



PrintUsagePro Print Monitor system software

Version:V4.0

User Guide

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1. System Configuration Objects

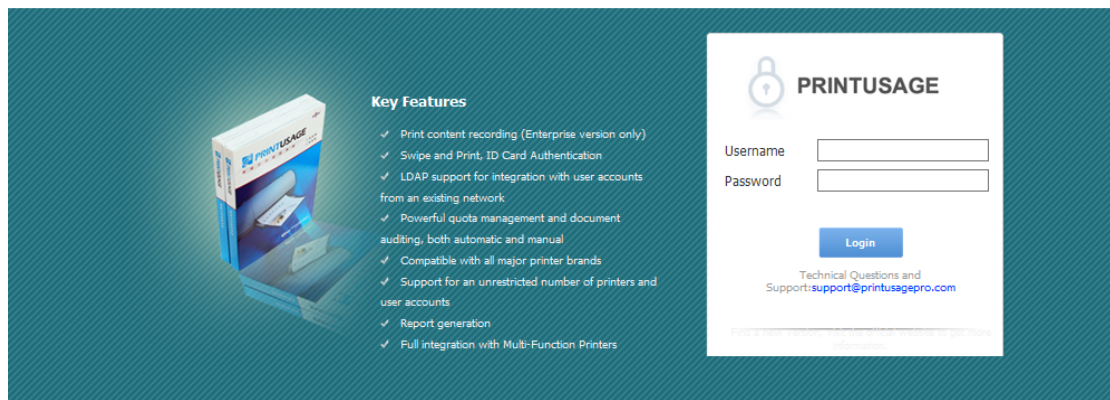
PrintUsage contain users, User groups, printers and servers four basic objects. User group is the user's parent object; the server is the parent object of the printer.

Through the computer who stayed in the same network with the server manager to access the web management page which used to configure objects.

After installation completed, the system will be created a shortcut on the desktop to quickly enter into management services page, if the "Cassini" web server has been installed, if the "Cassini" web server has been installed, the default access address is: <http://localhost:8090>

If installed "IIS" Network server, the default access address is: <http://localhost/PrintUsage>, if link fails, please contact your administrator.

Login to the Management Page

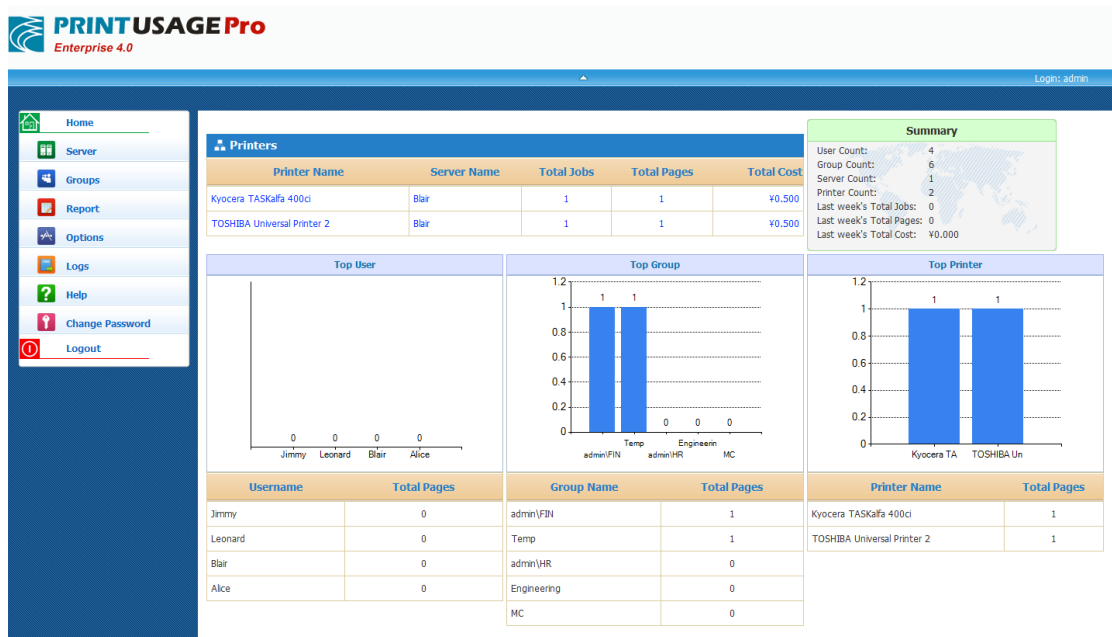


The screenshot displays the PrintUsage management interface. On the left, there is a 3D rendering of the software box. To its right, under the heading "Key Features", a list of capabilities is provided with checkmarks: Print content recording (Enterprise version only), Swipe and Print ID Card Authentication, LDAP support for integration with user accounts from an existing network, Powerful quota management and document auditing, both automatic and manual, Compatibility with all major printer brands, Support for an unrestricted number of printers and user accounts, Report generation, and Full integration with Multi-Function Printers. On the right side of the screenshot is a login form titled "PRINTUSAGE" with a lock icon. It includes fields for "Username" and "Password", a "Login" button, and a link for "Technical Questions and Support: support@printusagepro.com".

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You must log with the administrator account to the web page. To configure the relevant parts of PrintUsage. If running configuration wizard in software installation then by default with no password "admin" account login. If you do not complete the configuration wizard, Please complete the configuration wizard then login web page.

1.1 Home Page



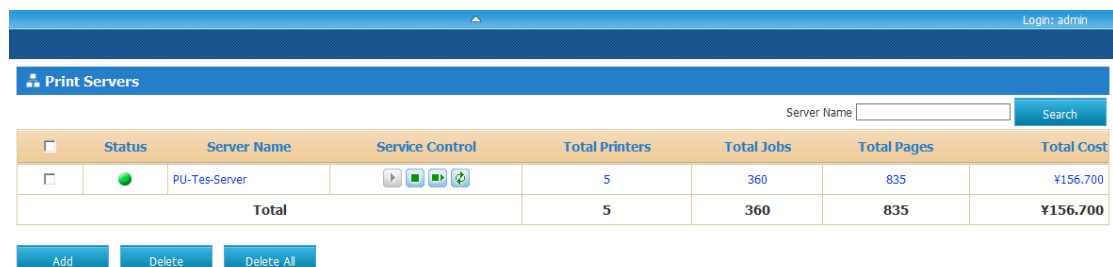
After login successful, the user will enter the main page. Main page records the task list of the connected print server; you can enter the appropriate page via the menu on the left, and modify the related components.

1.2 Server group

In the main page of the "Server Groups" menu bar, you can configure the server through appropriate action; you can also view the details of the connected print server.

1.2.1 Server List

Click the left menu "all servers" to see the list of servers.



If the systems add a lot of print servers, you can enter the server name to find the appropriate server, enter the server name that you want to query and click "Search" to the query to the relevant information (support fuzzy queries).

Click the "Add" button to add print monitoring server. Detailed description of this feature can refer to the relevant content of the next section.

Click the "Delete" button: delete the selected print monitoring server. If you need to delete a server, select the check box in front of the server, click the "Delete" button, the server will be deleted.

Status - Green, The name of the server. Click the server name link to view the property page server, including server basic information, configuration attributes. Gray, representative the print server is unknown (usually due to network problems caused). Red representative print server is unknown (usually due to network problems).

Control server - Can control the monitoring service on the print monitoring server through a Web page, the column listed button control server functions as follows: Start the print monitoring service - stop printing monitoring service - to restart the print monitoring service - Refresh Print Monitor state.

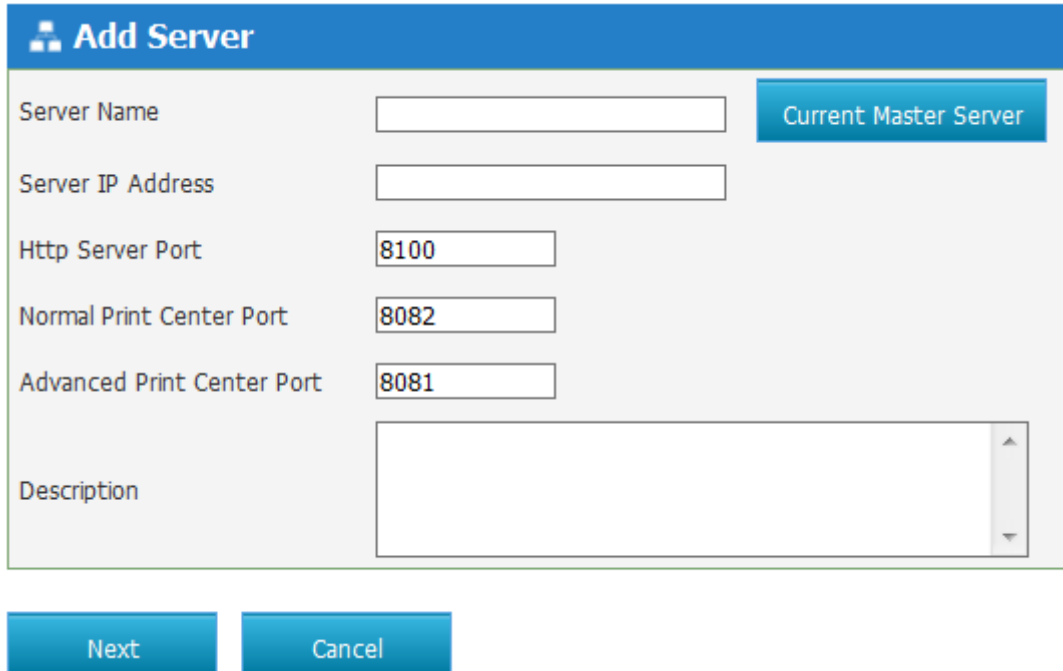
Total number of tasks - the total number of tasks means that the server handled the numbers of Printer Tasks. Click this link to see all the print job information in the print log.

Total pages-The total number of pages means this server processing the printed pages. Click this link to see all the print job information in the print log.

Total cost- The total cost means the cost of the server handles all print tasks generated total. Click this link to see all the print job information in the print log.

Total (last line of the list) - "Total" column back in bold represents the sum of the corresponding items of all the printers on this server.

1.2.2 Add Server



The screenshot shows a web-based form titled "Add Server". The form has a blue header bar with the title and a small icon. Below the header, there are several input fields and a button. The fields are: "Server Name" (text input), "Server IP Address" (text input), "Http Server Port" (text input with "8100" entered), "Normal Print Center Port" (text input with "8082" entered), "Advanced Print Center Port" (text input with "8081" entered), and "Description" (text area). To the right of the "Server Name" field is a blue button labeled "Current Master Server". At the bottom of the form are two blue buttons: "Next" and "Cancel".

Not automatically added to the system within the print server, by clicking the "Add" buttons in the server list page manually add.

Adding new server information to be filled in:

Server Name - The host name this print server.

The current master server - Get host name of the current monitoring side.

IP address (Required) - This print server IP address.

Http Server Port - The HTTP service communication port, the default of 8100.

Normal Print Center Port - General print monitoring service communication port, the default 8082.

Advanced Print Center Port -Advanced printing monitoring service communication port, the default of 8081.

Description (optional) - Set a brief description on the print server, so that can distinguish the similar name server.

- After completion this operation, you can add a printers which has connected to this server.
- If you select a printer monitored, selected "Monitoring Activated " check box.
- If you want to monitor this printer to print content, selected "Capture Print Content " check box. Enterprise edition only.

- Click the "add" button, the selected printer is added to the server.
- Click "cancel" button to end this operation, the printer does not add success, to return to the main page.

1.2.3 Server Properties

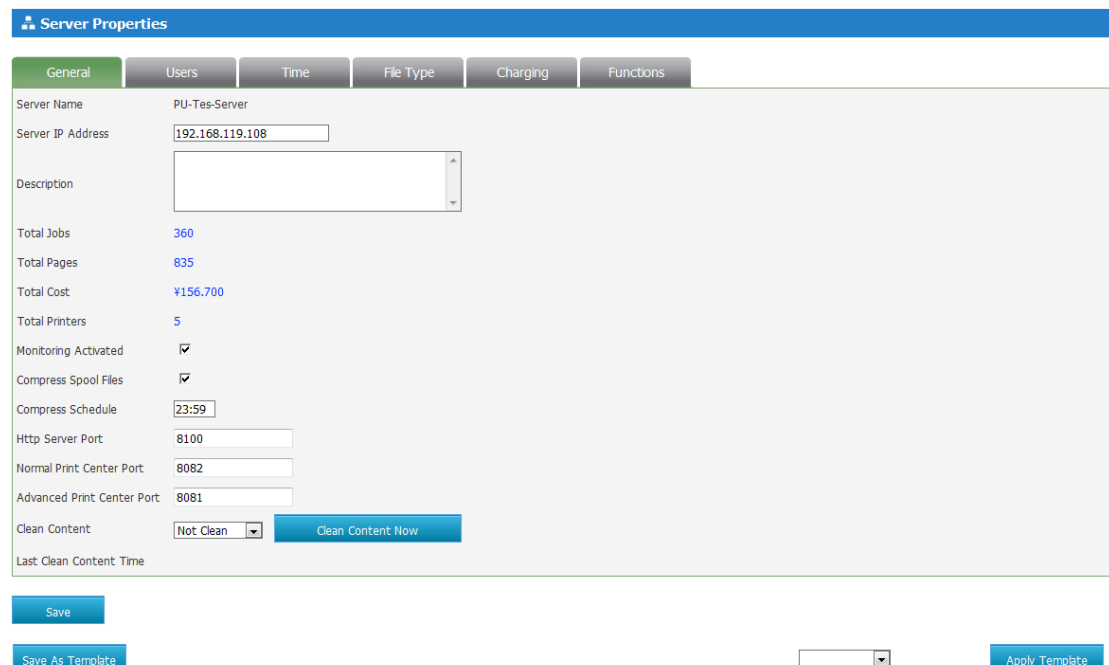
Select the server you want to view from the server list, click the server name link to the server's properties page, you can use this page to modify the server's advanced options.

General information

General information describes the server's basic information, including the server name, IP address, the total number of tasks, the total number of pages, the total cost, the total number of the printer, whether or not subject to monitoring, etc., can be viewed and modified.



From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.



Server Name - The name of the print server, print server in the system of a unique identifier, server name cannot be changed.

Server IP Address (optional) - The IP address of the print server.

Description (optional) - Set a brief description on the print server, so that can distinguish the similar named server.

Total Jobs - Total number of print tasks on the print server. Click the number behind the print job, you can view all monitored printers print log on the printer monitor server.

Total Pages - The print server on the total number of pages printed. Click the number behind the print job, you can view all monitored printers print log on the printer monitor server.

Total Cost - The cost of the total print on the print server.

Total Printers - Monitor the number of the printer on the print server.

Monitoring Activated - Indicates that the printer server whether to monitored. Selected- the print server monitored; not selected - the print server not monitored.

Compress Spool Files - If the server want to store the processed SPL file, Because the file is not compressed, with the accumulation of time a lot of disk space will be took up to store them. Select this box will indicate on the print server set time to compress these files.

Compress Schedule - Set the print server enable SPL file compression of time. (We recommend that you do not set the time at the peak of print).

If these servers have modified the default Settings, click the "save as template" button will set content for a new server template.

Http Server Port - The HTTP service communication port, the default of 8100.

Normal Print Center Port - General print monitoring service communication port, the default 8082.

Advanced Print Center Port - Advanced printing monitoring service communication port, the default of 8081.

Clean Content—Timely or regularly clean the print content.

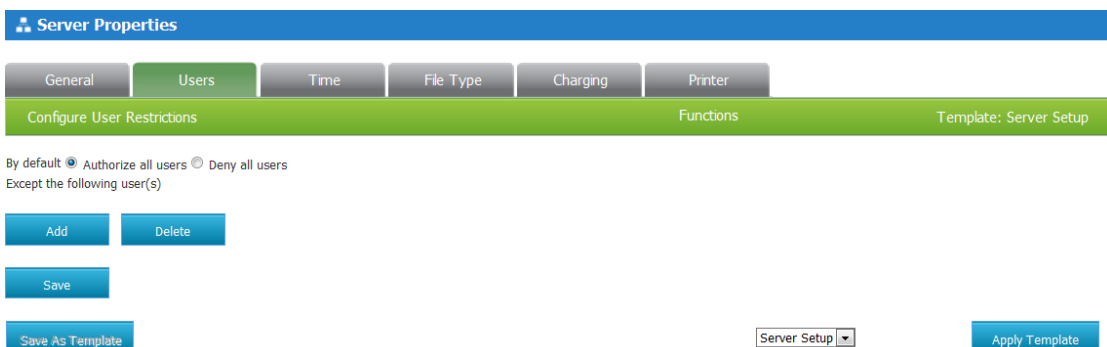
Last Clean Content Time—Record Last clean-up print content time.

Server permission settings

You can set the print server to a variety of privileges under certain circumstances to refuse access to a printer. PrintUsage supports the following three aspects permission settings: User, printing time, file type.

User

In the server properties page click on the "users" tab, enter user permissions Settings page.



Authorize all users - Said that apart from the user list box, all users are authorized to use the printer has added on the print server.

Deny all users - Said that apart from the user list box, all users have been refused to use the add printer on the print server.

- Add users in the list. Click Add button dialog box will pop up, select the user name you want to add, As shown in figure:

<input type="checkbox"/>	Username	User Full Name	Group Name	Total Pages
<input type="checkbox"/>	Jimmy	Jimmy	Test	0.000
<input type="checkbox"/>	Leonard	Leonard Knox	Test	0.000

- Select the user you want to add and click Add, the user will be added to the list.
- Delete users from the list. Select the user you want to delete click delete, the user will be delete from the list.

Click the "Save" button to save the current configuration of the server.

Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can be set in the template Settings - > configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

By default: Authorize all users Deny all users
Except the following user(s)

<input type="checkbox"/>	Username	User Full Name	Group Name	Total Pages
<input type="checkbox"/>	Leonard	Leonard Knox	Test	0.000

Inherit

In addition to the user in the list box, all users are authorized to use the printer has added on the print server.

Time

This page can set up the printer on the server to accept print requests within what time to print. Administrators set this server through the web page refused to accept the print job within a specific time, can be set for each day of the week.

Server Properties

General
Users
Time
File Type
Charging
Printer

Specify Time Restrictions
Functions
Template: Server Setup

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type: Allow ▼

Week: Monday ▼

Time Zone: 0 - 23

Apply
Save
Save As Template
Server Setup ▼
 Apply Template

- Green indicates during this period to allow printing.
- Gray indicate during this time are not allowed to print.
- The specific setting method is:
 - In the type drop-down list to select "allow" or "Deny" printing.
 - In the Week type drop-down list to set what day for printing.
 - Time zone to fill the time period you want to set, as long as the text box to enter integral point time (for example: 7-8).
 - Click "save" button, save the current server configuration.
- Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.
- From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

Server Properties

General Users **Time** File Type Charging Printer

Specify Time Restrictions Functions

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type: Week: Time Zone: -

Apply Save Save As Template Apply Template

Tuesday 8:00 to 16:00, and all day of Saturday and Sunday, are not allowed to use the printer to print on the server.

File Type

You can set the specific file types to ensure the correct use of the printer. This setting page also allows administrators to set the limit size of the print Task; The maximum length of the page or the highest cost can be set up, in addition, the system can also refused to print job containing specific keywords.

Server Properties

General Users Time **File Type** Charging Printer

File Type Restrictions Functions

By default Allow all file types Deny all file types
Except the following file types

Add Delete

Each print job size should not exceed	<input type="text" value="0.000"/>	KB (0 for unlimited)
Total pages of each print job should not exceed	<input type="text" value="0"/>	(0 for unlimited)
Title should not contain	<input type="text"/>	(Blank for no restriction; For multiple key words, delimit each string with ";")
Each print job cost should not exceed	<input type="text" value="0.000"/>	(0 for unlimited)

Save Save As Template Apply Template

Allow all file types- Said besides list box in the file type, all types of files are authorized to use.

Deny all file types- Said besides files type in a list box; all file types are refused to use. Click Add button dialog box will pop up, select the desired file types, as shown in figure:

Select Files
✕

Select	File Type Name	Extension	Description
<input type="checkbox"/>	DOC	doc	
<input type="checkbox"/>	DOCX	docx	
<input type="checkbox"/>	XLS	xls	
<input type="checkbox"/>	XLSX	xlsx	
<input type="checkbox"/>	PPT	ppt	
<input type="checkbox"/>	PPTX	pptx	
<input type="checkbox"/>	PSD	psd	
<input type="checkbox"/>	IMAGE	jpg	
<input type="checkbox"/>	TXT	txt	
<input type="checkbox"/>	HTM	htm	

1
2

Add

- select the desired file types, click add, and then the document type will appear in the list of document type in the server properties, click save to complete the configuration. If you want to add more document type in the document type list, please refer to the "Settings" -> "File Type" section.

- If you need this server is no longer work on the list of File type, select the File type, click delete and save this settings.

Each print job size should not exceed - Refers to a print task file size limit. If no limit, can input the number 0.

Total pages of each print job should not exceed - Refers to an upper limit of the number of pages of a print task. If no limit, can input the number 0.

Title should not contain - File name may not contain the following key words: If you don't want to let the user print document contains a particular keyword, can be setting in this, the key word in English between the semicolon (;) segmentation. Null value indicates no need to check the document name.

Title should not contain - Refers to the upper limit of the maximum consumption of a print job costs, by this setting, you can prevent users from printing large files over, causing the printer jammed or wasteful.

Click "save" button, save the current server configuration.

Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings -> configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

Server Properties

File Type

Select	File Type Name	Extension	Description
<input type="checkbox"/>	DOC	doc	
<input type="checkbox"/>	DOCX	docx	
<input type="checkbox"/>	XLS	xls	
<input type="checkbox"/>	XLSX	xlsx	
<input type="checkbox"/>	PPT	ppt	
<input type="checkbox"/>	PPTX	ppbx	

Each print job size should not exceed KB (0 for unlimited)

Total pages of each print job should not exceed (0 for unlimited)

Title should not contain (Blank for no restriction; For multiple key words, delimit each string with ";")

Each print job cost should not exceed (0 for unlimited)

You can't print file types are: DOC,DOC,XLS,XLSX,PPT,PPTX. And all print documents cannot be more than 100 pages, cost cannot exceed 50.

Charging

By default, the printer billing Properties inherit the server billing Properties. To change Settings, first unselect check box "inherit" at the bottom of this page.

Server Properties

Charging

Paper Type and Charging

Simple Charging Mode

Paper Unit Price

Print Mono Fee Print Color Fee Copy Mono Fee Copy Color Fee

Scan Mono Fee Scan Color Fee Fax Recieve Fax Send

By Area Charging Mode (dm²)

Print Mono Fee Print Color Fee Copy Mono Fee Copy Color Fee

Scan Mono Fee Scan Color Fee Fax Recieve Fax Send

Advanced Charging Mode [Show Paper Type](#)

Duplex Setting

Reduce by percentage %

Simple Charging Mode - Simple Charging Mode, the same price per page, either single or double. You can respectively set the color prints or Mono printing price.

By Area Charging Mode (dm²) - According to the actual print area of billing, the large size of the paper will be higher than smaller size of the paper. You can respectively set the color prints or Mono printing price.

Advanced Charging Mode - For different types of paper and print colors to define a different prices.If you want to add or delete from the list of paper type, please refer to the "Settings" -> "paper type" section.

Server Properties

General Users Time File Type Charging **Printer**

Paper Type and Charging Functions

Simple Charging Mode
 By Area Charging Mode (dm²)
 Advanced Charging Mode

Paper Unit Price
 Print Mono Fee Print Color Fee Copy Mono Fee Copy Color Fee
 Scan Mono Fee Scan Color Fee Fax Receive Fax Send
 Print Mono Fee Print Color Fee Copy Mono Fee Copy Color Fee
 Scan Mono Fee Scan Color Fee Fax Receive Fax Send
 Hide Paper Type

Select	Paper Type	Paper Size (mm)	Paper Unit Price	Print Mono Fee	Print Color Fee	Copy Mono Fee	Copy Color Fee	Scan Mono Fee	Scan Color Fee	Fax Reck
<input type="checkbox"/>	A3	W:297.000,H:420.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	A4	W:210.000,H:297.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	A5	W:148.000,H:210.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	A6	W:105.000,H:144.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	B4	W:250.000,H:353.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	B5	W:176.000,H:250.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	16K	W:197.000,H:273.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	LETTER	W:216.000,H:279.000	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
<input type="checkbox"/>	Allow Other Paper Type	W:0,H:0	<input type="text" value="0.000"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.100"/>	<input type="text" value="0.500"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

Duplex Setting
Reduce by percentage %

Save

Save As Template Apply Template

Duplex Setting: Through this settings, the cost can be cut when duplex printing.

Reduce by percentage - When the duplex printing reduced the printing cost percentage.

Enter "0" ignore this feature, generally recommended to use simple pricing mode.

Click "Save" button, save the current server configuration.

Click the "Save as Template" button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

The printer function

PrintUsage support for multifunction printer (MFP) monitoring, and through the settings panel, the administrator can limit the specific functions of the printer. These functions can apply only to copy, scan, fax, multifunction printing.

Server Properties

General Users Time File Type Charging **Printer**

Printer Function Restrictions Functions

Color Copy Mono Copy Color Print Mono Print Scan Fax

Save

Save As Template Server Setup Apply Template

Select add to the printer on the server of the function:

- Color Copy
- Mono Copy

- Color Print
- Mono Print
- Scan
- Fax






Click "Save" button, save the current server configuration.

Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

1.3 Printer Properties

1.3.1 Printer List

Printer List									
Server		Monitor Mode		Printer Name		Printer IP Address		Search	
Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode	Resolution For Capturing	Total Jobs	Total Pages	Total Cost	
<input type="checkbox"/>	 KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	Image	Auto	100 DPI	3	3	¥1.500	
<input type="checkbox"/>	 Kyocera KM-3040 KX	PU-Tes-Server	Image	Auto	100 DPI	52	89	¥19.700	
<input type="checkbox"/>	 Kyocera TASKalfa 400ci	PU-Tes-Server	Image	Auto	100 DPI	151	434	¥75.400	
<input type="checkbox"/>	 PrintUsage Universal Driver	PU-Tes-Server	Image	Auto	100 DPI	0	0	¥0.000	
<input type="checkbox"/>	 TOSHIBA Universal Printer 2	PU-Tes-Server	Image	Auto	100 DPI	51	142	¥22.600	
Total (5)						257	668	¥119.200	

Click the "Add" button to enter the Add Printer screen, add the printer to the monitored queue.

Click the "manually add" to enter manually add the printer screen; this operation can add a shared printer.

Adding a shared printer.

Click the "Delete" button, select the printer to be monitored will be removed from the list of Print Monitor. If you want to delete the current list of all printers, as long as the table top checkbox ticked, then click the "Delete All", the list of all the printers will be delete.

Batch Settings button: selected some printers in the printer first, and then click "Batch Settings" enter into the printer properties batch Settings page.

State - the state information based on the current printer status display. Gray on behalf of the printer IP is not configured; yellow for warning message appears on the printer, red represents a printer error message appears, green represents the printer is operating normally.

Printer Name - The name of the printer. Click on the link to view the printer name of the printer properties page, including basic information about the printer.

Server Name - The name of the printer belongs to the print server. Click the server name link to view the server's Properties page.

Save print content - whether to save the monitored printer's print content, you can choose to save or print the contents reprints file.

Printer Color -This printer forced to use Color Mode.

Save picture resolution - this printer saved the contents of the picture to used resolution.

The total number of tasks - The total number of tasks means that the print job to the printer handled a total. Click this link to see the entire print job to the printer to print the log information.

Total Pages - The total number of pages means total number of pages printed to the printer processed. Click this link to see the entire print job to the printer to print the log information.

Total cost - The total cost means that the Printer handle all print jobs generated costs. Click this link to see the entire print job to the printer to print the log information.

1.3.2 Add Printer

Note:The necessary conditions to add a printer are: on the target server has been successfully installed and configured print monitoring service "master server" WEB management site for installation machine name.HTTP service on the target server must be in the starting state.

The screenshot shows the 'Add Printer' interface. At the top, there is a 'Server Name' dropdown menu set to 'PU-Tes-Server' and a 'Search' button. Below this is a table with columns: 'Capture Print Content', 'Printer Name', 'Share Name', 'Description', 'Driver Name', and 'Location'. The table contains three rows of printer data. The first row has 'PU_VPD2' as the printer name and 'PrintUsage Universal Driver' as the driver name. The second row has 'PU_VpD1' as the printer name and 'PrintUsage Universal Driver' as the driver name. The third row has 'Kyocera KM-3040 KX (1)' as the printer name and 'Kyocera KM-3040 KX' as the driver name. Checkmarks are present in the 'Capture Print Content' column for the first and third rows. At the bottom of the interface are 'Submit' and 'Cancel' buttons.

<input checked="" type="checkbox"/>	Capture Print Content	Printer Name	Share Name	Description	Driver Name	Location
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PU_VPD2			PrintUsage Universal Driver	
<input type="checkbox"/>	<input type="checkbox"/>	PU_VpD1			PrintUsage Universal Driver	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kyocera KM-3040 KX (1)			Kyocera KM-3040 KX	

- All Printer -> add all the printers on the selected server.

Select Print Server

Select the printer you want to monitor

Click "Save" to save the current configuration of the server.

If the number to add a printer exceeds the number of licenses, system will add the Printer in order until authorization runs out.If you do not exceed the authorized number, then return to the current printer list server. After completing adds the printers, the default configuration is inherited server's configuration, unless you have made some special settings for individual printers. If do not do any settings, click the "Back" button.

1.3.3 Manually add the printer

Click "Add Printer" button, the system will automatically scan installed the printer on the print server, but not for a network printer. You can add a network printer by entering the IP address.

The screenshot shows the 'Add Printer' interface with manual input fields. It includes a 'Printer Name' text box, a 'Printer IP Address' text box, a 'Server Name' dropdown menu set to 'PU-Tes-Server', and a 'Printer Description' text area. At the bottom are 'Submit' and 'Cancel' buttons.

Printer Name- Enter the name for the printer.

Printer IP - Enter the IP address of the printer is located on a local network.

Server Name - The printer belongs the Print server name.

Printer Description - The detailed description for the printer and can be used to store the printer's important information.

1.3.4 Printer Properties

Select the printer you want to view from the printer list, click on the printer name linked to the Printer Properties page, you can use this page to modify the printer's settings.

General information

Printer Properties

General	Users	Time	File Type	Charging	Printer
<div style="display: flex; justify-content: space-between;"> Printer Name: KONICA MINOLTA C652SeriesPS Functions </div>					
Whether is virtual printer <input type="checkbox"/>					
Monitor Mode: Normal ▼					
Printer Model: <input type="text"/>					
Printer Host Name: <input type="text"/>					
Printer IP Address: <input type="text"/>					
MFP Serial Number: <input type="text"/>					
Card Reader URI: <input type="text"/>					
Printer Banner: Set					
Bookmark: Set					
Monitoring Activated: <input checked="" type="checkbox"/>					
Manually Audited: <input type="checkbox"/>					
Swipe and Print: <input type="checkbox"/>					
Swipe to Login: <input type="checkbox"/>					
Follow Me Print: <input type="checkbox"/>					
Overwrite Color Mode: Auto ▼					
Enable Detail Analysis: <input type="checkbox"/>					
Capture Print Content: <input checked="" type="checkbox"/>					
Resolution For Capturing: 100 ▼					
Enable Advanced Printing Features: <input checked="" type="checkbox"/>					
Total Jobs: 0					
Total Pages: 0					
Total Cost: ¥0,000					
Date Added: 10/8/2014 10:32:01 AM					
Printer Consumables: Set					
Printer Description: <input type="text"/>					
Save Save As Template <input type="text"/> Apply Template					

Basic information describes the basic info of the printer.



