SmartDeviceMonitor for Admin

Operation Guide

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2 Installing SmartDeviceMonitor for Admin (Accounting Report Package)
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Read this manual carefully before you use this product and keep it handy for future reference.

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How to Read This Manual

In order to familiarize yourself with the many capabilities of SmartDeviceMonitor for Admin (Accounting Report Package), we recommend that you read this guide in its entirety.

Symbols

The following set of symbols is used in this manual.

Important

Indicates a situation that may result in property damage or malfunction if instructions are not followed. Be sure to read the instructions.

Preparation

Indicates information or preparations required prior to operating.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Note

This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.

Reference

This symbol indicates where you can find further relevant information.

[ ]

This symbol indicates the name of buttons and tabs displayed on the computer screen.

Terminology

This section explains the terminology used in this manual.

Device

"Device" refers to a printer or multi-function printer (MFP) on the network. In this manual, the word "device" is limited to printers and MFPs.

User

The term "user" in this manual refers to a person who uses devices for printing, scanning, etc.

Administrator

The term "administrator" in this manual refers to people who configure devices. Administrators include device administrators who configure device functions, and user administrators who manage device address books.

Web browser

The term "Web browser" in this manual refers to Web Image Monitor, an application that runs in Internet Explorer. For details about using this application, refer to the Web Image Monitor help.

Screens

The explanations in this manual use feature screenshots from Windows Vista Business Service Pack 1 and Internet Explorer 6.0 Service Pack 2. If you are using a different version of Windows, the screens you see might differ from those shown in this manual. The procedures will however be the same.

About Viewing this Manual

Note the following if you want to view this manual on a computer.

- Adobe® Acrobat® Reader® or Adobe Reader is required to view the PDF documentation.
- You can view the HTML documentation using a Web browser. We recommend the following browsers:
  - Internet Explorer 6 or later
  - Firefox 3.5 or later
  - Safari 4.0 or later
- A simplified version of the HTML documentation is available for earlier or non-recommended browsers.
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- If you are using an earlier or non-recommended browser and the simplified version of the documentation does not appear automatically, replace \int\index.htm with \unv\index.htm in your browser's address bar.

Important

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- It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up all important data beforehand. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
- Do not remove or insert any disk while operating this software.

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This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit. (http://www.openssl.org/)

The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Professional
- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Enterprise

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic
- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate
- The product names of Windows Server 2003 are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

  Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:

  Microsoft® Windows Server® 2003 R2 Standard Edition

  Microsoft® Windows Server® 2003 R2 Enterprise Edition

- The product names of Windows Server 2008 are as follows:

  Microsoft® Windows Server® 2008 Standard

  Microsoft® Windows Server® 2008 Enterprise

  Microsoft® Windows Server® 2008 Datacenter
- The product names of Windows Server 2008 R2 are as follows:

  Microsoft® Windows Server® 2008 R2 Standard

  Microsoft® Windows Server® 2008 R2 Enterprise

  Microsoft® Windows Server® 2008 R2 Datacenter

The proper name of Internet Explorer 6 is Microsoft Internet Explorer 6.

1. About SmartDeviceMonitor for Admin (Accounting Report Package)

SmartDeviceMonitor for Admin (Accounting Report Package) is an application that lets you manage devices on your network from one location. With this application, you can configure device settings, monitor the devices from your computer, and divide devices into groups, and apply settings to multiple devices at once. With Accounting Report Tool, you can create accounts reports on a per-user basis and import address book data into all devices at a specified time. With SmartDeviceMonitor for Admin, you can use all functions except for Accounting Report Tool.

Using SmartDeviceMonitor for Admin (Accounting Report Package)

Using SmartDeviceMonitor for Admin (Accounting Report Package), the following functions are available.

Available functions of SmartDeviceMonitor for Admin (Accounting Report Package)

- Monitoring device status

  Check information about printing, paper quantity, etc.

- Group management for devices

  Simultaneously monitor multiple devices. When there are many devices, you can create groups and classify devices to facilitate management.

- Monitoring devices

  Check device's status and receive notification.

- Energy Save Mode

  Switch to and out of Energy Save Mode.

- Operation restriction

  Limit settings done from the control panel, and disables changes made to certain items.

- Paper type setting

  Enable the selection of a device's paper type.

- Checking job

  Check job histories of printed, faxed and spool jobs.

Available functions of Address Management Tool

- Managing address book

  Remotely register and edit the address book on devices.

- Backup and restore

A device's address book data can be backed up and the exported backup can be used to restore the device's address book data.

- Export and import CSV files

  Export devices' address books in CSV format. By editing the exported CSV files and then importing them, you can easily register new address information at once.

Available functions of User Management Tool

- Confirm per-user print counter information and usage volume

  Check counter information and print volume per user for the printer, fax, scanner, and copier functions. You can reset the counter information and the print volume.

  An option to specify the print volume and maximum number of pages is available.

- User restriction

  Limit functions according to each user code.

- Export and import CSV files

  Export lists of per-user counters and information about users and usage restrictions in CSV format. By editing the exported CSV files and then importing them, you can easily register new user and usage-restriction information.

Available functions of Accounting Report Tool

- Data collection

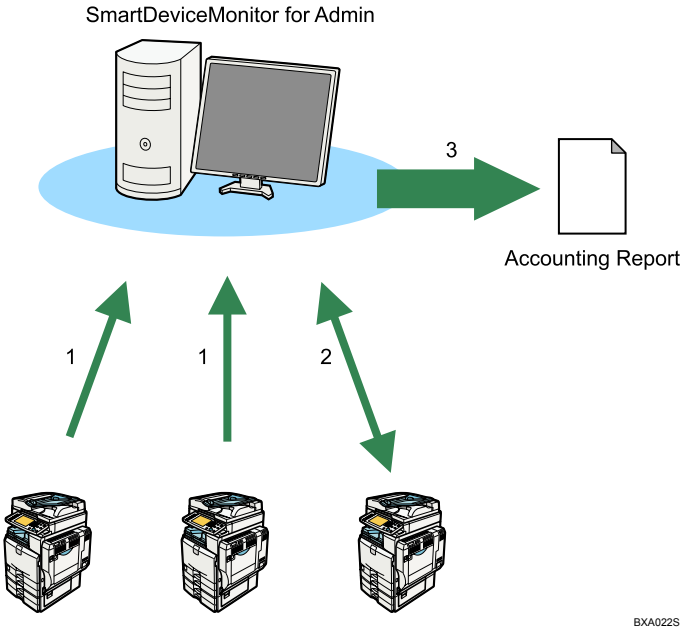
  Collect device counter information (such as the number of pages printed or scanned) from multiple devices at once.

- Accounting report

  Generate accounting report according to the settings.

- Import address book at once

  Exporting address book data from a device and then importing that data to other devices depending on the reporting settings.



1. Monitoring devices
2. Configuring devices
3. Report creation (with Accounting Report Tool included in SmartDeviceMonitor for Admin Accounting Report Package)

Reference

- For details about SmartDeviceMonitor for Admin (Accounting Report Package), see p.23 "Device Management".
- For details about Address Management Tool, see p.49 "Address Information Management".
- For details about User Management Tool, see p.69 "User Information Management".
- For details about Accounting Report Tool, see p.85 "Using Accounting Report Tool".

2. Installing SmartDeviceMonitor for Admin (Accounting Report Package)

System Requirements and Specifications

To run SmartDeviceMonitor for Admin (Accounting Report Package), your computer must meet the system requirements shown in the following table.

Important

- **SmartDeviceMonitor for Admin (Accounting Report Package) does not support IPv6 network addressing.**

Note

- System requirements are subject to change. For the latest information, contact your sales representative.

Computer - SmartDeviceMonitor for Admin Accounting Report Package

Item	Specification
Computer	• CPU: Pentium 1 GHz compatible or faster • RAM: 512 MB or more • Hard Disk: at least 1 GB available
Operating Systems	• Windows XP (X86/X64) Home Edition / Professional SP2 or later • Windows Vista (X86/X64) Ultimate / Enterprise / Business / Home Premium / Home Basic • Windows 7 (X86/X64) Ultimate / Professional / Home Premium • Windows Server 2003 (X86/X64) Standard Edition/Enterprise Edition SP2 or later • Windows Server 2003 R2 (X86/X64) Standard Edition/ Enterprise Edition SP2 or later • Windows Server 2008 (X86/X64) Standard / Enterprise / Datacenter • Windows Server 2008 R2 (X64) Standard / Enterprise / Datacenter
Network Protocol	TCP/IP

Item	Specification
Database	SQL Server 2005 Express Edition SP2 or later **Note** • If SQL Server 2005 Express Edition SP2 or later is not installed on the computer, it will be installed when you install SmartDeviceMonitor for Admin Accounting Report Package.
Software	Microsoft Excel 2003 SP2 or later
.NET Framework	.NET Framework 2.0

Computer - SmartDeviceMonitor for Admin

Item	Specification
Computer	• CPU: Pentium 500 MHz compatible or faster • RAM: 200 MB or more • Hard Disk: at least 40 MB available
Operating Systems	• Windows XP (X86/X64) Home Edition / Professional SP2 or later • Windows Vista (X86/X64) Ultimate / Enterprise / Business / Home Premium / Home Basic • Windows 7 (X86/X64) Ultimate / Professional / Home Premium • Windows Server 2003 (X86/X64) Standard Edition / Enterprise Edition SP2 or later • Windows Server 2003 R2 (X86/X64) Standard Edition / Enterprise Edition SP2 or later • Windows Server 2008 (X86/X64) Standard / Enterprise / Datacenter • Windows Server 2008 R2 (X64) Standard / Enterprise / Datacenter
Network Protocol	TCP/IP

Protocols

Item	TCP/IP
Device status information acquisition Total counter information acquisition Device configuration	SNMPv1/SNMPv3

Item	TCP/IP
Acquiring/setting address information Acquiring/resetting per-user printer counter information Acquiring/setting per-user access restriction information Accounting Report Tool data collection	HTTP

Device Interface

Interface	Changing settings/general operation	Monitoring devices
Ethernet	OK	OK
Wireless LAN	OK	OK
IP over 1394	N/A	OK

Language Support

Item	Available Language
SmartDeviceMonitor for Admin	English/French/German/Italian/Spanish/Dutch/Portuguese/Norwegian/Danish/Swedish/Polish/Finnish/Hungarian/Czech/Simplified Chinese/Traditional Chinese
Accounting Report Tool	English/French/German/Italian/Spanish/Dutch

Note

- For languages that are not supported by Accounting Report Tool, the explanations in the manual about this tool will also be in English.

Installing SmartDeviceMonitor for Admin (Accounting Report Package)

Use the following procedure to install SmartDeviceMonitor for Admin (Accounting Report Package).

Important

- **You must be logged on to the computer as an administrator.**
- **Quit all applications currently running and make sure the computer is not printing.**
- **Keep a record of the SA password so that you do not forget it. It is necessary when upgrading or uninstalling this software.**

1. **Double-click "setup.exe" to start the installer.**

   If the user account control screen appears, click [Allow] to process installation.
2. **If the [Choose Setup Language] dialog box appears, select the language you want the interface of this application displayed in, and then click [OK].**
3. **Click [Next] on the setup screen.**
4. **After reading the license agreement, click [Yes].**
5. **Follow the instructions that appear.**

   When installing SmartDeviceMonitor for Admin Accounting Report Package, go to next step.

   When installing SmartDeviceMonitor for Admin, go to step 8.
6. **Enter the password for Accounting Report Tool, and then click [Next].**
7. **Enter the SQL Server password, and click [Next].**
8. **In the confirmation message that appears, click [OK].**

   Note

   - A message prompting you to restart the computer might appear. If it does, restart the computer to complete the installation.
   - If you proceed with the default installation, the software will be installed in C:\Program Files \RMAdmin. "C" is the drive that Windows is installed on.

Installation by Overwrite

This section explains how to perform an overwrite installation on a computer that SmartDeviceMonitor for Admin Accounting Report Package, or SmartDeviceMonitor for Admin is installed on.

Important

- **You must be logged on to the computer as an administrator.**

- **Make sure the user who performs the uninstallation is the same user who performed the installation. Uninstallation will be incomplete if performed by other than the user who performed the installation. Faulty overwrite installations result from carryover of the earlier version's data.**
- **Quit all applications currently running and make sure the computer is not printing.**
- **Keep a record of the SA password so that you do not forget it. It is necessary when upgrading or uninstalling this software.**

Limitation

- You cannot perform an overwrite installation of SmartDeviceMonitor for Admin on a computer that SmartDeviceMonitor for Admin Accounting Report Package is installed on.
- Performing an overwrite installation on a computer that SmartDeviceMonitor for Admin is installed on will overwrite SmartDeviceMonitor for Admin with this software.

1. **Double-click "setup.exe" to start the installer.**

   If the user account control screen appears, click [Allow] to process installation.
2. **Click [Next] on the setup screen.**
3. **After reading the license agreement, click [Yes].**
4. **Follow the instructions that appear.**

   When installing SmartDeviceMonitor for Admin Accounting Report Package, go to next step.

   When installing SmartDeviceMonitor for Admin, go to step 6.
5. **Enter the SA password, and click [Next].**

   If an instance of SQL Server already exists, a screen for entering the SA password appears. Enter the SA password for SQL Server, and then click [Next].
6. **In the confirmation message that appears, click [Finish].**

Note

- A message prompting you to restart the computer might appear. If it does, restart the computer to complete the installation.

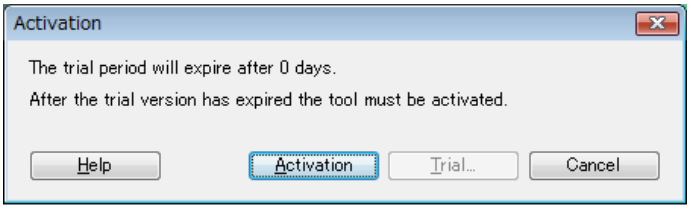
Activating Accounting Report Tool

Important

- **If you do not activate Accounting Report Tool within 45 days after installation, it will become unavailable.**

1. **On the [Tools] Menu, click [Accounting Report Tool].**

   The activation dialog appears.



2

2. **Click [Activation].**

Important

- **If User Access Control (UAC) is enabled on your system, you must run Activation Tool as an administrator. To do this, right-click Activation Tool and select [Run as Administrator]. If UAC is enabled and you do not run Activation Tool as an administrator, functions such as starting and stopping the server will not run correctly.**

Note

- Click [Trial] to use this tool as a trial version.

3. **Follow the operations displayed on the screen to make settings for obtaining the Accounting Report Tool license.**

   If you already have a License Code, select [Enter License Code] and click [Next>]. Enter the License Code, and then click [Next>].

   This completes activation.

   If you do not have a License Code, proceed to step 4.

Note

- Contents of the Activation screen are subject to change without prior notice.

4. **Under [Activation Method], select [Internet].**

   The product registration wizard opens in a Web browser.

5. **On the [Privacy Statement] screen, select the check box, and then click [Next].**

6. **Select the language to display from the drop-down list.**

   If you have already registered, proceed to Step 10.

   If you are registering for the first time, proceed to Step 7.

7. **In the [New Customer] area, click [Click here].**

8. **Enter all required information, and then click [Next].**

   An asterisk (*) indicates a required field.

Note

- If the User ID you entered has already been used, a warning will prompt you to enter another one.

9. **On the confirmation dialog box, click [OK].**

10. **In the [Registered User] area, enter your User ID and Password, and then click [Add product].**
11. **Fill in all fields.**

Item	Explanation
Model Name and Version	Select [SmartDeviceMonitor for Admin Accounting Report Package].
Product Key (Serial number)	To obtain the Product Key, contact your service representative.
Locking Code	Enter the locking code that is displayed when you start Activation Tool. **Note** • When you start the Web browser from Activation Tool, the Locking Code will be automatically entered.
Others	Fill in the remaining fields accordingly.

12. **Click [Next].**
13. **On the confirmation dialog box, click [OK].**

    Your user information and Product Key will be registered, and then your License code is displayed on the completion screen.
14. **Copy and paste the License Code into the text box on the Activation Tool, and then click [Next>].**

    This completes activation.

Uninstalling SmartDeviceMonitor for Admin (Accounting Report Package)

This section explains how to uninstall SmartDeviceMonitor for Admin (Accounting Report Package). If you leave registration information on your computer when you uninstall this software, you can reuse this information if you reinstall SmartDeviceMonitor for Admin (Accounting Report Package).

Important

- **Make sure the user who performs the uninstallation is the same user who performed the installation. Uninstallation will be incomplete if performed by other than the user who performed the installation. Faulty overwrite installations result from carryover of the earlier version's data.**

1. **Open the [Control Panel] window, and then double-click [Uninstalling program].**
2. **Select [SmartDeviceMonitor for Admin Accounting Report Package] or [SmartDeviceMonitor for Admin] in the software list, and then click [Uninstall].**

   If the user account control screen appears, click [Continue] to proceed uninstallation.
3. **When the confirmation message appears, click [Yes].**

   When uninstalling SmartDeviceMonitor for Admin Accounting Report Package, go to next step.

   When uninstalling SmartDeviceMonitor for Admin, go to step 5.
4. **Enter the SQL Server password set during the installation, and then click [Next].**

   Note

   - If any groups of devices are registered to SmartDeviceMonitor for Admin (Accounting Report Package), a confirmation message asking if you want to retain that information appears. Click [Yes] if you want to retain the information, or click [No] if you want to delete it.
5. **When the confirmation message appears, click [Yes].**
6. **Click [Finish].**

3. Device Management

You can check the status of devices on the network, and manage devices by group.

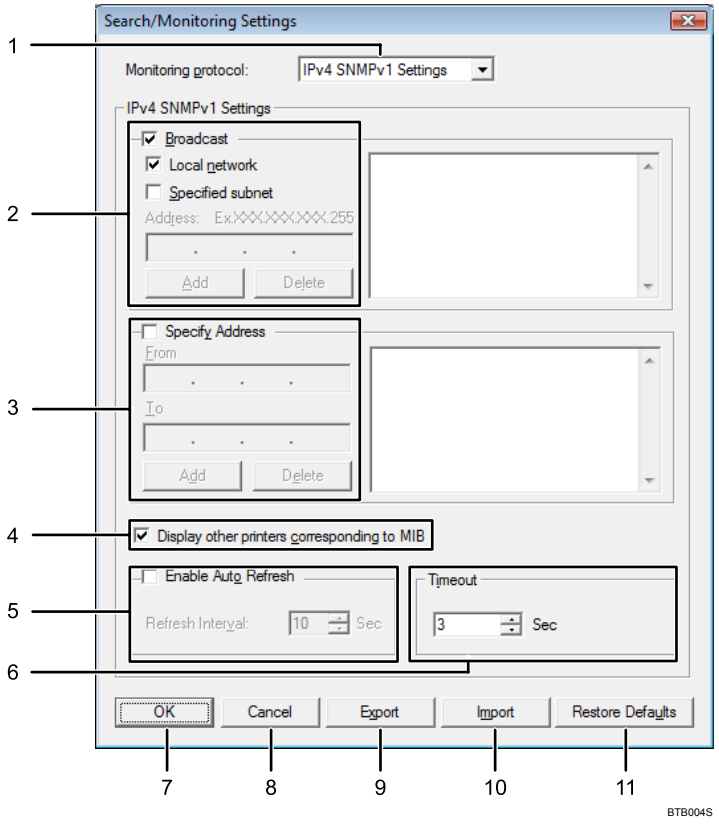
Checking the Status of Devices

Information about devices connected via the network can be displayed in either the device search list or the group window.

