# Print and Copy Vending

# Administrative Guide

Print and Copy Vending is an application of Enhanced Locked Print. Read this manual carefully before you use this product and keep it handy for future reference.

**Important:**

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# 1. Viewing Current Configuration on the MFP:

From the MFP Display, entering 23646# from the control panel when on the "User List Screen" will access the current Enhanced Locked Print device settings (Figure 1)

Figure 1
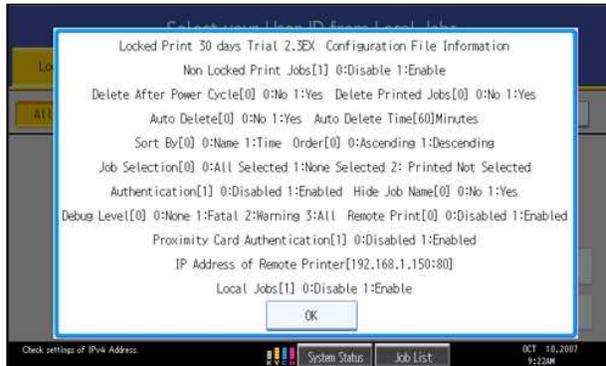


**Note:** This page only allows you to see the current firmware version and settings. To change settings, refer to appropriate section of this Administrative Guide.


# 2. Viewing / Changing Configuration using Web Interface:

Administrator can change Enhanced Locked Print settings using the devices embedded web interface.

The web interface application can be accessed by browsing using a standard web browser (such as Internet Explorer) by entering the following URL in the address section:

> http://<IP Address>/lockedprint/login

Where <IP Address> is the IP address of MFP. The default login credentials are:

| ELP Version | User name | Password |
|---|---|---|
| prior to V2.3 | admin | ricoh |
| V2.3 and later | admin | password |


## 2.1. Features Supported:
1. Administrative Authentication
2. Configuration (Job Delete Options)
3. Operation Panel (Configure Sort options on Operation Panel User Interface)
4. Job List (To view job list of individual users and also delete option to delete jobs)
5. Log (To view logs generated by locked print application)
6. Export Configuration File
7. Debug Settings (Service Use Only)
8. Administration (To change the login password)
9. Remote Print Group (Central MFP Address)
10. About Locked Print (Displays Version number and other relevant information)

## 2.2. Administrative Authentication

From the following screen (Figure 2), Administrators can login to locked print web application to configure & manage locked print application.

URL: http://<IPAddress>/lockedprint/login
(Default login credentials are shown on the previous page.)

Figure 2
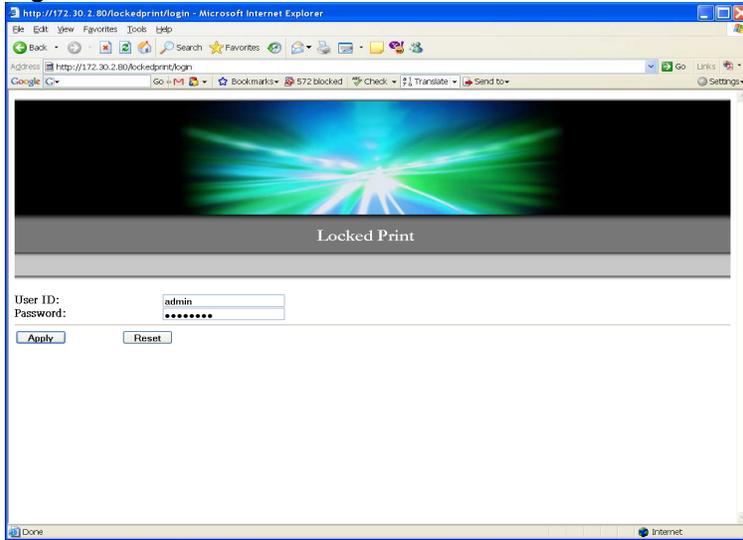


## 2.3. Configuration

This page (Figure 3) can be used to configure the Enhanced Locked Print settings. Click "Apply" after making any changes prior to proceeding to the next screen.

