



KONICA MINOLTA

# **PageScope Authentication Manager Ver. 2.3**

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## **User's Guide**



PAGESCOPE

# **Authentication Manager**

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# Contents

## 1 Introduction

<b>1.1</b>	<b>What is Authentication Manager? .....</b>	<b>1-1</b>
<b>1.2</b>	<b>General setup operation.....</b>	<b>1-2</b>
1.2.1	Server settings .....	1-2
1.2.2	Setting up the device .....	1-2

## 2 Basic operations

<b>2.1</b>	<b>Logging on to Enterprise Suite .....</b>	<b>2-1</b>
<b>2.2</b>	<b>Basic operations .....</b>	<b>2-2</b>
2.2.1	Top Menu page .....	2-2
2.2.2	Pages for the functions .....	2-3

## 3 Authentication Manager

<b>3.1</b>	<b>User List.....</b>	<b>3-1</b>
3.1.1	Available operations in the User List page .....	3-1
3.1.2	Viewing the user list .....	3-2
3.1.3	Specifying display settings for the user list .....	3-3
3.1.4	Registering a new user .....	3-4
3.1.5	Editing user information .....	3-7
3.1.6	Editing information of multiple users .....	3-7
3.1.7	Deleting a user .....	3-8
3.1.8	Importing data .....	3-9
3.1.9	Importing from a file .....	3-10
3.1.10	Creating an import file .....	3-11
3.1.11	Creating a deletion file .....	3-15
3.1.12	Checking the import result .....	3-16
3.1.13	Importing from a device .....	3-18
	Selecting a device to be imported.....	3-18
	Selecting a user to be imported .....	3-20
3.1.14	Checking the import result .....	3-21

3.1.15	Importing from an external server .....	3-23
	Selecting an external server .....	3-23
	Specifying user search conditions and acquired information .....	3-24
	Selecting a user .....	3-26
3.1.16	Checking the import result .....	3-28
3.1.17	Deleting a user according to the external server .....	3-29
	Selecting an external server .....	3-29
	Selecting a user .....	3-29
3.1.18	Exporting data .....	3-30
3.1.19	Editing an exported file .....	3-32
	Editing an exported file.....	3-32
	Editing a text or CSV file.....	3-32
<b>3.2</b>	<b>User Counter .....</b>	<b>3-34</b>
3.2.1	Displaying the device list .....	3-34
3.2.2	Selecting a specific device .....	3-35
3.2.3	Displaying counter totals .....	3-35
3.2.4	Specifying display settings for the counter list .....	3-36
<b>3.3</b>	<b>Account Track List.....</b>	<b>3-38</b>
3.3.1	Available operations in the Account Track List page .....	3-38
3.3.2	Displaying the account track list .....	3-39
3.3.3	Registering a new account .....	3-40
3.3.4	Editing an account .....	3-40
3.3.5	Deleting an account .....	3-41
3.3.6	Importing data .....	3-41
3.3.7	Importing from a file .....	3-41
3.3.8	Creating a file to be imported .....	3-43
3.3.9	Creating a deletion file .....	3-47
3.3.10	Checking the import result .....	3-48
3.3.11	Importing from a device .....	3-50
	Selecting a device to be imported.....	3-50
	Selecting the account to be imported .....	3-52
3.3.12	Checking the import result .....	3-53
3.3.13	Exporting data .....	3-54
<b>3.4</b>	<b>Account Track Counter .....</b>	<b>3-56</b>
3.4.1	Displaying counter totals .....	3-56

<b>3.5</b>	<b>Specifying a function permission template .....</b>	<b>3-58</b>
3.5.1	Registering and editing function permission templates .....	3-59
	Registering templates.....	3-59
	Editing templates.....	3-61
3.5.2	Deleting function permission templates .....	3-62
<b>3.6</b>	<b>Specifying a function permission .....</b>	<b>3-63</b>
3.6.1	Setting by User .....	3-63
	Setting by User page.....	3-63
	Setting by User (by Device) page .....	3-66
3.6.2	Setting by Account Track .....	3-69
	Setting by Account Track page.....	3-69
	Setting by Account Track (by Device) page .....	3-72
3.6.3	Function permission operations .....	3-75
	Giving priority to Setting by User .....	3-75
	Giving priority to Setting by Account Track .....	3-76
<b>3.7</b>	<b>Specifying a user group.....</b>	<b>3-77</b>
3.7.1	Registering and editing groups .....	3-77
	Specifying display settings for the group list .....	3-79
3.7.2	Deleting a group .....	3-79
<b>3.8</b>	<b>Account Group Settings .....</b>	<b>3-80</b>
3.8.1	Registering and editing groups .....	3-80
	Specifying display settings for the group list .....	3-82
3.8.2	Deleting a group .....	3-82
<b>3.9</b>	<b>Specifying a template .....</b>	<b>3-83</b>
3.9.1	Registering and editing user templates .....	3-84
	Registering user templates.....	3-84
	Editing user templates.....	3-85
3.9.2	Deleting user templates .....	3-87
3.9.3	Registering and editing account track templates .....	3-87
	Registering account track templates.....	3-88
	Editing account track templates.....	3-89
3.9.4	Deleting account track templates .....	3-90
3.9.5	Registering and editing external server templates .....	3-90
	Registering external server templates .....	3-91
	Editing external server templates .....	3-92
3.9.6	Deleting external server templates .....	3-93

<b>3.10</b>	<b>Specifying an external server .....</b>	<b>3-94</b>
3.10.1	Registering a new server .....	3-95
3.10.2	Editing a server .....	3-102
3.10.3	Deleting a server .....	3-102
<b>3.11</b>	<b>Managing a specific device.....</b>	<b>3-103</b>
3.11.1	Editing device settings .....	3-104
3.11.2	Function Permission Setting for Public User .....	3-110
3.11.3	SSFC Authentication Settings .....	3-111
3.11.4	Specifying a list (User name) .....	3-112
	Displaying a user template on the device panel.....	3-113
	Displaying login history on the device panel .....	3-114
3.11.5	Specifying a list (Account name) .....	3-114
	Displaying an account track template on the device panel .....	3-115
	Displaying login history on the device panel .....	3-116
3.11.6	Specifying a list (External server name) .....	3-116
	Displaying an external server template on the device panel .....	3-117
	Displaying login history on the device panel .....	3-118
3.11.7	Registering a specific device .....	3-118
3.11.8	Unregistering a specific device .....	3-120
3.11.9	Checking the result of registering or unregistering a specific device .....	3-121
<b>3.12</b>	<b>IC card information .....</b>	<b>3-123</b>
	Registering card information .....	3-123
3.12.1	Enabling/disabling IC card information .....	3-124
3.12.2	Checking or modifying card information .....	3-125
3.12.3	Specifying an IC card name .....	3-126
3.12.4	Deleting IC card information .....	3-126
<b>3.13</b>	<b>IC Card Authentication Setting .....</b>	<b>3-127</b>
3.13.1	IC card self-registration setting .....	3-127
3.13.2	IC card self-registration .....	3-128
<b>3.14</b>	<b>IC Card Information Template Settings .....</b>	<b>3-129</b>
3.14.1	Registering and editing an IC card information template .....	3-130
	Registering templates.....	3-130
	Editing a template.....	3-131
	Registering IC card information (when the data type is "Bit")....	3-131
	Registering IC card information (when the data type is "Byte") .....	3-132

3.14.2	Deleting an IC card information template .....	3-132
<b>3.15</b>	<b>Biometric information.....</b>	<b>3-133</b>
3.15.1	Displaying a user list .....	3-134
3.15.2	Changing the biometric unit No. ....	3-135
3.15.3	Deleting biometric information .....	3-135
<b>3.16</b>	<b>Bio Auth Setting .....</b>	<b>3-136</b>
3.16.1	Biometric information self-registration setting .....	3-136
3.16.2	Biometric information self-registration .....	3-137
	Self-registering biometric information .....	3-137
<b>3.17</b>	<b>Biometric Authentication Server Setting .....</b>	<b>3-138</b>
<b>3.18</b>	<b>Changing the password .....</b>	<b>3-140</b>
<b>3.19</b>	<b>Checking the Biometric Unit No. ....</b>	<b>3-141</b>
<b>3.20</b>	<b>Specifying an administrator .....</b>	<b>3-142</b>
3.20.1	Specifying the administrator .....	3-142
3.20.2	Adding an administrator .....	3-143
3.20.3	Deleting an administrator .....	3-144
<b>3.21</b>	<b>Specifying a group manager.....</b>	<b>3-145</b>
3.21.1	Adding a group manager .....	3-146
3.21.2	Deleting a group manager .....	3-147
<b>3.22</b>	<b>Version .....</b>	<b>3-147</b>
<b>3.23</b>	<b>Using with Account Manager.....</b>	<b>3-148</b>
	Precautions for use with Account Manager .....	3-148
3.23.1	Real-time Upper Limit Settings .....	3-149
3.23.2	Operation when the Real-time Upper Limit Settings is enabled .....	3-149
3.23.3	Device panel display when logging on .....	3-150
	If the residual number of pages for a user is greater than the reserved number of printable pages when a user uses the device: .....	3-150
	If the residual number of pages by a user is smaller than the reserved number of printable pages when a user uses the device: .....	3-151
	If the residual number of pages by a user group is greater than the reserved number of printable pages when a user uses the device: .....	3-151
<b>3.24</b>	<b>Precautions on using Gateway for Biometric Authentication Manager.....</b>	<b>3-152</b>

<b>3.25</b>	<b>Operation for authentication.....</b>	<b>3-153</b>
3.25.1	Internal authentication and external authentication .....	3-153
3.25.2	Handling a user for authentication .....	3-153
	Handling regardless of internal authentication or external authentication.....	3-153
	Handling regardless of the external server to perform authentication in the external authentication.....	3-154
3.25.3	Account track authentication .....	3-154
3.25.4	Default external server .....	3-155
3.25.5	Logging on to the device as the device administrator .....	3-155
3.25.6	License and authentication .....	3-155

## 4 Setting by Purpose

<b>4.1</b>	<b>Performing device authentication using Authentication Manager.....</b>	<b>4-1</b>
	Performing device authentication.....	4-1
<b>4.2</b>	<b>Restricting available device functions by user group or user .....</b>	<b>4-2</b>
	Restricting device functions .....	4-2
<b>4.3</b>	<b>Switching available functions between devices in the account track to which a user belongs and devices in other account tracks .....</b>	<b>4-3</b>
	Template setting .....	4-3
<b>4.4</b>	<b>Linking with an existing Active Directory for authentication.....</b>	<b>4-4</b>
	Linking with Active Directory .....	4-4
<b>4.5</b>	<b>Simplifying authentication with IC card.....</b>	<b>4-5</b>
	Registering a card .....	4-5
<b>4.6</b>	<b>Easily registering new card information for a user who lost an IC card .....</b>	<b>4-6</b>
	Easily registering card information .....	4-6
<b>4.7</b>	<b>Easily registering a card already registered as one of other user.....</b>	<b>4-7</b>
	Easily registering a card user .....	4-7
<b>4.8</b>	<b>Using biometric authentication to enhance security level.....</b>	<b>4-8</b>
	Performing biometric authentication .....	4-8
<b>4.9</b>	<b>Using Public User.....</b>	<b>4-9</b>
	Configuring Public User Settings .....	4-9
<b>4.10</b>	<b>Changing your password .....</b>	<b>4-10</b>
	Changing a password .....	4-10



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<b>4.11</b>	<b>Performing counter management by job or work besides user .....</b>	<b>4-11</b>
-------------	------------------------------------------------------------------------	-------------

## **5 Troubleshooting**

<b>5.1</b>	<b>Problems on Device Management .....</b>	<b>5-1</b>
<b>5.2</b>	<b>Problems on User Import .....</b>	<b>5-2</b>
<b>5.3</b>	<b>Problems on Authentication .....</b>	<b>5-3</b>





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## About this product

Authentication Manager is a utility for centrally managing devices, such as multifunctional peripherals, on the network. When used in a Web browser, Authentication Manager can manage accounts, users and external servers used by the network devices, total copies and prints, and apply specified function limitations.

Authentication Manager is an application that runs on Device Manager. Device Manager must be installed in order for you to be able to install Authentication Manager.

# Abbreviation of product names

This manual describes product names with the following abbreviations.

Product name	Abbrev.
KONICA MINOLTA PageScope Enterprise Suite	Enterprise Suite
KONICA MINOLTA PageScope Web Connection	Web Connection
KONICA MINOLTA PageScope Net Care Device Manager	Device Manager
KONICA MINOLTA PageScope Authentication Manager	Authentication Manager
KONICA MINOLTA PageScope Account Manager	Account Manager
KONICA MINOLTA Registration Tool for User Authentication	Registration Tool for User Authentication
KONICA MINOLTA Gateway for Biometric Authentication Manager	Gateway for Biometric Authentication Manager
KONICA MINOLTA PageScope Enterprise Suite Terminal Professional	Enterprise Suite Terminal
KONICA MINOLTA PageScope Enterprise Suite Terminal UltraLight	

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### Detail

*The dialog boxes that appear in this document may differ from those that appear on your computer, depending on the installed devices and specified settings.*

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# 1 Introduction

## 1.1 What is Authentication Manager?

Accounts, users and external servers used by the network devices can be managed, and copies and printouts can be totaled. In addition, permissions can be applied to the functions available to users by registering function permission templates and configuring settings.

For details, refer to "Authentication Manager" on page 3-1.

## 1.2 General setup operation

In order to use Authentication Manager, configure settings in the following order.

### 1.2.1 Server settings

Log on to Enterprise Suite as a system administrator, and then specify settings for the following. The following settings are necessary to enable Authentication Manager.

Function	Description
Device List	<ul style="list-style-type: none"><li>• Device Auto Discovery: Specify the conditions for searching for devices to be registered.</li><li>• Manual Device Registration: Manually register devices that cannot be found automatically.</li><li>• Device Management Settings: From the found devices, specify the devices to be managed.</li><li>• Device Information Settings: Specify the communication settings for each device.</li></ul> For details, refer to the "Device Manager User's Guide".
Authentication Manager	<ul style="list-style-type: none"><li>• External Server Settings: If authentication is performed by using an external server, register the name of the external server. (page 3-94)</li><li>• Device Management: Determine the devices that are authenticated by Authentication Manager. Various settings for authenticating devices can also be specified. (page 3-103)</li></ul>
Server Settings	<ul style="list-style-type: none"><li>• E-mail Server Settings: Select whether or not to use e-mail functions, such as notifications.</li></ul> For details, refer to the "Device Manager User's Guide".

### 1.2.2 Setting up the device

In order to use Authentication Manager, configure the following device settings.

Before installing the application, use Web Connection to configure the following settings.

- Click the "Security" tab, click "SSL/TLS Setting", and then configure SSL settings.
- Click the "Network" tab, select "OpenAPI Setting", and then select the "Use SSL/TLS" check box, or select "Accept SSL communication only" from the drop-down list.
- Click the "Network" tab, select "TCP Socket Setting", and then select the "Use SSL/TLS" check box.



#### Reminder

*For details on using Web Connection, refer to the User's Guide for the device.*

## 2 Basic operations

This chapter provides details on logging on to Enterprise Suite.

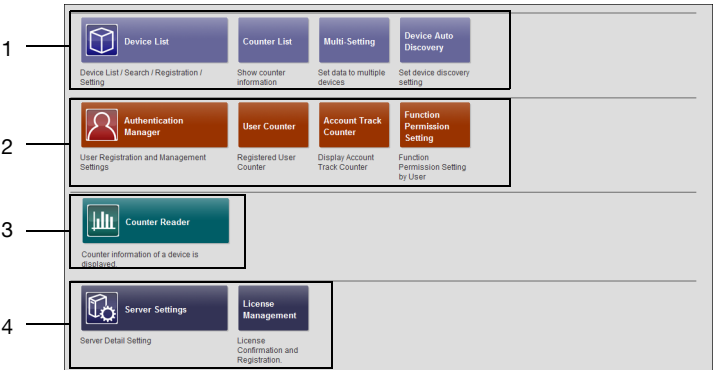
### 2.1 Logging on to Enterprise Suite


For details on logging on to the Enterprise Suite server, refer to the "Device Manager User's Guide".

2.2 Basic operations

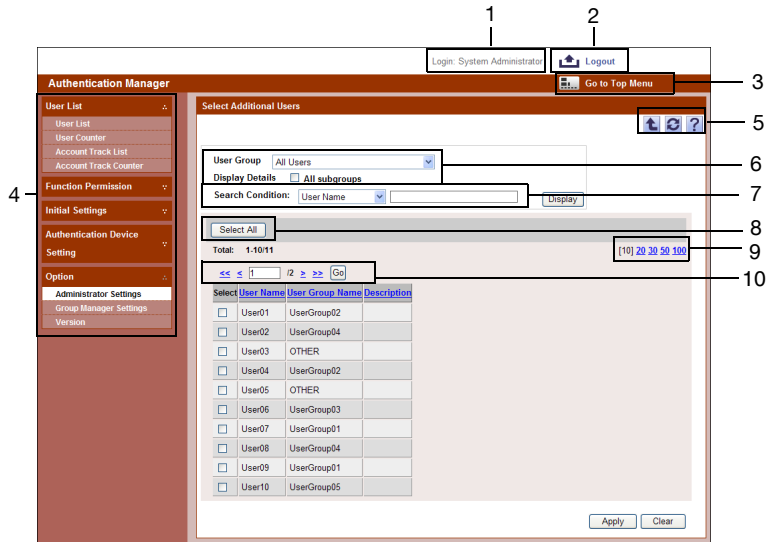
The basic operation of Authentication Manager is described below.

2.2.1 Top Menu page








No.	Function	Description
1	Device List	Register and manage devices. For details, refer to the "Device Manager User's Guide".
2	Authentication Manager	Manage accounts, users, and external servers used by the network devices, and add up values on copies and printouts. In addition, permissions can be applied to the functions available to users by registering function permission templates and configuring settings. For details, refer to "3 Authentication Manager".   ... <b>Reminder</b> <i>Limits may be applied to the available functions according to the user permissions. For details, refer to "3 Authentication Manager".</i>
3	Counter Reader	The number of copies and printouts are totaled for each registered device. For details, refer to the "Device Manager User's Guide".
4	Server Settings	Configure the server settings for Authentication Manager. For details, refer to the "Device Manager User's Guide".

2.2.2 Pages for the functions



No.	Function	Description
1	Login user name	Displays the name of the user who has logged in.
2	Logout	Click this button to log off of Enterprise Suite server and display the Login page.
3	Go to Top Menu	Click this button to display the top page of Enterprise Suite.
4	Menu	<p>The menu items are displayed. Click a menu item to display details on the right side of the page.</p> <p> ...</p> <p><b>Reminder</b> If  appears beside the menu title, click  to display the collapsed menu. Click  to close the menu.</p> <p>If  is displayed, the collapsed menu will not appear.</p>



No.	Function	Description
5		Click this button to display the page for the item one level higher in the menu.   ... <b>Note</b> <i>The "Back" button of the Web browser cannot be used.</i>
		Click this button to update the information on the current page.   ... <b>Note</b> <i>Do not use the "Update" button of the Web browser.</i>
		Click this button to display the Help information for the current page.
6	Select View Target	Select the target to be displayed in the list.
7	Search Condition	When a list is displayed in the page, the listed items can be narrowed. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
8	Select All/Uncheck All button	When a list is displayed in the page, all items can be selected or cleared.
9	Maximum number of displayed lines	When a list is displayed on the page, select the number of data items displayed in the list. For example, if "10" is clicked, 10 data items are displayed in the current page.
10	Sort	When a list is displayed in the page, click an item name in the list to sort the entire list using the item as a sort key.

# 3 Authentication Manager

## 3.1 User List

### 3.1.1 Available operations in the User List page

From the User List page, settings can be specified with the following.

Function	Details
[Register User] button	Click this button to register a new user.
[Edit User] button	Click this button to edit the information for a registered user.
[Delete User] button	Click this button to delete a registered user.
[Import] button	Click this button to import user information to register the users.
[Export] button	Click this button to export the information for the currently registered users and save it.
[Display Settings] button	Click this button, and then select the items to be displayed in the user list.
Display Details	Select a category of each user to be displayed in the list.
Search Condition	Specify the condition to narrow down users to be displayed in the list.



...

**Note**

*The user name is not case-sensitive. For example, "USER1" and "user1" are considered to be the same user name.*



...

**Reminder**

*When logged on as a "group manager", only information for managed groups and users can be edited or deleted. For details on "group manager" settings, refer to "Specifying a group manager" on page 3-145.*

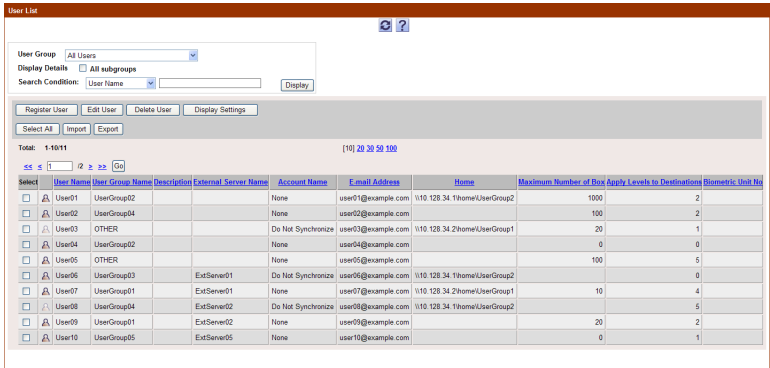
3.1.2 Viewing the user list

The list of registered users can be viewed.



- 1
- From the [User Group] drop-down list, select the user group to be displayed.
- To display all users, select "All Users".




If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details] to display all users, including those in subordinate groups.

Specifying the search condition can narrow down users to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box. Click the [Display] button to display user groups based on the specified condition.
- 2
- Click the [Display] button.
- A list of users registered in the selected group appears.



The following items are displayed in the user list.

Function	Description
(Icon)	Displays whether the user is enabled.
	The user is enabled.
	The user is disabled.

Function		Description
		The user is deleted via an external server.
User Name		Displays the user name.
User Group Name		Displays the name of the group to belong to.
Description		Displays the description of the user.
External Server Name		Displays the name of the registered external server.
Account Name		Displays the account track information of the user. If you do not synchronize the user and account when managing the account, "Do Not Synchronize" is displayed. When you synchronize them, the account name is displayed if the name of the account that the user belongs to is specified. "None" is displayed if no account name is specified.
E-mail Address		Displays the e-mail address of the user.
Home		<p>Displays the address of the SMB server that is normally used by the user.</p> <p> ...</p> <p><b>Reminder</b> <i>To use "Home" (send the scanned data to the Home address) for the device, the following conditions must be satisfied.</i></p> <ul style="list-style-type: none"><li>- The device supports the use of "Home".</li><li>- Active Directory is used to perform authentication of the external server.</li></ul> <p><i>If other than Active Directory is used for authentication, "Home" cannot be used for the device.</i></p>
Maximum Number of Box		Displays the upper limit on the number of boxes that the user can create. The upper limit of the user with this item blank is not managed.
Apply Level		Displays the access permission level for the address book.
Biometric Unit No.		<p>Displays the biometric unit No.</p> <p> ...</p> <p><b>Reminder</b> <i>This page is displayed when the license for Gateway for Biometric Authentication Manager is registered.</i></p>

### 3.1.3 Specifying display settings for the user list

The items to be displayed or hidden in the user list can be selected. Settings can be specified for the following parameters.

- User Name
- User Group Name
- Description

- External Server Name
- Account Name
- E-mail Address
- Home
- Maximum Number of Box
- Apply Level
- Biometric Unit No.



**Reminder**




- The user name must be displayed.
- "Biometric Unit No." is displayed when the license for Gateway for Biometric Authentication Manager is registered.

- 1 Click the [Display Settings] button on the User List page.  
The User List Display Setting page appears.
- 2 Select the check box for the items to be displayed, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

**3.1.4 Registering a new user**

New users who can log on can be registered. The following information is required for registration.

Function	Details
User Group Name	From the drop-down list, select the group to belong to. If the group does not exist, register the group before starting this operation. For details on registering groups, refer to "Registering and editing groups" on page 3-77.
User Name	Type in a user name.
Description	Type in a description of the user.

Function	Details
External Server Name	If user authentication is performed by using an external server, select the appropriate external server from the drop-down list.
Password	Specify the password necessary for logging on to Enterprise Suite and the device. For confirmation, type in the password again.
PIN	<p>Specify the PIN code used to log in to a device. The PIN code can be specified using up to 64 numerals. Clicking the [Auto-Generate] button automatically creates a random PIN code.</p> <p> . . .</p> <p><b>Reminder</b> <i>A PIN code can only contain numerical values.</i></p> <p> . . .</p> <p><b>Reminder</b> <i>A PIN code that is identical to a user name cannot be specified.</i></p>
User Authentication	From the drop-down list, select whether to enable the user. Selecting "OFF" does not authenticate the user.
Synchronize or not when Account Name is being authenticated	<p>Select whether or not to synchronize the user and account when managing the account. When you select [Synchronize], select an account name to synchronize from the drop-down list.</p> <p> . . .</p> <p><b>Reminder</b> <i>If "Synchronize" is selected but "None" is specified for the account name to be synchronized, the account track management authentication is required when the user is authenticated for the first time. After the account track management has been successfully authenticated, the account entered by the user is synchronized with the user authentication.</i></p>
E-mail Address	Type in the e-mail address of the user.
Home	Specify the address of the SMB server that is normally used by the user.
Max. No. of Use Boxes	<p>Specify the maximum number of use boxes that can be created by the user.</p> <ul style="list-style-type: none"> <li>To manage the upper limit on the number of boxes, select [ON] from the drop-down list, and then type in the upper limit (0 to 1000) in the text box.</li> <li>If you do not manage the upper limit on the number of use boxes, select [OFF].</li> </ul>
Apply Level	Specify the access permission level (between 0 and 5) for the address book.



### Note

- The external server name must first be specified. For details, refer to "Specifying an external server" on page 3-94.
- Special single-byte characters (for example, single-byte katakana characters) are treated as double-byte characters.
- We do not recommend that names (such as *Public*, *BoxAdmin* or *Admin*), which can be used by devices, be registered as Authentication Manager users. When performing authentication with Authentication Manager, the user names listed above cannot be used to log on to the device.
- The maximum number of use boxes that can be created can be limited with "Max. No. of Use Boxes".