Specifying Searching and Monitoring Settings using the Searched Device List

You can specify which devices to search for and monitor by network or by IP address.

1. **Start SmartDeviceMonitor for Admin (Accounting Report Package).**
2. **On the [Searched Device List] menu, click [Opens Searched Device List].**
3. **On the [Searched Device List] menu, click [Search/Monitoring Settings].**
4. **Configure the necessary settings, and then click [OK].**



	Item	Explanation
1	Monitoring protocol	Select the device monitoring protocol. You can select from the following protocols: • IPv4 SNMPv1 • IPv4 SNMPv3 **Note** • When you select IPv4 SNMPv1 and are setting the community name, use SNMP Setup Tool. **Reference** • For details about SNMP Setup Tool, see the documentation for your device.
2	Broadcast	Select this check box to search for devices using a TCP/IP broadcast. • Local network Select this check box to search for devices on the local network. • Specified subnet Select this check box to specify subnets on which to search for devices. **Limitation** • You can specify up to 255 subnets. • Add Add the specified address to the list. • Delete Delete the selected addresses from the list.

	Item	Explanation
3	Specify Address	Select this check box to specify an IP address range in which to search for devices. • From/To Address Enter a starting and ending IP address to specify an IP address range. **Limitation** • You can register up to 255 address ranges. • Add Add the specified address range to the list. • Delete Delete the selected address ranges from the list.
4	Display other printers corresponding to MIB	Select this check box to search for devices from other manufacturers that are compliant with the MIB standard. **Limitation** • You can not use this function if you have selected IPv4 SNMPv3 as the monitoring protocol.
5	Enable Auto Refresh	Select this check box to specify the monitoring interval for automatically updating the list. **Limitation** • You can specify an interval from 5 - 600 seconds.
6	Timeout	Set the length of time used to determine a time-out when acquiring the list on the device search list screen. **Limitation** • You can specify a length of time from 1 - 30 seconds.
7	OK	Apply the settings and close the window.
8	Cancel	Close the window without applying the settings.
9	Export	Export the contents of the settings to a text file. Specify a folder and name for the file, and then click [Save].
10	Import	Import the search settings from a text file.
11	Restore Defaults	Reset the settings to their default values.

Saving the searching and monitoring settings

Use the following procedure to save the settings of a searched device list as a file. Search device settings are saved as a text file (.txt).

1. **Start SmartDeviceMonitor for Admin (Accounting Report Package).**
2. **On the [Searched Device List] menu, click [Opens Searched Device List].**
3. **On the [Searched Device List] menu, click [Search/Monitoring Settings].**
4. **On the [Search/Monitoring Settings] screen, click [Export].**
5. **Specify a save location and file name, and then click [Save].**

Importing the searching and monitoring settings from a file

Use the following procedure to import the searching and monitoring settings from another device.

1. **Start SmartDeviceMonitor for Admin (Accounting Report Package).**
2. **On the [Searched Device List] menu, click [Opens Searched Device List].**
3. **On the [Searched Device List] menu, click [Search/Monitoring Settings].**
4. **On the [Search/Monitoring Settings] screen, click [Import].**
5. **Select the file containing the settings you want to import, and then click [Open].**

Search for Devices/Check Device Status

Use the following procedure to open the searched device list, begin searching for network-connected devices, and display details of searched devices.

Limitation

- Up to 1,000 searched devices can be displayed in the search device list and the open group screen.

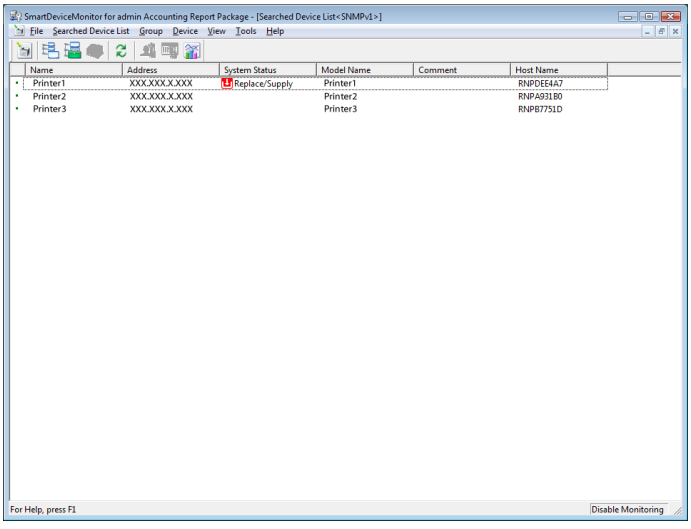
1. **Start SmartDeviceMonitor for Admin (Accounting Report Package).**
2. **On the [Searched Device List] menu, click [Opens Searched Device List].**

   The search result is displayed in the searched device list.

   Note

   - If you are using the default monitoring protocol in the search-monitoring conditions, TCP/IP SNMPv1 is used for the device search.
   - If you want to use TCP/IP SNMPv3 for the device search, change the setting on the [Search/Monitoring Settings] screen.
   - If you are using TCP/IP SNMPv3, enter the necessary authentication details.

3. **Check the status of the devices.**



Note

- Following installation, SmartDeviceMonitor for Admin (Accounting Report Package) will display only devices that are connected to the same segment as the computer on which SmartDeviceMonitor for Admin (Accounting Report Package) is installed. To view devices on other networks, you must modify the search conditions.

Reference

- See p.23 "Specifying Searching and Monitoring Settings using the Searched Device List".

Checking Device Status using a Web Browser

Use the following procedure to check the status of a device and change its settings using a Web Image Monitor. Some devices do not support this function. Check the status of those devices on the information window.

Limitation

- This function requires a Web browser, and the device must have an IPv4 address.

1. **Open the searched device list, and then select the device whose status you want to view or whose settings you want to change.**
2. **On the [Device] menu, point to [Web Browser Device Information], and then click [Home Page...].**

   The Web browser opens and the top page for the selected device appears.

Note

- To move directly to a page, simply click the corresponding item. When the login dialog box appears, enter the device's login user name and password.

3. **Check the device status, and then change the device settings if necessary.**

Reference

- For details about Web browser operations, see the Help for Web Image Monitor.

Web browser display items

Item	Explanation
Home Page...	Display the top page.
Counter Page...	Display the counter page.
Job Page...	Display the history page for print jobs. Allows you to print jobs and perform related operations.
Configuration Page...	Display the configuration page. Allows you to view and change a device's configuration.
System Page...	Display the system page.
Paper Page...	Display the paper settings page.
Fax Journal...	Display the fax journal page.
Spool Printing Job List...	Display the spooled printing job list page.

Checking Device Details using the Information Window

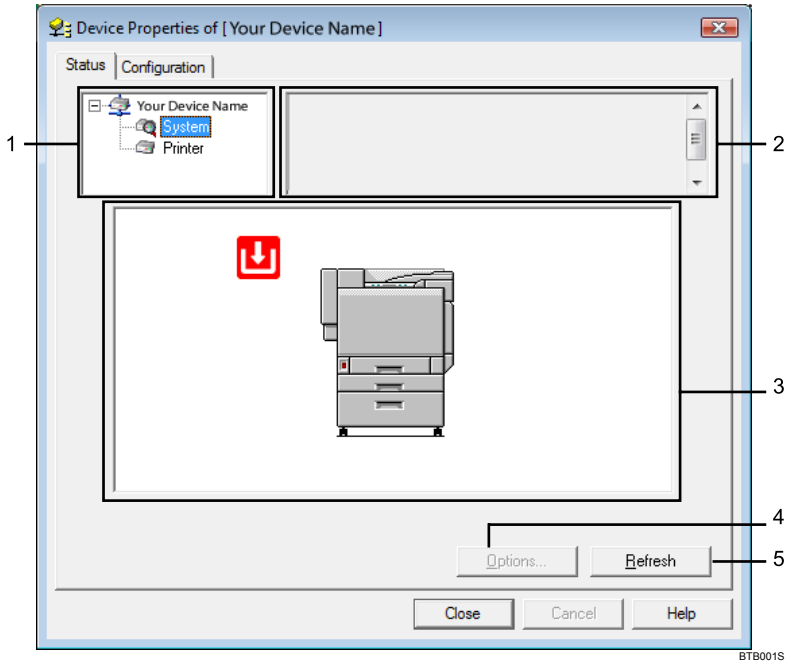
Use the following procedure to view a device's details by displaying the information window. The status of devices that do not support Web Image Monitor is displayed on the information window.

1. **In the searched device list, double-click the device whose details you want to view.**
2. **On the device property screen, click a tab or item to view the status details.**

   The device's status is displayed.

Status tab

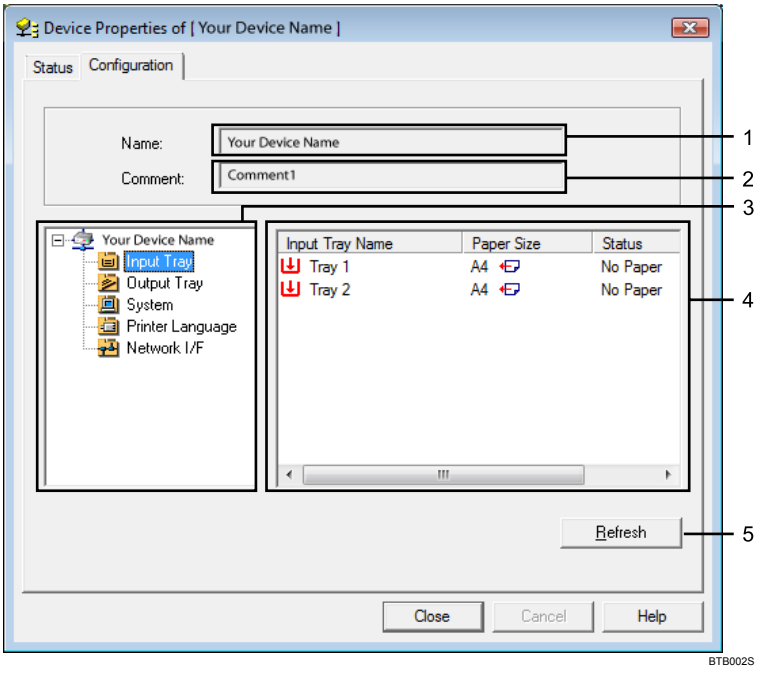
Use this tab to check a device's status and configure device monitoring.



	Item	Explanation
1	Tree	Displays the functions that a device supports (system, printer) as a tree diagram. When clicked, items appear highlighted, and details appear in the area to the right. To display hidden items, click [+] next to the icon or double-click the icon.
2	Status/Error Display	Displays a selected function's status or error details to the right of the tree.
3	Device Status	Displays the device's status as an image.
4	Options...	Set the monitoring period for a device. This button is unavailable in following conditions: • Searched device list • Hosts screen • Specified IP address
5	Refresh	Update the displayed information with the most recent information.

Configuration tab

Use this tab to display a device's details.



	Item	Explanation
1	Name	Displays the selected device's name. **Note** • Displays the name registered to the network interface board when the device was detected on the network. • Displays the name specified by the administrator when the device was registered to a group.
2	Comment	Displays comments set to a device. **Note** • Displays the comments registered to the network interface board when the device was detected on the network. • Displays the comments entered by the administrator when the device was registered to a group.

	Item	Explanation
3	Tree	Displays the organization of the device as a tree diagram. To display hidden items, click [+] next to the icon or double-click the icon. **Reference** • For details, see "Device details shown on the configuration tab".
4	Details	Displays details about items that are selected in the tree.
5	Refresh	Updates the displayed information with the most recent information.

Device details shown on the configuration tab

Tree Item	Explanation
Input Tray	Displays the status of paper trays, and the size and orientation of the paper loaded in each paper tray. Paper type, etc., might also be displayed, depending on the device.
Output Tray	Displays the status of the device's output trays.
Toner/Ink	Displays the device's remaining toner/ink levels. If the amount of remaining toner/ink cannot be detected, "Undetectable" is displayed.
Function	Displays the functions that are available for the device.
Options	Displays the options that are installed on the device.
System	Displays the following system information: • Model name: name of the device. • Version: the device's system program version. • Total memory: amount of available storage. • Total counter: number of printed pages.
Document Server	Total and remaining capacity of Document Server.
Printer Language	Displays emulation information. • Emulation name: name of all the names used for a device. • Version: emulation version.

Tree Item	Explanation
Network I/F	Network interface board information. • Name (device): name registered to the device's network interface board. • Comment (device): comments registered to the device's network interface board. • IPv4 address: device's IP address. • Subnet mask: device's subnet mask. • Hardware type: device's hardware type. • Firmware version: version of the device's software. • Node address: media access control (MAC) address. **Limitation** • Depending on the device, some items might not be displayed.

Managing Devices in a Group

You can register devices on the network to groups, and then manage devices by group. By grouping devices by criteria such as location or users, you can monitor and configure settings for all devices in a group. Creating groups here is useful for collecting data and creating reports with Accounting Report Tool.

Reference

- p.85 "Using Accounting Report Tool"

Creating a New Group

Use the following procedure to create groups of devices and add devices to groups. Groups are useful for organizing devices on the basis of location, or your own personal preferences.

Limitation

- The maximum number of groups that can be created is 100.
- The maximum number of devices that can be registered to a group is 200.
- The maximum number of devices that can be registered is 1,000.
- The maximum number of devices that can be monitored at one time is 1,000.

1. **On the [Group] menu, click [Group Management...].**
2. **In the [Group Management] dialog box, click [New...].**
3. **In the [Create New Group] dialog box, enter the new name of the group, and then click [OK].**

   A window for the new created group appears.

   Limitation

   - A group name can contain up to 47 characters.
   - A group name cannot contain the following characters:
     " # * , / : ; < = > ? [\ ] |

Adding a Device to a Group

Use the following procedure to add a device to a group. You can add a specific device to several groups, and you can also add a device that is not shown in the Search Device List.

Limitation

- This function cannot be used to add a device to the searched device list or to the Hosts screen. For details about the Hosts screen, see p.37 "Saving Group Information as a Hosts File".

1. **On the [Group] menu, click [Open Group(s)...].**
2. **Select the target group on the group list, and then click [OK].**
3. **On the [Group] menu, click [Add Device by Address...].**
4. **In the [Add Device by Address] dialog box, enter the device's IP address or host name, device name, comments, and protocol.**

   Note

   - You can add a device by specifying the device's host name instead of its IP address.
   - By entering a device's IP address and clicking [Obtain], you can obtain the device's administration name and any comments that have been registered to the device.
5. **Click [OK].**

Copying/Moving a Device between Groups

Use the following procedures to copy or move a device between groups.

Limitation

- You cannot copy or move devices to the searched device list or Hosts screen. Copying devices from these groups is possible, but moving devices into these groups is not. For details about the Hosts screen, see p.37 "Saving Group Information as a Hosts File".

1. **Open both the destination group and the group where the device you want to copy/move is registered.**
2. **Select the device that you want to copy/move.**

   Note

   - If you want to select several devices at a time, click on the devices while pressing the SHIFT key or CTRL key.
3. **To copy devices, drag the selected devices to the group you want to copy it to. To move devices, hold down the SHIFT key and drag the selected devices to the group you want to move it to.**

Opening a Group

1. **On the [Group] menu, click [Open Group(s)...].**
2. **In the list, select the group you want to open, and then click [OK].**

   The selected group window opens.

Note

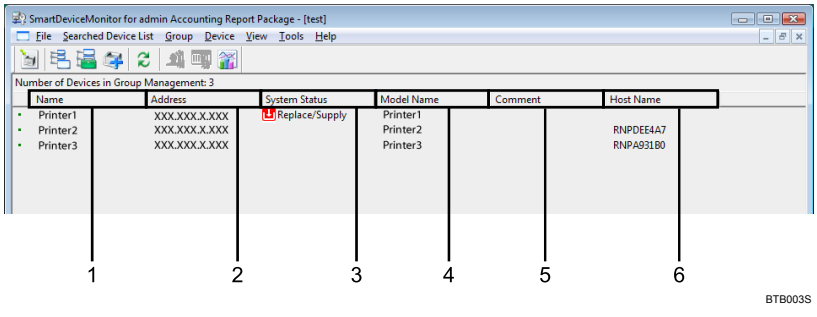
- If you want to select several groups at a time, click on the groups while pressing the SHIFT key or CTRL key.

Group window

The following items can be displayed in the searched device list and a group window.

Note

- If you cannot view all items on the display, drag the item boundary line.
- A green circle at the beginning of the line for a device indicates that more detailed information is available for that device.



Standard Items

	Item	Explanation
1	Name	Displays the names assigned to the devices. **Note** • Searched device list: displays the names assigned to the network interface board. • Hosts screen: displays the names assigned to the Hosts file. For details about the Hosts screen, see p.37 "Saving Group Information as a Hosts File". • Other groups: displays the names assigned using SmartDeviceMonitor for Admin (Accounting Report Package).
2	Address	Displays the devices' IPv4 addresses or host names.
3	System Status	Displays device status icons and explanations. **Reference** • For details about Status icons, see p.120 "Status Icon List".

	Item	Explanation
4	Model Name	Shows the model name of the device.
5	Comment	Displays the comments assigned to the devices. **Note** • Searched device list: displays the comments registered to devices' network interface boards. • Hosts screen: displays comments registered to the Hosts file. For details about the Hosts screen, see p.37 "Saving Group Information as a Hosts File". • Other groups: the comments registered using SmartDeviceMonitor for Admin (Accounting Report Package).
6	Host Name	Shows the host names obtained from the devices.

Optional Items

Item	Explanation
SNMPv3	Shows whether access was made using SNMPv3.
Printer Status*1	Displays the current status of the printer function.
Scanner Status*1	Displays the current status of the scanner function.
Fax Status*1	Displays the current status of the fax function.
Copier Status*1	Displays the current status of the copier function.
Total Counter	Displays the total number of pages printed using the printer function. **Limitation** • Depending on the device, this item might not be displayed. If the device does not have a printer function, this item will be blank.
Counter Information Last Obtained	Displays the date and time when information was last retrieved from the device.

*1 If the device does not have a printer function, this column will be blank.

Selecting Displayed Items and Changing their Order

1. **Open the searched device list or the target group.**

2. **On the [View] menu, click [Select Device List Columns].**
3. **To add a displayed item, select the item in the [Hide] box, and then click [Add>>].**

   Selected items will be moved to the [Show] box.

   Note

   - If you select an item in the [Show] box before clicking [Add>>], the newly displayed item will be added in front of the selected item.
   - To change the display order, select an item in the [Show] box, and then click [Up] or [Down]. Items are displayed from left to right.
4. **When you have finished changing the display settings, click [OK].**

   The device status icons are displayed in the group window.