From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

Printer Name - The printer name: The name of the printer in the print monitor server, the print server in the system of the uniquely identifies.

Whether is virtual printer—If the current printer is used PringUsage generic driver, you may need to check.

Monitor Mode—The printer works. Normal mode provides print log records, content view, print audit, filtering and other functions; Normal mode suitable for printing speed is not affected under the premise of need to record only print log information; Virtual drive mode for some drivers cannot resolve the SPL file, it can be viewed print content through generic driver; Follow Me Monitor Mode using PrintUsage generic driver as a medium, let each brand printers can roam print out the paper.

Printer Model - Printer model is a supplement for the printer.

Printer Host Name - Host name of the printer information.

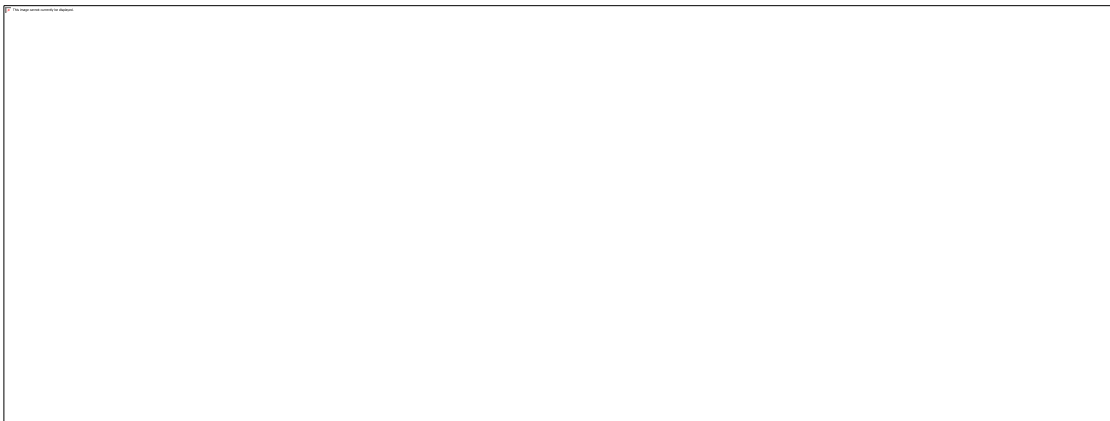
Printer IP Address - The IP address of the Shared printers.

MFP Serial Number - Multi-function equipment serial number.

Card Reader URI—The IP address of the card reader machine.

Printer Banner - Displayed in the header of the printer model.

- Click "Settings" to enter the header Settings page.



- Whether to enable the header function: Checked this enable, and the header will display.
- You can choose the header item in the list on the left, currently only supports the ANSI characters.
- Insert the header that you can be displayed on the specified page header, can be a whole page, also can be a particular page.
- Click "save", to save the current Settings. Click "cancel" not save the Settings.

Virtual printers according to the following configuration page.

Bookmark - Before and after on each print job to insert bookmarks page.

Monitoring Activated - Indicates that the printer is monitored. Checked- the printer monitor; Unchecked - the printer not monitored.

Manually Audited - Select this option, the first by the administrator to authenticate, are allowed to send print jobs to the printer.

Swipe and Print - Audit by Card reader print.

Swipe to Login - Through card reader login machine.

Follow Me Print - To implement "go to" roaming printing effect.

Overwrite Color Mode - Set the printer to use color mode. Automatic, black and white or color.

Enable Detail Analysis - Detailed analysis of the print file color black and white.

Capture Print Content - Keep print SPL source files.

Resolution For Capturing - If the printer is set to compress the print content to an image file, you can set the resolution to save the picture, there are 75, 100, 150, 100, 150 and 400 dpi optional. Low resolution, save the picture clarity is low, but smaller disk space. Conversely, high-resolution high-definition pictures saved, but occupy a larger disk space.

Enable Advanced Printing - Don't enable to produce EMF print files.

Printer Description - Brief description of the printer to be distinguished from other printers.

Total Jobs - The total number of jobs printed on the printer. Click numbers link behind the total Jobs; you can view all print logs on the printer.

Total Pages - Total number of pages printed on the printer. Click numbers link behind the total pages; you can view all print logs on the printer.

Total Cost - Total cost of the printer to print on. Click numbers link behind the total cost; you can view all print logs on the printer.

Date Added - Add the date and time for the printer.

Printer Consumables - Manage Printers' Consumables.

Click "save" button, save the current server configuration.

Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

In printer properties page selected "Whether is a virtual printer", will open three Settings: "Page Header and Footer ", "watermark" "key word ", click on the corresponding set buttons to enter the detailed Settings page.

For example:

Page Header&Footer

Page Banner Enabled (ANSI characters only)

The specified page display Only on the first page

All pages, except Page (Format: X, x, x-x...)

Only in the Page (Format: X, x, x-x...)

Odd pages, except Page (Format: X, x, x-x...)

Even page, except Page (Format: X, x, x-x...)

Only on the last page

Output Location The upper left corner Top center The upper right corner

The lower left corner The bottom center The lower right corner

Types The Text The Picture Bar/2D code

Arial

Transparency

The text content

The list of items
Printer Server Name
Computer
User
IP Address
MAC Address
Document

Indicates the "Page Header and Footer" will be shown in all pages except the first page, displayed at the top center, text type and text data is the printing file computer.

Watermark

Page Banner Enabled (ANSI characters only)

The specified page display Only on the first page




All pages, except Page (Format: X, x, x-x...)

Only in the Page (Format: X, x, x-x...)

Odd pages, except Page (Format: X, x, x-x...)

Even page, except Page (Format: X, x, x-x...)


Only on the last page

Output Direction   

Transparency

Types The Text The Picture

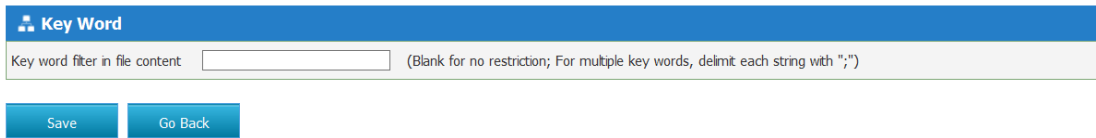
Select the picture



upload image file of those formats: jpg,bmp,gif,png!
Note: the picture resolution is too high or select all pages are likely to affect the printing efficiency.

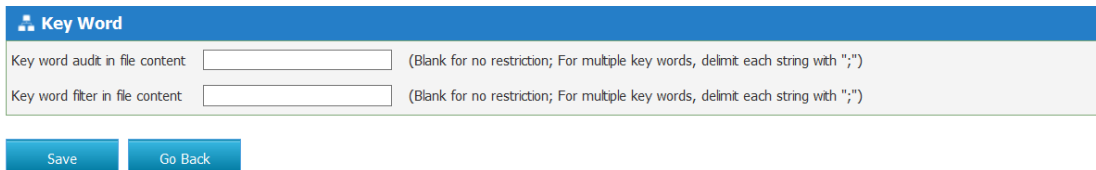
Indicates the watermark type is a picture, only display on the first page and left oblique.

Click on the "keywords" button; enter into the keyword Settings page.



After input filtered keyword, click saves, and then the printer can't print the content of the document with the keyword.

If you selected "Manually Audited", will open Key word audit in file content settings, means if the Print job contains keyword document will needs to be administrator audit.

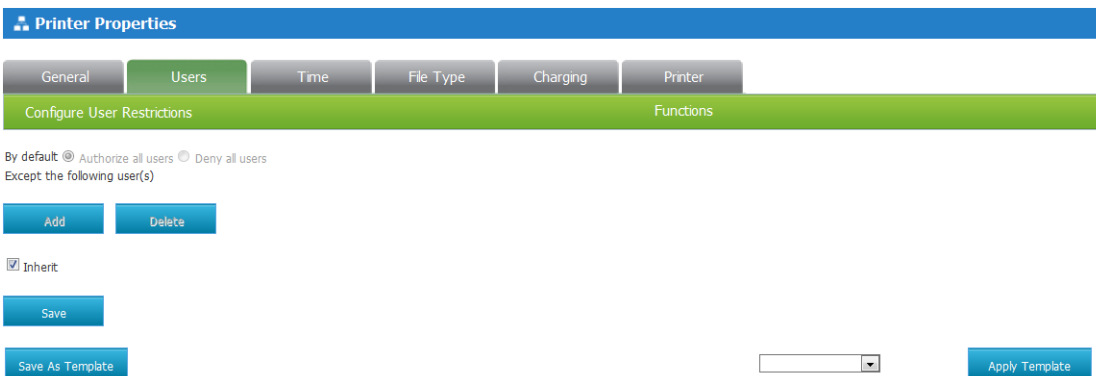


1.3.5 Printers permission settings

The printer can set different permissions to reject to accept the print tasks in certain circumstances .Print Usage supports the following three aspects permission settings: User, printing time, file type.

Users

By default, Printer user properties inherit the server printer Settings properties. To change Settings, first unselect the check box "inherit" at the bottom of this page.



Authorize all users - Said that apart from the user list box, all users are authorized to use the printer.

Deny all users - Said that apart from the user list box, all users have been refused to use the add printer.

- * To add a user in the list. Click add, will pop-up dialog box, select the user name you want to add. Because there are many users exist in the system, you can filter users by searching for user and group names.

Select Users ✕

Username Group Name

	Username	User Full Name	Group Name	Total Pages
<input type="checkbox"/>	Jimmy	Jimmy	Test	0.000
<input type="checkbox"/>	Leonard	Leonard Knox	Test	0.000

• Delete a user from the list. Select the user you want to delete, click delete, the user was deleted from the list.

In addition to all the users in the list box, all users are authorized to use the printer.

Time

By default, the printer set time monitoring inherits the server of monitoring time settings. To change Settings, first unselect the check box "inherit" at the bottom of this page.

Printer Properties ✕

General Users Time File Type Charging Printer

Specify Time Restrictions Functions

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type

Week

Time Zone -

Inherit

- Green indicate during this period to allow printing.
- Gray indicate during this time are not allowed to print.
- The specific setting method is:
 - In the type drop-down list, select "allow" or "Deny" printing.
 - In the Week type drop-down list select what day for printing.
 - Time zone to fill the time period you want to set, as long as the text box to enter integral point time (for example: 7-8).
 - Click the "save" button, will save the current printer configuration.
- Click the " Save as Template "button, the current Printer configuration can be saved, for later use or to other printer Settings. Can in the template Settings - > configuration management to management printer templates

For example:

Users can only use the printer on Monday, Wednesday, Thursday, Friday, and Tuesday 0:00 to 8:00 and 17:00 to 23:00.

File Type

By default, Printer file type properties inherit the server's about file type properties Settings. To change Settings; first unselect the check box "inherit" at the bottom of this page.

You can set specific file types to ensure the proper use of the printer. This setting page also allows administrators to limit the print task size of the data; the maximum length of the page or the highest cost can be set up, in addition, the system can also refused to print job containing specific keywords.

Allow all file types - Said besides list box in the file type, all types of files are authorized to use.

Deny all file types - Said besides files type in a list box, all file types are refused to use.

- Click Add button dialog box will pop up, select the desired file types, click add, and then the document type will appear in the list of document type in the server properties, click save to

complete the configuration. If you want to add more document type in the document type list, please refer to the "Settings" - > "File Type "section.

- If you need this server is no longer work on the list of File type, select the File type, click delete and save this settings.

Each print job size should not exceed - Refers to a print task file size limit. If no limit, can input the number 0.

Total pages of each print job should not exceed-Refers to an upper limit of the number of pages of a print task. If limit, can input the number 0.

Title should not contain- If you don't want to let the user print document contains a particular keyword, can be setting the key word in English between the semicolon (;) segmentation.

Each print job cost should not exceed - Refers to the upper limit of the maximum consumption of a print job costs, by this setting, you can prevent users from printing large files, causing the printer jammed or wasteful.

Click "save" button, save the current server configuration.

Click the" Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

For example:

Printer Properties

General Users Time **File Type** Charging Printer

File Type Restrictions Functions

By default Allow all file types Deny all file types
Except the following file types

Select	File Type Name	Extension	Description
<input type="checkbox"/>	DOC	doc	
<input type="checkbox"/>	DOCX	docx	
<input type="checkbox"/>	XLS	xls	
<input type="checkbox"/>	XLSX	xlsx	
<input type="checkbox"/>	PPT	ppt	
<input type="checkbox"/>	PPTX	pptx	

Add Delete

Each print job size should not exceed KB (0 for unlimited)

Total pages of each print job should not exceed (0 for unlimited)

Title should not contain (Blank for no restriction; For multiple key words, delimit each string with ";")

Each print job cost should not exceed (0 for unlimited)

Inherit

Save

Save As Template Apply Template

Can't print the file type:DOC,DOCX,XLS,XLSX,PPT,PPTS.

Charging

By default, the printer billing Properties inherit the server billing Properties. To change Settings, first unselect check box "inherit" at the bottom of this page.

Simple Charging Mode - Simple Charging Mode, the same price per page, either single or double. You can respectively set the color prints or Mono printing price.

By Area Charging Mode (dm²)-According to the actual print area of billing, the large size of the paper will be higher than smaller size of the paper. You can respectively set the color prints or Mono printing price.

Advanced Charging Mode-For different type of papers and printed colors to define different prices. If you want to add or delete from the list of paper type, please refer to the "Settings" - > "paper type" section.

Duplex Setting-Through this settings, the cost can be cut when duplex printing.

Reduce by percentage - When the duplex printing reduced the printing cost percentage. Enter "0" to ignore this feature, generally recommended to use simple pricing mode.

Click "save" button, save the current server configuration.

Click the " Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

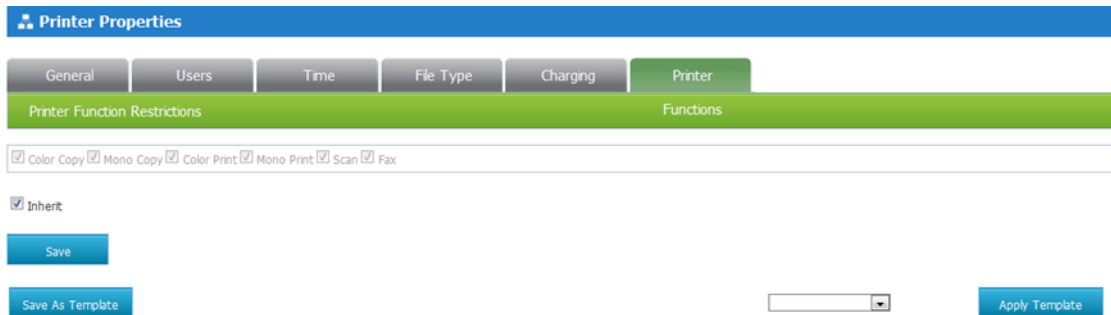
For example:

This printer in "Simple Charging Mode", the grey printing unit price is 0.05 RMB, color printing unit price is 0.25 RMB, when duplex printing costs by 30%.

Printer

By default, Printer function properties inherit the server Printer function properties Settings. To change Settings, first unselect the check box "inherit" at the bottom of this page.

PrintUsage support for multifunction printer (MFP) monitoring, and through the Settings panel, the administrator can limit the specific functions of the printer. These functions can apply only to copy, scan, fax, multifunction printing.



MFP functions configuration. Select the printer of the function:

- Color Copy
- Mono Copy
- Color Print
- Mono Print
- Scan
- Fax

1.3.6 Printers properties batch setting

Selected some printers in the printer first, and then click "Batch Settings" enter into the printer properties batch Settings page.

In Printer Property Batch Settings page, The Printers in the object list, can be removed to "select object(s)" box.

Can set below settings for the selected printers: monitor mode, Manually Audited, Swipe and Print, Swipe to Login, Follow Me Print, color printers, Overwrite Color Mode, etc.

Click save buttons, settings on the printer properties will be applied to all printers on the object list.

1.4 Printer group

1.4.1 Add Printer Group

In home page "All printing unit" menu bar, through corresponding operations set printing Group, can also see all printing group information in the system.

1.4.2 Assigning a printer to the printer group

Limited roaming print output range.

All Printer Groups

Printer Group Name:

Printer Group In Server:

Select Associated Printer(s)

All Printers	Selected Printer(s)
<input type="checkbox"/> KONICA MINOLTA C364SeriesPCL <input checked="" type="checkbox"/> Kyocera KM-3040 KX <input type="checkbox"/> TOSHIBA Universal Printer 2 <input type="checkbox"/> Kyocera TASKalfa 400ci	<input type="checkbox"/> Kyocera KM-3040 KX

==>
<==

Submit Cancel

1.5 Consumables

Configuring of printer consumables.

Printer Consumables

Printer Name: Any Key Word: Search

Printer Name:

Consumable Type: <== Toner

Date:

Total Price:

Count:

Comment:

Add Delete

1.6 User Group Properties

On the home page "user group" in the menu bar, you can through the corresponding operation to set of user groups; you can also view the details of all groups in the system.

1.6.1 Group List

Group List

Group Name: Search

<input type="checkbox"/>	Group Name	Total Users	Total Jobs	Total Pages	Total Cost
<input type="checkbox"/>	admin\FIN	3	1	1	¥0.500
<input type="checkbox"/>	admin\HR	0	0	0	¥0.000
<input type="checkbox"/>	Engineering	1	0	0	¥0.000
<input type="checkbox"/>	MC	1	0	0	¥0.000
<input type="checkbox"/>	Temp	1	1	1	¥0.500
<input type="checkbox"/>	Test	2	0	0	¥0.000
Total		8	2	2	¥1.000

Add Delete Delete All

Group list lists details of all the groups that exist in the current system, including the number

of users and print tasks in each group.

Click the "add" button to enter "add group" page.

If you want to delete all the users in a group and the group, select the check box next to the group name, click "Delete" button.

If you want to delete all groups in the system, click the "Delete all" button.

Click the group name linked to the group properties page, through this page to view and modify the group properties.

Total Users - Said the number of all users in the group, click on the numbers link to user list page and see detailed information for all users in the group.

Total Jobs - aid the total number of print tasks of all the members of the group.

Total Pages - Said the group's entire member's total printed pages. Click "Total Pages" behind the Numbers link to view this group print log.

Total Cost - Said the group members to print the total cost. Click "Total Cost" behind the Numbers link to view this group print log.

1.6.2 Add User Group



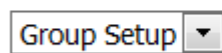
- **Group name** - Adding a new group to take a unique group name.
- **Description** - To add the group description so that can distinguish from other group. Option to fill.

1.6.3 Group Properties

Choose the group from the group list, click the group name linked to the group properties page, through this page to view and modify the group properties.

General information

General information describes the basic information of the group, the content of this page changes will not take effect only after restart the server.



From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

Group Name- Take a unique group name.

Total Users- Said the number of all users in the group, click on the numbers link to user list page.

Default Quota- Refers to a period of time the maximum printing costs of the users in the group. In the "set of attributes" - "quotas" page in this period of time to set the maximum number of quotas.

Total Jobs - Said the group all members the total number of print tasks. Click "Total Jobs" behind the Numbers link to view this print log.

Total Pages- Said the group's all members total printed pages. Click "Total Pages" behind the Numbers link to view this group print log.

Total Cost - Said the group members to print the total cost. Click "Total Cost" behind the Numbers link to view this group print log.

Audit - Indicates whether the settings for all users in the group when on the client side printed needs audit by the administrator.

Swipe and Print - Audit by means of swipe card printing.

Follow Me Print - To implement "go to" roaming printing effect.

Description- The descriptions of the group.

Click "Save" to save the current configuration of the user.

Click the " Save as Template "button, the current User Group configuration can be saved, for later use or to other User Group Settings. Can in the template Settings - > configuration management to management User Group template.

The user groups permission Settings.

User groups can be set on a variety of different permissions to use print resources in certain cases. PrintUsage support the permissions of the following five aspects: printer, printing time, file type, quota, printer function (multifunction printer).

Printer

Allow all printers - In addition to the printer in the list box, all printers are available for this group of users.

Deny all printers - In addition to the printer in the list box, all printers cannot be used for this group of users.

- To add a Printer in the list. Click add, will pop-up dialog box, select the printer name you want to add. Because there are many Printers exist in the system, you can filter Printer by searching for printer name and server names.

<input type="checkbox"/>	Printer Name	Server Name	Total Pages
<input type="checkbox"/>	PrintUsage Universal Driver	PU-Tes-Server	0.000
<input type="checkbox"/>	KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	3.000
<input type="checkbox"/>	Kyocera KM-3040 KX	PU-Tes-Server	89.000
<input type="checkbox"/>	TOSHIBA Universal Printer 2	PU-Tes-Server	142.000
<input type="checkbox"/>	Kyocera TASKalfa 400ci	PU-Tes-Server	434.000

- Delete a printer from the list. Select the printer you want to delete, click delete, the printer was deleted from the list.

In addition to the printer in the list box, all the printers are available for this group of users.

Time

Group Properties

General
Printer
Time
File Type
Quota
Printer

Specify Time Restrictions
Functions
Template: Group Setup

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type: ▼

Week: ▼

Time Zone: -

Apply

Save

Save As Template
 ▼
Apply Template

You can set the print permissions for the user group by setting the time. Administrators can set the group of users can print or not via this page at a particular time, you can set each day of the week.

- Green indicate during this period to allow printing.
- Gray indicate during this time are not allowed to print.
- The specific setting method is:
 - In the type drop-down list, select "allow" or "Deny" printing.
 - In the Week type drop-down list set what day for printing.
 - Click the "save" button, will save the current printer configuration Click the "save" button, will save the current printer configuration.
 - Click the "save" button, will save the current User Group configuration.
- Click the "save" button, will save the current User Group configuration.
- Click the " Save as Template "button, the current User Group configuration can be saved, for later use or to other User Group Settings. Can in the template Settings - > configuration management to management User Group template.

For example:

Group Properties

General Printer **Time** File Type Quota Printer

Specify Time Restrictions Functions Template: Group Setup

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type:
 Week:
 Time Zone: -

This group of users can't print on Saturday and Sunday morning.

File Type

Group Properties

General Printer Time **File Type** Quota Printer

File Type Restrictions Functions Template: Group Setup

By default Allow all file types Deny all file types
 Except the following file types

Each print job size should not exceed	<input type="text" value="0.000"/>	KB (0 for unlimited)
Total pages of each print job should not exceed	<input type="text" value="0"/>	(0 for unlimited)
Title should not contain	<input type="text"/>	(Blank for no restriction; For multiple key words, delimit each string with ";")
Each print job cost should not exceed	<input type="text" value="0.000"/>	(0 for unlimited)

You can set the specific file types to ensure the correct use of the printer. This setting page also allows administrators to set the limit size of the print Task; The maximum length of the page or the highest cost can be set up, in addition, the system can also refused to print job containing specific keywords.

Allow all file types- Said besides list box in the file type, all types of files are authorized to use.

Deny all file types - Said besides files type in a list box, all file types are refused to use.

- Click Add button dialog box will pop up, select the desired file types, click add, and then the document type will appear in the list of document type in the server properties, click save to

complete the configuration. If you want to add more document type in the document type list, please refer to the "Settings" - > "File Type "section.

- If you need this server is no longer work on the list of File type, select the File type, click delete and save this settings.

Each print job size should not exceed - Refers to a print task file size limit. If no limit, can input the number 0.

Total pages of each print job should not exceed -Refers to an upper limit of the number of pages of a print task. If no limit, can input the number 0.

Title should not contain - File name may not contain the following key words:If you don't want to let the user print document contains a particular keyword, can be setting in this , the key word in English between the semicolon (;) segmentation.

Each print job cost should not exceed - Refers to the upper limit of the maximum consumption of a print job costs, by this setting, you can prevent users from printing large files, causing the printer jammed or wasteful.

Click "save" button, save the current server configuration.

Click the" Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

Group Properties

General Printer Time **File Type** Quota Printer

File Type Restrictions Functions Template: Group Setup

By default Allow all file types Deny all file types
Except the following file types

Select	File Type Name	Extension	Description
<input type="checkbox"/>	DOC	doc	
<input type="checkbox"/>	DOCX	docx	
<input type="checkbox"/>	XLS	xls	
<input type="checkbox"/>	XLSX	xlsx	

Add Delete

Each print job size should not exceed KB (0 for unlimited)

Total pages of each print job should not exceed (0 for unlimited)

Title should not contain (Blank for no restriction; For multiple key words, delimit each string with ";")

Each print job cost should not exceed (0 for unlimited)

Save

Save As Template Group Setup ▾ Apply Template

- This group of users are not allowed to print the document type is DOC, DOCX, XLS, XLSX files.

- Each task must not exceed 500 KB size.
- Pages should not exceed 20 pages.
- Document name should not be included in the key word "security".
- Task cost should not exceed 10.

Quota

Set user quotas to ensure that the user print only the necessary documentation, which helps to reduce waste the print resources.

PrintUsage has two kinds of quota management mode:

Group Properties

General Printer Time File Type **Quota** Printer

Configure Quota Functions Template: Group Setup

Quota

Quota Cycle Type Manual Quota Daily Weekly Monthly Quarterly Yearly Unlimited For Printing

Allow Printing Over Quota Over Quota Printing Type Maximum Over Quota Usage

Save

Save As Template Apply Template

- The traditional quota management. Allocate a certain quota for the group, after the user finished using quotas, will not be able to continue printing, need administrator to redistribute certain quota.

- The quota cycle. The group is assigned a quota, user quota after a period will be automatically filled. Quotas reset cycle type can be set for the day, week, month, quarter, and year.

Quota- Users in unit period (day, week, month...) can use the upper limit of printing costs.

Quota Cycle Type - The group quota replacement cycle.If select "no", are not periodically reset quotas,-If choose the type of "day", "week", "month", "season", "year", the user's quota will be automatically filled with after a cycle. Select "print unlimited" ignores quotas, allowing the group unlimited for printing.

Allow Printing Over Quota - When a user quota will soon expire, use this method provides two types of overdraft:

- "A certain amount of overdraft" type: users can most overdraft the amount which set in "overdraft limit".

- "The percentage of the total cost" overdraft types: most users can advance the total cost of the print task at a time.

Click "save" button, save the current user groups configuration.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

Group Properties

General Printer Time File Type **Quota** Printer

Configure Quota Functions Template: Group Setup

Quota

Quota Cycle Type Manual Quota Daily Weekly Monthly Quarterly Yearly Unlimited For Printing

Allow Printing Over Quota Over Quota Printing Type Maximum Over Quota Usage

Save

Save As Template Apply Template

- Each day the system will automatically assign that group 20 ¥ for each member of the group.
- This group of users can overdraft 10 RMB at most.

The printer function

PrintUsage support for multifunction printer (MFP) monitoring, and through the Settings panel, the administrator can limit the specific functions of the printer. These functions can apply only to copy, scan, fax, multifunction printing.

Group Properties

General Printer Time File Type Quota **Printer**

Printer Function Restrictions Functions Template: Group Setup

Color Copy Mono Copy Color Print Mono Print Scan Fax

Save

Save As Template Group Setup Apply Template

- MFP function configuration. Select the printer of the function:
 - Color Copy
 - Mono Copy
 - Color Print
 - Mono Print
 - Scan
 - Fax

1.7 User Properties

On the home page "all users" in the menu bar, can be through the corresponding operation on the user settings, you can also view detailed information of all users in the system.

1.7.1 User List

User List

Group Name [] Username []

Card ID [] MFP Login ID [] Search

<input type="checkbox"/>	Username	Full Name	Group Name	Card ID	Available Balance	Quota	Total Jobs	Total Pages	Total Cost	Change Password
<input type="checkbox"/>	Blair	Blair	Temp		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	Jimmy	Jimmy	Test		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	Leonard	Leonard Knox	Test		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	vivian	Vivian	admin\FIN		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	wendy	Wendy	MC		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	winni	Winni	admin\FIN		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password
<input type="checkbox"/>	zed	Zed	Engineering		¥100.000	Unlimited For Printing	0	0	¥0.000	Change Password

Add Delete Backup Delete All Batch Setting

User List lists the details of all the users that exist in the current system, including the number of each user's print job.

Click the "add" button to enter "add user" page.

If you want to delete a user, select the check box next to the user name, click "delete".

If you want to delete all users in the system, click the "Delete All" button.

Click on a user's user name link to user properties page, through this page to view and modify the user attributes.

Batch Settings: selected some users in the user list, click on the "Batch Settings" button, enter into user properties batch Settings page. Through this page to view and modify the user attributes.

Username - Uniquely identifies the user's name.

User Full Name - This user's full name, more detailed description of the user's.

Group Name - Group the user belongs to.

Card ID - Swipe card to verify user identity when printing.

Available Balance - The user remain quota.

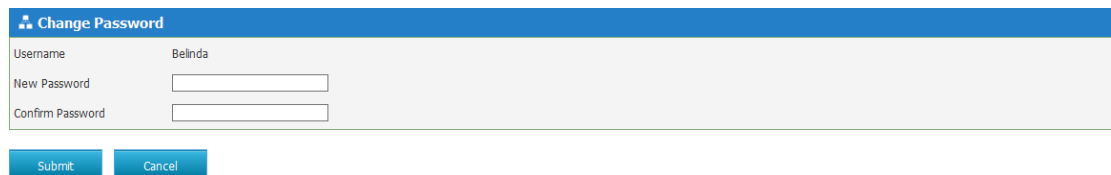
Quota - Users in unit period (day, week, month...) can use the upper limit of printing costs.

Total Jobs - Statistical user print the number of tasks. Click numbers link behind the total Jobs; you can view all print logs on the printer.

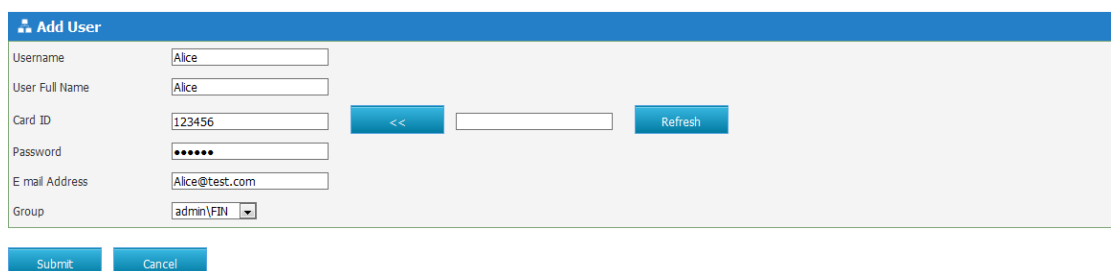
Total Pages - Statistical user print a total number of pages. Click numbers link behind the total pages, you can view all print log on the printer.