- Specify the settings necessary for registering the user, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

Create/Edit User

User Group Name	<input type="text" value="UserGroup1"/>	
User Name	<input type="text"/>	[Required] Max: 64 chars
Description	<input type="text"/>	Max: 127 chars
External Server Name	<input type="text" value="None"/>	
Password	<input type="password"/>	0-64 chars
Retype Password	<input type="password"/>	0-64 chars
PIN	<input type="password"/>	0-64 chars <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Auto-Generate</span>
User Authentication	<input type="text" value="ON"/>	
Synchronize or not when Account Name is being authenticated		
	<input type="radio"/> Synchronize <span style="margin-left: 20px;"><input type="text" value="None"/></span>	
	<input checked="" type="radio"/> Do Not Synchronize <span style="margin-left: 20px;"><input type="text" value="None"/></span>	
E-mail Address	<input type="text"/>	Max: 129 chars
Home	<input type="text"/>	Max: 170 chars
Max. No. of Use Boxes	<input type="text" value="OFF"/>	[Required] Only Number: 0-1000
Apply Level	<input type="text" value="0(Min)"/>	

Apply
Clear

3.1.5 Editing user information

The information for registered users can be viewed and edited.

- Specify the settings for the user information to be edited, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.
  - To change the password, click the [Change Password] button.



Reminder

For details on the settings, refer to "Registering a new user" on page 3-4.  
- Information of multiple users can be edited at the same time. For details, refer to "Editing information of multiple users" on page 3-7.

3.1.6 Editing information of multiple users

The information for registered multiple users can be edited. The following information can be edited.

Function	Details
User Group Name	From the drop-down list, select the group to belong to. If the group does not exist, register the group before starting this operation. For details on registering groups, refer to "Registering and editing groups" on page 3-77.
Description	Type in a description of the user.
User Authentication	From the drop-down list, select whether to enable the user. Selecting "OFF" does not authenticate the user.
Synchronize or not when Account Name is being authenticated	Select whether or not to synchronize the user and account when managing the account. When you select [Synchronize], select an account name to synchronize from the drop-down list.



Function	Details
Home	Specify the address of the SMB server that is normally used by the user.
Max. No. of Use Boxes	<div>Specify the maximum number of use boxes that can be created by the user.</div> <div><ul style="list-style-type: none"><li>To manage the upper limit on the number of boxes, select [ON] from the drop-down list, and then type in the upper limit (0 to 3000) in the text box.</li><li>If you do not manage the upper limit on the number of use boxes, select [OFF].</li></ul></div>
Apply Level	From the drop-down list, select the apply level (between 0 and 5) for the address book.

1 In the User List page, select the user to be edited, and then click the [Edit User] button.

The User Batch Edit page appears.

User Batch Edit

☒ User Group Name

UserGroup1

☒ Description

Max: 127 chars

☒ User Authentication

ON

☒ Synchronize or not when Account Name is being authenticated

☐ Synchronize

None

☒ Do Not Synchronize

☒ Home

Max: 170 chars

☒ Max. No. of Use Boxes

OFF

[Required] Only Number: 0-1000

☒ Apply Level

0(Min)

Apply

Clear

2 Select the check box for the item for the user information to be edited.

3 Specify the settings, and then click the [Apply] button.

– To clear the entered information, click the [Clear] button.

3.1.7 Deleting a user

The information for the selected user can be deleted.



Note

If this operation is executed, all data for the user will be deleted from the database.

1 In the User List page, select the user to be deleted, and then click the [Delete User] button.

- 2
- Check the message that appears, and then click the [OK] button to delete the template.
- The user is deleted.

### 3.1.8 Importing data

Click this button to import user information. Data can be imported using one of the following options.

Function	Details
Import from file	Select this option to import user group and user information from a specified file.
Import from a device	Select this option to import user information from a specified device.
Import from external server	Select this option to import user information from a specified external server.
Check users removed from External Server	Select this option to check for users deleted from the external server, and delete the relevant user information from the user list.

→ Select the import method, and then click the [Next] button.

Import Source

⬆ ?

Please select the import object.

☒ Import from file

☐ Import from a device

☐ Import from external server

☐ Check users removed from External Server

Next

### 3.1.9 Importing from a file

Select this option to import user information or user group data already saved in a file and register user information. Specify settings for the following parameters when importing.



**Note**

- To save data, set the file format to the readable one with Enterprise Suite.

*When data is saved in the text (tab-delimited) format (.txt) or CSV (comma-delimited) format (.csv), change the character code of a file to UTF-8. To select a character code, click "Accessories" - "Notepad" to open the saved file, and save it as a new file.*

*- 10001 or more data items cannot be imported. Be sure to confirm that the number of data items is 10000 or less.*

*- If there are too many users, it may take time to register them.*

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Operation for Already Existing Users/User Groups	When the imported user name already exists, specify whether or not to overwrite the user information with the specified contents. If the imported user group name already exists, specify whether or not to overwrite the data in "Parent User Group Name" and "Description".
Import the file which is secured by password.	Select this option to import a file with a password specified or a encrypted file. Select the [Import the file which is secured by password.] check box, and then type in the password specified for the file in [Password].

- Specify the settings necessary for importing, and then click the [Start Import] button.
- To clear the entered information, click the [Clear] button.

Import from file

Import File Path

Browse...

Operation for Already Existing Users/User Groups

Do not Overwrite

☐ Import the file which is secured by password.

Password

Start Import

Clear

The result of the import operation appears.

**Note**

*Specifying incorrect information in "Password" may import incorrect information.*

**Reminder**

*Clicking the [Start Import] button displays a confirmation message. If a deletion file has been imported, the corresponding users are deleted. Because deleted users cannot be restored, check the contents to be deleted carefully and click the [OK] button.*

*For details on the result page, refer to "Checking the import result" on page 3-16.*

### 3.1.10 Creating an import file

A file to be imported can be created in a spreadsheet application.

**Reminder**

*- You can create an import file by clicking the [Export] button to export a file, then entering the data.*

*For details on editing the exported file in a spreadsheet application, refer to "Editing an exported file" on page 3-32.*

*- When registering IC card information (IC card type and IC card ID) or biometric authentication information (biometric unit No., biometric information device name, biometric information type and biometric information), create an import file with Registration Tool.*

*For details on using Registration Tool, refer to the Help for the application.*

- 1 Open the data in a spreadsheet application.
- 2 Create data, and then save it as a new file.
  - To save data, set the file format to the readable one with Enterprise Suite.
  - When data is saved in the text (tab-delimited) format (.txt) or CSV (comma-delimited) format (.csv), change the character code of a file to UTF-8. To select a character code, click "Accessories" - "Notepad" to open the saved file, and save it as a new file.



**Reminder**

The following shows the file formats that are available for importing data.

- Excel 97 to Excel 2003 book formats (.xls)
- Excel book format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format importable with Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)
- Binary format (system file) (.bin)




**Note**

The four rows following "##TableName" contain basic information for the data. Do not change the data in these rows. Type in the data for the user by starting with the fifth row.

Be sure to enter data for the items marked as "Required".

	A	B	C	D	E	F	G	H	I	J	K	L
1		##TableName	User Name	Display Name	External Security Name	Timestamp	Expiration or Refresh At	Account Name	Phone	Minimum Number of Bits	Single Levels to Operations	
2		##UserAuth	User Name	Display Name	External Security Name	Timestamp	Expiration or Refresh At	Account Name	Phone	Minimum Number of Bits	Single Levels to Operations	
3		##UserAuth	User Name	Display Name	External Security Name	Timestamp	Expiration or Refresh At	Account Name	Phone	Minimum Number of Bits	Single Levels to Operations	
4		##UserAuth	User Name	Display Name	External Security Name	Timestamp	Expiration or Refresh At	Account Name	Phone	Minimum Number of Bits	Single Levels to Operations	
5												
6												
7												
8												
9												
10												
11												

No.	Re- quir- ed	Function	Details
1	<input type="radio"/>	##TableName	Indicates user and authentication data. Enter "##TableNa- me" and "UserAuth" to the right of the first column of the first row.

No.	Re- quir ed	Function	Details
2		##DispName	Enter item titles to be displayed in a page. Type in "## DispName", "User Group Name", "User Name", "Description", "External Server Name", "Password", "Synchronize or not when Account Name is being authenticated", "Account Name", "E-mail Address", "Home", "Maximum Number of Box", "Apply Levels to Destinations", "Card Type 1", "Card ID 1", "Card Type 2", "Card ID 2", "Card Type 3", "Card ID 3", "Biometric Unit No.", "Biometric Information Acquisition Device Name 1", "Biometric Information Type 1", "Biometric Information 1", "Biometric Information Acquisition Device Name 2", "Biometric Information Type 2", "Biometric Information 2", and "Pin Code" to the right of the first column of the second row.
3		##CharacterLimit	Type in the number of characters for each item. Enter "## CharacterLimit", "256chars", "64chars", "127chars", "32chars", "64chars", "0-1", "32chars", "129chars", "170chars", "0-1000", "0-5", "255", "512chars", "255", "512chars", "255", "512chars", "1-9999", "64chars", "0-10", "752chars", "64chars", "0-10", "752chars", and "64chars" to the right of the first column of the third row.
4	○	##DataName	Enter item titles to perform the database-based management. Enter "## DataName", "TrackName", "UserName", "Description", "ServerName", "UserPassword", "SynchronizedAccountFlag", "AccountName", "MailAddress", "HomeFolderName", "BoxLimitCount", "RefLevel", "CardType1", "CardID1", "CardType2", "CardID2", "CardType3", "CardID3", "BioGroupNo", "BioDevice1", "BioType1", "BioInfo1", "BioDevice2", "BioType2", "BioInfo2", and "PinCode" to the right of the first column of the fourth row.
5		User Group Name	Type in the name of the group that the user belongs to.
6	○	User Name	Type in a user name.
7		Description	Type in a description of the user.
		External Server Name	If user authentication is performed by using an external server, type in the name of the external server.
		Password	<p>Type in the password necessary for logging on.</p> <p> ...</p> <p><b>Note</b> <i>All passwords for the file exported using the [Export] button will be shown by "+" (single-byte). To change the password, delete "+", and then type in a new password.</i></p> <p><i>If you do not change the password, "+" must be used as it is.</i></p> <p><i>For an additional new password, the "+" character cannot be used.</i></p>

No.	Re-quired	Function	Details
		Synchronize or not when Account Name is being authenticated	Type in "1" to synchronize the user and account when managing the account. Type in "0" when you do not synchronize them.
		Account Name	Type in the account name to synchronize with the user.
		E-mail Address	To use e-mail functions, type in the e-mail address.
		Home	Enter the address of the SMB server that is normally used by the user.
		Maximum Number of Box	Type in the maximum number of boxes that can be created. If not typing in a value, the maximum number of boxes is not managed.
8	<input type="radio"/>	Apply Level	Specify the access permission level for the address book.
9	<input type="radio"/>	IC card type (1 to 3)	Type in the IC card type (1 to 3).
	<input type="radio"/>	IC card ID (1 to 3)	Type in the IC card ID (1 to 3).
10		Biometric Unit No.	Type in a biometric unit No. to be registered or the delete code (D).
		Biometric Information Acquisition Device Name (1, 2)	Type in the name of the device on which you have acquired biometric information.
		Biometric Information Type (1, 2)	Type in a type of biometric information (finger type).
		Biometric Information (1, 2)	Type in biometric information (fingerprint and venous information).
11		Pin Code	Type in the PIN code to log in to a device using the PIN code.
12	<input type="radio"/>	##TableName	Indicates the user group data. Enter "##TableName" and "Track" to the right of the first column.
13		##DispName	Enter item titles to be displayed in a page. Enter "## Disp-Name", "Parent User Group Name", "User Group Name", and "Description" to the right of the first column.
14		##CharacterLimit	Type in the number of characters for each item. Enter "## CharacterLimit", "256chars", "256chars", and "127chars" to the right of the first column.
15	<input type="radio"/>	##DataName	Enter item titles to perform the database-based management. Enter "## DataName", "ParentTrackName", "Track-Name", and "Description" to the right of the first column.
16	<input type="radio"/>	Parent User Group Name	Type in the name of the parent user group.
17	<input type="radio"/>	User Group Name	Type in the name of the user group.
18		Description	Type in a description of the user group.

3.1.11 Creating a deletion file

A user deletion file can be created in a spreadsheet application.

- 1 Open the data in a spreadsheet application.
- 2 Create data, and then save it as a new file.
  - To save data, set the file format to the readable one with Enterprise Suite.
  - When data is saved in the text (tab-delimited) format (.txt) or CSV (comma-delimited) format (.csv), change the character code of a file to UTF-8. To select a character code, click "Accessories" - "Notepad" to open the saved file, and save it as a new file.



**Note**  
*The first row ("##TableName") and third row ("##DataName") are necessary. Be sure to enter them.*

*Be sure to enter data for the items marked as "Required".*

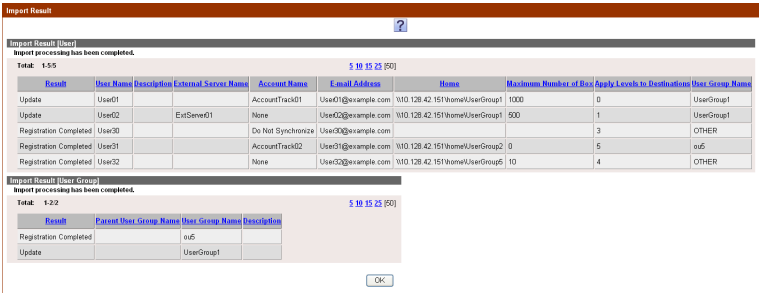
	A	B	C	D	E
1	##TableName	UserDelete			
2	##CharacterLimit	64 chars			
3	##DataName	UserName			
4		User01			
		User02			
		User03			
		User04			
		User05			
		User06			

No.	Re-quired	Function	Details
1	<input type="radio"/>	##TableName	Type in the first row. Indicates data to delete user information from. Type in "##TableName" and "UserDelete" to the right of the first column of the first row.
2		##CharacterLimit	Type "64chars" in the third row.
3	<input type="radio"/>	##DataName	Type "UserName" in the second row.
4	<input type="radio"/>	User Name	Type in the name of the user(s) to be deleted in the fourth row and beyond.



3.1.12 Checking the import result

The results of the import operation can be viewed. Check the details, and then click the [OK] button.



<Import Result [User]>

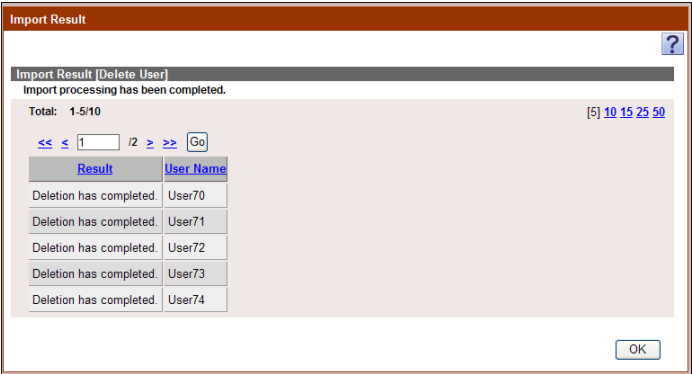
Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing.</p> <p>The result is indicated as follows.</p> <ul style="list-style-type: none"><li>• "Registration Completed": Appears when a new registration was normally completed.</li><li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Users" and update of the information specified for the import file for the existing user name was normally completed.</li><li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Users" and no processing is performed since the same user name already exists.</li><li>• "Error": Appears when the entered data is inappropriate and cannot be registered. Check the import file data again.</li><li>• "Biometric Info Registration failed": Appears when the registration of biometric information failed. The registration of user information has been completed.</li><li>• "Exceeded the number of Biometric Info Registrations.": Appears when the number of users registered for the specified biometric unit exceeds 500. The registration of user information has been completed.</li></ul>
User Name	Displays the user name.
Description	Displays the description of the user.
External Server Name	Displays the name of the external server used for authentication.

Function	Details
Account Name	Displays the account track information of the user. If you do not synchronize the user and account when managing the account, "Do Not Synchronize" is displayed. When you synchronize them, the account name is displayed if the name of the account that the user belongs to is specified. "None" is displayed if no account name is specified.
E-mail Address	Displays the e-mail address.
Home	Displays the address of the SMB server that is normally used by the user.
Maximum Number of Box	Displays the upper limit on the number of boxes that the user can create. If a value is not displayed, the maximum number of boxes is not managed.
Apply Level	Displays the access permission level for the address book.
User Group Name	Displays the name of the group that the user belongs to.

## &lt;Import Result [User Group]&gt;

Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing. The result is indicated as follows.</p> <ul style="list-style-type: none"> <li>• "Registration Completed": Appears when a new registration was normally completed.</li> <li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Users/User Groups" and update of the information for "Parent User Group Name" and "Description" for the exiting user group name were normally completed.</li> <li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Users/User Groups" and no processing is performed since the same user group name already exists.</li> <li>• "Error": Appears when the entered data is inappropriate and cannot be registered. Check the import file data again.</li> </ul>
Parent User Group Name	Displays the name of the parent user group.
User Group Name	Displays the name of the user group.
Description	Displays the description of the group.

<Import Result [Delete User]>



Function	Details
Result	Displays the deletion result. "Deletion has completed.": Appears when the deletion was normally completed. "Error": Appears when the entered data is inappropriate and cannot be deleted.
User Name	Displays the user name.

### 3.1.13 Importing from a device

Select this option to import user information from a specified device.

#### Selecting a device to be imported

Display the device list and select a device to be imported.

- From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details] to display all devices, including those in subordinate groups.
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
  - Devices that cannot be imported are not displayed.

## 2 Click the [Display] button.

A list of devices registered in the selected group appears.

Import from a device

Device Group: All Devices

Display Details: ☒ All subgroups

Search Condition: Registered Name

Display

Execute

Total: 1-5/5 [10] 20 30 50 100

Select	Registered Name	Model Name
<input checked="" type="radio"/>	Device01	Device01
<input type="radio"/>	Device02	Device02
<input type="radio"/>	Device03	Device03
<input type="radio"/>	Device04	Device04
<input type="radio"/>	Device05	Device05

## 3 Select a device to be imported, and then click the [Execute] button.

Try to connect to the device. If the connection is established successfully, the Select User page appears.



### Reminder

*If the connection fails, check the following again.*

*Power supply of the device*

*Device settings (FTP/HTTP/WebDAV)*

*Settings on the "Device Information Settings" page for the Device List*

*If setting such as OpenAPI setting is incorrect, only a part of information may be imported or the default values may be imported.*

### Selecting a user to be imported

A list of user information registered in the specified devices appears. Select the user to be imported to start importing.

Specify settings for the following parameters when importing.

Function	Details
Search Condition	Specify the condition to narrow down users to be displayed in the list.
[Select All/Uncheck All] button	Click this button to select or uncheck all displayed settings.
Operation for Already Existing Users	When the imported user name already exists, specify whether or not to overwrite the data in "Password", "Account Name", "E-mail Address", "Maximum Number of Box", "Apply Level".

- 1 From the user list, select the check box for the user to be imported.
- 2 Specify the settings necessary for importing, and then click the [Start Import] button.

Select User

Search Condition: User Name

Display

Start Import

Operation for Already Existing Users

Do not Overwrite

Uncheck All

Total: 1-10/13 [10] 20 30 50 100

<<

>>

1

Go

Select	User Name	Password	Account Name	E-mail Address	Maximum Number of Box	Apply Level
<input checked="" type="checkbox"/>	User70	*****	Do Not Synchronize	user70@example.com	23	3
<input checked="" type="checkbox"/>	User71	*****	Do Not Synchronize	user71@example.com	1	0
<input checked="" type="checkbox"/>	User72	*****	Do Not Synchronize	user72@example.com	1000	2
<input checked="" type="checkbox"/>	User73	*****	Do Not Synchronize	user73@example.com	1000	5
<input checked="" type="checkbox"/>	User74	*****	Do Not Synchronize	user74@example.com	500	2
<input checked="" type="checkbox"/>	User75	*****	Do Not Synchronize	user75@example.com	55	4
<input checked="" type="checkbox"/>	User76	*****	Do Not Synchronize	user76@example.com	100	3
<input checked="" type="checkbox"/>	User77	*****	Do Not Synchronize	user77@example.com	1000	1
<input checked="" type="checkbox"/>	User78	*****	Do Not Synchronize	user78@example.com	200	0
<input checked="" type="checkbox"/>	User79	*****	Do Not Synchronize	user79@example.com	10	4

The result of the import operation appears.



### Reminder

- To select all users in the list, click the [Select All] button.
- For details on the result page, refer to "Checking the import result" on page 3-21.

## 3.1.14 Checking the import result

The results of the import operation can be viewed. Check the details, and then click the [OK] button.

Import Result

?

Import Result

Import processing has been completed.

Total: 1-10/13

[10] 20 30 50 100

<< < 1 /2 > >>

Go

Result	User Name	Password	Account Name	E-mail Address	Maximum Number of Box	Apply Level
Cancel	User70	*****	Do Not Synchronize	user70@example.com	23	3
Cancel	User71	*****	Do Not Synchronize	user71@example.com	1	0
Cancel	User72	*****	Do Not Synchronize	user72@example.com	1000	2
Cancel	User73	*****	Do Not Synchronize	user73@example.com	1000	5
Cancel	User74	*****	Do Not Synchronize	user74@example.com	500	2
Cancel	User75	*****	Do Not Synchronize	user75@example.com	55	4
Cancel	User76	*****	Do Not Synchronize	user76@example.com	100	3
Cancel	User77	*****	Do Not Synchronize	user77@example.com	1000	1
Cancel	User78	*****	Do Not Synchronize	user78@example.com	200	0
Cancel	User79	*****	Do Not Synchronize	user79@example.com	10	4

OK

Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing.</p> <p>The result is indicated as follows.</p> <ul style="list-style-type: none"> <li>• "Registration Completed": Appears when a new registration was normally completed.</li> <li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Users" and update of the information registered in the device for the existing user name was normally completed.</li> <li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Users" and no processing is performed since the same user name already exists.</li> <li>• "Error": Appears when the entered data is inappropriate and cannot be registered.</li> </ul>
User Name	Displays the user name.

Function	Details
Password	Displays the password. The password is indicated using eight * (asterisks).
Account Name	Displays the account track information of the user. If you do not synchronize the user and account when managing the account, "Do Not Synchronize" is displayed. When you synchronize them, the account name is displayed if the name of the account that the user belongs to is specified. "None" is displayed if no account name is specified.
E-mail Address	Displays the e-mail address.
Maximum Number of Box	Displays the upper limit on the number of boxes that the user can create. If a value is not displayed, the maximum number of boxes is not managed.
Apply Level	Displays the access permission level for the address book.

### 3.1.15 Importing from an external server

#### Selecting an external server

→ Select an external server, and then click the [Next] button.

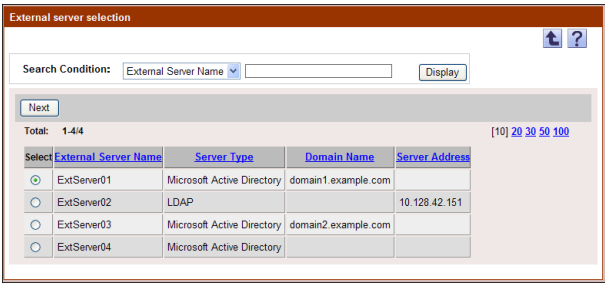


**Note**

*User information cannot be imported from NTLM or the Novell NDS server.*

The following items are displayed in the external server list.


Function	Details
External Server Name	Displays the name of the external server.
Server Type	Displays the type of the external server.
Domain Name	Displays the domain name of the external server. It is displayed when "Microsoft Active Directory" is selected for "Server Type".
Server Address	Displays the server address. It is displayed when "LDAP" is selected for "Server Type".






## Specifying user search conditions and acquired information

Specify settings for the following parameters when importing. Available settings vary depending on the type of external server selected.

Function	Details
Search base	Displays the search base specified for "External Server Settings". If "OneLevel" is selected for "Range", the search base cannot be changed.
Range	Select a range within which search is performed on the external server. For the external server for which "OneLevel" is selected on the External Server Settings page, only "OneLevel" can be selected.
Filter	Type in the condition for searching. Search users containing the specified character string.
Organization Unit (OU)	Select whether to retrieve OU information of the external server as a user group.   ... <b>Reminder</b> <i>Organization Unit is available when "Subtree" is selected for "Range".</i>
User Name (check box)	Select this check box to retrieve the user name from the external server.
User Name (text box)	Displays the row name where the user name is stored.
Description (check box)	Select this check box to retrieve the description of the user from the external server.
Description (text box)	Type in the row name where the description is stored.
E-mail Address (check box)	Select this check box to retrieve the user e-mail address from the external server.
E-mail Address (text box)	Type in the row name where the e-mail address is stored.
Home (check box)	Select this check box to access the user's Home from the external server.
Home (text box)	Type in the name of the row where Home is stored.

Function	Details
Distinguished Name	<p>Type in the attribute to obtain the distinguished name of the user from the external server.</p> <p> . . .</p> <p><b>Reminder</b> <i>The value typed in for "Distinguished Name" is used for obtaining the default value for the user group when importing. No value or incorrect value entered is ignored.</i> <i>If "Import (as User Group)." is selected in Organization Unit (OU), this function is necessary. When "Active Directory" is selected, "distinguishedname" is displayed. It cannot be changed.</i></p>

- Specify the settings necessary for importing, and then click the [Next] button.
- To clear the entered information, click the [Clear] button.

Import from external server

Search Criteria

Search Base

Range

Filter

Organization Unit (OU)

User Information Request List

ou=ou1,ou=SampleUsers,dc=domain1 (Required)

Subtree

The user name contains the following

Import (as User Group).

Do not import.

☒ User Name

☒ Description

☒ E-mail Address

☒ Home

Distinguished Name

samaccountname

displayname

mail

homedirectory

distinguishedname

Next

Clear

 . . .

**Note**

*If search fails, check the settings for the external server again. For details on the external server settings, refer to "Editing a server" on page 3-102.*

Selecting a user

The user to be imported can be selected. Specify settings for the following parameter when selecting.

Function	Details
Operation for Already Existing Users	If the imported user name already exists, specify whether or not to overwrite the data in "Description", "E-mail Address" and "Home".
[Select All/Uncheck All] button	Click this button to select or uncheck all displayed settings.

