Print Control Software

USER'S GUIDE

OKI

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CONTENTS

NOTES, CAUTIONS AND WARNINGS

NOTE

A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.

CAUTION!

A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

INTRODUCTION

This Print Control software is designed for use with Oki colour printers to log printing information and to set quotas for usage of printers. It can also be used, with limited features, to track usage on black and white printers.

MAIN FEATURES

MANAGING PRINT QUOTAS

⋯⋗ For each user, or printer, you can allow or deny printing. You can also restrict this to black and white printing only.

⋯⋗ You can set upper limits (quotas) for items such as printed pages and use of consumables for each user and each printer.

⋯⋗ You can set an account for each user and each printer, allowing printing only within the limits set.

⋯⋗ These quotas can also be applied to groups of users or to groups of printers.

NOTE

Whether or not the upper limits have been exceeded is compared to the interval time set. Even if the upper limits have been exceeded, printing can continue as long as it is within the interval time set.

⋯⋗ Fees can be set by sheets, paper sizes, etc., for each printer.

ADDING UP PRINT LOGS

⋯⋗ Printed pages etc., can be added for each printer user. Main items for the print log are the date, user name, printer name, document name, colour/monochrome printed pages, paper size, Simplex/Duplex printing, etc.

NOTE

Information on document names cannot be acquired from some Windows software applications or from Macintosh.

⋯⋗ You can export print logs as csv files, which can then be read into spreadsheet software programs to create reports.

⋯⋗ A print log can be generated for print jobs sent from a client directly to a printer, bypassing the print server.

⋯⋗ Print logs are generated even when a user has cancelled his/her print jobs or paper jams have occurred.

⋯⋗ This system supports Windows/Macintosh as a print client and can be used in a mixed environment.

The principle benefit of this Print Control Software is to enable budgetary control of users and provide data for future planning of hardware requirements.

OVERVIEW

CONFIGURATION

This system is configured from the following three software packages.

OKI PRINT CONTROL

This is a management tool geared towards a system manager. It registers printers and users and sets print limits. Even when it is not running, this Print Control acquires and saves print logs at the "Set interval" time.

A PC in which this software is installed becomes the system's Server. This software should be installed onto at least one Windows 2000 PC or NT4.0 PC that will be used as the Print Control server.

NOTE

This need not be Windows2000/NT4.0 Server version. It can be Professional/Workstation version. The software should be installed on the same PC as other server applications such as file and print server.

In this document, this software package will be referred to as the "Server Software".

PRINTER DRIVER FOR OKI PRINT CONTROL

Oki printer drivers are required for use with this system. These drivers send job accounting information along with each print job, and this information is stored with the print log. Any print jobs that are printed without using such a driver will be logged as "Unregistered ID". It is possible to set the system up so that such jobs will not be printed.

NOTE

The drivers supplied with supported Oki printers are designed for use with the Print Control software and must be used for it to function correctly.

This software needs to be installed in all Print Client PCs.

OKI PRINT CONTROL CLIENT

This is the software that is used to set up the above Print Control Printer Driver. The Print Control Printer Driver will only be able to function as a specific printer driver when it has been set up by this software.

Ensure that this software is installed in the same PC as the above Print Control Printer Driver.

In this document, this software package will be referred to as the "Client Software".

PRE- INSTALLATION

SELECTING THE SERVER PC

The PC in which this software is installed becomes the System's Server. The "Server Software" acquires print logs saved in the printer and saves them at the set interval time or at the time specified.

Interval times can be set up to 24 hours; therefore, the System acquires print logs from the printer at least once each day. If the Server PC is shut down, however, the System cannot acquire information for print logs from the printer.

Therefore, the Server PC needs to be left running or at least to be set to run at a specified time each day.

USER NAME AND ACCOUNT ID.

The User Name is displayed whenever print logs are displayed. Its sole purpose is to identify who has been printing. Account ID is used for actual identification of users. The User Name does not necessarily need to be the same as Windows Login User Name.

The Account ID is the number this System uses to identify users. An Account ID has to be assigned to each user. If the same Account ID is assigned to different users, all the print jobs will be assigned to the same user when the System totals up.

Users who do not have their own Account ID will be recognized as Unregistered ID(0).

Values that are valid as Account ID are 1 through 1879048191.

