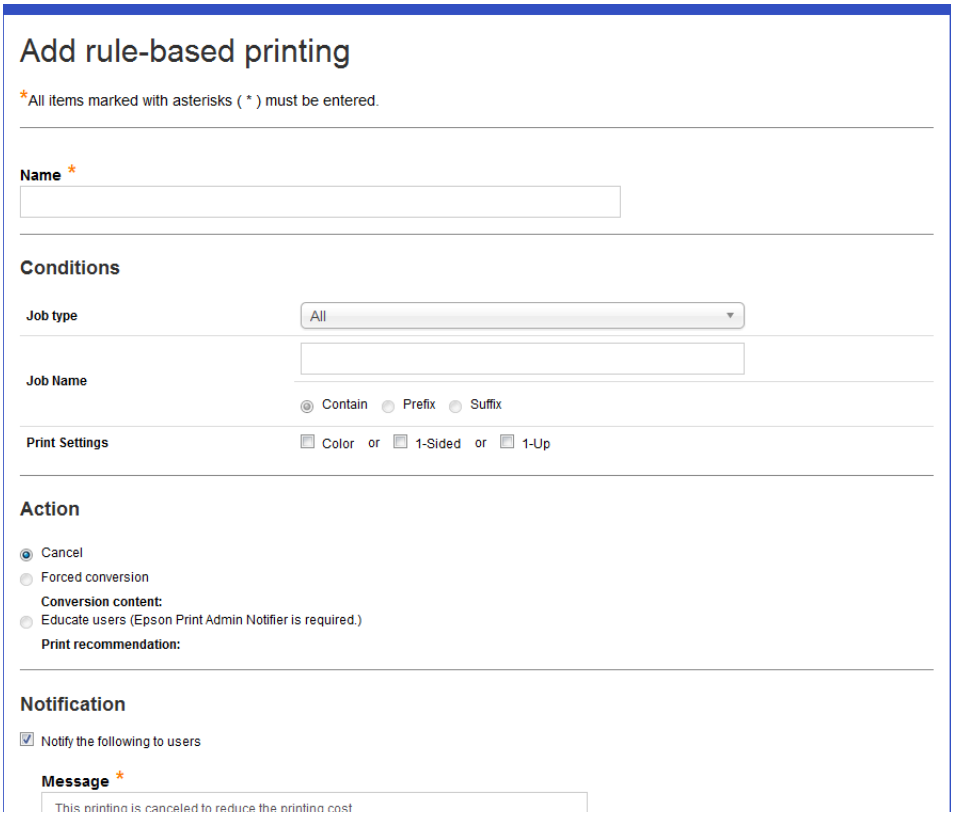
1. Click **Add** in the rule print setting list.

   The new registration menu is displayed.



2. Set each item.

   See the following to make settings.



Items		Description
Name		Enter the print rule name to be registered.
Conditions	Job type	Applies the rules if they match the specified job type. You can make a variety of settings such as the print software name.
	Job Name	Applies the rules when a specified string is included in a job.
	Print Settings	Applies the rules if they match the specified **Print Settings**.

Items		Description
Action	Cancel	If a print job breaks a print rule that triggers a **Stop conditions**, printing is canceled.
	Forced conversion	If a print job breaks a print rule, the system prints by changing the settings. Displays the print settings to resolve the **Print Settings** condition.
	Educate users (Epson Print Admin Notifier is required.)	If the user tries to print using settings that break the print rules, the system sends a notification to the user's computer. The user can then select the process they want to use. This is available when Epson Print Admin Notifier is installed. Displays the print settings to resolve the **Print Settings** condition.
Notification	Notify the following to users	Select to enable this function. This is unavailable when **Educate users(Epson Print Admin Notifier is required.)** is enabled. If the user tries to print using settings that break the print rules, a message is displayed on the user's computer informing them that printing has been stopped and that they need to change the print settings. If Epson Print Admin Notifier is not installed, a notification email is sent.
	Message	Enter the content of the notification sent to the user.
OK		Registers the settings to the system.

See the following for examples of setting conditions.

Job type	Example of specifying job name	Conditions
Microsoft Word document	Microsoft Word	Prefix matching
	.doc / .docx / .docm	Suffix matching
Microsoft Excel document	.xls / .xlsx / .xlsm	Suffix matching
Microsoft PowerPoint document	Microsoft PowerPoint	Prefix matching
	.ppt / .pptx / .pptm	Suffix matching
Microsoft Outlook email document	Microsoft Outlook	Prefix matching
Internet Explorer document	http: / https: / file: / ftp: / ftps: / mhtml:	Prefix matching
Adobe PDF document	.pdf	Suffix matching
Text	.txt	Suffix matching
	.txt_ (the end of _ represents a blank character)	Prefix matching
Image	.jpeg / .jpg / .png / .tiff / .bmp	Suffix matching

3. Click **OK**.

4. Click **OK** on the confirmation screen.

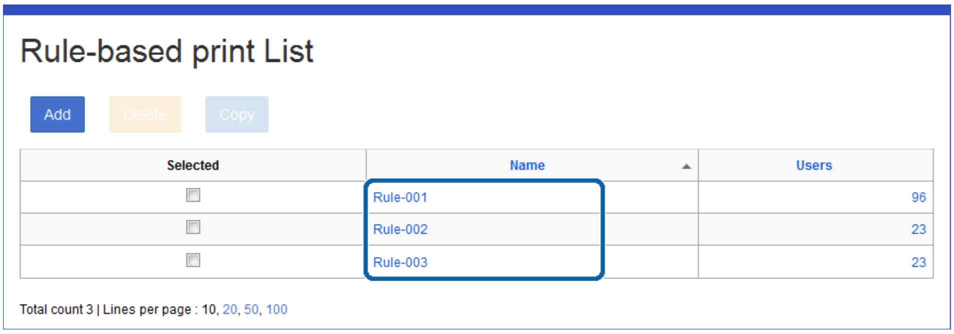
   You are returned to the rule-based print list.

Editing

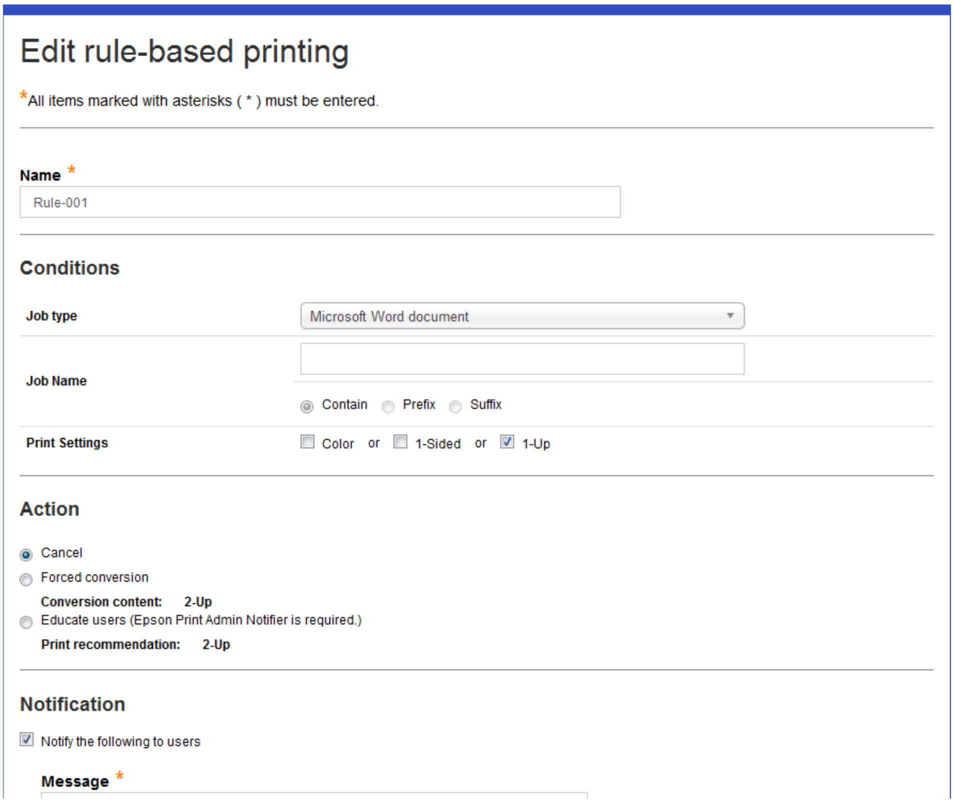
Edit a registered rule print setting.

1. Click the link you want to edit from **Name** in the rule-based print list.

   The rule print menu is displayed.



2. Set each item.



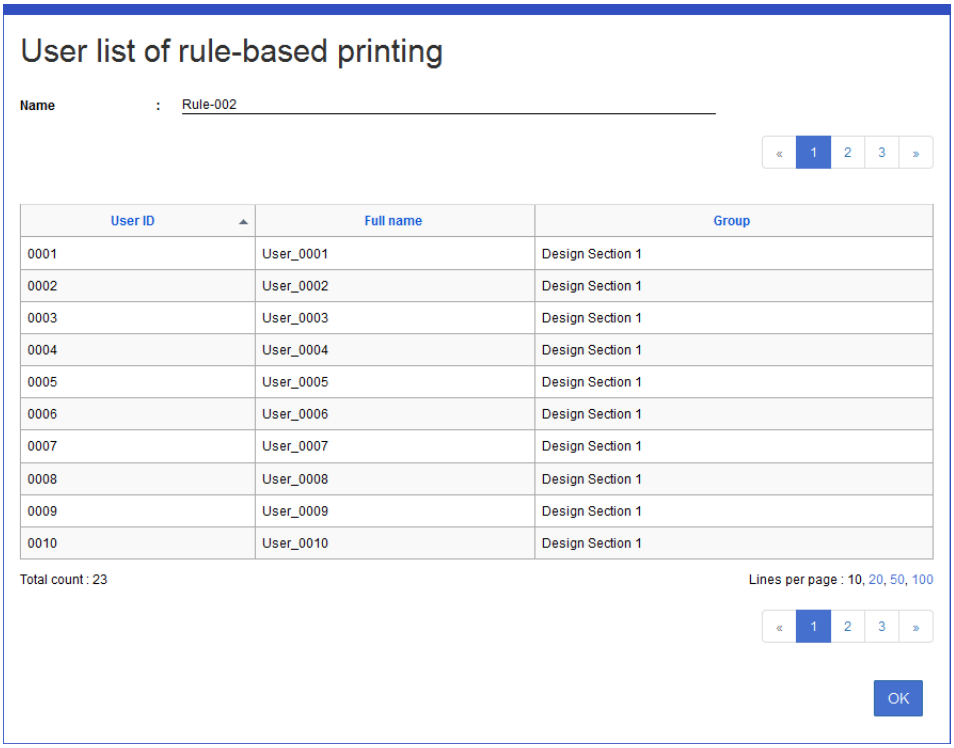
3. Click **OK**.

4. Click **OK** on the confirmation screen.

   You are returned to the rule-based print list.

User List for Rule-Based Printing

Click the number in the **Applied users** field to display a list of the users registered to rule-based printing.



Items	Description
Name	Displays the registered name for the selected rule-based printing.
User ID	Displays the user ID for users with rule-based printing applied.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

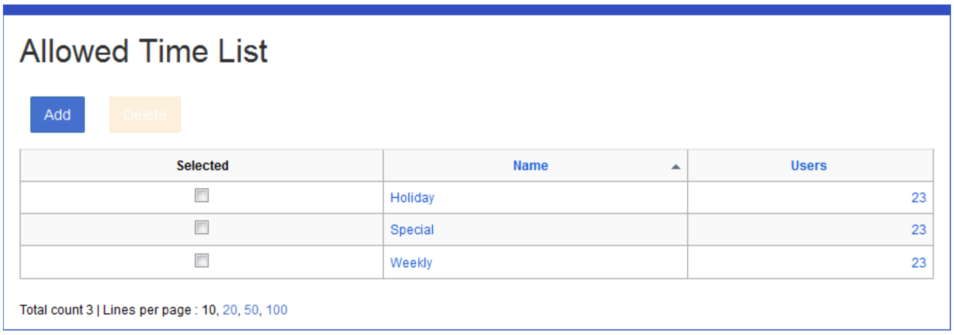
Available time period

You can set and register the time zone when the multi-function device can be used. You can use the device at the time of day or day of the week.

Authorized Period List

Authorized period settings are displayed as a list.

Navigate to **Rules/Policies** > **Allowed Times**.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click a setting in the **Selected** column to enter a check mark, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Select the Available time period name you want to delete or setup.
Name	Displays the name of the authorized period. Click to edit individual settings.
Users	Displays the number of users for which authorized period settings have been set. Click the number to display the list of users.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

Related Information

➡ "Registering" on page 93

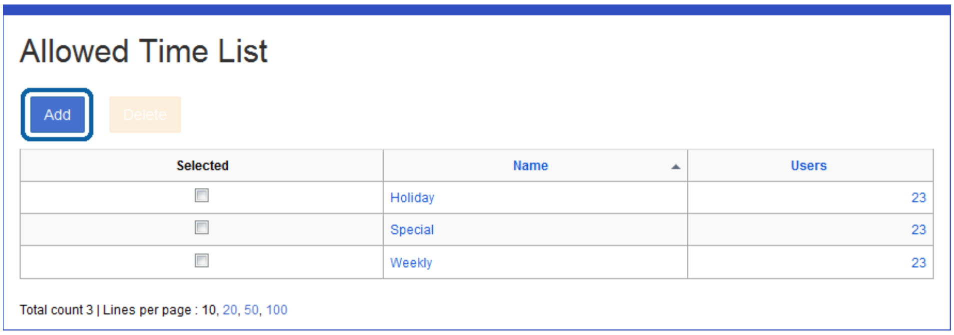
Registering and Editing Authorized Period Settings

Registering

Register the authorized period setting.

1. Click **Add** in the authorized period list.

   The new registration menu is displayed.

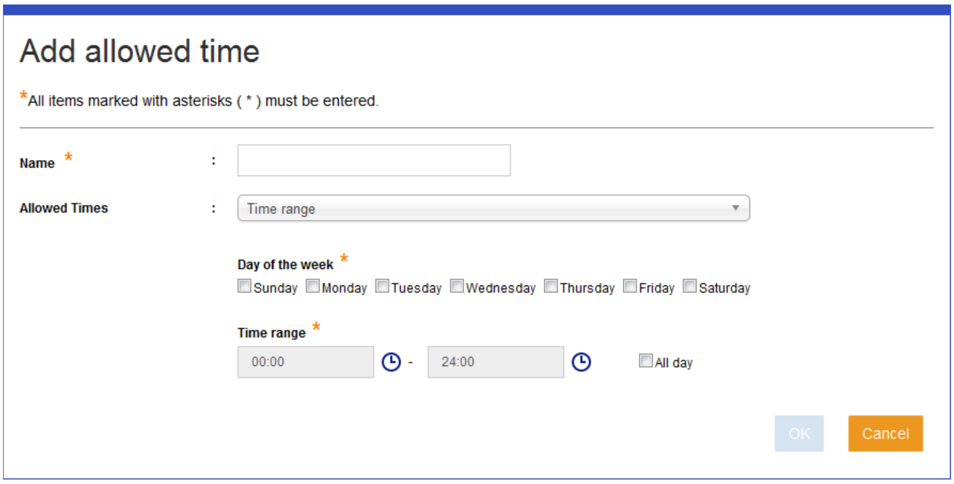


2. Set each item.

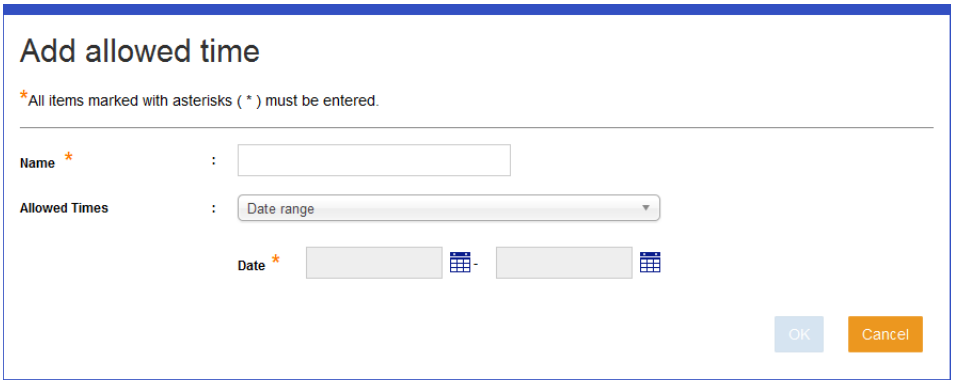
   See the following to make settings.

Items	Description
Name	Enter the registration name for the authorized period setting.
Allowed Times	Select the time period that is available. **Time range**: Set the day of the week the device will be available and the time period. **Date range**: Set the period that the device will be available.
Day of the week	Displayed when you select **Time range** in **Allowed Times**. Select the day of the week to set the restriction.
Time range	Displayed when you select **Time range** in **Allowed Times**. Select the day of the week to select the authorized period. Click the clock icon to select the time. Selecting **All day** means 0:00 to 24:00.
Date	Displayed when you select **Date range** in **Allowed Times**. Select the period for which you want to restrict usage.
OOKK	Registers the settings to the system.

❏ Time range



❏ Date range



3. Click **OK**.

4. Click **OK** on the confirmation screen.

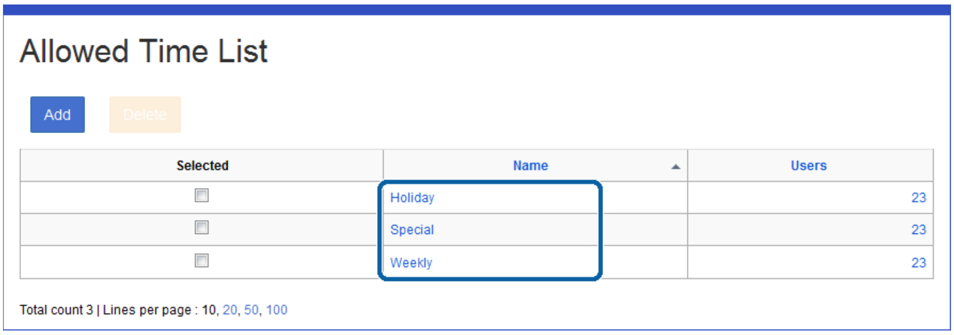
   You are returned to the authorized period setting list.

Editing

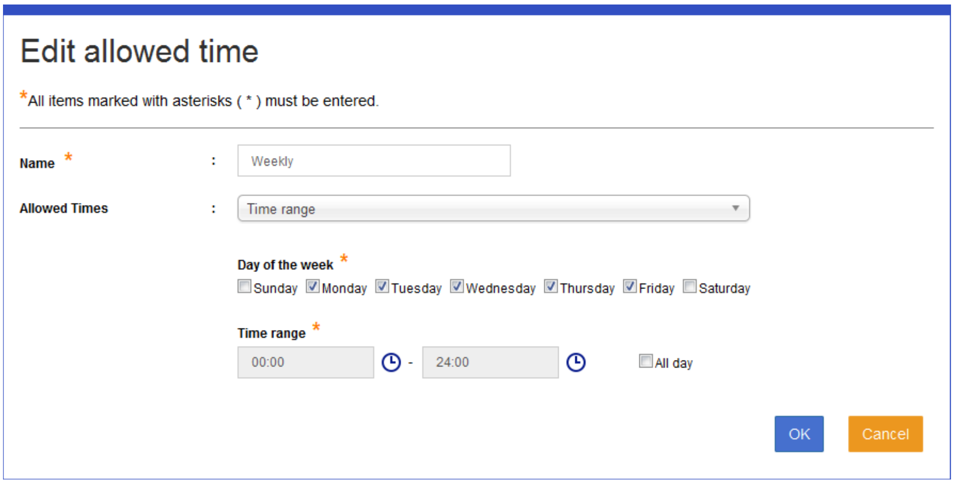
Edit the authorized period setting.

1. Click the link you want to edit in **Name** in the authorized period setting list.

   The authorized period setting edit menu is displayed.



2. Set each item.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

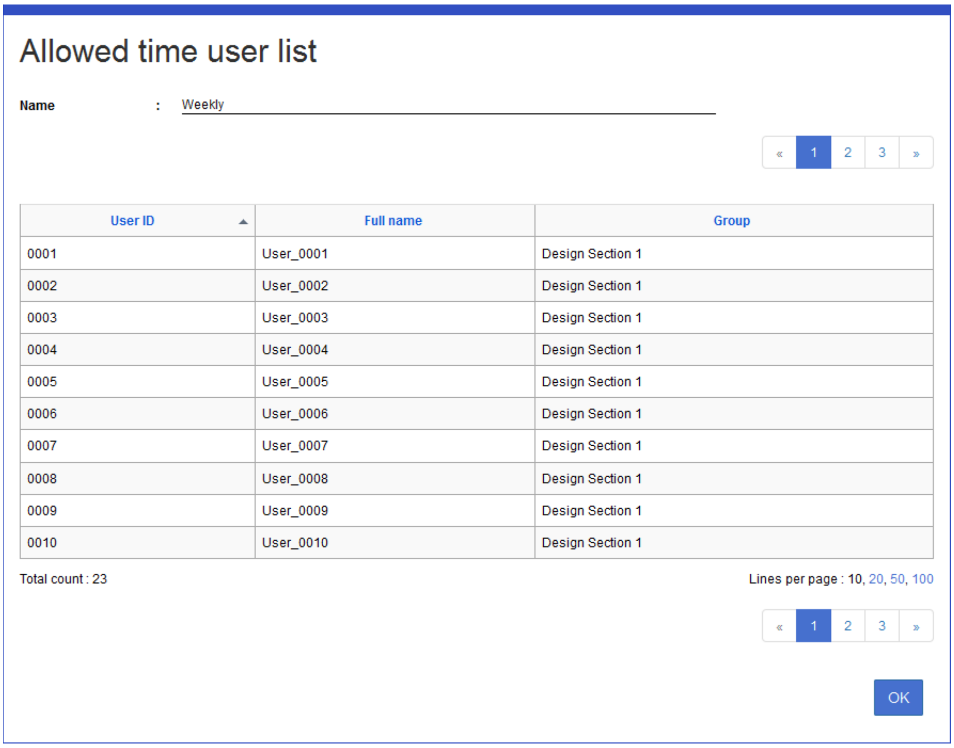
   You are returned to the authorized period setting list.

Related Information

➡ “Registering” on page 98

Settings for the user list

Click the number in **Applied users** from the Authorized period user list to display a list of the users registered to the Available time period setting.



Items	Description
Name	Displays the registered name for the authorized period setting.
User ID	Displays the user ID for the user registered to the authorized period setting.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

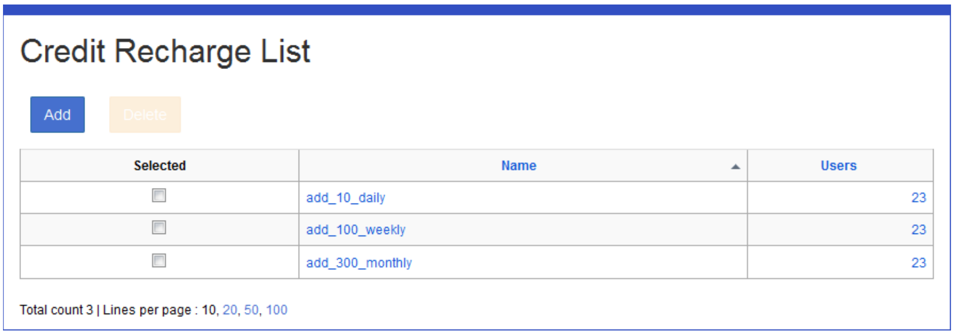
Credit recharge setting

Set the period and the amount of credit to charge.

Credit recharge list

A periodic charging list is displayed.

Navigate to **Rules/Policies** > **Credit recharges**.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click a setting in the **Selected** column to enter a check mark, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Click to select codes you want to remove.
Name	Displays the name of the credit recharge setting. Click to edit individual settings.
Users	Displays the number of users for which credit recharge settings have been set. Click the number to display the list of users.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

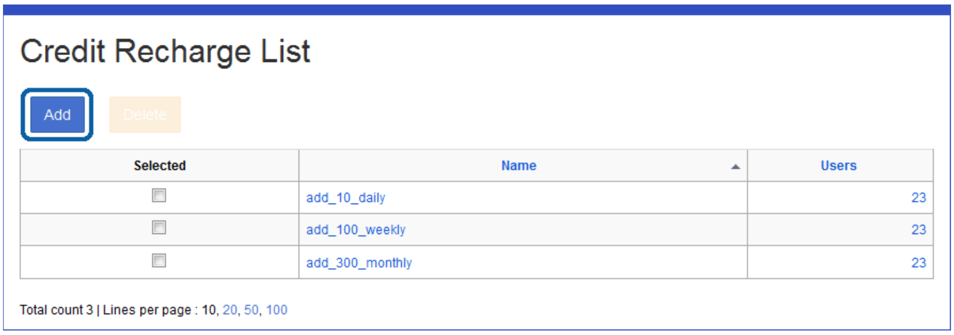
Registering and editing the credit recharge setting

Registering

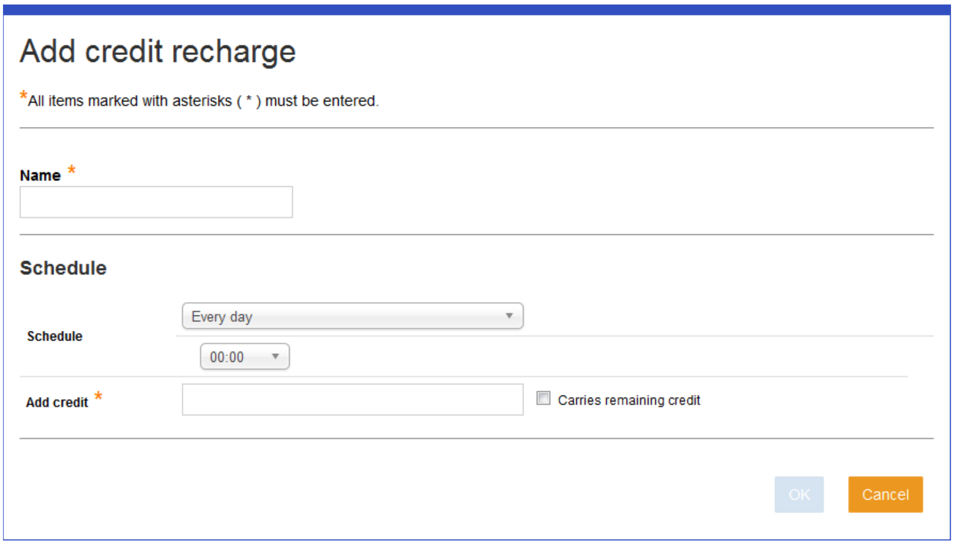
Register the credit recharge setting.

1. Click **Add** in the credit recharge setting list menu.

   The new registration menu is displayed.



2. Set each item.



See the following to make settings.

Items	Description
Name	Enter the registration name of the credit recharge setting.

Items		Description
Schedule	Schedule	You can set a period to regularly add credit to the user. **Every day**: Add credit every day at the set time. **Every week**: Add credit on a weekly basis at the set time. **Every month**: Add credit every month at the set time and day. **Every year**: Add credit every year at the set date and time.
	Month	Available when you select **Every year** from **Schedule**. Select from 1 to 12.
	Day	Available when you select **Every month** and **Every year** from **Schedule**. Select from 1 to 31.
	Day of week	Available when you select **Every week** from **Schedule**. Select from the days of the week.
	hour	Set the time to add credit. Select from 0 to 23.
	Add credit	Set the amount of credit which is added periodically. You can enter from 0 to 9,999,999,999,999,999.99 in increments of 0.01.
	Carries remaining credit	Select to add credit recharge on top of the remaining credit.
OK		Registers the settings to the system.