Select User

Operation for Already Existing Users

Do not Overwrite

Select All

Total: 1-10/10

[10] 20 30 50 100

Select	User Name	Description	E-mail Address	Home	User Group Name
<input type="checkbox"/>	User54	User54	User54@example.com	\\192.168.10.54\home\Group	ou1
<input type="checkbox"/>	User53	User53	User53@example.com	\\192.168.10.53\home\Group	ou1
<input type="checkbox"/>	User52	User52	User52@example.com	\\192.168.10.52\home\Group	ou1
<input type="checkbox"/>	User51	User51	User51@example.com	\\192.168.10.51\home\Group	ou1
<input type="checkbox"/>	User50	User50	User50@example.com	\\192.168.10.50\home\Group	ou1
<input type="checkbox"/>	User65	User65	User65@example.com		ou1
<input type="checkbox"/>	User66	User66	User66@example.com		ou1
<input type="checkbox"/>	User67	User67	User67@example.com		ou1
<input type="checkbox"/>	User68	User68	User68@example.com		ou1
<input type="checkbox"/>	User69	User69	User69@example.com		ou1

Apply

- 1 From the user list, select the check box for the user to be imported.
- 2 From the [User Group Name] drop-down list, select the user group to which the user is registered.
  - The drop-down list displays the configuration name obtained from the external server and the user group registered in Authentication Manager.
  - If "Import (as User Group)." is selected in Organization Unit (OU), the user group is fixed to the group of the organization unit to which the user belongs. The drop-down list is not displayed.
  - If the user group not registered as a user group in Authentication Manager is selected, it is registered as a new user group when importing.

### 3 Click the [Apply] button.

The result of the import operation appears.



#### **Reminder**

- To select all users in the list, click the [Select All] button.



#### **Reminder**

<When "Do not import." is selected in Organization Unit (OU)>

- When "Distinguished Name" is typed in for "Specifying user search conditions and acquired information" on page 3-24, the configuration name one level higher where the user information is saved is displayed. Example: When "User50" is saved in the configuration "ou5" on the external server, "ou5" is displayed by default.

When no value or an incorrect value is typed in for "Distinguished Name", the value specified for "Search Base" is displayed by default.

Example: When the search base is

"ou=ou1,ou=SampleUsers,dc=domain1,dc=example,dc=com", "ou1" is displayed by default.



#### **Reminder**

<When "Import (as User Group)." is selected in Organization Unit (OU)>

- Import OU information together when importing user information from the external server.

- Create a group of an external server name immediately under Root.

- Configure a hierarchy based on OU information under the group of the external server name.

- Import processing will fail if the same user group name as the specified external server name resides immediately under Root.

3.1.16 Checking the import result

The results of the import operation can be viewed. Check the details, and then click the [OK] button.

Import Result

?

Import Result [User]

Import processing has been completed.

[5] [10](#) [15](#) [25](#) [50](#)

Total: 1-5/5

Result	User Name	Description	E-mail Address	Home	User Group Name
Registration Completed	User51	User51	User51@example.com	\\192.168.10.51\home\Group	ou1
Registration Completed	User53	User53	User53@example.com	\\192.168.10.53\home\Group	ou1
Registration Completed	User54	User54	User54@example.com	\\192.168.10.54\home\Group	ou1
Registration Completed	User65	User65	User65@example.com		ou1
Registration Completed	User66	User66	User66@example.com		ou1

Import Result [User Group]

Import processing has been completed.

[5] [10](#) [15](#) [25](#) [50](#)

Total: 1-1/1

Result	User Group Name
Registration Completed	ou1

OK

<Import Result [User]>

Function	Details
Result	Displays whether the registration operation was successfully completed from importing.
User Name	Displays the user name.
Description	Displays the description of the user.
E-mail Address	Displays the e-mail address of the user.
Home	Displays the user's Home.
User Group Name	Displays the name of the user group.

<Import Result [User Group]>

Function	Details
Result	Displays whether the registration operation was successfully completed from importing.
User Group Name	Displays the name of the new user group added.

### 3.1.17 Deleting a user according to the external server

Select this option to check for users deleted from the external server, and delete the relevant user information from the user list.

Users cannot be deleted from NTLM or the Novell NDS server according to the external server.

#### Selecting an external server

- ➔ Select an external server, and then click the [Next] button.

**External server selection**

Search Condition: External Server Name

Total: 1-4/4 [10] 20 30 50 100

Select	External Server Name	Server Type	Domain Name	Server Address
<input checked="" type="radio"/>	ExtServer01	Microsoft Active Directory	domain1.example.com	
<input type="radio"/>	ExtServer02	LDAP		10.126.42.151
<input type="radio"/>	ExtServer03	Microsoft Active Directory	domain1.example.com	
<input type="radio"/>	ExtServer04	Microsoft Active Directory	domain1.example.com	

#### Selecting a user

Select user(s) to be deleted from the user list.

**Users removed from External Server**

Total: 1-7/7 [10] 20 30 50 100

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User80	UserGroup21	
<input type="checkbox"/>	User81	UserGroup21	
<input type="checkbox"/>	User82	UserGroup21	
<input type="checkbox"/>	User30	UserGroup12	
<input type="checkbox"/>	User31	UserGroup12	
<input type="checkbox"/>	User32	UserGroup12	
<input type="checkbox"/>	User33	UserGroup12	

- 1 From the user list, select the check box for user(s) to be deleted.
- 2 Click the [Delete] button.

- 3 Check the message that appears, and then click the [OK] button to delete the template.



**Reminder**

*To select all users in the list, click the [Select All] button.*

**3.1.18 Exporting data**

The user information and user group information can be exported to a file. Information can also be registered by temporarily saving the registered information or adding user information in the correct format, then importing it.

Specify settings for the following parameters when exporting.

Function	Details
Set password and export.	Select this option to specify an import password for a file to be exported or encrypt a file. Select the [Set password and export.] check box, and specify a password in [Password]. For confirmation, type in the password again. When you import the encrypted file, you must type in this password correctly.

- 1 From the [Select User Group] drop-down list, select a user group to be exported.
  - To export all users, select "All Users".
  - If master/subordinate relationships are specified for a group, select the [All subgroups] check box.
- 2 Select the format of a file to be exported from the drop-down list of [File Format].
  - When specifying an import password for a file to be exported or encrypting a file, select the "Set password and export." check box to enter a password.
  - A password of 1-15 characters can be specified for files in the Excel 97 to Excel 2003 book formats (.xls).
  - A password of 1-255 characters can be specified for files in the Excel book format (Office excel 2007 or later) (.xlsx).
  - A password of 1-32 characters can be specified for files in the Binary format (system file) (.bin).

- To clear the entered information, click the [Clear] button.

**Export User/User Group**

**Select export data**

Select User Group: All Users

Display Details: ☒ All subgroups

**How to export**

File Format: XLS

☐ Set password and export.

Password:

Reenter Password:

Start Export Clear

- 3 Click the [Start Export] button.
  - 4 In the File Download dialog box, click the [Save] button.
  - 5 Specify the location where the file is to be saved, and then click the [Save] button.
  - 6 In the Download complete dialog box, click the [Close] button.
- The exported data is saved in the specified location.



#### Reminder

*The user biometric information is not exported.*

*The exported data can be viewed and edited in a spreadsheet application. For details on editing the exported file in a spreadsheet application, refer to "Editing an exported file" on page 3-32.*

*If Binary is selected in "File Format", the contents of a file are encrypted, and the file cannot be edited.*

*When opening a file for which XLS or XLSX is selected in "File Format" while a password is specified, enter an import password.*



### 3.1.19 Editing an exported file

#### Editing an exported file

The exported file can be edited and saved in a spreadsheet application.



#### Reminder

*To edit and save an XML file in a spreadsheet application, specify the file type to "XML Spreadsheet", and then save it.*

*For the procedure to edit a tab-delimited text file (.txt) or a comma-delimited CSV file (.csv) in a spreadsheet application, see "Editing a text or CSV file".*

#### Editing a text or CSV file

The following procedure describes how to edit an exported tab-delimited text or comma-delimited CSV file in Microsoft Excel.

- 1 Open the spreadsheet application.
- 2 Select "Open".
- 3 Select the exported file.
  - As a file type, select "All Files" or "Text File".The Text Import Wizard appears.
- 4 Specify the format of data to be delimited, and then click the [Next] button.
  - For "Original data type", select "Delimited - Characters such as commas or tabs separate each field".
  - As the reading start row, select "1".
  - Select "UTF-8" as the character code.
- 5 Specify a delimiter for the field, and then click the [Next] button.
  - To edit a text file, select the "Tab" check box in the "Delimiters" section.
  - To edit a CSV file, select the "Comma" check box in the "Delimiters" section.
  - Clear the check box for specifying whether the continuous delimiters are to be handled as one character or not.
  - Select " (double quotation mark) for "Text Qualifier".

**6** Specify a data format of the column after data is delimited, and then click the [Finish] button.

- Click on the column displayed on the previewed data, and then change the data format of the column to "Character String".
- Change the data format for all columns to "Text".

The exported file opens.

**7** Edit the file.

**8** Save the file.

- To save the file as a text file, specify the file type to "Text (Tab delimited)", and then save it.
- To save the file as a CSV file, specify the file type to "CSV (comma delimited)", and then save it.

**9** Change the file character code to UTF-8.

- Open the file saved in step 8 by selecting "Accessories" - "Notepad", and then save it as a new file. Select "UTF-8" as the character code.

## 3.2 User Counter

The counter totals for each user can be displayed.



### Reminder

*When logged on as a group manager, only information for users registered in the managed groups can be totaled. For details on group manager settings, refer to "Specifying a group manager" on page 3-145.*

### 3.2.1 Displaying the device list

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all groups, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
- 2 Click the [Display] button.

A list of devices registered in the selected group appears.

3.2.2 Selecting a specific device

- Select the device whose data is to be totaled, and then click the [Go to the User Counter Result dialog.] button.

User Counter Device Selection

Device Group

All Devices

Display Details

☐ All subgroups

Search Condition:

Registered Name

Display

Total: 1-5/5

[10] 20 30 50 100

Select	Registered Name	Model Name
<input checked="" type="radio"/>	Device01	Device01
<input type="radio"/>	Device02	Device02
<input type="radio"/>	Device03	Device03
<input type="radio"/>	Device04	Device04
<input type="radio"/>	Device05	Device05

Go to the User Counter Result dialog.

3.2.3 Displaying counter totals

Click this button to display the counter totals. Settings for the following parameters can be specified.

Function	Details
[Display Settings] button	Select the items to be displayed in the counter totals. For details, refer to "Specifying display settings for the counter list" on page 3-36.
User Group	Select a user group of users to be displayed in the list.
Search Condition	Specify the condition to narrow down users to be displayed in the list.
[Counter Display] button	Click this button to display the counter totals.

- 1 From the [User Group] drop-down list, select the group in which the user to be totaled is registered.
- To display the account result of all users, select "All Users".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down users to be displayed in the list. Type in the character string to be searched for.

- 2 Click the [Counter Display] button.
- A list of counter totals appears for the users registered in the selected group.

User Counter Result

User Group

All Users

Display Details

☐ All subgroups

Search Condition:

User Name

Counter Display

Display Settings

Total: 1-10/11

[10] 20 30 50 100

<<

<

1

>

>>

Go

User Name	No. of Originals	No. of Sheets	Copy Total	Copy Large Size Total	Copy Black Total	Copy Black Large Size	Copy Full Color	Copy Full Color Large Size	Copy Single Color	Copy Single Color Large Size	Copy 2-Color	Copy 2-Color Large Size	Print Total	Print Large Size Total	Print Black Total	Print Black Large Size
User01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
User10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**Reminder**  
*For details on the items that can be displayed in the counter totals, refer to "Specifying display settings for the counter list" on page 3-36.*

3.2.4 Specifying display settings for the counter list

Select the items to be displayed in the counter totals. The following items can be selected.

Category	Display Item
Paper	No. of Originals/No. of Sheets
Copy	Total/Large Size Total/Black/Black Large Size/Full Color/Full Color Large Size/Single Color/Single Color Large Size/2-Color/2-Color Large Size
Print	Total/Large Size Total/Black/Black Large Size/Full Color/Full Color Large Size/Single Color/Single Color Large Size/2-Color/2-Color Large Size
Scan/Fax	Print Total/Print Large Size Total/Print Black/Print Black Large Size/Print Color/Print Color Large Size/Scan Total/Scan Large Size Total
Fax TX	TX

- 1 Select the check box for the items to be displayed in the counter totals, and then click the [Apply] button.
  - To clear the selected information, click the [Clear] button.

Counter List Display Setting

☒ No. of Originals

☒ No. of Sheets

☒ Copy Total

☒ Copy Large Size Total

☒ Copy Black

☒ Copy Black Large Size

☒ Copy Full Color

☒ Copy Full Color Large Size

☒ Copy Single Color

☒ Copy Single Color Large Size

☒ Copy 2 Color

☒ Copy 2 Color Large Size

☒ Print Total

☒ Print Large Size Total

☒ Print Black

☒ Print Black Large Size

☒ Print Full Color

☒ Print Full Color Large Size

☒ Print Single Color

☒ Print Single Color Large Size

☒ Print 2 Color

☒ Print 2 Color Large Size

☒ Scan/Fax Print Total

☒ Scan/Fax Print Large Size Total

☒ Scan/Fax Print Black

☒ Scan/Fax Print Black Large Size



☒ Scan/Fax Print Color

☒ Scan/Fax Print Color Large Size

☒ Scan/Fax Scan Total

☒ Scan/Fax Scan Large Size Total

☒ Fax TX



Apply

Clear

### 3.3 Account Track List

#### 3.3.1 Available operations in the Account Track List page

From the Account Track List page, settings can be specified with the following.

Function	Details
Search Condition	Specify the condition to narrow down account tracks to be displayed in the list.
[Register] button	Click this button to register a new account.
[Edit] button	Click this button to edit the information for a registered account.
[Delete] button	Click this button to delete a registered account.
[Import] button	Click this button to import account information to register the account.
[Export] button	Click this button to export the information for the currently registered account and save it.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.



**Note**

*In the same way as for User List, Account Track List can be used as the "Account Track" function of the device.*

*When managing output data of a specific user in multiple account tracks based on the user's operations, for example, when handling different customers' jobs, the Account Track function provides the flexibility. When logging in to a device under control of Authentication Manager, you can manage account tracks centrally.*

*For the account name, specify the same account name registered from the device panel.*

*The account name is not case-sensitive. For example, "ACCOUNTTRACK1" and "accounttrack1" are considered to be the same account name.*

### 3.3.2 Displaying the account track list

The list of registered account tracks can be viewed.

- 1 From the [Account Group] drop-down list, select the account group to be displayed.
  - To display all account tracks, select "All Accounts".
  - If master/subordinate relationships are specified in the group, select the [All subgroups] check box in [Display Details] to display all account tracks, including those in subordinate groups.
  - To narrow account tracks to be displayed in the list, specify the search condition. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box. To display the list of account groups according to the specified condition, click the [Display] button.
- 2 Click the [Display] button.

A list of account tracks registered in the selected group appears.

Select	Account Name	Account Group Name	Description
<input type="checkbox"/>	Project01	AccountGroup01	Description01
<input type="checkbox"/>	Project02	AccountGroup02	Description02
<input type="checkbox"/>	Project03	AccountGroup03	Description03
<input type="checkbox"/>	Project04	AccountGroup04	Description04
<input type="checkbox"/>	Project05	AccountGroup05	Description05
<input type="checkbox"/>	Project06	AccountGroup01	Description06
<input type="checkbox"/>	Project07	AccountGroup02	Description07
<input type="checkbox"/>	Project08	AccountGroup03	Description08
<input type="checkbox"/>	Project09	AccountGroup04	Description09
<input type="checkbox"/>	Project10	AccountGroup05	Description10

The following items are displayed in the account track list.

Function	Details
Account Name	Displays the account name.
Account Group Name	Displays the name of the group to belong to.
Description	Displays the description of the account.



3.3.3 Registering a new account

A new account can be registered. The following information is required for registration.

Function	Details
Account Group Name	Select the account group to belong to.
Account Name	Type in an account name.
Description	Type in a description of the account.
Password	Type in the password necessary for logging on. For confirmation, type in the password again.

- Specify the settings necessary for registering the account track, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

Create/Edit Account Track

Account Group Name

ParentAccountGroup01

Account Name

[Required] Max: 32 chars

Description

Max: 255 chars

Password

Max: 64 chars

Retype Password

Max: 64 chars

Apply

Clear

3.3.4 Editing an account

The information for registered accounts can be viewed and edited.

- Specify the settings for the account information to be edited, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.
  - To change the password, click the [Change Password] button.

Create/Edit Account Track

Account Group Name

AccountGroup01

Account Name

Project01

Description

Description01

Max: 255 chars

Password

Change Password

Apply

Clear



Reminder

For details on the settings, refer to "Registering a new account" on page 3-40.

### 3.3.5 Deleting an account

The selected account track information can be deleted.

- 1 In the Account Track List page, select an account track to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.  
The account is deleted.



#### Note

*When you delete the account that is synchronized with the user, the "Account Name" of the user will become "None".*

### 3.3.6 Importing data

Enterprise Suite reads a file saved in a supported format or connects to a device to import account track information and account group information.

Function	Details
Import from file	Select this option to import account track information from a specified file.
Import from a device	Account track information can be imported from a specified device.

→ Select the import method, and then click the [Next] button.

### 3.3.7 Importing from a file

Select this option to import account track and account group information that was saved in a file in advance, and to register or delete account track information. Specify settings for the following parameters when importing.



**Reminder**

*The following shows the file formats that are available for importing data.*

- Excel 97 to Excel 2003 book formats (.xls)
- Excel book format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format importable with Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)
- Binary format (system file) (.bin)



**Note**

- 3001 or more data items cannot be imported. Be sure to confirm that the number of data items is 3000 or less.
- If there are too many data items, it may take time to register them.

Function	Details
Import File Path	Type in the path to the file to be imported. The file path can also be specified by clicking the [Browse] button.
Operation for Already Existing Account Tracks	If the imported account name already exists, specify whether or not to overwrite the data in "Description" and "Password".
Import the file which is secured by password.	Select this option to import a password-protected file. Select the [Import the file which is secured by password.] check box, and then type in the password specified for the file in [Password] when exporting. For details on specifying a password for a file to export it, refer to "Exporting data" on page 3-54.

- Specify the settings necessary for importing, and then click the [Start Import] button.
- To clear the entered information, click the [Clear] button.

Import from file

Import File Path

Browse...

Operation for Already Existing Account Tracks

Do not Overwrite

☐ Import the file which is secured by password.

Password

Start Import

Clear

The result of the import operation appears.

**Note**

- Specifying incorrect information in "Password" may import incorrect information.
- Clicking the [Start Import] button displays a confirmation message.
- When a deletion file has been imported, the corresponding account tracks are deleted. Because deleted users cannot be restored, check the contents to be deleted carefully and click the [OK] button.

**Reminder**

For details on the result page, refer to "Checking the import result" on page 3-48.

### 3.3.8 Creating a file to be imported

A file to be imported can be created in a spreadsheet application.

**Reminder**

You can create an import file by clicking the [Export] button to export a file, then entering the data.

For details on editing the exported file in a spreadsheet application, refer to "Editing an exported file" on page 3-32.

- 1 Open the data in a spreadsheet application.
- 2 Create data, and then save it as a new file.
  - To save data, set the file format to the readable one with Enterprise Suite.
  - When data is saved in the text (tab-delimited) format (.txt) or CSV (comma-delimited) format (.csv), change the character code of a file to UTF-8. To select a character code, click "Accessories" - "Notepad" to open the saved file, and save it as a new file.



...

**Reminder**

*The following shows the file formats that are available for importing data.*

- Excel 97 to Excel 2003 book formats (.xls)
- Excel book format (Office Excel 2007 or later) (.xlsx)
- XML spreadsheet format (XML format importable with Excel) (.xml)
- Text (tab-delimited) format (.txt)
- CSV (comma-delimited) format (.csv)
- Binary format (system file) (.bin)



...


**Note**

*The three rows following "##TableName" contain basic information for the data. Do not change the data in these rows. Enter the detailed data of an account track by starting with column B on the next row of "##DataName".*

*Be sure to enter data for the items marked as "Required".*

			4		5		6		7	
		A	B	C		D	E			
1	1	##TableName	AccountTrackList							
2	2	##DispName	Account Group Name	Account Name		Description	Password			
3	3	##DataName	AccountGroupName	AccountName		Description	Password			
	4		AccountGroup01	Account01			+			
	5		AccountGroup02	Account02			+			
	6									
8	7	##TableName	AccountGroup							
9	8	##DispName	Parent Account Group Name	Account Group Name		Description				
10	9	##DataName	ParentAccountGroupName	AccountGroupName		Description				
	10			AccountGroup01						
	11		AccountGroup01	AccountGroup02						
	12									
	13									

No.	Re- quir ed	Function	Details
1	<input type="radio"/>	##TableName	Indicates the account track data. Type in "##TableName" and "AccountTrackList" to the right of the first column of the first row.
2		##DispName	Enter item titles to be displayed in a page. Type in "##DispName", "Account Group Name", "Account Name", "Description", and "Password" to the right of the first column of the second row.
3	<input type="radio"/>	##DataName	Enter item titles to perform the database-based management. Type in "##DataName", "AccountGroupName", "AccountName", "Description", and "Password" to the right of the first column of the third row.
4		Account Group Name	Type in the account group to belong to.
5	<input type="radio"/>	Account Name	Type in an account name.
6		Description	Type in the description of the account.

No.	Re-quired	Function	Details
7		Password	<p>Type in the password for the account.</p> <p> . . .</p> <p><b>Note</b> <i>All passwords for the file exported using the [Export] button will be shown by "+" (single-byte). To change the password, delete "+", and then type in a new password. If you do not change the password, "+" must be used as it is. For an additional new password, the "+" character cannot be used. All passwords for the file exported using the [Export] button will be shown by "+" (single-byte). To change the password, delete "+", and then type in a new password. If you do not change the password, "+" must be used as it is. For an additional new password, the "+" character cannot be used.</i></p>
8	<input type="radio"/>	##TableName	Indicates that data is for account group. Type in "##TableName" and "AccountGroup" from the first column to the right.
9		##DispName	Type in item titles to be displayed in a page. Type in "##DispName", "Parent Account Group Name", "Account Group Name", and "Description" from the first column to the right.
10	<input type="radio"/>	##DataName	Type in item titles to perform database-based management. Type in "##DataName", "ParentAccountGroupName", "AccountGroupName", and "Description" from the first column to the right.
11		Parent Account Group Name	Type in the name of the parent account group.
12	<input type="radio"/>	Account Group Name	Type in the account group name.
13		Description	Type in the description of the account group.

3.3.9 Creating a deletion file

A file to delete account tracks can be created in a spreadsheet application.

- 1 Open the data in a spreadsheet application.
- 2 Create data, and then save it as a new file.
  - To save data, set the file format to the readable one with Enterprise Suite.
  - When data is saved in the text (tab-delimited) format (.txt) or CSV (comma-delimited) format (.csv), change the character code of a file to UTF-8. To select a character code, click "Accessories" - "Notepad" to open the saved file, and save it as a new file.



Note

The first row ("##TableName") and third row ("##DataName") are necessary. Be sure to enter them.

Be sure to enter data for the items marked as "Required".

	A	B	C	D	E
1	##TableName	AccountDelete			
2	##CharacterLimit	32chars			
3	##DataName	AccountName			
4		AccountTrack01			
		AccountTrack02			
		AccountTrack03			
		AccountTrack04			
		AccountTrack05			

No.	Re- quir ed	Function	Details
1	<input type="radio"/>	##TableName	Type in the first row. Indicates data to delete account information from. Type in "##TableName" and "AccountDelete" to the right of the first column of the first row.
2		##CharacterLimit	Type "32chars" in the third row.
3	<input type="radio"/>	##DataName	Type "AccountName" in the second row.
4	<input type="radio"/>	Account Name	Type in the name of the account track(s) to be deleted in the fourth row and beyond.



3.3.10 Checking the import result

The results of the import operation can be viewed. Check the details, and then click the [OK] button.

Import Result

Import Result [Account Track]

Import processing has been completed.

Total: 1-5/11

[5] 10 15 25 50

<< ≤ 1 /3 ≥ >> Go

Result	Account Name	Description	Account Group Name
Registration Completed	Project01	Description01	AccountGroup01
Registration Completed	Project02	Description02	AccountGroup02
Registration Completed	Project03	Description03	AccountGroup03
Registration Completed	Project04	Description04	AccountGroup04
Registration Completed	Project05	Description05	AccountGroup05

Import Result [Account Group]

Import processing has been completed.

Total: 1-5/11

[5] 10 15 25 50

<< ≤ 1 /3 ≥ >> Go

Result	Parent Account Group Name	Account Group Name	Description
Registration Completed	ParentAccountGroup01	AccountGroup01	Description01
Registration Completed	ParentAccountGroup02	AccountGroup02	Description02
Registration Completed	ParentAccountGroup03	AccountGroup03	Description03
Registration Completed	ParentAccountGroup04	AccountGroup04	Description04
Registration Completed	ParentAccountGroup05	AccountGroup05	Description05

OK

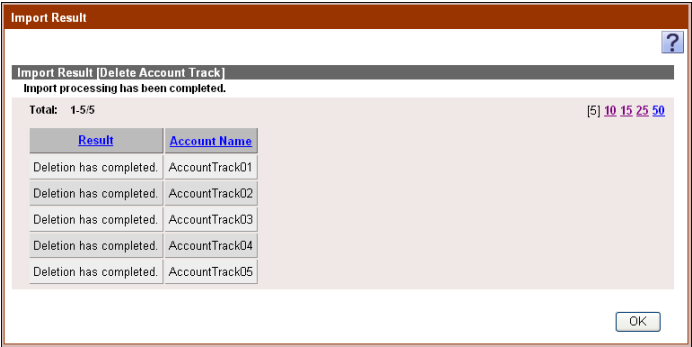
<Import Result [Account Track]>

Function	Details
Result	<div>Displays whether the registration operation was successfully completed from importing. The result is indicated as follows.</div> <ul style="list-style-type: none"><li>• "Registration Completed": Appears when a new registration was normally completed.</li><li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Account Tracks" and update of the information for "Description" and "Password" for the exiting account name were normally completed.</li><li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Account Tracks" and no processing is performed since the same account name already exists.</li><li>• "Error": Appears when the entered data is inappropriate and cannot be registered. Check the import file data again.</li></ul>
Account Name	Displays the account name.
Description	Displays the description of the account.
Account Group Name	Displays the account group name.