Deleting a Group

1. **On the [Group] menu, click [Group Management...].**
2. **In the list, select the group you want to delete, and then click [Delete].**

   Note

   - You can also delete the group by right-clicking the group, and then selecting [Delete].
3. **In the confirmation message that appears, click [Yes].**

Deleting a Device from a Group

1. **Open the targeted group.**
2. **Select the desired device.**
3. **On the [Device] menu, click [Delete].**
4. **In the confirmation message that appears, click [Yes].**

Saving Group Information as a Hosts File

Use the following procedure to save the device name or host name, IP address, and comments of the devices in a group as a hosts file. You can use the Hosts file to import group information on a different computer, and then copy devices to those groups.

1. **Open the searched device list or the target group.**
2. **On the [File] menu, click [Save as a Hosts File...].**
3. **In the [Save as a Hosts File] dialog box, specify the Hosts file name, and then click [Save].**

Note

- Hosts files do not distinguish between SNMPv1 and SNMPv3.
- Each entry is delimited by a new line, and consists of three parts: Address, Device Name or Host Name, and Comments. Each of the three elements must be separated with a space or tab. Comments must be preceded with a "#" also.

Input example	Explanation
192.168.15.16printer1#5FNSide	Example for specifying devices using the IPv4 address in TCP/IP
prn01.aaa.bbb.co.jpprinter2#18FSSide	Example for specifying devices using a host name in TCP/IP

Limitation

- Spaces in the name are read as item delimiters. Text following spaces is read as the next item.
- A device name can contain up to 47 characters.
- Comments can contain up to 31 characters.
- If a device or group name contains any of the following characters, those characters will appear as underscored spaces (_):
  "#*,/:;<=>?[\]| :
- If the comments contain any of the following characters, those characters will appear as underscored spaces (_):
  ,;=[\] :
- Spaces preceding or following the name or comments will be deleted.
- When the hosts file is saved, spaces cannot be used in the name and will be replaced by underscored spaces (_).

Opening the Hosts File as a Group

Use the following procedure to import settings from a group's hosts file.

Limitation

- Unsupported characters appear as underscored spaces (_). For details, see p.37 "Saving Group Information as a Hosts File".

1. **On the [File] menu, click [Open Hosts File...].**
2. **In the [Open Hosts File] dialog box, select the hosts file, and then click [Open].**

Exporting the Total Prints Counter Information

Use the following procedure to export in CSV file format the total number of prints made using the copier and printer functions of the monitored devices.

Limitation

- This function will not work with some devices.

1. **Open the searched device list or the target group.**
2. **On the [File] menu, click [Export Total Counter Data...].**
3. **In the [Save As] dialog box, specify a location and name for the CSV file, and then click [Save].**

   Note

   - The default file name is "YYYYMMDDhhmmss_group name_T.csv" (YYYY: Year, MM: Month, DD: Date, hh: hour, mm: minute, ss: second).

Configuring Energy Save Mode

Use the following procedures to put a device or group of devices into or out of Energy Save Mode. When applying these settings to a group, you can also specify a time at which the devices enter or leave Energy Save Mode automatically (Timer Settings).

Limitation

- This function will not work with some devices.

Enabling and canceling Energy Save Mode

1. **Open the searched device list or the target group.**

   Note

   - To change the settings of a specific device, click the device in the list.
2. **To enable Energy Save Mode, on the [Device] menu, point to [Shift to Energy Save Mode], and then click [All Device in this Window] or [Selected Device(s) Only].**
   To cancel Energy Save Mode, on the [Device] menu, point to [Recover from Energy Save Mode], and then click [All Device in this Window] or [Selected Device(s) Only].

Specifying a group timer setting

Limitation

- If the device group window is closed, the Energy Save Mode settings cannot be applied either.

- The group timer setting can be applied only when this application is running and the window of the relevant device group is open.

1. **Open the searched device list or the target group.**
2. **On the [Device] menu, click [Energy Save Mode Timer Settings].**
3. **Select the [Time to shift to Energy Save Mode automatically] and [Time to recover from Energy Save Mode automatically] check boxes, and then specify the shift and recover time.**
4. **Click [OK].**

Specifying Device Monitoring Settings

Use the following procedure to specify the search and monitoring settings for each group.

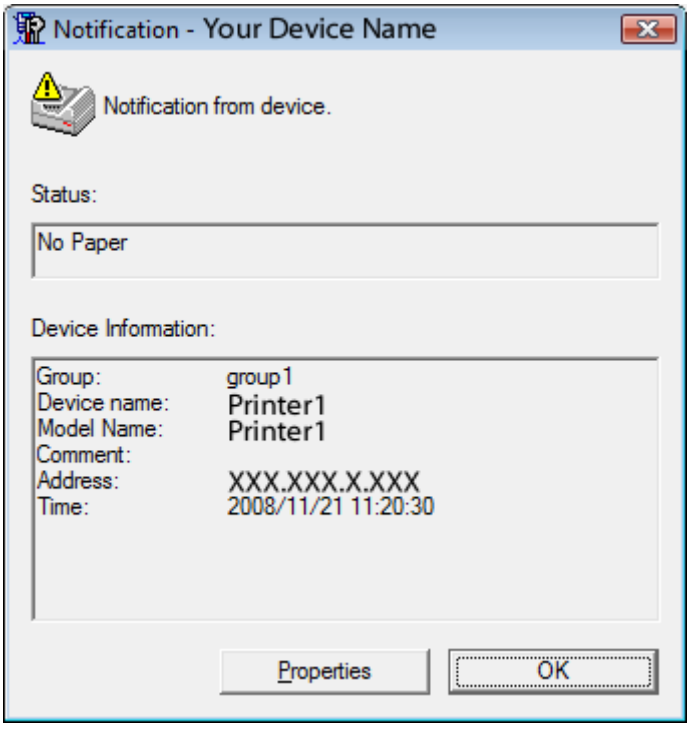
1. **Open the target group.**
2. **On the [Group] menu, click [Monitoring Settings].**
3. **Select the [Enable Auto Refresh] check box, and then specify the searching and monitoring device intervals.**
4. **Click [OK].**

Receiving Notification of Device Status

This application allows you to monitor the status of registered devices and receive on-screen notification when particular conditions occur, such as when toner/ink or paper levels are running low. You can set the notification sounds and the following notification triggers for the groups that will make notifications.

- Call Service Center
- No Toner/Ink
- Paper Misfeed
- No Paper
- Cover Open
- Error
- Off Line
- Toner/Ink Almost Empty
- Alert
- No Response from Device

Notification example



Limitation

- Notification is not available for a Search Device List or Hosts screen.
- This function will not work with some devices.

Note

- To receive notification of the status of devices in a group, this application must be running and the window of the relevant group must be open.
- A notification message will appear when you update the status information in the group window. If you want to specify automatic updates and receive notification of each update, you must configure automatic updates in the search/monitoring settings for the group.
- Notifications for conditions such as low toner/ink or low paper are specifiable by group only, not by specific machine.

Specifying a group for device status notification

1. **Open the target group.**

2. **On the [Group] menu, click [Notification Settings...].**

Limitation

- You cannot make notification settings on the Hosts screen.

3. **In the [Notification Settings] dialog box, select the group whose devices you want to receive notification about.**

Note

- If you want to select several groups at a time, click on the groups while pressing the SHIFT key or CTRL key.

4. **Click [Select Items].**
5. **Select the [Notify] check box.**
6. **Select the check box of the items about which you want to receive notification.**

Note

- If you select multiple groups in step 3 and any of the groups already has notification items specified, the check boxes of those items appear grayed.
- To apply those notification items not only to the original group but also to all groups selected in step 3, click the item once to clear its check box, and then click it again to add a check mark.

7. **Click [OK].**
8. **In the [Notification Settings] dialog box, click [Notification Dialog Settings].**
9. **Select the display method and click [OK].**
10. **Click [OK].**

Reference

- p.33 "Creating a New Group"
- p.23 "Specifying Searching and Monitoring Settings using the Searched Device List"

Specifying the notification sound

Use the following procedure to select the sound that is produced when on-screen notification of a device's status is displayed.

Preparation

- This setting can be applied only if notification of the status of devices has already been configured.

1. **Open the target group.**
2. **On the [Group] menu, click [Notification Settings...].**
3. **On the [Notification Settings] dialog box, click [Select Sound for Status Notification].**

4. **On the [Sound Settings] dialog box, select the check box(es) of the events (conditions) you want the sound to alert you of.**

Note

- Up to 3 sounds can be selected.
- To select an alternative Wave file, click [Browse], and then specify the folder containing the Wave file you require. There is no preset Wave file included in SmartDeviceMonitor for Admin. You must supply you own.
- To play back a Wave file, click [Play].
- Apply sound 1, 2, or 3 to each event. If you do not want sounds produced with on-screen notifications, select the number for "None".
- If more than one error occurs, the sound selected for the first (top) item is played. After the notification of the first item is played and the corresponding error resolved, no further notifications are given, even if other errors remains.

5. **Click [OK].**

Changing Device Configuration

You can change various settings of the devices on the network.

Locking the Menus on the Device's Control Panel

Use the following procedure to limit the operations that can be performed from a device's operation panel. The restriction level that you set is applied as the default restriction level for the device.

Limitation

- This function will not work with some devices.
- This function requires a Web browser, and the device must have an IPv4 address.

1. **Open the searched device list or the window of the group containing the device whose control panel menus you want to lock.**
2. **In the list, select the device whose control panel menu you want to lock.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [System Page...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The [System] page of Web Image Monitor appears.
5. **On the [Protect Printer Display Panel], select [Level 1] or [Level 2].**
6. **Click [OK].**
7. **Click [Logout].**

   Reference

   - For details, see the Help for Web Image Monitor.

Changing the Paper Type

Use the following procedure to change the paper type that is specified on a device.

Limitation

- This function will not work with some devices.
- This function requires a Web browser, and the device must have an IPv4 address.

1. **Open the searched device list or the window of the group containing the device whose paper type setting you want to change.**

2. **In the list, select the device whose paper type setting you want to change.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [Paper Page...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The [Paper] page of the Web Image Monitor appears.
5. **Configure the paper type setting as necessary.**
6. **Click [Logout].**

Reference

- For details about the settings, see the Help for Web Image Monitor.

Viewing and Deleting Spooled Print Jobs

Use the following procedure to view, confirm, and delete a device's spooled print jobs.

Limitation

- This function will not work with some devices.
- This function requires a Web browser, and the device must have an IPv4 address.

1. **Open the searched device list or the window of the group containing the device whose spooled print jobs you want view or delete.**
2. **In the list, select the device whose spooled print jobs you want to view or delete.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [Spool Printing Job List...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The Spool Printing Job List page of Web Image Monitor appears.
5. **View or delete the spooled printing jobs as necessary.**
6. **Click [Logout].**

Reference

- For details, see the Help for Web Image Monitor.

Using the Tool Menu

Use the following procedure to change a device's settings and manage its information using tools that are available on the [Tools] menu.

The following tools are available on the [Tools] menu:

- User Management Tool
- Address Management Tool
- Accounting Report Tool

Note

- You cannot use Accounting Report Tool with SmartDeviceMonitor for Admin.
- When you start the tools, it might be necessary to enter a password.

1. **Open the searched device list or the window of the group containing the device, and then select the device.**
2. **On the [Tools] menu, select the tool you want to use.**
3. **Enter the login user name and password if necessary.**

   Note

   - Depending on the device model, you might not have to enter a login user name. Enter the password set for the tool, and then click [OK].

   Reference

   - If you cannot open Tools, refer to p.129 "FAQ (Frequently Asked Questions)".

Setting a Password

1. **Open the searched device list or the window of the group containing the device whose password you want to set.**
2. **In the list, select the device whose password you want to set.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [Configuration Page...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The Setup page appears on Web Image Monitor.
5. **Click [Program/Change Administrator] on the [Device Settings] area, and then set the password.**
6. **Click [OK].**

Changing Names and Comments

Use the following procedure to change the names and comments of the devices.

1. **Open the searched device list or the window of the group containing the device whose name and/or comments you want to change.**
2. **In the list, select the device whose name and/or comments you want to change.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [Configuration Page...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The Setup page appears on Web Image Monitor.
5. **Click [System] on the [Device Settings] area, and then change the name and/or comments as necessary.**
6. **Click [Logout].**

Reference

- For details, see the Help for Web Image Monitor.

Referring to the Fax Journal

Use the following procedure to obtain fax transmission results from devices and then view them with a Web browser, print them, or save them.

Limitation

- This function will not work with some devices.

Note

- With Web Image Monitor, you can save acquired information in CSV format.

1. **Open the searched device list or the window of the group containing the device whose fax results you want to view, print, or save.**
2. **In the list, select the device whose fax results you want to view, print, or save.**
3. **On the [Device] menu, point to [Web Browser Device Information], and then click [Fax Journal...].**

   The Web browser opens and a dialog box prompting you to enter the Web Image Monitor device's user name and password appears.
4. **Enter the device's login user name and password, and then click [Login].**

   The Fax Journal page of Web Image Monitor appears.

Using this page, you can view the fax journal and download the fax transmission results report.

5. **Click [Logout].**

Reference

- For details, see the Help for Web Image Monitor.

4. Address Information Management

Using Address Management Tool, you can display and manage a device's address information (fax number, e-mail address, etc).

Managing Address Information

Starting Address Management Tool

1. **Open the searched device list or the window of the group containing the device whose address information you want to display or change using Address Management Tool.**
2. **On the list, select the device whose address information you want to view.**
3. **Click [Address Management Tool] on the [Tools] menu.**

   The [Enter Authentication Information] screen appears.
4. **Enter the device's login user name and password, and then click [OK].**

   Address Management Tool starts.

Limitation

- Some devices do not support this tool.

Note

- Depending on the device, the authentication method might differ.

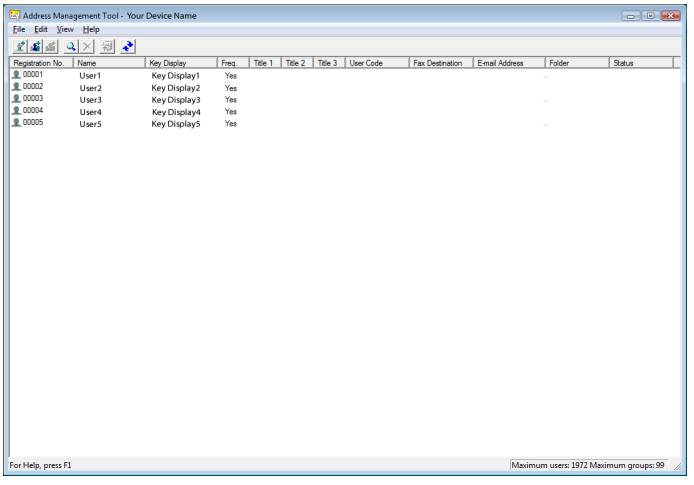
Address Management Tool List

This list shows the contents of a device's address book.

Note

- Depending on the device and/or the authentication method, the address book display might differ, or might not be displayed.

The following table explains the various items shown in the list.



Item	Explanation
Registration No.	A unique number assigned to a user or group when that user or group was registered in the address book. An icon ( ) appears for Transfer Station Groups that were registered using the device. The settings of these groups can be viewed but cannot be changed. **Note** • To avoid consistency errors in registration numbers when changing them using Address Management Tool (not at the device), click [Yes] to the device notification message that appears.
Name	The user or group name.
Key Display	Shows the name that will be displayed on the operation panel of the device.
Freq.	Shows whether an item is registered as a Freq (frequently used titles) or not.
Title 1	Shows the title when displaying Title 1.
Title 2	Shows the title when displaying Title 2.
Title 3	Shows the title when displaying Title 3.
User Code	The user code set up for the user. Not shown for groups or if the user code has not been set. **Note** • Depending on the device and/or the authentication method, the address book display might differ, or might not be displayed.
Fax Destination	The user's fax number or the IP fax destination (address). Not shown for groups.

Item	Explanation
E-mail Address	The user's e-mail address. Not shown for groups.
Folder	The name of the folder where image data obtained using the Scan to Folder function is saved.
Status	Displays the results of any operations performed on a device's information using Address Management Tool. To make operations effective, apply the settings made with Address Management Tool to the device.

Reference

- p.68 "Applying Address Management Tool Settings to a Device"
- p.63 "Searching for a User or Group"

Select List Columns

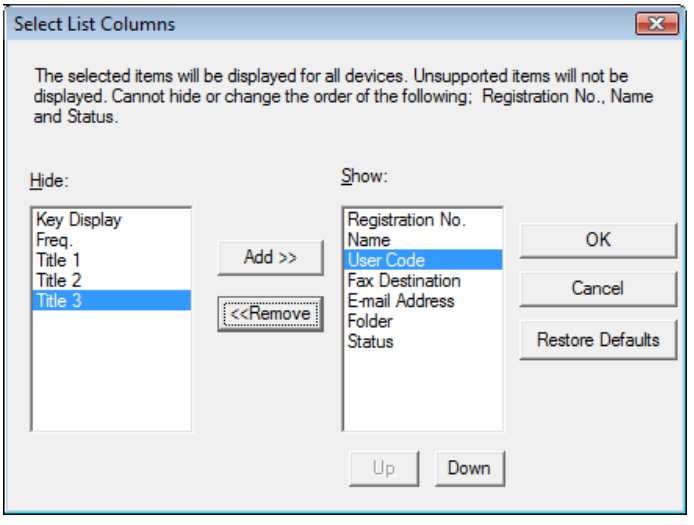
Use this procedure to select which items are displayed in the main window of Address Management Tool and in what order they are displayed.

1. **Start Address Management Tool.**
2. **On the [View] menu, click [Select List Columns].**
3. **In the Hide area in the [Select List Columns] screen, select any items that you want displayed, and then click [Add>>]. In the Show area, select any items that you do not want displayed, and then click [<<Remove].**

   The items you select are displayed or not displayed accordingly.
4. **When you have finished moving items, click [OK].**

   The items in the Show area appear in the list.

The displayed items in the [Select List Columns] screen are as follows:



Limitation

- The position of the [Registration No.], [Name], and [Status] items cannot be changed.

Item	Explanation
Hide	Items in this list are not displayed in the main window of Address Management Tool.
Add >>	Click this to add an item selected in the [Hide] list to the [Show] list.
<< Remove	Click this to remove an item selected in the [Show] list and return it to the [Hide] list. **Limitation** • The [Registration No.], [Name], and [Status] items cannot be removed from the [Show] list.
Show	Items in this list are displayed in the main window of Address Management Tool.
Restore Defaults	Restores all settings in this dialog box to their default values.
Up	Click this to move a selected item one place up in the [Show] list. From the top down, items in the [Show] list are displayed from left to right in the Address Management Tool main window.
Down	Click this to move a selected item one place down in the [Show] list. From the top down, items in the [Show] list are displayed from left to right in the Address Management Tool main window.

Configuring the Address Book

You can create new users and groups, register them in devices' address books, and then change or delete that information as necessary. With Accounting Report Tool, you can easily configure and delete multiple address book entries. For details, see p.95 "Importing an address book from a CSV file to the devices".