Figure 3
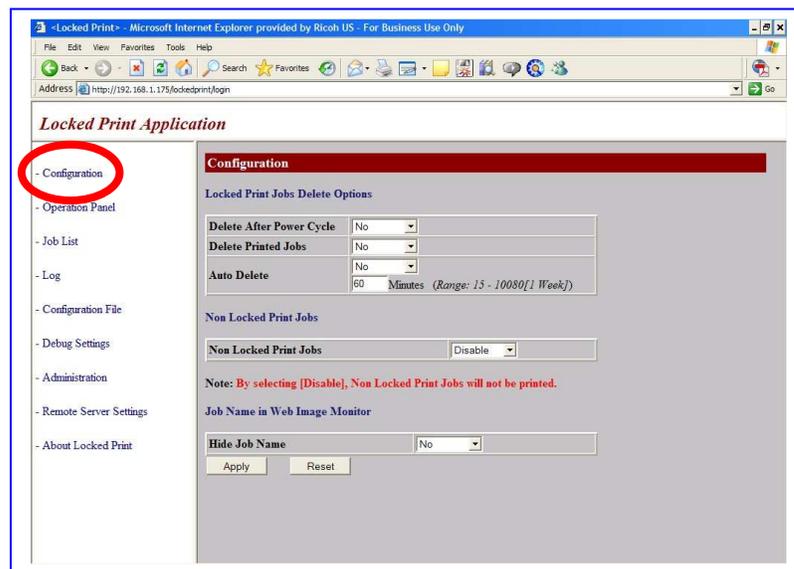
### 2.3.1. Locked Print Jobs Delete Options

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Delete After Power Cycle | List Box | No<br>Yes | No | **No**: Locked print jobs will not be deleted after power cycle.<br>**Yes**: Locked print jobs will be deleted after power cycle, |
| Delete Printed Jobs | List Box | No<br>Yes | No | **No**: Locked print jobs will not be deleted after user prints the job.<br>**Yes**: Locked print jobs will be deleted after user prints the job. |
| Auto Delete | List Box | No<br>Yes | No | **No**: Jobs will not be deleted automatically after certain time interval.<br>**Yes**: Jobs will be deleted automatically after time interval entered in the edit box below. |
| | Edit Box | 15 - 10080 [1 Week] | 60 | This time interval is used to delete jobs automatically when 'Auto Delete; option is selected as 'Yes'. |

### 2.3.2. Non Locked Print Job

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Non Locked Print Job | List Box | Enable<br>Disable | Enable | **Enable**: MFP will process non Locked Print jobs as well.<br>**Disable**: MFP will process only Locked Print jobs and will ignore all non-Locked Print jobs. |

### 2.3.3. Job Name in Web Image Monitor

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Hide Job Name | List Box | No<br>Yes | No | **No**: Locked Print Job Names are displayed in Web Image Monitor Print Log.<br>**Yes**: Locked Print Job Names are hidden [Shown as ****] |

## 2.4. Operation Panel

This page (Figure 4) is used to configure the Sort methods used for displaying locked print jobs.

