



# **PrintUsagePro Print Monitor system software**

**Version:V4.0**

## **Rapid Configuration Guide**

### Revision History

<b>Version No</b>	<b>Data (mm-dd-yyyy)</b>	<b>Significant Changes</b>
1.0	11-14-2014	Initial Version

## Directory

1.	Before installation Environment prepare .....	4
2.	Installation steps index.....	4
3.	Install Windows 2008 R2 support components.....	4
4.	Install SQL SERVER 2012 Express Database.....	5
5.	Install PrintUsage 4.0.....	5
6.	Configure PrintUsage 4.0.....	5
6.1	A key installed PrintUsage universal drive .....	5
6.2	Manual install PrintUsage Universal Driver .....	8
6.3	Manually add 64-bit driver on a 32-bit operating system .....	10
6.4	Add Printers .....	10
6.4.1	Add the print server steps.....	10
6.4.2	Add a new monitor printer .....	12
6.5	Add Users.....	13
6.6	Basic Functional Test.....	13
7.	Configuration PrintUsage Universal Driver realize roaming print .....	13
7.1	Find the first entity printer .....	14
7.2	Configure the first entity printer .....	15
7.3	Find the second entity printer.....	17
7.4	Configure the second entity printer.....	18
7.5	Find the virtual printer PrintUsage Universal Driver.....	20
7.6	Configure virtual printer PrintUsage Universal Driver.....	20
7.7	Configure user group for Follow Me Print.....	22
7.8	Check the virtual printer Shared state .....	23
7.9	Add Shared printer for the client.....	24
8.	Configure PrintUsage Universal Driver achieve directional print .....	25
9.	Configure roaming groups .....	26
9.1	Function Description and group illustration .....	26
9.2	Add printer Groups .....	27
9.3	Configure the virtual printer corresponding groups.....	27
9.4	Assign printer Groups to the corresponding virtual printer.....	28
9.5	Finish the configuration .....	29
10.	Configure PrintUsage Swipe and Print .....	30
10.1	Find a printer .....	30
10.2	Configure Printers .....	30
10.3	Save and exit .....	31
10.4	Set Swipe and Print for user groups.....	32
10.5	Configure User Groups .....	32
10.6	User print steps.....	33
10.7	Printed documents management .....	34
10.8	Cancel print jobs in print queue .....	34
10.9	Card release.....	34
10.10	How to release for user without card .....	35

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11.	Configure PrintUsage Manual Audit.....	35
11.1	Find printers need to configure manual audit.....	35
11.2	Found Manual audit user groups.....	36
11.3	Configure manual audit.....	37
11.4	After printing the client Page.....	38
11.5	Reviewer approval Page.....	38
11.6	Ordinary users process their jobs .....	38
12.	Options (add) Roles .....	39
12.1	Enter the role management page .....	39
12.2	Options(add)Roles .....	40
13.	Options(add)Administrator .....	41
13.1	Add administrators .....	41
13.2	Assigned administrators allocation .....	42
14.	Configure users Notification .....	43
14.1	Email notifications .....	43
14.2	Client Reminder .....	45
15.	Set the billing .....	48
15.1	Simple billing .....	48
15.2	Charging By Area Mode .....	48
15.3	Advanced Charging Mode .....	49
16.	Set the printer limitation.....	50
16.1	Settings Overview .....	50
16.2	User/printer limitation .....	51
16.3	Print Time limitation .....	52
16.4	File Type limitation.....	53
16.5	Charging.....	55
16.6	Printer Functions limitation.....	56

# PrintUsage V4.0 Quickly Configuration Guide

## 1. Before installation Environment prepare

Operating system: Windows 2003, Windows 2008, Windows 2008 R2, Windows 7, Windows 8. Recommended Windows 2008 or Windows 2008 R2.

Support components: .NET Framework 2.0, 3.5.1, 4.0.

Database: SQL SERVER 2000(SP4) or higher.

Personnel requirements for installation: install SQL SERVER database. Use WINDOWS 2008 R2.

## 2. Installation steps index

This simple installation Guide assumes that the user just installed a Windows server 2008 R2, and the server components are installed by default. We will deploy PrintUsage 4.0 on top of the Server.

[Install Windows 2008 R2 support components;](#)

[Install SQL SERVER 2012 Express database;](#)

[Install the PrintUsage 4.0;](#)

[Configure PrintUsage 4.0;](#)

[Configure PrintUsage Universal Driver realize Roaming Print;](#)

[Configure PrintUsage Universal Driver realizedirectional print;](#)

[Configure roaming groups;](#)

[Configure PrintUsage Swipe and Print;](#)

[Configure PrintUsage Manually Audited;](#)

[Options \(add\) roles;](#)

[Options \(add\) Administrator;](#)

[Set User Notifications;](#)

[Set the billing;](#)

[Set the print restrictions;](#)

## 3. Install Windows 2008 R2 support components

Components needed:

Role	The Web server (IIS)
------	----------------------

Function	LPRPort Monitor
	.Net Framework 4.0
	XPS viewer

Components above are necessary for installation under Windows 2008 R2 Server.  
IIS requires ASP.NET, .NET extensions, IIS Management Console, IIS 6 Management Compatibility, etc.

## 4. Install SQL SERVER 2012 Express Database

SQL SERVER 2012 Express installation requires SQL SERVER and WINDOWS mixed authentication mode to install by default.

After installation, you need SQL Server Configuration Manager tool to find the corresponding instance name in Sql Server Network Configuration and enable the Named Pipes and TCP / IP, so that can connect remotely.

After the setup is complete, restart the corresponding service instance name to take effect.

At the same time user need to open Sql Server Browser service, so that other computers can find the native database services.

## 5. Install PrintUsage 4.0

Run the installation program with administrator account. PU can be installed with default settings. But appeared "configuration wizard", please select "typical installation". Choose SQL SERVER database, and according to the above database do correspond configuration. And then test the connection. If successful, the software will automatically create PrintUsage database.

## 6. Configure PrintUsage 4.0

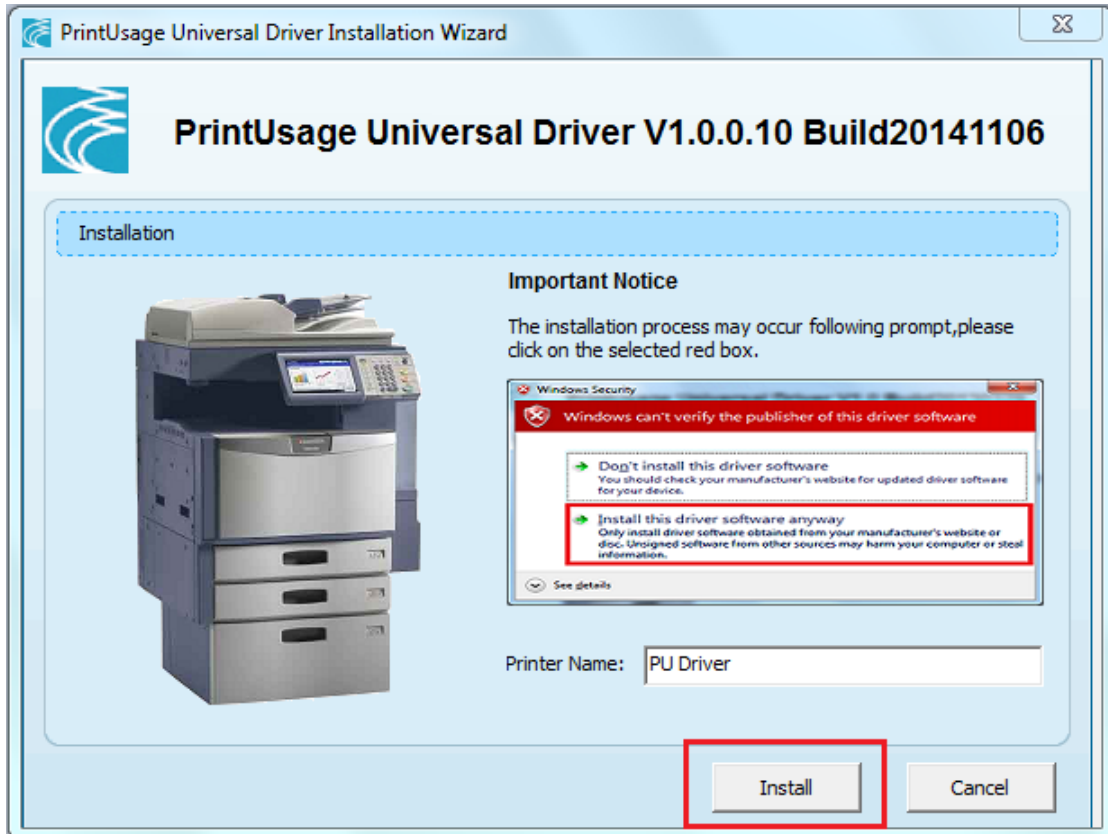
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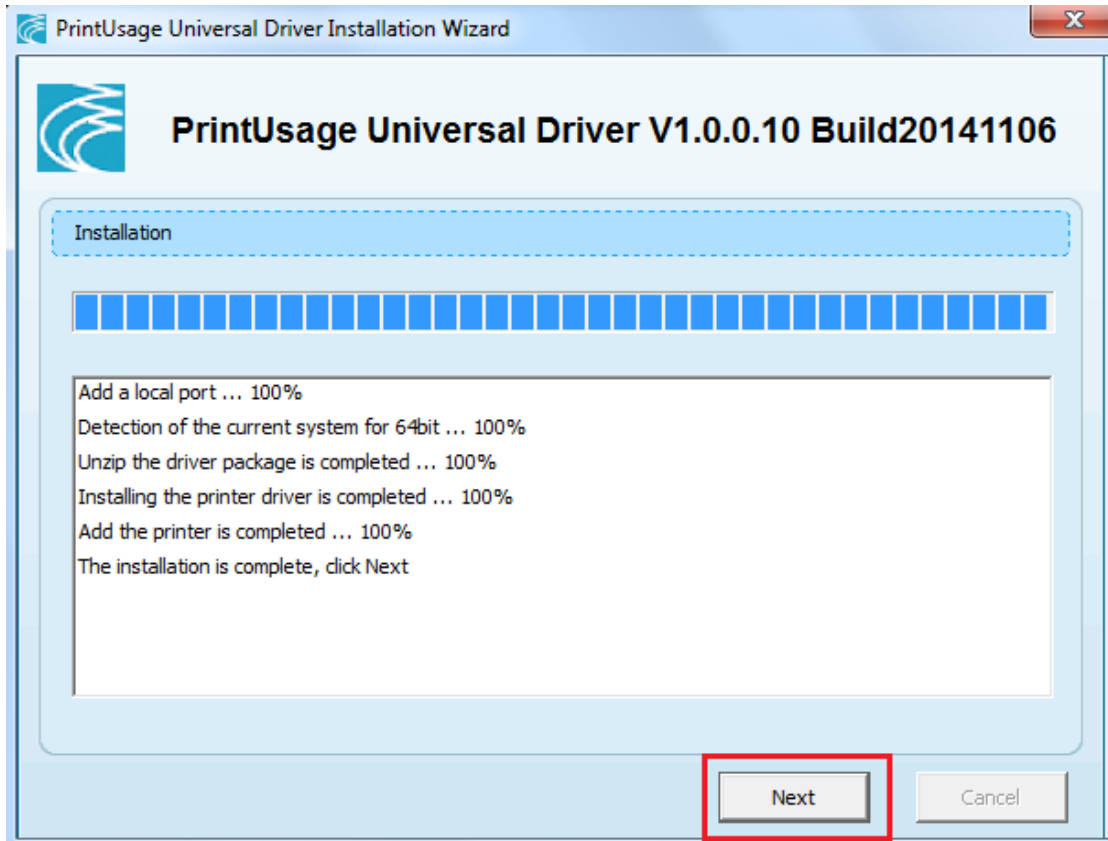
### 6.1 A key installed PrintUsage universal drive

After PrintUsage installation is completed, three printers will be added automatically by default. If your license is less than 3, please insert the dongle or use authorization first, then delete redundant printer. Otherwise service could not be started.