<Import Result [Account Group]>

Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing.</p> <p>The result is shown as follows.</p> <ul style="list-style-type: none"><li>• "Registration Completed": Appears when a new registration was normally completed.</li><li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Account Tracks" and update of the information for "Parent Account Group Name" and "Description" for the exiting account group name were normally completed.</li><li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Account Tracks" and no processing is performed since the same account group name already exists.</li><li>• "Error": Appears when the entered data is inappropriate and cannot be registered. Recheck the contents of the import file.</li></ul>
Parent Account Group Name	Displays the name of the parent account group.
Account Group Name	Displays the account group name.
Description	Displays the description of the group.

<Import Result [Delete Account Track]>



Function	Details
Result	Displays the deletion result. "Deletion has completed.": Appears when the deletion was normally completed. "Error": Appears when the entered data is inappropriate and cannot be deleted.
Account Name	Displays the account name.

3.3.11 Importing from a device

Account track information can be imported from a specified device.

Selecting a device to be imported

Display the device list and select a device to be imported.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
  - Devices that cannot be imported are not displayed.

## 2 Click the [Display] button.

A list of devices registered in the selected group appears.

Import from a device

Device Group: All Devices

Display Details: ☒ All subgroups

Search Condition: Registered Name

Display

Execute

Total: 1-5/5 [10] 20 30 50 100

Select	Registered Name	Model Name
<input checked="" type="radio"/>	Device01	Device01
<input type="radio"/>	Device02	Device02
<input type="radio"/>	Device03	Device03
<input type="radio"/>	Device04	Device04
<input type="radio"/>	Device05	Device05

## 3 Select the import method, and then click the [Execute] button.

Try to connect to the device. If the connection is established successfully, the Select Account Track page appears.



### Reminder

*If the connection fails, check the following again.*

*Power supply of the device*

*Device settings (FTP/HTTP/WebDAV)*

*Settings on the "Device Information Settings" page for the Device List*

*If device settings such as OpenAPI Settings are incorrect, only a part of information may be imported or the default values may be imported.*

Selecting the account to be imported

A list of account track information registered in the specified devices appears. Select the account track to be imported to start importing.

Specify settings for the following parameters when importing.

Function	Details
Operation for Already Existing Account Tracks	If the imported account name already exists, specify whether or not to overwrite the data in "Password".
Search Condition	Specify the condition to narrow down account tracks to be displayed in the list.
[Start Import] button	Click this button to start importing the account track.
[Select All/Uncheck All] button	Click this button to select or uncheck all displayed settings.

- 1 From the account track list, select the check box for the account to be imported.
- 2 Specify the settings necessary for importing, and then click the [Start Import] button.

Select Account Track

Search Condition: Account Name

Display

Start Import

Operation for Already Existing Account TracksDo not Overwrite

Uncheck All

Total: 1-9/9

Select

Account Name

Password

☒

AccTrk1

\*\*\*\*\*

☒

AccTrk2

\*\*\*\*\*

☒

AccTrk3

\*\*\*\*\*

☒

AccTrk4

\*\*\*\*\*

☒

AccTrk5

\*\*\*\*\*

☒

AccTrk6

\*\*\*\*\*

☒

AccTrk7

\*\*\*\*\*

☒

AccTrk8

\*\*\*\*\*

☒

AccTrk9

\*\*\*\*\*

[10]

20

30

50

100

The result of the import operation appears.



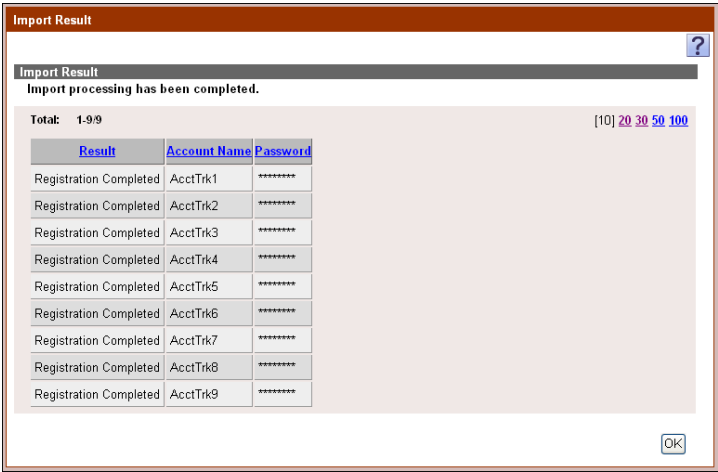
Reminder

To select all accounts in the list, click the [Select All] button.

For details on the result page, refer to "Checking the import result" on page 3-53.

3.3.12 Checking the import result

The results of the import operation can be viewed. Check the details, and then click the [OK] button.



<Import Result>

Function	Details
Result	<p>Displays whether the registration operation was successfully completed from importing.</p> <p>The result is indicated as follows.</p> <ul style="list-style-type: none"><li>• "Registration Completed": Appears when a new registration was normally completed.</li><li>• "Update": Appears when "Overwrite" is specified for "Operation for Already Existing Account Tracks" and update of the information for "Password" for the exiting account name were normally completed.</li><li>• "Cancel": Appears when "Do not Overwrite" is specified for "Operation for Already Existing Account Tracks" and no processing is performed since the same account name already exists.</li><li>• "Error": Appears when the entered data is inappropriate and cannot be registered.</li></ul>
Account Name	Displays the account name.

Function	Details
Password	Displays the password. The password is indicated using eight * (asterisks).

3.3.13 Exporting data

The information for account tracks and account groups can be exported to a file. Information can also be registered by temporarily saving the registered information or adding account track information in the correct format, then importing it.

Specify settings for the following parameters when exporting.

Function	Details
Set password and export.	Select this option to specify an import password for a file to be exported or encrypt a file. Select the [Set password and export.] check box, and specify a password in [Password]. For confirmation, type in the password again. When you import the encrypted file, you must type in this password correctly.

- 1 From the [Select Account Group] drop-down list, select the account group to be exported.
  - To export all accounts, select "All Accounts".
  - If master/subordinate relationships are specified in the group, select the [All subgroups] check box.
- 2 Select the format of a file to be exported from the drop-down list of [File Format].
  - When specifying an import password for a file to be exported or encrypting a file, select the "Set password and export." check box to enter a password.
  - A password of 1-15 characters can be specified for files in the Excel 97 to Excel 2003 book formats (.xls).
  - A password of 1-255 characters can be specified for files in the Excel book format (Office excel 2007 or later) (.xlsx).
  - A password of 1-32 characters can be specified for files in the Binary format (system file) (.bin).

- To clear the entered information, click the [Clear] button.

Export Account Track/Account Group

Select export data

Select Account Group: All Accounts

Display Details: ☐ All subgroups

How to export

File Format: XLS

☐ Set password and export.

Password:

Reenter Password:

Start Export Clear

- 3 Click the [Start Export] button.
  - 4 In the File Download dialog box, click the [Save] button.
  - 5 Specify the location where the file is to be saved, and then click the [Save] button.
  - 6 In the Download complete dialog box, click the [Close] button.
- The exported data is saved in the specified location.



### Reminder

*The exported data can be viewed and edited in a spreadsheet application. For details on editing the exported file in a spreadsheet application, refer to "Editing an exported file" on page 3-32.*

*If Binary is selected in "File Format", the contents of a file are encrypted, and the file cannot be edited.*

*When opening a file for which XLS or XLSX is selected in "File Format" while a password is specified, enter an import password.*



### 3.4 Account Track Counter

The counter totals for each account can be displayed.

Account Track Counter

Account Group: All Accounts

Display Details: ☐ All subgroups

Search Condition: Account Name

Counter Display

Display Settings

Total: 1-10/11

[10] 20 30 50 100

<< 1 2 >> Go

Account Name	No. of Originate	No. of Sheets	Copy Total	Copy Large Size Total	Copy Black	Copy Black Large Size	Copy Full Color	Copy Full Color Large Size	Copy Single Color	Copy Single Color Large Size	Copy 2 Color	Copy 2 Color Large Size	Print Total	Print Large Size Total	Print Black	Print Black Large
Project01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**Reminder**

For details on the items that can be displayed in the counter totals, refer to "Specifying display settings for the counter list" on page 3-36.

#### 3.4.1 Displaying counter totals

In order to display the counter totals, the following parameters can be specified.

Function	Details
Display Settings	Select the items to be displayed in the counter totals.
Account Group	Select an account group of account tracks to be displayed in the list.
Search Condition	Specify the condition to narrow down account tracks to be displayed in the list.
Counter Display	Displays the counter totals.

- 1
- From the [Account Group] drop-down list, select the group in which the account track to be totaled is registered.

- To display the account result of all account tracks, select "All Accounts".

- If master/subordinate relationships are specified in the group, select the [All subgroups] check box in [Display Details].

- To narrow account tracks to be displayed in the list, specify the search condition. Type in the text to be searched for in the text box.

2 Click the [Counter Display] button.

A counter totals list of account tracks registered in the selected group appears.

Account Track Counter

Account Group: All Accounts

Display Details: All subgroups

Search Condition: Account Name

Counter Display

Display Settings

Total: 1:10/11 [10] 20 30 50 100

<< < 1 /2 > >> Go

Account Name	No. of Originate	No. of Sheets	Copy Total	Copy Large Size Total	Copy Black	Copy Black Large Size	Copy Full Color	Copy Full Color Large Size	Copy Single Color	Copy Single Color Large Size	Copy 2 Color	Copy 2 Color Large Size	Print Total	Print Large Size Total	Print Black	# B arg
Project01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



**Reminder**  
For details on the items that can be displayed in the counter totals, refer to "Specifying display settings for the counter list" on page 3-36.

### 3.5 Specifying a function permission template

By using function permission templates, the functions available to users can be permitted. The procedures for registering, editing and deleting function permission templates are described below. For details on assigning function permission templates, refer to "Specifying a function permission" on page 3-63.

The registered function permission templates are displayed in the Function Permission Template List page.

A template is aimed at temporarily assigning permissions or roles to a specific user and applying them to each user group or user.

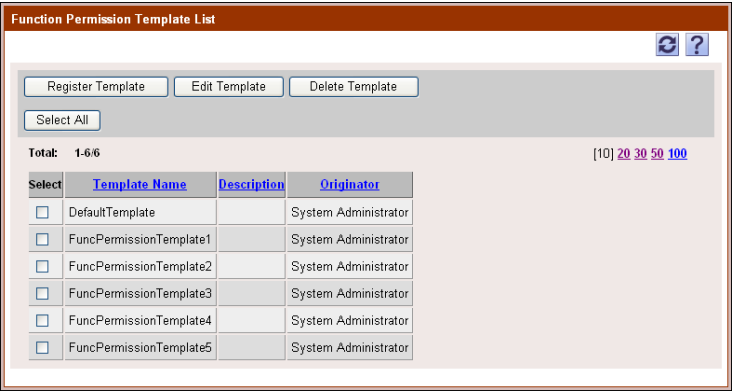
For example, there may be cases where a specific account track requires only the black-and-white copying or printing permission while the other one requires the scanning or color printing permission.

This function is available when quickly and easily setting roles to such users using Authentication Manager.



**Reminder**

*When logged on as a group manager, only templates registered by the user who is logged on are displayed. For details on group manager settings, refer to "Specifying a group manager" on page 3-145.*



Settings for function permission templates can be specified with the following.

Function	Details
[Register Template] button	Click this button to register a function permission template.
[Edit Template] button	Click this button to edit the information for a registered function permission template.
[Delete Template] button	Click this button to delete a registered function permission template.
[Select All/Uncheck All] button	Click this button to select or uncheck all displayed settings.



**Reminder**

*For user groups or users for which no function permission template is specified, the function permission template "DefaultTemplate" is applied as default.*  
*As default function permission, specify "DefaultTemplate".*  
*"DefaultTemplate" cannot be deleted.*

### 3.5.1 Registering and editing function permission templates

#### Registering templates

A new function permission template can be registered. Settings for the following parameters can be specified.

Function	Details
Function Permission Template Name	Type in the name of the function permission template.
Description	Type in the description of the function permission template.
Originator	Displays the name of the user who is creating the function limitation template.
Function Permission	Specify the functions to be permitted by selecting the check boxes.
Specify Priority on Color Restriction	Select a color permission to give priority to when a device to which a function permission template has been applied does not support the color permission by function. Specify the color permission for both printing (copy operation, printer operation, and printing of document to send) and sending (fax and scan operations). <ul style="list-style-type: none"> <li>• [Prioritise "Allow Color/Black".]: Sets to the [Allow Color/Black] when it is selected for one or more functions.</li> <li>• [Prioritise "Allow Black Only".]: Sets to the [Allow Black Only] when it is selected for one or more functions.</li> </ul>

- Specify the necessary settings, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

Register/Edit Function Permission Template

Function Permission Template Name  [Required] Max: 64 chars

Description  Max: 255 chars

Originator

☐ Uncheck function to prohibit use

**Function Permission**

- ☒ Copy
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☒ Print
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☒ Fax
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☒ Scan
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☒ User Box
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☒ Print Scan/Fax TX
  - ☐ Allow Color/Black
  - ☐ Allow Black Only
- ☐ Save to External Memory
- ☒ Manual Destination Input
  - ☐ Allow all entries
  - ☐ Allow entries only for Fax / SIP Fax.
- ☒ Web Browser
- ☒ Print from Bluetooth
- ☒ USB to User Box

**Specify Priority on Color Restriction**

Print(Copy, Print, Print Scan/Fax TX)
 

- ☐ Prioritise "Allow Color/Black".
- ☐ Prioritise "Allow Black Only".
- ☐ Prioritise "Allow Color/Black".
- ☐ Prioritise "Allow Black Only".

Send(Fax, Scan)
 

- ☐ Prioritise "Allow Color/Black".
- ☐ Prioritise "Allow Black Only".



### Reminder

*The configuration you set for Web Browser, Print from Bluetooth or USB to User Box will only be applied if the device you are using supports these features.*

*The "Save to External Memory" check box is cleared by default. Select this check box, if necessary.*

*Even when you have the box checked for "Allow entries only for Fax / SIP Fax." for a user, Manual address input will not be allowed for him, if the device he is using does not support detailed settings for Manual address input.*

*A user for whom all functions have been restricted cannot log in to any devices.*

*Please, refer to the user's guide of the device you are using for finding out which functional restrictions your device supports.*

Editing templates

The information for registered function permission templates can be viewed and edited.

- Specify the settings for the template information to be edited, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.



Reminder

- For details on the settings, refer to "Registering templates" on page 3-59.
- The name of the function permission template "DefaultTemplate" cannot be changed.

### 3.5.2 Deleting function permission templates

A function permission template can be deleted.

- 1 In the Function Permission Template List page, select the template to be deleted, and then click the [Delete Template] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.

The template is deleted.



...

**Reminder**

*A function permission template cannot be deleted if it has been assigned to a user or user group.*

## 3.6 Specifying a function permission

The procedure for assigning function permission templates is described below.

### 3.6.1 Setting by User

#### Setting by User page

Assign a function permission template to a user or user group.

- 1 Select a function permission template to be assigned from the [Template] drop-down list.
- 2 Select a user group to be displayed from the [User Group] drop-down list.
  - To display all users, select "All Users".
  - You can select a desired check box for [Display Details] to narrow down a target to be displayed.  
If master and subordinate relationships are specified for the group, select the [All subgroups] check box.  
When displaying only a user group, select the [User Group] check box.  
When only displaying a user, select the [User] check box.
  - If a search condition is specified for [Search Condition], you can narrow down devices to be displayed in the list. Select a column to be searched from the drop-down list, and enter the text to be searched for in the text box.
- 3 Click the [Display] button.  
This displays a list of users and user groups registered in the selected group.
- 4 Select a user and user group for which the function permission is to be configured, and click the [Apply] button.
  - To clear the selected contents, click the [Clear] button.
  - To assign a function permission template to the device used by the selected user and user group, click the [Go to "Setting by Device" screen] button.





**Reminder**

*If a different template is assigned to a user group and a user who belongs to that group, that user can only use the functions permitted for both templates.*



**Reminder**

*Clicking the "Availability" icon displays the Setting by User (by Device) page for the relevant user group or user.*



**Reminder**

*"Status of Restriction" displays the status of the setting by user that are currently applied to the user group or user. This is not a status that is selected in "Template" in the page.*

Settings By User

Select template

Template 

Template Not Registered

Selecting a user/user group

User Group 

All Users

Display Details ☐ All subgroups ☒ User Group ☒ User

Search Condition: 

User Group Name/User Name

Display

Select All

Total: 1-10/17 

[10] 20 30 50 100

<< < 1 2 > >> Go

Select Availability	User Group Name/User Name	Description	Settings By User	Status of Restriction (Allow: Icon indicated, Restrict: Icon not indicated.)
<input type="checkbox"/>	<div>UserGroup01</div>		FuncPermissionTemplate1	<div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div>

| ☐ | User01 |  | FuncPermissionTemplate2 |  |











| ☐ | User03 |  | FuncPermissionTemplate2 |  |











| ☐ | User04 |  | FuncPermissionTemplate1 |  |

Apply

Clear

Go to "Setting by Device" screen

Function		Details
Select (check box)		Select the check box of the user or user group to be assigned the function permission template.
Availability		Displays the status for assigning a function permission template. If one is assigned, an icon appears.
User Group Name/User Name		Displays the name of the user group or user.
Description		Displays the description of the user group or user.
Setting By User		Displays the function permission template assigned to the user/user group.
Status of Restriction (Icon)		<p>Displays the state of applied function permission. Allow: Icon indicated Restrict: Icon not indicated Permit/prohibit is indicated by the Icon in the following order.</p> <p> . . .</p> <p><b>Reminder</b> <i>For "Manual Destination Input" the icon for "Allow all entries" or "Allow entries only for Fax / SIP Fax." will be displayed.</i></p>
		(Copy) Allow Color/Black
		(Copy) Allow Black Only
		(Print) Allow Color/Black
		(Print) Allow Black Only
		(Fax) Allow Color/Black
		(Fax) Allow Black Only
		(Scan) Allow Color/Black
		(Scan) Allow Black Only
		User Box

Function		Details
		(Print Scan/Fax TX) Allow Color/Black
		(Print Scan/Fax TX) Allow Black Only
		Save to External Memory
		(Manual Destination Input) Allow all entries
		(Manual Destination Input) Allow entries only for Fax/SIP Fax.
		Web Browser
		Print from Bluetooth
		USB to User Box

### Setting by User (by Device) page


Assign a function permission template to the device used by the selected user or user group.





- 1 Select a function permission template to be assigned from the template drop-down list.
- 2 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
- 3 Click the [Display] button.
  - A list of devices registered in the selected group appears.
- 4 Select the device, which is to be configured in Advanced settings of Function Permission, from the device list, and click the [Apply] button.
  - To clear the selected information, click the [Clear] button.



Reminder

When logged on as a group manager, only templates registered by the user who is logged on can be selected. For details on group manager settings, refer to "Specifying a group manager" on page 3-145.

Function	Details
Select (check box)	Select the check box for the device to assign a function permission template to.
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
Setting by User (by Device)	Displays the function permission template assigned to the device.
Status of Restriction (Icon)	<div>Displays the state of applied function permission. Allow: Icon indicated Restrict: Icon not indicated Permit/prohibit is indicated by the Icon in the following order.</div> <div><p><b>Reminder</b> For "Manual Destination Input" the icon for "Allow all entries" or "Allow entries only for Fax / SIP Fax." will be displayed.</p></div>

Function	Details
	(Copy) Allow Color/Black
	(Copy) Allow Black Only
	(Print) Allow Color/Black
	(Print) Allow Black Only
	(Fax) Allow Color/Black
	(Fax) Allow Black Only
	(Scan) Allow Color/Black
	(Scan) Allow Black Only
	User Box
	(Print Scan/Fax TX) Allow Color/Black
	(Print Scan/Fax TX) Allow Black Only
	Save to External Memory
	(Manual Destination Input) Allow all entries
	(Manual Destination Input) Allow entries only for Fax/SIP Fax.
	Web Browser
	Print from Bluetooth
	USB to User Box

**Reminder**

*"Status of Restriction" displays the status that is currently applied to the device. This is not a status that is selected in "Template" on the page.*

## 3.6.2 Setting by Account Track

### Setting by Account Track page

Assign a function permission template to an account track or account group.

- 1 Select a function permission template to be assigned from the [Template] drop-down list.
- 2 Select an account group to be displayed from the [Account Group] drop-down list.
  - To display all users, select "All Accounts".
  - You can select a desired check box for [Display Details] to narrow down a target to be displayed.  
If master and subordinate relationships are specified for the group, select the [All subgroups] check box.  
When only displaying an account group, select the [Account Group] check box.  
When only displaying an account track, select the [Account Track] check box.
  - If a search condition is specified for [Search Condition], you can narrow down devices to be displayed in the list. Type in the text to be searched for in the text box.
- 3 Click the [Display] button.  
This displays a list of account tracks and account groups registered in the selected group.
- 4 Select an account track and account group for which the function permission is to be configured, and click the [Apply] button.
  - To clear the selected contents, click the [Clear] button.
  - To assign a function permission template to the device used by the selected account track and account group, click the [Go to "Setting by Device" screen] button.



**Reminder**

*If a different template is assigned to an account group and an account track which belongs to that group, that account track can only use functions permitted for both templates.*



**Reminder**

*Clicking the "Availability" icon displays the Setting by Account Track (by Device) page for the relevant account group or account track.*



**Reminder**

*If the device is using Enterprise Suite Terminal, you cannot use a function permission template that is assigned to an account track or account group.*



**Reminder**

*"Status of Restriction" displays the status of the basic settings that are currently applied to the account group or account track. This is not a status that is selected in "Template" in the page.*

Settings By Account Track

Select template

Template:

Select Account Track or Account Track Group

Account Group:  ☒ Account Group ☒ Account Track







Display Details: ☐ All subgroups ☒ Account Group ☒ Account Track

Search Condition:









Select All

Total: 1-10/11 [10] 20 30 50 100

Select Availability	Account Group Name/Account Name	Description	Settings By Account Track	Status of Restriction (Allow: Icon indicated, Restrict: Icon not indicated)
<input type="checkbox"/>	OTHER	Other	Template Not Registered	
<input type="checkbox"/>	Project01	Project01	Template Not Registered	
<input type="checkbox"/>	Project02	Project02	FuncPermissionTemplate1	
<input type="checkbox"/>	Project03	Project03	FuncPermissionTemplate3	
<input type="checkbox"/>	Project04	Project04	FuncPermissionTemplate3	
<input type="checkbox"/>	Project05	Project05	Template Not Registered	
<input type="checkbox"/>	Project06	Project06	Template Not Registered	
<input type="checkbox"/>	Project07	Project07	Template Not Registered	
<input type="checkbox"/>	Project08	Project08	Template Not Registered	
<input type="checkbox"/>	Project09	Project09	Template Not Registered	

Function	Details
Select (check box)	Select the check box of the account track or account group to assign a function permission template to.
Availability	Displays whether a function permission template is assigned. If one is assigned, an icon appears.
Account Group Name/Account Name	Displays the account group name or account track name.
Description	Displays the description of the account group or account track.
Settings By Account Track	Displays the function permission template assigned to the account/account group.
Status of Restriction (Icon)	<p>Displays the status of applied function permission. Allow: Icon indicated Restrict: Icon not indicated Icons indicate Allow or Restrict in the following order from the left.</p> <p> . . .</p> <p><b>Reminder</b> <i>For "Manual Destination Input", the icon for "Allow all entries" or "Allow entries only for Fax / SIP Fax." will be displayed.</i></p>
	(Copy) Allow Color/Black
	(Copy) Allow Black Only
	(Print) Allow Color/Black
	(Print) Allow Black Only
	(Fax) Allow Color/Black
	(Fax) Allow Black Only
	(Scan) Allow Color/Black
	(Scan) Allow Black Only
	User Box



Function	Details
	(Print Scan/Fax TX) Allow Color/Black
	(Print Scan/Fax TX) Allow Black Only
	Save to External Memory
	(Manual Destination Input) Allow all entries
	(Manual Destination Input) Allow entries only for Fax/SIP Fax.
	Web Browser
	Print from Bluetooth
	USB to User Box

### Setting by Account Track (by Device) page

Assign a function permission template to the device used by an account track or account group.

- 1 Select a function permission template to be assigned from the template drop-down list.
- 2 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
- 3 Click the [Display] button.
  - A list of devices registered in the selected group appears.
- 4 Select the device, which is to be configured in Advanced settings of Function Permission, from the device list, and click the [Apply] button.
  - To clear the selected information, click the [Clear] button.



**Reminder**

*If the device is using Enterprise Suite Terminal, you cannot use a function permission template that is assigned to an account track or account group.*



**Reminder**

*"Status of Restriction" displays the status that is currently applied to the device. This is not a status that is selected in "Template" on the page.*

Setting by Account Track (by Device)

Select template

Template Template Not Registered

Select device to apply the settings to

Device Group All Devices

Display Details ☐ All subgroups

Search Condition: Registered Name Display

Select All

Total: 1-1056 [10] 20 30 50 100

Select Registered Name Model Name Setting by Account Track (by Device) Status of Restriction (Allow: icon indicated, Restrict: icon not indicated)

☐ Device01

Device01

FuncPermissionTemplate1

☐ Device02

Device02

FuncPermissionTemplate1

☐ Device03

Device03

FuncPermissionTemplate1

☐ Device04

Device04

FuncPermissionTemplate1

☐ Device05

Device05

FuncPermissionTemplate1

☐ Device06

Device06

FuncPermissionTemplate2

☐ Device07

Device07

FuncPermissionTemplate2

☐ Device08

Device08

Template Not Registered

☐ Device09

Device09

Template Not Registered

☐ Device10














Device10



Template Not Registered

Apply

Clear

Function	Details
Select (check box)	Select the check box for the device to assign a function permission template to.
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
Setting by Account Track (by Device)	Displays the function permission template assigned to the device.

