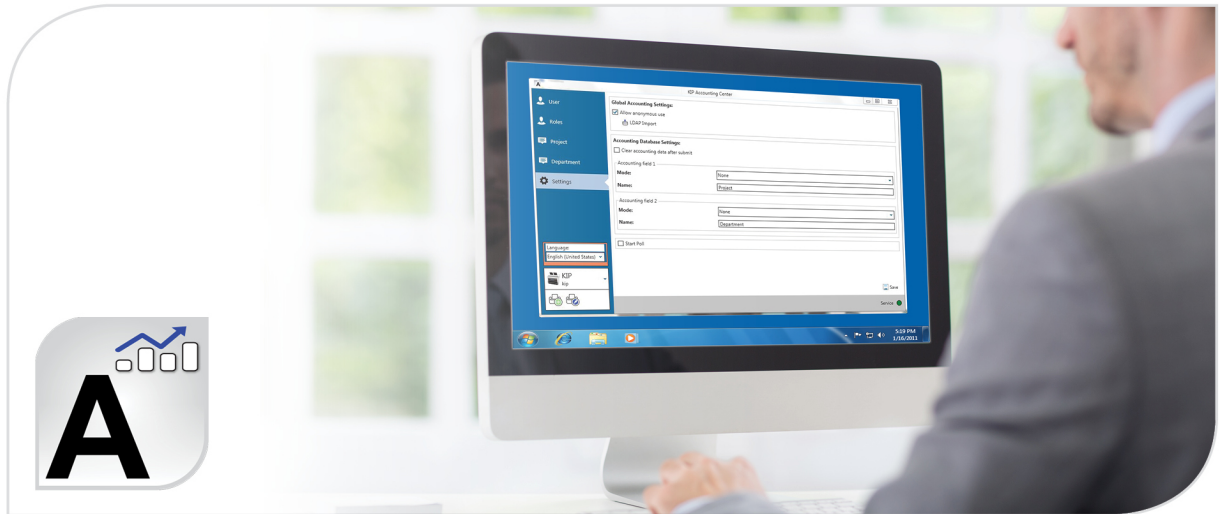




SYSTEM SOFTWARE **K**

KIP Accounting Center User Guide



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1. Introduction

The KIP Accounting Center consolidates control of user account data and printing rules for all copy print and scan activities for KIP color and B&W systems. Account data is continuously accessed by KIP Touchscreen copy & scan systems as well as the variety of KIP printing applications and print drivers. Rules based printing and three customizable fields for password protected user accounts, project numbers, and department codes help administrators and IT managers control print costs or turn printing into billing revenue.

KIP Accounting Center Features

3 Customizable Fields | Import for User Data Using LDAP | Clear Fields After Each Job Submission | ASCII Import/Export | Easily Update User, Project and Department Data | Automated Update Via Scripting | Password Protect Any or All Data Entries | No Special Data Servers Required

1.1 System Requirements

Recommended PC Specifications:

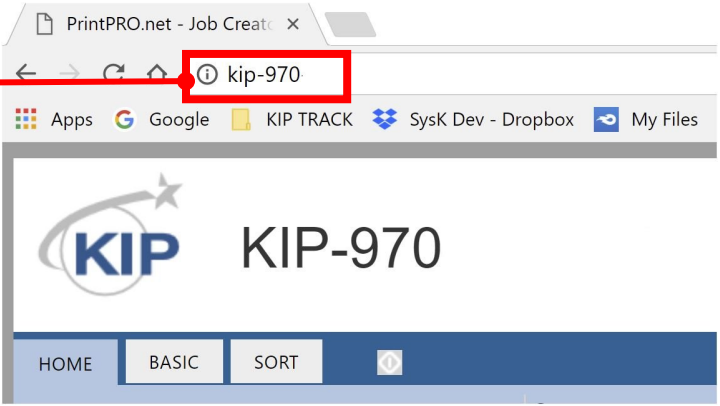


- 3.0 GHz processor speed
- 1 GB RAM
- Hard disk of 100 GB or more
- DVD-ROM
- USB-connection
- Windows 7, Windows 8, Windows 10
- 32/64 bit OS compatible

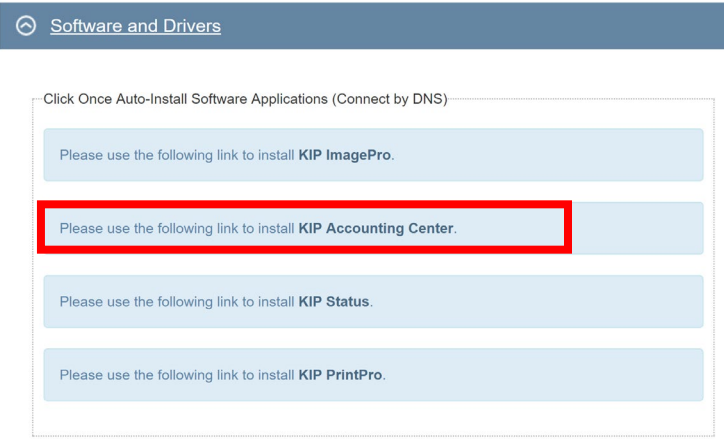
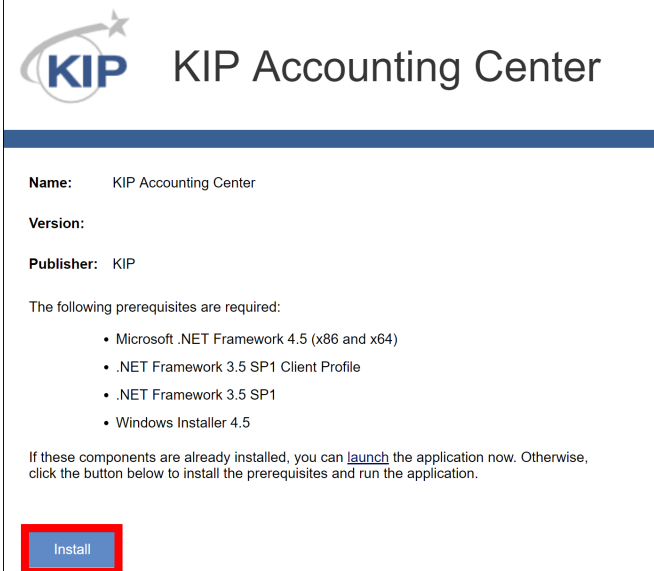

1.2 Installation

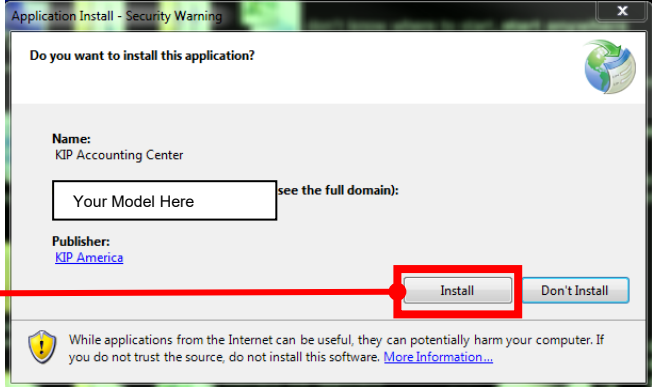
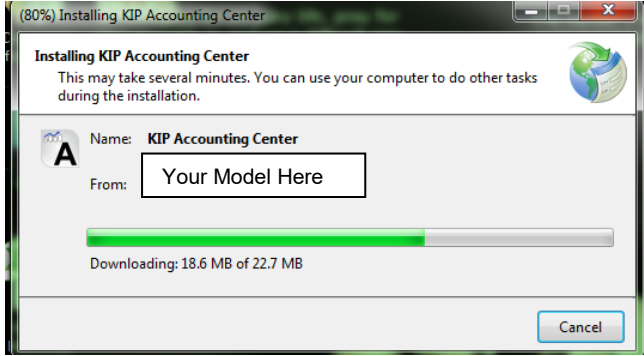
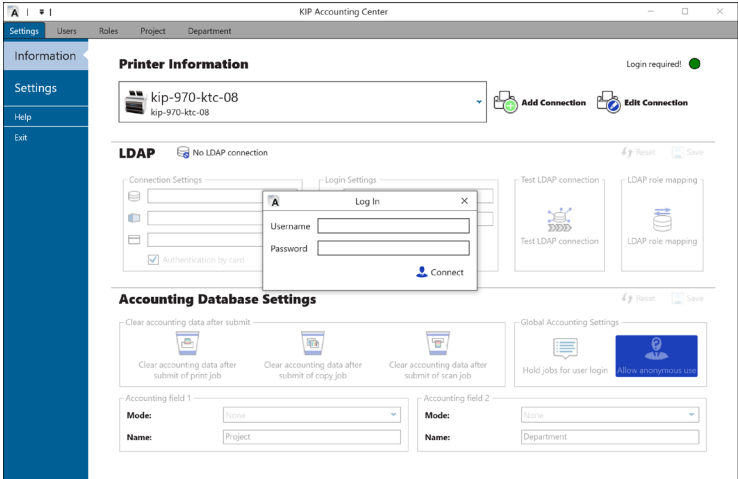
The KIP Accounting Center can be installed in multiple ways. The first way is to install the software by using the Click once Technology installer location on the KIP printer itself. This can be accessed via KIP PrintPro.net. The second method for installing the KIP Accounting Center is by using the Installer that is on the KIP Software and Operation Guide DVD (ships with all KIP Printers). The third method would be to download the Installer from the KIP Web Site (www.kip.com) and then run the installer on the work station.

The first method using the Click Once Technology installer is the recommended method. This will allow automatic updates to take place at the workstation if the KIP Printer is updated.

1.2a. How to install KIP Accounting Center from PrintPro.net

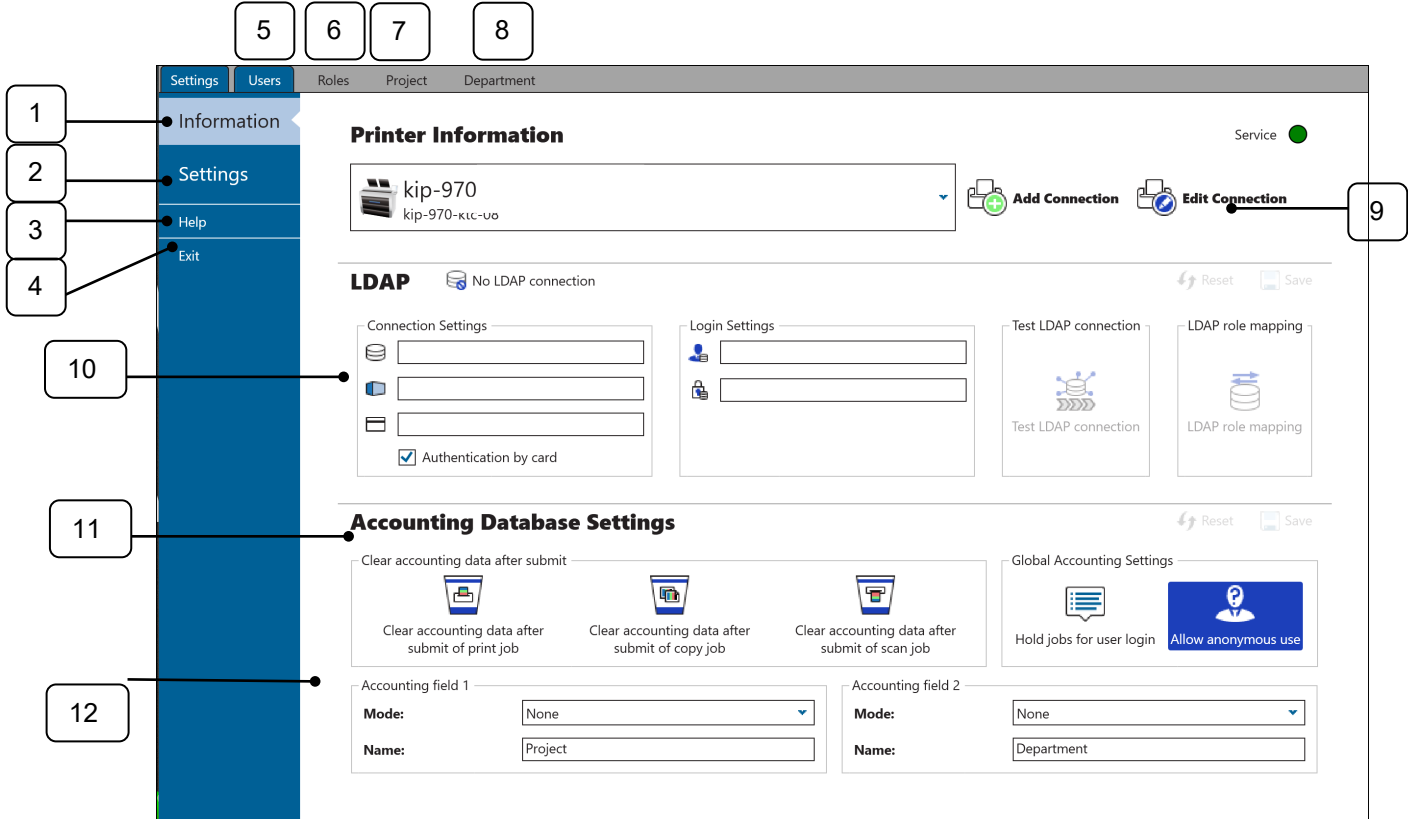
Step	Function
<p>1. Open Browser window (this example uses Chrome). Enter the KIP Printer Name on the address line.</p>	
<p>2. Once PrintPro.Net opens select the Home Icon.</p>	<p>Not Selected  Selected </p>

Step	Function
<p>3. Maximize the Download Software section and select the KIP Accounting Center link.</p>	 <p>Software and Drivers</p> <p>Click Once Auto-Install Software Applications (Connect by DNS)</p> <p>Please use the following link to install KIP ImagePro.</p> <p>Please use the following link to install KIP Accounting Center.</p> <p>Please use the following link to install KIP Status.</p> <p>Please use the following link to install KIP PrintPro.</p>
<p>4. Select the Install Button</p>	 <p> KIP Accounting Center</p> <hr/> <p>Name: KIP Accounting Center</p> <p>Version:</p> <p>Publisher: KIP</p> <p>The following prerequisites are required:</p> <ul style="list-style-type: none"> • Microsoft .NET Framework 4.5 (x86 and x64) • .NET Framework 3.5 SP1 Client Profile • .NET Framework 3.5 SP1 • Windows Installer 4.5 <p>If these components are already installed, you can launch the application now. Otherwise, click the button below to install the prerequisites and run the application.</p> <p>Install</p>

Step	Function
<p>5. Application Install window will open. Select Install to begin.</p>	
<p>6. Installation will begin</p>	
<p>7. The Application will Auto Launch when installation is complete.</p> <p>For Username enter Service or Administrator and the password associated with each. If User names have already been created it is possible to log in as a specific user as well.</p>	

1.3 Main Screen (Information Tab)

Once Logged in the Information Screen will be displayed.