After the configuration user needs to install PrintUsage virtual printer PrintUsage Universal driver: details as follows:

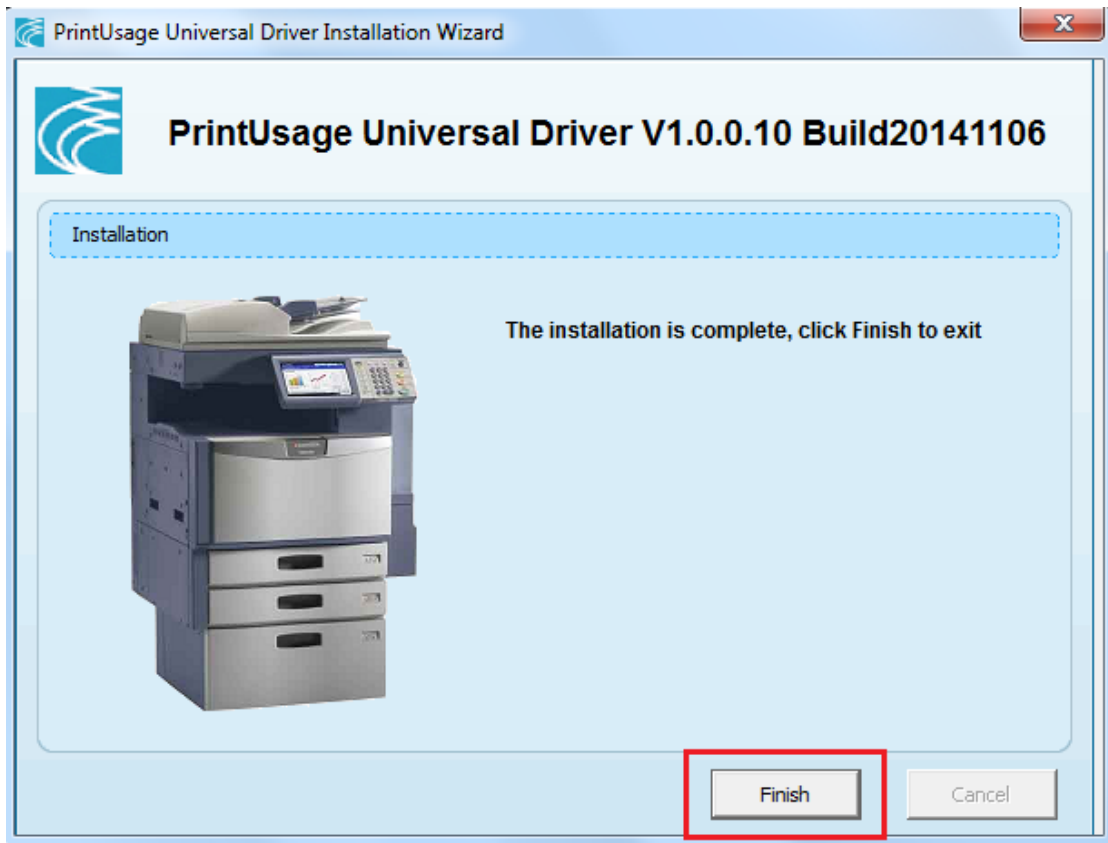
a.) Double-click PrintUsageDrvInstall.exe to perform the installation; Click on "install";





- b.) If prompt Windows authentication warning, click "continue";
- c.) Click on "Finish";





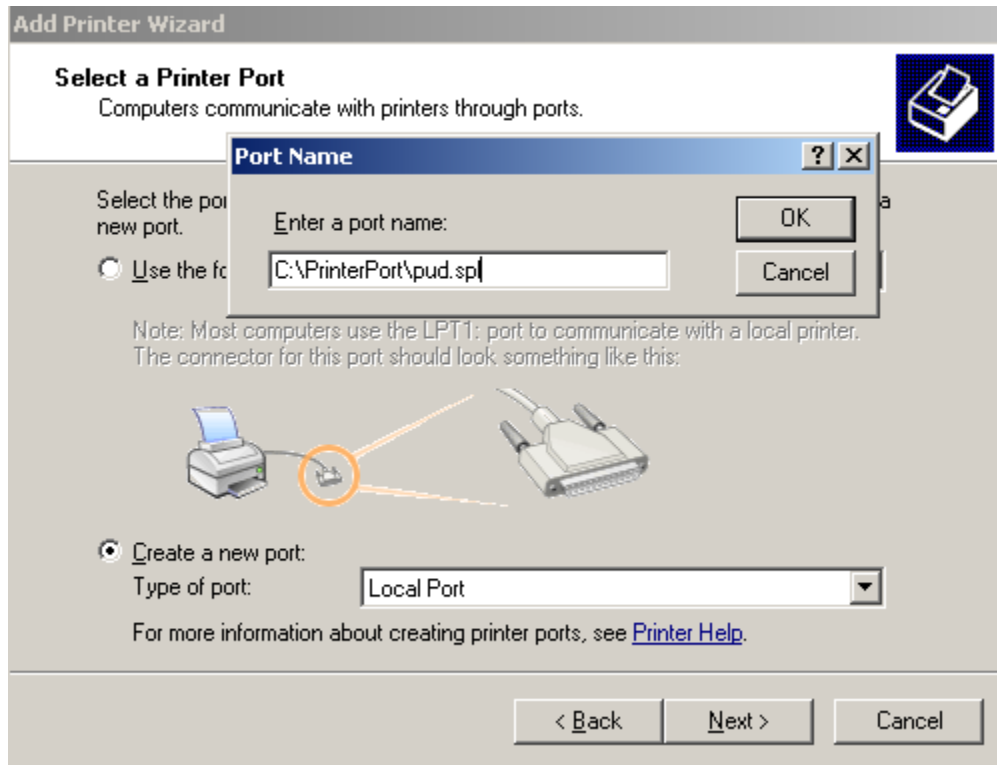
---

## 6.2 Manual install PrintUsage Universal Driver

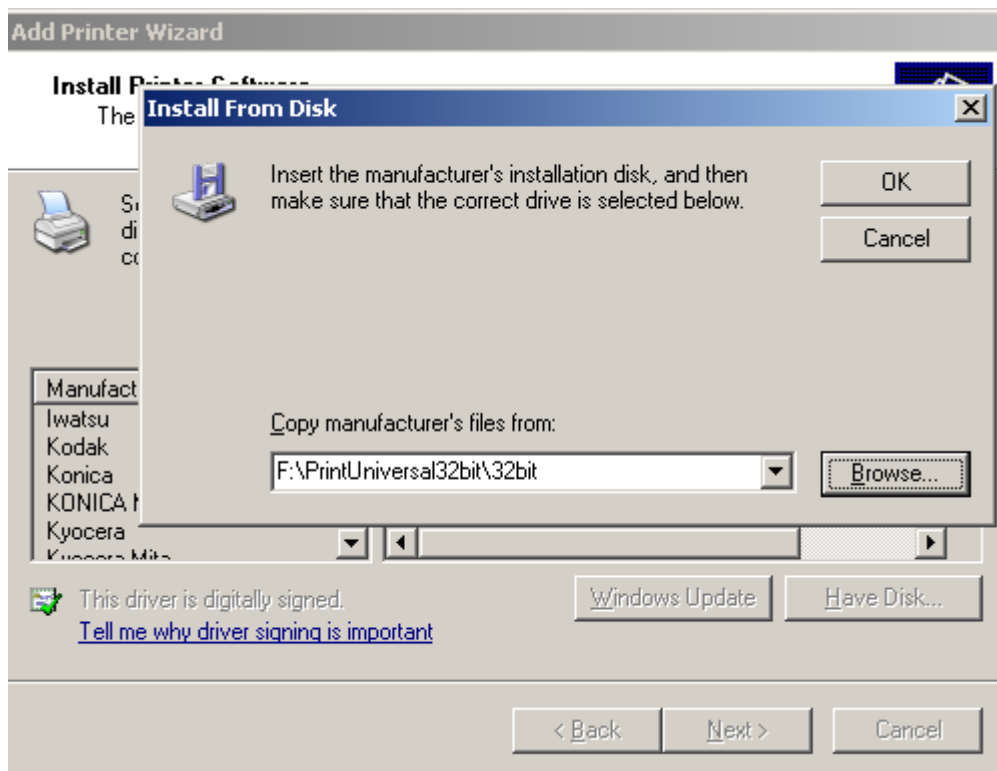
In the printer task, add printers.

Create a local port (Such as:\PrinterPort\puudp.spl,Pay attention to the c: \ PrinterPort is everyone full control folder.)

As shown:



After finish creating Port, the next step is to choose from the disk installation, browse folders to find the corresponding drive, pay attention to if it is a 32-bit operating system, please select 32 bit folder, Otherwise, select 64—bit operating system. Click "Ok".



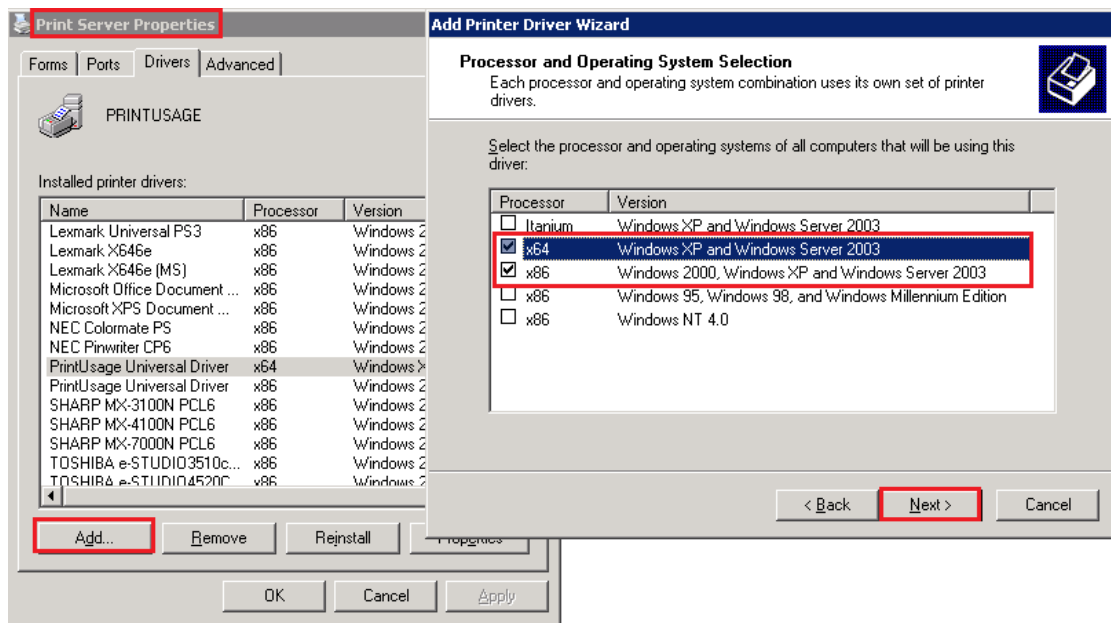
Click "next" to Continue install, If it is update to the latest version, please replace existing driver, then continue. In the column of "print name" enter a meaningful name. Then next steps are same as other printer driver installation.

### 6.3 Manually add 64-bit driver on a 32-bit operating system

If your operating system is 32 bit, Then the 64 - bit operating system of computer need to use 64 - bit driver. The driver needs to be manually added to the 32-bit operating system.

Similarly, if your operating system is 64 - bit, then it will need to add corresponding 32-bit drivers to the server. Same methods apply to both situation.

As shown:



In the fifth step, choose from the disk installation, then find 64-bit directory. The next steps same as the driver installation.

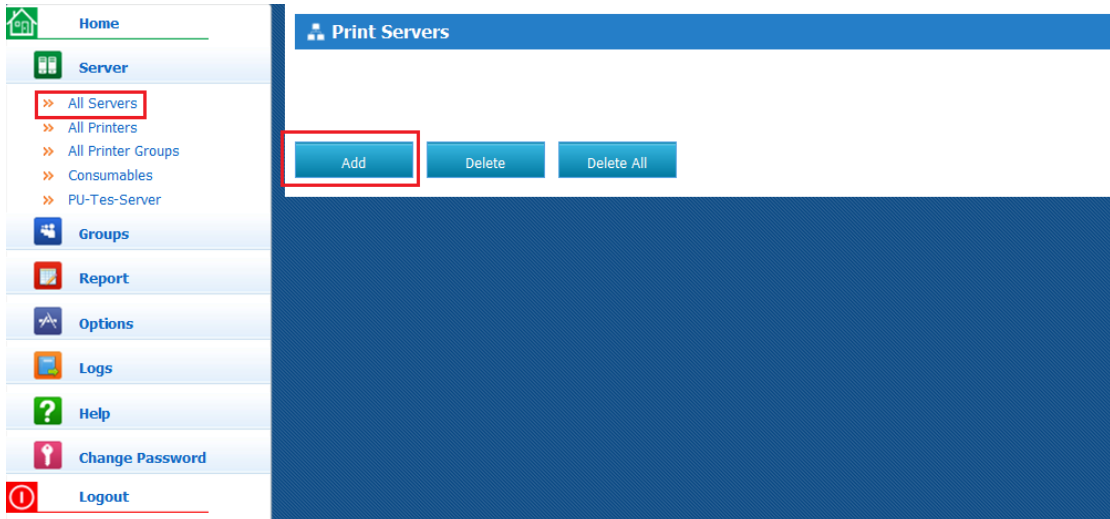
### 6.4 Add Printers

If the printer need to be monitored does not added by default during installation, please add printers in "All Printers ".Detailed steps refer to adding new monitor printer;

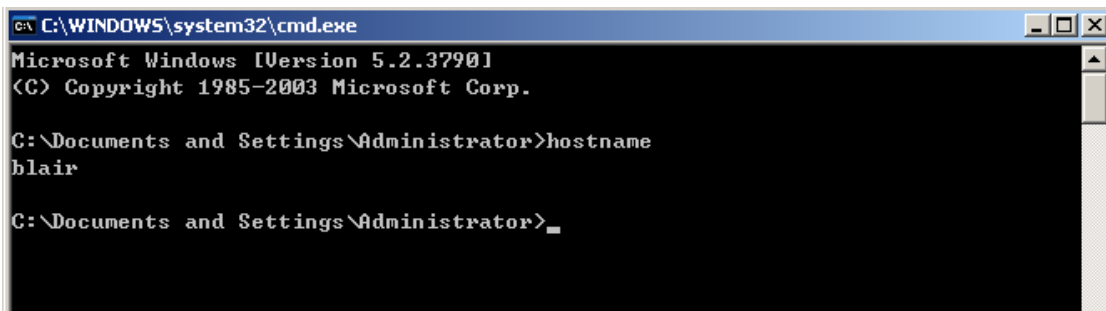
Need to manually add the first time after installing a print server, add the print server steps;

