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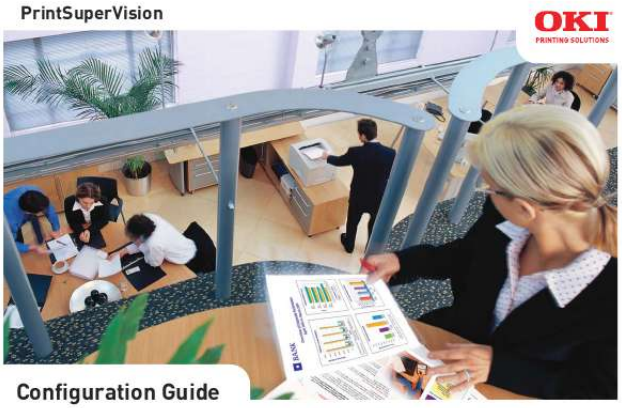
You can read the recommendations in the user guide, the technical guide or the installation guide for OKI C610N. You'll find the answers to all your questions on the OKI C610N in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual OKI C610N
User guide OKI C610N
Operating instructions OKI C610N
Instructions for use OKI C610N
Instruction manual OKI C610N



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Manual abstract:

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. . . . . .78 4 · Contents Notes, Cautions and Warnings _____ Note A note provides additional information to supplement the main text. CAUTION! A caution provides additional information which, if ignored, may result in equipment malfunction or damage. WARNING! A warning provides additional information which, if ignored, may result in a risk of personal injury.

Specifications subject to change without notice. All trademarks acknowledged. 5 · Notes, Cautions and Warnings Introduction _____ PrintSuperVision (referred to as PSV throughout this document) is a Windows server application designed for managing and monitoring network connected printing and copying devices. The core application is server-based and is accessible from any browser enabled device connected to the network. Popular browsers supported include Internet Explorer, Mozilla and Opera.

The application is available in two editions: Professional Edition and Enterprise Edition.

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The Professional Edition is a subset of the Enterprise edition and shares the same menu structure and many of the same features. Notations will be made throughout the document to indicate differences between the Enterprise and Professional Editions. The only major feature in the Professional Edition that does not exist in the Enterprise Edition is the single-user Easy Configuration option. The single user option can be installed in a "non server configuration" on network-connected laptops and desktops.

The single-user Easy Configuration option allows users to check status of supply levels, monitor consumable life remaining and printed page counts while providing the ability to order supplies online. The easy configuration option is designed for very small offices and does not support the automatic delivery of device Alerts through email. Some of the common features of both PSV Professional and Enterprise Editions include: · Discovers and configures devices · Helps pinpoint devices on the network · Assists in remote trouble shooting · Automatically identifies device status and can email alerts · Produces reports and automatically delivers them via email · On-line supplies and consumable ordering (configurable by region) 6 · Introduction New Names/New Editions _____ PSV Version 3.6 introduces two new editions that better support various size organizations. · The Professional Edition is designed for small and mid-size organizations with just a few or several hundred print/copy devices. It is generally installed on a centrally located Windows server accessible from any browser-enabled device. The profen-Line supplies ordering feature in PSV. Selecting "United States" will enable the On-Line ordering feature while selecting any other location disables the ability to order supplies on-line from within the application. Optional Easy Configuration (PSV Professional Edition Only) The Features tab is not included in PSV Enterprise Edition. After choosing a language and clicking Next you will be prompted to select the single-user "Easy" configuration or the standard server-based PSV Professional configuration located in the Features Tab.

Select theou must first enter the necessary information such as the address of your email server, username, password, the email address of the recipient, etc. 14 · Setup and Configuration 1. First, enter the desired Email Server Address and SMTP server port (default port number is 25 and 456 or 587 if using SSL/TLS). 2. Select the appropriate email sending method. PSV provides 4 methods that define how the email message is sent: · Method 1 - This is the Default setting. It uses a SMTP library from IP Works · Method 2 - Permits streaming. Emails are sent without buffering once the connection is established · Method 3 - Uses Webmail library from .NET 1.1 · Method 4 - Content of email is saved as a file attached to an email message Method 1 is recommended, but you may try methods 2, 3 and 4 if emails are not successfully sent using the default setting.

3. If your email server requires authentication, indicate the appropriate username and password in the fields provided. Click the TLS/SSL checkbox if your organization uses these communication protocols. 4. Enter the email address of the recipient in the Admin Email field.

5. As an added convenience, PSV allows you customize the header and subject line of the email message. Add the word PrintSuperVision to the Email From field and add the word Alerts to the Email Subject field. 6. Indicate the interval time (in minutes) for PSV to wait to obtain device status.

Set to a larger number if network traffic is a concern. Set to a smaller number if you would like more frequent updates reported from your print/copy devices. Finally, another added convenience allows the admin to start and stop the PrintSuperVision Service from the set up menu and select whether the PSV Services should start automatically, manually or are disabled. 7. Test the email connection by clicking the Test button. PSV will attempt to send an email to the account you specified. 8. If an email is received successfully, click Apply to save your settings. 9. Click Next to go to the next setup module.