Total Cost - Statistics users to print all of the costs. Click numbers link behind the total cost; you can view all print log on the printer.

Change Password - Modify the user password, Administrators can modify the user's password without knowing the original password.




1.7.2 Add User



Username: To add a user name that uniquely identifies this user.

User Full Name: This user's full name, more detailed description of the user's.

Card ID: If the IC card number is known, entered the card number into the text field; Otherwise, can be in after the credit card, click the "refresh" button on the behind card ID, will see a string of Numbers appear in front of the text box, the figure is IC card number. Click on the button in front of , add card number.

Password: Enter the password for the user.

Email Address: Sent to the user's Email address that used to send reminders.

Group: From the drop-down list, select the user's group.

1.7.3 User Properties

Choose to view the user from the user list, click the username link to the user property page, you can use this page to set the attribute of the user.

General information

General information describing the basic information of the user, the content of this page changes will not take effect only after restart the server.

From an existing configuration templates choice: Choose a template from an existing user template, click on the "apply template" button, you can load an existing user template.

User Attributes Field Description:

Username - The only sign of the system to identify the user / computer.

User Full Name - More detailed descriptions of the user.

Card ID - If the IC card number is known, entered the card number into the text field; Otherwise, click the "refresh" button behind card ID after the card is swiped, then user will see a string of Numbers appear in front of the text box, the figure is IC card number. Click on the button

in front of , add card number.

E-mail Address - Sent to the user's Email address that used to send reminders.

Notification Language - Set a reminder for the user to print situation prompt language types. Provides the English, Simplified Chinese and Traditional Chinese three options

Capture Print Content - Set the current user print content is preserved. If the user is not monitored, the user print content will not appear in the print log. View button does not display.

Monitoring Activated - whether to record the user's print task information. If the user is not monitored, the user print task will not appear in the print log, or to the user price.

Receiving Mail Notifications - Set whether to receive email notifications. Selected the check box, when this setting enabled, will receive a system in the user print start, end, or when an error occurs send reminder email.

Manually Audited - Whether to open the administrator manually auditing.

Swipe and Print - Audit by means of swipe card printing.

Follow Me Print - To implement "go to" roaming printing effect.

Available Balance - Display the cost of that user can be used. Can be in the back of the text box input Numbers increase balance, the negative is to reduce the balance.

Default Quota - Users in unit period (day, week, month...) can use the upper limit of printing costs.

Over Quota - The user can overdraft of maximum amount.

Group Name - The user belongs to the group/department.

Total Jobs - Statistical user print the number of tasks. Click numbers link behind the total Jobs; you can view all print logs on the printer.

Total Pages - Statistical user print a total number of pages. Click numbers link behind the total pages; you can view all print logs on the printer.

Total Cost - Statistic users all of printed costs. Click numbers link behind the total cost, you can view all print log on the printer

Click the "save" button, will save the current user configuration.

Click the "Save as Template" button, the current User configuration can be saved, for later use or to other user Settings. Can in the template Settings - > configuration management to management User templates.

1.7.4 User permission settings

You can set a variety of permissions to users for use in specific situations print resources. PrintUsage support the permissions of the following five settings: printer, printing time, file type, quota, printer function (multifunction printer).

The printer

By default, set the user's printer properties inherit the group's printer Settings properties. To change Settings, first unselect the check box "inherit" at the bottom of this page.

Allow all printers - In addition to the printer in the list box, all printers are available for this group of users.

Deny all printers - In addition to the printer in the list box, all printers cannot be used for this group of users.

- To add a printer in the list. Click Add button dialog box will pop up, selected add printer name. Because there are a lot of printers in the system, you can search printers through the printer name and server name.

- Delete the printer in the list. Select the printer that you want to delete, click delete button, the printer was deleted from the list.

For example:

User Properties

General **Printer** Time File Type Quota Printer Change

Configure Printers Functions Password

By default Allow all printers Deny all printers
Except the following printer(s)

<input type="checkbox"/>	Printer Name	Server Name	Total Pages
<input type="checkbox"/>	PrintUsage Universal Driver	PU-Tes-Server	0.000
<input type="checkbox"/>	KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	3.000

Add Delete

Inherit

Save

Save As Template

In addition to the printer in the list box, all the printers are available for this group of users.

Time

By default, set the user print time attribute inherit to group's print time attribute. To change Settings, first unselected check box "inherits" at the bottom of this page.

You can set the print permissions for the user group by setting the time. The administrator can set the group through this page if user for printing at a specific time, can be set for each day of the week.

User Properties

General
Printer
Time
File Type
Quota
Printer
Change

Specify Time Restrictions
Functions Password

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type

Week

Time Zone -

Apply

 Inherit

Save

Save As Template

Apply Template

- Green indicate during this period to allow printing.
- Gray indicate during this time are not allowed to print.
- The specific setting method is:
 - In the type drop-down list to select "allow" or "Deny" printing.
 - In the Week type drop-down list set what day for printing.
 - Time zone to fill the time period you want to set, as long as the text box to enter integral point time (for example: 7-8).
 - Click the "save" button, will save the current user group configuration.
- "Save" button, to save the current user configuration.
- Click the " Save as Template "button, the current User configuration can be saved, for later use or to other user Settings. Can in the template Settings - > configuration management to management User templates.

For example:

User Properties

General Printer **Time** File Type Quota Printer Change

Specify Time Restrictions Functions Password

Week	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

Type: Week: Time Zone: -

Apply

Inherit

Save

Save As Template Apply Template

The user can't print at noon 12 to 14.

File Type

User Properties

General Printer Time **File Type** Quota Printer Change

File Type Restrictions Functions Password

By default Allow all file types Deny all file types
Except the following file types

Add Delete

Each print job size should not exceed	<input type="text" value="0.000"/>	KB (0 for unlimited)
Total pages of each print job should not exceed	<input type="text" value="0"/>	(0 for unlimited)
Title should not contain	<input type="text"/>	(Blank for no restriction; For multiple key words, delimit each string with ";")
Each print job cost should not exceed	<input type="text" value="0.000"/>	(0 for unlimited)

Inherit

Save

Save As Template Apply Template

By default, set the user's file type Properties inherit the group's file type Properties. To change Settings, first unselect "inherit" check box at the bottom of this page.

You can set the specific file types to ensure the correct use of the printer. This setting page also allows administrators to set the limit size of the print Task;The maximum length of the page or the highest cost can be set up, in addition, the system can also refused to print job containing specific keywords.

Allow all file types - Said besides list box in the file type, all types of files are authorized to use.

Deny all file types - Said besides files type in a list box, all file types are refused to use.

- Click Add button dialog box will pop up, select the desired file types, click add, and then the document type will appear in the list of document type in the server properties, click save to complete the configuration. If you want to add more document type in the document type list, please refer to the "Settings" - > "File Type "section.

- If you need this server is no longer work on the list of File type, select the File type, click delete and save this settings.

Each print job size should not exceed - Refers to a print task file size limit. If no limit, can input the number 0.

Total pages of each print job should not exceed - Refers to an upper limit of the number of pages of a print task. If no limit, can input the number 0.

Title should not contain - File name may not contain the following key words:If you don't want to let the user print document contains a particular keyword, can be setting in this , the key word in English between the semicolon (;) segmentation.

Each print job cost should not exceed - Refers to the upper limit of the maximum consumption of a print job costs, by this setting, you can prevent users from printing large files, causing the printer jammed or wasteful.

Click "save" button, save the current server configuration.

Click the" Save as Template "button, the current server configuration can be saved, for later use or to other print server Settings. Can in the template Settings - > configuration management to management server templates.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

User Properties

General Printer Time **File Type** Quota Printer Change

File Type Restrictions Functions Password

By default Allow all file types Deny all file types
Except the following file types

Select	File Type Name	Extension	Description
<input type="checkbox"/>	HTM	htm	

Add Delete

Each print job size should not exceed KB (0 for unlimited)

Total pages of each print job should not exceed (0 for unlimited)

Title should not contain (Blank for no restriction; For multiple key words, delimit each string with ";")

Each print job cost should not exceed (0 for unlimited)

Inherit

Save

Save As Template Apply Template

The user can't print the web content.

Quota

By default, the user's quota attribute is set to inherit the group's quotas properties. To change Settings, first unselect "inherit "check box at the bottom of this page.

Set user quotas to ensure that the user print only the necessary documentation, which helps to reduce print the waste of resources.

There are two kinds of PrintUsage quota management mode:

User Properties

General Printer Time File Type **Quota** Printer Change

Configure Quota Functions Password

Quota:

Quota Cycle Type: Manual Quota Daily Weekly Monthly Quarterly Yearly Unlimited For Printing

Allow Printing Over Quota: Over Quota Printing Type: Maximum Over Quota Usage:

Inherit

The traditional quota management. Allocate a certain quota for the group, the user will not continue to print after the quotas used up until administrator to redistribute certain quota.

The quota cycle. The group is assigned a quota, user quota after a cycle will be automatically filled. Quotas reset cycle type can be set for the day, week, month, quarter and year.

Quota - Users in unit period (day, week, month...) can use the upper limit of printing costs.

Quota Cycle Type - Select "no", periodically reset quotas will not work, -If choosing the "Daily", "weekly", "monthly", "Quarterly", "yearly" type, the user's quota will be automatically filled with after a cycle. Select "print unlimited" ignores quotas, allowing the group unlimited for printing.

Allow Printing Over Quota - When the user quota will soon expire can use this method, provides two types of overdraft:

- "Over Quota Printing Type": users can set the amount of overdraft in "overdraft limit".
- "Maximum Over Quota Usage": users can overdraft the total cost of the print task at a time.
- Click the "save" button, will save the current user group configuration.

From an existing configuration templates choice: choose a template from the existing server template, click on the "apply template" button, you can load an existing server templates.

For example:

User Properties

General Printer Time File Type **Quota** Printer Change

Configure Quota Functions Password

Quota:

Quota Cycle Type: Manual Quota Daily Weekly Monthly Quarterly Yearly Unlimited For Printing

Allow Printing Over Quota: Over Quota Printing Type: Maximum Over Quota Usage:

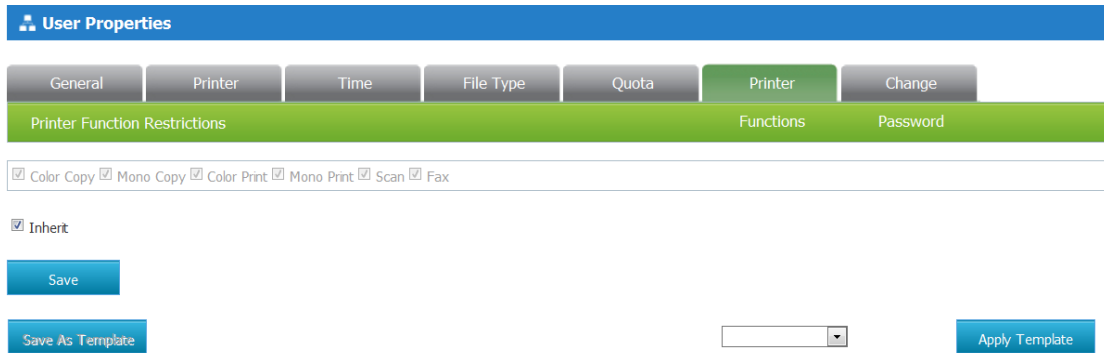
Inherit

80 ¥quota initially allocated to the user, the user finished using quotas, will not continue to print, need administrator to redistribute certain quota.

The printer function

By default, set the user's printer function properties inherit the group's printer function properties. To change Settings, first unselect the check box "inherit" at the bottom of this page.

PrintUsage support for multifunction printer (MFP) monitoring, and through the Settings panel, the administrator can limit the specific functions of the printer. These functions can apply only to copy, scan, fax, multifunction printing.



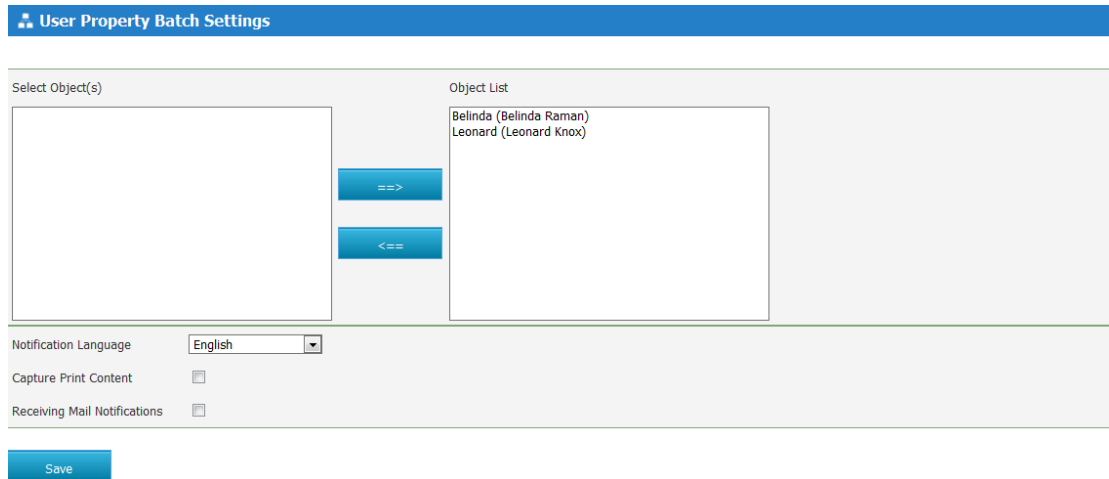
The screenshot shows the 'User Properties' configuration page. At the top, there is a blue header with a gear icon and the text 'User Properties'. Below this is a navigation bar with tabs: 'General', 'Printer', 'Time', 'File Type', 'Quota', 'Printer' (highlighted in green), and 'Change'. Under the 'Printer' tab, there is a sub-section titled 'Printer Function Restrictions' with two sub-tabs: 'Functions' (highlighted in green) and 'Password'. A list of functions is shown with checkboxes: Color Copy, Mono Copy, Color Print, Mono Print, Scan, and Fax. Below this list is a checkbox for 'Inherit' which is also checked. At the bottom, there are three buttons: 'Save', 'Save As Template', and 'Apply Template'. There is also a dropdown menu to the right of the 'Save As Template' button.

• MFP function configuration. Select the printer of the function:

- Color Copy
- Mono Copy
- Color Print
- Mono Print
- Scan
- Fax

1.7.5 User Property Batch Settings

Click on the "batch Settings" button, enter the user attributes Settings page.



In User Property Batch Settings page, the users in the object list, can be removed to "select object(s)" box.

Can set below settings for selected users: Notification Language, Capture Print Content, and Receiving Mail Notifications.

Click save buttons, settings on the user properties will be applied to all users on the object list.

2. Report Analysis

PrintUsage offers several types of reports in order to better analyze the users' print activities. These reports help to improve cost-effectiveness, can also as the user's print bill in the month.

Rank Analysis - According to user requirements to get users to print rankings, department rankings, ranking printer, print server ranking. Statistical reports are based on the user print activities within a period of time, according to the number of printed pages, printing costs and print jobs to the user, department, printer, print server, and print activities were ranked.

Task Analysis - Depending on the tasks of the printer, get its graphical reports, such as the document type, the number of document pages. You can get the document type, pages, paper size, and print color, single-sided and other types of tasks statistical reports.

Time Analysis- Set the Printing time as the center statistical approach. Print analysis is divided into hours, weeks, daily, monthly, quarterly, annual print analysis Type.

Cross-table analysis - According to the query selection, get recent years, quarter, month, week, and day statistical reports information.

Master—Detail Analysis - You can choose according to the query conditions to obtain statistics on the Master-slave Analysis.

User Summary - Report information in accordance with the User or User Group in a period of time Printed pages or costs.

Printer Summary - Report information in accordance with the printer or print server in a period of time Printed pages or costs.

2.1 Rank Analysis

According to the query conditions administrators generate rank statistics, which are used to analyze all the print on the management server. These reports are used to analyze print activities through the number of pages, cost, and the number of print jobs statistics. Depending on the type of "combined" in different options, different statistical reports are generated. Combined type - according to the user, department, printers, and print servers.

Rank			
Summary Type	User	Date	4/1/2014 00:00:00 ~ 4/30/2014 23:59:59
Style	Column	Job Type	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Scan <input checked="" type="checkbox"/> Fax Send
Status	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny		

Time Range - Users can set the date range, generate reports based on this settings and analyzed printing activities within this time.

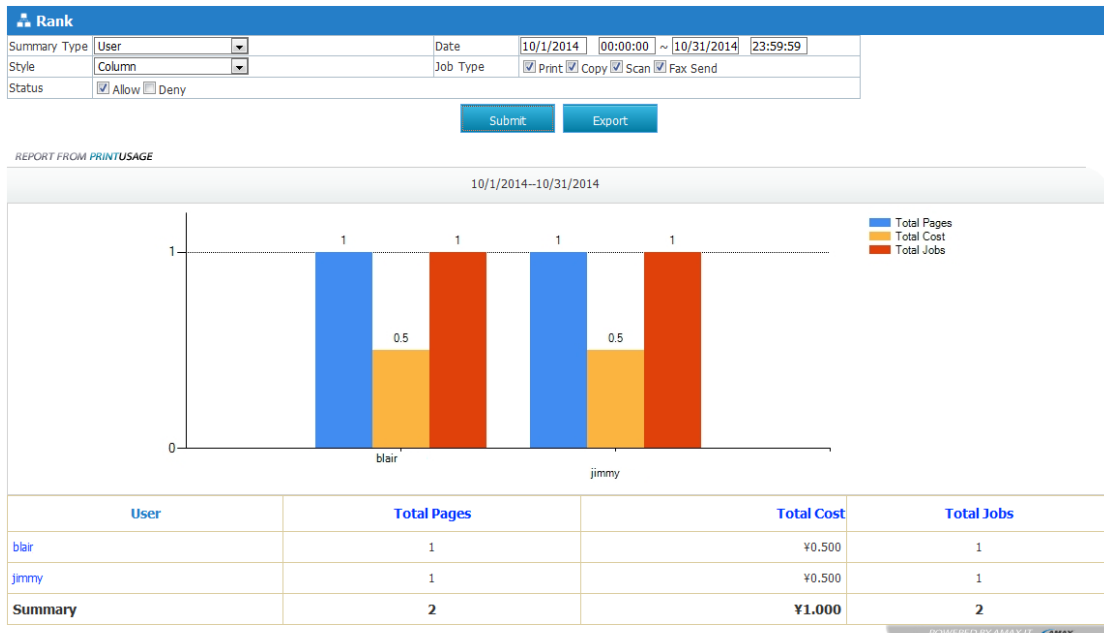
Chart Types - The user can choose to generate a chart type, there are the following several types: horizontal bar, bar charts, line charts and pie charts, point figure, regional figure.

Task Types - If management server has monitored the multifunction printer, the user can be excluded fax or scan files from the report.

Status - Select the print job statistics state, success or failure Printing.

Click "Submit" to generate reports based on the selected query.

This example shows column chart according to the user print.



In the following for each of the generated report, will list details of the report by statistics.

User	Total Pages	Total Cost	Total Jobs
blair	1	¥0.500	1
jimmy	1	¥0.500	1
Summary	2	¥1.000	2

Click "Export" to export the generated reports into Excel format. The exported Excel file included in the report profiles.

2.2 Task Analysis

Task statistics report shows management server monitoring of print file attributes.

Combined type - According to the file type, document pages, paper size, and printing color, single /double to Statistics.

Time Range - Users can set the date range, generate reports based on this settings and analyzed printing activities within this time.

Chart Types - The user can choose to generate a chart type, types as below: horizontal bar, bar charts, line charts and pie charts, point figure, regional figure.

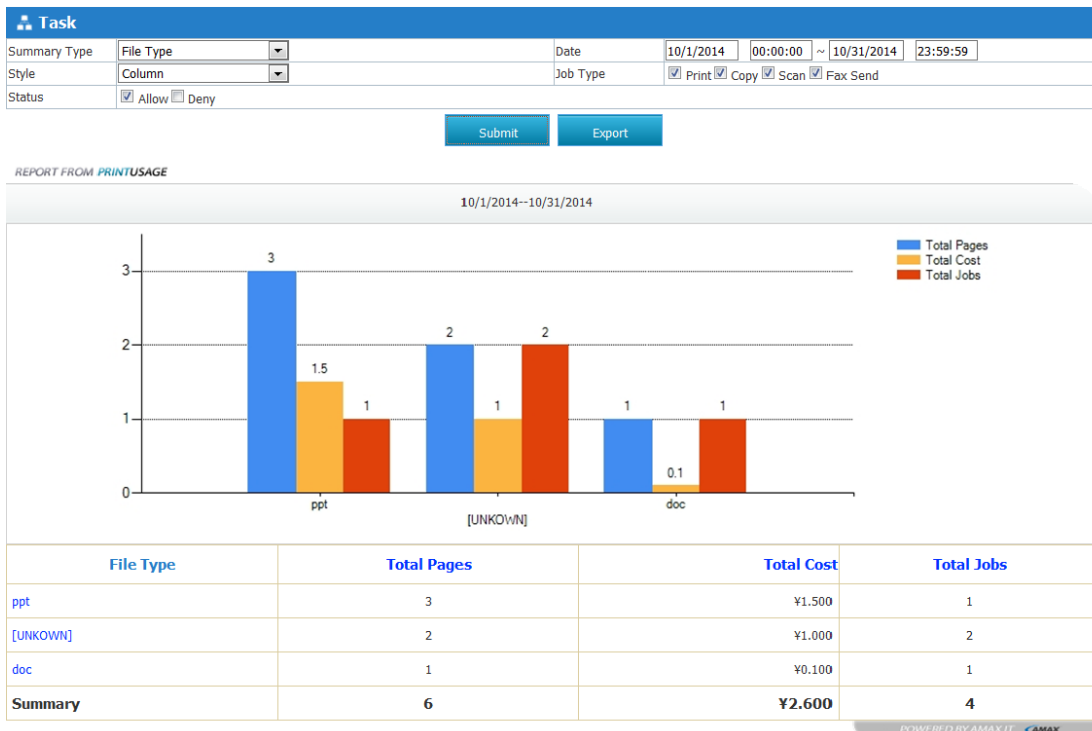
Task Types - If management server has monitored the multifunction printer, the user can be excluded fax or scan files from the report.

Status - Select the print job statistics state, success or failure Printing.

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

This example illustrates that statistics print job based on file type to generate bar chart table.



2.3 Time Analysis

Analysis Report can effectively analyzed a user prints trends through time, to determine the peak of the printed, Users can generate reports by print type as daily, weekly or monthly printed.

Time Analysis					
Time Scope	24 Hour Analysis	Date	10/1/2014	00:00:00 ~	10/31/2014 23:59:59
Style	Column	Job Type	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Scan <input checked="" type="checkbox"/> Fax Send		
Status	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny				

Time Analysis	
Time Scope	24 Hour Analysis
Style	24 Hour Analysis
Status	31 Day Analysis 7 Day Analysis 12 Month Analysis 4 Quarter Analysis Year Analysis

Time Range - According to the selected time range, each option to statistics the print data of different period of time.

- Hours print analysis - According to the grouping statistics Print job Task submitted by the user in 24 hours. Then the rush hour can be known within 24 hours.
- Week print analysis - According to the weekly grouping statistic print tasks submitted by the user.
- Daily print analysis - According to the Daily grouping statistic print tasks submitted by the user.
- Monthly print analysis - According to the monthly grouping statistic print tasks submitted by the user.
- Quarterly print analysis - According to the quarterly grouping statistic print tasks submitted by the user.
- The annual print analysis- According to the annual group statistics submitted by the user print tasks.

Time Range - Users can set the date range, generate reports based on this settings and analyzed printing activities within this time.

Chart Types - The user can choose to generate a chart type, there are the following several types: horizontal bar, bar charts, line charts and pie charts, point figure, regional figure.

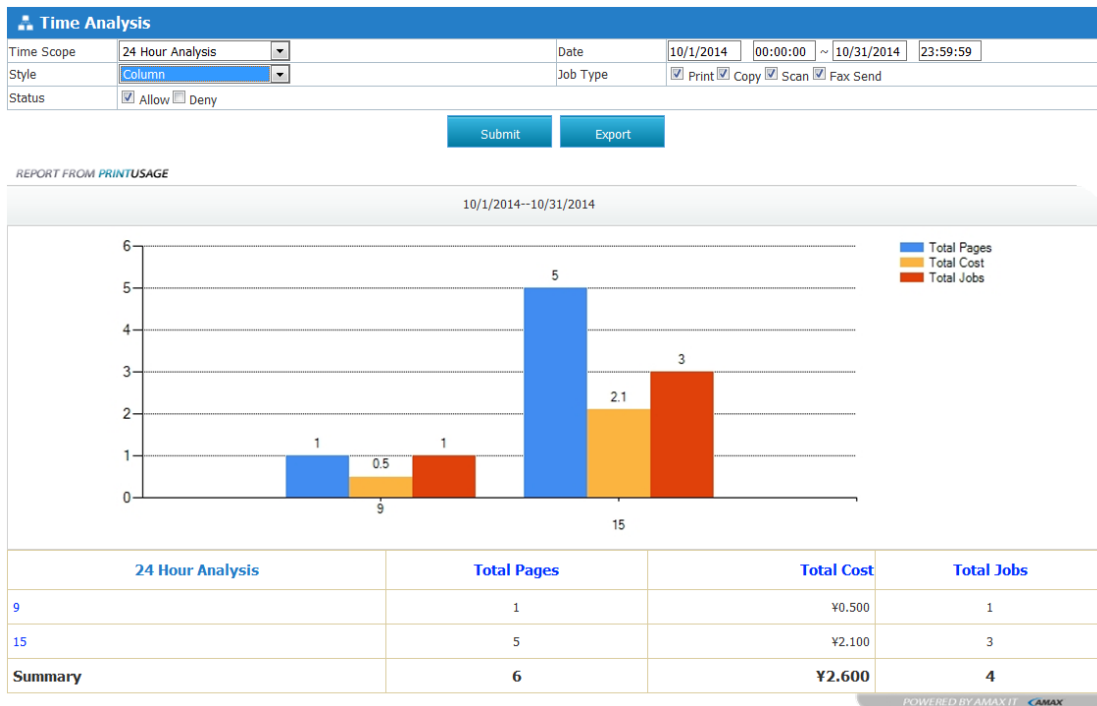
Task Types -f management server has monitored the multifunction printer, the user can be excluded fax or scan files from the report.

Status - Select the print job statistics state, success or failure Printing.

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

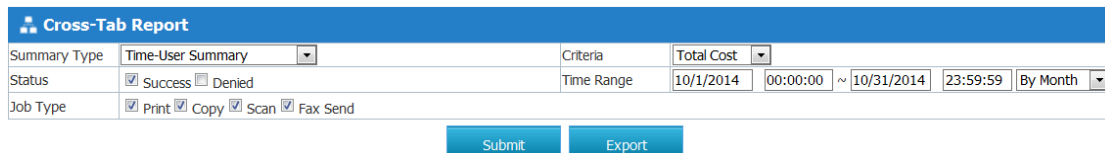
For example:



The example shows that statistical data to printed in April Per hour.

2.4 Cross-table analysis

Cross-reporting statistics in printing costs period of time, or the total number of pages for all users or departments, and the time range can be daily, weekly, monthly, quarterly, annual divided.



Total Type - You can choose statistics by user or department.

According to data on the basis of - Statistics can print costs, or the total number of pages.

Status - Select the print job statistics state, success or failure Printing.

Time Range - Enter the statistical time and from the drop-down list choose what period of time to divide by (day, week, month, quarter, and year).

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

This example illustrates this report statistics Apr. 2014 PU group printed pages.

Cross-Tab Report

Summary Type: Criteria:

Status: Success Denied Time Range: ~

Job Type: Print Copy Scan Fax Send

REPORT FROM PRINTUSAGE

10/1/2014-10/31/2014

User	October	Summary
jimmy	¥0.500	¥0.500
blair	¥0.500	¥0.500
Total	¥1.000	¥1.000

POWERED BY AMAX IT

2.5 Master- Analysis

Master-slave table according to the master class and the slave class divided, statistical information about the total number of pages, the total cost and the number of jobs shows each user in the monitoring of the print information on a printer.

Master-Detail Report

Master: Date: ~

Detail: Job Type: Print Copy Scan Fax Send

Status: Allow Deny

Master table - Select this report the main table.

Slave table - Select this report from slave table.

Time Range - Users can set the date range, generate reports based on this settings and analyzed printing activities within this time.

Task Types - If management server has monitored the multifunction printer, the user can be excluded fax or scan files from the report.

Status - Select the print job statistics state, success or failure Printing

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

2.6 User Summary

User report summary can quickly statistics the total number of pages of each user, also can statistics user group printed info's.

User-Job Summary

Chart Type: Data Type:

Only Accepted Jobs: Date: ~

Status: Allow Deny Printer Name:

Report statistics type - Total count can select the user or user Group to summary.

Data Types - Select the statistics of print information, you can count the cost of printing or pages.

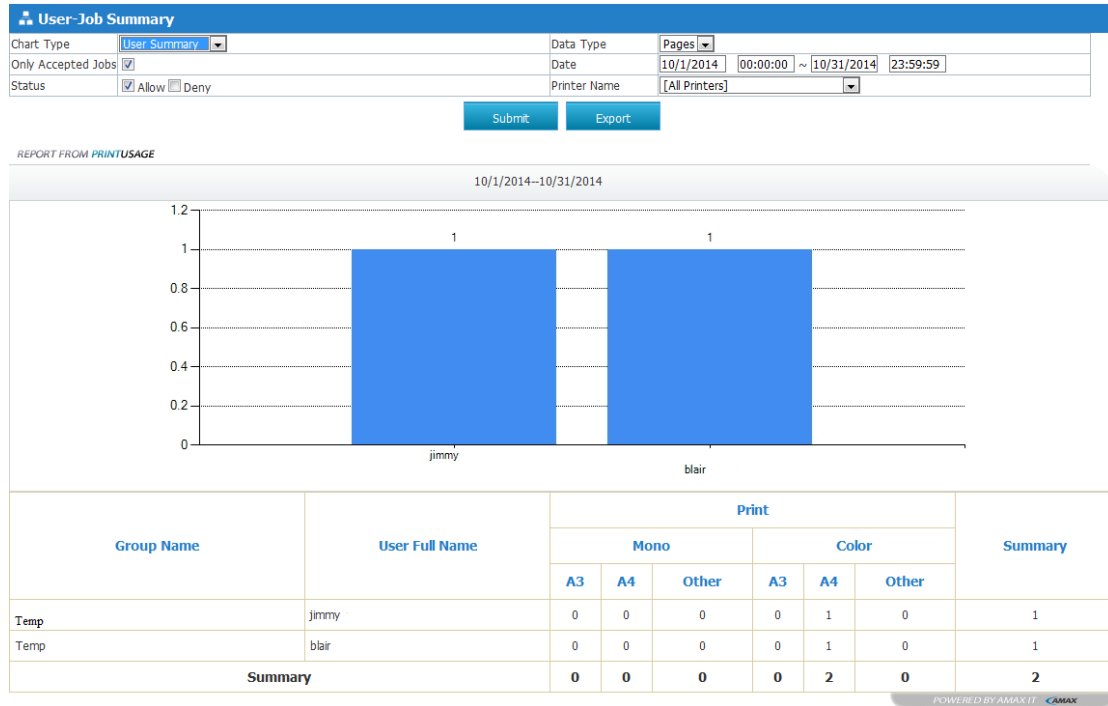
Only the statistics of paper logs - Check this box only statistical the Printed success log.