#### 6.4.1 Add the print server steps

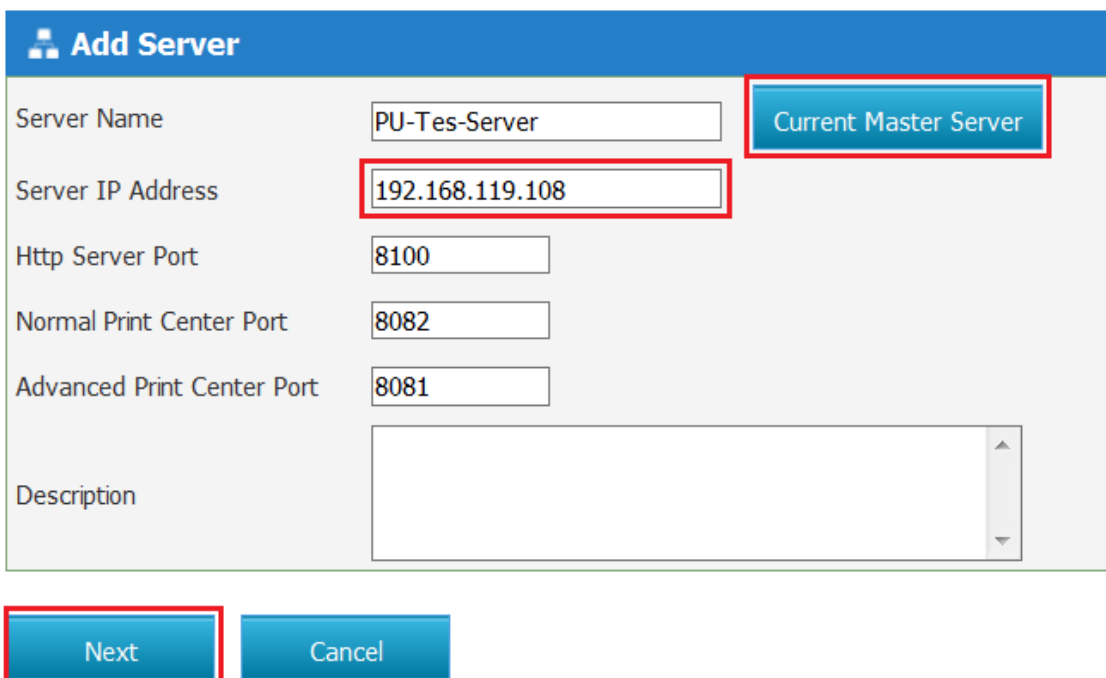
- a.) Expand the "Server "- "All Servers"; click "Add" button;



b.) Click "Current Master Server "button,the system automatically fill in the host name;If other server, you need to filled the server HOSTNAME. In the DOS command can use HOSTNAME get it. As shown: the computer's HOSTNAME is Blair.



Fill in the server IP address;  
Click "Next";



c.) Checked the printers need to be monitored; Click "Submit" Button;

**Add Printer**

Server Name:

<input checked="" type="checkbox"/>	Capture Print Content	Printer Name	Share Name	Description	Driver Name	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TOSHIBA Universal Printer 2	TOSHIBA Universal Printer 2		TOSHIBA Universal Printer 2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kyocera TASKalfa 400ci	Kyocera TASKalfa 400ci		Kyocera TASKalfa 400ci	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kyocera KM-3040 KX (1)			Kyocera KM-3040 KX	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kyocera KM-3040 KX	Kyocera KM-3040 KX		Kyocera KM-3040 KX	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KONICA MINOLTA C652SeriesPS	KONICA MINOLTA C652SeriesPS		KONICA MINOLTA C652SeriesPS	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KONICA MINOLTA C652SeriesPCL			KONICA MINOLTA C652SeriesPCL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KONICA MINOLTA C364SeriesPS	KONICA MINOLTA C364SeriesPCL		KONICA MINOLTA C364SeriesPCL	

d.) Add completed as shown;

**Print Servers**

Server Name:

<input type="checkbox"/>	Status	Server Name	Service Control	Total Printers	Total Jobs	Total Pages	Total Cost
<input type="checkbox"/>	<span style="color: green;">●</span>	PU-Tes-Server		4	0	0	¥0.000
<b>Total</b>				<b>4</b>	<b>0</b>	<b>0</b>	<b>¥0.000</b>

## 6.4.2 Add a new monitor printer

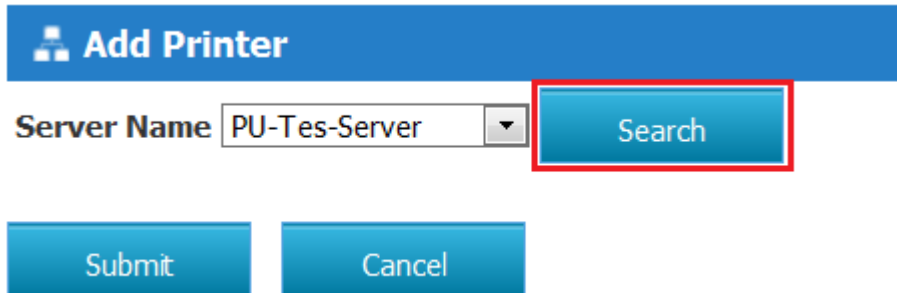
a.) Click "All Printers", and click "Add" Button;

**Printer List**

Server:  Monitor Mode:  Printer Name:  Printer IP Address:

<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>	<span style="color: grey;">●</span>	KONICA MINOLTA C364SeriesPS	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	KONICA MINOLTA C652SeriesPCL	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	KONICA MINOLTA C652SeriesPS	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	Kyocera KM-3040 KX (1)	PU-Tes-Server	Image	Auto
<b>Total (4)</b>					

b.) Click "Search";



c.) Repeat 6.4.1 step c.)to add;

---

## 6.5 Add Users

There are several ways to add Users:

- d.) Directly import from the AD;
- e.) Import from Excel file;
- f.) Import from TEXT file;

If you want to use the swipe and print function, due to the card number and personnel information needed to bind, in order to enter convenience, we recommend that you record card in a property in the AD. Or Record users' card numbers in the Excel file and then batch import into the system.

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## 6.6 Basic Functional Test

Generally for basic print monitoring, just add a printer and Users can be monitored. Use need to monitor the printers, print a test page, try to see if there are records in the log, and view the print content.

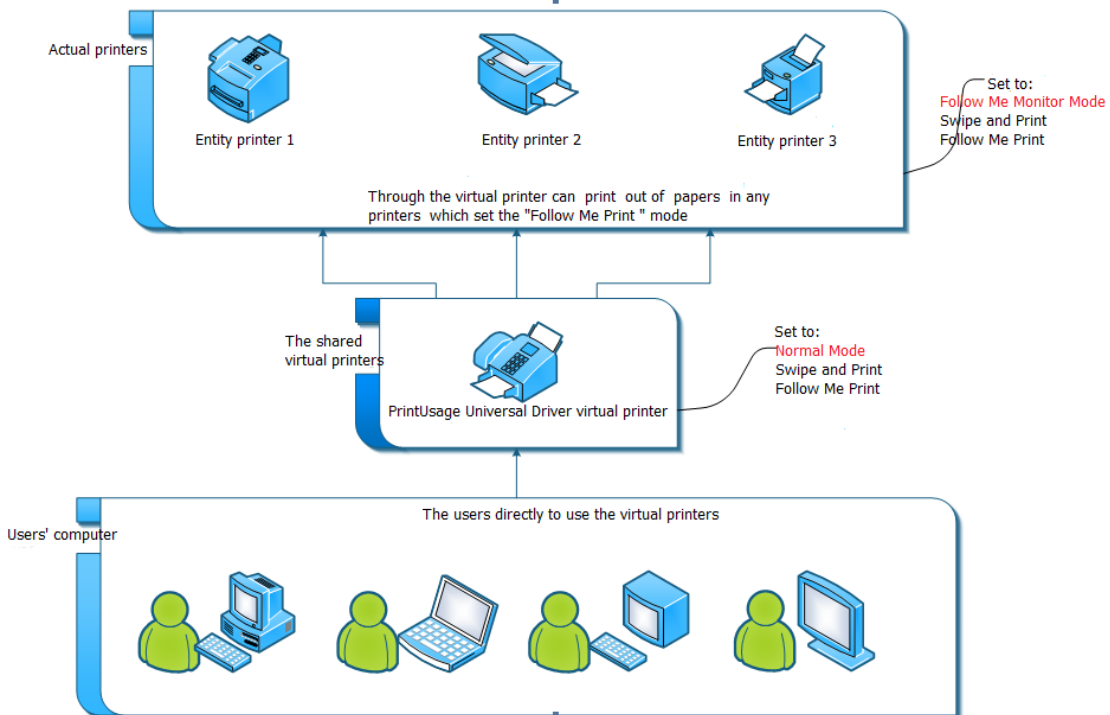
## 7. Configuration PrintUsage Universal Driver realize roaming print

By using PUUDP can realize only need one driver, complete roaming between different brand printers function.

Note: This function does not use the full functionality of the real printer itself, such as: bookbinding, etc. Can realize the single/duplex, forced black and white/color output,custom paper and other common functions.

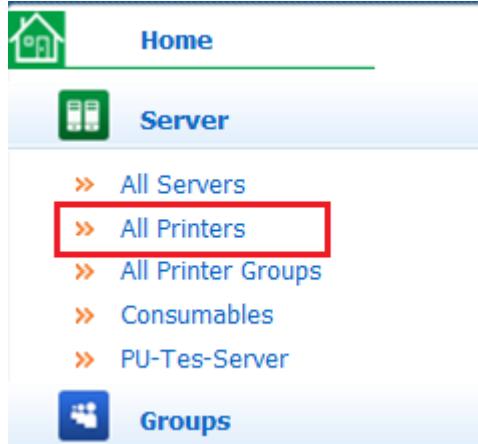
Illustration:

1







## 7.1 Find the first entity printer

Click "Server"->"All Printers"; Click on the first printer which need to "follow Me Print";



**Printer List**

Server  Monitor Mode

<input type="checkbox"/>	Status	Printer Name	Server Name
<input type="checkbox"/>		KONICA MINOLTA C364SeriesPS	PU-Tes-Server
<input type="checkbox"/>		KONICA MINOLTA C652SeriesPCL	PU-Tes-Server
<input type="checkbox"/>		KONICA MINOLTA C652SeriesPS	PU-Tes-Server
<input type="checkbox"/>		Kyocera KM-3040 KX (1)	PU-Tes-Server

## 7.2 Configure the first entity printer

Select monitor Mode as "Follow Me Monitor Mode"; Enter the IP address of the printer; Enter Card Reader URI; Checked "Swipe and Print" and "Follow Me Print"; Click "Save";Click "Ok";



General	Users	Time	File Type
Printer Name	Kyocera KM-3040 KX(1)		
Whether is virtual printer	<input type="checkbox"/>		
Monitor Mode	Follow Me Monitor Mode <input type="button" value="v"/>		
Printer Model	<input type="text"/>		
Printer Host Name	<input type="text"/>		
Printer IP Address	192.168.119.20		
MFP Serial Number	<input type="text"/>		
Card Reader URI	192.168.120.10		
Printer Banner	<input type="button" value="Set"/>		
Bookmark	<input type="button" value="Set"/>		
Monitoring Activated	<input checked="" type="checkbox"/>		
Manually Audited	<input type="checkbox"/>		
Swipe and Print	<input checked="" type="checkbox"/>		
Swipe to Login	<input type="checkbox"/>		
Follow Me Print	<input checked="" type="checkbox"/>		
Overwrite Color Mode	Auto <input type="button" value="v"/>		
Enable Detail Analysis	<input type="checkbox"/>		
Capture Print Content	<input checked="" type="checkbox"/>		
Resolution For Capturing	100 <input type="button" value="v"/>		
Enable Advanced Printing Features	<input checked="" type="checkbox"/>		
Total Jobs	0		
Total Pages	0		
Total Cost	¥0.000		

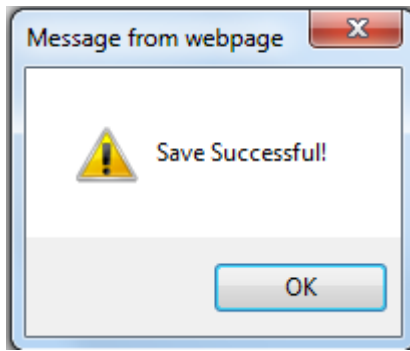
Date Added 10/17/2014 9:57:26 AM

Printer Consumables [Set](#)

Printer Description

Save

Save As Template



If the printer can be connected and running in good condition after configuration, status will show green.

	Kyocera KM-3040 KX (1)
--	------------------------

### 7.3 Find the second entity printer

Find printer in the printer list;

Printer List						
Server		<input type="text"/>	Monitor Mode	<input type="text"/>	Printer Name <input type="text"/>	
<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite	Color Mode
<input type="checkbox"/>		Kyocera KM-3040 KX (1)	PU-Tes-Server	Image		Auto
<input type="checkbox"/>		PrintUsage Universal Driver	PU-Tes-Server	Image		Auto
<input type="checkbox"/>		<b>TOSHIBA Universal Printer 2</b>	PU-Tes-Server	Image		Auto

## 7.4 Configure the second entity printer

Referring to 4.2 section to configure the second printer, Enter IP address for the printer; Enter Card Reader URI; Check "Swipe and Print" and "Follow Me Print ";Click "Save"; Click "Ok".