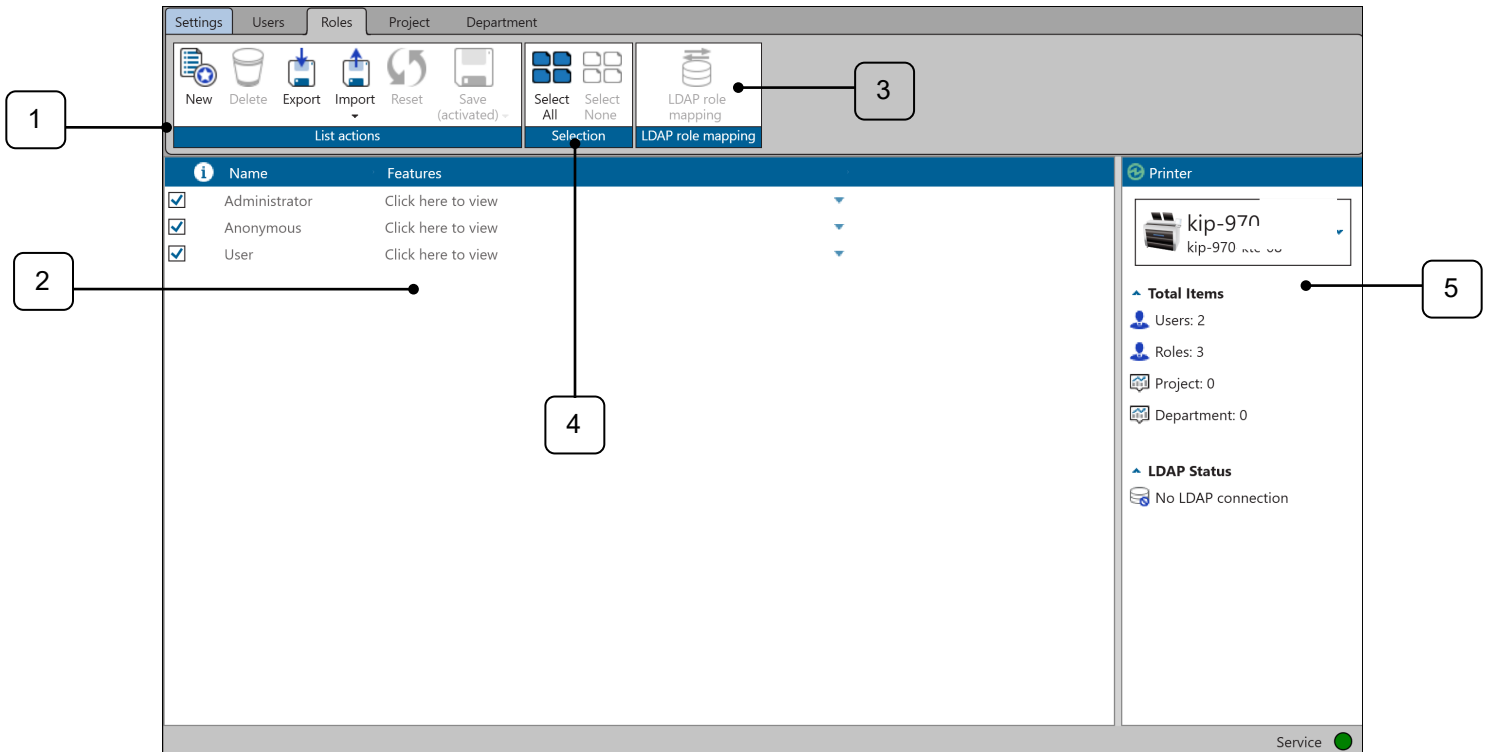
Component	Function
1. Information	Displays overall information for the connected KIP printer.
2. Settings	Used to select the Language Preference.
3. Help	Displays the current Software Version
4. Exit	Closes the Application
5. Users (See sec. 1.4)	Used to create Users for accounting purposes.
6. Roles (See sec. 1.5)	Used to create Roles for accounting purposes.
7. Project (See sec. 1.6)	Used to create Projects for accounting purposes.
8. Department (See sec. 1.7)	Used to create Departments for accounting purposes.
9. Printer Information	Shows connected KIP Printer and allows for the addition of new printers.
10. LDAP Setup	Used to set up LADP configuration to pull in Domain Users
11. Accounting Database Settings	Used to set requirements for the accounting fields.
12. Accounting Field 1/Accounting Field 2	Default Field for Project/Department (Field name can be changed)

1.4 Accounting Setup - User Name

The screenshot displays the 'Users' management page in the KIP Accounting Center. At the top, there are tabs for 'Settings', 'Users', 'Roles', 'Project', and 'Department'. Below the tabs is a toolbar with icons for 'New', 'Delete', 'Export', 'Import', 'Reset', 'Save (activated)', and 'Selection'. A dropdown menu for 'Selection' is open, showing 'Select All' and 'Select None'. Below the toolbar is a table with columns: 'User Name', 'First Name', 'Last Name', 'Roles', and 'eMail'. The table contains two rows: 'Administrator' and 'Service'. To the right of the table is a 'Printer' section showing 'kip-970' and summary statistics: 'Total Items' (Users: 2, Roles: 3, Project: 0, Department: 0) and 'LDAP Status' (No LDAP connection). A status bar at the bottom right shows 'Service' with a green indicator.

Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All/Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

1.5 Accounting Setup - Roles

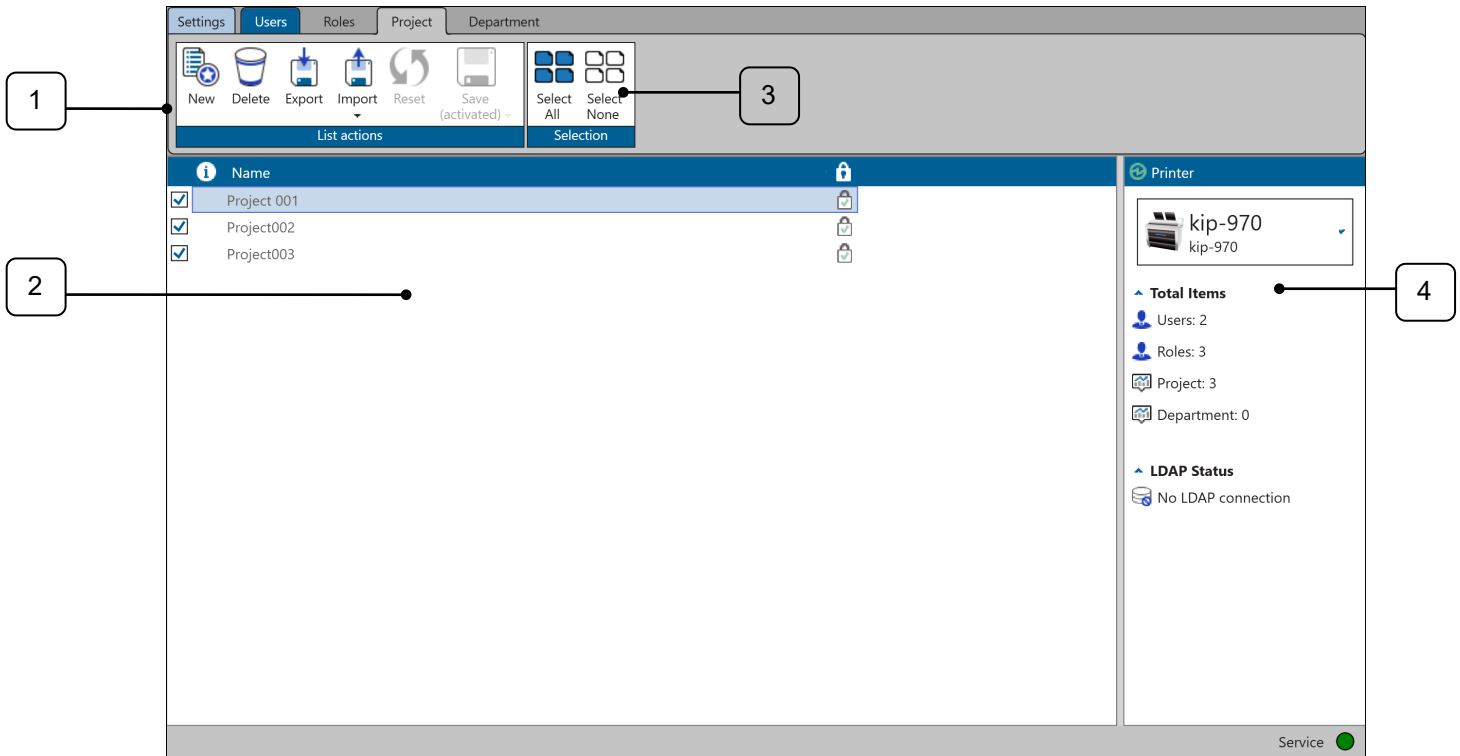


Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. LDAP Role Mapping	Used to set up LDAP
4. Selection	Select All\Select None
5. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

1.6

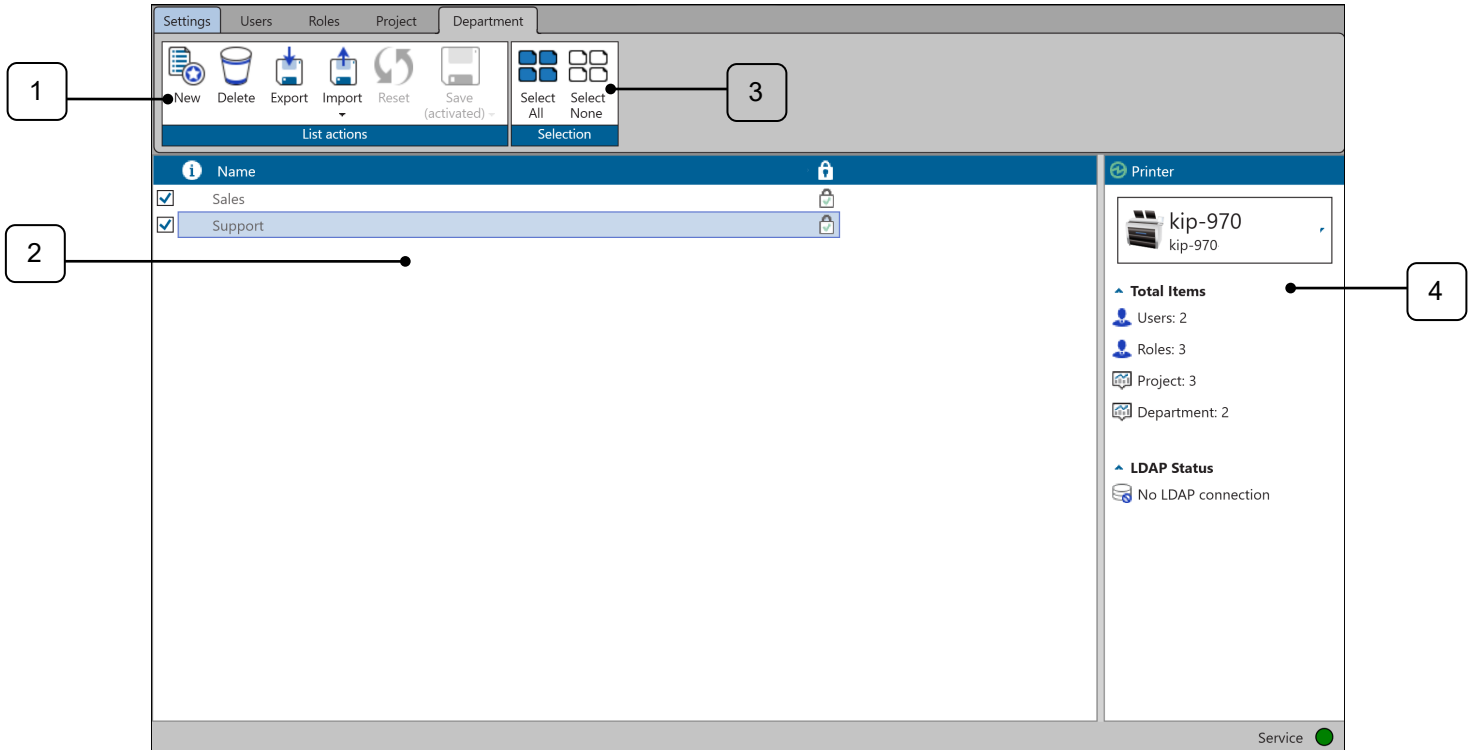
1.7

1.8 Accounting Setup - Project



Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All\Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