Figure 4
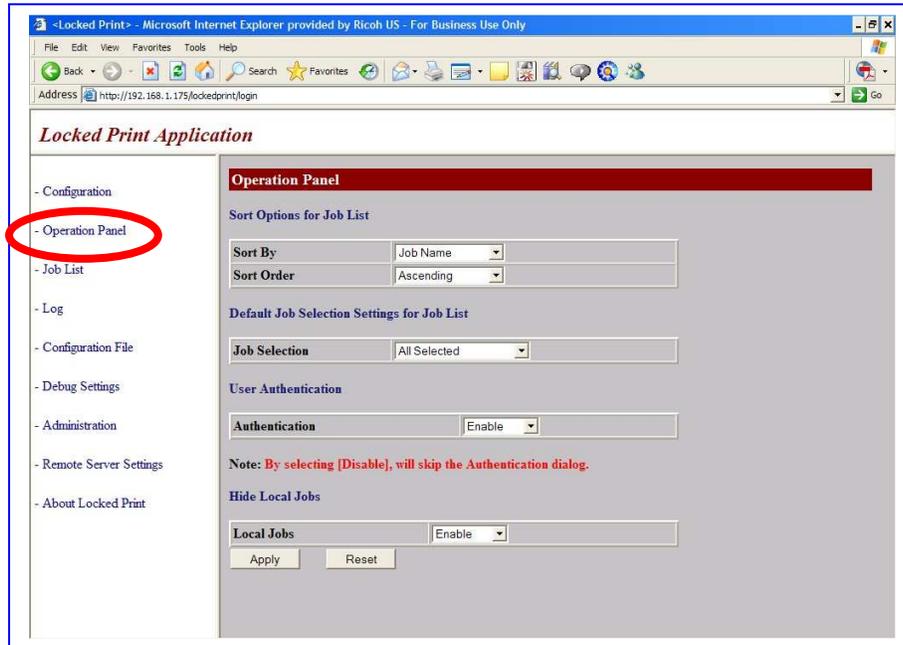


### 2.4.1. Sort Options for Job List

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Sort By | List Box | Job Name Time | Name | **Name**: Job Names are used to sort Job list. **Time**: Time stamp is used to sort job list. |
| Sort Order | List Box | Ascending Descending | Ascending | **Ascending**: Jobs will be sorted in ascending order either by Name or Time, depending on the 'Sort By' settings. **Descending**: Jobs will be sorted in descending order either by Name or Time, depending on the 'Sort By' settings. |

### 2.4.2. Default Job Selection Settings for Job List

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Job Selection | List Box | All Selected None Selected Printed Not Selected | All Selected | **All Selected**: In the Job List View all jobs will be selected. **None Selected**: In the Job List View, no jobs will be selected. **Printed Not Selected**: In the Job List view already printed Jobs will not be selected. |

### 2.4.3. User Authentication

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Authentication | List Box | Disable Enable | Enable | **Disable**: User Authentication dialog (Password dialog) will be skipped. **Enable**: User need to enter password to enter Job List Screen |

### 2.4.4. Remote Print Function

| Label | Control | Values | Default | Description |
|---|---|---|---|---|
| Remote Print Function | List Box | Disable Enable | Disable | **Disable**: Hides 'Remote Print' button in Job List Screen. **Enable**: Enables 'Remote Print' button in Job List Screen |

## 2.5. Job List

This page (Figure 5) is used to view jobs pending by user, as well as job details associated with each user.