General	Users	Time
Printer Name	TOSHIBA Universal Printer 2	
Whether is virtual printer	<input type="checkbox"/>	
Printer In Group	<input type="checkbox"/> All	
Monitor Mode	Follow Me Monitor Mode <input type="button" value="v"/>	
Printer Model	<input type="text"/>	
Printer Host Name	<input type="text"/>	
Printer IP Address	192.168.119.118	
MFP Serial Number	<input type="text"/>	
Card Reader URI	192.168.120.9	
Printer Banner	<input type="button" value="Set"/>	
Bookmark	<input type="button" value="Set"/>	
Monitoring Activated	<input checked="" type="checkbox"/>	
Manually Audited	<input type="checkbox"/>	
Swipe and Print	<input checked="" type="checkbox"/>	
Swipe to Login	<input type="checkbox"/>	
Follow Me Print	<input checked="" type="checkbox"/>	
Overwrite Color Mode	Auto <input type="button" value="v"/>	
Enable Detail Analysis	<input type="checkbox"/>	
Capture Print Content	<input checked="" type="checkbox"/>	
Resolution For Capturing	100 <input type="button" value="v"/>	
Enable Advanced Printing	<input checked="" type="checkbox"/>	
Features		
Total Jobs	0	
Total Pages	0	
Total Cost	¥0.000	

## 7.5 Find the virtual printer PrintUsage Universal Driver

Find "PrintUsage Universal Driver" in the printer List and click it;

**Printer List**

Server  Monitor Mode  Printer Name

<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>		Kyocera KM-3040 KX (1)	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		<b>PrintUsage Universal Driver</b>	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		TOSHIBA Universal Printer 2	PU-Tes-Server	Image	Auto

**Total (3)**

## 7.6 Configure virtual printer PrintUsage Universal Driver

Checked "Whether is virtual Printer"; Monitor Mode selected "Normal"; enter Server IP Address in "printer IP Address"; Check "Swipe and Printer" and "Follow Me Print"; Click "Save "and "OK";

General	Users	Time
Printer Name	PrintUsage Universal Driver	
Whether is virtual printer	<input checked="" type="checkbox"/>	
Printer In Group	<input checked="" type="checkbox"/> All	
Monitor Mode	Normal	
Printer Model		
Printer Host Name		
Printer IP Address	192.168.119.108	
MFP Serial Number		
Card Reader URI		
Printer Page Header and Footer	Set	
Printer Watermark	Set	
Bookmark	Set	
Monitoring Activated	<input checked="" type="checkbox"/>	
Manually Audited	<input type="checkbox"/>	
Key Word	Set	
Swipe and Print	<input checked="" type="checkbox"/>	
Swipe to Login	<input type="checkbox"/>	
Follow Me Print	<input checked="" 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"/>	

## 7.7 Configure user group for Follow Me Print

Click "Groups"->"All Groups"; Click on the user groups need follow me print;

The screenshot shows the PRINTUSAGE Pro interface. On the left is a navigation menu with items: Home, Server, Groups, All Groups (highlighted with a red box), All Users, Add Balance, Report, Options, Logs, and Help. The main area displays the 'Group List' table. The table has columns for 'Group Name' and 'Total Users'. The 'Engineering' group name is highlighted with a red box. Below the table are three buttons: 'Add', 'Delete', and 'Delete All'.

<input type="checkbox"/>	Group Name	Total Users
<input type="checkbox"/>	admin\FIN	11
<input type="checkbox"/>	admin\HR	5
<input type="checkbox"/>	Engineering	10
<input type="checkbox"/>	MC	6
<b>Total</b>		<b>32</b>

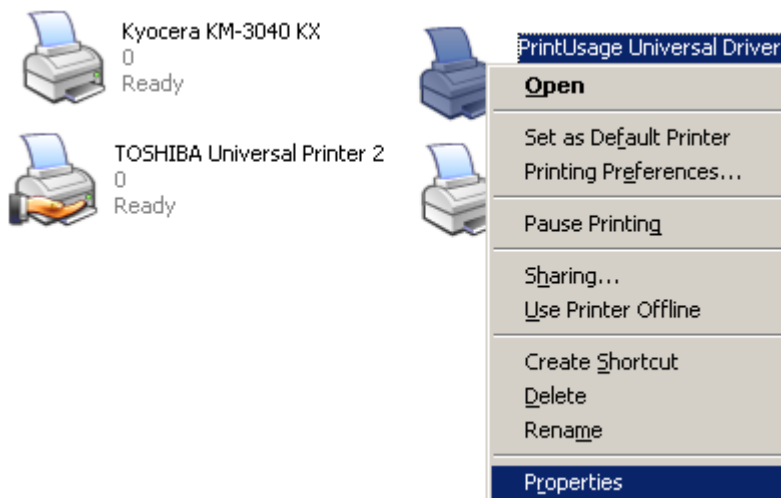
Select "Yes" for Swipe and Print; Select "Yes" for Follow Me Print; "Save" and "OK".

### Group Properties

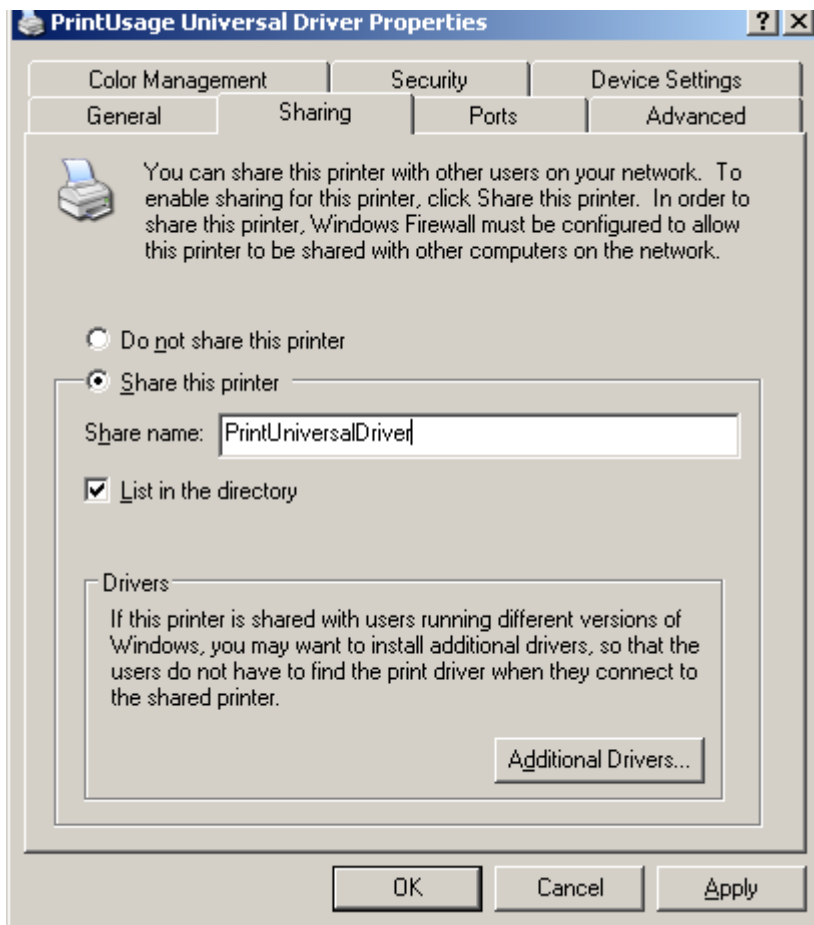
General	Printer	Time	File Type	Quota
Group Name	<input type="text" value="Engineering"/>			
Total Users	1			
Default Quota	¥100.000			
Total Jobs	0			
Total Pages	0			
Total Cost	¥0.000			
Audit	<input type="button" value="No"/>			
Swipe and Print	<input type="button" value="Yes"/>			
Client Authentication	<input type="button" value="No"/>			
Follow Me Print	<input type="button" value="Yes"/>			
Description	<input type="text"/>			

## 7.8 Check the virtual printer Shared state

Found the Printer PrintUsage Universal Driver in the server printer list; Right-click the printer properties, select "sharing"; ensure that the printer was Shared;

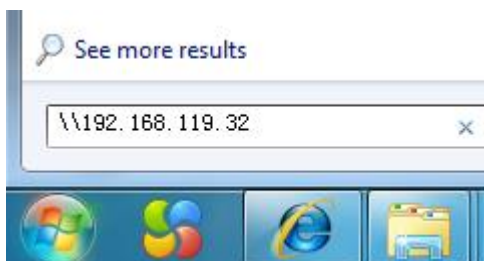




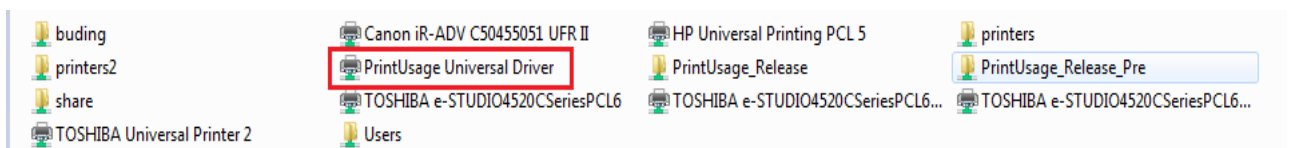


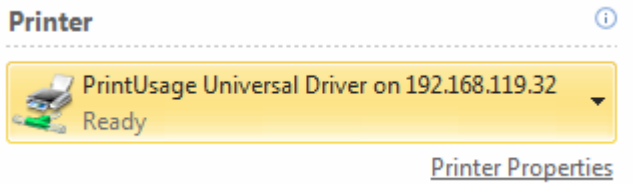
## 7.9 Add Shared printer for the client

The client to add the Follow Me print printers; Start – run; Find PrintUsage Universal printer, double-click to install it.



Then you can choose the printer in the print task.



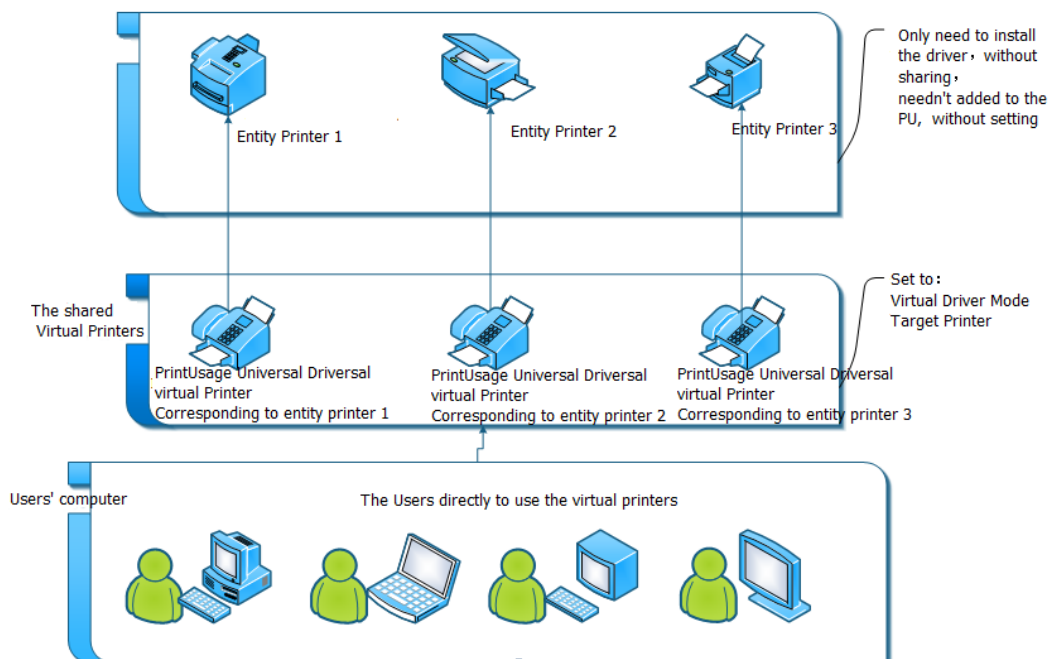


## 8. Configure PrintUsage Universal Driver achieve directional print

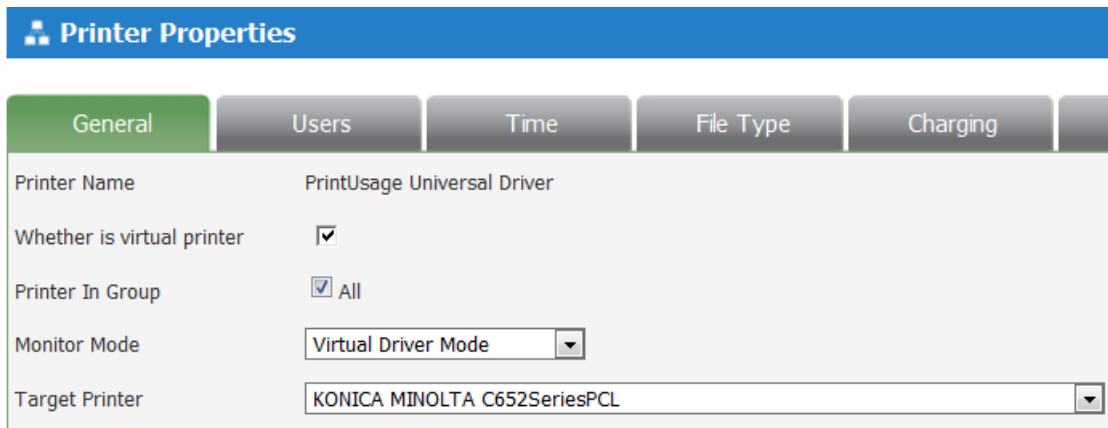
If "roaming print "or "Swipe and Print" is not needed. To monitor only the content and implementation content retrieval function, but the printer's content cannot resolve under original PU mode, user can use PUUDP for directional print, so as to achieve comprehensive monitoring.

