SyncThru™ Web Admin Service
Job Accounting Plug-In
Administrator Manual

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CONTENTS

1 Introducing the Job Accounting Plug-In
Overview 1
Benefits 1
Installation 2

2 Getting Started

3 General Settings

4 User Accounts and Groups
Account 6
Account Group 6

5 Access Control Settings
Access Control Information 7
How to enable or disable Job Accounting 9

6 Permission Settings
To see and change permissions for particular device(s) 10
To see and change permissions for particular account(s) 12
Permission Details 13

7 Supported Devices

8 Driver Settings

9 Login Window

10 Troubleshooting
Device shows **SyncThru Login** message even if Job Accounting disabled 18

11 Acronyms and Abbreviations

1 Introducing the Job Accounting Plug-In

This chapter introduces you the Job Accounting Plug-In for SyncThru™ Web Admin Service.

This chapter includes:

- **Overview**
- **Benefits**
- **Installation**

Overview

Job Accounting Plug-In offers basic accounting functionality to reduce print waste and costs, and provide print security and efficiency. You can enable the Job Accounting feature via SyncThru™ Web Admin Service, and add users and limits for each user in the office. Before a user is able to use the device or perform any job, he must enter a valid Job Accounting ID and password. Each user must have a valid ID and password; in addition, he must be assigned to the specified device(s). After the job is performed, the user's allocation is reduced by the number of pages performed and retained for reporting.

Once Job Accounting has been enabled on the device, the user needs to specify an ID and password in the UI driver before sending print jobs to that device. Then, all user authentication information with printing data will be sent to the device. For copy, fax and scan jobs, the user first needs to enter an ID and password into the login window on the LUI. If the submitted ID and password are valid, the job will be performed and the user's allocation will be reduced by the number of pages performed. If the submitted ID and password are invalid, the job is deleted and an error sheet is printed.

This plug-in:

- Tracks and totals jobs (print, copy, scan and fax) for each user.
- Provides a basic level of accounting functionality.
- Allows the administrator to control printing environment by job accounting policy.

Benefits

With Job Accounting Plug-In, you can track, analyze and allocate the costs of every document that any employee sends to any network-connected printer or MFP. You can utilize this plug-in in order to:

- Reduce the expense of equipment over-buying and user-use.
- Eliminate unauthorized jobs (printing, copying, scanning and faxing).
- Control color output.
- Protect document security and confidentiality.
- Analyze exactly how printers and MFPs are being used.

Installation

In general, you can install Job Accounting Plug-In as follows:

1. Go to the local or network location where you downloaded the Samsung SyncThru Web Admin Service Component installation file.
2. Start **SyncThru Web Admin Service Job Accounting.exe**.
3. Follow the instructions on the installation wizard.
    - The default destination path is **C**:**Program Files****Samsung Network Printer Utilities****SyncThru Web Admin Service Job Accounting**. You can change the path if desired.
4. Click the **Finish** button.

Note

SyncThru™ Web Admin Service supports additional features by providing plug-in components. Each plug-in is provided as an installation file.