3. Click **OK**.

4. Click **OK** on the confirmation screen.

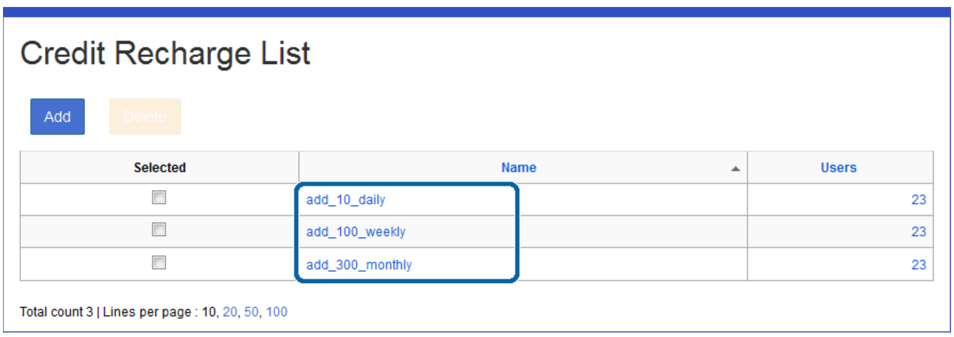
   You are returned to the credit recharge setting list.

Editing

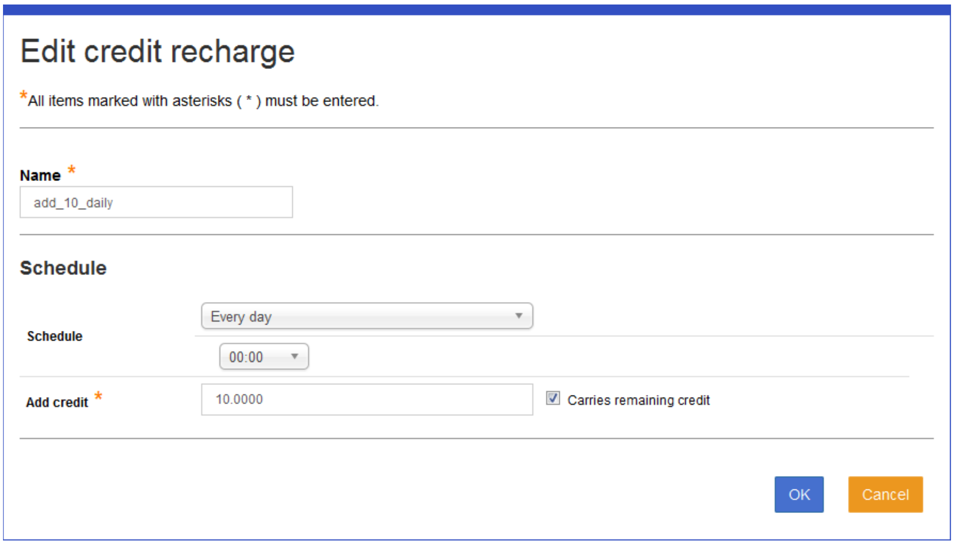
Edit a credit recharge setting.

1. Click the link you want to edit in **Name** in the credit recharge setting list.

   The credit recharge setting edit menu is displayed.



2. Set each item.



3. Click **OK**.

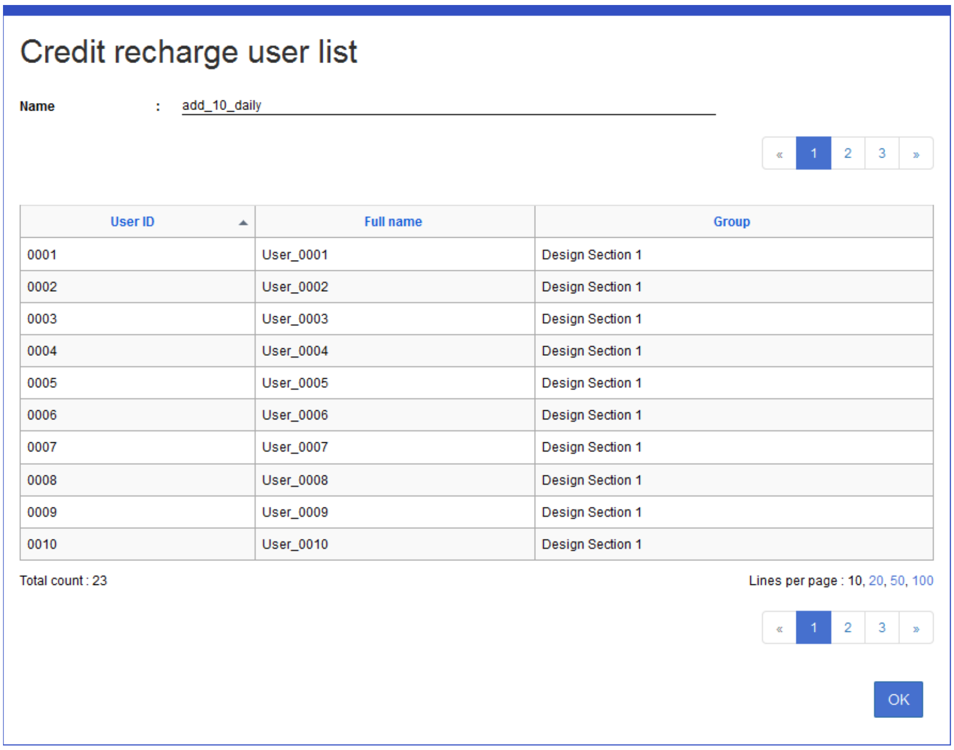
4. Click **OK** on the confirmation screen.

   You are returned to the credit recharge setting list.

Related Information

➡ “Registering” on page 103

User List for Credit Recharge Settings



User ID	Full name	Group
0001	User_0001	Design Section 1
0002	User_0002	Design Section 1
0003	User_0003	Design Section 1
0004	User_0004	Design Section 1
0005	User_0005	Design Section 1
0006	User_0006	Design Section 1
0007	User_0007	Design Section 1
0008	User_0008	Design Section 1
0009	User_0009	Design Section 1
0010	User_0010	Design Section 1

Items	Description
Name	Displays the registered name for the selected credit recharge setting.
User ID	Displays the user ID of the user who uses the credit recharge setting.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

Cost

You can set the unit price for credits consumed for each job or page.

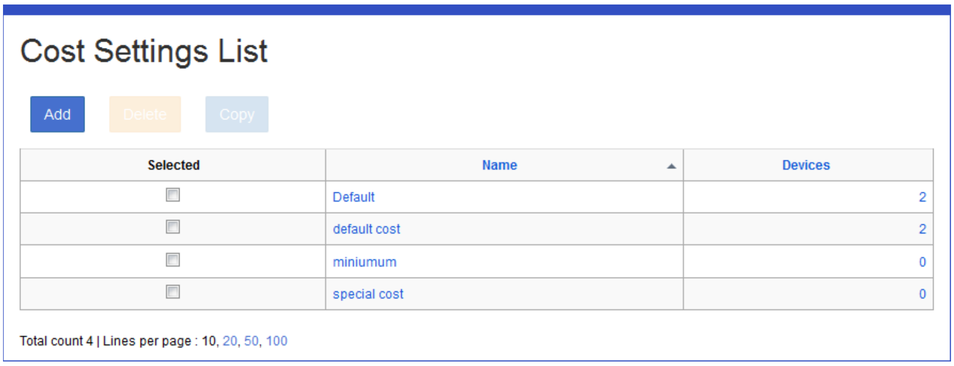
You can apply the cost for each device or group.

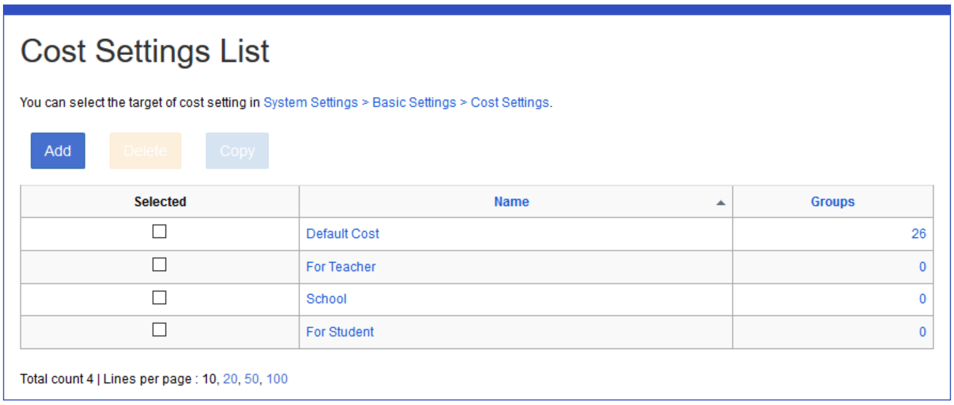
You can specify the application destination in **System Settings** > **Basic Settings** > **Cost Settings**.

Cost Settings List

A cost settings list is displayed.

Navigate to **Rules/Policies** > **Cost Settings**.





- **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Select a setting in the **Selected** column, and then click **Delete**.
Copy	Click a setting in the **Selected** column to enter a check mark, and then click **Copy**.

- **Information**

Items	Description
Selected	Click to select the settings you want to remove.
Name	This is the display name of the registered setting. Click to edit individual settings.
Devices/Groups	Devices: The printer number to which cost settings have been registered is displayed when you select **Set cost per device** in **System Settings** > **Basic Settings** > **Cost Settings**. Click the number to display the list of printers to which cost settings have been registered. Groups: The group number to which cost settings have been registered is displayed when you select **Set cost per group of users** in **System Settings** > **Basic Settings** > **Cost Settings**. Click the number to display the list of groups to which cost settings have been registered.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

Related Information

➡ "Registering" on page 108

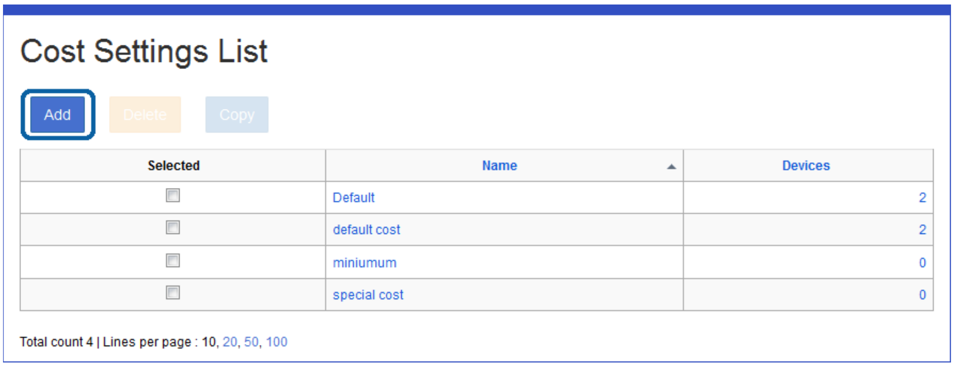
Registering and Editing Cost Settings

Registering

You can register cost settings.

1. Click **Add** in the charging list menu.

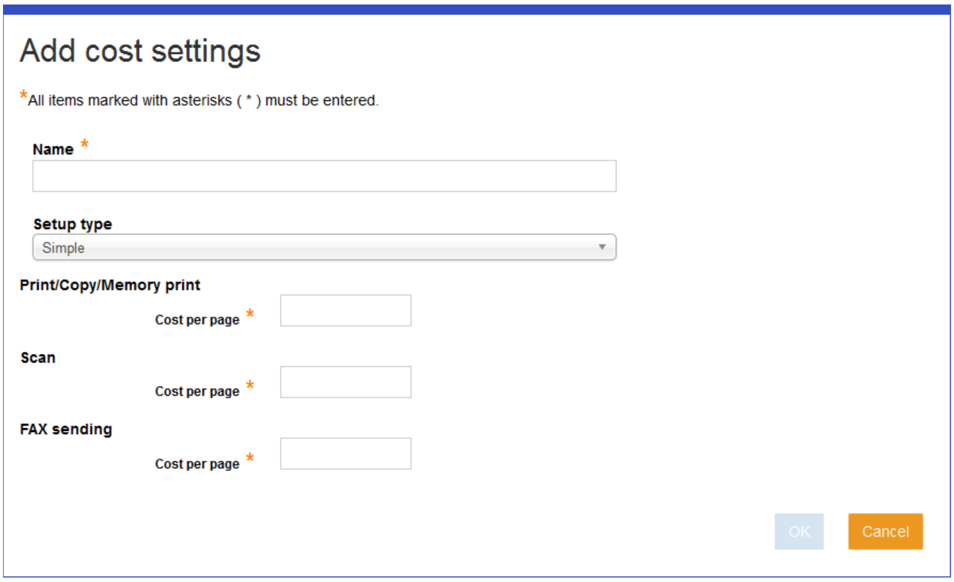
   The new registration menu is displayed.



2. Set each item.

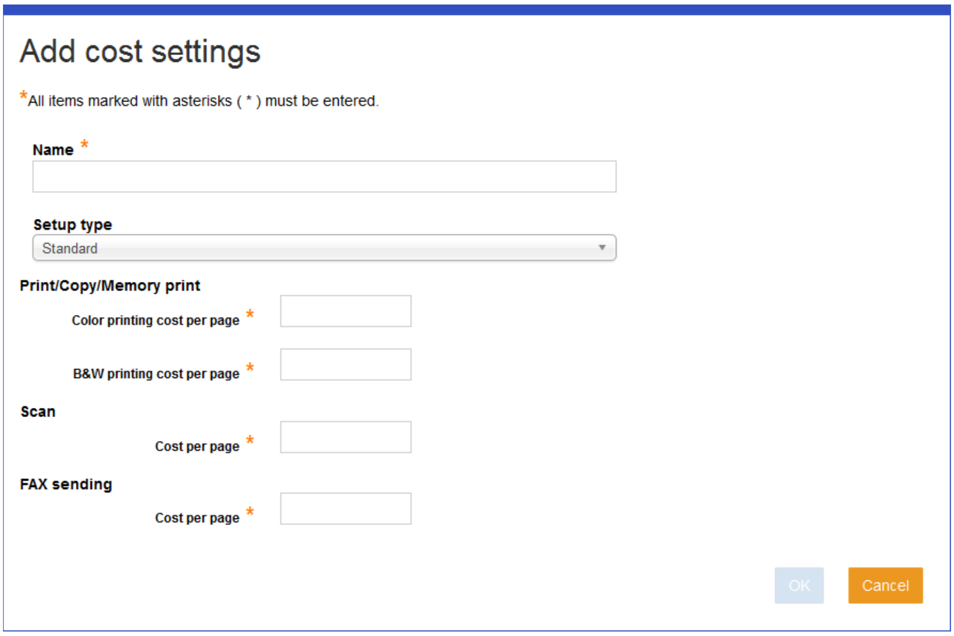
   See the following to make settings.

❏ Simple



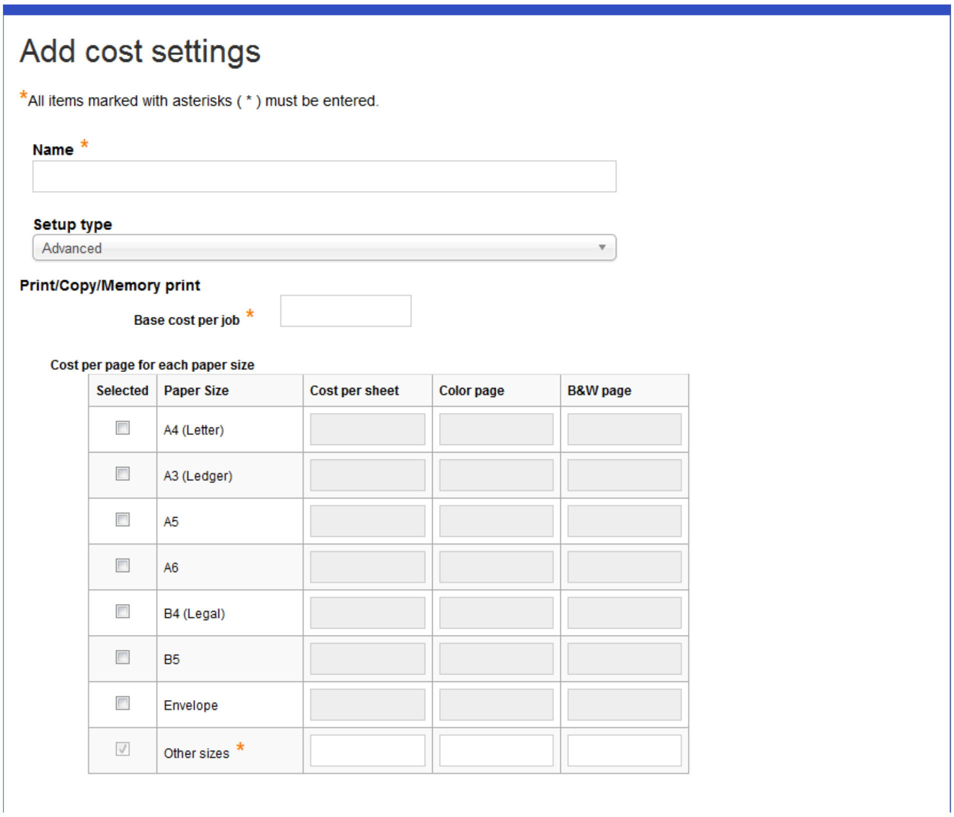
Items		Description
Print/Copy/Memory print		Set the cost for printing, copying, and memory printing.
	Cost per page	Set the cost for printing one page.
Scan		Set the cost for scanning.
	Cost per page	Set the cost when one page is scanned.
Fax sending		Set the cost for faxing.
	Cost per page	Set the cost when one page is sent.

❏ Standard



Items		Description
Print/Copy/Memory print		Set the cost for printing, copying, and memory printing.
	Color printing cost per page	Set the cost when printing one page in color.
	B&W printing cost per page	Set the cost when printing one page in grayscale.
Scan		Set the cost for scanning.
	Cost per page	Set the cost when one page is scanned.
Fax sending		Set the cost for faxing.
	Cost per page	Set a cost when one page is transmitted.

❏ Advanced



Items		Description
Print/Copy/Memory print		Set the cost for printing, copying, and memory printing.
	Base cost per job	Set the cost for processing one job. The number of pages you scan is not affected.
	Cost per page for each paper size	Set the cost when using one sheet of paper of a set size. You can set the cost for the number of sheets per size, color pages, and grayscale pages. The cost of the paper size what is checked in **Selected** is applied. If there is no appropriate paper size, the cost in **Other sizes** is applied.
	Paper Size	Displays a list of the paper sizes for which costs are set. **Cost per sheet**: sets the cost per sheet. **Color page**: sets the cost per color page. **B&W page**: sets the cost per monochrome page.
Scan		Set the cost for scanning.
	Base cost per job	Set the cost for processing one job. The number of pages you scan is not affected.
	Cost per page	Set the cost when one page is scanned.
Fax sending		Set the cost for faxing.
	Base cost per job	Set the cost for processing one job. The number of pages you scan is not affected.
	Cost per page	Set a cost when one page is sent.

3. Click **OK**.

4. Click **OK** on the confirmation screen.

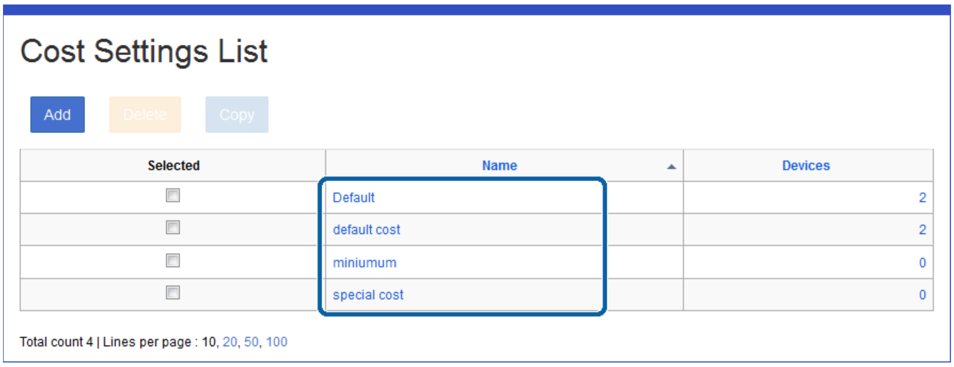
   You are returned to the cost settings list.

Editing

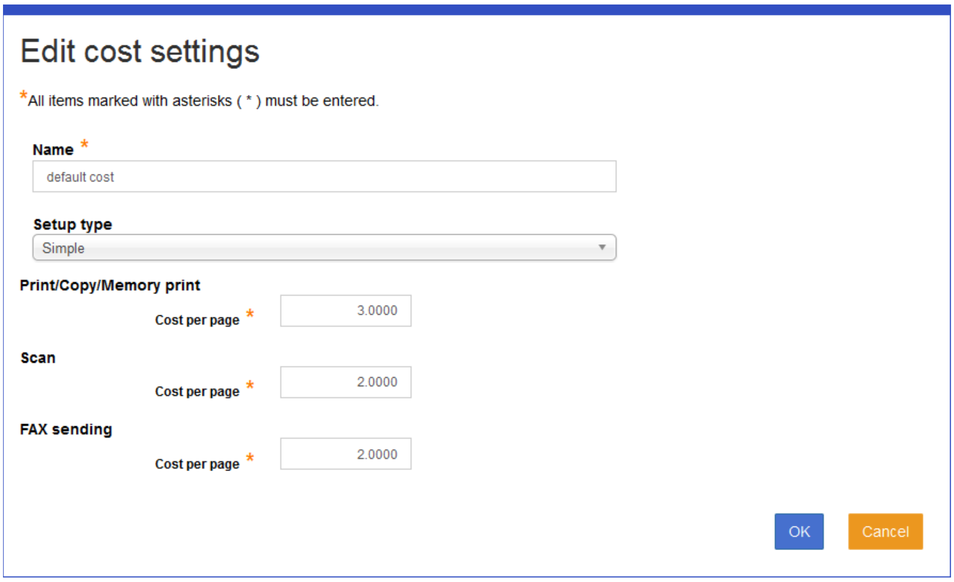
Edit a cost setting.

1. Click the link you want to edit in **Name** in the charging setting list.

   The cost settings edit menu is displayed.



2. Set each item.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

   You are returned to the cost settings list.

Related Information

➡ “Registering” on page 103

Applying Cost Settings

Applying to Multi-function Devices

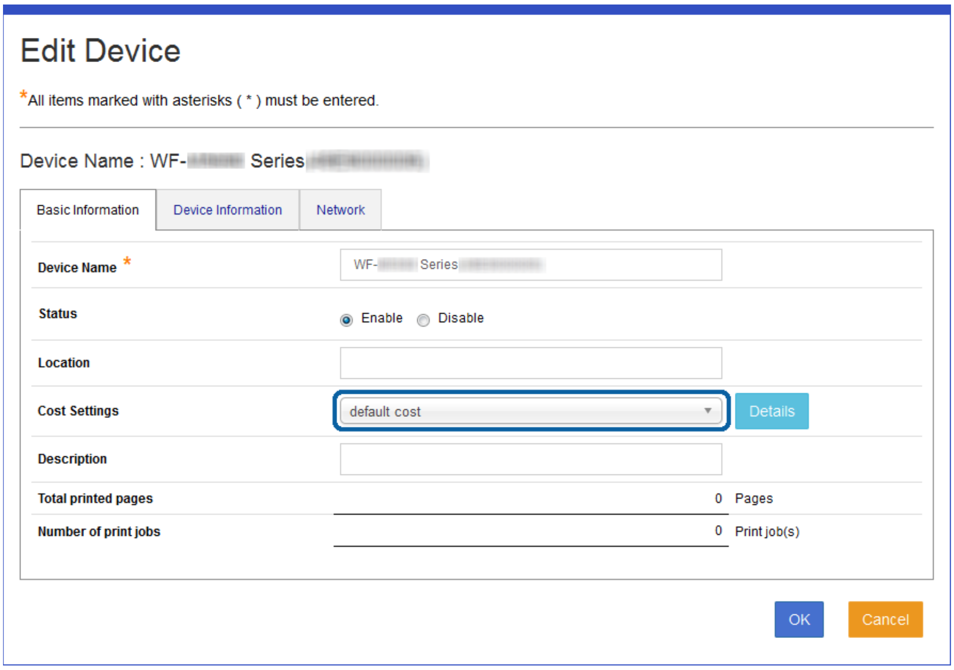
You can apply cost settings to multi-function devices.

1. Select **Devices** from the function menu.

2. Select the multi-function device name you want to apply the cost to from **Device Name**.

   The device edit menu is displayed.

3. Select the cost setting that you registered in **Cost Settings** on the **Basic Information** tab.



4. Click **OK**.

Applying to Groups

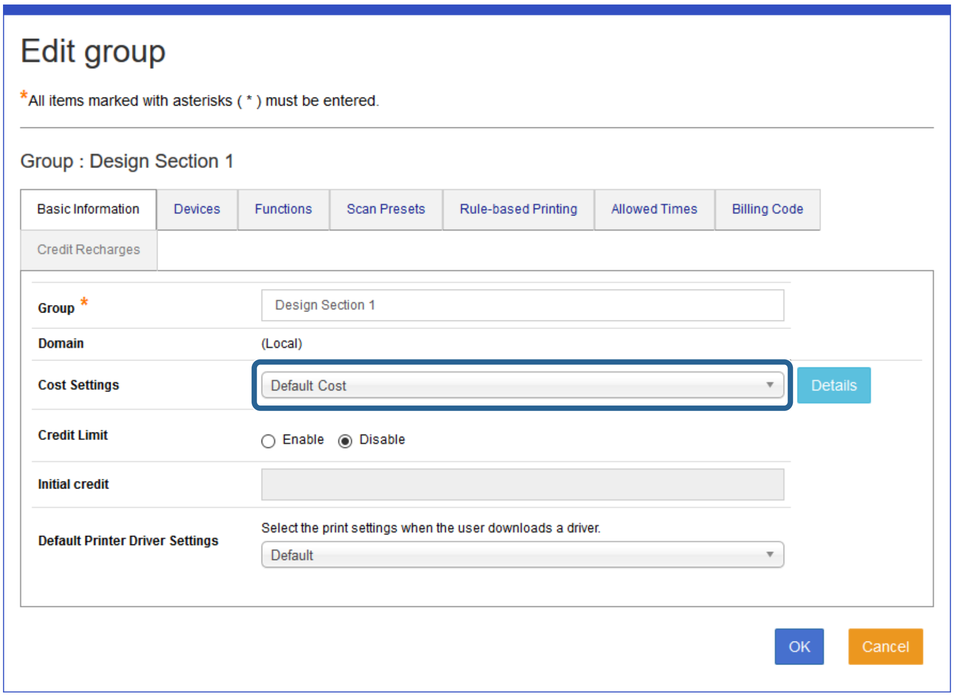
You can apply cost settings to groups.

1. Select **Groups** from the function menu.

2. Select the group name to which you want to apply the cost settings from **Group**.

   The group edit menu is displayed.

3. Select the cost setting that you registered in **Cost Settings** on the **Basic Information** tab.

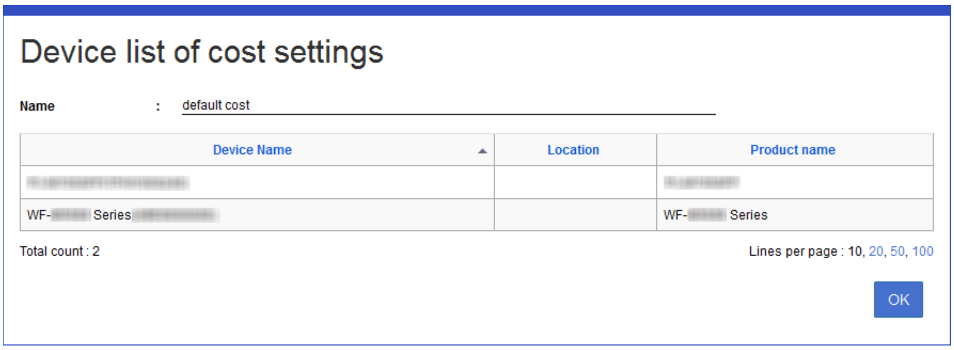


4. Click **OK**.

List of Cost Settings

List of Cost Settings Devices

This is the list of multi-function devices to which cost settings have been applied.