1.9 Accounting Setup - Department


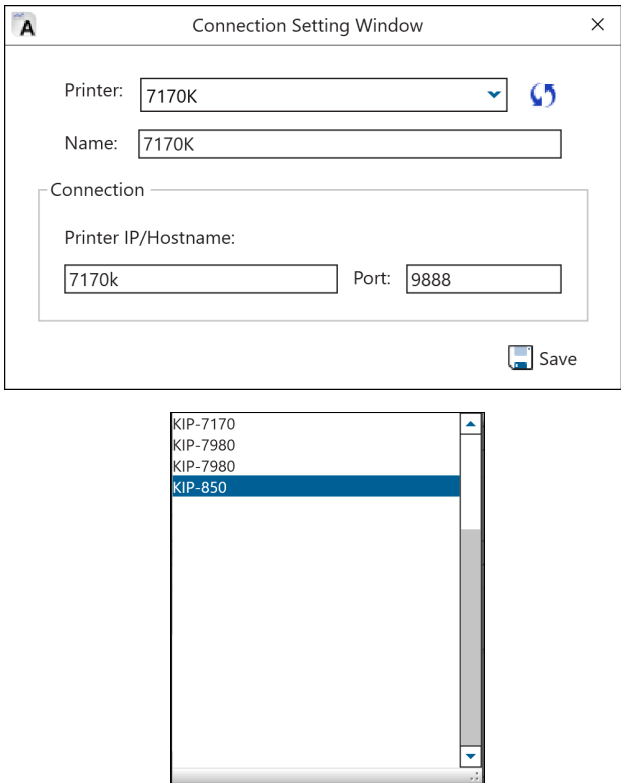


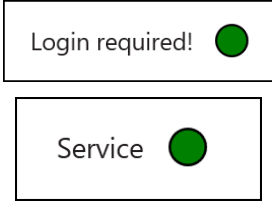
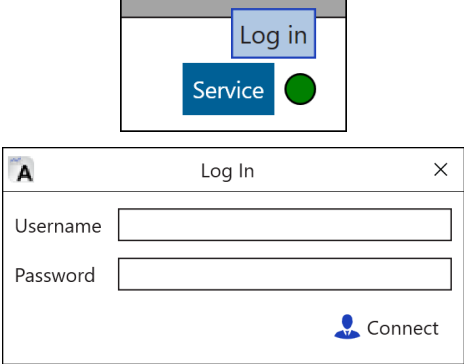
Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All\Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

2. Using KIP Accounting Center

The KIP Accounting Center is used for entering in large amounts of accounting information in a quick and easy manner. Additional information/changes are made immediately on the KIP Printer no other steps are necessary.

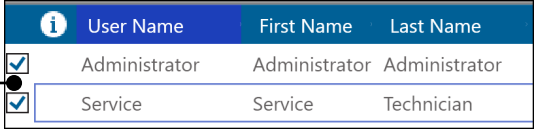

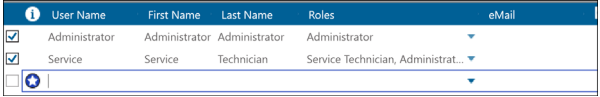
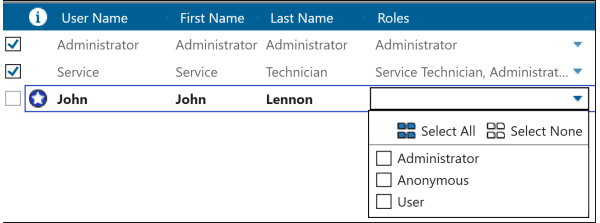
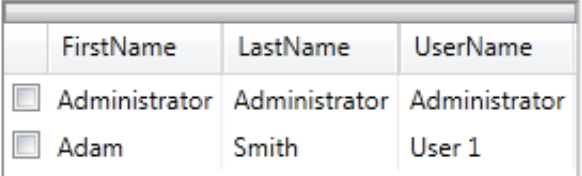
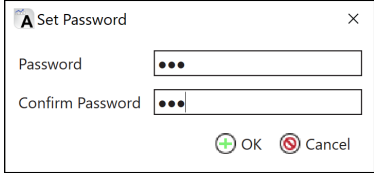
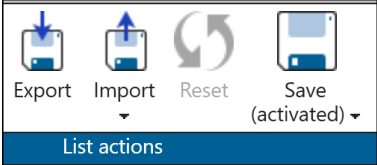
2.1 Connecting to KIP Printer(s)

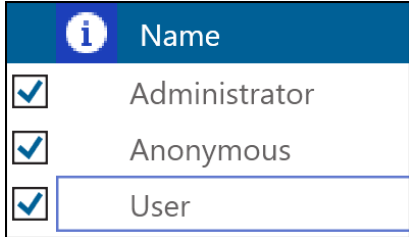
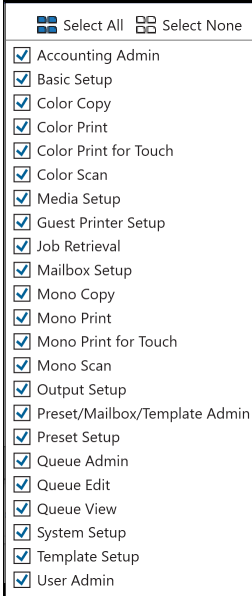
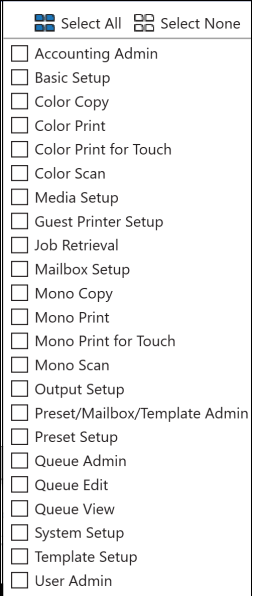
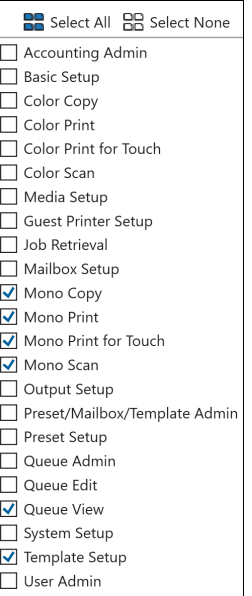
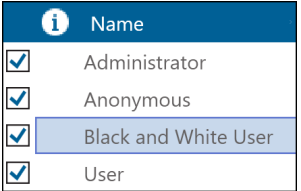
Step	Action	Illustration
1.	<p>If KIP Accounting center was pulled from the KIP Printer via KIP PrintNet it will auto launch connected to printer pulled from. If KIP Accounting center was loaded via the executable from the KIP Software and Operation Guide, it will be necessary to connect to the KIP Printer the Accounting Information will be pushed to.</p> <p>To create a new connection, click the “Add Connection” icon.</p> <p>To edit an existing connection, click the “Edit Connection” icon</p>	 <p>Printer Information Service ●</p> <p>kip-970 kip-970</p> <p> Add Connection Edit Connection</p>
2.	<p>When Add Connection is selected the KIP Accounting Center application will search the Network for any installed KIP Printers and display them in a list. Select the desired printer and click Save.</p> <ul style="list-style-type: none"> • Printer – Display Name for the connection • Refresh – Refreshes connections • Connection – Shows IP Address or Hostname of the KIP Printer and Port • Save – Saves settings 	 <p>Connection Setting Window X</p> <p>Printer: 7170K </p> <p>Name: 7170K</p> <p>Connection</p> <p>Printer IP/Hostname: 7170k Port: 9888</p> <p> Save</p> <p>KIP-7170 KIP-7980 KIP-7980 KIP-850</p>

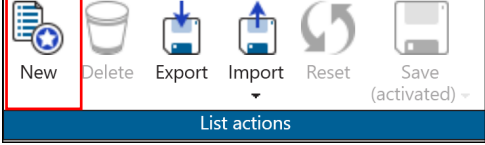

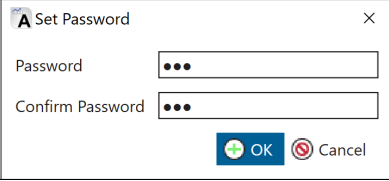
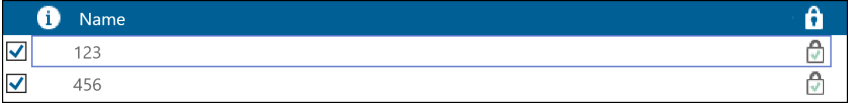
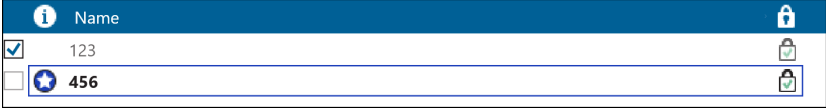
Step	Action	Illustration
3.	<p>Logging In: The username of the currently logged on user is displayed in the bottom right corner of the screen.</p>	
4.	<p>To login/change user click the button (current logged in name) and the User logon screen will be displayed.</p>	

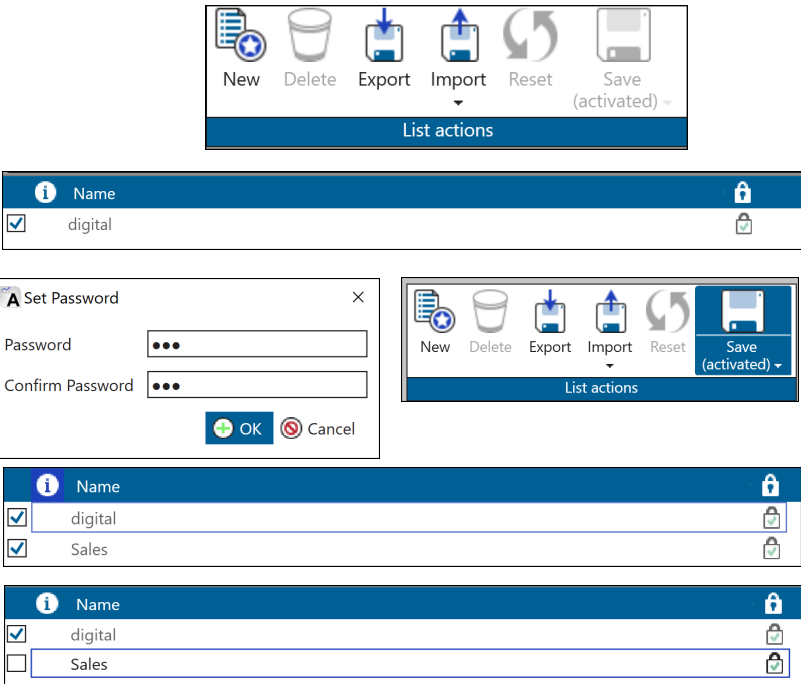
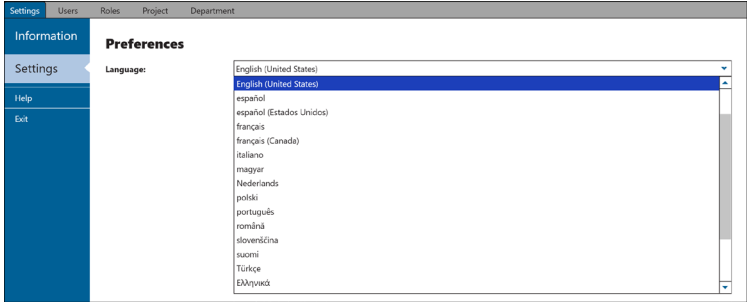
2.3 Configuring Accounting

The KIP Accounting Center is used by an administrator to add/remove accounting information on the connected KIP Printer.

Action	Illustration
<p>User:</p> <p>By default, there will be an Administrator Account and a Service account set up.</p>	
<p>Adding a user:</p> <ul style="list-style-type: none"> Click the New Button. A new field will become active in the build area. Available fields (use Tab button to move from one cell to another): <ul style="list-style-type: none"> User Name – Enter the User Name First Name – Enter Users First Name Last Name – Enter Users Last Name Roles – Pick from list of available roles E-mail – Enter users E-mail (Optional - used for sending notification) Language – Choose the desired language for the user (Optional, defaults to English) Allow Card Reader – When checked allows for the use of a Card reader. Card Number - This field shows the Number of the Card being used. Read Card - This will read the number of the card for association to assigned Role. Password – Set the password for the use of the card. Box will open to allow password to be set (Required Field). Export Data – Exports data to a .csv file Import Data – Imports data from a saved .csv file. Reset – clears fields Save /Save Activated – Saves entry/Saves and Activates entry <p>Note: to edit or remove the entry must not be active (box unchecked)</p>	     

Action	Illustration
<p>User Roles:</p> <p>Three levels of permissions by Default:</p> <ul style="list-style-type: none"> Administrator – All permissions set up of Users, Meters, and Reports etc. However, no Hardware related setup. Anonymous – Every day operation of print, copy, scan; creation of presets, job based notifications User - Every day operation of print, copy, scan; creation of presets, job based notifications 	
<p>Roles:</p> <p>The Roles section allows for the creation of specific settings (roles) that can be assigned to a specific user. Once a new role is created this will be added to the “Roles” list associated with the User creation (see User step above).</p> <p style="margin-top: 20px;">Note: The above Role “Black & White User” has been created with specific settings related to Black & White only. This role was assigned to Adam Smith when this user was created.</p>	<div style="display: flex; justify-content: space-around;"> <div style="width: 30%;"> <p>All Roles</p>  </div> <div style="width: 30%;"> <p>No Roles</p>  </div> <div style="width: 30%;"> <p>B&W USER</p>  </div> </div> <div style="text-align: center; margin-top: 20px;">  </div>