All Account IDs must be set in the Server PC and all of the Client PCs.

EXAMPLES OF ASSIGNING ACCOUNT ID

To permit only some users to print

It is not necessary to assign an Account ID to each user. Assign an Account ID only to those users who are permitted to print. All other users will be identified as Unregistered ID(0). ID(0) can be inhibited.

To permit only some users to print in colour

Any Unregistered ID users can be prevented from printing, see above.

To set the print limits and collect print logs by departments

It is not necessary to assign an Account ID to each user. Assign an Account ID to each department and specify a Group Name in place of the User Name.

To set the print limits and collect print logs for each user

In this case, you do need to assign an Account ID to each individual user (ensure that you do not to assign the same Account ID to more than one!).

SETTING AN ACCOUNT ID ON A SERVER PC

Start the "Server Software" and register printers. You can set an Account ID for each printer at this time. Printers can still be added (registered) or changed after registration. Therefore, you need not necessarily set an Account ID for each printer when registering.

For further details of how to use the Server Software, please see "Using Server Software" on page 19.
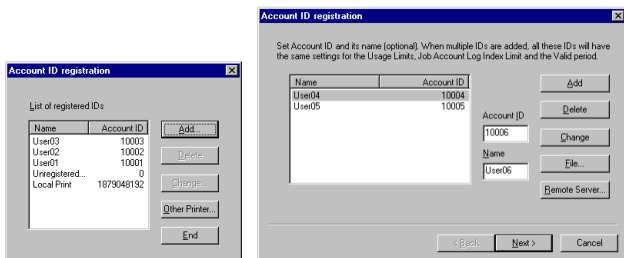
SETTING ACCOUNT ID ON CLIENT PC

Start the "Client Software" on the Client PC, and then set the Print Control Mode.

There are four Print Control Modes; Tab, Popup, Hide, and Not Supported.
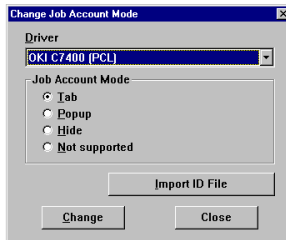
Decide which mode you wish to use as follows:

[TAB] MODE

In this mode, the tab for setting the User Name and Job Account ID will be displayed under Print Control Printer Driver Property. This setting can be made by any print user as well.
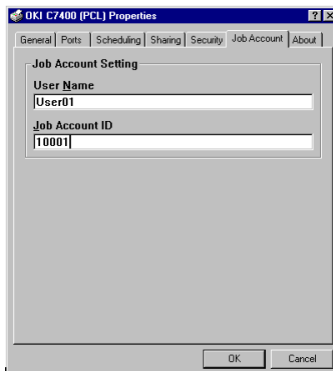
[POPUP] MODE

In this mode, the dialogue box for entering the User Name and Job Account ID will be displayed every time printing is run. A printer user enters his/her assigned User Name and Account ID to print.
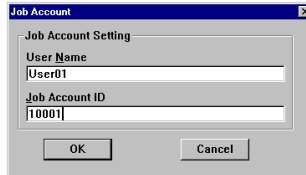
[HIDE] MODE

In this mode, a System administrator creates an ID file that describes information on all users.

Click on the [Import ID File] button in the "Client Software" on each Client PC, and then specifies this file.

Users are not required to know anything about their own Account ID.

This ID file describes the information on each and every user in one line, using the following format.

Use the extension ".csv" to save the file.

```
Login User Name,Account ID[,User Name]
        :
        :
```

Login User Name: User name entered when logging on Windows.
Account ID: Account ID corresponding to user name
User Name: User name displayed in this System.
                  This is optional. If this is unspecified, Login User Name will
                  be used as User Name.
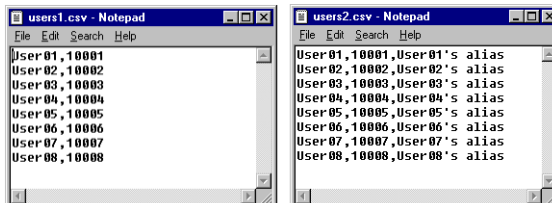
[NOT SUPPORTED] MODE

In this mode, all jobs to be printed will be recognized as Unregistered ID(0).