2 Getting Started

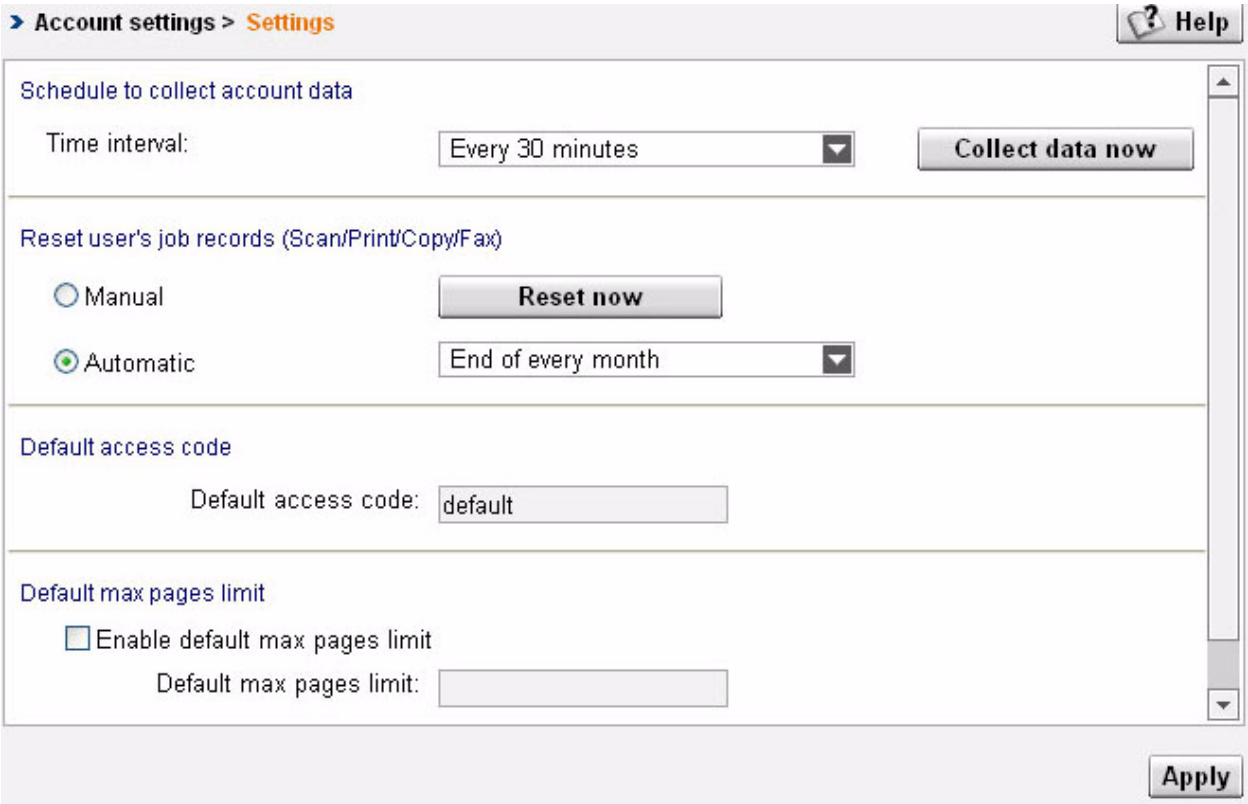
Use this chapter when you get started with Job Accounting feature on SyncThru™ Web Admin Service.

SyncThru™ Web Admin Service will create new pages for accounting job when you install the Job Accounting Plug-In. You can see **Account settings** in the **Settings** menu and a new **Report category** for Job Accounting in **Reports** > **Create report** if you have installed Report Generator Plug-In. You need to configure accounting settings to use Job Accounting functionality. If you have just installed the Job Accounting Plug-In, you need to follow the next configuration steps:

1. Configure general settings: See **3. General Settings**.
2. Create user accounts and account groups for Job Accounting: See **4. User Accounts and Groups**.
3. Configure access control values on devices to enable job account availability: See **5. Access Control Settings**.
4. Configure access right to users: See **6. Permission Settings**.
5. Configure the printer driver that supports Job Accounting on their computers: See **8. Driver Settings**
6. Log in at the local device: See **9. Login Window**

3 General Settings

You can configure general settings in the **Settings** > **Account settings** > **Settings** page. There are two kinds of scheduling options: **Time interval** and **Automatic**. You can utilize these options for your accounting policy. The **Default access code** is used like a password for Job Accounting enablement of the specified device. Refer to the following for details.



Schedule to collect account data

This allows you to schedule collection of accounting data. Job Accounting data are collected from all Job Accounting enabled devices with this interval option. You can select one of five **Time interval** options or get data right now with the **Collect data now** button. Options are as follows:

- **Every 30 minutes**
- **Every hour**
- **Every 6 hours**
- **Every twelve hours**
- **Every day**

Reset user's job records (Scan/Print/Copy/Fax)

This allows you to reset manually or automatically users' job records such as print, copy, scan, and fax. With this option, you can set up your accounting policy. For example, if your company manages Job Accounting every month, you can configure an automatic schedule with the **End of**

every month option. This resets all users' usage counts to zero, which means that users can perform their own jobs with new allocation.

For example, if User A has 100 maximum scan counts for the device A and his company manages accounting usage data every month, usage counts of User A will reach the maximum count of 100 around the end of that month. In this case, an administrator can increase User A's maximum, or disallow continued use of the device according to the company policy. On the first day of the next month, an administrator can reset all users usage counts by applying this option and then a new accounting will begin every month.

If your billing is scheduled every quarter, you can set this option as **End of every 3 months** automatically.

Default access code

This is configured for Job Accounting enablement or disablement. When you enable or disable Job Accounting with the specified device, you need to enter an access code. You can create your own access codes or use this default value for all devices. By default, **default** is set by SyncThru™ Web Admin Service.

Default max pages limit

If you check **Enable default max pages limit** checkbox, you can configure the maximum pages.