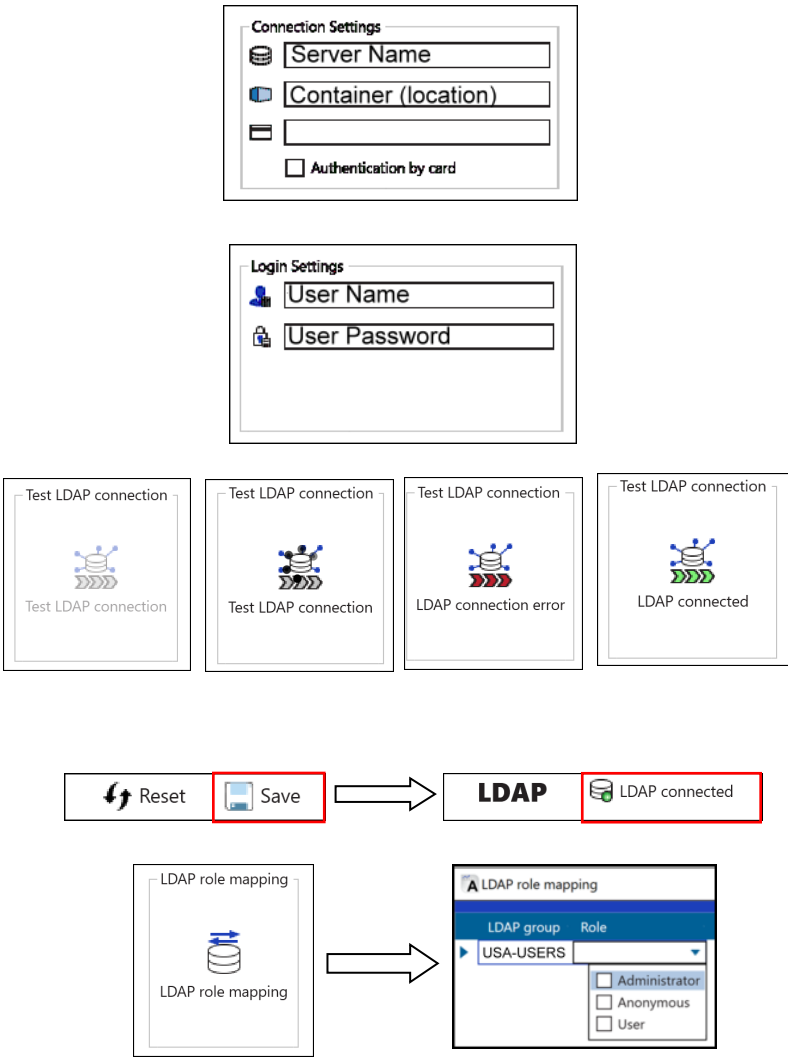
Action	Illustration
<p>Project:</p> <p>Allows adding, editing or the removal of Project ID's</p> <ul style="list-style-type: none"> • Adding a Project – Click “New” • A new field will become active in the build area. • Enter project description • Select the Lock to enter Password • Select Save Activated <p>Note: To edit or remove, the entry must not be active (box unchecked)</p>	    

Action	Illustration
<p>Department: Allows adding, editing or the removal of Department ID's:</p> <ul style="list-style-type: none"> • Adding a Department – Click “New” • A new field will become active in the build area. • Enter Department description • Select the Lock to enter Password • Select Save Activated <p>Note: To edit or remove, the entry must not be active (box unchecked)</p>	
<p>Settings: Allows the Administrator to configure the language settings of the connected printer.</p>	






2.4 Configuring LDAP Settings

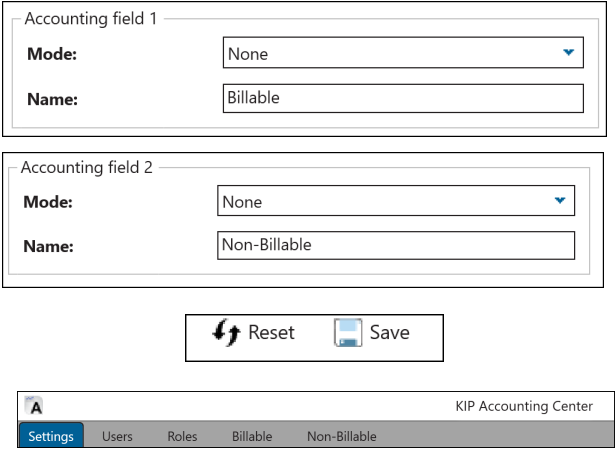
The KIP Accounting Center is designed to use onsite LDAP settings if available. This section will show how this section can be set up. **This functionality will require onsite Administrator to configure.**

Please Note: LDAP Entries are not populated with the KIP Windows Driver and KIP AutoCAD Driver (HDI). Normal accounting data as well as logged in user will still be available.

Action	Illustration				
<p>LDAP Accounting Settings:</p> <p>LDAP (Lightweight Directory Access Protocol) allows for the selection of users from a list gathered from the locally connected PC.</p> <p>All selected users can be added and activated with permission level “Administrator”, “Anonymous” or “User”.</p> <ul style="list-style-type: none"> • Connection settings – This is used by the Administrator to enter the necessary “Server”, “Container” and “Card Number” as well as turn on Authentication by card if used. • Login Settings – Allows the administrator to enter the necessary credentials to access the desired location. • Test LDAP connection – allows the administrator to test the connection. Could see the following indicators: <ul style="list-style-type: none"> ○ Test LDAP Connection – becomes active when location and credentials are entered. ○ LDAP Connection Error – occurs when something is incorrect in the information entered or the location is not accessible. ○ LDAP Connected – When all information is correct and location is accessible. • Reset/Save – Once connection is established this becomes active so the information may be saved. Once saved the LDAP section will show connected. • LDAP Role Mapping – allows the administrator to assign roles to the LDAP users being added. 	 <p>The illustration shows the configuration process in four parts:</p> <ol style="list-style-type: none"> Connection Settings: A form with fields for 'Server Name', 'Container (location)', and a checkbox for 'Authentication by card'. Login Settings: A form with fields for 'User Name' and 'User Password'. Test LDAP connection indicators: Four boxes showing different connection states: 'Test LDAP connection' (active), 'Test LDAP connection' (error), 'LDAP connection error', and 'LDAP connected'. LDAP Role Mapping: A flow from a 'LDAP role mapping' icon to a dialog box showing a table of LDAP groups and roles. <table border="1" data-bbox="1177 1543 1437 1722"> <thead> <tr> <th>LDAP group</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>USA-USERS</td> <td> <input type="checkbox"/> Administrator <input type="checkbox"/> Anonymous <input type="checkbox"/> User </td> </tr> </tbody> </table> <p>Below the indicators, a 'Reset' button and a 'Save' button (highlighted in red) are shown with an arrow pointing to a status bar that says 'LDAP' and 'LDAP connected' (also highlighted in red).</p>	LDAP group	Role	USA-USERS	<input type="checkbox"/> Administrator <input type="checkbox"/> Anonymous <input type="checkbox"/> User
LDAP group	Role				
USA-USERS	<input type="checkbox"/> Administrator <input type="checkbox"/> Anonymous <input type="checkbox"/> User				

Note: When making changes to LDAP accounts there is a default 1-hour refresh before the changes will be seen. It is possible to bypass this 1-hour refresh by re-booting the KIP System Controller.

Action	Illustration
<p>Accounting Database Settings:</p> <ul style="list-style-type: none"> • Clear accounting data after submit of print job • Clear accounting data after submit of print job • Clear accounting data after submit of print job • Accounting field 1 • Accounting field 2 	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  Clear accounting data after submit of print job </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  Clear accounting data after submit of copy job </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  Clear accounting data after submit of scan job </div> </div> <p>NOTE:</p> <ul style="list-style-type: none"> • Clear accounting data after submit of print job – Selecting this will clear the entered accounting information after each submit. • Clear accounting data after submit of print job– Selecting this will clear the entered accounting information after each submit. • Clear accounting data after submit of print job– Selecting this will clear the entered accounting information after each submit.
<p>Global Accounting Settings:</p> <ul style="list-style-type: none"> • Hold Jobs for user login – When users are logging in prior to submitting jobs, this setting will hold their jobs in the queue until they log in at the touchscreen. • Allow Anonymous use – When active (blue) will not require any user login data to be entered. When not selected (not blue as shown), will require users to log in to use KIP Applications. 	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Global Accounting Settings</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Hold jobs for user login </div> <div style="text-align: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 5px; display: inline-block;">  Allow anonymous use </div> </div> </div> </div>
<p>Setting the requirement (Mode):</p> <ul style="list-style-type: none"> • None – No requirements for this field. • Required – Entering some information into this field is required to print. • Dropdown – Allows for the selection of data from a dropdown window. • Dropdown/Password Required – Requires a password in conjunction with the dropdown selection. 	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Accounting field 1</p> <p>Mode: None</p> <p>Name: Project</p> </div> <div style="margin-bottom: 10px;"> <p>Same Dropdown for both</p> <div style="border: 1px solid #ccc; padding: 2px;"> ▼ <div style="clear: both;"></div> <div style="background-color: #0056b3; color: white; padding: 2px;">None</div> <div style="padding: 2px;">Required</div> <div style="padding: 2px;">Dropdown</div> <div style="padding: 2px;">Dropdown / Password required</div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting field 2</p> <p>Mode: None</p> <p>Name: Department</p> </div> </div> <p style="text-align: right; margin-top: 10px;">fields</p>

Action	Illustration
<p>Changing field designation (Name):</p> <ul style="list-style-type: none">This field can be re-named to whatever the customer would like it to say. Simply change this field to the desired description. This will automatically change the description/labels on the icons in all the KIP applications.	 <p>The illustration shows a web interface for configuring accounting fields. It features two sections, 'Accounting field 1' and 'Accounting field 2'. Each section has a 'Mode' dropdown menu (set to 'None') and a 'Name' text input field (containing 'Billable' for field 1 and 'Non-Billable' for field 2). Below these fields are 'Reset' and 'Save' buttons. At the bottom, there is a navigation menu with 'Settings' selected, and other options like 'Users', 'Roles', 'Billable', and 'Non-Billable'. The page title 'KIP Accounting Center' is visible in the top right corner of the interface.</p>

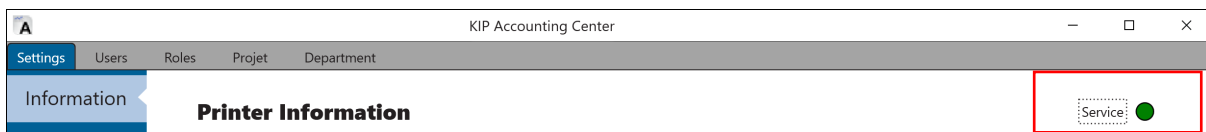
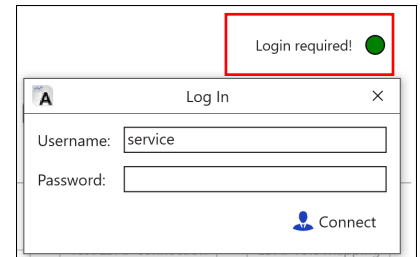
3 How to use KIP Accounting Center Application

This section will show the basics for how to use the KIP Accounting Center application to set up Users, Projects and Departments. As well as how to use Role Based Access Controls that will allow management of print output and device usage easily and efficiently.

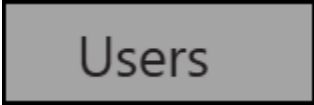

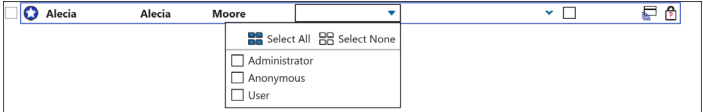


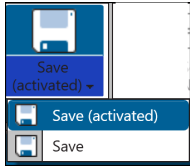

3.1 KIP Accounting Center Usage

The KIP Accounting Center Application is used to add multiple Users, Job Numbers and Job Descriptions to KIP Printers for accounting purposes. This tool is used by Administrators and is Password protected.




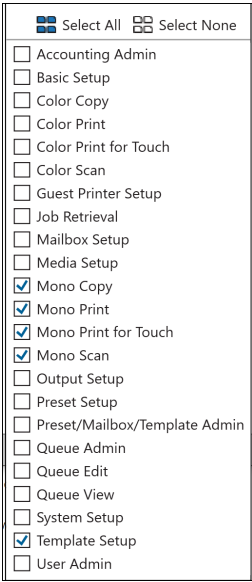

- Launch the KIP Accounting Center the bottom right corner shows “Login Required”
- Clicking the “login required!” text in the top right corner will connect to the KIP Printer. The logged in user name will display when the connection is established successfully.
- To login, enter a valid username and the corresponding password and click “Authenticate”.
- The application starts and is ready to be configured (or used, depending on the credentials used to login).

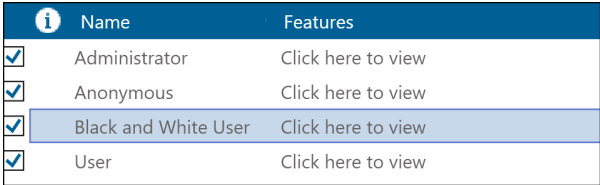
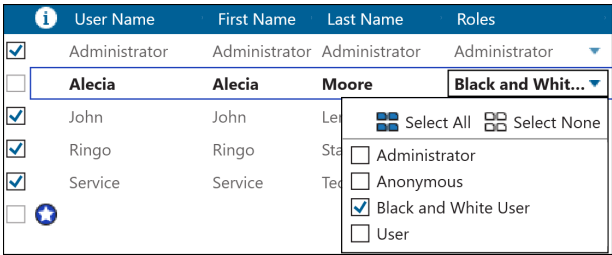



3.2 Creating Users



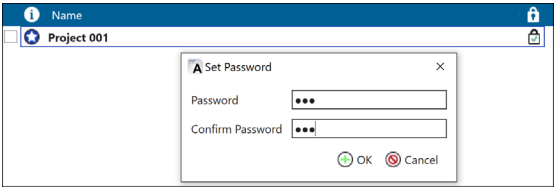
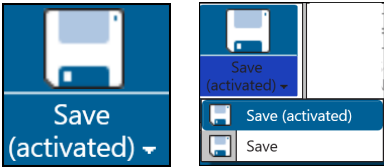

Action	Illustration
1. To add Users, select the User Tab	
2. Click New .	
3. Enter the desired information to be associated with the user being added. <ul style="list-style-type: none"> Under Roles select the level for this user (see pg. 12 for descriptions). <ul style="list-style-type: none"> Administrator Anonymous User Select the Lock to set the password 	 
4. Click " Save (activated) " when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.	 
5. User will be added as an active account (if Save (activated) was clicked).	