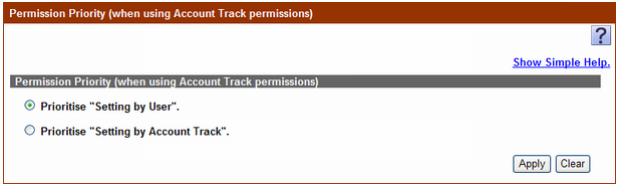
Function		Details
Status of Restriction (Icon)		<p>Displays the state of applied function permission.                      Allow: Icon indicated                      Restrict: Icon not indicated                      Permit/prohibit is indicated by the Icon in the following order.</p> <p> . . .</p> <p><b>Reminder</b>  <i>For "Manual Destination Input" the icon for "Allow all entries" or "Allow entries only for Fax / SIP Fax." will be displayed.</i></p>
		(Copy) Allow Color/Black
		(Copy) Allow Black Only
		(Print) Allow Color/Black
		(Print) Allow Black Only
		(Fax) Allow Color/Black
		(Fax) Allow Black Only
		(Scan) Allow Color/Black
		(Scan) Allow Black Only
		User Box
		(Print Scan/Fax TX) Allow Color/Black
		(Print Scan/Fax TX) Allow Black Only
		Save to External Memory
		(Manual Destination Input) Allow all entries
		(Manual Destination Input) Allow entries only for Fax/SIP Fax.
		Web Browser

Function		Details
		Print from Bluetooth
		USB to User Box

3.6.3 Function permission operations

If the account track management is enabled in the device, you can select the function permission setting to be given priority to when assigning a function permission to a user.

- [Prioritise "Setting by User".]: For details on function permission templates, refer to "Giving priority to Setting by User" on page 3-75.
- [Prioritise "Setting by Account Track".]: For details on function permission templates, refer to "Giving priority to Setting by Account Track" on page 3-76.



Reminder

*For users to whom no function permission template is assigned, the function permission is offered based on the DefaultTemplate setting.*

Giving priority to Setting by User

If [Prioritise "Setting by User".] is selected, the following function permission templates are assigned.

Setting by Account Track (by Device)	Setting by Account Track	Setting by User (by Device)	Setting by User	Function permission template
OFF	OFF	OFF	OFF	DefaultTemplate
OFF	ON	OFF	OFF	Setting by Account Track
ON	OFF	OFF	OFF	Setting by Account Track (by Device)

Setting by Account Track (by Device)	Setting by Account Track	Setting by User (by Device)	Setting by User	Function permission template
ON	ON	OFF	OFF	Setting by Account Track (by Device)
ON/OFF	ON/OFF	OFF	ON	Setting by User
ON/OFF	ON/OFF	ON	OFF	Setting by User (by Device)
ON/OFF	ON/OFF	ON	ON	Setting by User (by Device)



### Reminder

*If no template is assigned in Setting by User (by Device) and Setting by User, a template for Setting by Account Track (by Device) or Setting by Account Track is used instead.*

### Giving priority to Setting by Account Track

If [Give priority to Setting by Account Track] is selected, the following function permission templates are assigned.

Setting by Account Track (by Device)	Setting by Account Track	Setting by User (by Device)	Setting by User	Function permission template
OFF	OFF	OFF	OFF	DefaultTemplate
OFF	OFF	OFF	ON	By User
OFF	OFF	ON	OFF	Setting by User (by Device)
OFF	OFF	ON	ON	Setting by User (by Device)
OFF	ON	ON/OFF	ON/OFF	Setting by Account Track
ON	OFF	ON/OFF	ON/OFF	Setting by Account Track (by Device)
ON	ON	ON/OFF	ON/OFF	Setting by Account Track (by Device)



### Reminder



*If no template is assigned in Setting by Account Track (by Device) and Setting by Account Track, a template for Setting by User (by Device) or Setting by User is used instead.*

### 3.7 Specifying a user group

Groups of registered users can be created. Master/subordinate relationships can be created in the group according to the configuration. Settings for the following parameters can be specified.

Function	Details
[Register Group] button	Click this button to register user groups.
[Edit Group] button	Click this button to edit a registered group.
[Delete Group] button	Click this button to delete a registered group.
[Display Settings] button	Select the items to be displayed in the group list.
Search Condition	Specify the condition to narrow down user groups to be displayed in the list. The user group list is displayed based on the condition specified for "Search Condition". The master/subordinate relationships in the group are not displayed correctly since the user groups which do not meet the condition are not displayed.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.

Icons identify whether or not it is the user group that automatically synchronizes with an external server. The types of icons are as follows.

	Normal user group
	User group which automatically synchronizes with an external server



#### Reminder

*When logged on as a group manager, only information for managed groups and users can be edited or deleted. For details on group manager settings, refer to "Specifying a group manager" on page 3-145.*

*User groups of an external server cannot be deleted.*

#### 3.7.1 Registering and editing groups

When registering and editing groups, settings for the following parameters can be specified.

Function	Details
User Group Name	Specify the user group name.
Description	Type in a description of the group.

Function	Details
Change Parent Group	To create master/subordinate relationships in the group, select the parent group. If master/subordinate relationships are not to be created, select "(Root)".

- 1 To register a new group, click the [Register Group] button.
- To edit a group, select the group, and then click the [Edit Group] button.

Select	User Group Name	Description	Number of Users
<input type="checkbox"/>	ExtServer01		0
<input type="checkbox"/>	ExtServer02		0
<input type="checkbox"/>	ExtServer03		0
<input type="checkbox"/>	UserGroup01		2
<input type="checkbox"/>	UserGroup11		0
<input type="checkbox"/>	UserGroup12		0
<input type="checkbox"/>	UserGroup121		0
<input type="checkbox"/>	UserGroup02		2
<input type="checkbox"/>	UserGroup21		0
<input type="checkbox"/>	UserGroup03		2

- 2 Specify the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.
  - The data in "User Group Name" cannot be changed while editing the group.

User Group Name [Required] Max: 256 chars

Description Max: 127 chars

Change Parent Group (Root)

Apply Clear



**Reminder**

*When user groups are synchronized, a user group name or parent group to which the user group belongs cannot be changed.*

### Specifying display settings for the group list

The items to be displayed or hidden in the group list can be selected. Settings can be specified for the following parameters.

- User Group Name
- Description
- Number of Users



#### Reminder

*The user group name must be displayed.*

- Select the check box for the items to be displayed, and then click the [Apply] button.



### 3.7.2 Deleting a group

A group can be deleted. All groups belonging to the group to be deleted will also be deleted.

- 1 In the User Group Setting page, select the group to be deleted, and then click the [Delete Group] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.

The group is deleted.



#### Reminder

*The data for users belonging to the group is not deleted; however, users belonging to the group are changed to the "OTHER" group.*



## 3.8 Account Group Settings

A group of the registered accounts can be created. The master/subordinate relationships can be created in a group according to organizations. Settings for the following parameters can be specified.

Function	Details
Register Group	Click this button to register account groups.
Edit Group	Click this button to edit a registered group.
Delete Group	Click this button to delete a registered group.
Display Settings	Select the items to be displayed in the group list.
Search Condition	Specify the condition for narrowing account groups to be displayed in the list. The account group list is displayed based on the conditions specified for "Search Condition". The master/subordinate relationships in the group are not displayed correctly since the account groups that do not meet the condition are not displayed.
Select All/Uncheck all	Click this button to select or uncheck all displayed settings.

### 3.8.1 Registering and editing groups

When registering and editing groups, settings for the following parameters can be specified.

Function	Details
Account Group Name	Type in an account group name.
Description	Type in a description of the group.
Change Parent Group	To create master/subordinate relationships in the group, select the parent group. If master/subordinate relationships are not to be created, select "(Root)".

- 1 To register a new group, click the [Register Group] button.
- To edit a group, select the group, and then click the [Edit Group] button.

The screenshot shows the 'Account Group Settings' window. At the top, there is a 'Search Condition:' dropdown set to 'Account Group Name' and a 'Display' button. Below this are buttons for 'Register Group', 'Edit Group', 'Delete Group', and 'Display Settings'. A 'Select All' button is also present. The main area displays a table with columns: 'Select', 'Account Group Name', 'Description', and 'Number of Accounts'. The table lists 10 groups, alternating between 'ParentAccountGroup' and 'AccountGroup' names. A pagination bar at the bottom shows 'Total: 1-10/12' and a 'Go' button.

Select	Account Group Name	Description	Number of Accounts
<input type="checkbox"/>	ParentAccountGroup01	Description01	0
<input type="checkbox"/>	AccountGroup01	Description01	2
<input type="checkbox"/>	ParentAccountGroup02	Description02	0
<input type="checkbox"/>	AccountGroup02	Description02	2
<input type="checkbox"/>	ParentAccountGroup03	Description03	0
<input type="checkbox"/>	AccountGroup03	Description03	2
<input type="checkbox"/>	ParentAccountGroup04	Description04	0
<input type="checkbox"/>	AccountGroup04	Description04	2
<input type="checkbox"/>	ParentAccountGroup05	Description05	0
<input type="checkbox"/>	AccountGroup05	Description05	3

- 2 Configure the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.
  - The data in "Account Group Name" cannot be changed while editing the group.

The screenshot shows the 'Create/Edit Account Group' window. It contains three input fields: 'Account Group Name' (with the value 'AccountGroup01'), 'Description' (with the value 'Description01' and a 'Max: 127 chars' label), and 'Parent Group Name' (a dropdown menu with 'ParentAccountGroup01' selected). At the bottom right, there are 'Apply' and 'Clear' buttons.

### Specifying display settings for the group list

The items to be displayed or hidden in the group list can be selected. Settings can be specified for the following parameters.

- Account Group Name
- Description
- Number of Accounts



#### Reminder

*The account group name must be displayed.*

- Select the check box for the items to be displayed, and then click the [Apply] button.

### 3.8.2 Deleting a group

A group can be deleted. All groups belonging to the group to be deleted will also be deleted.

- 1 In the Account Group Settings page, select the group to be deleted, and then click the [Delete Group] button.
- 2 Check the message that appears, and then click the [OK] button to delete the group.

The group is deleted.



#### Reminder

*The data for account tracks belonging to the group is not deleted; however, account tracks belonging to the group are changed to the "OTHER" group.*

### 3.9 Specifying a template

User/account track/external server templates can be registered and assigned to a device. Assigning a template displays the list on the device panel, reducing troublesome tasks when logging on to the device.

The procedures for registering, editing and deleting the templates are described below. For details on assigning templates to the device, refer to "Editing device settings" on page 3-104.



#### Reminder

*These settings can be specified by the system administrator or the administrator. For details on the administrator settings, refer to "Specifying an administrator" on page 3-142.*

Select Template

Select Template.

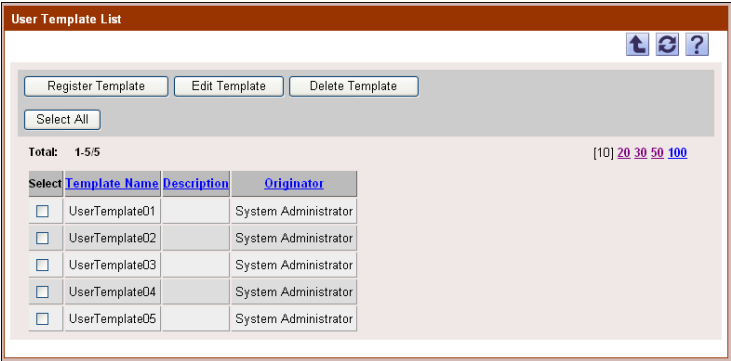
- ☒ User Template
- ☐ Account Track Template
- ☐ External Server Template

Go to the Template List display

- 1 Select the template type ("User Template", "Account Track Template" or "External Server Template").
- 2 Click the [Go to the Template List display] button.  
The list of templates for the selected type appears.

### 3.9.1 Registering and editing user templates

When registering and editing user templates, settings for the following parameters can be specified.



Function	Details
[Register Template] button	Click this button to register a user template.
[Edit Template] button	Click this button to edit a registered user template.
[Delete Template] button	Click this button to delete a user template.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.

#### Registering user templates

New user templates can be registered. Settings for the following parameters can be specified.

Function	Details
User Template Name	Type in a user template name.
Description	Type in a description for the user template.
Originator	Displays the name of the user who is creating the user template.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
Search Condition	Specify the condition to narrow down users to be displayed in the list.
User List	A list of users is displayed. To register a user, select the check box for the user.

→ Specify the necessary settings, and then click the [Apply] button.

- To clear the entered information, click the [Clear] button.

Register/Edit User Template

User Template Name

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

User Name

Display

Uncheck All

Select User that you wish to add to the Template.

Total: 1-10/20

[10] 20 30 50 100

<< < 1 > >> Go

Select	User Name	User Group Name	Description	External Server Name
<input checked="" type="checkbox"/>	User01	UserGroup1		
<input checked="" type="checkbox"/>	User02	UserGroup1		
<input checked="" type="checkbox"/>	User03	UserGroup12		
<input checked="" type="checkbox"/>	User04	UserGroup12		
<input checked="" type="checkbox"/>	User05	UserGroup121		
<input checked="" type="checkbox"/>	User06	UserGroup121		
<input checked="" type="checkbox"/>	User07	UserGroup2		
<input checked="" type="checkbox"/>	User08	UserGroup2		
<input checked="" type="checkbox"/>	User09	UserGroup2		
<input checked="" type="checkbox"/>	User10	UserGroup21		

Apply

Clear

Editing user templates

The information of the registered user templates can be edited. Settings for the following parameters can be specified.

Function	Details
User Template Name	Type in a user template name.
Description	Type in a description for the user template.
Originator	Displays the name of the user who is creating the user template.
Search Condition	Specify the condition to narrow down users to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
User List	A list of users is displayed. To add a user, select the check box for the user to be added.

- ➔ Specify the necessary settings, and then click the [Apply] button.

- To clear the entered information, click the [Clear] button.

Register/Edit User Template

User Template Name

UserTemplate01

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

User Name

Display

Select All

Select User that you wish to add to the Template.

Total: 1-10/20

[10] 20 30 50 100

<< < 1 2 > >> Go

Select	User Name	User Group Name	Description	External Server Name
<input checked="" type="checkbox"/>	User01	UserGroup1		
<input checked="" type="checkbox"/>	User02	UserGroup1		
<input checked="" type="checkbox"/>	User03	UserGroup12		
<input checked="" type="checkbox"/>	User04	UserGroup12		
<input checked="" type="checkbox"/>	User05	UserGroup121		
<input checked="" type="checkbox"/>	User06	UserGroup121		
<input checked="" type="checkbox"/>	User07	UserGroup2		
<input checked="" type="checkbox"/>	User08	UserGroup2		
<input checked="" type="checkbox"/>	User09	UserGroup2		
<input checked="" type="checkbox"/>	User10	UserGroup21		

Apply

Clear

3.9.2 Deleting user templates

Click this button to delete a user template.

- 1
- In the User Template List page, select the template to be deleted, and then click the [Delete Template] button.
- 2
- Check the message that appears, and then click the [OK] button to delete the template.
- The template is deleted.

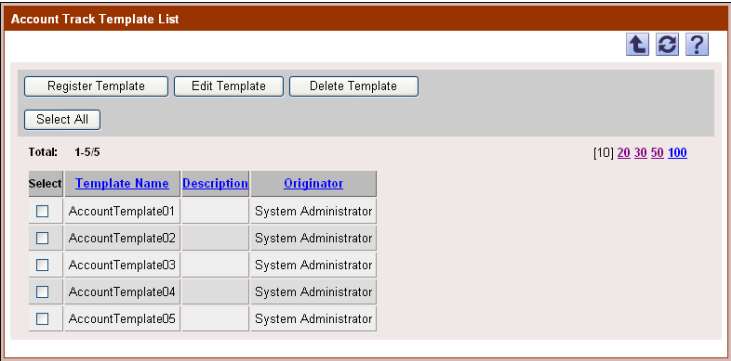


Reminder

*The data for users registered with the template is not deleted.*

3.9.3 Registering and editing account track templates

When registering and editing account track templates, settings can be specified with the following.



Function	Details
[Register Template] button	Click this button to register an account track template.
[Edit Template] button	Click this button to edit a registered account track template.
[Delete Template] button	An account track template can be deleted.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.



Registering account track templates

A new account track template can be registered. Settings for the following parameters can be specified.

Function	Details
Account Track Template Name	Type in the name of the account track template.
Description	Type in the description of the account track template.
Originator	Displays the name of the user who is creating the account track template.
Search Condition	Specify the condition to narrow down account tracks to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
Account Track List	Displays a list of account tracks. To register an account, select the check box for the account to be added.

- Specify the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.

Register/Edit Account Track Template

Account Track Template Name

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

Account Name

Display

Select All

Select Account Track that you wish to add to the Template.

Total: 1-10/11

[10] 20 30 50 100

<<

<

1

>

>>

Go

Select	Account Name	Account Group Name	Description
<input type="checkbox"/>	Project01	AccountGroup01	Description01
<input type="checkbox"/>	Project02	AccountGroup02	Description02
<input type="checkbox"/>	Project03	AccountGroup03	Description03
<input type="checkbox"/>	Project04	AccountGroup04	Description04
<input type="checkbox"/>	Project05	AccountGroup05	Description05
<input type="checkbox"/>	Project06	AccountGroup01	Description06
<input type="checkbox"/>	Project07	AccountGroup02	Description07
<input type="checkbox"/>	Project08	AccountGroup03	Description08
<input type="checkbox"/>	Project09	AccountGroup04	Description09
<input type="checkbox"/>	Project10	AccountGroup05	Description10

Apply

Clear

Editing account track templates

The information of the registered account track templates can be edited. Settings for the following parameters can be specified.

Function	Details
Account Track Template Name	Type in the name of the account track template.
Description	Type in the description of the account track template.
Originator	Displays the name of the user who is creating the account track template.
Search Condition	Specify the condition to narrow down account tracks to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
Account Track List	Displays a list of account tracks. To add an account, select the check box for the account to be added.

- Specify the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.

Register/Edit Account Track Template

Account Track Template Name

AccountTemplate01

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

Account Name

Display

Select All

Select Account Track that you wish to add to the Template.

Total: 1-10/11

[10] 20 30 50 100

<< < 1 /2 > >> Go

Select	Account Name	Account Group Name	Description
<input checked="" type="checkbox"/>	Project01	AccountGroup01	Description01
<input checked="" type="checkbox"/>	Project02	AccountGroup02	Description02
<input checked="" type="checkbox"/>	Project03	AccountGroup03	Description03
<input checked="" type="checkbox"/>	Project04	AccountGroup04	Description04
<input checked="" type="checkbox"/>	Project05	AccountGroup05	Description05
<input checked="" type="checkbox"/>	Project06	AccountGroup01	Description06
<input checked="" type="checkbox"/>	Project07	AccountGroup02	Description07
<input checked="" type="checkbox"/>	Project08	AccountGroup03	Description08
<input checked="" type="checkbox"/>	Project09	AccountGroup04	Description09
<input checked="" type="checkbox"/>	Project10	AccountGroup05	Description10

Apply

Clear

### 3.9.4 Deleting account track templates

An account track template can be deleted.

- 1 In the Account Track Template List page, select the template to be deleted, and then click the [Delete Template] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.  
The template is deleted.

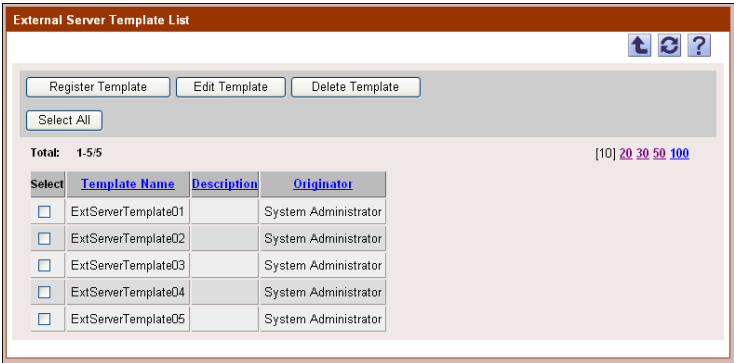


**Reminder**

*The data for account tracks registered with the template is not deleted.*

### 3.9.5 Registering and editing external server templates


When registering and editing external server templates, settings can be specified with the following.



Function	Details
[Register Template] button	Click this button to register an external server template.
[Edit Template] button	Click this button to edit a registered external server template.
[Delete Template] button	An external server template can be deleted.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.

Registering external server templates

Click this button to register a new external server template. Settings for the following parameters can be specified.

Function	Details
External Server Template Name	Type in an external server template name.
Description	Type in a description for the external server template.
Originator	Displays the name of the user who is creating the external server template.
Search Condition	Specify the condition to narrow down external servers to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
External server list	<div>Displays a list of external servers. To register an external server, select the check box for the external server.</div> <div> ...</div> <div><b>Reminder</b> "Domain Name": Displays the domain name of the Active Directory server and NTLM server.  "Default NDS Tree Name": Displays the NDS tree name of the Novell NDS server.  "Default NDS Context Name": Displays the context name of the Novell NDS server.  "Server Address": Displays the address of the LDAP server.</div>

- Specify the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.

Register/Edit External Server Template

External Server Template Name

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

External Server Name

Display

Select All

Select External Server that you add to the Template.

Total: 1-44

[10] 20 30 50 100

Select	External Server Name	Server Type	Domain Name	Default NDS Tree Name	Default NDS Context Name	Server Address
<input type="checkbox"/>	ExtServer01	Microsoft Active Directory	domain1.example.com			
<input type="checkbox"/>	ExtServer02	LDAP				10.128.42.151
<input type="checkbox"/>	ExtServer03	NTLM	domain2.example.com			
<input type="checkbox"/>	ExtServer04	Novell NDS		tree01	context01	

Apply

Clear

Editing external server templates

The information registered with an external server template can be edited. Settings for the following parameters can be specified.

Function	Details
External Server Template Name	Type in an external server template name.
Description	Type in a description for the external server template.
Originator	Displays the name of the user who is creating the external server template.
Search Condition	Specify the condition to narrow down external servers to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
External server list	Displays a list of external servers. To add an external server, select the check box for the external server to be added.

- Specify the necessary settings, and then click the [Apply] button.
- To clear the entered information, click the [Clear] button.

Register/Edit External Server Template

External Server Template Name

ExtServerTemplate01

[Required] Max: 64 chars

Description

Max: 255 chars

Originator

System Administrator

Search Condition:

External Server Name

Display

Select All

Select External Server that you add to the Template.

Total: 1-4-4

[10] 20 30 50 100

Select	External Server Name	Server Type	Domain Name	Default NDS Tree Name	Default NDS Context Name	Server Address
<input checked="" type="checkbox"/>	ExtServer01	Microsoft Active Directory	domain1.example.com			
<input type="checkbox"/>	ExtServer02	LDAP				10.128.42.151
<input type="checkbox"/>	ExtServer03	NTLM	domain2.example.com			
<input type="checkbox"/>	ExtServer04	Novell NDS		tree01	context01	

Apply

Clear

### 3.9.6 Deleting external server templates

An external server template can be deleted.

- 1 In the External Server Template List page, select the template to be deleted, and then click the [Delete Template] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.

The template is deleted.



**Reminder**

*The data for external servers registered with the template is not deleted.*

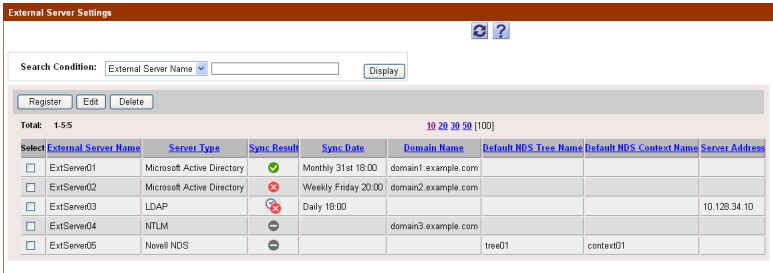
### 3.10 Specifying an external server

If an external server is used for user authentication, specify the server that will perform the authentication. The registered external servers appear in the external server list.



**Reminder**

*These settings can be specified by the system administrator or the administrator. For details on the administrator settings, refer to "Specifying an administrator" on page 3-142.*



The following items are displayed in the external server list.

Function		Details
External Server Name		Displays the name of the external server.
Server Type		Displays the type of the external server.
Sync Result		Displays the synchronization result (previous result) of an external server.
		Failed because of timeout.
		Success
		Failure
		Sync not allowed or not supported
Sync Date		Displays the Sync Date setting of the external server.

Function	Details
Domain Name	Displays the domain name of the external server. It is displayed when "Microsoft Active Directory" or "NTLM" is selected for "Server Type".
Default NDS Tree Name	Displays the name of the NDS tree. It is displayed when "Novell NDS" is selected for "Server Type".
Default NDS Context Name	Displays the context name of the external server. It is displayed when "Novell NDS" is selected for "Server Type".
Server Address	Displays the server address. It is displayed when "LDAP" is selected for "Server Type".

Settings for external servers can be specified with the following.

Function	Details
[Register] button	Click this button to register an external server.
[Edit] button	Click this button to edit the information for a registered external server.
[Delete] button	Click this button to delete a registered external server.

### 3.10.1 Registering a new server

New external servers can be registered.



#### Reminder

*The external authentication server types supported by Authentication Manager are Microsoft Active Directory, LDAP, NTLM (v1/v2), and Novell NDS.*



#### Note

*Before registering a user, the external server name must first be specified.*

To perform the following operations, type in the correct data in "Account", "Password", and "Search Base" for User search condition.

- Importing user information from the external server
- Performing IC card authentication (IC card only) using a user registered on the external server
- Performing biometric authentication using a user registered on the external server
- Registering the E-mail address information of the user using the User Auto-Registration (External Server Connection) function



- Automatically synchronizing external server and user information



...

**Note**

- Supported search-related functions are only Microsoft Active Directory and LDAP.
- The "User automatic registration" settings are different from the search base settings of "User search condition". If authentication succeeds, users are automatically registered even when they are outside the range specified in Search Base.

When performing authentication based on IC card information existing on the external server, type in the IC card information attribute name. Do not type anything in other cases.

- 1 Type in the name of the external server for [External Server Name].
- 2 Select whether to automatically register a user.
  - Selecting "Yes" for "User automatic registration" automatically registers a user who is not registered with Authentication Manager if that user is successfully authenticated.
- 3 From [Server Type], select a type of the external server to be specified.
  - "Microsoft Active Directory", "LDAP", "NTLM", or "Novell NDS" can be selected.
- 4 Click the [Switch Display] button.

Detail settings are switched according to the server type selected for [Server Type].
- 5 Specify detail settings for the external server.
  - Available settings vary depending on the type of external server selected.
- 6 Specify conditions required to search for a user (AD/LDAP only).
  - User search condition
  - User Information Request List
  - Auto Sync
- 7 Check the settings, and then click the [Apply] button.
  - To check if the entered user search condition is correct, click the [Test Connection] button. When "NTLM" or "Novell NDS" is selected for [Server Type], the [Test Connection] button is disabled.