Adding a New User

Use the following procedure to create a new user and register the new user to a device's address book.

1. **Start Address Management Tool.**
2. **On the [Edit] menu, click [Add New User...].**
3. **Enter the necessary information in the [User Properties] screen.**

   Reference

   - p.53 "User properties"
4. **Select [OK].**

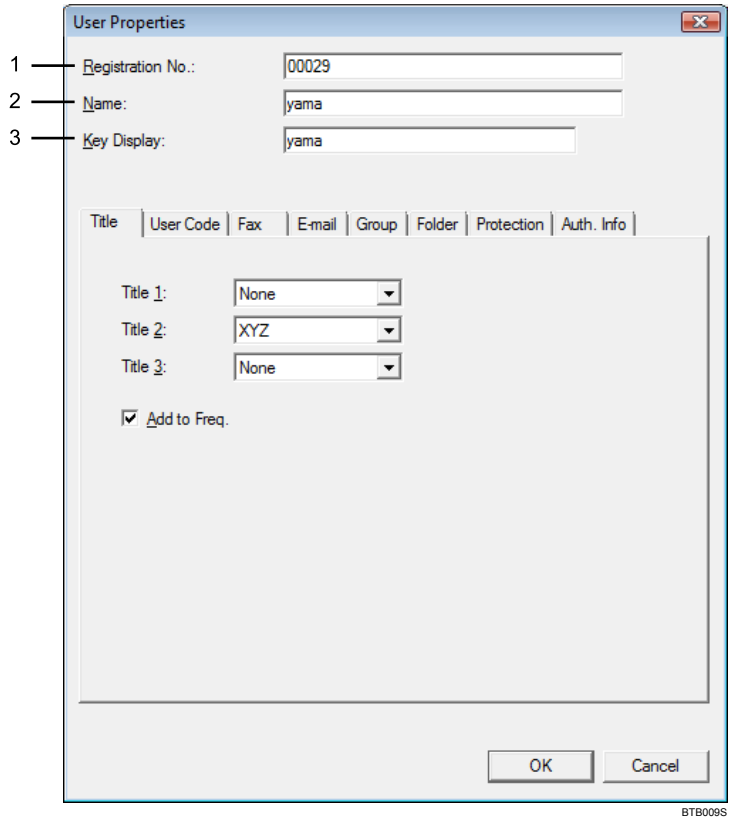
   The new user is added, and the icon appears.
5. **On the [Edit] menu, click [Apply Settings] to apply the information to the device.**

User properties

The following items are displayed on the user properties screen:

Limitation

- Depending on the device and/or the authentication method, the address book display might differ, or might not be displayed.



	Item	Explanation
1	Registration No.	Whenever you create a new user, the device automatically assigns a registration number to that user. To select a user from a device's control panel, enter the user's registration number.
2	Name	Enter a user name.
3	Key Display	Enter the name that will be displayed for the user on the device's operation panel.

The following items are available on each tab:

Title

Item	Explanation
Title 1	Specify title 1 by selecting a letter (A-Z).
Title 2	Specify title 2 by selecting a letter.

Item	Explanation
Title 3	Specify title 3 by selecting a number (1-5).
Add to Freq.	Select this check box to register this title as a frequently used title.

Limitation

- Register at least one title.

User code

Item	Explanation
User code	The user code assigned to the account.

Fax

Item	Explanation
Fax Destination	The user's fax number or the IP fax destination (address). Extended destinations can be entered if combined into a single number.
Line Type	Specify the type of line that is connected to the device.
International Transmission Mode	Select this check box to set international transmission mode.
Protocol	Set the protocol for IP fax.
IP-Fax Destination	Set the destinations for IP fax.
Options...	Displays the fax option settings screen. Set [Fax Header] and [Label Insertion], and then click [OK] to apply any settings changed using this screen.

E-mail

Item	Explanation
E-mail Address	Set the e-mail addresses.
Send via SMTP server:	Set whether or not IP fax data is sent via SMTP server.
Other Options...	Displays the fax option settings screen. Set [Fax Header] and [Label Insertion], and then click [OK] to apply any settings changed using this screen.

Group

Item	Explanation
Registration No.	Displays the number registered for the group.
Name	Displays the name registered for the group.
Key Display	Displays the key name registered for the group.
Add	Displays the screen for adding groups. Select the group you want to add, and then click [OK]. The group will then be added.
Delete	Select the group you want to delete, and then click [OK]. The group will then be deleted.

Folder

Item	Explanation
Protocol	Select the required protocol.
Port No.	Set the port number to use for communication with the FTP server.
Server Name	Set the server name to use for communication with the FTP server.
Path	Set the path to the folder. You cannot browse for the folder path when connection with the FTP server is established.
Connection Type	If you are using NCP (Network Control Protocol), specify the connection type.

Authentication protection

Item	Explanation
Use Name as	• [Destination] Used as the destination. • [Sender] Used as the sender.

Item	Explanation
Protection Object	• [Protect Sender] Protects the e-mail sender. • [Protect Folder] Protects the destination folder.
Protection Code for Destination	When you click [Change], the Protection Code for Destination screen appears. Enter a contact protection code, and then click [OK] to proceed.
Protect Destination: Permissions for Users/ Groups...	Displays the Access Permission User/Group screen. You can use this screen to specify the access privileges of the users and groups displayed in the access control list.
Protect File: Permissions for Users/Groups...	Displays the Access Permission User/Group screen. You can use this screen to specify the access privileges of the users and groups displayed in the access control list.

Authentication information

Item	Explanation
Authentication Info at Login	Specify [Login User Name] and [Login Password].
SMTP Authentication	Specify the authentication information, [Login User Name], and [Login Password].
Folder Authentication	Specify the authentication information, [Login User Name], and [Login Password].
LDAP Authentication	Specify the authentication information, [Login User Name], and [Login Password].

Deleting a User

Use the following procedure to delete a user from a device's address book.

1. **Start Address Management Tool.**
2. **Select the user you want to delete.**

Note

- To delete multiple users, select them while holding down the SHIFT or CTRL key.

3. **On the [Edit] menu, click [Delete].**

   The icon changes to , indicating that the selected user will be deleted.

   Note

   - To remove a user from the target, select [Delete] on the [Edit] menu again.

4. **On the [Edit] menu, click [Apply Settings] to delete the user(s) from the device.**

Changing User Information

Use the following procedure to change user information registered on a device.

1. **Start Address Management Tool.**
2. **Select the user whose information you want to change, and then, on the [Edit] menu, click [Properties...]. Alternatively, double-click the user.**
3. **Change the user's information as necessary.**

   Reference

   - p.53 "User properties"

4. **Click [OK].**

   The icon changes to , indicating that the user's information has been changed.

5. **On the [Edit] menu, click [Apply Settings] to register the changed user information to the device.**

Adding a New Group

Use the following procedure to create a new group and add (register) it to a device's address book.

1. **Start Address Management Tool.**
2. **On the [Edit] menu, click [Add New Group].**
3. **Enter the necessary information in the [Group Properties] screen.**

   Reference

   - p.59 "Group properties"

4. **Click [OK].**

   The new group is added (registered), and the icon appears.

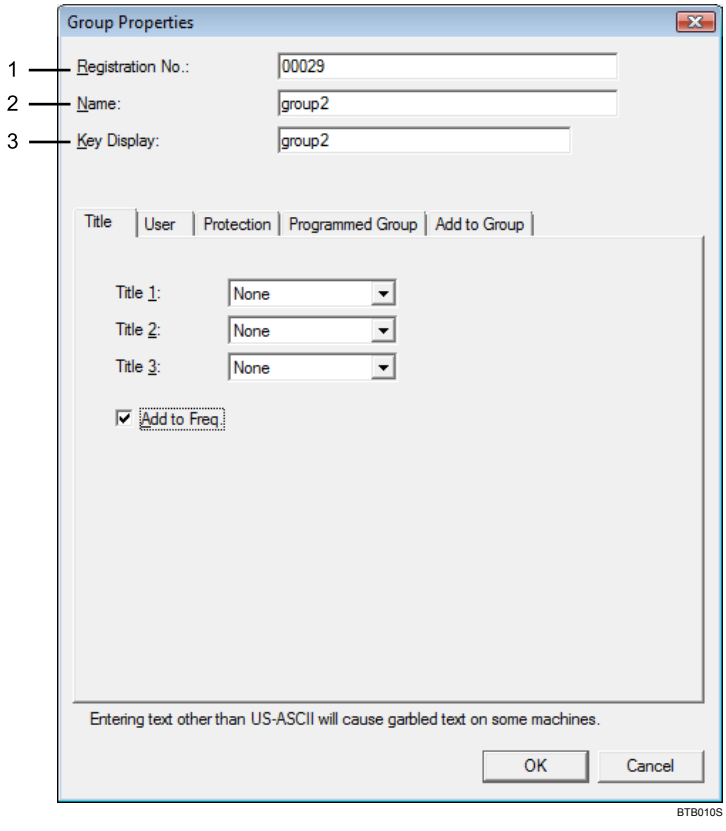
5. **On the [Edit] menu, click [Apply Settings] to register the new group's settings to the device.**

Group properties

The following items are displayed on the group properties screen:

Limitation

- Depending on the device, this item might not be displayed or might be grayed out.



	Item	Explanation
1	Registration No.	Whenever you create a new group, the device automatically assigns a registration number to that group. To select a group from a device's control panel, enter the group's registration number.
2	Name	Enter a group name.
3	Key Display	Enter the name that will be displayed for the group on the device's operation panel.

Note

- The values of [Use Name as Destination Group] and [Use Name as User Group] are not included when you export address book data to a CSV file.

The following items are displayed on each tab.

Title

Item	Explanation
Title 1	Specify title 1 by selecting a letter (A-Z).
Title 2	Specify title 2 by selecting a letter.
Title 3	Specify title 3 by selecting a number (1-5).
Add to Freq.	Select this check box to use as a frequently used title.

Limitation

- Register at least one title.

User

Item	Explanation
Registration No.	Displays the number registered for the user in the group.
Name	Displays the name registered for the user in the group.
Key Display	Displays the key display name registered for the user in the group.

Authentication protection

Item	Explanation
Protection Object	• Protect Folder Protects the destination folder.
Protection Code for Destination	Clicking [Change] will display the password for protecting folder destinations (destination protection code). Enter the destination code, and then click [OK] to apply the setting.
Protection Destination: Permission for Users/ Groups	Displays the Access Permission User/Group screen. You can use this screen to set the access privileges of the users and groups displayed in the access control list.

Registered group

Item	Explanation
Registration No.	Displays the number registered for the group in the target group.
Name	Displays the name registered for the group in the target group.
Key Display	Displays the key display name registered for the group in the target group.

Destination group

Item	Explanation
Registration No.	Displays the registration number of the group to which the target group belongs.
Name	Displays the registered name of the group to which the target group belongs.
Key Display	Displays the registered key display name of the group to which the target group belongs.
Add	Displays the registration screen of the group of which the target group belongs. Select the desired group, and then click [OK] to apply the setting.
Delete	After selecting the group, click this button to close the target group.

Deleting a Group

Use the following procedure to delete a group that is registered to a device.

Note

- Even if a group is deleted, the details of the users that belonged to the deleted group are retained.

1. **Start Address Management Tool.**
2. **Select the group that you want to delete.**

   Note

   - To delete multiple groups, select them while holding down the SHIFT or CTRL key.
3. **On the [Edit] menu, click [Delete].**

   The icon changes to and becomes the target for the deletion.

   Note

   - To remove a selected group from the target device, click [Delete] again.

4. **On the [Edit] menu, click [Apply Settings] to remove the group's settings from the device.**

Changing Group Information

Use the following procedure to change the information of a group that is registered to a device.

1. **Start Address Management Tool.**
2. **Select the group whose information you want to change, and then, on the [Edit] menu, click [Properties...]. Alternatively, select the group.**
3. **Change the group information as necessary in the [Group Properties] screen.**

   Reference

   - p.59 "Group properties"
4. **Click [OK].**

   The icon changes to , indicating that the group's information has been changed.
5. **On the [Edit] menu, click [Apply Settings] to register the changed group information to the device.**

Adding a New User or Group to a Group

Use the following procedure to add (register) a new user to a group.

If the [Add to Group] tab is available in the [Group Properties] dialog box, groups can also be added.

1. **Start Address Management Tool.**
2. **Select the user or group you want to add (register) to the group.**

   Note

   - To add (register) multiple users or groups, select them while holding down the SHIFT or CTRL key.
3. **On the [Edit] menu, click [Add to Group].**
4. **Select the group to which the user or group will be added (registered), and then select [OK].**

   The icon changes to or , indicating that the user's or group's information has been changed.
5. **On the [Edit] menu, click [Apply Settings] to register the new user or group to the device.**

Reference

- p.58 "Changing User Information"
- p.62 "Changing Group Information"

Searching for a User or Group

Use this procedure to search using selected items for users and groups containing a specified string.

1. **Start Address Management Tool.**
2. **On the [Edit] menu, click [Search...].**
3. **In the drop-down menu of [Search key] in the [Search Address Book] screen, select the items you want to use as search conditions.**
4. **In [Search string], enter the string you want the users and groups to contain, and then click [Next].**

Note

- If you select [Use Fuzzy Search], searching is not by exact match. Fuzzy search does not discriminate between double and single-byte characters or uppercase and lowercase letters.

Exporting Address Book Information to a CSV File

Use the following procedure to save a device's address book as a CSV file.

Limitation

- The login password for the device is not exported.

1. **Start Address Management Tool.**
2. **On the [File] menu, click [Export Data].**
3. **Specify a location and name for the CSV file, and then click [Save].**

Note

- Three files are output: Entry information, device tag information, and device fax information.

Reference

- p.113 "Address Book CSV File Format"

Importing address book information via CSV file

Use this procedure to register a device's address book information by importing a CSV file.

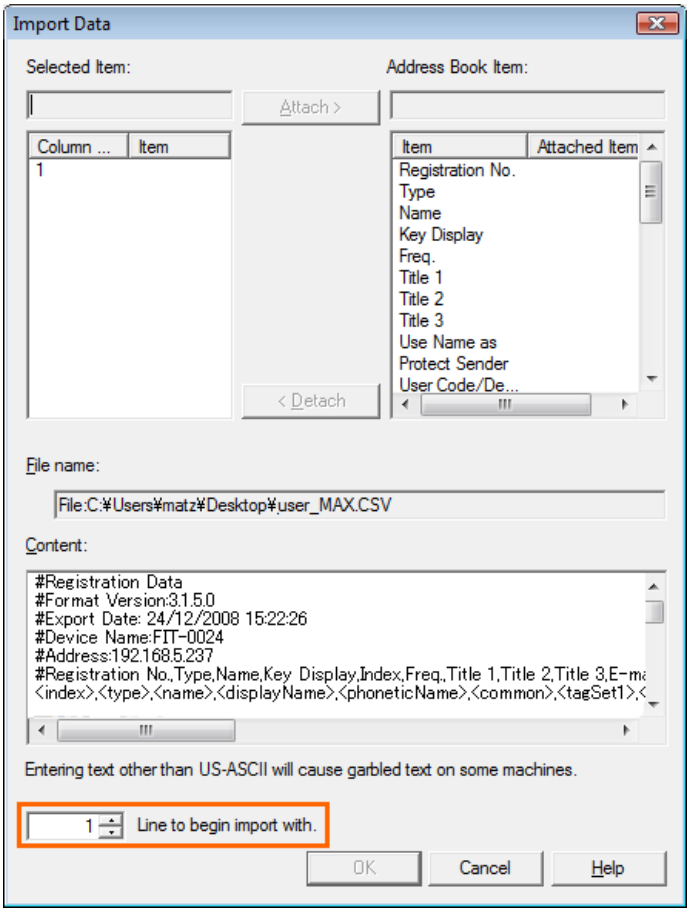
In addition to CSV files created by Address Management Tool, it is also possible to use CSV files created by other mail applications.

For details about the format of CSV files created using Address Management Tool, see p.113 "Address Book CSV File Format".

1. **Start Address Management Tool.**

2. **On the [File] menu, click [Import Data].**
3. **Specify the CSV file containing the information you want to import, and then click [Open].**

   The [Import Data] dialog box appears.
4. **In the text box at the bottom left corner, enter the number of the first line of the CSV file you are importing.**



5. **In the [Selected Item] list, select an item you want to import from the CSV file. Then, in the [Address Book Item] list, select the corresponding address book item.**

   Note

   - When reading a CSV file created using Address Management Tool, address book items are assigned automatically, and steps 5 to 7 are not required.
6. **Click [Attach>].**

   The assigned item is shown in the [Attached Item] of the [Address Book Item] list.
7. **Repeat steps 5 and 6 and assign all items.**

8. **Click [OK].**

   The information read is added to the currently displayed information. If the same registration number is applied, the information is overwritten.

   Note

   - If the data contains an error, a dialog box describing the error will appear. If you select [Details...], the error is located. Also, if you select [Edit File] in the [Error Report] dialog box, the data will be displayed in editable form, allowing you to make the necessary corrections.
   - If the device does not have the Direct SMTP function, the setting for whether to send Internet fax via SMTP server is not read.

9. **On the [Edit] menu, click [Apply Settings] to register the changed address book information to the device.**

   Note

   - Some devices cannot be used while CSV file settings are being sent.

Backing Up and Restoring the Address Book

A device's address book data can be backed up and exported. If necessary, you can use the exported backup to restore the device's address book data.

Backing Up the Address Book

Use the following procedure to create a backup of a device's address book.

Note

- Address book backups can be re-saved on the same device only.
- To prevent data leakage, a password for encryption of the backup might be required, depending on the device. Encrypted backups can be used to restore the address books of other devices of the same model also.

1. **Start Address Management Tool.**
2. **On the [File] menu, click [Backup Data].**

   Note

   - Depending on the device, a dialog box prompting you to enter an encryption password for the backup might appear.
3. **Specify a location and name for the backup file, and then click [Save].**

Reference

- p.66 "Restoring the Address Book"

Restoring the Address Book

Use the following procedure to restore a device's address book data using a backup. Note that the backup will overwrite any data saved on the device.

Important

- **If you perform an address book restore, the per-user counters will be reset.**

1. **Start Address Management Tool.**
2. **On the [File] menu, click [Restore data].**
3. **Specify the address book backup file, and then click [Open].**

   Note

   - To restore the address book using an encrypted backup, enter the password set when the backup data was created.

4. **On the [Edit] menu, click [Apply Settings] to apply the backup data to the address book.**

Note

- Some devices cannot be used while the address book is being restored.

Reference

- p.66 "Backing Up the Address Book"

Device Operations

This section explains how to apply Address Management Tool settings to a device, and how to reload Address Management Tool with data obtained from a device.

Applying Address Management Tool Settings to a Device

Use the following procedure to send the data edited with Address Management Tool to a device and update the device's settings.

1. **Start Address Management Tool.**
2. **Change the device's settings as necessary.**
3. **On the [Edit] menu, click [Apply Settings].**

Note

- Depending on the device, you might not be able to use a device while the Address Management Tool settings are being transmitted.
- If an error occurs while performing these settings, refer to p.129 "FAQ (Frequently Asked Questions)".