4 User Accounts and Groups

If you are willing to manage this Job Accounting function, user account should be existed. First add the users and group them if needed.

This chapter includes:

- **Account**
- **Account Group**

Account

To use Job Accounting, you need to configure user accounts first. You can add users manually one by one, or import a bunch of users using **CSV Import**. A maximum of 255 user accounts can be set up per device. An account includes four kinds of items, as follows:

Items	Description	Remark
User ID	account user ID	Required
Name	account user name	Required
Email	use email address	Optional
Password	password for user account	Required

Note

CSV-formatted files for importing should be created in UTF-8 encoding.

Account Group

If your site is on a large network, account grouping is very helpful to manage your whole site. The group can:

- Filter accounts in the account list.
- Manage accounts based on groups.
- Create various Job Accounting reports by groups, if Report Generator Plug-In has been installed. You can create accounting reports in the **Reports** page.

Note

Every account can be assigned to only one specific group. This means that an account which is already included in one specific group cannot be contained within another group.

5 Access Control Settings

If user account settings are completed, then you can use Job Accounting feature. You can see the devices which are available for Job Accounting and enable Job Accounting for the specified device. If you try to enable Job Accounting with a device that does not support Job Accounting, SyncThru™ Web Admin Service will display error messages.

Access Control Information

You can see all devices available for Job Accounting in the **Settings** > **Account settings** > **Access control**.

Columns in Access control page

Column Name	Description
Status	Device status. You can refer to the following **Status icons description** table.
Controlled	• **Yes** if device is controlled by current Job Accounting Plug-In. • **No** if device is not controlled. • **Controlled by [another server URL]** if device is controlled by Job Accounting Plug-In installed on another server.
IP Address	Device IP address
Device Name	Device name
Model name	Device model name
Location	Device location
Access Code	Device access code, which is used for preventing unauthorized access to the device

Status icons description

Icon	Status	Description
	Busy	The device is printing now.
	Disconnected	The device cannot be accessed (disconnected, turned off, etc.).
	Not Accessible	The device is using SNMPv3 protocol with security enabled, and the security settings for this device are not configured.
	Error	The device reports an error.
	Unknown	The device reports an unknown state.
	Removed	The device is removed from SyncThru™ Web Admin Service database, but is still controlled by the Job Accounting Plug-In.

Button description

Button	Description
Enable job accounting	• If the device is not controlled by a Job Accounting Plug-In, the access code setup will bind the device to this Job Accounting Plug-In, allowing future operations with the device. You can specify a custom access code for this particular device, or use a default access code, which can be defined on the **Account settings** > **Settings** page. • If the device is already controlled by another Job Accounting Plug-In, disabling Job Accounting will make the device reset accounting control. In this case, make sure that you know the access code for the device, because the device keeps its own access code internally and checks whether the access code is valid or not when it is sent from SyncThru™ Web Admin Service.
Change Access Code	If the device is controlled by the Job Accounting Plug-In, the access code can be changed.

How to enable or disable Job Accounting

1. Select the device for which you want to enable or disable Job Accounting.
2. Click the **Enable job accounting** button if the device is not controlled by a plug-in; otherwise click the **Disable job accounting** button. Button activation is differ to the current device status.
3. Set a new access code for enabling Job Accounting or enter a valid access code for disabling Job Accounting.
4. Click the **OK** button.

Note

Each device can be controlled by only one instance of the Job Accounting Plug-In. In order to change control, you should reset the access code on the device using another host with the Job Accounting Plug-In installed and set the new access code again.