Date - Users can set the date range, this setting can generate reports based on analysis of printing activities within this time.

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

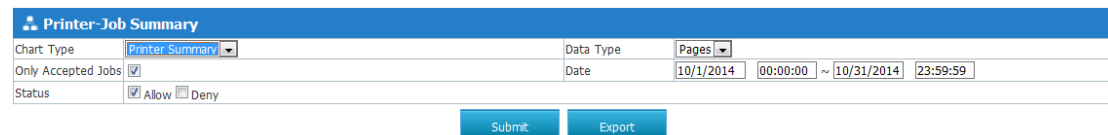
For example:



The bottom of the chart lists all users' printed summary information in different types of papers.

2.7 Printer Summary

The printer can quickly aggregate statistical reports printed pages or print cost of each printer, this report can also statistics the print server data.



Report statistics type - You can choose according to the printer or server to summary.

Data Types - Select the statistics of print information, you can count the cost of printing or the pages of printing.

Only the statistics of paper logs - Check this box statistical the success log only.

Date - Users can set the date range, this setting can generate reports based on analysis of printing activities within this time.

Click "Submit" to generate reports based on the selected query.

Click "Export" to export the generated reports into Excel format.

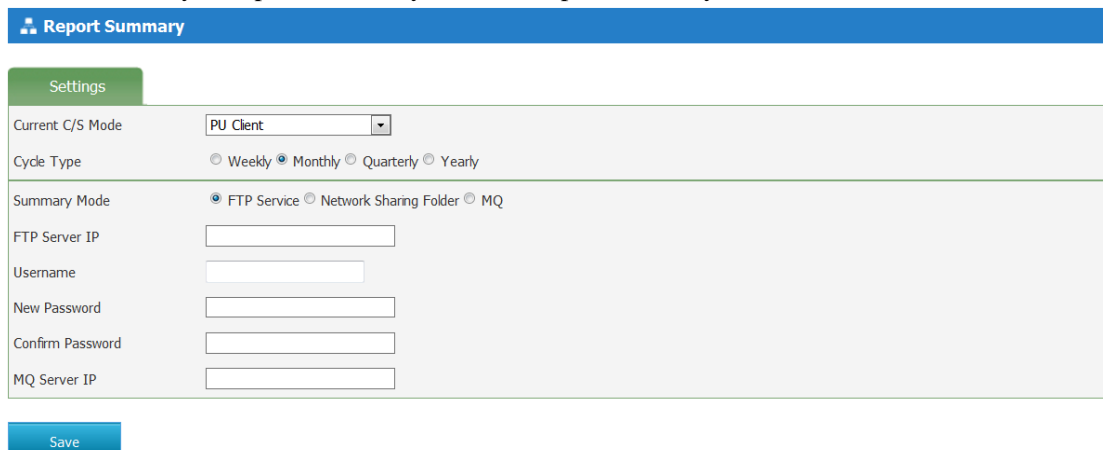
For example:



The bottom of the chart lists all Printers printed summary information in different types of papers.

2.8 Report Summary

For some groups of large customers, the group contains multiple branches, take the way to install multiple PU deployed, but in the end can be able to see the same summary report of all branches. The system provides a way to set the report summary.



The screenshot shows a web interface for configuring report settings. At the top is a blue header with a home icon and the text 'Report Summary'. Below this is a green 'Settings' tab. The main content area is a light gray box containing several configuration options:

- Current C/S Mode:** A dropdown menu currently set to 'PU Client'.
- Cycle Type:** Radio buttons for 'Weekly', 'Monthly' (selected), 'Quarterly', and 'Yearly'.
- Summary Mode:** Radio buttons for 'FTP Service' (selected), 'Network Sharing Folder', and 'MQ'.
- FTP Server IP:** An empty text input field.
- Username:** An empty text input field.
- New Password:** An empty text input field.
- Confirm Password:** An empty text input field.
- MQ Server IP:** An empty text input field.

At the bottom of the settings box is a blue 'Save' button.

Current C/S mode - select the current management site is a Summary client or PU client, when choose "Server client", "statistics" sheet page will display, in "PU client" will not display.

Cycle type - The cycle of statistical.

Summary Mode - You can choose the FTP Services, Network sharing folder or MQ.

If the FTP mode:

FTP server IP - The IP address of the FTP server.

User name - FTP login account.

Password - FTP login password.

Confirm Password - Enter the FTP password again.

If the network Shared folder mode.

Summary server IP - IP address of the summary.

If message queue model, then enable the MQ summary way, the client and server side must deployment MSMQ service, send and receive data through MQ service.

Summary mode, select "MQ" mode, you should enter the summary side of the MQ service IP address, Show that all the data will be sent to the server by MQ services to summary.

In server client summary tab, data summary according by the cycle type, and only shows the print success data.

Report Summary

Settings Summary

Summary Type: User Date: 2014Year September
Style: Column

Submit Export


REPORT FROM PRINTUSAGE

2014-09-01--2014-09-30

Total Pages
Total Cost
Total Jobs

3. System Settings

Through the web management page Settings menu, user can change the system Settings, these Settings will affect the PrintUsage installation. About the print server Settings, please refer to the content of the "system configuration object" section.

 **Options**

- » Registration
- » Template
- » Administrator
- » Roles
- » Paper Type
- » File Type
- » Notification
- » Data Maintenance
- » Advanced Options
- » WebSites

Registration- Illustrates the user who uses the software, support the maximum number of printers and restrict the use of the date of registration code. (Limit the use of date only for users to try this product, the user has complete registration code will not have this limitation).

Template- To four objects (server, printer, user group, and user) template Settings set up the way to see the first chapter - system configuration object.

Administrator- Add a new web administrator or delete the exists administrator. You can also through this page to change the administrator password or assign the administrator role for the user.

Roles- You can add or remove administrator in Web management page, and assigns different roles and the corresponding rights.

Paper Type- Can adds or removes the paper type. On the quota management page display paper types that exist in the list, the administrator can set different printing price for different paper types.

File Type- Can add or delete File Type. Through this setting can refuse to print some non-standard file types.

Notification - When the system processes the user printing tasks, can set the content and remind method of the beginning, end, and when the error occurred. Can prompt window or emailed to send information.

Data Maintenance - Manage information stored in the database.

Advanced Options - Modify the Settings of the credit card.

WebSites - In the login page to realize the management sites.

3.1 Registration Information

Registration Information	
License Holder	AMAXGS DEV CODE
Maximum Users	Unlimited
Maximum Printers	100
Support MFP Plug-in	Yes
Reader Count	100
Expiration Date	12/31/2014
Support Manual Audit	Yes
Support Card Release	Yes
Support FollowMe	Yes
Machine Code	USAPUPRO (Valid)
General Machine Code	DA3A5CB9DE226F

Machine code is pointed to the current hardware encoding. If your machine code not match, you can use the new machine code to apply for new authorization code

Enter Registration Code

Registration information shows that using this software the user or the company, the registration code can support the maximum number of users and printers, as well as a variety of available extensions. Can buy a different registration code to add printer number or use the PrintUsage more extended functionality

Note: Due to complete the registration code can be unlimited use of the software, so when user bought this registration code can ignore the page prompts the use of date. Users can Use the software free for 30 days, the system will be given tips when using expired.

Registration Information

License Holder	AMAXGS DEV CODE
Maximum Users	Unlimited
Maximum Printers	100
Support MFP Plug-in	Yes
Reader Count	100
Expiration Date	12/31/2014
Support Manual Audit	Yes
Support Card Release	Yes
Support FollowMe	Yes
Machine Code	USAPUPRO (Vald)
General Machine Code	DA3A5CB9DE226F

Machine code is pointed to the current hardware encoding. If your machine code not match, you can use the new machine code to apply for new authorization code

Submit
Cancel

Click the "enter registration code" button, will appear text box to input the registration code and click "submit" button to save Settings. If registration code correctly, your user name or the company name, and the maximum number of printer can support the registered information will be shown in the page.

3.2 Configuration Template Management

Apply the system existing template can quickly change the system Settings; you can through the template configuration page to create and manage templates. If you want to apply for the template, select the template name, click on the "application template" button.

Template Configuration

Servers
Printers
Groups
Users
Watermark
Header&Footer

Select	Template Name	Template Description	Apply Objects
<input type="checkbox"/>	Group Setup		Apply Objects

Add
Delete

- Initially the system does not exist template, click the "Add" button to create a new template.
- Click on the "general information" Tab, enter template name and template described in this page.
- Manually set this template, specific content can refer to the section system configuration management".

Group Template

General
Printer
Time
File Type
Quota
Printer

Template Name

Functions

Template Description

Template Type
Group Template

Save


3.2.1 Application Templates

The page for the system provides a simple way to change the object template, but can't remove the object which applied the template.

Templates can only be applied using this menu, applied templates must be removed through the object's settings menu.

- Objects in the table on the left side of the column is already selected the template in the system object, all of the servers, printers, groups or users, according to the template type to set.

- When you select an object, click the button  to move the object in "Object List".

- click the button  remove the object to select the application object list, application of the template.

3.3 Administrator Settings

By creating a new administrator, to supervise and control the print monitoring system. The administrator created during the installation process has all authority on the menu to enter the web management, to set the permissions on the newly created administrator, only allow it into the specified page. The permissions Settings can be set through the role management to create roles.

	Username	Real Name	Last Login Date	Role(s)
<input type="checkbox"/>	Leonard	Leonard Knox	10/24/2014 10:39:05 AM	Role(s)

To delete the administrator, click the check box next to the administrator, click "delete".

Username - The administrator's user name, this name only.


Real Name - The administrator real name.

Last Login Date - The last time the administrator login to the web management Page of the date and time.

Role(s) - Set the administrator access.

Create a new administrator account

Click "add", to create the administrator account for the system.

After clicking on the selected user object button  move the object to "selected users". Whether the system administrator - is that has as admin privileges; No, is set to the general manager and need to give the corresponding role.

3.4 Role

To set a number of different roles and permissions administrator, realize multi-level management. Through this page you can create a new role, so that the various printers and print server management also can limit other administrators' access to certain pages set up the system. Under the initial state, the system does not define a new role as "admin" user has the "System Administrator" privileges, can enter any page modify the system configuration.

3.5 Add Role

Before setting the permissions on the role, please create a name and give a brief description for this role, enter the name and description in the text box after click "save" button to create this role.

Select	Role Name	Role Description	Assign Rights
<input type="checkbox"/>	The sales department audit	Sales department staff to work in print	Assign Rights

Click the "Assign Rights" link to the Role Rights settings page.

Role Rights		
Rights Description		
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Blair Print Server
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Kyocera TASKalfa 400ci Printer
<input type="checkbox"/> View	<input type="checkbox"/> Edit	TOSHIBA Universal Printer 2 Printer
<input type="checkbox"/> View	<input type="checkbox"/> Edit	admin\FIN User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	admin\HR User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Engineering User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	MC User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Test User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Temp User Group
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Manual Audit
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Print Report
<input type="checkbox"/> View	<input type="checkbox"/> Edit	Print Content

- Selected server check box, permitted to own the role of the administrator to manage the entire print server in the system.
- Select the print server name permitted to own this role of the administrator on the server and manage all printers connected to the server. If selected to separate the printer can only for management of this printer.
- The selected user group check box allows have the role of administrator for all groups and users in the system of management.
- If selected to separate the user group can only to the group and the group User management.
- Select the Manual Audit checkbox allowed to own permissions manually release print jobs.
- Select the Print Report check box allows to generate print report have the role of administrator.
- Select the Print Content checkbox can view the information stored in the system, can view the compressed image files or to re-print documents.
- Click the "save" button to save the current Settings.
- Through the "Settings" -> "administrator" page to create administrator, and for the administrators to assign roles.

3.6 File Type

Paper Type				
Select	Paper Type	Size	Width (mm)	Height (mm)
<input type="checkbox"/>	A3	M	297.000	420.000
<input type="checkbox"/>	A4	M	210.000	297.000
<input type="checkbox"/>	A5	S	148.000	210.000
<input type="checkbox"/>	A6	S	105.000	144.000
<input type="checkbox"/>	B4	S	250.000	353.000
<input type="checkbox"/>	B5	M	176.000	250.000
<input type="checkbox"/>	16K	M	197.000	273.000
<input type="checkbox"/>	LETTER	M	216.000	279.000

Through the PrintUsage manage paper type, in the quota management page will display a list of the types of paper, the administrator can set different price for different types of paper printing. By default, the list contains the common types of the paper.

Click the button "add", to create a paper type.

To delete the paper type already existing in the system, selected the name of the paper type you want to delete, click "delete" button.

The paper type name - Paper type name, Click the link to modify the paper type properties.

Size grade - The paper type belongs to the size of the class.

Width (mm) - The width of the paper type to mm for the unit.

Height (mm) - The paper type height to mm for the unit.

Paper Type	
Paper Type	<input type="text" value=""/>
Customized Paper Type	<input type="text" value=""/>
Height (mm)	<input type="text" value=""/>
Width (mm)	<input type="text" value=""/>
Size	<input type="text" value="S"/>

Add the paper type

The paper type name - From the drop-down menu to select a file type.

The custom paper type - The name of the user can customize the paper type.

Height/width - The user can set the height and width of paper from the definition of paper type, If select pre-defined types of paper, the system will automatically fill the height and width.

Size grade - Choose custom paper belongs to the size of the class.

3.7 Notification

User Notifications		
<input checked="" type="checkbox"/> Notify When Printing Starts <input checked="" type="checkbox"/> Use E-mail {StartPrint} {PrinterServer};%PrinterServer% {PrinterName};%PrinterName% {User};%User% {Document};%Document% {Copies};%Copies%	<<	PrinterName
<input checked="" type="checkbox"/> Notify When Printing Ends <input checked="" type="checkbox"/> Use E-mail {PrintSuccess} {PrinterName};%PrinterName% {PrinterServer};%PrinterServer% {User};%User% {TotalCost};%TotalCost% {Balance};%Balance%	<<	Computer User Document TotalCost TotalPages Copies SubmitTime PaperSize Color Duplex UnitCost TotalCost ResultDesc Balance
<input checked="" type="checkbox"/> Notify If Printing Fails <input checked="" type="checkbox"/> Use E-mail {PrintFail} {PrinterName};%PrinterName% {PrinterServer};%PrinterServer% {Computer};%Computer% {User};%User% {TotalPages};%TotalPages%	<<	
<input type="checkbox"/> Notify If Need Audit <input checked="" type="checkbox"/> Use E-mail {PrinterName};%PrinterName% {User};%User% {TotalPages};%TotalPages% {Document};%Document% {ClickThisHyperlinkUrl};http://192.168.120.10:8090/Log/Audit.aspx	<<	
<input checked="" type="checkbox"/> Notify Audit Result <input checked="" type="checkbox"/> Use E-mail {PrinterName};%PrinterName% {User};%User% {TotalPages};%TotalPages% {Document};%Document% {ManualAuditBy};%ManualAuditBy% {ManualAuditNote};%ManualAuditNote%	<<	

Notify Administrator Notify Administrator
 Notify System Administrator Notify System Administrator
 Notify User Notify User

Mail Title:

Sender's E-mail Address:

Mail From:

SMTP Server Address:

SMTP Account Name:

SMTP Account Password:

Enable SSL:

Submit

System will automatically send various types of users for the user to remind, prompt the user to print.

Success or inform the user to print cost, and the rest of the quota. Through user remind page user can easily create a user remind, you can also choose whether to prompt the user via E-mail. If it is sent via E-mail users remind that is sent by the user's mail address.

Notify when Printing Starts –Selected “Notify when Printing Starts” checkbox, said if the User request print task to alert users to start.

Notify when Printing Ends - Selected "Notify when Printing Ends" check box, said that if the end user requests the print job to remind users.

Notify If Printing Fails - Selected "Notify If Printing Fails" check box, said there was an error if the user requests to print task will remind users, and inform the user the wrong reasons.

Notify If Need Audit – Selected “Notify If Need Audit ” check box, indicates if the user print jobs require manual review to notify the appropriate administrator.

Notify Audit Result - Selected "artificial audit by reminding" check box, said if the administrator approved/rejected the print job, the print user will receive an email with the approval.

3.7.1 Creating SMTP reminder

Notify Administrator –In the case of open E-mail reminder function, select the check box, the user print start, end, or when an error occurs, the administrator will receive a system email reminder.

Notify System Administrator - In the case of open E-mail reminder function, select the check box, the user print start, end, or when an error occurs, the system administrator will receive a system email reminder.

Notify User - In the case of open E-mail reminder function, select the check box, all users will be in the print start, end, or when an error occurs, receive system send a reminder mail.

Mail Title - Fill in the mail title want to display.

The administrator email address- Fill in the administrator receive reminder email address.

The sender - Want to display the sender email address.

SMTP server-The address of the server.

SMTP user name - The login server account.

SMTP password - The account password.

Click the "submit" to save these Settings

Email contains a variety of print information, as follows:

The printer name - In the name of the printer for printing work.

Port - The printer port

Print server - The printer's print server name.

Share name - Share the name of the printer.

The computer - The hostname of the user to use a computer to send the print file.

User- The print job to the user

IP - Send print files the IP address of the computer.

MAC - Send print files computer's MAC address.

The document name- Print the file name.

The total number of bytes - The number of bytes to print documents.

The total cost - The total cost of printing tasks.

Total number of pages - The total number of pages printed in the printing task.

Print the number of bytes - The print task, the total number of bytes, including copy of the number of bytes of the file.

Print the number of pages - The total number of pages of print tasks, including copy of the file pages.

Additional copies - The number of copies the file to print the writing tasks.

Print the time - Documents submitted to print in the monitoring system of time.

The paper - The print task used by the page size.

Color - The print tasks used in color mode, the black and white printing or color printing.

Single and double face - The document is in this print task double-sided printing or single-sided printing.

The unit price - The price of a single file to print.

The total cost - The total cost of print tasks, including copy of the file.

The result code - The result of the print task code.

Print the result - Code to illustrate the results.

Balance - After the end of the print job and print expenses deducted the remaining quota user.

3.8 Data Maintenance

Data Maintenance page allows administrators to delete print information stored within the system. This not only released disk storage space, but also improved the security of the information. Print log and save the content can be deleted through this page.

☰ Data Maintenance

Delete Print Logs

1/1/2014 ~ 10/9/2014 Submit

Delete Captured Content (Just delete the DB data)

1/1/2014 ~ 10/9/2014 Submit

Recalculate Job Count Based on the Current Print Log Data

Submit

Server Name	Download Service Log
Blair	10/9/2014 Download

Delete the info over a period of time set by users however; it still holds the number of addition in the print job processing each printer. If you want to recalculate the total number of print tasks, click the "based on the current log of recalculate total".

Delete print log - Delete s set period of time to print log, click on the "submit" to delete user.

Delete the print image – Delete content printed picture of period of time set by the user, click the "submit" to delete.

Based on the current print log summary again-Based on the current number of print log information to recalculate the print task, click the "submit" to collect data.

Download the event log- each print server stored using event logs and maintenance information, if you want to download the event logs on a server, you can click the "Download Event Log" near to the name in the server to download.

3.9 Advanced Options

You can use this menu to set advanced options in print monitoring system.



Settings for Card Reader

Card Number Algorithm - Some brand ID card using a different format, After testing and found that your card number display is not correct, by selecting the corresponding analytical algorithm can let the procedure to obtain the correct card number. Click "algorithm example" to see each specific logic of the algorithm.

Original Card ID - After swiping click "refresh" button, user can get the card number through the card processing algorithm.

Target Card ID - According to the card number algorithm and the original card number, click on the "Algorithm Example" button can be turned out of the required target card number.

Card Reader IP for Charge –The IP address of the credit card reader.

Settings for Advanced Functions

Enable View Content - Allow to check the print content.

Enable Multiple Group - According to the domain user group structure, and can be printed for multistage group counts, make the parent group contains subgroups of the data.

Enable Client - Allow the users to download the client log on to the system. And can receive client remind messages.

Enable Client Reminder –When selected, the login user can receive the appropriate print notifications, if the current user is an administrator, you can receive all the required audits of print requests notifications.

Only Charge on project - Print count statistics into the project team and project personnel only, not at the same time statistics to the user groups or users.

Enable Project - After enabling these settings the print jobs can statistic accounts by the project or project personnel.

Enable Agent - Checked this check box to enable printing agency services.

Enable Re-print – enable user can re-print jobs.

Enable Cost Center - you can use the cost center when this setting is enable.

Enable domain account credentials - The user can login to the web Page to check the balance and print history records;If you select this check box, you can choose the domain user login to the server to check the history records

Currency Symbol - Through the web Page to change the current currency symbol.

Use Full Name in Report - Log and report displays the user's full name.

Pause the print job timeout (time interval) - The user must be statement waiting time for the files that paused in the queue.Over time, the file is automatically deleted from the queue ,If the file is removed from the queue, users do not need to pay for this file.

Turn off automatic synchronization - Turn off the user automatic synchronization function.

4. Print Log

With this menu, you can view all of the printing history on the print server, you can also enter manual audit review list. Each connection to the print server on the system can view the system event log; you can open the event log through the tray program on each server.

4.1 Print Log

The screenshot shows the 'Print Log' interface with search filters and a table of print logs. The search filters include Group Name, Username, Computer Name, Printer Name, Status, Content, Document, Page Size (15), Log Type, Color, and Date (10/24/2014 00:00:00 ~ 23:59:59). The table below shows one log entry for user Blair.

User	Group	Computer	Submission Time	Printer	Document	Content	Status	Pages Mono	Pages Color	Pages Copies
Blair	Temp	BLAIR	10/24/2014 11:11:46 AM	TOSHIBA Univers...	win8.txt - Note...		Denied	1	0	1

1 Print Logs loaded

Navigation: 1 / 1, Go, Export, Export Content

Print Log record all system monitored history printing log, Users can choose time period to view the print history within this time. Click the document name links; you can view the details of this print log.

Each title is highlighted with an underscore, click on the title of each column in the table, you can follow the content of this field to sort.

User name-Which users print this document.

Group name -the group of the user belongs.

Computer(IP)- Send a print request computer name, in brackets IP address is the local machine IP.

Print Time - print monitoring system receives the date and time for this print request.

Printer Name - Print files printer name.

Document Name - name of the document being printed.

Content - Click the icon to view the printing contents of the compressed image format. If this icon is not in the list, indicating that the printer has not been "caught print content" setting (Enterprise Edition only).

Status - indicates the print files status, print success or set user privileges caused denied Print.

Pages - The total number of printed documents pages, including a copy of the file.

Black and white - printed documents black and white pages.

Color pages - printed document color pages.

Copies - The print job printed copies of the file.

Paper - paper size used in the print job.

Color - The color mode used in the print job, black and white printing or color printing.

Single-duplex -The print job of the documents printing mode is single or duplex.

Cost - The total cost of the print job, including the cost of copying the file.

Log type - The type of print jobs, print, copy, scan or fax.

4.1.1 Print log content retrieval

For documents Word, Txt and other similar text format, you can find filtered according to print content.

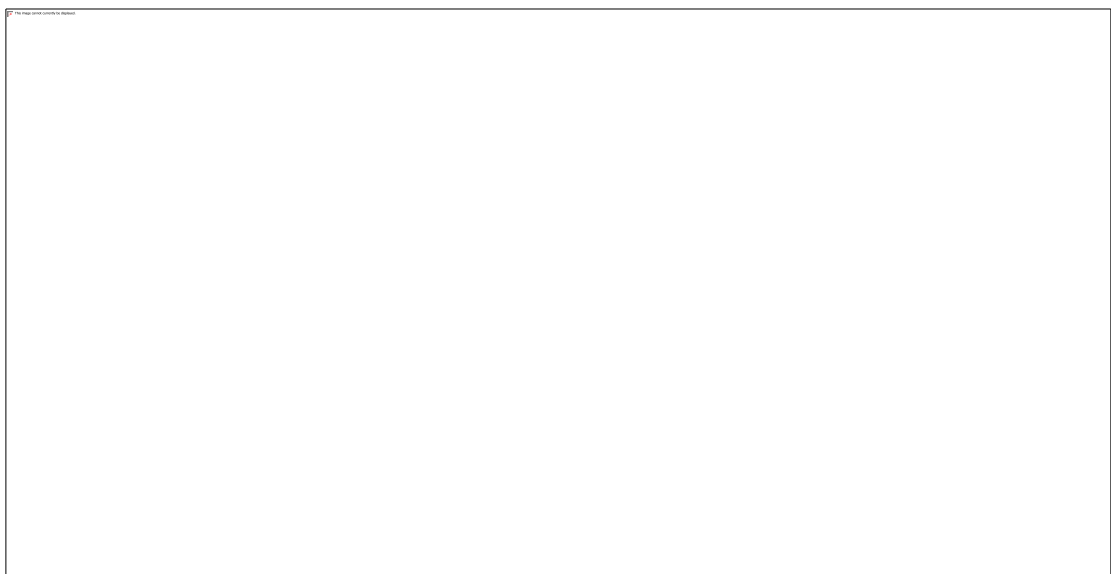
For example: Search for the keyword "feature list" and specify additional filter criteria, you can find series of documents contained "feature list" in the file.

The screenshot shows the 'Print Log' interface with search filters: Group Name, Username, Computer Name, Printer Name, Status, Content (Test), Document, Page Size (15), Log Type, Color, and Date (11/5/2014 00:00:00 ~ 11/5/2014 23:59:59). Below the filters is a table with 15 columns: User, Group, Computer, Submission Time, Printer, Document Content, Status, Pages Mono, Pages Color, Pages Copies, Paper Color, Duplex, and Total Cost. Two log entries are shown, both for user 'jimmy' on computer 'JIMMYWIN7_64BIT' at 11/5/2014 10:46:18 AM and 11/5/2014 10:45:02 AM, both successful and costing ¥0.100.

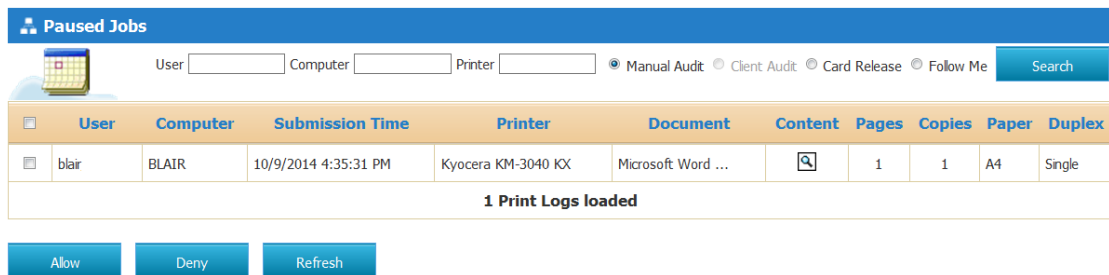
User	Group	Computer	Submission Time	Printer	Document Content	Status	Pages Mono	Pages Color	Pages Copies	Paper Color	Duplex	Total Cost
jimmy	Temp	JIMMYWIN7_64BIT	11/5/2014 10:46:18 AM	DASCOM DS-26001...	Test Page	Success	1	1	0	1	A4 Mono Single	¥0.100
jimmy	Temp	JIMMYWIN7_64BIT	11/5/2014 10:45:02 AM	DASCOM DS-26001...	Test Page	Success	1	1	0	1	A4 Mono Single	¥0.100

2 Print Logs loaded

Results are as follows, to highlight keywords.



4.2 Manually Audited

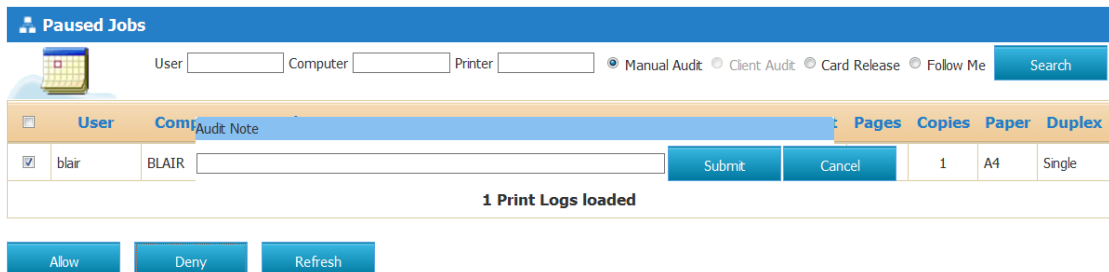


Monitoring system records the pause print log, to print this document; you must be verified by an administrator through the "manual audit" page.

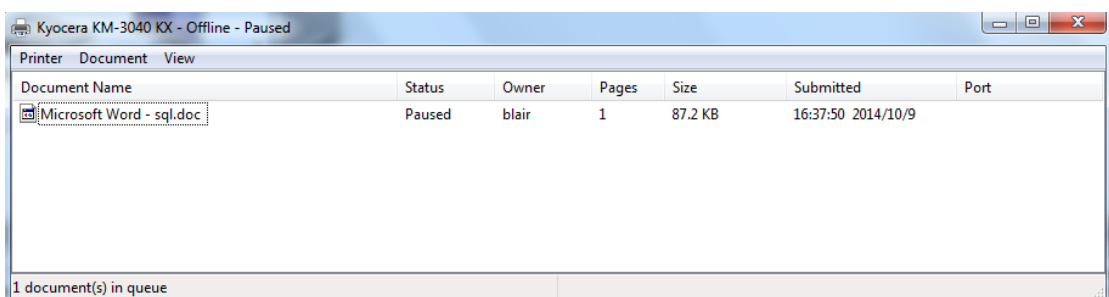
Ideal functions professional print monitoring system is to prevent accidental printing and wasting expensive print resources, and to improve information security.

Note: PrintUsage Professional Edition and Enterprise Edition does not include this feature, you must pay extra to use this feature.

- Review the list of files in a manual audit document information.
- By clicking the icon audit print content. (Enterprise Edition only)
- If you select "Allow" button allows the print queue to send a print job to be printed on the printer, if select "Reject" button refused to print this document.
- If the administrator allows printing, printing costs will be charged to the user, or will not charge if refused to print.
- Click the "Refresh" button to reload this page.



The left side of the PrintUsage management page will pop up a dialog box, when the administrator refused print and should explain the audit work.



Before the administrator to manually audit the print document, the document will paused in the print queue.

5. Help

5.1 User Guide



PrintUsagePro Print Monitor system software.

Version: V4.0.

User Guide.