15 · Setup and Configuration Registration You can register your new PrintSuperVision software with Oki Americas or Oki Europe by clicking the Register button. Registering your name and email address with Oki Printing Solutions will help us keep you informed of new product releases and PSV related information. All registration information supplied is kept in strict confidence. 1. Select the appropriate language/location to register. · Use the Americas locations if you are located in North or South America. · Use the European locations if you are located in Europe. 2. Enter all user information including your email address. 3.

Click Save. A validation email will be sent to the email address indicated. 4. Click the validation link in the email message when you receive it and your information will be registered. 5.

Close the browser to return to the PSV Setup. 6. Click Next to go on to the next setup module. 16 · Setup and Configuration Check for Security Updates As a convenience, PSV provides links to check for Microsoft security updates before completing the setup process. 1.

Click on the Windows Updates Link to go to: http://update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us Or Click the IIS Lockdown Wizard link to go to: http://www.microsoft.com/downloads/details.aspx?FamilyID=dde9efc0-bb30-47eb-9a61fd755d23cdec&displaylang=en The IIS Lockdown Wizard assists in turning off unnecessary features, thus reducing attack surface available to attackers. 2. Click Next to go to the next setup module. 17 · Setup and Configuration Program: Identifying Version Numbers The Program tab is provided as a means to quickly identify the version numbers of each major component in PrintSuperVision.

Click Run to complete the setup process and begin using the PSV application. 18 · Setup and Configuration Getting Started _____ Now that you have installed and configured PrintSuperVision, use any browser-enabled computer or device connected to your network to access the PSV application. Open your browser and type the IP address of the PSV server, followed by /printsupervision. For example: http://IP address/printsupervision. If you are the Global Administrator or have Admin rights, click Login, and type your user name and password. Context Sensitive Help Throughout the PrintSuperVision application, help is just a click away. For context sensitive help, click the icon located in the upper right hand corner (next to the printer icon) on every page. User Access Levels One of the first things to decide is the level of access rights to assign to each user. There are 3 ways a user can access the PSV application from any browser: · Without Logging into PSV.

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· Logging in as a User.

· Logging in as an Administrator. Be aware that certain menu options are only available to users with Admin rights that have logged into PSV. See example below: Professional Edition: User is not logged in Enterprise Edition: User is logged in as an Administrator If a user does not log in, the two areas that are not accessible are Reports and Services and the following functionality will not be available: · Cannot view, add, or configure Alerts. · Cannot generate any type of report or configure email sending. Adding a User/Assigning Individual User Rights To add an individual user to the system 1.

Select Options from the main menu. 19 · Getting Started 2. Click Users from the drop down box. 3. Click the Add User button and fill in the user's information.

Make sure that you include a password that contains at least 6 digits. 4. Before clicking Save, assign the appropriate user rights by: Selecting Administrator from the Add to Group drop down box. Or Leave blank For Standard User rights. 5. Click Save. A list of users will be displayed. Notice that individuals with Admin rights are displayed with a red line under the icon while those with Standard User rights are displayed with a blue line under the icon. Note User attributes can be changed at any time by clicking the icon in the Edit column and entering new information. Importing a List of Users It may also be helpful to take advantage of the Import Users feature to save time.

You can import users into the application from a text file using a comma separated format. The fields available for data import are the same fields listed in the Add User section. Fields cannot be left empty with the exception of Password. If passwords are not supplied in the text file, PSV will set it to the word "password" by default. 1. Click Options > Users. 2. Select the Import Users button. 3. Specify the text file location or click Browse to locate the file.

4. Click the Import Users button. PSV will add users one by one into the application. When complete, the number of users imported successfully will be displayed as well as details of any errors that may have occurred. Creating User Groups In large organizations it may be helpful to organize users into groups based on admin status, user status or by any number of criteria.

To create a group of users 1. Click your browser's back button or select Options from the main menu. 2. Select User from the drop down box. 3. Click the User Groups button. 4. Click the Add User Group button. 5. Enter a name for the user group . 20 · Getting Started 6. Click Save. A list of groups will be displayed. You will notice that the new group name is automatically added to the Add to Group drop down menu when adding an individual user. For convenience, the All Users button has been provided in the User Groups area to help identify if an individual has been assigned to a group.

Changing Your Password To change your password 1. Select Options from the main menu. 2. Click Change Password. 3. Enter your current password, your new password and confirm the new password by typing it again. 4. Click Change to save new password. Note The default User name and password is: admin, password. 21 · Getting Started Creating/Editing Groups of Devices _____ Before discovering the devices on your network, it may be beneficial to create groups in order to monitor and manage them in an efficient manner.

· A group can have attributes assigned to it such as location, contact person, SNMP community and even images of maps and floor plans which are used to quickly locate individual devices. · Groups can be arranged in a hierarchy where a "parent group" can contain sub groups. A device can also be a member of more than one group. · You can assign a subnet or a range of IP addresses (for discovery purposes) to a group, and as an added convenience, a link to the discovery screen is provided when groups are displayed. Create or Edit a Group 1.

Click Printers from the main menu and Printer Groups,Maps from the drop down menu to view a list of groups already created. 2. Click the Add Group/Map button to create a new group of devices. 3. Assign a Parent group, a group name, location, contact person responsible for the group, a map or floor plan and the SNMP community.