Note: This function does not use the full functionality of the real printer itself, such as: bookbinding, etc. Can realize the single/duplex, forced black and white/color output, custom paper and other common functions.

Illustration:



Configurations as below:



Printer Properties				
General	Users	Time	File Type	Charging
Printer Name	PrintUsage Universal Driver			
Whether is virtual printer	<input checked="" type="checkbox"/>			
Printer In Group	<input checked="" type="checkbox"/> All			
Monitor Mode	Virtual Driver Mode			
Target Printer	KONICA MINOLTA C652SeriesPCL			

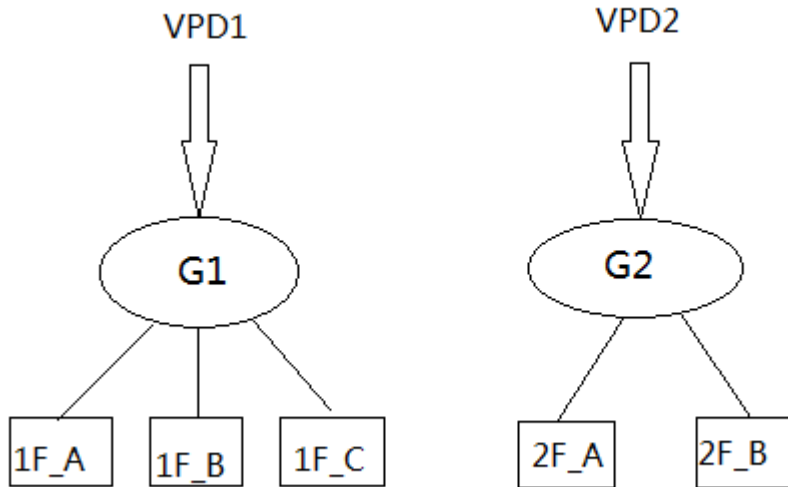
Other configurations same as the related application.

## 9. Configure roaming groups

### 9.1 Function Description and group illustration

In order to delineate the scope of roaming out of paper user can be achieved by setting the printer group. Like the illustration below, the company has five entity printers, among them 1F\_A, 1F\_B, 1F\_C (Maybe this three machines physical location is located in the first floor) For the users in the first floor to use, 2F\_A, 2F\_B for the second floor users to use, For this roaming case, we assign 1F printer to the printer group of G1, the allocation 2F printer to the printer group of G2, and two Printer universal driver VPD1, VPD2 to specify the roaming range. Which means the 1 f users on VPD1 print job, only three machine output in 1 f, 2 f users in VPD2 print work, only on the two machines of 2 f output.

As shown:



---

## 9.2 Add printer Groups

Click add, and select a server group, and fill the printing Group name.

**All Printer Groups**

Printer Group Name

PrinterGroup In Server

---

## 9.3 Configure the virtual printer corresponding groups

Assign printers in certain server to server groups.

**All Printer Groups**

Printer Group Name:

PrinterGroup In Server:

Select Associated Printer(s)

All Printers	Selected Printer(s)
<ul style="list-style-type: none"> <li>Kyocera KM-3040 KX (1)</li> <li>TOSHIBA Universal Printer 2</li> <li>PrintUsage Universal Driver</li> </ul>	<ul style="list-style-type: none"> <li>Kyocera KM-3040 KX (1)</li> <li>TOSHIBA Universal Printer 2</li> </ul>

Buttons: ==> <==

Buttons: Submit Cancel

After configuration, 1F, 2F printer groups as follows:

**All Printer Groups**

<input type="checkbox"/>	Printer Group Name
<input type="checkbox"/>	1F_PrintGroup
<input type="checkbox"/>	2F_PrintGroup

Buttons: Add Delete

Tooltip: This printer group contains 2 entity printer(s):  
Kyocera KM-3040 KX (1)  
TOSHIBA Universal Printer 2

## 9.4 Assign printer Groups to the corresponding virtual printer

Enter the page of all printers, click a virtual printer.

<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>	<span style="color: green;">●</span>	Kyocera KM-3040 KX (1)	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	PrintUsage Universal Driver	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	PU_VpD1	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: grey;">●</span>	PU_VPD2	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<span style="color: yellow;">●</span>	TOSHIBA Universal Printer 2	PU-Tes-Server	Image	Auto

**Total (5)**

Checked "Whether is virtual printer"; select Printer groups; Other configuration same as roaming print, please refer to section 7.

Corresponding group entity printers' configuration, you need to refer section 7, "Configuring PrintUsage Universal Driver roaming print."

General	Users	Time	File Type
Printer Name	PU_Vp01		
Whether is virtual printer	<input checked="" type="checkbox"/>		
Printer In Group	<input checked="" type="checkbox"/> 1F_PrintGroup <input type="checkbox"/> 2F_PrintGroup		
Monitor Mode	Normal		
Printer Model			
Printer Host Name			
Printer IP Address	192.168.119.108		
MFP Serial Number			
Card Reader URI			
Printer Page Header and Footer	Set		
Printer Watermark	Set		
Bookmark	Set		
Monitoring Activated	<input checked="" type="checkbox"/>		
Manually Audited	<input type="checkbox"/>		
Key Word	Set		
Swipe and Print	<input checked="" type="checkbox"/>		
Swipe to Login	<input type="checkbox"/>		
Follow Me Print	<input checked="" type="checkbox"/>		
Overwrite Color Mode	Auto		
Enable Detail Analysis	<input type="checkbox"/>		

## 9.5 Finish the configuration

After finish the configuration, users on the server can only see PU\_VPD1 and PU\_VPD2, through PU\_VPD1 print job can only output on 1 f three machines, but can't output on 2 f two machines.

## 10. Configure PrintUsage Swipe and Print

### 10.1 Find a printer

Click "All Printers", Click on the printer name need to Swipe and Print;

The screenshot shows the 'Printer List' interface. On the left is a navigation sidebar with a 'Home' icon and the following menu items: 'Server', 'All Servers', 'All Printers' (highlighted with a red box), 'All Printer Groups', 'Consumables', 'PU-Tes-Server', 'Groups', 'Report', 'Options', 'Logs', and 'Help'. The main area is titled 'Printer List' and contains a table with columns for 'Status', 'Printer Name', and 'Server Name'. The table lists several printers, with 'Kyocera TASKalfa 400ci' highlighted by a red box. Below is the data from the table:

<input type="checkbox"/>	Status	Printer Name	Server Name
<input type="checkbox"/>	●	Kyocera KM-3040 KX	PU-Tes-Server
<input type="checkbox"/>	●	Kyocera KM-3040 KX (1)	PU-Tes-Server
<input type="checkbox"/>	●	Kyocera TASKalfa 400ci	PU-Tes-Server
<input type="checkbox"/>	●	PrintUsage Universal Driver	PU-Tes-Server
<input type="checkbox"/>	●	PU_VpD1	PU-Tes-Server
<input type="checkbox"/>	●	PU_VPD2	PU-Tes-Server
<input type="checkbox"/>	●	TOSHIBA Universal Printer 2	PU-Tes-Server

### 10.2 Configure Printers

Filled the Card Reader URI IP address; checked "Swipe and Print "option;

General	Users	Time
Printer Name	Kyocera TASKalfa 400ci	
Whether is virtual printer	<input type="checkbox"/>	
Monitor Mode	Normal	
Printer Model		
Printer Host Name		
Printer IP Address		
MFP Serial Number		
Card Reader URI	192.168.120.10	
Printer Banner	Set	
Bookmark	Set	
Monitoring Activated	<input checked="" type="checkbox"/>	
Manually Audited	<input type="checkbox"/>	
Swipe and Print	<input checked="" type="checkbox"/>	

### 10.3 Save and exit

Click "Save", Click "OK";

Total Pages	0
Total Cost	
Date Added	
Printer Consumables	
Printer Description	

Message from webpage

Save Successful!

OK

Save

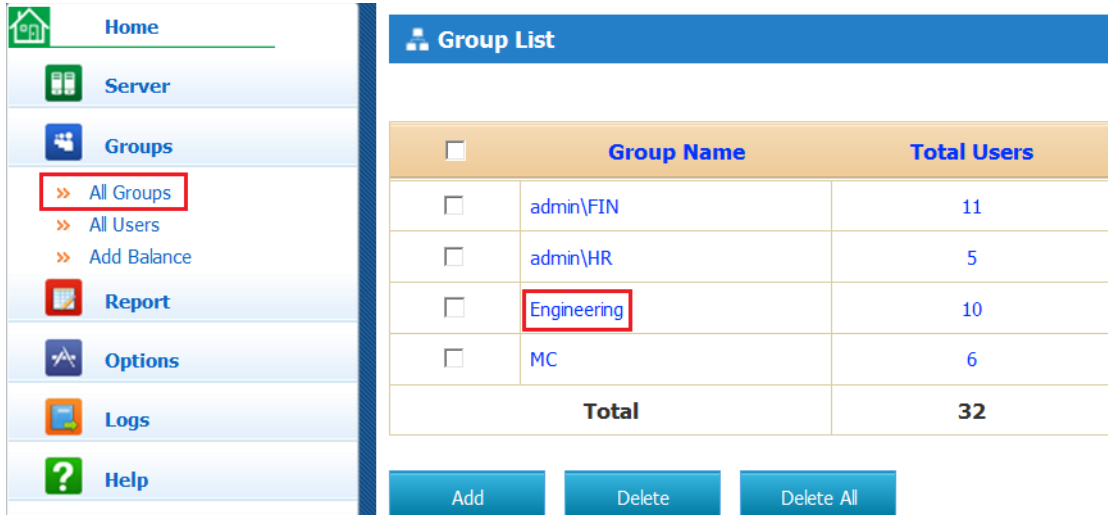
Save As Template



---

## 10.4 Set Swipe and Print for user groups

Click "All Groups", Click on the User Group names which need to "Swipe and Print";



The screenshot shows the PRINT USAGE Pro interface. On the left is a navigation menu with items: Home, Server, Groups, All Groups (highlighted with a red box), All Users, Add Balance, Report, Options, Logs, and Help. On the right is the 'Group List' section, which contains a table with the following data:

<input type="checkbox"/>	Group Name	Total Users
<input type="checkbox"/>	admin\FIN	11
<input type="checkbox"/>	admin\HR	5
<input type="checkbox"/>	Engineering (highlighted with a red box)	10
<input type="checkbox"/>	MC	6
<b>Total</b>		<b>32</b>

Below the table are three buttons: Add, Delete, and Delete All.


---

## 10.5 Configure User Groups

Select Swipe and Print-"Yes";Click"Save";Click"Ok";

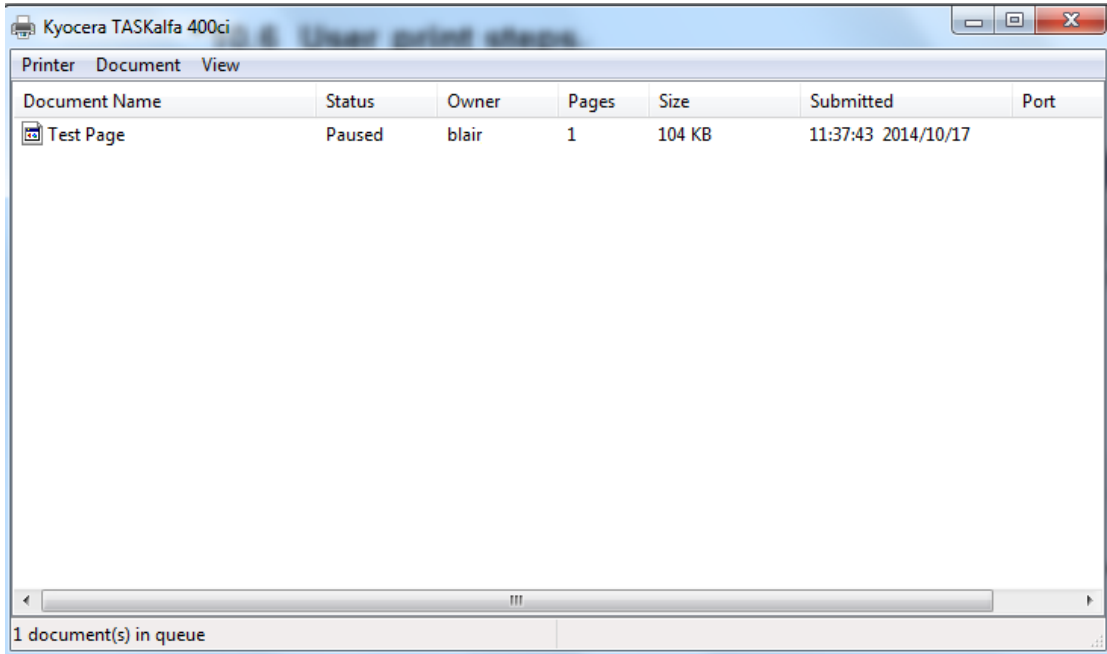
**Group Properties**

General	Printer	Time	File Type	Quota
Group Name	<input type="text" value="Engineering"/>			
Total Users	10			
Default Quota	¥100.000			
Total Jobs	0			
Total Pages	0			
Total Cost	¥0.000			
Audit	<input type="button" value="No"/>			
Swipe and Print	<input type="button" value="Yes"/>			
Follow Me Print	<input type="button" value="No"/>			
Description	<input type="text"/>			

Follow Me Print	<div data-bbox="651 1267 1056 1615"><p>Message from webpage</p><p> Save Successful!</p><p><input type="button" value="OK"/></p></div>
Description	