↵

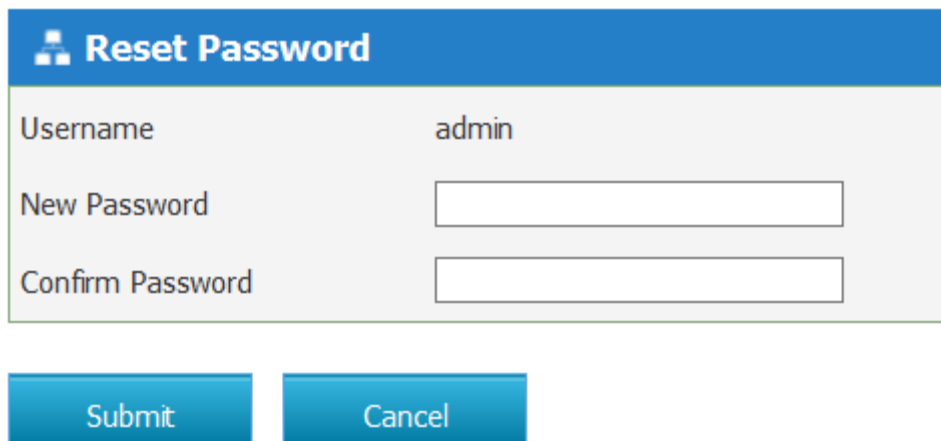
Users can click to open the user guide online access to this document.

5.2 About



Here can be found the specific version of PrintUsage installed and Build Date. Click on the hyperlink to directly access the company website and product Page.

6. Change Password

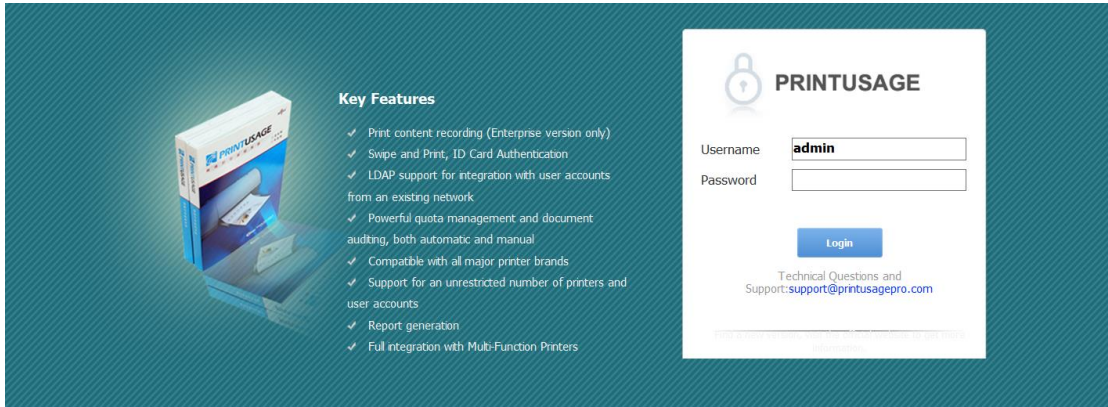


Reset Password	
Username	admin
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="submit" value="Submit"/>	<input type="button" value="Cancel"/>

This menu lets you modify the current logged-in user's password.

7. Logout

This menu Log out return the login page



Key Features

- ✓ Print content recording (Enterprise version only)
- ✓ Swipe and Print, ID Card Authentication
- ✓ LDAP support for integration with user accounts from an existing network
- ✓ Powerful quota management and document auditing, both automatic and manual
- ✓ Compatible with all major printer brands
- ✓ Support for an unrestricted number of printers and user accounts
- ✓ Report generation
- ✓ Full integration with Multi-Function Printers

PRINTUSAGE

Username:

Password:

Technical Questions and Support: support@printusagepro.com

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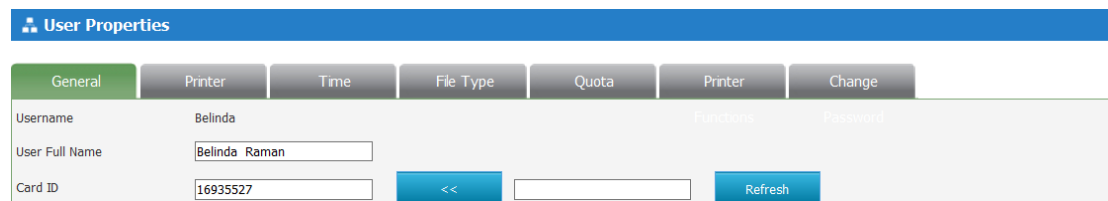
8. Card printing and authentication

Swipe printing is an extension of PrintUsage. By binding the card reader and printer, all sent to the printer's print jobs will be suspended only when the user swipes, the tasks will be printed out. Use this feature to avoid leaks situation in the printer when paper out, a real private printing, also can be used to prevent waste print resources because of an error print out papers. This function is an additional feature; you need to pay an extra price to use.

8.1 Steps

8.1.1 Bind User with IC card

- After completing the credit card machines installation and configuration (see the supplied installation instructions specific operation), set IC card on the credit card machine, hear "drip" sound representative success.
- Log Web Manager page, click the user name on the corresponding IC card, enter into user property page.



User Properties

General | Printer | Time | File Type | Quota | Printer | Change

Username: Belinda

User Full Name:

Card ID:

- Click "Refresh" button behind the "Card ID", you will see a string of numbers appear in front of the text box, this figure is IC card.

8.1.2 Binding credit card machine and printer

- All printers' page, click on the printer name you want to bind and enter the printer properties page.

- Credit card machine binding type and enter the address. Bind TOSHIBA Universal Printer 2 credit card machine address is 192.168.119.20, Kyocera TASKalfa 400ci KX credit card machine address is 192.168.119.21.

Printer Name	TOSHIBA Universal Printer 2
Whether is virtual printer	<input type="checkbox"/>
Printer In Group	<input type="checkbox"/> All
Monitor Mode	Normal
Printer Model	
Printer Host Name	
Printer IP Address	192.168.119.31
MFP Serial Number	
Card Reader URI	192.168.119.20

Printer Name	Kyocera TASKalfa 400ci
Whether is virtual printer	<input type="checkbox"/>
Printer In Group	<input checked="" type="checkbox"/> All
Monitor Mode	Normal
Printer Model	
Printer Host Name	
Printer IP Address	192.168.119.114
MFP Serial Number	
Card Reader URI	192.168.119.21

8.1.3 Printing

- Print a task on TOSHIBA Universal Printer 2 and Kyocera TASKalfa 400ci KX respectively.
- Log into print Log>-Manual Audit page, you'll see two tasks just printed in the queue awaiting audit.

- On the credit card machine 192.168.119.20 swipe IC card, hear "drip" representative success.
- Refresh manual audit page, you will see there is a task in queue, only TOSHIBA Universal Printer 2 Task is printed out.

9. Application print monitoring services

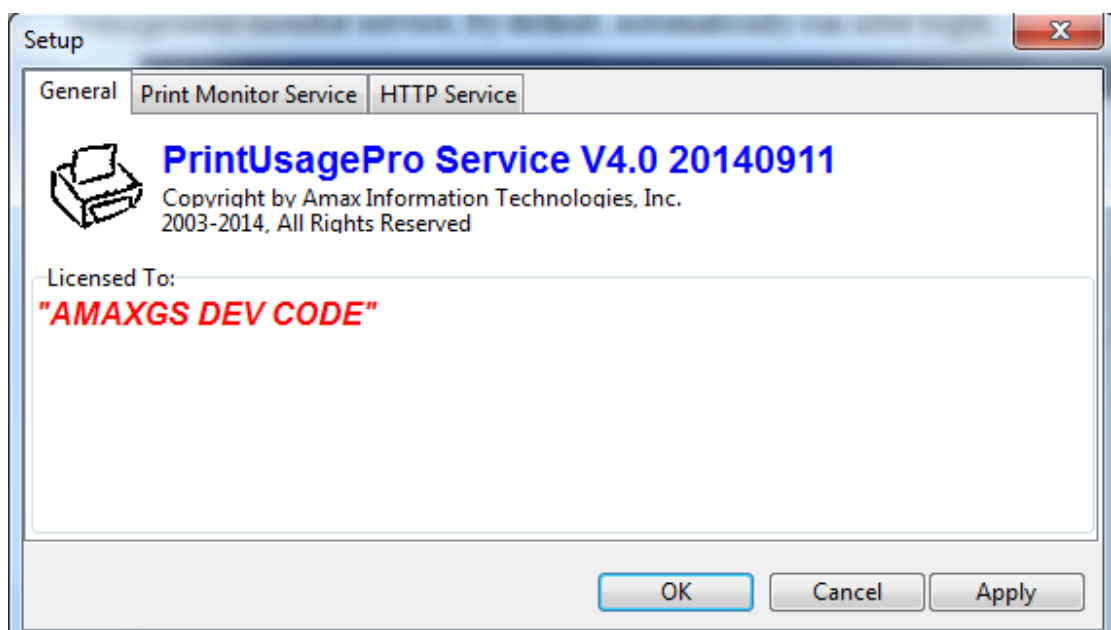
9.1 Summary

Print monitoring service is the core component in PrintUsage which installed on the monitoring server. Print monitoring service monitors every print job of the local printer, control and records the print jobs. Print monitoring service currently supports Windows 2003/7/2008/2012 operating systems, we recommend using Windows 2008 or 2012 operating system. Only install the printer on the print server monitoring service can be managed, so if you have two or more printers are shared on both servers, you need to install the print monitoring service respectively on both servers, Only the server who installed the print monitoring service can be called a print server monitoring server.

Print monitoring service consists of two parts:

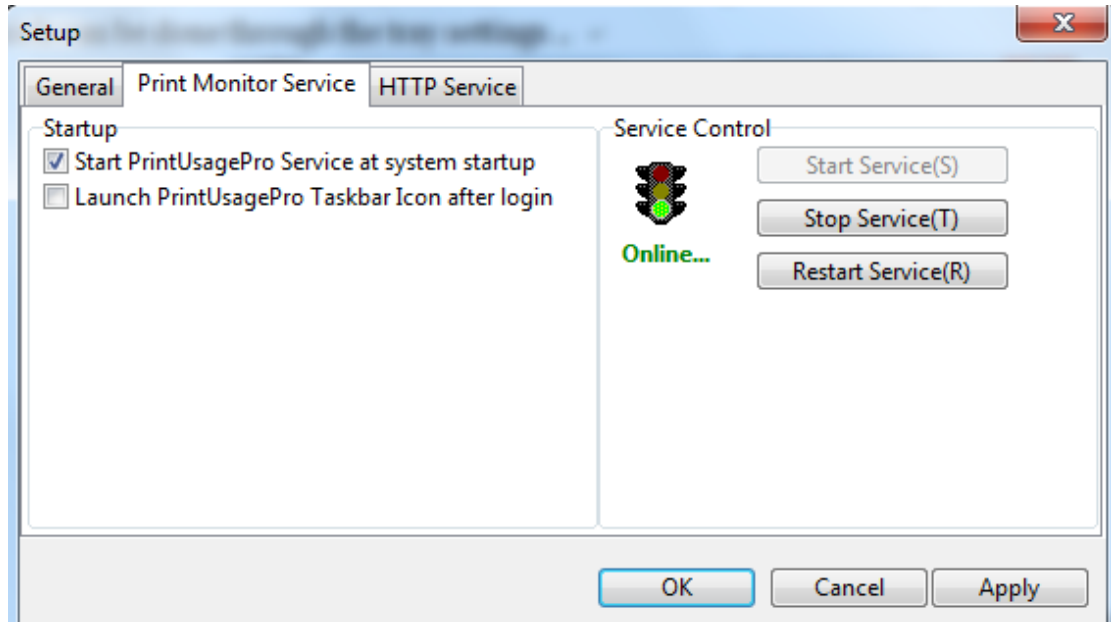
Print Monitoring Service Print monitoring service run by system services, start by default with Windows, to monitor the printing tasks of the machine, according to set control print jobs or terminated, and record print event to the database.


Print monitoring the taskbar tray Is a program of the tray to help configuration management monitor service ,By default, automatically run after login.



9.2 Start / Stop print monitoring service

In some special situation, you may need to start, stop or restart the print monitoring service, which can be done through the tray settings.



Double-click the system tray icon  to open the System Configuration Page, In the service control box, select "Start Service", "Stop Service" and "restart the service" can be separately achieved print monitoring services start, stop and restart. The left signal light represents the current operating status monitoring service.

You can also right-click the system tray icon, the pop-up menu, select "Start Service", "Stop Service" and "restart the service", can be separately achieved print monitoring services start, stop and restart.

Note - Print monitoring service must restart your system after any setting.

If not the system administrator to start the System Configuration program, to "Run as administrator." Otherwise, because of permissions problems cannot use this feature.

10. Configuration Tool

In the Start menu --PrintUsage 4.0 directory has multiple configuration tools, respectively, to complete the following functions.

10.1 Configuration Wizard

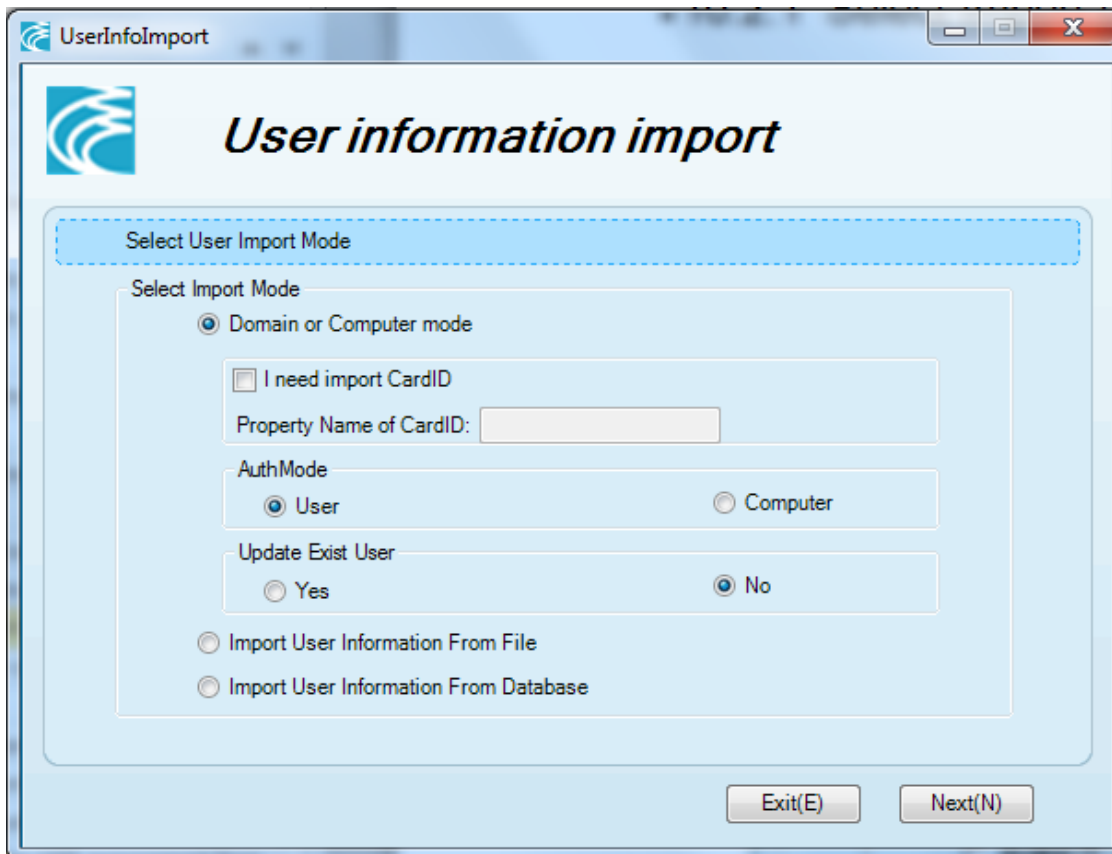
During the installation of the software can run the configuration wizard to import user and printer, install the database, the user quotas and print charging settings, you can configure the Web server through the web management page.

Click Start -> Programs -> PrintUsage Enterprise -> Run Configuration Wizard, re-run the System Configuration Wizard.

For this configuration wizard specific steps, please refer to the Content> "Settings" section.

10.2 User Synchronization Tool

10.2.1 Select Import Data Source



The screenshot shows a Windows-style window titled "UserInfoImport" with a standard title bar (minimize, maximize, close). The main content area has a blue header with the "User information import" logo and title. Below the header is a dashed blue box containing the text "Select User Import Mode". Underneath, there is a "Select Import Mode" section with several options:

- Domain or Computer mode
 - I need import CardID
 - Property Name of CardID:
 - AuthMode
 - User
 - Computer
 - Update Exist User
 - Yes
 - No
- Import User Information From File
- Import User Information From Database

At the bottom right of the window are two buttons: "Exit(E)" and "Next(N)".

PU support domain or computer mode, file import, database import three ways, and you can choose whether to update existing user information, you can also import the card appropriate fields when doing domain import.

1)Domain or computer mode

"I need to import the card" + "card corresponding attribute name":

These two are used together with, once checked, the card number will be automatically read from the domain. Property names need to be consistent with the current domain card number.

"Authentication Mode" :

"User": import user information for the current domain.

"Computer": import a list of the current domain or workgroup computers.

"Whether to update existing users" :

"Update": will update the database which already store user's card number, full name, e-mail, MFP Login ID (only Sharp has); The workgroup name, the balance, the user print permissions will not be updated.

"No Update": For existing users, all the information will be retained.

Select the "per-user authentication", user groups and user accounts from the active directory will be imported by default. Select "by Computer Certification", the installation program will traverse the Internet bureau of the working groups, that will be set work group name named as the user group name, the computer name named as the user account import the system. Note: Only the computer already opened can be imported. Computer does not have to import, after installation is complete, login the Web site management manually add.

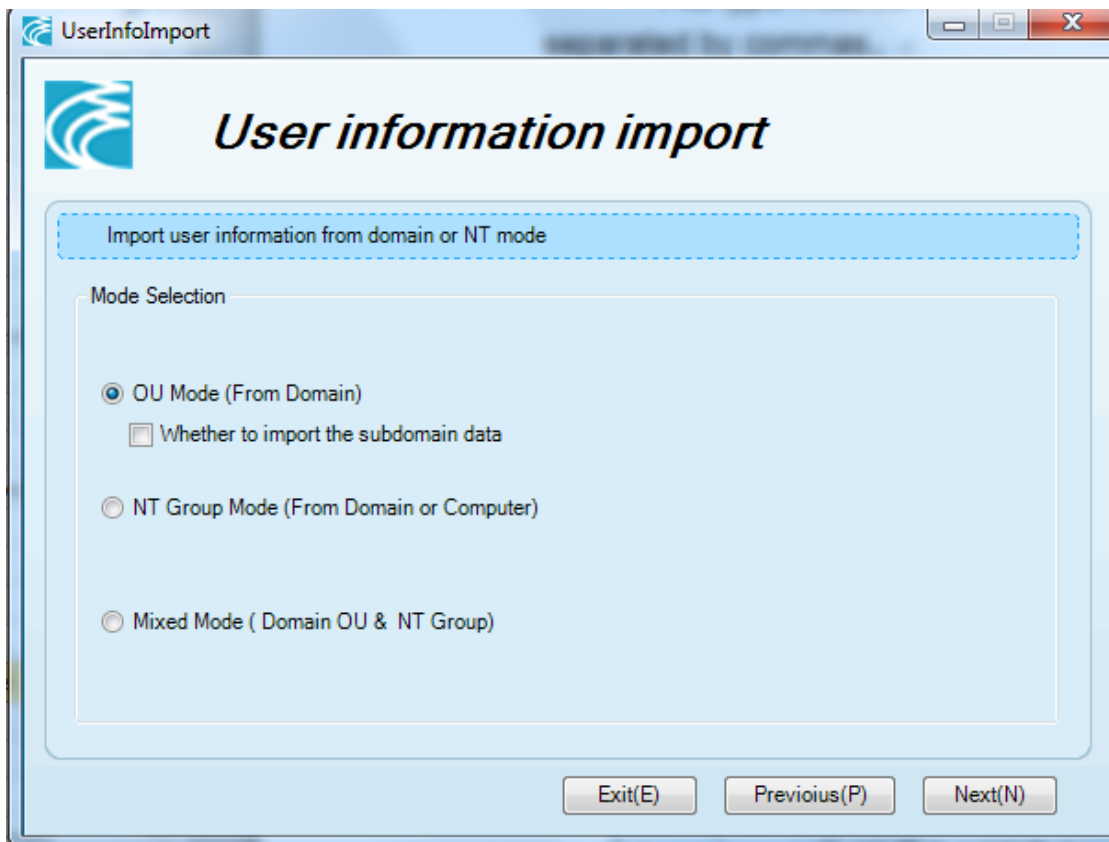
2)File Import

File type must be CSV, TXT or xls, file format is: username, full name, user groups, separated by commas.

3)Database import

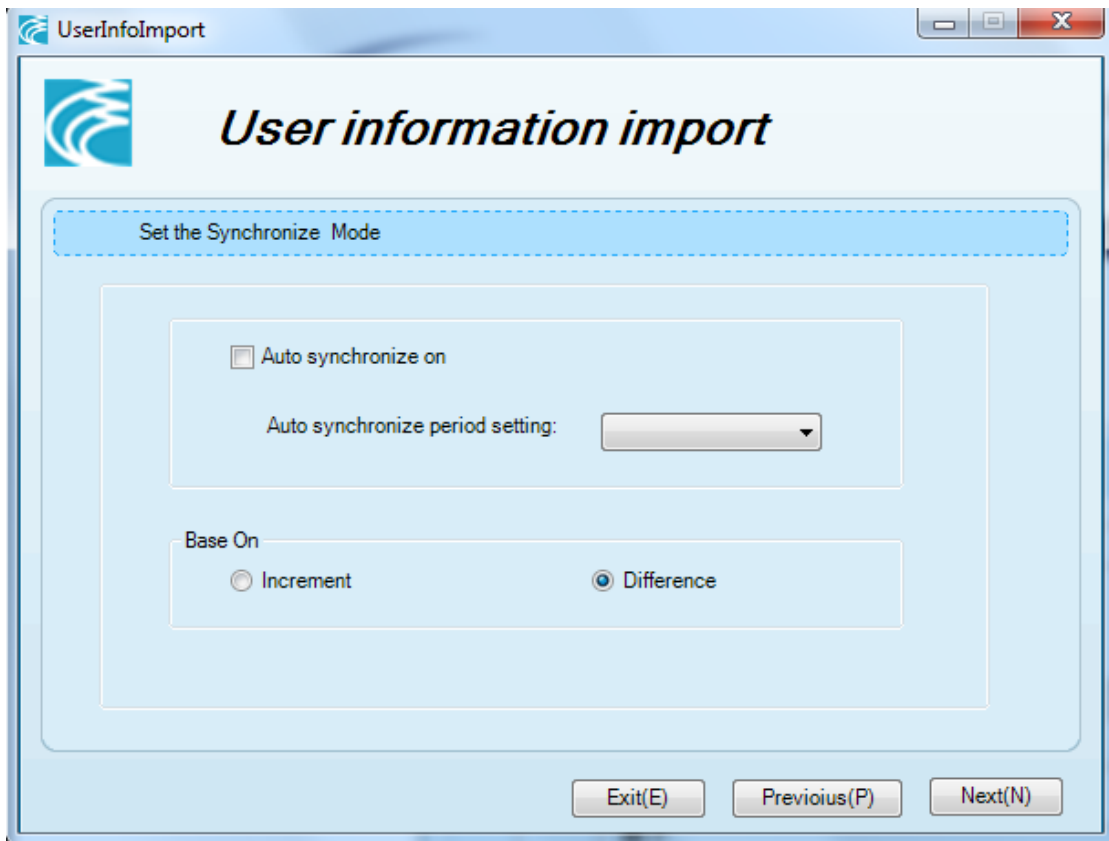
Supported database type is SQL Server, Access.

10.2.2 Computer or domain mode



To authenticate the user using Windows Server 2003/2008/2012 Active Directory Select "OU mode", authenticated users are using a version earlier than 2003, select "NT Group mode." If you do not intend to validate the use of Active Directory, select the "mixed mode."

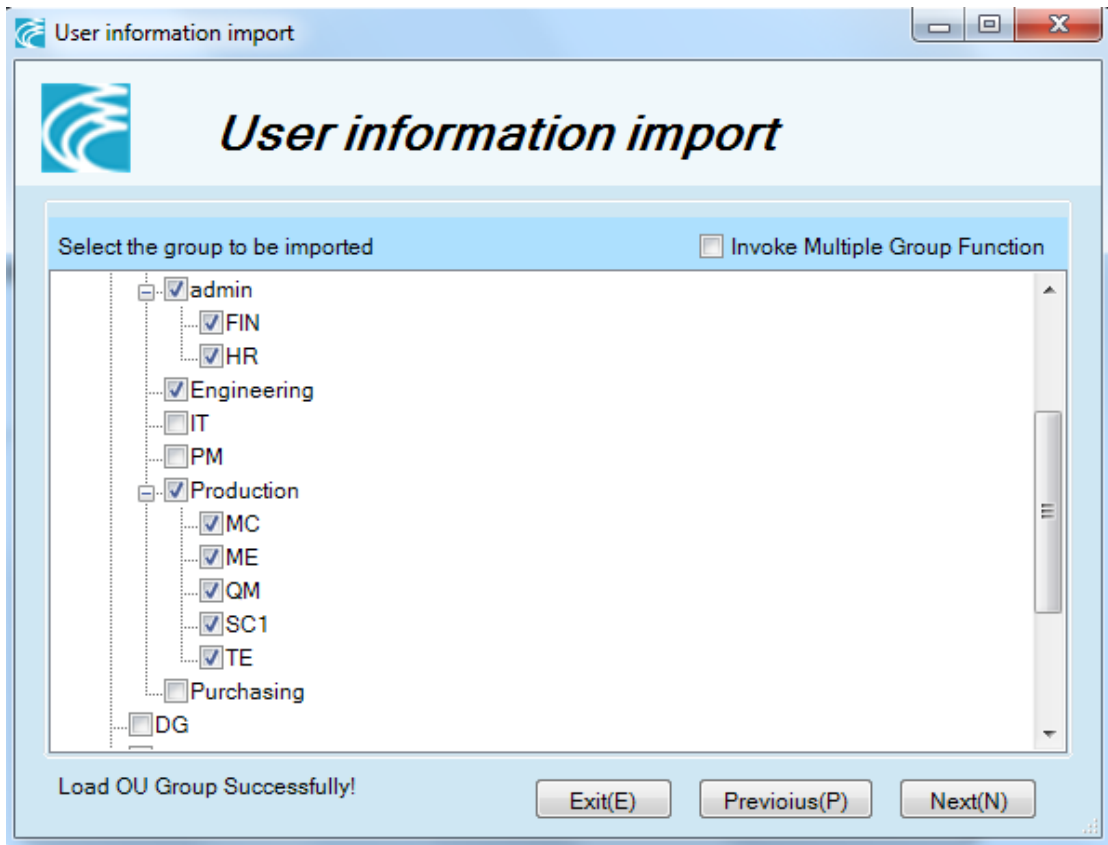
1) **OU Mode**



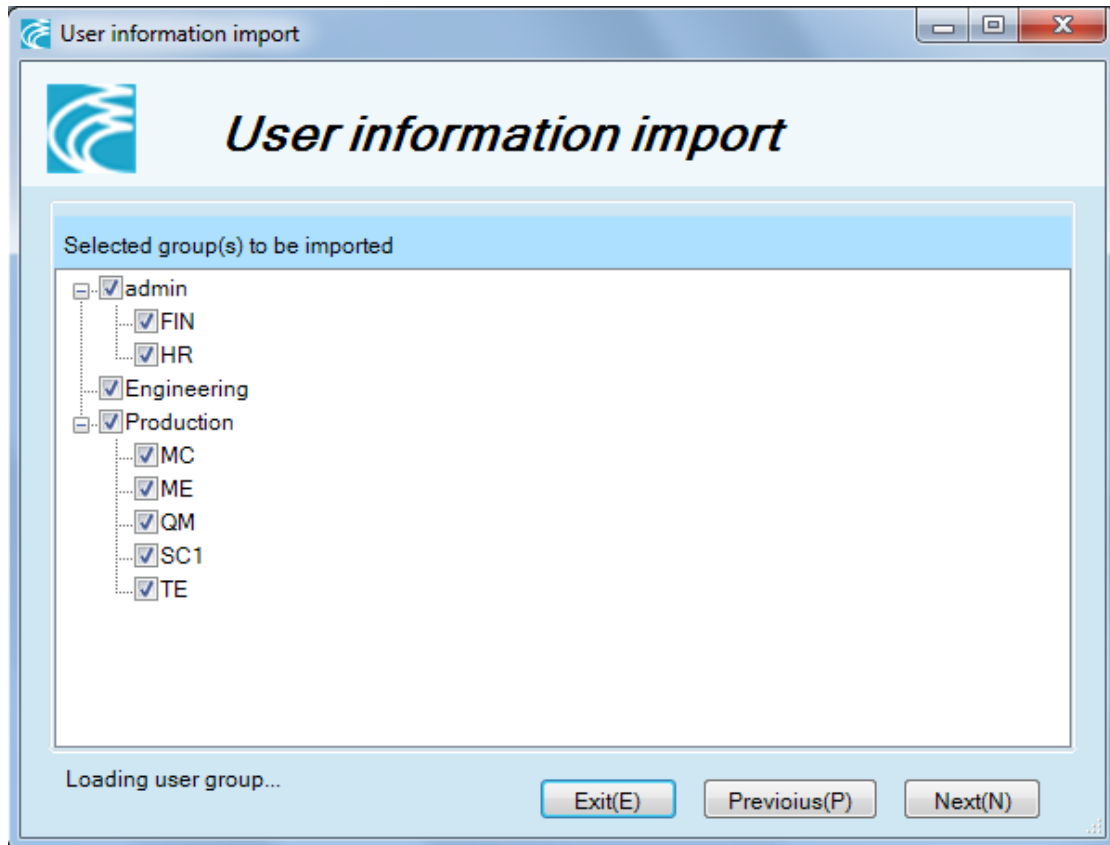
"Whether to open the automatic synchronization", checked open.

"Auto sync interval time setting", Can follow the daily / weekly / monthly / quarterly / annual user synchronization. If the selected day, expressed next morning to start the synchronization, the synchronization time can be set in the configuration file. If the selected month, expressed early morning start on the 1st of the month, the synchronization time can be set in the configuration file.