See "Adding Maps and Floor Plans to a Group" on page 24 for more information on assigning maps and floor plans to a group. 22 · Creating/Editing Groups of Devices Adding/Removing a Device To add a device to an existing Group 1. Click Printers from the main menu and Printer Groups,Maps from the drop down menu to view a list of groups already created. 2. Click Edit in the Edit Column. 3. Click Add Printer. 4. Select the appropriate device from the Printer drop down menu and click Save. 23 · Creating/Editing Groups of Devices If the group was initially empty, you will see the added device listed after saving.

If the group already contained devices you will see an updated list of all devices in that group. To remove a device from an existing group 1. Click Printers from the main menu and Printer Groups,Maps from the drop down menu to view a list of groups already created. 2. Click Edit in the Edit Column. 3. Click the Trash Can icon from the list of grouped devices displayed on the Edit Printer Group screen. Adding Maps and Floor Plans to a Group Groups can also have images of maps, floor plans, etc. assigned to them, which in turn allows PSV to display the location of a device icon on an associated map or building floor plan. Several popular image file formats for maps and floor plans are supported, such as .

gif, .jpg, .bmp, or .png. You can assign a map or floor plan image to a new group while you are creating the group or you can add a map / floor plan image to an existing group at any time.

To add the image while creating the group: 24 · Creating/Editing Groups of Devices 1. Select Printers from the main menu and click Printer Groups, Maps. 2. Select a saved image file from the drop down menu and click Save or click Upload New Map to browse for your desired image. Once your desired image has been located, click Upload.

3. Place a device icon on the map or floor plan. Note Remember the individual device must be a member of a group before it can be placed on the map. 4. Click Printers/Printer Groups from the main menu. If you have successfully linked an image with a group, you will see an icon in the map column. 5. Click the map icon and the image will be displayed. 6. Click Place on Map and select a device from the drop down menu.

25 · Creating/Editing Groups of Devices 7. Click on the image and the device icon will be placed where your mouse pointer is positioned. To move the device icons at any time, click the Place on Map button and drag and drop the icon to the desired location on the map. Left click once more to activate. Remember, when viewing the map or floor plan, the interactive icons can be clicked at any time to go directly to the device's status page.

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26 · Creating/Editing Groups of Devices While on the Device Status Page, you can link back to the map or floor plan by clicking the On Map button. Note If you return to the map or floor plan from the Device Status Page by clicking the On Map button you will only see that device's icon on the image. To see all devices on the map or floor plan, click Printers > Printer Groups, Maps from the main menu and click the map icon associated with a particular group. 27 · Creating/Editing Groups of Devices Discovering Devices _____ The next step is to discover devices on your network. Click the Printers tab from the main menu and select Discovery from the drop down menu.

PSV is capable of discovering any device that is compliant with Public Printer MIB Specification RFC 3805. Click Start Discovery if you want to discover all of the compatible devices on your network (for large organizations, see next section before starting the discovery process). For Enterprises with several hundred or even several thousand devices, it may be time consuming to discover all devices at once. PSV provides the flexibility to selectively discover individual subnets or ranges of IP Addresses by simply selecting the appropriate check box and clicking Start Discovery. Discovery: Add Button Click the Add button followed by IP Subnet or IP Range radio buttons to selectively discover devices.

28 · Discovering Devices The Add button allows you to: · Add an IP address of a device to the discovery database · Create a discovery list based on IP subnet entered · Create a discovery list based on a range of IP addresses indicated Click the IP Address radio button and click Next. When adding a specific IP address to the discovery database, PSV provides an option to assign the device to a specific group of devices and associate the group to a specific SNMP community. Enter an IP address, select a group name from the Printer Group drop down menu and type the desired SNMP community. Click Add to save your changes. Similar to adding a single IP Address to a database, click the IP Subnet or IP Range radio buttons to create a discovery list for a specific IP Subnet or Range of IP addresses.

PSV also provides the option to assign a group name to the subnet or the IP address range by selecting a pre-defined name from the group drop down menu or by clicking on the map/group button if you would like to create a new Group name. Enter the appropriate information and click Save. 29 · Discovering Devices Discovery: Exclude Button Use the Exclude to exclude a specific IP address or IP address range from the discovery process. 1. Click the Exclude button and select either Exclude IP address or Exclude IP range. Notice that PSV displays all IP Addresses and IP Address Ranges that have been excluded previously. 30 · Discovering Devices 2. Enter the desired IP address to exclude and click Save or for IP Range, enter the range of IP addresses to exclude and click Save. 3. To include an IP address or IP Address Range that was previously excluded, return to the Discovery section, click the Exclude button, click the IP Address or range of IP Addresses and click Delete.

31 · Discovering Devices Discovery: Windows Button 1. From the Discovery screen, click the Windows button. The Windows button provides a list of devices that have been saved in the local system's Windows Print Queue. The local system is defined as the desktop or server that PSV is running on. Each device listed can be selectively saved to the discovery database. 2. Click the check boxes to select the devices to add to the discovery database. 3. click the Start Discovery button. As an added convenience, PSV can create a group of devices called My Printers (accessible from the Printer tab in the main menu) by clicking the Add to My Printers check box and then clicking Start Discovery.

Discovery: Schedule Button Discoveries can be scheduled by clicking the Schedule button. 32 · Discovering Devices Indicate the appropriate date, time and a recurring interval that you desire for the discovery to take place. An added feature is the ability to send the Admin an email message indicating the results of the discovery. Leave blank or indicate who the email should be sent to. Click the Save button to save the Discovery schedule.