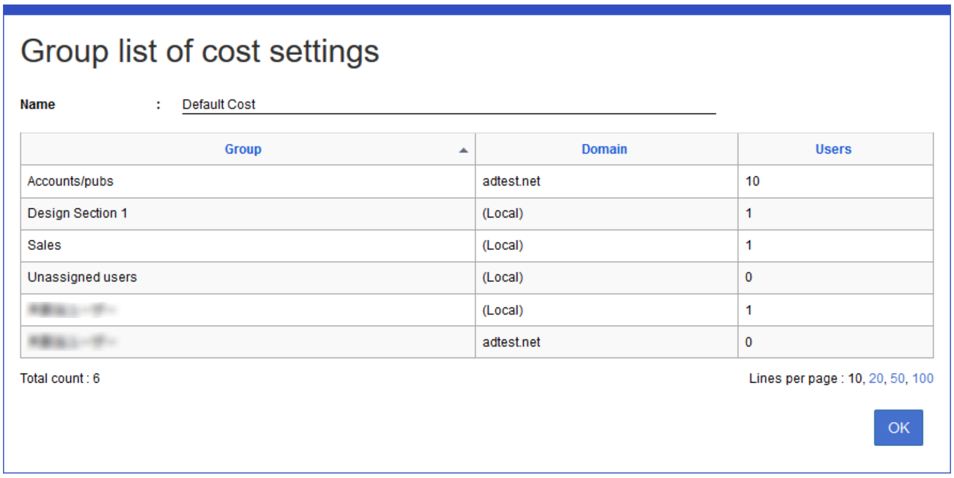


Items	Description
Name	Displays the registered name for the selected cost setting.
Device Name	Displays the device names that are registered in the cost setting.
Location	Displays the location of the registered device.
Product Name	Displays the model name of the device.

Items	Description
OK	Closes the list menu.

List of Cost Settings Groups

This is the list of groups to which cost settings have been applied.



Items	Description
Name	Displays the registered name for the selected cost setting.
Group	Displays the group names that are registered to the cost setting.
Domain	Displays the domain name of the registered users.
Users	Displays the number of the users in the group.
OK	Closes the list menu.

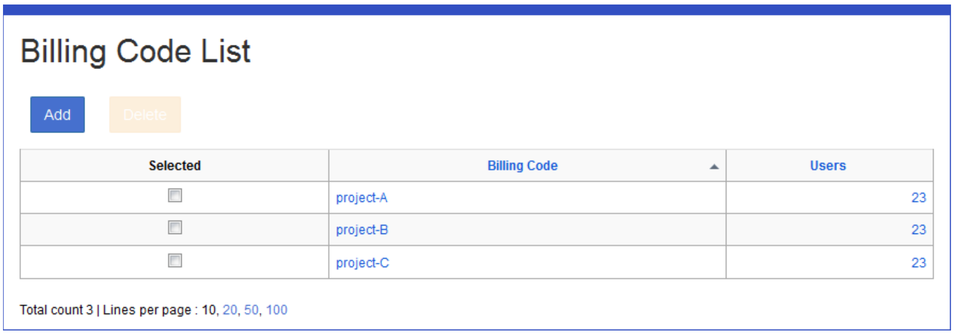
Billing Code

You can manage costs according to the intended use of devices by setting a billing code.

Billing Code List

Displays the billing code list.

This is displayed when you select **Rules/Policies** > **Billing Code** from the function menu.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click a code in the **Selected** column, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Click to select codes you want to remove.
Billing Code	Displays the registered billing code names. Click to edit individual settings.
Users	Displays the number of users that are using a billing code. Click the number to display the list of users.

Note:
Click an item to sort the list using that item, and to switch between ascending and descending order.

Related Information

➡ "Registering" on page 116

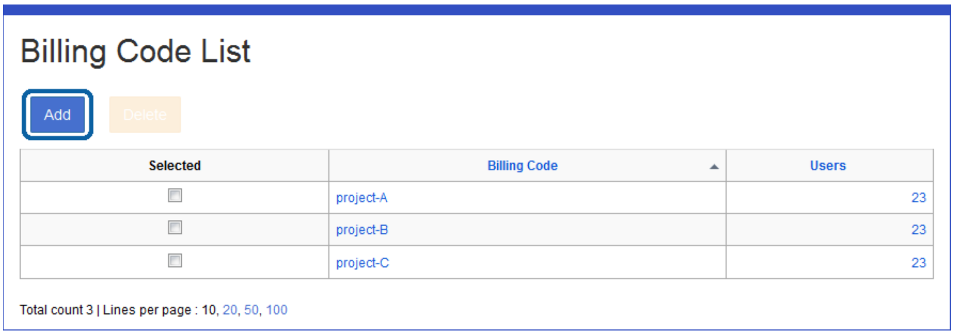
Registering and Editing a Billing Code

Registering

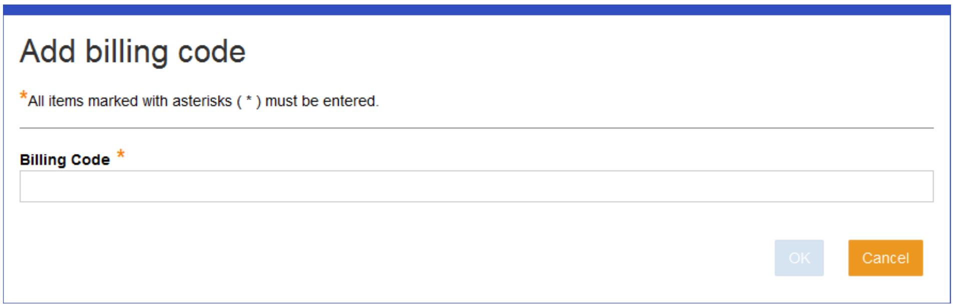
Register the billing code.

1. Click **Add** in the billing code list.

   The new registration menu is displayed.



2. Enter a billing code name.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

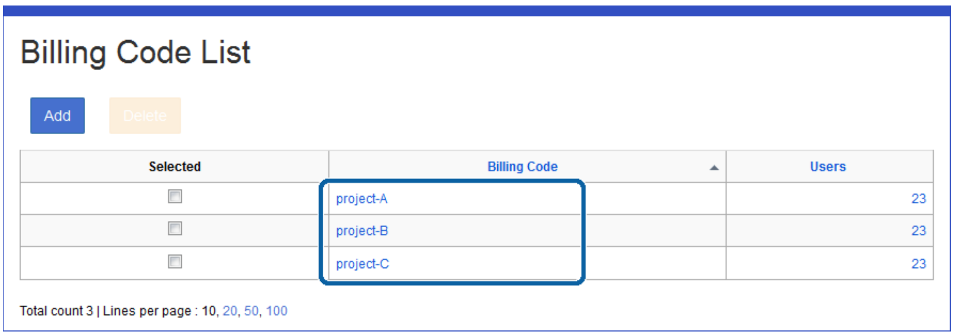
   You are returned to the billing code list.

Editing

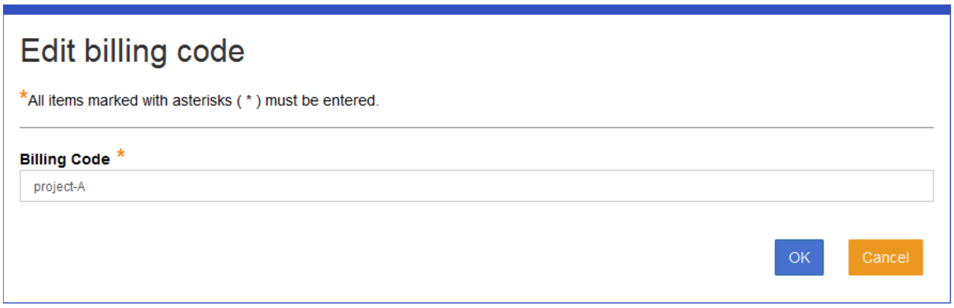
Edit the registered billing code name.

1. Click the link you want to edit in Billing code in the billing code list.

   The billing code edit menu is displayed.



2. Edit the billing code name.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

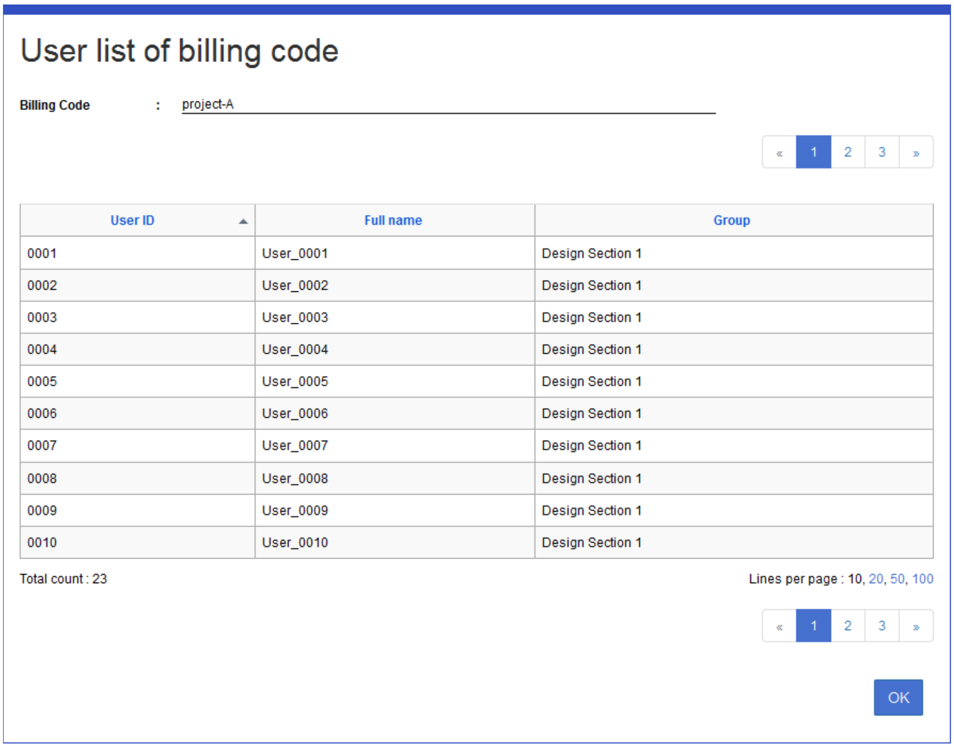
   You are returned to the billing code list.

Related Information

➡ “Registering” on page 116

Organization User List

Click the number in **Applied users** in the organization list to display a list of users who are using the billing code.



User ID	Full name	Group
0001	User_0001	Design Section 1
0002	User_0002	Design Section 1
0003	User_0003	Design Section 1
0004	User_0004	Design Section 1
0005	User_0005	Design Section 1
0006	User_0006	Design Section 1
0007	User_0007	Design Section 1
0008	User_0008	Design Section 1
0009	User_0009	Design Section 1
0010	User_0010	Design Section 1

Items	Description
Billing Code	Displays the billing codes the user selected.

Items	Description
User ID	Displays the billing code for the user associated with the user ID.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

Page Quota

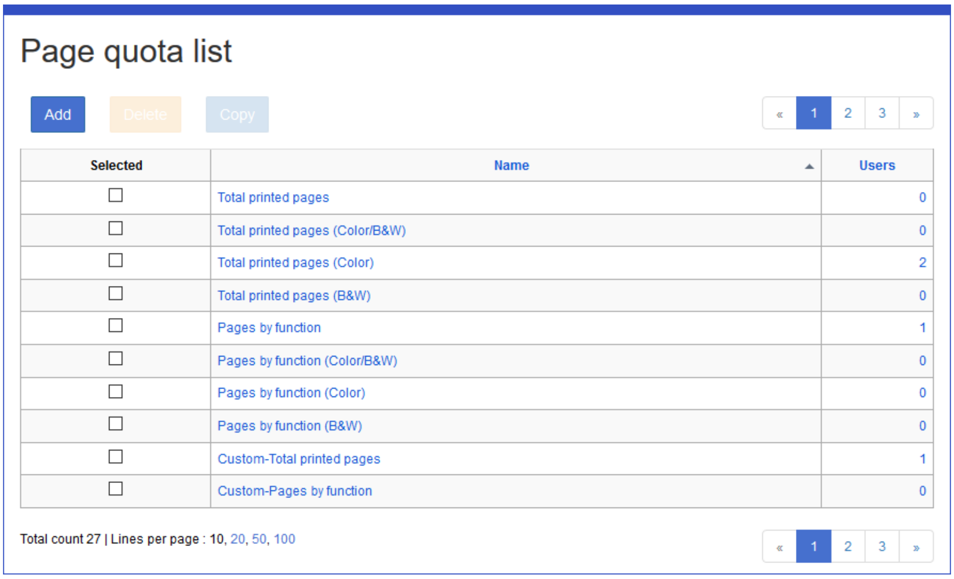
You can restrict usage by the number of printed pages and the number of pages used for specific functions.

Page Quota is displayed when **Page Quota** is selected in **System Settings** > **Basic Settings** > **Quota management**. You cannot use this with cost limitations applied using credit balance.

Page Quota List

The page quota list is displayed.

Navigate to **Rules/Policies** > **Page Quota**.


Page quota list

Add Delete Copy « 1 2 3 »

Selected	Name	Users
☐	Total printed pages	0
☐	Total printed pages (Color/B&W)	0
☐	Total printed pages (Color)	2
☐	Total printed pages (B&W)	0
☐	Pages by function	1
☐	Pages by function (Color/B&W)	0
☐	Pages by function (Color)	0
☐	Pages by function (B&W)	0
☐	Custom-Total printed pages	1
☐	Custom-Pages by function	0

Total count 27 | Lines per page : 10, 20, 50, 100 « 1 2 3 »

❏ **Buttons**

Items	Description
Add	Click to display the registration menu.
Delete	Select an item in the **Selected** column, and then click **Delete** to delete the selected page quota..
Copy	Select an item in the **Selected** column, and then click **Copy** to copy the selected page quota..

❏ **Information**

Items	Description
Selected	Select the page quota you want to delete or setup.
Name	Displays the name of the page quota. Click to edit individual settings.
Users	Displays the number of users that use the page quota. Click the number to display a list of users.

Note:
Click an item to sort the list using that item, and to switch between ascending and descending order.

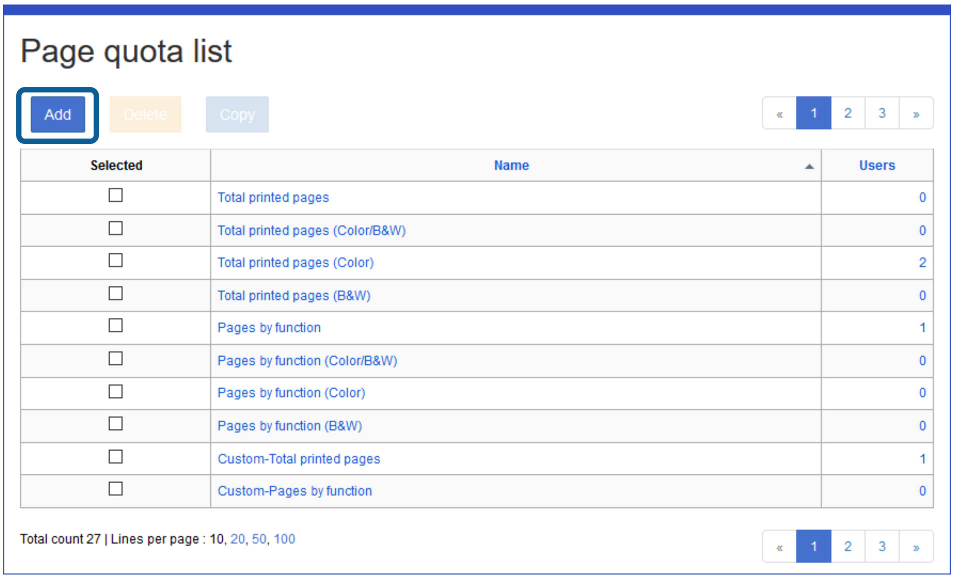
Registering and Editing the Page Quota

Registering

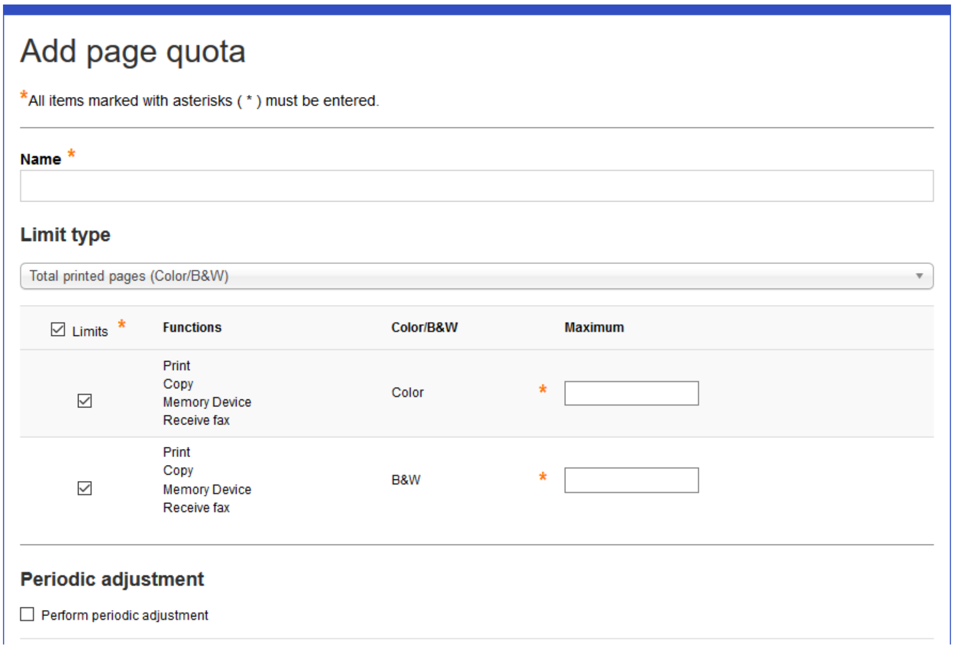
You can register page quota settings.

1. Click **Add** in the page quota list menu.

   The new registration menu is displayed.



2. Set each item.



See the following to make settings.

Items		Description
Name		Enter the page quota name you want to register.
Limit type	Drop-down list	Select the type of page quota you want to register. **Total printed pages**: Restricts the number of total printed pages. **Total printed pages (Color/B&W)**: Restricts the number of total printed pages according to color printing or B&W printing. **Pages by function**: Restricts the number of pages printed by function. **Pages by function (Color/B&W)**: Restricts the number of pages printed by function according to color printing or B&W printing.
	List of limits	Displays a list of the limits available according to the type of page quota selected from the drop-down list.
	Limits	Select to restrict pages by function, color, or B&W.
	Functions	Displays the names of function restrictions.
	Color/B&W	Displays whether or not color or B&W are restricted.
	Maximum	Specify the maximum value for the page quota.

Items		Description
Periodic adjustment	Perform periodic adjustment	When checked, page quota is adjusted periodically to the value specified in **Limit type** > **Maximum**. To carry forward the page quota, select the **Carry forward page quota** check box.
	Schedule	**Every day**: Add a page quota every day at the set time. **Every week**: Add a page quota on a weekly basis at the set time. You can select multiple days of the week. **Every month**: Add a page quota every month at the set time and day. **Every year**: Add a page quota every year at the set date and time. You can select multiple months.
	Carry forward page quota	Select this to carry forward the page quota.
OK		Closes the list menu.

3. Click **OK**.

4. Click **OK** on the confirmation screen.

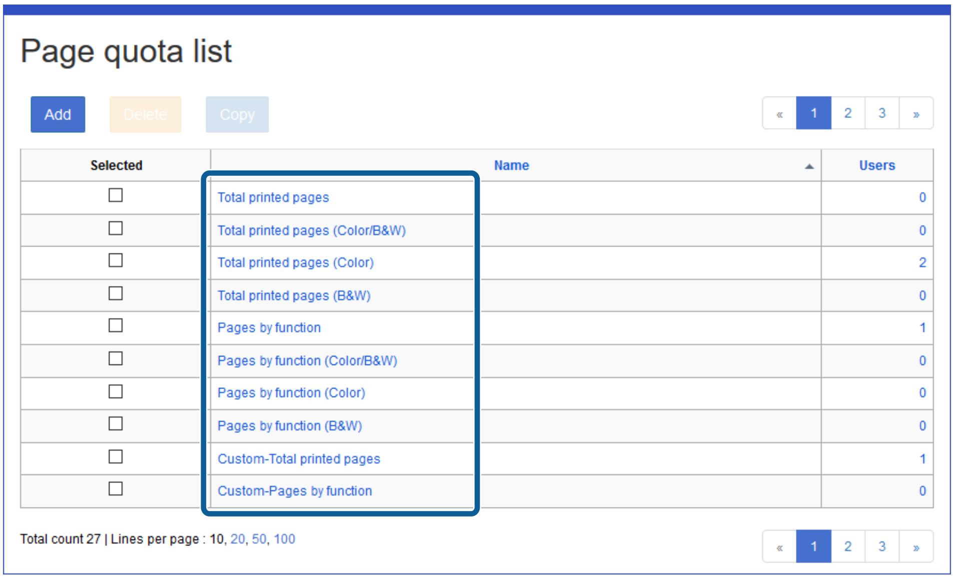
   You are returned to the page quota list.

Editing

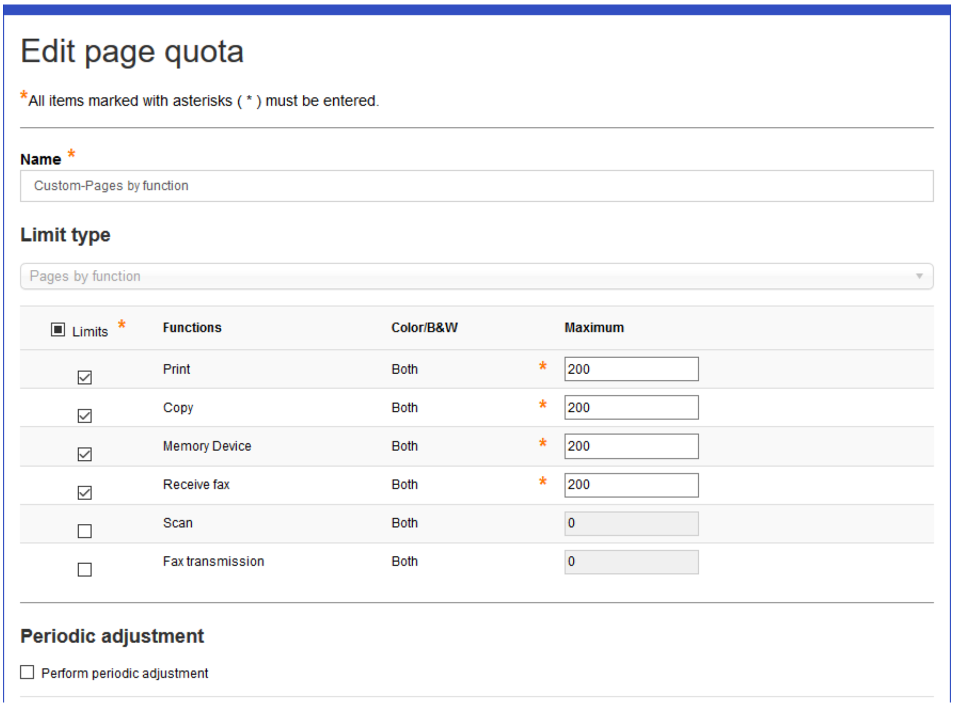
Edit a page quota setting.

1. Click the link you want to edit in **Name** in the page quota list.

   The page quota edit menu is displayed.



2. Set each item.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

   You are returned to the page quota list.

Applying Page Quotas

Applying to Users

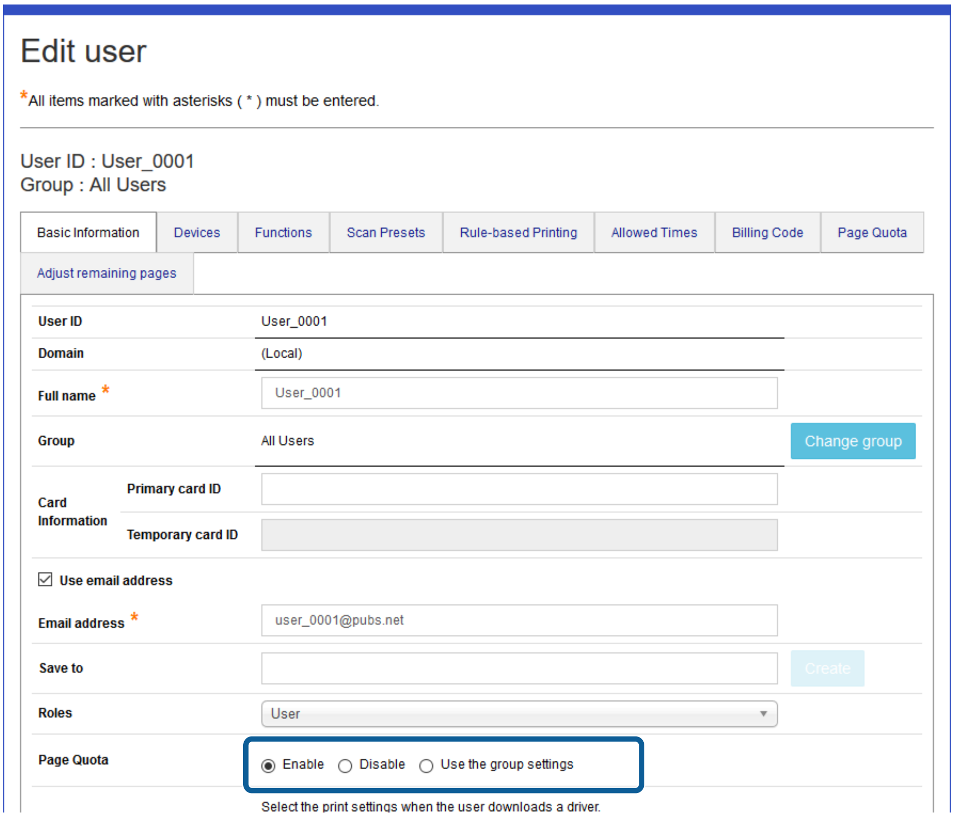
You can apply registered page quotas to users.

1. Select **Users** from the function menu.

2. Click the link you want to set in **User ID**.

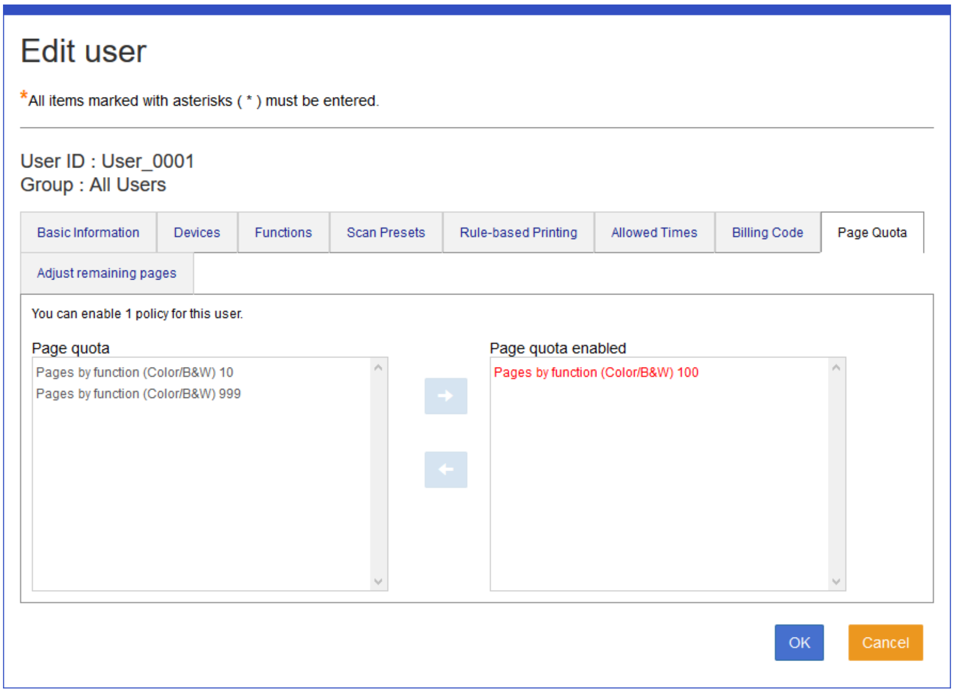
   The Edit user screen is displayed.