Figure 5
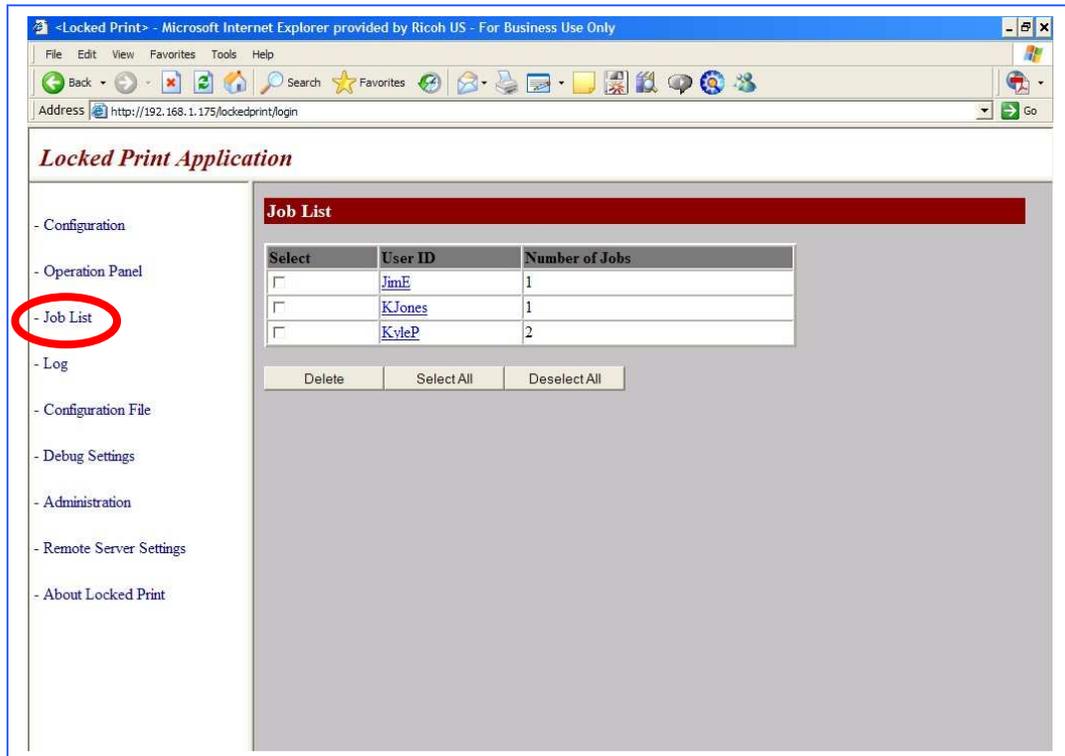


### 2.5.1. Delete Jobs

To delete stored jobs, click on the "Select" box located at the left of each job you wish to delete and select the [Delete] button.

You will be prompted for confirmation before deletion occurs.

## 2.6. Log

This page (Figure 6) is used to view the log data created by using the locked print application.

Figure 6 -  Locked Print Application, Log Screen
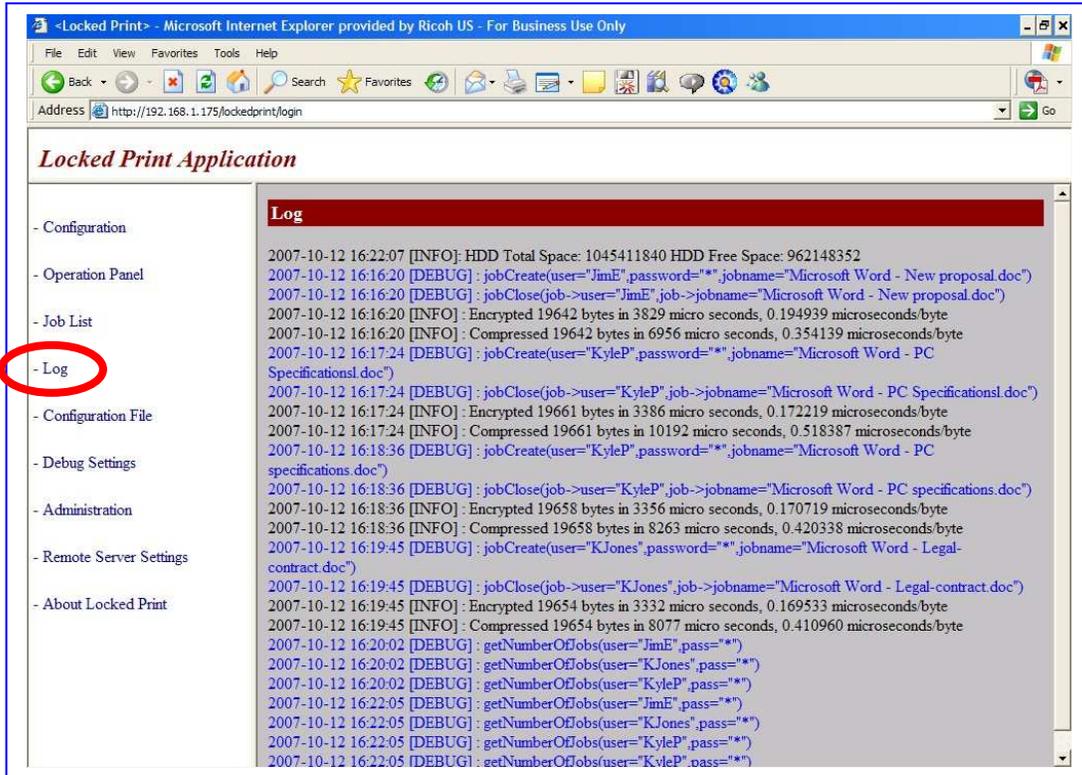


### 2.6.1.  Hard Disk Related Error Logs

| Condition | Log Message |
|---|---|
| When HDD is full. | [FATAL]: HDD Full |

## *2.7. Export Configuration File*

From this page (Figure 7) a configuration file, containing the current Locked Print Application settings of the MFP, can be downloaded. This file can be used to configure other MFPs on which Locked Print is installed.

To download, select the [Configuration File] link (shown as 1 in Figure 7) and then select the [Save] button on the resulting pop-up screen (shown as 2 in Figure 7).