Discovery: Logs Button PSV records a log of all discoveries performed (and several other system activities) and indicates whether the discovery was successful or not. Click the Logs button to view the system activity log. To obtain just a Discovery log, select Discovery from the Type drop down box, indicate time frame by entering desired dates and click Show to display the log. Note This feature creates activity logs for all other activities supported in the drop down box. 33 · Discovering Devices CAUTION! Clicking Clear Log will delete all discovery log entries permanently.

Other Discovery Options Show Addresses Selecting Show Addresses displays a list of all IP addresses that PSV attempts to discover when a Discovery is performed. Save DNS Addresses Save DNS Addresses translates IP addresses to DNS names if possible, and saves them in the PSV database. When a list of devices is displayed in other areas of PSV, you will see the DNS address name displayed instead of the IP address. This is particularly helpful when an organization uses DHCP. Start Discovery Start Discovery begins the discovery process for all subnets and IP address ranges selected. Configure Timeouts The SNMP Get timeout value, which controls the length of time PSV will wait for a response from the device before timing out can be adjusted. Keep in mind the greater the SNMP Get timeout value, the longer the overall discovery will take. The status icon timeout value sets the time interval that PSV waits for a response from a device before turning the status icon gray (status icon is displayed in the Printers List). Notice that after 34 · Discovering Devices clicking Refresh, the status icons are returned to an active state. Enter a desired value for each option and click Save.

After the discovery process is complete clicking the Printers button at the bottom of the screen will display a list of the devices that were previously discovered with refreshed status. Clicking the Discovery button takes you back to the main discovery screen. Making Discovery Easier: Importing IP Addresses from a Text File In large organizations, IT departments may have the IP addresses of their print and copy devices saved in a text file. If such a file exists, you can use PSV's "Import" feature to add multiple devices with known IP addresses to the discovery database. This is done by simply importing the text file. 1. From the main menu click Printers > Import Printers & Attributes. 2. Click Browse to locate and add the desired file.

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The text file should be formatted so that one device address is on each line of the file.
As an added feature you may select the way the file is delimited by selecting comma, semi colon or tab. 3. Select an appropriate group name from the Printer Group dropdown box (or leave blank). Click Preview to view the data before importing it or click Import to add the imported devices immediately. For more information on Device Groups see page 22.
The import feature can also be used to import attributes associated with the device that are not ordinarily supported or not reported back from a device. This feature is discussed in more detail in the Adding Device Attributes section on page 67. Discovering Network Devices: Professional Edition, Easy Configuration If you have installed the single-user "Easy Configuration" option from PSV Professional Edition you will notice there are fewer discovery options. 35 · Discovering Devices Click Printers > Discovery from the main menu. The two discovery options available are: Add Subnet and Exclude. Both features are identical in functionality to PSV Pro and PSV Enterprise although more limited. See previous discussion for a complete description of these features. My Printers PSV Professional and PSV Enterprise Editions offer users with Admin rights a grouping feature called "My Printers" which is an easy way to view device status with minimal mouse clicks. 1. From the main menu select Printers > My Printers from the drop down menu. You will see a list of devices that have been added to the My Printers group. 2. To add a device to the My Printers group, click Add Printer, choose the desired device and click Save. 3. To delete a device, click the trash can icon listed in the right column.

Near Me Another time saving, grouping feature available in PrintSuperVision is called "Near Me". Near Me allows a user to quickly view the status of devices that are conceptually located near the PC being used, without the need to configure or group devices. 36 · Discovering Devices PSV detects and locates devices that have similar network addresses to the client computer (or browser enabled device) being used to access the PSV application and automatically includes those devices in the Near Me group. From the main menu select Printers > Near Me from the drop down menu. Device status in the Near Me group will be displayed. Note Devices cannot be added or deleted from the Near Me group. 37 · Discovering Devices Configuring email Alerts _____ Now that you have discovered devices on the network and logically organized them into groups, the next step is to set up PSV to notify a helpdesk or network admin that a device has generated an alert. Alert notifications are available in the Enterprise Edition and the server configuration of the Professional Edition. @@@@@@PSV uses email to deliver alert conditions. @@@@1.
@@Click the Add Email Alert button. 3. @@@@@@@@PSV will attempt to send an email to the address specified. @@3. @@4.
Select all desired device information and click Save. @@@@@@@@@@40 · Configuring email Alerts 1. @@@@@@3.
@@@@@@@@@@@@@@@@@@@@@@Click on the severity icon listed in the Edit Severity column. 4.
@@@@@@Users with Admin rights can configure the data collection interval time in hours for basic usage information and in minutes for processing Alerts. To set the data collection interval, 1. Click Services > Data Collection Services from the main menu. 2. Indicate the desired data collection interval times and click Save. To display a log of previous data collection activity for a selected date range, enter the appropriate date and click Show. PSV will list all data collection activity from the date indicated to the present date. For added convenience, click the Collect Data Now button and specify options. Click the Start button to begin processing. 45 · Data Collection Interval Cloning PSV Enterprise edition offers a time-saving feature called Cloning.