3. Select **Enable** from **Page Quota** > **Basic Information**.



4. Select a page quota from **Page Quota**, and then select the item and navigate through the list by using  and .

   Note:
   *You cannot move the page quota if the number of pages is set as part of a group, and you select **Use the group settings** in **Basic Information** > **Page Quota**.*



5. Click **OK**.

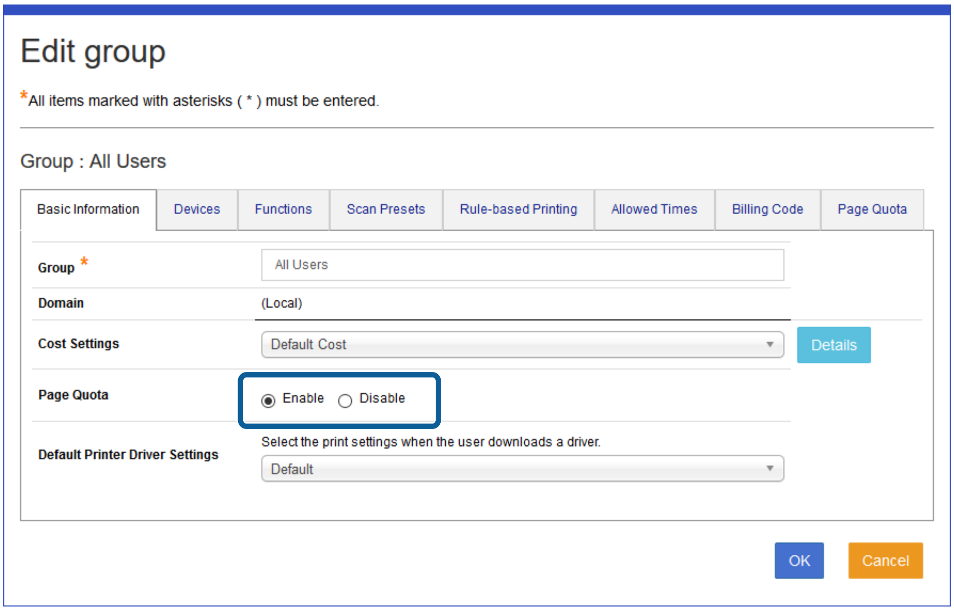
Applying to Groups

You can apply registered page quotas to groups.

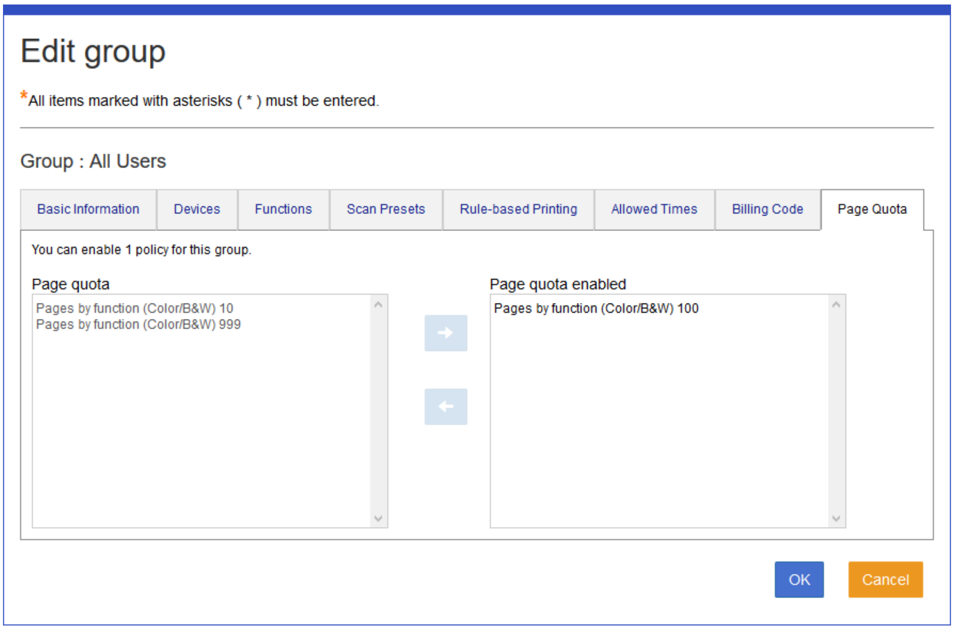
1. Select **Groups** from the function menu.

2. Click the link you want to set in **Group**. The Edit group screen is displayed.

3. Select **Enable** from **Page Quota** > **Basic Information**.



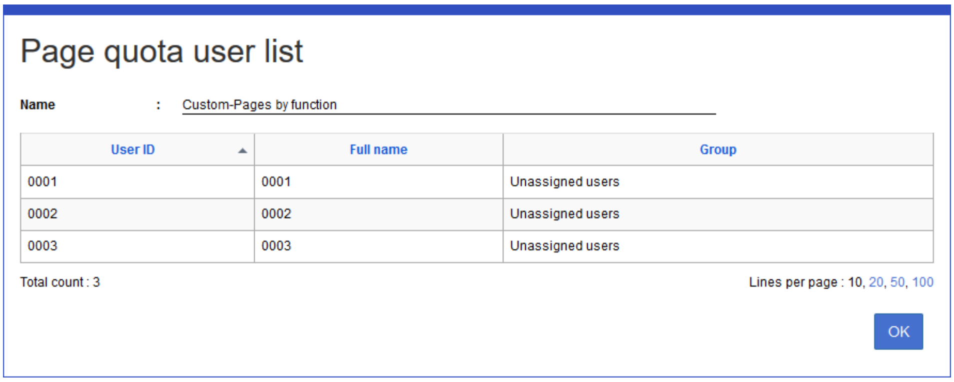
4. Select a page quota from **Page Quota**, and then select the item and navigate through the list by using  and .



5. Click **OK**.

User List for Page Quotas

Click the number in **Users** in the page quota list to display a list of users to whom a page quota has been applied.



Items	Description
Name	Displays the registered name for the selected page quota.
User ID	Displays the user ID for the user to whom the page quote is applied.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

Usage restrictions by cost settings

You can restrict printer usage by using cost settings for printers and groups, or by using page quota management for users and groups.

Usage restrictions by cost settings

You can restrict printer usage by using the cost settings for the printers and groups.

1. Select **System Settings** > **Basic Settings**.

2. Select **Credit** in **Quota management**.

3. Select the target to which the cost settings will be applied.

   Set cost per device: Applies the cost setting for each printer. The same cost setting applied to any user of the printer.

   Set cost per group of users: Applies the cost set for each group. The same cost setting is applied to any printer used in the same group.

4. Click **Apply**.

5. Apply the cost settings registered in **Rules/Policies** > **Cost Settings** to the printers or groups.

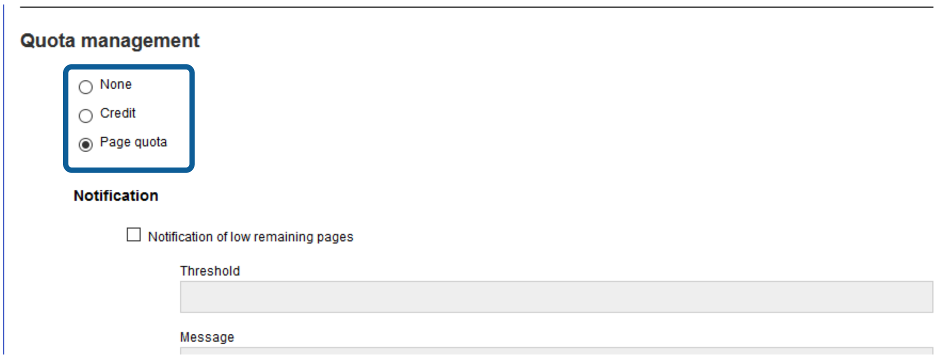
   See Related Information for the registration and application method.

Restrictions on the number of pages

You can restrict printer usage by the number of remaining pages applied to the users or groups.

1. Select **System Settings** > **Basic Settings**.

2. Select **Page Quota** in **Quota management**.



3. Click **Apply**.

4. Apply the cost settings registered in **Rules/Policies** > **Page Quota** to the users or groups.

   See Related Information for the registration and application method.

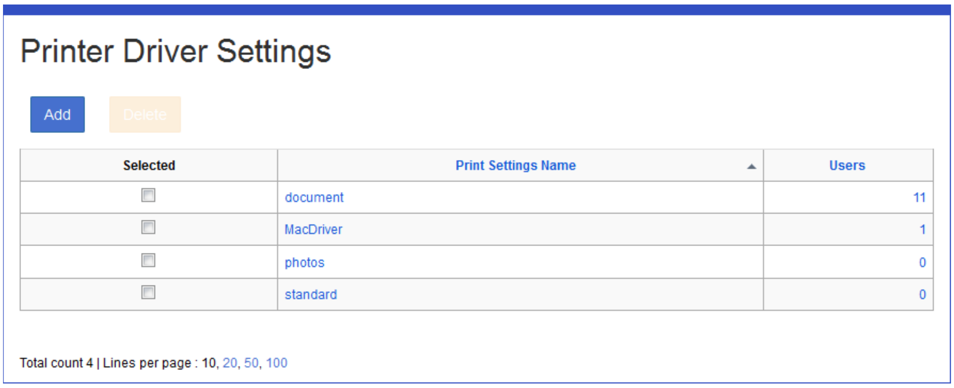
Printer Driver Settings

You can register the default print settings of the printer driver for each user or group.

Printer Driver Settings List

Displays the Printer Driver Settings list.

This is displayed when you select **Rules/Policies** > **Printer Driver Settings** from the function menu.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click driver settings in the **Selected** column, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Click to select the driver settings you want to remove.
Print Settings Name	Displays the registered printer driver settings names. Click to edit individual settings.
Users	Displays the number of users that use the printer driver settings. Click the number to display a list of users who are registered to the printer driver settings.

Note:
Click an item to sort the list using that item, and to switch between ascending and descending order.

Related Information

➡ "Registering" on page 129

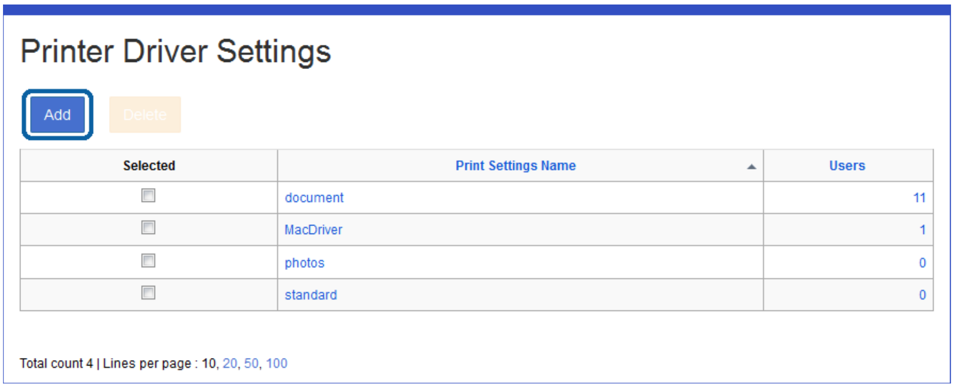
Registering and Editing the Printer Driver Settings

Registering

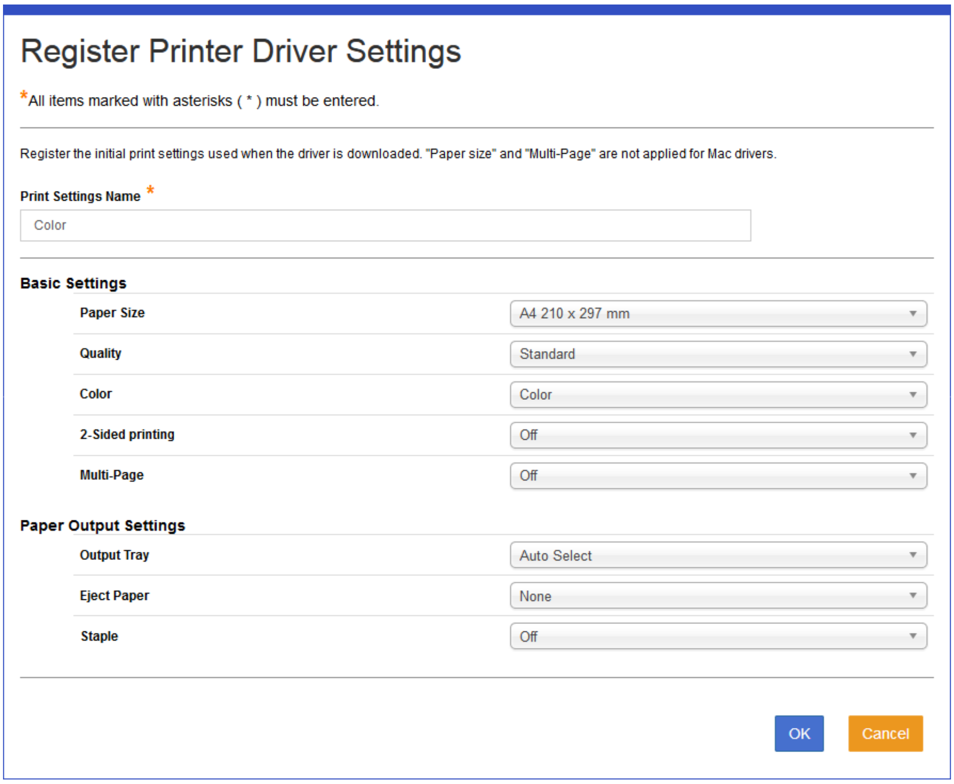
Register the Printer Driver Settings.

1. Click **Add** in the Printer Driver Settings list.

   The new registration menu is displayed.



2. Enter a Printer Driver Settings name.



3. Select the setting for each item from the pull-down menu.

   If the registered multi-function device has the finisher installed and **Show paper output settings on driver.** in **System Settings** > **Basic Settings** > **Driver and Client Tool** is selected, you can specify the paper output settings.

4. Click **OK**.

5. Click **OK** on the confirmation screen.

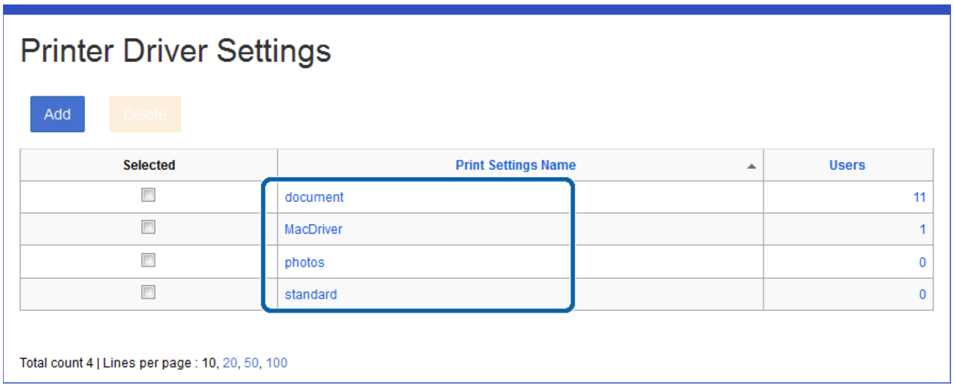
   You are returned to the Printer Driver Settings list.

Editing

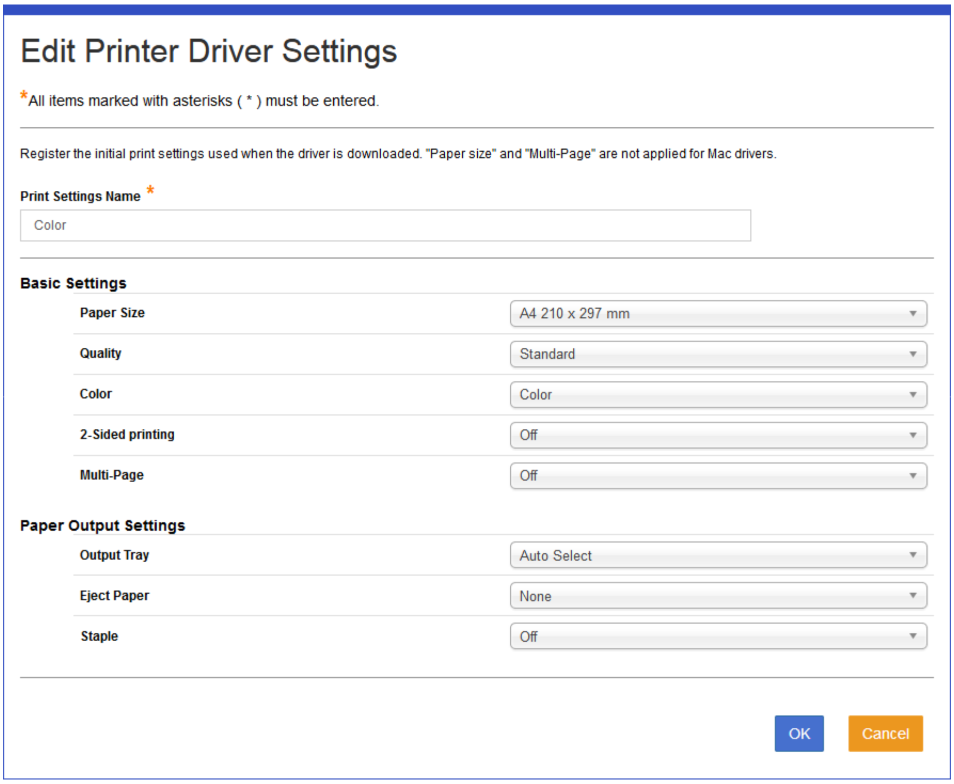
Edit the registered Printer Driver Settings name.

1. Click the link you want to edit in **Print Settings Name** in the Printer Driver Settings list.

   The Printer Driver Settings edit menu is displayed.



2. Edit each item.



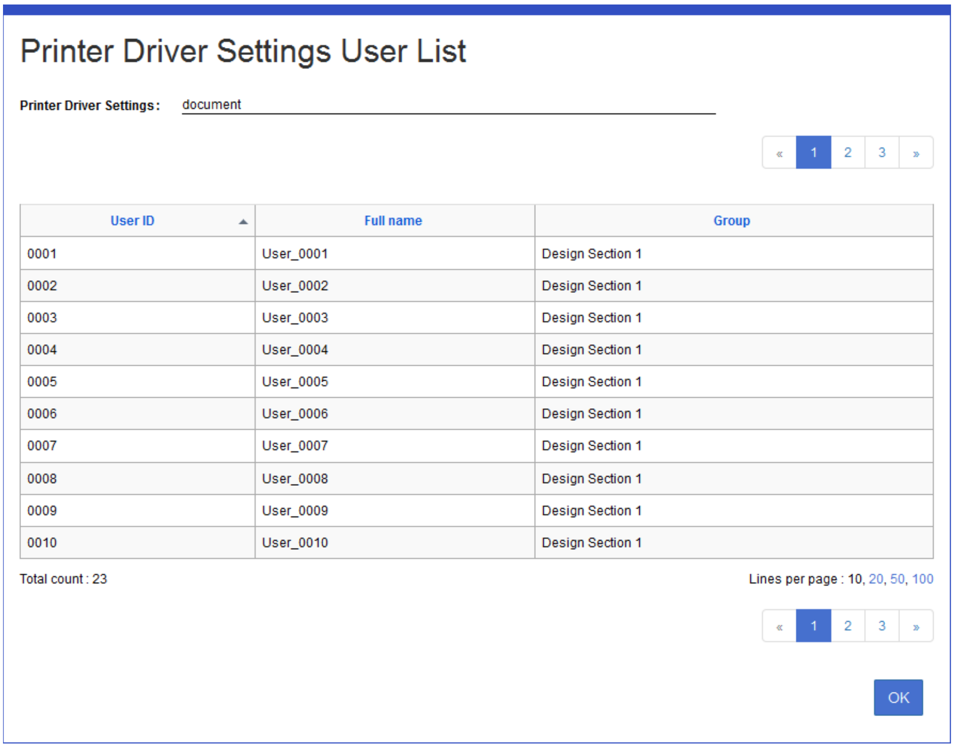
3. Click **OK**.

4. Click **OK** on the confirmation screen.

   You are returned to the Printer Driver Settings list.

User List for Printer Driver Settings

Click the number of **Users** in the Printer Driver Settings list to display a list of users who are using the Printer Driver Settings.



Items	Description
Printer Driver Settings	Displays the name of the Printer Driver Settings the user selected.
User ID	Displays the Printer Driver Settings for the user associated with the user ID.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

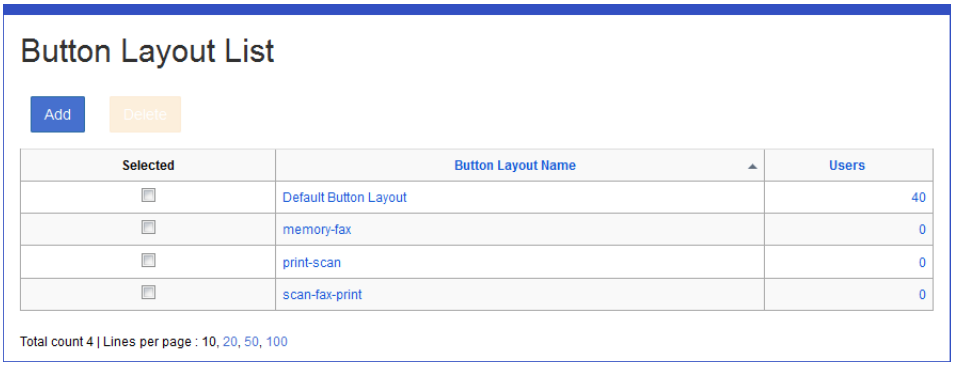
Button Layout

For printers that support this function, you can set the layout of the screen buttons on the control panel for each user or group.

Button Layout List

Displays the Button layout list.

This is displayed when you select **Rules/Policies** > **Button Layout** from the function menu.



❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click the button layouts in the **Selected** column, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Click the check box to select the Button Layout you want to delete.
Button Layout Name	Displays the registered Button Layout names. Click to edit individual settings.
Users	Displays the number of users that use the Button Layout. Click the number to display a list of users who are registered to the Button Layout.

Note:
Click an item to sort the list using that item, and to switch between ascending and descending order.

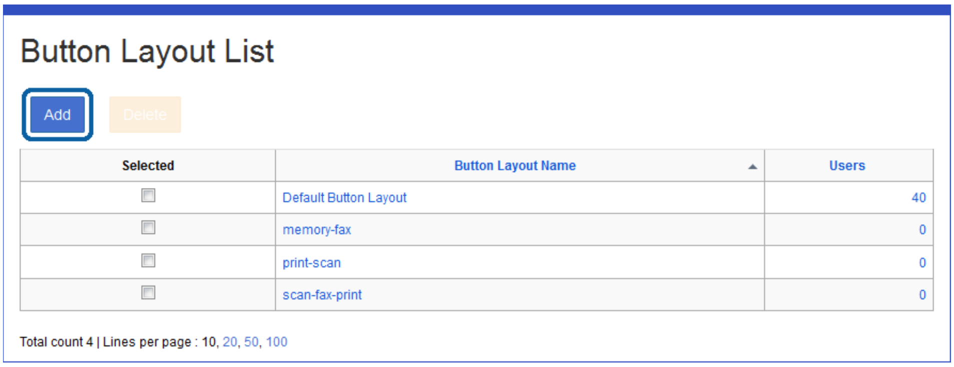
Registering and Editing a Button Layout

Registering

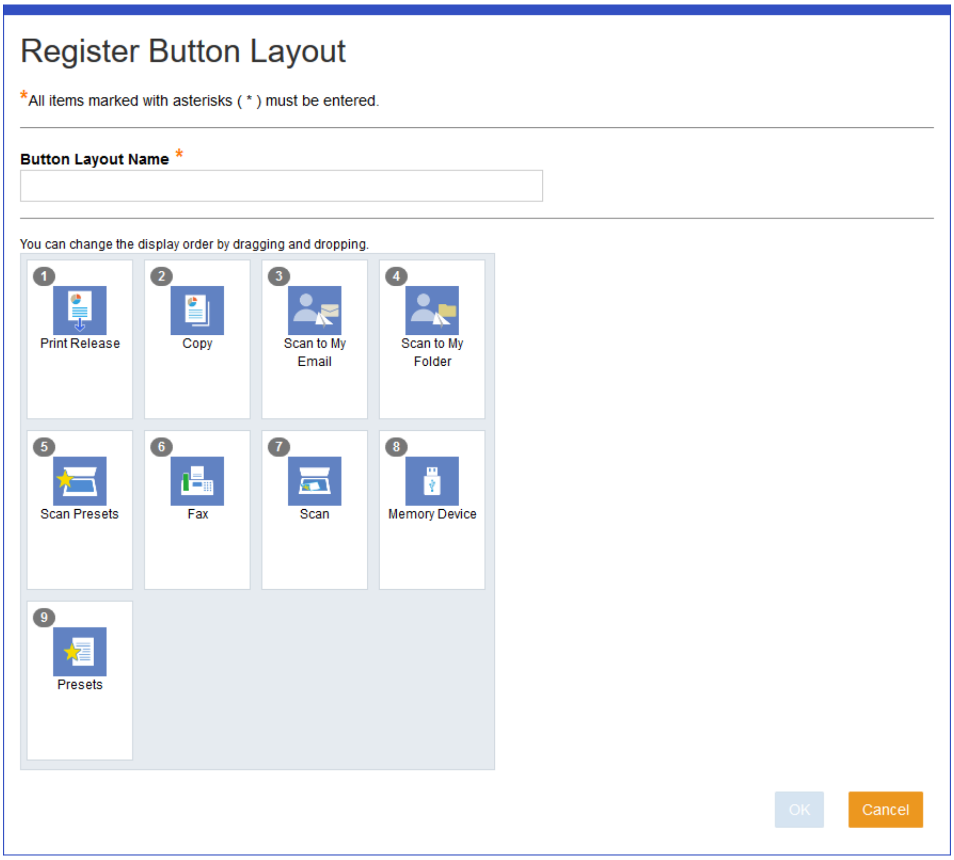
Register the Button Layout.

1. Click **Add** in the Button Layout list.

   The new registration menu is displayed.



2. Enter a Button Layout name.



3. Move the icon for a function to any position by dragging and dropping.

4. Click **OK**.

5. Click **OK** on the confirmation screen.

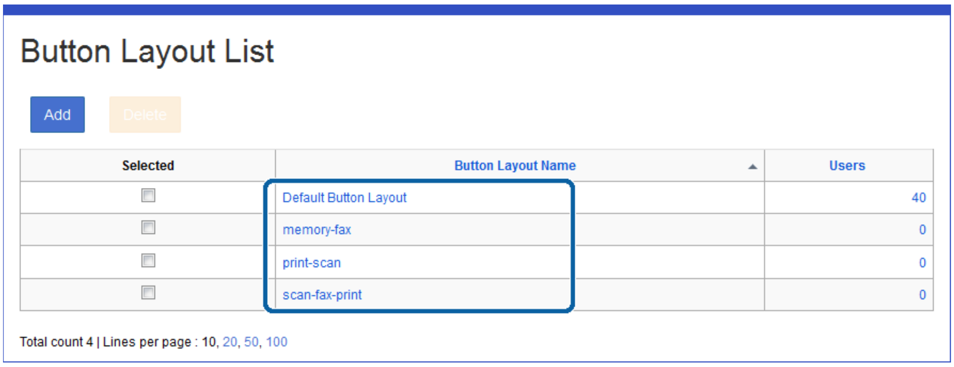
   You are returned to the Button Layout list.