Figure 7 - Locked Print Application, Configuration File Screen
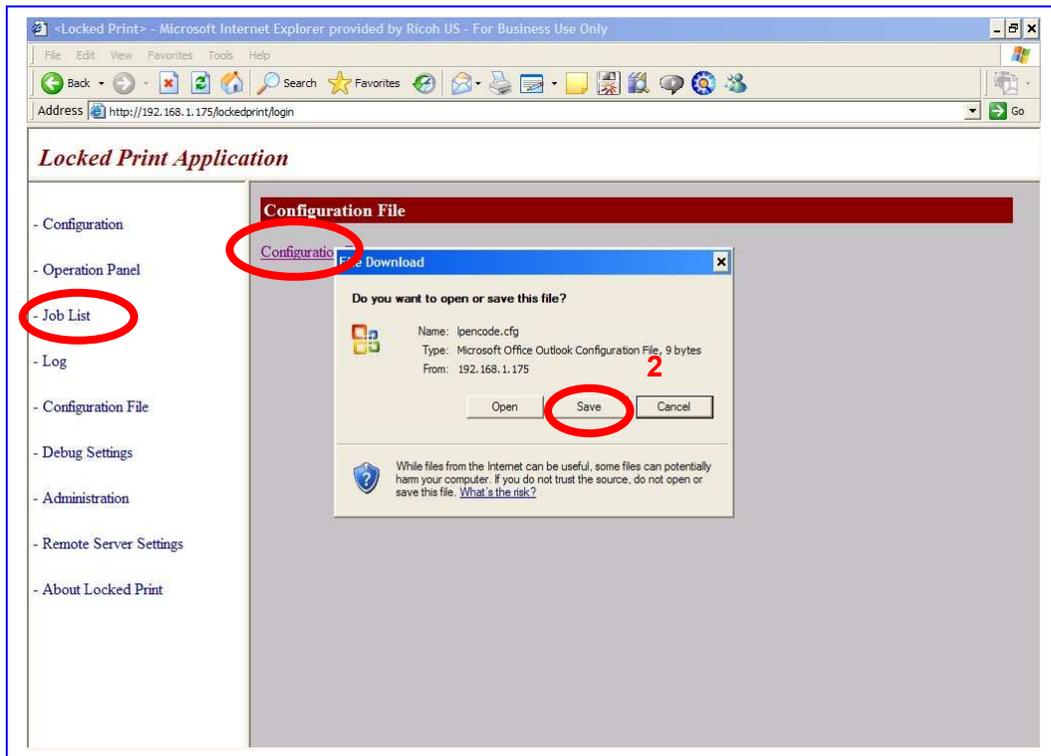


The downloaded configuration file can be sent to additional MFPs via the Locked Print Port [9100 or lpr].

## 2.8. Debug Settings (Service Use Only)

Provides fault level capture settings (Figure 8) to be used for troubleshooting. The fault (errors) are then captured in various log files (arrow) also available from this location.