6 Permission Settings

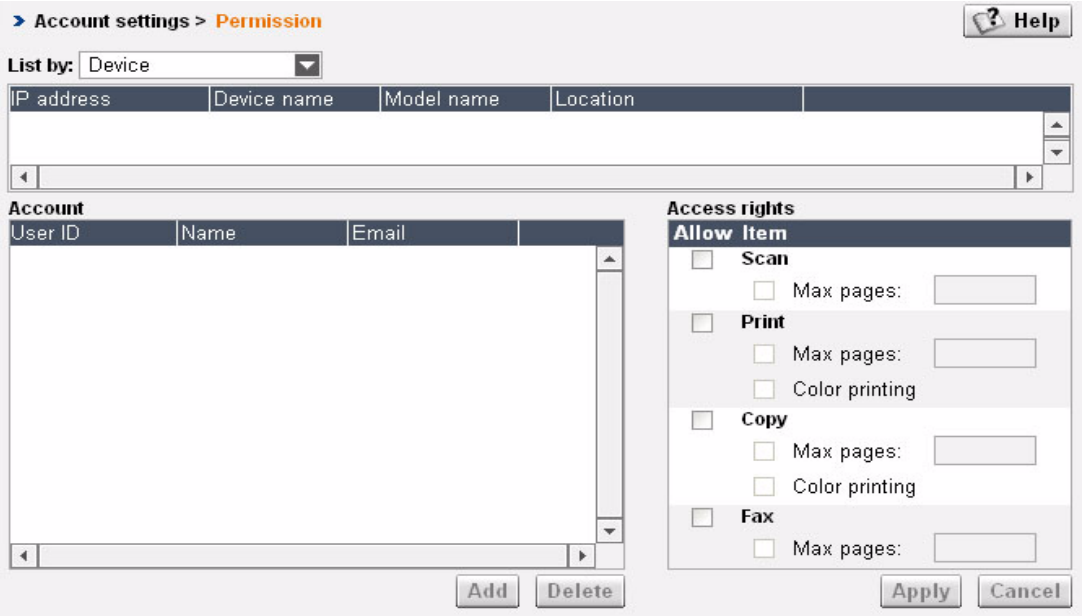
Once you update user accounts and enable Job Accounting with your devices, you are ready to use the Job Accounting functionality. With Job Accounting enabled, only valid users can use the specified device and perform jobs. The last step is to configure user permission settings. You can arrange user accounts and devices, for example, allowing only software engineers to use device A. In addition, you can assign access rights to each user according to job type.

This chapter include:

- **To see and change permissions for particular device(s)**
- **To see and change permissions for particular account(s)**
- **Permission Details**

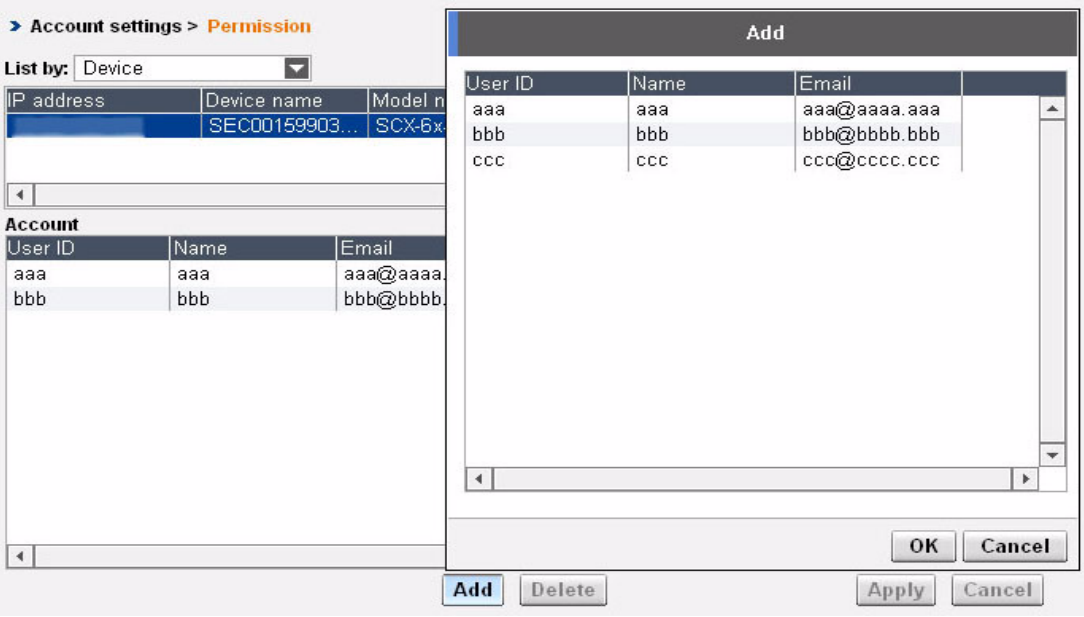
To see and change permissions for particular device(s)

1. Go to the **Settings** > **Account settings** > **Permission** page.
2. Select the **Device** option in the **Listed by** combo box, and select devices to permit.