NOTE
Print jobs recognised as Unregistered ID, can be set so they are permitted or refused for printing, but document names will not be displayed on the print logs.

INSTALLATION

WHAT YOU WILL NEED

SERVER PC

The server Software must be run under Windows2000/WindowsXP or NT4.0 (SP5 or later), with the latest Service Packs installed. A connection to the printer which will be managed is also required, this can be a direct connection (USB or Parallel), or a network TCP/IP connection.

CLIENT PC

Client machines can run Windows95/98/Me/2000/XP/NT4.0 (SP5 or later) or Macintosh 9.0/ 9.0.4/9.1.

PRINTERS

The Utility supports these printers with any level of firmware:

OKI C7100/7300/7500
OKI C9300/9500
Oki C5100/5300
Oki B4200/4300

...and the following printers if the firmware is at these levels or later:

PRINTER	CU/FW	PU/FW
OKI C7200/7400	02.66	0A.22.21
OKI C9200/9400	08.76	01.X0.79

Additionally, page-count information can be logged for any other printer, providing that it implements RFC-1759. Most network printers implement this protocol.

NOTE
You can check the level of firmware in the printer by selecting "PRINT MENU MAP" from the INFORMATION MENU. On the Menu Map printout, you will see CU version and PU version in the top right.

SERVER PC INSTALL INSTRUCTIONS

TO INSTALL THE SERVER SOFTWARE:

Run the Setup program on your CD, and select Print Control server setup from the menu.

TO START THE SERVER SOFTWARE:

Run [Start]→[Programs]→[okidata]→[Print Control]→[Print Control].

TO GET USAGE LOGS FROM THE PRINTER:

1. Choose "Add a printer" from the Printer menu. Add a printer from which logs are to be obtained.

2. The Account ID registration dialogue appears. Add ID if necessary.

3. A dialogue appears, asking if you want to start obtaining the log. Click Yes.

For the further details of how to use the Server Software, read "Using Server Software" on page 19.

CLIENT PC INSTALL INSTRUCTIONS

Install the Print Control Printer Driver in the Client PC first, then the Client Software.

NOTE
The drivers supplied with your C7100/7300/7500/9300/9500 are designed for use with the Print Control software and must be used for it to function correctly. Drivers are supplied on the Print Control CD for use with the C7200/C7400/C9200/C9400 and these should be used in the place of the drivers provided with those printers.

TO INSTALL THE C7200/7400/9200/9400 PRINT CONTROL PRINTER DRIVER:

1. Install the Print Control Printer Driver using Add Printer Wizard.

2. Click on the "Have Disk..." button on the screen to select the printer driver, and then specify the directory among the following in your CD-ROM.

   \DRIVERS\WIN9X\PCLPCL driver for Windows95/98/Me

   \DRIVERS\WIN9X\PSPostScript driver for Windows95/98/Me

   \DRIVERS\NT40\PCLPCL driver for Windows NT4.0

   \DRIVERS\NT40\PSPostScript driver for Windows NT4.0

   \DRIVERS\WIN2000\PCLPCL driver for Windows2000

   \DRIVERS\WIN2000\PSPostScript driver for Windows2000

3. Follow the Add Printer Wizard instructions.

TO INSTALL THE CLIENT SOFTWARE:

Run the Setup program on your CD, and select Print Control client setup from the menu.

CLIENT PC INSTALL INSTRUCTIONS (MACINTOSH)

Read the ReadMe file in the Drivers folder.

UNINSTALLATION

SERVER PC UNINSTALL INSTRUCTIONS

To uninstall the Server Software, delete all printers that have been registered in the Server Software.

1.   Select a printer in the left pane of Server Software.

2.   Select Start/end log from the Printer menu.

<div style="border: 2px solid green">

NOTE

At this stage the Server Software stops acquiring print logs from the printer at the set interval time, but the printer will continue logging until deleted. Therefore, be sure to run "Delete a printer" without fail before uninstalling the Server Software.

</div>

3.   Select Delete a printer from the Printer menu.

<div style="border: 2px solid green">

NOTE

If you run Delete a printer from the Printer menu, you will be asked if you want to delete the print log for the jobs that have been printed by that printer. Even if you select "No" at this point, unless you register the printer again, the print log for those jobs cannot be referenced. If you need the log even after deletion of the printer, be sure to select Export Logs from the Log menu, then save them in the csv file before deleting the printer.