Cloning is not available in PSV Professional edition. Cloning allows multiple devices of the same type to be configured remotely using the settings of an origin device. Essentially, the cloning feature copies the device configuration settings of one device and saves the same settings to a group of similar devices. Note both the origin device and the target devices must be Oki branded devices and must be the same make and model number. 1. Select Tools from the main menu and Cloning from the dropdown box. 2. Locate and select the device that will supply the configuration information to be cloned. Click a radio button associated with a group of devices. 3.
Click Next. 46 · Cloning 4. Select the radio button for the "origin" device and click Next. 5. Select a compatible "destination" device that will be configured with the same parameters and click Next.
6. Select properties to be cloned and click the Start Cloning button. PSV will apply the values of the selected properties to all destination devices indicated. Note PrintSuperVision will not check to ensure a compatible destination device is selected. The origin device and all destination devices must be the same make and model in order for cloning to successfully take place.
47 · Cloning Group Configuration Only available in the PSV Enterprise edition, Group Configuration is a more advanced way to configure devices remotely by using the parameters from one device to set up the configuration of a group of similar devices. Group configuration uses an XML file as a "Template" to remotely set up groups of devices. Currently there are 2 sample templates included with PSV: one used for making paper source settings and the other to change the web server password on a specific Oki monochrome printer. Additional templates that allow for group configuration to occur can be requested from Oki Printing Solutions based on availability. To use Group Configuration 1. Click the Tools from the main menu and click Group Config from the drop down box. 2. Select a template from the drop down menu, and click Select Template. 3. Select the Target Group of devices that will receive the new configuration.

For a list of devices in each group click Show printers. Select the devices that will receive the configuration by clicking the check boxes in the Select column. The "paper source" configuration from the origin device can be modified before applying the configuration to the group selected. 4. Make desired configuration changes and click Apply. The other sample Group Configuration template changes a web server password on an Oki B6300 monochrome printer. Select the B6300 Password Change option from the drop down menu. Enter a new password, verify it. 5. Click Continue.
48 · Group Configuration The new password will be saved to each B6300 device in the selected group as well as in the PSV database for future use and reference. 49 · Group Configuration Configuring the Ordering of Supplies Both editions of PSV provide the option to order supplies on-line directly from the application.

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@@@@1. Select Tools > Order Supplies from the main menu. @@@@Click the Select printers< then items radio button and click Next.
A list of monitored devices is displayed. 2. @@A list of supply items related to the device will be displayed. 3. Add the desired order quantity and click Next > Order On-line.
@@@@@@1. Enter a quantity of the item desired 2. @@1. Click the Customize Order option. 2. @@@@Select the Print Header Enable check box to add the pre-configured information to each printable supplies order page. 4. Click Save to return to the Order Supplies page. Configuring the Supplies List There are four options to configure the supplies list that is integrated into the PSV application. You can: · Use the existing supplies list which obtains its information from http://esales.

okidata.com · Edit and add to the existing supplies list · Point PSV to another list · Disable supplies ordering entirely Default Selecting Default continues to use the supplies list that is provided with the PSV application. As an added convenience you may want to allow your users to verify the ordering information before 52 · Configuring the Ordering of Supplies linking to an e-commerce shopping cart. Click the Verify before shopping cart check box for that option. Enabling/Disabling on-line Supplies Ordering To enable on-line ordering select the Online Link check box. This will add the Order Online button into the printer status page and allows users to order supplies on-line. To disable on-line ordering, uncheck the Online Link box. This removes the Order Online button system wide and eliminates the ability to order supplies on-line. Editing the Supplies List The default supplies ordering information list can also be customized. Editing the Supplies List creates an additional XML file that contains the default supplies ordering information plus any edits or additions you make to the default file.
Selecting the Edit Supplies List radio button tells PSV to use your edited list (versus the default list). Clicking on the Edit Supplies List link (displayed in blue) takes you to the area where additions and edits can be made (refer to the following screenshot). 1. Click on the globe icon displayed in the Edit column to edit existing information or scroll to the bottom of the list. 53 · Configuring the Ordering of Supplies 2.
Click Add Item. 3. Enter or edit the name and description of the supply item in the Name field. Since PSV uses the contents of the Name field as search criteria, it is important to indicate the model number of the device that the supply item is related to in that field. 4.
If you plan to use a different e-commerce site than esales.okidata.com, enter the appropriate web site address in the URL field. If the URL field is left blank, the supply item will be unavailable to order on-line. The description of the supply item however will be available to print when creating a printed supplies order page described earlier. 5. The Picture field is used to display an image of the supply item when viewing the supplies list. Enter an appropriate link to the desired image. Leaving the field blank will still display a description and part number of the item in the supplies list, but no image will be displayed. 6.