3.3 Creating Roles

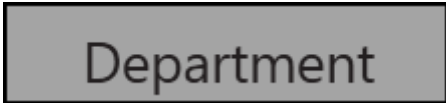

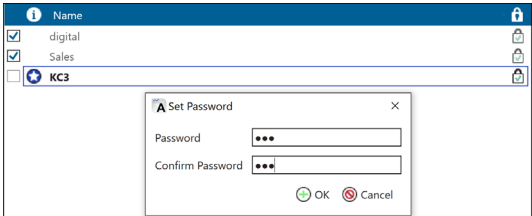
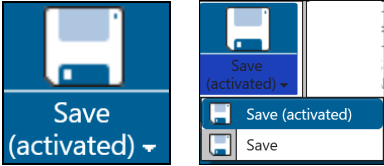
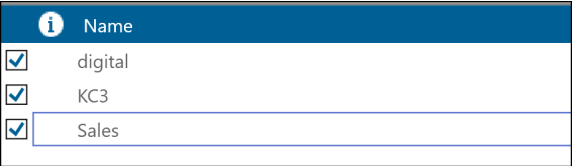
Action	Illustration
<p>1. To add Create a new Role select the Role Tab</p>	
<p>2. Click New.</p>	
<p>3. Create a name for the new Role.</p>	
<p>4. Select the appropriate features that will be associated with this new Role.</p> <p>Selected are:</p> <ul style="list-style-type: none"> ○ Mono Copy ○ Mono Print ○ Mono Print for Touch ○ Mono Scan ○ Template Setup 	
<p>5. Click “Save (activated)” when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.</p>	

Action	Illustration																																			
<p>6. This new role will be added as an active account (if Save (activated) was clicked).</p>	 <table border="1"> <thead> <tr> <th><i>i</i></th> <th>Name</th> <th>Features</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Administrator</td> <td>Click here to view</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Anonymous</td> <td>Click here to view</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Black and White User</td> <td>Click here to view</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>User</td> <td>Click here to view</td> </tr> </tbody> </table>	<i>i</i>	Name	Features	<input checked="" type="checkbox"/>	Administrator	Click here to view	<input checked="" type="checkbox"/>	Anonymous	Click here to view	<input checked="" type="checkbox"/>	Black and White User	Click here to view	<input checked="" type="checkbox"/>	User	Click here to view																				
<i>i</i>	Name	Features																																		
<input checked="" type="checkbox"/>	Administrator	Click here to view																																		
<input checked="" type="checkbox"/>	Anonymous	Click here to view																																		
<input checked="" type="checkbox"/>	Black and White User	Click here to view																																		
<input checked="" type="checkbox"/>	User	Click here to view																																		
<p>7. Create a new user and assign the role Black and White User to the User Name.</p>	 <table border="1"> <thead> <tr> <th><i>i</i></th> <th>User Name</th> <th>First Name</th> <th>Last Name</th> <th>Roles</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Alecia</td> <td>Alecia</td> <td>Moore</td> <td>Black and Whit...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>John</td> <td>John</td> <td>Lee</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Ringo</td> <td>Ringo</td> <td>Starr</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Service</td> <td>Service</td> <td>Technician</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>i</i>	User Name	First Name	Last Name	Roles	<input checked="" type="checkbox"/>	Administrator	Administrator	Administrator	Administrator	<input type="checkbox"/>	Alecia	Alecia	Moore	Black and Whit...	<input checked="" type="checkbox"/>	John	John	Lee		<input checked="" type="checkbox"/>	Ringo	Ringo	Starr		<input checked="" type="checkbox"/>	Service	Service	Technician		<input type="checkbox"/>				
<i>i</i>	User Name	First Name	Last Name	Roles																																
<input checked="" type="checkbox"/>	Administrator	Administrator	Administrator	Administrator																																
<input type="checkbox"/>	Alecia	Alecia	Moore	Black and Whit...																																
<input checked="" type="checkbox"/>	John	John	Lee																																	
<input checked="" type="checkbox"/>	Ringo	Ringo	Starr																																	
<input checked="" type="checkbox"/>	Service	Service	Technician																																	
<input type="checkbox"/>																																				
<p>8. When Alecia Moore Logs in the only available option for her is B&W Copy, B&W Scan and B&W Print as well as the ability to save templates. All other functions are greyed out.</p> <p>Guides are always active, so the user can get to the manuals.</p>																																				
<p>Please the Section 4 Appendix for further examples of Role Based Accounting Control</p>																																				

3.4 Creating Project Numbers

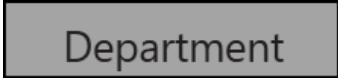
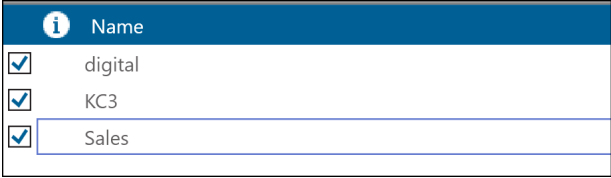
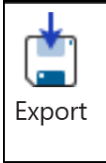
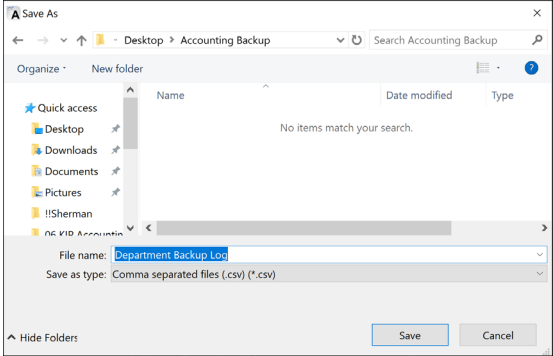
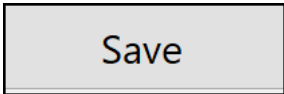
Action	Illustration
<p>1. To add Project information, select the Project Tab</p>	
<p>2. Click New.</p>	
<p>3. Enter the Project Information to be added with an associated Password (optional). Select OK to set the password.</p>	
<p>4. Click "Save (activated)" when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.</p>	
<p>5. Project Information will be added as an active Project (if "Save (activated)" was clicked)</p>	

3.5 Creating Department Numbers

Action	Illustration
<p>1. To add Department information select the Job Description Tab</p>	
<p>2. Click New.</p>	
<p>3. Enter the Department information to be added with an associated Password (optional).</p>	
<p>4. Click "Save (activated)" when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.</p>	
<p>5. Department information will be added as an active Department (if "Save (activated)" was clicked)</p>	

3.6 Exporting Accounting information

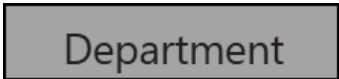
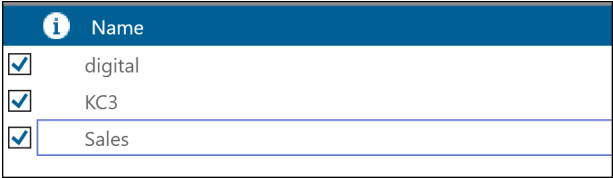
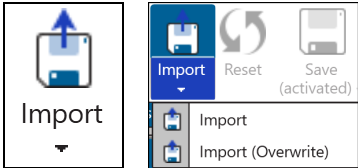
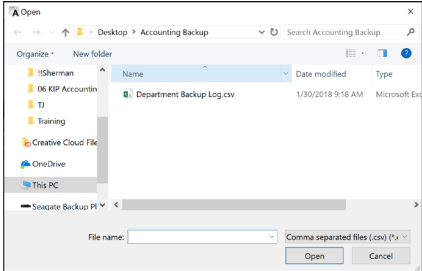
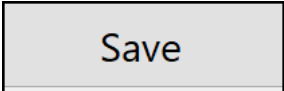
The KIP Accounting Center has the ability to Export the entered data so that this can be backed up or manually edited. The steps below will show how this is done.

Action	Illustration
<p>1. To Export the entered data, in this example the Departments. Select the Departments Tab.</p>	
<p>2. This will Display the entered departments.</p>	
<p>3. Select the Export Button at the bottom of the screen.</p>	
<p>4. Select the Desired Location to save the data to.</p>	
<p>5. Select Save</p>	
<p>See Appendix for description of exported .csv and collumns in spreadsheet.</p>	

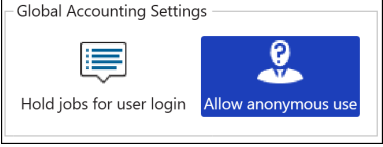




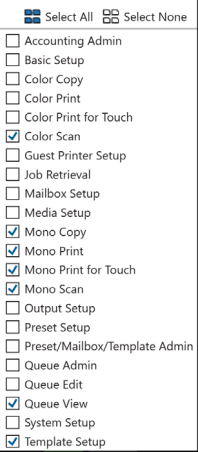
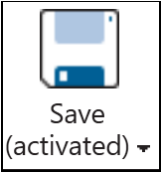
3.7 Importing Accounting information

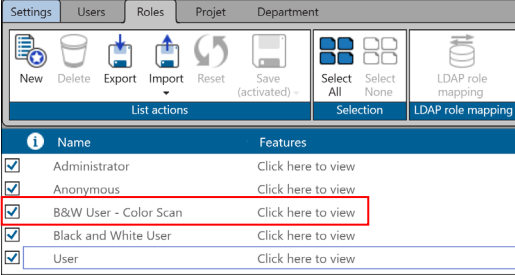
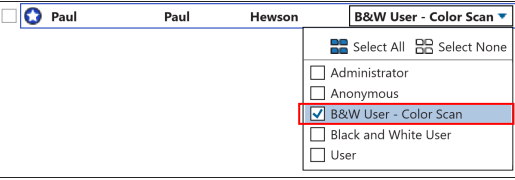
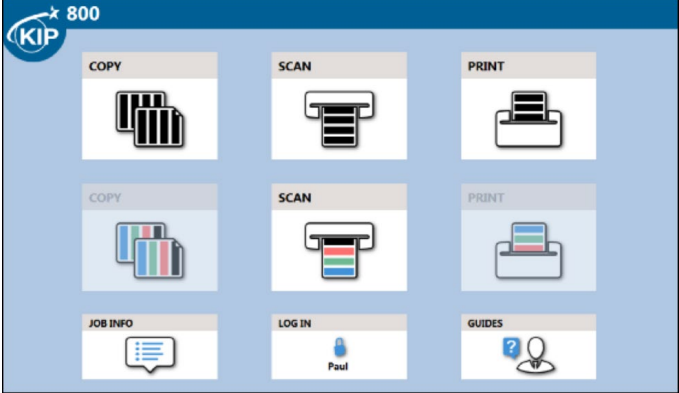
The KIP Accounting Center has the ability to Import the saved data. This can be used on the same KIP Printer or on multiple KIP Printers. This process makes it easy to set up on KIP Printer with all of the necessary accounting data and then use this (exported data) to quickly set up another KIP Printer (import data) the steps below will show how this is done.

Please Note: Roles MUST be imported FIRST before Users, Projects and Departments are imported.

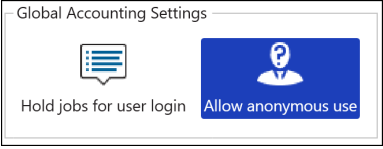
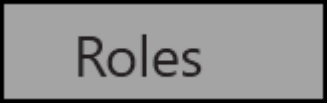



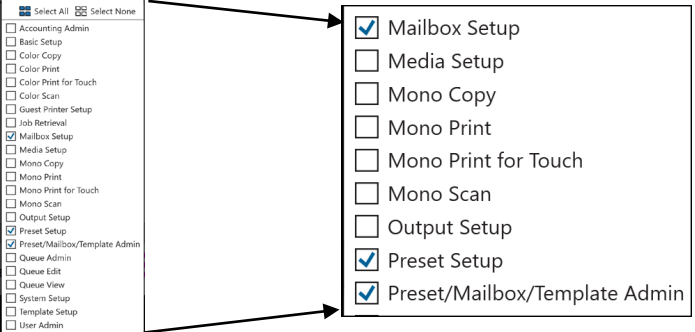

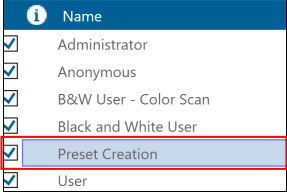
Action	Illustration
<p>1. To Import the saved data, in this example the Departments. Select the Departments Tab</p>	
<p>2. This will Display the entered departments.</p>	
<p>3. Select the Import Button at the bottom of the screen. The Drop-down will give a second option of Import (Overwrite).</p> <ul style="list-style-type: none"> • Import – Appends current data with new data. • Import Overwrite – Overwrites all data with the saved data. 	
<p>4. Browse to the location of the saved data. Select the Correct .csv file.</p>	
<p>5. Select Save</p>	