- To clear the entered information, click the [Clear] button.

External Server RegistrationEdit

External server basic information

External Server Name (Required) Max: 32 chars

Use automatic registration

☐ Yes

☒ No

Server Type

Microsoft Active Directory

Switch Display

Active Directory Detail Settings

Domain Name 1-255 chars

User search condition

Account Max: 120 chars

Password Max: 120 chars

Search base Max: 255 chars

Scope

Subtree

User Information Request List

User Name

ldapccompatible

Max: 120 chars

Description

displayname

Max: 120 chars

E-mail Address

mail

Max: 120 chars

Home

homedirectory

Max: 120 chars

Distinguished Name

stringcsdnname

Max: 120 chars

IC card information attribute name Max: 120 chars

Auto Sync

Interval

☒ Every Month

1st

0:00

☐ Every Week

Sunday

0:00

☐ Every Day

0:00

☒ Do not synchronize

When you delete a user from User List, all data of this user including his counter data will be deleted. Once deleted, the data cannot be restored.

Users removed from External Server

Delete user from list.  
Mark user in the user list (no deletion).  
Don't do anything.

In the [Test Connection] screen, the immediate synchronization with the external server can be initiated.

Test ConnectionApplyClear

<Active Directory Detail Settings>

If the "Microsoft Active Directory" is selected for [Server Type], register the following information.

External Server RegistrationEdit

External server basic information

External Server Name (Required) Max: 32 chars

Use automatic registration

☐ Yes

☒ No

Server Type

Microsoft Active Directory

Switch Display

Active Directory Detail Settings

Domain Name 1-255 chars

User search condition

Account Max: 120 chars

Password Max: 120 chars

Search base Max: 255 chars

Scope

Subtree

User Information Request List

User Name

ldapccompatible

Max: 120 chars

Description

displayname

Max: 120 chars

E-mail Address

mail

Max: 120 chars

Home

homedirectory

Max: 120 chars

Distinguished Name

stringcsdnname

Max: 120 chars

IC card information attribute name Max: 120 chars

Auto Sync

Interval

☒ Every Month

1st

0:00

☐ Every Week

Sunday

0:00

☐ Every Day

0:00

☒ Do not synchronize

When you delete a user from User List, all data of this user including his counter data will be deleted. Once deleted, the data cannot be restored.

Users removed from External Server

Delete user from list.  
Mark user in the user list (no deletion).  
Don't do anything.

In the [Test Connection] screen, the immediate synchronization with the external server can be initiated.

Test ConnectionApplyClear

Function	Details
Domain Name	Type in the domain name of the external server.

<LDAP Detail Settings>

If the "LDAP" is selected for [Server Type], register the following information.

External Server Registration/Edit

External server basic information

External Server Name

User automatic registration

Server Type

[LDAP Detail Settings]

Server Address

Authentication Type

realm value

Timeout

Discovery Attribute

Authentication Search Base

Enable SSL

Port Number

Port Number(SSL)

Use Authentication Search Base and Discovery Attribute for authentication

Prefix

User search condition

Account

Password

Search base

Scope

User Information Request List

User Name

Description

E-mail Address

Home

Distinguished Name

IC card information attribute name

Auto Sync

Interval

When you delete a user from User List, all data of this user including his counter data will be deleted. Once deleted, the data cannot be restored.

Users removed from External Server

In the [Test Connection] screen, the immediate synchronization with the external server can be initiated.

Test Connection

Apply

Clear

Function	Details
Server Address	Type in the address of the external server.
Authentication Type	Select the authentication type of the external server.
realm value	Type a realm value required for Digest-MD5. (Enabled only when "Digest-MD5" is selected for "Authentication Type")
Timeout	Type in the connection timeout of the external server.
Discovery Attribute	Type in a discovery attribute of the user.
Authentication Search Base	Type in the name of the search base used for authentication. (Enabled only when the "Use Authentication Search Base and Discovery Attribute for authentication" check box is selected)
Enable SSL	Specify whether to enable SSL/TLS communication setting.
Port number	Specify the port number to be used for connecting to the external server (Non-SSL/TLS connection).

Function	Details
Port Number (SSL)	Specify the port number to be used for connecting to the external server (SSL/TLS connection).
Use Authentication Search Base and Discovery Attribute for authentication	Specify whether to use authentication search base and discovery attribute for authentication account. Selecting this check box uses authentication search base and discovery attribute to create an account, and then perform authentication.
Prefix	Type in a prefix when using search setting for authentication account. (Enabled only when the "Use Authentication Search Base and Discovery Attribute for authentication" check box is selected)



### Reminder

*The authentication account must be specified using the full path for LDAP depending on the LDAP server type.*

*Example:*

*LDAP://uid=user01,ou=ou1,dc=domain1,dc=example,dc=com*

*In this case, Authentication Manager can create the full path for LDAP from the following information, and then perform authentication.*

- Value specified for "Authentication Search Base" (Example: ou=ou1,dc=domain1,dc=example,dc=com)
- Value specified for "Discovery Attribute" (Example: uid)
- User name typed in from the device (Example: user01)

*In this case, select the "Use Authentication Search Base and Discovery Attribute for authentication" check box, and then specify authentication search base and discovery attribute.*

*For information on whether this setting is required, check the authentication method for your LDAP server.*

<NTLM Detail Settings>

If the "NTLM" is selected for [Server Type], register the following information.

External Server Registration/Edit

External server basic information

External Server Name

[Required] Max: 32 chars

User automatic registration

☒ Yes

☐ No

Server Type

NTLM

Switch Display

[NTLM Detail Settings]

Domain Name

1-255 chars

Apply

Clear

Function	Details
Domain Name	Type in the domain name of the external server.

<Novell NDS Detail Settings>

If the "Novell NDS" is selected for [Server Type], register the following information.

External Server Registration/Edit

External server basic information

External Server Name

[Required] Max: 32 chars

User automatic registration

☒ Yes

☐ No

Server Type

Novell NDS

Switch Display

[Novell NDS Detail Settings]

Default NDS Tree Name

1-255 chars

Default NDS Context Name

1-255 chars

Apply

Clear

Function	Details
Default NDS Tree Name	Type in the name of the NDS tree.
Default NDS Context Name	Displays the context name of the external server.

## &lt;User search conditions&gt;

Function	Details
Account	Type in the name of the user connecting to the external server.
Password	Type in the password of the user connecting to the external server.
Search base	Type in the search base of the external server.
Scope	Select a range within which search is performed on the external server. "OneLevel": Specifies one level lower than one specified for "Search Base" as a range for the search. "Subtree": Specifies all levels lower than one specified for "Search Base" as a range for the search.

## &lt;User Information Request List&gt;

Function	Details
User Name	Type in a user name to be used to obtain data from an external server.
Description	Type in a description to be used to obtain data from an external server.
E-mail Address	Type in an e-mail address to be used to obtain data from an external server.
Home	Type in a Home to be used to obtain data from an external server.
Distinguished Name	Type in the attribute to obtain the distinguished name of the user from the external server.
IC card information attribute name	Type in the attribute of the IC card if the IC card information is registered on the external sever.

## &lt;Auto Sync&gt;

Function	Details
Interval	Specify the automatic synchronization interval on a day, week, or time basis.
Users removed from External Server	Specify how to process a user that was deleted in an external server at synchronization.

### 3.10.2 Editing a server

The information for registered servers can be viewed and edited.

- ➔ Specify the settings for the server information to be edited, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.



#### Reminder

*For details on the settings, refer to "Registering a new server" on page 3-95.*

### 3.10.3 Deleting a server

The information for the selected server can be deleted.

- 1 In the External Server Settings page, select the server to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.

The server is deleted.



#### Reminder

*If the external server to be deleted was selected in user information, the external server cannot be deleted.*

### 3.11 Managing a specific device

Configure settings to manage the device using Authentication Manager.

Function	Details
The number of licenses	Displays the number of licenses that can use Authentication Manager.
The number of unused licenses	Displays the number of unused licenses that can use Authentication Manager.
Search Condition	Specify the condition to narrow down devices to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
Device list	Displays a list of devices. To register or unregister the device to be managed by Authentication Manager or edit the setting of the device, select this check box.
Do not manage even if communication fails	Specify whether to forcibly exclude the device from the management targets when unregistering the device. <ul style="list-style-type: none"> <li>• Select this check box if you forcibly exclude the device from the management targets, for example, when communication with the device fails or Authentication Manager cannot be unregistered from the device.</li> <li>• If you perform unregistration operation for the device without selecting this check box, the device continues to be a device to be managed even if the unregistration operation fails.</li> </ul>
[Edit] button	Various settings for authenticating devices can be specified.
Manage	Click this button to manage the selected device by Authentication Manager. If the device is registered for management, the authentication is performed using Authentication Manager as an extended authentication server (relay authentication server) or by associating Authentication Manager with an external server.
Do not manage	Click this button not to manage the selected device by Authentication Manager. If the device is unregistered, the Authentication Manager does not perform authentication for the device.








**Reminder**

- These settings can be specified by the system administrator or the administrator. For details on the administrator settings, refer to "Specifying an administrator" on page 3-142.
- Authentication Manager is a non-free application. You need to purchase a license and register it on Enterprise Suite before using. For details on license registration, refer to the "Device Manager User's Guide".

**3.11.1 Editing device settings**

Various settings for authenticating devices can be specified. Settings for the following parameters can be specified.

Function	Details
Device Administrator Password	Type in the administrator password for the device.
OpenAPI Account	Type in the OpenAPI account.
OpenAPI Password	Type in the OpenAPI password.
User authentication	<div>Select the user authentication method.<ul style="list-style-type: none"><li>• [Relay Server Authentication]: Select this option to use Authentication Manager as a relay server.</li><li>• [External Server Authentication (Checking the existence of users)]: Select this option to associate Authentication Manager with an external server.</li></ul></div> <div><p><b>Reminder</b> To use a function that requires a communication with Active Directory, select [External Server Authentication (Checking the existence of users)].</p></div>
Account Track	Select whether or not to manage the account.
Account Password	Specify whether or not to use passwords for account track authentication.
Public User	<div>Select whether or not to permit public users.</div> <div><p><b>Reminder</b> If you specify "ON (Without Login)" when editing multiple devices, devices that do not support "ON (Without Login)" will automatically be switched to "ON (With Login)".</p></div>

Function	Details
Function Permission Setting for Public User	<p>When you click on [Change Setting], the Function Permission Setting for Public User screen appears. This screen allows you to configure the functional restrictions for Public User. For details, refer to "Function Permission Setting for Public User" on page 3-110.</p> <p> . . .</p> <p><b>Reminder</b>  <i>You cannot click [Change Setting] in the following cases.</i>  <i>When you attempt to edit a single device for which [ON (Without Login)] cannot be selected for public users.</i>  <i>When [OFF] is selected for public users.</i></p>
IC card authentication password	Select whether or not passwords are to be used with IC card authentication.
IC Card Template	<p>Select an IC card information template to be assigned to a device.</p> <p> . . .</p> <p><b>Reminder</b>  <i>Only this item is available for a device that is using Enterprise Suite Terminal.</i></p>
Default External Server	Specify the external server name to be displayed on the device panel as the default when you log on.
SSFC Authentication Settings	Click [Change Setting] to display the SSFC Authentication Settings screen. Various settings for SSFC authentication can be specified. For details, refer to "SSFC Authentication Settings" on page 3-111.
Default biometric unit number	Specify a biometric unit No. to be displayed on the device panel as the default value when you log on.
Biometric System	<p>Select a biometric system.</p> <p>1:N authentication: Authentication only by biometric information input  1:1 authentication: Authentication by user name and biometric information input</p>
PIN Login	<p>Specify whether to permit logging in to a device using a PIN code.</p> <p>If "Allow" is specified, select the default method to log in to a device.</p> <ul style="list-style-type: none"> <li>• "User Login": Type in a user name, and log in to a device.</li> <li>• "PIN Login": Type in a PIN code, and log in to a device.</li> </ul> <p> . . .</p> <p><b>Note</b>  <i>If you permit logging in to a device using a PIN code, convenience is enhanced, but safety is compromised.</i></p>

Function	Details
Timeout	Type in the connection timeout for communicating with the device.
Timeout (Secondary)	Specify the communication timeout period with the device when the secondary server is used.
Automatic BOX deletion setting	Select the method for deleting boxes registered on a device when a user is deleted.
Print without Authentication	Specify whether or not to allow print jobs to proceed without authentication.
User Name	Displays the type of the user name list to be displayed on the device panel. Click the [Configuration (User Name)] button to display the List Settings (User Name) page. On this page, the device panel display procedure can be specified. For details, refer to "Specifying a list (User name)" on page 3-112.
Account Name	Displays the type of the account track name list to be displayed on the device panel. Click the [Configuration (Account Name)] button to display the List Settings (Account Name) page. On this page, the device panel display procedure can be specified. For details, refer to "Specifying a list (Account name)" on page 3-114.
External Server Name	Displays the type of the external server list to be displayed on the device panel. Click the [Configuration (External Server Name)] button to display the List Settings (External Server Name) page. On this page, the device panel display procedure can be specified. For details, refer to "Specifying a list (External server name)" on page 3-116.
Authentication result screen display	Select whether or not the authentication result is displayed in the device panel.
Please select device display language.	Select the language to be registered with the device.



**Note**

*When editing multiple devices that do not support "ON (Without Login)", you can select "ON (Without Login)" for public users and "Change Setting" for function permission setting for public users. However, because the device does not support this setting, public users are required to log in. Therefore, you cannot configure function permissions using Authentication Manager.*

*When performing IC card authentication (IC card authentication only) or biometric authentication using a user registered on the external server, be sure to specify external server search conditions. For details, refer to "Specifying an external server" on page 3-94.*

*Users registered on an external server of the NTLM or Novell NDS type cannot be authenticated with the IC card authentication and biometric authentication.*

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
- 2 Click the [Display] button.

A list of devices registered in the selected group appears.

Select Object Device

Authentication Manager: The number of device licenses

The number of licenses9999

The number of unused licenses9999

Device/Device Group Selection

Device GroupAll Devices

Display DetailsAll subgroups

Search ConditionRegistered Name

Display

Select All

Total: 1-1056

[10] 20 30 50 100

Select	Manage	Registered Name	Model Name	User authentication	Account Track	Account Password	IC Card Authentication Password	Public User	Terminal
<input type="checkbox"/>	OFF	Device01	Device01	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device02	Device02	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	ON	Device03	Device03	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	in use
<input type="checkbox"/>	OFF	Device04	Device04	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device05	Device05	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device06	Device06	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device07	Device07	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device08	Device08	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device09	Device09	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device10	Device10	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	

☐ Do not manage even if communication fails

Exit

Manage

Do not manage

- 3 From the device list, select the check box of the device whose setting is to be edited.
- 4 Click the [Edit] button.  
The Object Device Setting page appears.
- 5 Specify the necessary settings, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

Object Device Setting

Device Administrator Password

Max: 64 chars

OpenAPI Account

Max: 8 chars

OpenAPI Password

Max: 8 chars

Authentication Settings

User authentication

☒ Relay Server Authentication  
☐ External Server Authentication  
     (Checking the existence of users)

Account Track

☐ Manage  
☒ Not Manage

Account Password

☐ Use  
☐ Do not use

Public User

☐ ON (Without Login)  
☐ ON (With Login)  
☒ OFF

Function Permission Setting for Public User

[Change Setting](#)

IC card authentication password

☐ IC card authentication and password  
☒ Only IC card authentication

IC Card Template

Template Not Registered

Default External Server

None

SSFC Authentication Settings

[Change Setting](#)

PIN Login

☐ Allow  
     Default Login Method  
       ☒ User Login  
       ☐ PIN Login  
☒ Restrict

Operation setting

Timeout

60

sec.

[Required] Only Number: 10-120

Automatic BOX deletion setting

Public

Print without Authentication

☐ Allow  
☒ Restrict

Device panel display setting

List Settings

User Name

None

[Configuration](#)

Account Name

None

[Configuration](#)

External Server Name

None

[Configuration](#)

Authentication result screen display

☐ Display  
☒ Do Not Display

Please select device display language.
 

☒ English

☐ German

☐ Spanish

☐ French

☐ Italian

☐ Japanese

☐ Chinese (Simplified)

Apply

Clear

**Reminder**

*"Default biometric unit number" and "Biometric System" are displayed when the license for Gateway for Biometric Authentication Manager is registered.*

*A maximum of five languages can be registered with the device. "English" must be selected.*

*To authenticate the device by Authentication Manager, the device must be registered to be managed by Authentication Manager. For details, refer to "Registering a specific device" on page 3-118.*

**Note**

*If a personal box is used, a setting that specifies whether or not to allow use by public users should be specified on the device. If this setting is changed using Authentication Manager, all personal boxes will be shared regardless.*

*To confirm the settings specified in the Function Permission Setting for Public User page, SSFC Authentication Settings page, List Settings (User Name) page, List Settings (Account Name) page, and List Settings (External Server Name) page, click the [Apply] button in the Object Device Setting page.*

*You cannot edit a device that is using Enterprise Suite Terminal and a device that is not using Enterprise Suite Terminal at the same time.*

### 3.11.2 Function Permission Setting for Public User

Various settings for function permissions for public users can be specified. Settings for the following parameters can be specified.

Function	Details
Function limitation	Select the check boxes for the functions to be permitted for public users.
Specify Priority on Color Restriction	<p>Select the color permission to be given priority to when a public user uses a device that does not support the color permission by function.</p> <p>Specify the color permission for both printing (copy operation, printer operation, and printing of document to send) and sending (fax and scan operations).</p> <ul style="list-style-type: none"> <li>• [Prioritise "Allow Color/Black"] : Sets to the [Allow Color/Black] when it is selected for one or more functions.</li> <li>• [Prioritise "Allow Black only."] : Sets to the [Allow Black Only] when it is selected for one or more functions.</li> </ul>

- 1 Specify the necessary settings, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

The Object Device Setting page appears again.

[Show Simple Help.](#)

Uncheck function to prohibit use

Select All

**Function limitation**

☒ Copy

☒ Allow Color/Black

☐ Allow Black Only

☒ Print

☒ Allow Color/Black

☐ Allow Black Only

☒ Fax

☒ Allow Color/Black

☐ Allow Black Only

☒ Scan

☒ Allow Color/Black

☐ Allow Black Only

☒ User Box

☒ Print Scan/Fax TX

☒ Allow Color/Black

☐ Allow Black Only

☐ Save to external memory

☒ Manual address input

☒ Allow all entries

☐ Allow entries only for Fax / SIP Fax.

☒ Web Browser

☒ Print from Bluetooth

☒ USB to User Box

☒ Type of Color Printing allowed under Color Printing Restriction

**Specify Priority on Color Restriction**

Print(Copy, Print, Print Scan/Fax TX)

☐ Prioritise "Allow Color/Black".

☒ Prioritise "Allow Black Only".

☐ Prioritise "Allow Color/Black".

☒ Prioritise "Allow Black Only".

Send(Fax, Scan)

[Apply](#) [Clear](#)



**Reminder**

*To select all the functions in the list, click [Select All].*

*The "Save to external memory" check box is cleared by default. Select this check box, if necessary.*



**Note**

*This setting applies only to devices that support public users. On devices that do not support public users, you cannot configure the function permission for public users using Authentication Manager.*

### 3.11.3 SSFC Authentication Settings

Various settings for FeliCa SSFC authentication can be specified. Settings for the following parameters can be specified.



**Reminder**

*It is necessary for this item to be specified only when using the SSFC card for IC card authentication. If not using the SSFC card, it is not necessary to specify it.*

Function	Details
Room Number	Type in the room number of the device.
Floor Number	Type in the floor number of the device.
Building Number	Type in the building number of the device.
Area Number	Type in the area number of the device.
Security Level	Type in the security level of the device.
Company Code	Type in the company code of the device.
Company Identification Code (1 - 10)	Type in the company identification code (1 - 10) of the device.

- ➔ Specify the necessary settings, and then click the [Apply] button.
    - To clear the entered information, click the [Clear] button.
- The Object Device Setting page appears again.





**Note**

To confirm the settings specified in the SSFC Authentication Settings screen, click the [Apply] button in the Object Device Setting screen.

SSFC Authentication Settings

Room Number

0

Only Number: 0-65535

Floor Number

0

Only Number: 0-65535

Building Number

0

Only Number: 0-65535

Area Number

0

Only Number: 0-65535

Security Level

0

Only Number: 0-65535

Company Code

Max: 8 chars

Company Identification Code 1

Max: 20 chars

Company Identification Code 2

Max: 20 chars

Company Identification Code 3

Max: 20 chars

Company Identification Code 4

Max: 20 chars

Company Identification Code 5

Max: 20 chars

Company Identification Code 6

Max: 20 chars

Company Identification Code 7

Max: 20 chars

Company Identification Code 8

Max: 20 chars

Company Identification Code 9

Max: 20 chars

Company Identification Code 10

Max: 20 chars

Apply

Clear

3.11.4 Specifying a list (User name)

A list of user names to be displayed on the device panel can be specified.

The list can be displayed by selecting it from a registered user template or the history of logging on to the device panel can be displayed on the device panel.

Settings for the following parameters can be specified.



Function	Details
None	Select this item when not displaying the user name list on the device panel.
History	Select this item to display the history of logging on to the device panel as the use name list. <div><div><div></div><div>...</div></div><div><b>Reminder</b> If you change the setting to one other than "History" ("None" or "Template"), the login history saved in Authentication Manager is deleted.</div></div>

Function	Details
Sort by Login	Displays the user names in order of logging on to the device.
Sort by Name	Displays the sorted user names.
Template	Select this item to display the selected user template as a user name list.
Template list	Select a user template to be displayed on the device panel.

## Displaying a user template on the device panel

- 1 Select [Template].  
The list of user templates registered in the template list appears.
- 2 Select a user template to be displayed on the device panel, and then click the [Apply] button.

List Settings (User Name)



Select an item to be displayed as a List Button on the device panel.

☐ None

☐ History

☐ Sort by Login

☐ Sort by Name

☒ Template

Total: 1-5/5

[10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	UserTemplate01		System Administrator
<input type="radio"/>	UserTemplate02		System Administrator
<input type="radio"/>	UserTemplate03		System Administrator
<input type="radio"/>	UserTemplate04		System Administrator
<input type="radio"/>	UserTemplate05		System Administrator

Apply

Displaying login history on the device panel

- 1 Select [History].
- 2 Select the order of displaying the history.

List Settings (User Name)

Select an item to be displayed as a List Button on the device panel.

☐ None

☒ History

☒ Sort by Login

☐ Sort by Name

☐ Template

Total: 1-5/5

[10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	UserTemplate01		System Administrator
<input type="radio"/>	UserTemplate02		System Administrator
<input type="radio"/>	UserTemplate03		System Administrator
<input type="radio"/>	UserTemplate04		System Administrator
<input type="radio"/>	UserTemplate05		System Administrator

Apply

3.11.5 Specifying a list (Account name)

A list of account names to be displayed on the device panel can be specified.

The list can be displayed by selecting it from a registered account track template or the login history to the device panel can be displayed on the device panel.

Settings for the following parameters can be specified.



Function	Details
None	Select this item when not displaying the account name list on the device panel.
History	<div>Select this item to display the login history to the device panel as the account name list.</div> <div><div><div></div><div>...</div></div><div><div>Reminder</div><div>If you change the setting to one other than "History" ("None" or "Template"), the login history saved in Authentication Manager is deleted.</div></div></div>

Function		Details
	Sort by Login	Displays the account names in order of logging on to the device.
	Sort by Name	Displays the sorted account names.
Template		Select this item to display the selected account track template as an account name list.
Template list		Select an account track template to be displayed on the device panel.

Displaying an account track template on the device panel

- 1
- Select [Template].  
The list of account track templates registered in the template list appears.
- 2
- Select an account track template to be displayed on the device panel, and then click the [Apply] button.

List Settings (Account Name)



Select an item to be displayed as a List Button on the device panel.

☐ None

☐ History

☒ Sort by Login

☐ Sort by Name

☒ Template

Total: 1-5/5

[10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	AccountTemplate01		System Administrator
<input type="radio"/>	AccountTemplate02		System Administrator
<input type="radio"/>	AccountTemplate03		System Administrator
<input type="radio"/>	AccountTemplate04		System Administrator
<input type="radio"/>	AccountTemplate05		System Administrator

Apply

Displaying login history on the device panel

- 1 Select [History].
- 2 Select the order of displaying the history.

List Settings (Account Name)

Select an item to be displayed as a List Button on the device panel.

☐ None

☒ History

☒ Sort by Login

☐ Sort by Name

☐ Template

Total: 1-5/5

[10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	AccountTemplate01		System Administrator
<input type="radio"/>	AccountTemplate02		System Administrator
<input type="radio"/>	AccountTemplate03		System Administrator
<input type="radio"/>	AccountTemplate04		System Administrator
<input type="radio"/>	AccountTemplate05		System Administrator


Apply

3.11.6 Specifying a list (External server name)

A list of external server names to be displayed on the device panel can be specified.

The list can be displayed by selecting it from a registered external server template or the login history to the device panel can be displayed on the device panel.

Settings for the following parameters can be specified.

Function	Details
None	Select this item when not displaying the external server name list on the device panel.
History	<div>Select this item to display the login history to the device panel as the external server name list.</div> <div> ...</div> <div><b>Reminder</b> If you change the setting to one other than "History" ("None" or "Template"), the login history saved in Authentication Manager is deleted.</div>

Function	Details
Sort by Login	Displays the external server names in order of logging on to the device.
Sort by Name	Displays the sorted external server names.
Template	Select this item to display the selected external server template as an external server name list.
Template list	Select an external server template to be displayed on the device panel.

## Displaying an external server template on the device panel

- 1 Select [Template].  
The list of external server templates registered in the template list appears.
- 2 Select an external server template to be displayed on the device panel, and then click the [Apply] button.

List Settings (External Server Name)

Select an item to be displayed as a List Button on the device panel.

☐ None

☐ History

☒ Sort by Login

☐ Sort by Name

☒ Template

Total: 1-5/5

[10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	ExtServerTemplate01		System Administrator
<input type="radio"/>	ExtServerTemplate02		System Administrator
<input type="radio"/>	ExtServerTemplate03		System Administrator
<input type="radio"/>	ExtServerTemplate04		System Administrator
<input type="radio"/>	ExtServerTemplate05		System Administrator

Apply

### Displaying login history on the device panel

- 1 Select "History" as a list type.
- 2 Under [History], select the order of displaying the history.