To edit the item's part number or SKU, enter the new number in the Code field. 7. Click the Save button to save your changes. Note This procedure must be replicated for each supply item if you intend to use an e-commerce site other than http:// esales.okidata.com. As an alternative to editing each supply item manually, you may edit the Supplies List XML file that PSV uses for this purpose. Locate the file in the following folder and perform a global search and replace on the old/new URLs. The XML file is stored in C:\Program Files\PrintSuperVision\www\..
\data\supplies18.xml Selecting an Alternative Supplies List You can also point PSV to any other compatible XML file that contains custom supply descriptions and part numbers. Enter the appropriate URL of the file in the box and click the associated radio button. Use the XML file mentioned above as a template when creating a custom supplies list. 54 · Configuring the Ordering of Supplies Disable Ordering Supplies To completely disable the ability to order supplies either on-line or by manually printing a supplies order page (discussed earlier), click the Disable Supplies Ordering button and click Save.
Editing the Supplies List (Optional Link) The Edit Supplies List option provides a link to the same area previously described. The link is provided for navigational convenience. 55 · Configuring the Ordering of Supplies Supplies Ordering Calendar _____ To help you plan ahead when ordering supplies, PSV offers a monthly supplies calendar view that indicates (based on historic usage) when a supply item will run out and when a maintenance item needs to be replaced. You can print the calendar, adding your favorite picture if desired, and hang it on the wall. 1.
Click Tools from the main menu and Calendar from the drop down menu. 2. Select the Picture radio button if you wish to display and/or print an image with the calendar. 3. Select a date range for the calendar. 4. Select Show expected Empty from the supplies report and Show maintenance items if you wish to be reminded of both supplies and maintenance items (such as fusers and transfer belts). 5. Click the Show Calendar button to generate your supplies ordering calendar. 56 · Supplies Ordering Calendar Reporting _____ PSV can generate several reports that identify supplies use, predict toner replacement dates, indicate pages printed and export device properties.

Most reports can be displayed or saved in various formats including · HTML · XML · Excel · CSV · text files. Reports can be scheduled to be periodically generated and delivered by email. Reports available depend on the PSV edition installed and user access rights. Available Reports · Toner Changes Report (see page 58) · Schedule Log Report (see page 60) · Supplied Usage Report (see page 61) · Printed Pages Report (see page 62) · Color/Mono Pages Report (see page 63) · Usage Report (see page 65) Selecting Report Attributes Before selecting, configuring, and scheduling delivery of an individual report, you have the option to add or delete the device attributes and properties that are available for reporting. To select reporting attributes 1. Select Reports from the main menu. 2. Click Configure Properties and Attributes from the drop down menu. 57 · Reporting 3. Select the desired device attributes that you want to include in all reports generated.
4. Click the Save button at the bottom of the screen (not shown in screen shot) to save your selections. Toner Changes Report The "Toner Changes" Report shows the dates of the last toner cartridge replacement for a group of devices and indicates if there was any toner remaining at the time of replacement.

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This report is particularly helpful in identifying wasted toner as a result of changing the cartridge too soon. Note The Toner Change Report is not available in the Professional Edition.

Generating a Toner Changes Report 1. Select Reports from the main menu and Toner Changes Report from the drop down box. 58 · Reporting 2. Enter a range of dates or click on the calendar icons to select dates. Select a group of devices to report on.

Select a report format and the method to display results; by month or by various table sizes to make the data more readable. 3. Indicate either HTML or Excel format and click Show to generate the report. Additional details for toner replacement are available by clicking the toner type links (highlighted in blue). This presents a sub-report that can help you pinpoint toner remaining at on a particular date. Scheduling a Toner Changes Report A Toner Changes report can be scheduled to run periodically and configured to be sent via email to an individual or group. 1. Click the Schedule button. 59 · Reporting 2. Select a starting date and time, select a recurring interval for the report to be generated and sent, indicate email recipients and click Save.

The toner changes report will be generated and sent to the recipient on the dates and times indicated. Schedule Log Report The Schedule Log Report provides an activity status log. 1. Click Schedule Logs. 2. Enter a date range and select the desired activity. 60 · Reporting Supplies Usage Report The Supplies Usage report displays current levels of toner as well as drum, transfer belt and fuser usage. · The report can be created for a group of devices or a single device. · Report data can be formatted into an HTML table, placed into an HTML-based chart, auto imported into Excel or presented in XML. The Supplies Usage report helps you to plan your supply purchases by predicting when the consumables will run out.

1. Select Reports from the main menu and select Supplies Usage. 2. Select an individual device or group of devices from the dropdown menu. 3. Select the supplies you wish to view and the desired format of the report. 4. Click the Show button to run the report. After running the report with the default settings, you can customize the report: 1. Click the Customize button to activate those features.

2. Select Change By Date and/or Days Remaining. 61 · Reporting 3. Click the Schedule button to schedule this report to run and be sent to a user via email. 4. Click Schedule Logsto view a running log of scheduled events. Printed Pages Report The printed pages report displays the number pages printed over a period of time by an individual device or by a group of devices. Like all PSV reports, you can use the Configure Properties and Attributes feature prior to defining the parameters of the report to add additional information to the report. 1. Select Reports from the main menu.

2. Select Printed Pages Report from the drop down box. 3. Select a single device or group of devices. 4. Enter a date range for the report. 5. Choose the desired format type. 6. Indicate whether you would like PSV to calculate average pages printed per day and /or to include a graph or chart of the pages printed.

Note If the Chart option is selected, the pages printed report can be graphed using several different charting formats such as pie charts, bar graphs and line graphs. 62 · Reporting 7. Click the Show button to run the report. A sample report is displayed below. 8.