Figure 8
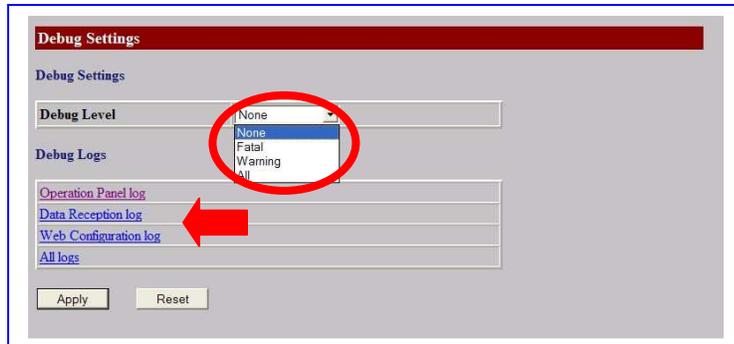


## 2.9. Administration

This page (Figure 9) is used to configure the Administrator's password required when accessing the Locked Print Web Interface.
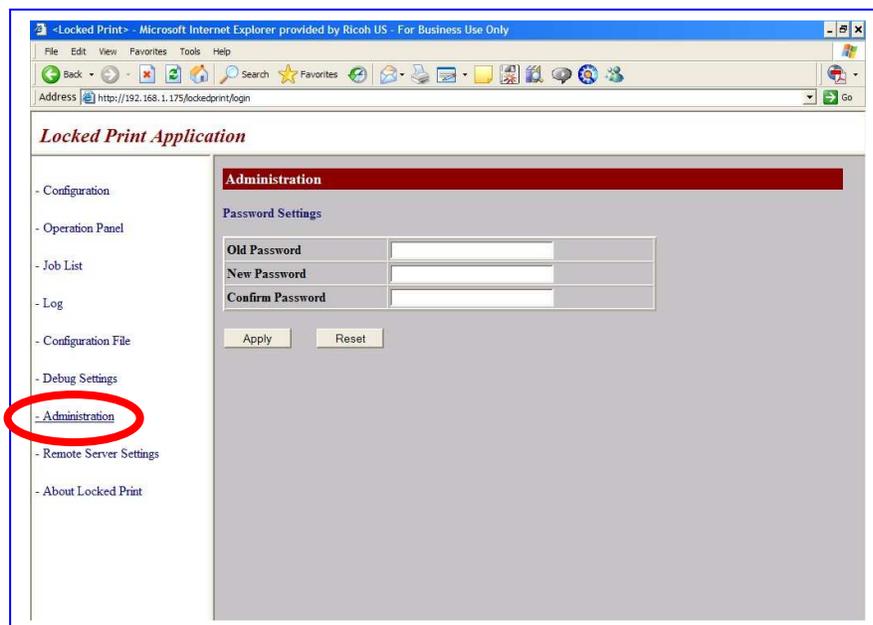


Figure 9

## 2.10. Remote Server Settings - "FlexRelease"

Sets device address, or name, and port settings (Figure 10) used for the "remote enhanced locked print access" (FlexRelease) feature (see User Manual for details).
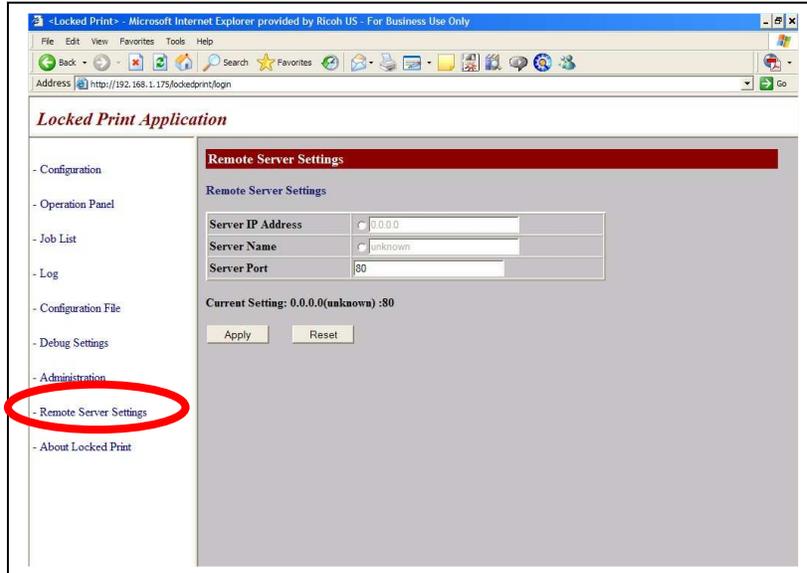


Figure 10

| Label | Description |
|---|---|
| Server IP Address | IP Address of the MFP that will "centralize" (store) the Enhanced Locked Print jobs. |
| Server Name | Device name (host name) of the MFP that will "centralize" (store) the Enhanced Locked Print jobs. |
| Server Port | Communication port to be used for accessing enhanced locked print jobs. |

**Note:** Only the IP address **or** device name can be selected. First click on the desired radio button, then enter the data.

## 2.11. About Locked Print

This page, a section of which is shown in the illustration below, displays the Print and Copy Vending version level and can also be used to update the no-charge 30 day trial version, to the full licensed product. (Figure 11)

Figure 11



**Trial Version**
Installed Time: Thu Oct 4 16:38:17 2007
Trial Period: 30 Days
Version 2.3PCV Build 08222007_01
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