Reloading Address Book Data from a Device

Use this procedure to update the Address Management Tool list by reloading Address Management Tool with data obtained from a device.

1. **Start Address Management Tool.**
2. **On the [View] menu, click [Reload List].**

   Note that if Address Management Tool was used to make changes to the earlier data, a confirmation message will appear. Follow the instructions contained in the message.

5. User Information Management

This chapter explains how to manage user information using SmartDeviceMonitor for Admin (Accounting Report Package). With User Management Tool, you can confirm the number of sheets printed by individual users and restrict user access.

Viewing the Number of Sheets Printed by Users

This section explains how to view the number of sheets printed by each user.

By using User Management Tool, you can reset the number of sheets printed, configure print volume limits, and export a file containing the print volume information.

Starting User Management Tool

1. **Open the searched device list or the window of the group containing the device whose per-user print figures you want to view.**
2. **On the list, select the device whose per-user print figures you want to view.**
3. **On the [Tools] menu, click [User Management Tool].**

   The [Enter Authentication Information] screen appears.
4. **Enter the device's user name and password, and then click [OK].**

   User Management Tool starts.

Note

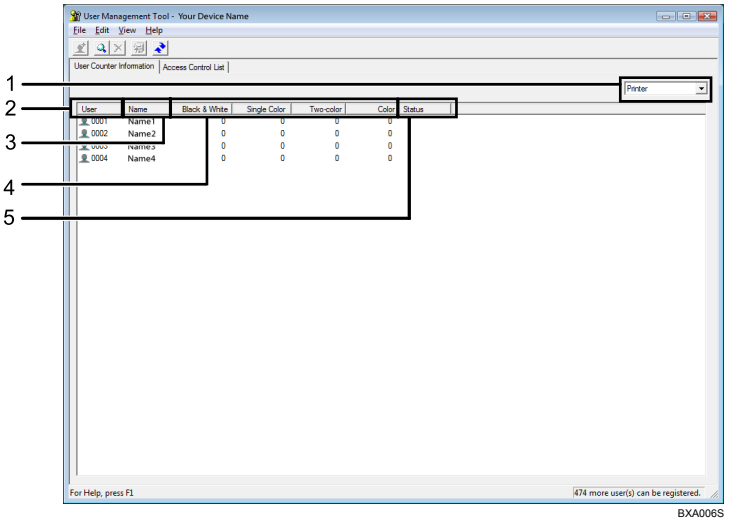
- Depending on the device, the authentication method may differ.

Displaying Print Figures per User

Use the following procedure to display the print figures per user (number of sheets printed by each user).

1. **Start User Management Tool.**
2. **Click the [User Counter Information] tab.**
3. **In the drop-down list in the upper-right corner of the screen, select an item to view its per-user print figures.**

   The selected items are displayed per user.



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	Item	Explanation
1	Displayed item	In the drop-down list, select which function to display the number of sheets printed for. For devices where a print volume limit can be configured, select [Print Volume Use Limitation] to display the usage and maximum number of pages for each user.
2	User	Shows the user codes and login user names that are registered to the device. **Note** • Depending on the device's authentication method, the display might differ.
3	Name	User name registered to the device. These names are also contained in the device's address book.
4	Counters for various functions	Displays the number of sheets to be printed, print volume, and other information for devices and functions specified in the drop-down list. **Note** • Depending on the device, these items might differ.

	Item	Explanation
5	Status	Displays the results of operations performed on device information through User Management Tool. To apply a setting, send the setting information to the target device. **Reference** • p.82 "Applying User Management Tool Settings to a Device"

Resetting the Number of Pages Printed to 0

Use the following procedure to reset the number of pages printed under each user to 0.

The following counters can be reset:

- Output (Copy/Printed Fax/Printer) counters
- Sent Fax counters
- Scanner counters
- Print volume (when print volume limits are specified)

Limitation

- Some devices do not support this function. For details about a specific device, see the documentation for that device.
- To protect user information, some devices require user authentication for user information registration. For this authentication, use an administrator account with appropriate privileges. For details about administrator privileges, see p.79 "Functions Available to Each Administrator".
- You cannot reset the print volume for "Other" users.

1. **Start User Management Tool.**
2. **Click the [User Counter Information] tab.**
3. **Select the user whose counter(s) you want to reset.**

   If you want to select several users at a time, click on the users while pressing the SHIFT key or CTRL key.
4. **On the [Edit] menu, click [Reset User Counters/Volume Use per User].**
5. **Select the check box of the items you want to reset, and then click [OK].**
6. **In the confirmation message that appears, click [OK].**

   The counter or print volume is reset to 0, and "Modified" is displayed under [Status].
7. **On the [Edit] menu, click [Apply Settings].**

   The changes will be reflected to the device.

Configuring the Print Volume by User

For devices that specify print volume limits, an option to configure the print volume and set a maximum number of pages for individual users is also available. The following procedure explains how to configure this setting.

Limitation

- Some devices do not support this function. For details about a specific device, see the documentation for that device.
- To protect user information, some devices require user authentication for user information registration. For this authentication, use an administrator account with appropriate privileges. For details about administrator privileges, see p.79 "Functions Available to Each Administrator".
- You cannot set the print-volume upper limit for “Other” users.

1. **Start User Management Tool.**
2. **Click the [User Counter Information] tab.**
3. **In the drop-down list in the upper-right corner of the screen, select [Print Volume Use Limitation].**
4. **Select the user whose print volume you want to limit.**

   To select several users at once, click on the user names while pressing the SHIFT key or the CTRL key.
5. **On the [Edit] menu, click [Volume Use Limitation per User Settings].**
6. **For the selected user, specify whether to configure print volume limits. If the configuration is necessary, specify it.**

   For the limit, specify a value from 0 to 999,999. A value of "0" means the user cannot print.
7. **Click [OK].**
8. **On the [Edit] menu, click [Apply Settings].**

   The changes will be applied to the device.

Note

- Print volume is calculated by multiplying the number of pages by a unit value. Unit values are set on the device and page counts are weighted according to the print settings. For details about unit value settings for a specific device, see the documentation for that device.

Exporting Print Figures

Use the following procedure to export a device's per-user print figures as a CSV file.

Note

- In addition to the print figures displayed on the [User Counter Information] tab, the counter figures for two sizes of paper (short and long) are also saved.

Exporting a default format CSV file

1. Start User Management Tool.
2. Click the [User Counter Information] tab.
3. On the [File] menu, click [Export User Statistics List].
4. Specify a location and name for the CSV file, and then click [Save].

Exporting an edited CSV file format

1. Start User Management Tool.
2. Click the [User Counter Information] tab.
3. From the [File] menu, click the [Edit CSV File Format of the User Statistics List].
4. In the list, click the counter you want to export.
5. Click [OK].
6. From [File] menu, click [Export User Statistics List].
7. Specify the save location and file name, and then click [Save].

Reference

- p.111 "User Statistics List CSV File Formats"

Configuring User Settings for Devices

You can configure user settings on a per-device basis. By configuring user settings, you can restrict users' device usage, and you can save the user settings to a file.

Note

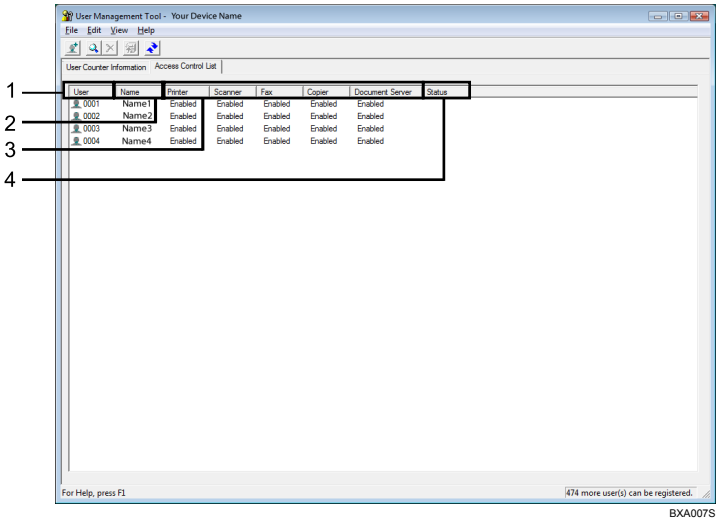
- Depending on the device, when you set user information, you might need to perform authentication to access protected user information. For details about which menu items are available to each type of administrator, see p.79 "Functions Available to Each Administrator".
- Depending on the device, the authentication method might differ.

Displaying Access Control by User

Use the following procedure to display the functions available to each registered user of a device.

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**

   The access control information for each user is displayed.



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	Item	Explanation
1	User	Shows the user codes and login user names that are registered to the device. **Note** • Whether user codes or login user names are displayed depends on the device's authentication method.
2	Name	Shows user names registered to the device. These names are also contained in the device's address book.
3	Supported functions	Shows the functions a user can use. Only functions that are available on a device will be displayed.
4	Status	Shows any changes made to information obtained from the device through User Management Tool. To make the change valid, apply the User Management Tool settings to the device. **Reference** • For details, see p.82 "Applying User Management Tool Settings to a Device".

Reference

- p.76 "Searching for a User"

Adding a User

Use the following procedure to register new users for devices and restrict the user's usage of those devices.

Note

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**
3. **On the [Edit] menu, click [Add New User].**
4. **In the [Create User] screen, enter [User Code] / [User Name] and [Name].**

   Note

   - If the device performs user authentication, the [Change] button appears. Click the button to change the password if necessary.

Reference

- For details about the type and maximum number of characters you can enter, see the device's operating instructions.

5. **Click [OK].**

   The user is added and the icon appears.

6. **On the [Edit] menu, click [Apply Settings] to apply the changes to the device.**

Reference

- p.77 "Restricting user access to a device"

Deleting a User

Use the following procedure to delete a user registered on the device.

Note

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**
3. **Select the user(s) you want to delete.**

   Note

   - To delete multiple users, select them while holding down the SHIFT or CTRL key.

4. **On the [Edit] menu, click [Delete User].**

   The icon changes to , and the user is ready to be deleted.

   Note

   - To undo a deletion: on the [Edit] menu, click [Delete User] again.

5. **On the [Edit] menu, click [Apply Settings] to apply the changed information to the device.**

Searching for a User

Use the following procedure to search for users.

1. **Start User Management Tool.**
2. **Click the tab to be searched.**
3. **On the [Edit] menu, click [Find User].**

4. **Enter a character string (e.g. the user's initials), and then click [Find Next].**

   The selected characters are searched for in the [User] and [Name] fields.

Setting/Changing Available Functions

If usage restrictions are set for a device, users must be authenticated. Users must enter a user code or a login user name that has the permissions necessary for accessing the device's functions.

Restricting user access to a device

Use the following procedure to specify access restrictions for each of a device's functions.

Note

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

1. **Start User Management Tool.**
2. **On the [Edit] menu, click [Restrict Access To Device].**
3. **To restrict access, select the check box for a function in the [Restrict Access To Device] screen. To permit access, clear the check box.**

   Limitation

   - When the [Automatically add user codes] check box is selected, unregistered user codes are added automatically when jobs are submitted under those codes.
   - Depending on the device, this function might not be displayed.
   - When access to the printer function is restricted, the settings for adding user codes automatically are disabled.
4. **Click [OK].**
5. **In the confirmation message that appears, click [Yes].**

   The settings are applied to the device.

Reference

- p.82 "Registering User Codes Automatically"

Changing user information and available functions

Use the following procedure to change the user information that follows and to display or change the functions that are available to each user.

- User code
- Login user name and password for authentication

- User name registered in the device's address book

Limitation

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

Note

- To restrict access to a function on a per-user basis, you must first specify the function for restriction. For details about how to specify a function for restriction, see p.77 "Restricting user access to a device".

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**
3. **Select the user whose information you want to change. On the [Edit] menu, click [User Properties] or double-click the user.**
4. **Change the settings.**

   Note

   - To permit use of a function, select the function's check box in the [Assign access privileges] group. To deny use, clear the function's check box.
   - Access cannot be set for functions whose check boxes appear dimmed.

   Reference

   - For details about the type and maximum number of characters that you can enter for the user code/user name and name, see the device's operating instructions.
5. **Click [OK].**

   The icon changes to to show the information has changed.
6. **On the [Edit] menu, click [Apply Settings] to apply the changed information to the device.**

Exporting User Information to a File

The user code/user name and name shown on the [Access Control List] tab is saved as a CSV file.

Note

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**
3. **On the [File] menu, click [Export User Information].**
4. **Specify a folder and name for the file, and then click [Save].**

Reference

- p.112 "User Information CSV File Format"

Registering user information using an imported CSV file

Use the following procedure to register a user code and user name using an exported CSV file.

Reference

- For details about the CSV file format to be used, see p.111 "CSV Format Reference".

Note

- Depending on the device, when you set user information, you might need to perform authentication to access protected user information.

1. **Start User Management Tool.**
2. **Click the [Access Control List] tab.**
3. **On the [File] menu, click [Import User Information].**
4. **Specify the file to be imported, and then click [Open].**

   Note

   - The imported information is added to the displayed information.
   - If the registered user's information is imported, the information is overwritten.
5. **On the [Edit] menu, click [Apply Settings] to apply the changed information to the device.**

Functions Available to Each Administrator

Whenever you specify user information for a device that supports User Authentication Management / Administrator Authentication Management, user authentication will be performed and the menu items will be limited to protect the user information.

The following table shows you which items are available to which type of administrator.

Note

- If the device administrator and user administrator are the same, all menu items will be available.

[User Counter Information] Tab

Menu	Command	Device Administrator	User Administrator
File	Export User Statistics List	OK	OK
	Edit CSV File Format of the User Statistics List	OK	OK
	Open CSV File with Program...	OK	OK
	Exit	OK	OK
Edit	Restrict Access To Device	OK*1	OK*2
	Reset User Counters/Volume Use per User	OK*3	OK*3
	Volume Use Limitation per User Settings	OK*3	OK*3
	Find User	OK	OK
	Apply Settings	OK	OK
	Select All	OK	OK
View	User Counter Information	OK	OK
	Access Control List	OK	OK
	Reload List	OK	OK
Help	Contents and Index	OK	OK
	About...	OK	OK

*1 Configurable only when [User Code Authentication] or [Off] is set for user authentication management.

*2 Viewable only when [User Code Authentication] or [Off] is set for user authentication management.

*3 Availability depends on the device model. For details, see the instructions supplied with the device.

[Access Control List] Tab

Menu	Command	Device Administrator	User Administrator
File	Open CSV File with Program...	OK	OK
	Export User Information	N/A	OK
	Import User Information	N/A	OK
	Exit	OK	OK
Edit	Restrict Access To Device	OK*1	OK*2
	Find User	OK	OK
	Add New User	N/A	OK
	Delete User	N/A	OK
	User Properties	OK*3	OK
	Apply Settings	OK	OK
	Select All	OK	OK
View	User Counter Information	OK	OK
	Access Control List	OK	OK
	Reload List	OK	OK
Help	Contents and Index	OK	OK
	About...	OK	OK

*1 Configurable only when [User Code Authentication] or [Off] is set for user code authentication.

*2 Viewable only when [User Code Authentication] or [Off] is set for user code authentication.

*3 Viewable, but not configurable.

Device Operations

This section explains how to apply settings specified in User Management Tool to a device, update User Management Tool settings using information obtained directly from a device, and register users automatically when they submit print jobs.

Applying User Management Tool Settings to a Device

Use the following procedure to change a device's settings using the settings specified on the [User Counter Information] and [Access Control List] tabs.

Note

- The settings on both tabs are applied, regardless of which tab is currently selected.

1. **Start User Management Tool.**
2. **Change the settings.**
3. **On the [Edit] menu, click [Apply Settings].**

   Items in the [Status] column disappear and the icon changes to .

Updating Device Information

Use the following procedure to update the [User Counter Information] tab and the [Access Control List] tab with the latest information directly from the device.

1. **Start User Management Tool.**
2. **On the [View] menu, click [Reload List].**

   Note

   - If you make changes to information received from the device using User Management Tool, a confirmation message will appear. Follow the instructions contained in the confirmation message.

Registering User Codes Automatically

Use the following procedure to configure automatic registration of user codes.

(If a print job is submitted under an unregistered user code, that user code will be automatically registered.)

Limitation

- If access to the printer function is restricted, user codes cannot be registered automatically.

1. **Start User Management Tool.**

2. **On the [Edit] menu, click [Restrict Access To Device].**
3. **Select the [Automatically add user codes] check box. If you do not want to use this function, clear the check box.**
4. **Click [OK].**
5. **In the confirmation message that appears, click [Yes].**

   The setting is applied.

Reference

- p.77 "Restricting user access to a device"

6. Using Accounting Report Tool

With Accounting Report Tool, you can collect information such as the number of pages printed per-device and create a report. Also, if you create reports using the conversion rate configurations for each device, device usage levels can be utilized for intracompany transfers. You cannot use this function with SmartDeviceMonitor for Admin.

About Accounting Report Tool

This section explains how to start the Accounting Report Tool application, and introduces the elements of its main screen.

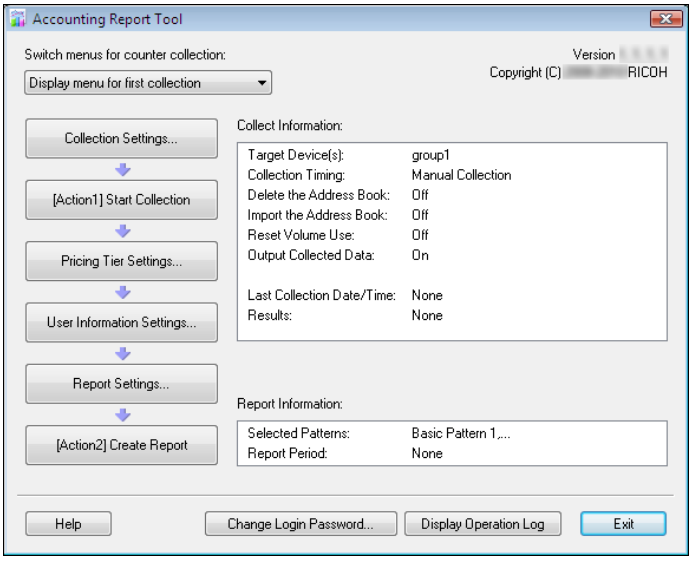
Starting Accounting Report Tool

1. **On the [Tools] menu, click [Accounting Report Tool].**
2. **Enter the Accounting Report Tool password, and then click [OK].**

   Note

   - Enter the password set during the installation.

   Accounting Report Tool starts.



Changing the authentication password

Use the following procedure to change the authentication password set during the installation of Accounting Report Tool.