</div>

To uninstall the Server Software select:

[Start]-[Programs]-[Okidata]-[Print Control]-[Uninstall Print Control].

CLIENT PC UNINSTALL INSTRUCTIONS

Uninstall the Client Software first. Then, delete the Print Control Printer Driver if you do not need it.

To uninstall the Client Software select:

[Start]-[Programs]-[Okidata]-[Print Control Client]-[Uninstall Print Control Client].

To delete the Print Control Printer Driver:

1.   Select [Start]-[Settings]-[Printers] - Printers folder will appear.

2.   Select the printer and right-click.

3.   Select [Delete] from the menu.

USING SERVER SOFTWARE

MENU STRUCTURE

This outlines the items on the Server Software Menu. Please note that these may differ slightly between versions of software. For more details please see the on-line Help after installing the utility.

FILE

Exit   Closes the application.

PRINTER

Add a Printer...   Find a printer, and add it to the list of managed printers.

Manage multiple printers
as a group...   Create a group of printers to be managed together.

Delete a Printer/
Printer Group...   Remove a printer, or group, from the list of managed printers.

Change a printer group...   Change the group a printer belongs in.

Start/End Log   Start or stop the process of logging jobs and controlling access.

Acquire a Log   Get a log of print-jobs from the printer.

Setting the Time   Sets the current time for a printer.

Define Fees...   Define how costs will be calculated.

Properties...   Change settings for a printer.

LOG

Display Logs	Changes the display from Total to Logs.
Display Total	Changes the display to show Totals by printer, by account ID, by user or by month.
Export Report Logs	Export a log in a fixed CSV format, for use in reports.
Export Logs	Export logs in a customisable CSV format.
Export Total	Export totals by printer, account ID, user or month in a customisable CSV format.
Delete the log	Delete the selected log.
Display Details	Toggle displaying of detailed information.
Display/Export Item Settings	Select which items should be displayed or exported to CSV files.
Refresh Display	Update the displayed logs.

OPTION

Setup...	Set email configuration, directories used and closing date for logs.

HELP

|	
Server ID	Displays the Server ID of the software.
Help...	Displays detailed online help.
Version Info...	Version information.

NOTE

Some Menu items will be greyed out until you select an item in the Printer/Log tree in the left-hand window. These Menu items act on the item you have selected.

ADDING A PRINTER

To use this System, you need to register printers in the Server Software.

Check that the printers to be managed by this System are powered up and properly connected, and then register them by following the procedure below.

**1.** Select "Add a printer" from the Printer menu. The following screen will appear.
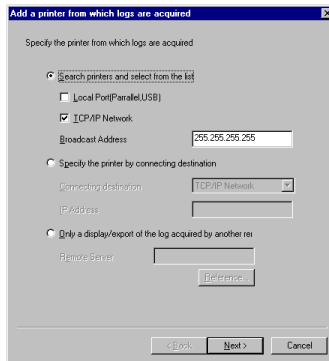
(a) To search printers, select "Search printers..." and click on the [Next] button.

(b) To specify the address directly, select "Specify the printer...." and click on the [Next] button.

2. Searching printers will prompt the following screen to appear.

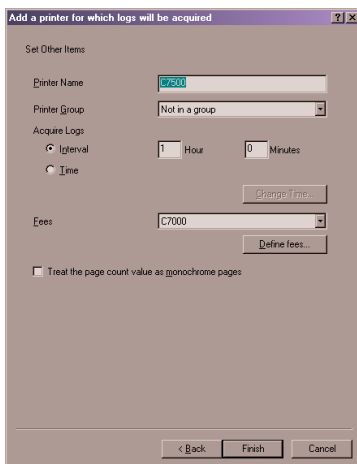<div style="border:2px solid green;">

NOTE

Only those printers supported by this System will be discovered. If no printers are found, check to see the printers being searched are not offline and are properly connected.