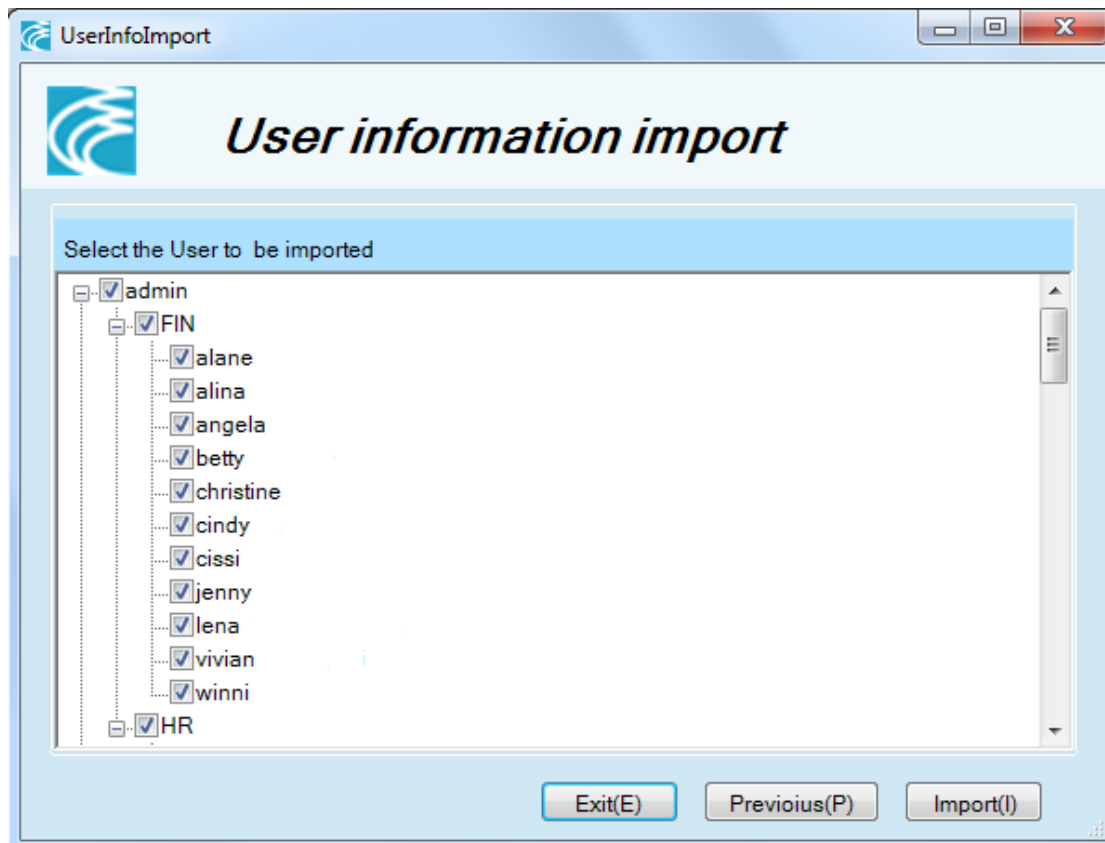
"Synchronous method "expressed the increment based on the data source added, PU database also increased; Delete the data source, PU database unchanged. Based on the difference, said data source increased, PU database also increased; data sources deleted, PU database corresponding deleted.



After you select the root node, select only the root node and its load all subgroups, select and click "Next" button.



Confirm the user group needs to import, and click Next.



Click Import to perform operations.

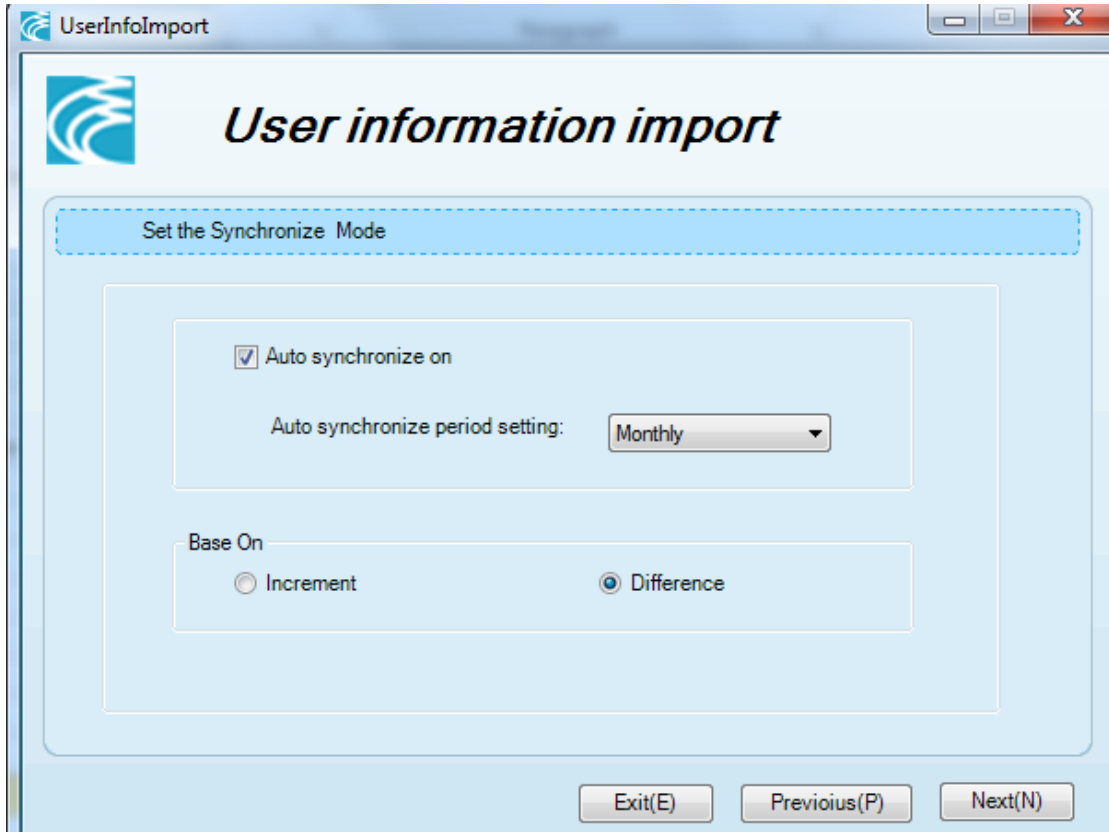
2) NT mode

Generally applicable to the environment without using a domain account to deploy. Click next to synchronize settings page.

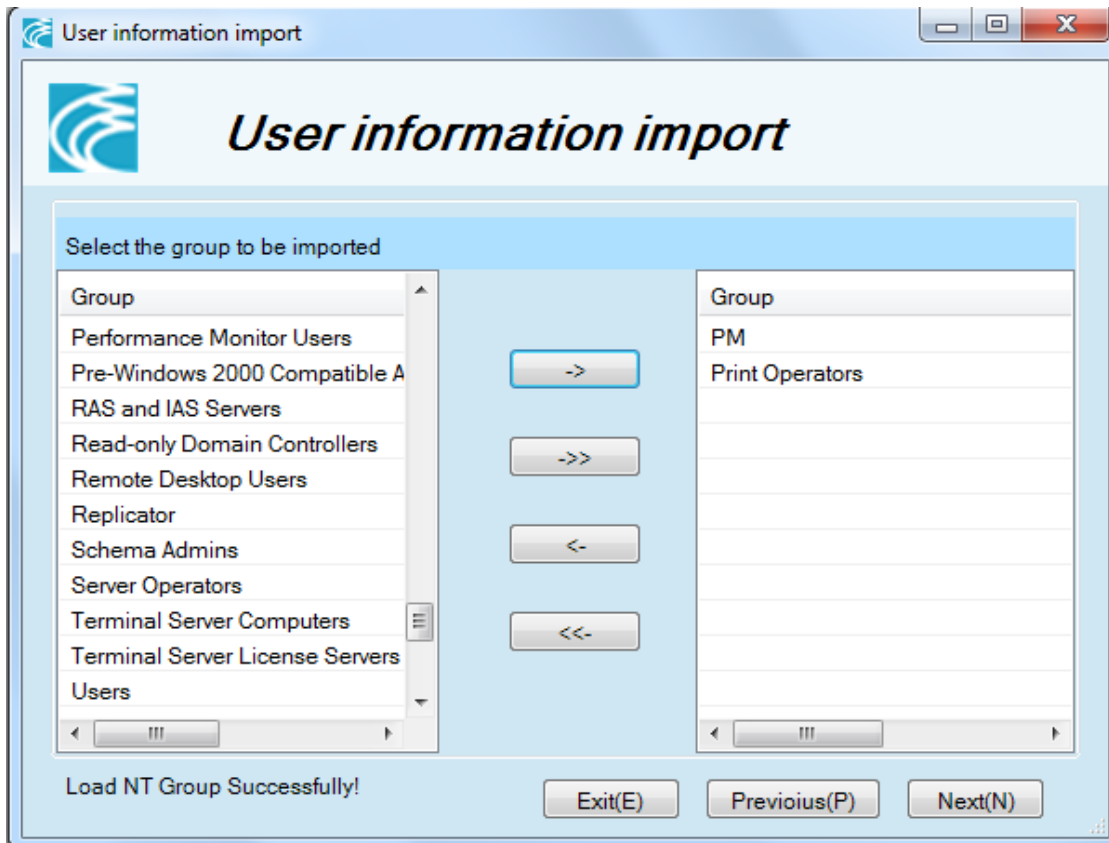
"Whether to open the automatic synchronization", checked open.

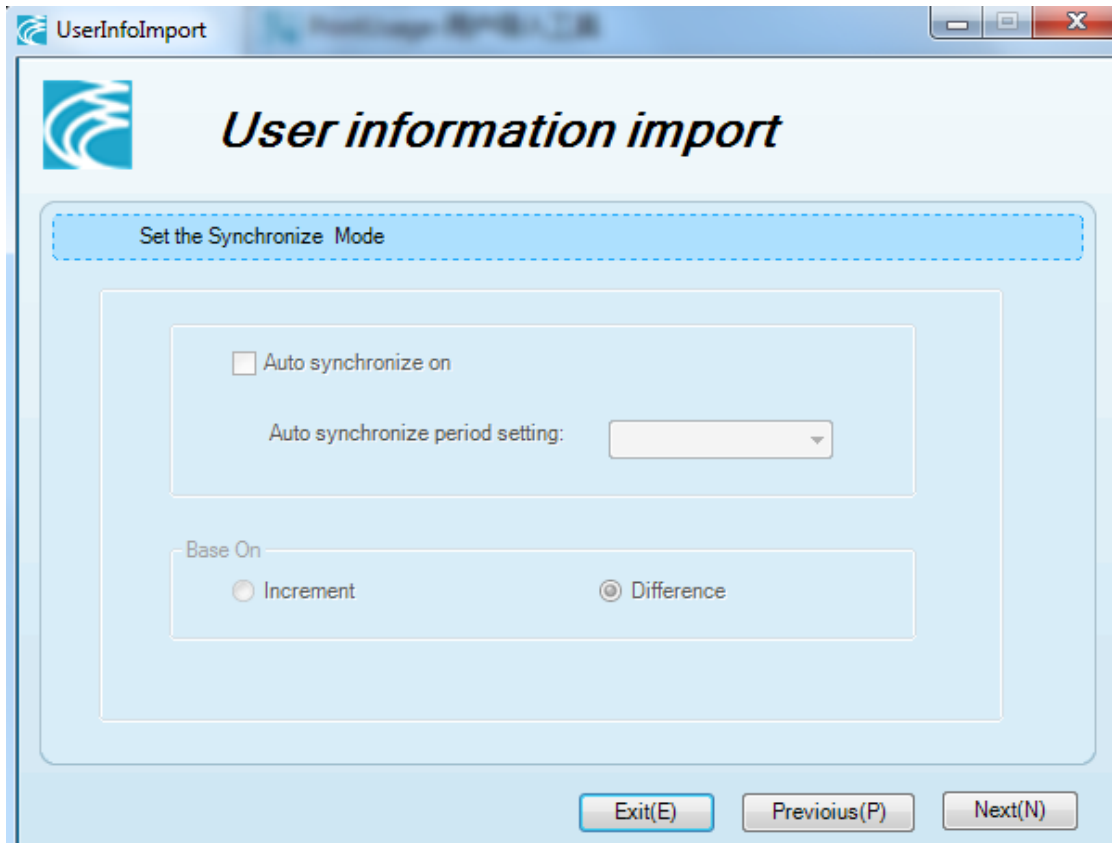
"Auto sync interval time setting", Can follow the daily / weekly / monthly / quarterly / annual user synchronization. If the selected day, expressed next morning to start the synchronization, the synchronization time can be set in the configuration file. If the selected month, expressed early morning start on the 1st of the month, the synchronization time can be set in the configuration file.

"Synchronous method "expressed the increment based on the data source added, PU database also increased; Delete the data source, PU database unchanged. Based on the difference, said data source increased, PU database also increased; data sources deleted, PU database corresponding deleted.

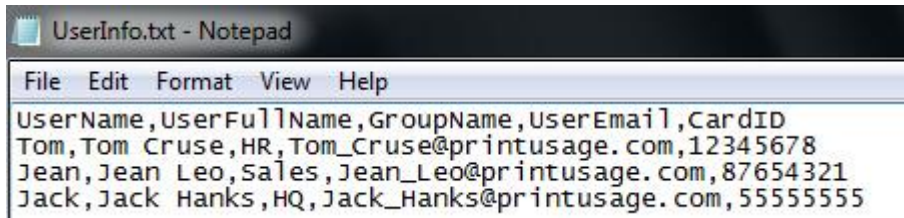


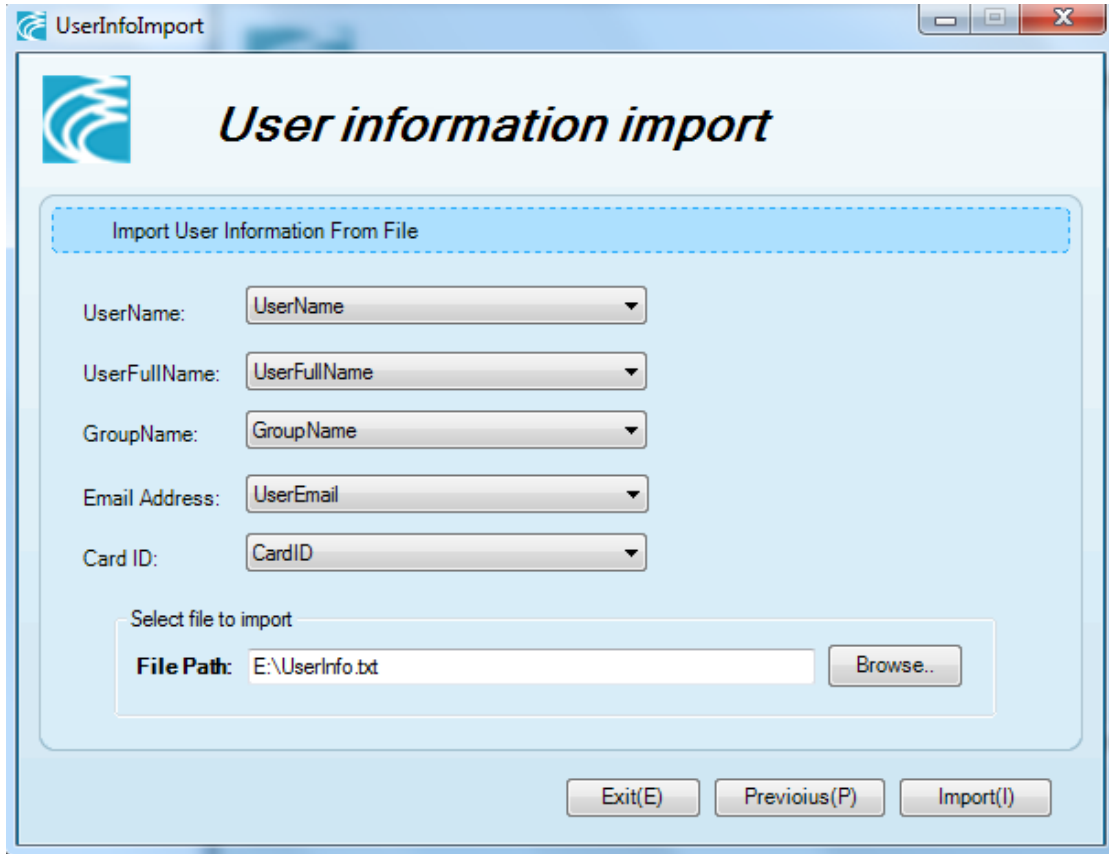
Select the user group to be imported.





Load documents required to import and select the appropriate field name.





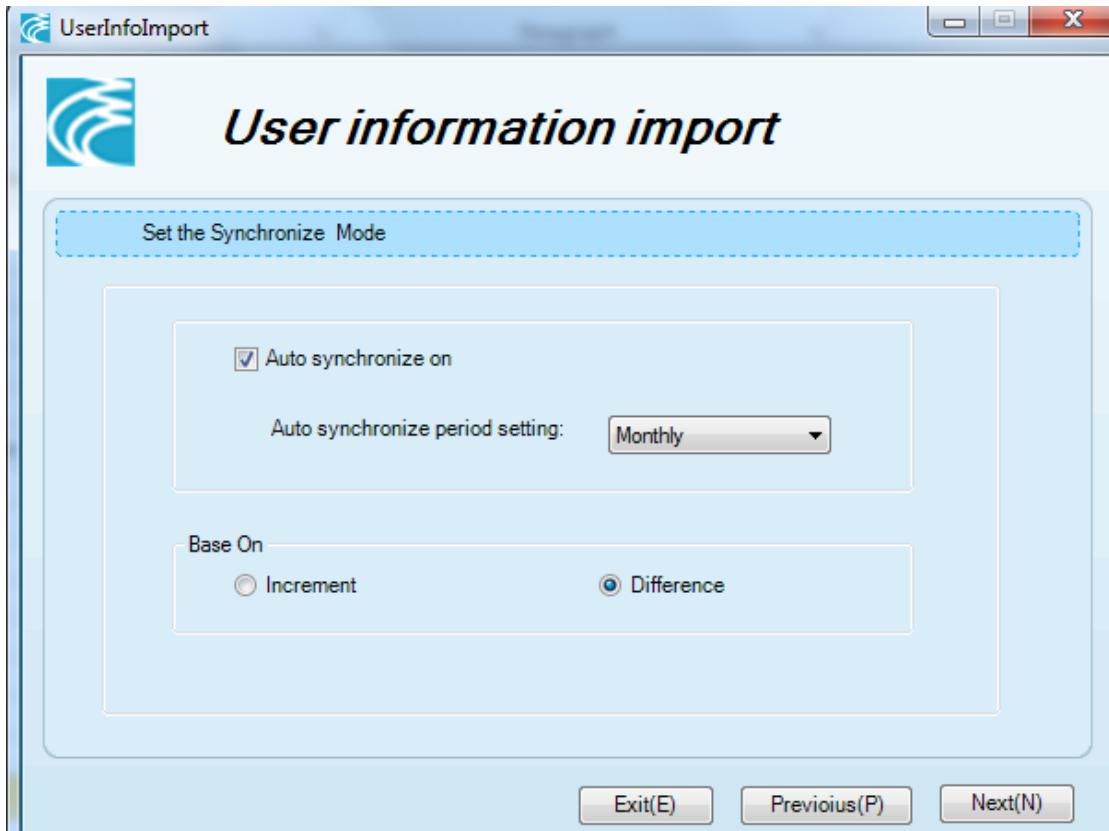
Click Import to complete the operation.

10.2.4 Database import

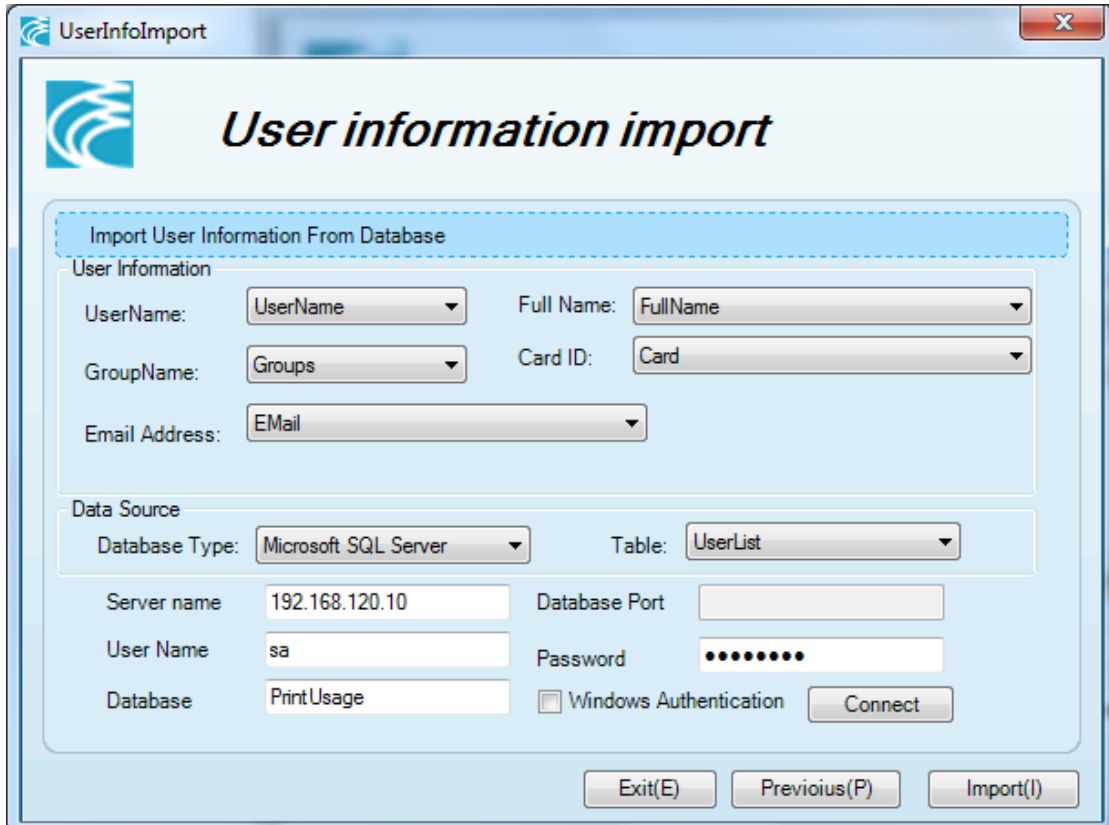
"Whether to open the automatic synchronization", checked open.

"Auto sync interval time setting", you can follow the daily / weekly / monthly / quarterly / annual user synchronization. If the selected day, expressed next morning to start the synchronization, the synchronization time can be set in the configuration file. If the selected month, expressed early morning start on the 1st of the month, the synchronization time can be set in the configuration file.

"Synchronous method "expressed the increment based on the data source added, PU database also increased; Delete the data source, PU database unchanged. Based on the difference, said data source increased, PU database also increased; data sources deleted, PU database corresponding deleted.



Set the database connection and configure the appropriate fields.



Click Import to complete the operation.

11. Frequently Asked Questions

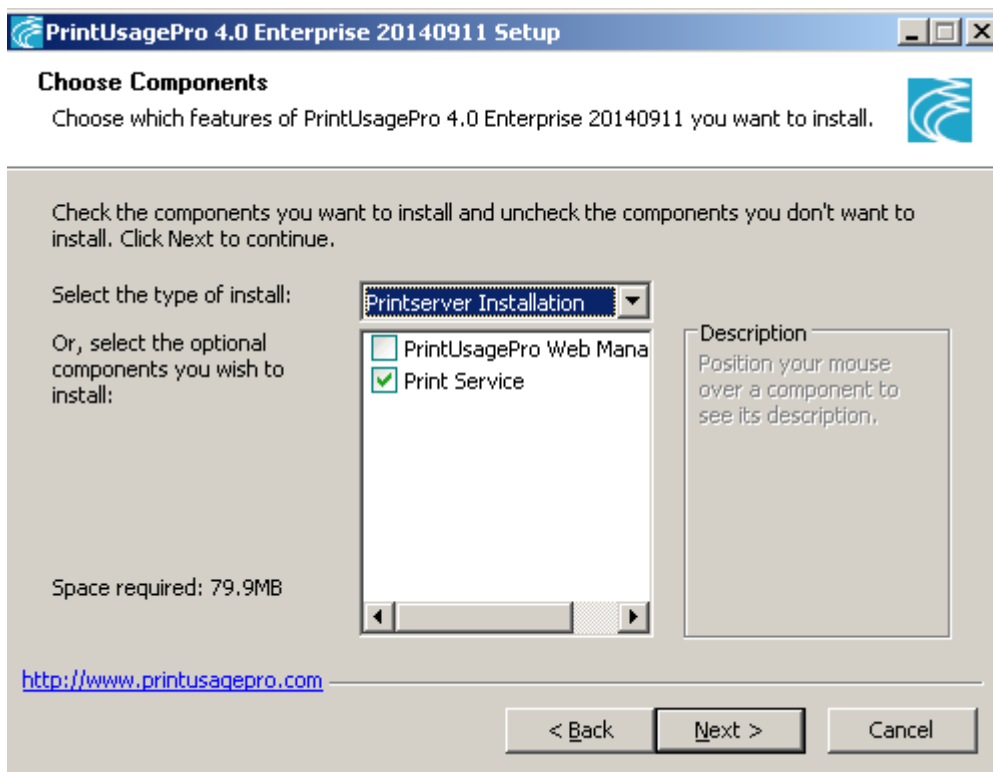
11.1 How to deploy multiple print servers

Adding multiple print servers to print monitoring system has lot of benefits; when the high-volume printing, the print job will be distributed across multiple print servers which can effectively reduce overhead. Even more than the print server is connected, but all print records and user data are stored on the management server.

Print monitoring system not limiting the number of print servers, but need all print servers and management servers in the same network, otherwise the system will not work normally.

Multiple print servers and the management server is installed on the same network, you can refer to this chapter the installation wizard steps for detail description.

1,First run PrintUsage installation files on the computer which used as a print server.




2,Accept the license agreement and select the installation file path.


3,In the drop-down list "Select Components" window, select "Print Server Installation".

4,After the installation is complete, the system automatically detects the presence in the same network management server.

- If the added Print server can successfully connect to the management server, print server,

the program displays a tray icon: . Right-click the icon and select the "System Configuration" to check whether the server is connected correctly.

- If you add the print server cannot connect to the management server, print server, the

program displays a tray icon: . By detecting the management server is turned on, the internal 8100 port is not blocked by the firewall to resolve this problem, Right-click the tray icon and select the "System Configuration" can manually find the management server.

5 Now print server is connected to the print monitoring system, open a web management page to add a new printer monitor. Specific content can be found in section 3.3.2 add content printer.

11.2 Unable to open the WEB management Page

PrintUsage management station relies on IIS or install package that comes Cassini server.

- The most common reason is a port issue, According to the standard configuration, IIS uses port 80, Cassini use port 8090, Ensure that in any firewall these port numbers are open and not occupied by any program on the management server.

- Incomplete installation on any one server can also cause this problem, you can refer to the installation preparation and installation steps content sections, to ensure the correctness of the installation.

If you want to change the Cassini server port number, please run the configuration wizard.

11.3 Treatment monitoring service cannot start printing

There are many reasons can cause print monitoring service start failed, the most common is the installation not properly complete, you cannot connect to the database, the trial period expires or is not detected dongle. Encounter cannot start, you can accord with the following steps to monitor the Problems exists.

All records pertaining to the print monitoring service will be recorded in the event log, by viewing these logs, in most cases you can quickly find the real cause of the error. View event logs method: Under PrintUsage \ bin \ log directory

11.4 Forgot password login PRINTUSAGE management

interface, how to re-set

If you forget your password, you can first use the other user with administrative privileges to reset. If no other managed accounts, you can operate in the following method:

- 1 "Run Configuration Wizard" program group on the run PrintUsage, Select and install the same database type, the system will find the original database, and prompted to overwrite the original data. Must choose "No".

2 The following import users, add the printer, as long as there is "skip" button, you should skip.

3 The final step input Admin password, you can enter a new administrator password and completed.

11.5 Print job is not recorded in the system

This problem may be caused by the following reasons:

1, Print monitoring service does not start. You can via the web management page to Check print monitoring service start or not. Note that if you are in a window terminal service, the status displays monitor service manager is not necessarily accurate; you need to look at the Windows Management Tools -> Services, view the status of the print server, and make sure that the service is "Started state.

2, The print server dose not joined the Web management site. Please log in Web management site, confirm that the server already exists in the server group.

3, The printer dose not joined monitored. If not, you can add a printer from the entire printer page.

4, Web management site just add printer, print monitoring service has not restarted. After adding the printer, the print monitoring service needs to restart to monitor. (The system will prompt whether to restart).

5, Windows printer renamed. If the Windows printer renamed, can also cause the monitor work failed. PrintUsage will think this is another one printer, without monitoring. Need to re-add the printer or print server, or change the name back. (Note: that re-add the printer, PrintUsage think is a new printer, and the printer is not in the original account the cumulative count).

11.6 Why my print server status display monitor exception

When login into Web management site, no matter how refreshed, and restart the print monitoring service, always shown abnormal print monitoring service. Above situation may be due to the following reasons:

1, Print monitoring server does not exist, or re-install the operating system. To solve the problem rejoin the master server will be ok.

2, Print Monitor server can be monitored normal, this scenario, due to the PrintUsage Http service does not start. Double-click the printer icon in the system tray -> Advanced -> Start Service.

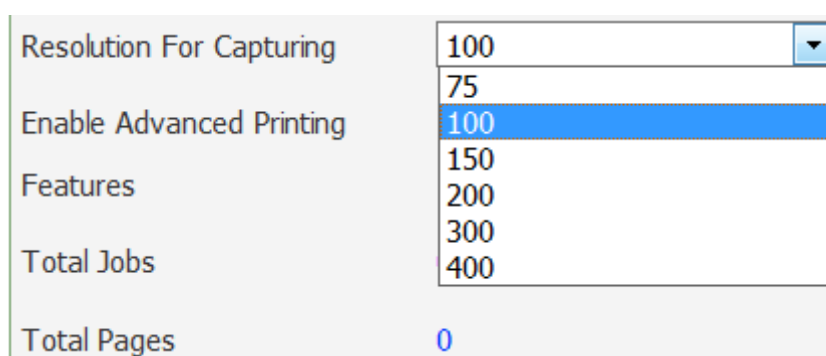
3, Installed on the print server has a firewall monitoring, especially Windows XP SP2, Windows 2003 SP1 firewall. At this time, one approach is to close the Windows Firewall, one way is to set up Windows Firewall to allow exceptions, and set its port the exceptions to the scope. Open Firewall in the Control Panel -> Exceptions, open your PrintUsage Http port, the default is 8100. If you are using DNS resolution, whether it resolving correctly the real IP address of the computer. You can use the Ping command to test.

11.7 How to save the printed contents of the saved file saved to another disk or to a network shared folder

- 1、 Re-run the configuration wizard, fill out a new save folder.
- 2、 Or modify sysconfig.ini file.

11.8 Save the print content is not clear

In order to make the file size and image quality to achieve the best balance, Select the image resolution of at least 300 ppi printer properties page in the "Save picture resolution" tab.



11.9 When use MICROSOFT SQL SERVER 2005 and 2008 appear problems

Microsoft's SQL Server 2005 and 2008 don't support server authentication, specific content can refer to this website:<http://support.microsoft.com/kb/247931>.