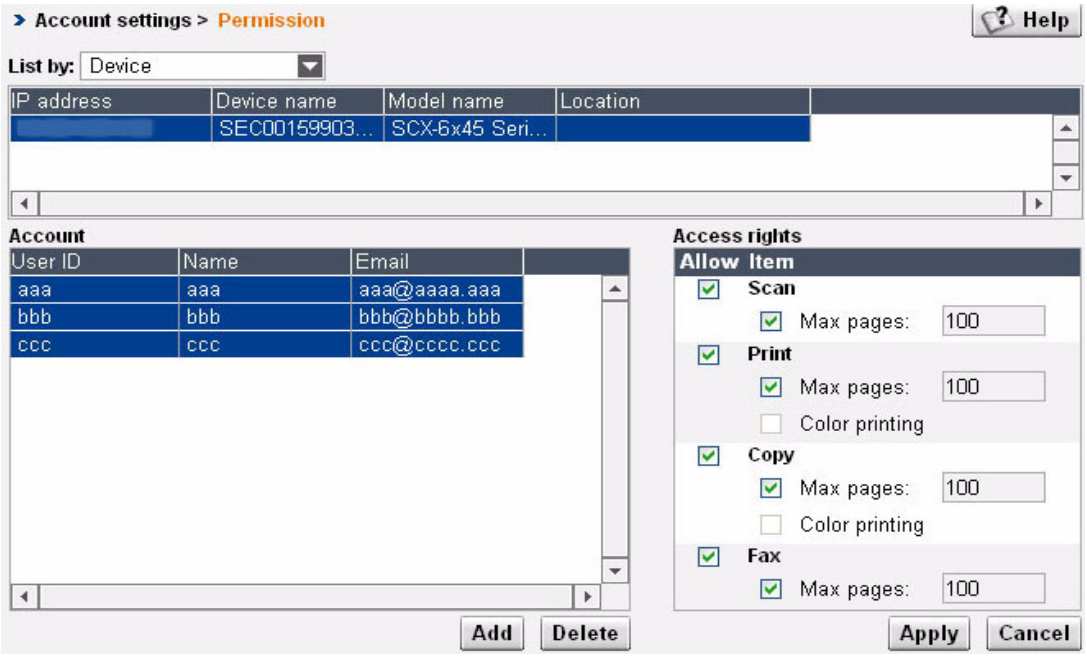


3. In the **Account** table you can see accounts which are registered on the specified device(s). If you are configuring for the first time, you need to add user accounts using the **Add** button.

Accounts can be added into selected device(s). In the user account list, you can select the accounts which you want to assign to the device(s) and click the **OK** button.



4. Select the accounts in the **Account** table, and configure common or individual permissions for each account using the **Access rights** table.



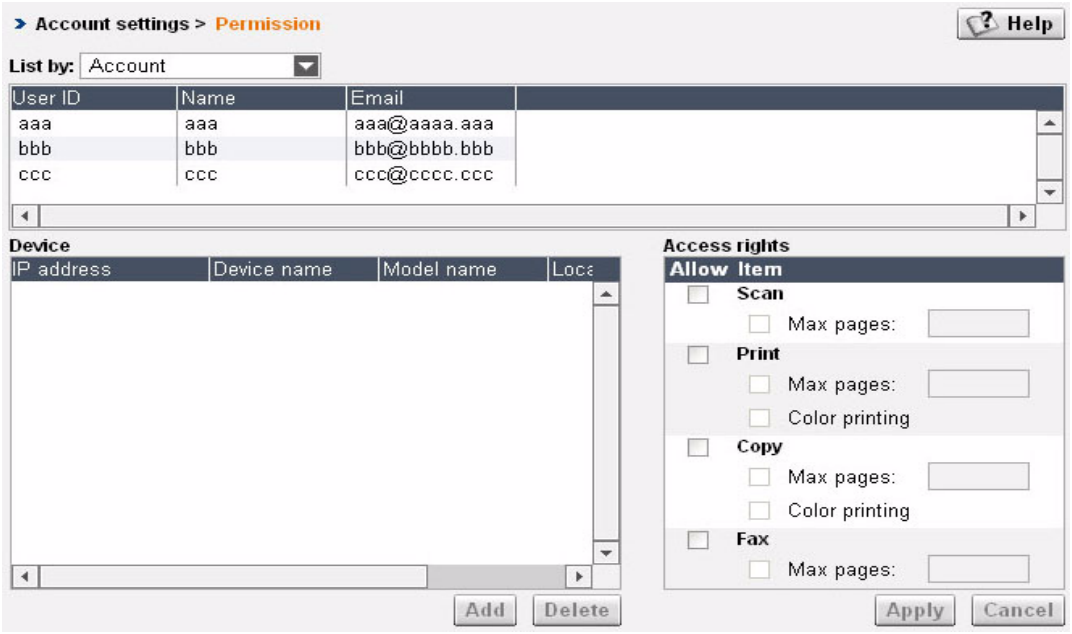
5. To save changes, click the **Apply** button.
   To discard changes, click the **Cancel** button.