The Printed Pages Report can also be scheduled and sent to a user at predetermined intervals. Click the Schedule button to configure the delivery frequency of the report. 9. Click Schedule Logs for a running log of printed Pages Report events. Color/Mono Pages Report The color/mono pages report displays the color and mono page counts and adjusts for different paper sizes by displaying the equivalent A4/letter size page count in the total printed pages area. Note This report is only available in the PSV Enterprise Edition. 1. From the main menu select Reports. 63 · Reporting 2. Select Color/Mono Pages Report from the drop down menu. 3. Select an individual or group of printers. 4. Enter a desired date range. 5.

Choose how the data should be displayed. 6. Click the Counter Values radio button to display mono, color and total page counts as a snapshot on a particular day for a date range indicated. Note This mode will display counter values on every day of the date range regardless of whether printing occurred on that day or not. 7. Click the Counter Changes radio button to view only the daily changes volume for mono, color and total pages printed. 8. Click both Counter Values and Counter Changes for both. Additional formatting options are available under the Details button such as: · Averaging page counts over the number of days a device has been inactive · Displaying page counts every time PSV has polled the device · Displaying page counts from and to a specific date and time 9. Click Show to run the report.

10.Click the Schedule button to have the report sent to a user at predetermined intervals. 11.Click the Schedule Logs button for a running log of the Color/Mono Pages Report events. 64 · Reporting Usage Report Many devices from Oki Printing Solutions are capable of producing a Usage Report that is generated and printed directly from the device.

The Usage report tracks black and color printed pages and displays page counts in Letter/A4 size page equivalents (which is generally required for pay-for-print scenarios). PrintSuperVision provides remote access to the Usage Report. As an added convenience, supplies and consumable status is also displayed in the Usage Report generated from PrintSuperVision. Consumable Status includes the number of times a consumable has been replaced. Note In most Oki devices, the Usage Report feature can be disabled from the operator panel on each device.

If the Usage Report feature is disabled, PrintSuperVision will be unable to obtain the Usage Report page count information. As an alternative, an option is available in the Usage Report section of PrintSuperVision that enables "engine counts" to be displayed rather than page count data. Engine counts are used primarily for maintenance purposes and are referred to as "life counts" of the device. To generate a Usage Report 1. Select Reports from the main menu. 2. Select Usage Reports from the drop down box. 3. Select a group of devices and indicate the file format of the Usage report. · Show Engine Counts is an option that displays life counter information but is not needed if the Usage Report option is enabled in the device and is reporting page count data to PrintSuperVision.

· The Collect Data option instructs PSV to obtain the latest information from the device before the usage report is generated. 4. Click the Show button to generate a report. 65 · Reporting · The Email Configuration button is provided as a navigational convenience and is not necessary if your email system has already been configured.

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· The Send Email Now button sends the report in Email immediately to the recipient indicated in the drop down box. 5. Click the Schedule button to have the report sent to a user at predetermined intervals. 6. Click the Schedule Logs button for a running log of the Color/Mono Pages Report events. As an added convenience PrintSuperVison can enable the Usage Report option remotely on some devices by clicking on the Enable Usage Report Feature.

Select a group of devices and click Start. Exporting Properties and Attributes The Export Printers Data option allows you to save all device properties and attributes for all devices PSV monitors. The data can be exported in several formats including Text, Excel, CSV, XML, Compact XML and HTML. 1. Select Reports from the main menu.

2. Select Export Printers Data from the drop down box. 3. Select the desired format for the attribute/properties data. 4.

Click Show. 66 · Reporting Adding Device Attribute Data _____ PrintSuperVison allows a user to attach attributes to a device to help locate it, to determine who is responsible for maintaining it, etc. The added attributes are not reported by the device, so as a user you must manually enter data into the attribute fields. To add attribute data 1. Select Printers from the main menu. 2. Select Printers from the drop down menu. 3. Click on any status icon (printer icon in the left margin) to link to a print device's status page. 4.

Click the Attributes button. 5. Click Edit. 6. Enter data in any of the Attribute fields and click Save at bottom of the screen. The user-entered attribute information can be included in several reports if the same Attributes are selected from the Configure Properties and Attribute section listed under Reports in the main menu. Note An Admin can also import a CSV file that already contains the desired attributes associated with many devices at once. 1. Click Printers from the main menu. 2.

Select Import Printers and Attributes. 3. Browse for an appropriate CSV file, indicate how the fields are delimited and click Import. 67 · Adding Device Attribute Data Configuring a Print Device Remotely _____ In addition to all of the configuration options that PSV provides, an Admin can always link to the device's on-board web page remotely to make even more configuration settings. 1.

From the main menu select Printers. 2. Click Printers from the drop down menu to display a list of print devices. 3. Click on the highlighted IP address of a device and enter the Username and Password if required.

4. Once you have logged into the device's web server you can make various network settings, email settings and maintenance settings that help to better manage your fleet of print devices. 68 · Configuring a Print Device Remotely Performing Day to Day Tasks _____ Depending on the degree of automation set up during initial configuration, PSV can essentially run in the background on autopilot and only alert you when a device needs attention, or routinely deliver usage reports. But there will always be situations where you need to access PSV to check the status of a device, check the level of supplies or to manually run reports. Viewing device status To view a list of devices that were previously discovered, select Printers from the main menu and click either Printers, My printers, or Near Me. · Printers provides a list of all discovered devices. · My printers displays only the devices that you previously added to the My Printer group. · Near Me automatically displays the print devices that share similar IP addresses with the computer you are using to access the PSV server. The Near Me option cannot be customized. When viewing a long list of devices, make sure to scroll to the bottom of the screen and click the Refresh button to obtain the most recent status information on all devices displayed.