11.10 Use SQL SERVER 2005 as PRINTUSAGE Database Considerations

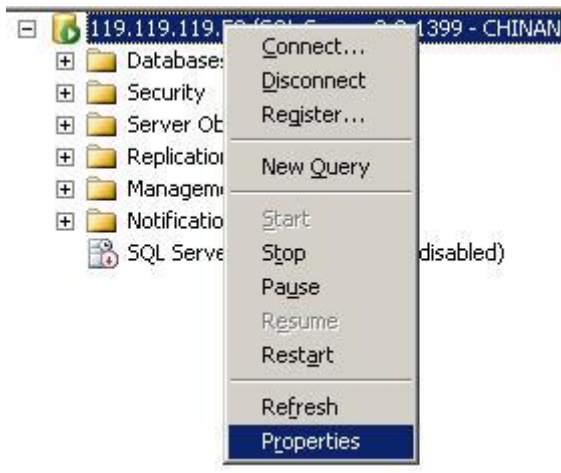
When use SQL Server 2005/2008 as the database and install model as distribution, usually will cause PrintUsage monitoring service cannot connect to the database, Use SQL Server 2005/2008 as PrintUsage database, even with ODBC also cannot connect to the database, now, for example with Windows 2003 With SP1 + SQL Server 2005 Developer Edition, using SQL Server 2005 database and distributed installation.

11.10.1 Set up the database for mixed authentication mode

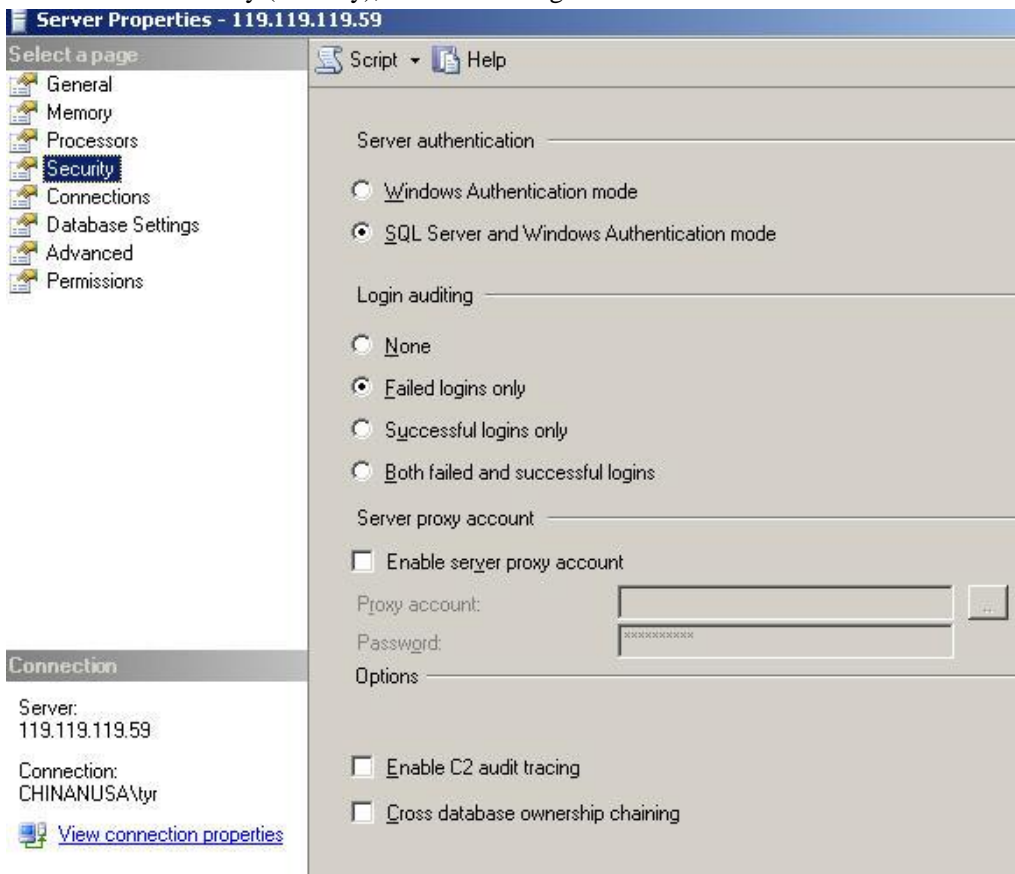
Enable SQL Server Management Studio.

Connect to the database server

Right-click on the database server and select Properties (attributes), as shown in Figure:



Click on Security (security), as shown in Figure:



Select SQL Server and Windows Authentication mode;

11.10.2 Setting SQL Server port number

Usually if without making any changes, the port number is 1433, If the firewall, please open this port. Setting SQL Server port number as follows steps:

Open SQL Server Configuration Manager from the Start menu.

Expand SQL Server 2005 Network Configuration.

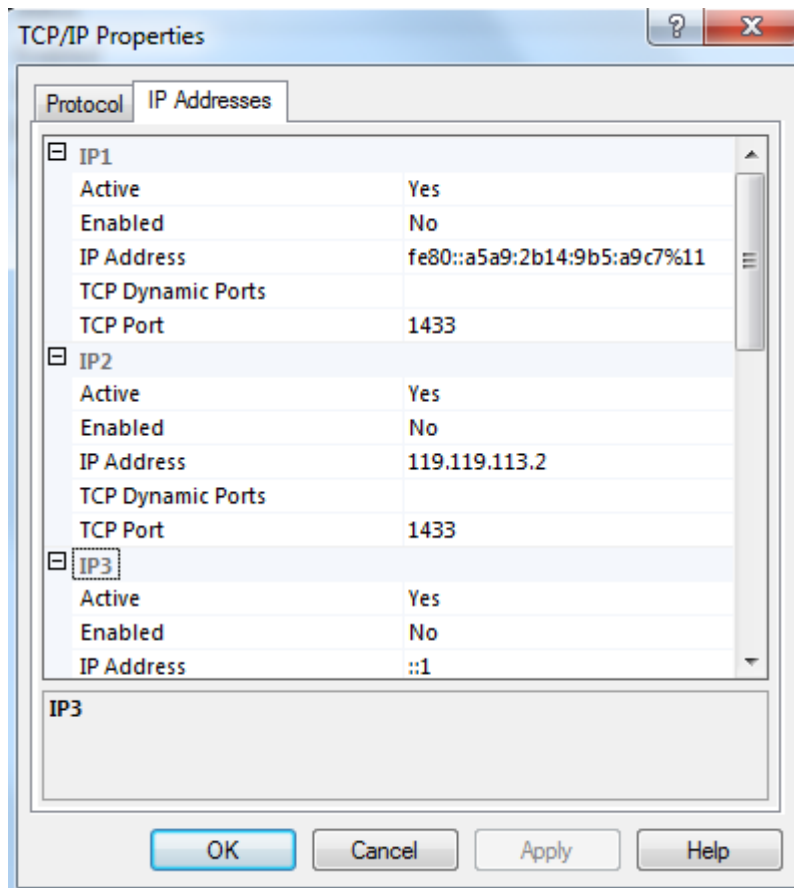
Display Protocols for MSSQLSERVER.



Confirm the right of the TCP / IP is not disabled, if yes, to enable

Right-click on TCP / IP, select Properties

Select IP Addresses.



Modify TCP Port: 1433.

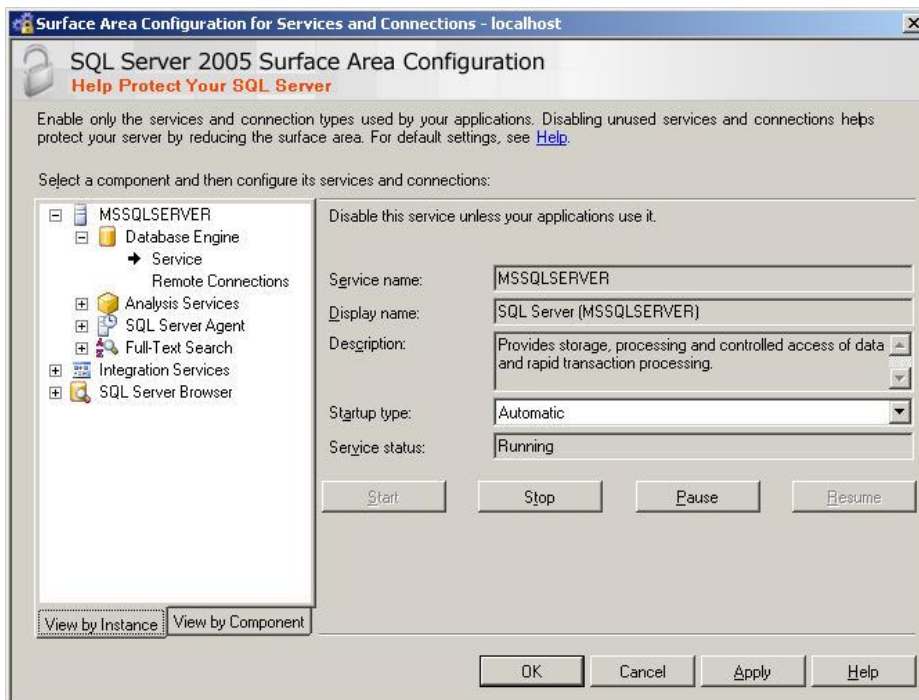
Click Ok and exit.

11.10.3 Enable TCP / IP network connection with the pipeline

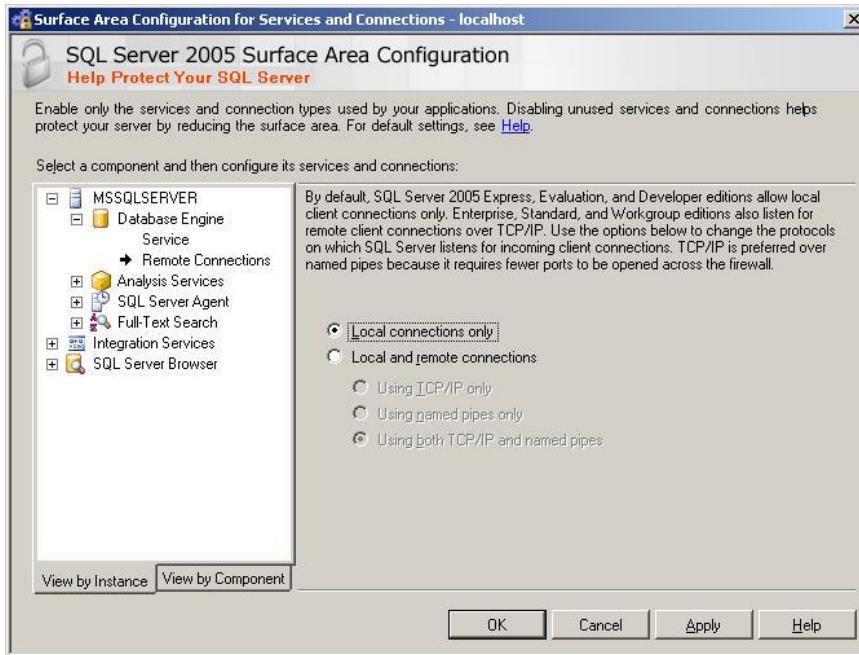
Running SQL Server 2005 Surface Area Configuration from the Start menu.



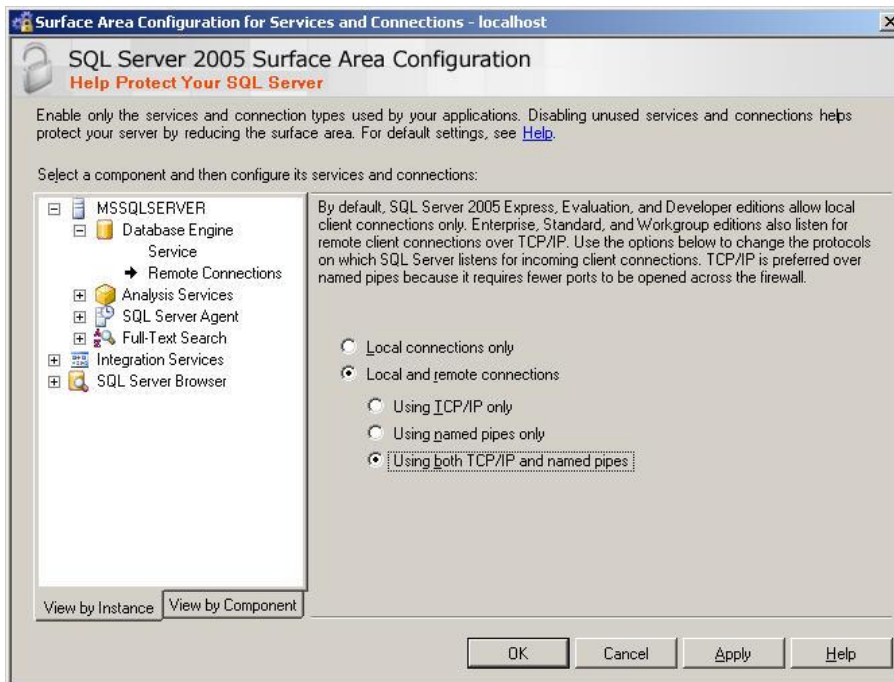
Click Surface Area Configuration for Services and Connections.



Expand MSSQLSERVER-->Database Engine-->Remote Connections



Modify the default database connection, Modified Local Connections Only as Local And Remote Connections, and choose Using Both TCP / IP and named Pipes.



Save and Exit.

Note: Any of the above changes are needed to restart the SQL Server service.

Special Administration Console ...	Allows adm...		Manual	Local System
SQL Server (MSSQLSERVER)	Provides st...	Started	Automatic	Local System
SQL Server Active Directory Hel...	Enables int...		Disabled	Network S...
SQL Server Agent (MSSQLSERV...	Executes j...		Manual	Local System
SQL Server Analysis Services (...)	Supplies on...	Started	Automatic	Local System
SQL Server Browser	Provides S...	Started	Automatic	Local System
SQL Server FullText Search (MS...	Quickly cre...	Started	Automatic	Local System
SQL Server Integration Services	Provides m...	Started	Automatic	Network S...
SQL Server VSS Writer	Provides th...		Manual	Local System

Restart display highlighted services will be ok.

11.11 Upgrade PrintUsage Version

To upgrade the old version of the PrintUsage that risk of loss of data is very low, even so we still strongly recommend you to backup your data and save print content directory. So when the version upgrade these data can be restored.

1, Run PrintUsage 4.0 version of the installation file on the management server.

2, Select the installation directory files, make sure you choose the installation directory is consistent with the old version's.

3, When selecting components to install, ensure it consistent with the older version's components.

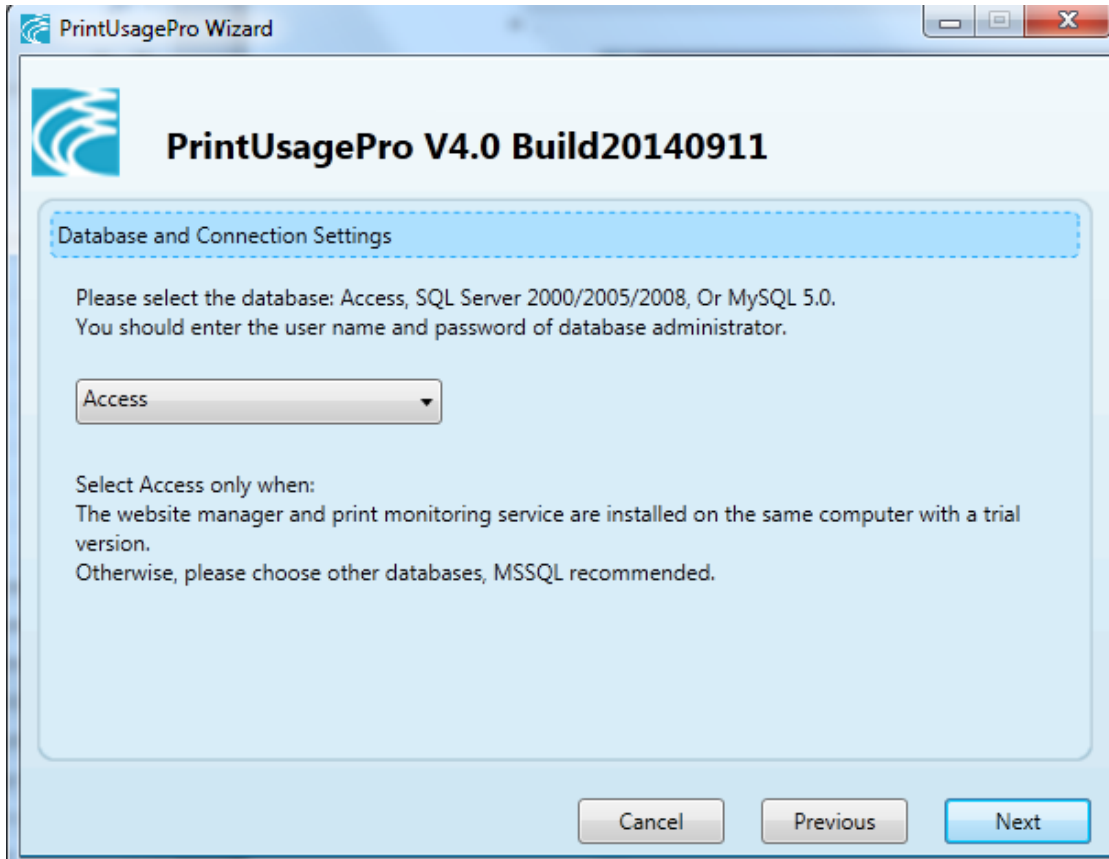
4, Installation wizard will automatically uninstall the old version, follow the prompts to restart your computer to complete the uninstall.

-The data and Printer content will be not delete when you uninstall, In the new version of the installation files will be detected the saved content automatically.

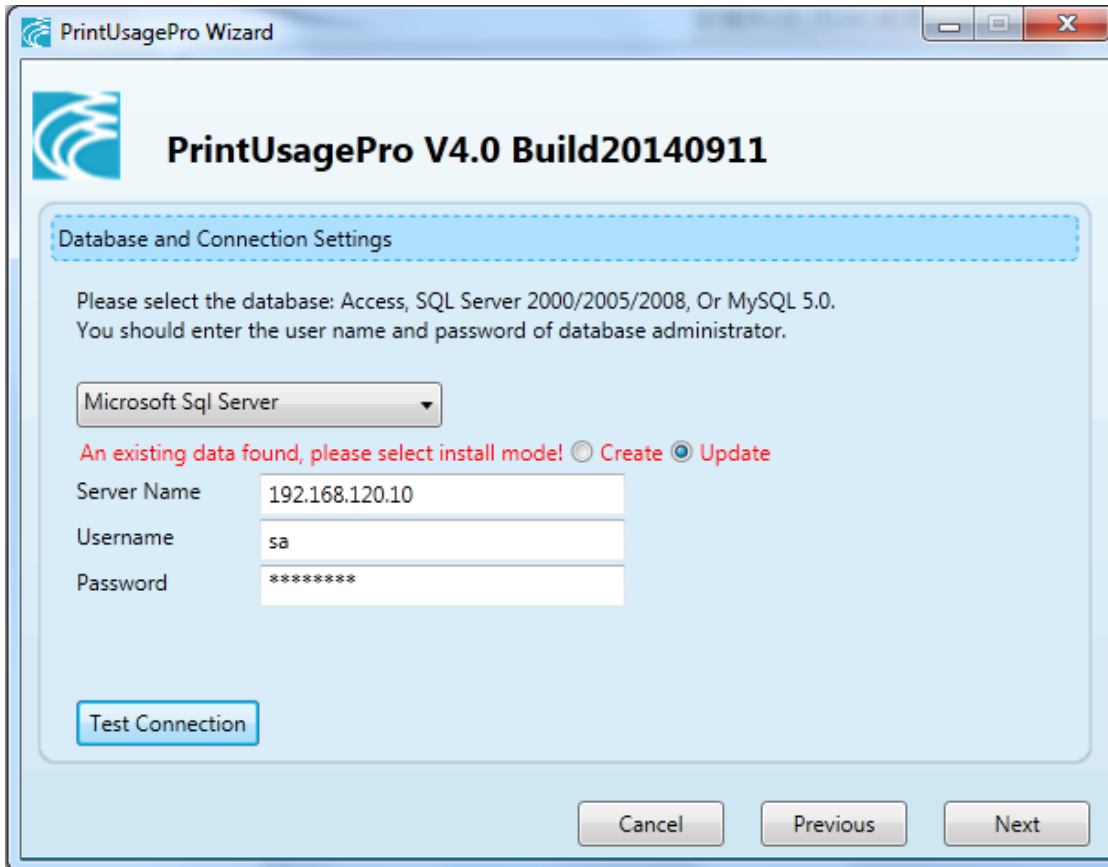
5, If you want to upgrade is the print server, Through the above steps you can complete the upgrade process. But if you want to upgrade the management server, after this should run the configuration wizard to set.

6, Select "Advanced installation mode" in installation steps of the Authorization way, enter the registration code in the text box.

7, When the system asks you to select a database, make sure that the choice database same as the old version.



The wizard will automatically detect the system already exists in the database and asks whether you want to use an existing database or delete the database. Select "upgrade" is to use the system already exist database.



After completing behind steps, click the "Finish" button to complete the upgrade.

11.12 Card authentication support for what type of ID card

PrintUsage supports the following standard ID card:

- HID (WG 26,34,35,37)
- EMID
- IC

Support for these formats are included in the installation PrintUsage, If you need support for other formats, please contact us and we will provide you with additional plug-ins.

11.13 How to deploy card printing, authentication?

Before authentication of card reader must set it first. We can provide with PrintUsage card and print, the authentication function is fully compatible with the card reader. You contact us through the following website: support@printusagepro.com.

1, To configure the card reader on your network, please refer to the installation files and manually configure it.

2, Choose you want to authenticate the card reader's IP address, Refer to section 7.1 for more information.

11.14 Credit card validation does not work, the file cannot be printed and out papers

Many network problems can cause card validation Fail.

Check PrintUsage management page shows the correctly Card reader IP address.

Confirm the card reader's IP address, gateway, DNS, and other settings are correct. If you need to set the gateway, the gateway must be set correctly to ensure that the card reader can be properly connected with the management server.

Management server can be accessed card reader by using UDP port 8600, on the management server, use the ping command to confirm that the device can be accessed on the network.

Insert the supplied CD- ROM reader and execute reader test program to confirm their connection to the management server.

Note: EMID and IC card may display an incorrect card number on the management server. Due to modify this type by the digital format caused ., In the "Advanced Options" This problem can be corrected. Please refer to content of 5.9 to get more setting information.

11.15 How to buy multifunction printer registration code?

If want buy registration code to achieve multifunction printer features, please contact us. In order to generate the appropriate license, we need to know your printer model and the version you want to install.

Sharp Multifunction Printers need to pre-install software of Sharp OSA, contact Sharp vendor for more information.

11.16 Support multifunction printer

Currently we can offer a plug-in that will support the following brands of multifunction printers. You can through @ printusagepro.com contact us for more information.

- Sharp
- Toshiba
- Kyocera

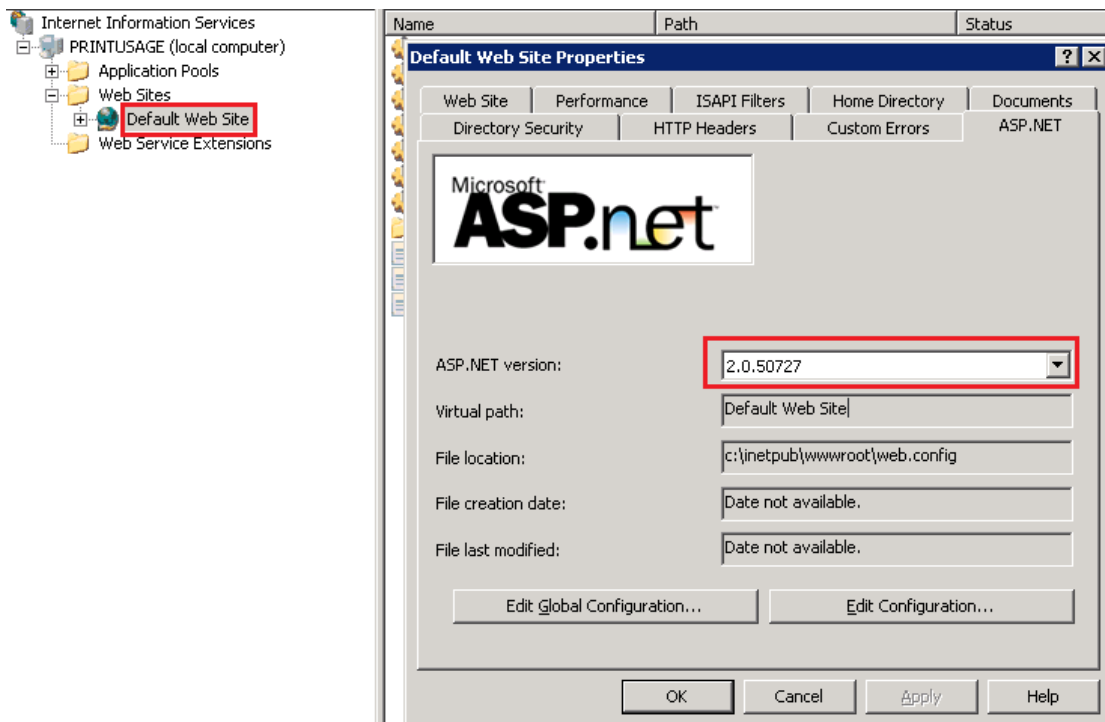
11.17 Print content stored take up too much disk space

PrintUsage including compression feature to prevent large amounts of data to be stored on the print server. Refer to "System Configuration object" > "Printer Properties" > "Properties" > Content "General Information" section for more information.

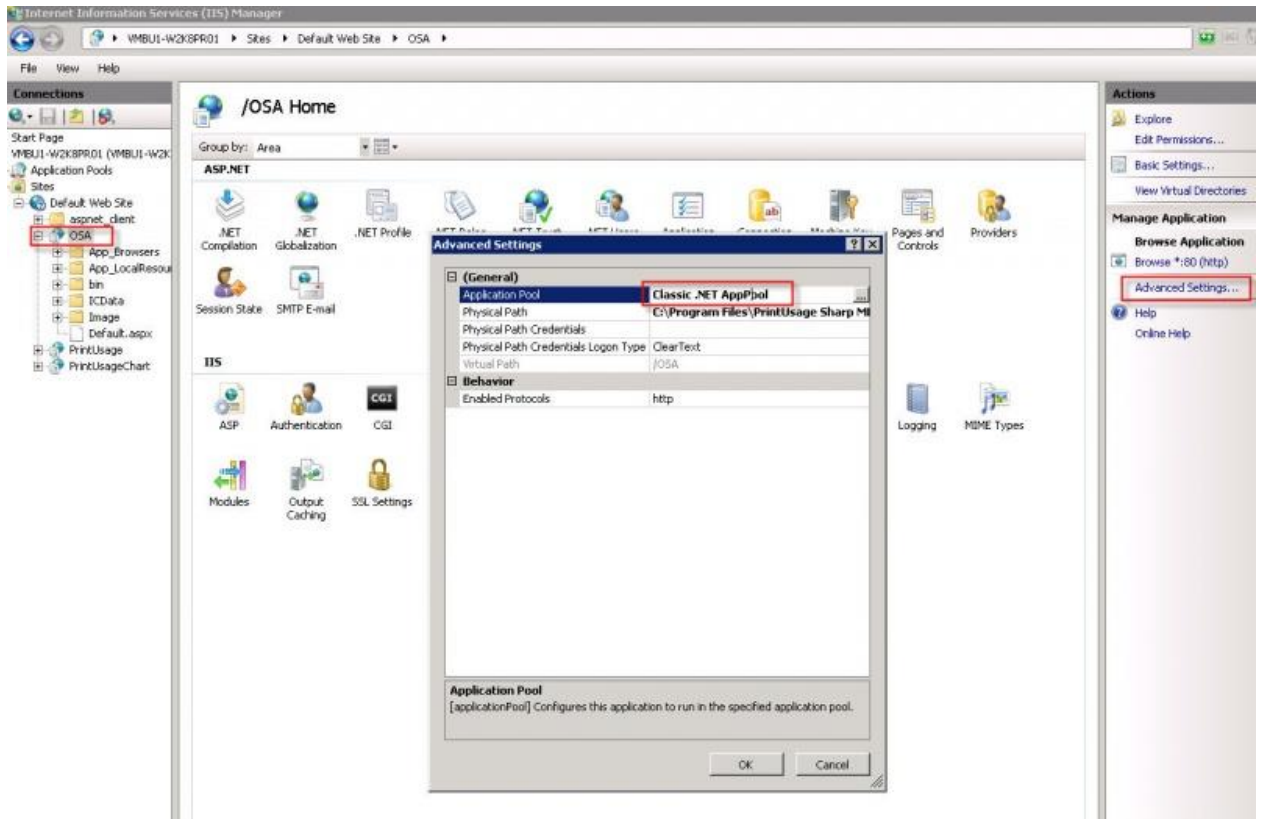
11.18 Sharp multifunction printer features not normally achieved

If you find Sharp multifunction printer does not work normally, the following steps will help you to ensure that the system is configured properly.

- 1, Make sure the print monitoring system installed correctly.
- 2, Check Sharp multifunction printer plugin is installed correctly.
- 3, Be sure has installed the .Net-3.5 version.
- 4, Check Asp.net version used correctly, can view details according to below pictures.