Note

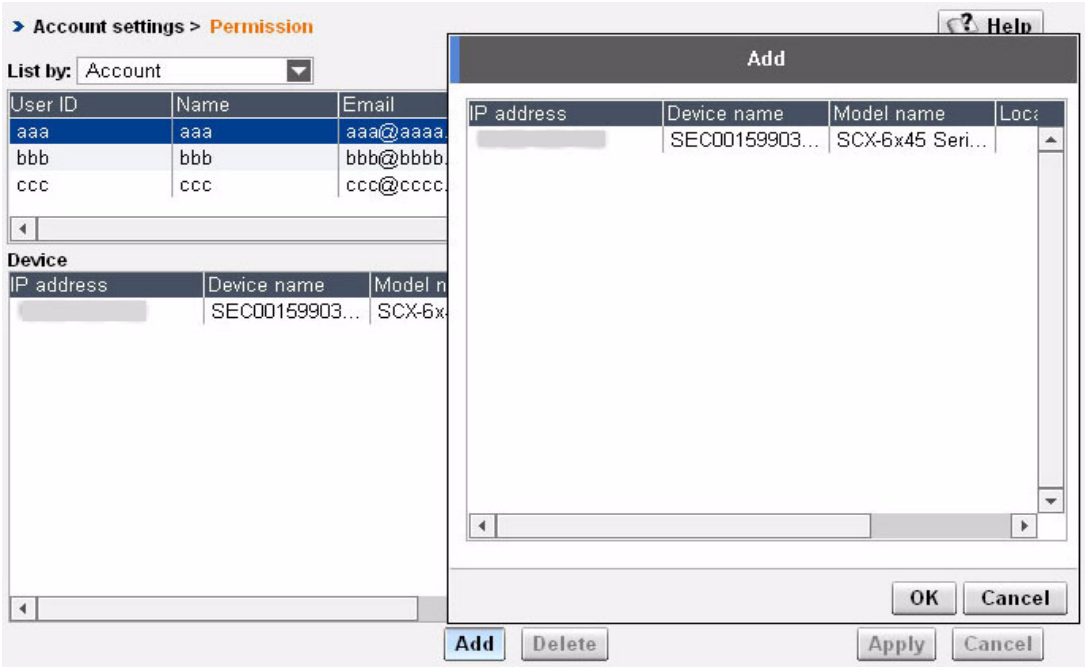
Maximum number of accounts per device is 255.

To see and change permissions for particular account(s)

1. Select the **Account** option in the **Listed by** combo box.



2. Select account(s) in the top grid. In the **Device** table on bottom grid, you can see the device list which these accounts have permissions for. If you are configuring for the first time, you need to add device(s) using the **Add** button.



3. Select the devices in the **Device** table, and configure common or individual permissions for each device using the **Access rights** table.