</div>

Select the printer you want to register from the list of printers searched and click on the Next button.
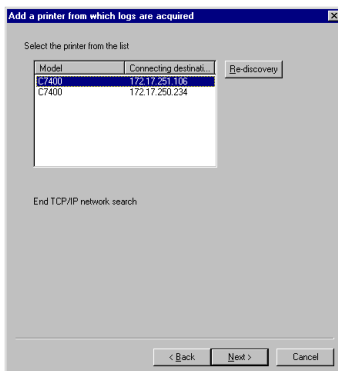
3. Choose printer settings from the following screen.

Note that the dialogue displayed for a printer which only supports page-count logging information will not include all items.

Acquire Logs

You can designate time to acquire logs by an interval or time. If this value exceeds 24 hours, it is set to 24 hours.

Fees

In the combo box, select a fee definition. Some fee settings are available with defaults, and can also be defined. For definition, refer to "How to set up fees" on page 27.

Operation at log full

You can select the operation that a printer performs when the buffer for log storing becomes full and cannot store any more logs from the combo box. There are the following three options.

Cancel the job:	Cancels the jobs once the buffer is full.
Does not acquire log:	Prints without acquiring logs once the buffer is full.
Delete old logs:	Deletes old logs and stores new logs.

Inhibit the initialization of HDD

When initialization of HDD is inhibited, you cannot initialize Flash and HDD using the operation panel. Use this to prevent the logs stored in the printer from being deleted.

Usage Limits

You can set usage limits for unregistered users (data without ID) and for local print (Print from operator panel such as menu map or file list). When "Printing not permitted" is set, users cannot change other settings.

Printing not permitted:	All printing is cancelled.
Inhibit colour printing:	Colour data printing is cancelled.

Printer Name and group

You can choose a name to be used for the printer in reports etc. If you have already defined printer groups, you can select to add this printer to one of them.

Treat the page count value as monochrome paper

This item only appears for printers which do not support detailed logging information and for which only the page count can be logged. It allows you treat each page as either colour or monochrome.

4.   Register Account ID as follows:

You can register an Account ID in the registration screen that automatically appears when adding a printer, or in the Account ID registration screen that appears when you click Register on the User tab in Properties of a printer from which logs are already acquired.

> **(a)**   Click [Add] in the Account ID registration screen.
>
> **(b)**   Add the Account ID you want to register to the list. The same settings of usage limits, limits and valid period apply to the Account ID registered here. There are methods below to add Account ID to the list. When you complete adding Account ID:
>
> **(c)**   Click [Next].
>
> **(d)**   Name: an arbitrary string (up to 80 characters, a double quote character cannot be used)
>
> **(e)**   Account ID: A value (1~999999999)

5.   Adding Account ID

Enter Account ID and a name you want to add, and click [Add]. If you skip Account ID, ID is assigned at random. If you skip the name, the Account ID is assigned as a name.

6.   Deleting Account ID

Select the Account ID that you want to delete from the list and click [Delete].

7.   Changing Account ID and a name

Select the Account ID you want to change from the list, enter the Account ID and the name, and click [Change].

8.   Importing Account ID from a file

You can use CSV files to define Account IDs.

9.   Importing a user from a remote server

(a)   Click [Remote server]. "User importing" screen appears.

(b)   From [Import source] select a remote server from which user information is acquired, and click [Add]. The user list shows acquired user names and Account ID (randomly assigned).

(c)   When you click OK, the imported user is added to the list in the original screen.

(d)   Select a user you want to delete from the list and click [Delete].

(e)   Set limits for each item and click Next.

NOTE

Check an item for which you want to set a limit, and enter a limit value. If the value of any item exceeds the limit, printing will be cancelled until the valid period that will be set in the next screen. If you do not want to set limits, click [Finish] and proceed to 11.

Printed Sheets

Set a limit on the number of printed sheets.

Fees

Set a limit on fees.

Usage Time

Set a limit on printer use time.

Staple

Set a limit on Staple use.

10. Set the validity period, i.e. for how long the limits should be in force, and click Finish. If a validity period is set, quota usage will be reset to zero once the period expires, i.e. users will again have access to their full limit.

(a) Do not specify

Select this option when you do not specify a validity period. When the value exceeds the limit, printing will be cancelled unless you increase the limit value or manually reset the Usage Status.

(b) By month

Select this option when you want to specify validity period by months. Specify the number of months and a date (10th, 20th or the end of the month).

(c) By week

Select this option when you want to specify validity periods by week. Specify the number of weeks and a day of the week.