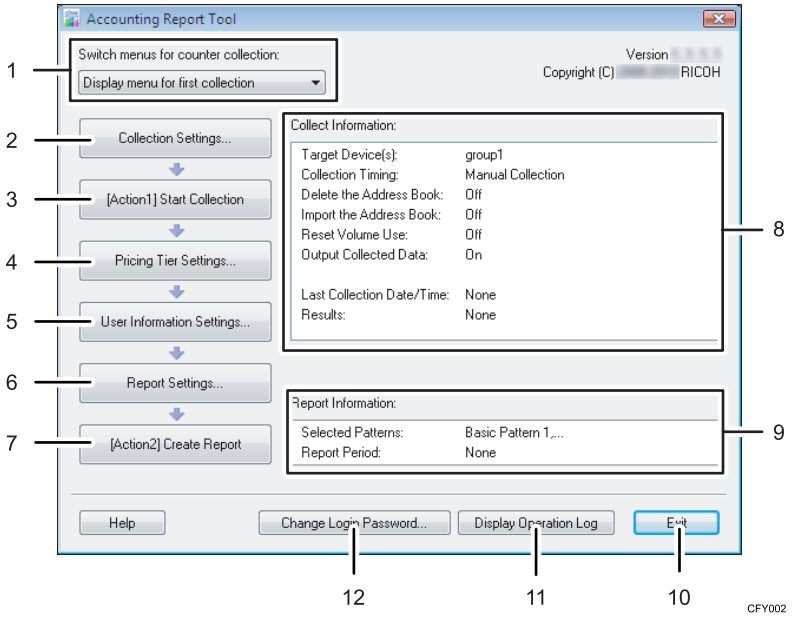
1. Start Accounting Report Tool.
2. Click [Change Login Password...] on the [Accounting Report Tool] screen.
3. Enter the current and new passwords, and then click [OK].

Data Collection

This section explains how to collect counter information with Accounting Report Tool. By setting the collection timer, you can periodically perform data collection. Also, if you prepare an address book in CSV format, you can import the address book information into the device when data is collected.

Accounting Report Tool Screen

When the Accounting Report Tool starts, the following screen appears. You can change settings and perform data collection following the screen.



	Item	Explanation
1	Switch menus for counter collection	Changes the menu based on the item selected in the drop-down list.
2	Collection Settings...	Displays the Collection Settings screen and allows you to specify which devices to collect data from and configure their processing settings of those devices.
3	[Action1] Start Collection	Performs data collection.
4	Pricing Tier Settings...	Displays the Pricing Tier Settings screen and allows you to specify the conversion rates.

	Item	Explanation
5	User Information Settings...	Displays the User Information Settings screen and allows you to specify department settings, departments for users, and the conversion table.
6	Report Settings...	Displays the Report Settings screen and allows you to specify the settings such as count patterns and the save destination.
7	[Action2] Create Report	Generates the [Action2] report.
8	Collect Information:	Displays information about the devices from which data will be collected and the timing of the collection.
9	Report Information:	Displays information about report creation, such as the specified count patterns and the report period.
10	Exit	Closes Accounting Report Tool.
11	Display Operation Log	Displays the operation log in plain text format.
12	Change Login Password...	Displays the Password Setting screen and allows you to change the login password used entered at startup.

Changing the Menu Display

You can specify which settings are displayed when you select an item on the menu.

Specifying which settings are displayed simplifies procedures, since only settings that are relevant to the procedure you want to perform will be displayed.

1. **Start Accounting Report Tool.**
2. **Select an item in the [Switch menus for counter collection:] drop-down list.**

The settings displayed for each menu item are summarized in the following table.

Display menu	Purpose	Setting item
Display menu for first collection	For collecting data and creating a report the first time that you collect data, or when you collect data after making large changes to the settings.	Collection Settings, Start Collection, Pricing Tier Settings, User Information Settings, Report Settings, Create Report

Display menu	Purpose	Setting item
Display menu for manual collection	For collecting data and creating a report when you have not changed the settings since the previous collection.	Start Collection, Create Report
Associate user	For collecting data and creating a report when you have changed only the department or user information, such as an increasing number of users for accounting.	Start Collection, User Information Settings, Create Report
Add device	For collecting data and creating a report when you have changed only the devices for accounting or the processing settings.	Collection Settings, Start Collection, Create Report
Change report setting	For collecting data and creating a report when you have changed only the accounting patterns or the save destination.	Report Settings, Create Report
Change pricing tiers	For creating a report using a different conversion rate configuration with previously collected data.	Pricing Tier Settings, Create Report
Change counter collection schedule	For changing the collection schedule for periodic collection. Data will be collected according to the new schedule.	Collection Settings
Add/delete address book data	For changing the settings for address book deletion and registration. Data collection will not be performed.	Collection Settings

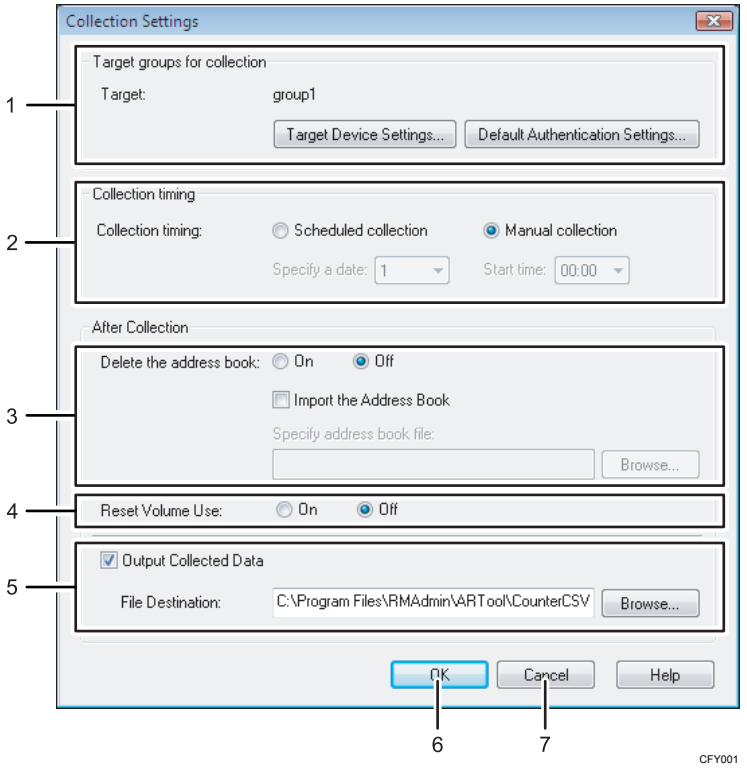
Note

- The first time you use Accounting Report Tool, [Display menu for first collection] is selected by default. From then on, the item selected last will be displayed.

Configuring the Data Collection Method

The following table explains the data collection method settings.

1. **Start Accounting Report Tool.**
2. **In the [Accounting Report Tool] screen, click [Collection Settings...].**



	Setting	Explanation
1	Target groups for collection	Displays the device groups that are set for data collection. • Collection Target Device Settings Set the devices or groups that data will be collected for. **Reference** • For details, see p.92 "Specifying the devices and groups whose data is to be collected". • Default Device Authentication Settings Set the default account to use for accessing devices. **Limitation** • The user name and password can contain up to 128 characters. **Note** • If multiple devices or groups are set, "..." is displayed after the first group in the list.
2	Collection timing	Specify whether data collection is performed routinely (on a periodic basis) or manually (immediately). **Reference** • For details, see p.95 "Performing Data Collection"
3	Delete the address book: *1	After data collection, specify whether to delete the address book. You can also specify whether to import additional address books. **Reference** • For details, see p.95 "Importing an address book from a CSV file to the devices".
4	Reset Volume Use: *1	After data collection, specify whether to reset the print volume counter for each user. **Limitation** • Available only for devices that can configure print volume limits.

	Setting	Explanation
5	Output Collected Data	Specify whether to save the collected data as a CSV file. **Reference** • For details, see p.119 "CSV File Format for Data Collected by Accounting Report Tool".
6	OK	Applies changes made to settings and then displays the main screen.
7	Cancel	Return to the main screen without applying the settings.

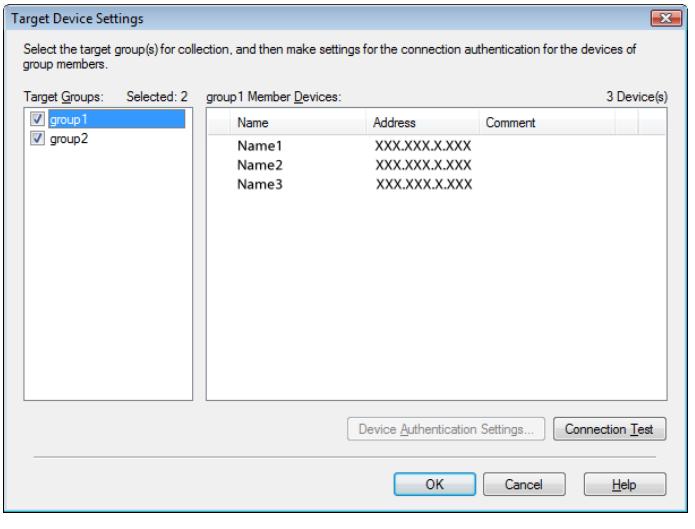
*1 [Delete the address book:] and [Reset Volume Use:] cannot be set at the same time.

Specifying the devices and groups whose data is to be collected

Use the following procedure to specify the devices and groups whose data is collected. Also, you can set the device's authentication information.

6

1. **Start Accounting Report Tool.**
2. **Click [Collection Settings].**
3. **Click [Target Device Settings...].**



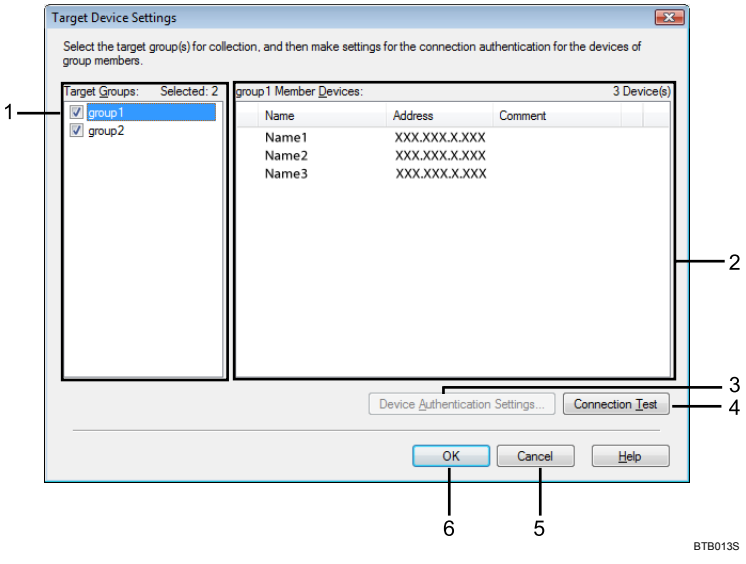
4. **Select a group that has target devices registered to it, and then select the target devices from the device list.**
5. **Click [Device Authentication Settings...].**

6. **Configure the authentication information for the devices, and then click [OK].**

Limitation

- The user name and password can contain up to 128 characters.

7. **On the [Target Device Settings] screen, click [OK].**



	Item	Explanation
1	Target Groups:	Displays the groups whose devices are specified for collection. Selecting a group's check box sets the devices in the group as a target for data collection.
2	group1 Member Device(s):	Displays the devices registered to the group that is selected (highlighted) in [Target Groups:].

	Item	Explanation
3	Device Authentication Settings...	Displays the Device Authentication Settings screen where you can configure the authentication details for the devices selected in the device list. The icon appears after setting. If you select [Individual Device Authentication] in authentication information, you can set the following items: • [User Name] • [Password] or [NIC Password] If you select [Use default authentication] in authentication information, the information set on the Default Device Authentication Settings screen will be used. **Limitation** • The maximum length for [User Name], [Password], and [NIC Password] is 128 characters. **Reference** • For details about default device authentication, see p.90 "Configuring the Data Collection Method".
4	Connection Test	Confirm authentication for the devices selected in the device list. The following icons are displayed at the end of the device list: : Authentication succeeded : Authentication failed **Note** • When performing the connection test, select devices in the device list, and then click [Connection Test]. If you click this without selecting any devices, a connection test will be performed on all the devices in the list.
5	Cancel	Closes the dialog box without applying changes made to the settings.
6	OK	Applies the changes made to the settings and then closes the dialog box.

Importing an address book from a CSV file to the devices

Using an address book CSV file, you can import address data into the specified devices all at once. This function is useful for importing one set of address data into all devices in a group. Also, if you specify a collection time, the address book will be automatically imported at that time.

- Import to new devices

  Import a prepared device's address book to new devices.

- Replacement import

  Delete the original address book and import a prepared address book.

Note

- Create the CSV file that you will import in the same format as an address CSV file exported using Address Management Tool.

1. **Start Accounting Report Tool.**
2. **Click [Collection Settings].**
3. **Select the [Import the address book] check box in the [After Collection] area.**
4. **Click [Browse...] to specify the device whose address book you want to import.**

   Note

   - Select the [On] check box in the [Delete the Address Book:] area to import the address book after deleting the current one.
   - To delete the original address book, select the [On] check box in the [Delete the Address Book] area. Click [Browse...], and then specify the empty CSV file (ClearAddressBook.csv) located in "Program Files\RMAdmin\ARTool\AddressBook".

5. **Click [OK].**
6. **The address book of the specified device will be imported to the target device when the next data collection is performed.**

   Note

   - You might not be able to use the device while the address book CSV file is being transmitted.

   Reference

   - p.95 "Performing Data Collection"
   - p.63 "Exporting Address Book Information to a CSV File"

Performing Data Collection

Use the following procedure to generate a report based on specified conditions.

- Specified time collection

Automatically collect data at a specified time.

- Immediate collection

  Collect data manually.

Limitation

- Before performing manual collection, check the date of the last data collection.
- For the data collection to be performed at a specified time, either SmartDeviceMonitor for Admin Accounting Report Package or the Accounting Report Tool must be running. If neither is running, data collection will not be performed.

Use the following procedure to collect data manually.

1. **Start Accounting Report Tool.**
2. **Click [[Action1] Start Collection].**
3. **In the confirmation message that appears, click [Yes].**

   Data collection will be performed according to the data collection settings specified for the device.
4. **Click [Retry Only Failed Device(s)] or [Finish].**

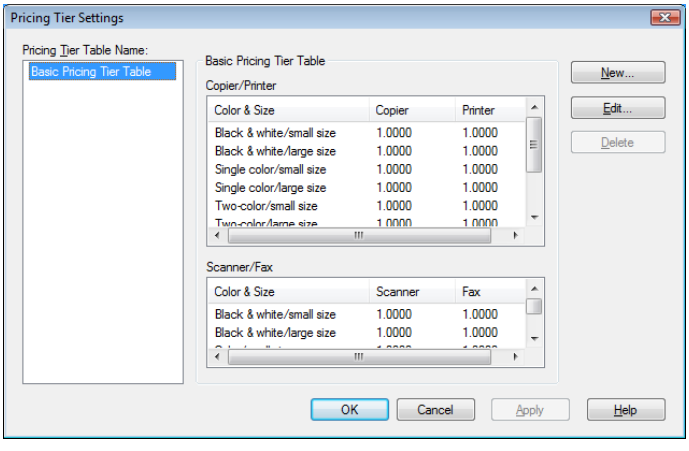
Report Creation

This section explains how to output the data collected from devices as a per-user accounting report. You create a report by configuring conversion rates and user information, and then selecting report conditions (collection patterns).

Specifying the Conversion Rate

A conversion rate is the relative cost for one sheet of paper for copying/printing and scanning/faxing operations. By setting different values for different page sizes and color settings for printing, scanning, etc., reports can be utilized for intracompany transfers.

1. **Start the Accounting Report Tool.**
2. **Click [Pricing Tier Settings...].**



3. **Click [New...] in the [Pricing Tier Settings] screen. To change the pre-specified conversion rate, select the target from [Pricing Tier Table Name], and then click [Edit...].**

Limitation

- You can register up to 20 conversion rates.

4. **Enter a display name for the conversion rate in the [New Pricing Tier Table] screen.**

Limitation

- The display name for a conversion rate can contain up to 50 characters.
- The display name cannot consist of only spaces or tabs, or contain the following characters:
  -] [, "
  - Spaces or tabs only
- Any spaces or tabs at the beginning or end of the display name will be deleted.

5. **Enter the conversion rate.**

   Limitation

   - A conversion rate can consist of only numbers and a single period (.).
   - You can enter up to five digits before the decimal point and up to four digits after.

   Note

   - If you enter a value in [Input batch pricing tiers:] and then click [Apply], the entered value will be displayed for all the conversion rate items.
   - If you click [Restore Defaults], the value for all the conversion rates will be set to "1.0000".

6. **Click [OK] in the [Pricing Tier Settings] screen, and then click [OK].**

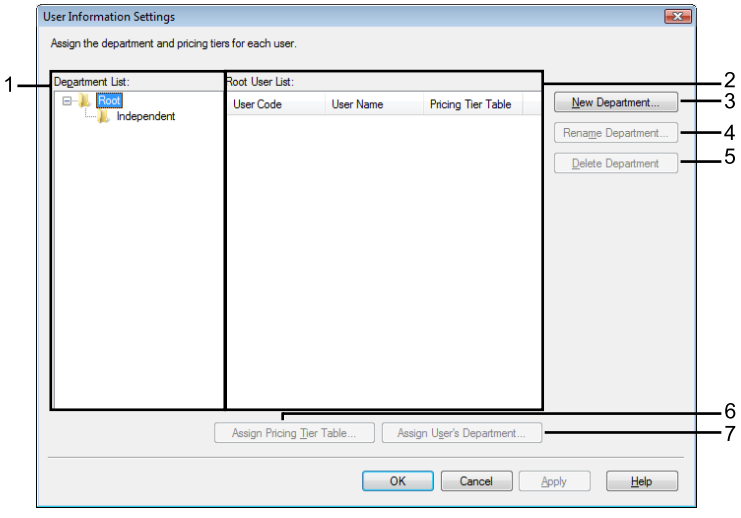
Deleting a conversion rate

Use the following procedure to delete a conversion rate.

1. **Start Accounting Report Tool.**
2. **Click [Pricing Tier Settings...].**
3. **On the [Pricing Tier Settings] screen in [Pricing Tier Table Name:], select the conversion rates that you want to delete.**
4. **Click [Delete].**
5. **In the confirmation message that appears, click [Yes].**

Setting User Information

You can select users or departments to be the target of a report. On this screen, you can create departments, change department names, and configure conversion rates.



	Item	Explanation
1	Department List:	Displays the departments that are set for a device as a tree diagram. **Note** • The "Root" and "Independent" departments are set by default.
2	User List	Displays the users that are assigned to the department selected in [Department List:]. **Limitation** • Users that are not assigned to a department can be displayed by selecting "Independent". • Only "Independent" and "Other" users can be added directly beneath "Root".

	Item	Explanation

3	New Department...	Create a new department within the department selected in [Department List:].
		Limitation
		• Departments cannot be created within the "Independent" department.
		• You can nest departments up to 3 levels.
		• You can create up to 200 departments (including the "Root" and "Independent" departments).
		• A department name can contain up to 128 characters.
		• Department names cannot consist of only spaces or tabs, or contain the following characters:
		  • $ * % ? # ' & / | > \
		  • Spaces or tabs only
		• Any spaces or tabs at the beginning or end of a department name will be deleted.