4. To save changes, click the **Apply** button.
   To discard changes, click the **Cancel** button.

Permission Details

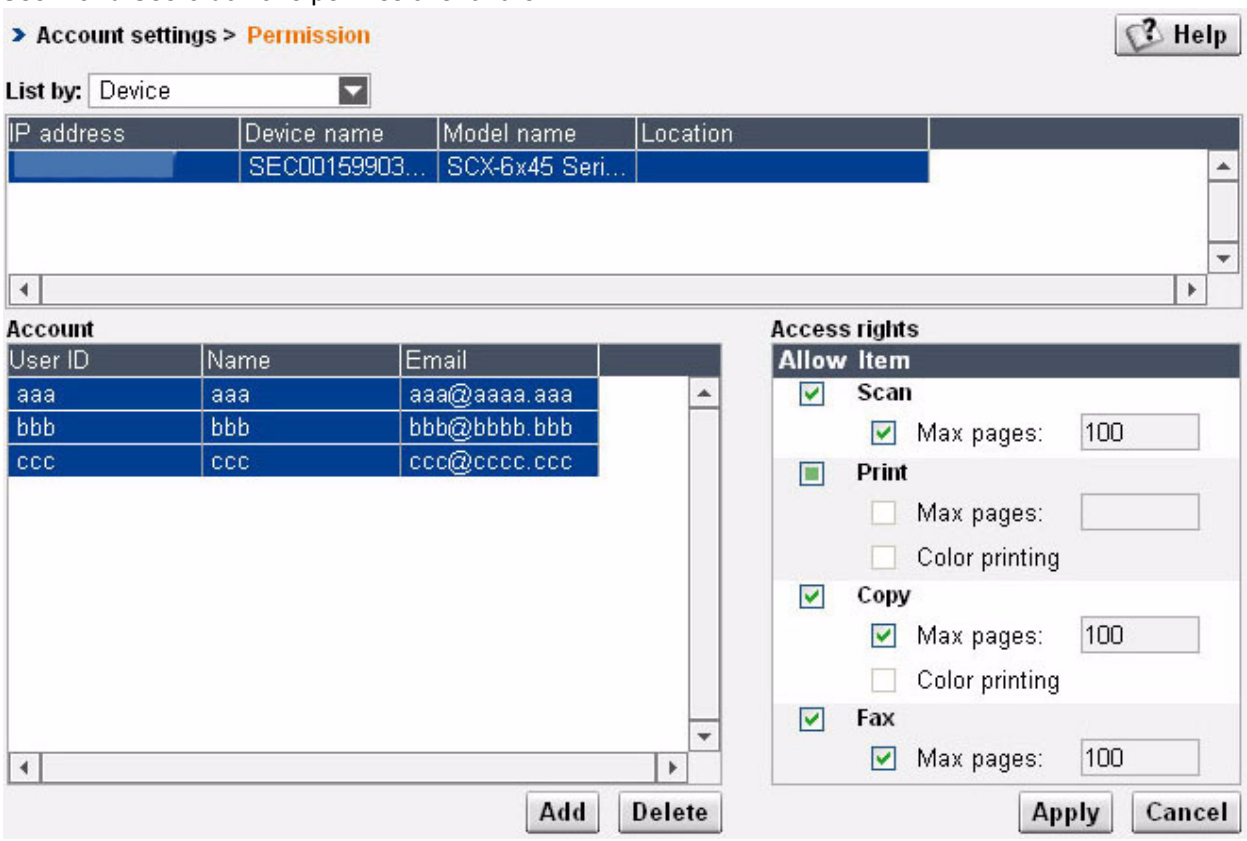
Job Accounting feature allows you to specify the following permissions.

Allow Item	Description
Scan	Scan permission with Max pages limit.
Print	• Print permission with Max pages limit. • Color printing enablement/disablement.
Copy	• Copy permission with Max pages limit. • Color printing enablement/disablement.
Fax	Fax permission with Max pages limit.

Note

If the checkbox of Max pages limit is disabled (not checked), then no limit is applied to the selected permission. That means that there is unlimited quota for the selected accounts on the specified devices.

When you select multiple accounts or devices, sometimes the checkbox in the **Allow Item** of **Access rights** can be set to an unknown state, as shown in the following figure. It means that some accounts have different permissions on devices. For example, User1 has no permission for scanning and printing while User2 and User3 do have permissions for them.



If the checkbox in the **Allow Item** of **Access rights** is disabled, the device does not provide the specified features.

7 Supported Devices

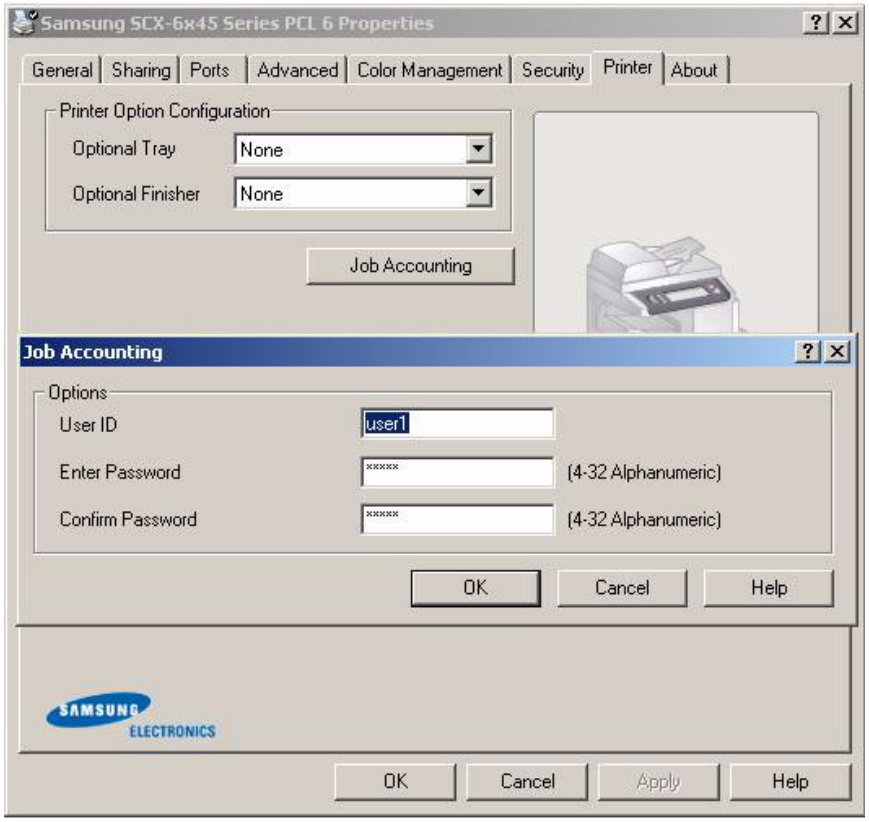
Currently, the following models supports job accounting functionality.