Editing

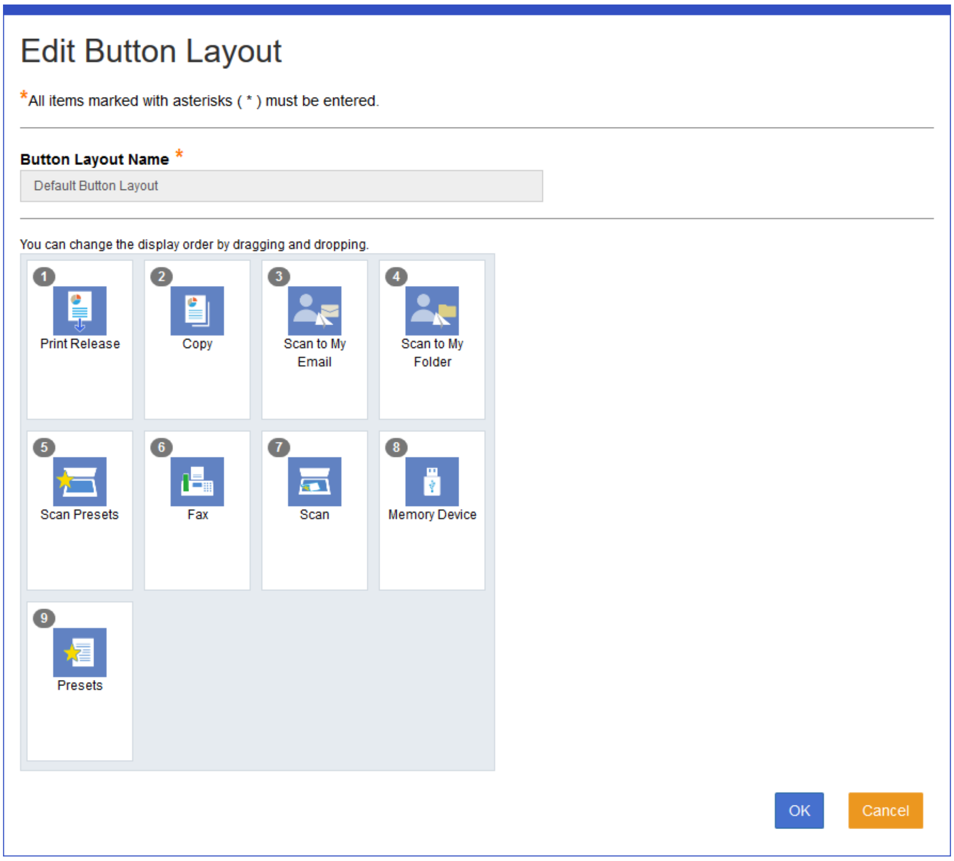
Edit the registered Button Layout name.

1. Click the link you want to edit in **Button Layout** in the Button Layout list.

   The Button Layout edit menu is displayed.



2. Edit each item.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

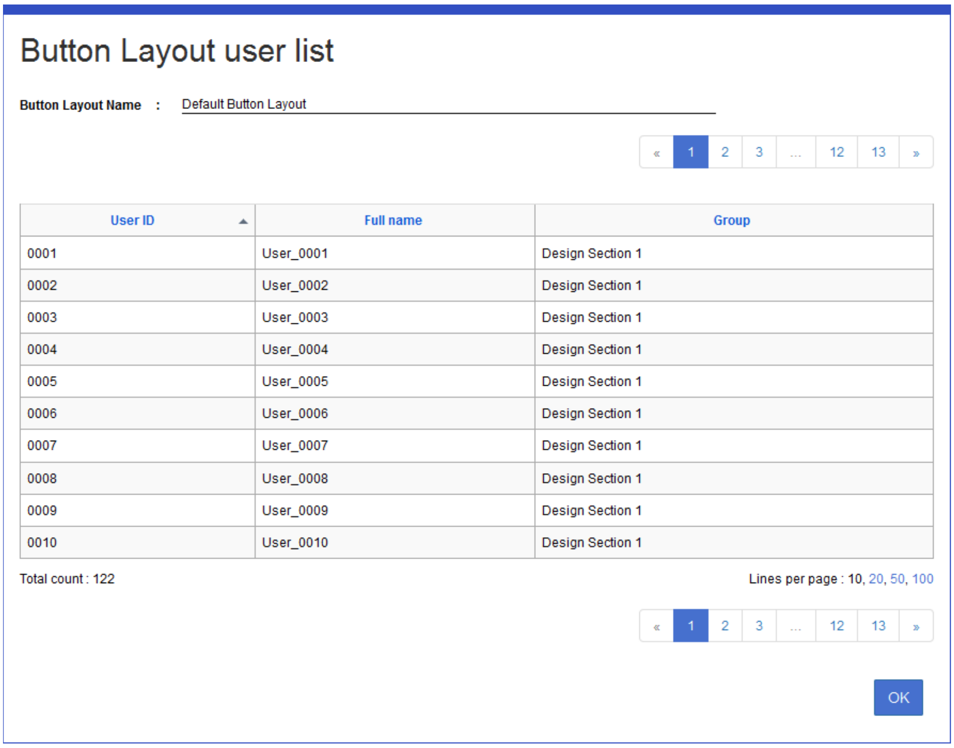
   You are returned to the Button Layout list.

Related Information

➡ "Registering" on page 133

User List for Button Layout

Click the number of **Users** in the organization list to display a list of users who are using the Button Layout.



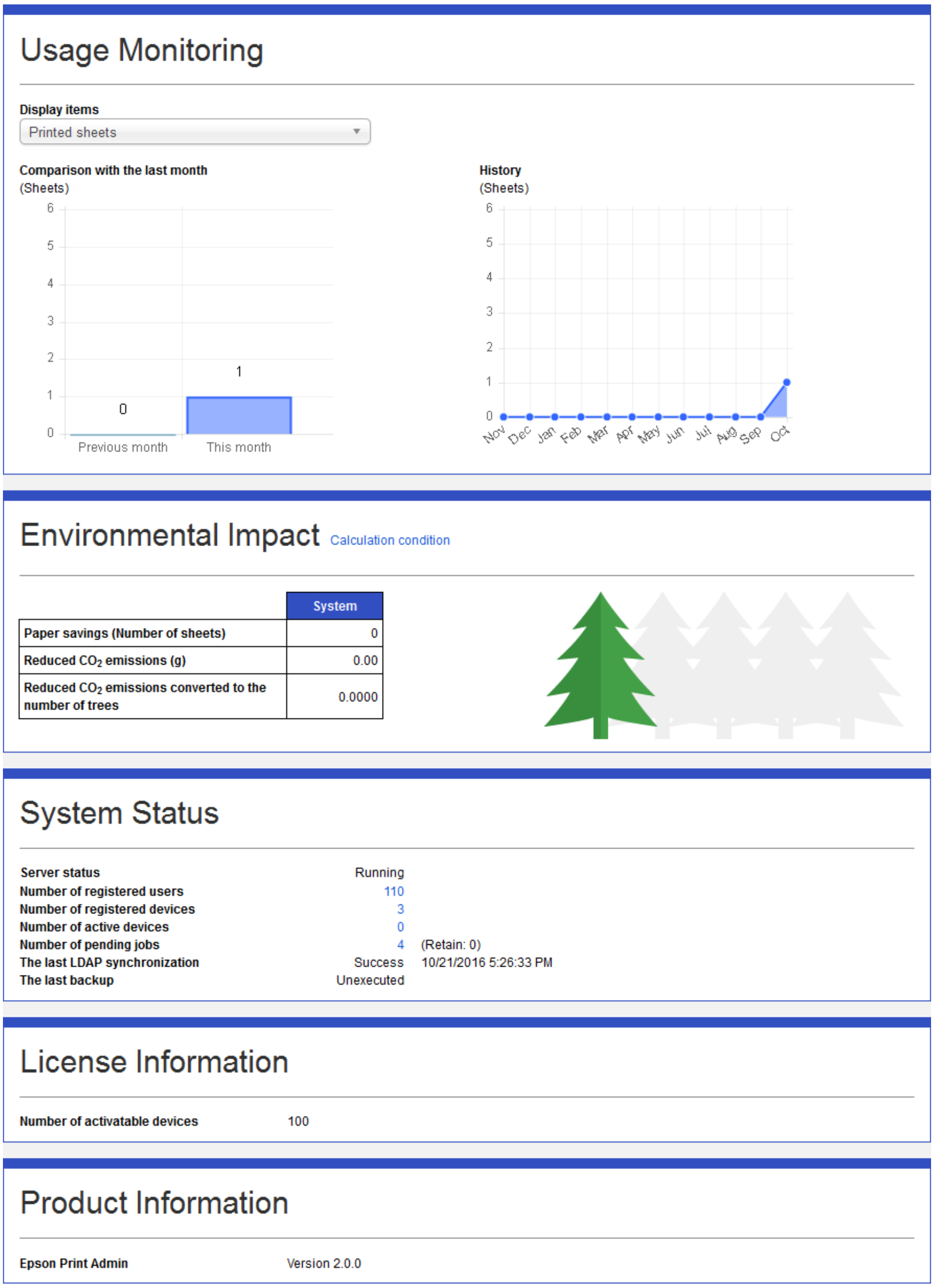
Items	Description
Button Layout Name	Displays the Button Layout the user selected.
User ID	Displays the Button Layout for the user associated with the user ID.
Full name	Displays the full name for the user associated with the user ID.
Group	Displays the organization to which the user belongs.
OK	Closes the list menu.

Daily Management

Dashboard

When you access the system using a system administrator account, you will be logged in to the administrator page and a dashboard is displayed.

The dashboard displays information such as errors and the system's operational status, which helps with day-to-day system management.



Items		Description
Error Information	Displays error information when an error occurs for the following items.	
	License status	Displays license related cautions and error messages.
	Device status	Displays a list of multi-function devices for which an error has occurred. Click to update the device status.
	Scheduled report status	Displays scheduled reporting failures.
Usage Monitoring	Display items	Select the items to display in a graph.
	Comparison with the last month	Data for the present month and the previous month for the item you selected in **Display items** is displayed in a line graph.
	History	The yearly transition for the item you selected in **Display items** is displayed in a line graph.
Environmental Impact		Displays the value for the reduced rate of paper consumption for environmental contribution from the point Epson Print Admin was installed to the present. Click **Calculation condition** to display a description of the calculation condition. The number of trees in the illustration is an image of the reduction.
System Status	Server status	Displays the system status. **Running**: Displayed when the system is operating normally. **Cannot receive prints**: Displayed when print jobs cannot be received because the free space on the hard disk is less than 5 GB. **Out of disk space**: Displayed when the free space on the hard disk is less than 10 GB.
	Number of registered users	Displays the number of users that are registered in the system. Click the number to display the user list menu.
	Number of registered devices	Displays the number of devices that are registered in the system. Click the number to display the multi-function device list menu.
	Number of active devices	Displays the number of enabled devices that are registered in the system. Click the number to display the multi-function device list menu.
	Number of pending jobs	Displays the number of pending jobs that are registered in the system and the number of retained jobs. Click the number to display the pending jobs list menu.
	The last LDAP synchronization	Displays the latest LDAP server sync results and the date and time.
	The last backup	Displays the latest backup results and the date and time.

Items		Description
License Information	Expiration date	Displays the license expiration date. If the license is for an indefinite period, nothing is displayed.
	Number of activatable devices	Displays the number of multi-function devices that can be enabled by using the current license.
Product Information		Displays the system version.

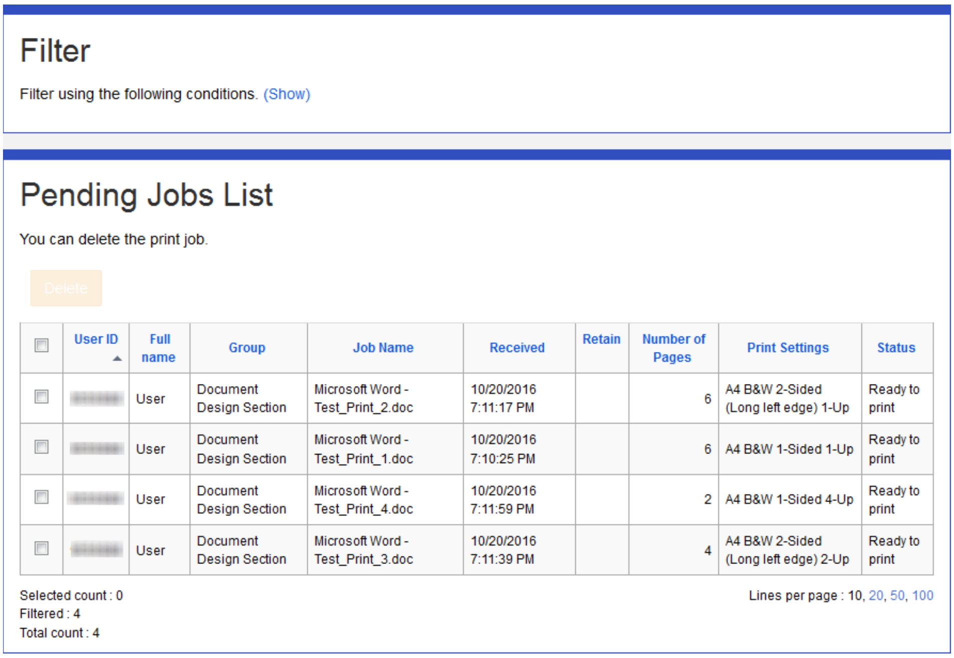
Managing Print Jobs

You can delete or check print jobs by narrowing down the print jobs in the system using different conditions.

Pending jobs list

You can delete or check pending print jobs.

Navigate to **Maintenance** > **Pending Jobs List**.



The following are displayed in the print job list.

❏ **Button**

Items	Description
Delete	Click print jobs in the **Selected** column to enter a check mark, and then click **Delete**.

- **Information**

Items	Description
Selected	Select the print job you want to delete.
User ID	Displays the registered user ID.
Full name	Displays the full name set for the user ID.
Group	Displays the registered organization name.
Job Name	Displays the print job names.
Received	Displays the date and time a print job was received.
Retain	Displays whether or not a print job is retained.
Number of Pages	Displays the total page count of the print job.
Print Settings	Displays the print settings of the print job. If the paper sizes are mixed, **Mixed** is displayed. If color and B&W are mixed, **Color** is displayed.
Status	Displays the status of the print job.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

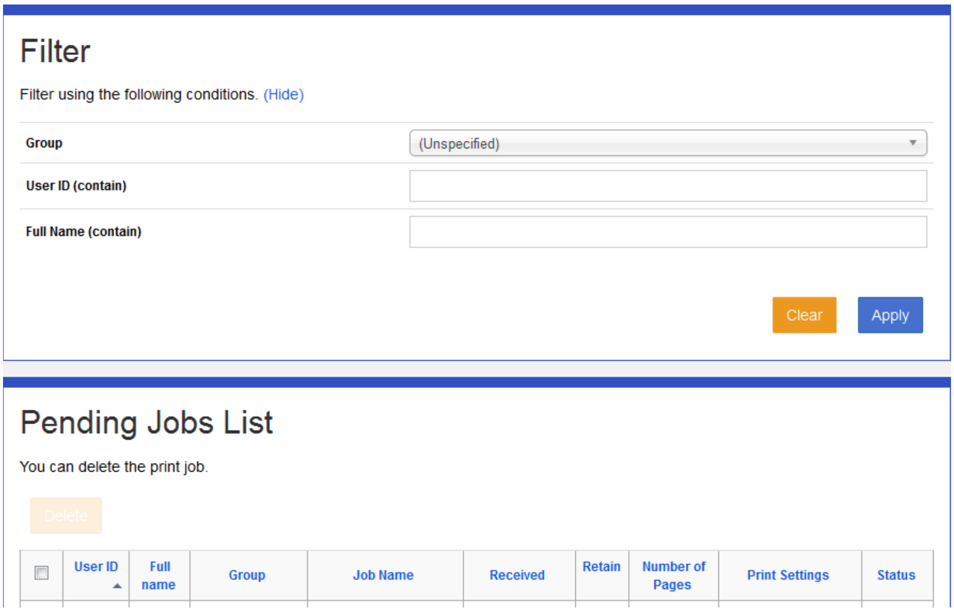
Filtering Pending jobs

You can narrow the number of pending jobs displayed in the list by setting conditions.

1. Log in to the system as the system administrator.
2. Select **Maintenance** > **Pending Jobs List** from the function menu.

   The print job list is displayed.

3. Set each item.



See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Items	Description
Group	Set the user's organization information as a narrowing condition. Click , and then select from the list of organizations.
User ID (contain)	Set the User ID as a narrowing condition. Enter all or part of the user ID in the input field.
Full Name (contain)	Set the full name of the user as a narrowing condition. Enter all or part of the name that is associated with the user ID in the input field.

4. Click **Apply**.

   The narrowed search results are displayed.

   If the narrowing results have already been displayed, the list is updated to the conditions that were set.

   To clear filter settings, click **Clear**.

Reports

Reports are generated for users, organizations, devices, and system usage. You can also set details to deliver regular reports.

Report list

Displays a list of reports.

Select **Report** > **Report List** from the function menu.

Report List

Category	Report Name
User	Cost
	Number of Pages
	Number of pages by paper size
	Rule-based printing
Group	Cost
	Number of Pages
	Number of pages by paper size
	Rule-based printing
Devices	Number of Pages
	Number of pages by paper size
Billing Code	Cost
	Cost by group
System	Cost ranking report
	Environment report
	History report

Items	Description
Category	Displays the group classification of the report aggregation target.
Report Name	Displays the report names. Click a report name to display the report generation setting menu for that report.

Report type

You can generate the following reports.

- Cost Report

  Outputs the credit that was consumed by job type for each group.

- Page count report

  Generates a page count report by job type.

- Page count report by paper size:

  Generates a page count report by paper size.

- Rule-based print report

  Generates the number of jobs that were printed in the rule with different settings for each group.

- Cost reports for each billing code

  Outputs the consumed credit for each billing code.

- Group cost report by billing code

  Outputs consumed credit by billing code and by group of users using the billing code.

- Cost ranking report

  Outputs the costs for all users starting with the largest cost.

❏ Environment report

Aggregates the usage history of the entire environment reporting system, and then generates a report by converting to environmental information.

❏ Usage history report

Generates a report on the usage history logged by the system.

❏ Customized Report

You can output a report containing the items selected by an administrator.

Reports you can specify

You can specify reports by group classification. You can specify the following reports and group classifications.

Report type	Group				
	User	Group	Devices	Billing code	System
Cost	✓	✓			
Number of pages	✓	✓	✓		
Page count report by paper size	✓	✓	✓		
Rule-based printing	✓	✓			
Cost report by Billing code				✓	
Organization cost report by Billing code				✓	
Cost ranking report					✓
Environment report					✓
Usage history report					✓
Customized Report	✓	✓	✓		

Report output

Report Output setting

Select the reports and specify the period to generate the reports.

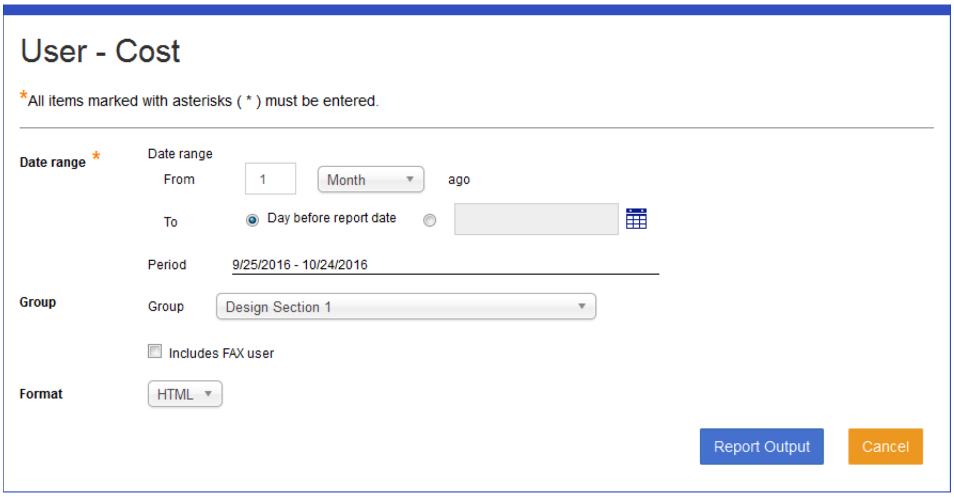
1. Select **Reports** > **Report Output** from the function menu.

   A list of reports is displayed.

2. Click the link in **Report Name** for the Group classification you want to generate.

   The report output menu is displayed.

3. Set **Date range**.



See the following to make settings.

Items		Description
Report Interval		Select the aggregation interval of the scope. This item is only displayed in the environment report.
Date range	The report range is from 00:00:00 of the retroactive date to 23:59:59 of the reference date.	
	From	Set the starting point for the date range as the retroactive date from the reference date.
	To	Set the reference date for the report. **Day before report date**: Set the day before the reference date as the report creation date. To set another date as the reference date, select the radio button on the right, click the column, and then select a date.
Period		The set report range is displayed as a date.

4. Set the **Groups**.

Available items differ depending on the group classification of the selected report.

See the following to make settings.

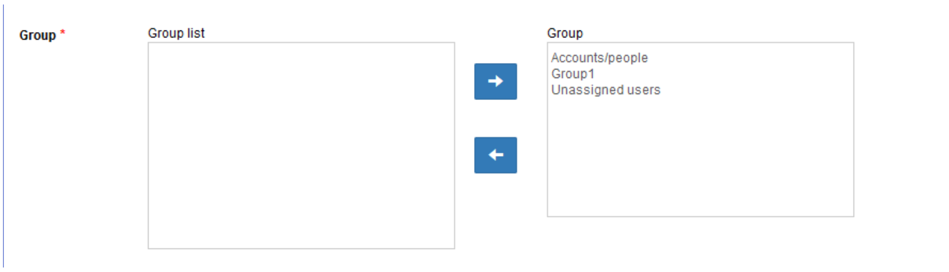
- User

  Select **Groups**.

  If you select **Includes Fax user**, the fax receiving user is included in the aggregation scope.

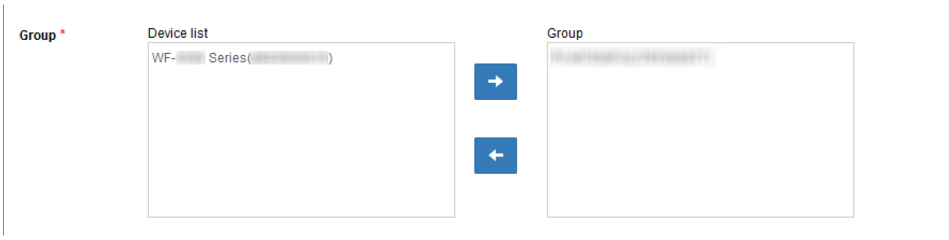
- ❏ Group

  Select an group from **Group List**. Use and to move it between lists.



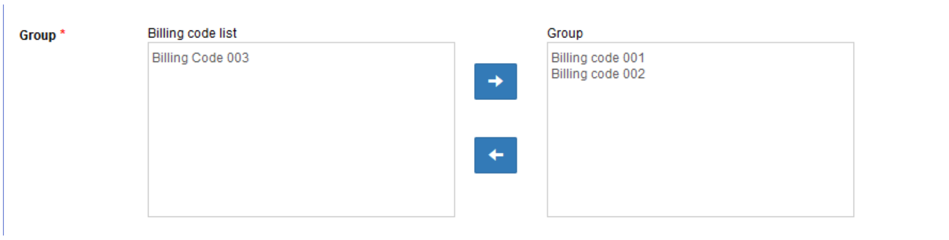
- ❏ Devices

  Select a device from **Device List**. Use and to move it between lists.



- ❏ Billing code

  Select a billing code from **Billing Code List**. Use and to move it between lists.



- ❏ System

  Enter the number to generate the aggregate result. You can enter from 1 to 100.

5. Select a file format.

   You can select HTML or CSV.

6. Click **Report Output**.

Related Information

➡ "Report files" on page 181

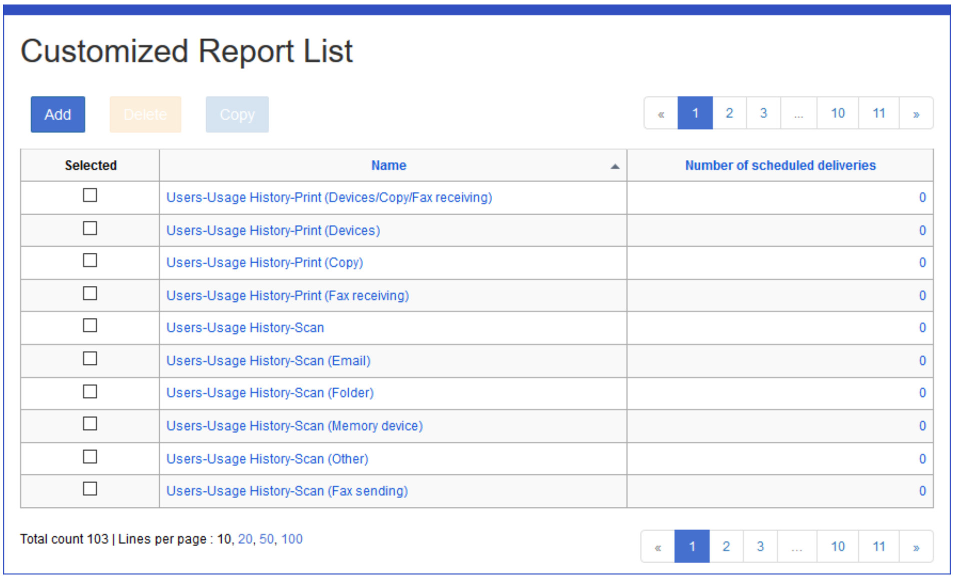
Customized Report

Outputs a report containing items selected and registered by the administrator.

Customized Report List

You can display the Customized Report List.

Navigate to **Report** > **Customized Report**.



The following are displayed in the scheduled report list.

❑ **Buttons**

Items	Description
Add	Click to display the registration menu.
Delete	Select an item in the **Selected** column, and then click **Delete** to delete the selected customized reports.
Copy	Select an item in the **Selected** column, and then click **Copy** to copy the selected customized reports.

❏ **Information**

Items	Description
Selected	Select the customized reports you want to delete or setup.
Name	Displays the name of the customized reports. Click to edit individual settings.
Number of scheduled deliveries	Displays the number of scheduled deliveries for the customized report. Click the number to display a list of scheduled deliveries.

Note:
When you click the item, the list is sorted using that item, and it also switches between ascending and descending order.

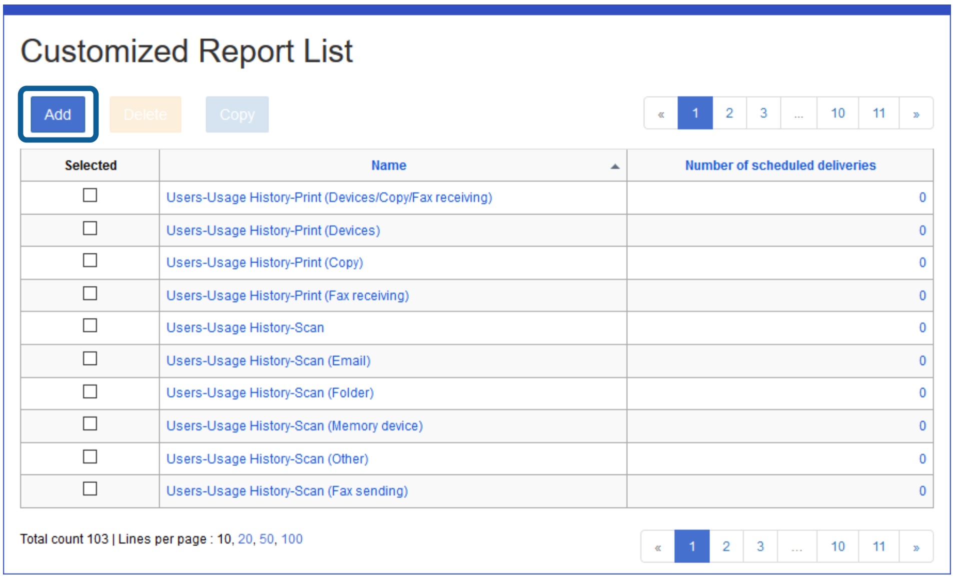
Registering and Editing the Customized Report

Registering

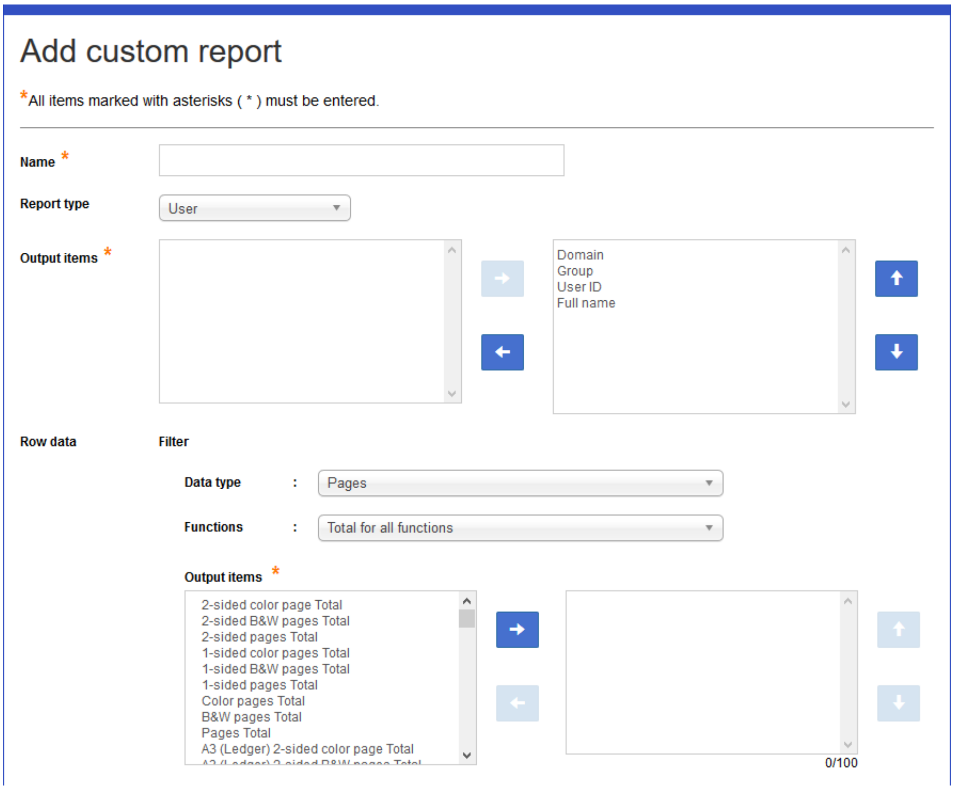
Register the customized report.