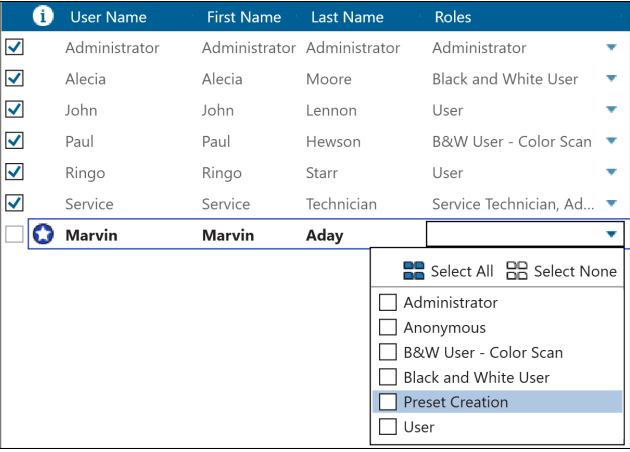
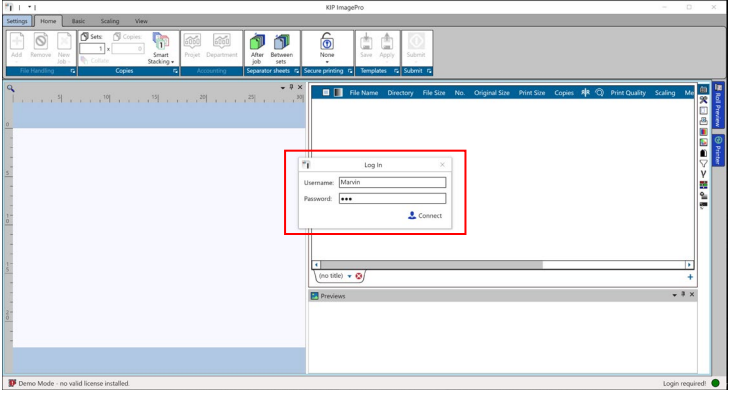
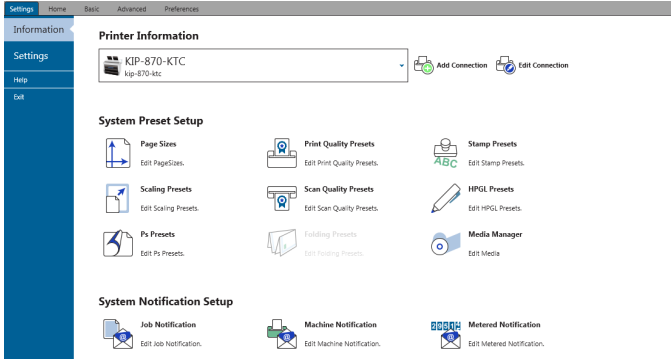
3.8 How to Create a *Black and White Only Role with Color Scan to File*

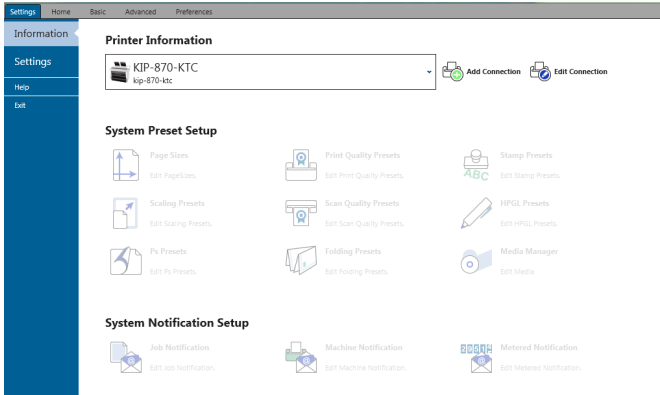
Action	Illustration
1. Begin by unchecking the "Allow Anonymous Use" Check Box. This will force users to have to log in to the KIP Software.	 <p>Global Accounting Settings</p> <p>Hold jobs for user login <input checked="" type="checkbox"/> Allow anonymous use</p>
2. To add a new Role for Black and White User with Color Scan only, select the Roles Tab	 <p>Roles</p>
3. Click New	 <p>New</p>
4. Create a name for the new Role.	 <p><input type="checkbox"/> <input checked="" type="checkbox"/> B&W User - Color Scan</p>
5. Click the "Select None" button to clear the selected data.	 <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Select None</p>
6. Select the appropriate features that will be associated with this new Role.	 <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Select None</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting Admin <input type="checkbox"/> Basic Setup <input type="checkbox"/> Color Copy <input type="checkbox"/> Color Print <input type="checkbox"/> Color Print for Touch <input checked="" type="checkbox"/> Color Scan <input type="checkbox"/> Guest Printer Setup <input type="checkbox"/> Job Retrieval <input type="checkbox"/> Mailbox Setup <input type="checkbox"/> Media Setup <input checked="" type="checkbox"/> Mono Copy <input checked="" type="checkbox"/> Mono Print <input checked="" type="checkbox"/> Mono Print for Touch <input checked="" type="checkbox"/> Mono Scan <input type="checkbox"/> Output Setup <input type="checkbox"/> Preset Setup <input type="checkbox"/> Preset/Mailbox/Template Admin <input type="checkbox"/> Queue Admin <input type="checkbox"/> Queue Edit <input checked="" type="checkbox"/> Queue View <input type="checkbox"/> System Setup <input checked="" type="checkbox"/> Template Setup
7. Select Save Activated.	 <p>Save (activated) ▾</p>

Action	Illustration
<p>8. This new role will now be available along with the default roles when creating a new user.</p>	
<p>9. Create a new user and assign the role Black and White User - Color Scan, to the User Name.</p>	 <p>Note: Multiple Roles can be assigned to the user being created</p>
<p>10. When Paul Hewson Logs in the only available functions available for him are B&W Copy, B&W Scan B&W Print, Color Scan, Queue View and Template Set up. All other functions are greyed out.</p>	

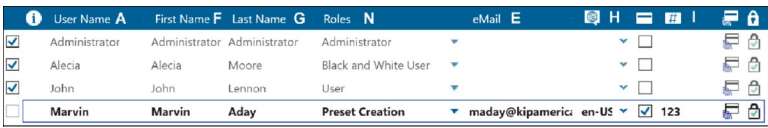
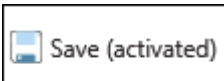
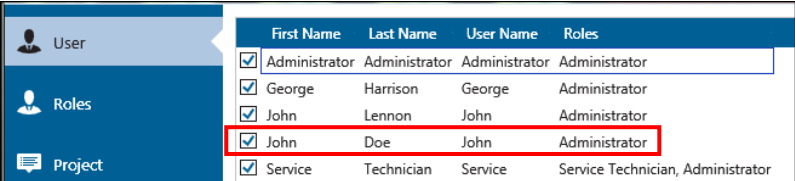

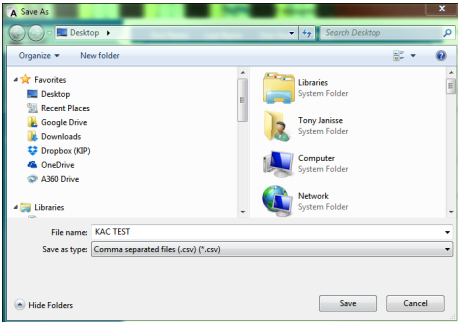

3.9 How to Create a Role to Allow Preset Creation

Action	Illustration
1. Begin by unchecking the "Allow Anonymous Use" Check Box. This will force users to have to log in to the KIP Software.	 <p>Global Accounting Settings</p> <p>Hold jobs for user login <input checked="" type="checkbox"/> Allow anonymous use</p>
2. To add a new Role for Preset Creation, select the Roles Tab	 <p>Roles</p>
3. Click New	 <p>New</p>
4. Create a name for the new Role.	 <p><input type="checkbox"/> Preset Creation</p>
5. Click the "Select None" button to clear the selected data.	 <p><input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Select None</p>
6. Select the appropriate features that will be associated with this new Role.	 <p>Select All Select None</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting Admin <input type="checkbox"/> Basic Setup <input type="checkbox"/> Color Copy <input type="checkbox"/> Color Print <input type="checkbox"/> Color Print for Touch <input type="checkbox"/> Color Scan <input type="checkbox"/> Guest Printer Setup <input type="checkbox"/> Job Retrieval <input checked="" type="checkbox"/> Mailbox Setup <input type="checkbox"/> Media Setup <input type="checkbox"/> Mono Copy <input type="checkbox"/> Mono Print <input type="checkbox"/> Mono Print for Touch <input type="checkbox"/> Mono Scan <input type="checkbox"/> Mono Scan <input type="checkbox"/> Output Setup <input checked="" type="checkbox"/> Preset Setup <input checked="" type="checkbox"/> Preset/Mailbox/Template Admin <input type="checkbox"/> Queue Admin <input type="checkbox"/> Queue Edit <input type="checkbox"/> Queue View <input type="checkbox"/> System Setup <input type="checkbox"/> Template Setup <input type="checkbox"/> User Admin <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mailbox Setup <input type="checkbox"/> Media Setup <input type="checkbox"/> Mono Copy <input type="checkbox"/> Mono Print <input type="checkbox"/> Mono Print for Touch <input type="checkbox"/> Mono Scan <input type="checkbox"/> Output Setup <input checked="" type="checkbox"/> Preset Setup <input checked="" type="checkbox"/> Preset/Mailbox/Template Admin
7. Select Save Activated.	 <p>Save (activated) ▾</p>
8. This new role will now be available along with the default roles when creating a new user.	 <p>Name</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Anonymous <input checked="" type="checkbox"/> B&W User - Color Scan <input checked="" type="checkbox"/> Black and White User <input checked="" type="checkbox"/> Preset Creation <input checked="" type="checkbox"/> User

Action	Illustration																																
<p>9. Create a new user and assign the role Preset Creation to the User Name.</p>	 <table border="1" data-bbox="760 289 1386 737"> <thead> <tr> <th>User Name</th> <th>First Name</th> <th>Last Name</th> <th>Roles</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Alecia</td> <td>Moore</td> <td>Black and White User</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>John</td> <td>Lennon</td> <td>User</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Paul</td> <td>Hewson</td> <td>B&W User - Color Scan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Ringo</td> <td>Starr</td> <td>User</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Service</td> <td>Technician</td> <td>Service Technician, Ad...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Marvin</td> <td>Aday</td> <td>[Role Selection]</td> </tr> </tbody> </table> <p>Note: Multiple Roles can be assigned to the user being created.</p>	User Name	First Name	Last Name	Roles	<input checked="" type="checkbox"/>	Administrator	Administrator	Administrator	<input checked="" type="checkbox"/>	Alecia	Moore	Black and White User	<input checked="" type="checkbox"/>	John	Lennon	User	<input checked="" type="checkbox"/>	Paul	Hewson	B&W User - Color Scan	<input checked="" type="checkbox"/>	Ringo	Starr	User	<input checked="" type="checkbox"/>	Service	Technician	Service Technician, Ad...	<input type="checkbox"/>	Marvin	Aday	[Role Selection]
User Name	First Name	Last Name	Roles																														
<input checked="" type="checkbox"/>	Administrator	Administrator	Administrator																														
<input checked="" type="checkbox"/>	Alecia	Moore	Black and White User																														
<input checked="" type="checkbox"/>	John	Lennon	User																														
<input checked="" type="checkbox"/>	Paul	Hewson	B&W User - Color Scan																														
<input checked="" type="checkbox"/>	Ringo	Starr	User																														
<input checked="" type="checkbox"/>	Service	Technician	Service Technician, Ad...																														
<input type="checkbox"/>	Marvin	Aday	[Role Selection]																														
<p>10. When Marvin Aday Opens KIP ImagePro a login window will open and the application will say Login Required! Once logged in the only available functions for her are the ability to go to the Settings Tab and create System Presets.</p>																																	
<p>11. System Presets/Notifications will be available.</p>																																	

Action	Illustration
<p>12. If someone without the Preset Creation role assigned to their name logs in they will not be able to use this section.</p>	<p>Logged in as Gary Moore all System Presets and Notifications are grayed out.</p>  <p>The screenshot shows the 'Settings' application interface. At the top, there are tabs for 'Settings', 'Home', 'Basic', 'Advanced', and 'Preferences'. A left-hand navigation menu includes 'Information', 'Settings', 'Help', and 'Exit'. The main content area is titled 'Printer Information' and shows a dropdown menu for 'KIP-870-KTC' with 'kjp-870-ktc' selected below it. To the right of the dropdown are 'Add Connection' and 'Edit Connection' buttons. Below this, there are three sections: 'System Preset Setup', 'System Notification Setup', and 'System Notification Setup'. Each section contains several icons representing different preset or notification options. In the 'System Preset Setup' section, options include Page Sizes, Print Quality Presets, Stamp Presets, Scaling Presets, Scan Quality Presets, HPGL Presets, P's Presets, Folding Presets, and Media Manager. In the 'System Notification Setup' section, options include Job Notification, Machine Notification, and Metered Notification. All these options are displayed in a grayed-out state, indicating they are not available to the user.</p>

Appendix 1: Exported .csv File Column Designations

Action	Illustration																									
1. Creating a user - Field Designations	 <table border="1"> <thead> <tr> <th>User Name</th> <th>First Name</th> <th>Last Name</th> <th>Roles</th> <th>eMail</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> <td></td> </tr> <tr> <td>Alecia</td> <td>Alecia</td> <td>Moore</td> <td>Black and White User</td> <td></td> </tr> <tr> <td>John</td> <td>John</td> <td>Lennon</td> <td>User</td> <td></td> </tr> <tr> <td>Marvin</td> <td>Marvin</td> <td>Aday</td> <td>Preset Creation</td> <td>maday@kipamerica.com</td> </tr> </tbody> </table>	User Name	First Name	Last Name	Roles	eMail	Administrator	Administrator	Administrator	Administrator		Alecia	Alecia	Moore	Black and White User		John	John	Lennon	User		Marvin	Marvin	Aday	Preset Creation	maday@kipamerica.com
User Name	First Name	Last Name	Roles	eMail																						
Administrator	Administrator	Administrator	Administrator																							
Alecia	Alecia	Moore	Black and White User																							
John	John	Lennon	User																							
Marvin	Marvin	Aday	Preset Creation	maday@kipamerica.com																						
2. Save the user (activated)																										
3. New user added to user list	 <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>User Name</th> <th>Roles</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> <td>Administrator</td> </tr> <tr> <td>George</td> <td>Harrison</td> <td>George</td> <td>Administrator</td> </tr> <tr> <td>John</td> <td>Lennon</td> <td>John</td> <td>Administrator</td> </tr> <tr> <td>John</td> <td>Doe</td> <td>John</td> <td>Administrator</td> </tr> <tr> <td>Service</td> <td>Technician</td> <td>Service</td> <td>Service Technician, Administrator</td> </tr> </tbody> </table>	First Name	Last Name	User Name	Roles	Administrator	Administrator	Administrator	Administrator	George	Harrison	George	Administrator	John	Lennon	John	Administrator	John	Doe	John	Administrator	Service	Technician	Service	Service Technician, Administrator	
First Name	Last Name	User Name	Roles																							
Administrator	Administrator	Administrator	Administrator																							
George	Harrison	George	Administrator																							
John	Lennon	John	Administrator																							
John	Doe	John	Administrator																							
Service	Technician	Service	Service Technician, Administrator																							
4. Export the file to a .csv																										
5. Save the .csv																										
6. Open the saved .csv file.																										