Category	Model
Mono Laser MFP	SCX-6x45 Series

8 Driver Settings

Once the entire Job Accounting configuration is completed in SyncThru™ Web Admin Service, users have to install printer driver that supports Job Accounting on their computers. Also Job Accounting user id and password should be entered in the driver user interface, follow these steps for the same.

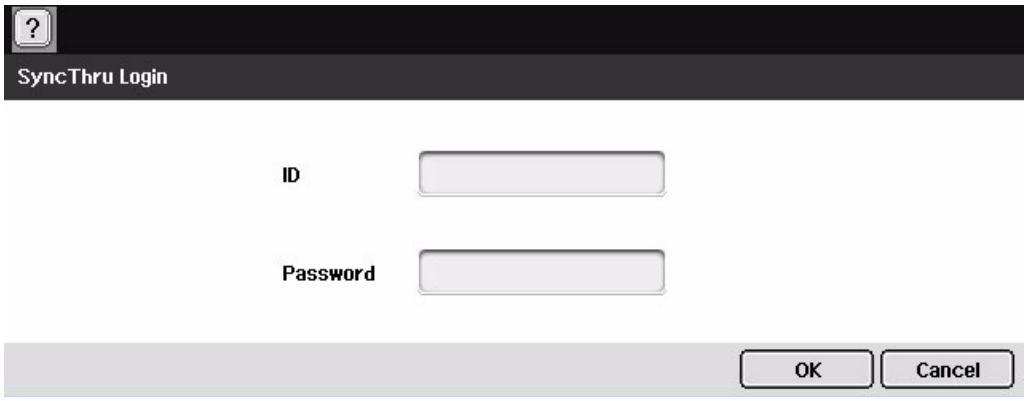
1. Open Windows **Start** > **Setting** > **Control Panel** > **Printers** directory in Windows 2000. Or open Windows **Start** > **Printers and Faxes** in Windows XP.
2. Select the printer which installed Job Accounting driver and right-click menu to access **Properties**.
3. Select **Printer** tab and click the **Job Accounting** button, then a pop-up window will be opened.



4. Enter **User ID** and **Password** for using Job Accounting feature.
5. Click the **OK** button.
6. Now Job Accounting settings is completed and user can start using the functionality.

9 Login Window

Once the job accounting function has been enabled, the login window is displayed on the local device, as shown below. The users must enter a valid ID and password in order to perform copying, scanning and faxing.



10 Troubleshooting

This chapter gives helpful information on what to do if you encounter a problem.

This chapter includes:

- **Device shows SyncThru Login message even if Job Accounting disabled**

Device shows SyncThru Login message even if Job Accounting disabled

When the SCX-6x45 device shows **SyncThru Login** screen even though the Job Accounting feature is disabled from SyncThru UI, check the following steps.

1. Press **Machine Setup** button on the device control panel.
2. Select **Admin Settings**, then **Admin Settings Login** screen will be displayed, enter administrator's password and click **OK** button.
3. Select **Setup** > **Authentication** > **Authentication Mode**.
4. Select **No Authentication Mode** option and click **OK** button.
5. This will remove the **SyncThru Login** authentication screen.

11 Acronyms and Abbreviations

Terms Used	Description of terms
CSV	Comma Separated values
ID	Identification
HTTP	Hypertext Transfer Protocol
IP	Internet Protocol
LUI	Local User Interface
MFP	Multi-Function Peripheral
SNMPv3	Simple Network Management Protocol version 3
URL	Uniform Resource Locator
UTF-8	Unicode Transformation Format - 8