(d) By day

Select this option when you want to specify validity period by day. Specify the number of days.

(e) Carry over unused value to the next validity period

Check this option when you want to carry over unused value within the validity period to the next validity period.

11. When the Account ID is successfully registered, the Account ID registration screen resumes. The List of registered IDs displays Account IDs that have been successfully registered.

HOW TO SET UP FEES

Clicking on the [Define fees] button will display the screen for setting up/selecting fees. Clicking on the [Add] or [Property] button will display the following screen.
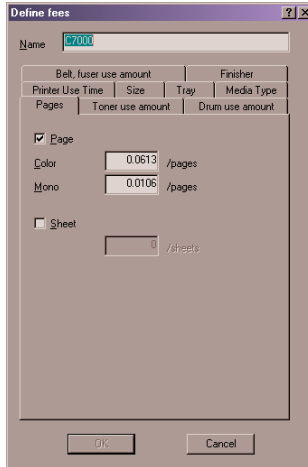

You can set fees based on any combination of: page printed, toner used, drum-count, length of use, paper sizes used, trays used, type of media, belt and fuser cost and stapler use.

Where an Automatic Calculation is offered, you can enter the cost of a particular consumable, and the software will calculate how much you should charge per sheet.

CHANGING PRINTER PROPERTIES

To change the settings of a printer that you have already registered, select the subject printer from the "Printer Tree" on the Selection pane (left side of screen) and then [Property] from the Printer menu; the following screen will be displayed.
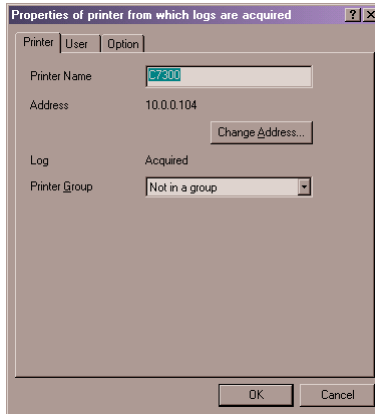
CHANGING ACCOUNT ID SETTINGS

To change the settings of an existing Account ID, go to the User tab and double click on a user name to display the following screen.
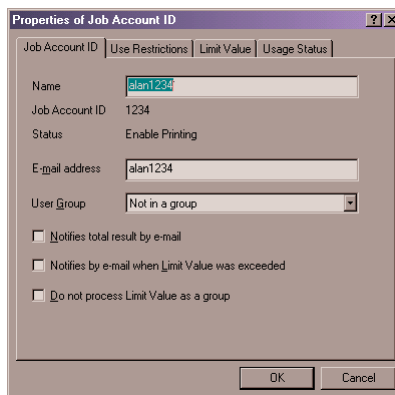
Job Account ID

This tab allows you to change the user name or groups, and select whether to use email to communicate with the user.

Use Restrictions

This tab allows you to disable all printing, or restrict to black and white only.

Limit Value

This tab allows you to set quotas on printer usage.

Usage Status

This tab displays the current usage status for the account ID.

HOW TO SET UP LOG DISPLAY

In order to display a log, select a log you want to display from the "Log Tree" and select "Display Log" in Log menu. When you select [Printer] or [Date] in the "Log Tree", all the logs are displayed. If you select a printer name from Printers in the "Log Tree", all the logs for the printer are displayed. If you select [Month] from [Date] in the "Log Tree", all the logs for the month are displayed. Double-clicking an item in the "Log Tree" also displays logs.
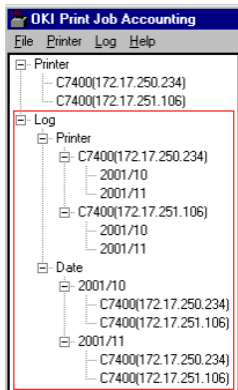
HOW TO READ THE LOG

The items that are displayed as print logs are as follows:

Column	Description
Log No.	The ID of the Job
Account ID	User Account ID
User	User Name
Document Name	Document Name
Fees	Calculated cost of printing.
Total Sheets	Number of sheets of paper
Pages	Number of printed sides
Status	Result - Printed, Rejected etc.
Paper Size	Paper size used
Media(*1)	Paper type used - Transparency etc.
Media Weight(*1)	Paper type used - Light, Medium etc.
Duplex Print	Simplex or Duplex
Sheets	Number of sheets of paper
Colour	Number of sides printed in colour
Mono	Number of sides printed in Monochrome
Toner (C/M/Y/K)	Toner usage for cyan, magenta, yellow or black
Drum (C/M/Y/K)	Drum count for cyan, magenta, yellow or black
Belt	Usage of the transfer belt
Fuser	Usage of fuser
Staple	Number of staples used
Time the log was acquired(*1)	Time the log was acquired from the printer (completed)
Time the log acquisition started(*1)	Time the log was acquired from the printer (started)
Time the process began(*1)	Time the job processing started
Time the process ended(*1)	Time the job processing ended
Time printing began(*1)	Time the printing process started
Time printing ended(*1)	Time the printing process ended
Off-line time during processing(*1)	Offline time during processing (if any)
Off-line time during printing(*1)	Offline time during printing (if any)
Tray1(*1)	Number of sheets fed from Tray1
Tray2(*1)	Number of sheets fed from Tray2
Tray3(*1)	Number of sheets fed from Tray3
Tray4(*1)	Number of sheets fed from Tray4
Tray5(*1)	Number of sheets fed from Tray5

Column	Description
Multi-Purpose Tray(*1)	Number of sheets fed from Multi-Purpose Tray
Envelope Feeder(*1)	Number of sheets fed from Envelope Feeder
600dpi(*1)	Number of sides printed in 600dpi
1200x600dpi(*1)	Number of sides printed in 1200x600dpi
1200dpi(*1)	Number of sides printed in 1200dpi

NOTE

*1.   This item will not be displayed at default. To display it, run the "Log - Display Details" menu or select the item that is displayed on the "Log - Display/Export Item Settings" menu and run "Log - Display Logs".

TROUBLE SHOOTING

Q. The printer I selected is not shown in the "Printer - Add a printer" menu.

A. If it is offline, the printer will not be shown. Check to see that the printer is not offline.

There are times the printer is not shown during printing. Wait for a while and try again. If it is still not shown, specify that printer's IP address.

Q. The content of Log Pane (right side of screen) is not updated.

A. Run the "Log - Update to the latest status" menu.

Q. The following message was displayed.
"Cannot connect to the printer. Wait for a while and try again"

A. Check that the printer is not offline. This message is sometimes displayed during printing. Wait for a while and try again.

Q. The following message was displayed in the "Printer - Delete a Printer" menu.
"Cannot delete while log is being acquired."

A. Run the "Printer - Start/End Log" menu first to cancel the process by which print logs are acquired from the printer at the set interval time, and then run the "Printer - Delete a Printer" menu.

Q. The following message was displayed in the "Printer - Acquire a Log" menu.
"This processing cannot do between acquisition of a Log."

A. Print log is already being acquired from the printer at this time.

Q. The following message was displayed.
"An attempt to open the Service has failed."

A. Opening the Service requires Administrator privilege. Log in by using User with Administrator privilege.

KNOWN PROBLEMS/SOLUTIONS

1. When using PS Duplex printing, if the reverse side is blank it is not counted as a page.

2. Installer installs a file for the currency unit according to the system's standard Regional Setting. If the correct file is not installed, please check the Regional Setting. If you wish to set to the system standard, check "Set as system default locale" under "Regional Setting".

3. Printing with Network Menu's "PRINT SETTING" is handled as an unregistered user job, and will not be recognized as a local print job.

4. Postscript printer drivers (Macintosh) do not store document names in log.

5. In applications that create their own PS codes when using the Windows PS driver, the Print Control command (Job Account ID, user name) will not be output. Examples of such applications include: Adobe PageMaker and CorelDraw (when the "Use PPD" check box is checked in the Print dialogue box.)

6. If you print from Win2000 (Client) to Win2000 (Shared Printer Print Control Mode already set), you have to remove the check from the "Enable advanced printing features" under the "Advanced" tab in the shared printer's Properties. Removing the check, however, will disable both the Booklet (PS, PCL) and Page Order (PS) features.

7. When adding a printer, specifying other than 255.255.255.255 at "Broadcast Address" for the printer with ESI NIC installed will not enable search. For printers outside this segment, type in "IP Address" directly at "Specify the printer by connecting destination.