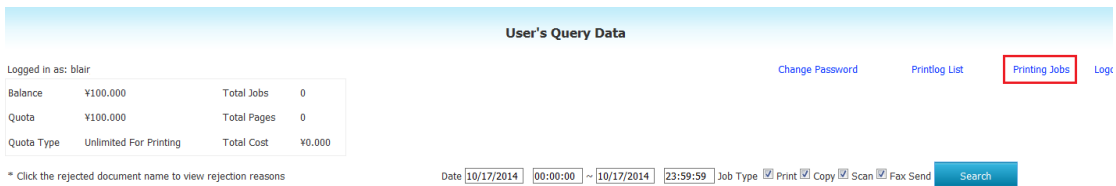
## 10.6 User print steps

The user print jobs that will be paused;



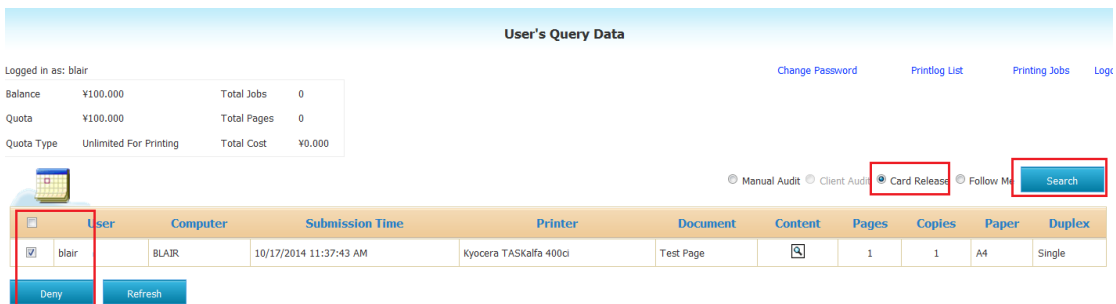
## 10.7 Printed documents management

At the same time users can login PrintUsage to manage the paused jobs;Click"Printing Jobs";



## 10.8 Cancel print jobs in print queue

Selected "Card Release";Click "Search";selected the print tasks click "Deny" to cancel print jobs;

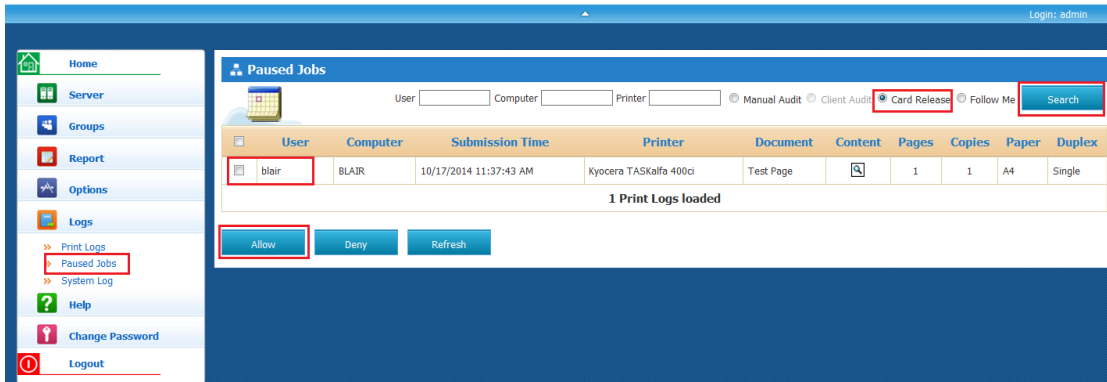


## 10.9 Card release

The user to the card reader swipe card can print out the manuscripts;

## 10.10 How to release for user without card

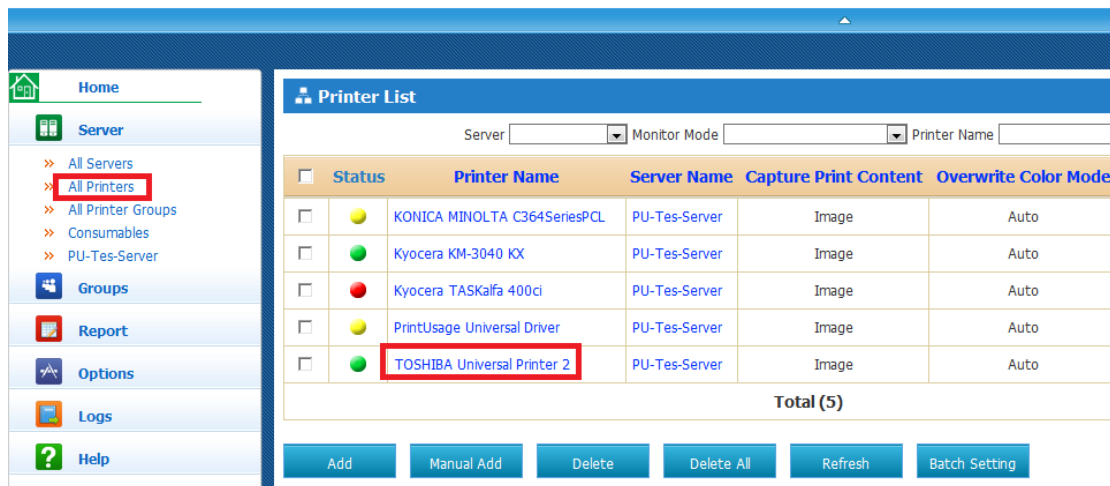
User can inform the administrator manually release Print jobs when he/she forget to take card;  
Administrator login and click "Logs"->"Paused Jobs";Selected "Card Release";Click  
"Search";Selected the print tasks;Click "Allow "will be Ok;



## 11. Configure PrintUsage Manual Audit

### 11.1 Find printers need to configure manual audit

Click "All Printers"—choose the printer and click the name which need to set "manual audit";



Checked "Manually Audited";Click "Save",Click "Ok";

## Printer Properties

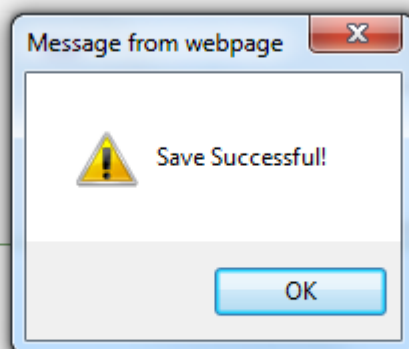
General Users Time

Printer Name	TOSHIBA Universal Printer 2
Whether is virtual printer	<input type="checkbox"/>
Monitor Mode	Normal
Printer Model	
Printer Host Name	
Printer IP Address	
MFP Serial Number	
Card Reader URI	
Printer Banner	Set
Bookmark	Set
Monitoring Activated	<input checked="" type="checkbox"/>
Manually Audited	<input checked="" type="checkbox"/>

Date Added	10/17/2014 11:36:32 AM
Printer Consumables	
Printer Description	

Save

Save As Template



## 11.2 Found Manual audit user groups

Click "Groups" -> "All Groups"; Click need to the manual audit User Groups;

<input type="checkbox"/>	Group Name	Total Users
<input type="checkbox"/>	admin\FIN	11
<input type="checkbox"/>	admin\HR	5
<input type="checkbox"/>	Engineering	10
<input type="checkbox"/>	MC	6
<b>Total</b>		<b>32</b>

### 11.3 Configure manual audit

Audit selected "Yes"; Click "Save", Click "Ok";

Group Name: Engineering

Total Users: 10

Default Quota: ¥100.000

Total Jobs: 0

Total Pages: 0

Total Cost: ¥0.000

Audit: Yes

Swipe and Print: No

Follow Me Print: No

Description:

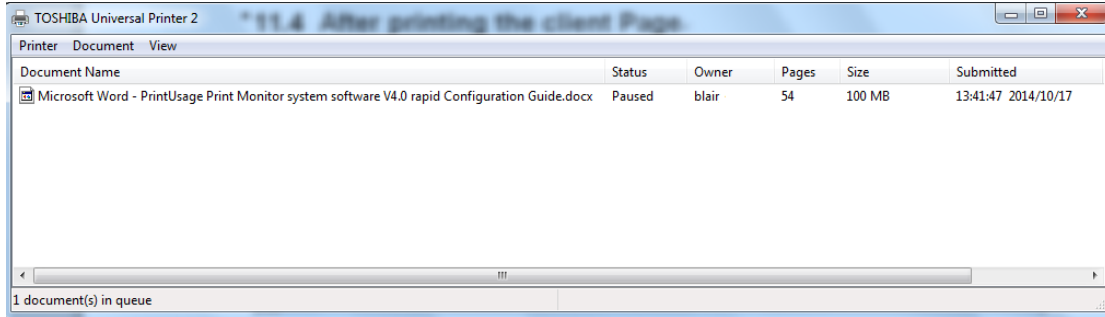
Save

Save As Template

Message from webpage: Save Successful! OK

## 11.4 After printing the client Page

The client through the Shared printer to print, the queue display the print task has paused;



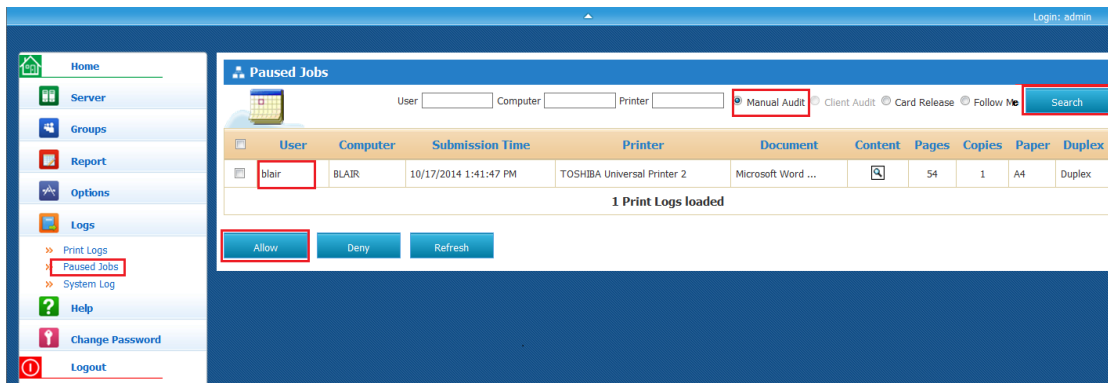
## 11.5 Reviewer approval Page

Reviewers login system, Click "Logs" - "Paused Jobs"; Checked "Manual Audit"; Click "Search";

Selected the jobs need to be released; According to the situation click "Allow" or "Deny".

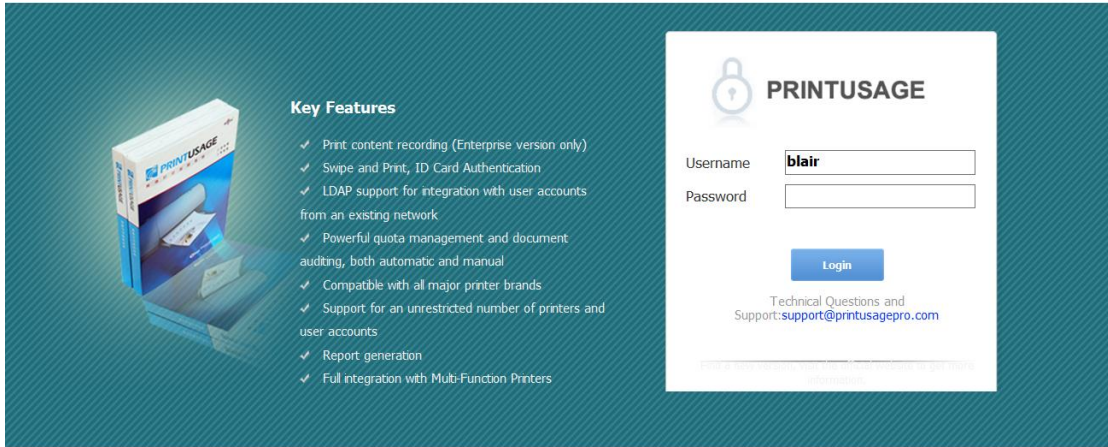
Reviewers click "Allow", printed jobs will from the printer out of papers.

Reviewers click "Deny", printed jobs will be cancelled. Printed jobs in the log at the same time record as "reject".



## 11.6 Ordinary users process their jobs

- a.) Users login PrintUsage with their own account;



**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**

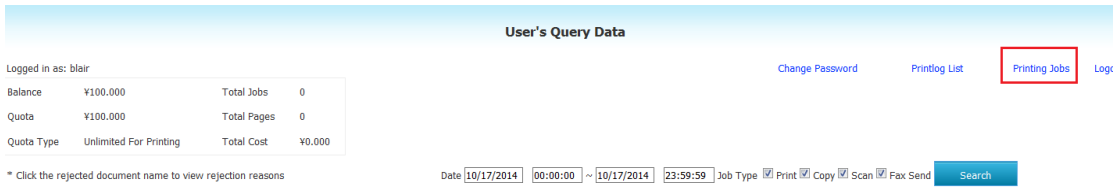
Username:

Password:

Technical Questions and Support: [support@printusagepro.com](mailto:support@printusagepro.com)

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b.) Click "Printing Jobs";



User's Query Data

Logged in as: blair

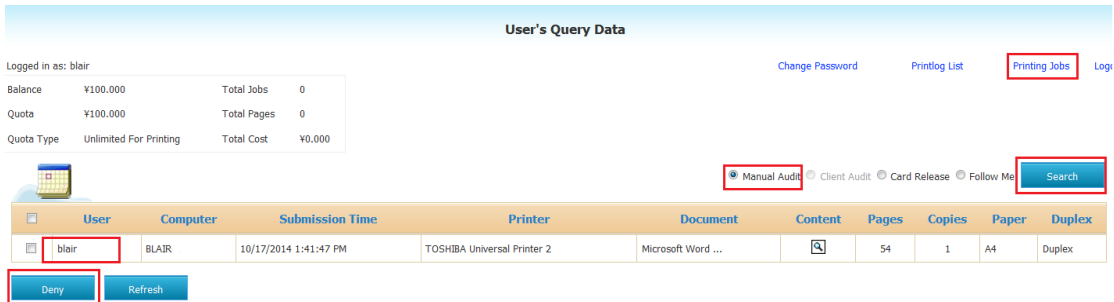
Balance	¥100.000	Total Jobs	0
Quota	¥100.000	Total Pages	0
Quota Type	Unlimited For Printing	Total Cost	¥0.000

Change Password | Printlog List | **Printing Jobs** | Log

\* Click the rejected document name to view rejection reasons

Date:   ~   Job Type:  Print  Copy  Scan  Fax Send

c.) Select "Manual Audit"; Click "Search" button; selected the jobs need to refuse; Click "Deny" will delete printed jobs.