7.

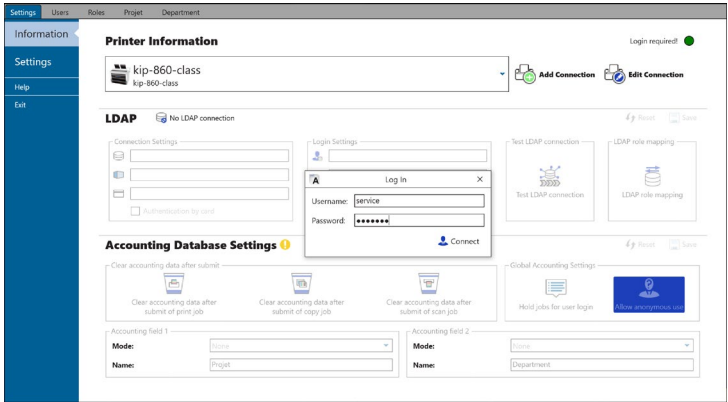
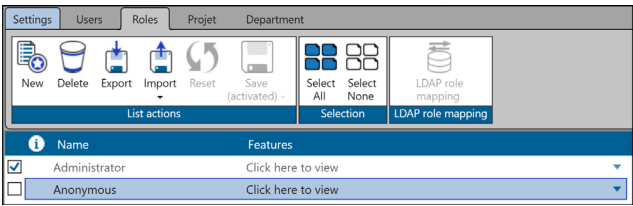
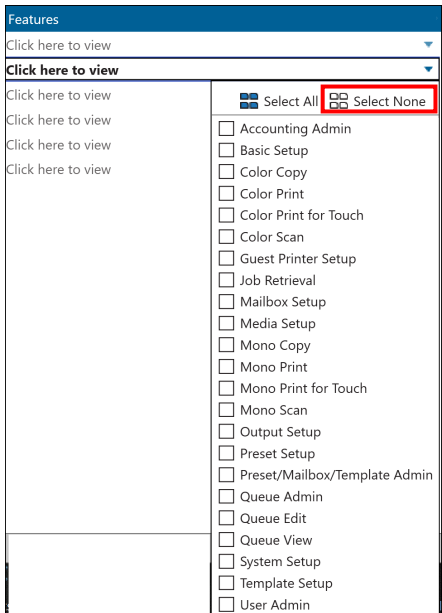
Columns as shown if the file is opened in Excel													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
JohnDoe	D6420...	7A...		JD@jd.com	John	Doe	en-US	123456	True	945D...	F51DB.	False	User

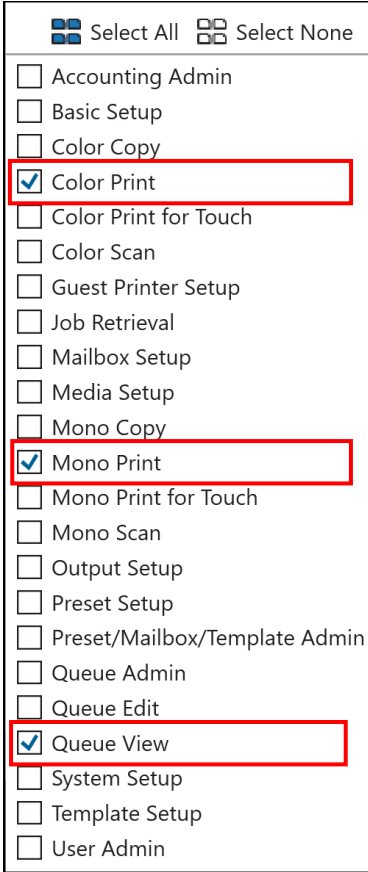

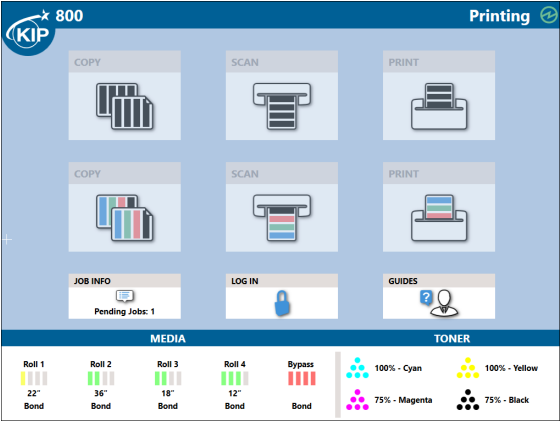
8. Field Designations

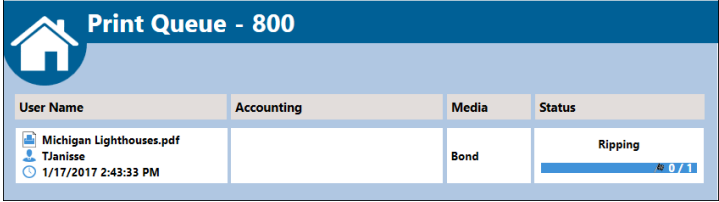
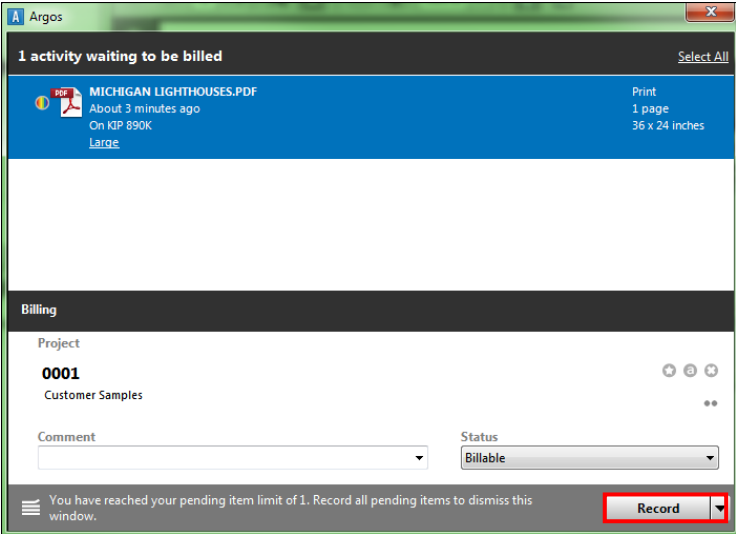
- **A** User Name in this case “JohnDoe”
- **B** Hash value for the Server Authentication Secret. Internal used values, please do not edit.
- **C** Hash value for the Server Authentication Salt. Internal used values, please do not edit.
- **D** This field could be used for applying a new password.
- **E** Email address
- **F** First Name
- **G** Last Name
- **H** language
- **I** Card Number the number used for the authentication by card.
- **J** Allow authentication by card (True or False)
- **K** Hash value for the Client Authentication Secret. Internal used values, please do not edit.
- **L** Hash value for the Client Authentication Salt. Internal used values, please do not edit.
- **M** status if the user is active. (True or False)
- **N** Role of the user

Appendix 2: Using the KIP Accounting Package with 3rd party accounting.

In some instances, the customer will already have their own accounting package (example Argos). In these instances if the KIP Accounting Package is being utilized it may cause a double prompt for accounting (one from KIP and one from 3rd party app). Using the following settings, it is possible to set the KIP touchscreen to be locked down (users must log in to use the touchscreen) while still allowing the 3rd party application to prompt for information on the Client end.


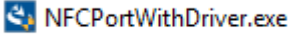
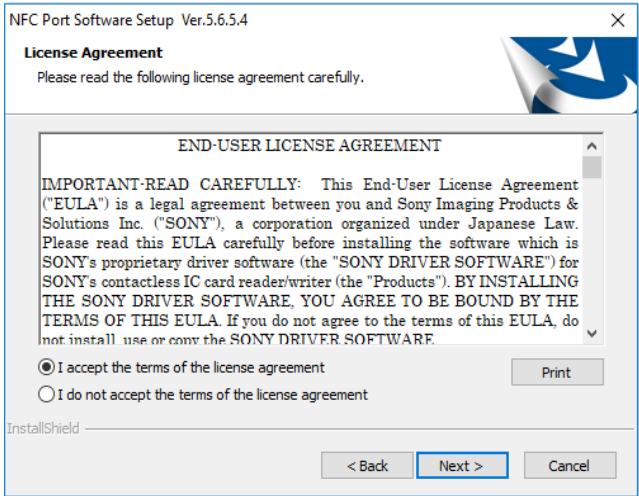
Action	Illustration
<p>1. Open KIP Accounting Center and Log in</p>	
<p>2. Open the Roles Tab and select the Anonymous user and then uncheck the box.</p>	
<p>3. Features – Select the Select None option to clear all features.</p>	

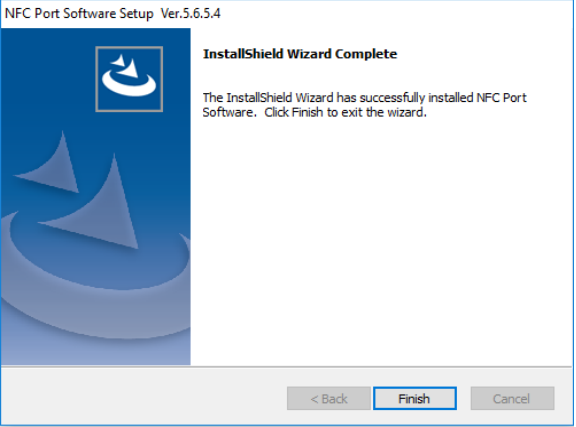
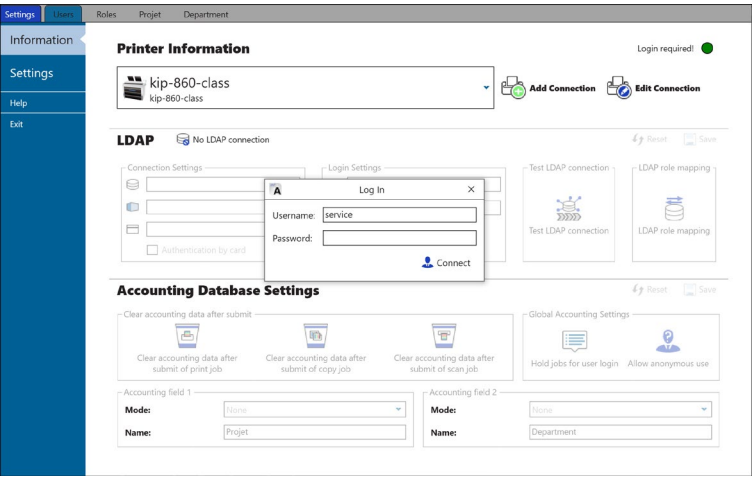
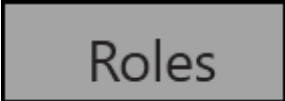
Action	Illustration
<p>4. From the list of available features select the following:</p> <ul style="list-style-type: none"> • Queue View – If users need to be able to see the queue. • Color Print – To allow Color Printing from the network • Mono Print – To allow Color Printing from the network 	
<p>5. Select Save (activated)</p>	
<p>6. KIP Touchscreen Should look like this. All buttons grayed out except for:</p> <ul style="list-style-type: none"> • Job Info • Log In • Guides <p>Note: it will be necessary to have users created for walk up use as with this setup the Touchscreen can only be used by logging in.</p>	