1. Click **Add** in the customized report list.

   The new registration menu is displayed.



2. Set each item.



See the following to make settings.

Items	Description
Name	Displays the registered name for the selected customized report.
Report type	Select report type.
Output items	Select items you want to output. The items in the right column are applied. Select the item and navigate through the list by using  and . Columns are created from the left side of the report (CSV or HTML) in the order of the items in the right column from top to bottom. You can move items by using  and . The items that can be selected differ depending on the **Report type** selected.

Items		Description
Row data	Data type / Functions	Narrows down the items displayed that can be output by data type and function. See the following table for filter items.
	Output items	Select items you want to output. The items in the right column are applied. Select the item and navigate through the list by using and . Columns are created from the left side of the report (CSV or HTML) in the order of the items in the right column from top to bottom. You can move items by using and . The items that can be selected differ depending on the **Data type** or **Functions** selected.
OK		Registers the settings to the system.

Filter

Items		Description
Data type	Pages	Narrows down to items related to the number of pages.
	Pages (A4 conversion)	Narrows down to items related to the number of pages converted to A4.
	Cost	Narrows down to cost items.

Items		Description
Functions	Total for all functions	Narrows down to cumulative printing items such as computer printing, external memory printing, copying, as well as scanning items such as scan preset or fax transmission.
	Print (Devices/ Copy/Fax receiving)	Narrows down to cumulative printing items such as computer printing, external memory printing, copying, as well as receiving faxes.
	Print (Devices)	Narrows down to printing items from the computer and printing from the external memory.
	Print (Copy)	Narrows down to the printing items using the copy function.
	Print (Fax receiving)	Narrows down to printing items using the fax reception function.
	Scan	Narrows down to all items for the scan function.
	Scan (Email)	Narrows down to items for the Scan to Email function.
	Scan (Folder)	Narrows down to items for the Scan to Folder function.
	Scan (Memory device)	Narrows down to items for the Scan to Memory function.
	Scan (Other)	Narrows down to items for the scanning function other than Scan to Email, Scan to Folder, and Scan to Memory.
	Scan (Fax sending)	Narrows down to items for the fax transmission function.

3. Click **OK**.

4. Click **OK** on the confirmation screen.

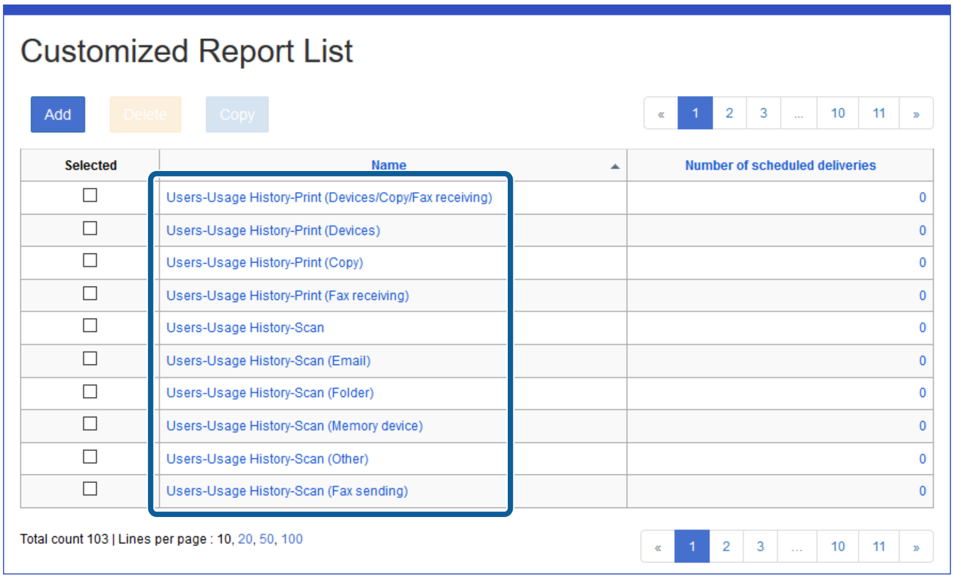
   You are returned to the customized report list.

Editing

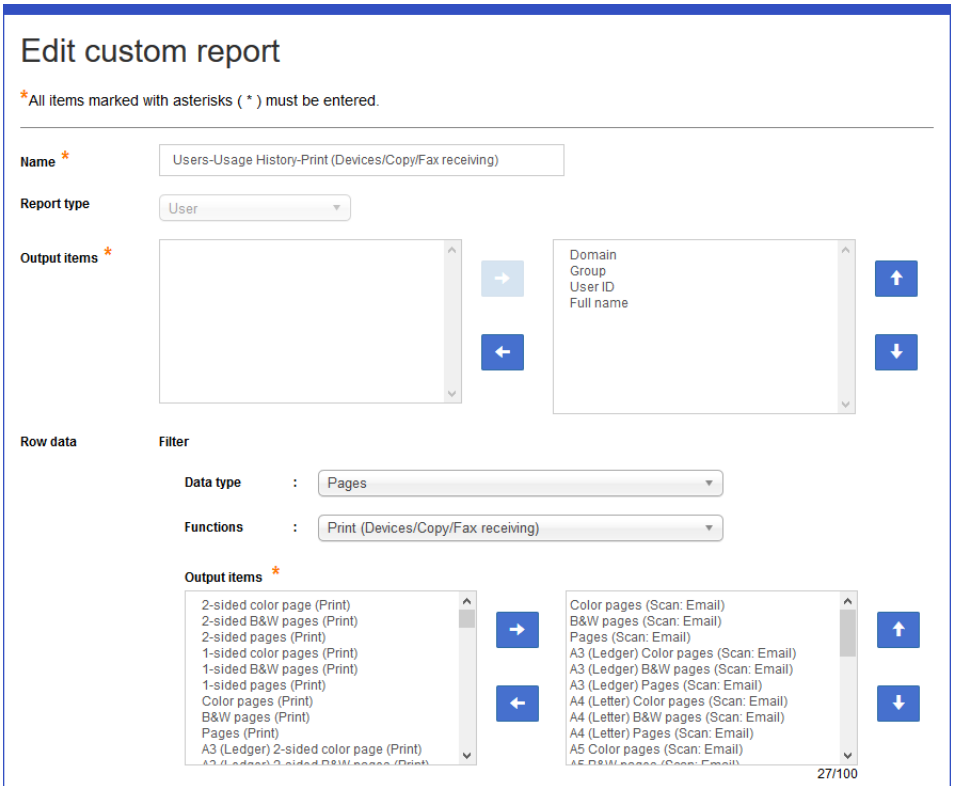
Edit a customized report.

1. Click the link you want to edit in **Name** in the customized report list.

   The customized report edit menu is displayed.



2. Set each item.



3. Click **OK**.

4. Click **OK** on the confirmation screen.

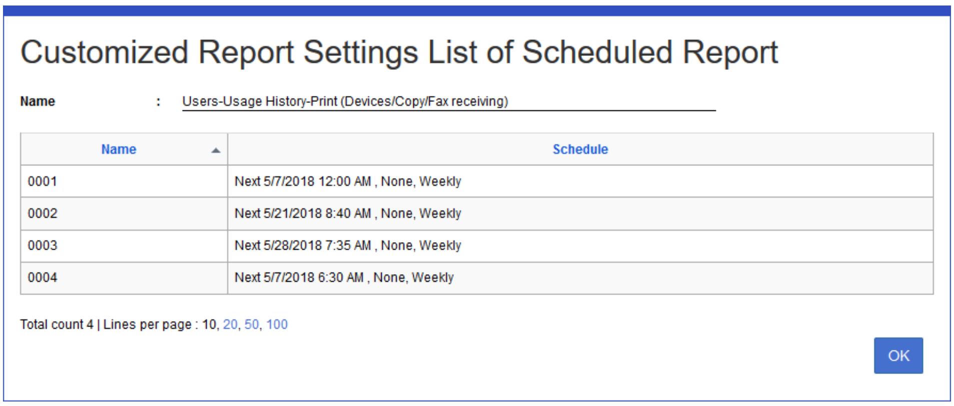
   You are returned to the credit recharge setting list.

Related Information

➡ "Registering" on page 147

Customized Report Settings List for Scheduled Reports

Click the number in **Number of scheduled deliveries** in the customized report setting list to display a list of the scheduled reports.



Items	Description
Name	Displays the registered name for the selected scheduled report.
Schedule	Displays the schedule for the scheduled report.
OK	Closes the list menu.

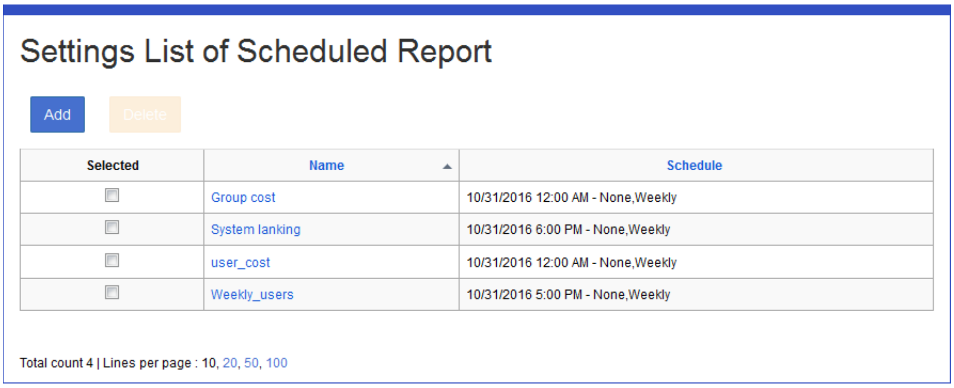
Scheduled Report

Set to deliver the reports by email and file transfer on a regular basis.

Scheduled Report Setting List

Displays the scheduled report setting list.

Select **Reports** > **Scheduled Reports** from the function menu.



The following are displayed in the scheduled report list.

❏ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Click a scheduled report in the **Selected** column to enter a check mark, and then click **Delete**.

❏ **Information**

Items	Description
Selected	Click to select the settings you want to remove.
Name	Registered scheduled report setting. Click to edit individual settings.
Schedule	Displays the delivery schedule.

Scheduled Report Setting

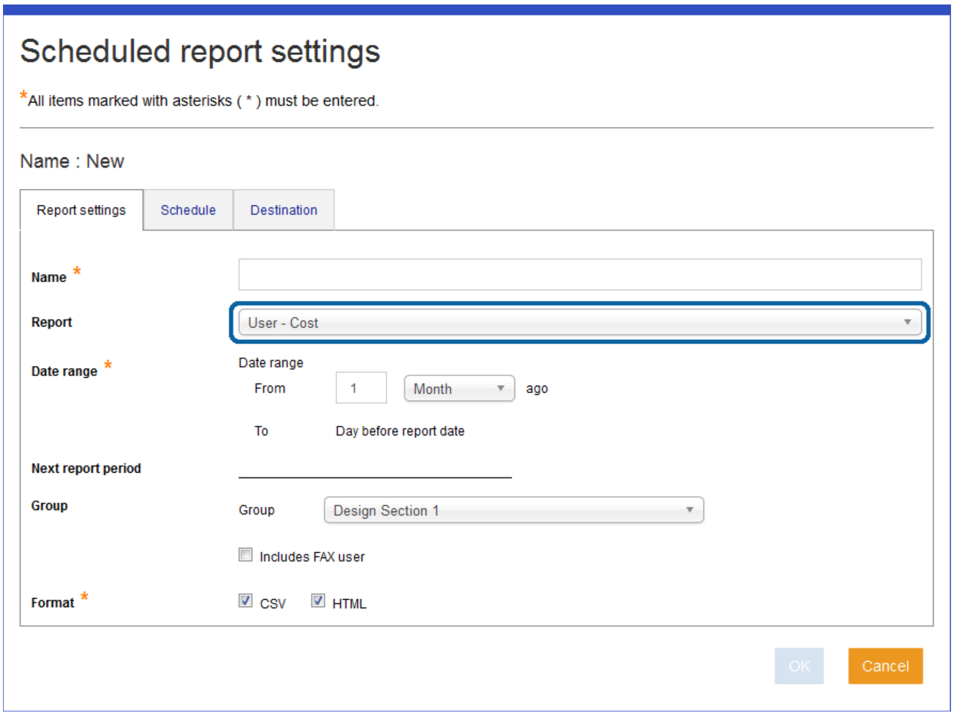
Set a regular delivery for reports.

1. Click **Add**in the Scheduled Report Setting list menu.

   The new registration menu is displayed.

2. Select the name of the report to deliver regularly from the **Report**.

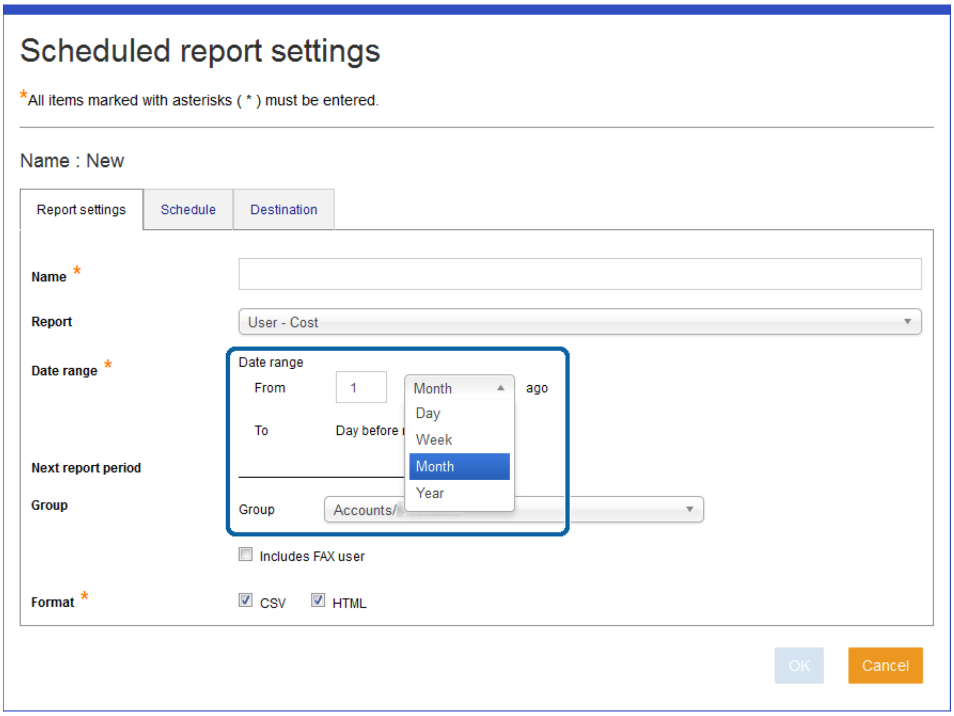
   You can only select reports in the report list.



3. Enter the **Name**.

   The name is displayed in the scheduled report setting list.

4. Set **Date range**.



See the following to make settings.

<table>
<tr><th colspan="2">Items</th><th>Description</th></tr>
<tr><td colspan="2">Report Interval</td><td>Select the interval of the aggregation scope.
This item is only displayed in the environment report.</td></tr>
<tr><td rowspan="2">Date range</td><td colspan="2">The scope is between 00:00:00 of the retroactive date from the specified range and 23:59:59 from the starting date.</td></tr>
<tr><td>From</td><td>You cannot change the starting date from Day before report date.</td></tr>
<tr><td colspan="2">Next report period</td><td>Displays the date of the report range.</td></tr>
</table>

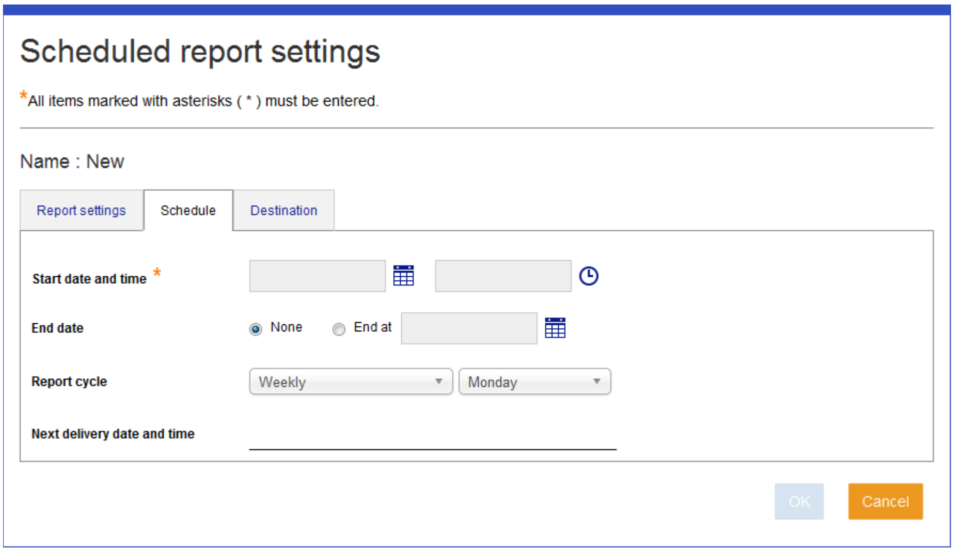
5. Set the **Group**.

6. Select a file format.

   You can select HTML or CSV.

7. Select each tab and set each item.

❏ **Schedule**

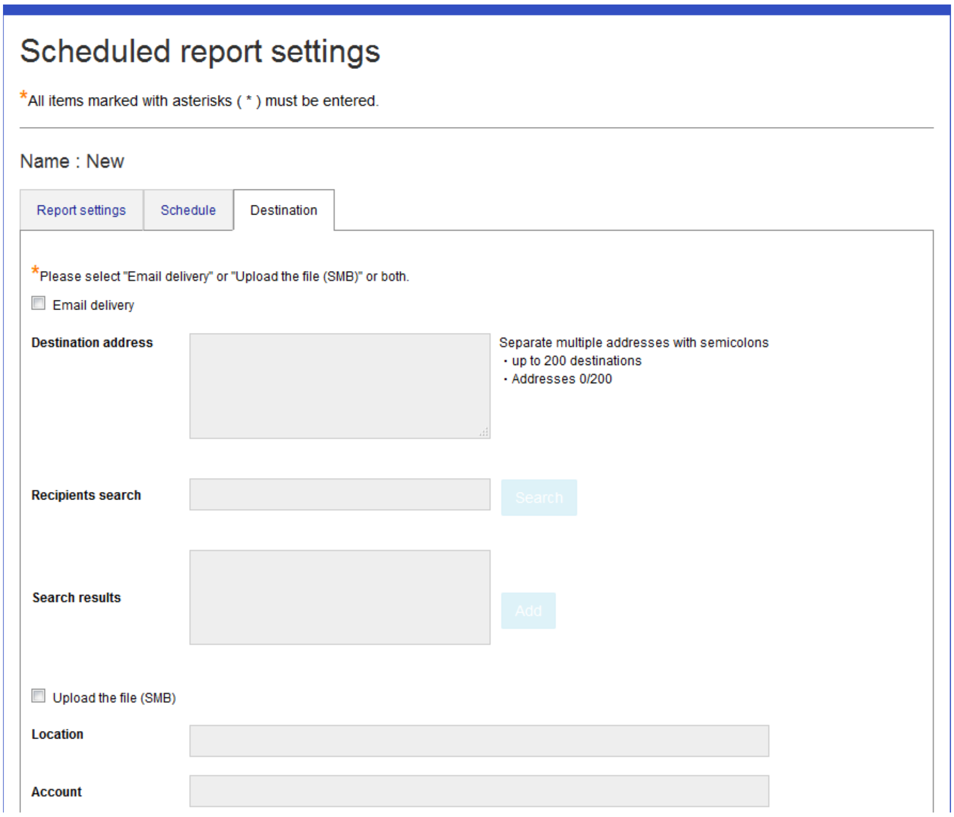


See the following to make settings.

Items	Description
Start date and time	Set the date and time to start the delivery. Click , to select the date and time.
End date	Set the end date of the delivery. **None**: Select when there is no specific date. **End at**: Enter the end date. Click to select the date.
Report cycle	Select the delivery period of the report that you created.
Next delivery date and time	Displays the next delivery date and time.

- ❏ **Destination**

  Set the destination of the output report.



See the following to make settings.

Items	Description
Email delivery	Select when you want to send reports by email on a regular basis.
Destination address	Enter the email destination. You can specify up to 200 destinations separating emails using a semicolon (;). The current number will be displayed in the input field next to it.
Recipients search	Enter the keyword to search for the address. When some or all of the user IDs and full names of the registered users is a match, the address is displayed in the search results.
Search	Search for addresses.
Search results	Displays the results of the address search.
Add	Select a destination in the search results and click **Add** to add it to **Destination address**.
Upload the file (SMB)	Select when you want to upload reports to a network folder on a regular basis.
Location	Specify the path of the scheduled report. Enter within 255 characters (UTF-8).

Items	Description
Account	Enter the account name to access the scheduled report folder. Enter within 255 characters (UTF-8).
Password	Enter the password to access the scheduled report folder. Enter within 20 characters (UTF-8).
Domain	Enter the domain name to access the scheduled report folder. Enter within 255 characters (UTF-8).

8. Click **OK**.

9. Click **OK** on the confirmation menu.

   You are returned to the scheduled report setting list menu.

Related Information

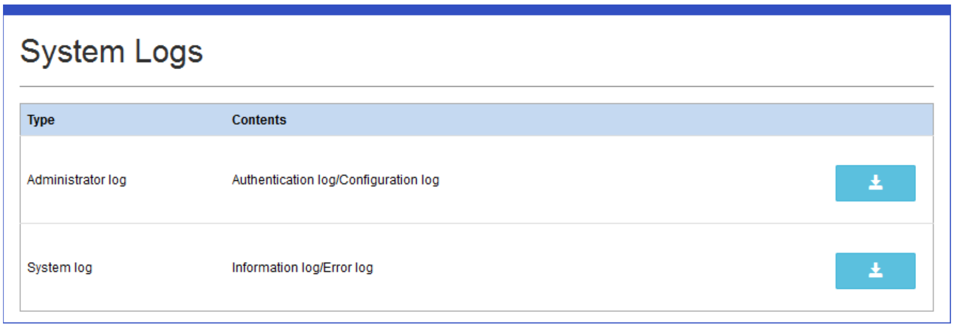
➡ "Report list" on page 141
➡ "Report Output setting" on page 143

Download system logs

You can download the logs to the system.

This is displayed when you select the function menu **Maintenance** > **System log**.

Click [download button] to download log files as one .zip file.



The following shows the content of the logs.

Items		Description
Administrator log	Authentication log	Records the results of authentication from the administrator page, user page, or the panel by administrators or users.
	Configuration log	Logs the values of adding, deleting, updating and the person who performed the operation.

Items		Description
System log	Information log	Logs the start, the end, and the results of the regular process.
	Error log	Log errors that occurred.

The log file has the following saving rules.

- Folder Path: \Epson Print Admin install folder\logs
- When log data exceeds the specified file size, a new log file is created.
- Log files are managed in generations. A period and serial number are added at the end of the file name.

Related Information

➡ "Log file" on page 185

Backup

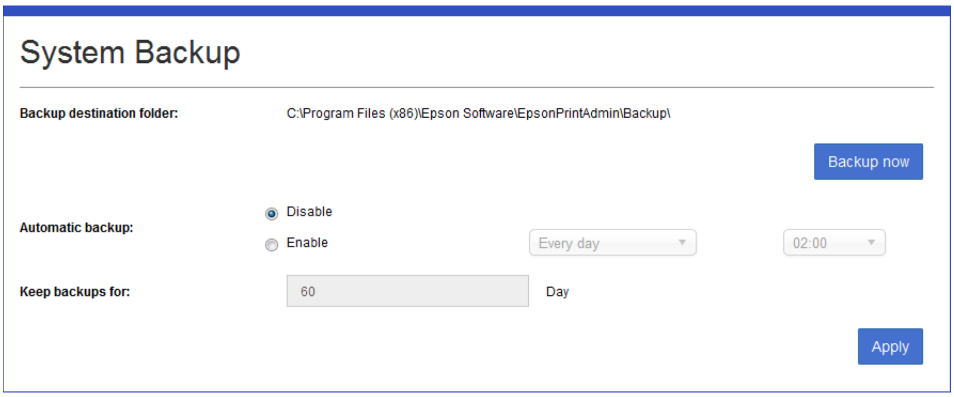
You can back up the database and configuration files for the system.

This is displayed when you select **Maintenance** > **System Backup** from the function menu.

> ***Caution:***
>
> *Backup function covers database and configuration files of the SQL Server.*
>
> *Print jobs are not backed up.*

Note:
If the database is setup on a computer other than Epson Print Admin, you cannot use Epson Print Admin's backup function to back up the database.

To back up the database, use the SQL client tool supplied by Microsoft SQL Server Management Studio or Microsoft SQL Server.



Items	Description
Backup destination folder	Displays the folder path to save the backup file.
Backup now	Click to start the backup.

Items		Description
Automatic backup	Disable	Disables automatic backup.
	Enable	Enables automatic backup. The backup starts on the specified time and day. Backup files that have expired are deleted.
Keep backups for		Specify how long you want to keep backups. You can specify 10 to 100 days.
Apply		Saves the backup settings.

Related Information

➡ "Restoring the system" on page 172

Solving Problems

System (services) do not work

Check the following.

Use of duplicate license

Check in the dashboard that the license key being used is not a duplicate. If a duplicate is being used, start the system with a different license key.

Installation of necessary software and components

If the required software and components are not installed, or if they are not working properly, this system may not work. Check the system failure in the system log.

Activation of service

Follow the steps below to check whether the service is running normally, and then restart.

1. Navigate to **Start menu** > **All Programs** > **Administrative Tools**, and then select **Services**.

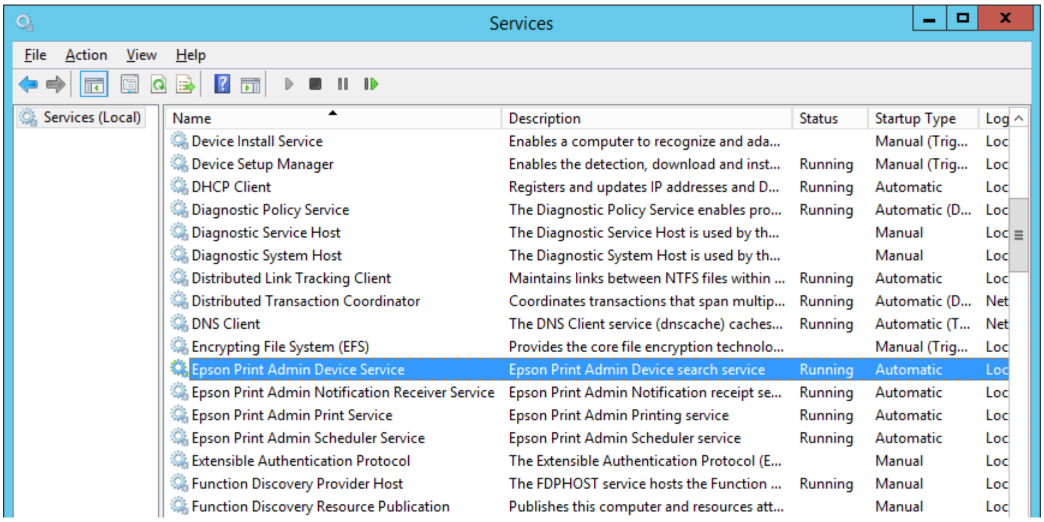
2. Make sure that the following services are set to start from the service list under **Status**.