4	Rename Department...	Change the department's name.
		Limitation
		• You cannot change the name of the "Root" or "Independent" department.
		• A department name can contain up to 128 characters.
		• Department names cannot consist of only spaces or tabs, or contain the following characters:
		  • $ * % ? # ' & / | > \
		  • Spaces or tabs only
		• Any spaces or tabs at the beginning or end of a department name will be deleted.

5	Delete Department	Delete a department. Departments that are contained in the deleted department are also deleted. **Limitation** • You cannot delete the "Root" or "Independent" department. **Note** • Users that are assigned to the deleted department are moved to "Independent".

	Item	Explanation
6	Assign Pricing Tier Table...	By selecting a department or user and clicking this button, you can display the Assign Pricing Tier Table screen. Note • If you want to select several devices at a time, click on the devices while pressing the SHIFT key or CTRL key. Select a conversion rate configuration, and then click [OK] to assign that conversion rate to a user or group. Note • The default conversion rate configuration will be assigned to users who have not been assigned a conversion rate configuration.
7	Assign User's Department...	By selecting a user and clicking this button, you can display the [Assign User's Department] screen. On the [Assign User's Department] screen, select a department other than the default "Root" department, and then click [OK] to change the department that the user belongs to. Note • Users who have not been assigned to a department are located in "Independent".

1. **Start Accounting Report Tool.**
2. **Click [User Information Settings...].**
3. **Select the department in [Department List:].**

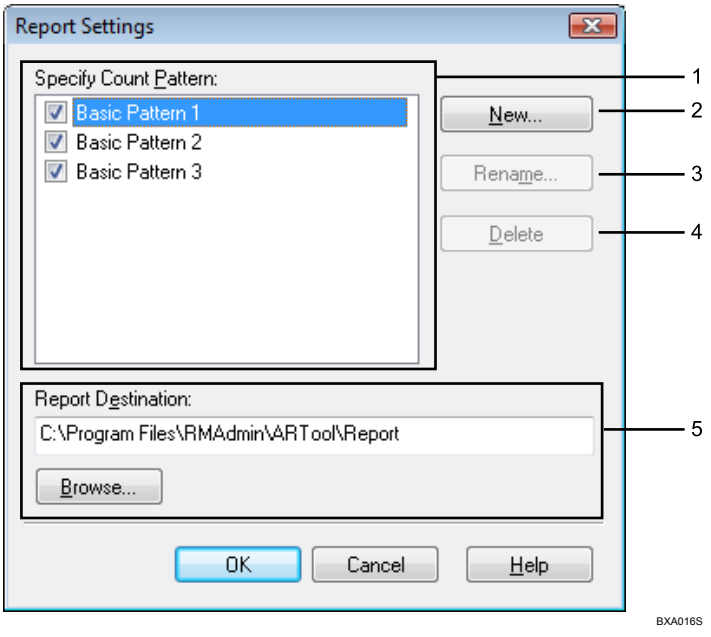
   Users registered in the selected department are displayed in the User List area. To assign conversion rate configurations on a per-user basis, select the desired users.
4. **Click [Assign Pricing Tier Table...].**
5. **Select the conversion rate, and then click [OK].**
6. **Click [Apply], and then click [OK].**

Specifying Report Conditions

Use the following procedure to specify count patterns and the save destination for accounting reports.

You can specify the format for the reports you create by selecting a count pattern.

In addition to the three pre-set patterns, you can create new count patterns.



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	Item	Explanation
1	Specify Count Pattern:	Reports can be created based on the count patterns you select. Select a count pattern from the following three pre-set patterns: • Basic Pattern 1 • Basic Pattern 2 • Basic Pattern 3 **Reference** • For details, see p.103 "Contents of reports created with the basic patterns".
2	New...	Displays the Create New Count Pattern screen. **Reference** • For details, see p.125 "Importing Count Patterns".
3	Rename...	Change the name of the count pattern. **Limitation** • The name of the basic patterns cannot be changed.

	Item	Explanation
4	Delete	Delete the count pattern. **Limitation** • The basic patterns cannot be deleted.
5	Report Destination:	Specify the location in which the account report that is generated will be saved.

1. **Start Accounting Report Tool.**
2. **Click [Report Settings...].**
3. **In the [Specify Count Pattern:] list, select the check boxes of the count patterns you require.**
4. **Specify the save destination for the reports, and then click [OK].**

Contents of reports created with the basic patterns

In Accounting Report Tool, there are three basic report patterns. The following table explains the contents of reports created using each of the patterns:

Item	Explanation
Basic Pattern 1	Per-user reports, per-department reports, and per-device reports are created for the period between the previous collection and the current collection. The report contains the following information: • Color pages and costs • Black-and-white pages and costs • Total pages and costs The number of pages counted includes counts from the copier, printer, fax, and scanner functions.
Basic Pattern 2	Select this pattern to create reports based on counter values obtained from devices during data collection. The number of pages counted includes counts from the copier, printer, fax, and scanner functions.

Item	Explanation
Basic Pattern 3	Per-user reports, per-department reports, and per-device reports are created for the period between the previous collection and the current collection. The report contains the following information: • Copied pages and costs • Printed pages and costs • Scanned pages and costs • Faxed pages and costs • Color pages and color costs • Black-and-white pages and costs • Total pages and costs

Note

- If "Total Pages" and "Total Costs" in Basic Patterns 1 or 3 exceed the following values, the corresponding cells in the summary report will appear in red.
  - Summary per User: 1,000
  - Summary per Department/Device: 10,000
- For Basic Patterns 1 and 3, the counter values collected for the current collection are applied only in the following cases:
  - Data is collected for the first time
  - Previously collected counter values have decreased
  - The address book is set to be deleted after data collection
- If current counter values cannot be collected from a device, previous counter values that were successfully collected will be used for the device.
- If user codes are identical, the data is counted as a single user, even if the user names are different. (In a report, multiple user names are separated by commas.)
- If there are multiple user names with the same user code on one device, the report uses the user name specified for the current data collection. This happens when there is a gap in the timing of data collection.

Generating Reports

Use the following procedure to generate a report.

Preparation

- To open a report, Microsoft Excel 2003 SP2 or a later version is required.

1. **Start Accounting Report Tool.**
2. **Click [[Action2] Create Report].**
3. **In the confirmation message that appears, click [Yes].**
4. **After the report has been generated, click [Finish].**

   The generated report opens in Excel. Red cells indicate values that exceed applicability.

Log Collection

You can output a log of all of the operations performed by Accounting Report Tool. The results of the operations are displayed in a list and output as a plain text file.

Displaying Operation Logs

Use the following procedure to collect and display all the logs generated by Accounting Report Tool.

1. **Start Accounting Report Tool.**
2. **On the Accounting Report Tool screen, click [Display Operation Log].**
3. **The operating log file is displayed in plain text format.**

Note

- Depending on your computer's settings, the application used to display plain text files differs.
- Some logs include error code.

The following table explains the items that appear in the operating log.

Log Display	Explanation
Accounting Report Tool has been launched.	Accounting Report Tool started normally.
Quits Accounting Report Tool.	Accounting Report Tool closed normally.
Authentication has failed.	Startup was not possible because password authentication failed. Be sure to enter a correct password.
Collection Settings have been changed.	The settings on the Collection Settings screen were updated normally.
Pricing Tier Setting(s) have been changed.	The settings on the Price Tier Setting screen were updated normally.
The User Information Settings have been changed.	The settings on the User Information Settings screen were updated normally.
Report Settings have been changed.	The settings on the Report Settings screen were updated normally.
Login password has been changed.	The authentication password for starting Accounting Report Tool was successfully changed.
Start processing counter collection.	Device data collection has started.

Log Display	Explanation
Counter collection process has completed.	Device data collection has finished.
Address Book change will not be performed because no Address Book exists on device 'xxx'.	Address book information could not be deleted or imported because you specified a device that does not contain an address book.
Cancel processing counter collection.	Device data collection was canceled.
Cannot collect counter because the counter collection has already been in process.	A second collection command was issued during data collection. Two collection operations cannot run at the same time. Wait until the current collection operation finishes, and then start the next collection operation.
Counter collection has been cancelled because the HDD memory capacity on which count DB is installed is less than xx MB.	The free space on the hard drive is insufficient for saving the collection data. Be sure to reserve sufficient free space on the hard drive.
Counter collection has been cancelled because the free space on the HDD to write the CSV file is less than xx MB.	The free space on the hard drive is insufficient for saving the collection data. Be sure to reserve sufficient free space on the hard drive.
Cannot continue the process because the HDD memory capacity on which the database is installed is less than xx MB. Please perform the process again after increasing the free space.	The free space on the hard drive is insufficient for saving the data. Be sure to reserve sufficient free space on the hard drive.
Cannot continue the process because the free space on the HDD to write the CSV file is less than xx MB. Please perform the process again after increasing the free space.	The free space on the hard drive is insufficient for saving the data. Be sure to reserve sufficient free space on the hard drive.
Unrecoverable error has occurred, the process will be cancelled. Unable to guarantee the consistency between the next and the previously collected data.	An unrecoverable error occurred during processing. The exported data may not be consistent with the previously exported data.
Counter collection has been cancelled because of problems accessing the count DB.	Collection was cancelled because access to the database failed.

Log Display	Explanation
Target device has not been set. Cancel counter collection.	Collection was cancelled because no target devices were specified. Select which devices to collect data from.
Address book CSV file does not exist, or cannot be accessed.	Access to the address book CSV file failed, or the address book CSV file does not exist.
The format of the address book's CSV file to import is invalid.	The format of the CSV file for address book import was incorrect. For details about the format, see p.113 "Address Book CSV File Format".
No response from the device 'xxx'.	Data collection failed because there was no response from the device.
Authentication has failed for the device 'xxx'.	Data collection failed because device authentication failed. Configure the device authentication settings in Accounting Report Tool.
Failed to retrieve counter data from the device 'xxx' because counter collection is not supported.	Counter data collection failed because the device does not support the counter collection function.
Failed to retrieve counter data from the device 'xxx' because you do not have the privileges to perform counter collection.	Counter data collection failed because you do not have appropriate privileges to access the device. Ensure that the user in [Device Authentication Settings] in Accounting Report Tool is either a device administrator or a user administrator.
Failed to retrieve counter data from the device 'xxx' because it is currently in use.	Counter data collection failed because the device is currently in use. Check that the device is not in use, and then perform counter collection again.
Failed to obtain some users' counter data because duplicated user information exists on device 'xxx'.	Counter data collection failed because there are duplicate user names registered in the device. Edit the device's address book, and then perform counter collection again.
Failed to retrieve counter from the device 'xxx'.	Counter data could not be collected from the device. By selecting [Retry Only Failed Device(s)], counter data collection will be performed again.
Failed to delete address book for the device 'xxx'.	Address book data could not be deleted from the device.

Log Display	Explanation
Failed to import the address book for the device 'xxx'.	Importing an address book into a device failed. Read the address book file into Address Management Tool, check the location of any errors on the Error screen, and then edit the CSV file.
Failed to output collection data to CSV for the device 'xxx'.	The CSV file containing the collected data could not be output.
Starting to create report.	Creation of the data collection report has begun.
Creating report has completed.	Creation of the data collection report has ended.
Either the save folder cannot be accessed or it cannot be created. Creating the report will be cancelled.	The report could not be created. Ensure that the Windows user who is running the accounting application has sufficient privileges to access the save folder.
Creating report has been cancelled because of problems accessing the count DB.	Report creation has failed due to database access error.
Failed to create report for the count pattern "xxx".	The report could not be created in the count pattern specified.
To open the report file, Microsoft Excel 2003 or a later version must be installed.	Microsoft Excel 2003 or a later version is required for viewing the report.
Failed to create report because of insufficient disk space on the HDD which this product is installed on.	The report could not be created due to insufficient space on the hard disk where this product is installed. Make sure there is sufficient space, and then generate the report.
Failed to create report because of insufficient disk space on the HDD to save it on.	The report could not be created due to insufficient space on the hard disk that was specified as the location where the report is to be saved. Make sure there is sufficient space, and then generate the report.
Creating report will be cancelled because of insufficient disk space on the HDD. Ensure memory capacity is more than xx MB on the HDD on which this product is installed on before creating the report.	Creation of the report was cancelled due to insufficient space on the hard disk where this product is installed. Make sure there is sufficient space, and then generate the report.

Log Display	Explanation
Creating report will be cancelled because of insufficient disk space on the HDD. Ensure sufficient memory capacity of more than xx MB on the HDD to save it on before creating the report.	Creation of the report was cancelled due to insufficient space on the hard disk that was specified as the location where the report is to be saved. Make sure there is sufficient space, and then generate the report.
A report for output exists which exceeds the record limit for Excel. The output will be created in CSV format.	The combined number of devices and users in a report exceeds the maximum number of records (65,532) allowed by Excel. The report will be output as a CSV file instead of an Excel file.

7. Appendix

CSV Format Reference

This section explains the CSV file format.

For details about exporting CSV files, see the following:

Reference

- p.72 "Exporting Print Figures".
- p.78 "Exporting User Information to a File".
- p.63 "Exporting Address Book Information to a CSV File".

User Statistics List CSV File Formats

User Statistics Lists are exported into a CSV file in the following format:

Line Number	Contents
1	The text "#User Statistics List".
2	The text "#Format Version:1.2.3.0".
3	The text "#Date Obtained:" and the date and time that the data was exported.
4	The text "#Device Names:" and the name of the device from which the data was exported.
5	The text "#Address:" and the IP address of the device from which the data was exported.
6	(Blank)
7	The column heading for each field.
8 and above	The user statistics data for the device. One line contains the data for one user.

Limitation

- Lines 1 through 6 are constant, and are used for identification. They should not be changed. You can edit lines 8 and greater.

Note

- User Statistics Lists appear on and after the eighth row. Commas separate items.

- Use square brackets ([ ]) around user codes and user names.
- If the target device does not support a function, "-" appears.
- Only selected items will appear in CSV file format. If no items are selected, the [OK] button is grayed out.

User Information CSV File Format

This section explains the format of the device user information CSV file format. You can export user information from a device in CSV format. After you have exported the user information, you can edit it, and then import it into other devices.

Reference

- p.78 "Exporting User Information to a File".
- p.79 "Registering user information using an imported CSV file".

Line Number	Explanation
1	The text "#User Data".
2	The text "Format Version:1.1.2.0".
3	The text "#".
4	The text "#2:Enabled (Auto-color select),1:Enabled,0:Disabled".
5	(Blank)
6	The column heading for each field.
7	The code name for each field.
8 and above	The user data for the device. One line contains the data for one user.

Limitation

- Lines 1 through 7 are constant, and are used for identification. They should not be changed. You can edit lines 8 and greater.

Note

- Use square brackets ([ ]) around user codes and user names.
- For access restrictions of each function: "2" appears if function access is permitted with auto-color select, "1" appears if function access is permitted, "0" if not permitted, and "-" if the target device does not support that function.

Address Book CSV File Format

This section explains the format of the device address book CSV file format. You can export the address book from a device in CSV format. After you have exported an address book, you can edit it, and then import it into other devices. The following explains the entry information contained in the CSV file that is output by Address Management Tool.

Limitation

- Imported files cannot contain the following characters:
  - Control characters (tab, return)
  - Device-specific characters
  - Spaces, colons, double quotations marks
- If authentication is enforced by login user name and password, the password field in the exported file will be blank. Furthermore, passwords cannot be overwritten by specifying them in a CSV file and then importing that CSV file.

Reference

- p.63 "Exporting Address Book Information to a CSV File".
- p.63 "Importing address book information via CSV file".

Line Number	Explanation
1	The text "#Registration Data".
2	The text "Format Version:3.1.5.0".
3	The text "#Export Date:" and the date and time that the data was exported.
4	The text "#Device name:" and the name of the device from which the data was exported.
5	The text "#Address:" and the IP address of the device from which the data was exported.
6	The column heading for each field.
7	The code name for each field.
8 and above	The data from the device's address book. One line contains the data for one entry in the address book.

Limitation

- Lines 1 through 7 are constant, and are used for identification. They should not be changed. You can edit lines 8 and greater.

Note

- Use square brackets ([ ]) around all values.
- For devices that retrieve/register the fax device information using [Fax Destination obtain/register], the fax items remain blank. The information added to these items is not applied to the device.

Explanation of the fields for the address book CSV file

This section explains the values in certain fields of the address book CSV file. The column "Field Name" in the following table corresponds to the column headings in line 6 of the CSV file.

Note

- Depending on the device, the items that you can set may differ.
- Required items are: registration number, type, and name.

Field	Explanation
Registration No.	Specify a unique number assigned to a user that is displayed on the device's operation panel.
Type	The meaning of the letters input for Type are: • A: User • G: Group
Name	Specify a user name.
Key Display	Specify a user name displayed on the device's operation panel.
Index	Specify an index for searching.
Freq.	"Freq." specifies whether the entry is displayed on the "Freq." (frequently used) screen when browsing a device's address book from the operation panel. • 0: The entry is not shown on the "Freq." list of the device. • 1: The entry is shown of the "Freq." list of the device.
Title 1 Title 2 Title 3	Titles 1, 2, and 3 specify the titles (headings) under which an entry appears when browsing a device's address book from the operation panel. Limitation • At least one of "Freq.", "Title 1", "Title 2", and "Title 3" must have a value other than 0.
E-mail Address	Specify an e-mail address.

Field	Explanation
Use Name as	• 0: The entry will not be displayed in the address book when specifying a sender. (Destination only) • 1: The entry will be displayed in the address book when specifying a sender and when specifying a destination. (Sender and Destination) • 2: The entry will not be displayed in the address book when specifying a destination. (Sender only) • 3: The entry will not be displayed in the address book when specifying a sender or a destination. (None) • 10: The entry will not be displayed in the address book that is used when specifying a sender. • 11: The entry will be displayed in the address book that is used when specifying a sender and destination. • 12: The entry will not be displayed in the address book that is used when specifying a destination. • 13: The entry will not be displayed in the address book that is used when specifying a sender and destination.
Protect Sender	• 0: Sender protection disabled. • 1: Sender protection enabled. When the e-mail address of the sender is specified, the protection code must be entered in the Password field.
Password	Enter the password (Protection Code for Destination) used to protect destinations. For details, see the table "Authentication protection" in p.59 "Group properties".
User Code/Device Login User Name	User code is a registered user number, and enter the user code (number only).
Groups User Belongs to	Input the registration number of the group to which the user belongs. If the user belongs to multiple groups, use a slash to separate each number. For example: "[3/4/7]" means that the user belongs to groups 3, 4, and 7.
Fax Destination	Specify a fax number and IP fax address.