User's Query Data

Logged in as: blair

Balance	¥100.000	Total Jobs	0
Quota	¥100.000	Total Pages	0
Quota Type	Unlimited For Printing	Total Cost	¥0.000

Change Password | Printlog List | **Printing Jobs** | Log

**Manual Audit**  Client Audit  Card Release  Follow Me

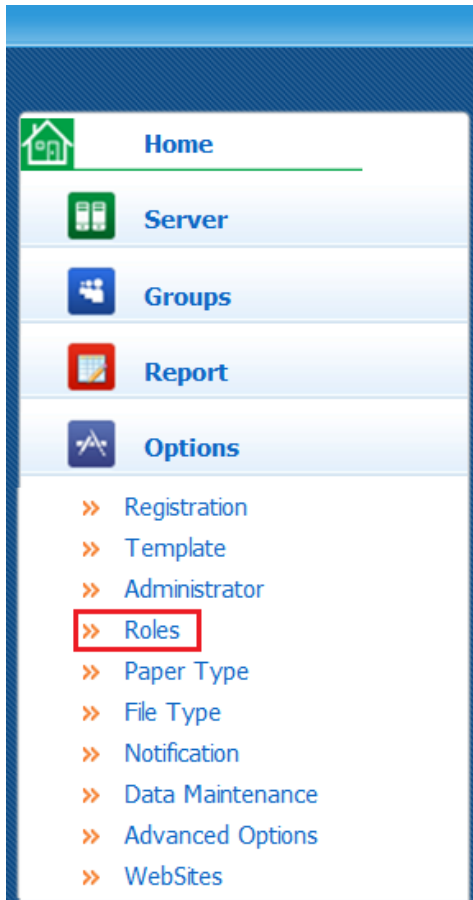
User	Computer	Submission Time	Printer	Document	Content	Pages	Copies	Paper	Duplex
<b>blair</b>	BLAIR	10/17/2014 1:41:47 PM	TOSHIBA Universal Printer 2	Microsoft Word ...		54	1	A4	Duplex

## 12. Options (add) Roles

### 12.1 Enter the role management page

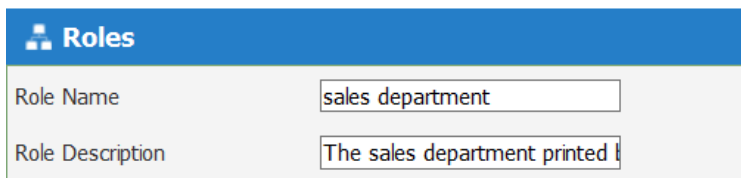
Expand the "Options"- "Roles";





## 12.2 Options(add)Roles

Click "Add"; Enter the role name, role description; Click "Save";



The 'Roles' form contains two input fields: 'Role Name' with the value 'sales department' and 'Role Description' with the value 'The sales department printed t'.



Return to add roles page, Click "Assign"; Checked the departments need to be manually audit; According to the permissions needed to check "Manual Audit "(If the roles need to approval authority, must be checked "Edit"), "Print Report" and "Print Content"; next click "Save "and click "Ok";

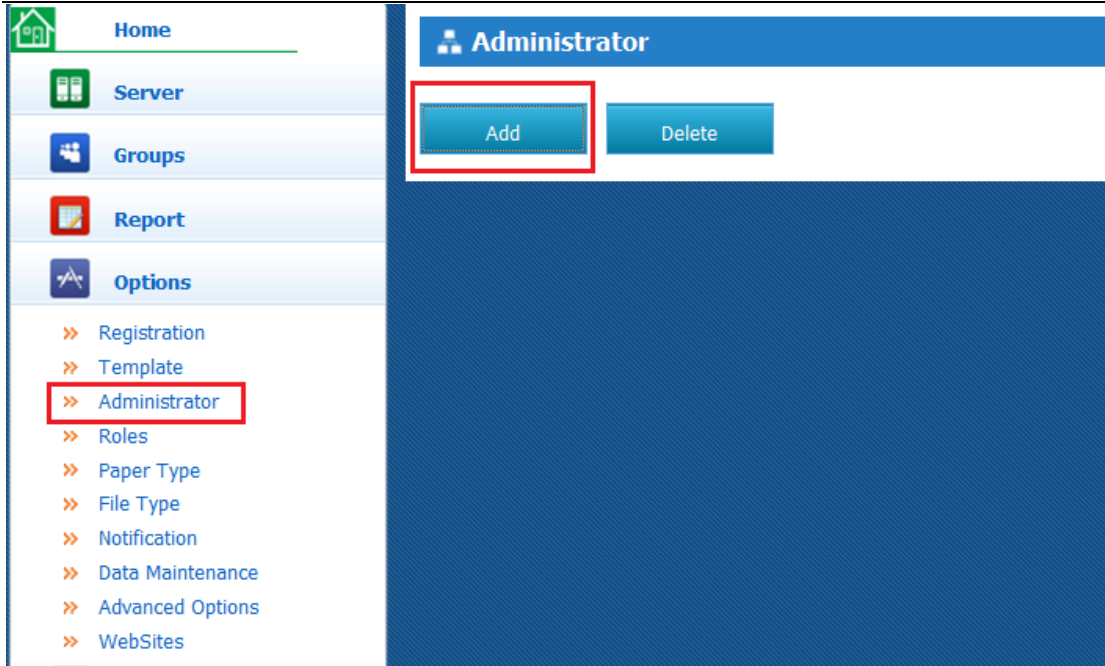
Select	Role Name	Role Description	Assign Rights
<input type="checkbox"/>	sales department	The sales department printed works	<a href="#">Assign Rights</a>

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	

## 13. Options(add)Administrator

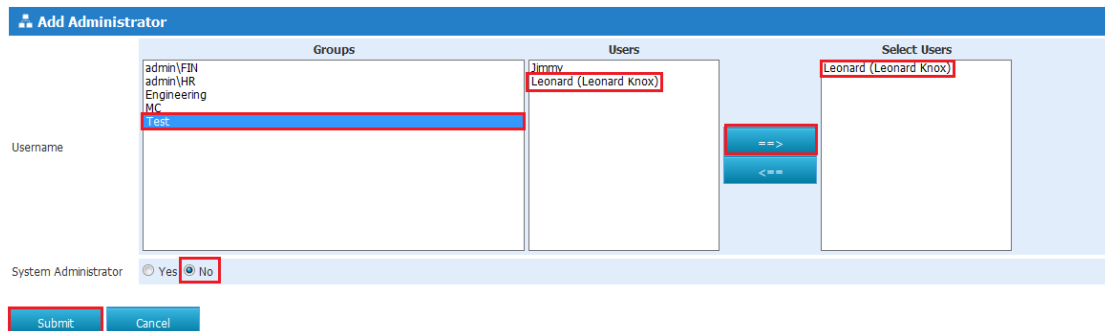
### 13.1 Add administrators

Expand the "Options"->"Administrator";Click"Add";



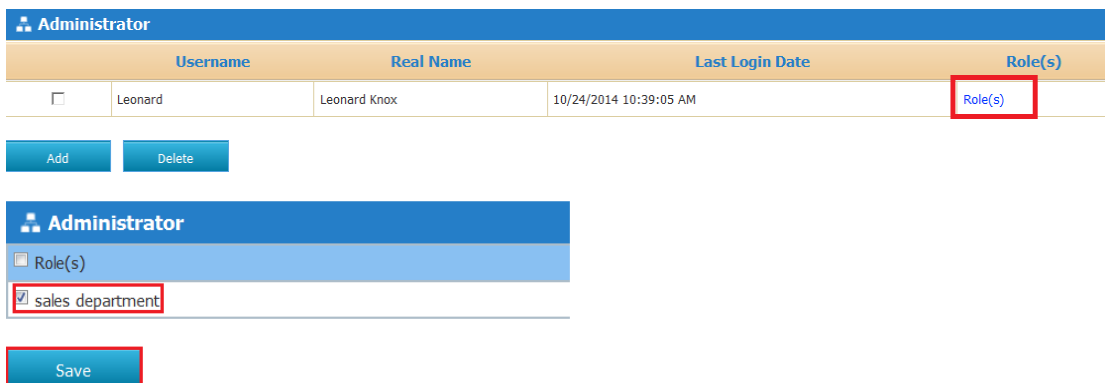
### 13.2 Assigned administrators allocation

Selected "All Groups"- "All users"-Click on the arrow to import;The user will display in the "select user "tab;Whether the system administrator to choose "no";Click on the submit button;



Return to the Add Administrator page, Find the administrator account click "Role(s) ";

Check the corresponding "Roles";Click"Save";



Return to the Add administrator page, it will display its corresponding role;

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

Add Delete

## 14. Configure users Notification

### 14.1 Email notifications

Select Options-User Notifications, Check the timing need to be reminded ,Add the contents need to be reminded, Check the object needs to send Email, Set email basic properties, Click submit button

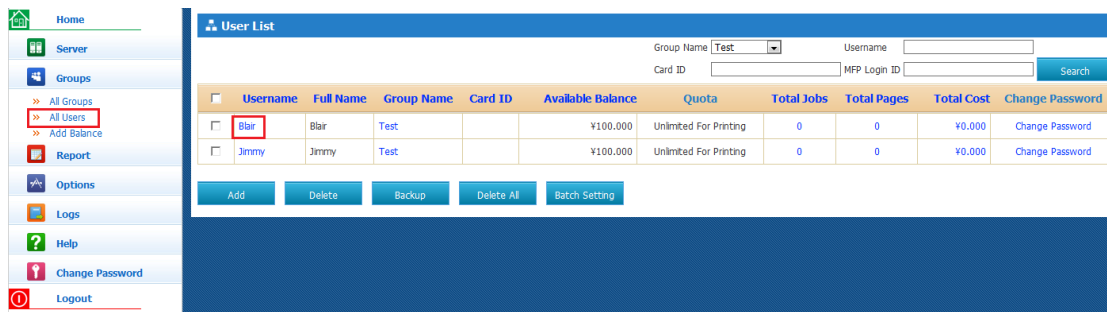
**User Notifications**

- Notify When Printing Starts  Use E-mail
  - {StartPrint}
  - {PrinterServer}:%PrinterServer%
  - {PrinterName}:%PrinterName%
  - {User}:%User%
  - {Document}:%Document%,{Copies}:%Copies%,{TotalPages}:%TotalPages%
  - {TotalCost}:%TotalCost%
- Notify When Printing Ends  Use E-mail
  - {PrintSuccess}
  - {PrinterName}:%PrinterName%
  - {PrinterServer}:%PrinterServer%
  - {User}:%User%
  - {PagesPrinted}:%PagesPrinted%
  - {RytesPrinted}:%RytesPrinted%
- Notify If Printing Fails  Use E-mail
  - {PrinterServer}:%PrinterServer%
  - {Computer}:%Computer%
  - {User}:%User%
  - {TotalPages}:%TotalPages%
  - {PagesPrinted}:%PagesPrinted%
- Notify If Need Audit  Use E-mail
  - {NeedManualAudit}
  - {PrinterName}:%PrinterName%
  - {User}:%User%
  - {TotalPages}:%TotalPages%
  - {Document}:%Document%
- Notify Audit Result  Use E-mail
  - {ManualAuditResult}:%ManualAuditResult%
  - {PrinterName}:%PrinterName%
  - {User}:%User%
  - {TotalPages}:%TotalPages%
  - {Document}:%Document%
  - {ManualAuditRv}:%ManualAuditRv%

PrinterName  
Computer  
User  
Document  
TotalCost  
TotalPages  
Copies  
SubmitTime  
PaperSize  
Color  
Duplex  
UnitCost  
TotalCost  
ResultDesc  
Balance

Notify Administrator	<input checked="" type="checkbox"/>
Notify System Administrator	<input type="checkbox"/>
Notify User	<input checked="" type="checkbox"/>
Mail Title	<input type="text" value="PrintUsagePro Notification"/>
Sender's E-mail Address	<input type="text" value="blair@test.com"/>
Mail From	<input type="text" value="PuPro_Notification"/>
SMTP Server Address	<input type="text" value="mail.test.com"/>
SMTP Account Name	<input type="text" value="blair@test.com"/>
SMTP Account Password	<input type="password" value="•••••"/>
Enable SSL	<input type="checkbox"/>

Select "Groups"—"All Users",Select the user name need to be reminded,Fill the email address and Notification Language,Click "save".