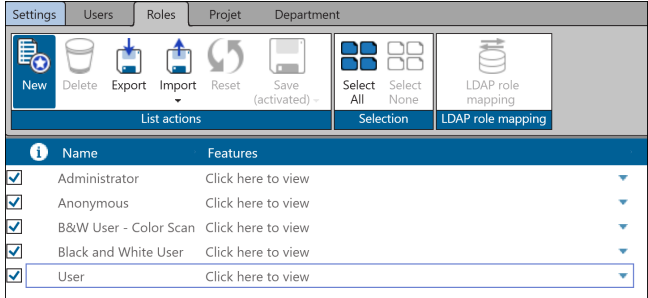

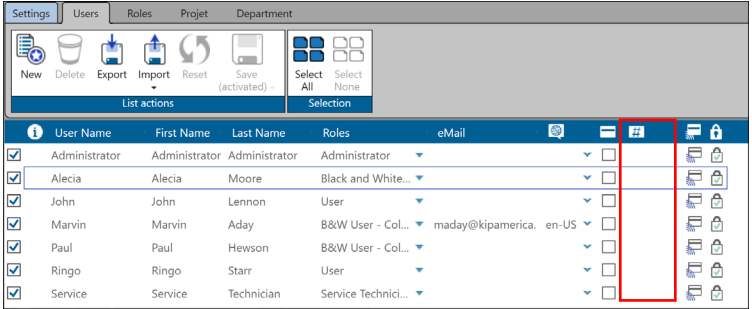
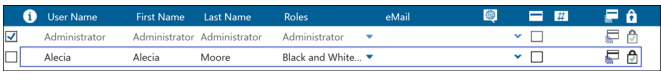
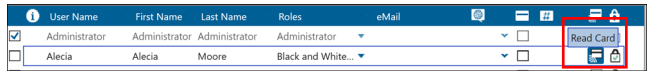
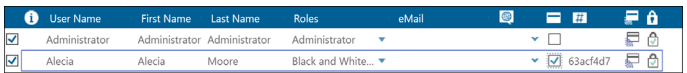
Action	Illustration								
<p>7. Once the job hits the queue and prints the 3rd party application will prompt (this example uses Argos).</p>	 <table border="1"> <thead> <tr> <th>User Name</th> <th>Accounting</th> <th>Media</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Michigan Lighthouses.pdf TJanisse 1/17/2017 2:43:33 PM</td> <td></td> <td>Bond</td> <td>Ripping 0 / 1</td> </tr> </tbody> </table>	User Name	Accounting	Media	Status	Michigan Lighthouses.pdf TJanisse 1/17/2017 2:43:33 PM		Bond	Ripping 0 / 1
User Name	Accounting	Media	Status						
Michigan Lighthouses.pdf TJanisse 1/17/2017 2:43:33 PM		Bond	Ripping 0 / 1						
<p>8. Enter accounting information and select Record.</p>	 <p>1 activity waiting to be billed</p> <p>MICHIGAN LIGHTHOUSES.PDF About 3 minutes ago On KIP 890K Large</p> <p>Print 1 page 36 x 24 inches</p> <p>Billing</p> <p>Project 0001 Customer Samples</p> <p>Comment: <input type="text"/></p> <p>Status: <input type="text" value="Billable"/></p> <p>You have reached your pending item limit of 1. Record all pending items to dismiss this window.</p> <p>Record</p>								




Appendix 3: How to configure and use a Sony Card Reader

In some instances, the customer may want to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to program the cards and use them connected to the KIP.

Action	Illustration
<p>1. Connect the NFC Reader to the workstation that will be programming the cards.</p> <p>For example: Sony Model RC-S380 used here.</p>	
<p>2. It will be necessary to install the Drivers for the Sony Card Reader.</p> <p>Double click the Necessary Drivers for the operating system on the PC being used and select Run or Yes.</p>	
<p>3. Select "Next", then accept the License Agreement to continue.</p>	

Action	Illustration
<p>4. When complete, select “Finish”. Plug in Device.</p>	 <p>The screenshot shows a window titled "NFC Port Software Setup Ver.5.6.5.4". On the left is a blue graphic with a white circular arrow. On the right, the text reads: "InstallShield Wizard Complete. The InstallShield Wizard has successfully installed NFC Port Software. Click Finish to exit the wizard." At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".</p>
<p>5. Open KIP Accounting center and log in as Administrator or Service. Turn off “Allow anonymous use” (not active or blue).</p>	 <p>The screenshot shows the "Settings" page in the KIP Accounting Center. The left sidebar has tabs for "Information", "Settings", "Help", and "Exit". The main content area is titled "Printer Information" and includes sections for "LDAP" and "Accounting Database Settings". A "Log In" dialog box is open in the center, with "Username" set to "service" and a "Password" field. The "Connect" button is visible at the bottom of the dialog.</p>
<p>6. Select the Roles Tab.</p>	 <p>A simple rectangular button with the word "Roles" centered in a grey font.</p>

Action	Illustration
7. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.	
8. Select the Users Tab	
9. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first. Example: Alecia Moore has a role of Black and White User.	
10. Unselect the user to be able to program the card.	
11. Put the card to be used on the Card Reader and click Read Card	
12. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for "Allow Authentication by card".	

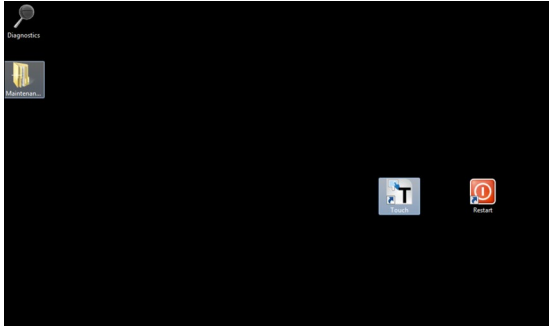
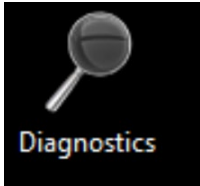
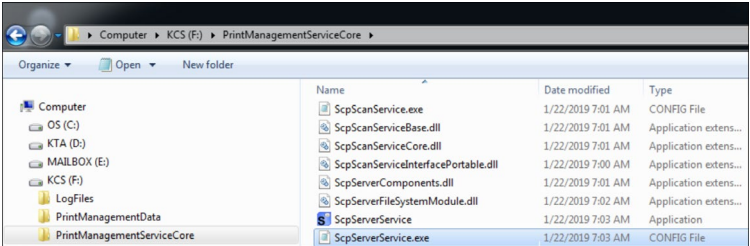
Action	Illustration
<p>13. Click Save Activated.</p>	
<p>14. Programmed cards are now ready to be read by the KIP printer with the Card reader attached.</p> <p>Simply walk up to the KIP Printer and place the card on the reader.</p>	
<p>15. The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User.</p> <p>Here only the black and white buttons are active.</p>	

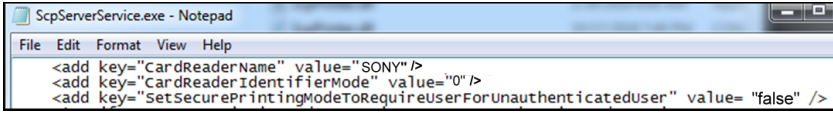
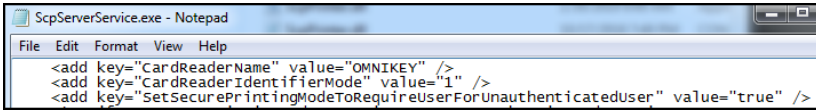
Appendix 4: How to configure and use a 3rd Party Card Reader

In some instances, the customer may want to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to read the cards and use them connected to the KIP. For this example, the OMNIKEY Card Reader is used.

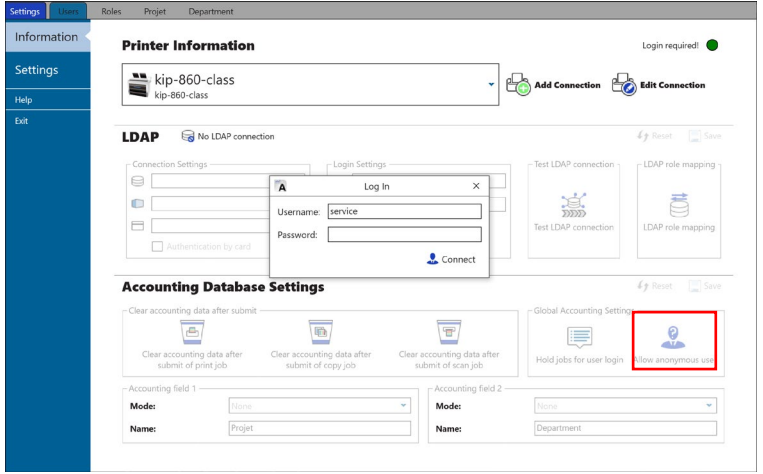


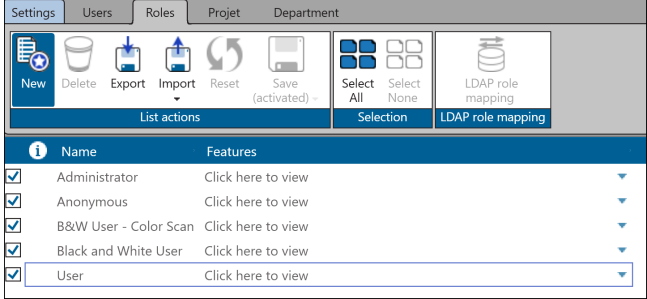
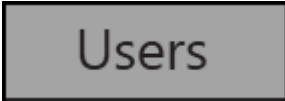
It will be necessary to make a couple of config changes to the KIP so that it will recognize the Omnikey reader.

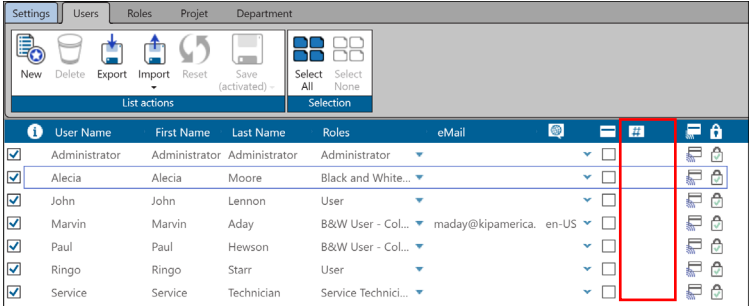
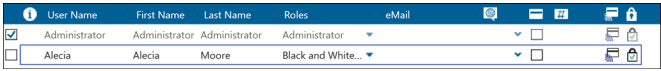
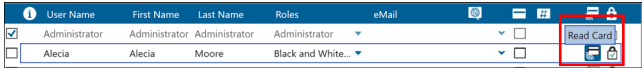
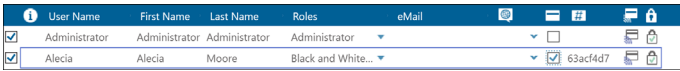


Follow these steps: to be done at KIP Printer.

Action	Illustration
<p>1. Begin by closing the User interface on the KIP. This will show the KIP Desktop.</p>	
<p>2. Open Diagnostics</p>	
<p>3. Browse to the following location: F:\PrintManagementServiceCore and open the ScpServerService.exe.config files</p>	

<p>4. Search for the following lines in this file:</p>	 <ul style="list-style-type: none"> • <add Key="CardReaderName" value="Sony" /> • <add key="CardReaderIdentifierMode" value="0" /> • <add Key="SetSecurePrintingModeToRequireUserForUnauthenticatedUser" value="false" />
<p>5. Make the following changes to these lines:</p>	 <pre><add Key="CardReaderName" value="OMNIKEY" /> <add key="CardReaderIdentifierMode" value="2" /> <addKey="SetSecurePrintingModeToRequireUserForUnauthenticatedUser" value="1" /></pre> <p>Please note: for the CardReaderIdentifierMode value choose from the following:</p> <ul style="list-style-type: none"> -'0'=legacy (UID, default) -'1'=Auto-CN (most likely not working) -'2'=HID H10301 -'3'=HID H10302 -'4'=HID H10304 -'5'=HID Corp1000 <p>Value selected will be connected with the HID format associated with the card(s) being used.</p>

At the workstation that will be running KIP Accounting Center

Action	Illustration												
<p>6. Open KIP Accounting center and log in as Administrator or Service. Turn off “Allow anonymous use” (not active or blue).</p> <p>This will force Users to enter a User name when using KIP Applications.</p>													
<p>7. Connect the NFC Reader to the workstation that will be Reading the cards.</p> <p>For example: OmniKey 5427CK used here.</p>													
<p>8. Select the Roles Tab.</p>													
<p>9. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Features</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>Click here to view</td> </tr> <tr> <td>Anonymous</td> <td>Click here to view</td> </tr> <tr> <td>B&W User - Color Scan</td> <td>Click here to view</td> </tr> <tr> <td>Black and White User</td> <td>Click here to view</td> </tr> <tr> <td>User</td> <td>Click here to view</td> </tr> </tbody> </table>	Name	Features	Administrator	Click here to view	Anonymous	Click here to view	B&W User - Color Scan	Click here to view	Black and White User	Click here to view	User	Click here to view
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<p>10. Select the Users Tab</p>													

Action	Illustration
<p>11. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first.</p> <p>Example: Alecia Moore has a role of Black and White User.</p>	 <p>The screenshot shows a web interface with a 'Users' tab. Below the navigation bar is a toolbar with icons for New, Delete, Export, Import, Reset, Save (activated), Select All, and Select None. Below the toolbar is a table with columns: User Name, First Name, Last Name, Roles, eMail, and icons for Read Card, Print, and Lock. The table contains several rows, with Alecia Moore highlighted. A red box is drawn around the 'Read Card' icon in her row.</p>
<p>12. Unselect the user to be able to read the card.</p>	 <p>The screenshot shows the same table as in step 11, but the checkbox in the first column for Alecia Moore is now unchecked.</p>
<p>13. Put the card to be used on the Card Reader and click Read Card</p>	 <p>The screenshot shows the same table as in step 12. A red box highlights the 'Read Card' icon in the Alecia Moore row.</p>
<p>14. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for "Allow Authentication by card".</p>	 <p>The screenshot shows the same table as in step 13. A card ID '63ac4d7' is now displayed in the 'eMail' column for Alecia Moore. The 'Read Card' icon is still highlighted with a red box.</p>
<p>15. Click Save Activated.</p>	 <p>The screenshot shows a single button labeled 'Save (activated)' with a dropdown arrow.</p>
<p>16. Programmed cards are now ready to be read by the KIP printer with the Card reader attached.</p>	 <p>The image shows a black, rectangular card reader device with a card slot on top.</p>

Action	Illustration
<p>17. When the system returns ready. Simply walk up to the KIP Printer (with card reader attached) and scan the card.</p> <p>The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User.</p> <p>Here only the black and white buttons are active.</p>	