   Epson Print Admin Device Service

   Epson Print Admin Notification Receiver Service

   Epson Print Admin Print Service

   Epson Print Admin Scheduler Service



3. If there is a service that is not started, right-click the name of the service, and then select Stop from the menu.

   Stop all four services.

4. Right-click the name of the service again, and then select **Start** from the menu.

   Start all four services.

If the service does not start, restart the server OS.

If you are using a virtual environment, and you cannot start when you restart the virtual server OS, restart the server of the host OS.

Administrator pages and user pages do not appear

Check the following.

- ❏ Cookies are enabled in your browser.
- ❏ JavaScript is enabled in your browser.
- ❏ If "A system error has occurred." is displayed, make sure the service is running normally.

Related Information

➡ "Activation of service" on page 160

You cannot connect to an email server and authentication server that use encrypted communication

When building your own CA stations, and using a self-signed certificate for the email server or authentication server, register the trusted root certification authority to the root certificate used in this server system.

Cannot find the multi-function device, the multi-function device does not start printing

Check the following.

Power and interface cables

Insert the power cable for the multi-function device securely.

Check that the interface cable is securely connected to the connectors for the computer and the multi-function device.

Also, make sure that the cables are not bent or broken.

Multi-function device acquired an IP address using the DHCP function

Set a fixed IP address for the multi-function device.

Image files are printed even if you specify not to print images

Images are not recognized when printing from the following applications. Set the conditions using Job type and Job name.

Windows

- ❏ Windows Photo Viewer
- ❏ Photo gallery

Mac OS

- ❏ iPhoto
- ❏ Photo
- ❏ Safari

Forgotten the password for the administrator page

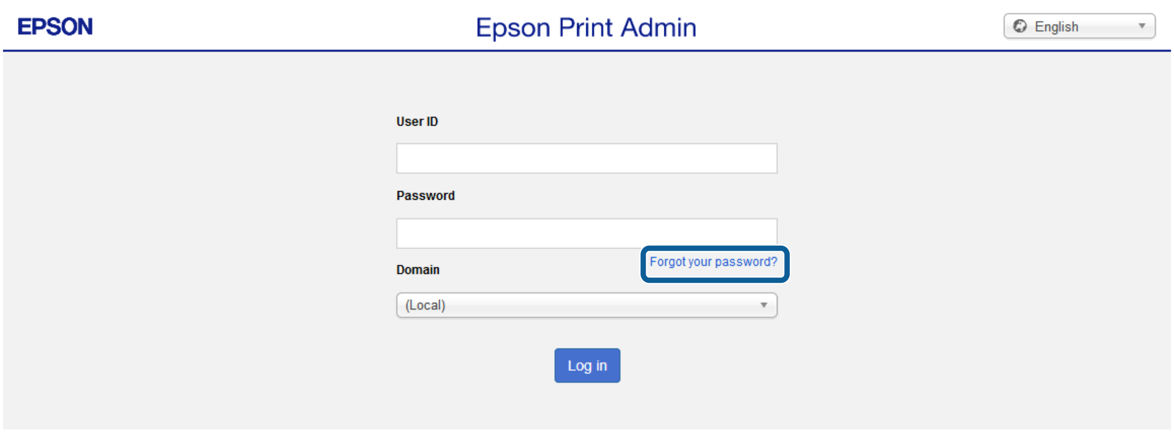
Re-set the password when you forget the password for the administrator page.

Go to the LDAP server to change the password for an account that is synchronized with the LDAP server.

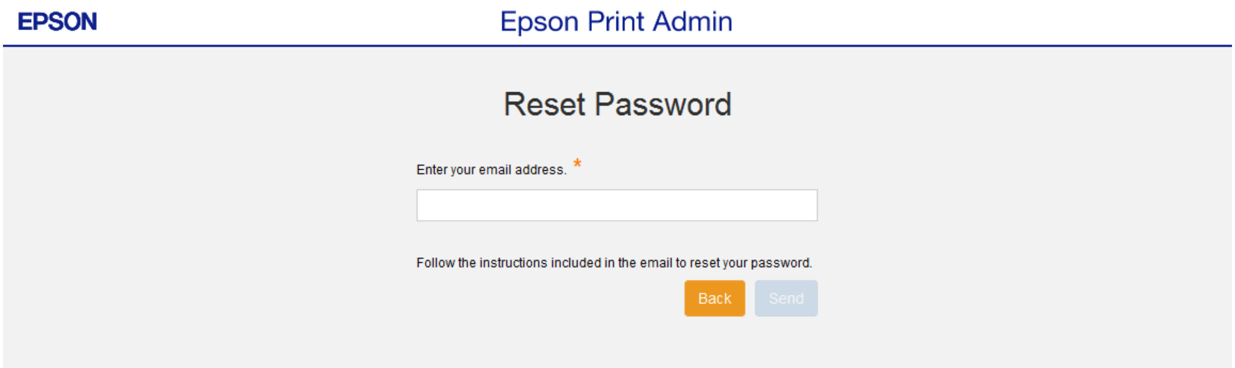
1. Access the administrator page.

   The URL of the login screen for the administrator page is provided in the registration completion notification email.

2. Click **Forgot your password?**.



3. Enter the registered email address.

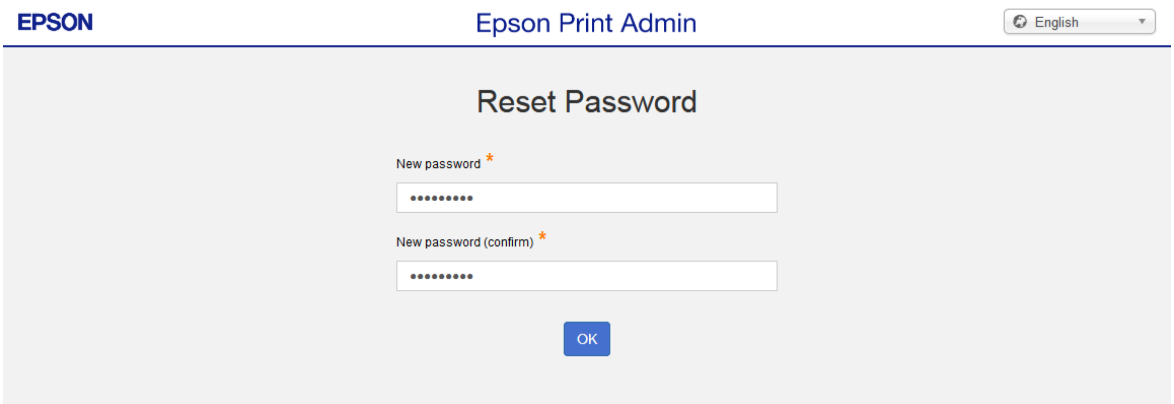


4. Click **Send**.

   The notification email for re-setting the password is sent to the email address you entered.

5. Click the URL in the email to open the password setting menu.

6. Enter a new password in **New password**. Enter the password again in **New password (confirm)** to confirm the password.



7. Click **OK**.

Changing the password

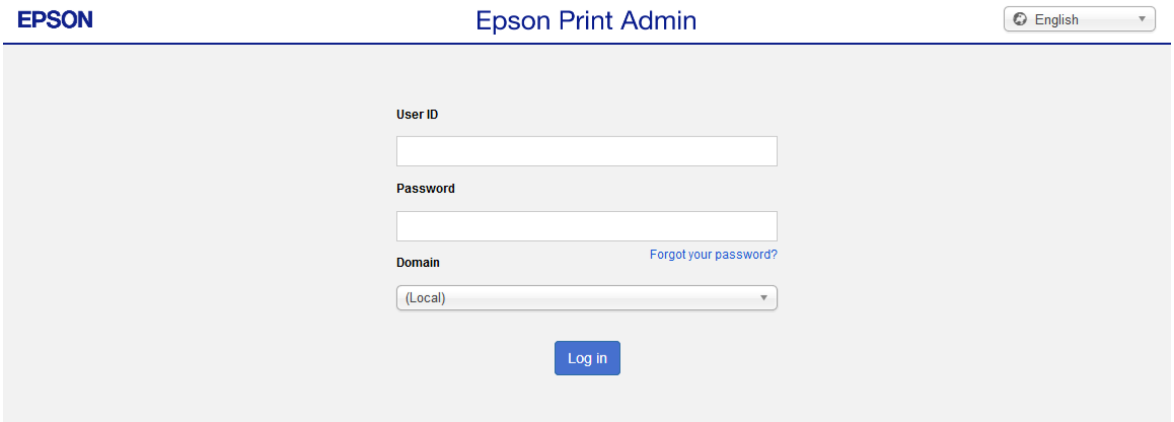
You can change the password for the administrator page.

Go to the LDAP server to change the password for an account that is synchronized with the LDAP server.

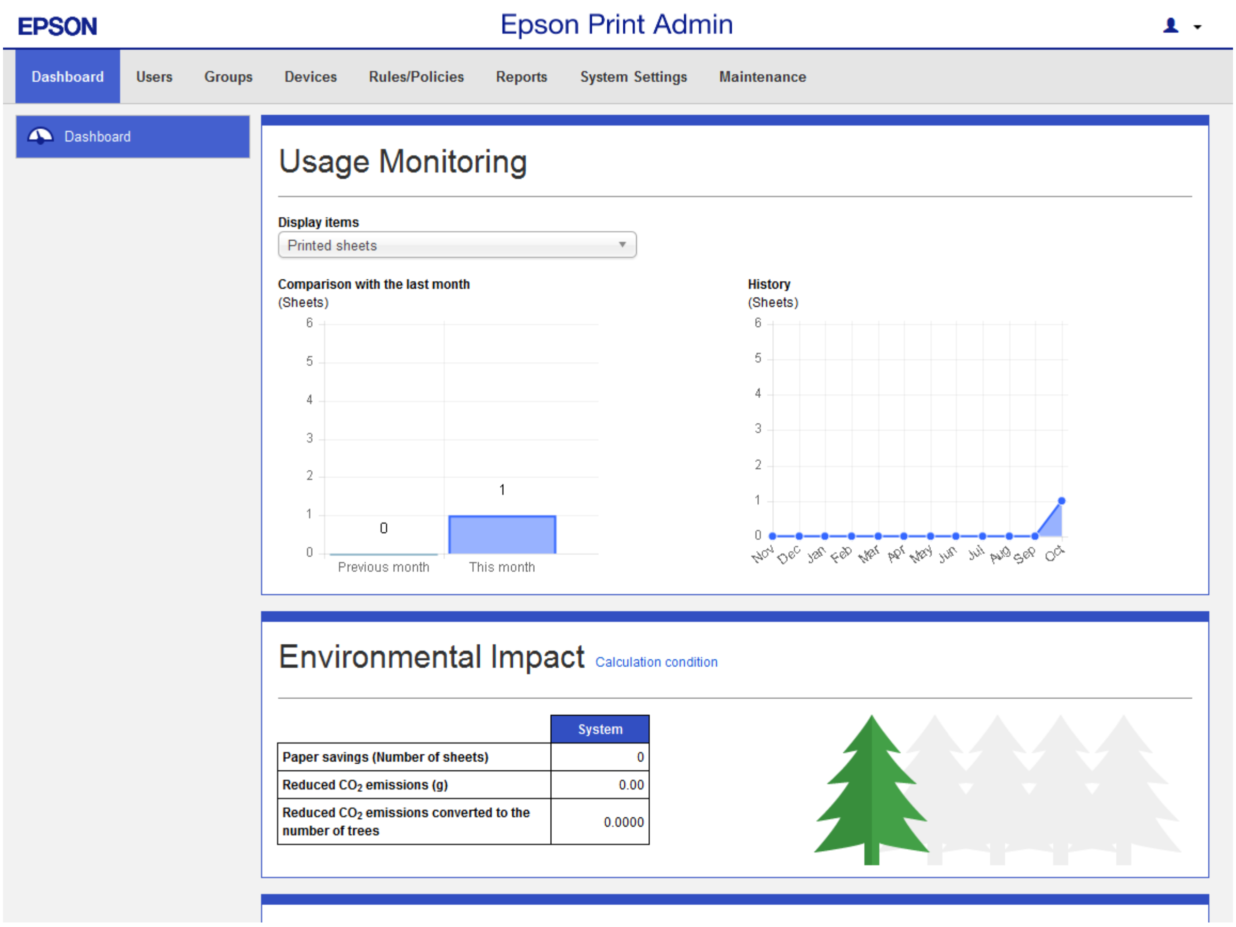
1. Access the administrator page.

   The URL of the login screen for the administrator page is provided in the registration completion notification email.

2. Enter the user ID and password, and then select the domain. Click **Log in**.

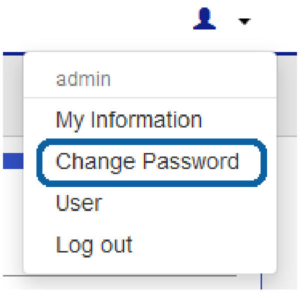


3. The dashboard and the menu are displayed.

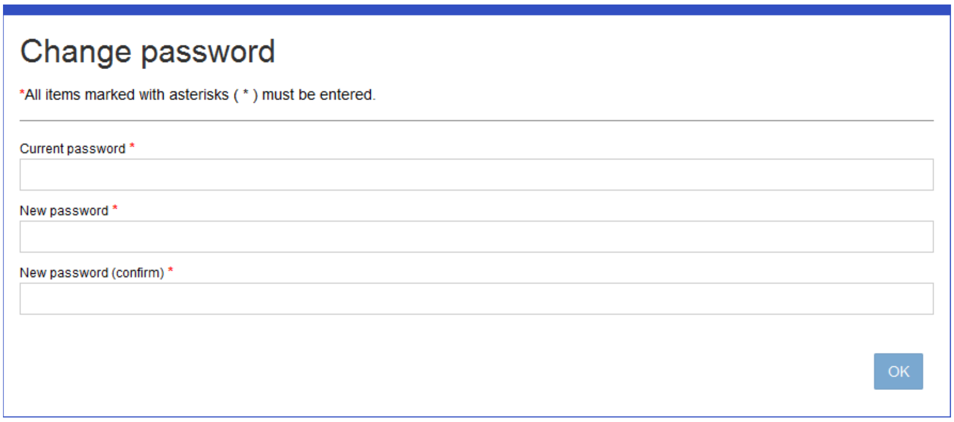


4. Click ▾ to display the account menu.

5. Select **Change Password**.



6. Enter the password set for the administrator page in **Current password**.



7. Enter the new password in **New password**, and then enter it again in **New password (confirm)**.

8. Click **OK**.

   The registration completion message is displayed.

9. Close the browser.

If the LDAP server goes down

If the LDAP server is down, users with a user ID and password cannot log in. Login to the system using an authentication card.

Print jobs are not accepted

If the free space on the HDD is 5 GB or less, it will not accept print jobs.

Try increasing the amount of free space on your HDD by deleting unnecessary files such as old server backup files, output report files, and print jobs that do not need to be saved.

The cost of the aggregate does not match a third party billing system

Epson Print Admin and other billing systems may have a different starting point or period for the aggregation. Differences in aggregate cost may be down to this discrepancy in timing.

Notifications from the Notifier are not received

If you are running multiple Epson Print Admin servers, install a printer driver for a single server and a notifier to a single client computer. The Notifier only accepts notifications from a single server.

Uninstall the printer driver and Epson Print Admin Notify that were distributed and installed by the server

Distribute the program in the Epson Print Admin server from the server that distributed the printer driver and the Notify tool.

\<Epson Print Admin install folder>\Tools\Uninstall\EpScUninstall.exe

The startup parameters are as follows. Make settings so that programs run with administrative privileges.

EpScUninstall: Uninstall printer driver and Notify

EpScUninstall /d: Uninstall printer driver

EpScUninstall /t: Uninstall Notify

Check a web server log

1. Open **Internet Information Services (IIS) Manager** on the Epson Print Admin server.
2. Select **PrintAdminWeb** from the Web site.
3. Double-click **Logging** in IIS.
4. A log is created in the folder specified in **Log File**.

Change the sender address for preset scanning

By changing the configuration file, you can change the sender email address for the email to be sent during a preset scan. From the user’s email address, log in to the sender e-mail address that has been set in the SMTP server settings.

Log in to a computer with administrator privileges to make settings.

> **Important:**
>
> *Change the configuration file carefully by checking the changes and contents well. There are cases where the wrong changes to the system will not operate normally.*

1. Copy the configuration file (Common.config) in the following folder to your desktop, and so on.

   C:\Program Files(x86)\Epson Software\EpsonPrintAdmin\Config\Common.config

   This is the path if you have not changed the installation folder for Epson Print Admin.

   If you have changed this from "C:\Program Files (x86)", make sure you use the actual path for the installation folder.

2. Back up the configuration file (common.config) if necessary.

   If you back up before changing the configuration file, you can avoid editing the file if you need to restore the settings.

3. Open the copied common.config in a text editor such as Notepad.

4. Find <Scan SenderMailAddress = "user" /> by using Search function and so on, and change to <Scan SenderMailAddress = "system" />.

5. Overwrite the file.

6. Overwrite the modified common.config with the old file.

   C:\Program Files(x86)\Epson Software\EpsonPrintAdmin\Config\Common.config

7. Navigate to the Start menu > **All Programs** > **Administrative Tools** > **Internet Information Services (IIS) Manager**.

   The Internet Information Services (IIS) Manager starts.

8. Select **Application pool** from **Connection**.

   A list of application pools is displayed.

9. Right-click the **EpaDeviceAppPool** from the list of application pools, and then select **Stop** from the menu.

10. Make sure that **Stop** is displayed in **State**, right-click the **EpaDeviceAppPool**, and then select **Start** from the menu.

    The EpaDeviceAppPool restarts. If an error is displayed, select **Start** again.

Imported list data characters are corrupted

Create the CSV file using the UTF-8 character code. This is unaffected by the presence or absence of BOM.

To create a UTF-8 CSV file from a Microsoft Excel file, open the CSV file in a text editor that is compatible with UTF-8, and then save it as UTF-8 character text.

Card Authentication is too Slow

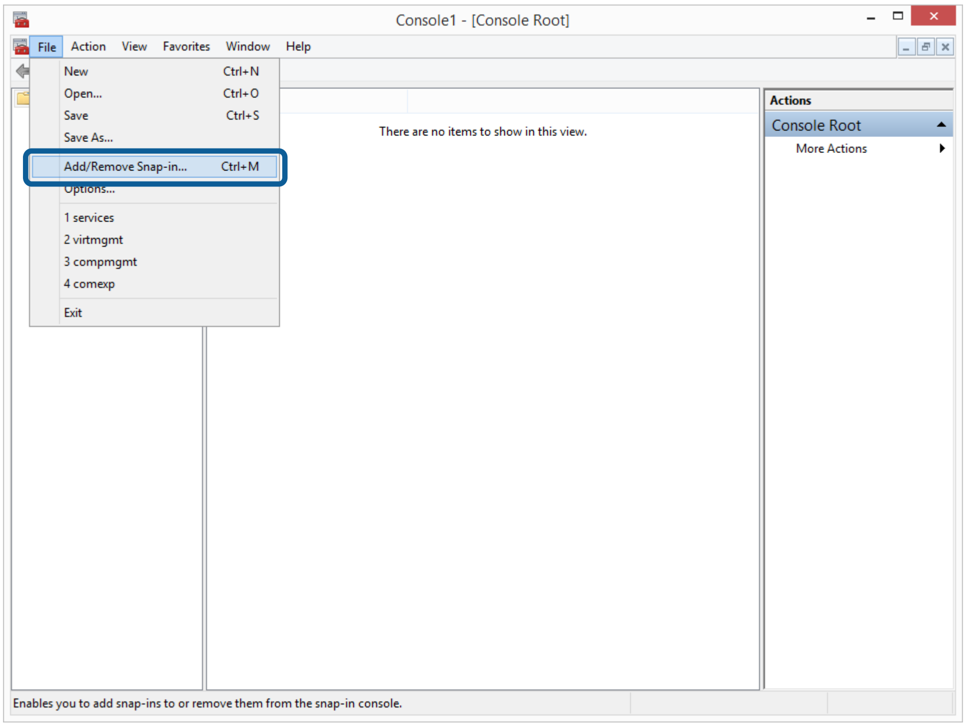
If the card authentication is too slow, configure following settings according to the internet connection environment of Epson Print Admin server.

For Servers Without an Internet Connection

If your Epson Print Admin server is not connected to the Internet, make settings so that the certificate is not obtained.

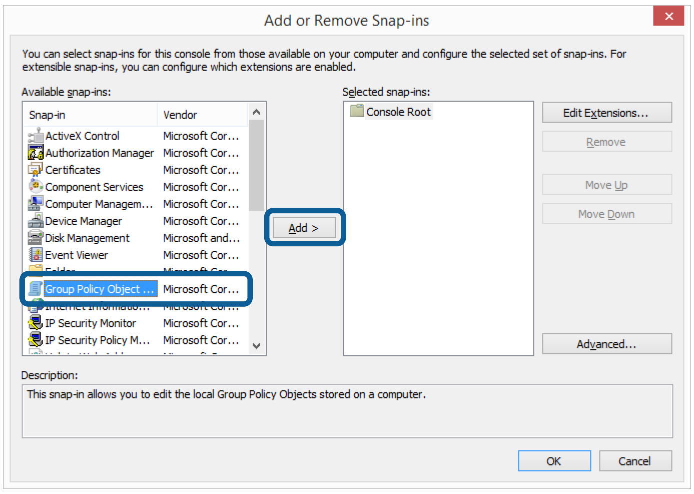
1. Enter **mmc** into the Start menu > **Search programs and files** to run the Microsoft Management Consol.

2. Select **File** > **Add/Remove Snap-in**.

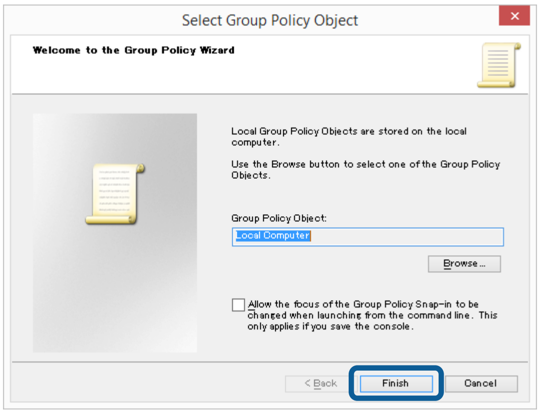


3. Select **Group Policy Object Editor**, and then click **Add**.

   The **Select Group Policy Object** screen is displayed.

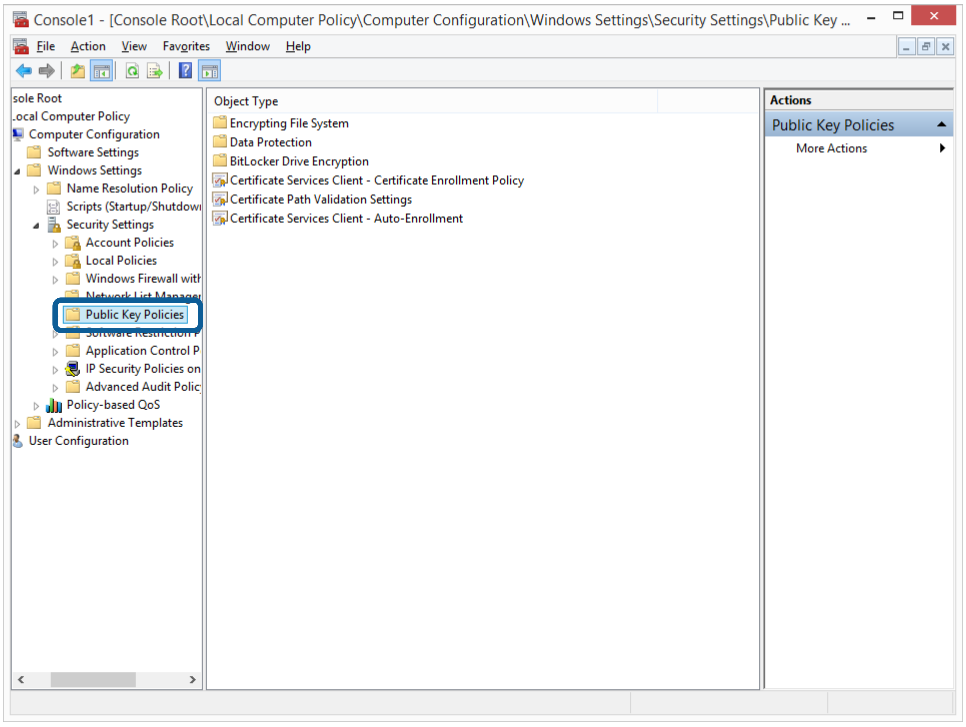


4. Click **Finish**.



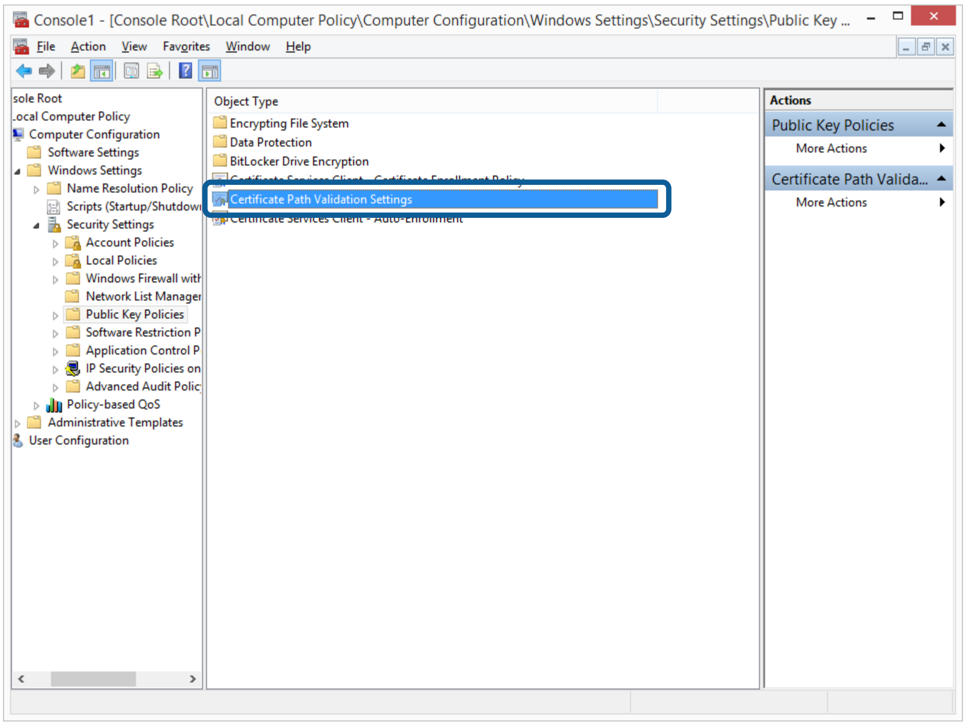
5. Click **OK**.

6. Select **Public Key Policies**.



7. Double-click **Certificate Path Validation Settings** in **Object Type**.

   The **Certificate Path Validation Settings Properties** screen is displayed.