Username	Full Name	Group Name	Card ID	Available Balance	Quota	Total Jobs	Total Pages	Total Cost	Change Password
<input checked="" type="checkbox"/> Blair	Blair	Test		¥100,000	Unlimited For Printing	0	0	¥0.000	<a href="#">Change Password</a>
<input type="checkbox"/> Jimmy	Jimmy	Test		¥100,000	Unlimited For Printing	0	0	¥0.000	<a href="#">Change Password</a>

User Properties

General	Printer	Time	File Type	Quota	Functions	Password
Username	Blair					
User Full Name	<input type="text" value="Blair"/>					
Card ID	<input type="text"/>	<<	<input type="text"/>	Refresh		
E-mail Address	<input type="text" value="blair@test.com"/>					
Notification Language	<input type="text" value="English"/> ▼					
Capture Print Content	<input checked="" type="checkbox"/>					
Monitoring Activated	<input checked="" type="checkbox"/>					
Receiving Mail Notifications	<input checked="" type="checkbox"/>					
Manually Audited	<input type="text" value="Inherited"/> ▼					
Swipe and Print	<input type="text" value="Inherited"/> ▼					
Follow Me Print	<input type="text" value="Inherited"/> ▼					
Available Balance	<input type="text" value="100.000"/>	Add	<input type="text" value="0"/>			
Default Quota	100.000					
Over Quota	0.000					
Group Name	<input type="text" value="Test"/> ▼					
Total Jobs	0					
Total Pages	0					
Total Cost	¥0.000					

After setting the configuration of the Email will receive the notifications like below,

PrintUsagePro	
<b>PrintFail</b>	
<b>Printer Name</b>	TOSHIBA Universal Printer 2
<b>Print Server</b>	Blair
<b>Computer</b>	BLAIR
<b>User Name</b>	blair
<b>TotalPages</b>	1
<b>ResultDesc</b>	Out of time
<b>Balance</b>	100.000

## 14.2 Client Reminder

Select "Options"->"Advanced Options",Checked Enable Client and Enable Client Reminder,Click "Save".

Save

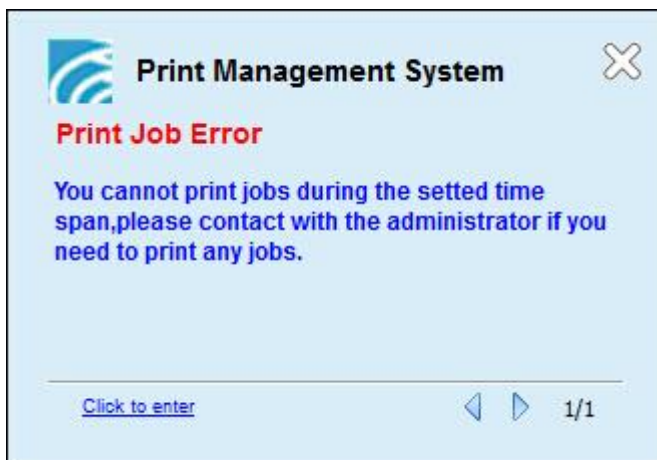
Open management home page in the client, Download and install the client.



After the installation complete, pallet will display PrintUsage client icon.



After Printing an error jobs will receive the client reminds:



instructions:

Remind types including when printing error,the print jobs need to swipe or need to audit,and print jobs manual audit result is pass or fail, printing out papers successful.



## 15. Set the billing

### 15.1 Simple billing

Select "Server"- "All Servers",Select a server,switch to Charging tab,select Simple Charging Mode,set each unit fees,Click "Save"

Status	Server Name	Service Control	Total Printers	Total Jobs	Total Pages	Total Cost
<input type="checkbox"/>	PU-Tes-Server		5	365	840	¥159,200
<b>Total</b>			<b>5</b>	<b>365</b>	<b>840</b>	<b>¥159,200</b>

**Server Properties**

General | Users | Time | File Type | **Charging** | Printer

Paper Type and Charging | Functions | Template: Server Setup

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 Receive  Fax Send

By Area Charging Mode (dm<sup>2</sup>)

Print Mono Fee  Print Color Fee  Copy Mono Fee  Copy Color Fee   
 Scan Mono Fee  Scan Color Fee  Fax Receive  Fax Send

Advanced Charging Mode [Show Paper Type](#)

Duplex Setting  
Reduce by percentage  %

instructions:

Cost = (Paper fee + black and white / color fee) \* copies \*paper of each copies

### 15.2 Charging By Area Mode

Select "Server"- All Servers",Select a server,switch to Charging tab,select By Area Charging Mode,set each unit fees,Click "Save"

Status	Server Name	Service Control	Total Printers	Total Jobs	Total Pages	Total Cost
<input type="checkbox"/>	PU-Tes-Server		5	365	840	¥159,200
<b>Total</b>			<b>5</b>	<b>365</b>	<b>840</b>	<b>¥159,200</b>

**Server Properties**

General Users Time File Type **Charging** Printer

Paper Type and Charging Functions Template: Server Setup

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 Receive  Fax Send

**By Area Charging Mode (dm<sup>2</sup>)**

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

Scan Mono Fee  Scan Color Fee  Fax Receive  Fax Send

Advanced Charging Mode [Show Paper Type](#)

Duplex Setting

Reduce by percentage  %

**Save**

Save As Template Server Setup Apply Template

instructions:

Cost= (Print the single side required area / area fee) \* Papers number of each copies \*Copies

## 15.3 Advanced Charging Mode

Select "Server"- " All Servers",Select a server,switch to Charging tab,select Advanced Charging Mode,select the print paper types,set Paper Unit Fee,Click Save.

**Print Servers**

Server Name  Search

Status	Server Name	Service Control	Total Printers	Total Jobs	Total Pages	Total Cost
<input type="checkbox"/>	PU-Tes-Server		5	365	840	¥159,200
<b>Total</b>			<b>5</b>	<b>365</b>	<b>840</b>	<b>¥159,200</b>

Add Delete Delete All

The screenshot shows the 'Server Properties' configuration page for 'Charging'. The interface includes a left-hand navigation menu with options like Home, Server, Groups, Report, Options, Logs, Help, Change Password, and Logout. The main content area is titled 'Server Properties' and has several tabs: General, Users, Time, File Type, Charging (selected), and Printer. Under the 'Charging' tab, there are sub-sections for 'Paper Type and Charging' and 'Functions'. The 'Paper Type and Charging' section has three radio button options: 'Simple Charging Mode', 'By Area Charging Mode (dm²)', and 'Advanced Charging Mode' (which is selected and highlighted with a red box). Below these options are input fields for 'Paper Unit Price', 'Print Mono Fee', 'Print Color Fee', 'Scan Mono Fee', 'Scan Color Fee', 'Copy Mono Fee', and 'Fax Recieve'. The 'Advanced Charging Mode' section includes a 'Hide Paper Type' link and a table with columns: 'Select', 'Paper Type', 'Paper Size (mm)', 'Paper Unit Price', 'Print Mono Fee', 'Print Color Fee', and 'Copy Mono Fee'. The table lists various paper sizes (A3, A4, A5, A6, B4, B5, 16K, LETTER) and an 'Allow Other Paper Type' option, all with checkboxes and associated fee input fields. A 'Duplex Setting' section at the bottom allows for a percentage reduction. 'Save' and 'Save As Template' buttons are located at the bottom of the configuration area.

instructions:

Cost = ((A3 Paper Unit Fee + A3 black and white / color fee) \* pager numbers of A3 in Single copy + (A4 Paper Unit Fee + A4 black and white / color fee) \* pager numbers of A4 in Single copy + (other type Paper Unit Fee + other type black and white / color fee) \* pager numbers of other type in Single copy) \* Copies

## 16. Set the printer limitation

### 16.1 Settings Overview

The user can according to the server / printer, the user group / user Set respectively, the printer inherit the server Settings, the user inherit user group Settings. You can respectively setting the user/printers, print time, File Type, Charging, printer functions.

## 16.2 User/printer limitation

Select "Server"- "All Printers",Select one printer,Switch to Users tab,cancel Inherit ,select "Deny all users",Click add button,Click Search,Select the user that needed to filter,Click add button,Click Save button.

**Printer List**

Server: [ ] Monitor Mode: [ ] Printer Name: [ ]

<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>	●	KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	●	Kyocera KM-3040 KX	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	●	Kyocera TASKalfa 400ci	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	●	PrintUsage Universal Driver	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	●	<b>TOSHIBA Universal Printer 2</b>	PU-Tes-Server	Image	Auto

Total (5)

Buttons: Add, Manual Add, Delete, Delete All, Refresh, Batch Setting

**Printer Properties**

General | **Users** | Time | File Type | Charging | Printer

Configure User Restrictions | Functions

By default  Authorize all users  **Deny all users**

Except the following user(s)

Buttons: Add, Delete, Inherit, Save, Save As Template

**Select Users**

Username: **blair** Group Name: [ ] Search: [ ]

<input type="checkbox"/>	Username	User Full Name	Group Name	Total Pages
<input checked="" type="checkbox"/>	Blair	Blair	Temp	0.000

Button: Add

**Printer Properties**

General Users Time File Type Charging Functions

Configure User Restrictions

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"/>	Blair	Blair	Temp	0.000

Add Delete

Inherit

Save

Save As Template

After setting the print log will be displayed as:

blair	Temp	BLAIR	11/18/2014 4:03:10 PM	Kyocera TASKalfa...	Microsoft Word ...		Denied
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## 16.3 Print Time limitation

Select "Server"- "All Printers",select one printer,Switch to Time tab,unchecked Inherit,select type,set week value,set Time Zone,Click Apply,then click Save button.

**Printer List**

Server: [dropdown] Monitor Mode: [dropdown] Printer Name: [input]

<input type="checkbox"/>	Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>		KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		Kyocera KM-3040 KX	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		Kyocera TASKalfa 400ci	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		PrintUsage Universal Driver	PU-Tes-Server	Image	Auto
<input type="checkbox"/>		TOSHIBA Universal Printer 2	PU-Tes-Server	Image	Auto

Total (5)

Add Manual Add Delete Delete All Refresh Batch Setting

**Printer Properties**

General Users **Time** File Type Charging Functions

Specify Time Restrictions

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: **Deny**  
 Week: **Monday**  
 Time Zone: **12 - 17**

Apply

Inherit

Save

Save As Template

After setting the print log will be displayed as:

blair	Temp	BLAIR	11/18/2014 4:03:10 PM	Kyocera TASKalf...	Microsoft Word ...		Denied
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Status	Denied
Result Description	Out of time

## 16.4 File Type limitation

Select "Server"- "All Printers",Select one Printer,Switch to File Type,cancel Inherit ,Select "Allow all file types",Click Add,Select the type of document that needs to be filtered,Click Add,Click Save.

**Printer List**

Server: [ ] Monitor Mode: [ ] Printer Name: [ ]

Status	Printer Name	Server Name	Capture Print Content	Overwrite Color Mode
<input type="checkbox"/>	KONICA MINOLTA C364SeriesPCL	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	Kyocera KM-3040 KX	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	Kyocera TASKalfa 400ci	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	PrintUsage Universal Driver	PU-Tes-Server	Image	Auto
<input type="checkbox"/>	<b>TOSHIBA Universal Printer 2</b>	PU-Tes-Server	Image	Auto

Total (5)

Add Manual Add Delete Delete All Refresh Batch Setting

**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

- 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

**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
<input type="checkbox"/>	DOC	doc
<input type="checkbox"/>	XLS	xls

- 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

After setting the print log will be displayed as:

blair	Temp	BLAIR	11/18/2014 4:03:10 PM	Kyocera TASKalf...	Microsoft Word ...		Denied
-------	------	-------	-----------------------	--------------------	--------------------	--	--------

Status	Denied
Result Description	Out of file types

instructions:

Can also set each print job size (produce SPL file size), page numbers, document contains keywords, print job cost not exceed.

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)

## 16.5 Charging

Quota is divided into two types: time quotas and manual quotas. If you enable print unlimited, the user to print is not influenced by the balance; If select time quotas or manual quotas, when user's balance is less than the cost of the print jobs, the print jobs would be rejected.

Select "Groups"- "All Users", select one user, switch to Quota type, cancel Inherit setting, select Quota Cycle Type, set user Quota, Click Save button.

With these settings at the beginning of each month the system will assign 48 Yuan printing costs to user Blair's account, if the user's jobs below the balance of the printing costs, the print jobs will be rejected.

After setting the account balance and print log display as:

Available Balance	<input type="text" value="0.5"/>	<input type="button" value="Add"/>	<input type="text" value="0"/>
Default Quota	48.000		
Over Quota	0.000		



blair	Temp	BLAIR	11/18/2014 4:03:10 PM	Kyocera TASKalf...	Microsoft Word ...		Denied
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Status	Denied
Result Description	Insufficient quota

instructions:

You can also give users to set over drafts.

## 16.6 Printer Functions limitation

Select "Groups" - "All Users" ,select one user,switch to Printer functions tab,cancel Inherit,Choose the allowed printer functions, Click Save button.

Username	Full Name	Group Name	Card ID	Available Balance	Quota	Total Jobs	Total Pages	Total Cost	Change Password
<input type="checkbox"/> Blair	Blair	Test		¥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

**User Properties**

General | Printer | Time | File Type | Quota | **Printer**

Printer Function Restrictions | Functions

Color Copy  Mono Copy  Color Print  Mono Print  Scan  Fax

Inherit

Save

After setting the print log will be displayed as:

blair	Temp	BLAIR	11/18/2014 4:03:10 PM	Kyocera TASKalf...	Microsoft Word ...		Denied
-------	------	-------	-----------------------	--------------------	--------------------	--	--------

Status	Denied
Result Description	Out of Printer Function