Field	Explanation
Line Type	Specify a line type. • 0: G3 • 1: Intercom • 2: G3-1 • 3: G3-1-Intercom • 4: G3-2 • 5: G3-2-Intercom • 6: G3-3 • 7: G3-3-Intercom • 8: G3 vacant line • 9: Intercom vacant line • 10: I-G3 • 11: I-G3-Intercom • 12: G4
International Transmission Mode	Specify international transmission mode. • 0: International transmission mode disabled. • 1: International transmission mode enabled.
Fax Header	Specify a fax header.
Label Insertion 1st Line (Selection)	Specify label insertion. • 0: Label insertion disabled. • 1: Label insertion enabled.
Label Insertion 2nd Line (String)	Specify strings used as line insertion.
Label Insertion 3rd Line (Standard Message)	Specify standard messages used as line insertion. Note • No.1 to 4 are preset.

Field	Explanation
Protect Folder	• 0: Destination folder protection disabled. • 1: Destination folder protection enabled. When a destination folder is specified for the Scan to Folder function, the protection code must be entered in the Password field. **Note** • This field is ignored if no destination folder is specified for the user.
Password Encoding	Specify a password (protect folder) encoding.
Protocol	• 0: SMB • 1: FTP • NCP (Bindery) • NCP (NDS)
Port No.	Enter a port number if "1" (FTP) is entered as the protocol. Otherwise, leave this field blank.
Server Name	Enter the name of the server holding the destination folder. Leave the field blank when the protocol is SMB or NCP.
Path	Enter the path to the destination folder. Exclude the server name from the path when the protocol is FTP. Include the server name from the path when the protocol is SMB or NCP.
User Name	Enter the user name to use to access the destination folder server.
Access Privilege to User Access Privilege to Protected Files	Specify with "Registration No. Access control". Enter "0" as the registration number to specify all. The meanings of the letters input for Access Control are as follows: • P: Read-public information only • R: Read-only • W: Edit • D: Edit/Delete • X: Full Control Use a slash to separate each letter when entering more than one.
IP-Fax Protocol	• 0: H323 • 1: SIP

Field	Explanation
IP-Fax Destination	Enter the address used for IP-Fax.
Login Password for Device	Passwords are not output. You cannot edit a password.
Password Method	Specify a password encoding.
SMTP Authentication	Specify the authentication methods to use. • 0: Do not specify • 1: Use auth. info at login • 2: Specify other auth. info
SMTP Authentication: Login User Name	Specify a login user name for SMTP authentication.
SMTP Authentication: Login Password	Login passwords are not output. You cannot edit an encrypted password.
Password Method	Specify a password encoding.
Folder Authentication	Specify the authentication methods to use. • 0: Do not specify • 1: Use auth. info at login • 2: Specify other auth. info
Folder Authentication: Login Password	Login passwords are not output. You cannot edit an encrypted password.
Password Method	Specify a password encoding.
LDAP Authentication	Specify the authentication methods to use. • 0: Do not specify • 1: Use auth. info at login • 2: Specify other auth. info
LDAP Authentication: Login User Name	Specify a login user name for LDAP authentication.
LDAP Authentication: Login Password	Passwords are not output. You cannot edit an encrypted password.

Field	Explanation
Password Method	Specify a password encoding.
Direct SMTP	• 0: Via server • 1: Not via server An e-mail address must be specified in the "E-mail Address" field for this entry for this value to be effective.

CSV File Format for Data Collected by Accounting Report Tool

The counter information that is collected when you run Accounting Report Tool can be output as a CSV file.

Reference

- p.87 "Data Collection"

The following table explains the format of the output CSV file that contains the collected data:

Line Number	Explanation
1	The text "#Counter per User Information".
2	The text "#Format Version:6.2.1.0".
3	The text "#Export Date/Time yyyy-MM-dd'T'HH:mm:ss'Z'" Contains the date and time that the data was output.
4	The column heading for each field.
5	The code name for each field. Each item is enclosed in angle brackets: '<' and '>'.
6 and above	Per-user counter information. One line contains the data for one user. Each item is enclosed in square brackets: '[' and ']'.

Status Icon List

This section explains the meanings of the status icons that are displayed on screens such as the device search screen, the group screen, and the device status details screen.

Note

- Depending on the device, detectable statuses differ and some icons might not be displayed.

System Status Icons

Icon	Explanation
Blank	Normal
	An unrecoverable error has occurred. Check the machine and contact your service representative if necessary.
	Replace/install consumables such as toner/ink.
	Network communication error. Cannot receive information.
	No response from the device.

Device Status Icons

Icon	Explanation
Blank	Normal
	An unrecoverable error has occurred. Check the device, and contact your service representative if necessary.
	Toner or other supplies need to be replaced.
	A communication error occurred, and information cannot be obtained.
	No response from the device.

Printer Status Icons

Icon	Explanation
	Online and ready to print.
	Printing.

Icon	Explanation
	Offline.
	Warming-up. Printing will start shortly.
	Energy Saver standby.
	Paper has almost run out.
	Out of paper.
	Paper misfeed.
	Toner/ink has almost run out.
	Out of toner/ink.
	A cover is open.
	The printer requires attention. Check the printer.
	Error. Check the printer.
	An unrecoverable error has occurred. Check the printer and contact your service representative if necessary.
	No response from the printer.

Scanner Status Icons

Icon	Explanation
	Ready to scan.
	Scanning.
	Energy Saver standby.
	Paper misfeed.
	The cover is open.

Icon	Explanation
	The scanner requires attention. Check the scanner.
	Error. Check the scanner.
	An unrecoverable error has occurred. Check the scanner and contact your service representative if necessary.
	No response from the scanner.

Fax Status Icons

Icon	Explanation
	Ready to transmit.
	Transmitting or scanning.
	Warming-up. Printing will start shortly.
	Energy Saver standby.
	Paper has almost run out.
	Out of paper.
	Paper misfeed.
	Paper misfeed.
	Toner/ink has almost run out.
	Out of toner/ink.
	A cover is open.
	Fax communication error.
	The fax requires attention. Check the fax.
	Unavailable due to configuration processing.

Icon	Explanation
	Error. Check the fax.
	An unrecoverable error has occurred. Check the fax and contact your service representative if necessary.
	No response from the fax.

Copier Status Icons

Icon	Explanation
	Ready to copy.
	Copying or scanning.
	Warming-up. Copying will start shortly.
	Energy Saver standby.
	Paper has almost run out.
	Out of paper.
	Paper misfeed.
	Paper misfeed.
	Toner/ink has almost run out.
	Out of toner/ink.
	A cover is open.
	The copier requires attention. Check the copier.
	Error. Check the copier.
	An unrecoverable error has occurred. Check the copier and contact your service representative if necessary.
	No response from the copier.

Input Tray Status Icons

Icon	Explanation
	Shows the amount of paper in the tray.
	Paper tray is almost empty.
	Out of paper, or the tray is not set.
	Paper misfeed.
	A cover is open.
	Other error.

Output Tray Status Icons

Icon	Explanation
Blank	Normal.
	The tray is full.
	Paper is on the output tray.
	Paper misfeed.
	A cover is open.
	Other error.

Importing Count Patterns

You can edit count patterns to use when you create accounting reports.

Important

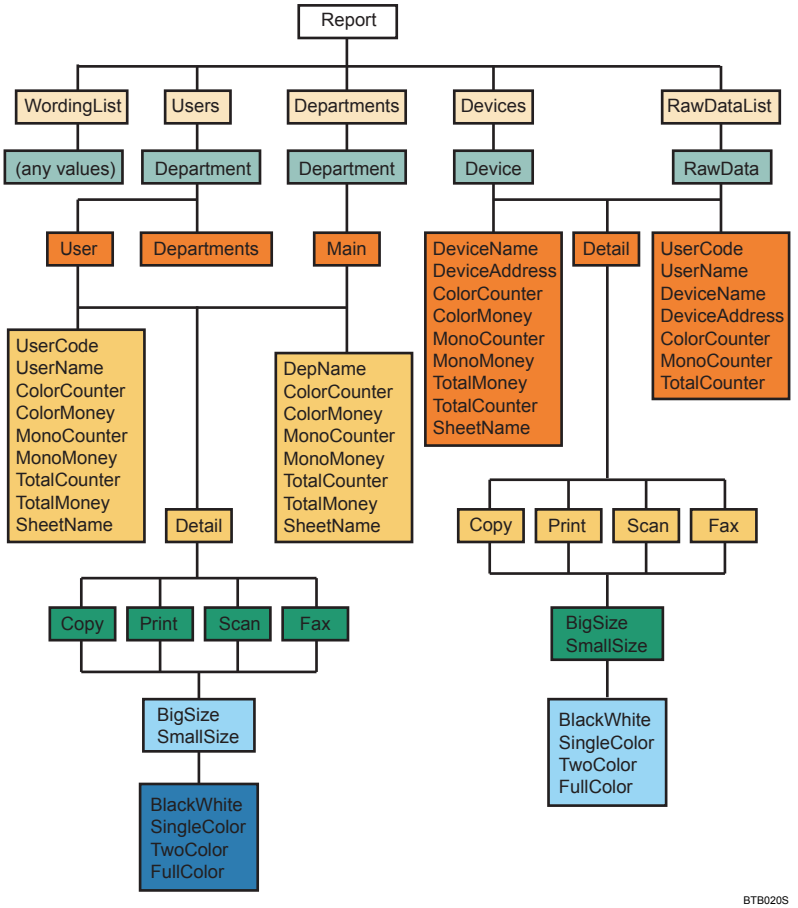
- The XSL file can be used to control Accounting Report Tool. You can import XSL files that you created. However because reports might not be generated correctly if there is an error in the file, use caution when creating your own XSL files.

1. Start Accounting Report Tool.
2. Click [Report Settings...].
3. Click [New...].
4. Enter a name in [Pattern Name].
5. Click [Browse...], select the file you want to import, and then click [Open].
6. In the [Create New Count Pattern] dialog, click [OK].

Accounting Report Elements

This section lists the editable elements of the XSL file, and includes a chart outlining the organization of those elements.

Hierarchy of elements



Element	Explanation	Attribute and Definition
Report	The root element of the accounting report.	• beginTime: Start time for report generation • endTime: End time for report generation • font: The display font for the report
WordingList	Terminology used in the standard style sheet for the tool. You do not have to refer to this tool in order to use a customized style sheet.	
Users	Contains data about users.	
Departments	Contains data about departments.	

Element	Explanation	Attribute and Definition
Devices	Contains data about devices.	
RawDataList	Contains counter data (in unprocessed form) obtained from devices.	
Department	Information about an individual department.	• name: The department name **Note** • The value of this attribute for the "Independent" department is "".
Department	Information about a department. This is a child element of the Departments element and is different from the Department element contained in the Users element.	
Device	Information about an individual device.	
RawData	User counter information divided on a per-device, per-user basis. The "money" attribute cannot be used in tags within this element.	
UserCode	User counter information.	• value: User counter value
UserName	User name information.	• value: User's name
ColorCounter	Full-color sum total.	• value: Counter value
ColorMoney	Full-color calculation result.	• value: Calculation value
MonoCounter	Monochrome sum total.	• value: Counter value
MonoMoney	Monochrome calculation result.	• value: Calculation result
TotalCounter	Total counter information.	• value: Counter value
TotalMoney	Total calculation result.	• value: Calculation result
SheetName	Output sheet name.	• value: Sheet name
User	Information for one user.	

Element	Explanation	Attribute and Definition
Main	Contains information about a department. **Limitation** • Child elements do not use the calculation attribute "price".	
DeviceName	Name of the device.	• value: The device's name
DeviceAddress	Address of the device.	• value: The device's address
DepName	Name of the department.	
Detail	Detailed counter information.	
Copy	Copy function counter information.	
Print	Printer function counter information.	
Scan	Scan function counter information.	
Fax	Fax reception counter information.	
BigSize	Large size counter information.	
SmallSize	Small size counter information.	
BlackWhite	Black-and-white counter information.	• counter: Counter value • money: Calculation result • price: Calculation rate
SingleColor	Single color counter information.	• counter: Counter value • money: Calculation result • price: Calculation rate
TwoColor	Two color counter information.	• counter: Counter value • money: Calculation result • price: Calculation rate
FullColor	Full color counter information.	• counter: Counter value • money: Calculation result • price: Calculation rate

FAQ (Frequently Asked Questions)

SmartDeviceMonitor for Admin (Accounting Report Package)

Event	Cause and Action
What is the maximum number of characters I can input for a group or device name?	Up to 47 characters. You can also use multi-byte characters, such as Japanese. However, you cannot use the following characters: " # * , / : ; < = > ? [\ ] | Note • Spaces before and after the name are deleted.
What is the maximum number of characters I can input for a comment?	Up to 31 characters. You can also use multi-byte characters, such as Japanese. However, you cannot use the following characters: , ; = [\ ] Note • Spaces before and after the name are deleted.
Is there a limit to the number of devices I can monitor at one time?	There is a limit of 1,000 devices.
Is there a limit to the number of devices that can be registered?	There is a limit of 1,000 devices.
Is there a limit to the number of devices that can be registered to a group?	There is a limit of 200 devices.
Is there a limit to the number of groups I can create?	There is a limit of 100 groups.
Devices on other networks do not appear on the device search screen.	Even if you have configured the search/monitoring conditions on the device search screen to search for devices on other networks, searching another network might not be possible due to your router settings. If you have specified IPv4 SNMPv1 as the monitoring protocol and you cannot perform a search by specifying a subnet, you might be able to search by specifying a range of IPv4 addresses.

Event	Cause and Action
Is there a limit to the number of networks or address ranges that I can specify as the search target in the search/monitor conditions on the device search screen?	If you have specified IPv4 SNMPv1 as the monitoring protocol, you can specify up to 255 sub-networks, 255 IPv4 address ranges, and you can specify the local network separately.
When I set the monitoring protocol to IPv4 SNMPv3, I cannot perform a search.	Check whether "SSL/TLS" is displayed in the security item in Web Image Monitor and enable SNMPv3.
Can I manage devices from other manufacturers that appear on the device search screen in the same way?	Printers that support PrinterMIB are displayed on the device search screen. Therefore, printers from other manufacturers are displayed. Only printers that can be accessed via SNMPv1 are displayed. Printers from other manufacturers can be monitored, but the information that can be collected from them is limited.
Some devices do not appear on the device search screen.	This problem can occur due to network congestion or the state of the device; additionally, the window display can occasionally become unstable.
I cannot add devices to a group.	Make sure that the group you are trying to add devices to is a group that you or someone else created. You cannot add devices to the device search screen.
I cannot run the low-energy mode timer setting.	Some devices do not support this function. To set the timer, make sure SmartDeviceMonitor for Admin (Accounting Report Package) is running at the time you specified, and that the group you want to set is open. If the group is closed, then the timer cannot be set.
I cannot select the [Options] button on the device's information window because it is grayed out.	The [Options] button will be unavailable if you open the device information window by any of the following methods: • Opening the device information window from the Searched device list. • Opening the device information window from the Hosts screen. • Opening the device information window by specifying an IP address.

Event	Cause and Action
When I select [Network I/F] on the device information window's [Configuration] tab, the node address appears as "00:00:00:00:00:00".	SmartDeviceMonitor for Admin (Accounting Report Package) cannot display the node address (EUI-64) of IEEE 1394 boards. You can check the node address (EUI-64) of an IEEE 1394 board by accessing the device via a Web browser. For details about accessing a device via a Web browser, see p.27 "Checking Device Status using a Web Browser".
Why does the [Authentication has failed.] message appear and Tools cannot be opened?	Check the device's login user name and password are correct. Also, on devices that support simple encryption, make sure the simple encryption setting is set to [Off] and SSL communication is enabled.
In the [Security Alert] dialog box, why does the [The Certificate Issuer for this site is untrusted or unknown.] message appear?	This message appears if you are using SSL communication and the SSL certificate of the device you are using is not installed on the Web browser. • If the certificate is installed: Click [View Certificate], and then follow the on-screen instructions. • If the certificate is installed, this message will not appear. To continue without installing the certificate: Click [Yes]. If the [The Certificate Issuer for this site is untrusted or unknown.] message reappears, click [Yes] again. The message will continue to appear until the certificate is installed.
Why do operations refused after selecting [No] in the SSL certificate authentication become available?	Whatever the device's [Ciphertext/Clear Text] setting, SSL certificate authentication is disregarded and plain text is used in communications.

Address Management Tool

Event	Cause and Action
Why does the [You do not have the privileges for this operation.] message appear and Tools cannot be opened?	To use Address Management Tool on a device where authentication functions and access rights are in operation, you must have authentication as an administrator with user administrator rights.
How do I enable SSL communication?	Address Management Tool contains no SSL settings. If SSL communication is enabled by the device, SSL communication is performed automatically. If SSL is disabled by the device, ordinary communication is performed.
In folder authentication, why is [Specify other auth. info] grayed out and not selectable?	Folder authentication information must be entered before [Specify other auth. info] can be selected in Folder authentication. If the folder authentication information is not entered, [Specify other auth. info] is not selectable.
Is there a confirmation procedure for changes to SMTP, LDAP, and folder authentication login passwords?	To prevent an incorrectly entered password being set in the authentication information, the changed login password must be entered twice to confirm it is the intended password. However, because the login password for SMTP, Folder, and LDAP Authentication is a master password that is managed externally, in Address Management Tool, it is handled as a property value according to the original policy, so password confirmation is not required.
When using CSV files saved using [Export data] on the [File] menu, why does an error occur when performing [Import Data] to a device of the same specification?	The user authentication administration settings may not have been inherited into the user code authentication. User codes can contain single-byte numbers only. Make sure all numbers are entered as single-byte numbers.

Event	Cause and Action
When I load a CSV file into in the address information management tool and import it in a device, an error message appears, even though I have not exceeded the 500 entry limit.	If you perform both "Change user registration to recipient" and "Add new user" at the same time when you load the CSV file, the combined total of the original user information and newly added users might exceed 500 entries and result in an error. Run "Change user to recipient" first, and then run "Add new user". **Note** • The preceding explanation is an example where the address book can contain up to 500 users and up to 2,000 destinations. The actual maximum number of entries differs depending on the device. • If you are registering both users and recipients, you can register up to 2,000 entries total.
Why does the [Failed to apply the settings to the device. (85:6)] message appear?	The user code or login authentication information you are trying to register is conflicting with user code or login information that has already been registered. When changing or assigning user codes or login authentication information among users, delete the corresponding user before making changes.
Why does the [Failed to apply the settings to the device. (85:27)] message appear?	If you deleted an existing user code or authentication information at login, entered a new user code or login info, and then clicked [Apply Settings], do the following: Delete the existing user code or login information, click [Apply Settings] to send the settings to the device, enter the new user code or login information, and then click [Apply Settings] again. It is also possible that the maximum number of users in a group or the number of groups that can be registered on the device has been exceeded. Do not register more than the maximum numbers. For details about maximum numbers, see the instructions/manual supplied with the device.

Event	Cause and Action
While sending settings information, if I cancel the operation and then click [Apply Settings] again, the message [The device list has been updated. Please reload list. (85:19)] appears.	Depending on the device you are using, when you cancel the operation, the data that the tool has no longer matches the data on the machine, and in order to prevent this data mismatch you are not allowed to send data again. If this is the case, on the [View] menu, click [Reload list] to acquire the data from the device again, and then apply the edited settings to the device. When you reacquire the device's information, data you are currently editing will be lost. Therefore, before clicking [Reload list], click [Export Data] on the [File] menu and save the data as a CSV file.

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