List Settings (External Server Name)

Select an item to be displayed as a List Button on the device panel.

☐ None

☒ History

☒ Sort by Login

☐ Sort by Name

☐ Template

Total: 1-5/5 [10] 20 30 50 100

Select	Template Name	Description	Originator
<input checked="" type="radio"/>	ExtServerTemplate01		System Administrator
<input type="radio"/>	ExtServerTemplate02		System Administrator
<input type="radio"/>	ExtServerTemplate03		System Administrator
<input type="radio"/>	ExtServerTemplate04		System Administrator
<input type="radio"/>	ExtServerTemplate05		System Administrator

Apply

### 3.11.7 Registering a specific device

Specify that authentication from the device is performed with Authentication Manager.



#### Note

To register a device to be managed by Authentication Manager, license registration is required. For details on license registration, refer to the "Device Manager User's Guide".

If an IC card reader and biometric authentication device are available, load the device before registering Authentication Manager.

If you replace it with another one, you need to register Authentication Manager again.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.
  - To display all devices, select "All Devices".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].

- Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.
- 2 Click the [Display] button.
- A list of devices registered in the selected group appears.
- 3 From the device list, select the check box for the device for which authentication from the device is performed with Authentication Manager.
- 4 Click the [Manage] button.

Select Object Device

Authentication Manager: The number of device licenses

The number of licenses 9999

The number of unused licenses 9999

Device/Device Group Selection

Device Group All Devices

Display Details All subgroups

Search Condition: Registered Name

Display

Select All



Total: 1-10/56 [10] 20 30 50 100

<< 1 10 >> Go

Select	Manage	Registered Name	Model Name	User authentication	Account Track	Account Password	IC Card Authentication Password	Public User	Terminal
<input type="checkbox"/>	OFF	Device01	Device01	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device02	Device02	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	ON	Device03	Device03	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	in use
<input type="checkbox"/>	OFF	Device04	Device04	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device05	Device05	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device06	Device06	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device07	Device07	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device08	Device08	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device09	Device09	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	
<input type="checkbox"/>	OFF	Device10	Device10	Relay Server Authentication	Not Manage	Do not use	Only IC Card Authentication	OFF	

☐ Do not manage even if communication fails

Edit Manage Do not manage

Function	Details
Select	Select the device where the authentication setting is to be specified.
	 appears if settings for the device were edited when "ON" is selected for "Manage". In this case, Authentication Manager must be registered again.
Manage	Displays the management status for the device. ON: Select this setting if authentication is to be performed by the device. OFF: Select this setting if authentication is not to be performed by the device.



Function	Details
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
User authentication	Displays whether to use a relay server or external server for user authentication.
Account Track	Displays whether or not the account track is managed.
Account Password	Displays whether or not the account track password is used.
IC Card Authentication Password	Displays whether or not passwords are to be used with IC card authentication.
Public User	Displays whether or not the public user is used.
Default biometric unit number	Displays the set value of the default biometric unit number.
Terminal	Displays whether the device is using Enterprise Suite Terminal. <ul style="list-style-type: none"><li>• in use: The device is using Enterprise Suite Terminal.</li><li>• Will Not Display: The device is not using Enterprise Suite Terminal.</li></ul>



**Reminder**

*For details on the result page after registering a specific device, refer to "Checking the result of registering or unregistering a specific device" on page 3-121.*



**Note**

*If the device is registered to be managed, the user information (user names and passwords) on the device is deleted and users can no longer be registered with the device.*

*If the device is excluded from managed devices, authentication is not performed. In this case, the authentication method for the device is set to "Not Authentication". The history is also deleted.*

*When an external authentication device is used, Authentication Manager must be registered to the device each time the device is disconnected and connected.*

**3.11.8 Unregistering a specific device**

Specify that authentication from the device is performed with Authentication Manager.

- 1 From the [Device Group] drop-down list, select the device group to be displayed.

- To display all devices, select "All Devices".
- If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
- Specifying the search condition can narrow down devices to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box.

**2** Click the [Display] button.

A list of devices registered in the selected group appears.

**3** From the device list, select the check box for the device for which authentication from the device is not performed with Authentication Manager.

**4** Click the [Do not manage] button.



**Reminder**

*For details on the result page after unregistering a specific device, refer to "Checking the result of registering or unregistering a specific device" on page 3-121.*

*For details on items to be displayed on the device list, refer to "Registering a specific device" on page 3-118.*

### 3.11.9 Checking the result of registering or unregistering a specific device

The result of registering a target device can be checked. Check the details, and then click the [OK] button.

Device Management Result			
Device Management Process is completed.			
Total: 1-6/6		[10] 20 30 50 100	
Result	Registered Name	Model	Contents
Success	Device01	Device01	
Success	Device02	Device02	
Success	Device03	Device03	
Success	Device04	Device04	
Success	Device05	Device05	
Error	Device06	Device06	Could not communicate with the device. Please check device power and device settings.
OK			

Function	Details
Result	<p>Displays whether the registration or unregistration operation was successfully completed.</p> <ul style="list-style-type: none"><li>• "Success": Appears when the registration or unregistration operation was normally completed.</li><li>• "Error": Appears when the specific device was not successfully registered or unregistered due to an error in communication with the device. For details, check the contents.</li><li>• "Unmanaged": Appears when the specific device was forcibly excluded from the management targets due to an error in communication with the device. For details, check the contents. It appears when the "Do not manage even if communication fails" check box is selected and unregistration of the specific device failed on the Select Object Device page.</li></ul>
Registered Name	Displays the registered name for the device.
Model Name	Displays the model name for the device.
Contents	When "Error" or "Unmanaged" is displayed for "Result", the contents are displayed.



**Reminder**

*When the "The Authentication Manager has failed to lock the device." message appears, it is considered that the device panel is locked or other application is locking the device for use.*

### 3.12 IC card information

This function allows you to enable or disable IC card information registered for a user or edit card information. The name of an IC card can be specified. Settings for the following parameters can be specified.

Function	Details
Search Condition	Specify the condition to narrow down users to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
IC Card Name Setting	Specify the name of the IC card displayed on the IC card information list.
IC card information list	Displays the IC card information of the user.
Apply	Click this button to apply the entered settings.



#### Reminder

*The IC card authentication methods supported by Authentication Manager are as follows:*

*FeliCa, FeliCa(Prepaid Card), TypeA, Mifare, LEGIC(prime), HID(Prox), HID(iClass)*

*However, the FeliCa SSFC card, FeliCa FCF (general) card, FeliCa FCF (Campus) card, and FeliCa free format card cannot be used in a device that is using Enterprise Suite Terminal.*

Create IC card information using Registration Tool, and then register it using the import function of Authentication Manager.

#### Registering card information

To register card information, use an appropriate method depending on situations.

For multiple users

When the card ID is known	Import data from a file in the user list
When the card ID is not known	Self-registration

For single user

When the card ID is known	Direct entry of the card ID.
When the card ID is not known	Self-registration or registration with Registration Tool

For details, refer to "IC card self-registration" on page 3-128, "Checking or modifying card information" on page 3-125, Registration Tool help, and "Importing from a file" on page 3-41.

After importing the information, be sure to check the Enable/Disable setting for the IC card.

When logged on as a group manager, only information for managed groups and users can be edited or deleted. For details on the group administrator, refer to "Specifying a group manager" on page 3-145.

### 3.12.1 Enabling/disabling IC card information

- 1 From the [User Group Name] drop-down list, select the user group to be displayed.
  - To display all users, select "All Users".
  - If master and subordinate relationships are specified in the group, select the "All subgroups" check box to display all users, including those in subordinate groups.
  - Specifying the search condition can narrow down users to be displayed in the list. Type in the character string to be searched for.
- 2 Click the [Display] button.  
A list of users registered in the selected group appears.
- 3 To enable a card, select the check box. To disable a card, clear the check box. Then click the [Apply] button.

User Group: [All Users]

Display Details

☐ All subgroups

Search Condition:

User Name

Display

IC Card Name Setting

Select All

Total: 1/1011

[10] 20 30 50 100

User Name	User Group Name	Description	Card 1 Enable/Disable, Card Type, Card ID	Card 2 Enable/Disable, Card Type, Card ID	Card 3 Enable/Disable, Card Type, Card ID
User01	UserGroup02		<input checked="" type="checkbox"/> TypeA 112233	<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA
User02	UserGroup04		<input type="checkbox"/> TypeA	<input checked="" type="checkbox"/> FailCa AABCCC	<input type="checkbox"/> TypeA
User03	OTHER		<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA	<input checked="" type="checkbox"/> LEGIC(PID) 334455
User04	UserGroup02		<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA
User05	OTHER		<input checked="" type="checkbox"/> Mfarc(PID) 223344	<input checked="" type="checkbox"/> HD(Pprox) 559988	<input type="checkbox"/> TypeA
User06	UserGroup03		<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA
User07	UserGroup01		<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA
User08	UserGroup04		<input checked="" type="checkbox"/> FailCa (Prepaid Card) 998877	<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA
User09	UserGroup01		<input type="checkbox"/> TypeA	<input checked="" type="checkbox"/> HD(Class) 778899	<input type="checkbox"/> TypeA
User10	UserGroup05		<input type="checkbox"/> TypeA	<input type="checkbox"/> TypeA	<input checked="" type="checkbox"/> HD(Pprox) 445566

Apply

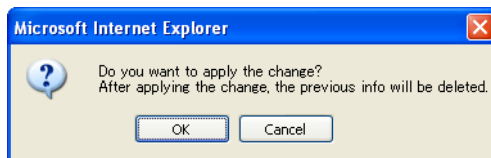
Clear

### 3.12.2 Checking or modifying card information

- 1 From the [User Group Name] drop-down list, select the user group to be displayed.
  - To display all users, select "All Users".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down users to be displayed in the list. Type in the character string to be searched for.
- 2 Click the [Display] button.  
A list of users registered in the selected group appears.
- 3 Select a card type, enter a card number, and click the [Apply] button.

User Name	User Group Name	Description	Card 1			Card 2			Card 3		
			Enable/Disable	Card Type	Card ID	Enable/Disable	Card Type	Card ID	Enable/Disable	Card Type	Card ID
User01	UserGroup02		<input checked="" type="checkbox"/>	TypeA	112233	<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA	
User02	UserGroup04		<input type="checkbox"/>	TypeA		<input checked="" type="checkbox"/>	FeliCa	AAABCC	<input type="checkbox"/>	TypeA	
User03	OTHER		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA		<input checked="" type="checkbox"/>	LEGIC(PID)	334455
User04	UserGroup02		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA	
User05	OTHER		<input checked="" type="checkbox"/>	Mifare(PID)	223344	<input checked="" type="checkbox"/>	HID(Pprox)	559988	<input type="checkbox"/>	TypeA	
User06	UserGroup03		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA	
User07	UserGroup01		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA	
User08	UserGroup04		<input type="checkbox"/>	FeliCa (Prepaid Card)	998877	<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA	
User09	UserGroup01		<input type="checkbox"/>	TypeA		<input checked="" type="checkbox"/>	HID(Class)	778899	<input type="checkbox"/>	TypeA	
User10	UserGroup05		<input type="checkbox"/>	TypeA		<input type="checkbox"/>	TypeA		<input checked="" type="checkbox"/>	HID(Pprox)	445566

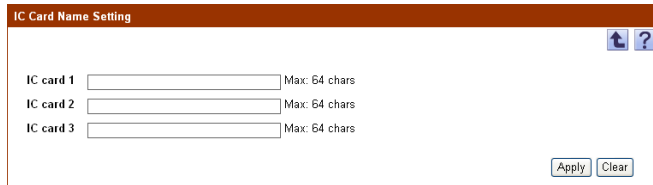
A warning message appears.



- 4 Click the [OK] button.

### 3.12.3 Specifying an IC card name

- 1 In the IC Card Information page, click the [IC Card Name Setting] button.
- 2 Type in each IC card name (IC card 1, IC card 2, or IC card 3), and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.



The screenshot shows a dialog box titled "IC Card Name Setting". It contains three text input fields labeled "IC card 1", "IC card 2", and "IC card 3". Each field has a "Max: 64 chars" label to its right. In the top right corner of the dialog, there are two small icons: a blue square with a white upward arrow and a blue square with a white question mark. In the bottom right corner, there are two buttons: "Apply" and "Clear".

### 3.12.4 Deleting IC card information

- 1 Blank the text box of the card ID for the card information to be deleted in the IC Card Information page, and click the [Apply] button.
- 2 Check the message that appears, and then click the [OK] button.

The IC card information is deleted.

### 3.13 IC Card Authentication Setting

The IC card self-registration function is a secure and safe method to reduce the administrator's load when registering card information using Authentication Manager.

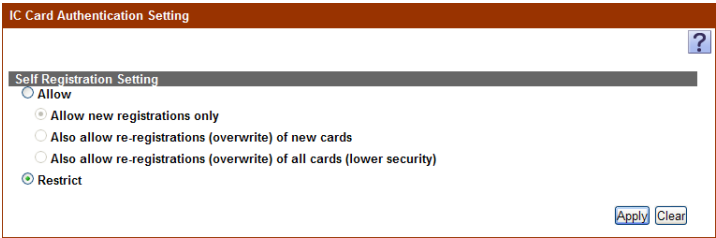
Using this function, a newly distributed IC card or a card used to manage entering or leaving a room can easily be associated with the Authentication Manager user account when applying an IC card in Authentication Manager.



**Note**

*The IC card self-registration function is not available in a device that is using Enterprise Suite Terminal.*

#### 3.13.1 IC card self-registration setting



Function		Details
Allow		Allows the IC card self-registration.
	Allow new registrations only	Allows you to register only the cards that are not managed by Authentication Manager. Once registered, the card cannot be changed.
	Also allow re-registrations (overwrite) of new cards	Allows you to register only the cards that are not managed by Authentication Manager. A card can be changed by the user as long as it is not managed by Authentication Manager.
	Also allow re-registrations (overwrite) of all cards (lower security)	Allows the user to change a card. If the card to be changed is already managed by Authentication Manager, its owner will be changed.
Restrict		Restricts the IC card self-registration.



### 3.13.2 IC card self-registration

The self-registration function becomes available when a user logs on while satisfying the following conditions.

- Self Registration is set to "Allow" in IC Card Authentication Setting.
- The target device is registered while an IC card reader is connected to the device.
- The user holds the IC card over the card reader for authentication, after entering the user name and password on the device panel.
- For an external server user, IC card information is held in Authentication Manager.

If a user has entered the correct user name and password while self-registration conditions are satisfied, the IC card information used is saved in IC card 3.

### 3.14 IC Card Information Template Settings

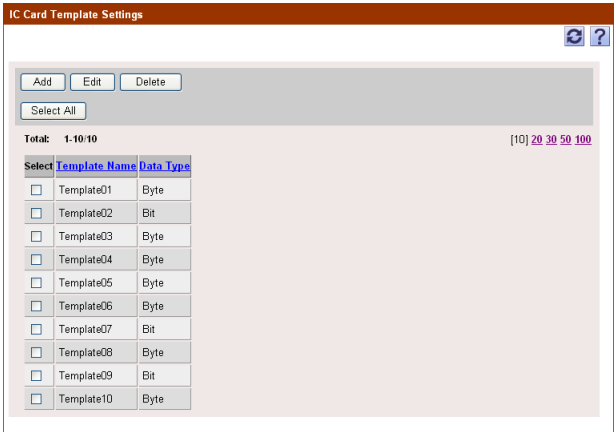
Use of an IC card information template allows you to perform the correct authentication even when a third-party authentication device is used.

This section explains how to register and edit an IC card information template.

A template is used to convert information sent from a third-party authentication device so that it can be authenticated correctly in an external server.

A registered template is applied to a device using a third-party authentication device.

Assign an IC card information template to a device in the device setting editing page for managing a target device. For details, refer to "Editing device settings" on page 3-104".



The following settings can be specified in the IC Card Template Settings page.

Function	Details
Add	Click this button to register an IC card information template.
Edit	Click this button to edit information of a registered IC card information template.
Delete	Click this button to delete a registered IC card information template.
Select All/Uncheck All	Click this button to select or uncheck all displayed settings.

### 3.14.1 Registering and editing an IC card information template

#### Registering templates

A new IC card information template can be registered.

Information required for registration varies depending on the type of IC card.

- 1 Click the [Register] button.

The Create/Edit IC Card Template page appears.

Create/Edit IC Card Template

Template Name  [Required] Max: 64 chars

Data Type

---

Scanning Start Position (Byte)  [Required] Only Number: 1-512

ID Length (Byte)  [Required] Only Number: 1-512

☐ Reverse

☐ Hex Format

Conversion method of Card ID

- 2 Type in a template name for [Template Name].
  - 3 From the [Data Type] drop-down list, select a data type.
  - 4 Click the [Display] button.

The page for setting detailed information appears depending on the selected data type.
  - 5 Type in the necessary settings, and then click the [Apply] button.
    - If "Bit" is selected for [Data Type], for settings, refer to "Registering IC card information (when the data type is "Bit")" on page 3-131.
    - If "Byte" is selected for [Data Type], for settings, refer to "Registering IC card information (when the data type is "Byte")" on page 3-132.
- An IC card information template is added.

### Editing a template

The information of a registered IC card information template can be viewed and changed.

- ➔ Specify the settings for the template information to be changed, and then click the [Apply] button.
  - The detailed settings vary depending on the type of the data specified in a template.
  - If "Bit" is selected for [Data Type], for settings, refer to "Registering IC card information (when the data type is "Bit")" on page 3-131.
  - If "Byte" is selected for [Data Type], for settings, refer to "Registering IC card information (when the data type is "Byte")" on page 3-132.
  - To clear the entered information, click the [Clear] button.

### Registering IC card information (when the data type is "Bit")

If the type of the data specified in a template is "Bit", configure the following settings.

Template Name	Type in the template name.
Data Type	Select the data type of an IC card.
Scanning Start Position (Bit)	Specify the card ID starting position.
ID Length (Bit)	Specify the length of a card ID.
Conversion method of Card ID	Select a method to convert a card ID. <ul style="list-style-type: none"> <li>"Decimal": Converts a card ID to a decimal value.</li> <li>"Hexadecimal": Converts a card ID to a hexadecimal value.</li> </ul>
Minimum Number of Digits (Padding)	Specify the minimum number of digits for card ID.

Create/Edit IC Card Template
⬆️ ?

Template Name

Data Type

Scanning Start Position (Bit)

ID Length (Bit)

Conversion method of Card ID

Minimum Number of Digits (Padding)

Bit

Display



Hexadecimal

[Required] Max: 64 chars

[Required] Only Number: 1-4096

[Required] Only Number: 1-4096

[Required] Only Number: 0-64

Apply

Clear

### Registering IC card information (when the data type is "Byte")

If the type of the data specified in a template is "Byte", configure the following settings.

Template Name	Type in the template name.
Data Type	Select the data type of an IC card.
Scanning Start Position (Byte)	Specify the card ID starting position.
ID Length (Byte)	Specify the length of a card ID.
Reverse	Select this check box to convert a card ID in the reverse order.
Hex Format	Selecting this check box processes a card ID in hexadecimal values. Clearing this check box processes a card ID in ASCII.
Conversion method of Card ID	Select a method to convert a card ID. <ul style="list-style-type: none"> <li>"Do not convert.": A conversion is not performed.</li> <li>"Decimal": Converts a card ID to a decimal value.</li> <li>"To lower case": Converts all card ID characters to lower case.</li> <li>"To upper case": Converts all card ID characters to upper case.</li> </ul>

### 3.14.2 Deleting an IC card information template

An IC card information template can be deleted.

- 1 In the IC card information template setting page, select a template to be deleted, and then click the [Delete] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.  
The template is deleted.

### 3.15 Biometric information

Settings for the following parameters can be specified on the Biometric Information page.



#### Reminder

*This page is displayed when the license for Gateway for Biometric Authentication Manager is registered.*

*Create biometric information using Registration Tool, and then register it using the import function of Authentication Manager.*

*For details, refer to the Help for Registration Tool and "Importing from a file" on page 3-41.*

*When logged on as a group manager, only information for managed groups and users can be edited or deleted. For details on group manager settings, refer to "Specifying a group manager" on page 3-145.*

Function	Details
[Change Biometric Unit No.] button	Click this button to change the biometric unit No. of a user.
[Delete Biometric Information] button	Click this button to delete the biometric information of a user.
Search Condition	Specify the condition to narrow down users to be displayed in the list.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.



#### Reminder

*When conducting the biometric "1:N" authentication, authentication is carried out between the users of the unit numbers registered with Registration Tool. To authenticate, enter the number that matches the unit number registered on the device panel of the device to conduct biometric authentication. If a different number is entered, it will not be authenticated.*

*A default unit number can be specified for each device. For details, refer to "Editing device settings" on page 3-104.*

*Up to 500 users can be registered in a unit.*

*Biometric information registered using AU-101 cannot be authenticated with the device with AU-102 connected. Also, biometric information registered using AU-102 cannot be authenticated with the device with AU-101 connected.*

*When both AU-101 and AU-102 are connected, register data of both AU-101 and AU-102 using Registration Tool.*



3.15.1 Displaying a user list

A list of users registered in the biometric unit can be displayed.

- 1
- From the [Biometric Unit No.] drop-down list, select a biometric unit No.
  - Specifying the search condition can narrow down users to be displayed in the list. Type in the character string to be searched for.
- 2
- Click the [Display] button.

A list of users registered in the selected biometric unit appears.

Biometric Unit User List



Biometric Unit No.1

Search Condition:User Name

Display

Change Biometric Unit No.

Delete Biometric Information

Check All

Total: 1-10/10

[10] 20 30 50 100

Select	User Name	User Group Name	Description	Biometric Information 1	Biometric Information 2
<input type="checkbox"/>	User01	OTHER		Left Index	Right Index
<input type="checkbox"/>	User02	OTHER		Left Index	Right Index
<input type="checkbox"/>	User03	OTHER		Left Index	Right Index
<input type="checkbox"/>	User04	OTHER		Left Index	Right Index
<input type="checkbox"/>	User05	OTHER		Left Index	Right Index
<input type="checkbox"/>	User06	OTHER		Left Index	Right Index
<input type="checkbox"/>	User07	OTHER		Left Index	Right Index
<input type="checkbox"/>	User08	OTHER		Left Index	Right Index
<input type="checkbox"/>	User09	OTHER		Left Index	Right Index
<input type="checkbox"/>	User10	OTHER		Left Index	Right Index

Function	Details
Select	Select the check box for the user to change the biometric unit No. or delete the biometric information.
User Name	Displays the user name.
User Group Name	Displays the name of the group that the user belongs to.
Description	Displays the description of the user.
Biometric Information 1	Displays the registered biometric information.
Biometric Information 2	Displays the registered biometric information.

**Reminder**

*When biometric information self-registration is completed, "Biometric Registration" is displayed for [Biometric Information 1] or [Biometric Information 2]. For details on biometric information self-registration, refer to "Bio Auth Setting" on page 3-136.*

### 3.15.2 Changing the biometric unit No.

- 1 Select the check box for the user to be changed from the biometric unit user list, and then click the [Change Biometric Unit No.] button.  
The Change Biometric Unit No. page appears.
- 2 Type in a biometric unit No. to be changed, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.The biometric unit No. is changed.

### 3.15.3 Deleting biometric information

- 1 In the Biometric Unit User List page, select the user to delete the biometric information, and then click the [Delete Biometric Information] button.
- 2 Check the message that appears, and then click the [OK] button to delete the template.  
The biometric information is deleted.



### 3.16 Bio Auth Setting

The biometric information self-registration function reduces the administrator's load and enables biometric information to be registered safely and securely in Authentication Manager.



**Note**  
*Biometric information self-registration cannot be performed in a device that is using Enterprise Suite Terminal.*

#### 3.16.1 Biometric information self-registration setting

Bio Auth Setting

?

Self Registration Setting

☒ Allow

☐ OFF

Setting for Overwriting Biometric Info

☐ Allow Overwrite

☒ Do Not Allow Overwrite

Biometric Unit Settings

☒ Register in Default Biometric Unit

☐ Specify which Biometric Unit to register the info

(Required) Only Number: 1-9999

☐ Allow User to Specify Biometric Unit

Apply

Clear

Function	Details
Self Registration Setting	To allow biometric information self-registration, select [Allow].
Setting for Overwriting Biometric Info	To allow overwriting of biometric information, select [Allow Overwrite].
Biometric Unit Settings	Select a biometric unit number to register information by biometric information self-registration. <ul style="list-style-type: none"><li>[Register in Default Biometric Unit]: Information is registered in the default biometric unit that is specified for each device.</li><li>[Specify which Biometric Unit to register the info]: Enter a biometric unit number to register information.</li><li>[Allow User to Specify Biometric Unit]: User selects a biometric unit to register information when logging onto the device.</li></ul>

### 3.16.2 Biometric information self-registration

The self-registration function becomes available when a user logs on while the following conditions are satisfied.

- Self Registration is set to "Allow" for Bio Auth Setting.
- The target device is registered while an authentication device is connected to the device.
- There are no users in Authentication Manager with biometric information that is identical to the biometric information acquired from the authentication device.
- The user holds a finger over the authentication device for authentication, after entering the user name and password on the device panel.
- "Allow Overwrite" is set for [Setting for Overwriting Biometric Info] in the Bio Auth Setting page, or either Biometric Information 1 or Biometric Information 2 is unregistered.

When the conditions required for the self-registration function to operate are satisfied and the user name and password entered by the user are correct, the user's biometric information is stored.



#### Reminder

*After a user completes self-registration, "Biometric Registration" is displayed for the user in the user list registered in the biometric unit.*

#### Self-registering biometric information

- 1 Enter your user name and password on the device panel.
- 2 Place your finger on the authentication device.

The password authentication process starts. When authentication is successfully completed, the Biometric Information Registration page appears on the control panel of the device.
- 3 Register your biometric information in the Biometric Information Registration page.

You will be able to log on after successfully registering.  
Your biometric information is also registered automatically in Authentication Manager.

### 3.17 Biometric Authentication Server Setting

To perform biometric authentication, biometric authentication server information must be registered with Authentication Manager. Settings for the following parameters can be specified.