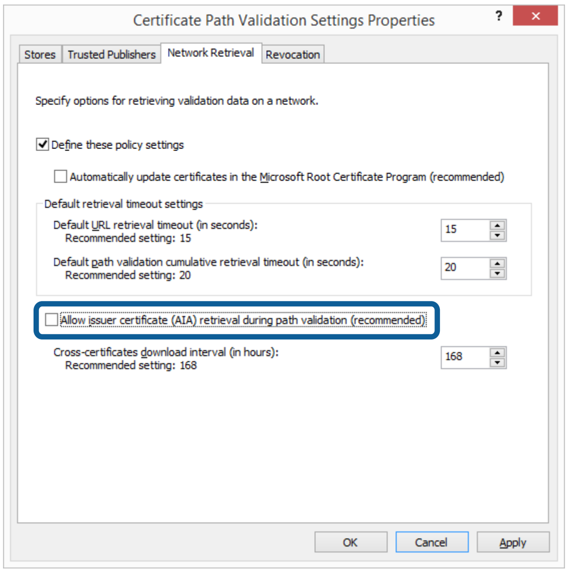


8. Select the **Network Retrieval** tab, and then make the following settings.

   Select **Define these policy settings**

   Clear **Automatically update certificates in the Microsoft Root Certificate Program**

Clear **Allow issuer certificate (AIA) retrieval during path validation**



9. Click **OK**.

For Servers with an Internet Connection

If your Epson Print Admin server can connect to the Internet, make proxy settings for the Local System authority user.

1. Right-click **Start** > **All Programs** > **Accessories** > **Command Prompt**, and then select **Run as administrator**.

2. Enter the following command to stop using a proxy.

   bitsadmin /util /setieproxy localsystem NO_PROXY

3. Enter the following command according to the proxy settings.

   Using the automatic configuration script:

   bitsadmin /util /setieproxy localsystem AUTOSCRIPT [URL of the automatic configuration script]

   Using the list for an explicit proxy:

   bitsadmin /util /setieproxy localsystem MANUAL_PROXY [proxy configuration]

If the Epson Print Admin server goes down

If you cannot use the authentication system because the Epson Print Admin Server has gone down, you can use the multi-function printer by creating a temporary user account or releasing the high security settings (Authentication Server Error Mode).

See the “System Installation Guide” for details of the Authentication Server Error Mode.

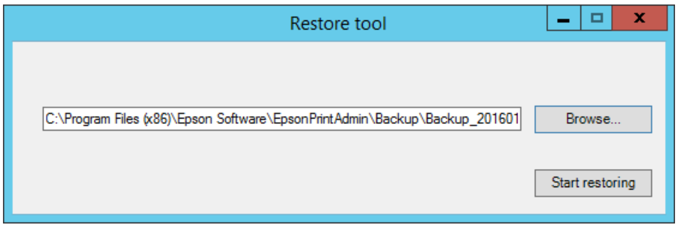
Restoring the system

You can restore the system by restoring the files that were backed up using the restore tool.

Note:
If you are restoring data to a different server and backup server, server information such as the URL for users at the restoration destination and the URL for the printer panel is not overwritten.

1. Select **Start menu** > **Epson Software** > **Epson Print Admin** and open the restore tool on the server you want to restore.

2. Set each item, and then click **Start restoring**.



Items	Description
Browse	Specify the backup file (zip).
Start restoring	Starts the restoration.

3. Follow the on-screen instructions.

Error menu

When the multi-function device cannot display the web page that is sent from the Epson Print Admin server, an error is displayed on the control panel.

Press **Reload** button to redisplay the web page.

HTTP communication error

When an HTTP communication error occurs, an HTTP status code, an explanation, and an error code are displayed.

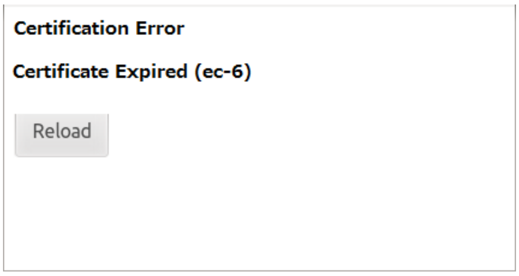
The HTTP status codes and explanations are displayed according to the RFC2616 standards. For more information, see the following Web site.

http://www.w3.org/Protocols/rfc2616/rfc2616-sec6.html

When an HTTP communication error and other network errors occur at the same time, the HTTP communication error is given higher priority.

Certificate error

When an error related to electronic certificate signing occurs, a **Certification Error**, an explanation, and an error code are displayed.



Code	Explanation	Meaning	Solution
ec-1	Unable To Get Issuer Certificate	Cannot acquire the issuer certificate.	Make sure that the correct certificate has been imported to the multi-function device.
ec-2	Unable To Decrypt Certificate Signature	Cannot decrypt the signature for the certificate.	Make sure that the correct certificate has been imported to the multi-function device.
ec-3	Unable To Decode Issuer Public Key	Cannot decode the public key for the issuer.	Make sure that the correct certificate has been imported to the multi-function device.
ec-5	Certificate Not Yet Valid	The certificate is not valid yet.	❏ Check that the **Date and Time** settings are correct for the multi-function device. ❏ Check the expiration date of the certificate for Epson Print Admin. ❏ Make sure that the correct certificate has been imported to the multi-function device.

Code	Explanation	Meaning	Solution
ec-6	Certificate Expired	The certificate has expired.	❏ Check that the **Date and Time** settings are correct for the multi-function device. ❏ Check the expiration date of the certificate for Epson Print Admin. ❏ Make sure that the correct certificate has been imported to the multi-function device.
ec-7	Invalid Not Before Field	The notBefore field in the certificate is in an invalid format.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-8	Invalid Not After Field	The notAfter field in the certificate is in an invalid format.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-9	Self-Signed Certificate	The certificate is self-signed.	❏ If you are using a self-signed certificate in the Epson Print Admin, make sure that you have disabled certificate validation in the Web Config. ❏ Set a certificate signed by a certificate authority that is imported to the multi-function device in Epson Print Admin. ❏ Check if **Certificate Validation on Browser** is **Disabled** in the Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic**.
ec-10	Self-Signed Certificate In Chain	The self-signed certificate is included in a certificate chain.	❏ If you are using a self-signed certificate in the Epson Print Admin, make sure that you have disabled certificate validation in the Web Config. ❏ Set a certificate signed by a certificate authority that is imported to the multi-function device in Epson Print Admin.
ec-11	Unable To Get Local Issuer Certificate	Cannot acquire the root certificate.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.

Code	Explanation	Meaning	Solution
ec-12	Unable To Verify First Certificate	Cannot verify the first certificate.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-13	Certificate Revoked	The certificate has been revoked.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-14	Invalid CA Certificate	The CA certificate is invalid.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-15	Path Length Exceeded	The maximum hierarchy for the length of the certificate chain has been exceeded.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-16	Invalid Purpose	Cannot use the certificate for the specified purpose.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-17	Certificate Untrusted	The certificate is not trusted.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-18	Certificate Rejected	The certificate has been rejected.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-19	Subject Issuer Mismatch	The subject name does not match with the current issuer name for the certificate.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-20	Authority Issuer Serial Number Mismatch	The serial number for the certification authority does not match.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.

Code	Explanation	Meaning	Solution
ec-21	No Peer Certificate	The certificate is not valid.	❏ Make sure that the correct certificate has been imported to the multi-function device. ❏ Make sure that the certificate for Epson Print Admin is correct.
ec-22	Host Name Mismatch	The host names do not match.	Make sure that the certificate for Epson Print Admin is correct.

Refer to the “System Administrator’s Guide” of multi-function device for the import of the certificate.

https://openplatform.epson.biz/download/op/

Other network errors

When an HTTP communication error and an error other than a CA certificate error occurs, the **Network Error**, an explanation, and an error code are displayed.

Code	Explanation	Meaning	Solution
ec-1	Connection Refused	The remote server refused the connection.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that Epson Print Admin is running correctly. ❏ Check the server firewall settings of the server on which Epson Print Admin is installed, such as Port 80 to be used in the Epson Print Admin (http) / 443 (https) is permitted.
ec-2	Remote Host Closed	The remote server closed the connection before a reply could be processed and completed.	Make sure that Epson Print Admin is running correctly.

Code	Explanation	Meaning	Solution
ec-3	Host Not Found	The remote host name is invalid.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that the multi-function device is connected to the network. ❏ Make sure that the DNS for the multi-function device settings are correct.
ec-4	Timeout	The connection to the remote server was lost due to a timeout.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that Epson Print Admin is running correctly. ❏ Check the server firewall settings of the server on which Epson Print Admin is installed, such as Port 80 to be used in the Epson Print Admin (http) / 443 (https) is permitted.
ec-5	Operation Canceled	The connection to the remote server was disconnected and the operation has been canceled.	Make sure that Epson Print Admin is running correctly.
ec-6	SSL Handshake Failed	The SSL/TLS handshake failed, and a coded channel could not be established.	Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**.
ec-201	Content Access Denied	Access to remote content has been denied. (This is the equivalent to a 401 HTTP communication error.)	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure the server settings that are installed on Epson Print Admin are correct.

Code	Explanation	Meaning	Solution
ec-203	Content Not Found	Remote content was not found on the server. (This is the equivalent to a 404 HTTP communication error.)	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure the server settings that are installed on Epson Print Admin are correct.
ec-204	Authentication Required	The remote server authentication needed to provide content did not accept the credentials submitted.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that Epson Print Admin is running correctly. ❏ Make sure the server settings that are installed on Epson Print Admin are correct.
ec-99	Unknown Network	An unknown network error has been detected.	❏ Check the current IP and the IP of the multi-function device that was registered to Epson Print Admin are identical. ❏ Check the network status.
ec-299	Unknown Content	An unknown remote content error has been detected.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that Epson Print Admin is running correctly. ❏ Make sure the server settings that are installed on Epson Print Admin are correct.
ec-399	Protocol Failure	An error in the network protocol has occurred.	❏ Make sure that the addresses are correct in Web Config**Epson Open Platform Settings** (or **Epson Open Platform** tab) > **Authentication System** > **Basic** > **Web Page URL Before Login** and **Web Page URL After Login**. ❏ Make sure that Epson Print Admin is running correctly.

Code	Explanation	Meaning	Solution
ec-999	Browser Timeout	The browser determined that a timeout has occurred after a specified amount of time (30 seconds).	❏ Make sure that Epson Print Admin is running correctly. ❏ Make sure that the multi-function device is connected to the network.

If other errors occurs, restart the Epson Print Admin server and the multi-function device.

Panel Messages

As well as errors displayed on the Web page, you may receive the following messages.

Message	Cause	Solution
The card is not registered in the system. Please contact your administrator.	Authentication card is not registered. (If it is not checked in **System Settings** > **Basic Settings** > **Allow users to register authentication cards** in Administrator page)	Register the authentication card of the user in **Users** > **User List** > **Basic Information** from the administrator's page.
The device is unavailable.	Valid printer has not been set for the user.	Set a valid printer in **Users** > **User List** > **Devices** or the group of the relevant user from the administrator's page.
Usage permission for this function has not been set.	Effective functions have not been set for the user.	Set a valid function in **Users** > **User List** > **Functions** or the group of the relevant user from the administrator's page.
Operations are restricted at this time.	Effective time zone for the users not been set.	Set a valid available time zone in **Users** > **User List** > **Allowed Times** or the group of the relevant user from the administrator's page.
Cannot use Epson Print Admin. Please contact your administrator.	Printer is set to **Disabled**.	Set the printer to **Enable** in **Devices** > **Device List** from the administrator's page.
This device is not managed by the Epson Print Admin.	Printer has been un-registered.	❏ Print using a registered printer. ❏ Register the printer.
The print speed may decrease due to the high load in Epson Print Admin.	20 or more print jobs have been sent to the printer at the same time.	Wait until other printers have finished printing.
A temporary card has been registered. You cannot register any more cards.	The deadline for the temporary card has not expired.	❏ Erase the temporary card ID. ❏ Wait until the temporary card deadline has expired.
An error has occurred in the Epson Print Admin server. Contact the administrator.	Failed to read and write server database connection or database.	If the server does not recover from the error, restore the database.
A communication error has occurred with the device. Please contact your administrator.	Communication token does not match.	Check the printer error in **Dashboard** from the administrator's page, and follow the instructions in the solution.

Appendix

Operating Environment

The administrator page for Epson Print Admin operates under the following client environment.

OS

Operating system	Service packs	Edition
Windows Server 2008 (x86/x64)	Service Pack 2 or later	Standard / Enterprise / Datacenter
Windows Server 2008 R2	Service Pack 1 or later	Standard / Enterprise / Datacenter
Windows Server 2012	-	Essentials / Standard / Datacenter
Windows Server 2012 R2	-	Essentials / Standard / Datacenter
Windows Server 2016	-	Essentials / Standard / Datacenter
Windows Vista	Service Pack 2 or later Requires working on .NET Framework 3.5 or 4.5 or later	Business / Enterprise
Windows 7	-	Professional / Enterprise
Windows 8.1	-	Professional / Enterprise
Windows 10	-	Pro / Education / Enterprise

Compatible browsers

Note:
You need to enable cookies and JavaScript in the browser.

Browser	Version
Internet Explorer	9 or later
Microsoft Edge	Ver.20 or later
Google Chrome	Ver.40 or later
Mozilla Firefox	37 or later
Safari	5.x or later (excluding Windows version)

Supported languages

English, French, Italian, German, Spanish, Portuguese, Dutch, Russian, Ukrainian, Czech, Polish, Hungarian, Danish, Finnish, Greek, Norwegian, Romanian, Slovak, Swedish, Turkish, Simplified Chinese, Traditional Chinese, Korean, Japanese

Specifications for the Output Files

Report files

File format

HTML

- File format: HTML1.1
- Extension: .html
- Header, Footer: Describes Report name, Scope and period of aggregation, Aggregate target, Reporting date and time

CSV

- File format: CSV
- The column (field) separator is the CSV delimiter you have set in the system settings.
- The row (records) delimiters is a newline (CRLF)
- The value of each field is enclosed in double quotes (")
- The first line title line
- Character code: UTF-8 (with BOM)
- Content-Type: application/octet-stream
- File name: YYYYMMDD.csv (generated date)

Report format

Cost report

- Items that are output in HTML:
  Report Name / Date range / Date / Group classification name (Full name / Group) /
  Print Color / Print B&W / Copy Color / Copy B&W / Fax transmission / Scan / Fax receiving / Cost / Total

- Items that are output in CSV:

  Group classification information (User : Domain / User ID / Full name) / Group classification information (Group : Domain / Group) /

  Print Color / Print B&W / Copy Color / Copy B&W / Fax transmission / Scan / Fax receiving / Cost

User - Cost   Date range: 12/7/2015 - 1/6/2016

Group: Group-A,FAX recipient

Full name	Print Color	Print B&W	Copy Color	Copy B&W	Fax transmission	Scan	Fax receiving	Cost
user001(user001)	1.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00
user002(user002)	2.00	1.00	0.00	0.00	0.00	0.00	0.00	3.00
Total	3.00	2.00	0.00	0.00	0.00	0.00	0.00	5.00

Number of pages report

- Items that are output in HTML:
  - Report Name / Date range / Date / Group classification name (Full name / Group / Device) /

    Printing Color 1-sided / Printing Color 2-sided / Printing B&W 1-sided / Printing B&W 2-sided / Copy Color 1-sided / Copy Color 2-sided / Copy B&W 1-sided / Copy B&W 2-sided / Fax transmission / Scan / Fax receiving / Number of pagesSubtotal / Total

- Item that are output in CSV:

  Group classification information (User: Domain / User ID / Full name) / Group classification information (Group: Domain / Group) / Group classification information (Device: Device ID / Device name) /

  PrintColor1-Sided / PrintColor2-Sided / PrintB&W1-Sided / PrintB&W2-Sided / CopyColor1-Sided / CopyColor2-Sided / CopyB&W1-Sided / CopyB&W2-Sided / Fax transmission / Scan / Fax receiving / Number of pagesSubtotal

User - Number of pages   Date range: 12/7/2015 - 1/6/2016

Group: Group-A,FAX recipient

Full name	Print				Copy				Fax transmission	Scan	Fax receiving	Number of pages Subtotal
	Color		B&W		Color		B&W					
	1-Sided	2-Sided	1-Sided	2-Sided	1-Sided	2-Sided	1-Sided	2-Sided				
user001(user001)	1	0	1	0	0	0	0	0	0	0	0	2
user002(user002)	2	0	1	0	0	0	0	0	0	0	0	3
Total	3	0	2	0	0	0	0	0	0	0	0	5

Number of pages by paper size report

- Items that are output in HTML:

  Report Name / Date range / Date / Group classification name (Full name / Group) /

  A3 (Ledger) / A4 (Letter) / A5 / A6 / B4 (Legal) / B5 / Envelope / Other / Number of pagesSubtotal / Total

- Items those are output in CSV:

  Group classification information (User: Domain / User ID / Full name) /

  Group classification information (Group: Domain / Group) /

  Group classification information (Device: Device ID / Device name) /

  A3 (Ledger) / A4 (Letter) / A5 / A6 / B4 (Legal) / B5 / Envelope / Other / Number of pagesSubtotal

User - Number of pages by paper size   Date range: 12/7/2015 - 1/6/2016

Group: Group-A,FAX recipient

Full name	A3 (Ledger)	A4 (Letter)	A5	A6	B4 (Legal)	B5	Envelope	Other	Number of pages Subtotal
user001(user001)	0	2	0	0	0	0	0	0	2
user002(user002)	0	3	0	0	0	0	0	0	3
Total	0	5	0	0	0	0	0	0	5

Rule-based printing report

- ❏ Items that are output in HTML:
  Report Name / Date range / Date / Group classification name (Full name / Group) /
  Number of jobs matching the rule conditions / Number of Jobs/Educate/Yes / Number of Jobs/Educate/No /
  Number of Jobs/Educate/Cancel / Number of Jobs/Forced / Number of Jobs/Cancel by rule / Total
- ❏ Items that are output in CSV:
  Group classification information (User: Domain / User ID / Full name) /
  Group classification information (Group: Domain / Group) /
  Number of jobs matching the rule conditions / Number of Jobs/Educate/Yes / Number of Jobs/Educate/No /
  Number of Jobs/Educate/Cancel / Number of Jobs/Forced / Number of Jobs/Cancel by rule

User - Rule-based printing   Date range: 12/7/2015 - 1/6/2016

Group: Group-A

Full name	Number of jobs matching the rule conditions	Number of Jobs/Educate/Yes	Number of Jobs/Educate/No	Number of Jobs/Educate/Cancel	Number of Jobs/Forced	Number of Jobs/Cancel by rule
user001(user001)	4	1	2	0	1	0
user002(user002)	1	0	0	0	0	1
Total	5	1	2	0	1	1

Cost report by billing code

- ❏ Items that are output in HTML:
  Report Name / Date range / Date /
  Billing code / Cost / Total
- ❏ Items that are output in CSV:
  Billing code / Cost

Billing Code - Cost   Date range: 10/8/2016 - 10/14/2016

Billing code	Cost
Dcoumentation	40.0000
Presentation	30.0000
Research	40.0000
Total	110.0000

Cost by group report

- ❏ Items that are output in HTML:
  Report Name / Date range/ Date /
  Billing code / Group / Cost / Total

❏ Items that are output in CSV:

Billing code / Domain / Group/ Cost

Billing Code - Cost by group

Date range: 9/15/2016 - 10/14/2016

Dcoumentation

Domain	Group	Cost
(Local)	Document Design Section	40.0000
Total		**40.0000**

Presentation

Domain	Group	Cost
(Local)	Document Design Section	30.0000
Total		**30.0000**

Research

Domain	Group	Cost
(Local)	Document Design Section	40.0000
Total		**40.0000**

Cost ranking report

❏ Items that are output in HTML:

Report Name / Date range / Date /

Full name / Print Color / Print B&W / Copy Color / Copy B&W / Fax transmission / Scan / Fax receiving / Cost

❏ Items that are output in CSV:

Domain / User ID / Full name / Print Color / Print B&W / Copy Color / Copy B&W / Fax transmission / Scan / Fax receiving / Cost

System - Cost ranking report

Date range: 12/7/2015 - 1/6/2016

Full name	Print Color	Print B&W	Copy Color	Copy B&W	Fax transmission	Scan	Fax receiving	Cost
user001(user001)	301.00	41.00	0.00	0.00	0.00	0.00	0.00	342.00
user003(user003)	153.00	0.00	0.00	0.00	0.00	0.00	0.00	153.00
user005(user005)	32.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
[illegible]	0.00	9.00	0.00	0.00	0.00	0.00	0.00	9.00
[illegible]	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
user002(user002)	2.00	1.00	0.00	0.00	0.00	0.00	0.00	3.00
user004(user004)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00

Environment report

❏ Items that are output in HTML:

Report Name / Date range / Aggregate period / Date /

Aggregate date / Printed pages / Paper savings (Number of sheets) / Paper savings (Percentage) / Cost / Saved cost / Reduced CO2 emissions converted to the number trees / Reduced CO2 emissions (g) / Total

❏ Items that are output in CSV:

Aggregate start date / Aggregate end date / Printed pages / Paper savings (Number of sheets) / Paper savings (Percentage) / Cost / Saved cost / Reduced CO2 emissions converted to the number trees / Reduced CO2 emissions (g)

System - Environment report

Date range: 12/7/2015 - 1/6/2016
Aggregate period: Weekly

Aggregate date	Printed pages	Paper savings (Number of sheets)	Paper savings (Percentage)	Cost	Saved cost	Reduced CO_2 emissions converted to the number trees	Reduced CO_2 emissions (g)
12/7/2015 - 12/13/2015	0	0	0.00	0	0	0.0000	0.00
12/14/2015 - 12/20/2015	0	0	0.00	0	0	0.0000	0.00
12/21/2015 - 12/27/2015	11	41	78.85	13	39	0.0238	209.92
12/28/2015 - 1/3/2016	0	62	100.00	0	62	0.0360	317.44
1/4/2016 - 1/6/2016	29	27	48.21	532	332	0.0157	138.24
Total	40	130	76.47	545	433	0.0754	665.60

Usage history report

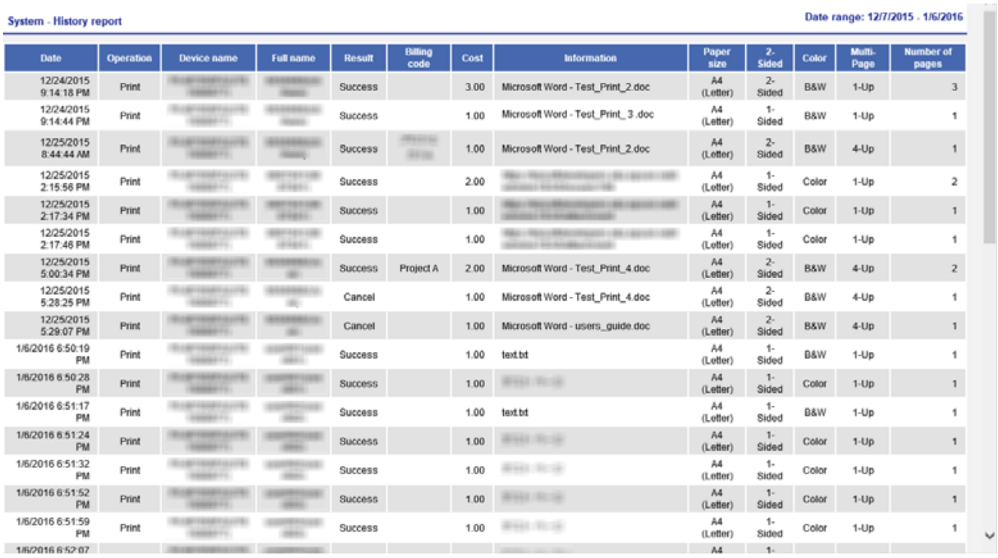
❏ Items that are output in HTML:

Report Name / Date range / Date /

Date / Operation / Device name / Full name / Result / Billing code / Cost / Information / Paper size / 2-Sided / Color / Multi-Page / Number of pages

❏ Items that are output in CSV:

Date / Operation / Device ID / Device name / Device location / Domain / User ID / Full name / Group / Result / Result details / Billing code / Cost / Trees / CO2 emissions (g) / Paper savings (Number of sheets) / Saved cost / Reduced CO2 emissions converted to the number trees / Reduced CO2 emissions (g) / Job name / Print: Paper size / Print: 2-Sided / Print: Color / Print: Multi-Page / Print: Pages / Scan: Destination type / Scan: Destination / Scan: Paper size / Scan: 2-Sided / Scan: Color / Scan: Pages / Copy: Paper size / Copy: 2-Sided / Copy: Color / Copy: Multi-Page / Copy: Pages / Fax receipt: paper size / Fax receipt: 2-sided / Fax receipt: color / Fax receipt: number of pages



System - History report

Date range: 12/7/2015 - 1/6/2016

Date	Operation	Device name	Full name	Result	Billing code	Cost	Information	Paper size	2-Sided	Color	Multi-Page	Number of pages
12/24/2015 9:14:18 PM	Print	[illegible]	[illegible]	Success		3.00	Microsoft Word - Test_Print_2.doc	A4 (Letter)	2-Sided	B&W	1-Up	3
12/24/2015 9:14:44 PM	Print	[illegible]	[illegible]	Success		1.00	Microsoft Word - Test_Print_3.doc	A4 (Letter)	1-Sided	B&W	1-Up	1
12/25/2015 8:44:44 AM	Print	[illegible]	[illegible]	Success	[illegible]	1.00	Microsoft Word - Test_Print_2.doc	A4 (Letter)	2-Sided	B&W	4-Up	1
12/25/2015 2:15:56 PM	Print	[illegible]	[illegible]	Success		2.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	2
12/25/2015 2:17:34 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
12/25/2015 2:17:46 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
12/25/2015 5:00:34 PM	Print	[illegible]	[illegible]	Success	Project A	2.00	Microsoft Word - Test_Print_4.doc	A4 (Letter)	2-Sided	B&W	4-Up	2
12/25/2015 5:28:25 PM	Print	[illegible]	[illegible]	Cancel		1.00	Microsoft Word - Test_Print_4.doc	A4 (Letter)	2-Sided	B&W	4-Up	1
12/25/2015 5:29:07 PM	Print	[illegible]	[illegible]	Cancel		1.00	Microsoft Word - users_guide.doc	A4 (Letter)	2-Sided	B&W	4-Up	1
1/6/2016 6:50:19 PM	Print	[illegible]	[illegible]	Success		1.00	text.txt	A4 (Letter)	1-Sided	B&W	1-Up	1
1/6/2016 6:50:28 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
1/6/2016 6:51:17 PM	Print	[illegible]	[illegible]	Success		1.00	text.txt	A4 (Letter)	1-Sided	B&W	1-Up	1
1/6/2016 6:51:24 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
1/6/2016 6:51:32 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
1/6/2016 6:51:52 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
1/6/2016 6:51:59 PM	Print	[illegible]	[illegible]	Success		1.00	[illegible]	A4 (Letter)	1-Sided	Color	1-Up	1
1/6/2016 6:52:07		[illegible]	[illegible]				[illegible]	A4	1-			

Log file

Administrator log

Authentication log

Output destination	File
File name	Authentication.log
Maximum file size	20 MB
File generation specified	18

Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Login destination	Administrator page, user page, the operation panel
	Login type	User ID + password, Authentication card
	Authenticated user	User ID, authentication card
	Authentication result	Authentication success, Authentication failure (wrong password), Authentication failure (unregistered)

Modification logs

Output destination		File
File name		Configuration.log
Maximum file size		20 MB
File generation specified		18
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Function name	Function name that you have defined for each operation
	User ID	Administrator who performed an operation, the user's user ID
	Operation	Add, delete, before the update, after the update
	Settings	Settings for each function item with the set value

System logs

info logs

Output destination		OS event log
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Function name	Function name that you have defined for each operation: LDAP synchronization, backup, report on a regular notification, automatic deletion of print job
	Setting name	When performing multiple periodic processing with one function, and recording the name of each periodic process
	Start / End	Periodic processing start, Periodic processing end
	Execution result	Periodic processing at the end only, and recording the execution results defined in the periodic process

Output destination	OS event log

Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Function name	Function name that you have defined for each operation: Authentication printing
	Message	The number of systems printing simultaneously has been exceeded. Simultaneous printing units: {Simultaneous printing units}

Error logs

Output destination		File
File name		Error.log
Maximum file size		20 MB
File generation specified		18
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Message	The error content that occurred (the value of the Exception.Message property)
	Object name	Object name where the error occurred (the value of the Exception.Source property)
	Method name	Method name where the error occurred (the value of the Exception.TargetSite property)
	Stack trace	Stack trace when the error occurred (the value of the Exception.StackTrace property)
	Additional Information	Additional error information (the value of the Exception.Data property)

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