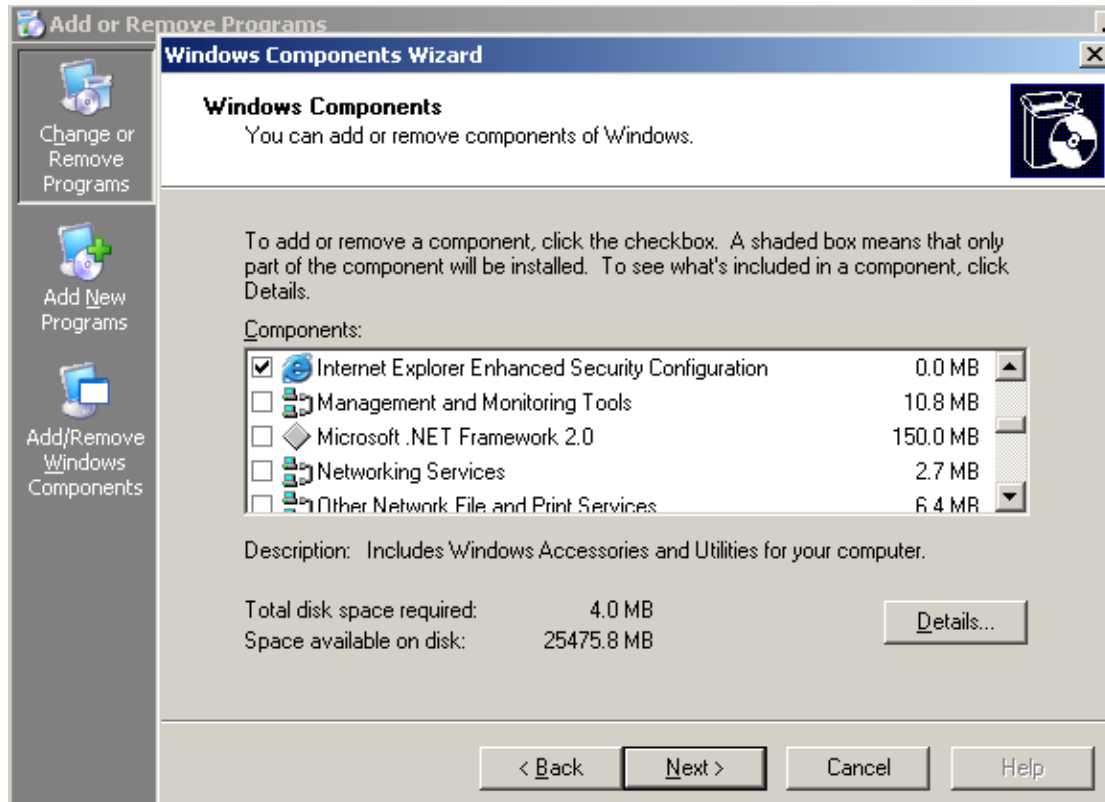


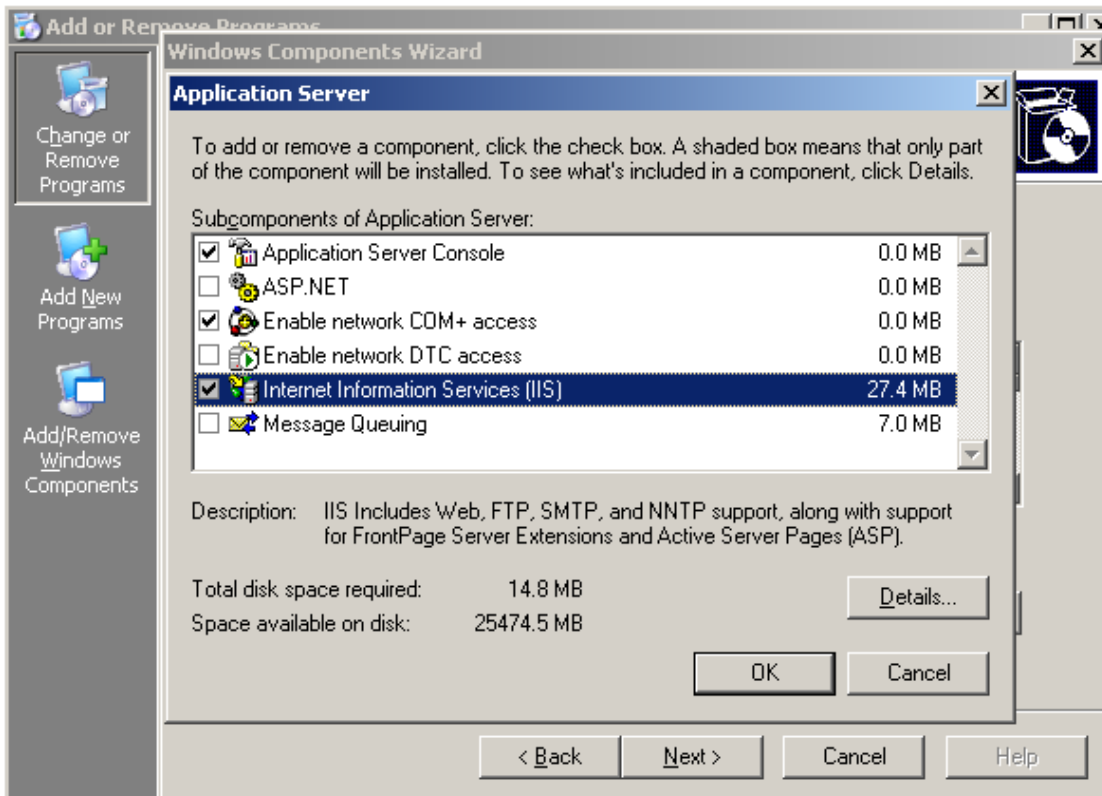
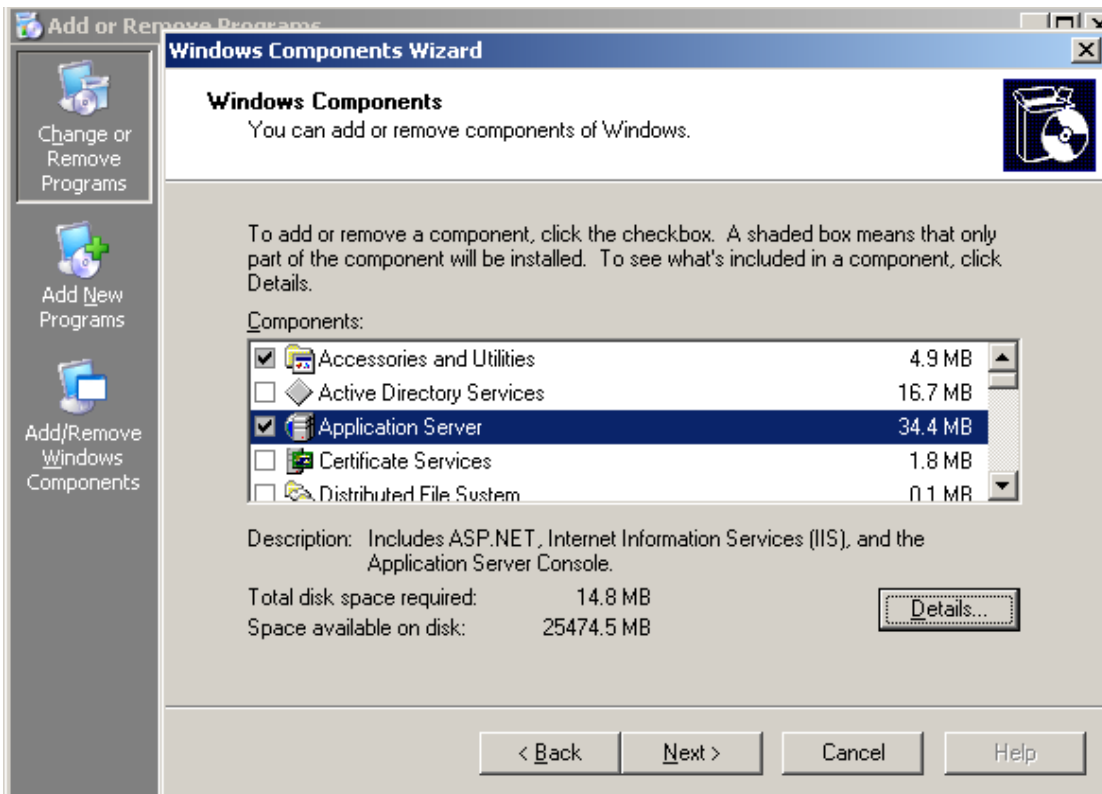
- If you has installed IIS7.0, according to the below picture to check the configuration information is correct.



11.19 Configuration PRINTUSAGE in IIS6

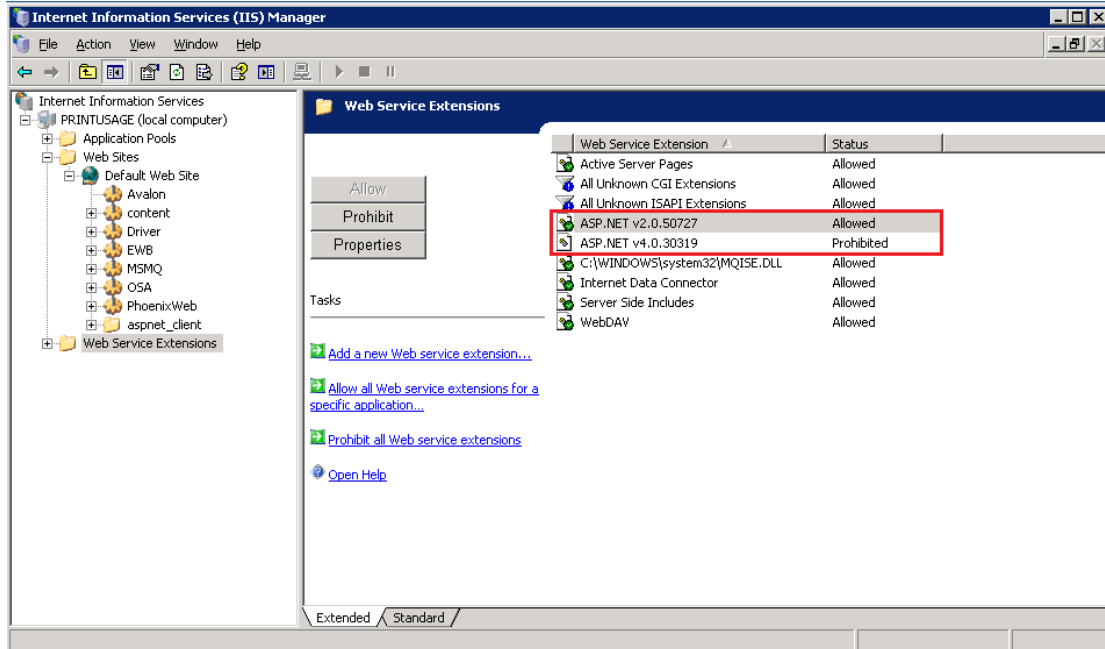
11.19.1 Install IIS



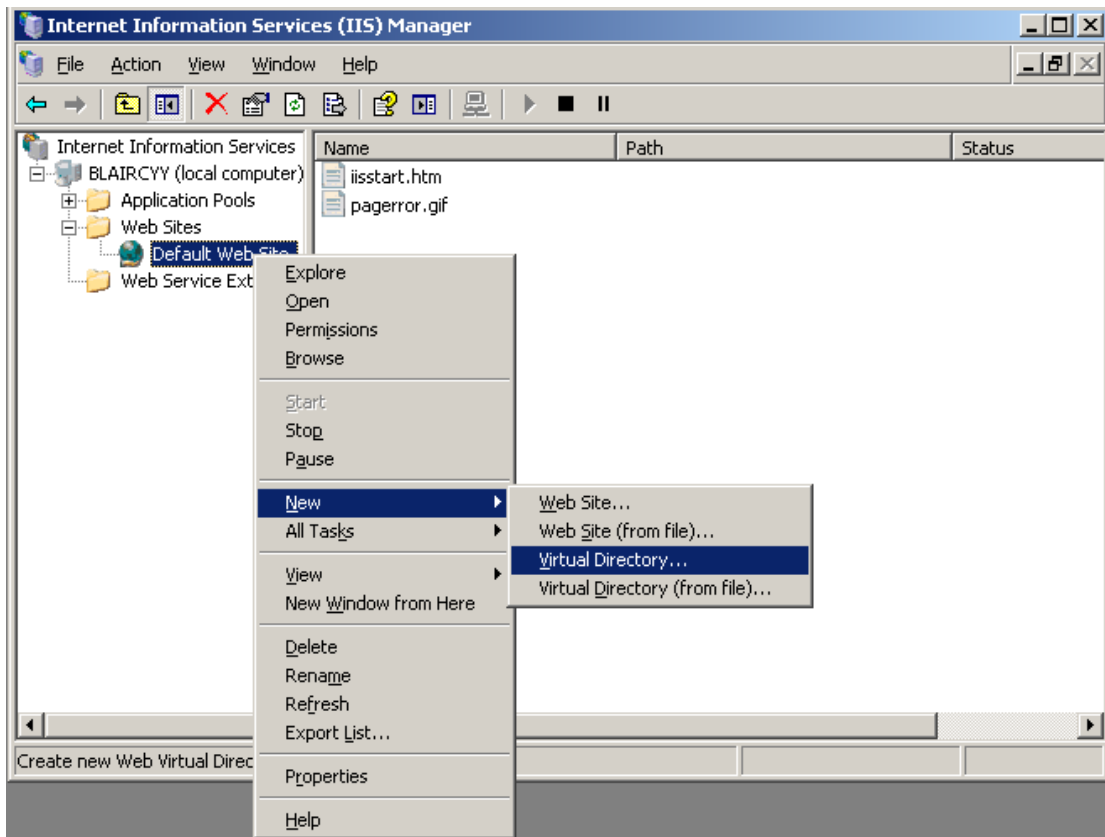


11.19.2 Enable ASP.NET in IIS


In Windows 2003 enable ASP.NET



11.19.3 Creating virtual directory



Virtual Directory Creation Wizard [X]

Web Site Content Directory 

Where is the content you want to publish on the Web site?

Enter the path to the directory that contains the content for this Web site.

Path:

Virtual Directory Creation Wizard [X]

Virtual Directory Access Permissions 

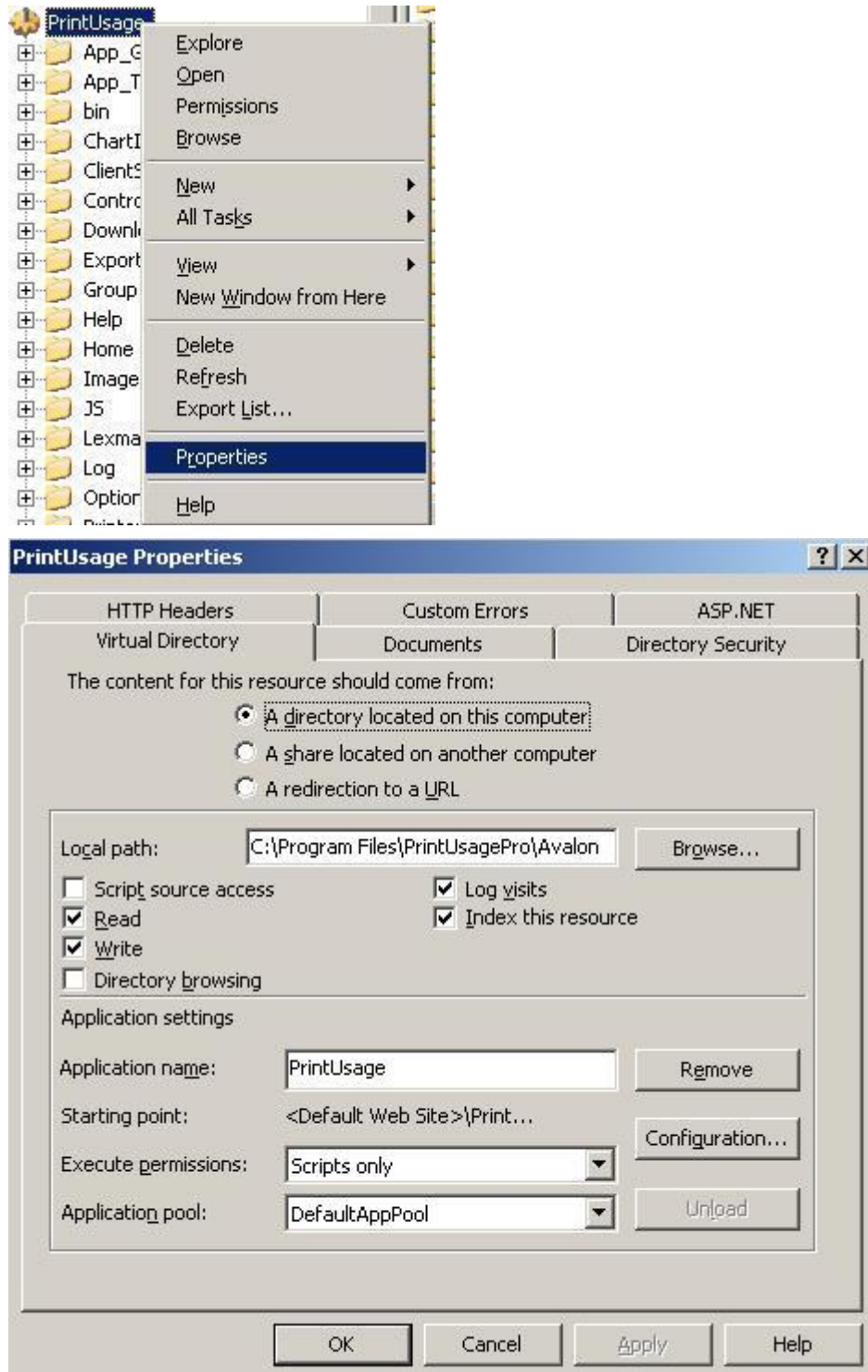
Set the access permissions for this virtual directory.

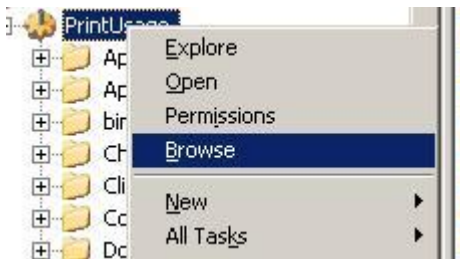
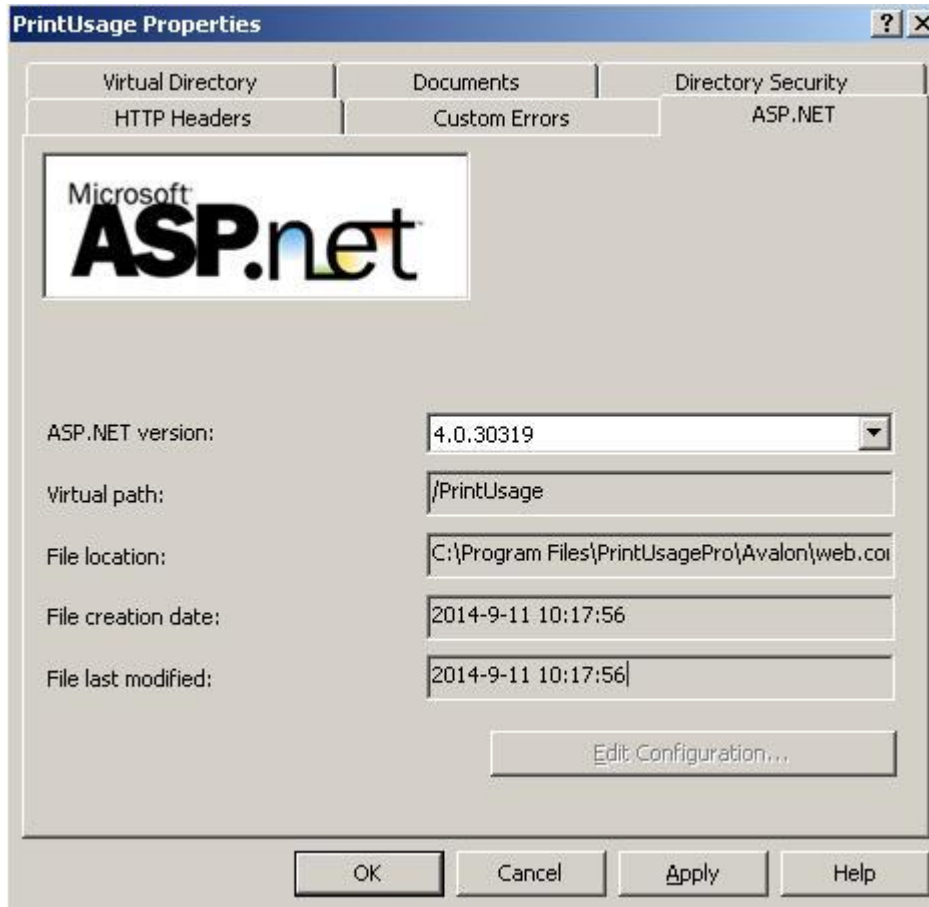
Allow the following permissions:

- R**ead
- R**un scripts (such as ASP)
- E**xecute (such as ISAPI applications or CGI)
- W**rite
- B**rowse

To complete the wizard, click Next .

11.19.4 Configuration Properties





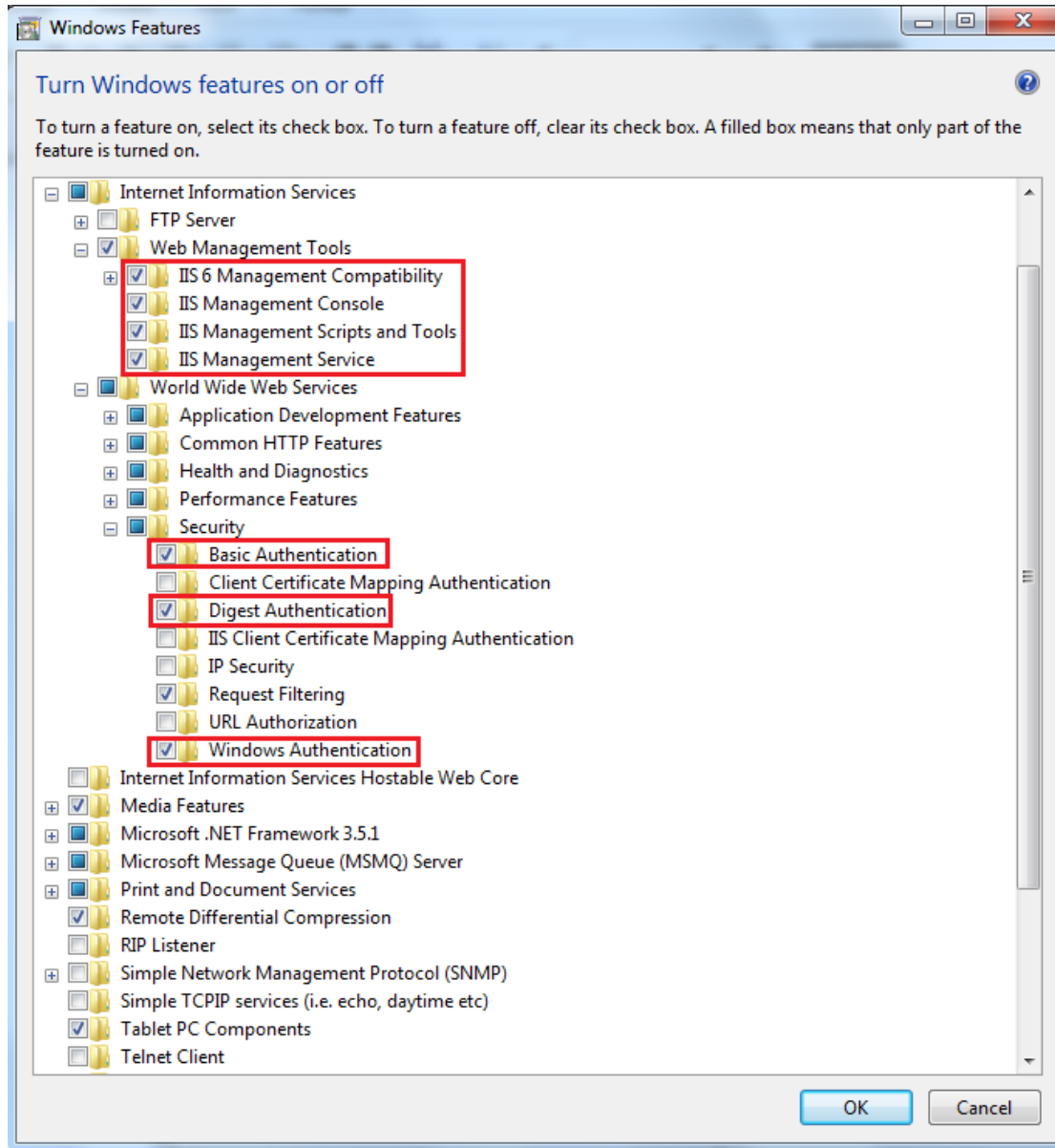
11.20 Configuring PritnUsage in IIS7

11.20.1 Install IIS

For Windows Server 2003 IIS is installed by default for Windows 2003 Standard Edition, Enterprise Edition, 7, 2008, the default is not installed; you need to add IIS system components.

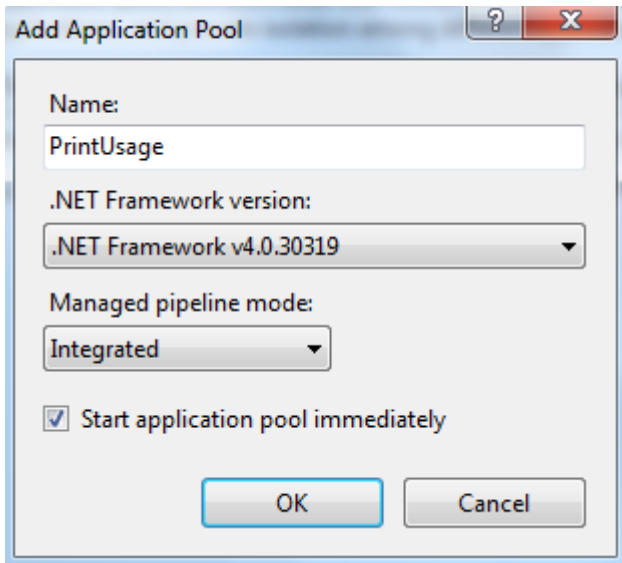
Noted that, after Windows 7, you need to install IIS6.0 Management Compatibility.

Note: If installed IIS in win7 and Win2008, after the installation is complete need to install IIS6 to management compatibility and .NET Framework 3.5.1. You can in Start -> Control Panel -> Programs -> Turn Windows features on or off to find them. Please ticked refer the below red draw circle in turn then click the OK button to complete the installation of these components.



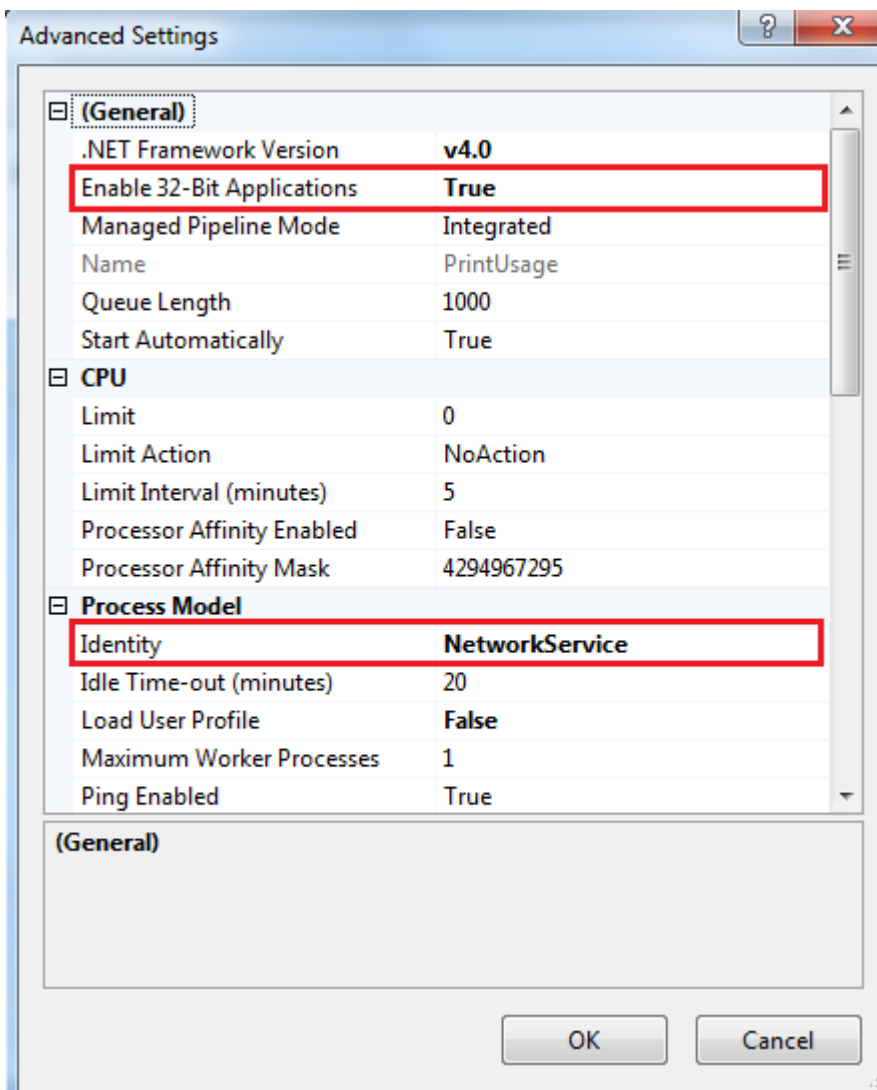
11.20.2 Create an application pool

In Windows 7/2008 create an application pool. Named as PrintUsage or other names. Choose v4.0.



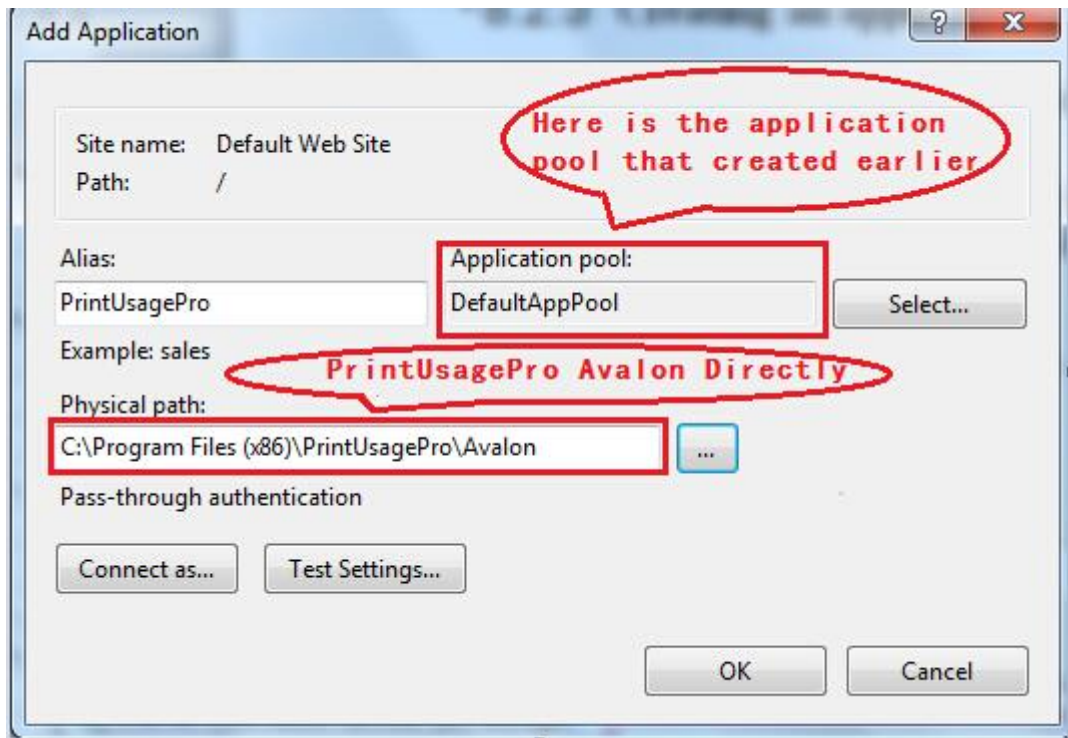
The application pool, advanced settings.

“Enable 32-bit applications” is set to true; Identity is set to NETWORKSERVICE.



11.20.3 Creating an application

Create a PrintUsage application in the default Web site. Figure:



11.20.4 Update Avalon access right

The Network service will full control permissions to Avalon directly.