**Reminder**

*This page is displayed when the license for Gateway for Biometric Authentication Manager is registered.*

*These settings can be specified by the system administrator or the administrator. For details on the administrator settings, refer to "Specifying an administrator" on page 3-142.*

Function	Details
Biometric Auth Server URL	Type in the URL of the computer on which Gateway for Biometric Authentication Manager is installed.
Server Certification URL	Type in the URL where the server certificate used by Gateway for Biometric Authentication Manager is shown to the public.
Server Admin. User Name	Type in the name of the user for accessing the biometric authentication server.
Server Admin. Password	Type in the user password for accessing the biometric authentication server.

- Specify the necessary settings, and then click the [Apply] button.
  - To clear the entered information, click the [Clear] button.

Biometric Auth Server Setting

Biometric Auth Server URL

[Required] Max: 256 chars

Server Certification URL

[Required] Max: 256 chars

Server Admin. User Name

[Required] Max: 256 chars

Server Admin. Password

Max: 256 chars

Apply

Clear

**Reminder**

*Normally, specify as follows.*

- "Biometric Auth Server URL ": *http://(IP address or domain of the installed computer)/*
- "Server Certification URL ": *URL specified in step 9 of "Installing Gateway for Biometric Authentication Manager" in Enterprise Suite Installation Guide*
- "Server Admin. User Name", "Server Admin. Password": *"Account" and "password" specified in step 11 of "Installing Gateway for Biometric Authentication Manager" in Enterprise Suite Installation Guide*

Biometric Auth Server Setting

Biometric Auth Server URL  [Required] Max: 256 chars

Server Certification URL  [Required] Max: 256 chars

Server Admin. User Name  [Required] Max: 256 chars

Server Admin. Password  Max: 256 chars

Apply Clear

*For "Biometric Auth Server URL ", type in only the setting information above, not URL for accessing Enterprise Suite.*

## 3.18 Changing the password

Specify the password or PIN code necessary for logging on to Enterprise Suite and devices.



- 1 Type in the password.
- 2 Type in the password again for confirmation.
- 3 Change the PIN code as necessary.
  - Clicking the [Auto-Generate] button creates a new PIN code.
- 4 Click the [Apply] button.



### Reminder

*The system administrator password can be changed by using Admin Console. For details, refer to the Device Manager User's Guide.*

*Users registered in the external server cannot change the password. Change the password on the external server.*

### 3.19 Checking the Biometric Unit No.

Check the biometric unit number required to log onto the device before attempting biometric authentication.

Biometric Unit Info

?

Biometric Unit No

### 3.20 Specifying an administrator



**Reminder**

*These settings can be specified only by the system administrator.*

#### 3.20.1 Specifying the administrator

Users who can use the Authentication Manager with Administrator privileges can be selected. Settings can be specified for the following parameters.

Administrator Settings

Search Condition: User Name

Display

Add

Delete

Select All

Total: 1-3/3

[10] 20 30 50 100

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User01	UserGroup1	
<input type="checkbox"/>	User07	UserGroup2	
<input type="checkbox"/>	User19	OTHER	

Function	Details
Search Condition	Specify the condition to narrow down users to be displayed in the list.
[Add] button	Click this button to register additional users with Administrator privileges.
[Delete] button	Click this button to delete users with Administrator privileges.
[Select All] button	Click this button to select all displayed users.

### 3.20.2 Adding an administrator

- 1 From the [User Group] drop-down list, select the user group to be displayed.
- 2 From the user list, select the check box for the user to be added.
  - To display all users, select "All Users".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down users to be displayed in the list. Select a column to search from the drop-down list, and then type in the text to be searched for in the text box. Click the [Display] button to display user groups based on the specified condition.
  - To cancel the selected settings, click the [Clear] button.

**Select Additional Users**

User Group: All Users

Display Details: ☐ All subgroups

Search Condition: User Name  Display

Select All

Total: 1-10/11 [10] 20 30 50 100

<< < 1 /2 > >> Go

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User01	UserGroup02	
<input type="checkbox"/>	User02	UserGroup04	
<input type="checkbox"/>	User03	OTHER	
<input type="checkbox"/>	User04	UserGroup02	
<input type="checkbox"/>	User05	OTHER	
<input type="checkbox"/>	User06	UserGroup03	
<input type="checkbox"/>	User07	UserGroup01	
<input type="checkbox"/>	User08	UserGroup04	
<input type="checkbox"/>	User09	UserGroup01	
<input type="checkbox"/>	User10	UserGroup05	

Apply Clear

- 3 Click the [Apply] button.  
The selected user is registered as an administrator.



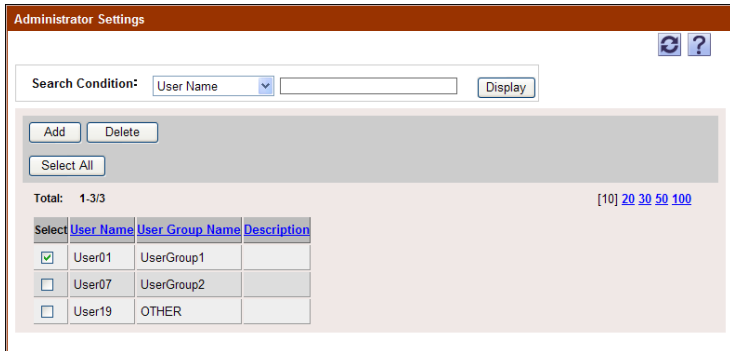
#### Reminder

*Multiple users can be selected at the same time.*



### 3.20.3 Deleting an administrator

- 1 In the Administrator Settings page, select the check box for the user to be deleted.



The screenshot shows the 'Administrator Settings' window. At the top, there is a search bar with 'Search Condition:' set to 'User Name' and a 'Display' button. Below this are buttons for 'Add', 'Delete', and 'Select All'. A status bar indicates 'Total: 1-3/3' and '[10] 20 30 50 100'. The main area contains a table with columns: 'Select', 'User Name', 'User Group Name', and 'Description'.

Select	User Name	User Group Name	Description
<input checked="" type="checkbox"/>	User01	UserGroup1	
<input type="checkbox"/>	User07	UserGroup2	
<input type="checkbox"/>	User19	OTHER	

- 2 Click the [Delete] button.
- 3 Check the message that appears, and then click the [OK] button to delete the template.

The selected user is deleted from the list of administrators.



#### Reminder

*Multiple users can be selected at the same time.*

*The user data is not deleted.*

### 3.21 Specifying a group manager

Users with user group manager privileges can be selected. Settings for the following parameters can be specified.



**Reminder**

*These settings can be specified by the system administrator or the administrator. For details on the administrator settings, refer to "Specifying an administrator" on page 3-142.*

Function	Details
[Add] button	Click this button to register additional users with user group manager privileges.
[Delete] button	Click this button to delete users with user group manager privileges.
Select All/Uncheck All button	Click this button to select or uncheck all displayed settings.
Group manager list	Displays a list of registered group managers and the groups that are managed.

User Group Manager Setting

Search Condition: 

Manage User Group

Display

Add

Delete

Select All

Total: 1-3/3

[10] 20 30 50 100

Select	Manage User Group	User Name	User Group Name	Description
<input type="checkbox"/>	OTHER	User20	OTHER	
<input type="checkbox"/>	UserGroup1	User02	UserGroup1	
<input type="checkbox"/>	UserGroup2	User08	UserGroup2	

### 3.21.1 Adding a group manager

**Select Additional Users**

**Select Managed User Group**  
 Managed User Group: ExtServer01

**Select User Group Manager**  
 User Group: All Users  
 Display Details: ☐ All subgroups  
 Search Condition: User Name  **Display**

**Select All**

Total: 1-10/11 [10] 20 30 50 100

<< < 1 /2 > >> Go

Select	User Name	User Group Name	Description
<input type="checkbox"/>	User01	UserGroup02	
<input type="checkbox"/>	User02	UserGroup04	
<input type="checkbox"/>	User03	OTHER	
<input type="checkbox"/>	User04	UserGroup02	
<input type="checkbox"/>	User05	OTHER	
<input type="checkbox"/>	User06	UserGroup03	
<input type="checkbox"/>	User07	UserGroup01	
<input type="checkbox"/>	User08	UserGroup04	
<input type="checkbox"/>	User09	UserGroup01	
<input type="checkbox"/>	User10	UserGroup05	

**Apply** **Clear**

- 1 From the [Managed User Group] drop-down list, select a group to be managed.
- 2 From the [Select User Group] drop-down list, select a user group to be displayed.
  - To display all users, select "All Users".
  - If master and subordinate relationships are specified in the group, select the [All subgroups] check box of [Display Details].
  - Specifying the search condition can narrow down users to be displayed in the list. Type in the character string to be searched for.
- 3 Click the [Display] button.  
A list of users is displayed.
- 4 From the user list, select the check box for the user to be specified as an administrator.
  - To specify all users as administrators, click the [Select All] button.
  - To clear the selected information, click the [Clear] button.

- 5 Click the [Apply] button.

The selected user is registered as a group manager.

### 3.21.2 Deleting a group manager

- 1 In the User Group Manager Setting page, select the check box for the user to be deleted.
- 2 Click the [Delete] button.
- 3 Check the message that appears, and then click the [OK] button.  
The selected group manager is deleted.



...

#### **Reminder**

*The user data is not deleted.*

### 3.22 Version

The version information is displayed.

## 3.23 Using with Account Manager

If Account Manager is installed separately, it can be used together with Authentication Manager. When Authentication Manager is used together with Account Manager, the number of printed pages is compared with the maximum limit in real time, and further output can be restricted when the maximum limit is reached. (Real-time Upper Limit Settings)



### Reminder

*Account Manager is an application that calculates totals based on various detailed elements, such as by user, function or paper size, and analyzes the printing trends.*

*For details on the installation and functions of Account Manager, refer to the "Account Manager User's Guide".*

*Upper warning and mail notification when the upper limit is reached are executed when Account Manager collects the counter. For details, refer to the "Account Manager User's Guide".*

### Precautions for use with Account Manager

If Authentication Manager settings are specified on a device managed with Account Manager, the following operations are available.

- Turn the device off, then on again after the settings are specified.

Before changing the maximum limit settings or clearing the counter values, check the following.

- The user whose settings are to be changed is not logged on.
- There are no print jobs remaining in the device.

If the user whose settings are being changed is logged on or if a print job remains in the device, the settings may not be applied correctly.

To restart the job of the user whose upper limit was reached, increase the upper limit value.

If the maximum limits of a user are different from the maximum limits of the group that the user belongs to, the maximum limits of the group may not be applied. We recommend specifying the same maximum limit settings for users and groups for the following.

- "Enable (Total Counter)"
- "Enable (Color Counter)", "Enable (Black Counter)", "Enable (Color/Black Counter)"

When specifying Authentication Manager settings, the counter value within up to 10 minutes before specifying the settings may not be reflected to Account Manager. Do not execute any job for 10 minutes before specifying Authentication Manager.

### 3.23.1 Real-time Upper Limit Settings

The following information is applicable when Account Manager module license is registered.

To manage the maximum limit in real time, register the device as the device to be managed using Authentication Manager, and make sure the device is configured as follows using Account Manager.

- In the basic setting of the maximum limit management, the maximum limit management is set to "Enable".
- In the basic setting of the maximum limit management, the operation when the maximum limit is reached is set to "Output Prohibition".
- The device is registered as the device to be managed by Account Manager.

### 3.23.2 Operation when the Real-time Upper Limit Settings is enabled

The following information is applicable when Account Manager module license is registered.

If the maximum limit is managed in real time for a specific device, when a user logs on, the device acquires the counter information and the maximum limit value information of the user from Authentication Manager, and displays the results on the screen.

The device acquires the information regarding the number of printable pages for the user from Authentication Manager. On the device panel, the number of printable pages for the user is displayed as a Counter Remaining.

In addition, before copying or printing documents, the device reserves a certain number of pages to be printed from the Upper Limit Settings of Authentication Manager. By securing the number of printable pages in advance, the access count of the device to the server is reduced to ensure smoother processing.

This reserved number of printable pages is displayed as the "Counter Remaining (Max.)" on the device panel.

While documents are being printed when the number of printable pages becomes small, the device inquires Authentication Manager again to update the number of printable pages for maximum limit management.

3.23.3 Device panel display when logging on

If the device manages the maximum limit in real time, when a user logs on, the Counter Remaining and the maximum limit count are displayed on the device panel.

The Counter Remaining indicates the number of printable pages for the user.

The maximum limit count indicates the number of printable pages reserved for the user when they use the device.

The Counter Remaining and the maximum limit count displayed on the device panel vary depending on the predetermined value of the maximum limit and the printing speed of the device.



Reminder

- If the Counter Remaining is greater than the number of printable pages for the device, the same value as the maximum limit count is displayed as the Counter Remaining.
- The number of printable pages reserved when a user uses the device corresponds to 4 times of the printing speed (the number of pages per minute) of the device.

If the residual number of pages for a user is greater than the reserved number of printable pages when a user uses the device:

If the residual number of printable pages by a user is greater than the number of printable pages reserved when a user uses the device, the number of printable pages reserved when a user uses the device is displayed as the maximum limit count. In addition, the same value as the maximum limit count is displayed as the Counter Remaining.

Condition		Panel display Counter Remaining (Max.)	Remarks
(Ex- am- ple)	Maximum limit count specified for a user: 500 pages Number of Counter Remaining: 500 to 260 pages	260 (260)	Based on the device print- ing capability of 65 pages per minute. Number of printable pages (maximum) 65 pages x 4 = 260 pages

**If the residual number of pages by a user is smaller than the reserved number of printable pages when a user uses the device:**

If the residual number of printable pages by the user is smaller than the number of printable pages reserved when a user uses the device, the residual number of pages when a user uses the device is displayed as the maximum limit count. In addition, the actual value of the Counter Remaining is displayed as the Counter Remaining.

Condition		Panel display Counter Remaining (Max.)	Remarks
(Ex-ample)	Maximum limit count specified for a user: 150 pages Number of Counter Remaining: 140 pages	140 (140)	Based on the device printing capability of 65 pages per minute.

**If the residual number of pages by a user group is greater than the reserved number of printable pages when a user uses the device:**

If the residual number of printable pages by a user group is greater than the number of printable pages reserved when a user uses the device, the reserved number of printable pages when a user uses the device is displayed as the maximum limit count. In addition, the same value as the maximum limit count is displayed as the Counter Remaining. (Example 1)

When multiple users of the same group log on to the device at a time, since a certain number of pages is reserved by the preceding user(s) when a user logs on, the number of pages reserved by the preceding user(s) is subtracted from the maximum limit count for the user group, and displayed as the maximum limit count for the subsequent user. (Example 2)

Condition		Panel display Counter Remaining (Max.)	Remarks
(Ex-ample 1)	Maximum limit count specified for a user group: 500 pages Number of Counter Remaining: 500 pages	260 (260)	Based on the device printing capability of 65 pages per minute. Number of printable pages (maximum) $65 \text{ pages} \times 4 = 260 \text{ pages}$
(Ex-ample 2)	If another user of the group logs on additionally: Number of Counter Remaining: 500 pages	240 (240)	$500 \text{ pages} - 260 \text{ pages} = 240 \text{ pages}$ Because 260 pages are already reserved in Example 1.



### 3.24 Precautions on using Gateway for Biometric Authentication Manager

When using Gateway for Biometric Authentication Manager, be careful with the following.


- Set up so that Authentication Manager and Gateway for Biometric Authentication Manager in pair. If a single Gateway for Biometric Authentication Manager is specified by multiple Authentication Managers, they do not operate correctly.
- The Gateway for Biometric Authentication Manager database cannot be backed up or restored using Admin Console. Perform these operations using SQL server. In addition, when backing up or restoring, execute backup or restore from Admin Console at the same time. If the data that has been backed up on a different date or time is restored, it does not operate correctly.

3.25 Operation for authentication

This section describes how to perform authentication from the device using Authentication Manager as an extended authentication server (relay authentication server).

3.25.1 Internal authentication and external authentication

As user authentication performed by Authentication Manager, the following two types of authentication are available: internal authentication and external authentication.

Function	Details
Internal authentication	Performs authentication using the user name and password registered with Authentication Manager.
External authentication	<p>Performs authentication using the user name and password registered with the external server. Authentication is performed for the external server specified on the device panel.</p> <p>If no external server is specified on the device panel, authentication is performed for the external server specified for a user with Authentication Manager.</p> <div> ...</div> <p><b>Reminder</b> <i>If the LDAP server is selected as the external server of the user registered with Authentication Manager, an empty password cannot be used. Even if an empty password is registered with the LDAP server, authentication by Authentication Manager fails.</i></p>

3.25.2 Handling a user for authentication

Authentication Manager handles a user name as being unique regardless of the internal authentication or external authentication. Multiple users with a same name cannot be registered.

If users with a same name exist in Authentication Manager and the external server, all of them are handled as a same user.

Handling regardless of internal authentication or external authentication

Users are authenticated regardless of the internal authentication or external authentication.

For example, assume there is a user "A" who is performing the internal authentication.

Both the case that the user "A" specifies an external server on the device panel and is authenticated successfully and the case that the user is authenticated successfully by the internal authentication are considered that the user "A" is logging on.

### **Handling regardless of the external server to perform authentication in the external authentication**

For example, assume that a user with the same name "B" exists in multiple external servers.

If the user specifies each external server to try authentication and is authenticated successfully, it is considered that the user "B" is logging on in every case.



#### **Reminder**

*If the user automatic registration function is used, the user is associated with the external server that performed authentication first. After that, there is no need to specify the external server name on the device panel when performing authentication using that external server. For details on the user automatic registration function, refer to "Editing device settings" on page 3-104.*

### **3.25.3 Account track authentication**

Authentication is performed using the account name registered with Authentication Manager and if necessary, password. Authentication is successfully performed when the account name and password match completely.

If user authentication fails, account track authentication is not performed.

The account track authentication is performed if "Do Not Synchronize" is specified for the user and account synchronization.

If "Synchronize" is specified for the user and account synchronization, because the user is authenticated with the account that is synchronized, the account track authentication is not performed.

However, if "Synchronize" is selected but "None" is specified for the account name to be synchronized, the account track management authentication is required when the user is authenticated for the first time. After the account track management has been successfully authenticated, the account entered by the user is synchronized with the user authentication.

### 3.25.4 Default external server

- When the default external server is specified for the device in Authentication Manager, "External Server" on the device panel displays the name of the specified default external server.
- When the default external server is not specified for the device, "External Server" on the device panel displays nothing.
- To perform internal authentication when the default external server is specified for the device, the user must delete the external server name displayed on the device panel. After that, type in necessary information such as the user name and password to log on
- When no external server is registered in Authentication Manager, the "External Server" field is not displayed on the device panel.
- Specify settings for the default external server in the Object Device Setting page. If you edit the settings with Authentication Manager, you need to register the specific device again.

### 3.25.5 Logging on to the device as the device administrator

To log on to the device as the device administrator (Admin), click the [Administrator Settings] button on the Authentication page on the device panel, and type in "Admin" for "User Name" and your password for "Password".

You cannot log on to the device from the normal Login: page of Authentication Manager.

### 3.25.6 License and authentication

Authentication Manager can manage the same number of devices as the number of registered licenses collectively.

If the module license is not registered or disabled, most of the Authentication Manager functions are restricted. The Authentication Manager functions should be used after registering the module license. When a trial license expires, for example, the devices operate as described below.

- If the number of remaining valid licenses is larger than the number of devices registered as devices to be managed, they can be used as usual.
- If the number of remaining valid licenses is smaller than the number of devices registered as devices to be managed, authentication cannot be performed on all devices.

If it happens, unregister some devices so that the number of devices to be managed is equal to or smaller than the number of remaining valid licenses.

If communication with the device to be unregistered fails, select the "Do not manage even if communication fails" check box to unregister the target device to forcibly exclude it from the device targets.

The device forcibly excluded from the target devices displays the Login page for Authentication Manager. However, you can no longer log on to the device. On the Administrator Settings page of the device, change the user authentication method to a mode other than the extended authentication server (intermediate authentication server).

## 4 Setting by Purpose

### 4.1 Performing device authentication using Authentication Manager

#### Performing device authentication

- 1 On the top menu, select [Server Settings], and in the License Management page, register Authentication Manager licenses.
- 2 Register the devices to be managed, referring to the Device Manager User's Guide.
- 3 On the top menu, select [Authentication Manager], and in the Device Management page, change the device authentication method from "Manage".
  - To specify the authentication method in detail, click the [Edit] button to edit the target device. For details, refer to the relevant help file or User's Guide.

## 4.2 Restricting available device functions by user group or user

### Restricting device functions

- 1 On the top menu, select [Authentication Manager] - [Permission Template Setting], and in the Register Template page, create a function permission template.
  - Here, specify the available functions.
- 2 On the top menu, select [Authentication Manager], and in the Basic Settings (By User) page, assign the template created in step 1 to the user group or user to be restricted.

### 4.3 Switching available functions between devices in the account track to which a user belongs and devices in other account tracks

Function permissions can be restricted by switching a template, for example, when permitting faxing only for devices in the account track to which the user belongs.

#### Template setting

- 1 On the top menu, select [Authentication Manager] - [Permission Template Setting], and in the Register Template page, create a function permission template.
  - Here, create multiple templates for each available function.
- 2 On the top menu, select [Authentication Manager], and in the Advanced settings (By Device) page, assign the templates created in step 1 to the user group or user to be restricted for each device.



## 4.4 Linking with an existing Active Directory for authentication

### Linking with Active Directory

- 1 On the top menu, select [Authentication Manager], and in the External Server Settings page, register an external server from "Register".
- 2 If Authentication Manager is already operated, register the device again.
  - For details on registering a device again, refer to "4.1 Performing Device Authentication Using Authentication Manager".
  - When performing authentication from a device, specify the external server name registered in step 1.
  - Using the Auto Sync function also enables you to automatically synchronize user information of Authentication Manager and Active Directory. For details, refer to "Specifying an external server" on page 3-94.

## 4.5 Simplifying authentication with IC card

### Registering a card

- 1 Register card information, referring to "Registering Card Information" in "3.1 IC Card Information".
- 2 On the top menu, select [Authentication Manager], and in the Device Management page, connect the IC card to the device and register the target device again from "Manage".

## 4.6 Easily registering new card information for a user who lost an IC card

### Easily registering card information

- On the top menu, select [Authentication Manager], and in the IC Card Authentication Setting page, set the "Allow Self Registration" option to the following value. Also allow re-registrations (overwrite) of new cards
  - The default is set to "Allow new registrations only". This option should be used as a temporary measure.

## 4.7 Easily registering a card already registered as one of other user

This function can be used when, for example, easily assigning a card of a specific user to another user while user information such as counter totals is still stored but the user account is not used.

### Easily registering a card user

- On the top menu, select [Authentication Manager], and in the IC Card Authentication Setting page, set the "Allow Self Registration" option to the following value. Also allow re-registrations (overwrite) of all cards (lower security)
  - The default is set to "Allow new registrations only". This option should be used as a temporary measure.

## 4.8 Using biometric authentication to enhance security level

### Performing biometric authentication

- 1 Purchase the biometric authentication license.
  - For details, contact your sales company.
- 2 Install Gateway for Biometric Authentication Manager, referring to the installation guide.
- 3 Install Plugin for Biometric Authentication Manager in the same machine as for Authentication Manager, referring to the installation guide.
- 4 Register the biometric authentication license.
- 5 On the top menu, select [Authentication Manager], and in the Biometric Auth Server Setting page, configure the biometric authentication server settings.
- 6 Use Registration Tool to create a biometric information file.
- 7 On the top menu, select [Authentication Manager] - [User List], and in the Import page, import the file created in step 6 to Authentication Manager from "Import from file".

## 4.9 Using Public User

### Configuring Public User Settings

- 1 On the top menu, select [Authentication Manager] - [Device Management] - "Edit", and in the Object Device Setting page, change the Public User settings.
  - If necessary, you can apply the function permission for Public User ("Function Permission Setting for Public User").
- 2 Click the [Apply] button to confirm the contents.
- 3 Register the target device.

## 4.10 Changing your password

### Changing a password

- 1 Log on to Enterprise Suite.
- 2 On the top menu, select [Authentication Manager] - [Change Password], and in the Change Password page, enter a new password and click the [Apply] button.

## 4.11 Performing counter management by job or work besides user

Use the following steps to configure settings.

- 1 On the top menu, select [Authentication Manager] - [Account Track List], and in the Register page, create an account track.
- 2 On the top menu, select [Authentication Manager] - [Device Management] - "Edit", and in the Object Device Setting page, configure the account track authentication settings.
  - If necessary, you can specify whether a password is required for account track authentication.
- 3 Click the [Apply] button to confirm the contents.
- 4 Register the target device.



# 5 Troubleshooting

## 5.1 Problems on Device Management

Problem	Action
Message "Failed to establish an SSL/TLS communication with the device." appears.	Authentication Manager always uses SSL/TLS when having a communication with a device.  (1) Use Web Connection to import a certificate to the device. (2) In the network settings, set "Enable SSL" of OpenAPI to "ON" or "Accept SSL communication only". (3) In the network settings, set "Enable SSL" of TCP socket IF to "ON".  For the detailed setting method, refer to the relevant User's Guide of the device.
Message "The device is not supported. Confirm the device." appears.	The HDD is not installed or recognized. For details, contact your service representative.

## 5.2 Problems on User Import

Problem	Action
An error message is displayed when importing a file that was output using the export function for some users.	<p>This error may occur when an export file has been obtained without being encrypted.</p> <p>If a user deletes a file after exporting it, the target user cannot import the file without performing certain processing.</p> <p>(1) Open the exported file using the spreadsheet application.</p> <p>(2) Set "+" shown in the Password field of the target user as a new password.</p> <p>(3) Save the file.</p> <p>(4) Import the file saved in step (3) using Authentication Manager.</p> <p>For details on editing a file, refer to the relevant help file or User's Guide.</p>

5.3 Problems on Authentication

Problem	Action
Authentication failed.	<p>Try the following method.</p> <p>(1) Pattern scanning is performed three times when registering biometric information. For each time, release your finger from the biometric authentication device, and put your finger on the device again.</p> <p>(2) Relax and put your finger on the biometric authentication device.</p> <p>(3) Try to register biometric information with the other finger.</p> <p>(4) For authentication, put your finger on the biometric authentication device in the same way as when registering biometric information. (Authentication will fail if your finger is bent or angled.)</p>
No response is returned when a new IC card or biometric authentication device has been installed.	<p>Register Authentication Manager again when a new IC card or biometric authentication device has been installed.</p> <p>For details on registering Authentication Manager, refer to the relevant help file or User's Guide.</p>



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