You will notice after clicking Refresh, a teal color moves from line to line indicating that the device status is being refreshed. Notice too that the printer icons in the left margin are now color coded to quickly determine the status of the device. Green indicates that the device is running fine, there are no Alerts and no supplies need to be ordered. @@@@@@@@The "no access" icon indicates that the device is disconnected from the network, or is not responding. At any time while viewing the list of devices you may click on the status icons in the left margin and link directly to the status page of the individual device. Quickly Access a Group of Devices As an added convenience, a list of groups is displayed when "Printers" is selected from the Printer menu. Highlight a group name and the devices associated with the group are instantly displayed or use the Search option to locate a group. 69 · Performing Day to Day Tasks Changing the Device Properties Displayed At any time, you may customize the device properties you wish to display on the Printers Page, with the exception of IP address which is always displayed. 1. Select Printers from the main menu.

2. Select Printers from the drop down menu. 3. Click the Select Properties link located just above the list of groups. 70 · Performing Day to Day Tasks 4. Select the properties that you wish to display for each device. @@Click on the desired check boxes . 6. @@1. Click Models for a list of devices.

2. Select the model name of the device and click the Show button. 3. @@To change language 1. Select Options from the main menu. 2. Select Locale from the drop down box. 3. Click the appropriate radio button. 4.

Click the save button. The new language will be displayed. @@This feature saves time by eliminating the need to navigate, locate, and download drivers from the appropriate Oki website. Note The driver search and download feature is only available when United States/English is selected as the Locale during setup. 1. Select Tools from the main menu. 2. Select Drivers from the drop down box. 3. Select the model, OS and Language of driver for which you are searching.

4. Click Go. 5. Click the link to the desired driver in the left column. 6.

Click Run or Save the driver. 73 · Performing Day to Day Tasks Print to Remote Locations PrintSuperVision can even send print jobs from a centralized location to many remote devices at one time. For example, an in-house graphic designer can create marketing material for their branch offices and use PrintSuperVision's Multi-File Printing Feature to distribute content electronically without the use of email. 1. Select Tools from the main menu 2. Select Multi-file Printing from the drop down box. 3. Click Upload Print Files. 4. Click Browse to locate any PDF, PRN or TXT file. 5. Click the Upload button. The file is now ready to be distributed to one or many devices at one time using FTP, Port 9100 and/or LPR protocols. 6. Add more files by repeating the process or click Continue to return to the Multi-file Printing main screen.

7. Select the desired file to send by clicking the checkbox.

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A Select All and Show All button have been included for convenience. You can also filter individual file formats by typing the format and clicking the Filter Files button. 74 · Performing Day to Day Tasks Creating a Maintenance Log / Managing Supplies Inventory The Maintenance Log feature allows you to keep track of services performed on individual devices and acts as tool to help keep track of supply items kept in your inventory including the price you paid for the item. All of the data in this area must be entered by the user. 1. Select Tools from the main menu 2. Select Maintenance Log from the drop down box. The screen shown above is used for searching for specific supply items and service calls that have been previously entered.

Add various supply items and service calls before attempting to generate a list. To add supplies to your electronic storage cabinet, click the Supplies button. Enter the Brand of device, model name, SKU of the supply item and select the type of supply from the drop down menu. You can even enter the quantity that you are adding to inventory and price paid for the item. 75 · Performing Day to Day Tasks Click Save.

You may return to the electronic storage cabinet at any time to edit the items, reduce the amount of inventory or delete the supply item. Click the brown box icon in the edit column to edit supply items. To record a service call, click the Maintenance Log button and you will return to the main Maintenance Log screen. Click the Add Note button. Select the appropriate device from the drop down list, enter the date the service occurred, and add comments and the cost of the service.

Click Save and a record of the service call is saved. Viewing a Login Log The login log simply tracks who has logged into the system during a specific time interval. 1. Select Options from the main menu. 76 · Performing Day to Day Tasks 2. Select Login Log from the drop down box. 3. Enter the date interval and click Show. Clearing (Deleting) Logs To save disk space you may choose to clear (delete) all report logs, maintenance logs and login logs. 4.

Select Options from the main menu. 5. Select Clear Logs from the drop down box. 6. Enter the date range, choose a specific device (or all devices) and indicate the type of log to delete. 7. Click the warning check box then click the Clear Logs button to permanently delete. 77 · Performing Day to Day Tasks Public Web Services _____ PrintSupervision offers developers sample test applications and function calls to integrate PSV with your other Enterprise applications. 1. Select Services from the main menu.

2. Select Public Web Services from the drop down box. Six samples test applications are provided and explained below: Sample Test Applications · AboutVersion - Shows the PSV version number · Address2 printers - Provides the details of a specific device · GetProperties - Shows device properties · Printers - Provides a list of the devices along with device details · Status Codes - Provides a list of Alert Status Codes, their descriptions, and their severity level · StatusSeverityNames - Shows available status name choices such as OK, Info, Warning, Error 78 · Public Web Services .

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